

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JANUARY 7, 2025
COMMISSION CHAMBERS - 9:06 A.M.

Mayor Penny called the meeting to order at 9:06 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 Life Safety Inspection Compliance Service, Hurricane Recovery Update, and Charter Review Process.

The first topic for discussion was Life Safety Inspection Compliance Service.

Public Safety Director Mixson spoke regarding a compliance service for the life safety inspection process. He stated that life safety inspections are currently on a 3-year cycle conducted by certified staff within the South Pasadena Fire Department. He proposed contracting with a compliance service called The Compliance Engine that creates a database that tracks inspections and requires the service provider to submit documentation of completed services to promote compliance. He said that several other local departments are using the service. He noted that costs are applied to the individual service providers and there are no costs to the City.

Discussion ensued regarding life safety inspection processes.

The consensus of the Commission was to add an item to the next Regular Commission Meeting agenda when a final contract for the life safety inspection compliance system is approved by the City Attorney.

Chief Mixson spoke regarding Fire Station 20. He stated that the original grand opening event had to be canceled because of the recent hurricanes. He questioned if the Commission would like to reschedule the event.

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Discussion ensued regarding rescheduling the Fire Station 20 grand opening event.

The consensus of the Commission was to hold a grand opening for Fire Station 20 on Saturday, March 29, 2025.

The next topic for discussion was Hurricane Recovery Update.

Public Works Director Shimko spoke regarding debris removal. He stated that some debris was not removed because of where it was piled but the process is complete.

Chief Mixson reported that call volumes have been lower than normal following the recent hurricanes. He said that several residential facilities remain empty. He noted that he is increasing training to utilize the current decrease in calls.

In response to Vice Mayor Neidinger, Community Improvement Director Sullivan spoke regarding flood damage at residential buildings.

Discussion ensued regarding storm recovery and repairs to residential facilities.

Ms. Sullivan reported on permitting activity and substantial damage letters.

In response to Commissioner Reid, City Clerk Lewis stated that a public update is being prepared in order to report permitting and substantial damage activity on the City website and Facebook page.

Discussion ensued regarding post-disaster permitting and inspection processes.

City Clerk Lewis spoke regarding logistics to hold a candidate forum event for the City's upcoming election. She said that the Commission had previously been advised that if a candidate forum was going to be held, it should be conducted in Hibiscus Hall and not in Commission Chambers to avoid giving the impression that it is a government function or electioneering. She stated that an event cannot be held in Hibiscus Hall this year because of the storm damage so staff does not feel a forum can be held at the City this year. She noted that she could suggest that the League of Women Voters work with other facilities locally if they'd like to hold an event.

Discussion ensued regarding local candidate events.

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The consensus of the Commission was not to schedule a candidate forum this year but to assist in connecting the League of Women Voters with local condominium complexes in case they would like to schedule an event.

The next topic for discussion was Charter Review Process.

City Clerk Lewis reported that both the Charter Review process and firefighter union negotiations are scheduled to be conducted this year. She stated that the two cycles frequently fall in the same year which creates a burden for City staff. She further stated that the Charter Review process is heavily dependent on volunteers and she feels the community is currently focused on storm recovery so citizen involvement may be difficult. She requested Commission approval to defer the Charter Review process by one year to separate it from the union negotiation cycle and to allow the community to continue focusing on rebuilding. She noted that the process would remain on a six year cycle after being deferred until 2026.

The consensus of the Commission was to defer the Charter Review process for one year.

There being no further discussion, the meeting was adjourned at 10:13 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
01-07.25a

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