



**PLANNING AND DEVELOPMENT**

200 3<sup>rd</sup> Street North  
Fargo, North Dakota

**INTERSTATE PARKING**

401 3<sup>rd</sup> Avenue North  
Fargo, North Dakota

**MEMORANDUM**

**TO:** Parking Commission Members  
**FROM:** Fargo Planning (Barrett Voigt) & Interstate Parking (Andy Renfrew)  
**DATE:** May 25, 2018  
**RE:** Thursday, May 31st Parking Commission Agenda

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***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.*

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Visit [www.fargoparking.com](http://www.fargoparking.com) for additional Downtown Fargo parking information.

**PARKING COMMISSION  
Thursday, May 31, 2018, 9:00 a.m.  
City Commission Room  
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of April 26, 2018 (Attachment 1)
3. Interstate Report/Financial Data (Attachment 2) — Andy
4. ROCO update — Mark
5. On-street Parking Time Zone Change Request — Mark
6. 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](http://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](http://www.FargoND.gov/parking).*

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Thursday:**

**April 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, April 26, 2018.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Margie Bailly, Brian Hayer, Randy Thorson, Jay Krabbenhoft

Absent: None

Chairperson Williams called the meeting to order.

**Item 1: Approve Order of Agenda**

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

**Item 2: Minutes: Regular Meetings of January 25, 2018 and March 22, 2018**

Member Thorson moved the minutes of the January 25, 2018 and March 22, 2018 Parking Commission meetings be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 3: Interstate Report/Financial Data**

Andy Renfrew, Interstate Parking (IP), presented the March 2018 financial and operations reports.

**Item 4: ROCO Events Discussion**

Mr. Renfrew reported that staff is continuing to work with the Downtown Community Partnership (DCP) on this item, and the final draft will be presented at the next meeting for approval of the Board.

**Item 5: 15-Minute Parking in Front of Radisson Hotel (2nd Avenue North):  
APPROVED**

Assistant Planning Director Mark Williams presented the request to modify two existing parking spots in front of the Radisson Hotel, to a 15-minute parking time designation. Mr. Williams stated staff is recommending approval.

Member Thorson moved to approve the request to modify two existing parking spots in front of the Radisson Hotel to a 15-minute parking time designation. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

**Item 6: Parking Time Zone Changes**

Mr. Williams referred to the Board's approval at the May 27, 2016 Parking Commission meeting, authorizing staff to make the final decision regarding downtown time zone changes needed to accommodate construction projects for a two-year time period from June 2016 to May 2018. He requested the Board approve the continuation of this process for an additional two years from June 1, 2018 to May 31, 2020.

Member Bailly moved to authorize staff to continue to implement temporary time zone changes in the downtown parking areas as needed, during upcoming construction projects over the next two years. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

**Item 7: Capital Improvement Plans Update**

Mr. Williams reported that Carl Walker is completing their review and he will continue to update the Board on their progress at the next Parking Commission meeting.

**Item 8: Other Business**

Assistant Planner Barrett Voigt noted the updated on-street parking counts for the downtown are now available on the City's website. He showed an interactive 3-D map created by staff, which allows the public to select specific time periods to access the most recent data available.

**Adjournment:**

Member Bailly moved to adjourn the meeting at 9:26 a.m. Second by Member Hayer. All Members present voted aye and the motion was declared carried.



**INTERSTATE PARKING COMPANY OF ND**

401 3rd Avenue North

Fargo, North Dakota

Phone: (701) 235-1618

E-Mail: [ndinfo@interstateparking.com](mailto:ndinfo@interstateparking.com)

[www.fargoparking.com](http://www.fargoparking.com)

**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** May 24, 2018  
**RE:** April 2018 Financial and Operations Report

**Operations**

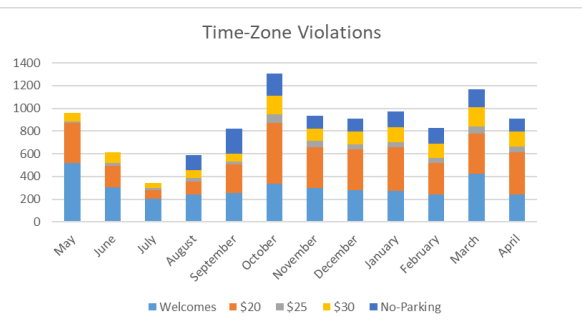
Facility	Monthly Spaces	Spaces Rented	% Sold	Tickets per Day	Avg. Ticket Value	Occupancy
Civic Ramp	225	209	93%	32.2	\$5.80	85%
NP Ave.	75	64	85%	47.0	\$4.44	75%
GTC	185	175	95%			64%
4th St.	174	241	139%			50%
3rd St.	145	187	129%			79%
Main Ave.	75	65	87%			92%
IPR	355	411	116%			69%
7th Street	26	25	96%			54%
Roberts Commons	380	348	92%	263	\$1.28	71%

**Financial Report**

Monthly revenue was off 1% as we lost just a few contract parkers in April, but we are working with a few businesses that are looking to move into downtown including 30 parkers that will start in June at the GTC. Validation revenue dropped significantly in April, approximately 25% though this is a small component of total revenue. Overall, revenue was down in April 1.8% however net income to the City was up 13.8%.

**On-Street Management**

Time Zone Violations			
	April	March	February
<b>Welcomes</b>	241	426	245
<b>\$20</b>	374	348	272
<b>\$25</b>	48	68	46
<b>\$30</b>	131	168	124
<b>No-Parking</b>	115	158	143
<b>All</b>	987	1238	911



# City of Fargo

## 2018 Revenue Report



For the Month Ending April 30, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4004 2nd Avenue South 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	20,711.00				5,265.00	15,612.00	16,698.00	13,464.00	3,832.00	21,504.10	1,144.00	98,230.10	112,301.13
Transient Revenue	2,254.50				1,991.20							4,245.70	5,994.20
Pay by Phone	4.70				869.05							873.75	2,407.50
Validation Revenue	1,665.50				56.25							1,721.75	3,694.75
Validation Revenue - Radisson	3,522.00											3,522.00	-
Violation Revenue		68.00			652.00							720.00	1,016.00
Bike Lockers Revenue												-	-
Event Revenue												-	-
<b>Gross Revenue</b>	<b>\$ 28,157.70</b>	<b>\$ 68.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,833.50</b>	<b>\$ 15,612.00</b>	<b>\$ 16,698.00</b>	<b>\$ 13,464.00</b>	<b>\$ 3,832.00</b>	<b>\$ 21,504.10</b>	<b>\$ 1,144.00</b>	<b>\$ 109,313.30</b>	<b>\$ 125,413.58</b>
Credit Card Fees	(195.77)	-	-	-	(285.33)	(43.73)	(219.71)	(43.27)	(25.29)	(91.63)	(14.51)	(919.24)	(900.19)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll					(855.21)		(1,032.16)	(855.21)	(442.35)	(2,359.21)	(153.36)	(5,697.50)	(3,180.00)
Passport Fees		(35.20)			(312.00)							(347.20)	(294.13)
Management Fee	(6,373.00)	(2,124.00)			(2,124.00)	(4,249.00)	(2,124.00)	(2,124.00)	(2,124.00)	(4,249.00)	(2,099.00)	(27,590.00)	(37,096.00)
City Expenses:													(12,647.93)
Tapco	(668.00)											(668.00)	
The LockShop												-	
Glacier Snow					(126.78)							(126.78)	
Schindler Elevator										(104.66)		(104.66)	
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(7,236.77)</b>	<b>(2,159.20)</b>	<b>-</b>	<b>-</b>	<b>(3,703.32)</b>	<b>(4,172.73)</b>	<b>(3,375.87)</b>	<b>(3,022.48)</b>	<b>(2,591.64)</b>	<b>(6,804.50)</b>	<b>(2,266.87)</b>	<b>(35,333.38)</b>	<b>(53,998.25)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	450.00	675.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	1,175.00	525.00
<b>Net Operating Income</b>	<b>\$ 20,920.93</b>	<b>\$ (2,091.20)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,130.18</b>	<b>\$ 11,439.27</b>	<b>\$ 13,322.13</b>	<b>\$ 10,441.52</b>	<b>\$ 1,240.36</b>	<b>\$ 14,699.60</b>	<b>\$ (1,122.87)</b>	<b>\$ 75,604.92</b>	<b>\$ 72,615.33</b>
												<u><u>\$ 75,604.92</u></u>	

# 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									140,478.33
Transient Revenue	3,906.00	4,209.00	6,325.00	6,608.00									21,048.00
Pay by Phone													-
Validation Revenue	259.00	226.00	447.00	1,037.25									1,969.25
Validation Revenue - Radisson													-
Violation Revenue													-
Bike Lockers Revenue													-
Event Revenue													-
<b>Gross Revenue</b>	<b>\$ 37,978.53</b>	<b>\$ 40,582.00</b>	<b>\$ 42,747.00</b>	<b>\$ 42,188.05</b>									<b>\$ 163,495.58</b>
Credit Card Fees	(192.86)	(281.65)	(196.84)	(318.35)									(989.70)
Sales Tax													-
Special Event Payroll													-
Enforcement Payroll													-
Passport Fees													-
Management Fee	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)									(65,496.00)
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 Securit (6323)				(2,039.45)									(2,039.45)
													-
													-
													-
<b>Total Adjustments</b>	<b>(25,425.52)</b>	<b>(24,781.00)</b>	<b>(28,277.58)</b>	<b>(23,253.04)</b>									<b>(101,737.14)</b>
Service Permit Revenue	-	-	-										-
DRP3 Revenue	-	-	-										-
<b>Net Operating Income</b>	<b>\$ 12,553.01</b>	<b>\$ 15,801.00</b>	<b>\$ 14,469.42</b>	<b>\$ 18,935.01</b>									<b>\$ 61,758.44</b>

# City of Fargo

## 2018 Revenue Report



For the Four Months Ending April 30, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4004	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	81,092.00	-	-	-	20,670.00	63,219.64	66,250.00	52,607.00	15,726.86	85,257.10	4,230.14	389,052.74	454,778.34
Transient Revenue	7,314.50	-	-	-	7,333.95	-	-	-	-	-	-	14,648.45	25,005.63
Pay by Phone	54.55	-	-	-	3,709.80	-	-	-	-	-	-	3,764.35	10,182.25
Validation Revenue	13,642.50	-	-	-	730.25	3.75	-	-	-	-	-	14,376.50	20,033.75
Validation Revenue - Radisson	10,409.00	-	-	-	-	-	-	-	-	-	-	10,409.00	-
Violation Revenue	-	146.00	-	-	2,172.00	-	22.00	56.00	39.00	17.00	17.00	2,469.00	5,597.00
Bike Lockers Revenue	-	-	-	-	-	-	-	-	-	-	-	-	100.00
Event Revenue	-	-	-	-	-	-	-	-	-	4,267.00	-	4,267.00	-
<b>Gross Revenue</b>	<b>\$ 112,512.55</b>	<b>\$ 146.00</b>		<b>\$ -</b>	<b>\$ 34,616.00</b>	<b>\$ 63,223.39</b>	<b>\$ 66,272.00</b>	<b>\$ 52,663.00</b>	<b>\$ 15,765.86</b>	<b>\$ 89,541.10</b>	<b>\$ 4,247.14</b>	<b>\$ 438,987.04</b>	<b>\$ 515,696.97</b>
Credit Card Fees	(980.52)	-	-	(151.79)	(1,077.56)	(424.48)	(490.29)	(102.19)	(69.35)	(377.70)	(52.63)	(3,726.51)	(3,817.39)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	-	(4,760.36)	-	(5,745.27)	(4,760.36)	(2,462.26)	(13,132.04)	(853.59)	(31,713.88)	(26,539.75)
Passport Fees	-	(74.40)	-	-	(1,056.40)	-	-	(10.80)	(28.40)	(19.60)	-	(1,189.60)	(1,252.67)
Management Fee	(25,492.00)	(8,496.00)	-	-	(8,496.00)	(16,996.00)	(8,496.00)	(8,496.00)	(8,496.00)	(16,996.00)	(8,396.00)	(110,360.00)	(148,384.00)
City Expenses:													(15,814.59)
Electric	(2,198.99)				(29.74)							(2,228.73)	-
Snow					(8,181.16)							(8,181.16)	-
Elevator										(415.36)		(415.36)	-
Security												-	-
Tapco (Replace Gate Arm)	(949.52)											(949.52)	-
The LockShop		(1,004.25)										(1,004.25)	-
												-	-
GTC Office Lease	-	-	-	-	-	480.00	-	-	-	-	-	480.00	480.00
<b>Total Adjustments</b>	<b>(29,621.03)</b>	<b>(9,574.65)</b>	<b>-</b>	<b>(151.79)</b>	<b>(23,601.22)</b>	<b>(16,940.48)</b>	<b>(14,731.56)</b>	<b>(13,369.35)</b>	<b>(11,056.01)</b>	<b>(30,940.70)</b>	<b>(9,302.22)</b>	<b>(159,289.01)</b>	<b>(195,328.40)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	4,900.00	3,775.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	2,575.00	3,200.00
<b>Net Operating Income</b>	<b>\$ 82,891.52</b>	<b>\$ (9,428.65)</b>	<b>\$ -</b>	<b>\$ (151.79)</b>	<b>\$ 11,014.78</b>	<b>\$ 46,282.91</b>	<b>\$ 51,540.44</b>	<b>\$ 39,293.65</b>	<b>\$ 4,709.85</b>	<b>\$ 58,600.40</b>	<b>\$ (5,055.08)</b>	<b>\$ 287,173.03</b>	<b>\$ 327,343.57</b>



## TRN Abstract & Title

THE TITLE RESOURCE NETWORK

300 NP Avenue N  
Suite 102  
Fargo, ND 58102  
Voice: 701.239.0202 Fax: 701.239.0217

[www.thetitleresourcenetwork.com](http://www.thetitleresourcenetwork.com)

May 18, 2018

City of Fargo Parking Commission Members

Re: 3<sup>rd</sup> Street between NP Avenue N and Machinery Row

I am requesting a change in the time zone parking for the west side of 3<sup>rd</sup> Street south of NP Avenue N and north of Machinery Row.

The current designation is 4 hour parking, I am requesting a change to 90 minute parking. Our office has been in this location since 2005. At that time, the parking time zone was 90 minutes.

Since the change to 4 hour parking, our customers struggle to locate a parking spot near our building.

On any given day, the majority of parked cars along 3<sup>rd</sup> Street have parking passes to nearby lots in their windows. We find this to be a detriment to our customers and our business and potentially the other businesses in our building.

We feel this change would allow more individuals to venture downtown and utilize downtown businesses.

Please consider our request to change the time zone to 90 minutes.

Thank you.

Brandie Malmlov  
Vice President