

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, AUGUST 20, 2024
COMMISSION CHAMBERS - 9:05 A.M.

Mayor Penny called the meeting to order at 9:05 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS BEN THOMAS, LYNDIA THOMPSON, *THOMAS REID, VICE MAYOR GAIL NEIDINGER, AND MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY KRISTEN GRAY, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC SAFETY DIRECTOR DAVID MIXSON, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were Department Head Reports, Bay View Park Pavilion Update, City Holiday Events and Budget Update.

The first topic for discussion was Department Head Reports.

The Department Heads reviewed their reports with the Commission (attached to Minutes as Exhibit A).

Public Works Department

Public Works Director Shimko reported that a tree was struck by lightning at Bay View Park and will need to be removed.

In response to Vice Mayor Neidinger, Mr. Shimko spoke regarding the installation of fiber cables on Pasadena Isle by an independent vendor. He stated that he informed the contractor of the complaints received from citizens.

In response to Mayor Penny, Mr. Shimko stated that derelict boats affected by the recent severe weather have more time to address any issues because a named storm occurred.

Mr. Shimko spoke regarding departmental activities including storm cleanup and maintenance of City facilities.

Community Improvement Department

Community Improvement Director Sullivan spoke regarding the Community Rating System (CRS) process. She reported that the City's upcoming audit has been postponed. She said that she plans

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to request a review to pursue credit for processes that should earn the City additional points. She noted that the City's score would remain the same for the time being.

In response to Vice Mayor Neidinger, Ms. Sullivan spoke regarding local business development.

Ms. Sullivan spoke regarding departmental activities including software changes, legislative changes related to insurance requirements for contractors, and staff certifications.

Public Safety Department

Public Safety Director Mixson reported on departmental activities including contract renewals and functionality and repairs at the new fire station. He reported that cabinetry at the new station needs to be moved to better accommodate the copier. He noted that a new outlet would need to be added at a cost of approximately \$1,200.

The consensus of the Commission was to approve the expense of relocating the cabinet and adding the additional outlet.

In response to Mayor Penny, Ms. Sullivan spoke regarding a request to participate in legislative activities with the Building Officials Association of Florida (BOAF) in Tallahassee in March 2025. She stated that she participated last year and is asking to go again next year.

The consensus of the Commission was to approve Ms. Sullivan's request to participate in the legislative trip with BOAF in March 2025.

Finance Department

Mayor Penny stated that he had no questions for Finance Director Graham regarding his report. He suggested waiting to address Mr. Graham until the Budget Update agenda item is called.

Administration Department

City Clerk Lewis reported that the proposed renewal for employee health insurance included a 5% increase which is under budget. She requested Commission approval to renew the City's employee health insurance with the current provider.

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The consensus of the Commission was to renew the City's employee health insurance with the existing provider.

City Clerk Lewis spoke regarding departmental activities including preparations for upcoming Commission meetings, the auditor selection process, and City events.

Chief Mixson reported that the dedication and City officials plaques are done and will be installed at the new station this week.

In response to Chief Mixson, Vice Mayor Neidinger suggested that the dedication plaque honoring former Mayor Max Elson be displayed to the right of the door so that it is most visible.

Chief Mixson reported that the City's Hazard Mitigation Grant Program (HMGP) application for a generator for City Hall was denied due to lack of documented historical loss.

The consensus of the Commission was to hang the Elson dedication plaque to the right of the door at the new Station 20 and the City officials plaque on the opposite wall.

Ms. Sullivan reported on milestone inspections. She stated that the buildings that had been previously cited are being repaired to address their structural issues. She noted that milestone inspection reports are due by the end of the year.

The next topic for discussion was Bay View Park Pavilion Update.

Mr. Shimko spoke regarding the Bay View Park pavilion replacement. He stated that the City's engineer has recommended awarding the project to the lowest bidder. He explained that the bid was \$894,860. He noted that the potential addition of a kayak launch would be separate.

Commissioner Reid expressed concern over the cost of the project. He suggested going out to bid for the project again.

In response to Commissioner Reid, Mr. Shimko stated that rebidding the project would result in the loss of the \$250,000 grant funds approved for the project. He noted that the grant had already been extended.

Discussion ensued regarding the Bay View Park pavilion project.

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The consensus of the Commission was to add an item to the August 27, 2024 Regular Commission Meeting agenda to award the Bay View Park pavilion project to the recommended low bidder.

The next topic for discussion was City Holiday Events.

Mr. Shimko reported that Bay View Park will be closed for the construction of the new pavilion which will interfere with the Holiday Tree Lighting and Block Party events. He suggested doing a tree lighting at the boat parade viewing this year and canceling the Block Party for 2025.

Discussion ensued regarding City events in light of the pending construction at Bay View Park.

The meeting was recessed at 10:30 A.M. and reconvened at 10:42 A.M.

*Commissioner Reid left the meeting at 10:30 a.m.

The consensus of the Commission was to plan to hold Artspring in 2025 and to revisit plans for the Block Party at a later date.

The last topic for discussion was Budget Update.

Mr. Graham spoke regarding budget updates and reviewed a handout (attached to Minutes as Exhibit B). He discussed insurance rates, sewer fees, fire station expenses, and training.

Ms. Sullivan reported that an increase in her training budget is due to a requirement related to the City's Insurance Office Services (ISO) rating. She stated that more funding must be budgeted and utilized for the City to meet scoring goals. She said that the training must be on building code.

Ms. Sullivan explained to the Commission that the increase in the budget is due to the requirement from the ISO that 2 percent of their entire budget needs to be allocated to Building Code Training and a half of a percent needs to be spent on public information. She said that an increase is also needed for promotional programs to achieve the appropriate scores. She noted that there is a requirement for members of the Commission to have three hours of training per year on building code. She noted that staff is looking into options for the Commission to meet this requirement.

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Mr. Graham reported that \$30,000 was budgeted for auditing fees but the bids received exceed that amount. He suggested that the budget be increased to account for the expected increase in audit fees in light of the bids.

The consensus of the Commission was to increase the budget for auditing services to \$60,000.

Mr. Graham spoke regarding sewer fee and distributed a handout (attached to Minutes as Exhibit C). He reported that a 5.5% increase was previously budgeted to account for estimated increases in processing fees from the City of St. Petersburg. He stated that updated information suggests that an 8% increase would be needed to cover the increased processing fees.

The consensus of the Commission was to pursue an 8% increase in sewer fees.

Vice Mayor Neidinger spoke regarding the proposed millage rate. She questioned lowering the millage rate before it is final.

The consensus of the Commission was to discuss the millage at a later date.

Mr. Shimko reported that the City's grant through Resilient Florida is moving forward.

There being no further discussion, the meeting was adjourned at 11:05 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
08-20.24a

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