

Palmetto City Commission  
March 6, 2006 4:00 p.m.

Elected Officials Present:

Larry Bustle, Mayor  
Mary Lancaster, Vice Mayor  
Eric Ball, Commissioner  
Tamara Cornwell, Commissioner  
Tambra Varnadore, Commissioner

Elected Officials Absent:

Brian Williams, Commissioner

Staff and Others Present:

James R. Freeman, City Clerk  
Frank Woodard, Deputy Public Works Director  
Chief Garry Lowe  
Ric Hartman, Planning Supervisor/Zoning Administrator  
Tanya Lukowiak, CRA Executive Director  
Michele Hall, City Attorney  
Diane Ponder, Deputy Clerk-Administration

Mayor Bustle called the meeting to order at 4:03 pm. He offered an invocation, followed by the Pledge of Allegiance.

1. APPROVAL OF WORKSHOP AGENDA

MOTION: Ms. Cornwell moved, Mrs. Varnadore seconded and motion carried 4-0 to approve the March 6, 2006, 4:00 PM agenda.

2. PRESENTATION: FAWLEY BRYANT SPATIAL NEEDS STUDY

Mr. Woodard introduced Rick Fawley and Dave Bishop of Fawley Bryant, the firm selected to conduct Phase I of a spatial needs assessment. Mr. Fawley stated the scope of work was to conduct a spatial needs assessment for all City departments for the next 20 years. The study was not site specific, nor did it apply to existing buildings. Summarizing the study, Mr. Fawley stated the City will need a site of approximately three acres, 194 parking spaces and a multi-story building containing 60,277 gross square feet. Mr. Fawley estimated that to construct a multi-story building today the City could expect to spend up to \$200 per square foot.

Mr. Bryant stated Phase II would be to look at the City's options:

- Palmetto Elementary site (if determined it is a viable option); existing structure and possible additions and parking
- New property; consider locations and if the site should be an area the City wishes to revitalize, access, cost; identification of potential sites

He stated the variables of greatest risk in 20 years would, in his opinion, be technology and possible consolidation with other municipalities.

3. GROWTH & NEEDS STUDY FOR WATER & WASTEWATER SYSTEMS

Mr. Woodard stated staff is seeking approval and authorization for JEA to perform a growth and needs study for water and wastewater systems in an amount not to exceed \$49,570. The primary purpose of the study is to identify expansion and technology needs of the City's wastewater treatment plant and water system. Mr. Woodard stated the plant is currently at 60-65% capacity; once it reaches 80% capacity the City has to be in the process of accommodating growth.

Mr. Freeman informed Commission the item was not budgeted, but qualifies as a project that impact fees can fund. Mayor Bustle stated the study is also being recommended as part of the City's participation in the ACCORD.

Commission concurred with moving the item forward to the 7:00 agenda for Commission action.

**4. WESTRA CONSTRUCTION CORPORATION AGREEMENT FOR OPERATIONS AND MAINTENANCE SERVICES**

Mr. Woodard stated staff is seeking approval and authorization to enter into a master contract with Westra Construction to complete seven specific CIP projects in an amount not to exceed \$1,591,000. A project schedule identifying the projects will be a part of the master contract.

Attorney Hall explained the master contract is supported by municipal contracts already bid by and awarded to Westra. This will allow the city to choose the lowest prices and allow Mr. Lukowiak to execute a work order for an individual project rather than coming back to Commission with individual contracts for each project. All general terms of the master contract will apply to each individual project.

Jerry Hester, Westra Construction, explained how the amount of the master contract had been developed. He stated the amounts provided for each project are the actual numbers for each specific project, barring any changes, plus or minus. Staff provided explanation of each proposed project and the proposed funding. Because the CIP is being amended by the deletion of 35th Avenue Drive West, an ordinance will be required.

Attorney Hall confirmed the contract is for three years, but it is anticipated the proposed projects will be started in 2006. Mr. Hester confirmed there will be no adjustments to the estimated project numbers during 2006. The three-year contract is to ensure adequate time is provided for the completion of the projects without having to extend or renew the contract. As a result of this portion of the discussion, all parties agreed to the deletion of Section 6.3 of the contract.

Commission concurred with moving the item forward to the 7:00 agenda for Commission action.

**5. EMPLOYEE SALARY ADJUSTMENT**

Mr. Woodard informed Commission staff is seeking approval to adjust the salary of the storm water manager so it is commensurate with duties and longevity in the position. Mr. Woodard stated that during the Cody Study the position wasn't classified correctly. Mr. Woodard informed Commission the employee has not received any new licenses since September.

Mrs. Jones, HR Director, explained the position was properly classified by Cody, the increase is being proposed to correct the step the employee should be on given his tenure in the position. Commission discussed the need to ensure requests of this type are identified and corrected during the budget process.

Commission concurred with moving the item forward to the 7:00 agenda for Commission action.

Meeting adjourned at 5:50 pm.

Minutes approved: March 20, 2006



James R. Freeman  
City Clerk