

M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, APRIL 1, 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 GAIL NEIDINGER, LYNDA THOMPSON, VICE MAYOR THOMAS REID, AND MAYOR ARTHUR PENNY. ABSENT: COMMISSIONER MARK MCALEES. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY KRISTEN GRAY, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC SAFETY DIRECTOR DAVID MIXSON, PUBLIC WORKS DIRECTOR SHAWN, AND COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN.

The topic scheduled for discussion was Miscellaneous Staff Project Updates.

Public Works Director Shimko informed the Commission that the shade staff had proposed for Bay View Park will not work. He reported that he is pursuing pricing for a few oak trees to supply shade. He noted that he believes the cost will be less than \$5,000.

Mr. Shimko reported that Lift Station No. 2 recently went down. He said that the repairs are expected to cost approximately \$12,000 and he will be working with the Finance Department to determine how the budget would be affected.

In response to Mayor Penny, Mr. Shimko said that he is in the process of replacing the City's directional signs since the fire station is no longer located on Oleander Way.

Public Safety Director Mixson reported that the removal of the fuel tanks from the old fire station is estimated to cost \$12,348. He noted that the process will take a few months.

Community Improvement Director Sullivan reported that all substantial damage letters have been sent for Causeway Village.

Ms. Sullivan spoke regarding City vehicles. She stated that one of her department's cars has significant rusting and the repairs were quoted at a cost of \$7,500. She said that she has been pushing back replacing the vehicle but she is considering options for how to move forward.

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Ms. Sullivan stated that she is working to finalize a contract with private provider Bureau Veritas to assist with inspections.

Discussion ensued regarding obtaining additional private provider services.

In response to Mayor Penny, Ms. Sullivan reported on the status of local development projects.

Ms. Sullivan reported that the staff assistance provided by the State of Florida will be leaving on April 8<sup>th</sup>. She stated that she will need assistance with answering phones and is looking into options for how to address the increased workload.

City Clerk Lewis reported that temporary staffing options are being evaluated for discussion at an upcoming meeting.

Finance Director Graham reported that the audit process has not been moving quickly. He noted that staff is having to pull numerous records and the process is time-consuming.

Mr. Graham reported that the EMS budget was completed and sent to Pinellas County. He noted that firefighter union negotiations are upcoming.

City Clerk Lewis reported that headshots have been scheduled for the City Commission and directors on April 15<sup>th</sup>.

There being no further discussion, the meeting was adjourned at 9:33 A.M.

*Arthur Penny*

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Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

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Carley Lewis, City Clerk  
04-01.25a

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