



**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:** March 16, 2018

**RE:** Thursday, March 22 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, March 22, 2018, 9:00 a.m.  
City Commission Room  
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of January 25, 2018 (Attachment 1)
3. Interstate Report/Financial Data (Attachment 2) - Andy
4. Citation Revenue Review (Attachment 3) - Jim
5. ROCO Events Discussion - Andy
6. 15 Minute Parking in Front of Radisson Hotel (2nd Avenue North) - Mark
7. Parking Time Zone Changes - Mark
8. Annual 2018 Budget - Jim
9. Capital Improvement Plans Update – Jim/Mark
10. Easement Modification Proposal to Accommodate Doors at ROCO and Dillard - Mark
11. Commissioner Williams Oslo Trip Findings - Mike
12. LED sign proposal for ROCO
13. 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:**

**January 25, 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, January 25, 2018.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams (via conference call), Margie Bailly, Brian Hayer, Randy Thorson, Jay Krabbenhoff

Absent: None

Also Present: Commissioner Piepkorn

Acting Chairperson Thorson 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 Meeting of November 30, 2017**

Member Hayer moved the minutes of the November 30, 2017 Parking Commission meeting 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 2017 November and December financial and operations reports. He added staff is currently working with the downtown business owners on ideas for further promoting of the fargoparking.com website to the public.

Mr. Renfrew shared information on a device he is currently testing called a Beacon. He explained placing this device within a certain parameter alerts cell phone users nearby with specific information such as parking locations, etc.

The Board further discussed the reports and requested staff provide the revenues they are projecting for 2018, at the February Parking Commission meeting.

**Item 4: Citation Revenue Review**

Mr. Renfrew reviewed the parking citation data reports included in the packet provided by the City's data management program, Duncan Solutions.

The Board discussed the importance of this information and how the data reflects the improvements made in public awareness of the City's parking rules and regulations.

**Item 5: Facility Capital Improvement Update**

Director of Strategic Planning and Research Jim Gilmour presented the following updates, regarding condition assessments completed in August of 2016 on the following City-owned parking facilities:

**a. Ground Transportation Center**

Mr. Gilmour stated the City hired Carl Walker to complete a peer review of the condition assessment completed by KLJ in 2016. He noted the review by Carl Walker presents solutions that are more feasible for issues needing repair at the GTC. Mr. Gilmour presented a listing of the specific items he felt were a priority and could be completed and financed in 2018.

**b. Island Park Ramp**

Mr. Gilmour explained there is TIF money available for the repairs proposed for this ramp.

**c. Civic Center Ramp**

Mr. Gilmour stated he will meet with the Finance Committee to discuss the funding needed to complete the repairs needed at this time.

Mr. Gilmour submitted to the Board the recent proposals he received from Carl Walker for these facilities. He stated he would like to continue working with Carl Walker to complete the repairs this year.

Board discussion continued regarding the cost and funding needed, lighting upgrades, etc. The Board requested staff to research other funding sources that could be pursued, and to present this information at the next meeting.

**Item 6: Other Business**

Mr. Gilmour acknowledged Derrick LaPoint for his work with this Board and the Planning Department. Mr. LaPoint will be leaving the middle of February. Mr. Gilmour also shared that he will be moving to the City's Commission Offices, and Nicole Crutchfield will be the new Planning Director.

Mr. LaPoint shared after visiting with representatives from TESLA; the company will be donating the equipment needed to install charging stations at the Roberts Commons Parking Ramp.

Member Hayer left.

**Item 7: Adjournment**

Member Bailly moved to adjourn the meeting at 9:45 a.m. Second by Member Williams. All Members present voted aye and the motion was declared carried.



**INTERSTATE PARKING COMPANY OF ND**

401 3rd Avenue North

Fargo, North Dakota

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

**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** March 14, 2018  
**RE:** February 2018 Financial and Operations Report

**Operations**

Facility	Monthly Spaces	Spaces Rented	% Sold	Tickets per Day	Avg. Ticket Value	Occupancy
Civic Ramp	225	209	93%	41.7	\$7.33	85%
NP Ave.	75	65	87%	43.3	\$3.52	75%
GTC	185	181	98%			64%
4th St.	174	244	140%			50%
3rd St.	145	187	129%			79%
Main Ave.	75	68	91%			92%
IPR	355	413	116%			69%
7th Street	26	25	96%			54%
Roberts Commons	380	353	93%	192.1	\$1.10	71%

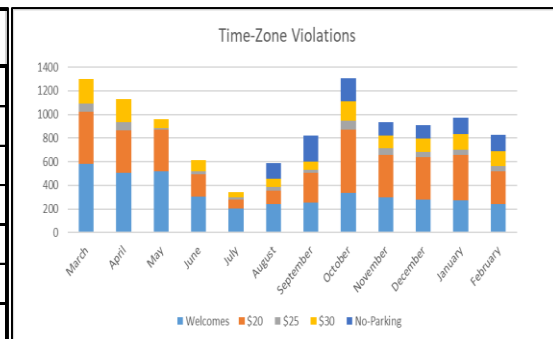
**Financial Report**

Revenue was up 6.8% in February from January as the rate increases took effect February 1<sup>st</sup>. Transient revenue, including pay-by-phone, was nearly identical to January however, validation revenue spiked to three times that of January.

Expenses were down 3.5% however January did include unexpected electrical repairs.

**On-Street Management**

<b>Time Zone Violations</b>			
	February	January	December
<b>Welcomes</b>	245	273	281
<b>\$20</b>	272	383	358
<b>\$25</b>	46	47	42
<b>\$30</b>	124	128	116
<b>No-Parking</b>	143	138	111
<b>All</b>	911	1031	957



# City of Fargo

## 2018 Revenue Report



For the Two Months Ending February 28, 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	39,690.00	-	-	-	10,140.00	31,416.64	32,716.00	25,679.00	7,814.86	42,154.50	1,986.14	191,597.14	230,603.21
Transient Revenue	3,320.00	-	-	-	3,426.75	-	-	-	-	-	-	6,746.75	11,395.50
Pay by Phone	44.50	-	-	-	1,937.00	-	-	-	-	-	-	1,981.50	4,872.25
Validation Revenue	7,691.00	-	-	-	607.25	3.75	-	-	-	-	-	8,302.00	11,019.75
Validation Revenue - Radisson	4,311.00	-	-	-	-	-	-	-	-	-	-	4,311.00	-
Violation Revenue	-	78.00	-	-	927.00	-	-	39.00	-	17.00	-	1,061.00	2,601.00
Bike Lockers Revenue	-	-	-	-	-	-	-	-	-	-	-	-	100.00
Event Revenue	-	-	-	-	-	-	-	-	-	4,267.00	-	4,267.00	-
<b>Gross Revenue</b>	<b>\$ 55,056.50</b>	<b>\$ 78.00</b>		<b>\$ -</b>	<b>\$ 17,038.00</b>	<b>\$ 31,420.39</b>	<b>\$ 32,716.00</b>	<b>\$ 25,718.00</b>	<b>\$ 7,814.86</b>	<b>\$ 46,438.50</b>	<b>\$ 1,986.14</b>	<b>\$ 218,266.39</b>	<b>\$ 260,591.71</b>
Credit Card Fees	(558.62)	-	-	(151.79)	(536.42)	(103.05)	(270.58)	(30.57)	(28.80)	(197.21)	(25.87)	(1,902.91)	(2,018.94)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	-	(2,159.92)	-	(2,606.79)	(2,159.92)	(1,117.20)	(5,958.39)	(387.28)	(14,389.50)	(16,867.25)
Passport Fees	-	(39.20)	-	-	(454.00)	-	-	-	(19.60)	-	-	(512.80)	(697.22)
Management Fee	(12,746.00)	(4,248.00)	-	-	(4,248.00)	(8,498.00)	(4,248.00)	(4,248.00)	(4,248.00)	(8,498.00)	(4,198.00)	(55,180.00)	(74,192.00)
City Expenses:													
Electric	(2,243.99)	-	-	-	(29.74)	-	-	-	-	-	-	(2,273.73)	-
Snow	-	-	-	-	(5,822.34)	-	-	-	-	-	-	(5,822.34)	-
Elevator	-	-	-	-	-	-	-	-	-	(206.04)	-	(206.04)	-
Security	-	-	-	-	-	-	-	-	-	-	-	-	-
GTC Office Lease	-	-	-	-	-	240.00	-	-	-	-	-	240.00	240.00
<b>Total Adjustments</b>	<b>(15,548.61)</b>	<b>(4,287.20)</b>	<b>-</b>	<b>(151.79)</b>	<b>(13,250.42)</b>	<b>(8,361.05)</b>	<b>(7,125.37)</b>	<b>(6,438.49)</b>	<b>(5,413.60)</b>	<b>(14,859.64)</b>	<b>(4,611.15)</b>	<b>(80,047.32)</b>	<b>(96,204.53)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	3,500.00	2,750.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	1,025.00	1,600.00
<b>Net Operating Income</b>	<b>\$ 39,507.89</b>	<b>\$ (4,209.20)</b>	<b>\$ -</b>	<b>\$ (151.79)</b>	<b>\$ 3,787.58</b>	<b>\$ 23,059.34</b>	<b>\$ 25,590.63</b>	<b>\$ 19,279.51</b>	<b>\$ 2,401.26</b>	<b>\$ 31,578.86</b>	<b>\$ (2,625.01)</b>	<b>\$ 142,744.07</b>	<b>\$ 168,737.18</b>



### 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											69,960.53
Transient Revenue	3,906.00	4,209.00											8,115.00
Pay by Phone													-
Validation Revenue	259.00	226.00											485.00
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>\$ 78,560.53</b>
Credit Card Fees	(192.86)	(281.65)											(474.51)
Sales Tax													-
Special Event Payroll													-
Enforcement Payroll													-
Passport Fees													-
Management Fee	(16,374.00)	(16,374.00)											(32,748.00)
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)
													-
													-
													-
<b>Total Adjustments</b>	<b>(25,425.52)</b>	<b>(24,781.00)</b>											<b>(50,206.52)</b>
Service Permit Revenue	-	-											-
DRP3 Revenue	-	-											-
<b>Net Operating Income</b>	<b>\$ 12,553.01</b>	<b>\$ 15,801.00</b>											<b>\$ 28,354.01</b>

# City of Fargo

## 2018 Revenue Report

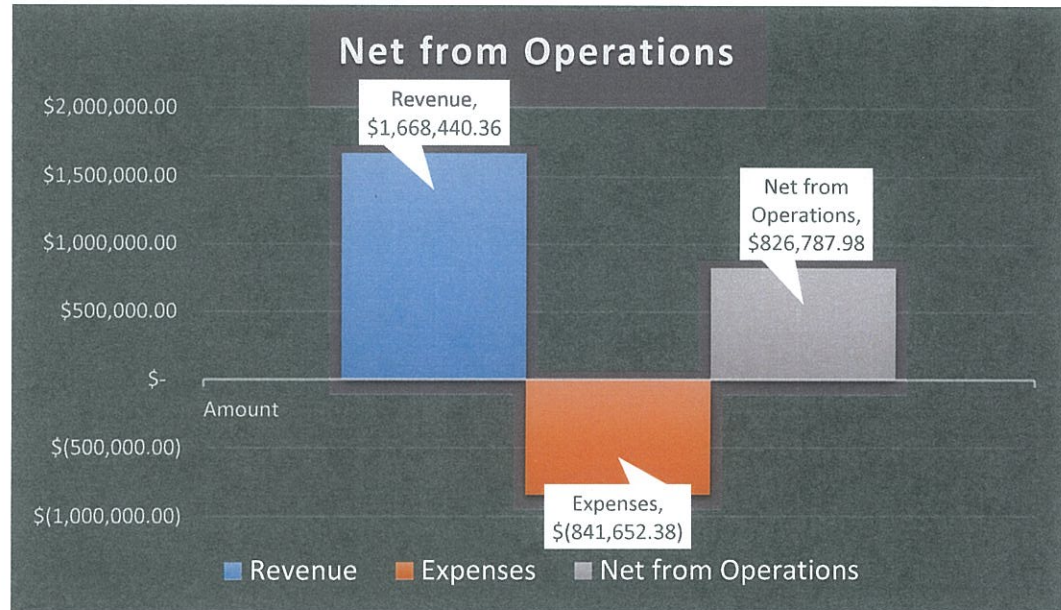


For the Month Ending February 28, 2018:

	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	20,790.00				5,265.00	15,635.64	16,856.00	13,504.00	4,062.86	21,598.50	1,026.14	98,738.14	115,595.43
Transient Revenue	1,819.50				1,564.05							3,383.55	5,572.80
Pay by Phone	14.25				948.00							962.25	2,464.75
Validation Revenue	5,675.00				359.00	3.75						6,037.75	6,026.75
Validation Revenue - Radisson	766.00											766.00	-
Violation Revenue					505.00			39.00				544.00	1,405.00
Bike Lockers Revenue												-	-
Event Revenue										4,267.00		4,267.00	-
<b>Gross Revenue</b>	<b>\$ 29,064.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,641.05</b>	<b>\$ 15,639.39</b>	<b>\$ 16,856.00</b>	<b>\$ 13,543.00</b>	<b>\$ 4,062.86</b>	<b>\$ 25,865.50</b>	<b>\$ 1,026.14</b>	<b>\$ 114,698.69</b>	<b>\$ 131,064.73</b>
Credit Card Fees	(213.66)				(263.71)	(47.47)	(268.71)	(11.86)	(12.57)	(105.11)	(14.36)	(937.45)	(888.64)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll					(1,120.73)		(1,352.60)	(1,120.73)	(579.69)	(3,091.67)	(200.96)	(7,466.38)	(10,361.50)
Passport Fees					(243.20)				(19.60)			(262.80)	(520.31)
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:													(494.14)
Schindler Elevator										(104.66)		(104.66)	
Glacier Snow					(2,232.04)							(2,232.04)	
												-	-
												-	-
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(6,586.66)</b>	<b>(2,124.00)</b>	<b>-</b>	<b>-</b>	<b>(5,983.68)</b>	<b>(4,176.47)</b>	<b>(3,745.31)</b>	<b>(3,256.59)</b>	<b>(2,735.86)</b>	<b>(7,550.44)</b>	<b>(2,314.32)</b>	<b>(38,473.33)</b>	<b>(49,240.59)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	950.00	175.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	150.00	350.00
<b>Net Operating Income</b>	<b>\$ 22,478.09</b>	<b>\$ (2,124.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,657.37</b>	<b>\$ 11,462.92</b>	<b>\$ 13,110.69</b>	<b>\$ 10,286.41</b>	<b>\$ 1,327.00</b>	<b>\$ 18,315.06</b>	<b>\$ (1,288.18)</b>	<b>\$ 77,325.36</b>	<b>\$ 82,349.14</b>

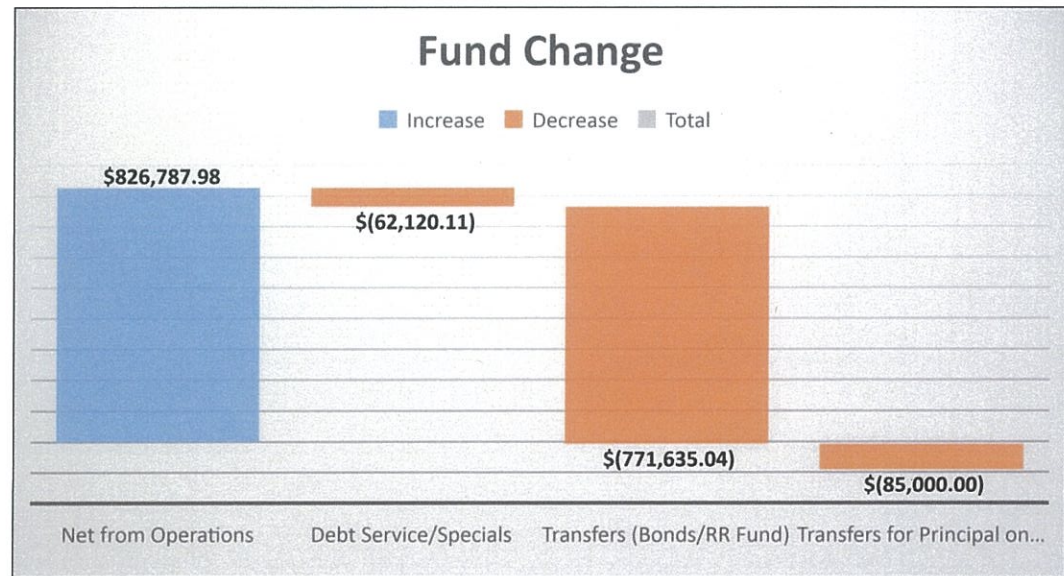
## Net From Operations

Revenue	\$ 1,668,440.36
Expenses	\$ (841,652.38)
<b>Net from Operations</b>	<b>\$ 826,787.98</b>



## Fund Change

Net from Operations	\$ 826,787.98
Debt Service/Specials	\$ (62,120.11)
Transfers (Bonds/RR Fund)	\$ (771,635.04)
Transfers for Principal on 2001 Bonds	\$ (85,000.00)
<b>Fund Change</b>	<b>\$ (91,967.17)</b>

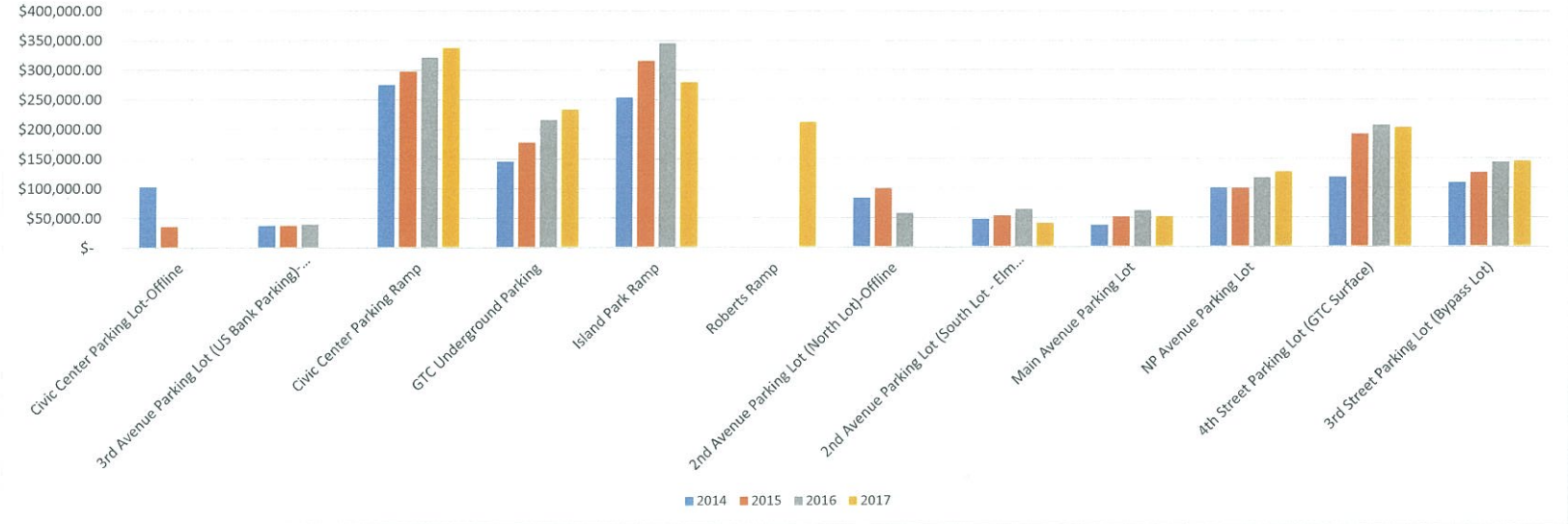




### Revenue per Parking Space Comparison of 2014 to 2017

Parking Facility	2014 Revenue	2015 Revenue	2016 Revenue	2017 Revenue	Difference 16-17	% Difference	Total Spaces	Yearly Revenue per Parking Space	Monthly Revenue per Parking Space
Civic Center Parking Lot-Offline	\$ 102,735.00	\$ 35,722.46		\$ -	\$ -	0%	100	\$ -	\$ -
3rd Avenue Parking Lot (US Bank Parking)-Offline	\$ 37,030.00	\$ 37,717.46	\$ 39,560.42	\$ -	\$ (39,560.42)	-100%	40	\$ -	\$ -
Civic Center Parking Ramp	\$ 274,908.50	\$ 297,581.45	\$ 321,975.07	\$ 337,255.13	\$ 15,280.06	5%	250	\$ 1,349.02	\$ 112.42
GTC Underground Parking	\$ 145,167.25	\$ 177,073.88	\$ 215,590.93	\$ 233,372.42	\$ 17,781.49	8%	185	\$ 1,261.47	\$ 105.12
Island Park Ramp	\$ 253,440.07	\$ 315,728.90	\$ 345,844.46	\$ 279,634.03	\$ (66,210.43)	-19%	355	\$ 787.70	\$ 65.64
Roberts Ramp				\$ 211,115.30	\$ 211,115.30	0%	455	\$ 463.99	\$ 38.67
2nd Avenue Parking Lot (North Lot)-Offline	\$ 83,586.75	\$ 99,327.94	\$ 57,821.15	\$ -	\$ (57,821.15)	-100%	100	\$ -	\$ -
2nd Avenue Parking Lot (South Lot - Elm Tree)-Offline	\$ 47,292.50	\$ 53,085.79	\$ 64,258.85	\$ 40,441.43	\$ (23,817.42)	-37%	65	\$ 622.18	\$ 51.85
Main Avenue Parking Lot	\$ 36,769.00	\$ 51,050.84	\$ 61,793.42	\$ 51,575.16	\$ (10,218.26)	-17%	75	\$ 687.67	\$ 57.31
NP Avenue Parking Lot	\$ 99,977.38	\$ 99,141.69	\$ 117,760.54	\$ 127,529.33	\$ 9,768.79	8%	145	\$ 879.51	\$ 73.29
4th Street Parking Lot (GTC Surface)	\$ 118,738.80	\$ 190,943.96	\$ 206,410.20	\$ 202,099.00	\$ (4,311.20)	-2%	174	\$ 1,161.49	\$ 96.79
3rd Street Parking Lot (Bypass Lot)	\$ 108,826.00	\$ 125,795.09	\$ 143,449.00	\$ 145,051.00	\$ 1,602.00	1%	145	\$ 1,000.35	\$ 83.36
<b>TOTAL</b>	<b>\$ 1,308,471.25</b>	<b>\$ 1,483,169.46</b>	<b>\$ 1,574,464.04</b>	<b>\$ 1,628,072.80</b>	<b>\$ 53,608.76</b>	<b>3%</b>	<b>1,849</b>	<b>\$ 880.52</b>	
<b>TOTAL without Offline Lots</b>	<b>\$ 1,037,827.00</b>	<b>\$ 1,257,315.81</b>	<b>\$ 1,412,823.62</b>	<b>\$ 1,587,631.37</b>	<b>\$ 174,807.75</b>	<b>12%</b>	<b>1,784</b>	<b>\$ 889.93</b>	

Revenue per Parking Facilities Comparison of 2014-2017



Parking Debt Schedule

<u>Year</u>	<u>2015 Bonds (ROCO)</u>	<u>2001 Bonds (RR Lots)</u>	<u>3rd Street Lot - Specials</u>	<u>TOTAL</u>	<u>Civic Ramp Loan</u>	<u>NEW TOTAL</u>
2018	\$ 735,635.00	\$ 105,600.00	\$ 32,705.00	\$ 873,940.00	\$ -	\$ 873,940.00
2019	\$ 735,635.00	\$ 107,000.00	\$ 32,705.00	\$ 875,340.00	\$ 156,750.00	\$ 1,032,090.00
2020	\$ 735,635.00	\$ 108,223.00	\$ 32,705.00	\$ 876,563.00	\$ 154,500.00	\$ 1,031,063.00
2021	\$ 735,635.00	\$ 109,200.00	\$ -	\$ 844,835.00	\$ 152,250.00	\$ 997,085.00
2022	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2023	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2024	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2025	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2026	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2027	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2028	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2029	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2030	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2031	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2032	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2033	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2034	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00
2035	\$ 735,635.00	\$ -	\$ -	\$ 735,635.00	\$ -	\$ 735,635.00

CITY OF FARGO  
 REVENUE REPORT  
 100% OF YEAR LAPSED

CITY OF FARGO

FUND 240 Parking Authority		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
350	Fines and Forfeits								
355	Special Assessments								
10 00	Certified Collections	0	.00		0	.00		0	.00
355	** Special Assessments	0	.00		0	.00		0	.00
350	*** Fines and Forfeits	0	.00		0	.00		0	.00
390	Transfers								
391	Transfer In								
60 00	From Internal Service	0	.00		0	.00		0	.00
391	** Transfer In	0	.00		0	.00		0	.00
390	*** Transfers	0	.00		0	.00		0	.00
2101 General	Parking Authority								
330	Intergovernmental Revenue								
331	Federal Operating Grants								
12 27	COG- Passthrough	0	.00		0	.00		0	.00
331	** Federal Operating Grants	0	.00		0	.00		0	.00
330	*** Intergovernmental Revenue	0	.00		0	.00		0	.00
360	Miscellaneous								
361	Miscellaneous Revenue								
85 00	Lease/Rental Payments	0	.00		0	.00		0	.00
99 00	Miscellaneous	0	.00		0	3,625.56		0	3,625.56-
361	** Miscellaneous Revenue	0	.00		0	3,625.56		0	3,625.56-
363	Rental Fees								
50 06	Validation Revenue	0	.00		0	.00		0	.00
50 13	Citywide Parking Permits	1,337	.00		16,000	20,667.00	129	16,000	4,667.00-
50 *	Parking Authority	1,337	.00		16,000	20,667.00	129	16,000	4,667.00-
51 01	Island Park Ramp	55,000	.00		330,000	279,634.03	85	330,000	50,365.97
51 02	Civic Center Ramp	53,340	.00		320,000	337,255.13	105	320,000	17,255.13-
51 03	Robert Street Ramp	50,000	.00		300,000	211,115.30	70	300,000	88,884.70
51 04	GTC Underground Ramp	41,000	.00		240,000	233,372.42	97	240,000	6,627.58
51 05	Reserved For Future Ramp	0	.00		0	.00		0	.00
51 06	Reserved for Future Ramp	0	.00		0	.00		0	.00
51 *	Parking Ramps	199,340	.00		1,190,000	1,061,376.88	89	1,190,000	128,623.12
52 01	NP Avenue	28,340	.00		160,000	127,529.33	80	160,000	32,470.67
52 02	Main Avenue	9,340	.00		56,000	51,575.16	92	56,000	4,424.84

CITY OF FARGO

FUND 240 Parking Authority		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
2101	General Parking Authority								
360	Miscellaneous								
363	Rental Fees								
52 03	4th Street Lot	37,140	.00		219,000	202,099.00	92	219,000	16,901.00
52 04	3rd Street Lot	24,000	.00		144,000	145,051.00	101	144,000	1,051.00-
52 05	3rd Avenue Lot	0	.00		0	16,075.00		0	16,075.00-
52 06	Other Lots	1,170	.00		10,000	.00		10,000	10,000.00
52 07	2nd Avenue South Lot	9,200	.00		46,000	40,441.43	88	46,000	5,558.57
52 08	2nd Avenue North Lot	0	.00		0	.00		0	.00
52 *	Surface Parking Lots	109,190	.00		635,000	582,770.92	92	635,000	52,229.08
60 10	Bike Locker Rentals	0	.00		0	.00		0	.00
363 **	Rental Fees	309,867	.00		1,841,000	1,664,814.80	90	1,841,000	176,185.20
360 ***	Miscellaneous	309,867	.00		1,841,000	1,668,440.36	91	1,841,000	172,559.64
390	Transfers								
391	Transfer In								
20 00	From Special Revenue	0	.00		0	.00		0	.00
391 **	Transfer In	0	.00		0	.00		0	.00
393	Bond Proceeds								
40 01	Revenue Bonds	0	.00		0	.00		0	.00
393 **	Bond Proceeds	0	.00		0	.00		0	.00
390 ***	Transfers	0	.00		0	.00		0	.00
DEPT TOTAL	General Parking Authority	309,867	.00		1,841,000	1,668,440.36	91	1,841,000	172,559.64
2102	Civic Center Parking Lot								
360	Miscellaneous								
361	Miscellaneous Revenue								
99 00	Miscellaneous	0	.00		0	.00		0	.00
361 **	Miscellaneous Revenue	0	.00		0	.00		0	.00
363	Rental Fees								
50 06	Validation Revenue	0	.00		0	.00		0	.00
50 11	Daily Parking Revenue	0	.00		0	.00		0	.00
50 12	Monthly Parking Revenue	0	.00		0	.00		0	.00
50 14	Event Revenue	0	.00		0	.00		0	.00
50 *	Parking Authority	0	.00		0	.00		0	.00
363 **	Rental Fees	0	.00		0	.00		0	.00

FUND 240 Parking Authority			DEPT/DIV 2101 Parking/General Parking Authority									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
49		Public Transportation										
492		Parking System										
11		Full Time Staff										
11 00		Full Time Staff	7029	.00	0	61730	59511.34	96	.00	61730	2218.66	96
11 01		Full Time - Overtime	0	.00	0	0	24.71	0	.00	0	24.71-	0
11 02		Full Time Banked Sick	208	.00	0	208	466.37	224	.00	208	258.37-	224
11 **		Full Time Staff	7237	.00	0	61938	60002.42	97	.00	61938	1935.58	97
13		Part Time W/ Benefits										
13 00		Part Time W/ Benefits	0	.00	0	0	.00	0	.00	0	.00	0
13 01		PT W/ Benefits - Overtime	0	.00	0	0	.00	0	.00	0	.00	0
13 **		Part Time W/ Benefits	0	.00	0	0	.00	0	.00	0	.00	0
14		PT Seasonal No Benefits										
14 00		PT Seasonal No Benefits	0	.00	0	0	5248.44	0	.00	0	5248.44-	0
14 01		PartTime Seasonal OT	0	.00	0	0	.00	0	.00	0	.00	0
14 **		PT Seasonal No Benefits	0	.00	0	0	5248.44	0	.00	0	5248.44-	0
20		Employee Benefits										
20 01		Health Insurance	829	.00	0	6649	9121.83	137	.00	6649	2472.83-	137
20 03		Dental Insurance	45	.00	0	361	386.50	107	.00	361	25.50-	107
20 04		Long Term Disability	14	.00	0	129	148.07	115	.00	129	19.07-	115
20 05		Auto Allowance	10	.00	0	90	90.30	100	.00	90	.30-	100
20 **		Employee Benefits	898	.00	0	7229	9746.70	135	.00	7229	2517.70-	135
21		Employee Benefits										
21 01		FICA 6.2%	425	.00	0	3731	3608.24	97	.00	3731	122.76	97
21 02		Medicare 1.45%	99	.00	0	872	874.61	100	.00	872	2.61-	100
21 **		Employee Benefits	524	.00	0	4603	4482.85	97	.00	4603	120.15	97
22		Pension Benefits										
22 01		City Pension 5.5%	0	.00	0	0	.00	0	.00	0	.00	0
22 04		NDPERS Pension	582	.00	0	5099	5349.02	105	.00	5099	250.02-	105
22 05		NDPERS & City Pension	66	.00	0	585	582.20	100	.00	585	2.80	100
22 06		Actuarial Contributions	0	.00	0	0	.00	0	.00	0	.00	0
22 **		Pension Benefits	648	.00	0	5684	5931.22	104	.00	5684	247.22-	104
25		Workers Compensation										
25 00		Workers Compensation	0	.00	0	830	57.35	7	.00	830	772.65	7
25 **		Workers Compensation	0	.00	0	830	57.35	7	.00	830	772.65	7
33		Other Services										
33 25		Legal Services	125	.00	0	1500	.00	0	.00	1500	1500.00	0
33 80		Security Services	3364	.00	0	40346	59326.56	147	.00	40346	18980.56-	147
33 97		Parking Enforcement	0	.00	0	0	24442.44	0	.00	0	24442.44-	0
33 **		Other Services	3489	.00	0	41846	83769.00	200	.00	41846	41923.00-	200

FUND 240 Parking Authority			DEPT/DIV 2101 Parking/General Parking Authority									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
49		Public Transportation										
492		Parking System										
	38	Other Services										
	38 80	Management Services	0	.00	0	0	.00	0	.00	0	.00	0
	38 85	Parking Lot Services	83340	.00	0	500000	620151.80	124	.00	500000	120151.80-	124
	38 99	Other Services	1174	.00	0	14000	615.00	4	.00	14000	13385.00	4
	38 **	Other Services	84514	.00	0	514000	620766.80	121	.00	514000	106766.80-	121
	42	Cleaning Services										
	42 10	Grounds Maint. Services	587	.00	0	7000	.00	0	.00	7000	7000.00	0
	42 **	Cleaning Services	587	.00	0	7000	.00	0	.00	7000	7000.00	0
	43	Repair and Maintenance										
	43 10	Building Repairs	500	.00	0	6000	1231.56	21	.00	6000	4768.44	21
	43 20	General Equipment Repair	1000	.00	0	12000	1583.48	13	.00	12000	10416.52	13
	43 90	Other Repairs	4174	.00	0	50000	350.00	1	.00	50000	49650.00	1
	43 **	Repair and Maintenance	5674	.00	0	68000	3165.04	5	.00	68000	64834.96	5
	44	Rentals										
	44 10	Land and Building Rents	0	.00	0	0	.00	0	.00	0	.00	0
	44 **	Rentals	0	.00	0	0	.00	0	.00	0	.00	0
	52	Insurance										
	52 10	Property Insurance	287	8610.91-	3000-	3400	8542.57	251	.00	3400	5142.57-	251
	52 20	Automobile Liability	0	.00	0	0	.00	0	.00	0	.00	0
	52 30	General Liability	231	.00	0	2695	3280.40	122	.00	2695	585.40-	122
	52 **	Insurance	518	8610.91-	1662-	6095	11822.97	194	.00	6095	5727.97-	194
	53	Communications										
	53 60	Other Communications	0	19.39	0	0	191.51	0	.00	0	191.51-	0
	53 **	Communications	0	19.39	0	0	191.51	0	.00	0	191.51-	0
	54	Advertising										
	54 40	Other Advertising	1250	.00	0	15000	3479.21	23	.00	15000	11520.79	23
	54 **	Advertising	1250	.00	0	15000	3479.21	23	.00	15000	11520.79	23
	56	In State Travel										
	56 60	In State Travel Expenses	49	.00	0	500	.00	0	.00	500	500.00	0
	56 **	In State Travel	49	.00	0	500	.00	0	.00	500	500.00	0
	57	Out of State Travel										
	57 60	Out of State Travel Exp	174	.00	0	2000	.00	0	.00	2000	2000.00	0
	57 **	Out of State Travel	174	.00	0	2000	.00	0	.00	2000	2000.00	0
	59	Education										
	59 11	Dues/Membership Outstate	80	.00	0	850	1490.00	175	.00	850	640.00-	175
	59 21	Seminar & Conf. Outstate	125	.00	0	1500	75.00	5	.00	1500	1425.00	5
	59 30	Reference Materials	49	.00	0	500	.00	0	.00	500	500.00	0
	59 **	Education	254	.00	0	2850	1565.00	55	.00	2850	1285.00	55



FUND 240 Parking Authority			DEPT/DIV 2101 Parking/General Parking Authority									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
55		Operating Transfers										
555		Operating Transfers										
	90	Transfer To Other Funds										
	90 20	To Special Revenue Funds	0	.00	0	0	.00	0	.00	0	.00	0
	90 21	To Rep & Mntce Fd 241	0	.00	0	0	36000.00	0	.00	0	36000.00-	0
	90 22	To SRF Parking Surplus Fd	0	.00	0	0	.00	0	.00	0	.00	0
	90 30	To Debt Service Funds	61313	.00	0	735635	735635.04	100	.00	735635	.04-	100
	90 31	To DS Parking Bnd Fd 394	0	.00	0	0	.00	0	.00	0	.00	0
	90 32	To DS 2000A RIB Fund 341	0	.00	0	0	.00	0	.00	0	.00	0
	90 40	To Capital Project Fund	0	.00	0	0	.00	0	.00	0	.00	0
	90 **	Transfer To Other Funds	61313	.00	0	735635	771635.04	105	.00	735635	36000.04-	105
555 ** **		Operating Transfers	61313	.00	0	735635	771635.04	105	.00	735635	36000.04-	105
55 ** **		Operating Transfers	61313	.00	0	735635	771635.04	105	.00	735635	36000.04-	105
DIV 2101		TOTAL *****										
		General Parking Authority	176802	409.86	0	1589000	1675407.53	105	.00	1589000	86407.53-	105
DEPT 21		TOTAL *****										
		Parking	176802	409.86	0	1589000	1675407.53	105	.00	1589000	86407.53-	105
FUND 240		TOTAL *****										
		Parking Authority	176802	409.86	0	1589000	1675407.53	105	.00	1589000	86407.53-	105
GRAND		TOTAL *****										
			176802	409.86	0	1589000	1675407.53	105	.00	1589000	86407.53-	105





**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:** March 14, 2018  
**RE:** Special Event Permit

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City staff has received requests with increasing frequency to host events in City-owned parking facilities. We believe that by formalizing the event review process we can host more events, potentially driving awareness of the City's parking assets, and improve the experience for event participants and the greater downtown community.

Fortunately, with a few amendments, the existing Special Event Permit would satisfy our review needs. Changes needed include:

1. Insurance:

General liability insurance would be required of any group hosting an event in a City owned facility with the City being named as additionally insured.

2. Cleaning Deposit:

The event host would be required to post a deposit according to the following table for the purpose of returning the site to the original condition, if host fails to do so.

<b>Estimated Number of Attendees</b>	<b>Deposit Amount</b>
0-100	\$100
101-250	\$250
250+	\$500

**Recommendation:** To direct Staff to finalize amendments to the Special Event Permit and allow for approval decisions to be made at the Staff level.

18-0314. - Community events and festivals.

The planning director is hereby authorized to grant a permit, after notice, a hearing before the review committee and approval by vote of the majority of the members of the review committee in attendance, for certain types of community events or festivals to take place upon the public streets, sidewalks, squares, avenues or alleys of the city.

- A. The sponsor of the event or festival shall submit to the planning director a written application for a permit at least 45 days prior to the opening of the community event or festival for which a permit is desired. The application shall state:
  1. The time, date and location of the festival or event;
  2. The group, firm or individual by whom the festival or event will be sponsored;
  3. The purpose of the festival or event;
  4. The activities that will be held.
- B. A hearing must be held by the review committee, after notice of the application and of the hearing is given. The provisions of sections 20-0901 through 20-0904 of the Land Development Code shall apply to the requirements for such applications, notice, the burden of proof or persuasion and date of decision and time period for appeals, with the exception that appeals of final decisions must be filed within 24 hours of the date of the decision. The decision of the review committee may be appealed to the board of city commissioners.
- C. In granting permits for community events and festivals, the review committee shall consider the following:
  1. The nature of the event or festival and how it can serve the community of the city and its citizens;
  2. The time period during which the event or festival will occur;
  3. The location of the event or festival and whether the location inhibits the safe flow of traffic in the city;
  4. Whether the activities would be in compliance with other applicable laws;
  5. Whether the event or festival is to benefit nonprofit community service organizations. Commercial events or festivals which generate profit for the private sector, other than profit incidental to the festival or event which is made by persons other than the sponsor of the festival or event, shall be permitted only if the applicant submits evidence to the review committee that the event or festival constitutes a community service; and
  6. The general health, safety and welfare of the participants in the event or festival and the citizens of the city.
- D. The annual Downtown Street Fair, sponsored by the Downtown Community

Partnership, is deemed a festival and shall be automatically allowed.

- E. The sponsor of the event or festival shall provide all cleaning services necessary to rid the festival area of all debris and litter created as a result of the event or festival.
- F. The issuance of a permit to a sponsor shall authorize only that sponsor and participants specifically authorized by the sponsor to participate in that community event or festival without the restrictions imposed by this chapter.
- G. Authorized participants in a community event or festival for which a permit has been issued shall not be required to obtain a city permit required by the provisions of sections 18-0307 through 18-0316, for the period during which the community event or festival takes place; provided, however, that in no event may any person affix any structure to the sidewalk or other public right of way during such community event or festival without an encroachment agreement.
- H. Community events and festivals will be posted in city hall, near the office of the city auditor and on the city's website.

Source: 4379 (2004).



## General Special Permit / Street Closing / Block Party Request

<b><u>For Office Use</u></b>	
Received by: _____	Date: _____
Approved ( <input type="checkbox"/> ) Denied ( <input type="checkbox"/> ) By: _____	Date: _____
Requesting Party Notified: Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> )	Date: _____
CC Approved Requests:	
• Fire Chief	_____
• FM Ambulance	_____
• Street Department	_____
• Dispatch	_____
• Police Supervisor	_____
• City Traffic Engineer	_____
• Mat Bus	_____

### Contact Information

Name: \_\_\_\_\_

Business / Organization (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPLICATIONS MUST BE SUBMITTED 45 DAYS PRIOR TO EVENT**

Description of proposed event including date, times and estimated number of people attending. If the proposed event is a parade, you must indicate the number of vehicles, animals and/or other special equipment. When applicable include a diagram or map.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Does your event require a street closing? *If yes, answer below.*

Street and specific block you would like to close: \_\_\_\_\_

*If you are requesting to block a street, two barricades at each end of the block will be required to discourage vehicular traffic. The requesting party is responsible for making arrangement through the City of Fargo Street Department for FOUR barricades by calling (701) 241.1453.*

Do you need barricades at your special event? Yes ( ) No ( )

History

Have you ever been denied any permit by the City of Fargo during the past five (5) years?

Yes ( ) No ( ) If yes, give a brief description of the circumstances:

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Insurance

The City of Fargo requires certain events to obtain insurance *prior to approval*. Those events include parades and/or other mobile events utilizing City of Fargo streets, events open to the public with the expectation of a large number of attendees, events including exotic animals and any other events deemed necessary by the City of Fargo.

Does your event require insurance? Yes ( ) No ( ) If yes, fill out the below information.

As a condition of the permit, the applicant shall:

- Procure and maintain insurance, which includes the City of Fargo as named insured or additional named insured.
- This insurance will need to provide the level of coverage that the City of Fargo determines to be necessary and adequate under the circumstances.
- Proof of insurance shall be submitted to the City of Fargo at least 10 days prior to the event.

Insurance Company: \_\_\_\_\_

Policy Holder: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Proof of Insurance submitted? Yes (  ) No (  )

Waiver

By signing you are verifying you understand and agree to abide by the bulleted points listed below:

- Requests to close major thoroughfare may not be approved.
- No bands or amplified music will be allowed at block parties.
- The applicant has a copy of the General Special Permit / Street Closing / Block Party Request procedure of the City of Fargo, and is familiar with the conditions and requirements set forth and contained therein.
- The applicant is familiar with the questions, answers and information as now appears in this completed application and that the answers and information are, to the applicant's knowledge, true, correct and complete.
- The applicant, if granted a Special Event Permit, will obey and comply with the City of Fargo Special Event Permit requirements and any amendments which may be made.

*I hereby agree to indemnify the City of Fargo from any claims arising from events or activities under the permit.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return completed applications to:**

City of Fargo Engineering Department

Mail: 200 3<sup>rd</sup> Street North, Fargo, ND 58102

Email: [feng@fargond.gov](mailto:feng@fargond.gov)

Fax: 701.241.8101



**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:** March 14, 2018  
**RE:** 2018 City of Fargo Budget

---

Interstate Parking has provided a budget of expenses and revenue from off-street parking facilities.

Notes:

- We continue to operate the 3<sup>rd</sup> Avenue Lot though we have not leased space since Summer 2017. We will continue to monitor the lot until a decision is made on the Block 9 development;
- Signage upgrades are included however a decision will be made after another review of competitive bids;
- Expenses are expected to be 9.2% less than 2017;
- Revenues are expected to be up 17.3% based on a full year of operations at Roberts Commons, contracting with RoCo tenants, and rate increases at other facilities;

# City of Fargo



## 2018 BUDGET

	PK4001 Civic Center Ramp	PK4003 3rd Avenue 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	PK4013 Robert Common	Total
Monthly Parking Revenue	244,440.00		75,840.00	244,200.00	204,516.00	165,600.00	48,720.00	260,808.00	13,728.00	495,750.00	1,753,602.00
Transient Revenue	22,410.00		44,808.00							20,420.00	87,638.00
Pay by Phone											-
Validation Revenue	32,850.00									6,072.00	38,922.00
Validation Revenue - Radisson	24,638.00										24,638.00
Violation Revenue			10,200.00		900.00	240.00	180.00		180.00		11,700.00
Events Revenue			2,325.00					4,275.00		1,500.00	8,100.00
							-				
<b>Gross Revenue</b>	<b>\$ 324,338.00</b>	<b>\$ -</b>	<b>\$ 133,173.00</b>	<b>\$ 244,200.00</b>	<b>\$ 205,416.00</b>	<b>\$ 165,840.00</b>	<b>\$ 48,900.00</b>	<b>\$ 265,083.00</b>	<b>\$ 13,908.00</b>	<b>\$ 523,742.00</b>	<b>\$ 1,924,600.00</b>
Credit Card Fees	(2,282.64)	-	(3,868.82)	(501.90)	(51.18)	(221.16)	(102.97)	(1,088.58)	(98.84)	(2,000.00)	(10,216.09)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	(12,000.00)	-	(12,000.00)	(12,000.00)	(12,000.00)	(12,000.00)	(12,000.00)	(12,000.00)	(12,000.00)	(12,000.00)	(108,000.00)
Passport Fees	(165.20)	-	(3,835.16)	-	(257.44)	(64.00)	(60.80)	(96.40)	-	-	(4,479.00)
											-
City Expenses:	-	-	-	-	-	-	-	-	-	-	-
Electric/Gas										(30,000.00)	(30,000.00)
Phone/Data										(2,300.00)	(2,300.00)
Security										(23,000.00)	(23,000.00)
Water/Sewer										(800.00)	(800.00)
Signage	(1,600.00)	-	(1,600.00)	-	(1,600.00)	(1,600.00)	(1,600.00)	(1,600.00)	-	-	(9,600.00)
Elevator	-	-	-	(1,300.00)	-	-	-	(1,300.00)	-	(1,300.00)	(3,900.00)
Snow Removal	-	-	(4,000.00)	-	-	-	-	-	-	-	(4,000.00)
Landscaping	(1,000.00)	-	(2,000.00)	-	(750.00)	(750.00)	(750.00)	-	-	-	(5,250.00)
Remote Monitoring	-	-	-	-	-	-	-	(250.00)	-	(300.00)	(550.00)
Ticketing	(767.36)	-	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(600.00)	(775.06)
Fire Protection	-	-	-	-	-	-	-	(500.00)	-	(1,500.00)	(1,100.00)
Repairs	(1,500.00)	-	(1,000.00)	(1,000.00)	(1,000.00)	(1,000.00)	(1,000.00)	(1,500.00)	-	(1,500.00)	(9,500.00)
Web Hosting	(51.00)	-	(51.00)	(51.00)	(51.00)	(51.00)	(51.00)	(51.00)	(51.00)	(51.00)	(459.00)
Other	(65.34)	-	(65.34)	(65.34)	(65.34)	(65.34)	(65.34)	(65.34)	(65.34)	(65.34)	(588.06)
											-
Management Fee	(79,578.00)	(12,744.00)	(26,544.00)	(53,094.00)	(26,544.00)	(26,544.00)	(26,544.00)	(53,094.00)	(24,954.00)	(196,488.00)	(526,128.00)
											-
<b>Total Adjustments</b>	<b>(99,009.54)</b>	<b>(12,744.00)</b>	<b>(54,965.42)</b>	<b>(68,013.34)</b>	<b>(42,320.06)</b>	<b>(42,296.60)</b>	<b>(42,175.21)</b>	<b>(71,546.42)</b>	<b>(37,170.28)</b>	<b>(270,404.34)</b>	<b>(740,645.21)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	11,775.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	8,320.00
GTC Office Lease	-	-	-	-	-	-	-	-	-	-	1,440.00
<b>Net Operating Income</b>	<b>\$ 225,328.46</b>	<b>\$ (12,744.00)</b>	<b>\$ 78,207.58</b>	<b>\$ 176,186.66</b>	<b>\$ 163,095.94</b>	<b>\$ 123,543.40</b>	<b>\$ 6,724.79</b>	<b>\$ 193,536.58</b>	<b>\$ (23,262.28)</b>	<b>\$ 253,337.66</b>	<b>\$ 1,205,489.79</b>



Jim,

Items that would need to be addressed (may be others) are as follows:

- 1) Structural Implications both for precast wall and foundation wall as both would be impacted at this location.
- 2) Durability implications related to proposed modifications required.
- 3) How does this door affect the future installation of air ducting planned?
- 4) How does this door affect the installation of the mechanical unit adjacent to this location?
- 5) How will the sump at this location be addressed with regards to pedestrian traffic at this location?
- 6) Is there an elevation difference in the floors? How will this be addressed?
- 7) Do the floor slopes meet building code requirements for a landing at the proposed doorway or will revisions be required?



**Russ Randall** PE Manager - Parking Solutions

*Russ.Randall@wginc.com*

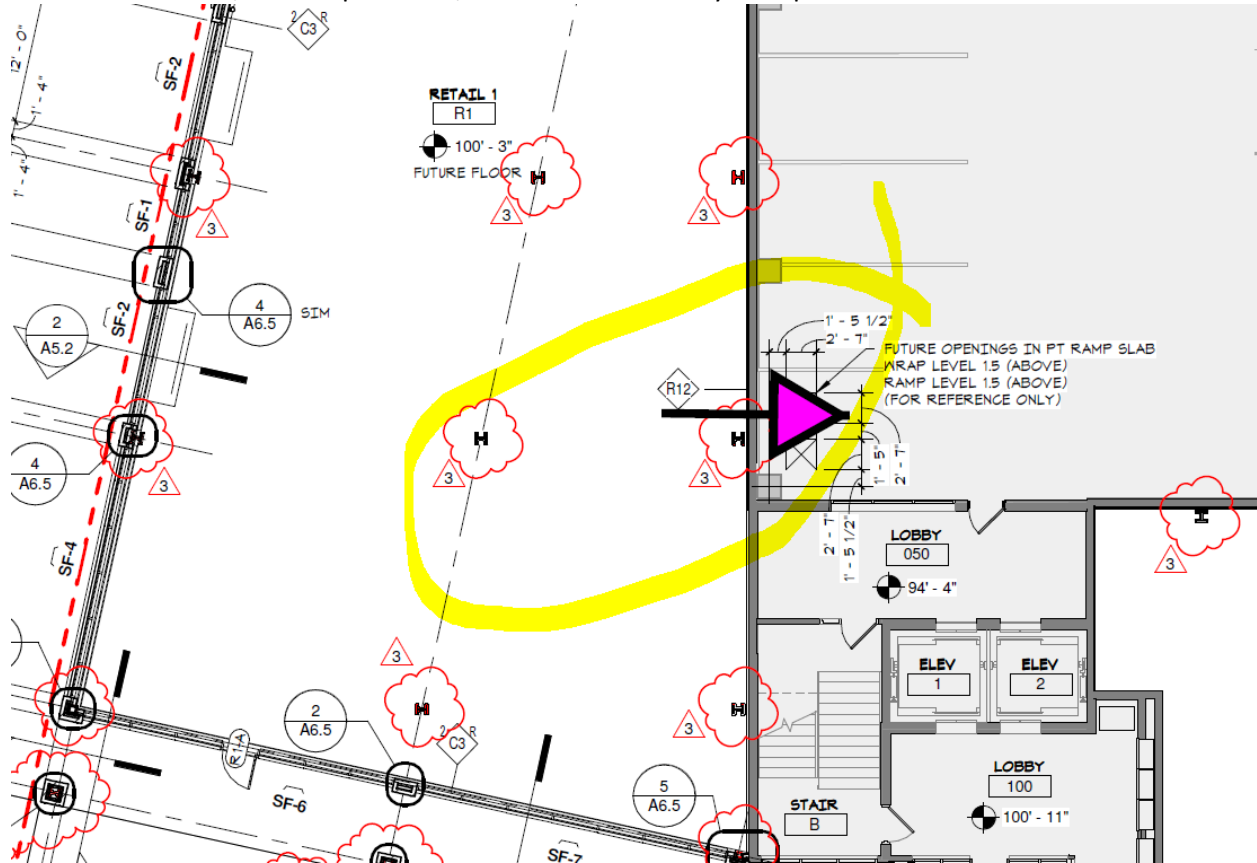
5136 Lovers Lane, Suite 200, Kalamazoo, MI 49002

t.269.381.2222 f.269.349.4656 d.269.532.7325 c.269.217.1272

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

Our potential restaurant tenant locating in the SW corner of RoCo has raised the question if the City/Condo Board would be open to the idea of adding a door opening (see below). Similar to the north doors, we would coordinate the opening with the pre-cast shop drawings. So everyone is aware, this door would exit to garage area that is half story below. This would not remove any parking stalls, as this location is already designated in condo docs to house the footprint of the exhaust/fresh air ducting.

On its face value does this seem like a feasible idea? If so, we would work on exploring the details of how it would work, code implications, and would eventually incorporate it into the amended easement.



Thanks

**Mike Zimney**  
Project Manager  
Direct 701-306-6684  
Office 701-237-2279





210 Broadway | Suite 300 | Fargo, ND 58102  
[www.kilbourngroup.com](http://www.kilbourngroup.com)  
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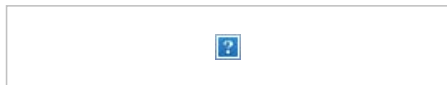
*Vibrant downtowns create smart, healthy cities.*

**From:** Mike Zimney  
**To:** [Andy Renfrew](#); [James Gilmour](#)  
**Cc:** [Holly Hassler](#)  
**Subject:** RE: RoCo Garage - Entrance Arrow & X Signs  
**Date:** Tuesday, February 20, 2018 3:36:44 PM  
**Attachments:** [image004.png](#)

Here's a quote we received. These are 12x12 instead of 18x18, but would only be half the price

Qty.	Product	Unit Price	Ext. Price
1	<p> <b>Item #3: Down Arrow</b>  <b>Product ID:</b> TCL1212G-A437DS  <b>Dimensions:</b> H 12.0000" x L 12.0000" x D 2.5000"  <b>Illumination:</b> LED Direct View  <b>Finish:</b> Duranodic Bronze  <b>Misc.:</b> (1) This is a Custom Sign and is Not Cancelable or Returnable.   <b>Note:</b> 12 x 12 Size Option  <b>Photo:</b>  </p> <p><a href="#">Click here to view a product technical document PDF.</a></p>	\$412.80	\$412.80
1	<p> <b>Item #4: X</b>  <b>Product ID:</b> TCL1212R-178DS  <b>Dimensions:</b> H 12.0000" x L 12.0000" x D 2.5000"  <b>Illumination:</b> LED Direct View  <b>Finish:</b> Duranodic Bronze  <b>Photo:</b>  </p> <p><a href="#">Click here to view a product technical document PDF.</a></p>	\$415.20	\$415.20

**Mike Zimney**  
 Project Manager  
 Direct 701-306-6684  
 Office 701-237-2279



210 Broadway | Suite 300 | Fargo, ND 58102  
[www.kilbournegroup.com](http://www.kilbournegroup.com)  
[Facebook](#) | [Twitter](#)

Vibrant downtowns create smart, healthy cities.

**From:** Andy Renfrew [mailto:arenfrew@interstateparking.com]  
**Sent:** Tuesday, February 20, 2018 10:21 AM  
**To:** Mike Zimney <zimney@kilbournegroup.com>; Jim Gilmour (jgilmour@cityoffargo.com) <jgilmour@cityoffargo.com>  
**Cc:** Holly Hassler <Holly@kilbournegroup.com>  
**Subject:** RE: RoCo Garage - Entrance Arrow & X Signs

I too requested a quote from TAPCO. For two lit signs (outside for the main entrance and inside for the main exit) is \$1,750. Does not include install or electrical.

Thanks,  
Andy Renfrew  
**Interstate Parking Company**

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**From:** Mike Zimney [<mailto:zimney@kilbournegroup.com>]  
**Sent:** Tuesday, February 20, 2018 10:04 AM  
**To:** Andy Renfrew <[arenfrew@interstateparking.com](mailto:arenfrew@interstateparking.com)>; Jim Gilmour ([jgilmour@cityoffargo.com](mailto:jgilmour@cityoffargo.com)) <[jgilmour@cityoffargo.com](mailto:jgilmour@cityoffargo.com)>  
**Cc:** Holly Hassler <[Holly@kilbournegroup.com](mailto:Holly@kilbournegroup.com)>  
**Subject:** RoCo Garage - Entrance Arrow & X Signs

We have observed and hear feedback from quite a few people about the entrance signs at the garage creating confusion. Originally all six of the arrows and X were going to be lit, but the City issued a change order to swap out the four outside lanes to static non-lit signs.

Issues:

- When the center enter sign is "X" a lot of people don't notice the non-lit green arrow and will drive off thinking the garage is full or closed.
- When the center exit sign is "↑" a lot of people don't notice the non-lit green arrow and cars will all queue waiting the exit the center lane only.

We estimate it would be about \$4000 to run some face mounted conduit with wiring and purchase 4 additional lit signs from Tapco. We could also explore finding non-Tapco signs that are similar, but lower priced.

If this is something you would have interest in we could pull together cost estimates.



**Mike Zimney**  
Project Manager  
Direct 701-306-6684  
Office 701-237-2279



**SALES QUOTE**

**Customer Copy**

Number	<b>Q1802894</b>
Date	2/16/2018
Page	1

5100 West Brown Deer Road • Brown Deer, WI 53223  
 Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

Sell To Cust. C60664	Interstate Parking - Mpls. Alan Kaufman *** Email Invoices Only *** InterstateAP@avidbill.com MINNEAPOLIS, MN 55402	Ship To Cust.	Interstate Parking - Fargo Andy Renfrew 401 3rd. Av. N. FARGO, ND 58102
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Customer PO #	Expires	Slsp	Terms	Freight	Ship Via
ROCO BLANKOUT SIGN "X" / DOWN ARRO	3/18/2018	Garry Novak	Net 30 DAYS	PREPAY/ADD	BEST RATE

Item	Description	Quantity	UM	Price	Extension
108974	Blank Out Sign,X/Down Arrow Direct View LED,14 lbs 18"x18"x2.5",Green/Red LED, Triple Stroke,Wall Mnt For dedicated entrance lane and dedicated exit lane. To replace the existing non-LED green arrow signs.	2	EA	875.00	\$1,750.00

Shipment within \_\_\_\_\_  
 Acceptance By \_\_\_\_\_  
 Date \_\_\_\_\_  
 By \_\_\_\_\_

Merchandise	Freight	Tax	Total
\$1,750.00	\$0.00	\$140.44	\$1,890.44

For terms and conditions, please visit: <http://www.tapconet.com/terms-and-conditions>



**SALES QUOTE**

**Customer Copy**

Number	Q1704900
Date	3/30/2017
Page	1

5100 West Brown Deer Road • Brown Deer, WI 53223  
 Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

Sell To Cust. C32653	City of Fargo James Gilmour 200 3rd Street North FARGO, ND 58102 USA	Ship To Cust.	Interstate Parking Andy Renfrew 401 3rd Av. North FARGO, ND 58102 USA		
Customer PO #	Expires	Slsp	Terms	Freight	Ship Via
ADDITIONAL ITEMS FOR CC RAMP	4/29/2017	Ryan Kempf	Net 30 DAYS	PREPAY/ADD	UPS

Item	Description	Quantity	UM	Price	Extension
108967	Blank Out Sign, Full, Direct View LED, 18"x7"x2.5" 5 lbs, Red LED, Wall Mount, Double Stroke Character NOTE: This price is based on the premise that conduit and 16 ga (3-wire) is in place from the new sign location to either the ticket dispenser or exit verifier. Installation and termination must be done while TAPCO technician is in Fargo for RoCo site installation.	1	EA	749.95	\$749.95
126625	DV-30, Dynamic Validation Unit - Ticket Killer. Includes Barcode Scanner. "Ticket Killer" function removes transient ticket from inventory and adds space back to count.	1	EA	3,040.00	\$3,040.00
123988F	Desktop Ticket Issuing Printer including power supply. Includes RS-232 cable to connect to client computer.	1	EA	1,385.00	\$1,385.00
373-55551	Installation of Ticket Killer and Desktop Ticket Printer. NOTE: Like installation of "FULL" sign above, this installation to be completed while installation crew is in Fargo for RoCo installation so as to avoid additional install costs.	1	EA	240.00	\$240.00

Shipment within \_\_\_\_\_  
 Acceptance By Jim Gilmour  
 Date 4-29-17  
 By [Signature]

Merchandise	Freight	Tax	Total
\$5,414.95	\$0.00	\$0.00	\$5,414.95

For terms and conditions, please visit: <http://www.tapconet.com/terms-and-conditions>