

**Public Works Memorandum
NO. 2009-43**

DATE: June 5, 2009

TO: Honorable Mayor McElroy and City Council

FROM: Ryan P. McCrady, City Manager
Richard G. Marley, P.E., Public Works Director

SUBJECT: Agreement with Carl Walker, Inc., to perform Parking Garage Condition Assessments and an overall Parking System Assessment for the City of Decatur, City Project 08-16

SUMMARY RECOMMENDATION:

This project consists of two parts, a parking garage condition assessment and an overall parking system assessment for the City of Decatur. Each part of the project is covered under a separate contract and will be approved by a separate resolution.

1. It is recommended by staff that the City Council approve an agreement with Carl Walker, Inc., to perform a parking garage condition assessment of City Parking Garage B (North / Water) and City Parking Garage C (Franklin / Wood) to assure the continued structural integrity of the City's parking structures. The Resolution authorizes the Mayor to execute the Agreement with Carl Walker, Inc., and for the expenditure of up to \$27,300 for professional services.
2. If the City Council wishes to perform an evaluation of the City's entire parking system with the goal of improving the system and producing a self-supporting system, then staff recommends that City Council approve an agreement with Carl Walker, Inc., to perform a parking system assessment of the City's entire parking system. The Resolution authorizes the Mayor to execute the Agreement with Carl Walker, Inc., and for the expenditure of up to \$75,700 for professional services.

BACKGROUND:

Prior Council Action

September 15, 2008 – City staff provided a green sheet memorandum to the City Council advising them that the Engineering Division was issuing a Request for Proposals (RFP) inviting interested firms to provide a proposal to assess the City's parking system which would include a structural condition assessment of the City's parking garages and an overall assessment of the City's downtown parking system. This memo provides a good overview of the various points to be studied and has been reproduced for the Council's information.

Request for Proposals (RFP) Issued

The City's Motor Vehicle Parking System (MVPS) oversees parking in downtown Decatur and is comprised of four surface parking lots with over 300 parking spaces, two parking garages with approximately 1,400 parking spaces and over 1,100 metered on-street parking spaces. The FY 2009-10 budget projects parking revenue collections of \$513,200, with operating expenses projected to be \$653,938. The budget deficit of \$140,738, approximately 27.5% of revenue, is made up by transfers from the General Fund and Planning Fund. The current funding situation suggests that a top to bottom review be made of the City's parking system to identify changes that would return the system to being self sufficient. In addition, visual observation of the condition of both parking structures indicates that a more detailed evaluation of the two structures by qualified structural engineers is needed.

The City issued an RFP on October 1, 2008, and received 6 proposals of which two were interviewed by a committee consisting of City staff, the chairman of the City's Traffic and Parking Commission and a representative of City Centre Decatur. The committee recommended Carl Walker, Inc., as the firm that could best serve the City in providing a professional assessment of the parking system and a structural review of the parking garages.

Two recommendations are placed before the City Council for action. The Parking Garage Assessment is recommended as necessary to assure the ongoing safety of the City's parking structures. The Parking System Assessment is recommended as an option to perform a significant professional review of the City's downtown parking system. It is expected that the parking system evaluation will produce a set of recommended changes to make the parking system solvent, and that a rate increase will likely be recommended.

As an alternative, Council could elect to forego the parking system evaluation and decide that a rate increase is needed now. If Council prefers this course of action, staff could prepare a recommendation for possible rate increases.

Parking Garage Assessment

Under Federal requirements, the City performs a structural review of its bridges every two years to verify that no major structural defects exist and assure their safe operation. Like bridges, parking garages are large structures that are subject to traffic loads and open to the environment. They must be regularly reviewed to assure their continued structural safety and determine major maintenance needs.

Parking System Assessment

The purpose of a parking system assessment is to provide an in-depth review of all facets of the City's parking system. This review will include parking meter rates and collection, parking enforcement, parking fines and collection, system maintenance, etc. The ultimate goal is to provide an opportunity for public input and prepare recommendations that will:

- Improve the current downtown parking system
- Meet future parking demands
- Develop strategies to produce a self-supporting parking system

To be successful at this effort, the process will focus on working with downtown stakeholders to help define parking system goals and ultimately the final recommendations that will benefit the system and the downtown as a whole. Parking is a major component to a growing and vibrant downtown and it is recommended that a professional assessment is vital to improving the present and preparing for the future.

POTENTIAL OBJECTION: There are no known objections to this resolution.

INPUT FROM OTHER SOURCES: Economic and Urban Development Department, Financial Management Department, Traffic and Parking Commission, City Centre Decatur.

STAFF REFERENCE: Richard G. Marley, Public Works Director and Matt Newell, City Engineer. Richard Marley will be in attendance at the City Council meeting to answer any questions of the Council on this item.

BUDGET/TIME IMPLICATIONS:

Budget Impact: Funding for this work is allocated in the City's Capital Improvement Plan and will be provided from the General Capital Fund. The fee for the Parking Garage Assessment is not to exceed \$27,300. The fee for the Parking System Assessment is not to exceed \$75,700. Both projects have a combined fee of \$103,000. The Capital Improvement Plan has allocated \$70,000 for this work. An additional \$33,000 in Capital Improvement Funds to pay the balance of project costs can be provided through cost reductions in other projects, or by reducing the fund balance.

Staffing Impact: The Capital Improvement Plan has allocated staff time for managing the Project.

This Memorandum was prepared by Matthew C. Newell, P.E., City Engineer.

Attach: 5

cc: John Smith, Assistant City Manager for Public Services
Greg Crowe, Assistant City Manager for Economic & Urban Development
Ron Neufeld, Director of Finance
Jerry Nihiser, Traffic & Parking Supervisor
Carl Walker, Inc.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AGREEMENT WITH CARL WALKER, INC.
TO PERFORM PARKING GARAGE CONDITION ASSESSMENTS
CITY PROJECT 08-16**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That the Agreement authorizing the professional services to perform condition assessments for City Parking Garage B (North / Water) and City Parking Garage C (Franklin / Wood), presented to the Council herewith between the City of Decatur and Carl Walker, Inc., be, and the same is hereby, received, placed on file and approved.

Section 2. That the Mayor and the City Clerk be, and they are hereby, authorized and directed to execute said Agreement between the City of Decatur, Illinois and Carl Walker, Inc., for a fee not to exceed \$27,300.

PRESENTED and ADOPTED this 15th day of June, 2009.

Michael T. McElroy, Mayor

ATTEST:

Celeste F. Harris, City Clerk