



PLANNING AND DEVELOPMENT

200 3rd Street North
Fargo, North Dakota

INTERSTATE PARKING

401 3rd Avenue North
Fargo, North Dakota

MEMORANDUM

TO: Parking Commission Members
FROM: Fargo Planning (Mark Williams) & Interstate Parking (Andy Renfrew)
DATE: August 24, 2018
RE: Thursday, August 30th Parking Commission Agenda

Parking Commission Mission Statement

Manage, provide, promote and maintain safe, convenient, accessible, attractive and reasonably priced parking facilities that will meet the need of downtown businesses, employers, residents, students, and visitors.

Visit www.fargoparking.com for additional Downtown Fargo parking information.

**PARKING COMMISSION
Thursday, August 30, 2018, 9:00 a.m.
City Commission Room
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of July 26, 2018 (Attachment 1)
3. Interstate Report/Financial Data (Attachment 2) – Andy
4. Interstate Parking Citation Fines Report (Attachment 3) – Andy
5. Parking Garage Capital Improvement Updates (Attachment 4) – Jim
6. ROCO Update – Jim
7. Parking Commission Bylaw Discussion (Attachment 5) – Mark
8. Other Business

Parking Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Wednesday at 8:00 p.m., Friday at 9:00 a.m., and Sunday at 7:00 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should call the Planning Office at 241-1474 or TDD at 241-8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo Web site at www.FargoND.gov/parking.

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday, July 26, 2018

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 9:00 o'clock a.m., Thursday, July 26, 2018.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Randy Thorson, Jay Krabbenhoft

Absent: Margie Bailly, Brian Hayer

Chairperson Williams called the meeting to order.

Item 1: Approve Order of Agenda

Member Thorson moved the Order of Agenda be approved as presented. Second by Member Krabbenhoft. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of May 31, 2018

Member Thorson moved the minutes of the May 31, 2018 Parking Commission meeting be approved. Second by Member Krabbenhoft. All Members present voted aye and the motion was declared carried.

Item 3: Interstate Report/Financial Data

Operations Manager Andy Renfrew, Interstate Parking (IP), reviewed the May and June 2018 financial and operations reports.

Further discussion continued regarding tracking the turnover rate in the downtown time-zoned parking spaces; the current times allowed for free public parking in the City-owned parking lots and ramps, including the Roberts Commons (ROCO) Parking Garage; and the current occupancy numbers and future plans for the 7th Street Lot and the Main Avenue Lot.

Item 4: ROCO Dog Area – Garage Access: APPROVED

Assistant Planning Director Mark Williams presented a request from Kilbourne Group to add a pet amenity space to the ROCO Parking Garage. He briefly reviewed the information included in the packet, noting that a door would be installed on the east side of the 5th floor of the garage to access the proposed pet space on the east side of the garage rooftop.

Mike Zimney, Project Manager at Kilbourne Group, spoke on behalf of the proposal. He explained that the access door would be installed in a corner space location that is too small to accommodate a parking space. He stated that the proposed pet amenity area would be located on Kilbourne Group property, maintained by their property

management group, and that they would incur the costs. He also noted this access would serve both ROCO and upcoming developments in the adjacent Dillard and Kessler properties.

Member Thorson moved to approve the garage access and the pet amenity area with the agreement that Kilbourne Group is responsible for all expenses, and that there is a lease arrangement that indicates the use of the parking spot is for pet access. Second by Member Krabbenhoft. All Members present voted aye and the motion was declared carried.

Item 5: ROCO Garage – Security Cage and Equipment Installation: APPROVED

Mark Williams presented this request from Kilbourne Group regarding a future restaurant tenant in Roberts Commons. Mr. Williams referred to the packet information identifying the areas and types of proposed amenities and improvements being requested. He stated according to City Attorney Erik Johnson, an easement agreement would need to be created to identify the specific areas and clarify who would be responsible for the maintenance of these areas.

Mike Zimney explained the proposal in more detail reviewing the original layout and why the tenant is requesting these items and improvements. He noted his staff is working with their attorney to compose amendments which will be presented to the Condominium Association for final approval. Mr. Zimney stated that he requests Parking Commission approval to move forward with the amendments to the agreement.

Member Thorson moved to approve the requested security cage and installation of equipment condensers/compressors as proposed and for staff to go forward with amendments to the original agreements to be presented before the Condominium Association for approval. Second by Member Krabbenhoft. All Members present voted aye and the motion was declared carried.

Item 6: Parking Garage Capital Improvement Updates

Jim Gilmour, Director of Strategic Planning and Research, shared an update regarding the RoCo Parking Garage. He stated that staff is finalizing a report of the total cost for the ROCO project, which will be presented at an upcoming Parking Commission meeting.

Mr. Gilmour continued with a report of the projected repair costs for the following three parking facilities: the Civic Center Ramp, the Island Park Ramp, and the Ground Transportation Center (GTC). Mr. Gilmour submitted a document to the Board detailing these costs, noting a correction to the Island Park Ramp remaining work amount shown on the report. Mr. Gilmour stated bids for the construction costs opened yesterday, and he is waiting for the recommendation of staff to present at the August 13 City Commission meeting.

The Board further discussed the projected costs and the funding available to cover these repairs.

Item 7: Roberts Ramp Smart Energy Pilot Project: APPROVED

Member Williams submitted a document to the Board regarding an opportunity for the City to utilize future-ready features built into the RoCo Parking Ramp design, as a prototype for a smart energy pilot project. He stated there is a grant application for \$280,000 through the North Dakota Renewable Energy Commission (NDREC), matched by local funds and in-kind contributions. Mr. Williams explained that this agenda item was presented before the Board to approve a recommendation to the City Commission for approval of the City's share of \$50,000 towards the local matching funds for this grant.

The Board further discussed the benefits of this project, and how this opportunity would add value for other developments integrating smart controls in the future.

Member Thorson moved that approval be recommended to the City Commission of the proposed Fargo share of \$50,000, upon approval of the City's application for the Roberts Ramp smart energy ramp pilot project North Dakota Renewable Energy Funds. Second by Member Krabbenhoft. All Members present voted aye and the motion was declared carried.

Item 8: Parking Services Contract: APPROVED

Mr. Renfrew reported the results of a Request for Proposals (RFP) issued by staff, to consolidate all parking enforcement for on-street, off-street, permit management, and collection processes to be managed by one provider. Mr. Renfrew stated that staff is requesting the Boards approval to award the City's Parking Services RFP to Passport Labs Inc.

City Auditor Steve Sprague spoke on behalf of the staff review process and recommendation.

Member Thorson moved to award the Parking Services RFP to Passport Labs Inc. and to authorize the Auditor's Office to negotiate the contract. Second by Member Krabbenhoft. All Members present voted aye and the motion was declared carried.

Item 9: Other Business

Member Thorson added the following items for discussion:

- **Status of Maintenance to Downtown Surface Parking Lots** - Andy Renfrew provided an update on what staff has completed and what is planned to be done in the next few months.
- **Parking Issues/Citations during the Street Fair** – Mr. Renfrew stated that staff did not issue any citations during the Street Fair, but staff does enforce the no-parking and handicap parking space violations during event. He further added that he will provide additional data at the next meeting regarding parking use during the Street Fair in the City's other parking facilities.

Item 10: Adjournment

The time at adjournment was 10:20 a.m.



INTERSTATE PARKING COMPANY OF ND

401 3rd Avenue North

Fargo, North Dakota

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MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: August 22, 2018
RE: July 2018 Financial and Operations Report

Operations

The early part of August has seen a flurry of activity with schools resuming and businesses moving into or relocating in downtown. We have recently become full at the NP Avenue lot and Roberts Commons Garage.

The RoCo apartments are almost 100% leased and so far, about half of residents have chosen to purchase parking in the garage. Of those that have purchased parking, 50% use the garage during the weekday.

Preparations have continued for the development of the Block 9 tower and associated parking garage with ownership of the parcels transferring in the coming weeks. Preliminary site plans call for a reduction and, on some block faces, an elimination of on-street parking during construction. At this time, we do not recommend changes to the current daily rate structure at the three transient facilities, including the first two hours free at Roberts Commons. We will continue to evaluate the daily rates over the next few months and offer a recommendation along with our monthly rates for 2019.

Facility	Monthly Spaces	Spaces Rented	Spaces Available	Waitlist	% Sold	Tickets per Day	Avg. Ticket Value	Occupancy
Civic Ramp	225	209	0	50	93%	31.5 / 33.8	\$6.55 / \$5.66	85%
NP Ave.	75	80	0	0	107%	22.2 / 23.2	\$4.26 / \$4.53	75%
GTC	185	195	13	0	105%			64%
4th St.	174	241	0	7	139%			50%
3rd St.	145	186	0	10	128%			79%
Main Ave.	75	60	23	0	80%			92%
IPR	355	432	100	0	122%			69%
7th Street	26	25	6	0	96%			54%
Roberts Commons	380	445	0	5	117%	208.9 / 299.6	\$1.65 / \$1.16	71%

Financial Report

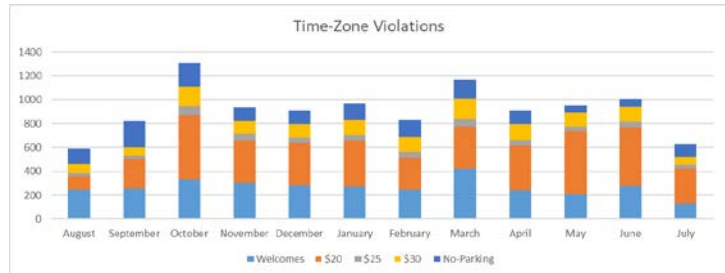
Gross revenue was up \$8,000 in July from March driven by a 3.6% increase in monthly revenue and the Street Fair revenue. Expenses were steady month over month leading to a 7.8% increase in net income to the City.

Gross revenue was up 7.6% at the Roberts Commons Garage and net income was up 7.8%.



On-Street Management

Time Zone Violations			
	July	June	May
Welcomes	130	277	207
\$20	293	490	525
\$25	30	47	43
\$30	66	129	117
No-Parking	107	62	62
All	646	1036	1022



Street Fair

The 2018 Street Fair had a new route that significantly impacted the usage of our parking facilities. In previous years when the fair went south on Broadway to nearly Main Avenue, our facilities at NP Avenue, Island Park, and Main Avenue delivered significant revenue to the City. This year's route only went south to 3rd Avenue North leaving our facilities less desirable to fair-goers.

With that said, we didn't hear any complaints in terms of parking during the Street Fair and the Roberts Commons Garage was a tremendous asset and reliable parking option, only becoming full during the noon hour on Friday and Saturday.

We continued with the legacy policy of not enforcing time-zones during the Street Fair though this should be reviewed ahead of next year's event to determine if it's still appropriate. Despite not enforcing time-zones this is not something that we advertise to the public and they would still operate under the assumption that time-zones are enforced.

2018 Street Fair Revenue				
	Thursday 7/19	Friday 7/20	Saturday 7/21	Total
Civic Ramp	\$ 144.50	\$ 475.50	\$ -	\$ 620.00
Roberts Commons	\$ 405.00	\$ 702.00	\$ 165.00	\$ 1,272.00
NP Avenue	\$ 123.00	\$ 374.00		\$ 497.00
Island Park	\$ 130.00	\$ 874.00	\$ 875.00	\$ 1,879.00
Total	\$ 802.50	\$ 2,425.50	\$ 1,040.00	\$ 4,268.00

City of Fargo

2018 Revenue Report



For the Month Ending July 31, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	20,771.00			6,318.00	18,082.67	16,629.00	13,392.00	3,780.00	22,660.50	996.39	102,629.56	98,422.40
Transient Revenue	3,247.50			2,277.50							5,525.00	5,811.40
Pay by Phone	1.00			367.00							368.00	834.75
Validation Revenue	6,710.00			269.00							6,979.00	3,543.50
Validation Revenue - Radisson	-										-	-
Violation Revenue	119.00		-	246.00		17.00	39.00	22.00			443.00	1,363.00
Event Revenue	-								1,879.00		1,879.00	-
Gross Revenue	\$ 30,848.50	\$ -	\$ -	\$ 9,477.50	\$ 18,082.67	\$ 16,646.00	\$ 13,431.00	\$ 3,802.00	\$ 24,539.50	\$ 996.39	\$ 117,823.56	\$ 109,975.05
Credit Card Fees	(242.49)			(227.22)	(52.49)	-	(20.03)	(12.24)	(87.83)	(14.02)	(656.32)	(897.77)
Sales Tax											-	-
Special Event Payroll											-	-
Enforcement Payroll				(884.71)		(1,067.75)	(884.71)	(457.61)	(2,440.58)	(158.64)	(5,894.00)	(6,392.86)
Passport Fees	(52.80)			(85.20)			(8.80)	(19.60)	(10.80)		(177.20)	(481.75)
Management Fee	(5,031.67)	(2,124.00)		(2,124.00)	(4,249.00)	(2,124.00)	(2,124.00)	(2,124.00)	(4,249.00)	(2,099.00)	(26,248.67)	(27,350.00)
City Expenses:												(20,883.49)
Area Women (1/4 Page Ad)	(61.50)	(61.50)		(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(553.50)	
The LockShop	(997.28)										(997.28)	
Sentry Security											-	
L Goninsky Concrete											-	
Grotberg Electric											-	
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
Total Adjustments	(6,385.74)	(2,185.50)	-	(3,382.63)	(4,242.99)	(3,253.25)	(3,099.04)	(2,674.95)	(6,849.71)	(2,333.16)	(34,406.97)	(55,885.87)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	750.00	575.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	350.00	820.00
Net Operating Income	\$ 24,462.76	\$ (2,185.50)	\$ -	\$ 6,094.87	\$ 13,839.68	\$ 13,392.75	\$ 10,331.96	\$ 1,127.05	\$ 17,689.79	\$ (1,336.77)	\$ 84,516.59	\$ 55,484.18

City of Fargo

2018 Revenue Report



ND4013 - Roberts Commons

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Monthly Parking Revenue	33,813.53	36,147.00	35,975.00	34,542.80	35,064.77	38,569.00	39,561.34						253,673.44
Transient Revenue	3,906.00	4,209.00	6,325.00	6,608.00	5,887.00	7,039.00	10,427.00						44,401.00
Pay by Phone													-
Validation Revenue	259.00	226.00	447.00	1,037.25	960.00	1,200.50	453.00						4,582.75
Validation Revenue - Radisson													-
Violation Revenue													-
Bike Lockers Revenue													-
Event Revenue													-
Gross Revenue	\$ 37,978.53	\$ 40,582.00	\$ 42,747.00	\$ 42,188.05	\$ 41,911.77	\$ 46,808.50	\$ 50,441.34						\$ 302,657.19
Credit Card Fees	(192.86)	(281.65)	(196.84)	(318.35)	(361.39)	(357.54)	(380.52)						(2,089.15)
Sales Tax													-
Special Event Payroll													-
Enforcement Payroll													-
Passport Fees													-
Management Fee	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)						(114,618.00)
City Expenses:													
Sentry Security (6093)	(2,303.10)												(2,303.10)
Sentry Security (6118)	(1,804.16)												(1,804.16)
Sentry Security (6138)	(2,006.90)												(2,006.90)
City of Fargo	(67.82)												(67.82)
Sentury Security (6176)	(1,490.36)												(1,490.36)
Sentury Security (6177)	(1,186.32)												(1,186.32)
Sentury Security (6195)		(2,646.91)											(2,646.91)
Sentury Security (6213)		(2,476.84)											(2,476.84)
Sentury Security (6235)		(2,940.84)											(2,940.84)
Sentury Security (FC22)		(60.76)											(60.76)
Xcel Energy			(8,029.33)										(8,029.33)
Sentry Security			(2,865.99)										(2,865.99)
City of Fargo			(63.56)										(63.56)
Tapco			(747.86)										(747.86)
Sentry Security (6299)				(2,583.10)									(2,583.10)
Protection Systems Inc				(178.00)									(178.00)
Tapco				(1,760.14)									(1,760.14)
Sentury Security (6323)				(2,039.45)									(2,039.45)
Sentury Security (6346)					(2,037.47)								(2,037.47)
Sentury Security (6362)					(698.33)								(698.33)
Sentury Security (6385)					(1,067.57)								(1,067.57)
Grant's Mechanical (J002084)					(1,320.94)								(1,320.94)
Tapco (594804)					(747.86)								(747.86)
Sentry Security						(766.99)							(766.99)
Area Women (1/4 Page Ad)							(61.50)						(61.50)
Sentry Security (6431)							(500.80)						(500.80)
Sentry Security (6447)							(659.01)						(659.01)
Sentry Security (6462)							(775.69)						(775.69)
													-
													-
Total Adjustments	(25,425.52)	(24,781.00)	(28,277.58)	(23,253.04)	(22,607.56)	(17,498.53)	(18,751.52)						(160,594.75)
Service Permit Revenue	-	-	-										-
DRP3 Revenue	-	-	-										-
Net Operating Income	\$ 12,553.01	\$ 15,801.00	\$ 14,469.42	\$ 18,935.01	\$ 19,304.21	\$ 29,309.97	\$ 31,689.82						\$ 142,062.44

City of Fargo



2018 Revenue Report

For the Seven Months Ending July 31, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	143,245.00	-	-	37,515.30	113,192.63	116,297.00	92,875.00	27,233.31	150,853.22	7,162.53	688,373.99	764,952.08
Transient Revenue	16,022.00	-	-	13,100.45	-	-	-	-	-	-	29,122.45	43,664.58
Pay by Phone	62.30	-	-	4,604.55	-	-	-	-	-	-	4,666.85	14,844.00
Validation Revenue	27,889.50	-	-	1,239.50	3.75	-	-	-	-	-	29,132.75	32,527.00
Validation Revenue - Radisson	14,680.00	-	-	-	-	-	-	-	-	-	14,680.00	-
Violation Revenue	176.00	146.00	-	2,874.00	-	39.00	112.00	61.00	34.00	17.00	3,459.00	10,303.00
Bike Lockers Revenue	-	-	-	-	-	-	-	-	-	-	-	100.00
Event Revenue	-	-	-	-	-	-	-	-	6,146.00	-	6,146.00	-
Gross Revenue	\$ 202,074.80	\$ 146.00	\$ -	\$ 59,333.80	\$ 113,196.38	\$ 116,336.00	\$ 92,987.00	\$ 27,294.31	\$ 157,033.22	\$ 7,179.53	\$ 775,581.04	\$ 866,390.66
Credit Card Fees	(2,122.68)	-	(151.79)	(1,875.78)	(651.73)	(490.29)	(209.99)	(151.93)	(740.90)	(134.29)	(6,529.38)	(6,682.64)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(6,856.30)	-	(8,274.84)	(6,856.30)	(3,546.36)	(18,913.92)	(1,229.41)	(45,677.13)	(59,657.86)
Passport Fees	(81.60)	(74.40)	-	(1,370.00)	-	-	(19.60)	(56.80)	(30.40)	-	(1,632.80)	(3,162.16)
Management Fee	(40,587.01)	(14,868.00)	-	(14,868.00)	(29,743.00)	(14,868.00)	(14,868.00)	(14,868.00)	(29,743.00)	(14,693.00)	(189,106.01)	(240,810.01)
City Expenses:												(37,087.79)
Electric	(2,198.99)	-	-	(29.74)	-	-	-	-	-	-	(2,228.73)	-
Snow	-	-	-	(8,181.16)	-	-	-	-	-	-	(8,181.16)	-
Elevator	-	-	-	-	-	-	-	-	(624.68)	-	(624.68)	-
Security	-	-	-	-	-	-	-	-	-	-	-	-
Tapco (Replace Gate Arm)	(949.52)	-	-	-	-	-	-	-	-	-	(949.52)	-
The LockShop	-	(1,004.25)	-	-	-	-	-	-	-	-	(1,004.25)	-
Summit Companies	-	-	-	-	-	-	-	-	(424.71)	-	(424.71)	-
L Goninsky Concrete	(637.00)	-	-	-	-	-	-	-	-	-	(637.00)	-
Grotberg Electrci	-	-	-	-	-	-	(596.82)	-	-	-	(596.82)	-
Area Women (1/4 Page Ad)	(61.50)	(61.50)	-	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(553.50)	-
The LockShop	(997.28)	-	-	-	-	-	-	-	-	-	(997.28)	-
GTC Office Lease	-	-	-	-	840.00	-	-	-	-	-	840.00	840.00
Total Adjustments	(47,635.58)	(16,008.15)	(151.79)	(33,242.48)	(29,616.23)	(23,694.63)	(22,612.21)	(18,684.59)	(50,539.11)	(16,118.20)	(257,139.58)	(346,560.46)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	8,425.00	6,500.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	3,850.00	5,820.00
Net Operating Income	\$ 154,439.22	\$ (15,862.15)	\$ (151.79)	\$ 26,091.32	\$ 83,580.15	\$ 92,641.37	\$ 70,374.79	\$ 8,609.72	\$ 106,494.11	\$ (8,938.67)	\$ 530,716.46	\$ 532,150.20



INTERSTATE PARKING COMPANY OF ND

401 3rd Avenue North

Fargo, North Dakota

Phone: (701) 235-1618

E-Mail: ndinfo@interstateparking.com

www.fargoparking.com

MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: August 22, 2018
RE: Parking Citation Fines

In February of 2016 the City of Fargo increased the base fine rate on parking citations from \$15.00 to \$20.00. This change coincided with Interstate Parking taking over the on-street enforcement in the downtown area as well as the escalating fine structure for repeat time-zone violators.

To continue to provide an economic deterrent to parking violations we are proposing a \$3.00 increase to the base fine rate for all parking violations with the exception of ADA violations which will remain at \$100.00. This proposal would take effect on January 1st, 2019, coinciding with the transition to Passport for enforcement services.

In addition, we are proposing an additional late fee of \$5.00 at 21 days after issuance. Currently there is a \$5.00 late fee at 15 days.

The proposed fines would be as follows:

First time-zone violation > Welcome Ticket
Second time-zone violation > \$23.00
Third time-zone violation > \$28.00
Fourth or more time-zone violation > \$31.00

Mobility Impaired violation > \$100.00

No-Parking Zone violation > \$23.00
(Alley parking, double parking, hydrant parking, etc.)

15 Day Late Fee > \$5.00

21 Day Late Fee > \$5.00

Recommendation: To approve the Parking Citation Fine increase and addition of a second late fee of \$5.00 at 21 days and to forward to City Commission for review and consideration of changes to Ordinance 1-0305(12).



PLANNING AND DEVELOPMENT

200 Third Street North

Fargo, North Dakota 58102

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Fax: (701) 241-1526

E-Mail: planning@FargoND.gov

www.FargoND.gov

MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS

FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR 

DATE: JULY 26, 2018

SUBJECT: BID AWARD FOR PARKING FACILITY RESTORATION

The City of Fargo received two bids for restoration repairs of parking facilities. WGI, the engineer for the project, is recommending award the base bid to Western Specialty Contractors, the low bidder. The engineer did not recommend any of the alternatives.

The recommendation is attached. Bid results were:

Western Specialty Contractors	\$486,077.00
Gast Construction	\$489,084.82

RECOMMENDED MOTION: Award a contract to Western Specialty Contractors for parking facility restoration repairs for \$486,077.00.

Attachment





July 26, 2018

Mr. James Gilmour
Director of Planning and Development
City of Fargo Planning and Development Department
200 3rd Street N.
Fargo, North Dakota 58102

JGilmour@CityofFargo.com

Re: City of Fargo, Civic Center Ramp, GTC Parking Garage, & Island Park Ramp 2018 Restoration Repairs

Dear Jim:

After our review of the bid submittals we recommend Western Specialty Contractors (Western) bid be selected as the General Contractor for the referenced restoration project for the garage total prices of:

- Civic Center Ramp \$238,788.00
- GTC Parking Garage \$101,732.00
- Island Park Ramp \$145,557.00 (Corrected by adding \$2,000)

We do not recommend accepting Alternates.

There were two responsive bids from Western and Gast Construction (Gast). Typically, an effective competition amongst bidders is reflected by receiving at least three bids. However, prices and the engineer's estimate were within 3% of each other, an indication of receiving competitive prices.

There were errors in the bids, reference attached Bid Summary spreadsheet and highlighted yellow cells, with a significant portion of Gast's bid incorrectly multiplying the unit quantity by the unit cost.

There was an error in the bid table, in Section 00 4100, "Bid Forms," the allowance for plumbing work in Island Park Ramp was missing. It was supposed to be \$2,000. Western showed a blank, and Gast placed a unit cost multiplying by an unknown unit quantity.

Gast, with our mathematical corrections, was \$3,007.82 higher than Western.

Very truly yours,
WGI

A handwritten signature in black ink, appearing to read 'Brennan P. Torres', is written over a horizontal line.

Brennan P. Torres
Project Manager

cc: Bill Mahler

enc. Bid Summary

Bid Tabulation



Project Name: PARC Garages 2017 Repairs
 Project Number: R1-2015-060.25
 Date:

= Math Error in Bid or Added work in Engineers Estimate

Work Item No.	Work Item	Unit	Estimated Quantity	Engineering Estimate		Western Specialty Contractors		Gast Construction	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price

Civic Center Ramp

										Engineers Estimate			
Division 0 & 1 - Procurement & General Requirements													
1.1A	Project Mobilization	Divisions 0 & 1	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 34,740.00	\$ 34,740.00	\$ 7,074.00	\$ 7,074.00			
1.2A	Project General Requirements	Divisions 0 & 1	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 10,145.00	\$ 10,145.00	\$ 41,904.00	\$ 41,904.00			
1.3A	Mount Existing Accessible Space Sign	Drawing Plans				INCIDENTAL		INCIDENTAL		INCIDENTAL			
1.4A	Dispose of Metal Plate	Drawing Plans				INCIDENTAL		INCIDENTAL		INCIDENTAL			
1.5A	Remove Bollards	Drawing Plans				INCIDENTAL		INCIDENTAL		INCIDENTAL			
Division 3 - Concrete													
3.1A	PT Slab Floor Repair	2/SR501	SF	12	\$ 60.00	\$ 720.00	\$ 90.00	\$ 1,080.00	\$ 80.83	\$ 969.96	Mathematical Error		
3.2A	Stair Slab Repair	7 & 8/SR501	LS	1	\$ 2,490.00	\$ 2,490.00	\$ 1,500.00	\$ 1,500.00	\$ 674.00	\$ 674.00			
3.3A	Curb & Walk Repair	11/SR501	SF	60	\$ 55.00	\$ 3,300.00	\$ 123.00	\$ 7,380.00	\$ 87.52	\$ 5,251.20	Mathematical Error		
3.4A	Haunch Repair	9/SR501	EA	2	\$ 250.00	\$ 500.00	\$ 467.00	\$ 934.00	\$ 309.00	\$ 618.00			
3.5A	Reinforcement, Shallow Cover Repair	12/SR501	LS	1	\$ 400.00	\$ 400.00	\$ 1,285.00	\$ 1,285.00	\$ 1,347.00	\$ 1,347.00			
Division 4 - Masonry													
4.1A	Cast Masonry Unit Repair	13 & 14/SR501	SF	10	\$ 90.00	\$ 900.00	\$ 58.00	\$ 580.00	\$ 56.10	\$ 561.00			
4.2A	Cast Masonry Unit Tuckpointing Repair	13 & 14/SR501	SF	5	\$ 25.00	\$ 125.00	\$ 89.00	\$ 445.00	\$ 28.20	\$ 141.00			
Division 5 - Metals													
5.1A	Bollard Traffic Barrier Installation	15/SR501	EA	12	\$ 900.00	\$ 10,800.00	\$ 269.00	\$ 3,228.00	\$ 387.08	\$ 4,644.96	Mathematical Error		
5.2A	Sheet Metal Down Spout Replacement	G. Notes Div. 5	EA	2	\$ 222.50	\$ 445.00	\$ 917.00	\$ 1,834.00	\$ 335.50	\$ 671.00			
Division 6 - Wood													
6.1A	Wood Barrier Rail Replacement	G. Notes Div. 6	EA	2	\$ 250.00	\$ 500.00	\$ 462.00	\$ 924.00	\$ 1,010.00	\$ 2,020.00			
Division 7 - Thermal & Moisture Protection													
7.1A	Construction & Tool Joint Sealant Replacement	1 & 2/SR511	LF	1,450	\$ 4.00	\$ 5,800.00	\$ 10.30	\$ 14,935.00	\$ 7.85	\$ 11,382.50	Mathematical Error		
7.2A	Cove Joint Sealant Replacement	3 & 4/SR511	LF	1,800	\$ 4.50	\$ 8,100.00	\$ 6.50	\$ 11,700.00	\$ 7.01	\$ 12,618.00	Mathematical Error		
7.3A	Vertical Joint Sealant Replacement	5/SR511	LF	500	\$ 4.90	\$ 2,450.00	\$ 7.60	\$ 3,800.00	\$ 12.34	\$ 6,170.00	Mathematical Error		
7.4A	Joint at Floor Drains, Rout & Seal	6/SR511	EA	6	\$ 10.00	\$ 60.00	\$ 54.00	\$ 324.00	\$ 38.50	\$ 231.00			
7.5A	Cracks, Route and Seal	1 & 2/SR511	LF	100	\$ 4.90	\$ 490.00	\$ 8.60	\$ 860.00	\$ 8.98	\$ 898.00			
7.6A	Deck Coating Recoat	7 to 10/SR511	SF	13,600	\$ 4.40	\$ 59,840.00	\$ 2.50	\$ 34,000.00	\$ 4.49	\$ 61,064.00	Mathematical Error		
7.7A	Deck Coating, Solvent Free Epoxy Heavy Duty System	7 to 10/SR511	SF	2,070	\$ 4.50	\$ 9,315.00	\$ 5.80	\$ 12,006.00	\$ 6.73	\$ 13,931.10	Mathematical Error		
7.8A	Deck Coating Base Coat Repair	7 to 10/SR511	SF	360	\$ 2.50	\$ 900.00	\$ 6.90	\$ 2,484.00	\$ 6.73	\$ 2,422.80	Mathematical Error		
7.9A	Roof Waterproofing Access & Review	G. Notes Div. 7	LS	1	\$ 700.00	\$ 700.00	\$ 740.00	\$ 740.00	\$ 842.00	\$ 842.00			
7.10A	Roof Waterproofing Allowance	01 2100	Allow	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			
7.11A	Concrete Surface Silane Sealer	07 1900	SF	70,000	\$ 0.70	\$ 49,000.00	\$ 0.50	\$ 35,000.00	\$ 0.50	\$ 35,000.00	Mathematical Error		
7.12A	Expansion Joint - Multicell Gland/Elastomeric Nosing	11 & 12/SR511	LF	180	\$ 160.00	\$ 28,800.00	\$ 105.00	\$ 18,900.00	\$ 182.32	\$ 32,817.60			
7.13A	Isolation Joint Silicone Sealant Replacement (at CMU)	14/SR511	LF	310	\$ 16.50	\$ 5,115.00	\$ 11.00	\$ 3,410.00	\$ 8.98	\$ 2,783.80	Mathematical Error		
Division 8 - Openings													
8.1A	Door & Frame Replacement	G. Notes Div. 8	EA	1	\$ 5,900.00	\$ 5,900.00	\$ 5,625.00	\$ 5,625.00	\$ 3,366.00	\$ 3,366.00			
Division 9 - Paint													
9.1A	Paint Metal Bollards	G. Notes Div. 9	EA	45	\$ 50.00	\$ 2,250.00	\$ 66.00	\$ 2,970.00	\$ 48.53	\$ 2,183.85	Mathematical Error		
9.2A	Paint Metal Handrail Assembly	G. Notes Div. 9	EA	3	\$ 600.00	\$ 1,800.00	\$ 1,210.00	\$ 3,630.00	\$ 561.00	\$ 1,683.00			
9.3A	Paint Metal Angle Slab Support	G. Notes Div. 9	EA	6	\$ 400.00	\$ 2,400.00	\$ 268.00	\$ 1,608.00	\$ 202.00	\$ 1,212.00			
Division 22 - Plumbing													
22.1A	Clean and Test Storm Drain System	G. Notes Div. 22	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 6,470.00	\$ 6,470.00	\$ 392.70	\$ 392.70	Mathematical Error		
22.2A	Floor Drain Maintenance Allowance	01 2100	Allow	1	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00			
22.3A	Floor Drain Grate Replacement	G. Notes Div. 22	EA	2	\$ 250.00	\$ 500.00	\$ 478.00	\$ 956.00	\$ 561.00	\$ 1,122.00	Mathematical Error		
Division 32 - Exterior Improvements													
32.1A	Pavement Markings Painting	32 1723	LS	1	\$ 9,000.00	\$ 9,000.00	\$ 6,975.00	\$ 6,975.00	\$ 5,610.00	\$ 5,610.00			
Miscellaneous Construction													
M.1A	Architectural Stucco Repair	G. Notes Div. 9	SF	10	\$ 100.00	\$ 1,000.00	\$ 92.00	\$ 920.00	\$ 112.20	\$ 1,122.00			
Total Construction Cost						\$ 265,000.00		\$ 238,788.00		\$ 270,128.47			
Contractors Total										\$ 274,548.00	Mathematical Error		

GTC Parking Garage

				Engineers Estimate							
Division 0 & 1 - Procurement & General Requirements											
1.1	Project Mobilization	Divisions 0 & 1	LS	1	\$ 6,000.00	\$ 6,000.00	\$ 13,260.00	\$ 13,260.00	\$ 7,134.00	\$ 7,134.00	
1.2	Project General Requirements	Divisions 0 & 1	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 2,378.00	\$ 2,378.00	\$ 14,144.00	\$ 14,144.00	
Division 3 - Concrete											
3.1C	Wall Repair	5/SR501	SF	6	\$ 100.00	\$ 600.00	\$ 272.00	\$ 1,632.00	\$ 92.50	\$ 555.00	
3.1C	Wall & Beam Repair	6/SR501	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 4,137.00	\$ 4,137.00	\$ 4,347.00	\$ 4,347.00	
3.2C	Slab-on-Grade Repair	2/SR501	SF	50	\$ 30.00	\$ 1,500.00	\$ 107.00	\$ 5,350.00	\$ 85.62	\$ 4,281.00	
3.3C	Slab-on-Grade Replacement	G. Notes Div. 3	LS	1	\$ 16,500.00	\$ 16,500.00	\$ 63,840.00	\$ 63,840.00	\$ 48,010.00	\$ 48,010.00	
3.5C	Wall Crack, Chemical Grout Injection	G. Notes Div. 3	LF	15	\$ 100.00	\$ 1,500.00	\$ 56.00	\$ 952.00	\$ 90.18	\$ 1,352.70	Mathematical Error
Division 5 - Metals											
5.1A	Bollard Traffic Barrier Installation	15/SR501	EA	3	\$ 900.00	\$ 2,700.00	\$ 269.00	\$ 807.00	\$ 515.00	\$ 1,545.00	
Division 7 - Waterproofing											
7.1C	Vertical Joint Sealant Installation (Interior) (CMU)	5/SR511	LF	10	\$ 10.00	\$ 100.00	\$ 17.00	\$ 170.00	\$ 13.60	\$ 136.00	
Division 22 - Plumbing											
22.1C	Clean and Test Storm Drain System	G. Notes Div. 22	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 3,250.00	\$ 3,250.00	\$ 2,817.00	\$ 2,817.00	
22.2C	Trench Drain Replacement (8' Long)	G. Notes Div. 22	EA	2	\$ 4,000.00	\$ 8,000.00	\$ 2,443.00	\$ 4,886.00	\$ 789.00	\$ 1,578.00	
Miscellaneous											
M.1C	Façade - Metal Paneling Reconstruction	G. Notes Div. 5	EA	2	\$ 900.00	\$ 1,800.00	\$ 535.00	\$ 1,070.00	\$ 2,084.50	\$ 4,169.00	
Total Construction Cost						\$ 54,700.00		\$ 101,732.00		\$ 90,068.70	
Contractors Total										\$ 90,249.00	Mathematical Error

GTC Parking Garage - Mechanical

				Engineers Estimate							
Division 0 & 1 - Procurement & General Requirements											
1.1	Project Mobilization	Divisions 0 & 1	LS	1	\$ 6,000.00	\$ 6,000.00			\$ -		
1.2	Project General Requirements	Divisions 0 & 1	LS	1	\$ 12,000.00	\$ 12,000.00			\$ -		
Division 23 - Mechanical											
23.1C	Repair Ventilation System	M Drawings	LS	1	\$ 83,000.00	\$ 83,000.00			\$ -		
Total Construction Cost						\$ 101,000.00		\$ -		\$ -	

Island Park Ramp

				Engineers Estimate							
Division 0 & 1											
1.1B	Project Mobilization	Divisions 0 & 1	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 9,295.00	\$ 9,295.00	\$ 4,582.00	\$ 4,582.00	
1.2B	Project General Requirements	Divisions 0 & 1	LS	1	\$ 13,000.00	\$ 13,000.00	\$ 1,620.00	\$ 1,620.00	\$ 20,376.00	\$ 20,376.00	
1.3B	Bolt to Metal Façade Installation	Drawing Plans				INCIDENTAL		INCIDENTAL		INCIDENTAL	
Division 3											
3.1B	Curb & Walk Repair at Expansion Joint	10/SR501	LF	160	\$ 20.00	\$ 3,200.00	\$ 107.00	\$ 17,120.00	\$ 13.49	\$ 2,158.40	
3.2B	Curb & Walk Repair	11/SR501	SF	5	\$ 60.00	\$ 300.00	\$ 133.00	\$ 665.00	\$ 89.80	\$ 449.00	Unreadible unit price
3.3B	Post Tensioned Anchor, Grout Pocket Replacement	G. Notes Div. 3	EA	20	\$ 50.00	\$ 1,000.00	\$ 45.00	\$ 900.00	\$ 84.35	\$ 1,687.00	
Division 5 - Metals											
5.1B	Pedestrian Handrail Installation	16/SR501	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 3,592.00	\$ 3,592.00	\$ 3,183.00	\$ 3,183.00	
5.2B	Barrier Cable Post Support Restoration	G. Notes Div. 5	EA	1	\$ 1,200.00	\$ 1,200.00	\$ 2,210.00	\$ 2,210.00	\$ 2,811.00	\$ 2,811.00	
Division 7											
7.1B	Construction & Tool Joint Sealant Replacement	1 & 2/SR511	LF	400	\$ 4.00	\$ 1,600.00	\$ 10.30	\$ 4,120.00	\$ 8.15	\$ 3,260.00	
7.2B	Cove Joint Sealant Replacement	3 & 4/SR511	LF	1,800	\$ 4.50	\$ 8,100.00	\$ 6.50	\$ 11,700.00	\$ 7.03	\$ 12,654.00	
7.3B	Joint at Floor Drains, Route & Seal	6/SR511	EA	10	\$ 10.00	\$ 100.00	\$ 54.00	\$ 540.00	\$ 27.40	\$ 274.00	
7.4B	Cracks, Route and Seal	1 & 2/SR511	LF	100	\$ 4.00	\$ 400.00	\$ 8.60	\$ 860.00	\$ 9.11	\$ 911.00	
7.5B	Expansion Joint - Precompressed Foam	13/SR511	LF	225	\$ 180.00	\$ 40,500.00	\$ 30.00	\$ 6,750.00	\$ 30.73	\$ 6,914.25	
7.6B	Expansion Joint - Cover Plate	07 9500	LS	1	\$ 500.00	\$ 500.00	\$ 7,755.00	\$ 7,755.00	\$ 24.00	\$ 24.00	
7.7B	Concrete Surface Silane Sealer	07 1900	SF	120,000	\$ 0.65	\$ 78,000.00	\$ 0.50	\$ 60,000.00	\$ 0.45	\$ 54,000.00	
Division 9											
9.1B	Elastomeric Acrylic Coating Application	G. Notes Div. 9	SF	300	\$ 2.00	\$ 600.00	\$ 5.30	\$ 1,590.00	\$ 7.87	\$ 2,361.00	
Division 22 - Plumbing											
22.1B	Clean and Test Storm Drain System	G. Notes Div. 22	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 7,500.00	\$ 7,500.00	\$ 3,935.00	\$ 3,935.00	Bid Form Missing \$2,000
22.2B	Floor Drain Maintenance Allowance	01 2100	Allow	1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	Guest had \$4.50 for \$1,350 Total
Division 32 - Exterior Improvements											
32.1B	Pavement Markings Painting	32 1723	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 7,340.00	\$ 7,340.00	\$ 7,308.00	\$ 7,308.00	
Total Construction Cost						\$ 173,000.00		\$ 145,557.00		\$ 128,887.65	
Contractors Total										\$ 128,153.00	

ALTERNATES

Civic Center Ramp

Alternate 1A: Roof Waterproofing Replacement

Engineers Estimate											
Division 7 - Waterproofing											
7.1A	Roof Waterproofing & Flashing/Coping Removal	15/SR511	SF	360	\$ 15.00	\$ 5,400	\$ 54.00	\$ 19,440.00	\$ 2.04	\$ 734.40	Mathematical Error
7.2A	Roof Polyvinyl (PVC) Waterproofing Application	15/SR511	SF	360	\$ 60.00	\$ 21,600	\$ 27.00	\$ 9,720.00	\$ 47.96	\$ 17,265.60	Mathematical Error
7.3A	Roof Flashing/Coping Installation	15/SR511	LF	120	\$ 20.00	\$ 2,400	\$ 65.00	\$ 7,800.00	\$ 13.56	\$ 1,627.20	Mathematical Error
				Alt. 1A - Roof Waterproofing Total = \$ 29,400.00			\$ 36,960.00		\$ 19,627.20		Mathematical Error

Alternate 2A: Miscellaneous Waterproofing Options

Engineers Estimate											
Division 7 - Waterproofing											
7.4A	Flashing at Expansion Floor Joint Replacement	07 6200	SF	170	\$ 20.00	\$ 3,400	\$ 40.00	\$ 6,800.00	\$ 36.95	\$ 6,281.50	Mathematical Error
7.5A	Parking Garage Maintenance Spray & Wash	G. Notes Div. 7	SF	105,200	\$ 0.10	\$ 10,520	\$ 0.06	\$ 6,312.00	\$ 0.06	\$ 6,312.00	Mathematical Error
				Alt. 2A - Miscellaneous Waterproofing Options Total = \$ 3,400.00			\$ 13,112.00		\$ 12,593.50		Mathematical Error

Alternate 3A: Bollard Sleeves

Engineers Estimate											
Division 34 - Transportation											
34.1A	Bollard Sleeve Installation	G. Notes Div. 34	EA	45	\$ 125.00	\$ 5,625	\$ 135.00	\$ 6,075.00	\$ 45.20	\$ 2,034.00	
				Alt. 3A - Bollard Sleeves Total = \$ 5,625.00			\$ 6,075.00		\$ 2,034.00		

Alternate 4A: Pre-compressed Foam EJ.

Engineers Estimate											
Division 7 - Waterproofing											
7.6A	Expansion Joint - Pre-compressed Foam, Install	13/SR511	LF	180	\$ 190.00	\$ 34,200	\$ 30.00	\$ 5,400.00	\$ 30.87	\$ 5,556.60	
7.7A	Expansion Joint - Cover Plate	07 9500	LS	1	\$ 1,000.00	\$ 1,000	\$ 7,755.00	\$ 7,755.00	\$ 2,373.00	\$ 2,373.00	
				Alt. 4A - Pre-Compressed EJ Total = \$ 35,200.00			\$ 13,155.00		\$ 7,929.60		

Base Bid Total					\$492,700.00		\$486,077.00		\$489,084.82		
Civic Center Base Bid Totals Plus Alternate					\$338,625.00		\$308,090.00		\$312,312.77		



ENGINEERING DEPARTMENT

200 North 3rd Street / Fargo, ND 58102 / Phone 701-241-1545 / Fax 701-241-8101 / E-mail feng@ci.fargo.nd.us

(1)

July 29, 1999

Honorable Board of
City Commissioners
City of Fargo
Fargo, ND 58102

APPROVED BY THE BOARD
OF CITY COMMISSIONERS

8-9-99 - Mayer to
Appoint Committee

Re: Fargo Downtown Parking Study

Dear Commissioners:

The Fargo Downtown Parking Study Steering Committee reviewed the attached final report and made the following recommendations:

1. The City Commission receive and file the Fargo Downtown Parking Study final report dated July 1999.
2. The City Commission concur with the study's recommendation in concept.
3. The City Commission appoint a 5 member "Fargo Parking Commission" to implement the study's recommendations. The following is a list of suggested members to be considered:
 - a. Downtown community partnership
 - b. City Commissioner or appointed representative
 - c. Downtown property owner
 - d. Downtown business owner (non-property owner)
 - e. Representative from Downtown Non-Profit Organization
 - f. Representative user of downtown parking system
4. The City Commission approve the addition of a Senior Planner to the City's Planning Department whose duties would include downtown parking issues, renaissance zone development and other downtown development issues.

In addition, the City Commission should appoint members of Fargo Parking Commission as soon as possible so that implementation of the study's recommendations can begin in 1999.

Sincerely,

Richard G. Lane, P.E.
Senior Engineer/Transportation

RGL/jmm
Attachment

cc: Downtown Community Partnership

Street Lighting
Sidewalks

Design & Construction
Traffic Engineering

Truck Regulatory
Flood Plain Mgmt.

Mapping & GIS
Utility Locations

Fargo Downtown Parking Study

Prepared for the
City of Fargo

FINAL REPORT JULY 1999

**By Barton-Aschman Associates, Inc.
Ulteig Engineers, Inc.
LJR, Inc.**

Summary and Recommendations

Summary

Study Area

The study area for this project is roughly bounded by 5th Avenue North on the north, the Red River on the east, 6th Avenue South on the south, and North University Drive on the west. Parking inventory data was collected throughout the entire study area.

The study area was subdivided into a primary area, which includes the core area of downtown Fargo, and a secondary area to the west. Hourly parking counts were conducted in the primary study area, and peak-hour counts were conducted in the secondary area.

Existing Parking System

There are 4,835 parking spaces in the primary study area, as follows:

	Spaces	Percent
• Primary Study Area		
On-Street	986	20%
Off-Street	<u>3,849</u>	80
Total	4,835	
• Secondary Study Area		
On-Street	212	17
Off-Street	<u>1,053</u>	83
Total	1,265	

The City of Fargo operates four lots and three garages in the downtown:

• City Parking Structures	
GTC Ramp	200 spaces
Radisson Ramp	250
First Bank Ramp	<u>150</u>
Total	600 spaces

- City Parking Lots

Second Avenue Lot	113 spaces
Civic Center Lot	480
Lark Lot	30
Elm Tree Lot	<u>112</u>
Total	735 spaces

Parking Count Results

The overall parking occupancy in the primary study area was approximately 70 percent during peak times at midday. Some of the facilities in the downtown core, such as the Radisson ramp, First Bank ramp, and the lots at 2nd Avenue and Roberts were nearly full. The lot east of City Hall was less than half full from 11:00 A.M. through 4:00 P.M. On-street parking spaces in the primary study area were only about half full, with more than 400 vacant spaces during peak times. The overall parking occupancy in the secondary study area, west of Roberts, was less than 50 percent during peak times.

Parking Turnover Surveys

At a sample of curb spaces, the majority of curb space patrons were parked less than one hour. The average turnover on 1st Avenue North and Main Avenue were 1.8 and 2.7, respectively, about what would be expected in a downtown business center such as the Fargo CBD. The turnover on Broadway was very high (an average of 7.3 vehicles parked per day in each space during the eight-hour survey period), but some of that turnover can be attributed to long-term parkers who move their vehicles periodically to avoid a parking citation.

Parking System Revenue and Expenses

The parking facilities are not treated as a system, but are tracked individually. The GTC ramp is currently operating at a loss when debt service is added to expenses, but the First Bank ramp and the Radisson ramp are expected to generate a net surplus in 1998. There are outstanding bonds remaining on the Radisson ramp and the First Bank ramp. These bonds will be retired in the year 2004. The amount outstanding is \$244,930 for the Radisson ramp and \$567,718 for the First Bank ramp. The income for the parking lots exceeded expenses in 1996 and 1997, but in 1998 a loss of \$7,963 is projected.

Curb Space Parking Time Limits

There is a wide variety of parking time limits at the downtown curb spaces, ranging from 10 minutes and 30 minutes to 1 hour and 2 hours. Vehicles parked in excess of the posted time limit are issued citations.

Existing Parking Demand

The parking summary results indicate that there is adequate parking in the downtown area, especially on-street, where, overall, spaces are only half used. Some of the more convenient

locations in the downtown are used to near capacity, including the Radisson ramp, the First Bank ramp, and the lot at 2nd and Roberts. Discussions with local businesses indicate that inexpensive employee parking in proximity to the downtown core is in short supply, causing some businesses to reassess their commitment to leasing office space in the downtown as they grow and hire more employees.

Future Parking Demand

There are no projects planned for the downtown at this time that will affect parking supply. Some employers have indicated that they may be increasing their work forces in the near term, but there is no comprehensive source for this data. The planning department estimates that in the 10-year period between 1995 and 2005, there will be a 20 percent employment increase in the downtown. This would represent an estimated increase in parking demand of about 1,093 spaces.

Recommendations

Parking Options

Sites for New Parking Ramps

Several sites were considered for additional parking ramps to serve the downtown. The most cost-efficient option is to add one additional level to the Radisson ramp (F, Figure 9). The addition would cost about \$970,000 and would have an annual debt service of \$83,000. A total net gain of 75 spaces would result.

Another viable candidate for parking expansion would be the site at NP Avenue west of Broadway (C, Figure 9). This site has the potential to be connected to the existing skyway system, and this site could also be used to support development at the Northern School Supply Building, which is currently vacant and needs parking support to be developed. Constructing a garage at this site would cost about \$3,780,000, creating a net increase of 258 parking spaces.

During the course of this study, the city and Community First and Norwest banks have decided to proceed with a parking ramp on Main Avenue between the two bank buildings.

Parking Shuttle

Four potential shuttle service routes were investigated using outlying parking lots to serve the downtown: one on the south side, one on the north side, one on the west side, and one serving the north and west sides. A shuttle service with 10-minute headways during peak periods is estimated to have a marginal operating cost of about \$45,000 to \$71,500, based on the current transit contract with Laidlaw. It does not include the cost of new buses or fuel. For the longest route, for which two buses would be required, the annualized cost of the buses and the fuel is estimated at about \$41,000.

Parking Management and Other Parking Issues

Parking Management

Most Midwestern cities comparable to Fargo have a formal structure for managing parking, usually in a city department or public utility. In Fargo, responsibility for parking operations is shared by three city agencies: Engineering, Finance, and Police. There is no single person or agency responsible for parking or for managing the day-to-day overall planning. Parking is an important public utility in any downtown area; without it, the downtown cannot function effectively. A dedicated parking management organization in the city could focus on parking-related activities with the following benefits:

- Increased systemwide income
- Reduced systemwide operating costs
- Better parking enforcement (efficiency and income productivity)
- Improved public approval/satisfaction of parking facilities
- Better responsiveness to complaints and problems
- Optimum system usage (proper allocation and space use by employees, shoppers, etc.)
- An identified person/agency for retail, office, and other developers to discuss proposed new developments and associated parking

It is strongly recommended that the city establish a parking organization as a department of city government, or as a separate authority, headed by a director with parking-related experience. This should be one of the first steps accomplished by the city to improve downtown parking.

Management of On-Street Parking (Parking Meters)

The City of Fargo currently provides free on-street parking. Oftentimes, merchants believe that free parking is needed to draw customers to downtown shops. Free parking, however, is more time-consuming and costly to consistently enforce. With free, on-street parking, some employees are tempted to parking on-street and move their vehicles frequently to avoid detection, as was observed on Broadway during the turnover surveys. Paid, metered on-street parking is currently not permitted under state statute. However, meters are one way to regulate the use of curb spaces and one of the options that should be considered. Meters encourage vehicle turnover, regulate space use, and create parking space availability. Implementing a meter plan would require a change in state law. It is recommended that the City of Fargo work with state representatives to repeal the current law in the next session of the legislature in order to provide the city with the flexibility to implement a parking meter program if it should choose to do so. Since this effort was not successful in 1999, the city should continue to work with legislators to repeal this law in future sessions and investigate the possibility of allowing meters under city's home rule charter.

Curb Parking Time Limits

The on-street parking time limits should be simplified to make downtown parking less confusing for patrons. It is recommended that a uniform two-hour time limit be used. The exception would be in

fringe locations with very low use. Those areas should be considered for unrestricted on-street employee parking based on surveys of parking use at each location being considered.

Signage and Graphics

Strategically placed signs on primary access routes into the city should direct drivers to key short-term parking facilities in the downtown. The signs should have a distinctive logo that is consistent throughout the downtown. It is also recommended that the city work with the Downtown Community Partnership or others to develop a color brochure with a map showing downtown shopper/customer parking locations. The map could be distributed to customers by downtown businesses.

Reserved Parking Spaces

Several of the privately operated lots in the downtown have many parking spaces reserved for specific use by one person. Reserving parking spaces limits the number of vehicles that can be parked in a lot. If the person for whom the space is reserved is not present, that space would be unoccupied, but technically not available. Typically, a surface lot without reserved parking can be oversold by 10 to 20 percent, thereby providing parking for more people than if the lot were sold on a reserved basis. It is recommended that the city discuss this matter with the lot operator(s) and with employers in the downtown who need parking to determine whether any additional capacity can be created, and if created, leased by employees.



OFFICE OF THE MAYOR
Bruce W. Furness

APPROVED BY THE BOARD
OF CITY COMMISSIONERS

8/21/00

MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS
FROM: MAYOR BRUCE W. FURNESS
DATE: AUGUST 16, 2000
SUBJECT: TERMS FOR PARKING COMMISSION

When the Fargo Parking Commission was created in 1999, no expiration dates were placed on the terms.

To be consistent with the other commissions and boards of the City, I am recommending three-year terms for the members of the Fargo Parking Commission. If this recommendation is approved, term expirations would occur as follows:

June 30, 2001	Dave Anderson, CEO, Downtown Community Partnership
June 30, 2001	Randy Wimmer, Downtown Property Owner
June 30, 2002	Kevin Swann, Downtown Business Owner
June 30, 2002	Margie Bailly, Downtown Non-Profit
June 30, 2003	Rob Lynch, City Commissioner

SUGGESTED MOTION: To place three-year terms on appointments to the Fargo Parking Commission and to approve term expirations for present members of the Commission as outlined above.

fffpcterm

8-1006. - Time-limited parking zones.

Except as otherwise allowed by a permit issued by the Department of Planning and Development or designee for the Downtown Residential Parking Zone as authorized below, the owner or driver of any motor vehicle of any kind whatsoever shall not cause, permit, or allow such vehicle to be parked or to be re-parked within the same block, or within the same off-street parking lot or parking ramp owned or operated by the city of Fargo, for a period longer than the time limit restrictions posted for such area.

For purposes of determining a violation of this ordinance, a vehicle shall be considered to have remained parked or to have been re-parked within the same block, lot, or ramp when it is established by a preponderance of the evidence that the same vehicle has been found parked along either side of the same street or road between two intersecting roads, or has been parked within the same lot or ramp at any time within a four hour period, regardless of any evidence that the vehicle was moved between the time it was initially parked and later re-parked. Each 10-, 15-, 30-, 60-, 90-, 120-minute or other time-limited period during which a vehicle is parked shall constitute a separate and additional violation of this section.

The Parking Commission shall post the time-limited parking zones on city streets, except for time-zones located on the campus of North Dakota State University in which case the University shall post the time-limited parking zones. The Parking Commission is hereby authorized to establish and post time-limited parking zones in publicly owned or operated parking lots or ramps. Time-limited parking zones in publicly operated lots and ramps shall be approved by resolution by the board of commissioners. The police department or its designee shall enforce such time zone restrictions in areas which are so posted.

The Parking Commission if in its judgment traffic conditions so warrant it, may extend, change, or adjust the parking zones designated herein, provided said extension, changes, or adjustments are posted or marked.

The Department of Planning and Development or designee shall be authorized to issue a permit to residents of the Downtown Residential Parking Zone in accordance with an approved program as adopted by resolution of the board of city commissioners.

Decisions of the Parking Commission are subject to review and confirmation or approval by the board of city commissioners by request of any interested person submitted in writing to the director of planning and development within ten days of such decision.

Source: 1965 Rev. Ord. 8-1006, 1450 (1972), 2019 (1981), 3086 (1999), 4023 (2000), 4301 (2003), 4701 (2009), 4725 (2010), 4986(2015).

Editor's note— Section 1 of Ord. No. 4986, adopted June 8, 2015, amended § 8-1006 in its entirety to read as herein set out, including retitling the catchline from "Ten-minute, fifteen-minute, thirty-minute, sixty-minute, ninety-minute, one hundred twenty-minute or other time-limited parking zones."

8-1006.2. - Permit only parking zones in publicly operated lots and ramps.

No person shall stop, stand, or park a vehicle in any space located within a parking lot or ramp owned or operated by the city of Fargo which is designated as a permit-only space, unless the vehicle has a valid permit that has been issued by the department of planning and development or designee.

The Parking Commission is hereby authorized to establish permit-only parking zones located in off-street parking lots or ramps owned or operated by the city of Fargo. The fees for such a parking permit shall be approved by resolution of the board of commissioners.

Source: 4987(2015).

8-1025. - Parking Commission.

The board of city commissioners may create, by appointment, a body to be known as the Parking Commission which shall serve as an advisory board to the board of city commissioners on parking issues in the downtown area. The Parking Commission shall have the powers and authorities as described in §8-1006, §8-1006.2 and other applicable sections of code. The "downtown area" shall mean the area which is zoned DMU - Downtown Mixed-Use or such other area identified by the board of city commission.

Source: 3088 (1999), 4985(2015).