

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, AUGUST 19, 2025  
COMMISSION CHAMBERS - 9:09 A.M.

Vice Mayor Reid called the meeting to order at 9:09 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, MARK MCALEES, LYNDIA THOMPSON, AND VICE MAYOR THOMAS REID. ABSENT: 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 Consulting Services Engagement Letters with GrayRobinson, P.A. and Department Head Reports.

The first topic for discussion was Consulting Services Engagement Letters with GrayRobinson, P.A.

City Clerk Lewis spoke regarding the damage sustained to City Hall from Hurricane Helene and Hurricane Milton. She reported that the City can pursue appropriations funds from the State and that she feels lobbying services would help the City be more successful in obtaining funding. She explained that two engagement letters with GrayRobinson P.A. were executed during the Commission's summer hiatus because of the timing of the appropriations process and she is seeking their ratification. She noted that the agreements can be terminated if the Commission does not want to proceed.

Discussion ensued regarding the appropriations funding process.

The consensus of the Commission was to move forward with ratifying the two engagement letters with GrayRobinson P.A. related to lobbying services.

The next 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

ADMINISTRATIVE WORKSHOP  
TUESDAY, AUGUST 19, 2025 - 9:09 A.M.

In response to Vice Mayor Reid, City Clerk Lewis suggested holding a grand reopening event at Bay View Park in the fall.

The consensus of the Commission was to plan a grand reopening event at Bay View Park later in the fall.

Public Works Director Shimko spoke regarding departmental activities including pipe and outfall maintenance, stormwater drainage, and the installation of Christmas lights.

Finance Department

Finance Director Graham spoke regarding departmental activities including staff training, the Department of Government Efficiency (DOGE) processes, and City financials.

Community Improvement Department

In response to Vice Mayor Reid, Community Improvement Director Sullivan reported that Take 5 Oil Change is still working with the Florida Department of Transportation (FDOT) on issues with access to their property.

Ms. Sullivan spoke regarding departmental activities including local business development projects, permit applications, and site plan reviews.

Public Safety Department

Public Safety Director Mixson spoke regarding departmental activities including staff education, training, emergency responses, permitting, water rescue incidents, public education, and emergency management.

Chief Mixson reported that the reserve ladder truck was recently inspected and has a crack in the platform. He stated that the estimated repair cost is \$41,143.44. He noted that the City can choose not to repair the platform and run the truck as an engine but he would like to have it repaired so that it can be fully operational when needed. He noted that he believes he may have excess funds in other line items in his budget to help cover the repair cost but he would like to work with Mr. Graham to determine what budget funds could be utilized.

The consensus of the Commission was to move forward with repairing the platform of the reserve ladder truck.

Administration Department

City Clerk Lewis stated that this year's boat parade has been tentatively scheduled for Friday, December 12<sup>th</sup>. She asked if the Commission had any conflicts with the date before staff begins to promote it.

The consensus of the Commission was to move forward with scheduling the boat parade for December 12, 2025.

In response to Vice Mayor Reid, City Clerk Lewis spoke regarding new legislation related to liveaboard and derelict boats. She stated that the changes may be small but staff is hopeful that they will help the proper agencies to address at-risk and derelict vessels more quickly.

City Clerk Lewis reported that the renewal proposal for employee health insurance came in with a 3% increase. She stated that the increase is less than what was budgeted and requested approval to renew with the current insurance vendor.

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

City Clerk Lewis spoke regarding the architect study being conducted on City Hall. She explained that the City Commission had previously approved Tasks 1-4 of their proposal in order to evaluate options and estimates for remodeling the existing City Hall facility. She explained that the architects have requested approval to complete Task 5 in order to prepare design options and estimates for rebuilding City Hall to compare their options for remodeling City Hall versus rebuilding it. She said that staff feels remodeling City Hall will be difficult and expensive given the design challenges of the existing building so the Commission will likely need information on the cost of a new build. She noted that the cost for Task 5 is \$16,500.

The consensus of the Commission was to approve Task 5 of the City Hall remodel/rebuild architect study.

City Clerk Lewis requested approval to advertise the Finance Director position with the salary range increased by the tentatively budgeted 5% COLA. She explained that in light of Mr. Graham's upcoming retirement, the position is likely to be filled in the new fiscal year so she would like to use the upcoming salary figures during the hiring process.

ADMINISTRATIVE WORKSHOP  
TUESDAY, AUGUST 19, 2025 - 9:09 A.M.

The consensus of the Commission was to advertise the Finance Director hiring process using the tentative salary range for FY2026 with the budgeted 5% COLA.

There being no further discussion, the meeting was adjourned at 9:50 A.M.

*Arthur Penny*

Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

Carley Lewis, City Clerk  
08-19.25a

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