

AGENDA

Parking Committee

September 13th, 2016 – 7:30 pm

Committee Members: Jim Jones (Chair)
Bill Scott
Don Braceland

Department Head: Clark Elms

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discuss Proposal to amend Master Parking Plan Scope:
 - a. Additional occupancy counts
 - b. Demand based pricing strategy
3. Discuss 1-year renewal contract for Lot 6 (Spaz Lot) with the County for 2016-2017
4. Discuss adding Handicapped Sign:
 - a. 408 Sharpless St.
5. Discuss removing Handicapped Signs:
 - a. 310 N. Church Street
 - b. 210 W. Lafayette Ave
6. Approve August Committee meeting minutes
7. Other Business

BOROUGH COUNCIL

ISSUE BRIEFING

COUNCIL / COMMITTEE: Parking Committee

DEPARTMENT MANAGER: Clark Elms

DATE: September 13, 2016

I. Action to Be Considered by the Borough Council

Discuss Master Parking Plan additional services requests and proposals.

II. Reason Why this Issue Needs Borough Council Consideration

Additional service requests will require additional payment to contracted vendor.

III. Current Policy of Practice

Approval required by Borough Council to add service requests.

IV. Other Background Information

Borough requested additional Occupancy Counts and Financial Analysis that were not in the original scope of work.

V. Impact on Borough Finances

No impact.

August 19, 2016
P-2578

Michael A. Cotter
Borough Manager
Borough of West Chester
401 East Gay Street
West Chester, PA 19380

Re: Proposal to Provide Additional Parking Consulting Services:
West Chester Parking Study
West Chester, PA

Dear Mr. Cotter:

As requested, DESMAN submits this scope of work and fee for additional parking consulting services related to the West Chester Parking Study. Based on input from the community and stakeholders there is an outcry for additional parking occupancy counts to be performed during a weekday evening and on the weekend. There is also a request from the City to assess how a demand-based pricing strategy for the on- and off-street parking system would impact the revenue generated from the parking system.

OVERALL SCOPE OF WORK

A. Parking Occupancy Counts

We plan on performing parking occupancy counts during a weekday evening (i.e. Thursday or Friday) and during a typical weekend day while West Chester University is in session. These counts will look at the demand of all public parking facilities and metered on-street areas in West Chester. The parking occupancy data will be tabulated and analyzed to determine the existing parking surplus/deficit by facility and for each area. The results of this analysis will be incorporated into the West Chester Parking Study Report.

B. Financial Analysis

A possible recommendation for the Borough is to implement a demand-based pricing strategy for the on-street and off-street parking system. This is intended to help distribute demand between each of the facilities, reduce traffic/circulation, and help ensure that on-street parking is made available to short-term parkers (i.e. customers, business patrons, etc.). A pricing structure will be recommended and vetted based on the parking rates in comparable communities. We will analyze how the recommended parking rates would impact the parking revenue of the Borough parking system. A financial model will be developed based on historical revenue data, utilization, projected shifts in demand, and the proposed rate structure. This analysis will show if the suggested rate structure will allow the parking system to continue to operate at a financial sustainable level.

The results of this analysis will be presented in a technical memo. We plan on having two meetings to review the existing parking financial information and to present the results of the analysis to the Borough and stakeholders.

SCHEDULE

Based on the above Scope of Services, it is anticipated that the assignment can be completed within a six (6) week timeline from a notice to proceed. This schedule is dependent on the scheduling of occupancy counts and receipt of historical parking financial revenue data.

FEE

Based on the scope of work, study area, and anticipated man-hours, we propose to complete the Parking Occupancy Counts (Task A) for **\$9,355** and the Financial Analysis (Task B) for **\$8,030**. If both tasks are requested the total fee would be **\$17,385**. These are lump sum fees which include all associated expenses, such as printing, reproduction, delivery, and travel. Below is a summary of the man hours and estimated expenses associated with each task. We have budgeted for two on-site meetings for the Financial Analysis and one site visit to perform the occupancy counts. Any additional on-site meetings would be considered an additional service and be billed on a time and material basis.

Fee Matrix for Services

Scope of Services	Principle-in-Charge	Project Manager	Senior Planner	GIS Specialist	Total Man-Hours	Total Personnel Costs	Reimbursable Expenses	Total Cost
A. Parking Occupancy Counts	1	1	16	24	42	\$7,215	\$2,140	\$9,355
B. Financial Analysis	1	16	2	20	39	\$7,030	\$1,000	\$8,030
Total Project Costs	2	17	18	44	81	\$14,245	\$3,140	\$17,385

ADDITIONAL SERVICES

Additional services beyond the above noted Scope of Services will be billed on a time and material basis, per the contract rate schedule in effect at the time of the services, or on a mutually agreeable lump sum basis established prior to the start of the additional services.

Our hourly rates in effect for this assignment are as listed below.

Principal	\$260.00/hr
Project Manager	\$195.00/hr
Functional Parking Designer	\$175.00/hr
Architect/GIS Specialist	\$165.00/hr
Drafter	\$115.00/hr
Technicians	\$115.00/hr
Administrative Support	\$90.00/hr

Invoices will be submitted each month and are due and payable within 30 days from receipt.

Should you have any questions please do not hesitate to contact David Taxman at our Mclean, VA office (703-448-1190 or dtaxman@desman.com). If you are in agreement with the terms and conditions of this proposal, please sign and return a copy of this proposal to us. We appreciate being offered this opportunity to be of service to you and look forward to working with you on this assignment.

Sincerely,
DESMAN, Inc.

Accepted by:
Borough of West Chester



David Taxman, P.E.
Associate

Signature



Ghassan Bishara, P.E.
Vice President

Name (Print), Title

Date

Attachment: Professional Services Agreement

FILE:m:\Proposals\P2578\Proposal for Additional Services - 081916

BOROUGH COUNCIL

ISSUE BRIEFING

COUNCIL / COMMITTEE: Parking Committee

DEPARTMENT MANAGER: Clark Elms

DATE: September 13, 2016

I. Action to Be Considered by the Borough Council

County contract renewal for Lot 6 (Spaz lot) for 1 year 2016-2017.

II. Reason Why this Issue Needs Borough Council Consideration

The county is looking to renew their contract for 1 year Nov 1, 2016-Oct 31, 2017.

III. Current Policy of Practice

Every two years county requests for the Borough to renew their Lot 6 (Spaz lot) parking agreement.

IV. Other Background Information

The county makes this contract renew request every two years from the Borough. This year it is only for 1 year per the Borough's request.

I. Impact on Borough Finances

The contracted amount is significant to the Borough.

Clark Elms

From: Hector Mojica
Sent: Tuesday, September 6, 2016 8:57 AM
To: Clark Elms
Subject: FW: Chestnut Street and Spaz Contracts
Attachments: Chestnut Street Contract 2016-2018 (3).docx

Importance: High

Hector Mojica
Parking Services Manager
Borough of West Chester
hmojica@west-chester.com
610-696-4521 (P)
610-436-1330 (F)
www.west-chester.com

From: Austin, Margaret [<mailto:maustin@chesco.org>]
Sent: Friday, August 26, 2016 3:12 PM
To: Hector Mojica <hmojica@west-chester.com>
Cc: Snyder, Joanne E. <jesnyder@chesco.org>
Subject: FW: Chestnut Street and Spaz Contracts
Importance: High

Hector, this contract is up soon please have the Director sign off. marge

Margaret Austin
Department of Facilities Management
313 W. Market Street
Suite 5402
P. O. Box 2748
West Chester, PA 19382
Work: 610-344-5986
FAX: 610-344-5474
Email: maustin@chesco.org

From: Austin, Margaret
Sent: Tuesday, June 28, 2016 12:51 PM
To: 'Hector Mojica'
Subject: RE: Chestnut Street and Spaz Contracts

Hector, I am so sorry but purchasing keeps making minor changes. This is the final. We need three copies signed. Thxs marge

From: Austin, Margaret
Sent: Tuesday, June 28, 2016 12:32 PM
To: 'Hector Mojica'
Cc: Snyder, Joanne E.
Subject: RE: Chestnut Street and Spaz Contracts

Hector, ignore the first contract it was a draft here is the final. The County would need three copies sign for me to present to the Commissioners. marge

From: Hector Mojica [<mailto:hmojica@west-chester.com>]
Sent: Tuesday, June 28, 2016 11:31 AM
To: Austin, Margaret
Cc: Clark Elms (CElms@impark.com)
Subject: Re: Chestnut Street and Spaz Contracts
Importance: High

Marge,

When would I be getting the new contract for the Spaz and Chestnut Street from you? The Boro manager needs to look at the contract and we need to add to the parking agenda for July 2016 Parking Committee Meeting.

Thanks
Hector

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

From: Austin, Margaret
Date: Mon, Jun 27, 2016 12:35 PM
To: Hector Mojica;
Cc: Clark Elms (CElms@impark.com);
Subject: Chestnut Street and Spaz Contracts

Hi Hector, The County would like to renew the Chestnut Street and Spaz Lot 6 contract for two years at the same rate. Chestnut Street is due 8/31/2016 and Spaz is due 10/1/2016. Time is important because of the Commissioner meeting schedule. Can I send you the contracts for signature? Thxs marge

This County of Chester e-mail message, including any attachments, is intended for the sole use of the individual(s) and entity(ies) to whom it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone this e-mail message including any attachments, or any information contained in this e-mail message including any attachments. If you have received this e-mail message in error, please immediately notify the sender by reply e-mail and delete the message. Thank you very much.

AMENDMENT #3

AGREEMENT FOR PARKING LOT RENTAL

This Amendment #3 is made and entered into this ____ day of _____, 2016 by and between the County of Chester (hereinafter the "County") and the Borough of West Chester (hereinafter the "Borough").

Whereas, the parties desire to amend said Agreement under the terms and conditions of the original Agreement dated January 12, 2012, and

Whereas, The Borough has previously agreed to rent Parking Lot #6 (the "Spaz" Lot) to the County for use by County employees between the hours of 8:00 am and 5:00 pm, Monday through Friday, for the term beginning January 1, 2012 and ending December 31, 2012, and

Whereas, The Borough and the County have executed Amendment #1 dated October 12, 2012 extending the contract term to October 31, 2014, and

Whereas, The Borough and the County have executed Amendment #2 dated August 20, 2014 extending the contract term to October 31, 2016, and

Now Therefore, the Borough and the County agree to amend the terms of the original Agreement for the use of seventy-nine (79) spaces and extend the contract term to October 31, 2017. County employees authorized to park in the Lot will display a "County of Chester" permit on their vehicles. A sample of said permit shall be provided to the Borough.

It is understood by the County that Borough Council may authorize up to thirty (30) neighborhood residents to park in the Lot. These residents shall display an appropriate permit card or sticker to be issued by the Borough. The Borough will notify the County upon request of the number of residential permits issued.

The Borough may also install up to ten (10) meters in the western border of the Lot in order to potentially co-utilize some of the thirty (30) spaces. The County reserves the right to amend this Agreement if and when the Borough installs the meters. The Borough will patrol the Lot to ensure only vehicles with County or Borough authorization are parked there. Any unauthorized vehicles must be ticketed and towed by the Borough.

The Borough will perform major maintenance of the Lot such as pavement repair. The County will be responsible for cleaning, removal of weeds and clearing snow from the Lot. The Borough will insure that the Lot is cleared of unauthorized vehicles so the County is able to clean, remove weeds and clear snow.

The County agrees to compensate the Borough for the period beginning November 1, 2016 through October 31, 2017 at a rate of \$48,800.00 payable in two (2) installments of \$24,400.00 each due on January 31, 2017 and July 31, 2017. Should the County and the Borough agree to terminate the lease prior to expiration, the rental amount owed by the County shall be pro-rated on a monthly basis.

IN WITNESS WHEREOF, the parties have entered their duly authorized signature below on the date first set forth above.

COUNTY OF CHESTER:

By: _____
Terence Farrell, Chairman, Commissioner

By: _____
Kathi Cozzone, Commissioner

By: _____
Michelle Kichline, Commissioner

BOROUGH OF WEST CHESTER

Authorized Signature

Printed Name and Title

Chester County Chief Clerk

Date

BOROUGH COUNCIL

ISSUE BRIEFING

COUNCIL / COMMITTEE: Parking Committee

DEPARTMENT MANAGER: Clark Elms

DATE: September 13, 2016

I. Action to Be Considered by the Borough Council

Adding 1 handicapped sign to 408 Sharpless St.

II. Reason Why this Issue Needs Borough Council Consideration

Resident requests handicapped parking at 408 Sharpless St

III. Current Policy of Practice

Approval required by Borough Council to add or remove handicapped signage.

IV. Other Background Information

There are currently no handicapped spaces on either side of residents block.

V. Impact on Borough Finances

No impact.

To whom it may concern,

I, Timothy Crosby am hereby request a handicap designated space in front of my house at 408 Sharpless Street West Chester, PA. I have the pa handicap placard with the number P13955N expiring on March 2021. Any questions regarding this request please direct to 610-202-5973.

Thank You

Tim Crosby

IMPORTANT: REMOVE BEFORE
DRIVING VEHICLE



PENNSYLVANIA



EXPIRES
LAST
DAY OF

03-21

P13955N

PERMANENT

DETACH AT PERFORATION

DETACH AT PERFORATION

PERSON WITH DISABILITY INTERIM PARKING
PLACARD I.D. CARD

(This I.D. card is to be used until your wallet size I.D.
card is received in the mail.)

Earl Crosby
SIGNATURE

Placard Number: P13955N

Expiration Date: 03/2021

C 79643685

011007

EARL JEFFERY CROSBY
408 SHARPLESS ST

WEST CHESTER PA 19382

BOROUGH COUNCIL

ISSUE BRIEFING

COUNCIL / COMMITTEE: Parking Committee

DEPARTMENT MANAGER: Clark Elms

DATE: September 13, 2016

I. Action to Be Considered by the Borough Council

Removing 1 handicapped sign each from 310 N Church Street and 210 W Lafayette Avenue.

II. Reason Why this Issue Needs Borough Council Consideration

Review surveys to decide if this space should be removed.

III. Current Policy of Practice

Approval required by Borough Council to add or remove handicapped signage.

IV. Other Background Information

Surveys are ongoing and will have more data by day of Committee Meeting.

V. Impact on Borough Finances

No impact.

Clark Elms

From: Clark Elms
Sent: Thursday, September 1, 2016 9:05 AM
To: Hector Mojica; Monica Correa
Subject: FW: Handicapped Parking Space

-----Original Message-----

From: Dianne Dempster [mailto:ddempster90@gmail.com]
Sent: Thursday, August 18, 2016 1:54 PM
To: Clark Elms <celms@west-chester.com>
Subject: Handicapped Parking Space

Hello,

We have a handicapped parking space in front of our condo at 310 N Church St which we had requested for my husband. My husband passed away this summer and therefore we no longer require handicapped parking. We wanted to let you know.

Best Regards,

Dianne Dempster
310 N Church St
West Chester, PA 19380

Sent from my iPad

Hector Mojica

From: Hector Mojica
Sent: Wednesday, July 27, 2016 2:00 PM
To: West Chester Booting Program
Subject: FW: Handicapped spot on Lafayette St.

Hector Mojica
Parking Services Manager
Borough of West Chester
hmojica@west-chester.com
610-696-4521 (P)
610-436-1330 (F)
www.west-chester.com

*210 W. Lafayette St
Handicap Removal*

-----Original Message-----

From: Brian Siciliano [mailto:briansis@yahoo.com]
Sent: Wednesday, July 27, 2016 1:59 PM
To: Hector Mojica <hmojica@west-chester.com>
Subject: Re: Handicapped spot on Lafayette St.

Dear Mr. Mojica,

Just a follow up to see how we go about removing a designated handicap spot on our block and return it for general use. The family who no longer needs the spot resides at 210 W. Lafayette, not 214 as I had mistakenly said in my previous email. Thank you for any assistance you can offer.

Brian Siciliano.

Sent from my iPad

> On Mar 25, 2016, at 1:53 PM, Hector Mojica <hmojica@west-chester.com> wrote:

>

> Brain,

>

> Thank you for the email and information. I will look into on Monday and request for the proper documentation from the family. The temporary signs erected for 3/26//2016 is for a moving event. It's not for the repainting of the blue line.

>

> Thank you,

> Hector Mojica

> Parking Services Manager

>

> Sent from my iPhone

>

>> On Mar 25, 2016, at 1:21 PM, Brian Siciliano <briansis@yahoo.com> wrote:

>>

>> Dear Mr. Mojica,

>>

AGENDA

Parking Committee

August 9, 2016 7:30 pm

Committee Members: Jim Jones (Chair), Bill Scott, Don Braceland

Department Head: Clark Elms Start 8:03 pm, End 8:37 pm

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.

None

2. Discuss allowing a fundraiser for the Melton Center Pool Restoration on the top floor of one of the garages.

Table until next month after application is completed by presenter

3. Discuss 7 parking spaces requested by BenchMark Construction for a period of 10 to 12 months (400 N. Walnut Street)

3-0 Recommendation to approve

4. Discuss adding Handicapped Sign:

- a. 208 W Barnard Street

3-0 Recommendation to approve

5. Approve July Committee meeting minutes.

2-0 Recommendation to approve

6. Other Business