



PLANNING AND DEVELOPMENT

200 3rd Street North
Fargo, North Dakota

INTERSTATE PARKING

502 NP Avenue North
Fargo, North Dakota

MEMORANDUM

TO: Parking Commission Members

FROM: Fargo Planning (Derrick LaPoint) & Interstate Parking (Andy Renfrew)

DATE: October 28, 2016

RE: Friday, October 28 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
Friday, October 28, 2016, 8:00 a.m.
City Commission Room
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of September 30, 2016 (Attachment 1)
3. Roberts Ramp Project
 - a. Kilbourne Presentation on Branding for the Roberts Street Development
4. LinkFM Ridership (Attachment 2)
5. Interstate Report/Financial Data (Attachment 3)
 - a. 2017 Parking Rates
6. Downtown Ice Rink (Attachment 4)
7. Review of Capital Needs (Attachment 5)
8. Updates
 - a. Downtown Master Plan
 - b. On-Street Data Counts
 - c. Tesla Charging Stations
 - d. Downtown Conference
9. Other Issues or Public Comments

Parking Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.cityoffargo.com/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.cityoffargo.com/parking.

Item 5: Interstate Report/Financial Data

Andy Renfrew, Interstate Parking (IP), reviewed the August financial and operations report.

a. Move to Old Public Health Building

Mr. Renfrew noted Interstate Parking is now located in the former Public Health Building (401 3rd Avenue North). He added Interstate Parking has notified customers of this relocation.

b. Towing Vehicles in Downtown

Mr. Renfrew reviewed the number of outstanding citations noting neither Interstate Parking nor the Fargo Police Department have made a strong effort to enforce the towing of vehicles in the downtown area. Mr. Renfrew stated staff, at the Board's discretion, is requesting Interstate Parking begin towing eligible vehicles for outstanding parking citations.

c. 2017 Parking Rates

Mr. Renfrew presented the 2017 parking rate changes to the Board. He stated rate change recommendations will be formally proposed at the October Parking Commission meeting, with recommendations going to City Commission in November, and notification of rate changes going to residents in December 2016.

d. Service Vehicles & Downtown Residential Parking Permit Statistics

Mr. Renfrew reported on the number of Service Vehicle permits and Downtown Residential Parking permits issued monthly beginning in March through September of 2016.

Item 6: Updates

a. NDSU Homecoming Parade September 30

Mr. Gilmour updated the Board on the North Dakota State University (NDSU) Homecoming Parade taking place downtown on Broadway.

b. Radisson Parking Agreement

Mr. Gilmour noted the Radisson Parking Lease Agreement was approved by the City Commission at the September 26, 2016 meeting and equipment is being ordered.

c. Video on Head Out Angled Parking

Chairperson Williams presented a video to the Board on Head Out Angled Parking, showing the safety benefits of this on-street parking technique.

Item 7: Other Issues or Public Comments

No other issues or public comments were discussed.

The time at adjournment was 8:53 a.m.

Memorandum

To: Derrick LaPoint

From: Matthew G. Peterson / Assistant Transit Director

Date: October 21, 2016

RE: *LinkFM Ridership Report*



Ridership Improving

LinkFM is continuing to show its value to the Fargo-Moorhead downtown corridor. Providing just over 10 rides per hour, LinkFM is validating its worth as a justifiable solution to parking.

LinkFM Ridership					
Month	Ridership	Revenue	Hours	Rides / Rev Hour	Comments / Events
June of 2015	877	292.0		3.00	**Scandinavian Festival
July of 2015	2,750	332.5		8.27	**Street Fair
August of 2015	954	287.0		3.32	
September of 2015	1,176	280.0		4.20	
October of 2015	1,382	303.0		4.56	
November of 2015	1,418	273.0		5.19	
December of 2015	1,853	297.0		6.24	
January of 2016	1,444	275.0		5.25	
February of 2016	2,434	287.0		8.48	**Unglued
March of 2016	2,087	312.0		6.69	**Celtic Festival
April of 2016	1,644	287.0		5.73	**Route changed 4/18
May of 2016	1,730	280.0		6.18	
June of 2016	2,429	308.0		7.89	**Scandinavian Festival
July of 2016	6,507	360.5		18.05	**Street Fair / TEDx Events
August of 2016	3,108	304.0		10.22	
September of 2016	3,083	287.5		10.72	**German Festival
October of 2016	1,851	177.0		10.46	** Through 10/19/2016
TOTALS	36,727	4942.5		7.43	



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: October 20th, 2016
RE: September 2016 Financial and Operations Report

Operations

The Island Park Ramp and 7th Street Lot are currently open for new parkers while the remaining lots continue to be full. Permits are down from the previous month for two reasons: first, on-going key audits have revealed permits that are not being used and second, a consolidation of one downtown employer has resulted in nearly 50 permits that are terminated at the end of October, but will appear again November 1st under a different account.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	SEPTEMBER PERCENT OCCUPIED		AUGUST PERCENT OCCUPIED		JULY PERCENT OCCUPIED	
					10 AM - Noon	2 PM - 5 PM	10 AM - Noon	2 PM - 5 PM	10 AM - Noon	2 PM - 5 PM
Civic Ramp	250	225	211	94%	80%	85%	85%	87%	90%	92%
3rd Ave.	40	40	39	98%	82%	83%	80%	80%	83%	82%
2nd Ave. S	65	25	38	152%	90%	92%	84%	88%	81%	87%
NP Ave.	145	85	126	148%	88%	92%	80%	85%	78%	85%
GTC	185	185	210	114%	74%	76%	75%	75%	75%	75%
4th St.	174	174	299	172%	80%	84%	75%	76%	73%	76%
3rd St.	145	145	224	154%	75%	80%	70%	73%	71%	73%
Main Ave.	75	75	101	135%	64%	65%	60%	62%	60%	60%
IPR	355	355	511	144%	69%	71%	71%	73%	70%	73%
7th Street	26	26	21	81%	25%	30%	30%	30%	39%	46%

Financial Report

Net income to the City in September was 5.5% on 2% higher revenue and a decrease in expenses from August.

On-Street Management

On-street enforcement and time-zone violations are continuing a similar trend with over half of all violations receiving the Welcome Ticket and 11.0% at the \$30 tier.

Time Zone Violations							
	September	August	July	June	May	April	Plates Recorded
Welcomes	492	457	364	511	545	807	2768
\$20	251	216	211	241	287	465	2719
\$25	43	34	28	26	51	71	215
\$30	97	85	72	106	112	139	183



For the Month Ending September 30, 2016:

	PK4001 Civic Center Ramp	PK4003 3rd Avenue Lot	PK4004 2nd Avenue North Lot	PK4005 2nd Avenue South Lot	PK4006 NP Avenue Lot	PK4007 GTC Ramp	PK4008 4th Street Lot	PK4009 3rd Street Lot	PK4010 Main Avenue Lot	PK4011 Island Park Ramp	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	17,253.00	3,225.00	-	2,592.00	6,857.67	18,912.40	17,322.80	11,904.00	5,665.00	29,698.16	1,089.89	114,519.92	892,400.10
Transient Revenue	1,537.50	-	-	2,202.60	2,929.00	-	-	-	-	-	-	6,669.10	75,724.94
Pay by Phone	2.00	-	-	558.00	332.00	-	-	-	-	-	-	892.00	228.50
Validation Revenue	6,396.00	-	-	503.25	118.50	-	-	-	36.75	-	-	7,054.50	37,998.75
Violation Revenue	34.00	17.00	22.00	51.00	51.00	-	-	-	-	-	-	175.00	1,091.00
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-	17,416.55
Gross Revenue	\$ 25,222.50	\$ 3,242.00	\$ 22.00	\$ 5,906.85	\$ 10,288.17	\$ 18,912.40	\$ 17,322.80	\$ 11,904.00	\$ 5,701.75	\$ 29,698.16	\$ 1,089.89	\$ 129,310.52	\$ 1,024,859.84
Credit Card Fees	(161.95)	(8.57)	(72.87)	(265.69)	(284.27)	(36.75)	(27.28)	(23.62)	(19.62)	(118.41)	(13.56)	(1,032.59)	(5,613.03)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	(16,372.50)
Enforcement Payroll	-	(255.72)	(639.30)	(415.55)	(926.99)	-	(1,118.78)	(926.99)	(479.48)	(2,557.22)	(166.22)	(7,486.25)	(5,442.77)
Passport Fees	(24.97)	(2.00)	(2.00)	(33.78)	(47.37)	-	-	-	-	-	-	(110.12)	(175.60)
Management Fee	(7,879.00)	(1,261.00)	(3,152.00)	(2,049.00)	(1,590.00)	(5,830.00)	(5,515.00)	(4,570.00)	(2,364.00)	(2,780.00)	(608.40)	(37,598.40)	(353,600.00)
City Expenses:													(24,790.17)
Skidata #4444872	(119.00)	-	-	-	-	-	-	-	-	-	-	(119.00)	-
Recess Factory #2059	(16.00)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(175.00)	-
Oasis Landscapes #2015877	-	-	-	-	-	-	-	(1,728.00)	-	-	-	(1,728.00)	-
Oasis Landscapes #2015859	(337.58)	(54.02)	-	-	(195.79)	-	-	(195.79)	(101.27)	-	-	(884.45)	-
Red River Electric # (Various)	-	-	-	-	-	-	-	-	-	-	-	-	-
Glacier Snow Mgmt. #	-	-	-	-	-	-	-	-	-	-	-	-	-
Protection Systems Inc #	-	-	-	-	-	-	-	-	-	-	-	-	-
Superfrog #	-	-	-	-	-	-	-	-	-	-	-	-	-
Schindler Elevator #8104342447	-	-	-	-	-	-	-	-	-	(98.00)	-	(98.00)	-
Toledo Ticket Co #	-	-	-	-	-	-	-	-	-	-	-	-	-
Overhead Door #W43401	-	-	-	-	-	(428.50)	-	-	-	-	-	(428.50)	-
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	-	120.00	1,080.00
Total Adjustments	(8,538.50)	(1,597.21)	(3,882.07)	(2,779.92)	(3,060.32)	(6,191.15)	(6,676.96)	(7,460.30)	(2,980.27)	(5,569.53)	(804.08)	(49,540.31)	(404,914.07)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	225.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	650.00	-
Net Operating Income	\$ 16,684.00	\$ 1,644.79	\$ (3,860.07)	\$ 3,126.93	\$ 7,227.85	\$ 12,721.25	\$ 10,645.84	\$ 4,443.70	\$ 2,721.48	\$ 24,128.63	\$ 285.81	\$ 80,645.21	\$ 619,945.77



For the Seven Months Ending September 30, 2016:

	PK4001 Civic Center Ramp	PK4003 3rd Avenue Lot	PK4004 2nd Avenue North Lot	PK4005 2nd Avenue South Lot	PK4006 NP Avenue Lot	PK4007 GTC Ramp	PK4008 4th Street Lot	PK4009 3rd Street Lot	PK4010 Main Avenue Lot	PK4011 Island Park Ramp	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	155,253.50	29,939.42	45,849.75	21,641.25	53,056.39	160,564.91	153,769.00	107,384.00	45,097.96	264,839.41	2,438.84	1,039,834.43	892,400.10
Transient Revenue	11,356.07	-	8,270.90	17,316.70	23,720.15	-	-	-	-	-	-	60,663.82	75,724.94
Pay by Phone	9.00	-	888.00	3,114.00	4,444.75	-	-	-	-	-	-	8,455.75	228.50
Validation Revenue	51,202.50	-	619.50	3,176.50	1,036.50	-	-	-	153.75	180.00	-	56,368.75	37,998.75
Violation Revenue	68.00	149.00	2,215.00	1,062.00	5,016.00	-	146.00	477.00	44.00	34.00	-	9,211.00	1,091.00
Events Revenue	-	-	-	-	-	-	292.00	-	460.75	2,802.25	-	3,555.00	17,416.55
Gross Revenue	\$ 217,889.07	\$ 30,088.42	\$ 57,843.15	\$ 46,310.45	\$ 87,273.79	\$ 160,564.91	\$ 154,207.00	\$ 107,861.00	\$ 45,756.46	\$ 267,855.66	\$ 2,438.84	\$ 1,178,088.75	\$ 1,024,859.84
Credit Card Fees	(1,351.14)	(104.54)	(1,350.58)	(2,233.58)	(2,198.04)	(248.37)	(123.75)	(162.92)	(83.30)	(825.18)	(13.56)	(8,694.96)	(5,613.03)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	(16,372.50)
Enforcement Payroll	-	(2,516.19)	(6,290.43)	(4,088.79)	(9,121.14)	-	(11,008.27)	(9,121.14)	(4,717.84)	(25,161.76)	(887.71)	(72,913.27)	(5,442.77)
Passport Fees	(28.97)	(60.71)	(891.25)	(490.19)	(1,761.23)	-	(45.61)	(115.48)	(30.40)	(10.80)	-	(3,434.64)	-
City Expenses:													(22,898.27)
Electric	(902.38)	-	(170.00)	-	-	(178.75)	-	-	-	(2,892.23)	-	(4,143.36)	-
Signage	(507.05)	-	-	-	-	(533.75)	-	-	-	-	-	(1,040.80)	-
Elevator	-	-	-	-	-	-	-	-	-	(1,101.00)	-	(1,101.00)	-
NP Snow Removal	-	-	-	-	-	(2,705.65)	-	-	-	-	-	(2,705.65)	-
Landscaping	(865.07)	(271.80)	(67.00)	-	(464.99)	-	(147.62)	(2,071.41)	(386.35)	(107.10)	-	(4,381.34)	-
Remote Monitoring	-	-	-	-	-	-	-	-	-	(315.00)	-	(315.00)	-
Ticketing	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Protection	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs	(119.00)	-	-	-	-	(857.00)	-	-	-	-	-	(976.00)	-
Web Hosting	(16.00)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(175.00)	-
Management Fee	(70,904.00)	(11,343.00)	(28,360.00)	(18,433.00)	(14,305.00)	(52,470.00)	(49,633.00)	(41,123.00)	(21,270.00)	(25,020.00)	(2,433.60)	(335,294.60)	(353,600.00)
GTC Office Lease	-	-	-	-	-	1,080.00	-	-	-	-	-	1,080.00	1,080.00
Total Adjustments	(74,693.61)	(14,312.14)	(37,145.16)	(25,261.46)	(27,866.30)	(55,929.42)	(60,974.15)	(52,609.85)	(26,503.79)	(55,448.97)	(3,350.77)	(434,095.62)	(402,846.57)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	3,700.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	6,572.00	-
Net Operating Income	\$ 143,195.46	\$ 15,776.28	\$ 20,697.99	\$ 21,048.99	\$ 59,407.49	\$ 104,635.49	\$ 93,232.85	\$ 55,251.15	\$ 19,252.67	\$ 212,406.69	\$ (911.93)	\$ 754,265.13	\$ 622,013.27



PLANNING AND DEVELOPMENT

200 3rd Street North
Fargo, North Dakota
Phone: (701)241-1474
Fax: (701) 241-1526

E-Mail: planning@cityoffargo.com
www.cityoffargo.com

MEMORANDUM

TO: Parking Commission
FROM: Derrick LaPoint, Planner
DATE: October 28, 2016
RE: Downtown Ice Rink

The Fargo Planning Department has received a request from the Downtown Community Partnership (DCP) to reconstruct the temporary Downtown Ice Rink. The ice rink would use the west portion of the public parking lot located at the intersection of Main Avenue and Broadway. The rink will be managed and maintained by the Fargo Park District. In addition, the Fargo Park District has approved the use of the Island Park Pool Lot to offset additional parking needs.

The Downtown Ice Rink would be open from December through February, weather permitting. Proposed hours of operation are weekdays from 5:00 p.m. to 8:00 p.m. and weekends from 1:00 p.m. to 8:00 p.m. The DCP is seeking City Commission approval to add this amenity to our Downtown through the 2018/19 winter season.

RECOMMENDED MOTION: Recommend approval to the City Commission of the lease agreement with the Downtown Community Partnership for the Downtown Ice Rink.

LEASE

THIS AGREEMENT, made and entered into effective the _____ day of _____, 2016, by and between CITY OF FARGO, a North Dakota municipal corporation, hereinafter call “City”, or “Lessor” and DOWNTOWN COMMUNITY PARTNERSHIP, a North Dakota non-profit corporation, hereinafter called “Lessee”,

WITNESSETH:

That City for and in consideration of the rents and covenants hereinafter mentioned, and to be paid and performed by Lessee, does hereby demise, lease and let, and Lessee does hereby lease and let the following premises in the County of Cass and State of North Dakota, to-wit:

The area described on the site plan, attached hereto as Exhibit “A”, located at 501 Main Avenue, Fargo, North Dakota;

[hereinafter the “demised premises”] said premises to be used for purposes of the installation of a skating rink and warming house facility on the demised premises.

This Lease shall be subject to the following terms and provisions:

1. Lessee shall pay rent in a single payment of ONE and no/100 DOLLARS (\$1.00) per year as rent for each of the periods during which this lease is effective, receipt of which is hereby acknowledged by Lessor.
2. This Lease shall be effective during the following terms or periods:
 - (a) the period commencing December 1, 2016 and ending April 15, 2017;
 - and,
 - (b) the period commencing December 1, 2017 and ending April 15, 2018;

and,

(c) the period commencing December 1, 2018 and ending April 15, 2019.

[Each of said 4-1/2 month periods being referred to herein as a "Skating Season".]

3. The Lessee shall be responsible for and shall pay any and all heat, lights, and utilities for the subject property and shall maintain the demised premises.

4. Any fit up to the demised premises shall be Lessee's responsibility.

5. That this Lease shall not be assigned nor the demised premises nor any part thereof sublet or re-rented except with the written permission of the Lessor as set forth above; provided; however, that Lessee may enter into a separate agreement with the Park District of the City of Fargo for the providing of, by the Park District, of such improvements and equipment for the installation of said skating rink and warming house and said agreement or agreements may provide for the maintenance of such skating rink improvements and equipment and for the operations of the skating rink facility by the Park District.

6. It is expressly understood that Lessor is under no obligation, nor will at any time be under any obligation whatever, to furnish any labor, materials, work, heat, electricity, water, gas, or services, utility or otherwise, to Lessee, except as otherwise expressly provided in this Lease.

7. The Lessor covenants with the Lessee that upon performing the obligations herein provided on its part to be performed, the Lessee shall quietly enjoy the same demised premises during the term of this Lease or any extension thereof.

8. All provisions hereof, and words and phrases used herein, shall be governed and construed under the laws of the State of North Dakota, except insofar as the provisions of such laws or the benefits accruing therefrom are specially waived.

9. Lessee hereby agrees to carry and keep in force workmen's compensation coverage as required by the laws of North Dakota and public liability and property damage insurance, all policies to be acceptable to Lessor as follows:

- a. Owners-Landlord and Tenants bodily injury insurance of \$250,000 for all damages arising out of bodily injuries to, or death of, one person and \$500,000 for all damages arising out of bodily injuries to, or death of, two or more persons in any one accident.
- b. Owners-Landlords and Tenants property damage liability insurance in the aggregate of \$250,000.

10. This lease shall be terminable by either party upon thirty (30) days' written notice, after which Lessor may take possession of the premises.

11. That the said property is accepted as complete, and in good order by the Lessee, in the condition in which it now is, and that the Lessee will not do or permit anything to be done which could deface, damage or deteriorate the value thereof, and Lessee agrees that he will leave the demised premises in a condition satisfactory to Lessor at the end of each Skating Season at which time Lessee shall vacate the demised premises.

12. That upon termination of the lease in any manner, Lessor may recover and resume possession of the demised premises, and it shall be lawful for the Lessor to immediately enter upon the demised premises.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written.

CITY OF FARGO,
a North Dakota municipal corporation

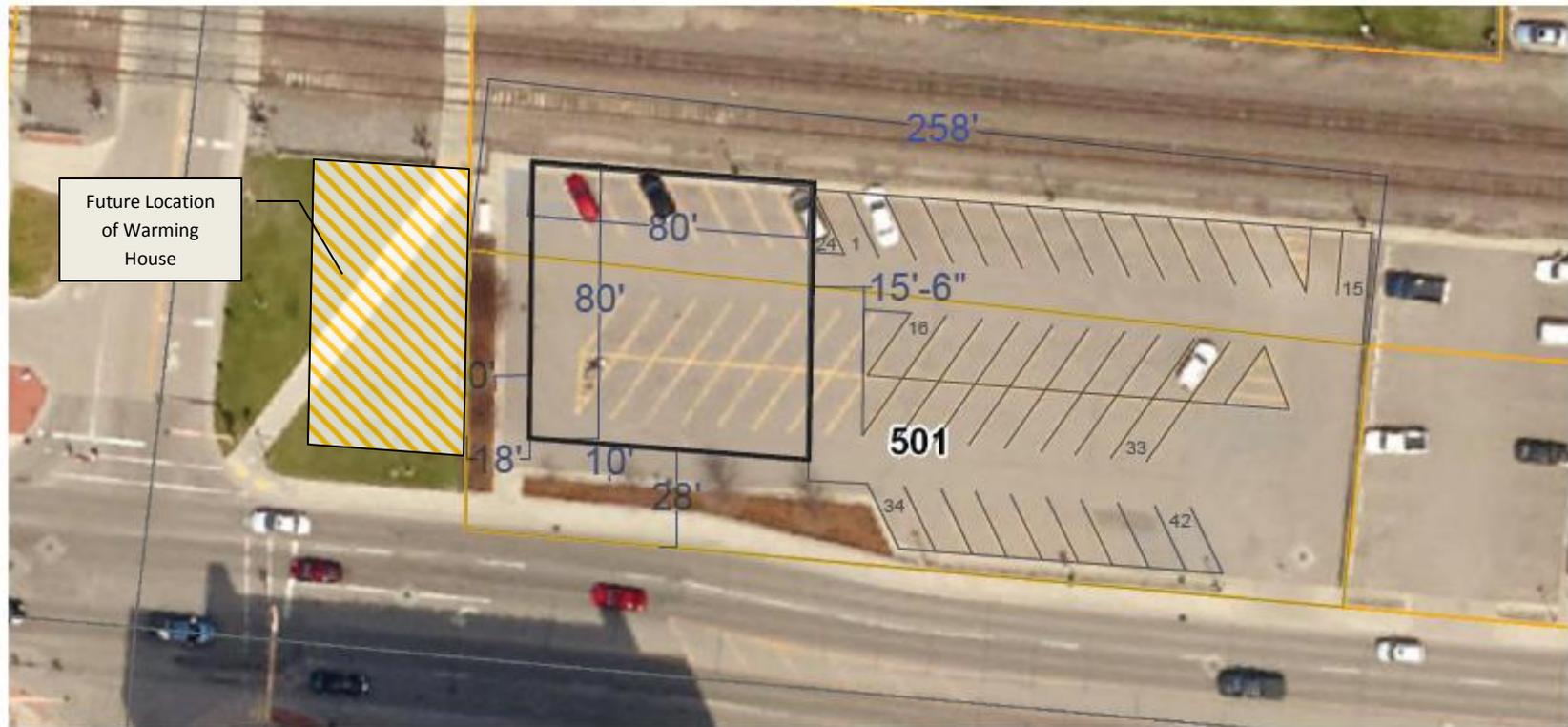
By: _____
Timothy J. Mahoney
Its: Mayor

ATTEST:

Steven Sprague, City Auditor

DOWNTOWN COMMUNITY PARTNERSHIP,
a North Dakota non-profit corporation

By: _____
Its: _____



Ice Rink Concept - Intersection of Main Ave and Broadway

- Located at the west end of City parking lot
- 80x80 rink
- Retains greenspace/open area and sidewalk crossing tracks to west
 - this area provides space for a warming house and restrooms
- Retains 42 spaces
- Temporarily removes 24 spaces
- Some lighting exists around perimeter of lot and greenspace
- Location provides buffer with fence and vegetation from roadway and railroad
- Retains 10 feet on west and south side for seating and movement
- Maintains adequate driveways for parking lot circulation
 - may need some buffer between rink and lot circulation

Fargo Park District

2015/16 Outdoor Rink Attendance

<u>Location</u>	<u>Yearly Total</u>	<u>Daily Average</u>
<i>Roosevelt</i>	3,327	67.9
<i>Kennedy</i>	1,826	38.0
<i>Clara Barton</i>	1,730	36.0
<i>Washington</i>	1,681	35.0
<i>Downtown</i>	1,403	29.9
<i>Horace Mann</i>	859	19.1
<i>Longfellow</i>	718	21.1
<i>Jefferson</i>	641	16.9
<i>Lincoln</i>	421	11.4
<i>Centennial</i>	331	13.8
<i>Lemke Park</i>	246	7.7
<i>Lewis & Clark</i>	245	11.4
<i>Bennett</i>	192	9.1
TOTAL	12,217	287.7



PLANNING AND DEVELOPMENT

200 Third Street North

Fargo, North Dakota 58102

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Fax: (701) 241-1526

E-Mail: planning@cityoffargo.com

www.cityoffargo.com

MEMORANDUM

TO: PARKING COMMISSION

FROM: JIM GILMOUR, PLANNING DIRECTOR 

DATE: OCTOBER 24, 2016

RE: PARKING CAPITAL IMPROVEMENT NEEDS

Three of the City of Fargo parking facilities have been reviewed by architects/engineers to determine capital improvement needs. Carl Walker, Inc. reviewed the Civic Center Ramp and the Island Park Ramp. KLJ reviewed the Ground Transportation Center.

Attached is a one-page summary of the reports and my thoughts on how these improvements could be paid for with the use of parking and other funds. Also attached is the Executive Summary of each report. I will send you digital copies of the full reports.

I plan to meet with the Finance Committee soon to discuss the availability of TIF and general funds for these projects. Since the parking funds has some resources, I suggest we request a proposal from Carl Walker to act as the architect/engineer for the work on the Civic Center Ramp and Island Park Ramp. We can then review the proposal at one of our next meetings.

Recommended Motion

Request a proposal from Carl Walker, Inc. to act as the architect/engineer for renovation and repair work on the parking ramps.



Summary of capital improvement needs of Fargo parking facilities

Civic Center Parking Ramp – The Civic Center Parking Ramp is located adjacent to the Radisson Hotel. The facility was constructed in 1984, and it has 250 parking spaces. Carl Walker was hired to prepare a condition appraisal of this facility. The report identified the need for waterproofing and isolated repairs. The estimated construction cost is \$360,500, plus architecture and engineering. For planning purposes, a budget of \$400,000 seems appropriate.

The City of Fargo has \$200,000 of uncommitted money in the Repair and Replacement fund. The projected end of the year balance of the Parking fund should be sufficient to transfer the remaining \$200,000 needed to complete this project.

Island Park Ramp – The Island Park Ramp is located between Main Avenue and 1st Avenue South between two bank buildings. The facility was constructed in 2001, and it has 355 parking spaces. Carl Walker was hired to prepare a condition appraisal of this facility. Work needed includes water proofing and isolated repairs. The estimated construction cost is \$178,000, plus architecture and engineering. For planning purposes, a budget of \$200,000 seems appropriate.

In addition to these capital needs, the City of Fargo will be required to purchase the land under this parking facility in 2020. There is about 36,000 square feet of land under the ramp. An appraiser will be hired to determine the value of the land.

The City of Fargo has money in the C-1 Tax Increment Financing fund. The City of Fargo should consider amending the Renewal Plan to use these funds for this renovation work and purchase of the land under the parking facility.

Ground Transportation Center (GTC) – The Ground Transportation Center on NP Avenue has 185 parking spaces located under the Transit and Municipal Court buildings. A preliminary engineering report by KLJ identified needed improvements to the transit building, parking facilities, and foundation and drainage that is needed for all the uses of the building.

KLJ identified the need for foundation wall repair, crack repair, and ventilation system repairs. Total costs for work that is related to all three facilities is estimated at \$856,080. Transit funds may be available for some costs. Because of the court function, some funds would be appropriate to be paid with the City General fund. Some costs are related to the parking function.

Surface Parking Facilities – There are four surface parking lots that are expected to remain as surface parking lots. These facilities are all in good condition and do not need major maintenance at this time.

I. EXECUTIVE SUMMARY

In accordance with our proposal, Carl Walker, Inc. has completed a condition appraisal of the Civic Center Ramp in Fargo, North Dakota. The structure was built in 1984 and as a whole is in good condition compared to structures of a similar type and age in the northern Midwest.

Damages are generally limited to specific waterproofing elements, and repairs at isolated locations. We recommend recoating the waterproofing membrane at worn areas and repairing failed waterproofing sealants throughout the structure. Most existing repairs appear to be performing well. With proper maintenance, this structure should have a remaining service life of 20 or more years.

Section IV outlines the deterioration noted in the structure at this time. These items are listed as work items in the Opinion of Probable Cost Section. We recommend that these repair and maintenance items be implemented in the near future. The items identified are based on conditions observed during the site visit in August of 2016.

Our near-term repair recommendations, as outlined in Table 1, in Section VII, consist of continuing a restoration program of mostly restoring damaged and deteriorated waterproofing materials, reapplying pavement markings, and repairing damages to the structure likely caused by snowplows.

Total Probable Construction Budget (Excluding Optional Items)- \$360,500

I. EXECUTIVE SUMMARY

In accordance with our proposal, Carl Walker, Inc. has completed a condition appraisal of the Island Park Ramp in Fargo, North Dakota. The structure was built in 2001. The structure as a whole is in good condition compared to structures of a similar type and age in the northern Midwest.

Damages are generally limited to specific waterproofing elements and repairs at isolated locations. We recommend repairing failed waterproofing sealants throughout the structure. Most existing repairs appear to be performing well. With proper maintenance, this structure should have a remaining service life of 20 or more years.

Section IV outlines the deterioration noted in the structure at this time. These items are listed as work items in the Opinion of Probable Cost Section. We recommend that these repair and maintenance items be implemented in the near future. The items identified are based on conditions observed during the site visit in August 2016.

Our near-term repair recommendations, as outlined in Table 1, in Section VII, consist of continuing a restoration program of mostly restoring damaged and deteriorated waterproofing materials, reapplying the pavement markings, and repairing damages to the structure likely caused by snowplows.

Total Probable Construction Budget - \$178,000



I. Executive Summary

KLJ was asked to prepare a preliminary engineering report (PER) to assess the conditions of the Ground Transportation Center (GTC) for the purpose of deck repair and a structural and mechanical assessment of the below ground parking garage. In addition to the assessment of the deck and garage, KLJ completed a security assessment and traffic detection study to assist the City of Fargo (City) with the development of a long-term plan to improve the facility. KLJ teamed with Braun Intertec Corporation (Braun) and Trogstad Engineering, PC (Trogstad) to complete the tasks identified herein.

The facility was built in 1984 and was considered a state of the art facility at the time. The facility was designed as an underground parking garage, City Bus Terminal (now known as GTC) and Greyhound Bus Terminal. The project was funded with assistance from the Federal Transit Administration (FTA). In 2010, the Greyhound Bus Terminal was converted to the Municipal Court Building. Throughout the life of the facility, the deck and garage have been assessed periodically for repairs and maintenance. Based on existing documents available for the GTC, the deck was most recently assessed and repaired in 2002 and 2009. The garage and GTC were assessed in 2002, which resulted in renovations and repairs to the facility in 2003.

In continuation with the periodic assessment of the GTC deck, KLJ completed the most recent assessment in June of 2016. The assessment included a site visit to visually observe the condition of the concrete deck and latex overlay. In addition to the site visit, KLJ reviewed construction documents for previous repairs and the original construction of the facility to assist with the assessment. KLJ employed the services of Trogstad to provide recommendations for relocating an existing mechanical exhaust duct located near the southwest corner of the site. The results of the assessment determined the deck is in satisfactory condition, although maintenance repairs were deemed necessary to extend the life of the deck. The repair recommendations included patching of the latex overlay, concrete spall repair, replacement of curb and gutter, grinding of the pedestrian sidewalks for better traction, and relocation of the mechanical duct off the deck. In subsequent discussions with the City, it was determined to proceed with all of the recommendations included in the deck assessment in the fall of 2016 with the use of the FTA grant funding recently awarded to the City. At the time of this report, KLJ was completing construction documents for the repairs to be bid and completed on or before November 30, 2016.

KLJ, along with Braun and Trogstad, completed an assessment of the structural and mechanical systems located within the below ground parking garage. The services included multiple site visits to visually observe the condition of the facility, soil borings to review the soil properties surrounding the parking garage, and review of documents prepared for the facility, including the original construction documents, documents related to previous repairs and additions to the facility, and prior assessment reports. During the investigation, it was determined the footings have settled, cracks have developed in the concrete throughout the facility, surface run-off is infiltrating joints in the concrete walls, mechanical systems have reached the end of their life span and/or do not comply with current regulations, and the trench drains located near the



bottom of the ramp are not functioning properly. Repair recommendations have been provided to address these items and extend the life expectancy of the parking garage.

In addition to the deck and garage assessments described above, KLJ was asked to provide a general assessment of the security and safety of the facility and review the traffic flow in and out of the facility. KLJ met with GTC Staff onsite to walkthrough the site and get feedback on security and safety concerns. The main areas of concern were loitering, pedestrian traffic, lighting, vandalism, and increased camera coverage. This report contains a list of options to improve the safety and security of the facility.

The traffic signal detection study included review of turning movements provided by the City and video surveillance obtained by KLJ at peak operating times. The study revealed that it takes, on average, 155 seconds to release the MATBUS vehicles onto the City streets. This results in an average delay of 8.6 percent for routes with a 30 minute headway and 4.3 percent delay for those on a 60 minute headway. Most often the delay occurs at the intersection of 5th Street and NP Avenue when the MATBUS vehicles are stopped by a red light. By allowing the light to stay green during the release times, the reliability of the MATBUS routes could be improved. Three options have been presented herein to improve the release times.

In conclusion, the assessment has shown the parking garage is in need of both structural and mechanical repairs. Some of the repairs require immediate attention and others are longer-term maintenance issues. The deck is in satisfactory condition with minor maintenance repairs identified. In addition, improvements have also been identified which include enhancements to the safety, security and traffic flow. Recommendations for addressing these items have been separated into three categories: high priority, medium priority, and low priority. High priority items reflect those requiring attention within one to two years. Medium priority repairs should be completed within the next two to five years. And low priority items are those that would improve the functionality of the facility, but are not required from a structural or mechanical standpoint. The opinions of cost associated with each option is provided in Table 1 along with the department having responsibility for the repair: Parking or Transit.

Please note the observations, analysis and recommendations included in this report were made in accordance with generally recognized standards and procedures. However, it is not implied that all discrepancies or deficiencies were or could have been disclosed by this study. The distress evaluation included review of existing plans and reports prepared for the building, site visits to document the existing conditions, a plan and code review of the structural and mechanical systems, and investigation of potential repair solutions. It should be noted that no destructive or non-destructive material testing of the garage structure and concrete deck was performed during the course of the evaluation. In addition, only the deck and parking garage were assessed for possible distress. Assessment of the GTC and Municipal Court Buildings was outside of the scope of this report.

II. Project Location

The GTC is located on the southwest corner of 4th Street and Northern Pacific Avenue in downtown Fargo, ND. An aerial image of the site is shown in Figure 1 below.



Figure 1: Aerial Image (courtesy of Google Earth) of GTC Site



xv. After analysis, the deck above the garage was found to be structurally sufficient. No immediate action is necessary; however long-term improvements, if completed, will improve functionality and efficiency. This includes, but is not limited to, curb and gutter replacement, concrete deck and latex overlay repair, and grinding of concrete in pedestrian areas to improve traction.

xvi. The at-grade exhaust structure located at the southwest corner of the garage is causing issues with operations, traffic flow, and safety. The area is currently coned off to bus traffic, but continues to be problematic. One of the primary issues is the MATBUS vehicles in use today are significantly larger than those the facility was originally designed for. If the duct was moved to a location off the deck, it would greatly improve the operations and safety at the site. KLJ and Trogstad provided recommendations for relocating the duct in the deck inspection report found in Appendix E. After discussion with the City, it was decided to relocate the duct directly to the south and off the deck behind the existing concrete curb.

xvii. Security improvements throughout the facility will improve safety and efficiency. A detailed list of improvement are included in the following section. Figures identifying the locations of concern can be found in Appendix C in Figures C5-C7.

B. Repair Recommendations

KLJ has completed the assessment of the above ground deck and underground garage at the GTC. The findings are based on a review of original project documents, geotechnical investigation, interaction with GTC personnel, and condition review site visits. These recommendations are based on the desire of the City to extend the useful life of the GTC and related underground parking garage into the foreseeable future.

Overall, a majority of the deck and garage is in satisfactory condition. However, deficient items were noted that will require remedial work in the near future to repair and/or stabilize existing structural damage and upgrade the mechanical systems. We have also identified maintenance items that would extend the life expectancy of the garage facility, improve security of the facility and improve MATBUS vehicles and pedestrian traffic flow in and around the facility.

The repair recommendations included in Table 1 are broken down into priority and cost center. The priorities are listed from high to low. High priority items are those needing attention within 1-2 years. These items are also identified as elements affecting the life safety of the garage facility. Medium priority items have a timeline of 2-5 years, and are maintenance items identified as necessary to extend the life expectancy of the facility. The low priority items are considered those items to improve the overall functionality of the facility, and are not required from a structural or mechanical perspective. In addition, the cost centers listed in the table are KLJ's understanding of the City entity who would be funding the repairs. The City may review and update these as needed. The opinions of cost provided in Table 1 are based on cost data



provided by the 2016 RSMeans, KLJ's past project experience, and recommendations provided by contractors experienced in this type of work. Please note these opinions of cost are subject to change as more detailed analysis is completed in the future when the design contracts are issued for this work.

1. High Priority Repairs:

A summary of the items requiring immediate attention to correct deficiencies found with the structural and mechanical systems and impact the life safety of the facility are found below:

- a. Repair Beam/Wall Connection: A lateral shift of the perimeter post-tensioned deck beams was observed. The bottom of the perimeter deck beams have moved inward in relation to the retaining wall in several areas. In addition, water migration through the joint between the deck and walls was noted causing varying degrees of corrosion damage to the embed joints between the deck and wall systems. KLJ recommends removal of the corroded embed plates and damaged concrete. The damaged concrete can then be replaced and a new steel connection system installed. The joint system should then be filled with a water resistant material.
- b. Install Drain Tile Around Perimeter of Garage: As noted above, water infiltration was observed in several areas of the garage. The predominant location of the infiltration was noted at the joint between the structural deck and the garage walls. Although it was discovered during KLJ's review of existing documents that repairs were attempted in the past to correct this issue, they appear to have failed. To minimize the migration of water through the joint, Braun recommends a perimeter drain tile system be installed at approximately five (5) feet below exterior grade, which extends approximately three feet below the joint. A water-proofing system should also be installed along the structure down to the drain tile location. This will also require removal and replacement of sidewalks and pavement.
- c. Repair Deficiencies with Ventilation System: Multiple deficiencies were discovered in Trostad's review of the ventilation system.
 - i. It was discovered that the existing gas sensors are outdated and do not provide detection for nitrogen dioxide. These sensors should be replaced with CO/NO₂ sensors along with the central control/alarm panel to comply with current code requirements.
 - ii. The existing ventilation systems only provide for intermittent, high volume ventilation. The current mechanical building code requires the ventilation to be continuous. A small fan system should be added to the existing exhaust system to provide continuous ventilation.
 - iii. The exhaust fans in the southwest corner of the garage are in very poor condition and need to be replaced.
 - iv. The motorized dampers on the intake units do not fully close allowing unwanted moisture and air to infiltrate the garage space. These should be fixed or replaced.
 - v. Some of the duct work in the garage is corroded or has been damaged and needs to be repaired.



- vi. The at-grade intake/exhaust structures installed with the 2003 remodel are showing signs of deterioration and need to be repaired or painted to extend the life of the units.
- vii. Once these repairs are completed, the entire ventilation system should be commissioned to verify the system is operating correctly.
- d. **Install Safety Guards on Air Compressors:** Upon review of the most recent inspection report, it was discovered that safety guards are missing from the air compressors used for the system. Due to safety concerns, the guards should be replaced.
- e. **Replace FP Control Valve:** After Trogstad completed the initial site visit, one of the two control valves for the fire suppression system failed. Upon discussions with the City, the valve was in the process of being replaced, and therefore costs associated with this have not be included in the repair presented herein. However, due to the age of the system, the second valve is likely to need replacement in the near future. This has been included in the costs presented in Table 1.

2. Medium Priority Repairs

The following list of items have been identified as areas requiring maintenance to increase the life span of the deck and garage or items that will improve the overall function of the facility.

- a. **Deck Repairs:** KLJ's recommendation is to select Option 2 presented in the deck inspection report included in Appendix E for future repairs.
- b. **Exhaust Duct Relocation:** KLJ has selected the Mechanical Option #1 presented in Appendix E (plus a \$50,000 allowance for utility relocation), which relocates the duct directly south of its current location and off the deck.
- c. **Crack Repair on Bottom of Deck and Garage Walls:** Cracking was observed throughout the garage area on the underside of the post-tensioned structural deck, in the concrete beams and garage walls. Based on KLJ's observations, the cracking is due to concrete shrinkage and settlement. Water migration through the concrete members was observed at many of the crack locations. Water migration through the concrete members will cause accelerated deterioration of the structural members and reduce the service life of the garage. KLJ recommends the cracks be filled with an injected epoxy or urethane system.
- d. **Repair Cracks in Concrete Columns:** Horizontal cracking was observed near the top of the existing interior concrete columns. It is KLJ's opinion that the cracks were caused by a release in stress build-up in the columns as a result of settlement of the interior foundation system. KLJ recommends these cracks be filled with an injection adhesive system.



- e. Repair Drainage Issues at Bottom of Ramp:
 - i. There are two drains located at the bottom of the ramp for the garage. These drains are in very poor condition, and should be replaced.
 - ii. Settlement of the entrance ramp has caused a significant gap between concrete curbing and the slabs. This has resulted in damage to the concrete curb, and ponding of water at the base of the ramp. It is recommended the concrete be removed and replaced to allow drainage of water to the adjacent trench drains.
- f. Repair of Spalled Concrete: Spalling of concrete was observed in the structural deck, beams, and walls of the garage. It is KLJ's opinion this was caused by differential movement of the members, as well as corrosion of the reinforcing steel. It is recommended the spalled areas be taken down to intact concrete and any corroded reinforcing steel replaced. The spalled area may then be filled with a concrete patch material.
- g. Repair of CMU Walls: KLJ recommends damaged mortar in the stairwells and elevator shaft at the garage level be raked and tuck pointed, and cracked CMU be replaced.
- h. Crack Repairs in Garage Slab on Grade: The random cracks observed during the distress evaluation will need to be repaired in the future to minimize further damage from moisture infiltration.

3. Low Priority Repairs:

The repairs considered in this section are based on discussions with GTC Staff that address security and safety issues with the entire GTC Facility. If completed, these items would improve the safety and security of the facility.

- a. Install New Door Closers at Entry Doors: Concerns have been brought up regarding the main entry doors on the GTC building not fully closing. To mitigate issues with the doors not closing, specifically after hours, it is recommended the door closers be replaced. This can be done with either manual or electronic closers. The electronic closers would have a built-in detector. For the purpose of this assessment, the electronic closers were used in the opinion of cost provided.
- b. Security Camera Upgrades:
 - i. Although security has not been a concern at the ramp entrance, installation of a camera at this location could be of benefit in the future. For the purpose of this assessment, it has been assumed that two cameras would be installed with the upgrades.
 - ii. Relocate the existing camera outside the restroom on the main level of the GTC building to the South wall.
 - iii. Provide two additional cameras to the center of the parking garage to increase surveillance ability.
 - iv. Add a stationary weatherproof camera at the Northwest corner of the building where the stairway to the garage exits the building.



- c. Lighting Improvements:
 - i. Install an LED wall pack light over the Northwest exit door. This is the exit nearest the stairwell that provides access for the garage.
 - ii. Provide additional lighting (explosion proof fluorescent lights) in the Southwest and Southeast corners of the garage. Both areas are poorly lit. For the purposes of this assessment, it is assumed a total of four (4) fixtures would be required.
- d. Reduce Window Glare: Glare from canopy lighting can be an issue for dispatchers at the GTC facility. This might be reduced by installing an adhered anti-glare film to the existing south side windows.
- e. Install Fence around Greenspace: Loitering is a big concern, and seems to be most prevalent on the sole patch of grass located at the Northwest corner of the site. Discussions were had between KLJ and the GTC staff to install a decorative fence around this piece of grass to deter people from gathering here.
- f. Re-direct Pedestrian Traffic at NW Exit: A number of people use the exterior exit located at the top of the stairwell in the NW corner of the building. At times, the pedestrian traffic will cross the drive lane where the buses will exit. Limited visibility in this area is a safety concern. It is recommended that the existing bollards along the exit drive be converted to a decorative fence, the south end of the sidewalk be fenced off, and the existing sidewalk crossing the drive lane be removed. This would re-direct pedestrian traffic to the signaled crosswalk at the intersection of NP Avenue and 5th Street.
- g. Re-direct Pedestrian Traffic at NE Corner of GTC Building: Pedestrian traffic often crosses the entry drive lane at the NE Corner of the GTC. This is a big safety concern. Discussions with the GTC staff resulted in investigation of options to divert traffic to the sidewalk along the north side of the building. The most feasible option investigated by KLJ includes the addition of a decorative fence between the northern most bollard and a nearby concrete planter.
- h. Replace Doors at Hallway to Stairwell: To improve visibility and prevent issues with security in the hallway leading to the stairwell servicing the GTC garage, discussions were had to replace the two existing hallway doors with ones that have a window.
- i. Install Fence around Mechanical Equipment in Garage: To prevent loitering and provide protection of mechanical equipment in the Southwest and Southeast corners of the garage, KLJ would suggest installing a chain link fence around both mechanical units.



In conclusion, the assessment has shown the parking garage is in need of both structural and mechanical repairs. Some of the repairs require immediate attention and others are longer-term maintenance issues. The deck is in satisfactory condition with minor maintenance repairs identified. In addition, improvements have also been identified which include enhancements to the safety, security and traffic flow. Recommendations are included in this PER that address repair options for addressing these items.

Please note the observations, analysis and recommendations included in this report were made in accordance with generally recognized standards and procedures. However, it is not implied that all discrepancies or deficiencies were or could have been disclosed by this study. In addition, only the deck and parking garage were assessed for possible distress. Assessment of the GTC and Municipal Court Buildings was outside of the scope of this report.

Table 1: Opinion of Probable Construction Costs for GTC Facility

GTC Garage Repairs	Estimated Cost	Priority	Cost Center (% of Cost)	
			Parking	Transit
1a. Repair Beam/Wall Connection	\$200,000	High	100	0
1b. Install Drain Tile Around Garage Perimeter	\$335,000	High	100	0
1c. Repair Deficiencies with Ventilation System	\$83,500	High	100	0
1d. Install Safety Guards on Air Compressors	\$800	High	100	0
1e. Replace FP Control Valve	\$5,000	High	100	0
2a. Deck Repairs*	\$187,000	Medium	0	100
2b. Exhaust Duct Relocation*	\$101,300	Medium	0	100
2c. Crack Repair on Bottom of Deck and Garage Walls	\$18,000	Medium	100	0
2d. Repair Cracks in Concrete Columns	\$1,800	Medium	100	0
2e. Repair Drainage Issues at Bottom of Ramp	\$24,500	Medium	100	0
2f. Repair of Spalled Concrete	\$6,000	Medium	100	0
2g. Repair of CMU Walls	\$1,600	Medium	100	0
2h. Crack Repairs in Garage Slab on Grade	\$16,500	Medium	100	0
3a. Install New Door Closers at Entry Doors	\$3,800	Low	0	100
3b. Security Camera Upgrades	\$18,000	Low	50	50
3c. Lighting Improvements	\$15,800	Low	50	50
3d. Reduce Window Glare	\$25,500	Low	0	100
3e. Install Fence Around Greenspace	\$8,200	Low	0	100
3f. Re-direct Pedestrian Traffic at NW Exit	\$7,300	Low	0	100
3g. Re-direct Pedestrian Traffic at NE Corner of GTC Building	\$2,800	Low	0	100
3h. Replace Doors at Hallway to Stairwell	\$1,800	Low	0	100
3i. Install Fence around Mechanical Equipment in Garage	\$3,800	Low	100	0
Subtotal:	\$ 1,068,000		\$713,400	\$354,600
20% Contingency:	\$213,600		\$142,680	\$70,920
Grand Total:	\$1,281,600		\$856,080	\$425,520

*Costs are being covered by 2015 FTA Grant.