



CITY OF CHARLESTON West Virginia

Council Member – AT LARGE



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Facilities Committee, Chair
Urban Renewal Committee
Planning, Streets and Traffic Committee

TO: Facilities Committee
FROM: Jennifer Pharr, Chair
RE: Committee Meeting

There will be a Committee meeting of Facilities on March 2, 2020 – 4:45 PM
in the A/V Conference Room, City Hall, Room 308.

The agenda will be as follows:

Approval of Previous Minutes

1. 2-18-2020

Continued Discussion Concerning the Leases and Maintenance of City Owned Facilities

Adjournment

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

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MINUTES

FACILITIES COMMITTEE MEETING

5:00 P. M., FEBRUARY 18, 2020

A/V CONFERENCE ROOM

Jennifer Pharr, Chairperson, called the meeting of the Charleston City Council Committee on Facilities to order at 5:00p.m., FEBRUARY 18, 2020, in the Audio/Visual Room in City Hall.

Committee Members Present:

Jennifer Pharr, Chair
Ben Adams
Brady Campbell
Adam Knauff
Sam Minardi

1. Approval of Previous Minutes –

Councilmember Minardi moved to approve the minutes of the previous meeting on 2-3-2020. Councilmember Knauff seconded. There was no objection and the minutes were approved.

2. Discussion with 304 Geeks –

Councilmember Pharr introduced Tony Schliesser and John Moore from 304 Geeks who will be sharing with the Committee their recent experience with the Charleston Coliseum and Convention Center. Schliesser stated that this was their first year moving from a hotel to the Convention Center. They experienced 31% growth from the previous year with 520 room nights. Councilmember Minardi confirmed that the dates were November 7-9, 2019. The attendees liked the change of venue, but because of the numerous events happening in the facility that week, there were some signage problems resulting in attendees getting lost. Councilmember Adams confirmed that there were 360 attendees plus families, about half were from out of state. This was also this first time the event had international attendees. They are looking to substantially expand their event for 2020, as they expect to pull attendance from another conference that had closed. They anticipate increasing their event to 5 days with a projected 850 room nights.

Councilmember Minardi asked what kinds of problems they encountered. Schliesser

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answered that, in addition to the signage problems, the trash removal was slow, and they experienced things like toilet paper being out in the restrooms. They did not get the attention they expected especially since they were very accurate with their projected attendees. He mentioned that there wasn't a sign package that explained various wayfinding options. Mayor Goodwin asked how the follow-up with the Convention Center went. Schliesser explained that it was an informal sit-down meeting which 304 Geeks asked to have. Councilmember Knauff confirmed that the group did not receive feedback directly from the Convention Center. The group was already discussing returning for the next 2-3 years with staff during the convention.

Councilmember Adams asked if attendees pay for the event out of pocket. Moore responded that employers will frequently pay for expenses, but security consultants would be paying out of pocket. Councilmember Minardi asked how the Convention Center's technology worked for them. Schliesser answered that they created their own network as well as purchased the in-house wi-fi. They did not experience any problems with the Convention Center's wi-fi.

Councilmember Campbell asked if there were vendors for their event. Schliesser replied there were 7-8 vendors (mostly tech recruiting), and they were able to select where the vendors were placed. The vendors and speakers said they were shocked at how big the facility was. They would prefer to keep their event attendee driven/focused, so they would prefer to only allow vendors that will help the attendees with their careers.

Councilmember Knauff asked if they used the Convention's catering service. Schliesser answered that they had coffee and water service as well as a cash lunch area, which was popular. Councilmember Knauff said he was curious as to whether the CBV was given lists of local restaurants for attendees. Councilmember Pharr asked if they thought having a concierge on-site to offer suggestions and directions would be beneficial. Schliesser answered that it would be. He offered that 304 Geeks worked with a few local restaurants to offer discounts to their attendees, which was not something that had not been offered to them. The Mayor added that the Convention Center typically does offer that.

Councilmember Pharr asked if the attendees liked the City or gave them any feedback. Moore replied that they didn't have many social activities during the last convention, but he did see their attendees all over downtown. Moore added that they were never shown a list of services that could be provided to them (like the use of the after-hours lounge).

Councilmember Pharr asked what they thought the City needed to attract larger conferences like the one that recently closed. Schliesser replied that the former conference was close to 4th Street Live, which is a covered outdoor street with bars, restaurants and live music, shut off to traffic. Additionally, the proximity to a large number of options is a big attractor. When asked by Councilmember Knauff if the attendees were able to view the new dock, Schliesser replied that parts of the Convention Center were blocked off to them.

Councilmember Pharr confirmed that they haven't yet signed a contract for 2020 year, but they intend to. Moore added that in terms of positive feedback, the size of the Convention Center allows their convention to grow every year and the new facility is very nice.

3. Continued Discussion Concerning the Leases and Maintenance of the Facilities Owned by the City of Charleston

City Manager, Jonathan Storage, began by providing the Committee with several lists of facilities that included pools, concession stands, other free-standing structures such as bath houses, in addition to the more known City owned properties (fire stations, community center, etc.). These totaled to about 238 properties. Councilmember Minardi confirmed that they are not all occupied. Councilmember Knauff confirmed that CSB properties (pump houses) were filtered out of the list, and it is what the City's insurance broker uses.

Councilmember Adams asked what properties the Committee can and can't potentially change. Councilmember Campbell confirmed that "Former Warehouse" is the Ball Park building. Mayor Goodwin added that the Committee would probably want to identify those properties to Councilmember Adam's question, and also take into consideration those instances where the City is the landlord to properties, meaning they are responsible for maintenance and paying utilities. She cited as an example the Mel Wolf Center in which the City receives no rent but pays for all utilities and maintenance costs. Councilmember Adams said it is one thing for the City to take an active role in ensuring a non-profit (like the Roark Sullivan Center) is running and working, but at some point they should be able to operate without the City. Mayor Goodwin added that the previous administration signed a lease with Roark Sullivan for 50 years in 2007.

Councilmember Adams asked about the Vandalia Center. Storage replied that it is being used by the Lucy Quarrier Weavers. While they pay a fee, Storage pointed out that the City loses about \$4,000 year on that facility. Mayor Goodwin said it would be helpful to have a recommendation from the Committee on what should be done with each of the buildings presented to them. Storage agreed. He presented the Committee with a list of 6 properties that included build out expenses, maintenance expenses, utilities, annual rent, and annual operational profit/loss. The City is using CGBD money to offset some of those costs. Storage added that with a relatively small maintenance staff, it is a challenge to keep up with a regular maintenance routine (such as replacing air filters).

Councilmember Minardi asked about the 50-year lease. Storage answered that it should have gone to Council with a public hearing. Additionally, 50 years is the longest municipal lease time permitted by the state. Minardi asked that the lease be found in the records. Councilmember Pharr confirmed that Samuel White, PC will not be renewing their lease in June. Storage added that they are already looking to replace that tenant, possibly with a state agency that would take care of a lot of their own facility needs. Councilmember Pharr asked if available spaces for the Morris Building should be advertised on social media. Storage replied that, at this time, it wasn't necessary.

Councilmember Adams confirmed with Storage that certain groupings on the list (such as the community center concession stands and maintenance buildings) were relatively low cost, and did not need to be a concern for the Committee. Councilmember Campbell asked about the "Maintenance Building" on B 808 Virginia St W, and confirmed that it was a fire station. Councilmember Campbell asked how often "Fitness Center-Fire Dept." on 26th Street was utilized. Storage provided a photo of the facility, and added that he had not had a chance to confirm with the CFD as to its current use.

Storage added that the Morris Street Building is a revenue bond facility, so while payments have to be received from the spaces, a profit is not required. However, it is important to have a tenant that will pay on time, among other things Councilmember Minardi asked how many years were left on those bonds. Storage replied that he will find that out for him. Councilmember Adams asked about "Fire Station #9 Corridor G." Storage answered that it is leased to the South Charleston Fire Department. South Charleston agreed to take all of the emergency calls for South Ridge if the City leased the building to them. The City also donated an old fire truck. South Charleston is responsible for the maintenance on the building. In order to build the facility, the City took out bond debt, 4 years of which are still left to pay.

Councilmember Adams asked about the "Roosevelt Building". Storage and Mayor Goodwin answered that it is used as a community/neighborhood center, after school programs, senior services and houses the Traffic Division of the CPD. Storage added that the building is in desperate need of major repairs, and that the Administration is open to the possibility of selling the property. The Mayor added that, if that were to happen, the Administration would have to figure out where to relocate the Traffic Division, the kids' programs and the senior services (they serve 5 days of meals to a large number of seniors).

Councilmember Campbell asked about the unnumbered "Orchard Manor Fire Station." Storage stated that he believed it was a fully operational fire station. He confirmed that "Baker Lane (Liability Only)" was Cato Park. Councilmember Knauff confirmed that the City owned that road and provided maintenance. Councilmember Adams asked if there were any other facilities like "Construction Crew Headquarters" on Falcon Drive that is being used primarily for storage. Storage answered that part of the Vandalia Neighborhood Center would qualify. The Convention Center Board is currently in talks with Greyhound over leasing "Municipal Parking #3," so it has a potential to be profitable. Councilmember Pharr asked if there was a new lease with the CVB for their space in the Morris Street Building. Storage answered there wasn't, and that he was meeting with them this week. Storage offered to send the Committee members a copy of the expired lease for their recommendations.

Councilmember Minardi motioned to adjourn the meeting. Councilmember Campbell seconded.

Meeting adjourned.

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LOCATION	BLDG	NAME	ADDRESS				
1	1	CITY HALL	501-9 VIRGINIA ST E				
2	1	MUNICIPAL AUDITORIUM	220-230 VIRGINIA ST				
3	1	CIVIC CENTER	200 CIVIC CENTER DR				
4	1	APPALACHIAN POWER PARK	BROOKS & LEWIS STS				
5	1	FORMER WAREHOUSE	601 MORRIS ST				
7	1	COMMUNITY CENTER	2000 ARNOLD DR				
8	1	VANDALIA RECREATION CENTER	613 CLIFTON RD				
9	1	SWIMMING POOL	613 CLIFTON ST				
9	2	BATH HOUSE	613 CLIFTON ST				
10	1	COMMUNITY CENTER	2009 7TH ST				
10	2	SAFETY CITY	R2009 7TH ST				
10	3	SWIMMING POOL	2009 7TH ST				
10	4	MAINTENANCE BUILDING	2009 7TH ST				
10	5	CONCESSION STAND	2009 7TH ST				
11	1	CATO PARK - MAIN BUILDING	CATO PARK				
11	2	CATO PARK - STORAGE/RESTROOMS	CATO PARK				
11	3	GOLF PRO SHOP	CATO PARK				
11	5	TOP MAINTENANCE BLDG	NEAR PARK OFFICE				
11	6	BOTTOM MAINTENANCE BLDG.	CATO GOLF PARKING				
11	4	CATO PARK SWIMMING POOL	200 BAKER LANE				
12	1	MLK COMMUNITY CENTER	314 DONNALLY ST				
12	2	SWIMMING POOL	314 DONNALLY ST				
12	3	CONCESSION STAND	314 DONNALLY ST				
12	4	MLK TENNIS COURTS	314 DONNALLY ST				
14	1	KANAWHA CITY COMMUNITY CENTER	3511 VENABLE AVE				
14	2	SWIMMING POOL	3511 VENABLE AVE				
14	3	CONCESSION STAND	3511 VENABLE AVE				
14	4	TENNIS COURTS	3511 VENABLE AVE				
14	5	KANAWHA CITY MULTI PURPOSE BLDG	3511 VENABLE AVE				
15	1	SPRING HILL CEMETERY	FARNSWORTH DR				
16	1	INCINERATOR BLDG	#1 TWILIGHT DR				
16	2	SIGNAL SHOP BLDG	#1 TWILIGHT DR				
17	1	FIRE STATION #1	302-4 MORRIS ST				
18	1	FIRE STATION #2	808 VIRGINIA ST W.				
19	1	MAINTENANCE BUILDING	B 808 VIRGINIA ST W.				
20	1	FIRE STATION #3	829 OAKWOOD RD				
21	1	FIRE STATION #4	1810 OAKRIDGE RD				
22	1	FIRE STATION #5	916 BRIDGE ST				
23	1	FIRE STATION #6	5010 MACCORKLE AVE				
24	1	KRT WAITING AREA & RESTROOMS	LAIDLEY ST				
24	2	ELECTRIC TRANSFORMER HOUSING	LAIDLEY ST				
25	1	FIRE STATION #7	128 CORA ST				
26	1	FITNESS CENTER-FIRE DEPT.	502-4 26TH ST				
27	1	CONSTRUCTION CREW HDQTRS	2184 FALCON DR				
28	1	MUNICIPAL PARKING #1 (MCFARLAND)	900 VIRGINIA ST				
29	1	MUNICIPAL PARKING	WASHINGTON & LAIDLEY				
30	1	MUNICIPAL PARKING #3	REYNOLDS ST				
31	1	MUNICIPAL PARK #4	CIVIC CENTER DR				
32	1	STREET DEPARTMENT	1104-06 PENNSYLVANIA				
33	1	ELECTRIC/TRAFFIC DEPARTMENT	1100 PENNSYLVANIA				
34	1	DAVIS PARK GAZEBO	DAVIS PARK				
36	1	YWCA DAY CARE CENTER	201 DONNALLY ST				
37	1	FIRE TRAINING BLDG.	115 LEE ST WEST				
38	1	RESTROOM FACILITY	DANIEL BOOKE PARK				
41	1	HADDAD RIVERFRONT PARK	KANAWHA BLVD				
41	2	HADDAD RIVERFRONT PARK	KANAWHA BLVD				
41	3	Overlook & Canopy	KANAWHA BLVD				
42	1	SHANKIN PARKING BLDG #5	KANAWHA BLVD				
43	1	PARKING BUILDING #6	168 SUMMERS ST				
45	1	SOJURNERS	1418 WASHINGTON ST E				
46	1	CHARLESTON MEN'S SHELTER	505 BROAD ST				
47	1	SMITH STREET SHELTER	SMITH STREET STATION				
48	1	FIRE STATION #9 Corridor G	US RT 119 - CAMP WAY				
139	1	ROOSEVELT BUILDING	500-510 RUFFNER AVE				
141	1	ORCHARD MANOR FIRE STATION	208 COPENHAVER DR				
205	1	Gateway Green Space	Leon Sullivan Way & Washington St.				
210	1	Carriage Trail (Liability Only)	Carriage Trail				
211	1	Baker Lane (Liability Only)	Baker Lane				
236	1	Vacant Lot (City)	1560-68 1/2 Dixie St.				
237	1	Police Station	180 Laidley St.				
238	1	Storage & 2 Apartments	739 Central Ave				

Blue - parking system budget
Yellow - in Civic Center Budget

Facilities Committee
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Roark Sullivan is a 50-year lease expiring August 27, 2057

YWCA Sojourners is a 5-year lease expiring on September 18, 2022

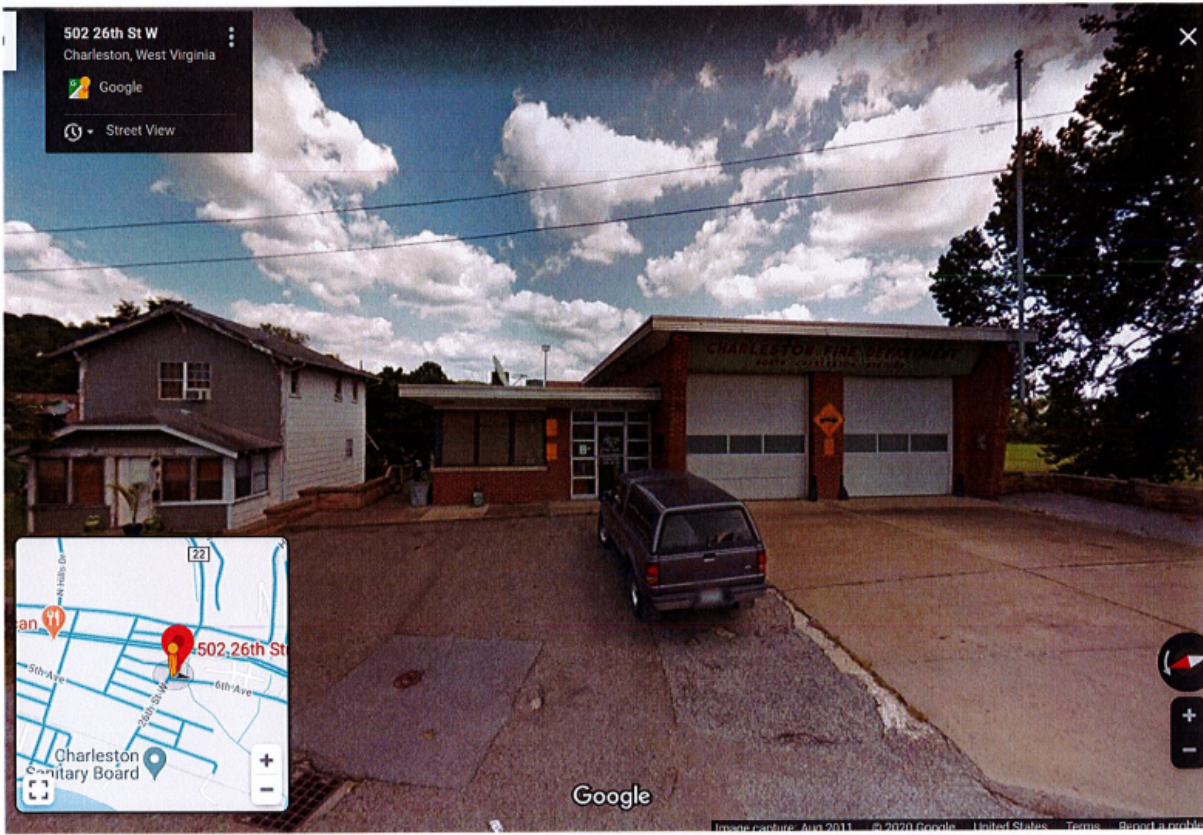
YWCA Mel Wolf Center is a 5-year lease expiring on September 18, 2022

RCCR (Smith Street Station) is a 10-year lease, expiring on July 21, 2024

Building	Tenant	Lease Expiration	Build out Expenses (CY 2016-2019)	Maintenance Expenses (CY 2016- 2019)	Utilities CY 2019	Annual Rent	Average Annual Operational Profit/(Loss)
Morris Square*				125,164	196,840		
Morris Square	Charles Ryan	12/31/2027				119,894	
Morris Square	Samuel White	6/30/2020				202,668	
Morris Square	CVB	11/30/2019				37,200	
Morris Square	WYCA	9/30/2021				31,488	
Morris Square	Ristorante Abruzzi	1/31/2022	549			36,000	
Morris Square	Yoga Power	1/31/2022	208,784			90,000	
Morris Square	Generation WV	4/30/2024	51,805			15,600	
			261,139	125,164	196,840	532,850	294,289
Stadium	WV Baseball	3/31/2030		159,297	203,115	250,000	
Stadium	WV Baseball Scoreboard	3/31/2030		159,297	203,115	335,268	79,054
Sojourners	YWCA			84,726	46,000		
Charleston Men's Shelter	Roark Sullivan Center			20,323	30,000		
Smith Street Station	RCCR			53,798	-		
Mel Wolf Center	YWCA			46,225	-		
				205,071	76,000		(144,357)
Vandalia Neighborhood Center	Lucy Quarrter Weavers		3,323	10,834	6,455	6,000	(4,066)
			264,462	500,366	482,409	874,118	224,920

*1 FTE Custodian is dedicated for Morris Square with an estimate annual cost of \$52,000 including benefits, not included in maintenance expenses above

Morris Square & Stadium w debt service	
Annual Rental Income	868,118
Morris Square Custodian	52,000
Average Maintenance Costs	41,721
Average Utility Costs - Morris	196,840
Average Maintenance Costs	53,099
Average Utility Costs - Stadium	203,115
Annual Debt Service	565,000
Total Costs	1,111,775
Annual Profit/(Loss)	(243,657)



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