PLANNING AND DEVELOPMENT
200 3rd Street North
Fargo, North Dakota

INTERSTATE PARKING
401 3rd Avenue North
Fargo, North Dakota

MEMORANDUM

TO: Parking Commission Members

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

DATE: September 20, 2017

RE: Thursday, September 28 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, September 28, 2017, 9:00 a.m.
City Commission Room
AGENDA

1. Approve Order of Agenda
2. Minutes – Meeting of August 31, 2017 (Attachment 1)
3. Interstate Report/Financial Data (Attachment 2)
4. Residential Parking in the Roberts Commons Garage – Kilbourne Group
5. Update on Event Closures at City of Fargo Parking Facilities
6. Downtown Master Plan
7. Downtown Parking Wayfinding Signage
8. 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:** **August 31, 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, August 31, 2017.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Margie Bailly, Brian Hayer, Randy Thorson, Jay Krabbenhoft

Absent: None

Also Present: Commissioner Dave Piepkorn

Chairperson Williams called the meeting to order.

Item 1: Approve Order of Agenda
Member Thorson moved the Order of Agenda be approved as presented. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of July 10, 2017
Member Bailly moved the minutes of the July 10, 2017 Parking Commission meeting be approved. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

Item 3: Interstate Report/Financial Data
Andy Renfrew, Interstate Parking (IP), presented the July financial and operations report, an updated on-street management report, and an overview from the Street Fair held in the downtown area in July.

Discussion followed regarding additional parking contracts soon to be available in the Roberts Commons Garage to accommodate waiting list requests, distribution of flyers to returning college students promoting the downtown parking facilities and regulations, and positive feedback on staff's attention to updating signage and parking information as it changes.

Item 4: Block 9 Development Update
Planning Director Jim Gilmour addressed the City Commission approval of a requested one-year extension for the proposed groundbreaking of this development. He explained how this extension delays planned parking adjustments put into place for the various parking sites affected by this project.

Item 5: Dillard Development Update
a. Kilbourne Group request to have pedestrian access doors on the north side of the Roberts Commons Parking Garage
b. Residential parking in the Roberts Commons Garage
Mr. Gilmour presented these items and briefly reviewed the background of this property. He stated staff is requesting direction from the Board to draft an access agreement with Dillard Development.

Discussion followed on the proposed timeframe of this project, the suggestion of underground parking as an option, and additional thoughts on drafting of the access agreement.

Project Manager Mike Zimney, Kilbourne Group, spoke on behalf of the application. He addressed the reasons why an underground parking facility will not be feasible at this location.

Member Hayer moved directing staff to work with Dillard Development on an access agreement draft for access to the Roberts Commons Garage, and present for review at the next Parking Commission meeting. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 6: Discussion on developing policy to regulate event closures at City of Fargo parking facilities
Planner Derrick LaPoint reported that Interstate Parking recently received a request to use the top floor of the Roberts Commons Garage for an event. Mr. LaPoint stated staff has received other requests in the past, and would like input from the Board on creating a formal application process for review of any future requests.

Board discussion ensued concerning the need to provide a review process and guidelines that pertain to all City-owned parking facilities keeping in mind liability issues, benefits, security and management needs required to make this a feasible option for the City to offer.

Member Bailly moved to direct staff to research how other City's handle requests for these types of events and the policies they have in place, and share this information with the Board at an upcoming Parking Commission meeting. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

Item 7: Discussion on on-street parking enforcement hours
Mr. LaPoint presented this item for discussion. He stated staff has received feedback about parking challenges other City departments are experiencing related to overnight enforcement, and if the existing hours of enforcement should be changed or extended.

Discussion followed concerning the existing parking data as it correlates with this feedback and current downtown parking needs. Staff was directed to further analyze

this information, gather feedback from downtown business owners, assess how the recent draft of the downtown plan addresses these concerns, and share their findings at an upcoming meeting.

Member Hayer absent.

Item 8: Other Business
Mr. Gilmour reported staff is examining all City-owned parking sites to place additional security cameras as needed and the cost of implementation.

Mr. LaPoint shared copies of the new parking guide with the Board.

Adjournment:
Member Bailly moved to adjourn the meeting at 9:55 a.m. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

INTERSTATE PARKING COMPANY OF ND
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Fargo, North Dakota
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www.fargoparking.com

MEMORANDUM

TO: Parking Commission

FROM: Interstate Parking

DATE: September 21st, 2017

RE: August 2017 Financial and Operations Report

Operations

We have worked through our waitlists at the GTC Garage and Roberts Commons Garage and we found that most individuals on the waitlist were no longer interested. At this time the 3rd Street, 4th Street, and Civic Center Ramp are full and have waitlists though many of these are individuals seeking to move from one facility to another. We are also considering the Roberts Commons Garage as full as we expect an increase in transient parking.

We have placed additional signage in the RoCo neighborhood promoting the new garage and the FREE parking options.

And finally, we have connected the Civic Center Ramp and RoCo to our call center that allows parkers to connect with us anytime day or night. This was the final piece to ensure revenue and inventory integrity at these facilities. The call center staff has been trained to handle a wide array of scenarios and is able to reach local staff if necessary at any time.

					AUGUST PERCENT OCCUPIED		JULY PERCENT OCCUPIED		JUNE 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	210	93%	80%	85%	74%	80%	78%	84%
NP Ave.	145	85	71	84%	82%	84%	56%	73%	60%	73%
GTC	185	185	220	119%	64%	68%	64%	68%	68%	69%
4th St.	174	174	247	142%	80%	84%	86%	86%	86%	90%
3rd St.	145	145	187	129%	72%	72%	72%	75%	75%	79%
Main Ave.	75	75	70	93%	75%	80%	73%	70%	83%	81%
IPR	355	355	419	118%	63%	63%	65%	65%	65%	63%
7th Street	26	26	23	88%	50%	50%	50%	50%	60%	50%
Roberts Commons	455	405	332	82%	40%	42%	37%	41%	37%	37%

Financial Report

In April 2017, Interstate Parking took over the "Hotel Guest" billing for the Radisson and the August financial statements reflect this revenue from April through July. Taking the Guest billing into account and accounting for July's event revenue, gross revenue is up 3% from July. Net income also returned to normal levels after the higher expenses seen in July dropped significantly.

On-Street Management

Time zone violations crept up in August though remain low compared to the previous year. We also continue to see the number of plates at each level fall. Not included in this table are citations issued for other violations and for the month of August, time zone violations only accounted for 70% of all citations issued as we also issued 133 citations in no-parking zones.

Time Zone Violations							
	August	July	June	May	April	March	Plates Recorded
Welcomes	244	205	308	517	504	582	2106
$20	111	75	184	355	359	438	2302
$25	29	19	27	11	73	74	165
$30	73	41	93	76	195	203	172

Downtown Residential Parking Permits and Service Vehicle Permits

Residential and Service Vehicle Permits							
	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
DRP	35	35	29	31	29	24	27
SVP	37	44	41	40	39	46	47

City of Fargo

2017 Revenue Report

For the Month Ended August 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	PK4013 Robert Commons	Total	Prior Year Total
Monthly Parking Revenue	18,810.00			850.00	5,946.77	19,181.00	16,055.00	12,155.00	3,685.16	20,798.00	629.37	28,661.53	126,771.83	113,613.47
Transient Revenue	1,660.50				2,529.00							827.00	5,016.50	6,115.30
Pay by Phone			5.25		1,092.00							(19.00)	1,078.25	920.25
Validation Revenue	16,683.50				251.00	22.50						90.75	17,047.75	6,316.75
Violation Revenue			-	66.00	493.00		127.00	39.00		17.00			742.00	215.00
Bike Lockers Revenue													-	
Event Revenue													-	-
Gross Revenue	**$ 37,154.00**	**$ -**	**$ 5.25**	**$ 916.00**	**$ 10,311.77**	**$ 19,203.50**	**$ 16,182.00**	**$ 12,194.00**	**$ 3,685.16**	**$ 20,815.00**	**$ 629.37**	**$ 29,560.28**	**$ 150,656.33**	**$ 127,180.77**
Credit Card Fees	(166.14)	-	-	(101.90)	(204.26)	(52.60)	(4.09)	(20.45)	(9.16)	(101.32)	(5.07)	(55.40)	(720.39)	(892.37)
Sales Tax													-	-
Special Event Payroll													-	-
Enforcement Payroll					(798.25)		(963.41)	(798.25)	(412.89)	(2,202.08)	(143.14)	-	(5,318.02)	(14,283.50)
Passport Fees				(32.40)	(235.62)		(54.00)	(19.60)		(8.80)			(350.42)	(162.12)
Management Fee	(5,046.13)	(2,560.00)		(4,158.00)	(2,926.75)	(3,734.13)	(3,512.10)	(2,926.75)	(1,513.84)	(7,165.50)	(524.80)	(16,374.00)	(50,442.00)	(37,596.40)
													-	
City Expenses:													-	(876.50)
Fargo Glass Inv: IF278747	(182.70)												(182.70)	
Red River Electric Inv: W12042				(135.00)									(135.00)	
Overhead Door Co - Inv: C41507						(655.00)							(655.00)	
Overhead Door Co - Inv: W46539						(135.00)							(135.00)	
ThyssenKrupp Elevator: Inv:5000717089						(630.00)							(630.00)	
Datoka Fence Invoice:164880									(3,275.00)				(3,275.00)	
Schindler Elevator Invoice:8104582715										(101.38)			(101.38)	
Midco Invoice: 1647831018832												(231.30)	(231.30)	
Mido: Invoice: 16478310188889												(403.64)	(403.64)	
Sentry Security: Inv 5938												(1,823.04)	(1,823.04)	
Sentry Security: Inv 5964												(3,257.15)	(3,257.15)	
Sentry Security: Inv 5887												(1,548.85)	(1,548.85)	
XcelEnergy - Inv: 555866241												(2,822.80)	(2,822.80)	
Forum Comm.: Invoice#1887555	(23.89)				(23.89)	(23.89)	(23.89)	(23.89)	(23.89)	(23.89)	(23.89)	(23.88)	(215.00)	
													-	
													-	
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	-	-	120.00	120.00
Total Adjustments	**(5,418.86)**	**(2,560.00)**	**-**	**(4,427.30)**	**(4,188.77)**	**(5,110.62)**	**(4,557.49)**	**(3,788.94)**	**(5,234.78)**	**(9,602.97)**	**(696.90)**	**(26,540.06)**	**(72,126.69)**	**(53,690.89)**
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	-	1,250.00	425.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	-	975.00	1,525.00
Net Operating Income	**$ 31,735.14**	**$ (2,560.00)**	**$ 5.25**	**$ (3,511.30)**	**$ 6,123.00**	**$ 14,092.88**	**$ 11,624.51**	**$ 8,405.06**	**$ (1,549.62)**	**$ 11,212.03**	**$ (67.53)**	**$ 3,020.22**	**$ 80,754.64**	**$ 75,439.88**

City of Fargo

2017 Revenue Report

For the Eight Months Ended August 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	PK4013 Robert Common	Total	Prior Year 2016 Total
Monthly Parking Revenue	151,795.20	15,990.00	-	15,215.43	50,906.77	157,984.63	137,378.00	96,171.00	35,770.13	196,293.80	5,557.42	71,119.77	934,182.15	925,314.51
Transient Revenue	13,181.68	-	-	13,310.25	21,387.15	-	-	-	-	-	(25.00)	2,706.00	50,560.08	53,994.72
Pay by Phone	13.00	-	24.00	6,088.50	9,729.50	-	-	-	-	-	86.25	(19.00)	15,922.25	7,563.75
Validation Revenue	45,619.50	-	-	2,176.50	1,047.50	297.00	-	-	127.50	-	216.00	1,136.25	50,620.25	49,314.25
Violation Revenue	338.00	-	44.00	2,563.00	6,947.00	-	637.00	180.00	39.00	275.00	22.00	-	11,045.00	9,036.00
Events Revenue	-	-	-	100.00	-	-	-	-	-	-	-	-	100.00	3,555.00
Gross Revenue	**$ 210,947.38**	**$ 15,990.00**	**$ 68.00**	**$ 39,453.68**	**$ 90,017.92**	**$ 158,281.63**	**$ 138,015.00**	**$ 96,351.00**	**$ 35,936.63**	**$ 196,568.80**	**$ 5,856.67**	**$ 74,943.02**	**$ 1,062,429.73**	**$ 1,048,778.23**
Credit Card Fees	(1,353.15)	(23.46)	(99.00)	(2,243.39)	(2,388.20)	(272.42)	(38.60)	(140.38)	(43.29)	(695.66)	(50.08)	(93.44)	(7,441.07)	(7,662.37)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	(1,843.61)	-	(2,995.85)	(8,440.90)	-	(10,187.28)	(8,440.90)	(4,365.98)	(23,285.24)	(5,416.12)	-	(64,975.88)	(65,427.02)
Passport Fees	(76.00)	-	(14.80)	(930.11)	(2,448.36)	-	(203.44)	(44.40)	(12.80)	(76.80)	-	-	(3,806.71)	(3,324.52)
City Expenses:	-	-	-	-	-	-	-	-	-	-	-	-	-	(10,376.70)
Electric	(9,534.72)			(135.00)						(202.76)		(2,822.80)	(12,695.28)	
Signage	(288.67)				(308.88)	(116.38)	(116.38)	(116.38)	(116.38)	(116.38)	(116.38)	(1,151.03)	(2,446.86)	
Elevator	-					(2,205.00)				(713.52)			(2,918.52)	
NP Snow Removal	-				(2,525.24)								(2,525.24)	
Landscaping	(1,022.40)	(1,022.41)			(1,022.40)		(147.41)	(147.40)	(147.43)				(3,509.45)	
Remote Monitoring	-												-	
Ticketing	(767.36)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)	(1.10)		(778.36)	
Fire Protection	-									(487.28)			(487.28)	
Repairs	(1,369.70)				(3,125.00)	(926.94)	(6,450.00)	(4,900.00)	(3,275.00)				(20,046.64)	
Web Hosting	(51.00)	(5.00)	-	(5.00)	(51.00)	(51.00)	(51.00)	(51.00)	(51.00)	(51.00)	(51.00)	(46.00)	(464.00)	
Other	(65.34)	(9.27)		(9.27)	(65.34)	(65.34)	(65.34)	(65.34)	(65.34)	(65.34)	(65.34)	(14,246.76)	(14,788.02)	
													-	
Management Fee	(54,865.36)	(9,724.58)	(12,990.00)	(15,798.68)	(16,702.34)	(40,598.67)	(38,348.80)	(31,822.34)	(16,455.01)	(35,244.36)	(2,327.87)	(49,122.00)	(324,000.01)	(297,696.20)
													-	
GTC Office Lease	-	-	-	-	-	960.00	-	-	-	-	-	-	960.00	360.00
Total Adjustments	**(69,393.71)**	**(12,629.43)**	**(13,104.90)**	**(22,118.40)**	**(37,078.75)**	**(43,276.84)**	**(55,609.34)**	**(45,729.23)**	**(24,533.32)**	**(60,939.43)**	**(8,027.90)**	**(67,482.03)**	**(459,923.32)**	**(384,126.81)**
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	-	7,750.00	3,475.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	-	6,795.00	5,922.00
Net Operating Income	**$ 141,553.67**	**$ 3,360.57**	**$ (13,036.90)**	**$ 17,335.28**	**$ 52,939.17**	**$ 115,004.79**	**$ 82,405.66**	**$ 50,621.77**	**$ 11,403.31**	**$ 135,629.37**	**$ (2,171.23)**	**$ 7,460.99**	**$ 617,051.41**	**$ 674,048.42**