



PLANNING AND DEVELOPMENT

200 3rd Street North
Fargo, North Dakota

INTERSTATE PARKING

502 NP Avenue North
Fargo, North Dakota

MEMORANDUM

TO: Parking Commission Members

FROM: Fargo Planning (Derrick LaPoint) & Interstate Parking (Andy Renfrew)

DATE: February 16, 2017

RE: Thursday, February 23 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, February 23, 2017, 9:00 a.m.
City Commission Room
AGENDA

1. Approve Order of Agenda
2. Minutes – Meeting of January 26, 2017 (Attachment 1)
3. Interstate Report/Financial Data (Attachment 2)
4. Roberts Commons Ramp Update
 - a. Approved Perforated Panel (Attachment 3)
 - b. Construction Timeline
 - c. 2nd Avenue North
5. Legislative Updates – Parking Meters
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.cityoffargo.com/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.cityoffargo.com/parking.

BOARD OF PARKING COMMISSIONERS MINUTES

Regular Meeting:

Thursday:

January 26, 2017:

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 9:00 o'clock a.m., Thursday, January 26, 2017.

The Parking Commissioners present or absent were as follows:

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

Absent: Randy Thorson

Acting Chairperson Bailly called the meeting to order.

Item 1: Approve Order of Agenda

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

Item 2: Minutes: Regular Meeting of November 18, and December 29, 2016

Member Hayer moved the minutes of the November 18, and December 29, 2016 Parking Commission meeting be approved. Second by Member Williams. All Members present voted aye and the motion was declared carried.

Item 3: Interstate Report/Financial Data

Andy Renfrew, Interstate parking (IP), presented the December financial and operations report. Mr. Renfrew also noted the closing of the 3rd Avenue Parking Lot will not happen until later this spring, and the existing renters can continue to park in this lot until further notice.

Member Walvatne present.

Discussion by the Board noted the 2017 Parking Rate Schedule begins on February 1, 2017, and no new maintenance issues reported to staff regarding the city-owned lots in addition to those already cited.

Item 4: New Parking Guide

Planner Derrick LaPoint highlighted the updates Planning and IP staff made to the Parking Guide. Mr. LaPoint noted there would be another updated version printed once the Roberts Commons Parking Ramp is completed.

Item 5: Roberts Commons Ramp Update

Planning Director Jim Gilmour stated the project remains on schedule with the goal to be operational by May 1, 2017. Mr. Gilmour noted the final guaranteed project cost for the ramp received City Commission approval at their meeting on January 11, 2017.

Item 6: Updates:

a) Downtown Master Plan Events

Derrick LaPoint noted that the Downtown Parking Consultants return to Fargo this afternoon, and will participate with staff in an open house during the downtown Frostival Event this weekend. He added the open house is at the Goodyear Warner Site, Studio D this Friday from 6:00 p.m. to 9:00 p.m., and Saturday from 11:00 a.m. to 2:00 p.m., and provides an opportunity for the public to participate and share with the Planning staff.

Item 7: Other Business: APPROVED

Jim Gilmour shared information on the following bills under consideration by the North Dakota State Legislature regarding parking meters.

House Bill 1364 would continue to ban parking meters in North Dakota.

Senate Bill 2247 would eliminate the prohibition of parking meters in North Dakota.

Mr. Gilmour asked the Board for a motion in support of Senate Bill 2247 to allow parking meters back into the state.

Member Hayer moved to approve the Parking Commission's support of Senate Bill 2247 that eliminates the prohibition of parking meters, and to oppose House Bill 1364. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

Item 6: Adjournment:

Member Hayer moved to adjourn the meeting at 9:38a.m. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.



INTERSTATE PARKING COMPANY OF ND

401 3rd Avenue North

Fargo, North Dakota

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www.fargoparking.com

MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: February 16, 2017
RE: January 2017 Financial and Operations Report

Operations

The Island Park Ramp and 7th Street lot remain open for new parkers however, we have added parkers in 7th Street leaving only a couple spaces available. In general, occupancy of the lots has been very high the past couple months and has led us to shift a few parkers to other locations. We expect occupancy to decrease slightly as Spring and Summer approach but it is tough to predict what it will look like in May when Roberts Commons opens and other construction projects get underway.

					JANUARY PERCENT OCCUPIED		DECEMBER PERCENT OCCUPIED		NOVEMBER PERCENT OCCUPIED	
Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	10 AM - Noon	2 PM - 5 PM	10 AM - Noon	2 PM - 5 PM	10 AM - Noon	2 PM - 5 PM
Civic Ramp	250	225	214	95%	94%	90%	94%	93%	90%	89%
3rd Ave.	40	40	43	108%	80%	78%	78%	75%	82%	82%
2nd Ave. S	65	25	38	152%	97%	95%	92%	89%	80%	86%
NP Ave.	145	85	124	146%	91%	91%	89%	90%	90%	91%
GTC	185	185	230	124%	73%	74%	90%	90%	75%	76%
4th St.	174	174	302	174%	84%	82%	84%	83%	93%	90%
3rd St.	145	145	226	156%	81%	78%	81%	79%	85%	83%
Main Ave.	75	75	86	115%	97%	95%	95%	97%	48%	43%
IPR	355	355	530	149%	71%	68%	68%	67%	72%	66%
7th Street	26	26	19	73%	30%	30%	30%	30%	30%	30%

Financial Report

Monthly revenue was up in January as the new rates took effect while total permits remained largely unchanged. Transient revenue also increased 5% in January from December. In addition to vehicle parking we also rent Bike Lockers. We have 12 lockers available spread between 2nd Avenue North, NP Ave, and GTC locations. They are \$10.00 per month or \$100.00 per year if paid in advance. We currently have one rented.



On-Street Management

Time Zone Violations								
	January	December	November	October	September	August	July	Plates Recorded
Welcomes	695	379	527	384	492	457	364	2965
\$20	435	208	256	217	251	216	211	2847
\$25	61	31	48	37	43	34	28	223
\$30	158	92	101	73	97	85	72	233

Downtown Residential Parking Permits and Service Vehicle Permits

2016 Residential and Service Vehicle Permits						
	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
DRP	31	34	33	34	26	28
SVP	24	18	24	13	13	20

City of Fargo

2017 Revenue Report



For the Month Ending January 31, 2017:

	PK4001 Civic Center Ramp	PK4003 3rd Avenue Lot	PK4004 2nd Avenue North Lot	PK4005 2nd Avenue South Lot	PK4006 NP Avenue Lot	PK4007 GTC Ramp	PK4008 4th Street Lot	PK4009 3rd Street Lot	PK4010 Main Avenue Lot	PK4011 Island Park Ramp	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	18,990.00	3,198.00	-	2,720.00	6,385.00	20,099.00	17,940.00	12,350.00	5,722.58	26,995.46	607.74	115,007.78	118,688.68
Transient Revenue	1,587.00	-	-	1,847.05	2,388.65	-	-	-	-	-	-	5,822.70	6,947.05
Pay by Phone	-	-	-	1,081.50	1,326.00	-	-	-	-	-	-	2,407.50	668.00
Validation Revenue	4,586.50	-	-	366.75	13.50	-	-	-	26.25	-	-	4,993.00	6,757.25
Violation Revenue	44.00	-	-	438.00	714.00	-	-	-	-	-	-	1,196.00	1,198.00
Bike Lockers Revenue	-	-	-	100.00	-	-	-	-	-	-	-	100.00	-
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Gross Revenue	\$ 25,207.50	\$ 3,198.00	\$ -	\$ 6,553.30	\$ 10,827.15	\$ 20,099.00	\$ 17,940.00	\$ 12,350.00	\$ 5,748.83	\$ 26,995.46	\$ 607.74	\$ 129,526.98	\$ 134,258.98
Credit Card Fees	(159.29)	(3.17)	(99.00)	(362.55)	(383.70)	(26.68)	(2.62)	(13.10)	(2.32)	(69.21)	(8.66)	(1,130.30)	(932.04)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	(222.23)	-	(361.12)	(805.58)	-	(972.25)	(805.58)	(416.68)	(2,222.29)	(700.02)	(6,505.75)	(3,147.50)
Passport Fees	(4.00)	-	-	(75.46)	(97.45)	-	-	-	-	-	-	(176.91)	(205.50)
Management Fee	(7,997.00)	(1,279.00)	(2,598.00)	(2,079.00)	(1,614.00)	(5,917.00)	(5,598.00)	(4,638.00)	(2,398.00)	(2,822.00)	(156.00)	(37,096.00)	(36,982.00)
City Expenses:													(4,193.51)
Glacier Snow Mgmt. Jan 1-18	-	-	-	-	(2,076.98)	-	-	-	-	-	-	(2,076.98)	
Midstates Wireless #	-	-	-	-	-	-	-	-	-	-	-	-	
Oasis Landscapes #	-	-	-	-	-	-	-	-	-	-	-	-	
Overhead Door #	-	-	-	-	-	-	-	-	-	-	-	-	
Protection Systems Inc #	-	-	-	-	-	-	-	-	-	-	-	-	
Red River Electric # (Various)	-	-	-	-	-	-	-	-	-	-	-	-	
Schindler Elevator #8104428657	-	-	-	-	-	-	-	-	-	(98.00)	-	(98.00)	
Superfrog #	-	-	-	-	-	-	-	-	-	-	-	-	
Toledo Ticket Co #	-	-	-	-	-	-	-	-	-	-	-	-	
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
Total Adjustments	(8,160.29)	(1,504.40)	(2,697.00)	(2,878.13)	(4,977.71)	(5,823.68)	(6,572.87)	(5,456.68)	(2,817.00)	(5,211.50)	(864.68)	(46,963.94)	(45,340.55)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	2,575.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	1,250.00	-
Net Operating Income	\$ 17,047.21	\$ 1,693.60	\$ (2,697.00)	\$ 3,675.17	\$ 5,849.44	\$ 14,275.32	\$ 11,367.13	\$ 6,893.32	\$ 2,931.83	\$ 21,783.96	\$ (256.94)	\$ 86,388.04	\$ 88,918.43

City of Fargo

2017 Revenue Report



For the Thirteen Months, Ending January 31, 2017:

	PK4001 Civic Center Ramp	PK4003 3rd Avenue Lot	PK4004 2nd Avenue North Lot	PK4005 2nd Avenue South Lot	PK4006 NP Avenue Lot	PK4007 GTC Ramp	PK4008 4th Street Lot	PK4009 3rd Street Lot	PK4010 Main Avenue Lot	PK4011 Island Park Ramp	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	225,435.50	42,587.42	45,849.75	32,137.25	78,461.39	235,689.93	223,913.00	155,322.00	66,804.25	369,823.67	7,117.50	1,483,141.66	118,688.68
Transient Revenue	17,466.57	-	8,269.40	25,284.90	33,663.80	-	-	-	-	-	-	84,684.67	6,947.05
Pay by Phone	29.00	-	889.50	6,417.00	7,658.75	-	-	-	-	-	-	14,994.25	668.00
Validation Revenue	72,612.50	-	619.50	4,546.00	1,300.75	-	-	-	233.25	180.00	-	79,492.00	6,757.25
Violation Revenue	168.00	171.00	(2,259.00)	2,261.00	7,503.00	-	146.00	477.00	44.00	34.00	-	8,545.00	1,198.00
Events Revenue	-	-	-	100.00	-	-	292.00	-	460.75	2,802.25	-	3,655.00	-
Gross Revenue	\$ 315,711.57	\$ 42,758.42	\$ 53,369.15	\$ 70,746.15	\$ 128,587.69	\$ 235,689.93	\$ 224,351.00	\$ 155,799.00	\$ 67,542.25	\$ 372,839.92	\$ 7,117.50	\$ 1,674,512.58	\$ 134,258.98
Credit Card Fees	(2,116.83)	(128.56)	(1,693.31)	(3,397.57)	(3,567.51)	(381.21)	(182.20)	(233.49)	(115.33)	(1,183.59)	(66.75)	(13,066.35)	(932.04)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	(3,486.12)	(6,290.43)	(5,664.92)	(12,637.14)	-	(15,251.72)	(12,637.14)	(6,536.46)	(34,861.08)	(3,943.01)	(101,308.02)	(3,147.50)
Passport Fees	(64.74)	(71.51)	(895.25)	(844.74)	(2,296.58)	-	(45.61)	(115.48)	(30.40)	(10.80)	-	(4,375.11)	(205.50)
City Expenses:													(4,193.51)
Electric	(902.38)	-	(170.00)	-	-	(178.75)	-	-	-	(2,892.23)	-	(4,143.36)	
Signage	(507.05)	-	-	-	-	(533.75)	-	-	-	-	-	(1,040.80)	
Elevator	-	-	-	-	-	-	-	-	-	(1,395.00)	(98.00)	(1,493.00)	
NP Snow Removal	-	-	-	-	(7,414.54)	-	-	-	-	-	-	(7,414.54)	
Landscaping	(1,171.13)	(756.96)	(393.67)	(100.50)	(868.79)	-	(369.05)	(2,292.84)	(814.00)	(267.75)	-	(7,034.69)	
Remote Monitoring	-	-	-	-	-	-	-	-	-	(315.00)	-	(315.00)	
Ticketing	(1,113.04)	-	-	-	-	-	-	-	-	-	-	(1,113.04)	
Fire Protection	-	-	-	-	-	-	-	-	-	-	-	-	
Repairs	(140.64)	(21.64)	-	(21.64)	(21.64)	(450.14)	(21.64)	(21.64)	(21.64)	(21.64)	(21.64)	(763.90)	
Web Hosting	(16.00)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(15.90)	(175.00)	
Management Fee	(108,410.52)	(20,660.29)	(48,682.56)	(35,905.14)	(44,147.39)	(75,970.07)	(86,687.25)	(73,968.81)	(37,874.73)	(74,755.49)	(1,248.00)	(608,310.25)	(36,982.00)
GTC Office Lease	-	-	-	-	-	1,560.00	-	-	-	-	-	1,560.00	120.00
Total Adjustments	(114,442.33)	(25,140.98)	(58,141.12)	(45,950.41)	(70,969.49)	(75,969.82)	(102,573.37)	(89,285.30)	(45,408.46)	(115,718.48)	(5,393.30)	(748,993.06)	(45,340.55)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	8,150.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	10,472.00	-
Net Operating Income	\$ 201,269.24	\$ 17,617.44	\$ (4,771.97)	\$ 24,795.74	\$ 57,618.20	\$ 159,720.11	\$ 121,777.63	\$ 66,513.70	\$ 22,133.79	\$ 257,121.44	\$ 1,724.20	\$ 944,141.52	\$ 88,918.43



