

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 2, 2026
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, 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 Appropriations and Legislative Update with GrayRobinson P.A., 2026 Charter Review Committee Recommendations, and Budget.

The first topic for discussion was Appropriations and Legislative Update with GrayRobinson P.A.

Christopher Dawson, GrayRobinson P.A., spoke regarding the legislative session and the City's appropriation request. He discussed proposed legislation to phase out property taxes. He reported that a special session was held and a budget was passed. He said that \$500,000 has been included in the budget in response to the City's appropriations request. He noted that the City can pursue a more substantial investment next year.

The next topic for discussion was 2026 Charter Review Committee Recommendations.

City Clerk Lewis reported on the 2026 Charter Review Committee Process and distributed handouts (attached to Minutes as Exhibit A). She reviewed the Committee's recommendations regarding the addition of home rule powers to Section 1.04 and amending the language for removal of Commissioners in Section 2.03.

The consensus of the City Commission was to agree with the recommended change to add language in support of home rule powers to Section 1.04 and to further review the language related to substance abuse in Section 2.03 should the Commission decide to pursue amending the Charter by referendum.

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City Clerk Lewis spoke regarding Article 4 Administration. She explained that the Committee recommended that the Commission pursue either changing the City's form of government from City Commission to City Manager or increase the authority of the City Administrator. She said that changing the form of government would require a referendum process but the authority of the City Administrator position could be adjusted based on the existing Charter language. She further stated that the Committee also recommended separating the performance of the City Administrator and City Clerk roles. She noted that staff has recommended that the reference to Commissioners as "directors" in Section 4.01 should be amended to avoid confusing elected officials and staff positions.

Discussion ensued regarding the City's form of government and the performance of administrative duties.

The consensus of the City Commission was to pursue adjusting the authority of the City Administrator and to agree with the recommendation to remove the reference to Commissioners as "directors" in Section 4.01.

City Clerk Lewis continued to review the recommendations suggested for 7.01 and 7.03 regarding the size of the Charter Review Committee. She reported that the Committee recommended adjusting the size requirement for the Committee to be either 5, 7 or 9. She noted that the existing language calls for 9 members but the City did not have 9 applicants.

Mayor Penny questioned if the City Charter should be amended to adjust the compensation structure for members of the City Commission. He suggested establishing a starting pay amount that increases during length of service rather than new officials coming in at the same rate as existing officials with prior years of experience.

City Attorney Gray stated that she should look into the City's ability to establishing a pay plan for elected officials based on years of service.

Discussion ensued regarding the pay structure for local officials.

City Clerk Lewis spoke regarding the referendum process. She stated that a referendum process does increase the City's cost for having an election because the questions increase the length of the ballot.

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In response to Vice Mayor Reid, City Clerk Lewis spoke regarding the timeframe for City elections. She stated that the City may get a better turnout for elections in November but holding elections in March is believed to allow for better focus on local issues.

The consensus of the Commission was to agree with the recommendations of the 2026 Charter Review Committee but not to pursue a referendum at this time.

The next topic for discussion was Budget.

Finance Director Guadagnoli spoke regarding the ongoing audit process. She said that the City's auditor sent her a letter about outstanding items needed for their report. She noted that she has been responsive to their requests and the report should be completed by the June 30th deadline.

Ms. Guadagnoli spoke regarding estimated taxable values and reviewed a handout (attached to Minutes as Exhibit B). She reported that local taxable values have decreased which will affect ad valorem taxes. She discussed the impact of property taxes on the City's budget and millage rate and reviewed a handout (attached to Minutes as Exhibit C).

Ms. Guadagnoli spoke regarding the Fiscal Year 2026-2027 Proposed Capital Projects and reviewed a handout (attached to Minutes as Exhibit D).

Discussion ensued regarding the five-year schedule of capital projects.

Public Safety Director Mixson spoke regarding proposed capital expenditures for the Public Safety Department (included in Exhibit D).

Ms. Guadagnoli spoke regarding proposed capital expenditures for the Community Improvement Department (included in Exhibit D).

Public Works Director Shimko spoke regarding proposed capital expenditures for the Public Works Department (included in Exhibit D).

Discussion ensued regarding feasibility studies, HVAC repairs/replacements, renovations to the old fire station building, and the City Hall project.

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Ms. Guadagnoli spoke regarding preparations for the operating budget. She stated that the bargaining unit employees are contracted to receive a 4 percent increase for FY27. She requested guidance for budgeting a cost of living adjustment (COLA) for general employees and questioned if she should use 4 percent. She noted that a salary survey has been conducted so some positions may need to be adjusted separate from a COLA.

Discussion ensued regarding COLAs for general employees and the City Commission.

The consensus of the Commission was to prepare the budget with a 4 percent COLA for general employees and no COLA for City Commission salaries.

City Clerk Lewis spoke regarding the performance of a salary survey and distributed a handout (attached to Minutes as Exhibit E). She reported that City policy calls for a salary survey every three to five years and it has been five years since one was completed. She stated that all general employee positions were reviewed against comparable local cities. She reviewed the recommended changes by position and noted that the City has always tried to maintain competitive salaries at or slightly above averages. She noted that the recommended changes would be separate adjustments than COLAs.

Discussion ensued regarding salary adjustments in response to the salary survey information.

Discussion ensued regarding staff's recommendations for salary increases for City staff.

The consensus of the Commission was to budget the recommended changes presented by staff and a 4 percent COLA. The Commission also decided to budget to restructure the Administration Department to separate the responsibilities of the City Administrator and City Clerk into separate positions.

Ms. Guadagnoli stated that staff will prepare additional recommendations for restructuring the Administration Department with updated pay ranges as needed for discussion at a future meeting.

Commissioner McAlees stated that he was contacted by a local business questioning why food trucks are prohibited. He said that he has asked staff for information and would like for the Commission to discuss it.

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City Clerk Lewis said that staff is preparing information to present to the Commission at an upcoming meeting.

There being no further discussion, the meeting was adjourned at 11:58 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-02.26a

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