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

DATE: October 24, 2019

RE: Thursday, October 31 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 31, 2019, 9:00 a.m.
Commission Chambers
AGENDA

1. Approve Order of Agenda — Action Item
2. Approval of Minutes
   a) Meeting of May 30, 2019 — Action Item
   b) Meeting of July 25, 2019 — Action Item
3. Interstate Parking Report/Financial Data
   a) September 2019
4. Staff Report
   a) Approve Parking Rates for 2020 and 2021 — Action Item
   b) Island Park Ramp—Shuttle and Group Rate
   c) Projects and Outreach Items
5. Other Business

Parking Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Wednesday at 8:00 p.m., Friday at 9:00 a.m., and Sunday at 7:00 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should call the Planning Office at 241-1474 or TDD at 241-8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo Web site at www.FargoND.gov/parking.

BOARD OF PARKING COMMISSIONERS
MINUTES

Regular Meeting: **Thursday, May 30, 2019**

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall at 9:00 a.m., Thursday, May 30, 2019.

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

Item 2: Minutes: Regular Meeting of April 25, 2019
Member Thorson moved the minutes of the April 25, 2019 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
Paul Schnettler, Interstate Parking (IP), presented the April 2019 financial and operation reports, noting posting errors in the financial report that need to be corrected. He gave an update regarding spring cleaning and maintenance in the downtown parking facilities.

Mr. Schnettler talked about recent activity at ROCO Ramp that involved contacting the police, with no damage found. This generated Board discussion concerning camera coverage at doors and stairwells not being monitored. Mr. Schnettler explained IP's cameras monitor only the parking related activity, but their security system could be tied into these areas not under their management contract if requested.

Further discussion ensued including the following: clarification of maintenance responsibility for areas not under IP's management; provide more detailed information in future reports regarding the financial statistics reported by the City's PASSPORT System; and reasons for the fluctuation of revenue for specific lots due to changes in customer parking in the downtown area.

Item 4: Financial Report of Parking Funds
Director of Strategic Planning and Research Jim Gilmour stated he did not have additional information to report at this time.

Item 5: Update on Downtown Projects
a. Block 9
Mr. Gilmour said he recently toured the Block 9 Parking Garage noting it is on schedule. He offered to coordinate a tour of the garage for any Board members interested prior to the estimated completion date in August 2019.

b. Mercantile design/timeline
Mr. Gilmour provided updates on this project stating upon City Commission approval, City Attorney Erik Johnson is drafting the development agreement. He stated this will be presented at the June Parking Commission meeting, along with financing options prepared by Baker Tilly Municipal Advisors.

Mr. Gilmour also shared the following:
- He met with the owners of the Northern Apartment Building and Great Northern Cycles to coordinate this development with their properties.
- Interest has been expressed from the Fargo Police Department and Interstate Parking to be tenants on the 4th Avenue side of this building.
- He referred to the schematic design page included in the packet that will be reviewed by Kilbourne Group and the City of Fargo.

Item 6: Discuss Uniform Night Time Parking Enforcement
Chairperson Williams noted Planning Director Nicole Crutchfield has added a request to the budget for funding to provide this enforcement in the downtown area.

The Board reviewed discussion from last month's meeting regarding this item.

Melissa Rademacher, President of the Downtown Community Partnership (DCP), said after conversations with City staff, a survey is being created to collect data from downtown residents and business owners. She stated the survey should be sent out next week, and the results will be shared with the Board.

Item 7: Consideration for Signage Changes at Island Park Ramp
Aaron Templin, downtown business owner and resident, spoke about an email he sent to staff regarding parking spaces available in this ramp, that he felt could be utilized to help with parking issues during construction in the downtown area. He also noted existing signage does not provide a clear understanding of this lot being available for public use.

Mr. Gilmour and Mr. Schnettler talked about reviewing existing policy and the current monthly parking fees for this ramp; removing the existing gates; providing hanging tags for the monthly parking customers; utilizing digital machines that are currently in storage; and updating the signage.

Discussion began regarding what changes can be made immediately; further review of any fee changes to maintain the current revenue for this ramp; and other ways to accommodate people visiting downtown to reach the businesses during construction periods.

Mr. Gilmour recommended to proceed with installation of the pay stations, update the existing signage, offer the first two-hours of parking free, and further review to determine if any other modifications need to be made.

Member Hayer moved to approve the recommendation. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 8: Other Business

Mr. Gilmour added updates on the following items:

- The City has made an agreement with the banks to purchase the land under the Island Park Ramp.
- The City's Information Services (IS) Department is reviewing plans to upgrade the cameras at the Civic Ramp and Island Park Ramp, which will open for bidding this summer.
- The City has hired a facilities manager whose role could help with the maintenance for the City-owned parking facilities.

Member Bailly moved to adjourn the meeting at 9:58 a.m. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

BOARD OF PARKING COMMISSIONERS
MINUTES

Regular Meeting: **Thursday, July 25, 2019**

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall at 9:00 a.m., Thursday, July 25, 2019.

****No Quorum in order to have official meeting – meeting will commence with informal presentations and discussion.**

The Parking Commissioners present or absent were as follows:

Present: Chair Mike Williams, Randy Thorson

Absent: Brian Hayer, Jay Krabbenhoft, Margie Bailly

Chairperson Williams called the meeting to order.

Item 1: Approve Order of Agenda
Due to the lack of a quorum, no action was taken.

Item 2: Minutes: Regular Meeting of May 30, 2019
Due to the lack of a quorum, the minutes of the May 30, 2019 Parking Commission meeting could not be approved.

Item 3: Interstate Parking Report/Financial Data
Vanessa Hernandez, Interstate Parking, presented the May and June 2019 financial and operation reports.

Discussion was held regarding the current status of the Island Park Ramp updates discussed at the May meeting that included: adding more signage; installation of pay stations; and possible changes to the existing parking fee structure to encourage public use of this facility.

a. Agreement with City of Fargo
No discussion was held at this time.

b. Parking Lot Maintenance
Ms. Hernandez reported the ramps, except for the Roberts Commons Parking Garage (RoCo), have been power washed, sweeping of the lots began last Monday, and striping and filling of cracks is planned to begin next week.

Discussion ensued about handicapped parking accessibility, and adding grit to sealant for the identified slippery areas at the RoCo Parking Garage.

Item 4: Financial Report of Parking Funds
Director of Strategic Planning and Research Jim Gilmour stated he did not have any information to report at this time.

a. Hourly Parking Rates at the Island Park Ramp
This item was part of the agenda Item 3 discussion.

Item 5: Update on Downtown Projects
a. Block 9 Opening
Keith Leier, Vice President of Development and Construction for Kilbourne Group, spoke on behalf of this project. He stated the facility is close to being ready for use, and the goal is to have a soft-opening the beginning of August.

Discussion focused on ways this facility may be used by the public, the number of parking spots that will be available, and clarification that this facility will be managed by the owner, R.D. Offutt Company (RDO).

b. Mercantile Design/Timeline
Mr. Leier reported on the progress of the project noting once the final cost from contractors is received, a report will be presented to all entities involved with the goal to begin construction this fall.

Discussion was held regarding the design and possible future expansion/options for this facility.

Mr. Gilmour reported staff continues to work on finalizing the financial plan and drafting the Development Agreement. He noted the goal is to present the proposed Alley Vacation and the Development Agreement before the City Commission in September. Mr. Gilmour also reviewed two documents submitted to the Board regarding the preliminary striping plans and landscaping plans.

Discussion continued regarding plans for public use of the parking ramp, clarification on the management of this facility, and the proposed 2020 parking rate increases.

c. Parking Rates for 2020
Mr. Gilmour presented the preliminary parking rates for the City-owned/managed parking facilities.

Discussion included the projected rates, and further public promotion to encourage the use of the Island Park Ramp.

Item 6: Fargo Theatre Letter
Emily Beck, Executive Director of the Fargo Theatre, spoke on behalf of the letter submitted to the Board.

Discussion followed with Board Members providing ideas and options that may be possible to help with the existing parking issues.

Presented after Item 8

Item 7: Island Park Ramp Signage/Promotions

Mr. Gilmour referred to discussion held earlier with agenda Item 3.

Presented before Item 7

Item 8: Status of Night Time Parking Enforcement Survey

Director of Planning and Development Nicole Crutchfield, presented results from a survey created by the Downtown Community Partnership (DCP) and City staff. She explained the data was collected from downtown residents and business owners. Ms. Crutchfield highlighted feedback that was most significant. She talked about items City staff is currently working on to help resolve some of these issues, and shared ideas for discussion at future meetings.

Public Works Director of Operations Ben Dow, talked about the on-street parking enforcement, and working on ways for his staff to quickly and efficiently address issues such as snow removal. Mr. Dow noted he is working on a Request for Proposals (RFP) to help staff and downtown business owners with these concerns.

Item 9: Other Business

A brief discussion was held regarding a review of the Parking Commission membership, and the need to create bylaws for this Board.

The time at adjournment was 10:23 a.m.

CITY OF FARGO

PARKING

REPORT

SEPTEMBER

2019

October 14th, 2019

Jim Gilmour
Planning Director
City of Fargo
200 3rd Street North
Fargo, ND 58102

Dear Mr. Gilmour:

We are pleased to provide the Parking Report for the month ended September 30th, 2019. The enclosed reports have been prepared and reviewed by me, and are complete and accurate to the best of my knowledge.

Enclosed with this correspondence, you will find the following:

- 2019 Revenue Report for the month ending September 30th, 2019
- 2019 Revenue Report for the eight months ending September 30th, 2019
- Invoice copies to support the City Expenses deduction scheduled on the Revenue Report for the month ending September 30th, 2019
- Month ending September 30th, 2019 Transient Revenue analytical graphs by location

Should you have any questions or concerns please feel free to contact me directly at (414) 274-2870.

Sincerely,

Kristi Laufenberg
Controller
Interstate Parking Company

City of Fargo

2019 Revenue Report

For the Month Ending September 30th, 2019:

	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	Fargo Legacy And On-Street	Total	Prior Year Total
Monthly Parking Revenue	22,276.61			6,885.00	18,534.00	16,800.00	13,650.00	4,092.00	13,570.00	883.40		96,691.01	102,254.00
Transient Revenue	4,956.00			1,498.50								6,454.50	2,778.65
Pay by Phone	-			1,409.25								1,409.25	386.25
Validation Revenue	8,300.50			134.00								8,434.50	6,387.50
Validation Revenue - Radisson												-	-
Violation Revenue	20.00			913.00		-	66.00	-	-	34.00	(109,052.00)	(108,019.00)	779.00
Event Revenue	-			-		-			-			-	-
Gross Revenue	**$ 35,553.11**	**$ -**	**$ -**	**$ 10,839.75**	**$ 18,534.00**	**$ 16,800.00**	**$ 13,716.00**	**$ 4,092.00**	**$ 13,570.00**	**$ 917.40**	**$ (109,052.00)**	**$ 4,970.26**	**$ 112,585.40**
Credit Card Fees	(389.60)			(255.27)	(38.19)	-	(23.62)	(1.63)	(63.49)	(15.57)	-	(787.37)	(625.83)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll				(1,253.47)		(1,512.80)	(1,253.47)	(648.34)	(3,457.84)	(224.76)	-	(8,350.68)	(6,850.25)
Passport Fees	(10.00)			(628.96)			(32.40)	-	-	(8.80)	53,452.80	52,772.64	(597.71)
Management Fee	(5,335.64)	-		(2,390.17)	(4,542.80)	(2,390.17)	(2,390.17)	(2,390.17)	(4,542.80)	(2,364.85)	-	(26,346.77)	(26,008.67)
												-	
City Expenses:												-	-
Schindler Elevator												-	-
Glacier Snow												-	-
The LockShop												-	-
Overhead Door Co.												-	
Summit Companies												-	
Fargo Glass and Paint												-	
Tapco	-											-	
Grotberg Electric INC				(424.63)								(424.63)	
Frozen Drain Repair												-	
Jet Way												-	
Moorhead Electric	-								(900.00)			(900.00)	
Signage												-	
												-	
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-		120.00	120.00
												-	
Total Adjustments	**(5,735.24)**	**-**	**-**	**(4,952.50)**	**(4,460.99)**	**(3,902.97)**	**(3,699.66)**	**(3,040.14)**	**(8,964.13)**	**(2,613.98)**	**53,452.80**	**16,083.19**	**(33,962.46)**
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	175.00	1,300.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	100.00	625.00
Net Operating Income	**$ 29,817.87**	**$ -**	**$ -**	**$ 5,887.25**	**$ 14,073.01**	**$ 12,897.03**	**$ 10,016.34**	**$ 1,051.86**	**$ 4,605.87**	**$ (1,696.58)**	**$ (55,599.20)**	**$ 21,328.45**	**$ 80,547.94**

Packet Digital A/R Delayed Payment as of 8/31/19	**$ (12,296.00)**	
Packet Digital A/R Delayed Payment as of 9/30/19	**$ (12,296.00)**	
Difference	**$ -**	**$ -**
Amount Remited to City of Fargo		**$ 21,328.45**

City of Fargo

2019 Revenue Report

ND4013 - Roberts Commons

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Prior Year Total
Monthly Parking Revenue	44,082.17	44,236.51	44,010.00	44,161.87	43,720.71	43,371.71	44,072.33	43,780.57	43,363.66				394,799.53	331,039.93
Transient Revenue	10,816.00	11,399.00	17,267.00	16,157.00	16,661.50	14,038.00	16,754.00	11,335.00	10,274.00				124,701.50	57,231.00
Pay by Phone	-	-											-	-
Validation Revenue	160.00	248.00	364.00	544.00	352.00	50.00	386.00	211.00	271.00				2,586.00	5,806.50
Validation Revenue - Radisson													-	-
Violation Revenue	17.00	137.00	39.00	-	22.00	39.00	34.00	22.00	66.00				376.00	-
Bike Lockers Revenue													-	-
Event Revenue													-	-
Gross Revenue	**$ 55,075.17**	**$ 56,020.51**	**$ 61,680.00**	**$ 60,862.87**	**$ 60,756.21**	**$ 57,498.71**	**$ 61,246.33**	**$ 55,348.57**	**$ 53,974.66**	**$ -**	**$ -**	**$ -**	**$ 522,463.03**	**$ 394,077.43**
Credit Card Fees	(453.53)	(602.21)	(606.59)	(775.60)	(715.58)	(774.36)	(694.10)	(750.90)	(633.65)				(6,006.52)	(2,546.99)
Sales Tax													-	-
Special Event Payroll													-	-
Enforcement Payroll													-	-
Passport Fees	(8.80)	(60.80)	(19.60)	-	(10.80)	(8.80)	(8.80)	(10.80)	(32.40)				(160.80)	-
Management Fee	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)				(149,281.74)	(130,992.00)
City Expenses:														
Glacier Snow (36435)	(1,808.00)			1,808.00									-	(46,441.01)
Summit (1334281)	(69.92)												(69.92)	
Xcel Energy (17587)	(1,649.64)												(1,649.64)	
Glacier Snow (36653)		(1,409.85)		1,409.85									-	
Summit (1344224)		(514.15)											(514.15)	
Xcel Energy (17949)		(1,728.80)											(1,728.80)	
Xcel Energy (17832)		(2,310.00)											(2,310.00)	
KCM (18137)		(4,923.40)											(4,923.40)	
Tapco (I605948)		(37.50)											(37.50)	
Tapco (I609110)		(75.00)											(75.00)	
Tapco (I628761)		(730.06)											(730.06)	
Glacier Snow (36869)			(3,793.50)	3,793.50									-	
Xcel Energy			(921.24)										(921.24)	
Xcel Energy (18484)			(1,660.97)										(1,660.97)	
Protection Svcs 11/18 Inv. return			178.00										178.00	
Xcel Energy				(891.00)									(891.00)	
Xcel Energy (632330127)				(1,402.80)									(1,402.80)	
Jet-Way (12642)				(425.00)									(425.00)	
ASP of Moorhead (804-255-6)					(915.75)								(915.75)	
Xcel Energy (636205516)					(1,442.72)								(1,442.72)	
ASP of Moorhead (804-255-7)						(1,169.44)							(1,169.44)	
Xcel Energy							(2,850.80)						(2,850.80)	
ASP of Moorhead (804-255-7)							(916.78)						(916.78)	
Grotberg Electric Inc							(1,885.82)						(1,885.82)	
Tapco (I643361)							(6,373.48)						(6,373.48)	
Tapco (I641312)							(356.25)						(356.25)	
Tapco (I643673)							(955.08)						(955.08)	
ASP of Moorhead (804-255-7)								(919.88)					(919.88)	
Tapco (I643361)								(75.00)					(75.00)	
Tapco (I641312)								(37.50)					(37.50)	
Xcel Energy								(1,404.22)					(1,404.22)	
Tapco (I647211)									(300.00)				(300.00)	
Tapco (I648178)									(219.42)				(219.42)	
Xcel Energy (651704460)									(1,170.13)				(1,170.13)	
ASP of Moorhead (8004-255-10)									(1,122.00)				(1,122.00)	
													-	
Total Adjustments	**(20,576.75)**	**(28,978.63)**	**(23,410.76)**	**(13,069.91)**	**(19,671.71)**	**(18,539.46)**	**(30,627.97)**	**(19,785.16)**	**(20,064.46)**	**-**	**-**	**-**	**(194,724.81)**	**(179,980.00)**
Service Permit Revenue	-	-	-										-	-
DRP3 Revenue	-	-	-										-	-
Net Operating Income	**$ 34,498.42**	**$ 27,041.88**	**$ 38,269.24**	**$ 47,792.96**	**$ 41,084.50**	**$ 38,959.25**	**$ 30,618.36**	**$ 35,563.41**	**$ 33,910.20**	**$ -**	**$ -**	**$ -**	**$ 327,738.22**	**$ 214,097.43**

City of Fargo

2019 Revenue Report

For the Nine months Ending September 30th, 2019:

	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	Fargo Legacy And On-Street	Total	Prior Year Total
Monthly Parking Revenue	199,725.14	-	-	58,024.07	156,177.45	147,537.10	125,020.00	38,135.64	120,009.17	9,399.07	-	854,027.64	892,530.39
Transient Revenue	45,976.00	-	-	11,046.20	-	-	-	-	-	-	-	57,022.20	35,373.60
Pay by Phone	12.00	-	-	5,341.75	-	-	-	-	-	-	-	5,353.75	5,512.60
Validation Revenue	44,010.00	-	-	6,173.50	-	-	-	-	-	-	-	50,183.50	41,652.00
Validation Revenue - Radisson	-	-	-	-	-	-	-	-	-	-	-	-	14,680.00
Violation Revenue	491.00	-	-	4,818.00	-	364.00	170.00	68.00	17.00	51.00	-	5,979.00	4,710.00
Event Revenue	-	-	-	1,480.00	-	120.00	-	-	1,634.00	-	-	3,234.00	6,146.00
Gross Revenue	**$ 290,214.14**	**$ -**	**$ -**	**$ 86,883.52**	**$ 156,177.45**	**$ 148,021.10**	**$ 125,190.00**	**$ 38,203.64**	**$ 121,660.17**	**$ 9,450.07**	**$ -**	**$ 975,800.09**	**$ 1,000,604.59**
Credit Card Fees	(3,173.74)	-	-	(2,155.34)	(318.20)	-	(182.66)	(57.32)	(546.00)	(129.21)	-	(6,562.47)	(7,860.62)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	1,163.39
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(10,507.50)	-	(12,681.44)	(10,507.50)	(5,434.90)	(28,986.18)	(1,884.10)	-	(70,001.62)	(56,120.38)
Passport Fees	(246.40)	-	-	(4,266.19)	-	-	(203.20)	(39.60)	(8.80)	(8.80)	-	(4,772.99)	(2,418.51)
Management Fee	(48,020.76)	-	-	(21,511.53)	(40,885.20)	(21,511.53)	(21,511.53)	(21,511.53)	(40,885.20)	(21,283.65)	-	(237,120.93)	(241,363.35)
												-	
City Expenses:											-	-	-
Schindler Elevator	-	-	-	-	(554.34)	-	-	-	-	-	-	(554.34)	(16,518.53)
Glacier Snow	-	-	-	(12,941.03)	-	-	-	-	-	-	-	(12,941.03)	-
The LockShop	(223.23)	-	-	-	-	-	-	-	-	-	-	(223.23)	-
Overhead Door Co.	-	-	-	-	(119.44)	-	-	-	-	-	-	(119.44)	
Summit Companies	-	-	-	-	-	-	-	-	(52.00)	-	-	(52.00)	
Fargo Glass and Paint				(205.00)							-	(205.00)	
Tapco	(1,706.25)										-	(1,706.25)	
Grotberg Electric INC	(675.00)			(794.73)							-	(1,469.73)	
Frozen Drain Repair				(50.73)							-	(50.73)	
Jet Way	(167.66)			(167.66)	(167.66)	(167.66)	(167.66)	(167.65)	(167.65)	(167.65)	-	(1,341.25)	
Moorhead Electric	(475.00)								(900.00)			(1,375.00)	
Signage									(140.00)			(140.00)	
												-	
GTC Office Lease	-	-	-	-	1,080.00	-	-	-	-	-	-	1,080.00	1,080.00
												-	
Total Adjustments	**(54,688.04)**	**-**	**-**	**(52,599.71)**	**(40,964.84)**	**(34,360.63)**	**(32,572.55)**	**(27,211.00)**	**(71,685.83)**	**(23,473.41)**	**-**	**(337,556.01)**	**(322,038.00)**
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	675.00	10,750.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	150.00	5,875.00
Net Operating Income	**$ 235,526.10**	**$ -**	**$ -**	**$ 34,283.81**	**$ 115,212.61**	**$ 113,660.47**	**$ 92,617.45**	**$ 10,992.64**	**$ 49,974.34**	**$ (14,023.34)**	**$ -**	**$ 639,069.08**	**$ 695,191.59**

Packet Digital A/R Delayed Payment as of 8/31/19	**$ (12,296.00)**	
Packet Digital A/R Delayed Payment as of 9/30/19	**$ (12,296.00)**	
Difference	**$ -**	**$ -**
Amount Remited to City of Fargo		**$ 639,069.08**

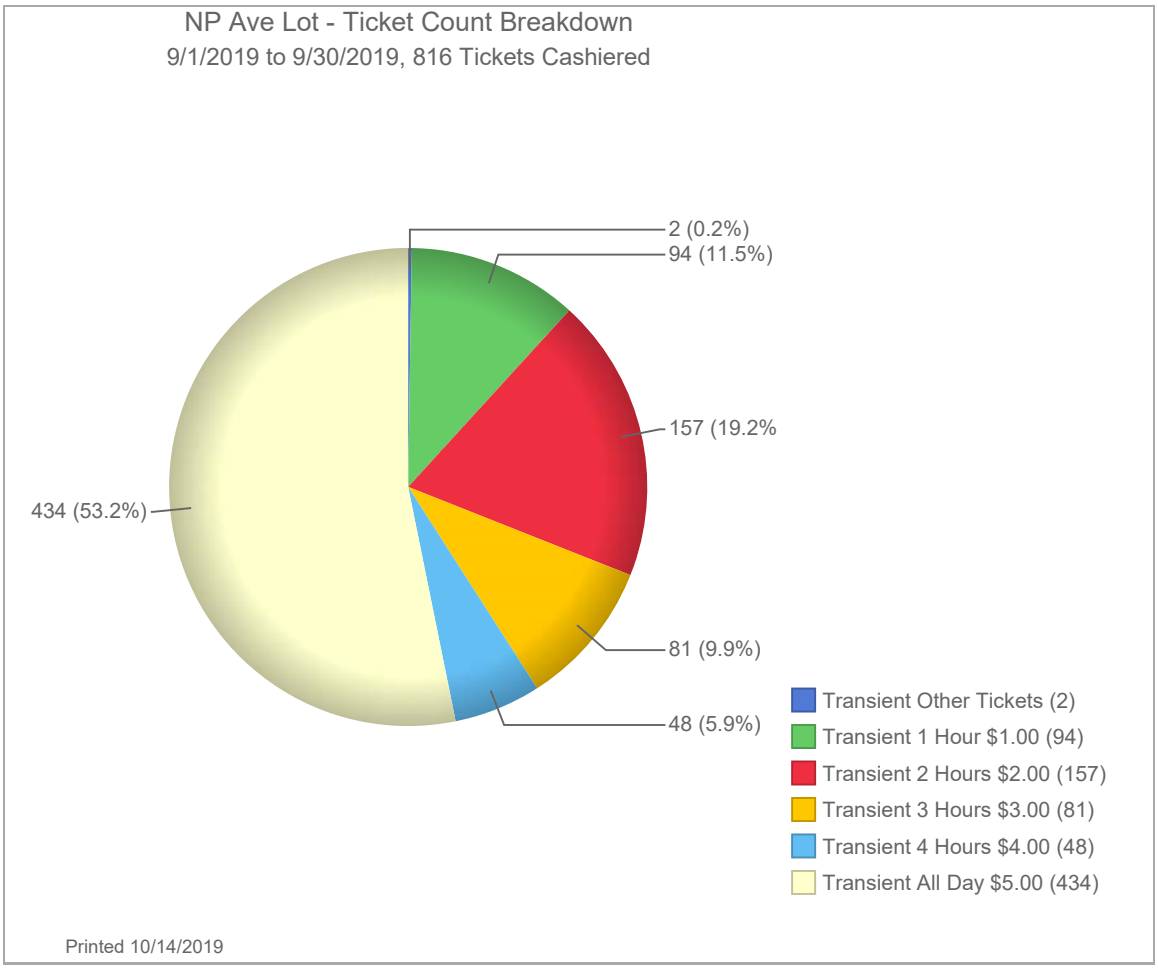
Fargo Legacy and On-Street

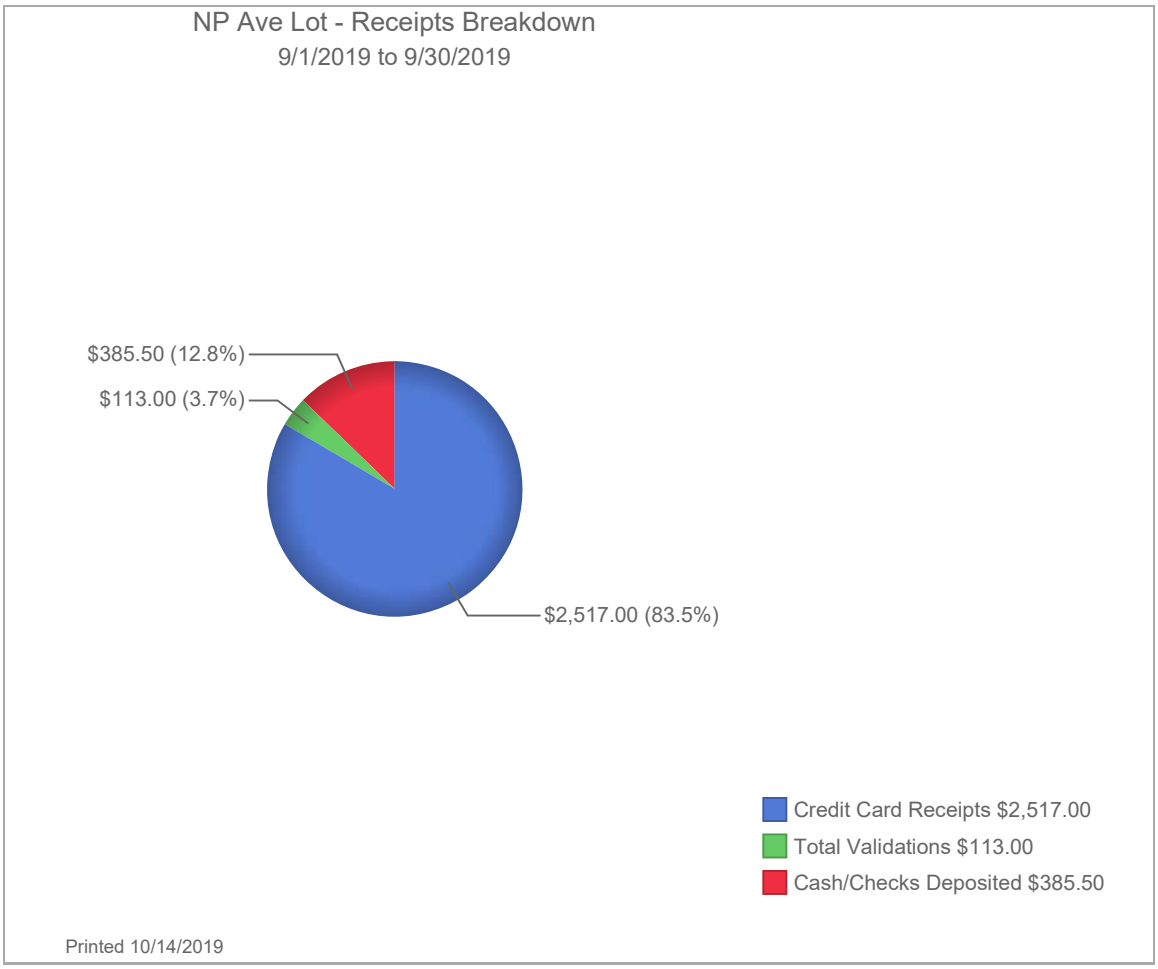
2019 Revenue Report

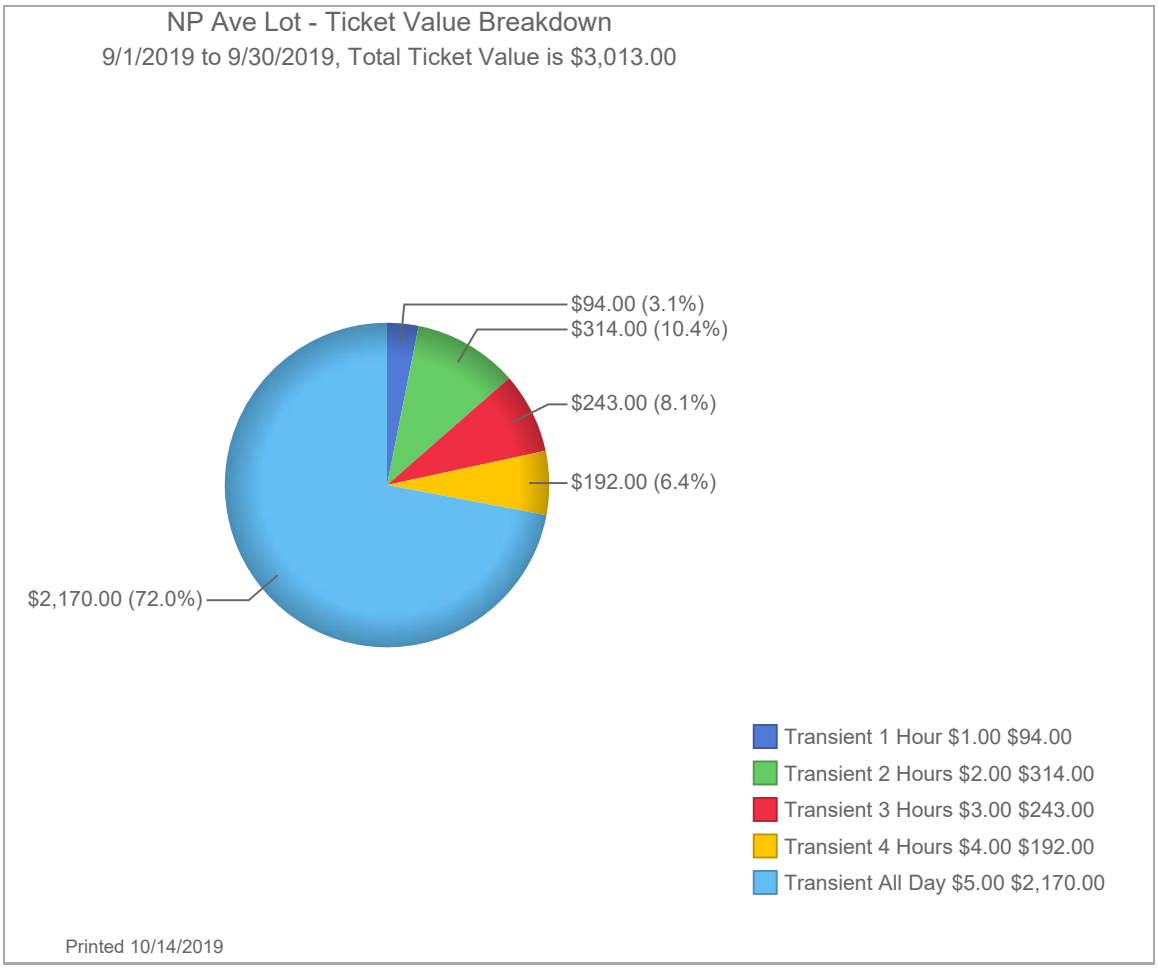
	January	February	March	April	May	June	July	August	Total	
Monthly Parking Revenue									-	
Transient Revenue									-	
Pay by Phone									-	
Validation Revenue									-	
Validation Revenue - Radisson									-	
Violation Revenue				28,088.00	47,533.00	11,167.00	9,347.00	12,917.00	109,052.00	
Event Revenue	-		-			-			-	
Gross Revenue	**$ -**	**$ -**	**$ -**	**$ 28,088.00**	**$ 47,533.00**	**$ 11,167.00**	**$ 9,347.00**	**$ 12,917.00**	**$ 109,052.00**	**$ -**
Credit Card Fees								-	-	
Sales Tax									-	
Special Event Payroll									-	
Enforcement Payroll								-	-	
Passport Fees				(13,629.20)	(23,077.20)	(5,824.80)	(4,684.80)	(6,236.80)	(53,452.80)	
Management Fee								-	-	
									-	
City Expenses:									-	
Schindler Elevator									-	
Glacier Snow									-	
The LockShop									-	
Overhead Door Co.									-	
Summit Companies									-	
Fargo Glass and Paint									-	
Tapco									-	
Grotberg Electric INC									-	
Frozen Drain Repair									-	
Jet Way									-	
Moorhead Electric									-	
Signage									-	
									-	
GTC Office Lease									-	
									-	
Total Adjustments	**-**	**-**	**-**	**(13,629.20)**	**(23,077.20)**	**(5,824.80)**	**(4,684.80)**	**(6,236.80)**	**(53,452.80)**	**-**
Service Permit Revenue	-	-	-	-	-	-	-	-		
DRP3 Revenue	-	-	-	-	-	-	-	-		
Net Operating Income	**$ -**	**$ -**	**$ -**	**$ 14,458.80**	**$ 24,455.80**	**$ 5,342.20**	**$ 4,662.20**	**$ 6,680.20**	**$ 55,599.20**	**$ -**

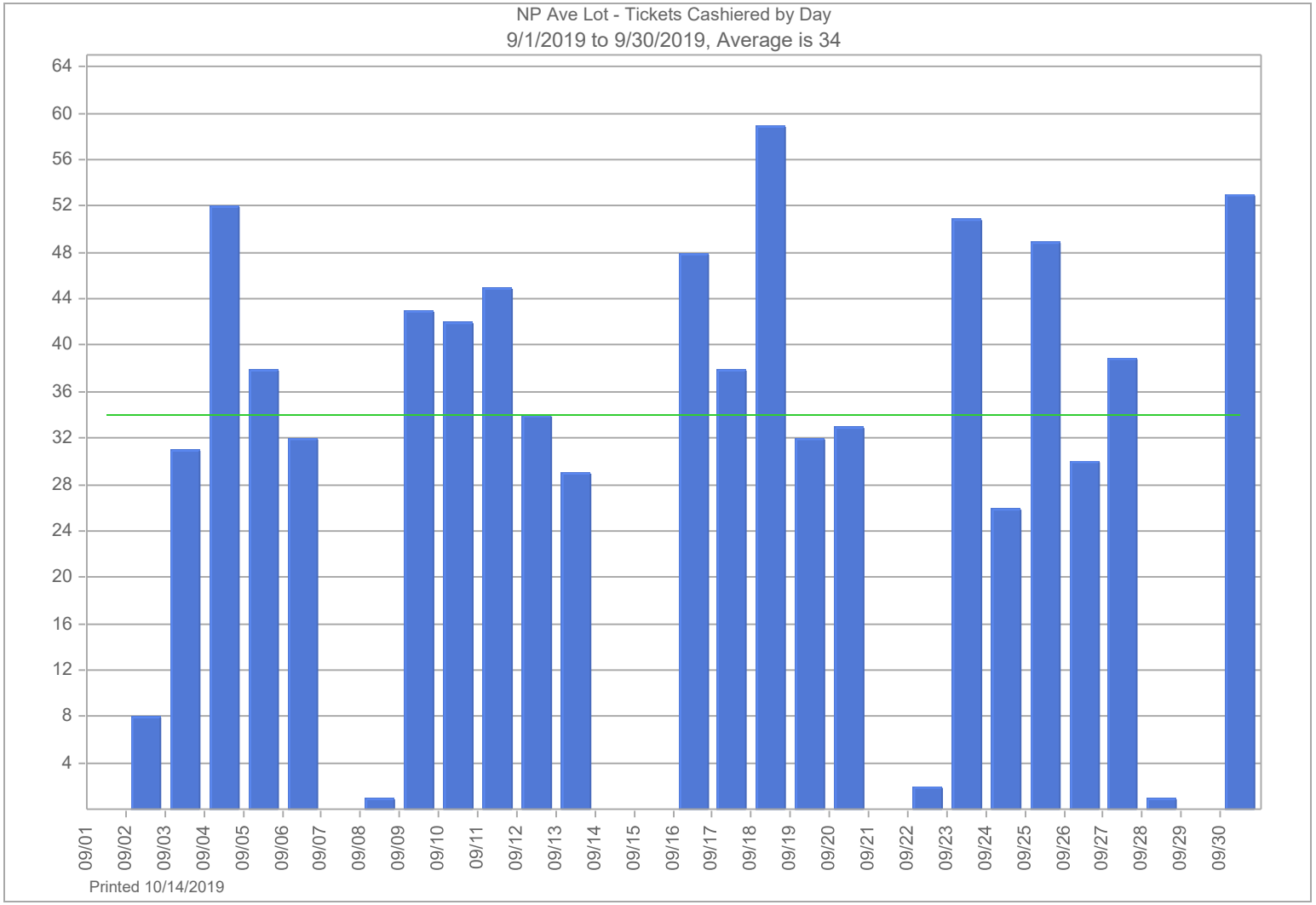
Includes March and April

Includes January, February and May


NP Ave Lot - Ticket Count Breakdown
9/1/2019 to 9/30/2019, 816 Tickets Cashiered
2 (0.2%)
94 (11.5%)
157 (19.2%
434 (53.2%)
81 (9.9%)
48 (5.9%)
Transient Other Tickets (2)
Transient 1 Hour $1.00 (94)
Transient 2 Hours $2.00 (157)
Transient 3 Hours $3.00 (81)
Transient 4 Hours $4.00 (48)
Transient All Day $5.00 (434)
Printed 10/14/2019


NP Ave Lot - Receipts Breakdown
9/1/2019 to 9/30/2019
$385.50 (12.8%)
$113.00 (3.7%)
$2,517.00 (83.5%)
Credit Card Receipts $2,517.00
Total Validations $113.00
Cash/Checks Deposited $385.50
Printed 10/14/2019


NP Ave Lot - Ticket Value Breakdown
9/1/2019 to 9/30/2019, Total Ticket Value is $3,013.00
$94.00 (3.1%)
$314.00 (10.4%)
$243.00 (8.1%)
$192.00 (6.4%)
$2,170.00 (72.0%)
Transient 1 Hour $1.00 $94.00
Transient 2 Hours $2.00 $314.00
Transient 3 Hours $3.00 $243.00
Transient 4 Hours $4.00 $192.00
Transient All Day $5.00 $2,170.00
Printed 10/14/2019


NP Ave Lot - Tickets Cashiered by Day
9/1/2019 to 9/30/2019, Average is 34
64
60
56
52
48
44
40
36
32
28
24
20
16
12
8
4
09/01
09/02
09/03
09/04
09/05
09/06
09/07
09/08
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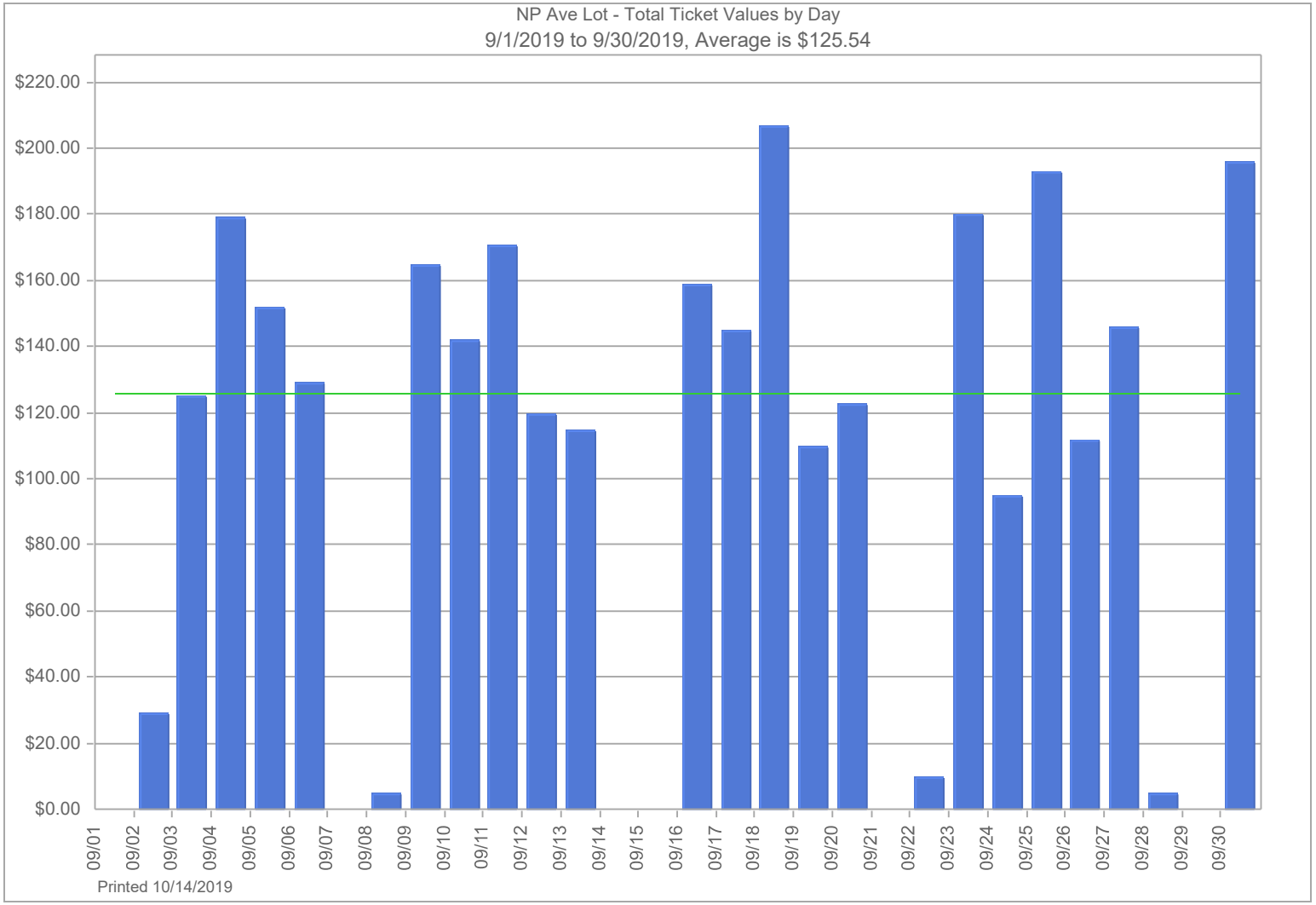
NP Ave Lot - Total Ticket Values by Day
9/1/2019 to 9/30/2019, Average is $125.54
$220.00
$200.00
$180.00
$160.00
$140.00
$120.00
$100.00
$80.00
$60.00
$40.00
$20.00
$0.00
09/01
09/02
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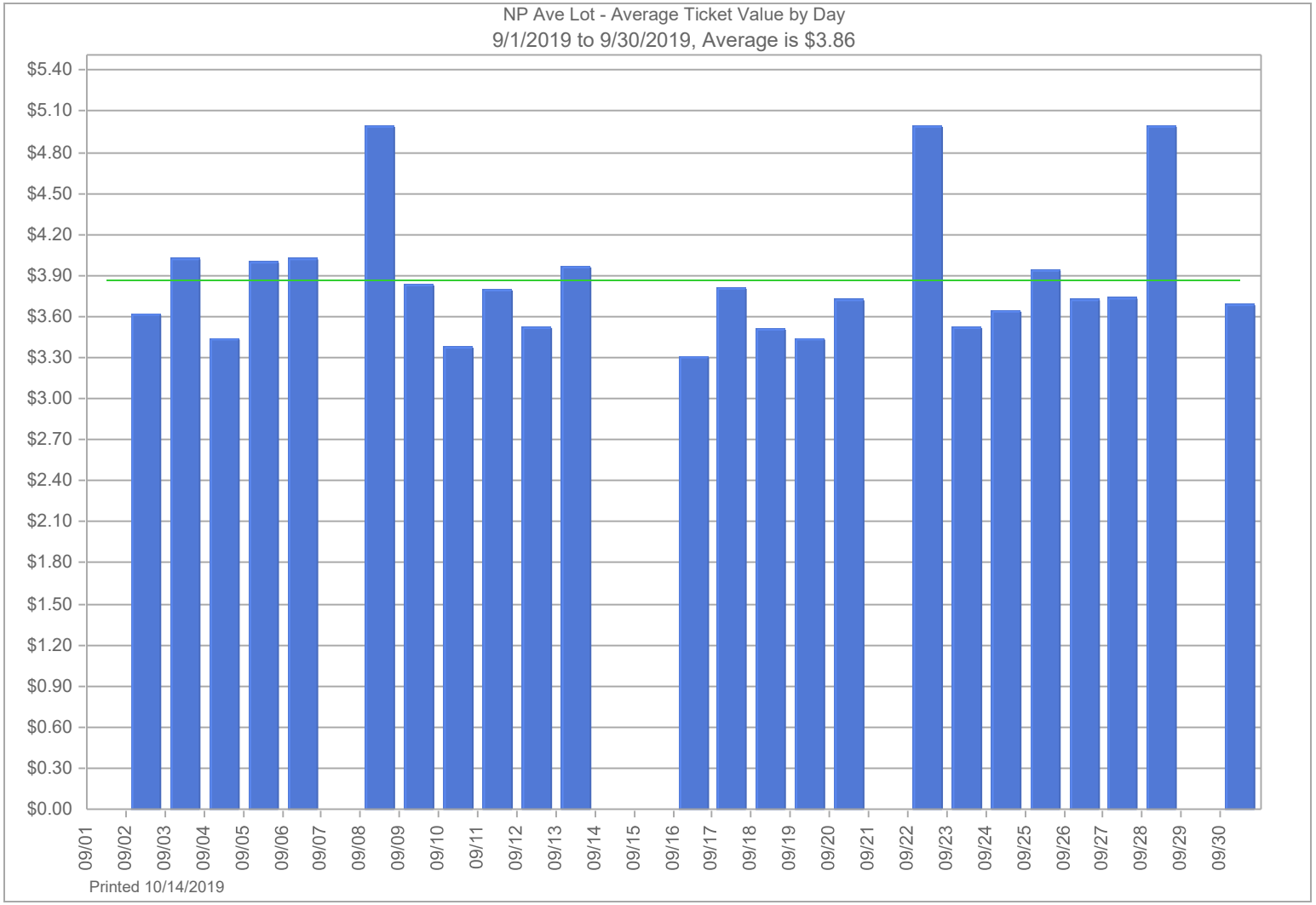
Printed 10/14/2019


NP Ave Lot - Average Ticket Value by Day
9/1/2019 to 9/30/2019, Average is $3.86
$5.40
$5.10
$4.80
$4.50
$4.20
$3.90
$3.60
$3.30
$3.00
$2.70
$2.40
$2.10
$1.80
$1.50
$1.20
$0.90
$0.60
$0.30
$0.00
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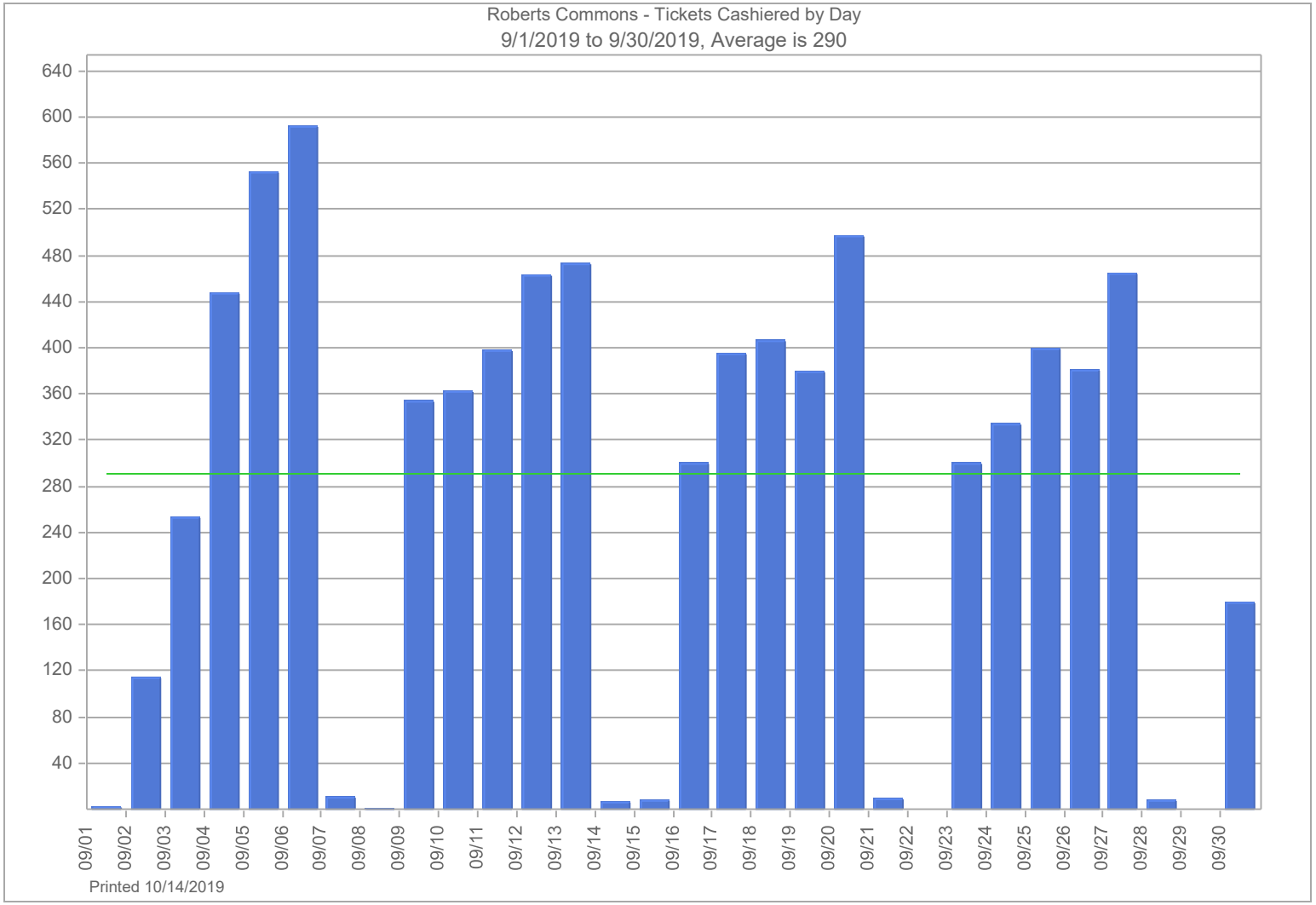
Roberts Commons - Tickets Cashiered by Day
9/1/2019 to 9/30/2019, Average is 290
640
600
560
520
480
440
400
360
320
280
240
200
160
120
80
40
09/01
09/02
09/03
09/04
09/05
09/06
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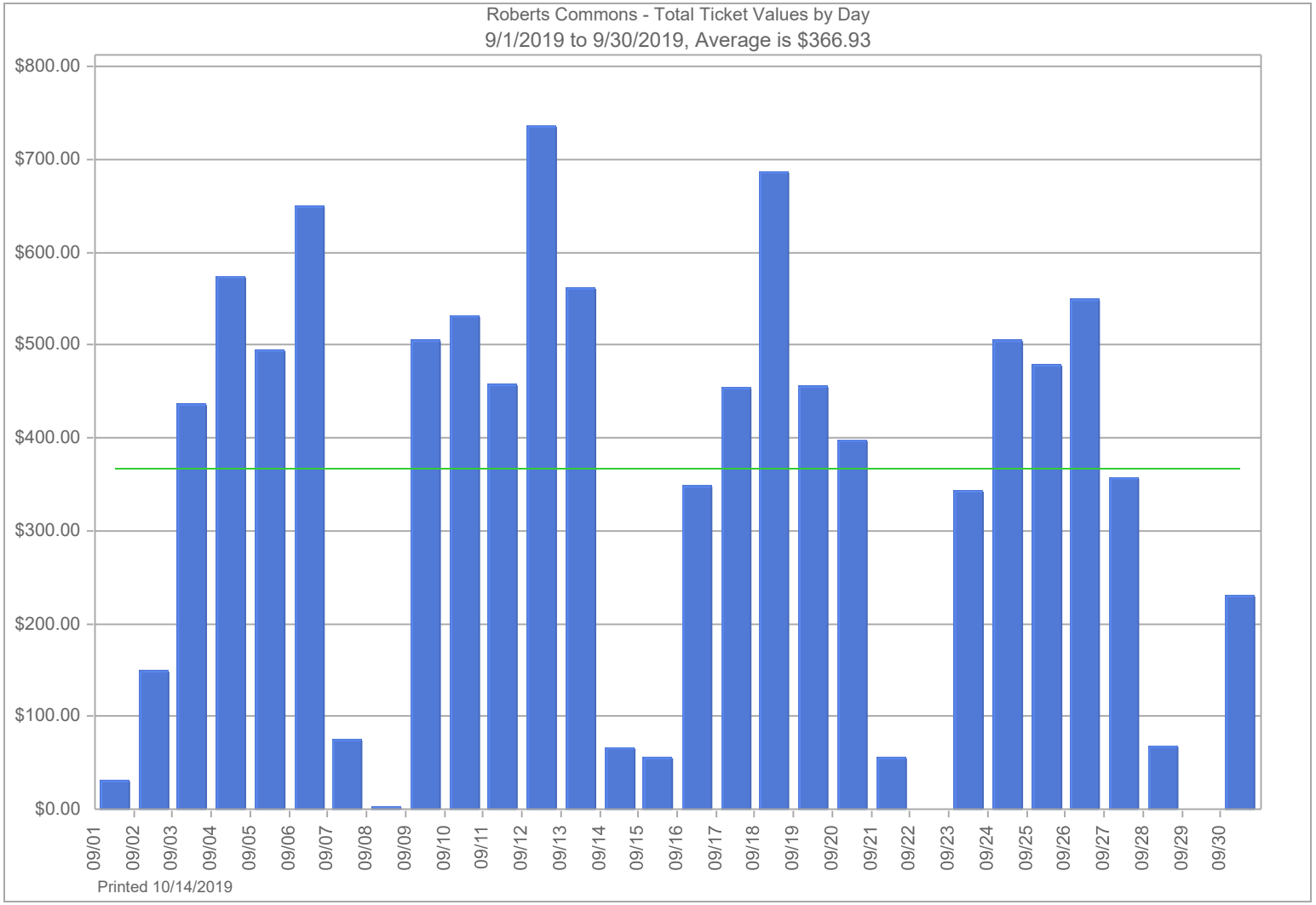
Roberts Commons - Total Ticket Values by Day
9/1/2019 to 9/30/2019, Average is $366.93
$800.00
$700.00
$600.00
$500.00
$400.00
$300.00
$200.00
$100.00
$0.00
09/01
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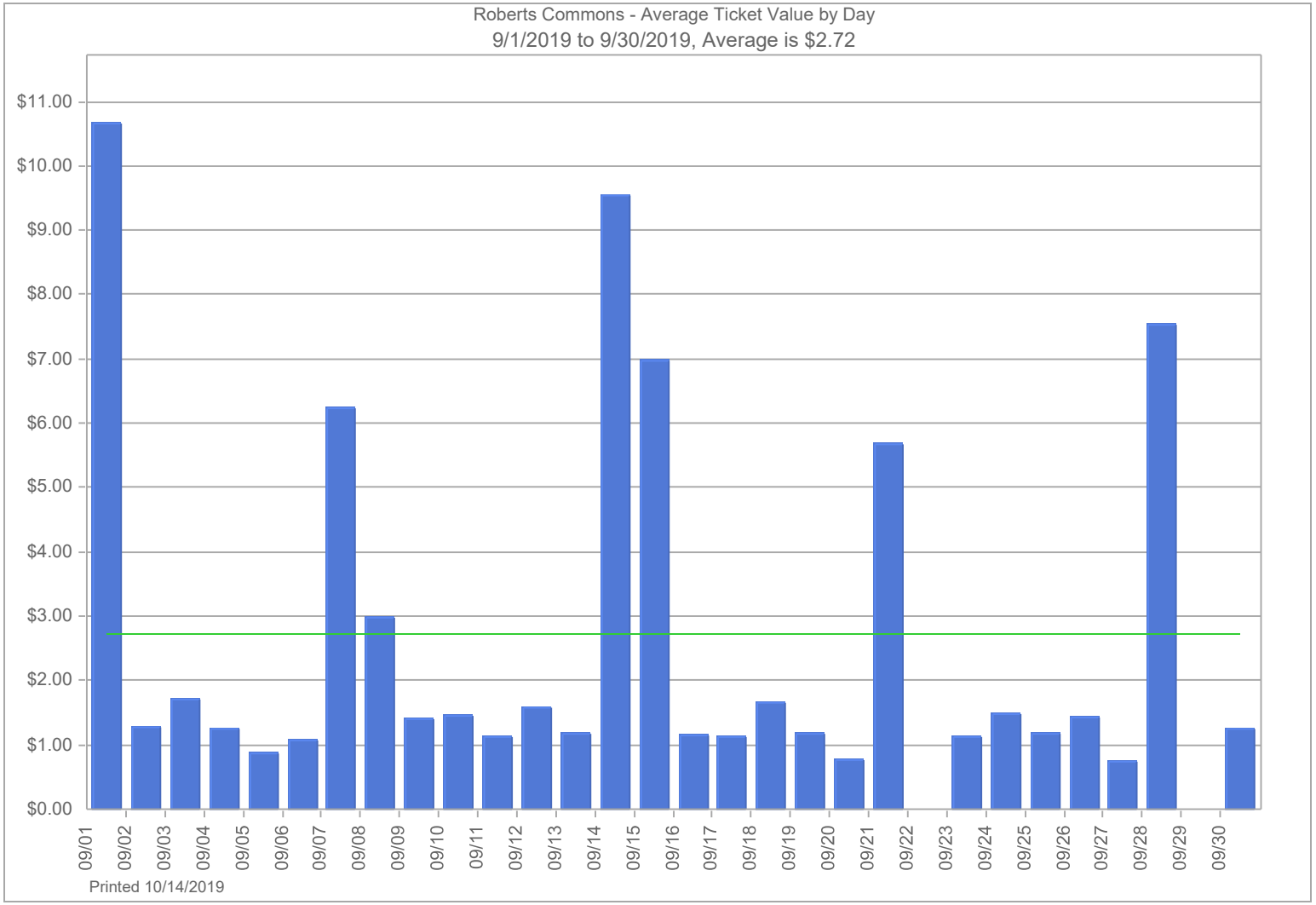
Printed 10/14/2019


Roberts Commons - Average Ticket Value by Day
9/1/2019 to 9/30/2019, Average is $2.72
$11.00
$10.00
$9.00
$8.00
$7.00
$6.00
$5.00
$4.00
$3.00
$2.00
$1.00
$0.00
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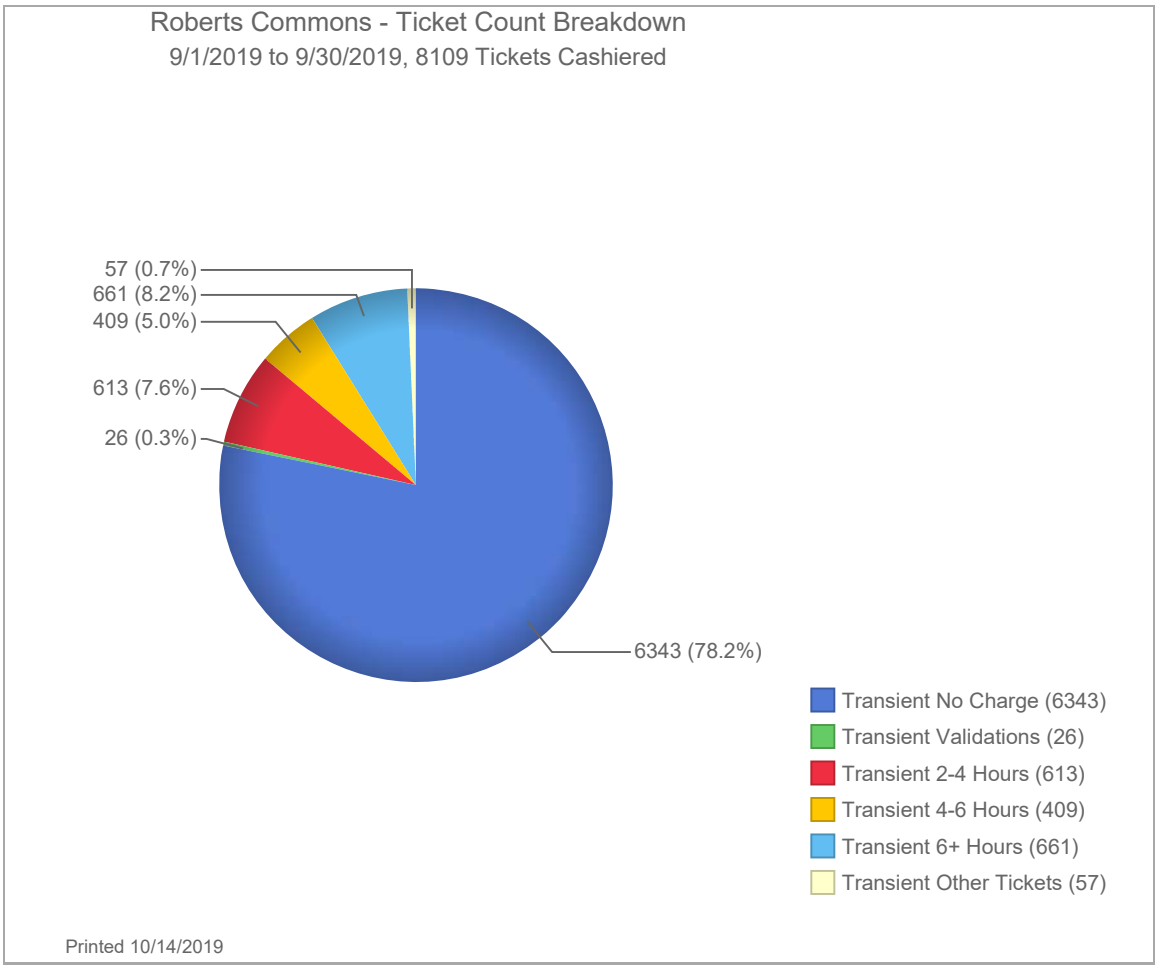
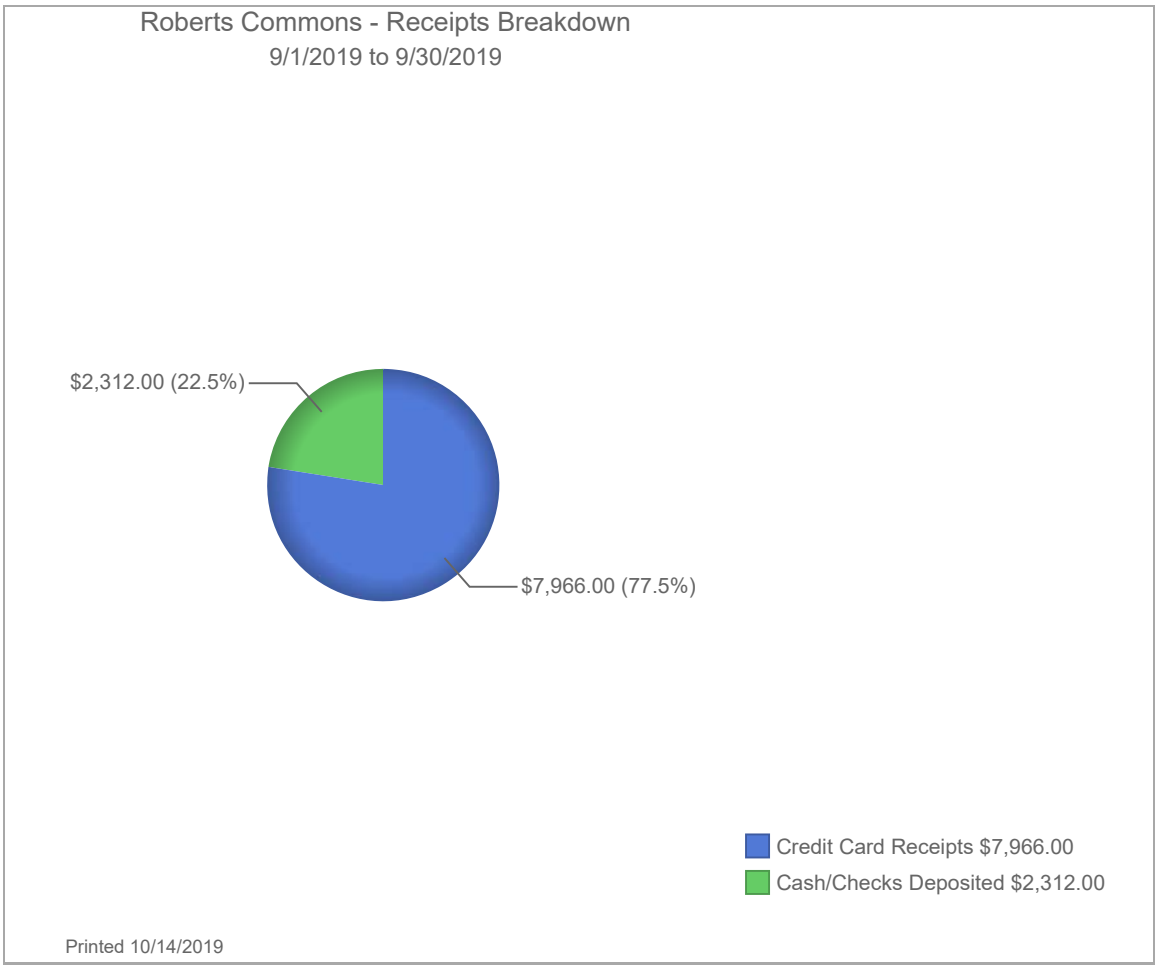
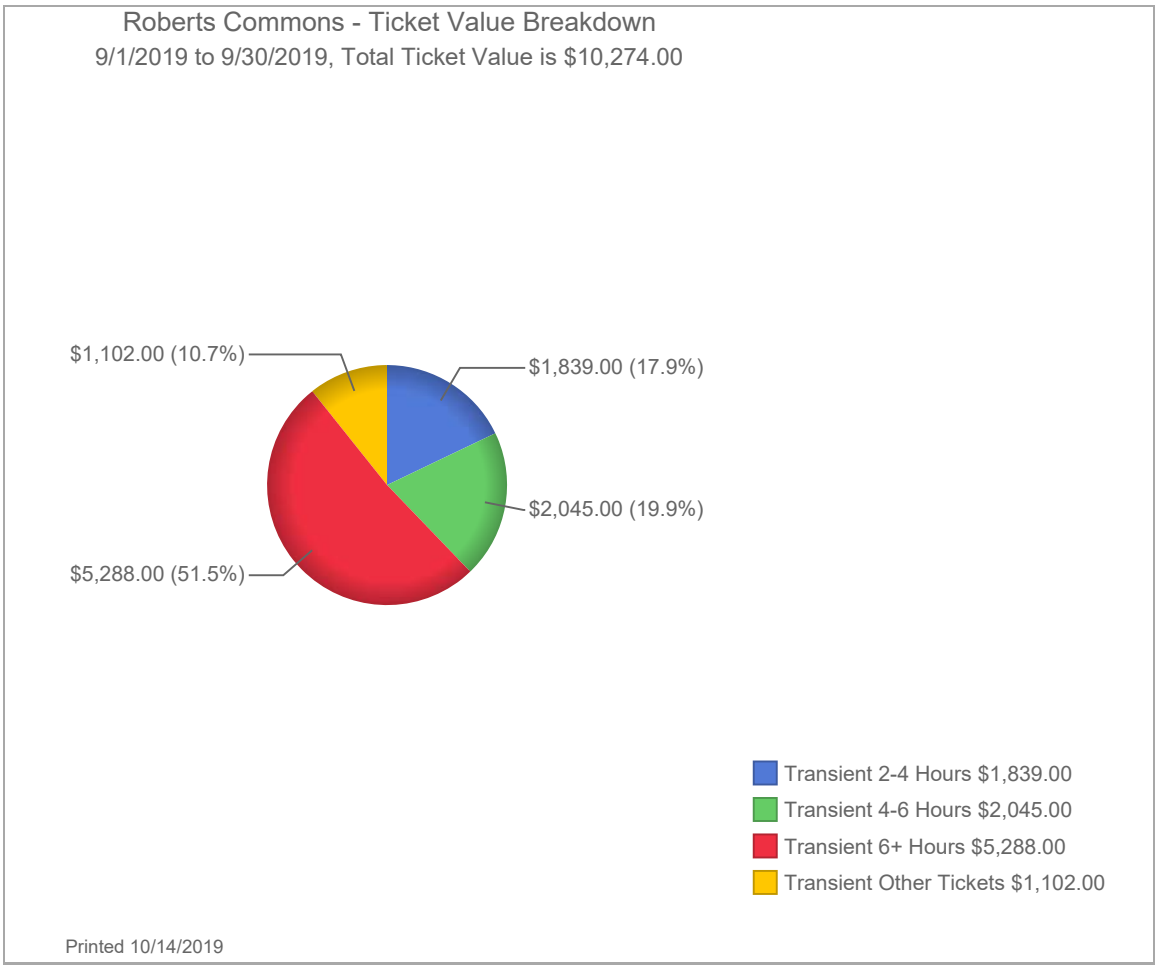

Roberts Commons - Ticket Count Breakdown
9/1/2019 to 9/30/2019, 8109 Tickets Cashiered
57 (0.7%)
661 (8.2%)
409 (5.0%)
613 (7.6%)
26 (0.3%)
6343 (78.2%)
Transient No Charge (6343)
Transient Validations (26)
Transient 2-4 Hours (613)
Transient 4-6 Hours (409)
Transient 6+ Hours (661)
Transient Other Tickets (57)
Printed 10/14/2019


Roberts Commons - Receipts Breakdown
9/1/2019 to 9/30/2019
$2,312.00 (22.5%)
$7,966.00 (77.5%)
Credit Card Receipts $7,966.00
Cash/Checks Deposited $2,312.00
Printed 10/14/2019


Roberts Commons - Ticket Value Breakdown
9/1/2019 to 9/30/2019, Total Ticket Value is $10,274.00
$1,102.00 (10.7%)
$1,839.00 (17.9%)
$2,045.00 (19.9%)
$5,288.00 (51.5%)
Transient 2-4 Hours $1,839.00
Transient 4-6 Hours $2,045.00
Transient 6+ Hours $5,288.00
Transient Other Tickets $1,102.00
Printed 10/14/2019

THE CITY OF Fargo FAR MORE

MEMORANDUM

TO: PARKING COMMISSION

FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR

DATE: OCTOBER 22, 2019

SUBJECT: PARKING RATES FOR 2020 AND 2021

Increased parking fees are essential to paying for the bonds on the Mercantile Parking Garage. The Fargo City Commission approved a financing plan and the facility earlier this month.

I'm proposing the monthly rate changes on the attached sheet, with the 2020 rates to be implemented January 1, 2020 and the 2021 rates to be implemented when the Mercantile Parking Garage is completed. (Fall 2020)

The proposed rates are higher at the locations in the core of the downtown (Civic Ramp and Roberts Commons Garage), and decrease further away from these high demand facilities. There is a lengthy waiting list at both Roberts Commons and the Civic Ramp, our highest demand facilities.

The Island Park Ramp, which is only 50% utilized, would have the lowest rate since demand is low compared to capacity. This provides the more affordable parking option in the downtown.

The new Mercantile Garage and the GTC Garage would be priced at $106 a month since they are good quality facilities and only two blocks from the core of the downtown.

The NP Lot is also in demand, so rates can be higher. Finally, the 4th Street Lot should be increased to the same at the 3rd Street Lot.

	2019	January, 1 2020	Fall, 2020
Roberts Commons - Reserved	$ 130	$ 140	$ 150
Roberts Commons - General	$ 106	$ 106	$ 129
Civic Ramp (Radisson)	$ 106	$ 106	$ 129
GTC Garage	$ 93	$ 99	$ 106
Mercantile Garage	n/a	n/a	$ 106
NP Avenue Lot	$ 81	$ 90	$ 99
4th Street Lot	$ 70	$ 75	$ 75
3rd Street Lot	$ 75	$ 75	$ 75
Main Avenue Lot	$ 62	$ 62	$ 62
Island Park Ramp	$ 59	$ 60	$ 60

Rate Increases are highlighted in Green

Fargo Monthly Rate Analysis
18-Sep-19

	#	Current Rate	Proposed Rate	Current Revenue	Proposed Revenue
RoCo Reserved	63	130	150	$98,280	$113,400
RoCo Random	347	106	129	$441,384	$537,156
Civic	240	106	129	$305,280	$371,520
GTC	205	93	106	$228,780	$260,760
NP	85	81	99	$82,620	$100,980
4th St	245	70	75	$205,800	$220,500
3rd St	183	75	75	$164,700	$164,700
Main	65	62	62	$48,360	$48,360
Island Park	202	59	60	$143,016	$145,440
Mercantile	320		106		$407,040
Mercantile, evening	25		53		$15,900
Total				**$1,718,220**	**$2,385,756**

THE CITY OF Fargo FAR MORE

MEMORANDUM

TO: PARKING COMMISSION

FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR

DATE: OCTOBER 22, 2019

SUBJECT: ISLAND PARK RAMP – SHUTTLE AND GROUP RATE

Bushel (formerly Myriad Mobile) may be interested in leasing parking spaces in the Island Park Ramp and operating a shuttle service to their location.

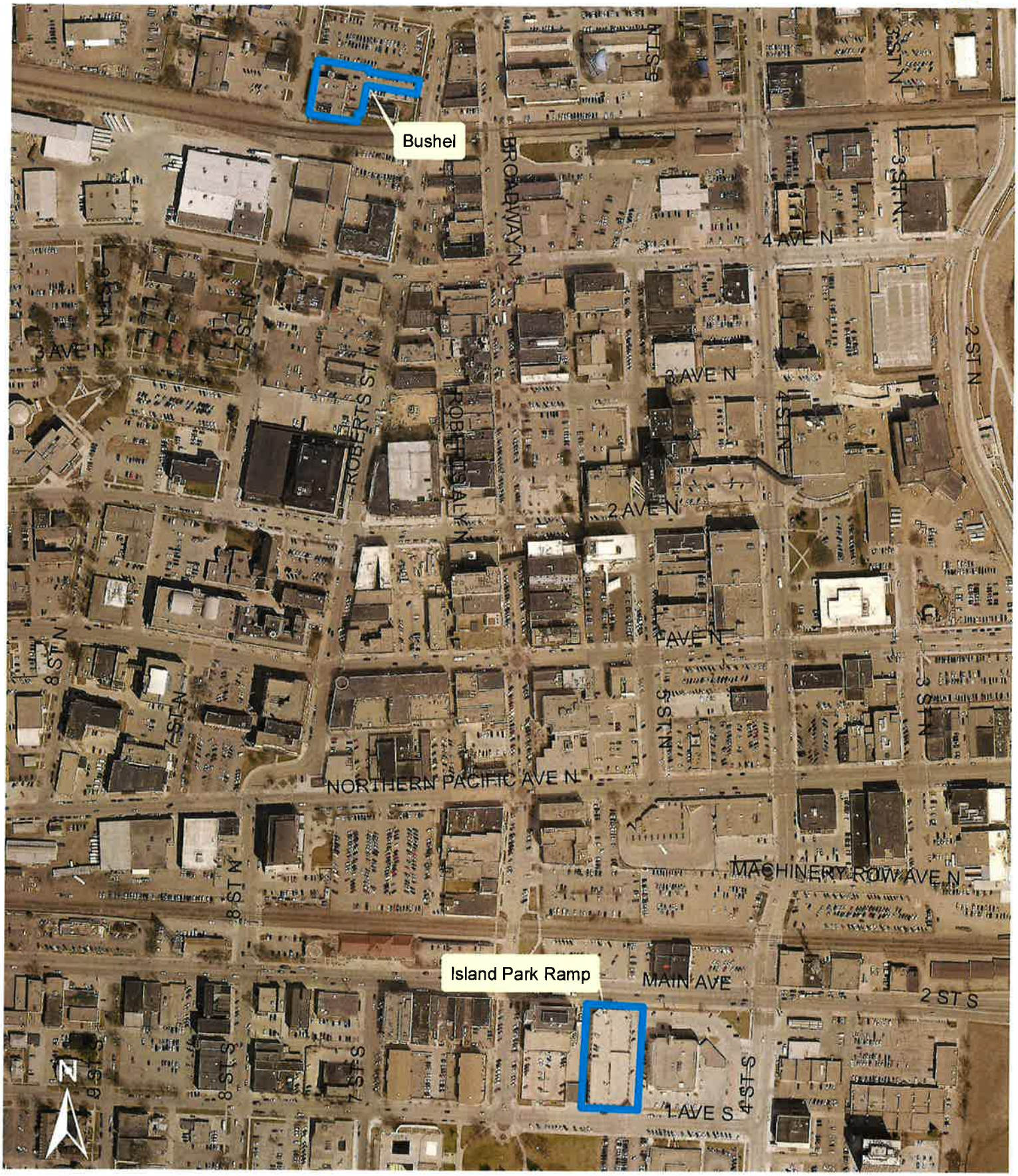
Bushel is located at 503 7th Street North. They are looking for more parking spaces. They have 140 employees and very limited parking. Many employees must park on the street some distance from the office.

The need is for 40 to 50 parking spaces, and this may increase in the future. The only Downtown parking facility with this capacity is the Island Park Ramp. Bushel is about 9 blocks from the Island Park Ramp.

Bushel would be willing to provide the shuttle to pick up employees at the Island Park Ramp and transport them to the office. The shuttle would run for a limited time in the morning and at the end of the workday. The pick-up location would be at the Main Avenue pedestrian entrance to the Island Park Ramp. On street parking could be changed to a "no-parking pick-up/drop-off zone."

The proposed parking rate would be $50 per month per parking spot. This would provide an additional $2,000 to $2,500 month of income from the Island Park Ramp. There would be no additional cost to the City.

The Downtown plan suggested a parking shuttle to meet a portion of Downtown parking needs. This is an opportunity to try the concept at no cost or risk to the City. If it is successful, other employers may consider this option.



Island Park Ramp-- Bushel Shuttle

ISLAND PARK RAMP

MEMORANDUM

TO: PARKING COMMISSION MEMBERS

FROM: NICOLE CRUTCHFIELD, PLANNING DIRECTOR

DATE: OCTOBER 28, 2019

RE: PROJECT AND OUTREACH ITEMS

The following are project and outreach item updates from the Planning Department.

1) The City conducted an ADA assessment of Island Park ramp by consulting with the City's Inspections department. Staff plans to consult with an architect or engineer to prepare a design solution and get bids. The necessary improvements include sidewalk and access improvements at the pedestrian doors and are estimated to cost approximately $15,000.

2) Last month, as a forwarded item from the Downtown Community Partnership (DCP) and BID, several city staff members from various departments and interested business owners convened to discuss Broadway benches and policing difficulties downtown. This resulted in positive discussion and further planning developments. Included in the discussion was the need for public outreach and an open house in conjunction with City Planning, Downtown Parking and the DCP as we coordinate parking improvements and downtown activities in general. Staff will coordinate some open house dates with the DCP.

3) In conjunction with City Administration, the City is seeking to further enhance our governance practices with some general updates. As such, we are assisting all our boards in enacting bylaws. Based on templates we have in-house, as well as from general practice of the Parking Commission, a draft of bylaws is included in your packet. Please provide review comments to staff or bring forward at this week's meeting.

4) The Planning office is working on a contract update with Interstate Parking. A draft of this update will be brought forward next month.

BYLAWS: RULES AND PRODECURES
CITY OF FARGO PARKING COMMISSION
Adopted _____

The duly appointed Parking Commission of the City of Fargo, North Dakota, does hereby adopt the rules hereinafter set forth as the rules that shall govern its internal operations.

I. PURPOSE

The Fargo Parking Commission (hereinafter referred to as "the Commission") will manage, provide, promote, and maintain safe, convenient, accessible, attractive, and reasonably priced parking facilities that meet the need of downtown businesses, employers, residents, and visitors.

Scope of Work—The Commission shall serve as an advisory board to the Mayor and City Commission on parking issues in the downtown area. This work could include financial responsibility of the parking budget, hiring and monitoring professional management of parking facilities, evaluating future parking needs, and being a partner to downtown groups.

II. MEMBERSHIP & ATTENDANCE

The Commission shall consist of five (5) members and one (1) alternate to be appointed for three (3) year terms by the Mayor and subject to confirmation by the City Commission. Appointed members shall be one of the following: Downtown Community Partnership member, downtown property owner, downtown business owner who is not a property owner, representative from a downtown non-profit organization, or representative user of downtown parking system.

Chairperson— Shall generally preside and conduct all Commission meetings, and with the advice and consent of other members, may appoint committees from Commission members to perform specific duties.

Vice Chairperson—In the event of the absence, disability, resignation, or conflict of interest of the Chairperson, the Vice Chairperson shall exercise all the powers and duties of said Chairperson, performing this function, the Vice Chairperson shall automatically become Commission Chairperson and the position of Vice Chairperson shall be deemed vacant and the Commission may elect from its own members a successor Vice Chairperson to fill this vacancy at its next meeting.

Commission members shall attend all meetings. In the event that a member cannot be present, that information shall be communicated to the city staff liaison at the earliest opportunity.

Unexcused Absences—In the event a member has three unexcused absences within a calendar year, the Commission, by majority vote of the remaining members, may recommend the termination of the appointment of said member to the Board of City Commissioners.

III. MEETINGS

Quorum—A quorum shall consist of three (3) members. A Regular Meeting shall not be held in the event a quorum cannot be formed.

Regular Meetings—The Commission shall meet on the last Thursday of each month at 9:00 o'clock a.m. If the regular meeting date falls on a holiday when the City governing offices are generally closed, the meeting will be held on the regular meeting day and time of the succeeding week. All regular meetings of the Commission shall be held in the City Commission Chambers unless otherwise published or distributed in the public notice for the public hearing.

Special Meetings—Special meetings may be convened by the Commission to conduct urgent business to a request by the:

1) Mayor or City Commission
2) The Chair or the Vice Chair in the Chair's absence
3) Three (3) members of the Commission

Meeting Procedures—All operating procedures not specifically provided for herein shall generally be governed by "Robert's Rules of Order," which is hereby incorporated for purposes of reference. In the event any provision of "Robert's Rule of Ordinance" are inconsistent herewith, these bylaws shall govern.

Order of Business—The items of business to be considered at any regular meeting shall be specified on the notice of such meetings, which shall be the meeting agenda and which shall be transmitted to each member in the case of a regular meeting no later than three days immediately preceding the meeting date and, in the case of special meetings, at the time the meeting is noticed. The order of the agenda may be changed or late items may be added by the Commission.

IV. VOTING

All Commission members, including the Chairperson and Vice Chairperson, shall be entitled to one equal vote at any meeting. Decisions of the Commission shall be determined by a vote of the majority of those members present at the meeting.

Conflict of Interest—The Commissioner declaring a conflict of interest concerning a matter before the Commission shall declare such a conflict at the time the matter is introduced for consideration and shall not vote nor participate in the discussion concerning the matter. The Commissioner declaring the conflict may remove oneself from the table and participate in the discussion as a member of the public.

V. AMENDMENT OF BYLAWS

Proposed amendments to these bylaws may be presented at any meeting of the Commission for consideration at the next regularly scheduled Commission meeting. The bylaws may be amended by an affirmative vote of a majority of seated members of this commission.