

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JANUARY 6, 2026
COMMISSION CHAMBERS - 9:03 A.M.

Mayor Penny called the meeting to order at 9:03 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, FINANCE DIRECTOR HEATHER GUADAGNOLI, PUBLIC SAFETY DIRECTOR DAVID MIXSON, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, AND COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN.

The topic scheduled for discussion was City Hall Financing Procurement.

Finance Director Guadagnoli spoke regarding the procurement of financing for a new City Hall facility. She reviewed previously distributed handouts and distributed an additional handout (attached to Minutes as Exhibit A). She stated that the Florida League of Cities (FLC) has a program to help municipalities secure funding. She explained that the program includes services from the FLC, a financial advisory firm, and a bond council firm. She recommended using the FLC's program because otherwise the City would still need all the same services but would need to secure vendors individually.

City Clerk Lewis spoke in favor of using the FLC's program as the vendors are set up to work together smoothly.

Vice Mayor Reid spoke in favor of using the FLC's program.

Discussion ensued regarding financing for a new City Hall.

The consensus of the Commission was to add items to the January 13, 2026 Regular Commission Meeting to execute the three engagement letters to participate in the FLC's municipal funding program.

In response to Mayor Penny, City Clerk Lewis spoke regarding alternative locations for City operations while a new facility is constructed. She explained that options have been identified but nothing has been confirmed because the timeframe for the project is uncertain.

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City Clerk Lewis invited the Commission to Finance Director Graham's retirement luncheon on January 15th to celebrate with Jim and to wish him well.

Public Safety Director Mixson spoke regarding the Fire Station open house scheduled for January 31st from 11:00 A.M. to 1:00 P.M.

In response to Mayor Penny, Community Improvement Director Sullivan updated the Commission on local business development.

In response to Vice Mayor Reid, City Clerk Lewis replied that Forward Pinellas will be setting community meetings and the development regulation project is moving forward.

Ms. Sullivan updated the Commission regarding permitting activity.

There being no further discussion, the meeting was adjourned at 9:36 A.M.



Arthur Penny, Mayor

ATTEST:



Carley Lewis, City Clerk
01-06.26a

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