

**MINUTES
SEMINOLE CITY COUNCIL
ANNUAL WORKSHOP
JANUARY 16, 2016**

The Annual Workshop of Seminole City Council was held on Saturday, January 16, 2016, from 8:00 a.m. to 2:30 p.m. in the Seminole Community Library, 9200 – 113th Street North – Library Program Rooms A and B, Seminole, Florida.

Present were: Mayor Leslie Waters, Vice-Mayor James Quinn, Councilors Thomas Barnhorn, Chris Burke, Roger Edelman, Bob Matthews, Trish Springer, City Manager Ann Toney-Deal, City Attorney Jay Daigneault, City Clerk Patty Beliveau, Fire Chief Heather Burford, Community Development Director Mark Ely, Public Works Director Jeremy Hockenbury, Administration Director Harry Kyne, Library Director Mike Bryan, Recreation Director Becky Gunter and HR Administrator Erica Ottmann.

Mayor Waters called the meeting to order at 8:00 a.m.

Financial Condition of the City

Administration Director Kyne explained the Balance Sheet, the Debt Service structure, the Emergency Preparedness Fund and discussed the Penny Fund.

Council's consensus was to rollover the Committed funds for Emergency Preparedness to the Unreserved Fund Balance.

City Attorney

City Attorney Daigneault discussed the dos and don'ts of the Sunshine Law, the mandatory Ethics training for Council Members and the Quasi Judicial process. He explained he will make a few modifications to the Quasi Judicial process that the City currently uses. He also touched on the Public Records Request process and recommended that the process be included in the new employee orientation process.

Economic Development Update

Community Development Director Ely provided a broad overview of the Seminole City Center: Ulta, LA Fitness, Stein Mart, Bealls, Earth Fair, Pollo Tropical, etc. He noted that Beall's Outlet will be relocating to the former DEALS in Burlington Coat Factory/TJ

Maxx strip mall. Because Beall's Outlet will be expanding the size of the section where they will be located, a requirement to upgrade the parking lot and landscaping will occur.

Project Update

City Manager Toney-Deal discussed the Waterfront Park project and the kayak launching area. She explained City staff will move forward with plans for the park.

Lurie Grant – Discussed the cost of the building and the possibility that the Chamber Representative may advance consideration of a steel structure. Some discussion was conducted of sharing of monthly expenses (electric, lawn service, etc.) between the City and the Chamber of Commerce.

Mayor Waters inquired if Council could receive a timeline of the Lurie Building from the time the Grant was received to the present. Mayor Waters also requested Council receive a monthly timeline update.

Site plan for Fire Station 32 to be approved by the County soon.

The 3rd annual Citizens Academy is scheduled for March 30th and will be held on Wednesday evenings for seven weeks. Participants who complete the program will receive their certificate of completion at a Council Meeting.

Palm Trees at Bay Pines – Director Hockenbury advised the City must wait until the Department of Transportation completes the road improvement project before planting trees. A suggestion was made to partner with the Department of Transportation on replacing trees in the median. Councilor Matthews requested an update of the Bay Pines medians be forwarded to Council.

City Council Multi-year Goals

Design and Construction of Waterfront Park – Staff will move forward and have submitted Grant documentation to Tallahassee.

Citizens Academy – Will begin on March 30th and will be held on Wednesday evenings for seven weeks.

Recycling – Director Hockenbury will contact Waste Management for analysis of how much the City has recycled since the start of the program.

Use of Technology – Director Ely explained the Building/Permit staff are currently being trained on the software.

Public art in the community – Art will be displayed at the Seminole City Center; however, no other artwork is currently planned in the community.

Annexation policy/position/program – Resolution 2015-09 was adopted in 2015 and will need to be revisited at a later date.

Infrastructure tax revenue – Revisit Johnson Blvd. paving after the Seminole City Center is completed.

Part One: Open Discussion

Council Meetings –

- Council Workshops – Workshops can be scheduled by Council and City Manager. Council consensus is to not televise future Workshop Sessions.
- Paperless Agenda & use of iPads – Council agreed to paperless agendas and the use of iPads. A workshop will be scheduled to discuss and review several programs.
- Council Meeting Times – Council consensus is to begin Council Meetings at 6:00 p.m.
- Resolution No. 06-2011 (Invocations) – Council’s consensus is to follow the guidelines as noted on Resolution No. 06-2011.
- Committee/Board Appointment Process – Advisory Committee will interview candidates and recommended candidates will be presented to Council for approval. There is not a limit on the number of candidates that can be forwarded for Council consideration. Those forwarded are not to be ranked by the recommended Advisory Board.

Seminole City Park -

- Revisit the interior décor of the Community Building. Update sound system, window décor, plants, etc.

Repetto Property –

- Research the size of the property and what is included and plan for seeking purchase of the land when it becomes available.

Water Tower –

- Council is interested in purchasing the property but not the tower.

Grant Program –

- Develop a facade grant program. Council will workshop and Director Ely will provide additional information.

Public Works –

- Outsourcing the maintenance of City medians was discussed and possibly more mowing and grounds upkeep “in-house.” Director Hockenbury and City Manager Toney-Deal to provide staffing analysis to Council as part of the FY2016/17 Budget process.

Recreation Facility –

- Changing the entrance to the Recreation Center facing 113th Street was discussed. Council's direction is to create a plan to move and create a welcoming entrance at the Recreation Center.

Holiday Lights –

- Increase the number of holiday lights and install lights at main corridors.

City Signage –

- Replacing the City Hall sign with a digital sign and/or a masonry sign was discussed. Revisit City banners and possibly redesign the banner.

Part Two: Open Discussion

Community Policing –

- Consensus to see if Pinellas County Sheriff would add "Seminole" on their patrol cars using a magnetic sign.

City Election –


- Scheduled workshop to discuss Seats and At Large process.

Items to be discussion at a later date –

- Annexation Strategies
- Neighborhood Branding
- Evaluate Staffing Level (post-recession and current)
- Personnel Review Policy
- Personal Computers used for City business
- National City Council Meeting
- New Street Light Placement Guidelines
- National "Mayors Fitness Challenge"

Meeting adjourned @ 2:35 p.m.

Date Approved: 02/09/16


Minutes prepared by City Clerk
Patricia Beliveau


Mayor Leslie Waters