



**PLANNING AND DEVELOPMENT**

225 4<sup>th</sup> Street North  
Fargo, North Dakota

**INTERSTATE PARKING**

401 3<sup>rd</sup> Avenue North  
Fargo, North Dakota

**MEMORANDUM**

**TO:** Parking Commission Members  
**FROM:** Fargo Planning (Mark Williams) & Interstate Parking  
**DATE:** September 19, 2019  
**RE:** Thursday, September 26 Parking Commission Agenda

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***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.*

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Visit [www.fargoparking.com](http://www.fargoparking.com) for additional Downtown Fargo parking information.

**PARKING COMMISSION  
Thursday, September 26, 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) July 2019                                |             |
| b) August 2019                              |             |
| 4. Staff Report                             |             |
| a) Approve Parking Rates for 2020 and 2021  | Action Item |
| b) Mercantile Parking Garage Report         |             |
| c) Island Park Ramp Updates                 |             |
| d) 2020 Work Plan                           |             |
| e) 7 <sup>th</sup> Street North Lot         |             |
| f) Overnight Parking Update                 |             |
| 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](http://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](http://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 Krabbenhoff

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

JULY

2019



August 14th, 2019

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

Dear Mr. Gilmour:

We are pleased to provide the Parking Report for the month ended July 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 July 31st, 2019
- 2019 Revenue Report for the seven months ending July 31st, 2019
- Invoice copies to support the City Expenses deduction scheduled on the Revenue Report for the month ending July 31st, 2019
- Month ending July 31st, 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



For the Month Ending July 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	23,631.71			6,031.48	17,818.00	16,750.00	13,670.00	4,082.00	10,130.87	1,078.20		93,192.26	102,629.56
Transient Revenue	6,468.00			1,969.00								8,437.00	5,525.00
Pay by Phone	5.00			271.25								276.25	368.00
Validation Revenue	6,093.00			403.00								6,496.00	6,979.00
Validation Revenue - Radisson												-	-
Violation Revenue	134.00			410.00		17.00	-	-		17.00	9,347.00	9,925.00	443.00
Event Revenue	-			1,480.00		120.00			1,634.00			3,234.00	1,879.00
<b>Gross Revenue</b>	<b>\$ 36,331.71</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,564.73</b>	<b>\$ 17,818.00</b>	<b>\$ 16,887.00</b>	<b>\$ 13,670.00</b>	<b>\$ 4,082.00</b>	<b>\$ 11,764.87</b>	<b>\$ 1,095.20</b>	<b>\$ 9,347.00</b>	<b>\$ 121,560.51</b>	<b>\$ 117,823.56</b>
Credit Card Fees	(462.60)			(247.75)	(34.62)	-	(20.15)	(12.36)	(64.66)	(14.21)	-	(856.35)	(656.32)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll				(1,220.65)		(1,473.20)	(1,220.65)	(631.37)	(3,367.31)	(218.88)	-	(8,132.06)	(5,894.00)
Passport Fees	(67.60)			(521.77)			(8.80)	-	-		(4,684.80)	(5,282.97)	(177.20)
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)	(26,248.67)
City Expenses:												-	(1,550.78)
Schindler Elevator												-	-
Glacier Snow												-	-
The LockShop												-	-
Overhead Door Co.												-	-
Summit Companies												-	-
Fargo Glass and Paint												-	-
Tapco	(393.75)											(393.75)	
Grotberg Electric INC												-	-
Frozen Drain Repair												-	-
Jet Way												-	-
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(6,259.59)</b>	<b>-</b>	<b>-</b>	<b>(4,380.34)</b>	<b>(4,457.42)</b>	<b>(3,863.37)</b>	<b>(3,639.77)</b>	<b>(3,033.90)</b>	<b>(7,974.77)</b>	<b>(2,597.94)</b>	<b>(4,684.80)</b>	<b>(40,891.90)</b>	<b>(34,406.97)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	-	750.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	25.00	350.00
<b>Net Operating Income</b>	<b>\$ 30,072.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,184.39</b>	<b>\$ 13,360.58</b>	<b>\$ 13,023.63</b>	<b>\$ 10,030.23</b>	<b>\$ 1,048.10</b>	<b>\$ 3,790.10</b>	<b>\$ (1,502.74)</b>	<b>\$ 4,662.20</b>	<b>\$ 80,693.61</b>	<b>\$ 84,516.59</b>



### 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						307,655.30	253,673.44
Transient Revenue	10,816.00	11,399.00	17,267.00	16,157.00	16,661.50	14,038.00	16,754.00						103,092.50	44,401.00
Pay by Phone	-	-											-	-
Validation Revenue	160.00	248.00	364.00	544.00	352.00	50.00	386.00						2,104.00	4,582.75
Validation Revenue - Radisson													-	-
Violation Revenue	17.00	137.00	39.00	-	22.00	39.00	34.00						288.00	-
Bike Lockers Revenue													-	-
Event Revenue													-	-
<b>Gross Revenue</b>	<b>\$ 55,075.17</b>	<b>\$ 56,020.51</b>	<b>\$ 61,680.00</b>	<b>\$ 60,862.87</b>	<b>\$ 60,756.21</b>	<b>\$ 57,498.71</b>	<b>\$ 61,246.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 413,139.80</b>	<b>\$ 302,657.19</b>
Credit Card Fees	(453.53)	(602.21)	(606.59)	(775.60)	(715.58)	(774.36)	(694.10)						(4,621.97)	(2,089.15)
Sales Tax													-	-
Special Event Payroll													-	-
Enforcement Payroll													-	-
Passport Fees	(8.80)	(60.80)	(19.60)	-	(10.80)	(8.80)	(8.80)						(117.60)	-
Management Fee	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)						(116,108.02)	(114,618.00)
City Expenses:														
Glacier Snow (36435)	(1,808.00)			1,808.00									-	(43,887.60)
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 (1605948)		(37.50)											(37.50)	
Tapco (1609110)		(75.00)											(75.00)	
Tapco (1628761)		(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 (1643361)							(6,373.48)						(6,373.48)	
Tapco (1641312)							(356.25)						(356.25)	
Tapco (1643673)							(955.08)						(955.08)	
													-	
<b>Total Adjustments</b>	<b>(20,576.75)</b>	<b>(28,978.63)</b>	<b>(23,410.76)</b>	<b>(13,069.91)</b>	<b>(19,671.71)</b>	<b>(18,539.46)</b>	<b>(30,627.97)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(154,875.19)</b>	<b>(160,594.75)</b>
Service Permit Revenue	-	-	-										-	-
DRP3 Revenue	-	-	-										-	-
<b>Net Operating Income</b>	<b>\$ 34,498.42</b>	<b>\$ 27,041.88</b>	<b>\$ 38,269.24</b>	<b>\$ 47,792.96</b>	<b>\$ 41,084.50</b>	<b>\$ 38,959.25</b>	<b>\$ 30,618.36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258,264.61</b>	<b>\$ 142,062.44</b>

# City of Fargo

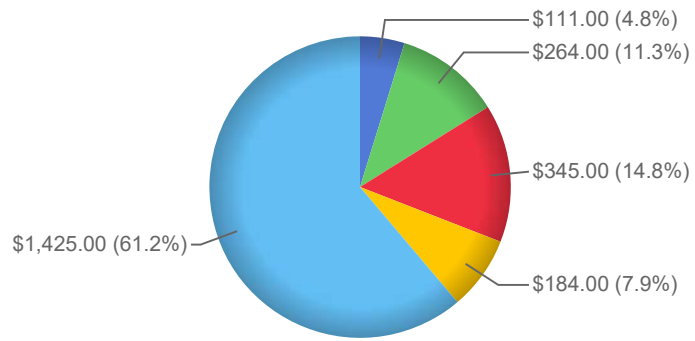
## 2019 Revenue Report



For the Seven months Ending July 31st, 2019:

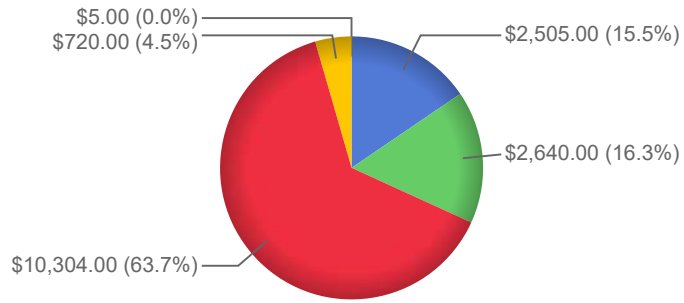
	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Fargo Legacy And On-Street	Total	Prior Year Total
Monthly Parking Revenue	155,249.53	-	-	45,382.82	119,154.00	114,007.10	97,720.00	29,780.00	96,443.43	7,469.12	-	665,206.00	688,373.99
Transient Revenue	35,777.50	-	-	8,265.75	-	-	-	-	-	-	-	44,043.25	29,122.45
Pay by Phone	11.00	-	-	3,397.50	-	-	-	-	-	-	-	3,408.50	4,666.85
Validation Revenue	33,350.00	-	-	5,739.25	-	-	-	-	-	-	-	39,089.25	29,132.75
Validation Revenue - Radisson	-	-	-	-	-	-	-	-	-	-	-	-	14,680.00
Violation Revenue	373.00	-	-	3,165.00	-	292.00	104.00	34.00	17.00	17.00	96,135.00	100,137.00	3,459.00
Event Revenue	-	-	-	1,480.00	-	120.00	-	-	1,634.00	-	-	3,234.00	6,146.00
<b>Gross Revenue</b>	<b>\$ 224,761.03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,430.32</b>	<b>\$ 119,154.00</b>	<b>\$ 114,419.10</b>	<b>\$ 97,824.00</b>	<b>\$ 29,814.00</b>	<b>\$ 98,094.43</b>	<b>\$ 7,486.12</b>	<b>\$ 96,135.00</b>	<b>\$ 855,118.00</b>	<b>\$ 775,581.04</b>
Credit Card Fees	(2,378.02)	-	-	(1,633.84)	(256.10)	-	(139.37)	(51.16)	(419.08)	(101.58)	-	(4,979.15)	(6,529.38)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	1,163.39
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(7,332.30)	-	(8,849.31)	(7,332.30)	(3,792.56)	(20,227.02)	(1,314.77)	-	(48,848.26)	(45,677.13)
Passport Fees	(187.20)	-	-	(3,095.40)	-	-	(136.00)	(39.60)	(8.80)	-	(47,216.00)	(50,683.00)	(1,632.80)
Management Fee	(37,349.48)	-	-	(16,731.19)	(31,799.60)	(16,731.19)	(16,731.19)	(16,731.19)	(31,799.60)	(16,553.95)	-	(184,427.39)	(189,106.01)
City Expenses:													
Schindler Elevator	-	-	-	-	(554.34)	-	-	-	-	-	-	(554.34)	(16,197.65)
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	(1,668.75)	-	-	-	-	-	-	-	-	-	-	(1,668.75)	-
Grotberg Electric INC	(675.00)	-	-	(370.10)	-	-	-	-	-	-	-	(1,045.10)	-
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)	-
GTC Office Lease	-	-	-	-	840.00	-	-	-	-	-	-	840.00	840.00
<b>Total Adjustments</b>	<b>(42,649.34)</b>	<b>-</b>	<b>-</b>	<b>(42,527.25)</b>	<b>(32,057.14)</b>	<b>(25,748.16)</b>	<b>(24,506.52)</b>	<b>(20,782.16)</b>	<b>(52,674.15)</b>	<b>(18,137.95)</b>	<b>(47,216.00)</b>	<b>(306,298.67)</b>	<b>(257,139.58)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	150.00	8,425.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	50.00	3,850.00
<b>Net Operating Income</b>	<b>\$ 182,111.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,903.07</b>	<b>\$ 87,096.86</b>	<b>\$ 88,670.94</b>	<b>\$ 73,317.48</b>	<b>\$ 9,031.84</b>	<b>\$ 45,420.28</b>	<b>\$ (10,651.83)</b>	<b>\$ 48,919.00</b>	<b>\$ 549,019.33</b>	<b>\$ 530,716.46</b>

NP Ave Lot - Ticket Value Breakdown  
7/1/2019 to 7/31/2019, Total Ticket Value is \$2,329.00



- Transient 1 Hour \$1.00 \$111.00
- Transient 2 Hours \$2.00 \$264.00
- Transient 3 Hours \$3.00 \$345.00
- Transient 4 Hours \$4.00 \$184.00
- Transient All Day \$5.00 \$1,425.00

Roberts Commons - Ticket Value Breakdown  
7/1/2019 to 7/31/2019, Total Ticket Value is \$16,174.00



- Transient 2-4 Hours \$2,505.00
- Transient 4-6 Hours \$2,640.00
- Transient 6+ Hours \$10,304.00
- Transient Other Tickets \$720.00
- Events \$5.00 Events \$5.00



# CITY OF FARGO

PARKING

REPORT

AUGUST

2019

September 13th, 2019

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

Dear Mr. Gilmour:

We are pleased to provide the Parking Report for the month ended August 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 August 31st, 2019
- 2019 Revenue Report for the eight months ending August 31st, 2019
- Invoice copies to support the City Expenses deduction scheduled on the Revenue Report for the month ending August 31st, 2019
- Month ending August 31st, 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





For the Month Ending August 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	22,199.00			5,756.25	18,489.45	16,730.00	13,650.00	4,263.64	9,995.74	1,046.55		92,130.63	101,902.40
Transient Revenue	5,242.50			1,281.95								6,524.45	3,472.50
Pay by Phone	1.00			535.00								536.00	459.50
Validation Revenue	2,359.50			300.25								2,659.75	6,131.75
Validation Revenue - Radisson												-	-
Violation Revenue	98.00			740.00		72.00	-	34.00			12,917.00	13,861.00	472.00
Event Revenue	-			-		-						-	-
<b>Gross Revenue</b>	<b>\$ 29,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,613.45</b>	<b>\$ 18,489.45</b>	<b>\$ 16,802.00</b>	<b>\$ 13,650.00</b>	<b>\$ 4,297.64</b>	<b>\$ 9,995.74</b>	<b>\$ 1,046.55</b>	<b>\$ 12,917.00</b>	<b>\$ 115,711.83</b>	<b>\$ 112,438.15</b>
Credit Card Fees	(406.12)			(266.23)	(23.91)	-	(19.67)	(4.53)	(63.43)	(12.06)	-	(795.95)	(705.41)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll				(1,921.73)		(2,319.33)	(1,921.73)	(994.00)	(5,301.32)	(344.57)	-	(12,802.68)	(3,593.00)
Passport Fees	(49.20)			(541.83)			(34.80)	-	-		(6,236.80)	(6,862.63)	(188.00)
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)	(26,248.67)
City Expenses:												-	(320.88)
Schindler Elevator												-	-
Glacier Snow												-	-
The LockShop												-	-
Overhead Door Co.												-	-
Summit Companies												-	-
Fargo Glass and Paint												-	-
Tapco	(37.50)											(37.50)	-
Grotberg Electric INC												-	-
Frozen Drain Repair												-	-
Jet Way												-	-
Moorhead Electric	(475.00)											(475.00)	-
Signage									(140.00)			(140.00)	-
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(6,303.46)</b>	<b>-</b>	<b>-</b>	<b>(5,119.96)</b>	<b>(4,446.71)</b>	<b>(4,709.50)</b>	<b>(4,366.37)</b>	<b>(3,388.70)</b>	<b>(10,047.55)</b>	<b>(2,721.48)</b>	<b>(6,236.80)</b>	<b>(47,340.53)</b>	<b>(30,935.96)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	350.00	1,025.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	-	1,400.00
<b>Net Operating Income</b>	<b>\$ 23,596.54</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,493.49</b>	<b>\$ 14,042.74</b>	<b>\$ 12,092.50</b>	<b>\$ 9,283.63</b>	<b>\$ 908.94</b>	<b>\$ (51.81)</b>	<b>\$ (1,674.93)</b>	<b>\$ 6,680.20</b>	<b>\$ 68,721.30</b>	<b>\$ 83,927.19</b>

Packet Digital A/R Delayed Payment \$ (12,296.00)

Amount Remited to City of Fargo \$ 56,425.30

# 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					351,435.87	292,318.77
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					114,427.50	54,538.00
Pay by Phone	-	-	-	-	-	-	-	-					-	-
Validation Revenue	160.00	248.00	364.00	544.00	352.00	50.00	386.00	211.00					2,315.00	4,984.50
Validation Revenue - Radisson													-	-
Violation Revenue	17.00	137.00	39.00	-	22.00	39.00	34.00	22.00					310.00	-
Bike Lockers Revenue													-	-
Event Revenue													-	-
<b>Gross Revenue</b>	<b>\$ 55,075.17</b>	<b>\$ 56,020.51</b>	<b>\$ 61,680.00</b>	<b>\$ 60,862.87</b>	<b>\$ 60,756.21</b>	<b>\$ 57,498.71</b>	<b>\$ 61,246.33</b>	<b>\$ 55,348.57</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 468,488.37</b>	<b>\$ 351,841.27</b>
Credit Card Fees	(453.53)	(602.21)	(606.59)	(775.60)	(715.58)	(774.36)	(694.10)	(750.90)					(5,372.87)	(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)					(128.40)	-
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)					(132,694.88)	(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)	
													-	
<b>Total Adjustments</b>	<b>(20,576.75)</b>	<b>(28,978.63)</b>	<b>(23,410.76)</b>	<b>(13,069.91)</b>	<b>(19,671.71)</b>	<b>(18,539.46)</b>	<b>(30,627.97)</b>	<b>(19,785.16)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(174,660.35)</b>	<b>(179,980.00)</b>
Service Permit Revenue	-	-	-										-	-
DRP3 Revenue	-	-	-										-	-
<b>Net Operating Income</b>	<b>\$ 34,498.42</b>	<b>\$ 27,041.88</b>	<b>\$ 38,269.24</b>	<b>\$ 47,792.96</b>	<b>\$ 41,084.50</b>	<b>\$ 38,959.25</b>	<b>\$ 30,618.36</b>	<b>\$ 35,563.41</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 293,828.02</b>	<b>\$ 171,861.27</b>

# City of Fargo

## 2019 Revenue Report



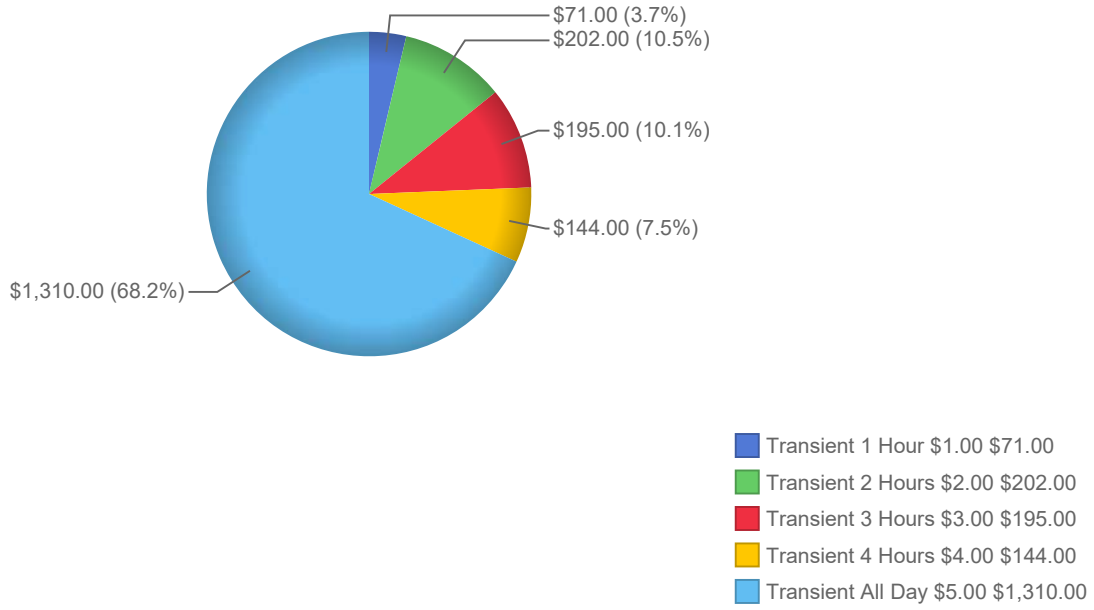
For the Eight months Ending August 31st, 2019:

	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	177,448.53	-	-	51,139.07	137,643.45	130,737.10	111,370.00	34,043.64	106,439.17	8,515.67	-	757,336.63	790,276.39
Transient Revenue	41,020.00	-	-	9,547.70	-	-	-	-	-	-	-	50,567.70	32,594.95
Pay by Phone	12.00	-	-	3,932.50	-	-	-	-	-	-	-	3,944.50	5,126.35
Validation Revenue	35,709.50	-	-	6,039.50	-	-	-	-	-	-	-	41,749.00	35,264.50
Validation Revenue - Radisson	-	-	-	-	-	-	-	-	-	-	-	-	14,680.00
Violation Revenue	471.00	-	-	3,905.00	-	364.00	104.00	68.00	17.00	17.00	109,052.00	113,998.00	3,931.00
Event Revenue	-	-	-	1,480.00	-	120.00	-	-	1,634.00	-	-	3,234.00	6,146.00
<b>Gross Revenue</b>	<b>\$ 254,661.03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,043.77</b>	<b>\$ 137,643.45</b>	<b>\$ 131,221.10</b>	<b>\$ 111,474.00</b>	<b>\$ 34,111.64</b>	<b>\$ 108,090.17</b>	<b>\$ 8,532.67</b>	<b>\$ 109,052.00</b>	<b>\$ 970,829.83</b>	<b>\$ 888,019.19</b>
Credit Card Fees	(2,784.14)	-	-	(1,900.07)	(280.01)	-	(159.04)	(55.69)	(482.51)	(113.64)	-	(5,775.10)	(7,234.79)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	1,163.39
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(9,254.03)	-	(11,168.64)	(9,254.03)	(4,786.56)	(25,528.34)	(1,659.34)	-	(61,650.94)	(49,270.13)
Passport Fees	(236.40)	-	-	(3,637.23)	-	-	(170.80)	(39.60)	(8.80)	-	(53,452.80)	(57,545.63)	(1,820.80)
Management Fee	(42,685.12)	-	-	(19,121.36)	(36,342.40)	(19,121.36)	(19,121.36)	(19,121.36)	(36,342.40)	(18,918.80)	-	(210,774.16)	(215,354.68)
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)	-	-	(370.10)	-	-	-	-	-	-	-	(1,045.10)	-
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)	-	-	-	-	-	-	-	-	-	-	(475.00)	-
Signage	-	-	-	-	-	-	-	-	(140.00)	-	-	(140.00)	-
GTC Office Lease	-	-	-	-	960.00	-	-	-	-	-	-	960.00	960.00
<b>Total Adjustments</b>	<b>(48,952.80)</b>	<b>-</b>	<b>-</b>	<b>(47,647.21)</b>	<b>(36,503.85)</b>	<b>(30,457.66)</b>	<b>(28,872.89)</b>	<b>(24,170.86)</b>	<b>(62,721.70)</b>	<b>(20,859.43)</b>	<b>(53,452.80)</b>	<b>(353,639.20)</b>	<b>(288,075.54)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	500.00	9,450.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	50.00	5,250.00
<b>Net Operating Income</b>	<b>\$ 205,708.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,396.56</b>	<b>\$ 101,139.60</b>	<b>\$ 100,763.44</b>	<b>\$ 82,601.11</b>	<b>\$ 9,940.78</b>	<b>\$ 45,368.47</b>	<b>\$ (12,326.76)</b>	<b>\$ 55,599.20</b>	<b>\$ 617,740.63</b>	<b>\$ 614,643.65</b>

Packet Digital A/R Delayed Payment \$ (12,296.00)

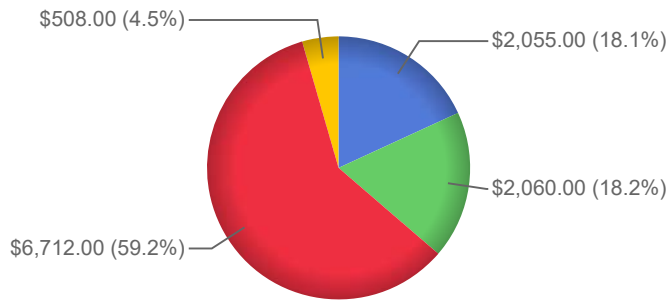
Amount Remitted to City of Fargo \$ 605,444.63

NP Ave Lot - Ticket Value Breakdown  
8/1/2019 to 8/31/2019, Total Ticket Value is \$1,922.00



Printed 9/13/2019

Roberts Commons - Ticket Value Breakdown  
8/1/2019 to 8/31/2019, Total Ticket Value is \$11,335.00




- Transient 2-4 Hours \$2,055.00
- Transient 4-6 Hours \$2,060.00
- Transient 6+ Hours \$6,712.00
- Transient Other Tickets \$508.00



**MEMORANDUM**

**TO: PARKING COMMISSION**

**FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR** 

**DATE: SEPTEMBER 18, 2019**

**SUBJECT: PARKING RATES FOR 2020 AND 2021**

Construction of additional parking facilities in downtown Fargo will require higher parking fees. These rate increases are vital to the funding of the Mercantile Parking Garage.

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 (2<sup>nd</sup> Ave and Broadway), 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 4<sup>th</sup> Street Lot should be increased to the same as the 3<sup>rd</sup> Street Lot.

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
<b>Total</b>				<b><u>\$1,718,220</u></b>	<b><u>\$2,385,756</u></b>



		<u>2019</u>	<u>2020</u>	<u>2021</u>
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				\$ 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