

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, AUGUST 18, 2026
COMMISSION CHAMBERS - 9:05 A.M.

Vice Mayor Reid called the meeting to order at 9:05 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, LYNDIA THOMPSON, AND VICE MAYOR THOMAS REID. ABSENT: MAYOR ARTHUR PENNY AND COMMISSIONER MARK MCALEES. 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 City Audit Presentation with CBIZ CPAs, P.C., Department Head Reports, and Budget Update.

The first topic for discussion was the City Audit Presentation with CBIZ CPAs, P.C.

Branden Lopez, CBIZ CPAs, P.C., spoke regarding the FY2025 audit process and reviewed two handouts (attached to Minutes as Exhibit A and Exhibit B). He reported that the City's audit report was clean and was filed in a timely manner. He reviewed financial statements through September 2025 and discussed liabilities, fund levels, the firefighters' pension fund, and compliance reports.

The next topic for discussion was Department Head Reports.

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

Finance Department

Finance Director Guadagnoli spoke regarding departmental activities including reporting compliance, FEMA reimbursements, significant transactions, and the health of the City's investments.

In response to Commissioner Neidinger, Ms. Guadagnoli spoke regarding the collection of ad valorem taxes. She stated that unpaid taxes can result in a property lien. She noted that the City had historically budgeted to collect 97.5% of the estimated

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ad valorem taxes but she recommends budgeting to receive 96% of the estimated tax to account for residents taking advantage of tax savings.

Community Improvement Department

Community Improvement Director Sullivan spoke regarding Community Improvement Department vehicles. She stated that the Maverick has continued to have issues starting so she would like to pursue trading it in. She said that trading it in and adding the unused Nissan leaves a cost of \$8,000 for a new vehicle. She noted that she had \$5,000 left in her vehicle budget and requested permission to use \$3,000 from her equipment budget.

The consensus of the Commission was to approve the request to use \$3,000 from the Community Improvement Department equipment budget to cover the remaining cost of replacing the Maverick truck.

Ms. Sullivan requested Commission approval to hire Matrix Consulting Group to conduct a permit fee study at a cost of \$34,500.

The consensus of the Commission was to approve hiring Matrix Consulting Group for the permit fee study.

Discussion ensued regarding local business development projects.

Public Safety Department

Public Safety Director Mixson spoke regarding departmental activities including staffing, prevention inspections, WebEOC training, emergency responses, hurricane restorations, live-aboard vessels, call volumes, dedicated outside air system issues, and public outreach.

Public Works Department

Public Works Director Shimko spoke about departmental activities including the installation of patriotic holiday lights, and lift station repairs.

Mr. Shimko reported that the Commission had previously directed staff to work with the City's engineering firm to pursue a grant for an adaptation plan but the applicable grant is no longer being offered. He noted that staff will watch to see if the funding becomes available again in the future.

Administration Department

City Clerk Lewis spoke regarding the Commission schedule for the month of September. She asked the Commission to notify her of any conflicts to ensure that quorums are available for the appropriate budget hearings.

City Clerk Lewis reported that the City received the annual renewal rates for employee health insurance which included a 1.8% increase and staff had budgeted for a 15% increase. She requested Commission approval to renew with the existing employee health insurance. She noted that the City's contribution toward dependent coverage is budgeted to increase from 40% to 45% in FY2027.

The consensus of the Commission was to renew the existing employee health insurance.

City Clerk Lewis noted that the reappointment of Vice Mayor Reid to the PSTA Board of Directors is on the agenda at the upcoming Regular Commission Meeting.

The next topic for discussion was Budget Update.

Ms. Guadagnoli spoke regarding the EMS report (Exhibit B). She said that the City owed approximately \$90,000 back to Pinellas County for unused EMS funds.

Chief Mixson said that he believes there were unspent funds due to staff turnover which reduced personnel costs.

Ms. Guadagnoli noted that the City has to provide EMS costs to Pinellas County for the next fiscal year before the City's annual budget process so it can be difficult to estimate.

Ms. Guadagnoli spoke regarding proposed updates to the FY2027 budget and reviewed a previously distributed handout (attached to Minutes as Exhibit D).

City Attorney Gray stated that she recommended the City increase its budget for legal services in light of some potential changes facing the City in the coming year. She noted that GrayRobinson will be proposing a CPI increase request in their upcoming contract renewal.

Ms. Guadagnoli spoke regarding the City Hall project. She reported that the City's insurance provider had an appraisal

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done on the building that came back at double what the Pinellas County Property Appraiser had listed. She said that the higher building value would allow for more significant renovations and mitigation work to be performed without crossing the substantial damage 50% threshold. She recommended removing the \$15 million City Hall project from the budget and budgeting to renovate and harden the existing City Hall instead. She noted that a new City Hall could be pursued in the future when the Fire Station 20 debt is paid off in 2038.

Discussion ensued regarding the City Hall project.

The consensus of the Commission was to adjust the FY2027 budget to plan for renovations to the existing City Hall building rather than the construction of a new facility.

Ms. Guadagnoli spoke regarding additional budget updates including sewer and reclaimed water rates, revenue estimates, and the proposed millage rate. She noted that the removal of the City Hall construction project from the budget does not change her recommended millage rate.

The consensus of the Commission was to move forward with pass through rate increases for reclaimed water and sewer.

There being no further discussion, the meeting was adjourned at 10:17 A.M.



Arthur Penny, Mayor

ATTEST:



Carley Lewis, City Clerk
08-18.26a

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