

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, MAY 19, 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, LYNDIA 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, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were 2026 Emergency Action Guide and Department Head Reports.

The first topic for discussion was 2026 Emergency Action Guide.

Public Safety Director Mixson spoke regarding the 2026 Emergency Action Guide and reviewed a previously distributed handout (attached to Minutes as Exhibit A). He discussed response time thresholds and training requirements.

The next topic for discussion was Department Head Reports.

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

Public Safety Department

Chief Mixson spoke regarding departmental activities including personnel separation and advancement, inspection activities, training, emergency responses, and project updates.

In response to Vice Mayor Reid, Chief Mixson stated that he would contact the Pinellas County Sheriff's Office about new legislation regarding municipal authority over derelict boats.

Finance Department

Finance Director Guadagnoli reported that she will need to execute an addendum to the City's auditor contract in the amount of \$13,500 for additional note disclosure processes.

ADMINISTRATIVE WORKSHOP
TUESDAY, MAY 19, 2026 - 9:02 A.M.

Discussion ensued regarding the audit process.

Ms. Guadagnoli spoke regarding departmental activities including staffing, FEMA reimbursements, significant transactions, financial reports, and the FY 2026-2027 budget schedule.

Public Works Department

Public Works Director Shimko spoke regarding departmental activities including underground utility markings and paving projects.

Community Improvement Department

Community Improvement Director Sullivan spoke regarding departmental activities including Community Rating System verification visits, permit fee schedule changes, and software reprogramming. She reported that she expects to need outside consulting assisting for some software changes and the cost is estimated to be \$60,000.

Discussion ensued regarding required changes to building permit fees.

Ms. Sullivan continued to speak about departmental activities including local business development, staffing, and total revenues.

Administration Department

City Clerk Lewis spoke regarding departmental activities including the budget calendar, annual Form 1 filings, upcoming conferences, resident complaints, the City's appropriations request, and the Charter Review Committee process.

Mayor Penny spoke regarding City events. He questioned if the City should mark the country's semiquincentennial.

There being no further discussion, the meeting was adjourned at 10:22 A.M.



Arthur Penny, Mayor

ADMINISTRATIVE WORKSHOP
TUESDAY, MAY 19, 2026 - 9:02 A.M.

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
05-19.26a

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