




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: November 19, 2019
RE: Thursday, November 21 Parking Commission Agenda

Parking Commission Mission Statement

Manage, provide, promote and maintain safe, convenient, accessible, attractive and reasonably priced parking facilities that will meet the need of downtown businesses, employers, residents, students, and visitors.

Visit www.fargoparking.com for additional Downtown Fargo parking information.

PARKING COMMISSION
Thursday, November 21, 2019, 8:00 a.m.
Commission Chambers
AGENDA

- | | |
|---|-------------|
| 1. Approve Order of Agenda | Action Item |
| 2. Approval of Minutes | |
| a) Meeting of October 31, 2019 | Action Item |
| 3. Interstate Parking Report/Financial Data | |
| a) October 2019 | |
| 4. Request for Parking Time Zone change | |
| a) Emergency Food Pantry | |
| 5. Staff Report | |
| a) Discuss Proposed Bylaws | |
| 6. Other Business | |

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

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

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

BOARD OF PARKING COMMISSIONERS MINUTES

Regular Meeting:

Thursday, October 31, 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, October 31, 2019.

The Parking Commissioners present or absent were as follows:

Present: Chair Mike Williams, Brian Hayer, Jay Krabbenhoft, Austin Morris

Absent: Randy Thorson

Chairperson Williams called the meeting to order.

Chairperson Williams introduced new Board Member Austin Morris.

Item 1: Approve Order of Agenda

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

Item 2: Minutes: Regular Meetings of May 30, 2019 and July 25, 2019

Member Hayer moved the minutes of the May 30, 2019 and July 25, 2019 Parking Commission meetings be approved. Second by Member Krabbenhoft. All Members present voted aye and the motion was declared carried.

Item 3: Interstate Parking Report/Financial Data

a. September 2019

Paul Schnettler, Interstate Parking (IP), presented the September financial and operation reports.

Fargo Operations Manager Vanessa Hernandez provided an update on the downtown overnight parking enforcement implemented on October 1.

Discussion was held regarding promoting public awareness of the city-wide on-street winter parking regulations that go into effect on November 1, and making sure all on-street signage is current.

Item 4: Staff Reports

a. Approve Parking Rates for 2020 and 2021

Director of Planning and Development Nicole Crutchfield presented the proposed rates on behalf of Jim Gilmour, Director of Strategic Planning and Research. She reviewed

staff's strategies used to determine the rates. Ms. Crutchfield requested the Board's approval to present the rate changes for 2020 and 2021 before the City Commission.

Discussion was held on how these rates compared to other cities the size of Fargo, and to keep the Island Park Ramp at its current rate of \$59.

Member Hayer moved to approve the rates and keep the Island Park Ramp at \$59 as proposed. Second by Member Morris. All Members present voted aye and the motion was declared carried.

b. Island Park Ramp – Shuttle and Group Rate

Ms. Crutchfield reported this item is no longer an option. Bushel (formerly Myriad Mobile) expressed interest in leasing parking spaces in the Island Park Ramp and operating a shuttle service to their location. She stated they informed staff yesterday this idea will not work for their needs.

c. Projects and Outreach Items

Ms. Crutchfield presented information on the following items:

- She noted the City conducted an ADA (American with Disabilities Act) assessment of Island Park Ramp by consulting with the City's Inspections Department. Ms. Crutchfield stated staff plans to consult with an architect or engineer to prepare a design solution, and get bids for necessary improvements including sidewalk and access at the pedestrian doors.
- She reported last month City staff and interested business owners met to discuss Broadway benches and policing difficulties in the downtown area. She said included in the discussion was the need for public outreach and open houses in conjunction with City Planning, Downtown Parking, and the DCP (Downtown Community Partnership), to further coordinate parking improvements and other downtown activities.
- She referred to a draft of bylaws included in the packet for the Parking Commission. Ms. Crutchfield asked the Board to review the document for further discussion at the next meeting.
- She stated staff is working on a contract update with Interstate Parking and a draft will be presented at the next meeting.

Member Morris absent.

Item 5: Other Business

No other business was discussed.

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



CITY OF FARGO
PARKING
REPORT
OCTOBER
2019

November 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 October 31st, 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 October 31st, 2019
- 2019 Revenue Report for the ten months ending October 31st, 2019
- Invoice copies to support the City Expenses deduction scheduled on the Revenue Report for the month ending October 31st, 2019
- Month ending October 31st, 2019 Transient Revenue analytical graphs by location

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

443-6555x210.

Sincerely,

Simon Bognar
Staff Accountant
Interstate Parking Company

City of Fargo

2019 Revenue Report



For the Month Ending October 31st, 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	22,325.00			6,318.00	17,863.00	16,800.00	13,650.00	4,104.00	9,912.00	995.00		91,967.00	94,825.93
Transient Revenue	4,822.50			1,601.05								6,423.55	3,326.60
Pay by Phone	8.00			1,467.75								1,475.75	560.25
Validation Revenue	5,117.00			353.00								5,470.00	1,975.25
Validation Revenue - Radisson												-	-
Violation Revenue	199.00			1,152.00	40.00	120.00	85.00	-	-	108.00	-	1,704.00	911.00
Event Revenue	-			-		-			-			-	-
Gross Revenue	\$ 32,471.50	\$ -	\$ -	\$ 10,891.80	\$ 17,903.00	\$ 16,920.00	\$ 13,735.00	\$ 4,104.00	\$ 9,912.00	\$ 1,103.00	\$ -	\$ 107,040.30	\$ 101,599.03
Credit Card Fees	(249.00)			(295.03)	(20.41)	-	(19.04)	(1.57)	(68.01)	(9.14)	-	(662.20)	(447.68)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll	-			(1,804.58)		(2,177.94)	(1,804.58)	(933.40)	(4,978.16)	(323.60)	-	(12,022.26)	(8,082.50)
Passport Fees	(99.60)			(946.59)	(20.00)	(60.00)	(42.00)	-	-	(53.20)	-	(1,221.39)	(693.91)
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												-	(104.66)
Glacier Snow												-	(104.66)
The LockShop												-	-
Overhead Door Co.					(300.00)							(300.00)	-
Summit Companies												-	-
Fargo Glass and Paint												-	-
Tapco	-											-	-
Grotberg Electric INC				-								-	-
Frozen Drain Repair												-	-
Jet Way												-	-
Moorhead Electric	-											-	-
Signage												-	-
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-		120.00	120.00
Total Adjustments	(5,684.24)	-	-	(5,436.37)	(4,763.21)	(4,628.11)	(4,255.79)	(3,325.14)	(9,588.97)	(2,750.79)	-	(40,432.62)	(35,322.08)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	-	1,375.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	25.00	425.00
Net Operating Income	\$ 26,787.26	\$ -	\$ -	\$ 5,455.43	\$ 13,139.79	\$ 12,291.89	\$ 9,479.21	\$ 778.86	\$ 323.03	\$ (1,647.79)	\$ -	\$ 66,632.68	\$ 68,076.95

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 Remitted to City of Fargo	<u>\$ 66,632.68</u>

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	43,063.71			437,863.24	374,925.93
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	9,729.00			134,430.50	66,318.00
Pay by Phone	-	-											-	-
Validation Revenue	160.00	248.00	364.00	544.00	352.00	50.00	386.00	211.00	271.00	192.00			2,778.00	6,856.00
Validation Revenue - Radisson													-	-
Violation Revenue	17.00	137.00	39.00	-	22.00	39.00	34.00	22.00	66.00	56.00			432.00	17.00
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	\$ 53,040.71	\$ -	\$ -	\$ 575,503.74	\$ 448,116.93
Credit Card Fees	(453.53)	(602.21)	(606.59)	(775.60)	(715.58)	(774.36)	(694.10)	(750.90)	(633.65)	(550.76)			(6,557.28)	(3,141.47)
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)	(28.40)			(189.20)	(8.80)
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)	(16,586.86)			(165,868.60)	(163,740.00)
City Expenses:														
Glacier Snow (36435)	(1,808.00)			1,808.00									-	(52,216.67)
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)	
ASP of Moorhead (8004-256-12)										(940.00)			(940.00)	
City of Fargo (21835)										(3,105.21)			(3,105.21)	
													-	
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)	(21,211.23)	-	-	(215,936.04)	(219,106.94)
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	\$ 31,829.48	\$ -	\$ -	\$ 359,567.70	\$ 229,009.99

City of Fargo

2019 Revenue Report

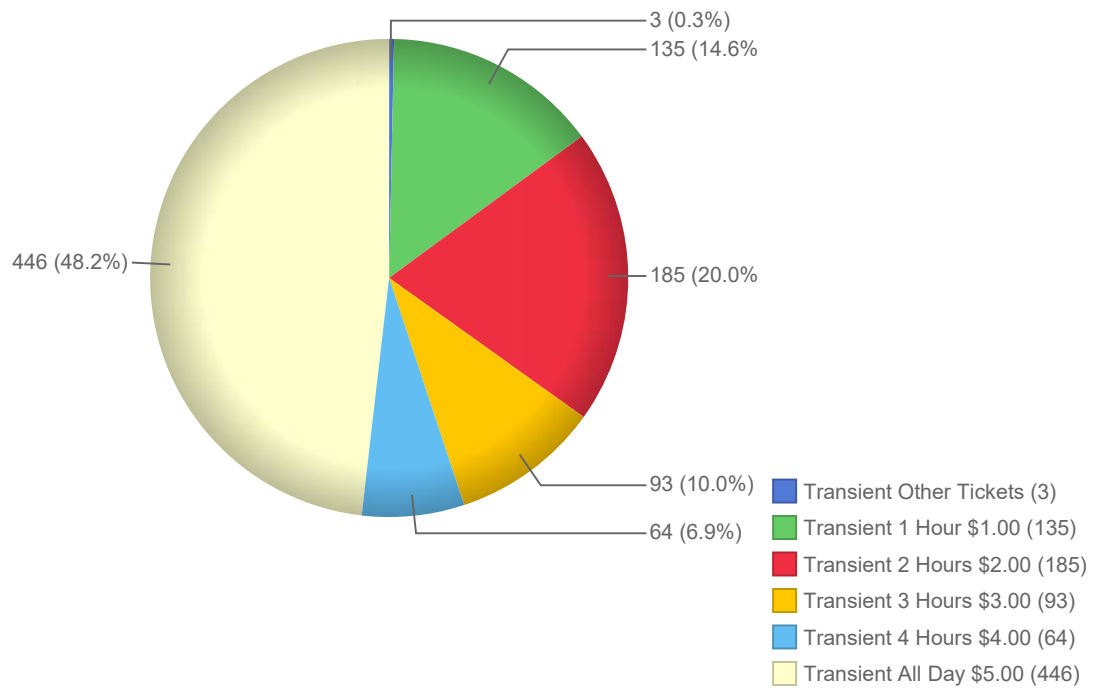


For the Ten months Ending October 31st, 2019:

	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	222,050.14	-	-	64,342.07	174,040.45	164,337.10	138,670.00	42,239.64	129,921.17	10,394.07	-	945,994.64	987,356.32
Transient Revenue	50,798.50	-	-	12,647.25	-	-	-	-	-	-	-	63,445.75	38,700.20
Pay by Phone	20.00	-	-	6,809.50	-	-	-	-	-	-	-	6,829.50	6,072.85
Validation Revenue	49,127.00	-	-	6,526.50	-	-	-	-	-	-	-	55,653.50	43,627.25
Validation Revenue - Radisson	-	-	-	-	-	-	-	-	-	-	-	-	14,680.00
Violation Revenue	690.00	-	-	5,970.00	40.00	484.00	255.00	68.00	17.00	159.00	-	7,683.00	5,621.00
Event Revenue	-	-	-	1,480.00	-	120.00	-	-	1,634.00	-	-	3,234.00	6,146.00
Gross Revenue	\$ 322,685.64	\$ -	\$ -	\$ 97,775.32	\$ 174,080.45	\$ 164,941.10	\$ 138,925.00	\$ 42,307.64	\$ 131,572.17	\$ 10,553.07	\$ -	\$ 1,082,840.39	\$ 1,102,203.62
Credit Card Fees	(3,422.74)	-	-	(2,450.37)	(338.61)	-	(201.70)	(58.89)	(614.01)	(138.35)	-	(7,224.67)	(8,308.30)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	1,800.00
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(12,312.08)	-	(14,859.38)	(12,312.08)	(6,368.30)	(33,964.34)	(2,207.70)	-	(82,023.88)	(64,202.88)
Passport Fees	(346.00)	-	-	(5,212.78)	(20.00)	(60.00)	(245.20)	(39.60)	(8.80)	(62.00)	-	(5,994.38)	(3,112.42)
Management Fee	(53,356.40)	-	-	(23,901.70)	(45,428.00)	(23,901.70)	(23,901.70)	(23,901.70)	(45,428.00)	(23,648.50)	-	(263,467.70)	(267,372.02)
City Expenses:													
Schindler Elevator	-	-	-	-	(554.34)	-	-	-	-	-	-	(554.34)	(16,772.85)
Glacier Snow	-	-	-	(12,941.03)	-	-	-	-	-	-	-	(12,941.03)	-
The LockShop	(223.23)	-	-	-	-	-	-	-	-	-	-	(223.23)	-
Overhead Door Co.	-	-	-	-	(419.44)	-	-	-	-	-	-	(419.44)	-
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	-	-	-	-	1,200.00	-	-	-	-	-	-	1,200.00	1,200.00
Total Adjustments	(60,372.28)	-	-	(58,036.08)	(45,728.05)	(38,988.74)	(36,828.34)	(30,536.14)	(81,274.80)	(26,224.20)	-	(377,988.63)	(356,768.47)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	675.00	10,750.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	175.00	5,875.00
Net Operating Income	\$ 262,313.36	\$ -	\$ -	\$ 39,739.24	\$ 128,352.40	\$ 125,952.36	\$ 102,096.66	\$ 11,771.50	\$ 50,297.37	\$ (15,671.13)	\$ -	\$ 705,701.76	\$ 762,060.15

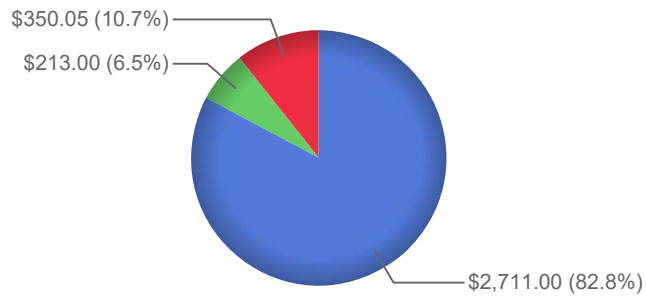
Packet Digital A/R Delayed Payment as of 8/31/19	\$ (12,296.00)
Packet Digital A/R Delayed Payment as of 9/30/19	\$ (12,296.00)
Difference	\$ -
Amount Remitted to City of Fargo	<u>\$ 705,701.76</u>

NP Ave Lot - Ticket Count Breakdown
10/1/2019 to 10/31/2019, 926 Tickets Cashiered



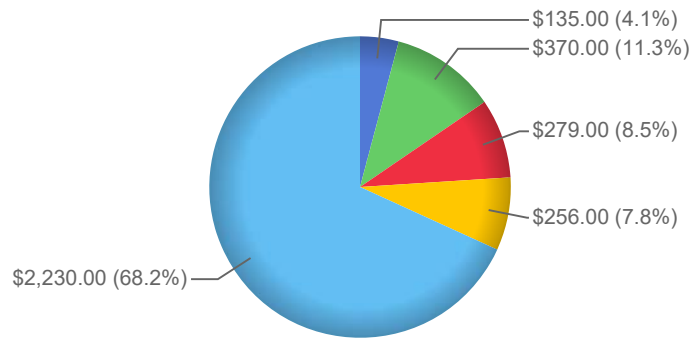
Printed 11/14/2019

NP Ave Lot - Receipts Breakdown
10/1/2019 to 10/31/2019



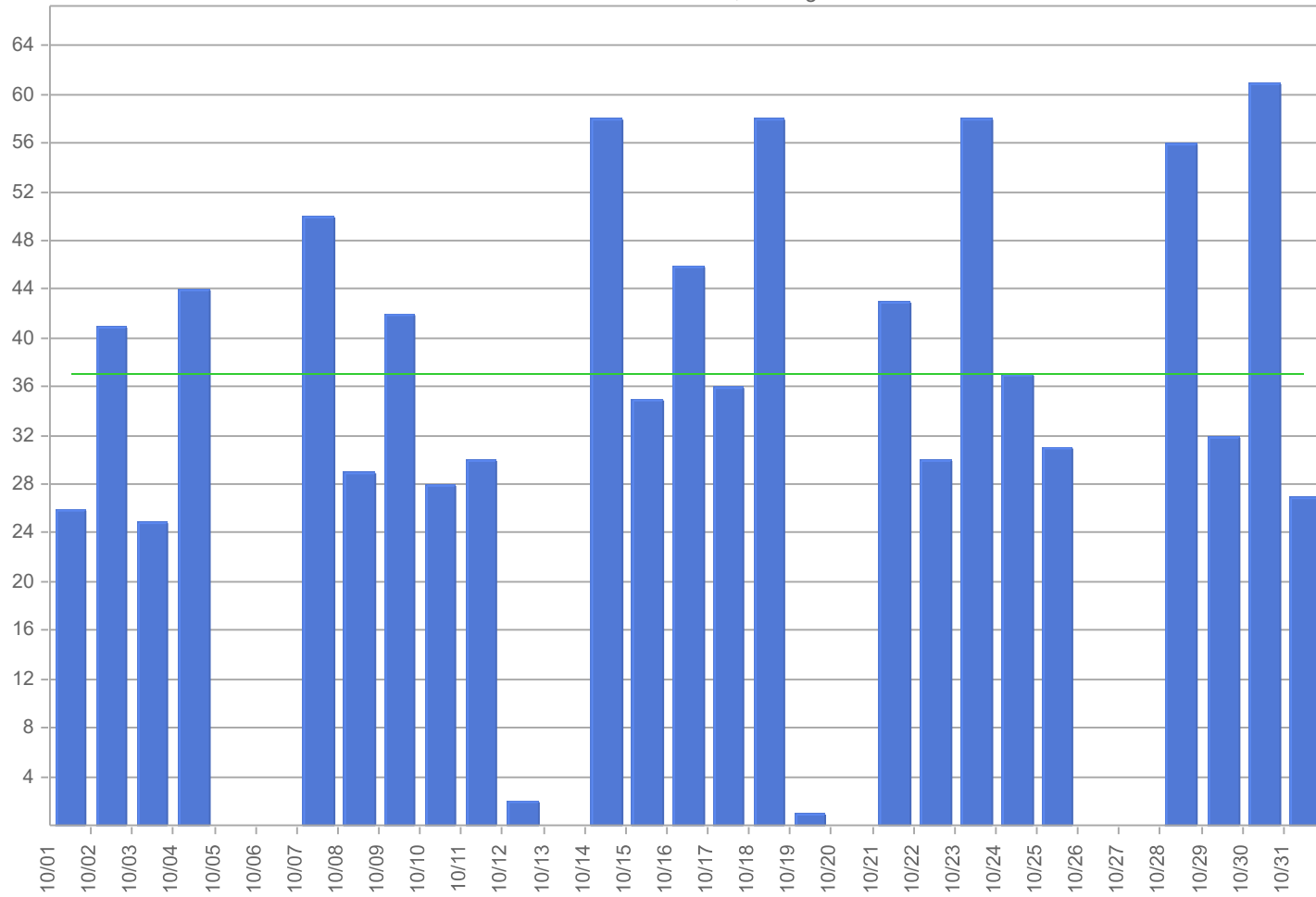
- Credit Card Receipts \$2,711.00
- Total Validations \$213.00
- Cash/Checks Deposited \$350.05

NP Ave Lot - Ticket Value Breakdown
10/1/2019 to 10/31/2019, Total Ticket Value is \$3,270.00



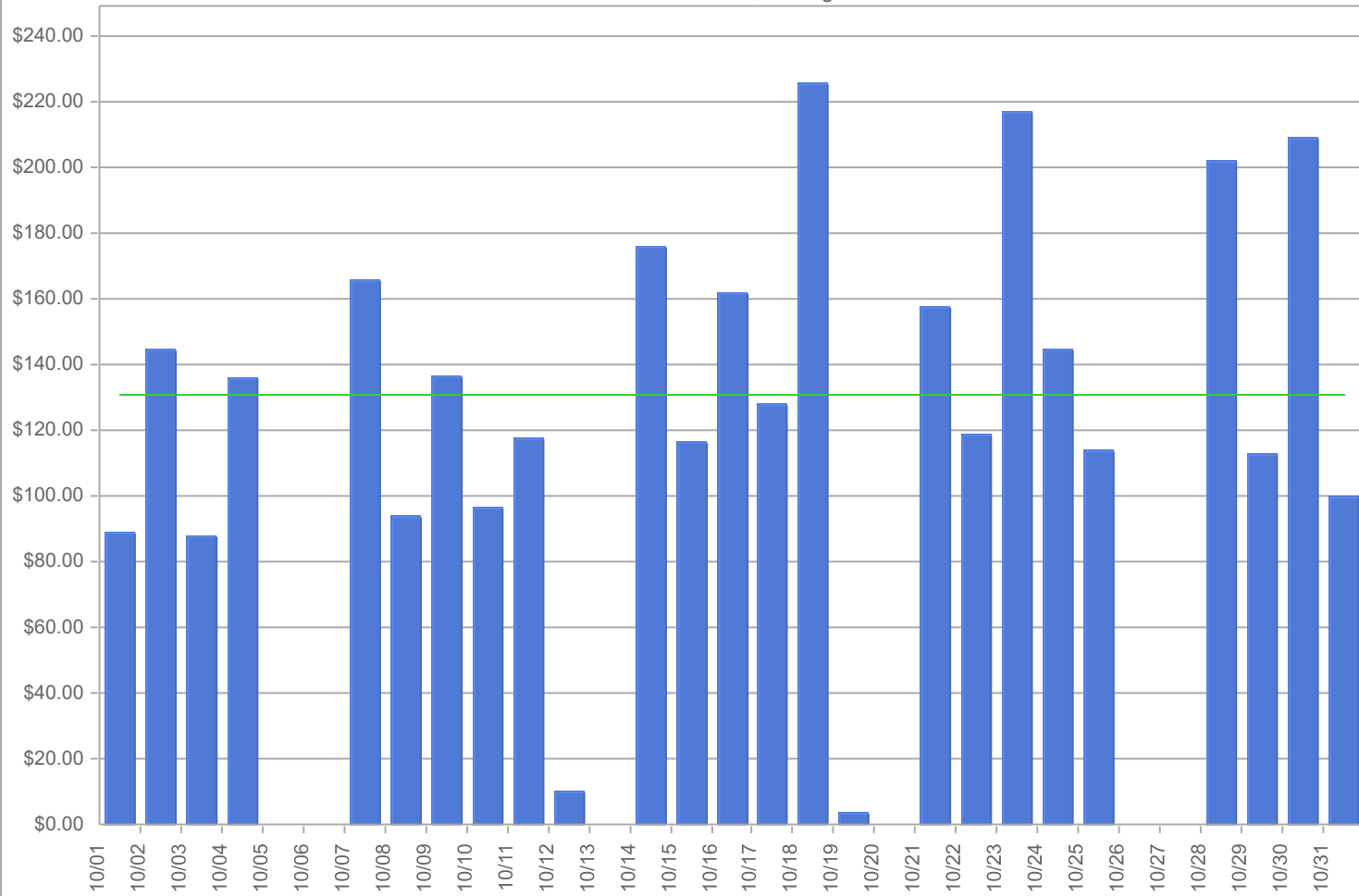
- Transient 1 Hour \$1.00 \$135.00
- Transient 2 Hours \$2.00 \$370.00
- Transient 3 Hours \$3.00 \$279.00
- Transient 4 Hours \$4.00 \$256.00
- Transient All Day \$5.00 \$2,230.00

NP Ave Lot - Tickets Cashiered by Day
10/1/2019 to 10/31/2019, Average is 37

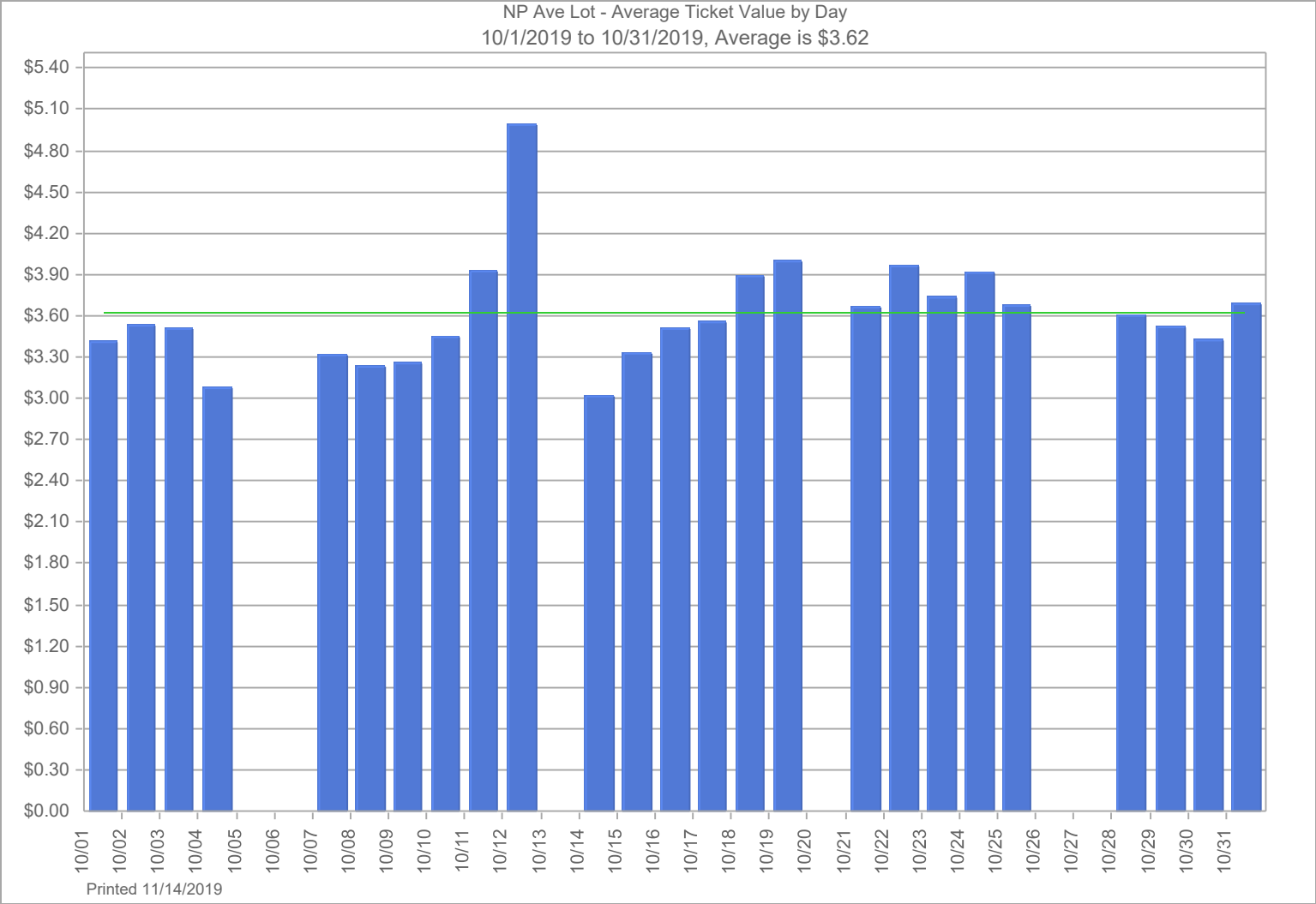


Printed 11/14/2019

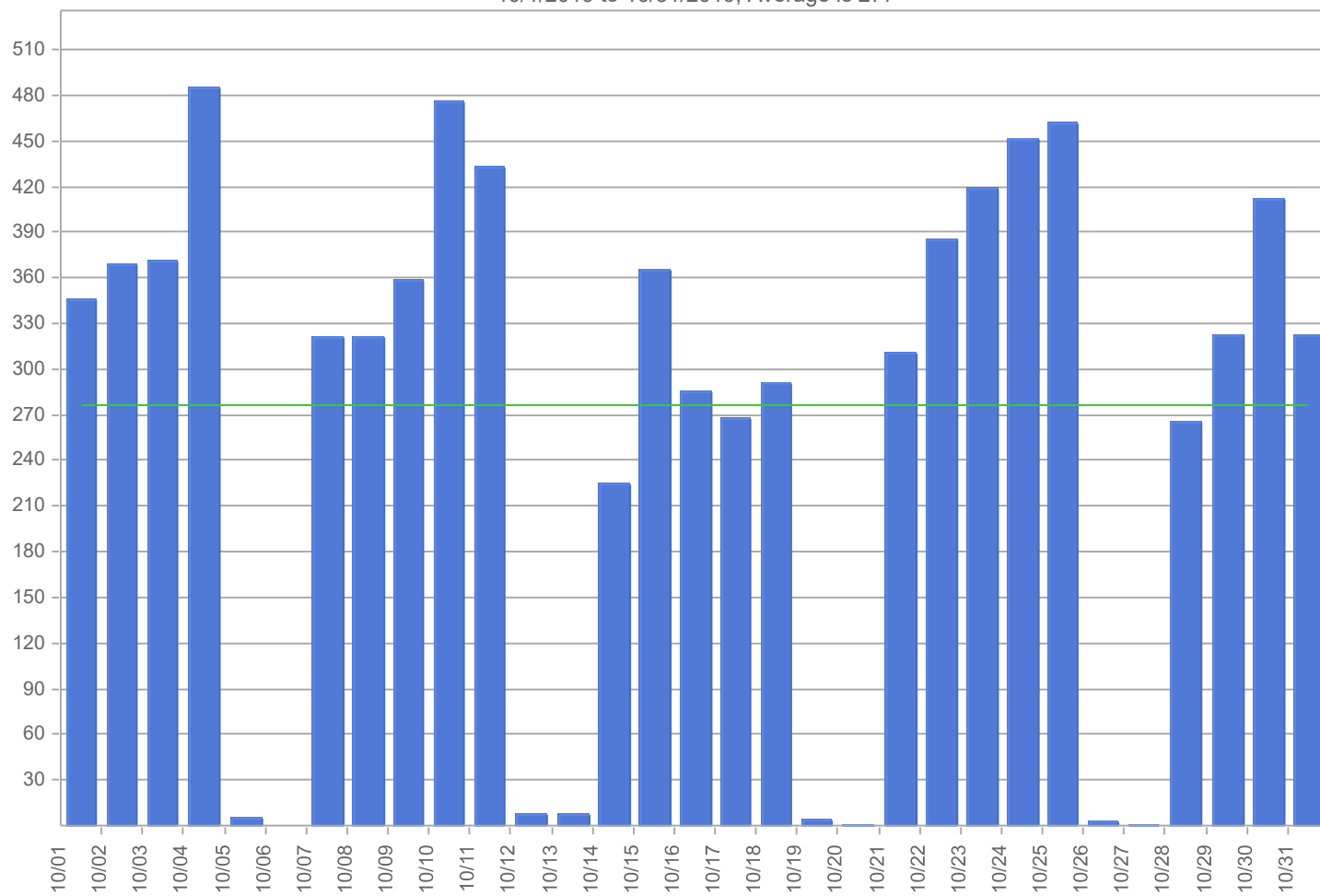
NP Ave Lot - Total Ticket Values by Day
10/1/2019 to 10/31/2019, Average is \$130.80



Printed 11/14/2019

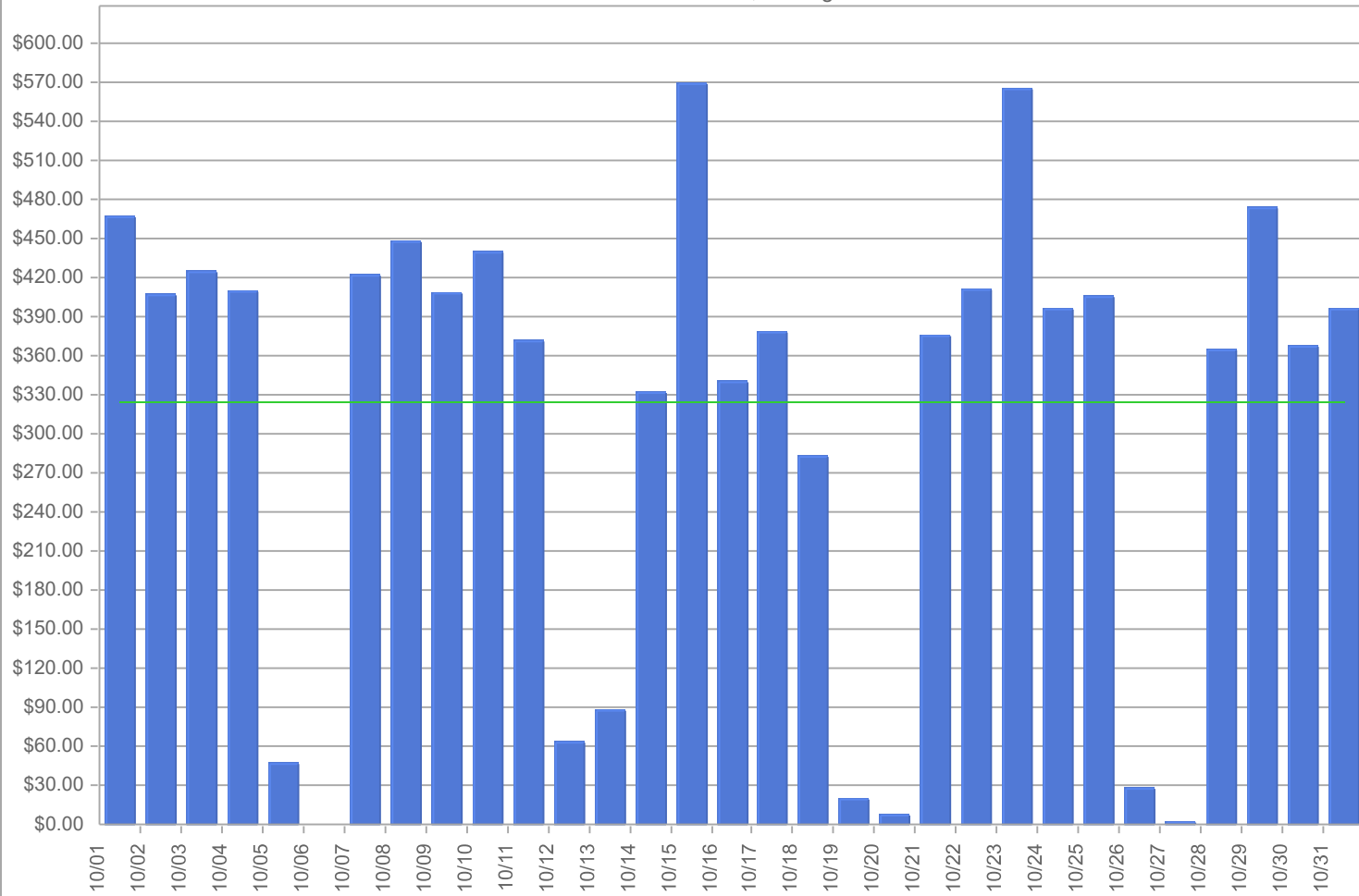


Roberts Commons - Tickets Cashiered by Day
10/1/2019 to 10/31/2019, Average is 277



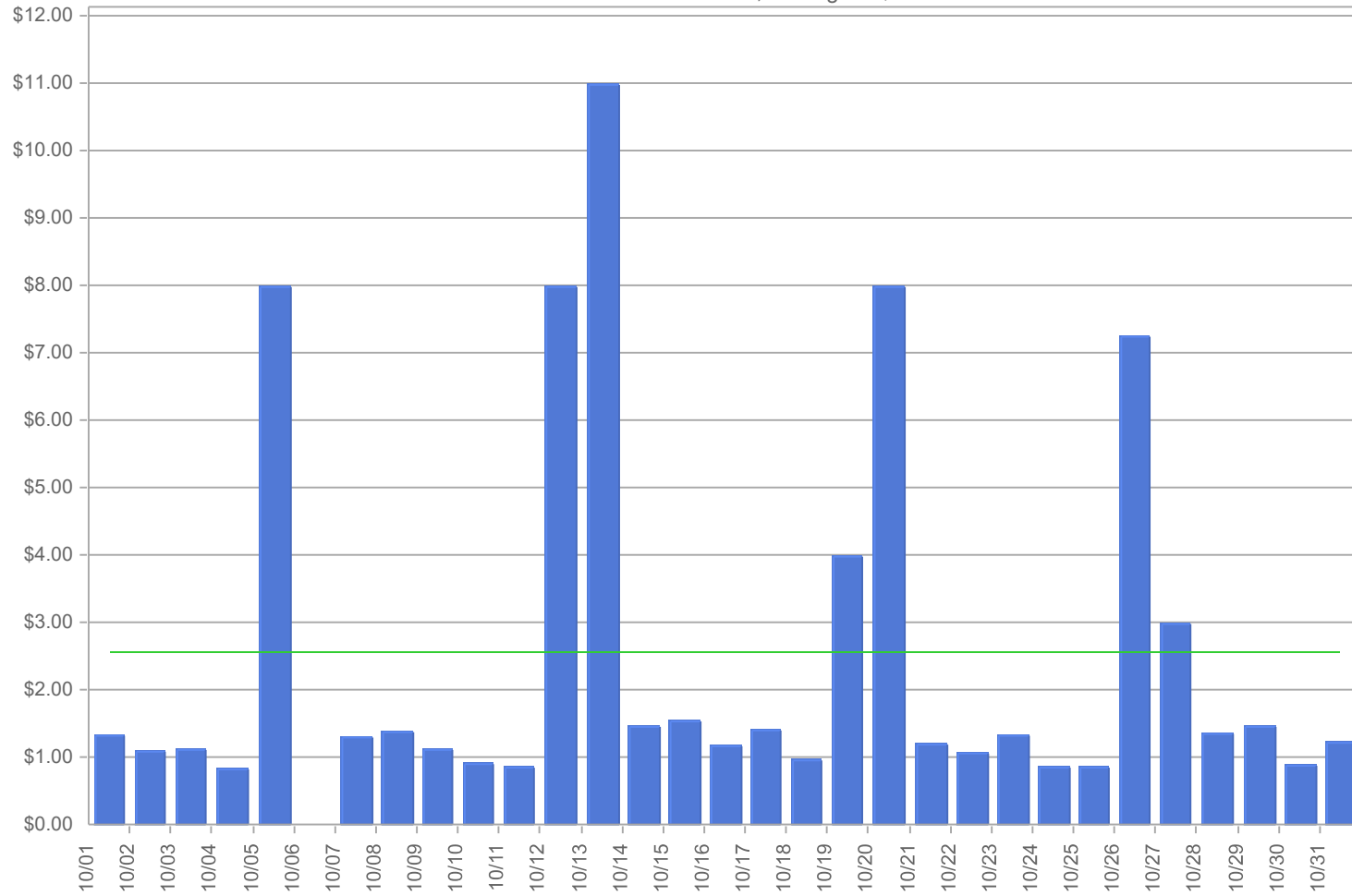
Printed 11/14/2019

Roberts Commons - Total Ticket Values by Day
10/1/2019 to 10/31/2019, Average is \$324.30



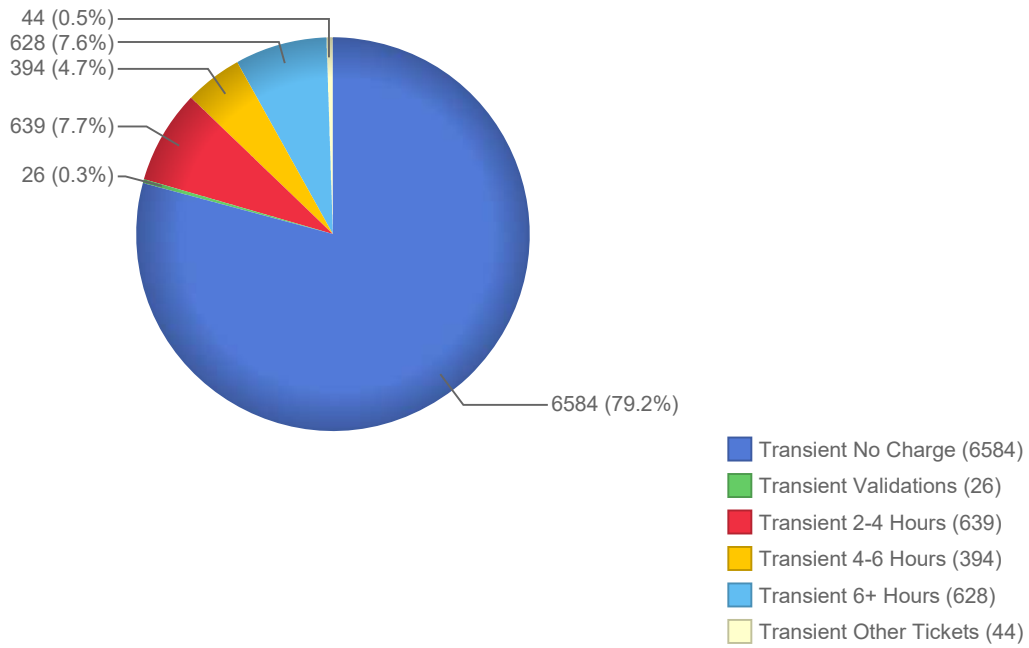
Printed 11/14/2019

Roberts Commons - Average Ticket Value by Day
10/1/2019 to 10/31/2019, Average is \$2.54

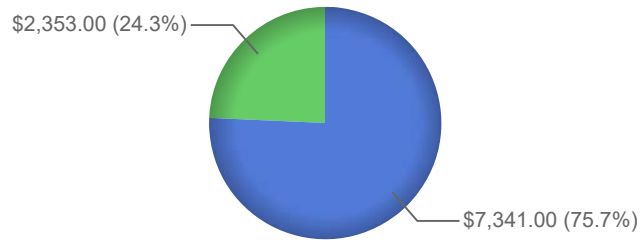


Printed 11/14/2019

Roberts Commons - Ticket Count Breakdown
10/1/2019 to 10/31/2019, 8315 Tickets Cashiered

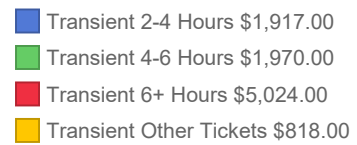
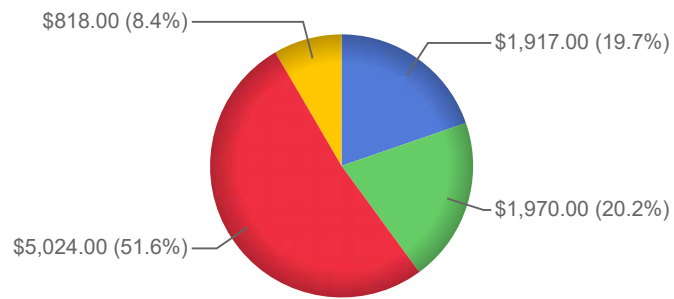


Roberts Commons - Receipts Breakdown
10/1/2019 to 10/31/2019



- Credit Card Receipts \$7,341.00
- Cash/Checks Deposited \$2,353.00

Roberts Commons - Ticket Value Breakdown
10/1/2019 to 10/31/2019, Total Ticket Value is \$9,729.00





P.O. Box 2821
Fargo, ND 58108

701-237-9337

11/14/2019

City of Fargo Parking Commission
225 4th St N
Fargo, ND 58102

Dear City of Fargo Parking Commission members,

The Emergency Food Pantry is requesting the commission to review the parking zones on sections of parking in North Fargo:

- 1) 11th Street North between 4th Ave and 5th Ave
- 2) 5th Ave North between 11th Street and 12th Street

This is the corner near the Cooper House and the Emergency Food Pantry. The parking signs on these two sections are currently 90 minute parking. The food pantry administrator, who has worked at the pantry since 2015, had been told it was actually a 4-hour zone, but the signs had not changed. The 90-minute parking restriction has not been enforced over the past four years.

On Thursday, November 7, Interstate Parking began issuing Warnings. On Wednesday, November 13 began issuing Tickets.

The pantry relies on volunteers to meet the mission of offering food baskets. The parking lot is used for clients to be able to push cart loads of food to their cars. A small parking lot was added on the west side of the property for employees. The pantry typically has 10 to 15 volunteers who volunteer at a time and have relied on the street parking.

The change to enforcing the 90 minute parking limit has created a parking crisis for the pantry. Many long-standing, dedicated volunteers have indicated that if parking spots close to the building are no longer available, they will either stop volunteering or only come in for an hour. This change will be devastating for the services provided to those in need of food in our community.

Our recommendation is to have the parking zone a 4-hour zone on these two street sections.

Thank you for your time and consideration.

Sincerely,

Stacie Loegering
Executive Director



150

Feet



Emergency Food Pantry



Proposed 4-hr Parking

**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.