

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

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

Mayor Penny called the meeting to order at 9:03 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 topic scheduled for discussion was Budget.

Finance Director Guadagnoli spoke regarding the General Fund Departmental Budget and reviewed a handout (attached to Minutes as Exhibit A). She noted that some figures will change throughout the budget process as she receives updated information. She spoke regarding the Community Improvement Department operating expenses.

Community Improvement Director Sullivan reported that she has solicited quotes for consulting services to assist in restructuring the City's permit fees in response to House Bill 803. She said that a fee analysis needs to be done and the City's software needs to be updated to ensure compliance with new regulatory requirements.

In response to Mayor Penny, Ms. Guadagnoli stated that she believes some fees will be lowered and some will be raised. She stated that the City cannot use the cost of a project to determine a permit fee so costs will be calculated by the City's cost to provide each service.

Discussion ensued regarding changing the City's permit fees in compliance with House Bill 803.

In response to Mayor Penny, Ms. Guadagnoli responded that the budgeted salaries include the updated amounts that were discussed during a previous workshop.

Ms. Guadagnoli spoke regarding holiday bonuses. She stated that the City has previously given employees an \$80 bonus and a \$75

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Amazon gift card. She proposed increasing the year-end bonuses and not issuing gift cards this year.

Mayor Penny requested updated salary information based on the Commission's previous discussion.

Ms. Guadagnoli and Ms. Sullivan continued to review budgeted operating expenses for the Community Improvement Department.

City Clerk Lewis spoke regarding Community Improvement Department staffing. She stated that a temporary administrative position was added for a one-year period and staff would like to extend the position for another year. She said that the department is still experiencing increased work levels as storm recovery efforts are ongoing. She noted that keeping the position for another year is included in the proposed budget.

Discussion ensued regarding storm recovery efforts and local development projects.

Ms. Guadagnoli reviewed the operating budgets for Legislative Department and the Finance & Administration Departments (included in Exhibit A).

City Clerk Lewis spoke regarding the City Administrator job description and distributed a handout (attached to Minutes as Exhibit B). She stated that an updated job description has been drafted in response to changes the Commission requested at a previous workshop. She noted that the City Clerk job description will need to be amended as well to remove certain administrative oversight responsibilities that will stay with the City Administrator position.

Ms. Guadagnoli spoke regarding the step pay plan and requested Commission direction for budgeting to separate the City Administrator and City Clerk positions.

Discussion ensued regarding staffing changes and salaries.

The consensus of the Commission was to move City Administrator/City Clerk Lewis to step 10 of the new pay scale and to budget for step 8 of the new City Clerk pay scale, effective for the payroll that includes October 1, 2026.

Ms. Guadagnoli spoke regarding operating expenses for the Finance Department. She noted that she has budgeted step 5 to fill the vacant Accounting Specialist position.

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Ms. Guadagnoli reviewed the operating budget for the Public Safety Department (included in Exhibit A). She discussed personnel costs, consulting services, and training.

Public Safety Director Mixson spoke regarding the operating expenses for the Fire Department. He spoke in favor of contracting to conduct a strategic plan study for the Fire Department. He requested \$30,000 for the strategic plan project.

Discussion ensued regarding the proposed strategic plan for the Fire Department.

Mayor Penny suggested reviewing the strategic plan project at a future meeting.

Ms. Guadagnoli and Chief Mixson continued to review the operating budget for the Public Safety Department (included in Exhibit A).

Ms. Guadagnoli reviewed the operating budget for the Public Works Department (included in Exhibit A).

Public Works Director Shimko spoke regarding traffic signal maintenance and streetlights.

Ms. Guadagnoli reviewed the operating budget for Culture & Recreation (included in Exhibit A).

Discussion ensued regarding City events.

Ms. Guadagnoli reviewed the budget for Inter-Fund Transfers (included in Exhibit A). She said she is working to determine how much will need to supplement capital improvement expenditures.

Ms. Guadagnoli spoke regarding upcoming budget discussions. She stated that she would analyze the step pay plan changes as requested by Mayor Penny. She noted that she will need Commission direction on potential increases for the sewer and reclaimed water expenses.

Vice Mayor Reid reported that the Florida League of Cities (FLC) believes there will be a legal challenge to the proposed property tax legislation. He said that the FLC is expected to support litigation against the proposal.

Discussion ensued regarding the proposed property tax legislation.

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In response to a previous request from Vice Mayor Reid, City Clerk Lewis discussed legislative changes related to municipalities' abilities to address derelict boats. She said that the Pinellas County Sheriff's Office has indicated that the recent legislative change did not give local government much new authority to address boats in local waterways.

There being no further discussion, the meeting was adjourned at 11:05 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-09.26a

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