#### 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 (Mark Williams) & Interstate Parking (Andy Renfrew)

**DATE:** July 20, 2018

**RE:** Thursday, July 26th 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, July 26, 2018, 9:00 a.m. City Commission Room AGENDA

- 1. Approve Order of Agenda
- 2. Minutes Meeting of May 31, 2018 (Attachment 1)
- 3. Interstate Report/Financial Data (Attachment 2) Andy
- 4. ROCO Dog Area Garage Access (Attachment 3) Mark
- 5. ROCO Garage Security Cage and Equipment Installation (Attachment 4) Mark
- 6. Parking Garage Capital Improvement Updates Jim
- 7. Roberts Ramp Smart Energy Pilot Project (Attachment 6) Mike
- 8. 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.

# BOARD OF PARKING COMMISSIONERS MINUTES

#### **Regular Meeting:**

**Thursday, May 31, 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, May 31, 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 Meeting of April 26, 2018

Member Bailly moved the minutes of the April 26, 2018 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 April 2018 financial and operations reports.

Mr. Renfrew shared that a meeting was held yesterday, May 30, 2018, regarding the existing process for event permit applications received. He stated that staff is currently working on updating this process to present before the Board at a future meeting.

#### Item 4: ROCO Update

Assistant Planning Director Mark Williams reported that Roberts Alley is progressing and on schedule. He shared that Roberts Street is scheduled to be closed in early July, but that access will remain open to the parking ramp.

#### Item 5: On-Street Parking Time Zone Change Request: APPROVED

Mark Williams presented the request to modify the parking on the west side of 3rd Street South, between NP Avenue and Machinery Row, from a 4-hour to a 90-minute time designation. Mr. Williams stated that staff is recommending approval.

TRN Abstract & Title Vice President Brandi Malmlov, spoke on behalf of the application.

Member Thorson moved to approve the request to modify the parking on the west side of 3rd Street South between NP Avenue and Machinery Row to a 90-minute time designation. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

#### Item 6: Other Business

Mr. Renfrew shared that the Drone Conference is happening downtown at this time, and that staff does not have any safety concerns due to the increase in traffic to the area for this event.

#### Item 7: Adjournment

Member Bailly moved to adjourn the meeting at 9:16 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: <a href="mailto:ndinfo@interstateparking.com">ndinfo@interstateparking.com</a>

www.fargoparking.com

#### **MEMORANDUM**

**TO:** Parking Commission

**FROM:** Interstate Parking

**DATE:** July 19th, 2018

**RE:** June 2018 Financial and Operations Report

#### **Operations**

Facility	Monthly Spaces	Spaces Rented	Spaces Available	Waitlist	% Sold	Tickets per Day	Avg. Ticket Value	Occupancy
Civic Ramp	225	209	0	50	93%	33.8	\$5.66	85%
NP Ave.	75	78	0	0	104%	23.2 / 47.0	\$4.53	75%
GTC	185	199	13	0	108%			64%
4th St.	174	241	0	7	139%			50%
3rd St.	145	186	0	10	128%			79%
Main Ave.	75	63	23	0	84%			92%
IPR	355	431	100	0	121%			69%
7th Street	26	23	6	0	88%			54%
Roberts Commons	380	440	0	0	116%	299.6 / 263	\$1.16	71%

#### **Financial Report**

Gross revenue and net income was steady from May to June despite a drop in transient revenue we have added more than 30 monthly parkers at the GTC in the past month.

We also continue to add parkers at the Roberts Commons Garage, monthly revenue was up 10% in June and transient revenue has surpassed our expectations, up 20% from May. There are approximately \$4,000 in expenses that were not processed in time for this monthend report but even accounting for those, net income is up 31% from May.

#### **On-Street Management**

Time Zone Violations								
June May April								
Welcomes	277	207	241					
\$20	490	525	374					
\$25	47	43	48					
\$30	129	117	131					
No-Parking	62	62	115					
All	1036	1022	987					



# City of Fargo

## 2018 Revenue Report



#### For the Month Ending June 30, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue 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	20,691.00			5,343.30	16,560.00	16,789.00	13,412.00	3,780.00	21,519.83	924.00	99,019.13	100,789.96
Transient Revenue	2,289.00			1,491.00	-	-	-	-	-	-	3,780.00	5,565.20
Pay by Phone	3.75			145.25	-	-	-	-	-	-	149.00	1,474.00
Validation Revenue	6,026.50			146.50	-	-	-	-	-	-	6,173.00	4,584.25
Validation Revenue - Radisson	-			-	-	-	-	-	-	-	-	1,642.00
Violation Revenue	57.00			156.00	-	-	-	-	17.00	-	230.00	1,971.00
Bike Lockers Revenue	-			-	-	-	-	-	-	-	-	-
Event Revenue	-			-							-	-
Gross Revenue	\$ 29,067.25	\$ -	\$ -	\$ 7,282.05 \$	16,560.00 \$	16,789.00	13,412.00	\$ 3,780.00	\$ 21,536.83	\$ 924.00	\$ 109,351.13	\$ 116,026.41
Credit Card Fees Sales Tax Special Event Payroll	(580.96)			(274.03)	(95.32)	-	(34.32)	(23.18)	(151.44)	(21.92)	(1,181.17) - -	(1,011.85) - -
Enforcement Payroll Passport Fees	(28.80)			(572.80) (78.40)		(691.30)	(572.80)	(296.27)	(1,580.12)	(102.71)	(3,816.00) (107.20)	(7,565.75) (764.10)
Management Fee	(5,031.67)	(2,124.00)		(2,124.00)	(4,249.00)	(2,124.00)	(2,124.00)	(2,124.00)	(4,249.00)	(2,099.00)	(26,248.67)	(27,980.01)
City Expenses: Schindler Elevator Schindler Elevator Summit Companies L Goninsky Concrete	(637.00)								(104.66) (104.66) (424.71)		(104.66) (104.66) (424.71) (637.00)	(985.83)
Grotberg Electric	(,						(596.82)				(596.82)	
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	120 <u>.</u> 00	120.00
Total Adjustments	(6,278.43)	(2,124.00)	-	(3,049.23)	(4,224.32)	(2,815.30)	(3,327.94)	(2,443.45)	(6,614.59)	(2,223.63)	(33,100.89)	(38,187.54)
Service Permit Revenue DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	1,675.00 475.00	1,650.00 745.00
Net Operating Income	\$ 22,788.82	\$ (2,124.00)	\$ -	\$ 4,232.82 \$	12,335.68 \$	13,973.70	10,084.06	\$ 1,336.55	5 14,922.24	\$ (1,299.63)	\$ 78,400.24	\$ 80,233.87

## 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 Transient Revenue	33,813.53 3,906.00	36,147.00 4,209.00	35,975.00 6,325.00	34,542.80 6,608.00	35,064.77 5,887.00	38,569.00 7,039.00							214,112.10 33,974.00
Pay by Phone Validation Revenue Validation Revenue - Radisson Violation Revenue Bike Lockers Revenue Event Revenue	259.00	226.00	447.00	1,037.25	960.00	1,200.50							4,129.75 - - - - -
Gross Revenue	\$ 37,978.53	\$ 40,582.00	\$ 42,747.00	\$ 42,188.05	\$ 41,911.77	\$ 46,808.50							\$ 252,215.85
Credit Card Fees Sales Tax Special Event Payroll Enforcement Payroll Passport Fees Management Fee	(192.86) (16,374.00)	(281.65) (16,374.00)	(196.84)	(318.35)	(361.39)	(357.54)							(1,708.63) - - - - - (98,244.00)
City Expenses: Sentry Security (6093) Sentry Security (6118) Sentry Security (6118) Sentry Security (6138) City of Fargo Sentury Security (6177) Sentury Security (6195) Sentury Security (6213) Sentury Security (6235) Sentury Security (6235) Sentury Security (FC22) Xcel Energy Sentry Security City of Fargo Tapco Sentry Security (6299) Protection Systems Inc Tapco Sentury Security (6323) Sentury Security (6346) Sentury Security (6385) Grant's Mechanical (J002084) Tapco (594804) Sentry Security	(2,303.10) (1,804.16) (2,006.90) (67.82) (1,490.36) (1,186.32)	(2,646.91) (2,476.84) (2,940.84) (60.76)	(8,029.33) (2,865.99) (63.56) (747.86)	(2,583.10) (178.00) (1,760.14) (2,039.45)	(2,037,47) (698.33) (1,067.57) (1,320.94) (747.86)	(766.99)							(2,303.10) (1,804.16) (2,006.90) (67.82) (1,490.36) (1,186.32) (2,646.91) (2,476.84) (2,940.84) (60.76) (8,029.33) (2,865.99) (63.56) (747.86) (2,583.10) (1,780.01) (1,760.14) (2,039.45) (2,037.47) (698.33) (1,067.57) (1,320.94) (747.86) (766.99)
Total Adjustments	(25,425.52)	(24,781.00)	(28,277.58)	(23,253.04)	(22,607.56)	(17,498.53)							(141,843.23)
Service Permit Revenue DRP3 Revenue	- -	-	- -										
Net Operating Income	\$ 12,553.01	\$ 15,801.00	\$ 14,469.42	\$ 18,935.01	\$ 19,304.21	\$ 29,309.97							\$ 110,372.62

## City of Fargo

### 2018 Revenue Report



#### For the Six Months Ending June 30, 2018:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue 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	122,474.00	-	_	31,197.30	95,109.96	99,668.00	79,483.00	23,453.31	128,192.72	6,166.14	585,744.43	666,529.68
Transient Revenue	12,774.50	-	-	10,822.95	-	· -	, -	· -	· -	, -	23,597.45	37,853.18
Pay by Phone	61.30	-	-	4,237.55	-	-	-	-	-	-	4,298.85	14,009.25
Validation Revenue	21,179.50	-	-	970.50	3.75	-	-	-	-	-	22,153.75	28,983.50
Validation Revenue - Radisson	14,680.00	-	-	-	-	-	-	-	-	-	14,680.00	-
Violation Revenue	57.00	146.00	-	2,628.00	-	22.00	73.00	39.00	34.00	17.00	3,016.00	8,940.00
Bike Lockers Revenue	-	-	-	-	-	-	-	-	-	-	-	100.00
Event Revenue	-	-	-	-	-	-	-	-	4,267.00	-	4,267.00	-
Gross Revenue	\$ 171,226.30	\$ 146.00	\$ -	\$ 49,856.30	\$ 95,113.71	\$ 99,690.00	\$ 79,556.00	\$ 23,492.31	\$ 132,493.72	\$ 6,183.14	\$ 657,757.48	\$ 756,415.61
Credit Card Fees	(1,880.19)	-	(151.79)	(1,648.56)	(599.24)	(490.29)	(189.96)	(139.69)	(653.07)	(120.27)	(5 <i>,</i> 873.06)	(5,784.87)
Sales Tax		-	-	-	-	-	-	-	-	-		-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(5,971.59)	-	(7,207.09)	(5,971.59)	(3,088.75)	(16,473.34)	(1,070.77)	(39,783.13)	(53,265.00)
Passport Fees	(28.80)	(74.40)	-	(1,284.80)	-	-	(10.80)	(37.20)	(19.60)	-	(1,455.60)	(2,974.54)
Management Fee	(35,555.34)	(12,744.00)	-	(12,744.00)	(25,494.00)	(12,744.00)	(12,744.00)	(12,744.00)	(25,494.00)	(12,594.00)	(162,857.34)	(213,460.01)
City Expenses:												(17,074.30)
Electric	(2,198.99)			(29.74)							(2,228.73)	. , , - ,
Snow				(8,181.16)							(8,181.16)	-
Elevator									(624.68)		(624.68)	-
Security											-	-
Tapco (Replace Gate Arm)	(949.52)										(949.52)	
The LockShop		(1,004.25)									(1,004.25)	
Summit Companies									(424.71)		(424.71)	
L Goninsky Concrete	(637.00)										(637.00)	
Grotberg Electrci							(596.82)				(596.82)	
GTC Office Lease	-	-	-	-	720.00	-	-	-	-	-	720 <u>.</u> 00	720.00
Total Adjustments	(40,086.45)	(13,822.65)	(151.79)	(29,859.85)	(25,373.24)	(20,441.38)	(19,513.17)	(16,009.64)	(43,689.40)	(13,785.04)	(222,732.61)	(291,838.72)
Service Permit Revenue DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	7,675.00 3,500.00	5,925.00 4,995.00
Net Operating Income	\$ 131,139.85	\$ (13,676.65)	\$ (151.79)	\$ 19,996.45	\$ 69,740.47	\$ 79,248.62	\$ 60,042.83	\$ 7,482.67	\$ 88,804.32	\$ (7,601.90)	\$ 446,199.87	\$ 475,496.89



Kilbourne Group

210 Broadway, Suite 300 Fargo, ND 58102 p: (701) 237-2279 e: info@kilbournegroup.com www.kilbournegroup.com

June 15, 2018

Jim Gilmour City of Fargo 200 3<sup>rd</sup> Street N Fargo, ND 58102

Re: Roberts Commons Dog Area – Garage Access

Dear Jim

DFI Roberts would like to add a pet amenity space to Roberts Commons. The secure fenced spaced would be located on rooftop of the east side building adjacent to the alley and designed only as a pet relief area. We are requesting the Parking Commission review the following:

- Add door opening from the 5<sup>th</sup> floor of the garage onto the roof Roberts Common roof
  - Saw cut an opening in the garage wall to provide access onto the roof. ESG and CDG would design the door opening location so as to not have any adverse impact on the garage
- Permit egress from the new door through the garage
  - The access to the door from the garage is located in an area with currently no parking stalls

The enclosed diagram shows the location of the proposed pet amenity space, the approximate door location, and dimensions of adjacent parking stalls. We plan to engage ESG and CDG to develop detailed plans for permitting once we know if the Parking Commission approves this in concept.

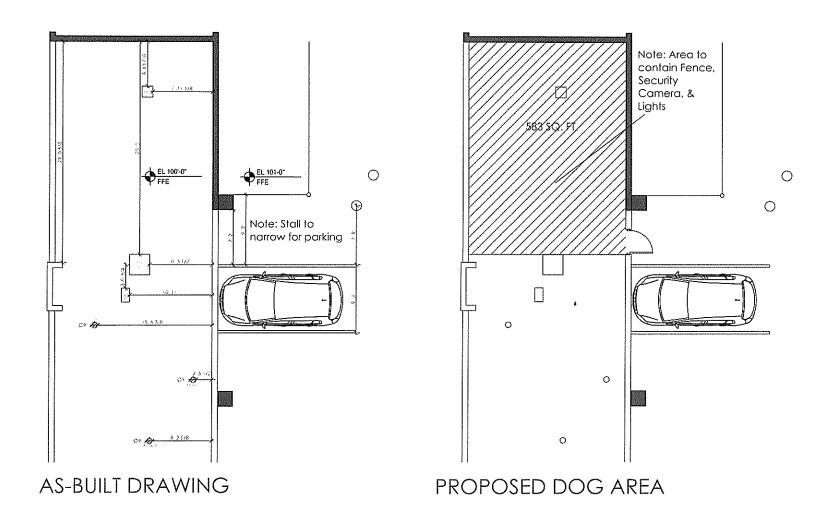
Thank you for the consideration of this request and please let us know if any additional information is needed.

Sincerely,

Mike Zimney

Project Manager

Enclosure





Roberts Commons 625 2nd Ave. N. Fargo, ND 58102

Roberts Alley Roof

Scale:  $\frac{1}{16}$ " = 1' Date: 06.07.2018



# Illustrative of the approx. location of door Not a parking stall and too small to add a stall Area would be fenced and include lighting

and security cameras.

Door would be accessible only by

residents



Kilbourne Group

210 Broadway, Suite 300 Fargo, ND 58102 p: (701) 237-2279 e: info@kilbournegroup.com www.kilbournegroup.com

June 15, 2018

Jim Gilmour City of Fargo 200 3<sup>rd</sup> Street N Fargo, ND 58102

Re: Roberts Commons Garage – Restaurant Security Cage and Equipment Installation

Dear Jim

Our future tenant located at 635 2<sup>nd</sup> Ave N (the southwest retail bay) in Roberts Commons plans to operate a restaurant out of this space. The garage was designed to accommodate fresh air and exhaust ducting that would be run through knock-outs in the SW corner of the garage and the condominium documents grant DFI Roberts LLC the right to use the space for ducting.

The future tenant is also requesting the Parking Commission review the following:

- Ability to fence around the ducts to provide additional security (Figures 1-4). Fencing would be similar to what is already installed in the SE corner of the garage (Figure 5).
- Ability to place a sealed cold weather grease containment tank in the SE corner of LL (Figure 1). This system would allow the restaurant's grease to be pumped into a grease disposal truck, eliminates the need for a grease dumpster, and virtually eliminates any grease spillage that is common with conventional grease disposal methods. This tank would sit within the footprint of the duct knock outs.
- Ability to hang three condenser units from the west wall of L2 and extend the cage around the condensers for security (Fig 2). This would look similar to the condenser unit hung on west wall of the LL to condition the main stair tower (Figure 1).
- Install and cage the duct air handler system on L7 (Figure 4 & 6).

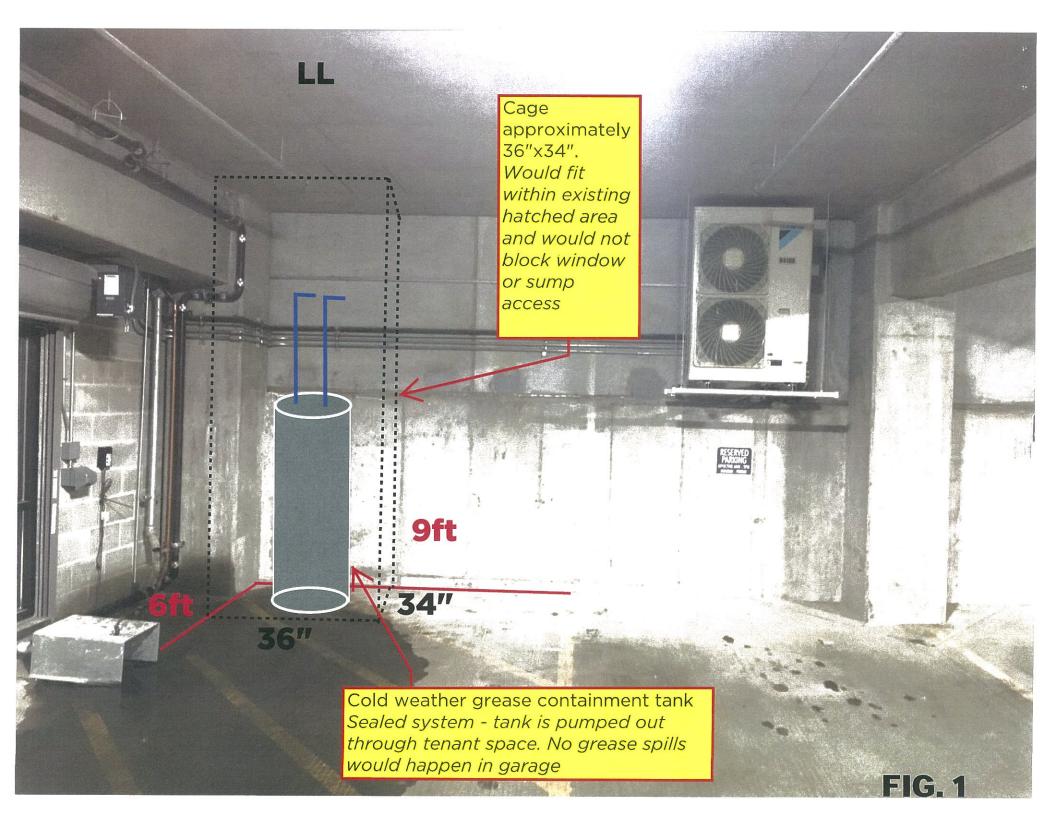
The City/Roberts Commons Parking Garage/Roberts Commons Condo Association would not bear any costs associated with the proposed improvements. All the improvements would also be located within existing hatched no parking areas and would not reduce any parking stalls.

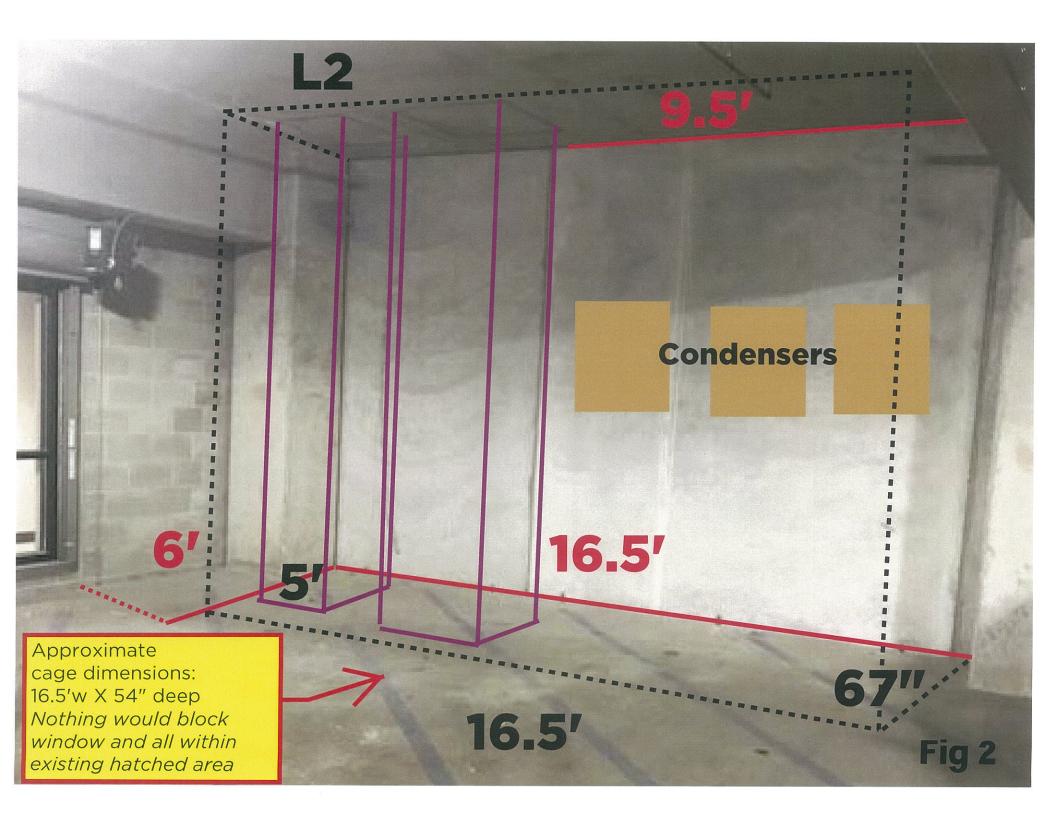
We appreciate your consideration for these requests and can provide any additional information needed for the review.

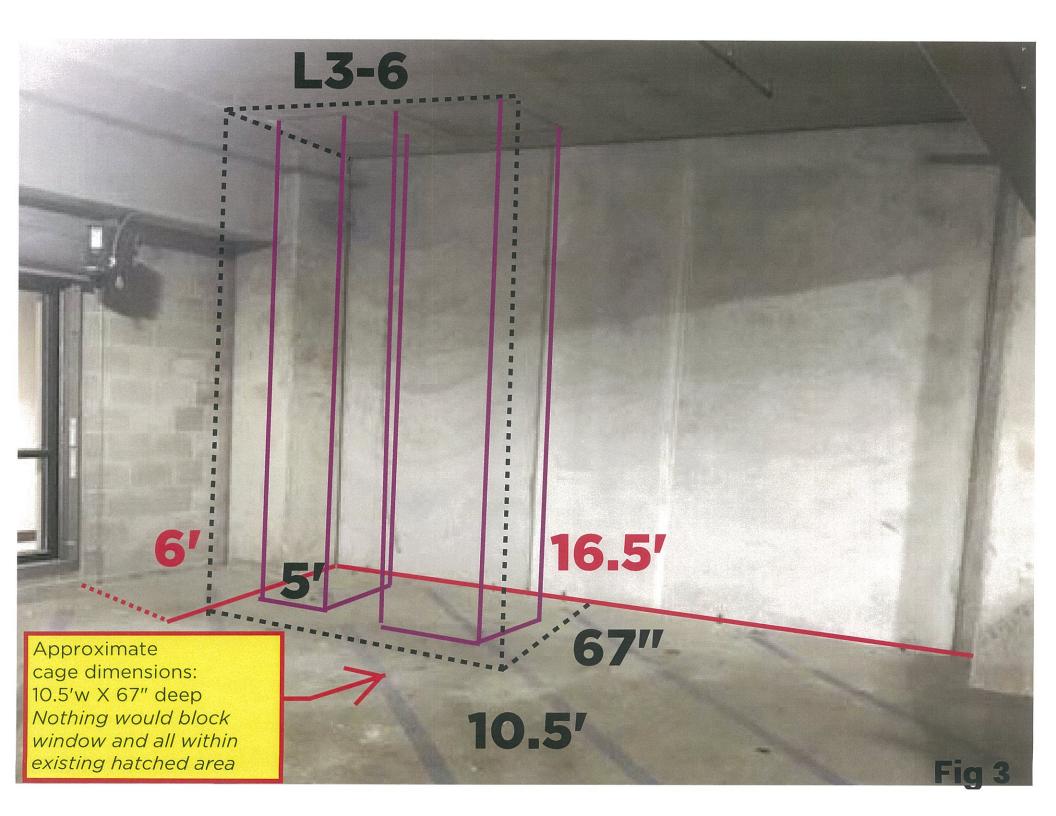
Sincerely,

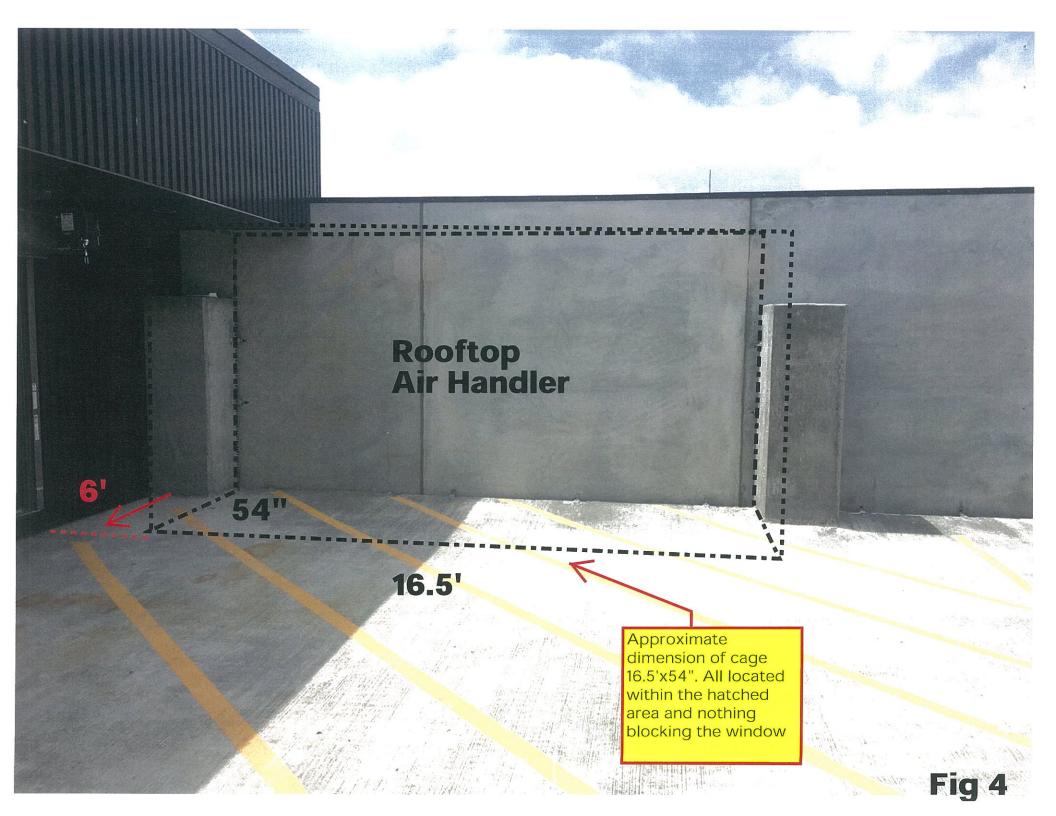
Mike Zimney
Project Manager

Enclosure

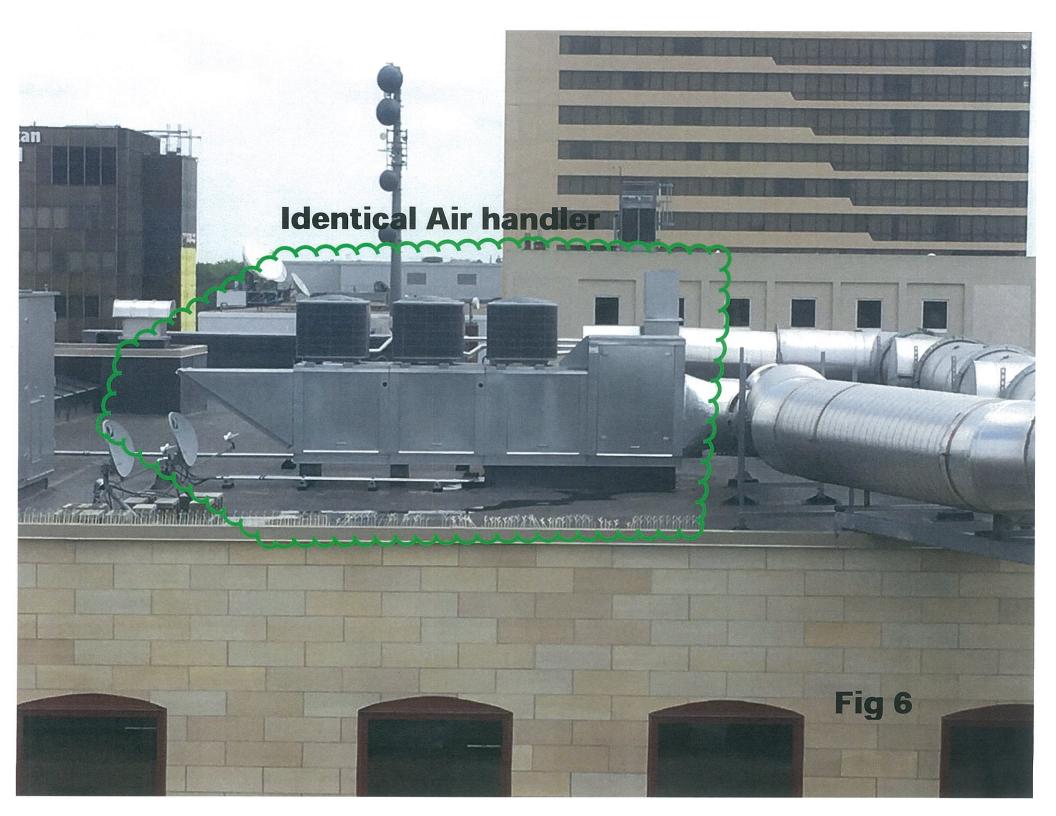














42 Northern Stacks Dr, Ste 100, MINNEAPOLIS, MN, 55421 Tax Registration No 26-303-0026 www.dero.com (612) 359-0689 \* (888) 337-6729

Sales Representative - Jenn Bouma

Contact Name Nathan Lotvedt Contact Phone 701-238-4142

Est. Ship Date 7/12/2018
Delivery terms FOB origin
Payment terms

Delivery Contact Delivery Phone

#### Quotation

Page 1 of 1 Number OTE-00

Number QTE-00035924-2 Date 6/14/2018

Customer PO

Reference

Quote valid until 7/11/2018

#### Sold to:

Kilbourne Construction Management 210 Broadway ste 300 FARGO, ND 58102 USA

#### Ship to:

Kilbourne Construction Management 210 Broadway ste 300 FARGO, ND 58102 USA

Catalog No	Description	Ship date	Quantity	Unit	Net Unit	Amount
SS TIRE STOP CUSTOM	66 INCH, Powder Coated, RAL 6018	7/12/2018	4.00	EA	60.000	240.00
SS SQUARED ARM	Standard Straight Mount, Powder Coated, Light Green RAL 6018	7/12/2018	20.00	EA	124.000	2,480.00

A 2% steel surcharge is included as "Other Charges" below.

To place the order, verify that all the bill-to, ship-to, and order information is correct, sign and date below, and email back to your sales rep or to sales@dero.com. Once we receive a signed order form, we will e-mail you an order confirmation, so that you know that your order has been processed, and provide an estimated ship date.

THE SHIP DATE IS AN ESTIMATE ONLY. We will do everything possible to ship by or before that date but do not guarantee shipment by that date.

Quote is good for 30 days.

A 20% restocking fee will be assessed to all canceled orders.

Customer please specify desired ship date: \_\_\_

Sales tax is estimated based on current tax rates. Final sales tax is subject to tax rates at the time of shipment. Please notify us immediately if your order is exempt from sales tax. We are unable to remove sales tax from an invoice once an order ships.

Payments can be made by credit card, pre-payment, or net 30 credit terms may be issued with credit approval.

THIS SIGNED ORDER FORM IS ACCEPTED AS A BINDING PURCHASE

Signature & Date		

Sales Subtotals	Freight	Other Charges	Sales Tax
2,720.00	287.95	54.40	229.68

TOTAL	USD	\$3,292.03

 From:
 Mike Williams

 To:
 Barrett Voigt

 Cc:
 Mark Williams

Subject: Agenda item for July 26th Parking Commission

**Date:** Friday, July 20, 2018 7:53:45 AM

**CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

Agenda item for July 26th Fargo Parking Commission

Submitted by: Mike Williams

Subject: Pilot project application for Roberts Ramp

Fargo Parking has an opportunity to add value to our innovative and successful Roberts Ramp by utilizing many of the future ready features we suggested for the design.

The electrical infrastructure is beefed up to provide capacity for enhanced energy features that will improve efficiency with smart controls, some on site energy production and storage, and provide the first public smart electric vehicle charging stations in Fargo as the availability and use of electric vehicles is growing.

Over the past months a group of us have been researching and analyzing ways we can best utilize these future ready features for a pilot project that we can submit in an application to the North Dakota Renewable Energy Program for available matching funds.

The grant request for this smart energy pilot project to the NDREC is for \$280,000 matched by local funds and in-kind contributions. The contributors include Xcel Energy, Microsoft, and others. If our submission is approved for funding, the Fargo share is \$50,000 of the \$280,000 local matching funds.

- this project will help us learn and share ways this pilot can add value for this and other developments integrating smart controls, on site energy production, and storage to help optimize the system and help shave peaks and limited back up power.
- We'll be using the future ready features built in to the Roberts Ramp electrical infrastructure.
- Helps optimize the local grid and reduce energy use and emissions
- Fargo parking can help pave the way to a smart energy future

Motion: Recommendation to Fargo City Commission to approve \$50,000 Fargo share of application for Roberts Ramp smart energy ramp pilot project for North Dakota Renewable Energy Funds.