

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, NOVEMBER 4, 2025
COMMISSION CHAMBERS - 9:10 A.M.

Mayor Penny called the meeting to order at 9:10 A.M. immediately following the Agenda 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, ASSISTANT PUBLIC WORKS DIRECTOR TIM GERMACK, FINANCE DIRECTOR JAMES GRAHAM, FINANCE DIRECTOR HEATHER GUADAGNOLI, PUBLIC SAFETY DIRECTOR DAVID MIXSON, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topic scheduled for discussion was Department Head Reports.

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

Public Works Department

Assistant Public Works Director Germack spoke regarding Public Works Department activities including the installation of holiday decorations and the removal of dying tress.

In response to Commissioner Neidinger, Mayor Penny spoke regarding the relocation of PSTA bus stops. He reported that PSTA is adjusting their routes which has resulted in local stops being removed.

Community Improvement Department

Community Improvement Director Sullivan spoke regarding the Community Rating System (CRS) visit. She said that she has been told that the City's rating is improving from an 8 to a 7. She explained that this increases the insurance discount from 10% to 15%.

Discussion ensued regarding the CRS process.

Ms. Sullivan reported on Community Improvement Department activities including permitting and inspections and local business development.

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Ms. Sullivan spoke regarding public education opportunities. She suggested that the City implement a Pledge to Evacuate program to help encourage the community to be storm ready and evacuate when orders are issued. She requested Commission approval and support to implement the initiative for the next storm season.

The consensus of the Commission was for staff to proceed with implementing a Pledge to Evacuate program.

In response to Mayor Penny, Ms. Sullivan discussed local participation in Elevate Florida. She said that three homes in South Pasadena have been approved to move forward, and one home is on a waiting list.

Finance Department

Finance Director Graham introduced Heather Guadagnoli, the new Finance Director.

Mr. Graham spoke on Finance Department activities including the disaster recovery assessment processes, audit procedures, budget updates, quarterly filings, and City financials.

Mr. Graham spoke regarding hurricane expenditures and reviewed a handout (attached to Minutes as Exhibit A). He reported that the City spent approximately \$922,000 toward hurricane expenditures.

Discussion ensued regarding hurricane expenditures and reimbursement processes.

Public Safety Department

Public Safety Director Mixson reported on Public Safety Department activities including staffing, inspection activity, fire protection systems management, and call volumes.

In response to Commissioner Neidinger, Ms. Sullivan spoke regarding the Barclay. She explained that their permit expired so they will need to apply for a new permit.

Chief Mixson reported on response times, lieutenant promotional processes, and emergency management.

Administration Department

City Clerk Lewis spoke regarding plans for a Block Party in 2026. She stated that the car show vendor the City had been

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using has retired and staff is suggesting that the car show component of the event be replaced with a Touch a Truck style display. She said that staff would like to reformat the Block Party to be more family-friendly with vehicle displays, concession-style food rather than food trucks, and more interactive activities.

Discussion ensued regarding plans for the 2026 Block Party.

The consensus of the Commission was to move forward with the revamping the Block Party for 2026 as suggested by staff.

City Clerk Lewis spoke regarding the City's policy for holiday office closures. She reported that City offices are closed on December 25th and January 1st but the City Commission has historically approved additional closure days as appropriate based on when the holidays fall. She suggested that the policy be formally changed so that staff can plan for closures and operational needs. She requested that an additional day be granted for Christmas and up to an additional day for New Year's to be set by staff based on what day of the week the holidays fall.

Commissioner Thompson spoke in favor of closing offices for 2 ½ days in observance of Christmas.

In response to Commissioner Neidinger, City Clerk Lewis stated that holidays for bargaining unit employees are specified in their contract and would not automatically change if holidays are changed for general employees. She noted that she can contact the Union to discuss an MOU to adjust their holidays.

Discussion ensued regarding holiday office closures.

The consensus of the Commission was to pursue amending the City's holidays for general employees to close offices for 2 ½ days in observance at Christmas and for up to two days in observance of New Year's to be determined by staff annually.

City Clerk Lewis stated that the recent Trunk or Treat event was well received. She questioned if the Commission would like to hold the event again in the future.

The consensus of the Commission was to plan for a Trunk or Treat event annually.

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City Clerk Lewis spoke on Administration Department activities including appropriations request processes, computer updates, employee evaluations, upcoming workshop topics, and the City Hall project.

In response to Mayor Penny, City Clerk Lewis spoke regarding the recent removal of several local PSTA bus stops. She reported that three City Sun Benches have been relocated due to the recent changes to the PSTA local bus routes. She said that sponsorship materials are being updated to reflect the new locations and the availability of sponsorship opportunities.

There being no further discussion, the meeting was adjourned at 10:26 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
11-04.25a

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