

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, FEBRUARY 17, 2026
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:02 A.M. All participated in the pledge to the flag.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, MARK MCALEES, LYNDA THOMPSON, VICE MAYOR THOMAS REID, AND MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY KRISTEN GRAY, FINANCE DIRECTOR HEATHER GUADAGNOLI, PUBLIC SAFETY DIRECTOR DAVID MIXSON, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, AND COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN.

The topics scheduled for discussion were Hurricane Damage Insurance Settlement and Department Head Reports.

The first topic for discussion was Hurricane Damage Insurance Settlement.

Finance Director Guadagnoli spoke regarding the settlement financials related to Hurricane Helene and Hurricane Milton. She stated that the City's insurance provider is working to finalize claims in the amounts of \$51,000, \$2,100, and \$2,600 related to damage at City Hall. She asked for Commission direction regarding accepting the settlements.

Discussion ensued regarding storm damage and reimbursements.

The consensus of the Commission was to request clarification from the insurance provider as to how the claim amounts were determined and why they are lower than the City's losses.

The next topic for discussion was Department Head Reports.

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

Finance Department

Ms. Guadagnoli spoke regarding departmental activities including quarterly reports, FEMA reimbursement processes, banking institutions, property tax legislation, and financial reports.

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Community Improvement Department

Community Improvement Director Sullivan spoke regarding local business development. She reported that an estimated 400 businesses are currently operating in the city.

In response to Commissioner Neidinger, Ms. Sullivan spoke about the Pledge to Evacuate program. She said she plans to launch the initiative at the upcoming Block Party.

Public Works Department

Public Works Director Shimko spoke about the kayak launch dock project. He explained that there are environmental concerns because of seagrass in the area and said that he is working with Pinellas County to determine if the dock needed for the launch will be allowed. He noted that a grant may be available to help cover the cost of the project.

Public Safety Department

Public Safety Director Mixson spoke regarding departmental activities including personnel certifications, inspection activities, training, and call volumes. He reported that the dedicated outside air system is not working at Station 20. He said that the warranty for the coil is expired and the cost to replace it is \$10,500 with a wait time of 8-9 weeks. He noted that a new one could be made more quickly at triple the cost.

Discussion ensued regarding replacing or repairing the coil at Station 20.

Chief Mixson continued to discuss Public Safety Department activities including hurricane preparedness and participation in upcoming City events.

Administration Department

City Clerk Lewis spoke regarding departmental activities including Deputy City Clerk Bowman's Certified Municipal Clerk designation, and appropriations funding processes.

City Clerk Lewis spoke regarding the Charter Review Committee application process. She reported that the Committee can include one current member of the Commission and asked if anyone on the Commission is interested in participating.

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Commissioner McAlees indicated that he would be interested in serving on the Charter Review Committee.

The consensus of the City Commission was for Commissioner McAlees to serve as the current Commission member on the 2026 Charter Review Committee.

City Clerk Lewis spoke regarding a proposed design for a new City shirt. She requested Commission feedback on the design and pricing.

Discussion ensued regarding new City t-shirts.

The consensus of the Commission was to move forward with ordering the shirts and for the Administration Department to work with the Finance Department to determine appropriate pricing with consideration for sales tax processes.

There being no further discussion, the meeting was adjourned at 10:25 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
02-17.26a

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