

**WORKSHOP MINUTES  
SEMINOLE CITY COUNCIL  
January 22, 2019**

The Workshop of the Seminole City Council was held on Tuesday, January 22, 2019, in City Hall, City Council Chambers, 9199 - 113th Street North, Seminole, Florida.

Mayor Waters called the workshop to order 7:26 p.m.

**PRESENT:**

Mayor Leslie Waters, Vice Mayor Trish Springer, Councilor Thom Barnhorn, Councilor Chris Burke, Councilor Roger Edelman, Councilor Jim Quinn, City Manager Ann Toney-Deal, City Attorney Jay Daigneault, and City Clerk Patty Beliveau. Not present: Councilor Bob Matthews.

• **CITY OF SEMINOLE POLICIES AND PROCEDURES MANUAL**

City Manager Toney-Deal explained that City's Labor Attorney, Tom Gonzalez reviewed the City of Seminole's Policies and Procedures Manual and noted that there are numerous items that are administrative in nature, and should not be included in the manual. Labor Attorney Gonzalez suggested those items should be noted in an employee handbook, or departmental procedure manual.

City Manager Toney-Deal explained modifications to each of the 9 Chapters to Council.

City Council suggested the following changes and/or corrections.

- \* Council requested clarification on the term "Immediate Family" in Chapter II – Definition of Terms and inquired if this definition is intended to be applied to policies regarding Funeral Leave.
- \* Correct typographic error "relocation" to "reallocation" to Chapter IV – Compensation and Classification Plan.
- \* Chapter VI, Section 6.02 "Employee Education/Training", add "degree seeking program in job related field as determined by the City Manager or his/her designee."
- \* Clarify "outside employment" on Chapter VI – Other Personnel and Related Subjects, Section 6.04. to include self-employment.
- \* Delete the word "partisan" on Chapter VI – Other Personnel and Related Subjects, Section 6.07 – Section B.
- \* Reverse the listed sequence of item Number 4 "Suspension without pay" and Number 5 "Suspension with pay" on Chapter VIII – Disciplinary Measures.
- \* Insert language regarding the City's option to mandate EAP participation on Chapter VIII – Disciplinary Measures, letter "C" Employee Assistance Program (EAP) Usage. Will follow up with Labor Attorney Gonzalez to inquire about the requirement.

Mayor Waters adjourned the workshop at 8:03 p.m.

Date Approved: Feb. 12, 2019

Patricia Beliveau  
Minutes prepared by City Clerk  
Patricia Beliveau

Leslie Waters  
Leslie Waters, Mayor