

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, MARCH 25, 2025
COMMISSION CHAMBERS - 9:18 A.M.

Mayor Penny called the meeting to order at 9:18 A.M. immediately following the Special Commission Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, MARK MCALEES, LYNDIA THOMPSON, AND MAYOR ARTHUR PENNY. ABSENT: VICE MAYOR THOMAS REID. 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 topic scheduled for discussion was Waiver of Storm-Related Building Permits.

Mayor Penny discussed a resolution and distributed a handout (attached to the Minutes as Exhibit A.) He spoke in favor of offering a partial refund for new construction building permits for properties that sustained storm damage. He noted that he is proposing that residential property owners would be required to apply for assistance through Elevate Florida in order to be eligible for the proposed refund. He also proposed that the current waiver of storm-related building permit fees be extended until September 30, 2025.

Community Improvement Director Sullivan spoke regarding permit fees and staffing expenses and reviewed a handout (attached to Minutes as Exhibit B). She explained that that assistance provided by the State of Florida will be ending soon so she will need additional staffing help. She noted that she has been working overtime since Hurricanes Helene and Milton but her current workload is not sustainable without help which will create additional expenses to the City.

In response to Mayor Penny, Ms. Sullivan replied that construction work completed without a permit prior to the storm must be brought up to code. She added that unpermitted construction work is not entitled to receiving a waiver but will be issued two permit fees.

In response to Commissioner Thompson, Ms. Sullivan explained the appeal process related to substantial damage determinations and insurance payouts.

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Discussion ensued regarding Community Improvement Department staffing needs.

The consensus of the Commission was to pursue additional staff assistance for the Community Improvement Department.

City Clerk Lewis stated that the Commission may need to review the City's policy on disaster pay for exempt employees.

Mayor Penny requested that financial reports be provided at future Commission meetings.

Ms. Sullivan reported that she plans to request Commission approval to purchase additional software licenses to accommodate the vacant Planner position and an outside inspector. She noted that the licenses are \$3,240 each per year.

The consensus of the Commission was to put Mayor Penny's proposed resolution on the April 8, 2025 Regular Commission Meeting agenda.

Public Works Director Shimko spoke regarding the Bay View Park playground and distributed a handout (attached to Minutes as Exhibit C). He suggested that a shade be added over the playground because so much shade has been lost from the trees that were storm damaged and removed. He noted the cost of the shade is \$35,536 and there may be extra funds in the project budget.

Discussion ensued regarding the Bay View Park playground.

The consensus of the Commission was to pursue installing a shade over the Bay View Park playground.

Finance Director Graham spoke regarding hurricane-related expenditures and reimbursements and reviewed a handout (attached to Minutes as Exhibit D).

Discussion ensued regarding storm damage to City facilities and ongoing repairs.

Mr. Shimko informed the Commission that Bill Krimmel with Waste Connections had passed away.

Commissioner Neidinger reminded everyone of the grand opening event scheduled for March 29th at Fire Station 20.

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Public Safety Director Mixson spoke regarding Public Safety Department activities including the Fire Station 20 grand opening, decommissioning fuel tanks at the old fire station property, and hurricane preparedness.

City Clerk Lewis informed the Commission that the South Pasadena Community Band is offering to perform a concert in the Galatea Garden on April 10th. She requested Commission approval for the event to take place and for staff assistance from the Public Works Department.

The consensus of the Commission was to approve the April 10th band concert and to provide employee assistance.

There being no further discussion, the meeting was adjourned at 10:17 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
03-25.25a

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