



**PLANNING AND DEVELOPMENT**

200 3<sup>rd</sup> 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:** June 17, 2016  
**RE:** Friday, June 24<sup>th</sup> 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  
Friday, June 24<sup>th</sup>, 2016, 8:00 a.m.  
City Commission Room  
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of May 27<sup>th</sup>, 2016 (Attachment 1)
3. Roberts Ramp Project Update
4. LinkFM Route and Ridership (Attachment 2)
5. Interstate Report/Financial Data (Attachment 3)
6. Updates
  - a. On-Street Parking Data Collection/ 4-Hour Time Zones on 5<sup>th</sup> Street
  - b. NDSU/NP Avenue Lot Easement
  - c. Island Park/Civic Ramp Assessment
  - d. City Hall
7. Other Issues or Public Comments

*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](http://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](http://www.cityoffargo.com/parking).*

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Friday:**

**May 27, 2016**

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 8:00 o'clock a.m., Friday, May 27, 2016.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Commissioner Mike Williams, Margie Bailly, Brian Hayer, Randy Thorson, Tracy Walvatne

Absent: None

Chairperson Commissioner 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 29, 2016**

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

**Item 3: Road Construction & Project**

**a. Roberts Ramp**

Planner Derrick LaPoint presented this item stating it was approved by the City Commission at the April 25, 2016 meeting. Planning Director Jim Gilmour submitted a Master Project Schedule to the Board that presents approximate dates and deadlines projected by staff.

**b. Block 9**

Mr. Gilmour stated this item was approved by the City Commission at the May 23, 2016 City Commission meeting. Mr. Gilmour also discussed the effect this construction project will have on existing parking tenants, and the need for staff to provide alternative parking accommodations.

Member Walvatne moved to authorize staff to implement temporary time zone changes in the downtown parking areas as needed, during the upcoming construction of several projects during the next two years. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 4: LinkFM Route and Ridership**

Derrick LaPoint updated the Board noting overall staff has received positive responses on the LinkFM route changes made to accommodate existing and upcoming construction projects in the downtown area.

**Item 5: Interstate Report/Financial Data**

Andy Renfrew, Interstate Parking, reviewed the April and May financial and operations reports.

**Item 6: Updates**

Derrick LaPoint presented updates on the following items:

**a. Downtown Comprehensive Plan**

Mr. LaPoint stated the City has finalized a contract with Interface Studio LLC, who sent staff to begin gathering data for review this past week.

**b. On-Street Parking Data Collection**

Mr. LaPoint noted staff is working on compiling the data collected on April 28, 2016 and will have that information available to the Board in the next few months.

**c. Street Closure Requests**

Mr. LaPoint shared that staff is developing a more formalized procedure for review of these applications as the number received has increased.

**d. NDSU/NP Avenue Lot Easement**

Mr. LaPoint stated staff is working with City Attorney Erik Johnson, and hope to meet with the parties involved within the next few weeks.

**e. Island Park/Civic Ramp Assessment**

Derrick LaPoint shared that Planning Administrator Nicole Crutchfield is working on finalizing a contract with Carl Walker Inc., that staff will bring to the City Commission for their approval.

**f. GTC Assessment**

Mr. LaPoint stated that KLJ Engineering and Trogstad Engineering are working on the assessment and staff will provide an update to the Board upon receiving their final report.

**Item 7: Other Issues or Public Comments**

No other issues or public comments were discussed.

The time at adjournment was 8:54 a.m.

# Memorandum

**To:** Derrick LaPoint, Planner  
**From:** Justin Miller, Fargo Transit Planner  
**Date:** June 17, 2016  
**RE:** *LinkFM Ridership Report*



## Increasing Numbers

Due to downtown construction the current number of parking spaces is diminishing, causing drivers to seek alternative methods of transportation, including public transit. Based upon our ridership reports, it is clear that our numbers have been on the rise. Since the start of the construction, we have seen a noticeable increase in LinkFM rides per revenue hour. June is already bringing in a ride to revenue hour of 7.36, making it the third highest month in the past year- trailing only behind July 2015 and February 2016, both of which had increased ridership due to the Street Fair and the Unglued exhibition.

<b>LinkFM Ridership</b>				
<b>Month</b>	<b>Ridership</b>	<b>Revenue Hours</b>	<b>Rides / Rev Hour</b>	
June of 2015	877	292.0	<b>3.00</b>	<i>**Scandinavian Festival</i>
July of 2015	2,750	332.5	<b>8.27</b>	<i>**Street Fair</i>
August of 2015	954	287.0	<b>3.32</b>	
September of 2015	1,176	280.0	<b>4.20</b>	
October of 2015	1,382	303.0	<b>4.56</b>	
November of 2015	1,418	273.0	<b>5.19</b>	
December of 2015	1,853	297.0	<b>6.24</b>	
January of 2016	1,444	275.0	<b>5.25</b>	
February of 2016	2,434	287.0	<b>8.48</b>	<i>**Unglued</i>
March of 2016	2,087	312.0	<b>6.69</b>	<i>**Celtic Festival</i>
April of 2016	1,644	287.0	<b>5.73</b>	<i>**Route changed 4/18</i>
May of 2016	1,730	280.0	<b>6.18</b>	
June of 2016	1,075	146.0	<b>7.36</b>	<i>Through June 15th 2016</i>
<b>TOTALS</b>	<b>20,824</b>	<b>3651.5</b>	<b>5.70</b>	



**INTERSTATE PARKING COMPANY OF ND**

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[www.fargoparking.com](http://www.fargoparking.com)

**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** June 16<sup>th</sup>, 2016  
**RE:** June 2016 Financial and Operations Report

**Operations**

We have added many parkers in the Main Avenue Lot and Island Park Ramp over the past couple months. Currently there is still room to add parkers in the Island Park Ramp and we are also carefully adding more parkers to the GTC Garage and NP Avenue Lot to help alleviate the parking shortage this summer, the effects of which we are not quite feeling yet as the Robert’s Ramp has not yet broken ground and folks are still able to park there. At the end of June, 22 of the remaining 24 contracts expire and we have contacted those parkers with information on how to continue to parking in the lot with us.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	MAY PERCENT OCCUPIED		APRIL PERCENT OCCUPIED		MARCH PERCENT OCCUPIED	
					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	217	96%	78%	80%	78%	80%	82%	82%
3rd Ave.	40	40	43	108%	73%	73%	75%	75%	80%	80%
2nd Ave. N	0	0	0							
2nd Ave. S	65	25	39	156%	71%	76%	62%	69%	62%	74%
NP Ave.	145	85	88	104%	63%	70%	57%	72%	50%	72%
GTC	185	185	216	117%	70%	72%	69%	69%	70%	72%
4th St.	174	174	307	176%	63%	65%	64%	75%	60%	64%
3rd St.	145	145	224	154%	70%	74%	74%	78%	68%	76%
Main Ave.	75	75	109	145%	60%	58%	45%	53%	43%	55%
IPR	355	355	587	165%	70%	72%	65%	68%	56%	66%
7th Street	26	1	1	100%						

**Financial Report**

Monthly parking revenue was steady from April to May but you will notice that the revenue is now starting to hit the Main Avenue and IPR locations and decrease from 2<sup>nd</sup> Avenue North. June’s statements will show near \$0 at 2<sup>nd</sup> North. Transient revenue was down 7% from April driven almost exclusively by a drop at the NP Avenue Lot. This was not completely unexpected as the Spring Session at NDSU ended mid-month.

Also, included this month are expenses for the wrap of the new parking scooter and landscaping services provided by Oasis Landscapes.



## On-Street Management

<b>Time Zone Violations</b>				
	<b>May</b>	<b>April</b>	<b>March</b>	<b>Plates Recorded</b>
<b>Welcomes</b>	545	807	589	2351
<b>\$20</b>	287	465	328	2069
<b>\$25</b>	51	71	4	152
<b>\$30</b>	112	139	9	195

# City of Fargo

## 2016 Revenue Report



For the Month Ending May 31, 2016:

	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	Total	Prior Year Total
Monthly Parking Revenue	17,254.00	3,525.00	7,938.00	2,511.00	5,338.06	17,558.81	17,484.00	11,904.00	5,414.85	29,590.57	118,518.29	97,779.82
Transient Revenue	1,287.00	-	2,018.00	1,506.00	2,209.50	-	-	-	-	-	7,020.50	7,664.70
Pay by Phone	5.00	-	109.50	313.50	712.00	-	-	-	-	-	1,140.00	-
Validation Revenue	5,005.50	-	91.50	366.00	99.50	-	-	-	-	-	5,562.50	4,064.50
Violation Revenue	17.00	22.00	546.00	149.00	971.00	-	22.00	56.00	-	-	1,783.00	-
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-
<b>Gross Revenue</b>	<b>\$ 23,568.50</b>	<b>\$ 3,547.00</b>	<b>\$ 10,703.00</b>	<b>\$ 4,845.50</b>	<b>\$ 9,330.06</b>	<b>\$ 17,558.81</b>	<b>\$ 17,506.00</b>	<b>\$ 11,960.00</b>	<b>\$ 5,414.85</b>	<b>\$ 29,590.57</b>	<b>\$ 134,024.29</b>	<b>\$ 109,509.02</b>
Credit Card Fees	(187.07)	(13.04)	(213.39)	(223.35)	(250.76)	(24.08)	(4.95)	(17.97)	(6.05)	(103.67)	(1,044.33)	(633.12)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	(5,152.50)
Enforcement Payroll	-	(311.68)	(779.19)	(506.48)	(1,129.83)	-	(1,363.59)	(1,129.83)	(584.39)	(3,116.77)	(8,921.76)	-
Passport Fees	(2.00)	(10.80)	(226.39)	(86.78)	(390.78)	-	(10.80)	(14.80)	-	-	(742.35)	-
Management Fee	(7,878.00)	(1,260.00)	(3,151.00)	(2,048.00)	(1,589.00)	(5,830.00)	(5,515.00)	(4,569.00)	(2,363.00)	(2,780.00)	(36,983.00)	(39,287.00)
City Expenses:												(5,342.86)
Summit #1209673	-	-	-	-	-	-	-	-	-	(194.85)	(194.85)	-
Moorhead Electric #1770	-	-	-	-	-	-	-	-	-	-	-	-
Kustom Concepts #1429	(507.05)	-	-	-	-	-	-	-	-	-	(507.05)	-
Oasis Landscapes #2015-802	(263.74)	(108.89)	(33.50)	-	(134.60)	-	(73.81)	(73.81)	(142.54)	(53.55)	(884.44)	-
Red River Electric #W10120	-	-	-	-	-	-	-	-	-	-	-	-
Glacier Snow Mgmt. (Various)	-	-	-	-	-	-	-	-	-	-	-	-
Superfrog #111826	-	-	-	-	-	-	-	-	-	-	-	-
Schindler Elevator (Various)	-	-	-	-	-	-	-	-	-	(294.00)	(294.00)	-
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(8,837.86)</b>	<b>(1,704.41)</b>	<b>(4,403.47)</b>	<b>(2,864.61)</b>	<b>(3,494.97)</b>	<b>(5,734.08)</b>	<b>(6,968.15)</b>	<b>(5,805.41)</b>	<b>(3,095.98)</b>	<b>(6,542.84)</b>	<b>(49,451.78)</b>	<b>(50,295.48)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	375.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	775.00	-
<b>Net Operating Income</b>	<b>\$ 14,730.64</b>	<b>\$ 1,842.59</b>	<b>\$ 6,299.53</b>	<b>\$ 1,980.89</b>	<b>\$ 5,835.09</b>	<b>\$ 11,824.73</b>	<b>\$ 10,537.85</b>	<b>\$ 6,154.59</b>	<b>\$ 2,318.87</b>	<b>\$ 23,047.73</b>	<b>\$ 85,722.51</b>	<b>\$ 59,213.54</b>

# City of Fargo

## 2016 Revenue Report



For the Five Months Ending May 31, 2016:

	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	Total	Prior Year Total
Monthly Parking Revenue	86,371.50	17,039.42	45,849.75	11,273.25	26,268.06	88,063.07	84,152.20	59,768.00	24,213.78	147,512.77	590,511.80	486,189.52
Transient Revenue	6,106.32	-	8,277.50	8,352.65	13,777.80	-	-	-	-	-	36,514.27	44,403.78
Pay by Phone	5.00	-	811.50	1,207.50	3,245.00	-	-	-	-	-	5,269.00	-
Validation Revenue	27,355.50	-	561.75	1,274.25	221.00	-	-	-	-	180.00	29,592.50	19,788.50
Violation Revenue	17.00	110.00	2,127.00	894.00	4,406.00	-	129.00	455.00	44.00	17.00	8,199.00	-
Events Revenue	-	-	-	-	-	-	-	-	-	-	-	9,864.00
<b>Gross Revenue</b>	<b>\$ 119,855.32</b>	<b>\$ 17,149.42</b>	<b>\$ 57,627.50</b>	<b>\$ 23,001.65</b>	<b>\$ 47,917.86</b>	<b>\$ 88,063.07</b>	<b>\$ 84,281.20</b>	<b>\$ 60,223.00</b>	<b>\$ 24,257.78</b>	<b>\$ 147,709.77</b>	<b>\$ 670,086.57</b>	<b>\$ 560,245.80</b>
Credit Card Fees	(738.06)	(69.40)	(918.81)	(1,246.00)	(1,210.58)	(133.07)	(32.95)	(84.13)	(23.90)	(426.42)	(4,883.32)	(2,117.94)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	(7,102.50)
Enforcement Payroll	-	(1,150.45)	(2,876.10)	(1,869.47)	(4,170.35)	-	(5,033.18)	(4,170.35)	(2,157.08)	(11,504.41)	(32,931.39)	-
Passport Fees	(2.00)	(47.91)	(795.90)	(350.28)	(1,446.52)	-	(36.81)	(104.68)	(21.60)	(2.00)	(2,807.70)	-
City Expenses:												(11,217.09)
Electric	(902.38)	-	-	-	-	(178.75)	-	-	-	(2,892.23)	(3,973.36)	
Signage	(507.05)	-	-	-	-	(533.75)	-	-	-	-	(1,040.80)	
Elevator	-	-	-	-	-	-	-	-	-	(807.00)	(807.00)	
NP Snow Removal	-	-	-	-	-	(2,705.65)	-	-	-	-	(2,705.65)	
Landscaping	(263.74)	(108.89)	(33.50)	-	(134.60)	-	(73.81)	(73.81)	(142.54)	(53.55)		
Management Fee	(39,390.00)	(6,300.00)	(15,755.00)	(10,240.00)	(7,945.00)	(29,150.00)	(27,573.00)	(22,845.00)	(11,815.00)	(13,900.00)	(184,913.00)	(196,433.00)
GTC Office Lease	-	-	-	-	-	600.00	-	-	-	-	600.00	600.00
<b>Total Adjustments</b>	<b>(41,803.23)</b>	<b>(7,676.65)</b>	<b>(20,379.31)</b>	<b>(13,705.75)</b>	<b>(14,907.05)</b>	<b>(32,101.22)</b>	<b>(32,749.75)</b>	<b>(27,277.97)</b>	<b>(14,160.12)</b>	<b>(29,585.61)</b>	<b>(233,462.22)</b>	<b>(216,270.53)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	1,375.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	2,797.00	-
<b>Net Operating Income</b>	<b>\$ 78,052.09</b>	<b>\$ 9,472.77</b>	<b>\$ 37,248.19</b>	<b>\$ 9,295.90</b>	<b>\$ 33,010.81</b>	<b>\$ 55,961.85</b>	<b>\$ 51,531.45</b>	<b>\$ 32,945.03</b>	<b>\$ 10,097.66</b>	<b>\$ 118,124.16</b>	<b>\$ 440,796.35</b>	<b>\$ 343,975.27</b>