

A workshop meeting of the City Commission was held on April 16, 2013 at 5:00 p.m. in the Commission Chamber at the Municipal Administration Building. The meeting was called to order by Mayor Michael S. Carter.

COMMISSIONERS PRESENT: Christopher Lutton; Betty Wojcik; Jonathan Thornhill; Terry Y. Howell; Mayor Michael S. Carter

COMMISSIONERS ABSENT: None

CITY REPRESENTATIVES PRESENT: Dorothy Ecklund, Acting City Manager; Clara VanBlargan, City Clerk; Jacquie Hawkins, Deputy City Clerk; Albert C. Galloway, Jr., City Attorney

[Meetings are recorded but not transcribed verbatim]

Agenda Item 2. Market Street Ground Water Storage Tank – Conversion to an Office Space

[Begin agenda memo]

SYNOPSIS

Staff requests commission direction on the possible conversion of a groundwater storage tank to office space.

BACKGROUND

Water Treatment Plant number 1 (WTP #1) is located at the intersection of Market Street and Sessoms Avenue (138 E. Sessoms Avenue). The facility is commonly called the Market Street Water Plant. An aerial is attached for illustrative purposes. WTP #1 has three (3) storage tanks: a 500,000 gallon elevated storage tank and two (2) 300,000 gallon ground storage tanks (GST's).

A recent sanitary survey by the Department of Health (DOH) declared that GST #1 was in need of repair. The Utility Department has this repair in the Capital Improvement Program (CIP) for this fiscal year (2013) with an estimate of \$125,000.00. The Water Department, under the direction of the Public Works Director, has conducted a dialogue with the DOH and it has been determined that the GST in question provides excessive storage and is not necessary for the proper operation of the WTP. The DOH has agreed that the GST could be removed (isolated) from the treatment stream and its removal would fulfill satisfactory completion of the sanitary survey discrepancy. The GST has been taken off - line due to the feasibility to have it repaired and its unnecessary use.

The Water Department had an office space at the Market Street plant, but during the storms of 2004 the building suffered damage and became inhabitable. Since 2004 the Water Department personnel have been moved to various locations. They, the Water Department, are currently located in the Public Works Department at the Administration building. Their offices consist of three rooms, one is a converted 7 ½' x 12' closet for the Chief water operator and two operators, a 12' x 14' office for the Water Maintenance supervisor and four technicians, a 12' x 14' office for one Meter supervisor and two meter readers and a walkway for one operator and backflow technician. The ultimate goal is to provide the Water Department a space of their own; this would greatly improve the morale of the personnel and enhance their esprit-de-corps. Also, it would give back the needed space for the Utilities Administration department (map room, storage rooms, etc.). A new building for the Water Department is on the CIP for fiscal year 2013-2014 with an estimated cost of \$120,000.00.

The team germinated the idea of converting the GST into an office building for the Water Department. The concept was discussed with the city Building Official and the Fire Marshal and they both agreed that

the conversion was feasible. A discussion with the Fire Chief indicated that the removal of 300,000 gallons of storage would not impede any fire-fighting requirements. Further, the conversion would take care of two (2) items on the CIP.

Staff is asking for permission to proceed with the conversion process and conduct a dialogue with Architects, Engineers and Contractors to develop an estimated project cost. The Public Works initial estimate:

Architect	\$12,000.00
Engineer	\$13,000.00
Demolition	\$30,000.00
Construction	\$120,000.00
Total	\$175,000.00

Other Options

1. Leave the tank unused and standing, accruing aesthetic cost.
2. Pay the demolition cost (\$65,000.00) to have the tank removed.

Staff is asking the commission for direction as to whether or not staff can actively begin perusing the steps necessary for an office conversion, whether to leave tank empty and continue to main aesthetically or to approve the demolition and removal.

[End agenda memo]

Public Works Director Tom Moran reviewed Agenda Item 1.

Commissioner Wojcik said when she first became a commissioner Holly Britt took her on a tour of the system and she was told that the Market Street Plant was approved for and provided for more capacity than what was needed. She asked if that was still the case and if it would save more money to tear it down or get it replaced.

Utilities Projects Administrator Sarah Kirkland said \$125,000 was in this year's budget for the ground storage tank rehabilitation and \$120,000 in next year's budget for the construction. She said when the Health Department told them of the problems that needed to be fixed at the storage tank they started talking about turning it into an office. She said the tank is being used but they will never be able to pump the capacity because it draws out of Lake Wailes and SWFWMD won't allow it. We therefore pump the smallest amount of water from our biggest plant because of its location. They would only be taking the one storage tank out of the system, which is overkill anyway. The Department of Health approved taking it off-line because they said it wouldn't affect the service anywhere in Lake Wales.

The following options were discussed.

Option #1: Convert the Market Street Tank into Office Space:

Mr. Moran described how the conversion would be made.

Commissioner Lutton asked if it would be a problem getting computers put in there and Mr. Moran said he spoke with Support Services Director James Slaton who suggested having a contractor wire it.

Mayor Carter asked if things like air conditioning and inserting windows were included in the rehabilitation cost and Mr. Moran said it was, though they won't know the exact cost until they get the architect. But before the do they first would have a landscaper come up with what can be done with the space, and then there would be a presentation for the Commission.

Operating Cost at the Water Tank Location:

Commissioner Howell asked if they talked with the Finance Director to see if any money would be needed, besides that already budgeted, to operate the building for things like electricity and water.

Ms. Kirkland said right now the water department is being charged for its share of electricity and water at City Hall. They would use the same money to pay for it at the new offices.

Finance Director Dorothy Ecklund said the cost allocated to the water department would still have to be covered, but would come out of the General Fund instead. So there will be twice the cost; the General Fund paying what now is covered by the water department utilities item, plus the water department will have to pay their cost at the new location.

Commissioner Howell asked if anyone determined if what they are paying for their share at City Hall would be the same amount at the Market Street office, or more. Commissioner Lutton commented that the bill for three offices wouldn't be huge.

Mayor Carter asked about the janitorial cost for cleaning the bathrooms etc. Ms. Kirkland said they never had that in the old building. They cleaned the bathrooms themselves.

Commissioner Howell asked what the annual cost to the city would be if they convert the tank to offices. Ms. Kirkland said she didn't know. Mr. Moran said they have nothing to compare the cost to. Commissioner Howell said it might be an outrageous monthly cost, much more than is being budgeted right now with office space in City Hall. Mr. Moran said the tank would be insulated as part of the renovations and therefore he thought the cost may just improve.

Option 2: Office Space at City Hall:

Commissioner Thornhill commented that theatre seats are being stored in the warehouse part of City Hall and if they are stored somewhere else it would leave a big area in the back. That location would serve the morale purposes of having one location for all the employees and yet would keep all of staff primarily in one facility.

Mr. Moran asked where the theatre seats would be stored if they use that space and Ms. Ecklund said she would help with finding a new location.

Mr. Moran said Jose drew up a plan of sorts for using that space where the chairs are stored. Mayor Carter asked what became of the plans and Mr. Moran said they came up with using the water tank instead, which they thought was a better idea for the good of the workers.

Mayor Carter said there was an advantage to having them in the same building because if they needed to talk to the Director or the City Manager, they could just walk down the hall instead of having to drive across town or pick up the phone. Mr. Moran said that was a valid thought but employees might not want 'Big Brother' watching them every second of the day.

Option 3: Repair the Old Market Street Office Building

The building used for offices in the past was damaged during the hurricanes in 2004 and is now being used for storage.

Commissioner Lutton asked if they determined how much it would cost to fix the old building to use for offices again and Mr. Moran said not to his knowledge.

Building Official Cliff Smith explained that after the hurricanes the building had complete roof failure, the walls rusted and it was in a state of un-use so he had to condemn the building. It was rehabbed as much as it could be to use for storage.

Option 4: Take the Water Storage Tank Off-line but leave it there unused

They could leave the tank there unused and paint it to make it more appealing as recommended by the Health Department. Mr. Moran said the tank would be just sitting there doing nothing.

Option 5: Demolish the Water Storage Tank

Commissioner Howell recommended holding off until they can determine:

- If there is someplace in City Hall that can be used.
- How much it will cost to operate from the tank conversion

Mayor Carter agreed and said:

- There needs to be more information as to the monthly, quarterly, annual cost before a decision should be made because the conversion is with a structure that by definition is ready to be demolished.
- They need to know what the maintenance cost will be.
- They need to know where all the \$175,000 will be coming from.

Commissioner Thornhill made the following comments in favor of using the tank:

- There's nothing wrong with the tank and it is not ready to be demolished. It's the building across the street that is unusable for offices.
- Basically the tank can just sit there, or they can use some of the money already budgeted in the CIP to make something unique with a savings of about \$50,000, or they can move it at a cost of \$65,000.
- It will be more efficient for the water department and would save them countless trips back and forth to City Hall.
- It may become a tourist attraction because it hasn't been done before.

Ms. Ecklund said that when you talk about the \$125,000 in the CIP you have to remember that it is part of the fifteen million that is not 100% funded. If the \$125,000 is not needed for the office space, it can be used for other utility projects on the CIP.

Commissioner Lutton reminded them that staff is supposed to be assessing the spaces in the city to determine what we have, what is available, and whether the spaces are being used efficiently.

CONSENSUS:

- Get more information on the monthly cost of operating out of the converted water tank and the maintenance cost
- Evaluate the possibility of using the back of City Hall as an alternative location.

PUBLIC COMMENT

Agenda Item 3. CDBG Funding as it Relates to the Fire Station Construction Project

[Begin Agenda Memo]

Jennifer – There are several CDBG program categories. The **regular program** consists of Housing Revitalization, Neighborhood Revitalization, Commercial Revitalization. The **economic development program** consists of grants that assist new businesses create jobs. The City must close out its regular CDBG program grant in order to apply for another regular program grant. The City can have an economic development grant open at the same time as a regular program grant is open.

The CDBG Neighborhood Revitalization grant program could fund a fire station, but it is very competitive. The service area served by the fire station would need to have close to 70% of its residents identified as low to moderate income persons in order for the grant application to be competitive. The City currently has an open CDBG Neighborhood Revitalization grant (the C Street Sewer Project). This grant would have to close before another application could be submitted.

Andy Easton, AICP
Andy Easton & Associates

[End Agenda Memo]

Special Projects Manager Jennifer Nanek reviewed Agenda Item 3.

Mayor Carter asked Fire Chief Jerry Brown if converting the Market Street Water Storage Tank into offices would in any way affect the firefighting ability of the City. Chief Brown said it would not.

Agenda Item 4. Soccer Complex Lighting

[Begin Agenda Memo]

SYNOPSIS

During the April 3, 2013 Commission meeting, Commissioner Lutton expressed concern relating to the hours of outdoor lighting at the soccer complex. Currently the soccer field lights are set to turn off at 10:15 p.m. Staff was requested to bring back options to the City Commission.

RECOMMENDATION

Staff recommends that the lights be scheduled to go off at 8:15 p.m. on Tuesday, Thursday and Friday nights as there are no current existing groups using the soccer fields past 8 p.m. that we are aware of.

Staff recommends that the lights be scheduled to go off at 10:15 p.m. on Monday and Wednesday nights, as long as the current groups continue use the fields until 10 p.m. When these pre-existing groups discontinue using the fields than the lighting should be set to turn off at 8:15 p.m. on Monday and Wednesday nights also.

These changes do not require a change to the current city ordinance. With City Commission approval staff can make these changes to the lighting schedule immediately. The current signage can stay with the 10 p.m. park closing listed or if the City Commission wants to change the facility use hours, the average cost of signage is \$125 per sign.

BACKGROUND

The City's current code relating to hours of use for parks and outdoor recreation facilities:

Chapter 18: Streets, sidewalks and other public places, Division 2: Rules for use of city parks and facilities, Section: 18-81(A): Hours of use-parks and outdoor recreational facilities

(A) It shall be unlawful to congregate in or use any lighted city park or outdoor recreation facility after 10:00 p.m. and before 6:00 a.m., except for the following.

- (1) The city tennis courts and handball courts; provided that the use which occurs after 10:00 p.m. is only for the purpose of completing a match that was begun before 10:00 p.m.
- (2) Those organized recreational or cultural activities where the organizer has obtained a permit for use of the city park beyond 10:00 p.m. A permit for the use of a city park beyond 10:00 p.m. may be issued to the organizer of a cultural or recreational activity by the city manager or his designee.
- (3) Any park or outdoor recreation facility where a sign is posted that specifies closing hours other than those specified in paragraph (a).

Surrounding Cities Facilities Hours:

Lakeland: dawn to dusk
Bartow: 8:00 a.m. to dusk

Haines City: dawn to dusk
Winter Haven: dawn to dusk

Each city has various rules for facility use.

Current Use of the City's Soccer Complex Fields:

Staff has verified that a small group, including Dr. Hasan and Nick Peros, utilize the Soccer Complex fields Monday and Wednesday nights after their scheduled practices are over and play until 10:00 p.m.

FISCAL IMPACT

Turning the lights off at 8:15 p.m. on nights when there are no scheduled groups using the fields will avoid wasteful electricity costs.

Coordinating the lighting schedules with recurring group using the fields after 8 p.m. will allow taxpayers to continue enjoying use of the park until the 10 p.m. closing time.

[End agenda memo]

Public Works Director Tom Moran reviewed Agenda Item 4.

Lights at the Soccer Complex:

Mayor Carter said the hours the lights are on at the Complex are more of a policy than an ordinance and Finance Director Dorothy Ecklund concurred. She said there was some confusion at the last City Commission meeting as to whether the park hours in the ordinance have to coincide with the lighting of the facilities. It didn't. She had asked Human Resource Director Sandra Davis and City Attorney Chuck Galloway concerning risk management issues and if the city would be held liable if there was a lawsuit or criminal actions and they both said no.

Staff was recommending that the lights be turned off at 8:15 PM on Tuesdays, Thursday and Fridays and at 10:15 PM on Mondays and Wednesdays, when no pre-existing teams are playing, so taxpayers do not have to pay for lighting when no one is using the fields. Beverly Pennington said coaches need to let the City know if they are not using the field so the lights can be turned off.

Commissioner Lutton said teams can always call to be put on the schedule. He said the electric bill there went up compared to last year. Ms. Pennington said Bok Academy is using the fields more than they did last year because they are doing all their tournaments at the Complex now.

Lights at the Crystal Lake Tennis Courts:

Mayor Carter asked for confirmation that the tennis courts were on a timer. Ms. Pennington said they were and she reviewed how that worked. Ms. Pennington said the high school uses the courts at Crystal Lake Park and she let them know that we also have courts at the Northwest Complex. She said the courts there were resurfaced at the same time the ones at Crystal Lake were done but hardly anyone uses the ones at the Northwest Complex. She said the high school didn't even know they had courts there and told her they were even closer to them than the ones at Crystal Lake Park.

Lights at the Northwest Complex

Ms. Pennington said the Northwest Complex used to be on a timer but now a staff person has to turn them on and off with a key and the user pays for that. Commissioner Howell asked why they have to pay for lights at that complex when they don't at the other fields. Ms. Pennington said that about three years ago someone tore the timer boxes off and hooked the wires to battery cables so they could turn them on whenever they wanted. So now they can only be turned on and off with a key and they are shut off at 10:00 PM.

Mayor Carter asked how much it would cost to have the same outdoor company that turns on and off the lights at the soccer complex, do it for the northwest complex. Ms. Pennington said she didn't know. The Mayor said if it makes sense cost-wise they should do the same there. Ms. Pennington said they would have to repair all the lights that were damaged during the hurricanes first. Mayor Carter asked if there wasn't insurance money to do that and she said she didn't know because she wasn't here then, but apparently the insurance money didn't cover everything. Ms. Pennington said they are trying to get a grant to replace the lights. They can't use the basketball courts out there after dark because there are no lights. Commissioner Wojcik asked if there was an estimate in the five-year plan to do that and Ms. Pennington said she didn't know.

Commissioner Wojcik said they need to make sure something is done about the lights at the Northwest Complex because so many different activities are done there with baseball fields, the tennis courts, the basketball court etc.

Lights at Lake Wailes Park:

Commissioner Howell said there were lights at the basketball court at Lake Wailes Park. Mayor Carter said there were lights there but they weren't very bright and weren't designed for basketball courts, though that doesn't stop people from playing. Ms. Pennington said the lights were more like a street light with an amber color. The court there is lit all night long because that park does not have a closing time.

Lights at the Rails to Trails:

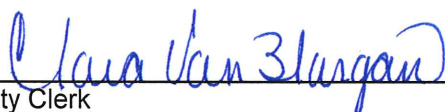
Ms. Pennington said people have to be off the Rails to Trails by 11:00 PM but they can walk all night on the path at Lake Wailes.

There being no further business, the meeting was adjourned at 6:06 p.m.



Mayor/Commissioner

ATTEST:



City Clerk