

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, NOVEMBER 19, 2024  
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:02 A.M. All participated in the pledge to the flag.

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 Vulnerability Assessment Update with Justin Keller of Advanced Engineering, Department Head Reports, and Disaster Response Policies.

The first topic for discussion was Vulnerability Assessment Update with Justin Keller of Advanced Engineering.

Justin Keller, Advanced Engineering, spoke regarding engineering services provided to the City.

Cody Stewart, Advanced Engineering, spoke regarding resiliency and presented a PowerPoint presentation (attached to Minutes as Exhibit A). He spoke regarding local flood trends, storm risks, and opportunities for community storm mitigation.

Mr. Keller spoke regarding FEMA policies and roadway elevations. He discussed potential updates to the City Code to help protect the community from future flood and storm damage by elevating roads.

Discussion ensued regarding long-range planning for resiliency.

The next topic for discussion was Department Head Reports.

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

Public Works Director Shimko spoke regarding Public Works Department activities including the Barbara Gilbert Habitat remediation, the Bay View Park pavilion project, City Hall elevator repairs, and storm debris removal.

ADMINISTRATIVE WORKSHOP

TUESDAY, NOVEMBER 19, 2024 - 9:02 A.M.

Community Improvement Director Sullivan spoke regarding Community Improvement Department activities including substantial damage assessments, permitting activity, and staffing.

Ms. Sullivan spoke regarding security for her department. She stated that staff has been dealing with increasingly concerning behavior from customers following the recent storm events. She reported that staff is pursuing having cameras added to City Hall and the Annex and is evaluating additional security measures.

In response to Mayor Penny, Ms. Sullivan spoke regarding the Take 5 Oil Change construction. She said that she would review the building's placement in response to concerns it is closer to the street than expected.

Discussion ensued regarding local business development and permitting activity.

Public Safety Director Mixson spoke regarding Public Safety Department activities including recent storms, staffing, inspection processes, and repairs to the new fire station.

Chief Mixson announced that Maher Chevrolet reached out to the City and has offered funds to support a local first responder agency that was affected by the recent storms. He stated that he is working toward using the donated funds to purchase an inflatable boat to help with flooding rescues.

In response to Mayor Penny, Chief Mixson stated that uniform changes will be implemented soon at the request of the crew personnel.

In response to Mayor Penny, Chief Mixson stated that he would try to share information about medical transport helicopter activity when he can.

Finance Director Graham spoke regarding Finance Department activities including year-end closeout processes, meetings with the Federal Emergency Management Agency (FEMA), permitting fees, and storm recovery expenses.

In response to Mayor Penny, Mr. Graham reported that \$525,000 was budgeted as permitted revenue for the year. He stated that he does not know how the recent storm damage will affect permitting activity and revenues.

ADMINISTRATIVE WORKSHOP  
TUESDAY, NOVEMBER 19, 2024 - 9:02 A.M.

Commissioner Thompson stated that several beach communities have decided to waive permit fees.

Mayor Penny stated that the City will have increased expenses from the storm and does not have the same revenue options as other cities. He noted that expenses may not all be reimbursed by FEMA.

Discussion ensued regarding permit fees.

City Clerk Lewis spoke regarding Administration Department activities including qualifying for the March 2025 election, holiday events, IT developments, and personnel projects.

The last topic for discussion was Disaster Response Policies.

City Clerk Lewis stated that staff is in need of Commission feedback on storm response policies including the potential waiving of permitting fees. She noted that the topic was discussed earlier in the meeting.

Mayor Penny stated that many people have already paid for permits and it would be difficult to go backward. He stated that he is concerned about increasing expenses and the City's limited revenue options. He noted that waiving permit fees would likely result in a millage increase.

Commissioner Reid stated that he does not think the City can afford to waive permit fees as a small community.

Ms. Sullivan reported that she will likely need to utilize an outside vendor to assist with inspections. She noted that the cost of using a private provider may not be reimbursable.

Discussion ensued with regard permit fees and storm-related expenses.

Mayor Penny requested that more information be broadcast to the community regarding the evacuation of the fire station during a disaster. He noted that some residents thought the fire station would be a safe place to go in a disaster and were surprised when no one was there during the storm.

Chief Mixson stated that announcements were made and residents were strongly urged to evacuate but staff would work to get the message out during future disasters.

ADMINISTRATIVE WORKSHOP  
TUESDAY, NOVEMBER 19, 2024 - 9:02 A.M.

There being no further discussion, the meeting was adjourned at  
11:16 A.M.

*Arthur Penny*

Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

Carley Lewis, City Clerk  
11-19.24a

**DIGITALLY SIGNED COPY.  
TO VIEW ORIGINAL SIGNED MINUTES,  
PLEASE CONTACT THE CITY CLERK'S OFFICE.**