



PLANNING AND DEVELOPMENT

225 4th Street North
Fargo, North Dakota

INTERSTATE PARKING

401 3rd Avenue North
Fargo, North Dakota

MEMORANDUM

TO: Parking Commission Members
FROM: Fargo Planning (Mark Williams) & Interstate Parking (Andy Renfrew)
DATE: October 18, 2018
RE: Thursday, October 25th 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, October 25, 2018, 9:00 a.m.
City Commission Room
AGENDA

1. Approve Order of Agenda
2. Minutes – Meeting of August 30, 2018 (Attachment 1)
3. August Financial and Operations Report (Attachment 2) – Andy
4. September Financial and Operations Report (Attachment 3) – Andy
5. Parking Rates (Attachment 4) – Andy
6. Interstate Parking Citation Fines Report (Attachment 5) – Andy
7. Future Parking Facilities (Attachment 6) – Jim
8. Restoration Projects (Attachment 7) – Jim
9. Block 9 Update (Attachment 8) – Mark

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.

10. Contractor Parking Discussion – Downtown Community Partnership
11. Bylaws Discussion (Attachment 9) – Mark
12. Other Business

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday, August 30, 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, August 30, 2018.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Margie Bailly, Randy Thorson

Absent: Brian Hayer, Jay Krabbenhoft

Chairperson Williams called the meeting to order.

Item 1: Approve Order of Agenda

Member Thorson 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 July 26, 2018

Member Bailly moved the minutes of the July 26, 2018 Parking Commission meeting be approved. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

Item 3: Interstate Parking Report/Financial Data

Operations Manager Andy Renfrew, Interstate Parking (IP), reviewed the July 2018 financial and operation reports. He noted parking activity downtown has increased with schools resuming and businesses moving or relocating in the downtown area. Mr. Renfrew recommended keeping the current daily parking rate structure including the first two hours free at RoCo. He stated staff will review data collected over the next four months, and present their recommendations for the 2019 parking rate changes to the Board at an upcoming meeting.

The Board also discussed the following: the new layout of the 2018 Downtown Street Fair and how it affected downtown businesses and the City's parking revenue; adding information to the website clarifying the different parking options available downtown; and the importance of continuing face-to-face conversations between staff and downtown area merchants to understand the parking needs and challenges.

Item 4: Interstate Parking Citation Fines Report: TABLED

Mr. Renfrew presented staffs proposal for the 2019 increase to the parking citation fines increases existing parking citation fines beginning on January 1, 2019.

Discussion ensued regarding Fargo's rates and how they compare with other cities of similar size. The Board also requested staff to provide what the projected revenue with the increase would generate based on the number of citations issued for this year.

Member Thorson moved to table this item until the September Parking Commission meeting. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 5: Parking Garage Capital Improvement Updates

Jim Gilmour, Director of Strategic Planning and Research presented an update on the restoration repairs for the following three parking facilities: the Civic Center Ramp, the Island Park Ramp, and the Ground Transportation Center (GTC). He stated Western Specialty Contractors was awarded the contract at the July 29, 2018 City Commission meeting.

Item 6: ROCO Update

Mr. Gilmour reported he is working with Office Manager Albert Gibson to determine the final costs, and will present this report at an upcoming Parking Commission meeting.

Item 7: Parking Commission Bylaw Discussion (Attachment 5)

Assistant Planning Director Mark Williams referred to the packet information reviewing the background and bylaws of the Parking Commission. Mr. Williams suggested updating this document to reflect the current role and authority of this Board.

Further discussion suggested inviting other downtown entities (along with NDSU, Transit, and Sanford) to review this document and discuss their ideas and recommendations.

Item 8: Other Business

No other business was discussed.

Item 9: Adjournment

Member Bailly moved to adjourn the meeting at 9:40 a.m. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

City of Fargo

2018 Revenue Report



For the Month Ending August 31, 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			6,401.62	17,578.87	16,629.00	13,392.00	3,600.00	22,637.66	972.25	101,902.40	98,110.30
Transient Revenue	1,939.50			1,533.00							3,472.50	4,189.50
Pay by Phone	2.00			457.50							459.50	1,097.25
Validation Revenue	6,057.00			74.75							6,131.75	16,957.00
Validation Revenue - Radisson	-										-	-
Violation Revenue	102.00		-	331.00		39.00	-	-			472.00	742.00
Event Revenue	-										-	-
Gross Revenue	\$ 28,791.50	\$ -	\$ -	\$ 8,797.87	\$ 17,578.87	\$ 16,668.00	\$ 13,392.00	\$ 3,600.00	\$ 22,637.66	\$ 972.25	\$ 112,438.15	\$ 121,096.05
Credit Card Fees	(266.82)			(270.55)	(47.25)	-	(18.35)	(9.18)	(80.45)	(12.81)	(705.41)	(664.99)
Sales Tax											-	-
Special Event Payroll											-	-
Enforcement Payroll				(539.32)		(650.90)	(539.32)	(278.96)	(1,487.78)	(96.72)	(3,593.00)	(5,318.02)
Passport Fees	(17.60)			(150.80)			(19.60)	-	-		(188.00)	(350.42)
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)	(34,068.00)
City Expenses:												(5,305.20)
Schindler Elevator									(104.66)		(104.66)	
Schindler Elevator									(104.66)		(104.66)	
The LockShop									(102.85)		(102.85)	
Sentry Security											-	
Summit Companies											-	
The CMI Group	(0.96)	(0.96)		(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(8.71)	
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
Total Adjustments	(5,317.05)	(2,124.96)	-	(3,085.64)	(4,177.22)	(2,775.87)	(2,702.24)	(2,413.11)	(6,130.37)	(2,209.50)	(30,935.96)	(45,586.63)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	1,025.00	1,250.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	1,400.00	975.00
Net Operating Income	\$ 23,474.45	\$ (2,124.96)	\$ -	\$ 5,712.23	\$ 13,401.65	\$ 13,892.13	\$ 10,689.76	\$ 1,186.89	\$ 16,507.29	\$ (1,237.25)	\$ 83,927.19	\$ 77,734.42

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	35,064.77	38,569.00	39,561.34	38,645.33					292,318.77
Transient Revenue	3,906.00	4,209.00	6,325.00	6,608.00	5,887.00	7,039.00	10,427.00	10,137.00					54,538.00
Pay by Phone													-
Validation Revenue	259.00	226.00	447.00	1,037.25	960.00	1,200.50	453.00	401.75					4,984.50
Validation Revenue - Radisson													-
Violation Revenue													-
Bike Lockers Revenue													-
Event Revenue													-
Gross Revenue	\$ 37,978.53	\$ 40,582.00	\$ 42,747.00	\$ 42,188.05	\$ 41,911.77	\$ 46,808.50	\$ 50,441.34	\$ 49,184.08					\$ 351,841.27
Credit Card Fees	(192.86)	(281.65)	(196.84)	(318.35)	(361.39)	(357.54)	(380.52)	(457.84)					(2,546.99)
Sales Tax													-
Special Event Payroll													-
Enforcement Payroll													-
Passport Fees													-
Management Fee	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)					(130,992.00)
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)
Sentry Security (6176)	(1,490.36)												(1,490.36)
Sentry Security (6177)	(1,186.32)												(1,186.32)
Sentry Security (6195)		(2,646.91)											(2,646.91)
Sentry Security (6213)		(2,476.84)											(2,476.84)
Sentry Security (6235)		(2,940.84)											(2,940.84)
Sentry 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)
Sentry Security (6323)				(2,039.45)									(2,039.45)
Sentry Security (6346)					(2,037.47)								(2,037.47)
Sentry Security (6362)					(698.33)								(698.33)
Sentry Security (6385)					(1,067.57)								(1,067.57)
Grant's Mechanical (J002084)					(1,320.94)								(1,320.94)
Tapco (594804)					(747.86)								(747.86)
Sentry Security						(766.99)							(766.99)
Area Women (1/4 Page Ad)							(61.50)						(61.50)
Sentry Security (6431)							(500.80)						(500.80)
Sentry Security (6447)							(659.01)						(659.01)
Sentry Security (6462)							(775.69)						(775.69)
Sentry Security (6482)								(1,257.53)					(1,257.53)
Sentry Security (6508)								(1,042.09)					(1,042.09)
Summit Companies (1283901)								(252.82)					(252.82)
The CMI Group 063018								(0.97)					(0.97)
													-
													-
Total Adjustments	(25,425.52)	(24,781.00)	(28,277.58)	(23,253.04)	(22,607.56)	(17,498.53)	(18,751.52)	(19,385.25)					(179,980.00)
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	\$ 31,689.82	\$ 29,798.83					\$ 171,861.27

City of Fargo



2018 Revenue Report

For the Eight Months Ending August 31, 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	163,936.00	-	-	43,916.92	130,771.50	132,926.00	106,267.00	30,833.31	173,490.88	8,134.78	790,276.39	863,062.38
Transient Revenue	17,961.50	-	-	14,633.45	-	-	-	-	-	-	32,594.95	47,854.08
Pay by Phone	64.30	-	-	5,062.05	-	-	-	-	-	-	5,126.35	15,941.25
Validation Revenue	33,946.50	-	-	1,314.25	3.75	-	-	-	-	-	35,264.50	49,484.00
Validation Revenue - Radisson	14,680.00	-	-	-	-	-	-	-	-	-	14,680.00	-
Violation Revenue	278.00	146.00	-	3,205.00	-	78.00	112.00	61.00	34.00	17.00	3,931.00	11,045.00
Bike Lockers Revenue	-	-	-	-	-	-	-	-	-	-	-	100.00
Event Revenue	-	-	-	-	-	-	-	-	6,146.00	-	6,146.00	-
Gross Revenue	\$ 230,866.30	\$ 146.00	\$ -	\$ 68,131.67	\$ 130,775.25	\$ 133,004.00	\$ 106,379.00	\$ 30,894.31	\$ 179,670.88	\$ 8,151.78	\$ 888,019.19	\$ 987,486.71
Credit Card Fees	(2,389.50)	-	(151.79)	(2,146.33)	(698.98)	(490.29)	(228.34)	(161.11)	(821.35)	(147.10)	(7,234.79)	(7,347.63)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(7,395.62)	-	(8,925.74)	(7,395.62)	(3,825.32)	(20,401.70)	(1,326.13)	(49,270.13)	(64,975.88)
Passport Fees	(99.20)	(74.40)	-	(1,520.80)	-	-	(39.20)	(56.80)	(30.40)	-	(1,820.80)	(3,806.71)
Management Fee	(45,618.68)	(16,992.00)	-	(16,992.00)	(33,992.00)	(16,992.00)	(16,992.00)	(16,992.00)	(33,992.00)	(16,792.00)	(215,354.68)	(274,878.01)
City Expenses:												(42,393.06)
Electric	(2,198.99)	-	-	(29.74)	-	-	-	-	-	-	(2,228.73)	-
Snow	-	-	-	(8,181.16)	-	-	-	-	-	-	(8,181.16)	-
Elevator	-	-	-	-	-	-	-	-	(834.00)	-	(834.00)	-
Security	-	-	-	-	-	-	-	-	-	-	-	-
Tapco (Replace Gate Arm)	(949.52)	-	-	-	-	-	-	-	-	-	(949.52)	-
The LockShop	-	(1,004.25)	-	-	-	-	-	-	(102.85)	-	(1,107.10)	-
Summit Companies	-	-	-	-	-	-	-	-	(424.71)	-	(424.71)	-
L Goninsky Concrete	(637.00)	-	-	-	-	-	-	-	-	-	(637.00)	-
Grotberg Electric	-	-	-	-	-	-	(596.82)	-	-	-	(596.82)	-
Area Women (1/4 Page Ad)	(61.50)	(61.50)	-	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(553.50)	-
The LockShop	(997.28)	-	-	-	-	-	-	-	-	-	(997.28)	-
The CMI Group	(0.96)	(0.96)	-	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(8.71)	-
GTC Office Lease	-	-	-	-	960.00	-	-	-	-	-	960.00	960.00
Total Adjustments	(52,952.63)	(18,133.11)	(151.79)	(36,328.12)	(33,793.45)	(26,470.50)	(25,314.45)	(21,097.70)	(56,669.48)	(18,327.70)	(288,075.54)	(392,441.29)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	9,450.00	7,750.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	5,250.00	6,795.00
Net Operating Income	\$ 177,913.67	\$ (17,987.11)	\$ (151.79)	\$ 31,803.55	\$ 96,981.80	\$ 106,533.50	\$ 81,064.55	\$ 9,796.61	\$ 123,001.40	\$ (10,175.92)	\$ 614,643.65	\$ 609,590.42



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: October 18, 2018
RE: September 2018 Financial and Operations Report

Operations

On September 10th the Roberts Street construction shifted to the next phase North requiring the closure of the reversible lane and main exit at RoCo. Contractors did a nice job of managing traffic flow despite one lane in and out and higher volume. The interruption lasted four weeks and RoCo returned to normal on Monday October 8th.

On September 17th contractors began repairs at the Civic Center Ramp, GTC Garage, and Island Park Ramp. Many repairs were made and included concrete sealant and deck coating epoxy to be applied across the entire parking dock at Civic Ramp and Island Park Ramp. We were able to relocate parkers for two weeks to allow the contractor access to substantial portions of the deck at a time. At the Civic Ramp this also required the contractor to limit traffic to one lane where they used a stoplight system to control traffic in and out.

October 8th the GTC Garage was closed to allow the contractor to replace the slab on grade and trench drain at the bottom of the ramp. Garage is expected to be open October 22nd.

Facility	Monthly Spaces	Spaces Rented	Spaces Available	Waitlist	% Sold	Tickets per Day	Avg. Ticket Value	Occupancy
Civic Ramp	225	209	0	50	93%	33.6 / 36.6 (+3)	\$7.20 / \$5.39 (+.20)	85%
NP Ave.	75	69	0	0	92%	37.8 / 30.4 (+7)	\$5.42 / \$4.82 (+.50)	70%
GTC	185	190	13	0	103%			64%
4th St.	174	241	0	7	139%			50%
3rd St.	145	186	0	10	128%			79%
Main Ave.	75	88	0	0	117%			92%
IPR	355	412	100	0	116%			69%
7th Street	26	27	3	0	104%			69%
Roberts Commons	380	420	0	5	111%	247.8 / 265.1 (-34)	\$1.89 / \$1.72 (+.56)	71%

Financial Report

Excluding Roberts Commons, revenue was steady from August to September; one-tenth of a percent higher in September despite the Civic Ramp being closed to hourly parkers. Expenses were slightly higher in September as we were short-staffed for three weeks in August.

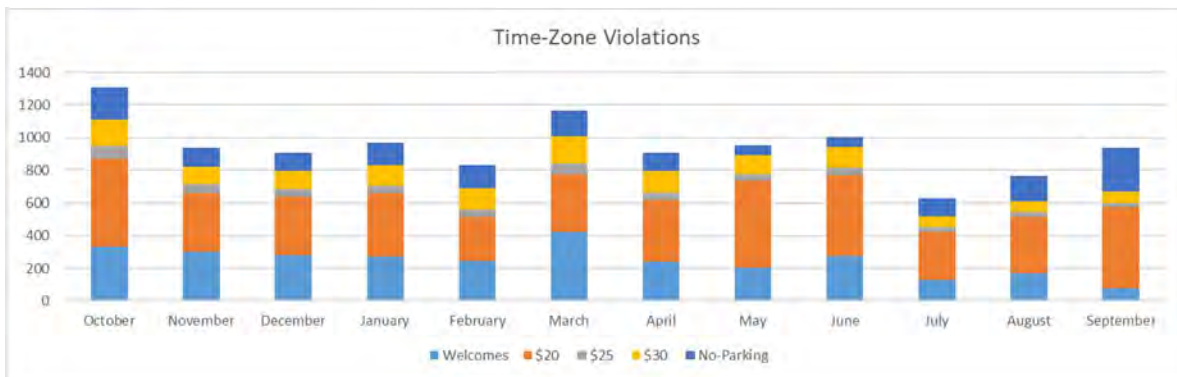
At Roberts Commons, the closure had a major impact on daily revenue, down nearly 75%.

Net Income from all the lots was down 11.0%.

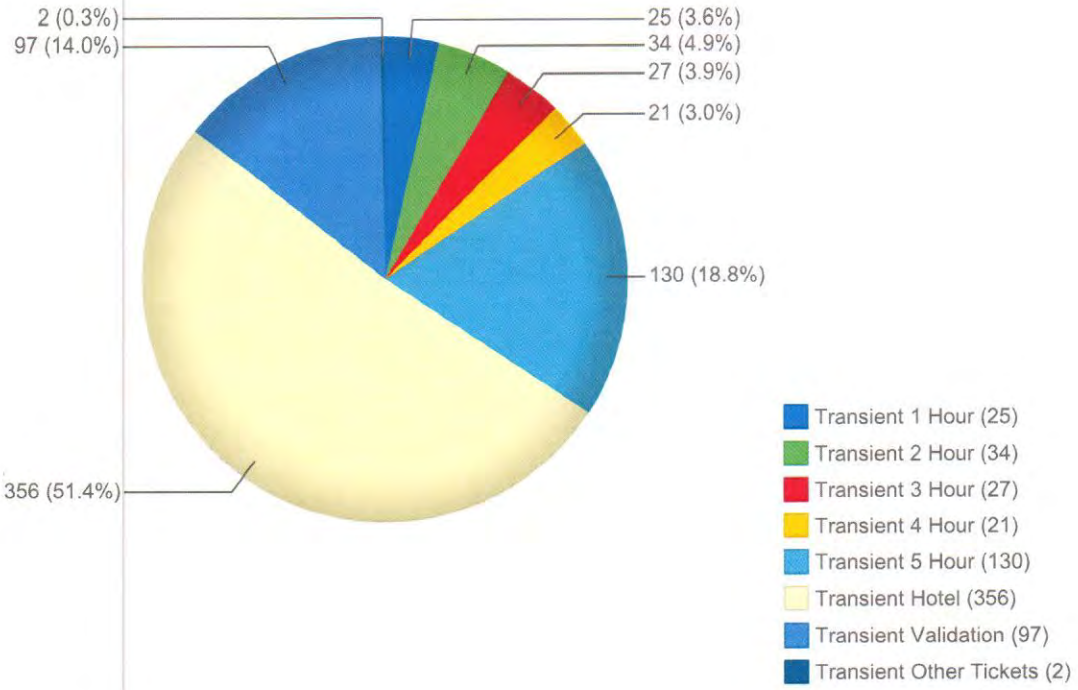


On-Street Management

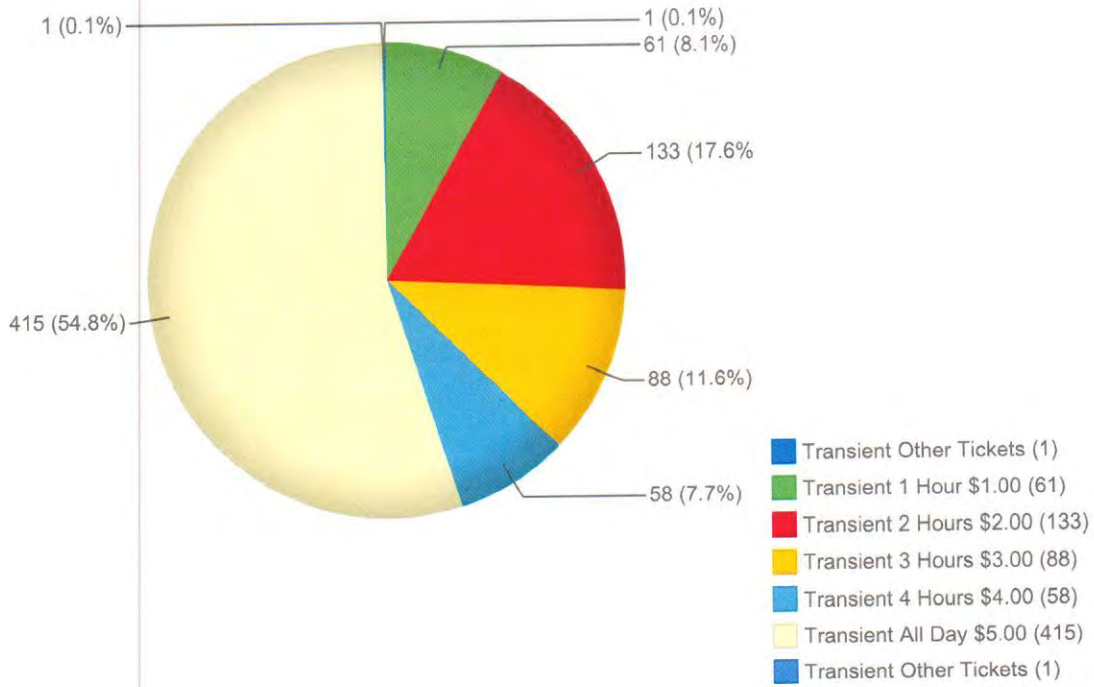
Time Zone Violations			
	September	August	July
Welcomes	79	167	130
\$20	499	350	293
\$25	21	26	30
\$30	70	68	66
No-Parking	268	153	107
All	991	811	646



Civic Ramp - Ticket Count Breakdown
9/1/2018 to 9/30/2018, 692 Tickets Cashiered

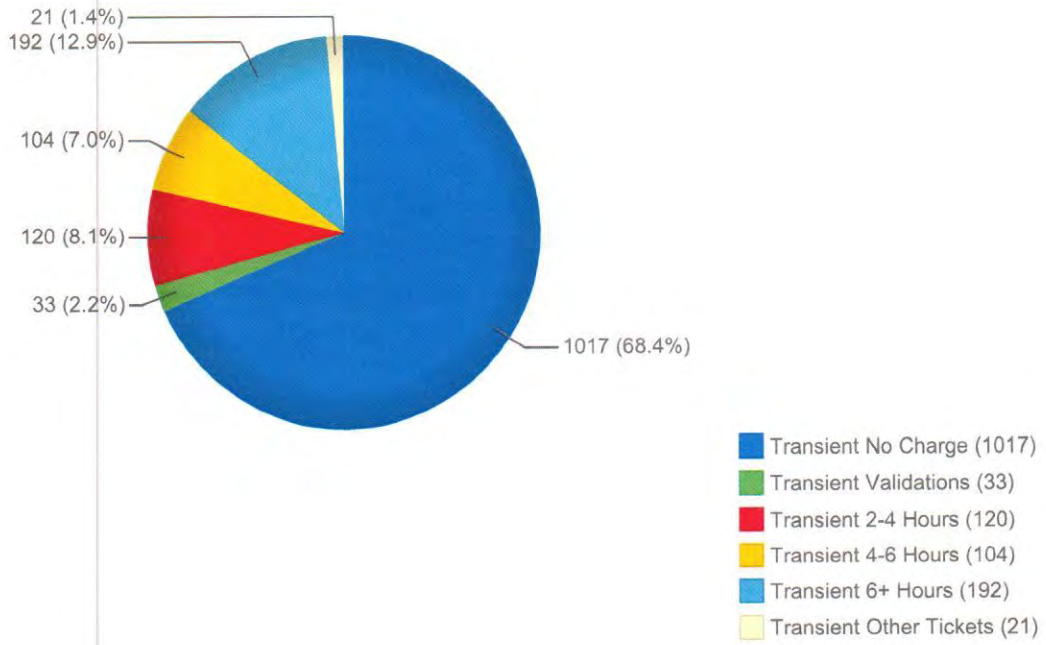


NP Ave Lot - Ticket Count Breakdown
9/1/2018 to 9/30/2018, 757 Tickets Cashiered



Printed 10/18/2018

Roberts Commons - Ticket Count Breakdown
9/1/2018 to 9/30/2018, 1487 Tickets Cashiered



Printed 10/18/2018

Monthlies occupancy report

52

From: 09/01/18 To: 09/30/18

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Sat. 09/01/18	1	1	1	1	1	2	2	6	7	10	10	11	11	10	11	11	8	3	5	3	4	3	3	3
Sun. 09/02/18	4	4	3	3	3	4	4	6	7	11	12	13	13	13	13	12	9	8	7	7	3	3	3	3
Mon. 09/03/18	3	3	3	3	4	5	5	8	9	12	10	10	11	10	9	9	7	5	5	5	5	4	4	4
Tue. 09/04/18	4	4	4	4	5	5	15	41	98	120	129	131	123	129	127	125	112	73	19	10	10	9	8	7
Wed. 09/05/18	7	7	7	7	8	9	16	48	106	128	121	123	118	124	122	119	112	79	22	13	11	11	10	10
Thu. 09/06/18	8	5	5	5	5	7	17	52	115	133	134	133	132	133	136	132	126	79	22	16	12	10	9	8
Fri. 09/07/18	7	6	6	6	6	7	16	46	106	124	130	130	119	121	116	108	100	62	20	14	12	10	7	8
Sat. 09/08/18	5	5	5	5	5	8	8	11	14	16	20	21	17	18	19	18	18	15	11	9	8	8	8	8
Sun. 09/09/18	7	6	6	6	6	7	8	10	14	18	19	19	19	20	17	15	14	12	10	11	8	5	5	5
Mon. 09/10/18	4	4	4	4	5	9	15	41	110	134	139	142	135	136	133	131	122	84	34	14	11	9	8	7
Tue. 09/11/18	6	6	5	5	7	8	16	44	109	140	143	145	142	147	146	137	127	87	27	18	14	10	9	7
Wed. 09/12/18	7	7	7	7	8	9	17	47	109	136	140	142	140	141	142	141	134	99	38	21	17	14	11	9
Thu. 09/13/18	8	7	6	6	6	7	13	47	112	135	141	141	142	142	140	132	119	79	21	16	14	10	9	9
Fri. 09/14/18	8	7	7	7	7	8	17	39	100	125	128	126	127	117	113	107	98	62	18	10	7	8	4	4
Sat. 09/15/18	3	2	2	2	2	2	4	9	9	12	13	15	19	17	17	13	10	9	10	11	11	12	8	6
Sun. 09/16/18	5	5	3	3	3	4	8	9	12	13	15	14	15	13	12	11	9	6	5	6	4	4	3	3
Mon. 09/17/18	1	1	1	1	1	1	3	7	18	20	23	23	24	24	25	26	26	27	27	27	27	27	27	27
Tue. 09/18/18	21	21	21	21	21	21	21	22	24	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26
Wed. 09/19/18	25	25	25	25	25	26	26	26	27	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
Thu. 09/20/18	30	30	30	30	30	30	30	30	30	30	30	30	30	30	31	31	31	31	31	31	31	31	31	31
Fri. 09/21/18	31	31	31	31	31	31	31	31	31	31	31	31	32	32	32	32	32	32	33	33	33	33	33	33
Sat. 09/22/18	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31
Sun. 09/23/18	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27
Mon. 09/24/18	23	23	23	23	23	23	23	23	23	23	23	24	24	24	24	24	24	24	24	24	24	24	24	24
Tue. 09/25/18	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Wed. 09/26/18	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Thu. 09/27/18	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Fri. 09/28/18	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Sat. 09/29/18	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
Sun. 09/30/18	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22

Transients occupancy report

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From: 09/01/18 To: 09/30/18

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Sat. 09/01/18	81	80	83	82	80	80	81	81	79	74	67	51	37	34	36	41	51	56	60	59	72	86	97	105	
Sun. 09/02/18	106	104	103	103	103	103	102	103	98	98	81	61	46	29	23	24	21	25	28	33	34	37	43	44	
Mon. 09/03/18	40	40	40	40	40	40	40	40	35	32	30	17	6	5	6	10	9	10	13	14	16	15	15	17	
Tue. 09/04/18	17	17	17	17	17	17	16	21	18	14	14	13	12	11	14	19	18	31	36	37	39	49	54	56	
Wed. 09/05/18	57	57	57	57	57	56	62	72	116	104	99	95	92	86	84	83	84	73	37	37	38	40	43	47	
Thu. 09/06/18	47	46	46	46	46	45	46	51	51	36	26	25	26	23	23	22	29	33	33	35	39	45	47	49	
Fri. 09/07/18	51	51	51	51	51	49	51	54	45	40	37	40	42	39	34	58	61	67	72	82	85	90	96	103	
Sat. 09/08/18	102	102	102	99	99	99	106	121	122	135	125	121	108	98	80	90	103	98	83	82	81	85	84	88	
Sun. 09/09/18	87	89	90	88	88	88	89	85	83	80	65	49	30	20	17	14	18	23	23	30	34	40	42	43	
Mon. 09/10/18	44	47	47	47	47	46	43	43	37	33	29	31	31	24	26	28	29	40	58	65	68	69	68	68	
Tue. 09/11/18	68	69	68	68	67	67	65	68	74	63	55	59	55	37	42	43	51	57	52	61	67	70	72	70	
Wed. 09/12/18	70	71	74	73	73	71	68	69	56	44	37	32	32	31	30	39	49	60	65	67	70	72	76	78	
Thu. 09/13/18	77	76	75	75	75	74	71	70	62	56	45	37	33	31	29	33	39	41	38	40	46	53	56	55	
Fri. 09/14/18	57	57	57	57	56	53	52	55	42	39	35	33	30	29	27	32	36	47	41	54	58	67	72	81	
Sat. 09/15/18	80	81	80	80	81	81	81	81	78	70	60	54	49	46	46	55	59	71	111	123	133	137	127	102	
Sun. 09/16/18	102	101	97	97	96	95	95	94	85	80	67	49	28	15	9	7	7	1	1	2					

Monthlies occupancy report

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From: 09/01/18 To: 09/30/18

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Sat. 09/01/18	4	5	5	4	4	4	4	5	6	6	11	15	19	17	21	19	20	19	21	19	22	24	20	20	
Sun. 09/02/18	21	21	21	21	21	20	20	21	21	20	20	21	21	20	19	18	18	19	21	26	25	24	25	26	
Mon. 09/03/18	27	26	26	26	26	26	25	26	26	27	27	30	27	27	29	31	34	36	36	37	38	37	37	38	
Tue. 09/04/18	45	45	44	44	44	43	55	114	193	214	228	226	225	222	221	213	204	177	83	60	58	58	60	54	
Wed. 09/05/18	53	54	54	53	53	53	62	127	202	219	230	228	226	235	229	219	208	177	84	58	55	52	49	47	
Thu. 09/06/18	47	47	47	47	47	48	59	112	196	209	221	223	231	234	225	215	208	165	80	66	57	53	54	50	
Fri. 09/07/18	48	47	47	47	47	47	55	114	201	209	214	216	215	218	208	191	176	150	72	60	52	51	46	41	
Sat. 09/08/18	38	38	38	38	38	38	38	38	40	43	46	50	50	51	45	44	40	38	35	34	39	39	38	39	
Sun. 09/09/18	38	37	37	36	36	36	36	36	36	35	33	34	30	31	34	31	31	35	32	35	39	38	39	39	
Mon. 09/10/18	34	34	34	34	34	35	43	114	224	240	247	246	242	249	249	245	225	195	146	135	130	134	135	136	
Tue. 09/11/18	9	9	9	9	9	10	18	44	83	85	84	84	84	84	84	84	84	84	84	84	84	84	84	84	

Transients occupancy report

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From: 09/01/18 To: 09/30/18

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Sat. 09/01/18	93	90	82	70	68	66	64	64	71	71	80	100	109	103	92	81	79	80	78	72	79	76	87	83
Sun. 09/02/18	76	71	69	59	54	51	51	51	53	54	59	60	60	56	60	57	58	57	56	60	56	58	58	52
Mon. 09/03/18	52	50	48	48	46	45	46	48	43	42	40	47	44	50	50	50	53	57	57	64	72	68	62	58
Tue. 09/04/18	59	60	55	53	53	54	54	50	56	59	64	73	81	77	72	67	59	75	70	61	64	66	63	57
Wed. 09/05/18	52	51	48	49	46	48	48	64	104	118	133	147	146	136	132	132	131	147	97	102	87	84	74	71
Thu. 09/06/18	66	60	54	51	50	50	54	61	63	58	62	74	81	91	78	77	80	92	83	93	99	91	82	71
Fri. 09/07/18	65	61	56	55	53	51	50	55	52	53	65	75	86	90	64	76	89	109	122	143	172	166	158	152
Sat. 09/08/18	145	126	105	92	78	78	77	78	85	88	131	181	212	194	167	117	101	106	102	102	104	110	119	119
Sun. 09/09/18	101	83	76	72	60	60	60	58	60	58	61	67	68	65	53	55	60	68	68	73	70	69	65	66
Mon. 09/10/18	57	53	53	50	46	45	45	43	34	38	35	36	32	34	29	21	9							

City of Fargo

2018 Revenue Report



For the Month Ending September, 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	20,711.00			5,866.60	17,480.00	16,629.00	13,392.00	5,100.00	22,011.50	1,063.90	102,254.00	98,364.53
Transient Revenue	1,386.00			1,392.65							2,778.65	2,727.50
Pay by Phone	3.00			383.25							386.25	1,127.75
Validation Revenue	6,287.50			100.00							6,387.50	6,213.00
Validation Revenue - Radisson	-										-	4,658.50
Violation Revenue	78.00		-	640.00		22.00	17.00	22.00			779.00	1,065.00
Event Revenue	-			-							-	-
Gross Revenue	\$ 28,465.50	\$ -	\$ -	\$ 8,382.50	\$ 17,480.00	\$ 16,651.00	\$ 13,409.00	\$ 5,122.00	\$ 22,011.50	\$ 1,063.90	\$ 112,585.40	\$ 114,156.28
Credit Card Fees	(215.96)			(231.83)	(47.23)	-	(19.47)	(9.73)	(87.75)	(13.86)	(625.83)	(1,208.61)
Sales Tax											-	-
Special Event Payroll											-	-
Enforcement Payroll				(1,028.25)		(1,240.99)	(1,028.25)	(531.85)	(2,836.54)	(184.37)	(6,850.25)	(10,109.75)
Passport Fees	(39.20)			(528.11)			(10.80)	(8.80)	(10.80)		(597.71)	(518.40)
Management Fee	(5,267.17)	-		(2,359.50)	(4,484.50)	(2,359.50)	(2,359.50)	(2,359.50)	(4,484.50)	(2,334.50)	(26,008.67)	(30,709.00)
City Expenses:												(101.38)
Schindler Elevator											-	-
Schindler Elevator											-	-
The LockShop											-	-
Sentry Security											-	-
Summit Companies											-	-
The CMI Group											-	-
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
Total Adjustments	(5,522.33)	-	-	(4,147.69)	(4,411.73)	(3,600.49)	(3,418.02)	(2,909.88)	(7,419.59)	(2,532.73)	(33,962.46)	(42,527.14)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	1,300.00	900.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	625.00	375.00
Net Operating Income	\$ 22,943.17	\$ -	\$ -	\$ 4,234.81	\$ 13,068.27	\$ 13,050.51	\$ 9,990.98	\$ 2,212.12	\$ 14,591.91	\$ (1,468.83)	\$ 80,547.94	\$ 72,904.14

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	35,064.77	38,569.00	39,561.34	38,645.33	38,721.16				331,039.93
Transient Revenue	3,906.00	4,209.00	6,325.00	6,608.00	5,887.00	7,039.00	10,427.00	10,137.00	2,693.00				57,231.00
Pay by Phone													-
Validation Revenue	259.00	226.00	447.00	1,037.25	960.00	1,200.50	453.00	401.75	822.00				5,806.50
Validation Revenue - Radisson													-
Violation Revenue													-
Bike Lockers Revenue													-
Event Revenue													-
Gross Revenue	\$ 37,978.53	\$ 40,582.00	\$ 42,747.00	\$ 42,188.05	\$ 41,911.77	\$ 46,808.50	\$ 50,441.34	\$ 49,184.08	\$ 42,236.16				\$ 394,077.43
Credit Card Fees	(192.86)	(281.65)	(196.84)	(318.35)	(361.39)	(357.54)	(380.52)	(457.84)	(487.24)				(3,034.23)
Sales Tax													-
Special Event Payroll													-
Enforcement Payroll													-
Passport Fees													-
Management Fee	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)	(16,374.00)				(147,366.00)
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)
Sentry Security (6176)	(1,490.36)												(1,490.36)
Sentry Security (6177)	(1,186.32)												(1,186.32)
Sentry Security (6195)		(2,646.91)											(2,646.91)
Sentry Security (6213)		(2,476.84)											(2,476.84)
Sentry Security (6235)		(2,940.84)											(2,940.84)
Sentry 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)
Sentry Security (6323)				(2,039.45)									(2,039.45)
Sentry Security (6346)					(2,037.47)								(2,037.47)
Sentry Security (6362)					(698.33)								(698.33)
Sentry Security (6385)					(1,067.57)								(1,067.57)
Grant's Mechanical (J002084)					(1,320.94)								(1,320.94)
Tapco (594804)					(747.86)								(747.86)
Sentry Security						(766.99)							(766.99)
Area Women (1/4 Page Ad)							(61.50)						(61.50)
Sentry Security (6431)							(500.80)						(500.80)
Sentry Security (6447)							(659.01)						(659.01)
Sentry Security (6462)							(775.69)						(775.69)
Sentry Security (6482)								(1,257.53)					(1,257.53)
Sentry Security (6508)								(1,042.09)					(1,042.09)
Summit Companies (1283901)								(252.82)					(252.82)
The CMI Group 063018								(0.97)					(0.97)
Sentry Security (6523)									(1,138.91)				(1,138.91)
Sentry Security (6535)									(1,784.09)				(1,784.09)
Sentry Security (6551)									(1,757.77)				(1,757.77)
													-
													-
Total Adjustments	(25,425.52)	(24,781.00)	(28,277.58)	(23,253.04)	(22,607.56)	(17,498.53)	(18,751.52)	(19,385.25)	(21,542.01)				(201,522.01)
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	\$ 31,689.82	\$ 29,798.83	\$ 20,694.15				\$ 192,555.42

City of Fargo

2018 Revenue Report



For the Nine Months Ending September 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	184,647.00	-	-	49,783.52	148,251.50	149,555.00	119,659.00	35,933.31	195,502.38	9,198.68	892,530.39	961,426.91
Transient Revenue	19,347.50	-	-	16,026.10	-	-	-	-	-	-	35,373.60	53,283.58
Pay by Phone	67.30	-	-	5,445.30	-	-	-	-	-	-	5,512.60	17,001.75
Validation Revenue	40,234.00	-	-	1,414.25	3.75	-	-	-	-	-	41,652.00	38,423.25
Validation Revenue - Radisson	14,680.00	-	-	-	-	-	-	-	-	-	14,680.00	19,297.50
Violation Revenue	356.00	146.00	-	3,845.00	-	100.00	129.00	83.00	34.00	17.00	4,710.00	12,110.00
Bike Lockers Revenue	-	-	-	-	-	-	-	-	-	-	-	100.00
Event Revenue	-	-	-	-	-	-	-	-	6,146.00	-	6,146.00	-
Gross Revenue	\$ 259,331.80	\$ 146.00	\$ -	\$ 76,514.17	\$ 148,255.25	\$ 149,655.00	\$ 119,788.00	\$ 36,016.31	\$ 201,682.38	\$ 9,215.68	\$ 1,000,604.59	\$ 1,101,642.99
Credit Card Fees	(2,605.46)	-	(151.79)	(2,378.16)	(746.21)	(490.29)	(247.81)	(170.84)	(909.10)	(160.96)	(7,860.62)	(8,748.18)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(8,423.87)	-	(10,166.73)	(8,423.87)	(4,357.17)	(23,238.24)	(1,510.50)	(56,120.38)	(75,085.63)
Passport Fees	(138.40)	(74.40)	-	(2,048.91)	-	-	(50.00)	(65.60)	(41.20)	-	(2,418.51)	(4,325.11)
Management Fee	(50,885.85)	(16,992.00)	-	(19,351.50)	(38,476.50)	(19,351.50)	(19,351.50)	(19,351.50)	(38,476.50)	(19,126.50)	(241,363.35)	(305,587.01)
City Expenses:												(42,494.44)
Electric	(2,198.99)	-	-	(29.74)	-	-	-	-	-	-	(2,228.73)	-
Snow	-	-	-	(8,181.16)	-	-	-	-	-	-	(8,181.16)	-
Elevator	-	-	-	-	-	-	-	-	(834.00)	-	(834.00)	-
Security	-	-	-	-	-	-	-	-	-	-	-	-
Tapco (Replace Gate Arm)	(949.52)	-	-	-	-	-	-	-	-	-	(949.52)	-
The LockShop	-	(1,004.25)	-	-	-	-	-	-	(102.85)	-	(1,107.10)	-
Summit Companies	-	-	-	-	-	-	-	-	(424.71)	-	(424.71)	-
L Goninsky Concrete	(637.00)	-	-	-	-	-	-	-	-	-	(637.00)	-
Grotberg Electrci	-	-	-	-	-	-	(596.82)	-	-	-	(596.82)	-
Area Women (1/4 Page Ad)	(61.50)	(61.50)	-	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(61.50)	(553.50)	-
The LockShop	(997.28)	-	-	-	-	-	-	-	-	-	(997.28)	-
The CMI Group	(0.96)	(0.96)	-	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(0.97)	(8.71)	-
GTC Office Lease	-	-	-	-	1,080.00	-	-	-	-	-	1,080.00	960.00
Total Adjustments	(58,474.96)	(18,133.11)	(151.79)	(40,475.81)	(38,205.18)	(30,070.99)	(28,732.47)	(24,007.58)	(64,089.07)	(20,860.43)	(322,038.00)	(435,280.37)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	10,750.00	8,650.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	5,875.00	7,170.00
Net Operating Income	\$ 200,856.84	\$ (17,987.11)	\$ (151.79)	\$ 36,038.36	\$ 110,050.07	\$ 119,584.01	\$ 91,055.53	\$ 12,008.73	\$ 137,593.31	\$ (11,644.75)	\$ 695,191.59	\$ 682,182.62



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: October 15, 2018
RE: 2019 Rate Recommendations

2019 Monthly Rate Recommendations

Name	Available Monthly Spaces	Spaces Rented	% Sold	Existing Monthly Rate \$	Recommended Minimum	Recommended Monthly Rate \$	Recommended Maximum
Civic Ramp	225	209	93%	\$ 99.00	\$ 102.00	\$ 106.00	\$ 108.00
Civic Nights & Weekends		0		\$ 45.00		\$ 45.00	
Robert's Commons	347	361	104%	\$ 99.00	\$ 102.00	\$ 106.00	\$ 108.00
RoCo Reserved	57	57	100%	\$ 125.00	\$ 125.00	\$ 130.00	\$ 134.00
RoCo Nights & Weekends		2		\$ 45.00		\$ 45.00	
NP Ave.	85	69	81%	\$ 81.00	\$ 81.00	\$ 84.00	\$ 87.00
GTC	185	190	103%	\$ 90.00	\$ 90.00	\$ 93.00	\$ 95.00
GTC Nights & Weekends		5		\$ 20.00		\$ 20.00	
4th St.	174	241	139%	\$ 69.00	\$ 70.00	\$ 72.00	\$ 74.00
3rd St.	145	186	128%	\$ 72.00	\$ 75.00	\$ 78.00	\$ 81.00
Main Ave.	75	87	116%	\$ 60.00	\$ 62.00	\$ 62.00	\$ 64.00
Island Park Ramp	355	412	116%	\$ 59.00	\$ 59.00	\$ 59.00	\$ 61.00
IPR Nights & Weekends		0		\$ 20.00		\$ 20.00	
7th Street	26	27	104%	\$ 44.00	\$ 45.00	\$ 46.00	\$ 47.00

Recommended Minimum	Recommended Monthly Rate %	Recommended Maximum
3.0%	7.1%	9.1%
	0.0%	
3.0%	7.1%	9.1%
0.0%	4.0%	7.2%
	0.0%	
0.0%	3.7%	7.4%
0.0%	3.3%	5.6%
	0.0%	
1.4%	4.3%	7.2%
4.2%	8.3%	12.5%
3.3%	3.3%	6.7%
0.0%	0.0%	3.4%
	0.0%	
2.3%	4.5%	6.8%



2019 Hourly Rate Recommendations

Name	Hourly Spaces	Avg. Daily Tickets	Times Turned	Hourly Rate	All Day Rate	Recommended Hourly Rate	Recommended All Day Rate
Civic Ramp	41	51	1.24	\$ 1.50	\$ 7.50	\$ 1.75	\$ 8.75
NP Avenue	20	23	1.15	\$ 1.00	\$ 5.00	\$ 1.00	\$ 7.00
Roberts Commons	50	209	4.18	0-2 Hours FREE 2-4 Hours \$3.00 4-6 Hours \$5.00	6+ Hours \$8.00	No Change	

Recommendation: To approve the rates as recommended.



**APPENDIX 1
Gross Revenue Comparison**

Name	Spaces Rented	Existing Monthly Revenue	Recommended Minimum	Recommended Revenue	Recommended Maximum
Civic Ramp	209	\$ 20,691.00	\$ 21,318.00	\$ 22,154.00	\$ 22,572.00
Civic Nights & Weekends	0	\$ -	\$ -	\$ -	\$ -
Robert's Commons	361	\$ 35,739.00	\$ 36,822.00	\$ 38,266.00	\$ 38,988.00
RoCo Reserved	57	\$ 7,125.00	\$ 7,125.00	\$ 7,410.00	\$ 7,638.00
RoCo Nights & Weekends	2	\$ 90.00	\$ -	\$ 90.00	\$ -
NP Ave.	69	\$ 5,589.00	\$ 5,589.00	\$ 5,796.00	\$ 6,003.00
GTC	190	\$ 17,100.00	\$ 17,100.00	\$ 17,670.00	\$ 18,050.00
GTC Nights & Weekends	5	\$ 100.00	\$ -	\$ 100.00	\$ -
4th St.	241	\$ 16,629.00	\$ 16,870.00	\$ 17,352.00	\$ 17,834.00
3rd St.	186	\$ 13,392.00	\$ 13,950.00	\$ 14,508.00	\$ 15,066.00
Main Ave.	87	\$ 5,220.00	\$ 5,394.00	\$ 5,394.00	\$ 5,568.00
Island Park Ramp	412	\$ 24,308.00	\$ 24,308.00	\$ 24,308.00	\$ 25,132.00
IPR Nights & Weekends	0	\$ -	\$ -	\$ -	\$ -
7th Street	27	\$ 1,188.00	\$ 1,215.00	\$ 1,242.00	\$ 1,269.00
	Monthly	\$ 147,171.00	\$ 149,691.00	\$ 154,290.00	\$ 158,120.00
	Annually	\$ 1,766,052.00	\$ 1,796,292.00	\$ 1,851,480.00	\$ 1,897,440.00
			1.7%	4.8%	7.4%

August 2018 Tickets		Current Rates	Current Monthly Revenue	Recommended Rates	Recommended Revenue
Civic Center Ramp					
1 Hour	72	\$ 1.50	\$ 108.00	\$ 1.75	\$ 126.00
2 Hour	92	\$ 3.00	\$ 276.00	\$ 3.50	\$ 322.00
3 Hour	59	\$ 4.50	\$ 265.50	\$ 5.25	\$ 309.75
4 Hour	28	\$ 6.00	\$ 168.00	\$ 7.00	\$ 196.00
5 Hour	133	\$ 7.50	\$ 997.50	\$ 8.75	\$ 1,163.75
Validations	451	\$ 5.78	\$ 2,606.78	\$ 6.74	\$ 3,039.74
			\$ 4,421.78		\$ 5,157.24
					16.6%

August 2018 Tickets		Current Rates	Current Monthly Revenue	Recommended Rates	Recommended Revenue
NP Avenue Lot					
1 Hour	81	\$ 1.00	\$ 81.00	\$ 1.00	\$ 81.00
2 Hour	104	\$ 2.00	\$ 208.00	\$ 2.00	\$ 208.00
3 Hour	80	\$ 3.00	\$ 240.00	\$ 3.00	\$ 240.00
4 Hour	63	\$ 4.00	\$ 252.00	\$ 4.00	\$ 252.00
5 Hour	123	\$ 5.00	\$ 615.00	\$ 5.00	\$ 615.00
6 Hour*	123	\$ 5.00	\$ 615.00	\$ 6.00	\$ 738.00
7 Hour*	123	\$ 5.00	\$ 615.00	\$ 7.00	\$ 861.00
			\$ 2,626.00		\$ 2,995.00
					14.1%



APPENDIX 2
Parking Mix, August 2018

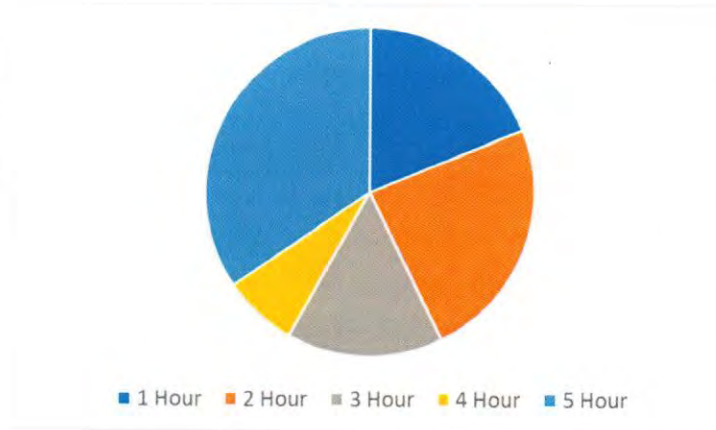
Civic Center Ramp

Ticket Summary

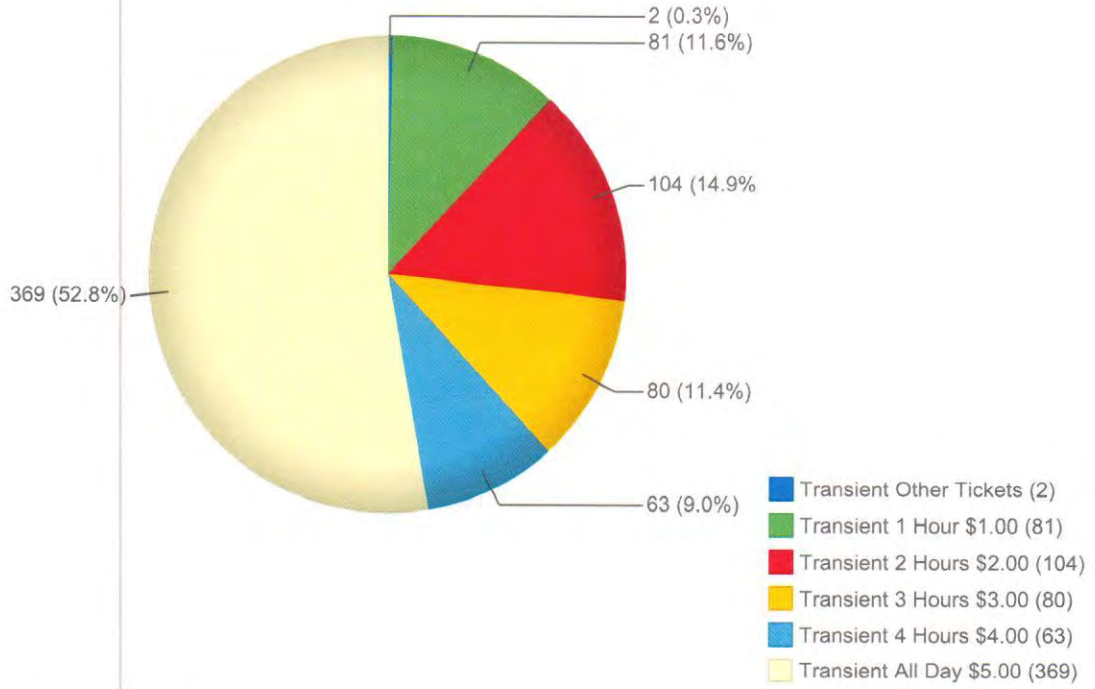
1 Hour	72	18.8%
2 Hour	92	24.0%
3 Hour	59	15.4%
4 Hour	28	7.3%
5 Hour	133	34.6%
	384	

Validations

451 Tickets, Avg. \$5.78

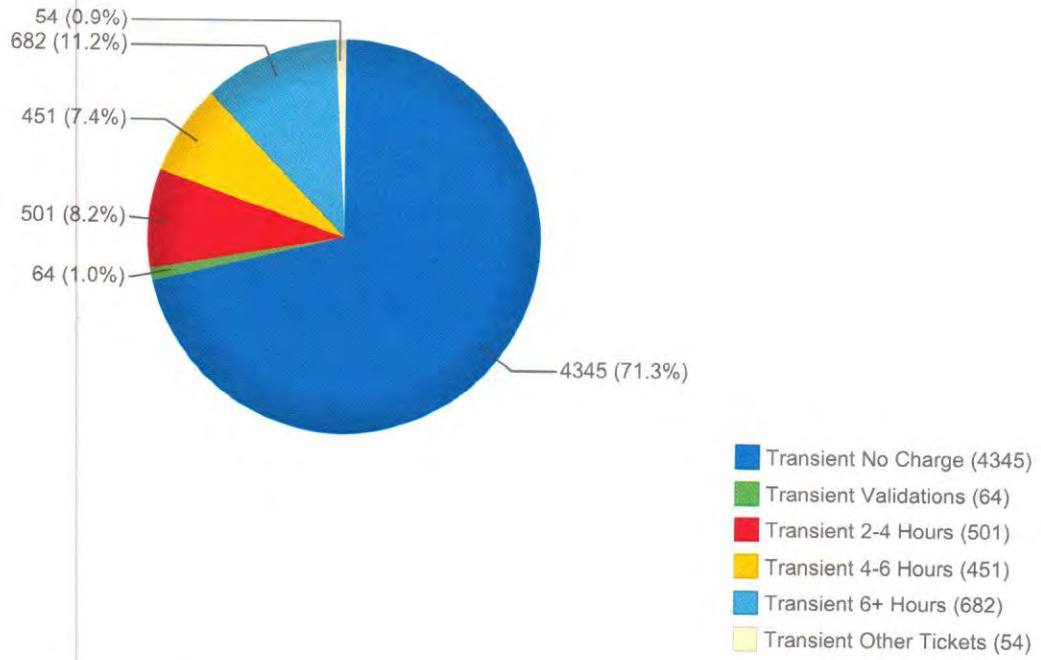


NP Ave Lot - Ticket Count Breakdown
8/1/2018 to 8/31/2018, 699 Tickets Cashiered



Printed 10/16/2018

Roberts Commons - Ticket Count Breakdown
8/1/2018 to 8/31/2018, 6097 Tickets Cashiered





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: August 22, 2018
RE: Parking Citation Fines

In February of 2016 the City of Fargo increased the base fine rate on parking citations from \$15.00 to \$20.00. This change coincided with Interstate Parking taking over the on-street enforcement in the downtown area as well as the escalating fine structure for repeat time-zone violators.

To continue to provide an economic deterrent to parking violations we are proposing a \$3.00 increase to the base fine rate for all parking violations with the exception of ADA violations which will remain at \$100.00. This proposal would take effect on January 1st, 2019, coinciding with the transition to Passport for enforcement services.

In addition, we are proposing an additional late fee of \$5.00 at 21 days after issuance. Currently there is a \$5.00 late fee at 15 days.

The proposed fines would be as follows:

First time-zone violation	> Welcome Ticket
Second time-zone violation	> \$23.00
Third time-zone violation	> \$28.00
Fourth or more time-zone violation	> \$31.00

Mobility Impaired violation	> \$100.00
-----------------------------	------------

No-Parking Zone violation (Alley parking, double parking, hydrant parking, etc.)	> \$23.00
---	-----------

15 Day Late Fee	> \$5.00
-----------------	----------

21 Day Late Fee	> \$5.00
-----------------	----------

Recommendation: To approve the Parking Citation Fine increase and addition of a second late fee of \$5.00 at 21 days and to forward to City Commission for review and consideration of changes to Ordinance 1-0305(12).



Bismarck, ND

- Violators have 30 days to pay citation or a \$40 fee is applied and a summons to appear in municipal court is issued.
- If violator does not appear in the municipal court, an additional \$40 fee is applied and a warrant is issued.
- Citations drop off the escalating structure after 6 months.

Time-zone violations

1 st Offense	\$15.00
2 nd	\$25.00
3 rd	\$35.00
4 th	\$45.00
5 th or more	\$55.00

Moorhead, MN

- Parking Citations are \$25.00
- \$10.00 late fee at 7 days
- \$10.00 late fee at 14 days
- \$10.00 late fee at 21 days

West Fargo, ND

- Parking Citations are \$8.00
- \$2.00 late fee at 10 days

Sioux Falls, SD


- Metered on-street parking
- In lieu of a fine, a courtesy ticket may be issued each 60 days to vehicles licensed outside of Minnehaha, Lincoln, Turner, or McCook Counties

	Paid within seven days	After seven days without filing an appeal under § 77.106 or more than 48 hours after a hearing officer's decision	After 30 days	After 60 days
Improper, double parking	\$15	\$30	\$60	
Overtime	\$10	\$15	\$30	\$60
Parking on snow route	\$35	\$70	\$100	
Prohibited parking	\$15	\$30	\$60	
Snow alert	\$35	\$70	\$100	



MEMORANDUM

TO: PARKING COMMISSION

FROM: JIM GILMOUR, DIRECTOR OF STRATEGIC PLANNING AND RESEARCH 

DATE: OCTOBER 17, 2018

SUBJECT: FUTURE PARKING FACILITIES

I would like to begin a discussion on the need for additional parking facilities in downtown Fargo. Most of our parking facilities are at capacity because of the new businesses in the downtown area and the significant closure of surface parking lots.

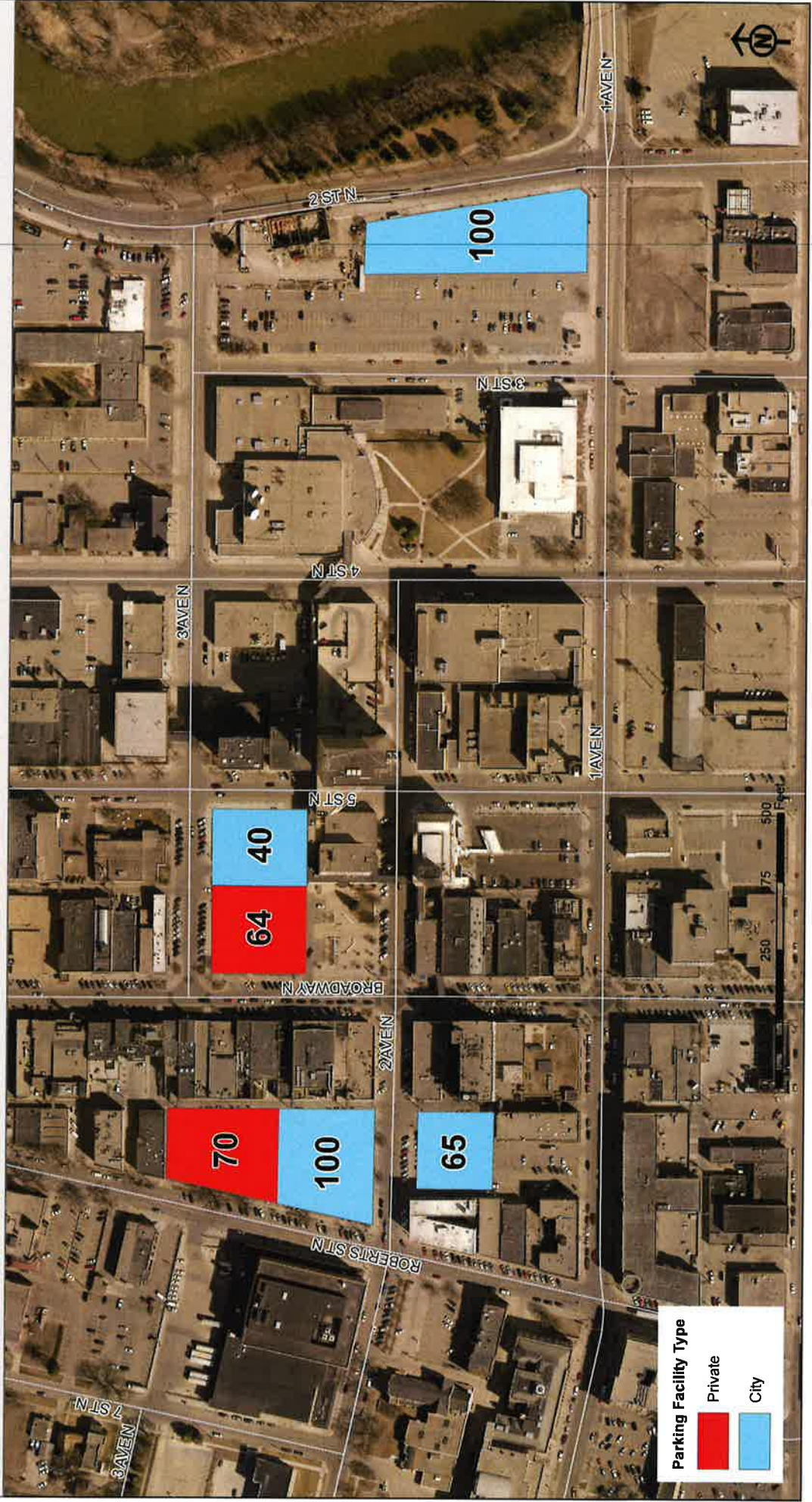
Over the past four years, three public surface lots have closed, one public lot is no longer leasing parking to the public and two privately owned lots have closed. These closures are as follows:

- 2015 – The Civic Center lot is reduced in size for a pump station and flood wall project. Parking spaces are no longer rented to downtown employees, eliminating 100 parking spaces from the inventory.
- 2016 – Roberts Commons Garage construction begins, closing a city surface lot of 100 parking spaces and an adjacent private lot with 70 parking spaces.
- 2017 – Roberts Commons Garage opens, and the city sells a lot with 65 parking spots to the Kilbourne Group. The lot is no longer available to the public.
- 2018 – Block 9 construction begins. The City lot with 40 parking spaces and the US Bank plaza lot with 64 spaces are both closed.

Roberts Commons added 454 parking spaces; however, with the closure of all of the surface lots eliminated approximately 439 parking spaces. There has only been a net gain of 15 parking spaces available to the public downtown.



Fargo Surface Parking Facilities - Closing



Block 9 Partners
700 7th St S
Fargo, ND 58103

October 18th, 2018

Re: Block 9 Street Parking Configuration

As part of the Block 9 Development Project, and the redesign and construction of the surrounding City Right of Way, we are requesting modifications to the prior street parking configurations as outlined below. Please reference the attached parking data and drawing for further detail.

1. Parking Adjacent to Plaza Space - Remove Parking directly adjacent to the South and West boundaries of the Plaza.
2. Broadway Parking adjacent Main Building – Convert prior diagonal parking to parallel parking; allow signing for no parking at 3.5 parking spots, as required for operations of valet service of hotel.
3. 3rd Ave Parking adjacent to Main Building – Convert prior diagonal parking to parallel parking; allow signing for no parking at 2 parking spots during typical business hours, as required for operations of office tenants in building.
4. 3rd Ave Parking adjacent to Parking Ramp – Convert prior diagonal parking to parallel parking, matching the adjacent 3rd Ave parking near the main building.

The modifications being requested are critical in nature to success of the Block 9 Development project.

Plaza - The plaza is programmed such that large events, in the thousands of people, will be a common sight in the space. The additional space along this portion of the project is necessary for pedestrian circulation and public safety. We expect 400,000 people visiting this space yearly.

Hotel – Guest Drop-off and Valet service for a 125-room hotel is crucial to the operations and services of this building tenant. Combined with the Restaurant, we expect this portion of the building to bring 125,000 people to the block.

Office – Guest Drop-off availability for the 130,000 square feet of office space will be critical for the many business travelers and meeting attendees visiting the building daily. We expect this portion of the building to host over 100,000 people on yearly basis.

Please feel free to let us know if you have any questions. We appreciate your consideration and our continued partnership with the City of Fargo.

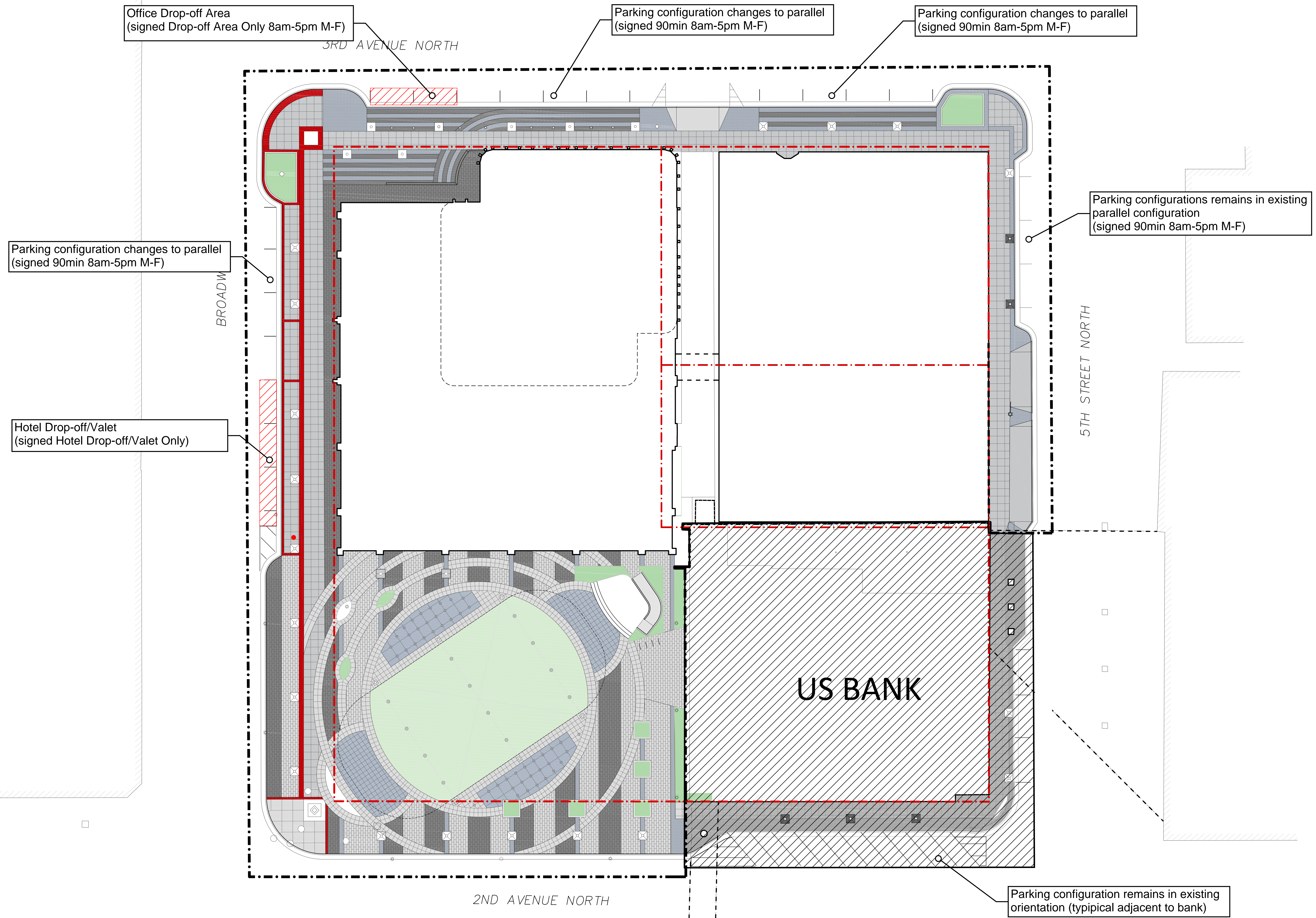
Regards,

Keith Leier – Owner's Representative

		Parking Availability	
		Business Hours	After Hours
Previous	Street Parking	48	48
	City Owned Lot	40	40
	US Bank Lot		60
	Available Public	88	148
Post	Street Parking	21	21
	Hotel Valet	-4	-4
	RDO Drop Off	-2	-2
	B9 Ramp	379	379
	RDO Employees	-250	0
	Hotel Guests	-30	-100
	US Bank	-20	0
	Available Public	94	294
	Total Net Gain	6	146

	Block 9 People Impact	
	/day	/year
Hotel (70% occ)	88	31,938
Restaurant	247	90,155
RDO	350	91,350
Business Travelers/ Office Visitors	45	11,745
Plaza	1096	400,000
Potential Impact	1825	625,188

PARKING CONCEPT



PROJECT NAME:
Downtown Fargo Block 9
Project

OWNER:

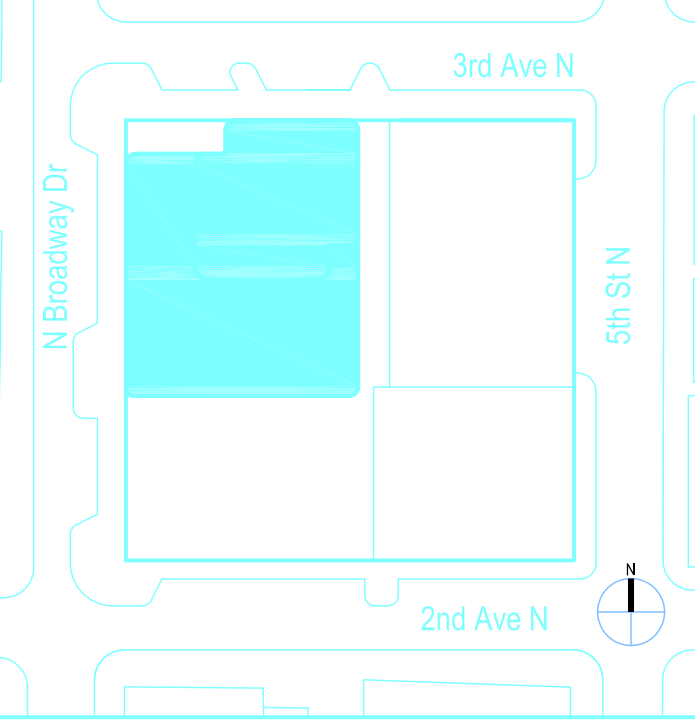
Kilbourne Group
210 N Broadway Dr., Suite 302,
Fargo, ND 58102

OWNER:

R.D. Offutt Company
700 7th St. S.
Fargo, ND 58103

ARCHITECT/ENGINEER:
SOM
Skidmore, Owings & Merrill LLP
224 South Michigan Avenue, Suite 1000
Chicago, Illinois 60604

CONSULTANTS:
LANdelements
S C A P A R T N E R S
210 BROADWAY, SUITE 302
Fargo, ND 58102
701.235.3990



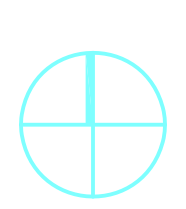
GENERAL NOTES:

SEAL AND SIGNATURE:

**ISSUED FOR IN-PROGRESS
CONSTRUCTION DOCUMENT
04.27.2017**

#	DATE	ISSUE DESCRIPTION	SHEET NAME

PROJECT NO. SHEET NO.
DATE:
SCALE:




Prior Parking Configuration





MEMORANDUM

TO: PARKING COMMISSION

FROM: JIM GILMOUR, DIRECTOR OF STRATEGIC PLANNING AND RESEARCH 

DATE: OCTOBER 17, 2018

SUBJECT: RESTORATION PROJECTS

This is a summary of the restoration projects at the downtown parking facilities. I will have more information available at the meeting.

Civic Center Ramp

- Restoration work is nearing completion
- WGI/Carl Walker requested proposals to repair the roof on the stair towers
- Camera system needs to be bid out

Island Park Ramp

- Restoration work in original contract nearing completion
- Change order approved for membrane repair and work is planned for later this month
- Camera system needs to be bid out

GTC Garage

- Restoration Work in progress
- Garage was closed for longer than expected due to weather (two weeks instead of one)
- Mechanical system repairs need to be bid out

These are the issues to discuss:

- The cost to repair the Civic Center Ramp roofs on the stair towers should be known when we meet. Depending on the costs and available funds, we may need to delay or scale back the camera system at the Civic Center Ramp.
- The cost of the new camera system at the Island Park Ramp is higher than expected; however, TIF funds could be used to pay for these costs. I will be discussing this with the Finance Committee before our meeting.



ENGINEERING DEPARTMENT

200 North 3rd Street / Fargo, ND 58102 / Phone 701-241-1545 / Fax 701-241-8101 / E-mail feng@ci.fargo.nd.us

(1)

July 29, 1999

Honorable Board of
City Commissioners
City of Fargo
Fargo, ND 58102

APPROVED BY THE BOARD
OF CITY COMMISSIONERS

8-9-99 - Mayer to
Appoint Committee

Re: Fargo Downtown Parking Study

Dear Commissioners:

The Fargo Downtown Parking Study Steering Committee reviewed the attached final report and made the following recommendations:

1. The City Commission receive and file the Fargo Downtown Parking Study final report dated July 1999.
2. The City Commission concur with the study's recommendation in concept.
3. The City Commission appoint a 5 member "Fargo Parking Commission" to implement the study's recommendations. The following is a list of suggested members to be considered:
 - a. Downtown community partnership
 - b. City Commissioner or appointed representative
 - c. Downtown property owner
 - d. Downtown business owner (non-property owner)
 - e. Representative from Downtown Non-Profit Organization
 - f. Representative user of downtown parking system
4. The City Commission approve the addition of a Senior Planner to the City's Planning Department whose duties would include downtown parking issues, renaissance zone development and other downtown development issues.

In addition, the City Commission should appoint members of Fargo Parking Commission as soon as possible so that implementation of the study's recommendations can begin in 1999.

Sincerely,

Richard G. Lane, P.E.
Senior Engineer/Transportation

RGL/jmm
Attachment

cc: Downtown Community Partnership

Street Lighting
Sidewalks



Design & Construction
Traffic Engineering



Truck Regulatory
Flood Plain Mgmt.



Mapping & GIS
Utility Locations

Fargo Downtown Parking Study

Prepared for the
City of Fargo

FINAL REPORT JULY 1999

**By Barton-Aschman Associates, Inc.
Ulteig Engineers, Inc.
LJR, Inc.**

Summary and Recommendations

Summary

Study Area

The study area for this project is roughly bounded by 5th Avenue North on the north, the Red River on the east, 6th Avenue South on the south, and North University Drive on the west. Parking inventory data was collected throughout the entire study area.

The study area was subdivided into a primary area, which includes the core area of downtown Fargo, and a secondary area to the west. Hourly parking counts were conducted in the primary study area, and peak-hour counts were conducted in the secondary area.

Existing Parking System

There are 4,835 parking spaces in the primary study area, as follows:

	Spaces	Percent
• Primary Study Area		
On-Street	986	20%
Off-Street	<u>3,849</u>	80
Total	4,835	
• Secondary Study Area		
On-Street	212	17
Off-Street	<u>1,053</u>	83
Total	1,265	

The City of Fargo operates four lots and three garages in the downtown:

• City Parking Structures	
GTC Ramp	200 spaces
Radisson Ramp	250
First Bank Ramp	<u>150</u>
Total	600 spaces

- **City Parking Lots**

Second Avenue Lot	113 spaces
Civic Center Lot	480
Lark Lot	30
Elm Tree Lot	<u>112</u>
Total	735 spaces

Parking Count Results

The overall parking occupancy in the primary study area was approximately 70 percent during peak times at midday. Some of the facilities in the downtown core, such as the Radisson ramp, First Bank ramp, and the lots at 2nd Avenue and Roberts were nearly full. The lot east of City Hall was less than half full from 11:00 A.M. through 4:00 P.M. On-street parking spaces in the primary study area were only about half full, with more than 400 vacant spaces during peak times. The overall parking occupancy in the secondary study area, west of Roberts, was less than 50 percent during peak times.

Parking Turnover Surveys

At a sample of curb spaces, the majority of curb space patrons were parked less than one hour. The average turnover on 1st Avenue North and Main Avenue were 1.8 and 2.7, respectively, about what would be expected in a downtown business center such as the Fargo CBD. The turnover on Broadway was very high (an average of 7.3 vehicles parked per day in each space during the eight-hour survey period), but some of that turnover can be attributed to long-term parkers who move their vehicles periodically to avoid a parking citation.

Parking System Revenue and Expenses

The parking facilities are not treated as a system, but are tracked individually. The GTC ramp is currently operating at a loss when debt service is added to expenses, but the First Bank ramp and the Radisson ramp are expected to generate a net surplus in 1998. There are outstanding bonds remaining on the Radisson ramp and the First Bank ramp. These bonds will be retired in the year 2004. The amount outstanding is \$244,930 for the Radisson ramp and \$567,718 for the First Bank ramp. The income for the parking lots exceeded expenses in 1996 and 1997, but in 1998 a loss of \$7,963 is projected.

Curb Space Parking Time Limits

There is a wide variety of parking time limits at the downtown curb spaces, ranging from 10 minutes and 30 minutes to 1 hour and 2 hours. Vehicles parked in excess of the posted time limit are issued citations.

Existing Parking Demand

The parking summary results indicate that there is adequate parking in the downtown area, especially on-street, where, overall, spaces are only half used. Some of the more convenient

locations in the downtown are used to near capacity, including the Radisson ramp, the First Bank ramp, and the lot at 2nd and Roberts. Discussions with local businesses indicate that inexpensive employee parking in proximity to the downtown core is in short supply, causing some businesses to reassess their commitment to leasing office space in the downtown as they grow and hire more employees.

Future Parking Demand

There are no projects planned for the downtown at this time that will affect parking supply. Some employers have indicated that they may be increasing their work forces in the near term, but there is no comprehensive source for this data. The planning department estimates that in the 10-year period between 1995 and 2005, there will be a 20 percent employment increase in the downtown. This would represent an estimated increase in parking demand of about 1,093 spaces.

Recommendations

Parking Options

Sites for New Parking Ramps

Several sites were considered for additional parking ramps to serve the downtown. The most cost-efficient option is to add one additional level to the Radisson ramp (F, Figure 9). The addition would cost about \$970,000 and would have an annual debt service of \$83,000. A total net gain of 75 spaces would result.

Another viable candidate for parking expansion would be the site at NP Avenue west of Broadway (C, Figure 9). This site has the potential to be connected to the existing skyway system, and this site could also be used to support development at the Northern School Supply Building, which is currently vacant and needs parking support to be developed. Constructing a garage at this site would cost about \$3,780,000, creating a net increase of 258 parking spaces.

During the course of this study, the city and Community First and Norwest banks have decided to proceed with a parking ramp on Main Avenue between the two bank buildings.

Parking Shuttle

Four potential shuttle service routes were investigated using outlying parking lots to serve the downtown: one on the south side, one on the north side, one on the west side, and one serving the north and west sides. A shuttle service with 10-minute headways during peak periods is estimated to have a marginal operating cost of about \$45,000 to \$71,500, based on the current transit contract with Laidlaw. It does not include the cost of new buses or fuel. For the longest route, for which two buses would be required, the annualized cost of the buses and the fuel is estimated at about \$41,000.

Parking Management and Other Parking Issues

Parking Management

Most Midwestern cities comparable to Fargo have a formal structure for managing parking, usually in a city department or public utility. In Fargo, responsibility for parking operations is shared by three city agencies: Engineering, Finance, and Police. There is no single person or agency responsible for parking or for managing the day-to-day overall planning. Parking is an important public utility in any downtown area; without it, the downtown cannot function effectively. A dedicated parking management organization in the city could focus on parking-related activities with the following benefits:

- Increased systemwide income
- Reduced systemwide operating costs
- Better parking enforcement (efficiency and income productivity)
- Improved public approval/satisfaction of parking facilities
- Better responsiveness to complaints and problems
- Optimum system usage (proper allocation and space use by employees, shoppers, etc.)
- An identified person/agency for retail, office, and other developers to discuss proposed new developments and associated parking

It is strongly recommended that the city establish a parking organization as a department of city government, or as a separate authority, headed by a director with parking-related experience. This should be one of the first steps accomplished by the city to improve downtown parking.

Management of On-Street Parking (Parking Meters)

The City of Fargo currently provides free on-street parking. Oftentimes, merchants believe that free parking is needed to draw customers to downtown shops. Free parking, however, is more time-consuming and costly to consistently enforce. With free, on-street parking, some employees are tempted to parking on-street and move their vehicles frequently to avoid detection, as was observed on Broadway during the turnover surveys. Paid, metered on-street parking is currently not permitted under state statute. However, meters are one way to regulate the use of curb spaces and one of the options that should be considered. Meters encourage vehicle turnover, regulate space use, and create parking space availability. Implementing a meter plan would require a change in state law. It is recommended that the City of Fargo work with state representatives to repeal the current law in the next session of the legislature in order to provide the city with the flexibility to implement a parking meter program if it should choose to do so. Since this effort was not successful in 1999, the city should continue to work with legislators to repeal this law in future sessions and investigate the possibility of allowing meters under city's home rule charter.

Curb Parking Time Limits

The on-street parking time limits should be simplified to make downtown parking less confusing for patrons. It is recommended that a uniform two-hour time limit be used. The exception would be in

fringe locations with very low use. Those areas should be considered for unrestricted on-street employee parking based on surveys of parking use at each location being considered.

Signage and Graphics

Strategically placed signs on primary access routes into the city should direct drivers to key short-term parking facilities in the downtown. The signs should have a distinctive logo that is consistent throughout the downtown. It is also recommended that the city work with the Downtown Community Partnership or others to develop a color brochure with a map showing downtown shopper/customer parking locations. The map could be distributed to customers by downtown businesses.

Reserved Parking Spaces

Several of the privately operated lots in the downtown have many parking spaces reserved for specific use by one person. Reserving parking spaces limits the number of vehicles that can be parked in a lot. If the person for whom the space is reserved is not present, that space would be unoccupied, but technically not available. Typically, a surface lot without reserved parking can be oversold by 10 to 20 percent, thereby providing parking for more people than if the lot were sold on a reserved basis. It is recommended that the city discuss this matter with the lot operator(s) and with employers in the downtown who need parking to determine whether any additional capacity can be created, and if created, leased by employees.



OFFICE OF THE MAYOR
Bruce W. Furness

APPROVED BY THE BOARD
OF CITY COMMISSIONERS

8/21/00

MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS
FROM: MAYOR BRUCE W. FURNESS
DATE: AUGUST 16, 2000
SUBJECT: TERMS FOR PARKING COMMISSION

When the Fargo Parking Commission was created in 1999, no expiration dates were placed on the terms.

To be consistent with the other commissions and boards of the City, I am recommending three-year terms for the members of the Fargo Parking Commission. If this recommendation is approved, term expirations would occur as follows:

June 30, 2001	Dave Anderson, CEO, Downtown Community Partnership
June 30, 2001	Randy Wimmer, Downtown Property Owner
June 30, 2002	Kevin Swann, Downtown Business Owner
June 30, 2002	Margie Bailly, Downtown Non-Profit
June 30, 2003	Rob Lynch, City Commissioner

SUGGESTED MOTION: To place three-year terms on appointments to the Fargo Parking Commission and to approve term expirations for present members of the Commission as outlined above.

fffpcterm

8-1006. - Time-limited parking zones.

Except as otherwise allowed by a permit issued by the Department of Planning and Development or designee for the Downtown Residential Parking Zone as authorized below, the owner or driver of any motor vehicle of any kind whatsoever shall not cause, permit, or allow such vehicle to be parked or to be re-parked within the same block, or within the same off-street parking lot or parking ramp owned or operated by the city of Fargo, for a period longer than the time limit restrictions posted for such area.

For purposes of determining a violation of this ordinance, a vehicle shall be considered to have remained parked or to have been re-parked within the same block, lot, or ramp when it is established by a preponderance of the evidence that the same vehicle has been found parked along either side of the same street or road between two intersecting roads, or has been parked within the same lot or ramp at any time within a four hour period, regardless of any evidence that the vehicle was moved between the time it was initially parked and later re-parked. Each 10-, 15-, 30-, 60-, 90-, 120-minute or other time-limited period during which a vehicle is parked shall constitute a separate and additional violation of this section.

The Parking Commission shall post the time-limited parking zones on city streets, except for time-zones located on the campus of North Dakota State University in which case the University shall post the time-limited parking zones. The Parking Commission is hereby authorized to establish and post time-limited parking zones in publicly owned or operated parking lots or ramps. Time-limited parking zones in publicly operated lots and ramps shall be approved by resolution by the board of commissioners. The police department or its designee shall enforce such time zone restrictions in areas which are so posted.

The Parking Commission if in its judgment traffic conditions so warrant it, may extend, change, or adjust the parking zones designated herein, provided said extension, changes, or adjustments are posted or marked.

The Department of Planning and Development or designee shall be authorized to issue a permit to residents of the Downtown Residential Parking Zone in accordance with an approved program as adopted by resolution of the board of city commissioners.

Decisions of the Parking Commission are subject to review and confirmation or approval by the board of city commissioners by request of any interested person submitted in writing to the director of planning and development within ten days of such decision.

Source: 1965 Rev. Ord. 8-1006, 1450 (1972), 2019 (1981), 3086 (1999), 4023 (2000), 4301 (2003), 4701 (2009), 4725 (2010), 4986(2015).

Editor's note— Section 1 of Ord. No. 4986, adopted June 8, 2015, amended § 8-1006 in its entirety to read as herein set out, including retitling the catchline from "Ten-minute, fifteen-minute, thirty-minute, sixty-minute, ninety-minute, one hundred twenty-minute or other time-limited parking zones."

8-1006.2. - Permit only parking zones in publicly operated lots and ramps.

No person shall stop, stand, or park a vehicle in any space located within a parking lot or ramp owned or operated by the city of Fargo which is designated as a permit-only space, unless the vehicle has a valid permit that has been issued by the department of planning and development or designee.

The Parking Commission is hereby authorized to establish permit-only parking zones located in off-street parking lots or ramps owned or operated by the city of Fargo. The fees for such a parking permit shall be approved by resolution of the board of commissioners.

Source: 4987(2015).

8-1025. - Parking Commission.

The board of city commissioners may create, by appointment, a body to be known as the Parking Commission which shall serve as an advisory board to the board of city commissioners on parking issues in the downtown area. The Parking Commission shall have the powers and authorities as described in §8-1006, §8-1006.2 and other applicable sections of code. The "downtown area" shall mean the area which is zoned DMU - Downtown Mixed-Use or such other area identified by the board of city commission.

Source: 3088 (1999), 4985(2015).