



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: November 15, 2016

RE: Friday, November 18 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
Friday, November 18, 2016, 9:30 a.m.
City Commission Room
AGENDA

1. Approve Order of Agenda
2. Minutes – Meeting of October 28, 2016 (Attachment 1)
3. Interstate Report/Financial Data (Attachment 2)
 - a. 2017 Parking Rates
4. On-street Parking Data (Attachment 3)
5. Roberts Ramp – RoCo Update (Attachment 4)
 - a. 10:30am – RoCo Development Viewing

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:

Friday:

October 28, 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, October 28, 2016.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Margie Bailly, Randy Thorson

Also Present: Commission Dave Piepkorn (City Commission Liaison)

Absent: Brian Hayer, Tracy Walvatne

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 Thorson. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of September 30, 2016

Member Thorson moved the minutes of the September 30, 2016 Parking Commission meeting be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 3: Roberts Ramp Project

Planner Derrick LaPoint updated the Board on the status of this project. Mr. LaPoint noted staff will continue to alert the public on traffic pattern disruptions as the project progresses.

Planning Director Jim Gilmour stated that project consultants Carl Walker, Inc. recently inspected the site and confirmed the project is going well and on schedule.

Prompted by a question from Chair Williams, Mr. LaPoint proceeded to share information on Tesla, a company that provides electric vehicle charging stations. Mr. LaPoint reviewed the options Tesla can provide the City, noting that this system only works with Tesla vehicles, limiting this system's usage with other brands of electric vehicles.

Discussion was held regarding the feasibility of coordinating upcoming street and sidewalk repairs in this area while the ramp is under construction. Commissioner Piepkorn offered to bring this item before the City Commission at an upcoming meeting for discussion.

a) Kilbourne Presentation on Branding for the Roberts Street Development

Kilbourne Group Marketing Specialist Cassandra Miller, presented a proposal for branding the Roberts Street Parking Garage/Ramp the “Roberts Commons” and implementing a shortened version, “RoCo”, as the proposed logo. Ms. Miller shared several examples of signage and color schemes, and talked about the importance of coordinating this brand with both the City’s and Interstate Parking’s (IP) existing signage.

The Board discussed the proposal and reiterated the importance of incorporating and designing a look that works for all signage in this area.

Item 4: LinkFM Ridership

Derrick LaPoint presented the updated ridership report. He noted the consistent average of 10 rides per hour over the past three months as shown in the report, continues to show the value of this circulator to the Fargo-Moorhead downtown corridor. Mr. LaPoint added as construction areas in the downtown change, future route alignments will be implemented and staff will continue to notify the public as these changes occur.

Item 5: Interstate Report/Financial Data

Andy Renfrew, Interstate Parking (IP), presented the September financial and operations report. Mr. Renfrew noted that IP is working with the City’s Police Department regarding the existing towing procedure, and he will keep the Board updated on this process.

a) 2017 Parking Rates

Mr. Renfrew reviewed staff’s recommendations for proposed fee changes to the Parking Rate Schedule for 2017. He asked for the Board’s approval to present the proposed changes at an upcoming City Commission Meeting, to allow time for notification to parking customers and the public prior to implementation.

Board discussion ensued and it was decided to continue this item to the November Parking Commission meeting, to allow additional time for review of the proposed 2017 Parking Rate Schedule.

Item 6: Downtown Ice Rink: APPROVED

Derrick LaPoint presented a request from the Downtown Community Partnership (DCP) to reconstruct the temporary Downtown Ice Rink, and reviewed the proposed lease agreement included in the packet. He stated the DCP is seeking City Commission approval to add this amenity to our Downtown through the 2018 and 2019 winter seasons. Mr. LaPoint requested direction from the Board to proceed with this proposal at an upcoming City Commission Meeting.

Member Thorson moved approval be recommended to the City Commission of the lease agreement with the Downtown Community Partnership for the Downtown Ice

Rink. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

Item 7: Review of Capital Needs: APPROVED

Jim Gilmour presented a summary of the recommended improvements identified for the Civic Center Ramp and Island Park Ramp after an assessment by Carl Walker, Inc., and the Ground Transportation Center assessment completed by KLJ. He reviewed the summary included in the packet and the projected repair costs for each of these facilities. Mr. Gilmour stated he will be working with the City's Finance Committee to discuss the availability of funds to complete these improvements.

Member Bailly moved that staff move forward on the capital improvements proposed for the Civic Center Ramp and Island Park Ramp, and to develop strategies for the Ground Transportation Center. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

Item 8: Updates

a) Downtown Master Plan

Derrick LaPoint reported the Downtown Master Plan Open House held on October 11 was well attended, and the consultants will be back in Fargo the week of November 14.

b) On-Street Data Counts

Mr. LaPoint shared that yesterday staff collected the on-street parking data, which will be presented as a formal report to the Board at either the November or December meeting. He added staff plans to collect this data twice a year, during the months of April and October.

c) Tesla Charging Stations

Mr. LaPoint addressed this item during the discussion of item 3.

d) Downtown Conference

Mr. LaPoint reported the Downtown Conference held in Fargo on October 18 and 19 provided the opportunity for people to discuss topics regarding planning, parking, etc.

Item 9: Other Issues or Public Comments

Paul Jensen, area business owner of Green Ways 2Go, shared information about his company's electric vehicle charging stations. Mr. Jensen noted one of the important benefits of their system is that it is a universal system and supports more than just one brand of electric vehicles.

The time at adjournment was 9:37 a.m.



INTERSTATE PARKING COMPANY OF ND

401 3rd Avenue North

Fargo, North Dakota

Phone: (701) 235-1618

E-Mail: ndinfo@interstateparking.com

www.fargoparking.com

MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: November 14, 2016
RE: October 2016 Financial and Operations Report

Operations

The Island Park Ramp and 7th Street Lot are currently open for new parkers while the remaining lots continue to be full. We have noticed a significant increase in utilization across most of our lots from September to October most likely due to the large number of construction and utility projects on-going in the downtown area that remove on-street stalls.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	OCTOBER PERCENT OCCUPIED		SEPTEMBER PERCENT OCCUPIED		AUGUST 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	214	95%	90%	89%	80%	85%	85%	87%
3rd Ave.	40	40	41	103%	82%	82%	82%	83%	80%	80%
2nd Ave. S	65	25	39	156%	80%	86%	90%	92%	84%	88%
NP Ave.	145	85	128	151%	90%	91%	88%	92%	80%	85%
GTC	185	185	231	125%	75%	76%	74%	76%	75%	75%
4th St.	174	174	303	174%	93%	90%	80%	84%	75%	76%
3rd St.	145	145	224	154%	85%	83%	75%	80%	70%	73%
Main Ave.	75	75	100	133%	48%	43%	64%	65%	60%	62%
IPR	355	355	523	147%	72%	66%	69%	71%	71%	73%
7th Street	26	26	20	77%	30%	30%	25%	30%	30%	30%

Financial Report

Revenue was down 2% in October from the previous month though net income to the City rose 3.9% on significantly fewer expenses.

On-Street Management

Time Zone Violations								
	October	September	August	July	June	May	April	Plates Recorded
Welcomes	384	492	457	364	511	545	807	2631
\$20	217	251	216	211	241	287	465	2607
\$25	37	43	34	28	26	51	71	172
\$30	73	97	85	72	106	112	139	181

Downtown Residential Parking Permits and Service Vehicle Permits

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
DRP	20	34	37	36	36	46	31	34	33
SVP	6	8	13	21	32	25	24	18	24



2017 Rate Recommendations

At the regular meeting of the Parking Commission in September we were asked to take another look at the proposed rates for 2017. Objectives included being sensitive to all downtown workers while also driving revenue to reflect costs at each lot. The proposed rates below reflect more aggressive pricing in the highly demanded garages and only minimal increases in the less desirable surface lots.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	Waitlist	Existing Monthly Rate \$	Proposed 2017 Minimum	Proposed 2017 Monthly Rate \$	Proposed 2017 Maximum
Civic Ramp	250	225	213	95%	38	\$ 81.00	\$ 84.00	\$ 90.00	\$ 105.00
3rd Ave.	40	40	43	108%	10	\$ 75.00	\$ 78.00	\$ 78.00	\$ 85.00
Robert's Garag	450				380		\$ 81.00	\$ 90.00	\$ 105.00
2nd Ave. S	65	25	39	156%	32	\$ 81.00	\$ 81.00	\$ 85.00	\$ 90.00
NP Ave.	145	85	104	122%	10	\$ 70.00	\$ 73.00	\$ 75.00	\$ 85.00
GTC	185	185	226	122%	14	\$ 81.00	\$ 84.00	\$ 90.00	\$ 100.00
4th St.	174	174	310	178%	5	\$ 62.00	\$ 65.00	\$ 65.00	\$ 70.00
3rd St.	145	145	224	154%	9	\$ 62.00	\$ 65.00	\$ 65.00	\$ 75.00
Main Ave.	75	75	100	133%	7	\$ 55.00	\$ 55.00	\$ 56.00	\$ 60.00
IPR	355	355	531	150%	0	\$ 55.00	\$ 55.00	\$ 56.00	\$ 60.00
7th Street	26	26	18	69%	0	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00
					% Change	Existing Monthly Rate \$	Proposed 2017 Minimum	Proposed 2017 Monthly Rate \$	Proposed 2017 Maximum
					Civic Ramp	\$ 81.00	3.7%	11.1%	29.6%
					3rd Ave.	\$ 75.00	4.0%	4.0%	13.3%
					Robert's Garage				
					2nd Ave. S	\$ 81.00	0.0%	4.9%	11.1%
					NP Ave.	\$ 70.00	4.3%	7.1%	21.4%
					GTC	\$ 81.00	3.7%	11.1%	23.5%
					4th St.	\$ 62.00	4.8%	4.8%	12.9%
					3rd St.	\$ 62.00	4.8%	4.8%	21.0%
					Main Ave.	\$ 55.00	0.0%	1.8%	9.1%
					IPR	\$ 55.00	0.0%	1.8%	9.1%
					7th Street	\$ 65.00	0.0%	0.0%	0.0%

Recommendation: To approve the rates for 2017 as proposed.

City of Fargo

2016 Revenue Report



For the Month Ending October 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	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	17,010.00	3,225.00	-	2,592.00	6,510.00	18,205.00	17,484.00	11,904.00	5,555.00	26,593.91	1,304.09	110,383.00	102,323.08
Transient Revenue	1,963.00	-	-	2,014.55	2,763.00	-	-	-	-	-	-	6,740.55	8,349.40
Pay by Phone	-	-	-	685.50	541.00	-	-	-	-	-	-	1,226.50	282.00
Validation Revenue	5,796.50	-	-	288.75	98.25	-	-	-	17.25	-	-	6,200.75	6,527.50
Violation Revenue	39.00	22.00	-	185.00	691.00	-	-	-	-	-	-	937.00	809.00
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Gross Revenue	\$ 24,808.50	\$ 3,247.00	\$ -	\$ 5,765.80	\$ 10,603.25	\$ 18,205.00	\$ 17,484.00	\$ 11,904.00	\$ 5,572.25	\$ 26,593.91	\$ 1,304.09	\$ 125,487.80	\$ 118,290.98
Credit Card Fees	(168.24)	(8.29)	(72.87)	(291.58)	(332.07)	(35.54)	(26.38)	(22.85)	(18.98)	(114.51)	(13.11)	(1,104.42)	(1,103.16)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	(257.53)	-	(418.49)	(933.55)	-	(1,126.70)	(933.55)	(482.87)	(2,575.32)	(811.24)	(7,539.25)	(1,601.25)
Passport Fees	(33.77)	(10.80)	-	(67.37)	(194.58)	-	-	-	-	-	-	(306.52)	(268.69)
Management Fee	(7,879.00)	(1,261.00)	-	(2,049.00)	(1,590.00)	(5,830.00)	(5,515.00)	(4,570.00)	(2,364.00)	(2,780.00)	(608.40)	(34,446.40)	(39,295.00)
City Expenses:													(412.38)
Skidata #	-	-	-	-	-	-	-	-	-	-	-	-	-
Recess Factory #	-	-	-	-	-	-	-	-	-	-	-	-	-
Oasis Landscapes #	-	-	-	-	-	-	-	-	-	-	-	-	-
Midstates Wireless #102007817-1	(21.64)	(21.64)	-	(21.64)	(21.64)	(21.64)	(21.64)	(21.64)	(21.64)	(21.64)	(21.64)	(216.43)	-
Red River Electric # (Various)	-	-	-	-	-	-	-	-	-	-	-	-	-
Glacier Snow Mgmt. #	-	-	-	-	-	-	-	-	-	-	-	-	-
Protection Systems Inc #	-	-	-	-	-	-	-	-	-	-	-	-	-
Superfrog #	-	-	-	-	-	-	-	-	-	-	-	-	-
Schindler Elevator #8104363509	-	-	-	-	-	-	-	-	-	-	(98.00)	(98.00)	-
Toledo Ticket Co #	-	-	-	-	-	-	-	-	-	-	-	-	-
Overhead Door #W43401 REVERSE	-	-	-	-	-	428.50	-	-	-	-	-	428.50	-
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
Total Adjustments	(8,102.65)	(1,559.26)	(72.87)	(2,848.08)	(3,071.84)	(5,338.68)	(6,689.72)	(5,548.04)	(2,887.49)	(5,491.47)	(1,552.39)	(43,162.52)	(42,560.48)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	575.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	1,000.00	-
Net Operating Income	\$ 16,705.85	\$ 1,687.74	\$ (72.87)	\$ 2,917.72	\$ 7,531.41	\$ 12,866.32	\$ 10,794.28	\$ 6,355.96	\$ 2,684.76	\$ 21,102.44	\$ (248.30)	\$ 83,900.28	\$ 75,730.50

City of Fargo

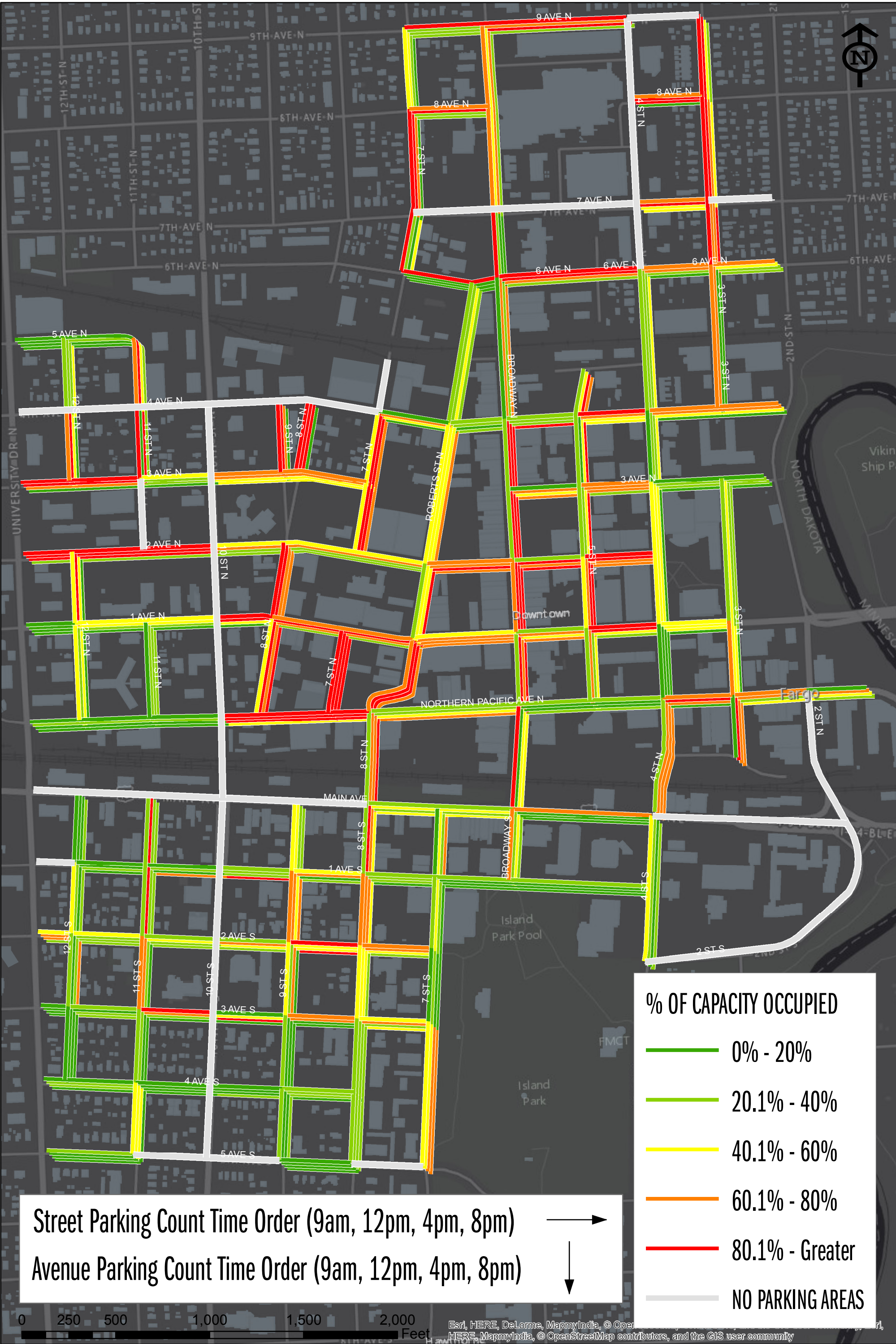
2016 Revenue Report



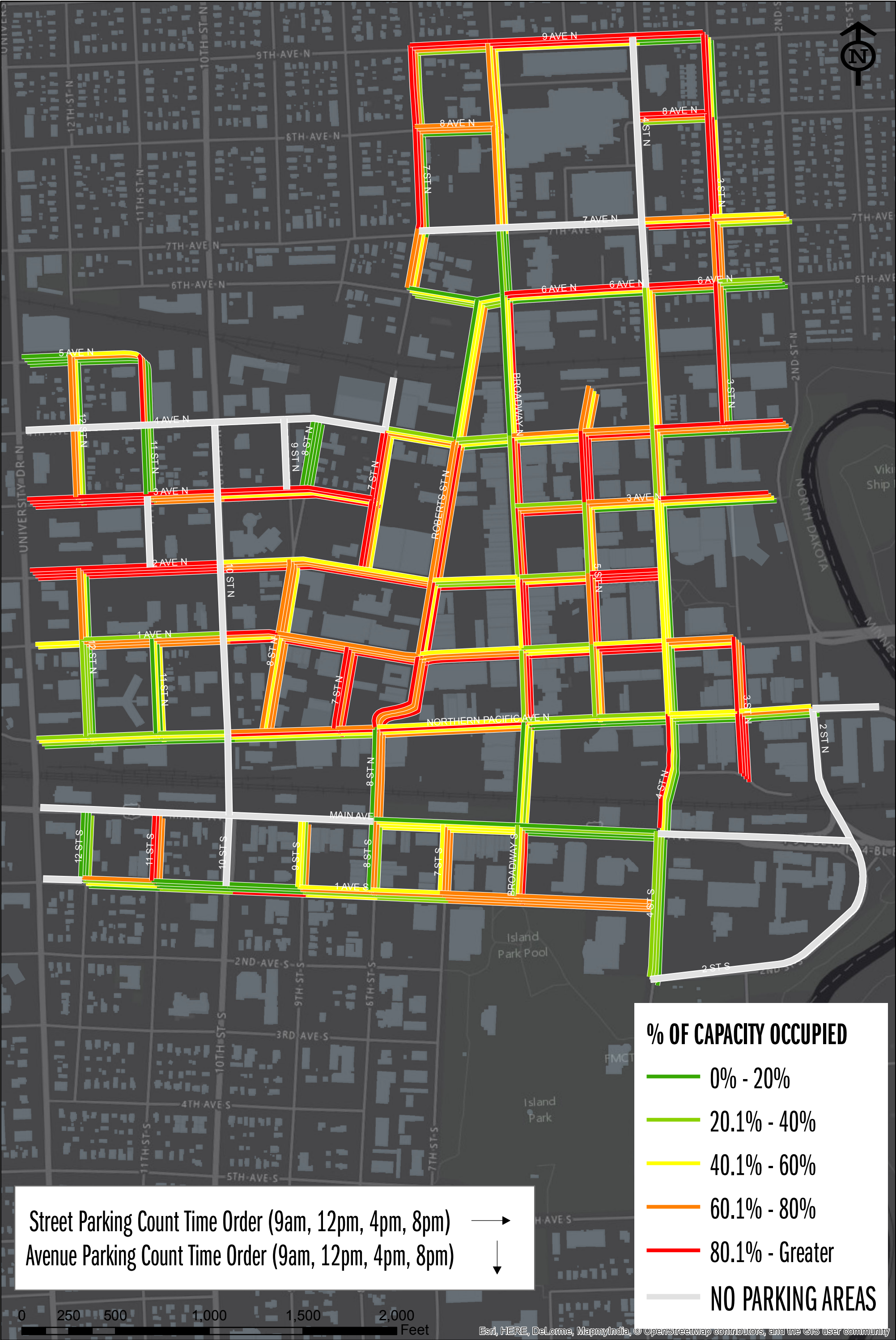
For the Seven Months Ending October 31, 2016:

	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	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	172,263.50	33,164.42	45,849.75	24,233.25	59,566.39	178,769.91	171,253.00	119,288.00	50,652.96	291,433.32	3,742.93	1,150,217.43	994,723.18
Transient Revenue	13,319.07	-	8,270.90	19,331.25	26,483.15	-	-	-	-	-	-	67,404.37	84,074.34
Pay by Phone	9.00	-	888.00	3,799.50	4,985.75	-	-	-	-	-	-	9,682.25	510.50
Validation Revenue	56,999.00	-	619.50	3,465.25	1,134.75	-	-	-	171.00	180.00	-	62,569.50	44,526.25
Violation Revenue	107.00	171.00	2,215.00	1,247.00	5,707.00	-	146.00	477.00	44.00	34.00	-	10,148.00	1,900.00
Events Revenue	-	-	-	-	-	-	292.00	-	460.75	2,802.25	-	3,555.00	17,416.55
Gross Revenue	\$ 242,697.57	\$ 33,335.42	\$ 57,843.15	\$ 52,076.25	\$ 97,877.04	\$ 178,769.91	\$ 171,691.00	\$ 119,765.00	\$ 51,328.71	\$ 294,449.57	\$ 3,742.93	\$ 1,303,576.55	\$ 1,143,150.82
Credit Card Fees	(1,519.38)	(112.83)	(1,423.45)	(2,525.16)	(2,530.11)	(283.91)	(150.13)	(185.77)	(102.28)	(939.69)	(26.67)	(9,799.38)	(6,716.19)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	(16,372.50)
Enforcement Payroll	-	(2,773.72)	(6,290.43)	(4,507.28)	(10,054.69)	-	(12,134.97)	(10,054.69)	(5,200.71)	(27,737.08)	(1,698.95)	(80,452.52)	(7,044.02)
Passport Fees	(62.74)	(71.51)	(891.25)	(557.56)	(1,955.81)	-	(45.61)	(115.48)	(30.40)	(10.80)	-	(3,741.16)	(444.29)
City Expenses:													(25,202.55)
Electric	(902.38)	-	(170.00)	-	-	(178.75)	-	-	-	(2,892.23)	-	(4,143.36)	
Signage	(507.05)	-	-	-	-	(533.75)	-	-	-	-	-	(1,040.80)	
Elevator	-	-	-	-	-	-	-	-	-	(1,101.00)	(98.00)	(1,199.00)	
NP Snow Removal	-	-	-	-	-	(2,705.65)	-	-	-	-	-	(2,705.65)	
Landscaping	(865.07)	(271.80)	(67.00)	-	(464.99)	-	(147.62)	(2,071.41)	(386.35)	(107.10)	-	(4,381.34)	
Remote Monitoring	-	-	-	-	-	-	-	-	-	(315.00)	-	(315.00)	
Ticketing	-	-	-	-	-	-	-	-	-	-	-	-	
Fire Protection	-	-	-	-	-	-	-	-	-	-	-	-	
Repairs	(140.64)	(21.64)	-	(21.64)	(21.64)	(450.14)	(21.64)	(21.64)	(21.64)	(21.64)	(21.64)	(763.93)	
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	(78,783.00)	(12,604.00)	(28,360.00)	(20,482.00)	(15,895.00)	(58,300.00)	(55,148.00)	(45,693.00)	(23,634.00)	(27,800.00)	(3,042.00)	(369,741.00)	(392,895.00)
GTC Office Lease	-	-	-	-	-	1,200.00	-	-	-	-	-	1,200.00	1,200.00
Total Adjustments	(82,796.26)	(15,871.40)	(37,218.03)	(28,109.54)	(30,938.14)	(61,268.10)	(67,663.87)	(58,157.89)	(29,391.28)	(60,940.44)	(4,903.16)	(477,258.14)	(447,474.55)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	4,275.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	7,572.00	-
Net Operating Income	\$ 159,901.31	\$ 17,464.02	\$ 20,625.12	\$ 23,966.71	\$ 66,938.90	\$ 117,501.81	\$ 104,027.13	\$ 61,607.11	\$ 21,937.43	\$ 233,509.13	\$ (1,160.23)	\$ 838,165.41	\$ 695,676.27

On-Street Parking Data Collection April 2016



On-Street Parking Data Collection October 2016





PLANNING AND DEVELOPMENT

200 3rd Street North
Fargo, North Dakota
Phone: (701)241-1474
Fax: (701) 241-1526

E-Mail: planning@cityoffargo.com
www.cityoffargo.com

MEMORANDUM

TO: Parking Commission
FROM: Derrick LaPoint, Planner
DATE: November 18, 2016
RE: Roberts Ramp Development (RoCo) Report

Construction is ongoing on the Roberts Street Parking Ramp. This is a monthly report on the project status.

Site Update

The RoCo Ramp is starting to take shape as deck pours continue. Representatives from Carl Walker have been observing the pours and pleased with the outcome. There are several more deck pours that need to be completed. Parking around the ramp may be interrupted during pouring days as a number of concrete trucks make their way to the site. City staff will work to notify the public at least a week prior to the pours to limit the disruption. Representatives from Kilbourne Group will be attending the meeting to discuss exterior materials for the facility.