



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 (Derrick LaPoint) & Interstate Parking (Andy Renfrew)

DATE: November 27, 2017

RE: Thursday, November 30 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, November 30, 2017, 9:00 a.m.
City Commission Room
AGENDA

1. Approve Order of Agenda
2. Minutes – Meeting of September 28, 2017 (Attachment 1) and November 2, 2017 (Attachment 2)
3. Interstate Report/Financial Data (Attachment 3)
4. 2018 Parking Rates (Attachment 4)
5. 2018 Parking Commission Meeting Calendar (Attachment 5)
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. 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:

September 28, 2017:

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, September 28, 2017.

The Parking Commissioners present or absent were as follows:

Present: Margie Bailly, Brian Hayer, Randy Thorson, Jay Krabbenhoft

Absent: Chair Mike Williams

Also Present: Commissioner Dave Piepkorn

Acting Chairperson Bailly called the meeting to order.

Item 1: Approve Order of Agenda

No action was taken by the Board.

Item 2: Minutes: Regular Meeting of August 31, 2017

Member Thorson moved the minutes of the August 31, 2017 Parking Commission meeting be approved. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

Item 3: Interstate Report/Financial Data

Andy Renfrew, Interstate Parking (IP), presented the August financial and operations report. He reported staff has contacted the individuals on the waitlist for parking in the GTC Garage and Roberts Commons (RoCo) Garage, but there is still a waitlist for the parking lots at 3rd Street, 4th Street, and the Civic Center Ramp.

Mr. Renfrew reported the connection between the Civic Center Ramp and RoCo Garage to their call center is complete, enabling parkers to contact staff 24/7 if there are questions or issues. He added this connection also provided the data for the newly created Occupancy Report staff submitted to the Board today.

Planning Director Jim Gilmour shared a handout focusing on the RoCo Garage parking data provided in IP's reports, which will guide staff if/when additional parking spaces at this ramp can be made available.

Item 4: Residential Parking in the Roberts Commons Garage – Kilbourne Group: APPROVED

General Manager Mike Allmendinger and Project Manager Mike Zimney, Kilbourne Group submitted a handout to the Board outlining the four phases of proposed developments adjacent to, and including the Roberts Commons (RoCo) Garage. He stated they are here today to discuss the parking needs they project will be needed in the RoCo Garage for the proposed total of 240 apartment units planned in these developments. He briefly reviewed each project, recapped the original Request for Proposals (RFP) and the 72 reserved parking spaces already approved, and requested an additional 100 parking spaces to be priority but not guaranteed on the RoCo Garage waitlist, totaling 172 parking spaces.

Board discussion ensued concerning the City's ordinance requirements on the number of parking spaces per apartment unit; staffs review of how effective these requirements are for the different zoning districts City-wide and updating code to fit the existing needs and trends; the current DMU, Downtown Mixed-Use zoning district does not have a parking requirement; utilizing the information provided to staff by the newly implemented automation systems; and why this request needs approval today for the projects to proceed.

Commissioner Piepkorn present.

Member Hayer moved to add an additional 100 priority parking spaces that are not guaranteed, to the 72 spots promised for a total of 172 parking spaces for the proposed 240 apartment units. Second by Member Krabbenhoft. On call of the roll Members Hayer, Krabbenhoft, and Bailly voted aye. Member Thorson voted nay. Absent and not voting: Member Williams. The motion was declared carried.

Item 5: Update on Event Closures at City of Fargo Parking Facilities

Derrick LaPoint presented a draft copy of the Street Closure Permit Application. He noted this copy is for review, for discussion at an upcoming Parking Commission meeting.

Item 6: Downtown Master Plan

Mr. LaPoint reported staff has received drafts of the two documents created from the Downtown InFocus study. He noted copies are available for the Board Members to review, and he stated staff plans to bring the finalized documents before the City Commission by the end of this year.

Item 7: Downtown Parking Wayfinding Signage

Mr. LaPoint stated staff is coordinating with Engineering to discuss this signage, with the intent to have it in place this fall.

Item 8: Other Business

Mr. LaPoint provided the following updates:

- Beginning Monday, October 2, the alley between Broadway North and Roberts Street from 2nd to 4th Avenue North will be closed for construction, temporarily relocating dumpsters and delivery locations for area businesses.
- The NDSU Homecoming Parade Route – staff is coordinating with NDSU, the Police department, and parking renters regarding possible issues they may face when trying to leave the RoCo Garage during the parade.

Adjournment:

Member Hayer moved to adjourn the meeting at 10:02 a.m. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Retreat Meeting:

Thursday:

November 2, 2017:

A Retreat Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held at the Warner and Company Insurance Building at 318 Broadway North, at 9:00 o'clock a.m., Thursday, November 2, 2017.

The Parking Commissioners present or absent were as follows:

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

Absent: Jay Krabbenhoft

Others: Commissioner Dave Piepkorn, Jim Gilmour, Derrick LaPoint, Paul Schnettler, Andy Renfrew

Chairperson Williams called the meeting to order.

Item 1: Parking Commission, Interstate Parking Company, City Staff Discussion

The Board discussed the following topics: parking roles and responsibilities; the Off-Street Parking Facilities Report including occupancy, parking rates, capital needs, and financial information; the On-Street Parking Data Report; recommendations to the City's parking system from the Downtown Master Plan regarding longer enforcement hours and overnight enforcement; and the future of parking that included a presentation by Chairperson Williams and guest speaker Harlow Anderson.

Adjournment:

Member Williams moved to adjourn the meeting at 12:15 p.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

www.fargoparking.com

MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: November 27, 2017
RE: October 2017 Financial and Operations Report

Operations

| Name | Total Spaces | Available Monthly Spaces | Spaces Rented | % Sold | OCTOBER PERCENT OCCUPIED | | SEPTEMBER PERCENT OCCUPIED | | AUGUST 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 | 200 | 210 | 105% | 81% | 85% | 81% | 85% | 80% | 85% |
| NP Ave. | 145 | 85 | 202 | 238% | 82% | 85% | 82% | 88% | 82% | 84% |
| GTC | 185 | 185 | 227 | 123% | 64% | 68% | 62% | 68% | 64% | 68% |
| 4th St. | 174 | 174 | 272 | 156% | 75% | 75% | 75% | 80% | 80% | 84% |
| 3rd St. | 145 | 145 | 187 | 129% | 75% | 72% | 75% | 75% | 72% | 72% |
| Main Ave. | 75 | 75 | 70 | 93% | 70% | 75% | 70% | 80% | 75% | 80% |
| IPR | 355 | 355 | 426 | 120% | 63% | 64% | 62% | 64% | 63% | 63% |
| 7th Street | 26 | 26 | 24 | 92% | 54% | 62% | 50% | 50% | 50% | 50% |
| Roberts Commons | 455 | 405 | 363 | 90% | 55% | 65% | 50% | 60% | 40% | 42% |

Financial Report

Revenue in October was nearly identical to September however, higher expenses in the month led to a 9% decline in net income to the City. Expenses will continue to be higher than historical levels going forward as the City bears their share of the utility expenses at the Roberts Commons Garage.

On-Street Management

| Time Zone Violations | | | | | | | |
|----------------------|-------------|------------|------------|------------|------------|------------|-----------------|
| | October | September | August | July | June | May | Plates Recorded |
| Welcomes | 334 | 254 | 244 | 205 | 308 | 517 | 1609 |
| \$20 | 535 | 251 | 111 | 75 | 184 | 355 | 2051 |
| \$25 | 77 | 24 | 29 | 19 | 27 | 11 | 132 |
| \$30 | 162 | 71 | 73 | 41 | 93 | 76 | 163 |
| Total | 1321 | 923 | 457 | 340 | 612 | 959 | |

Downtown Residential Parking Permits and Service Vehicle Permits

| Residential and Service Vehicle Permits | | | | | | |
|---|------|------|--------|-----------|---------|----------|
| | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER |
| DRP | 31 | 29 | 24 | 27 | 23 | 19 |
| SVP | 40 | 39 | 46 | 47 | 53 | 46 |



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MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: November 27, 2017
RE: 2018 Rate Recommendations

2018 Monthly Rate Recommendations

| Name | 2017 Monthly Rate | Recommended Minimum | Recommended Rate | Recommended Maximum |
|---------------------|-------------------|---------------------|------------------|---------------------|
| Civic Ramp | \$ 90.00 | \$ 95.00 | \$ 99.00 | \$ 105.00 |
| - Nights & Weekends | N/A | \$ 20.00 | \$ 25.00 | \$ 40.00 |
| NP Avenue | \$ 75.00 | \$ 81.00 | \$ 81.00 | \$ 85.00 |
| GTC | \$ 90.00 | \$ 90.00 | \$ 90.00 | \$ 95.00 |
| 4th Street | \$ 65.00 | \$ 69.00 | \$ 69.00 | \$ 72.00 |
| 3rd Street | \$ 65.00 | \$ 70.00 | \$ 72.00 | \$ 75.00 |
| Main Avenue | \$ 56.00 | \$ 59.00 | \$ 60.00 | \$ 62.00 |
| Island Park | \$ 56.00 | \$ 56.00 | \$ 59.00 | \$ 60.00 |
| 7th Street | \$ 40.00 | \$ 40.00 | \$ 44.00 | \$ 45.00 |
| Roberts Commons | \$ 90.00 | \$ 95.00 | \$ 99.00 | \$ 95.00 |
| - Reserved | \$ 115.00 | \$ 120.00 | \$ 125.00 | \$ 130.00 |

| | 2017 Monthly Rate | Recommended Minimum | Recommended Rate | Recommended Maximum |
|---------------------|-------------------|---------------------|------------------|---------------------|
| Civic Ramp | \$ 90.00 | 5.6% | 10.0% | 16.7% |
| - Nights & Weekends | N/A | | | |
| NP Avenue | \$ 75.00 | 8.0% | 8.0% | 13.3% |
| GTC | \$ 90.00 | 0.0% | 0.0% | 5.6% |
| 4th Street | \$ 65.00 | 6.2% | 6.2% | 10.8% |
| 3rd Street | \$ 65.00 | 7.7% | 10.8% | 15.4% |
| Main Avenue | \$ 56.00 | 5.4% | 7.1% | 10.7% |
| Island Park | \$ 56.00 | 0.0% | 5.4% | 7.1% |
| 7th Street | \$ 40.00 | 0.0% | 10.0% | 12.5% |
| Roberts Commons | \$ 90.00 | 5.6% | 10.0% | 5.6% |
| - Reserved | \$ 115.00 | 4.3% | 8.7% | 13.0% |

Recommendation: To approve the rates as recommended.

MEMORANDUM

TO: ALL DEPARTMENTS
FROM: ALBERT GIBSON, PLANNING AND DEVELOPMENT DEPARTMENT
DATE: NOVEMBER 6, 2017
SUBJECT: 2018 PARKING COMMISSION MEETING SCHEDULE

Listed below are the Parking Commission meeting dates for calendar year 2018.

2018 Meeting Schedule

| Parking Commission Meetings |
|--|
| January 25 |
| February 22 |
| March 29 |
| April 26 |
| May 31 |
| June 28 |
| July 26 |
| August 30 |
| September 27 |
| October 25 |
| November 29 |
| December 20 |
| Parking Commission meetings will be held the last Thursday of the month at 9:00 a.m. in the *City Commission Room at City Hall. *Room subject to change with new City Hall opening. |



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