



## PLANNING AND DEVELOPMENT

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### MEMORANDUM

**TO:** Parking Commission Members  
**FROM:** Joe Nigg & Derrick LaPoint, Planning Department  
**DATE:** February 22, 2016  
**RE:** February 26<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 February 26<sup>th</sup>, 2016, 8:00 a.m. City Commission Room AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of January 29<sup>th</sup>, February 4<sup>th</sup> and February 10<sup>th</sup>, 2016 (Attachment 1)
3. On-Street Parking Enforcement Changes and Implementation Update (Attachment 2)
4. 2015 Parking Financial Report (Attachment 3)
5. 2<sup>nd</sup> Ave/ Roberts Street RFP Update (Attachment 4)
6. LinkFM (downtown circulator) Update (Attachment 5)
7. Interstate / Operator Report (Attachment 6)
  - a. Event Rates
  - b. January Financials
  - c. 2016 Annual Review
8. Updates (Attachment 7)
  - a. Downtown City Center Comprehensive Plan
  - b. Marketing Sub-Committee
  - c. Civic Ramp and IPR Condition Assessment RFP
  - d. GTC Garage Condition Assessment RFP
9. 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:**

**January 29, 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, January 29, 2016.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Commissioner Mike Williams, Margie Bailly, Brian Hayer

Absent: Randy Thorson, Tracy Walvatne

Chairperson Commissioner Williams 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 Bailly. All Members present voted aye and the motion was declared carried.

### **Item 2: Minutes: Regular Meeting of December 4, 2015**

Member Hayer moved the minutes of the December 4, 2015 Parking Commission meeting be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

### **Item 3: On-Street Parking Enforcement Changes and Implementation Update**

Senior Planner Joe Nigg presented an update noting the proposed launch date for the on-street enforcement changes in the downtown area is February 2016. He noted that contract amendments with Interstate Parking and Duncan Solutions have been finalized as well as the necessary ordinance changes. Mr. Nigg also stated that the City and Interstate Parking were working on a media campaign to align with the official launch date of the enforcement changes and a 2016 parking guide which will accompany any warning citation. Mr. Nigg stated the 2016 parking guide would also be distributed to merchants in the downtown area to improve communication of parking options to clients and customers and that it would also serve as an 'event parking' guide.

### **Item 4: Draft On-Street Enforcement Policy**

Andy Renfrew, Interstate Parking, presented a draft On-Street Parking Enforcement Policy that will be used by Interstate at which time Interstate assumes administration of the downtown on-street enforcement program.

### **Item 5: On-Street Data Collection**

Mr. Nigg provided a brief summary including a map of the downtown core area and the 8 defined data collection areas. He stated the utilization of on-street capacity has increased since 2011 due to increased activity in the downtown area as well as the

transition of underutilized 'fringe' blocks to 4-hour time zones. He added both on-street and off-street data collection will assist the Parking Commission in making more informed decisions on the management of both on-street and off-street parking resources.

**Item 6: 2nd Avenue & Roberts Street RFP and Next Steps**

Mr. Nigg gave an update on the 2nd Avenue and Roberts Street Request for Proposals (RFP) including the proposed timeline of the RFP review and interview process.

**Item 7: LinkFM (downtown circulator) Update**

Commissioner Williams and Mr. Nigg provided an update on the LinkFM downtown circulator.

**Item 8: Interstate/Operator Report**

a. November and December Financials

Andy Renfrew, Interstate Parking, reviewed the November and December financial and operations reports.

**Item 9: Updates**

a. Marketing Sub-Committee

Mr. Nigg reviewed the priority items for the marketing sub-committee including development of a general marketing strategic plan and budget; update to the parking guide and downtown residential parking permit program brochures; and updated downtown parking signage.

b. Civic Ramp and IPR Condition Assessment RFP

Mr. Nigg stated City staff would like to establish a selection committee to review proposals received for the condition assessment at both the Civic Ramp and Island Park Ramp. Commissioner Williams and Member Hayer volunteered to serve on this committee.

c. GTC Garage Condition Assessment RFP

Mr. Nigg provided an update on this RFP, noting the selection committee has decided to pursue a contract with KLJ Engineering and Trostad Engineering to complete this project.

**Item 10: Other Issues or Public Comments**

Planning Director Jim Gilmour provided an update to the Parking Commission on upcoming staffing changes within the Planning Department. Mr. Gilmour stated that Planner Derrick LaPoint will be the main contact for parking and renaissance zone related items going forward.

The time at adjournment was 9:00 a.m.

BOARD OF PARKING COMMISSIONERS  
Informational Meeting

Pursuant to public notice, the Board of Parking Commissioners convened in the River Room (City Commission Office) at 8 a.m., Thursday, February 4, 2016 for an informational meeting to discuss the proposals received for the redevelopment of city-owned property at 624 and 625 2nd Avenue North.

Commissioners present: Chairperson Commissioner Mike Williams, Margie Bailly, Brian Hayer and Tracy Walvatne

Also Present: Mayor Mahoney

Commissioners absent: Randy Thorson

No motions were made and the meeting was adjourned at 9:15 a.m.

## **BOARD OF PARKING COMMISSIONERS MINUTES**

Pursuant to public notice, the Board of Parking Commissioners convened in the Commission Room at 8:00 o'clock a.m., Wednesday, February 10, 2016 to conduct interviews for the redevelopment of city-owned property at 624 and 625 2nd Avenue North.

Commissioners present: Chairperson Commissioner Mike Williams, Margie Bailly, Brian Hayer, and Tracy Walvatne

Also Present:

Commissioners absent: Randy Thorson

The City received three (3) proposals from the following development teams: Enclave Development, Kilbourne Group, and Roers. Upon presentations from each team and discussion by the Board, the Parking Commissioners motioned to recommend approval to the City Commission that the Kilbourne Group redevelopment proposal be selected, and to authorize city staff and the city attorney to prepare the necessary agreements.

The meeting was adjourned at 1:00 o'clock p.m.



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### MEMORANDUM

**TO:** Parking Commission

**FROM:** Joe Nigg, Senior Planner

**DATE:** February 23, 2016

**RE:** On-Street Parking Enforcement Changes and Implementation Update

#### **Attachment 2**

**Proposal.** Over the last several months the Parking Commission has been working to implement a series of on-street enforcement changes that would transition the parking system in the downtown area from a 'punitive' to a more 'friendly' approach. These changes would be consistent with the Parking Commission's vision (and recommendations within the 2012 Parking Study) to simplify parking in the downtown core while also improving communication, customer service and perceptions (general public and visitors) associated with parking in downtown Fargo. The proposal is intended to be a fundamental change in terms of the philosophy the City uses to address parking enforcement in the downtown area.

Key components of the proposal include Interstate Parking taking over parking enforcement (or parking ambassador) duties in the downtown area as well as the implementation of warning citations for a 1<sup>st</sup> time parking offense and a graduated rate for repeat offenses.

**Implementation.** In early December at which time the Parking Commission and City Commission reviewed and recommended approval of the proposal – it appeared that implementation could be feasible sometime in January of 2016. Due to AutoISSUE software development delays on the part of Duncan we experienced significant delays which caused the City to miss several critical deadlines in this process.

At this point, the City is now fully prepared to implement the changes **effective Monday February 29<sup>th</sup>**.

In terms of City efforts, below is a quick update:

Contracts – Contract amendments with both Interstate Parking and Duncan Solutions have been executed. Interstate has hired the necessary staff to support the transition of enforcement in the downtown area and Interstate has completed training activities with the Fargo Police Department.

Ordinance Amendments – The ordinance changes were approved by City Commission on January 4<sup>th</sup>. The ordinance will be published and become effective February 29<sup>th</sup>.


Media – The Parking Marketing Sub-Committee in collaboration with the Downtown Community Partnership (DCP) will be coordinating a media campaign to align with the February 29<sup>th</sup> launch date. Below is a quick overview:

1. Press Releases (City, Interstate Parking)
2. Social Media (DCP)
3. 2016 Parking Guide Distribution – On Thursday Feb 25<sup>th</sup> the City, DCP and Interstate will be covering the downtown area and distributing copies of the parking guide to merchants and businesses – while also communicating that the changes will become effective the following week. Note that the parking guide is intended to show folks parking options (on-street, off-street, LinkFM) so they are able to avoid a parking ticket during their next downtown visit.



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**TO: PARKING COMMISSION**

**FROM: JIM GILMOUR, PLANNING DIRECTOR**   
**KRISTI SYLSKAR, OFFICE MANAGER**

**DATE: FEBRUARY 12, 2016**

**RE: 2015 PARKING FINANCIAL REPORTS**

The 2015 parking fund financial data has been analyzed considering revenue and expenses specific to each parking facility, general income and expenses, change in parking funds between years 2014 and 2015, and debt payments.

Below is a comparison of the 2014 and 2015 net income to parking fund, which depicts an increase of nearly \$38,100 over last year.

Net Income to parking fund per year:

2014 Net Income	\$ 493,995.51
2015 Net Income	\$ 532,087.12

Following is a chart of debt balances as of January 1, 2016 totaling \$672,328.19. The Island Park Ramp debt was paid off in 2015.

Debt Balances as of January 1, 2016:

Island Park Ramp Land	Unknown
Railroad Lots (Paid in 2021)	\$ 555,000.00
3rd Street Lot (Paid in 2020)	\$ 117,328.19
Total	\$ 672,328.19

Parking funds include three funds: general parking authority, repair and replacement, and a surplus fund. The balances of these three funds as of January 1, 2016 total \$2,514,790.24. The repair and replacement fund had expenses of \$49,314.84 in 2015.

Fund Balances as of January 1, 2016:

Fund 240 - Parking Authority	\$ 1,191,866.83
Fund 241 - Parking Repair and Replacement	\$ 387,331.02
Fund 242 - Parking Surplus Fund	\$ 935,592.39
Total	\$ 2,514,790.24



We should consider early payoff of some or all of the debt, for which we are paying 4% interest. This should be considered after we have an agreement for a new ramp and the Island Park Ramp land is purchased.

The attached spreadsheet shows monthly revenue per parking space per facility, as well as the percentage change in revenue per facility between 2014 and 2015. Excluding the Civic Center Lot, there is an overall 20% increase in revenue from 2014 to 2015.

Attachment



## Revenue per Parking Space Comparison of 2014 and 2015

<u>Parking Facility</u>	<u>2014 Revenue</u>	<u>2015 Revenue</u>	<u>Difference</u>	<u>% Difference</u>	<u>Total Spaces</u>	<u>Yearly Revenue per Parking Space</u>	<u>Monthly Revenue per Parking Space</u>
Civic Center Parking Lot	\$ 102,735.00	\$ 35,722.46	\$ (67,012.54)	-65%		0	0
3rd Avenue Parking Lot (US Bank Parking Ramp)	\$ 37,030.00	\$ 37,717.46	\$ 687.46	2%	40	\$ 942.94	\$ 78.58
Civic Center Parking Ramp	\$ 274,908.50	\$ 297,581.45	\$ 22,672.95	8%	250	\$ 1,190.33	\$ 99.19
GTC Underground Parking	\$ 145,167.25	\$ 177,073.88	\$ 31,906.63	22%	185	\$ 957.16	\$ 79.76
Island Park Ramp	\$ 253,440.07	\$ 315,728.90	\$ 62,288.83	25%	355	\$ 889.38	\$ 74.11
2nd Avenue Parking Lot (North Lot)	\$ 83,586.75	\$ 99,327.94	\$ 15,741.19	19%	100	\$ 993.28	\$ 82.77
2nd Avenue Parking Lot (South Lot - Elm Tree)	\$ 47,292.50	\$ 53,085.79	\$ 5,793.29	12%	65	\$ 816.70	\$ 68.06
Main Avenue Parking Lot	\$ 36,769.00	\$ 51,050.84	\$ 14,281.84	39%	75	\$ 680.68	\$ 56.72
NP Avenue Parking Lot	\$ 99,977.38	\$ 99,141.69	\$ (835.69)	-1%	145	\$ 683.74	\$ 56.98
4th Street Parking Lot (GTC Surface)	\$ 118,738.80	\$ 190,943.96	\$ 72,205.16	61%	174	\$ 1,097.38	\$ 91.45
3rd Street Parking Lot (Bypass Lot)	\$ 108,826.00	\$ 125,795.09	\$ 16,969.09	16%	145	\$ 867.55	\$ 72.30
<b>TOTAL</b>	\$ 1,308,471.25	\$ 1,483,169.46	\$ 174,698.21	13%			
<b>TOTAL without Civic Center Lot</b>	\$ 1,205,736.25	\$ 1,447,447.00	\$ 241,710.75	20%	1,534	\$ 943.58	\$ 78.63



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### MEMORANDUM

**TO:** Parking Commission

**FROM:** Joe Nigg, Senior Planner  
Jim Gilmour, Planning Director

**Attachment 4**

**DATE:** February 23, 2016

**RE:** 2<sup>nd</sup> Ave & Roberts Street RFP and Next Steps

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**Background.** In November of 2015, the City released a Request for Proposals (RFP) to seek redevelopment proposals from developers or interested investment groups to develop city-owned property at 624 and 625 2nd Avenue North. As noted in the RFP the City is looking for a design concept that would result in an urban scale mixed-use development with an integrated parking structure that would produce approximately 400 spaces.

As background information, the Fargo City Commission has approved and finalized a Tax Increment Financing (TIF) Renewal Plan specific to this sub-area and the City has secured financing via general obligation bonds to facilitate construction of parking infrastructure.

The City received three (3) proposals prior to the January 15, 2016 submittal deadline. The proposals have been made available on the City's webpage at the following link:

<http://www.cityoffargo.com/CityInfo/Parking/>

**Review Process.** The Parking Commission and Mayor Mahoney met on February 4<sup>th</sup> to review the proposals and subsequently completed individual interviews with each development team on February 10<sup>th</sup>. Following the interviews and detailed presentations, the Parking Commission made a unanimous decision to recommend that the City Commission select the proposal submitted by the Kilbourne Group. At the February 16<sup>th</sup> meeting the City Commission motioned to accept the Kilbourne proposal and directed city staff to prepare the necessary developer agreements.

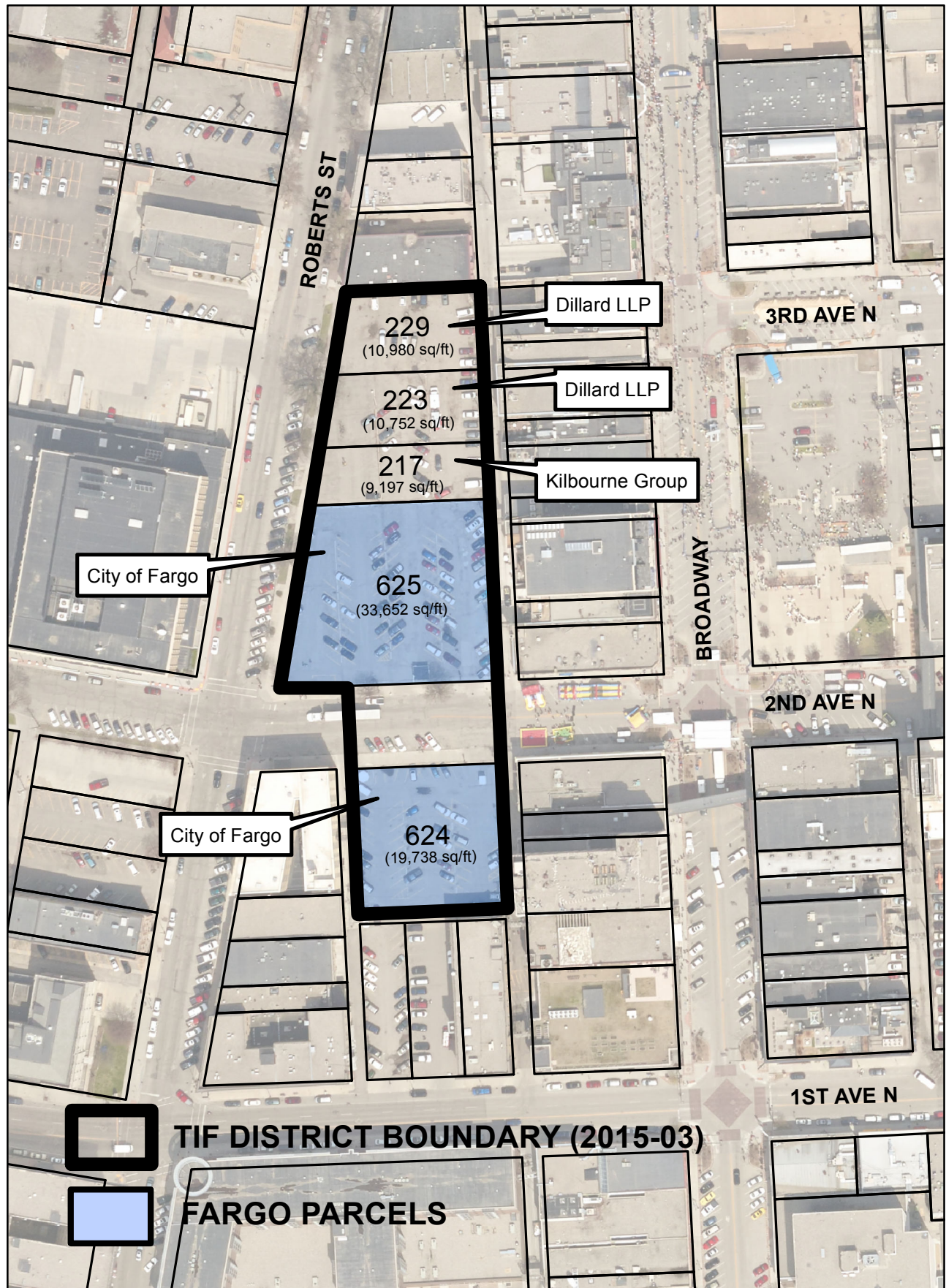
**Next Steps.** In terms of next steps, city staff and the Kilbourne Group have initiated discussions and the intention is to have finalized agreements in March. Phase 1 of the project would be construction of the cast-in-place parking ramp (625 2<sup>nd</sup> Ave N & 217 Roberts St) with project completion tentatively identified in December of 2016.


Draft agreements will be forwarded to the city Finance Committee and ultimately City Commission for final review and consideration.

**Attachment.** For reference, attached is the spreadsheet that was developed to compare the three (3) re-development proposals as well as a copy/PDF of the Kilbourne presentation.



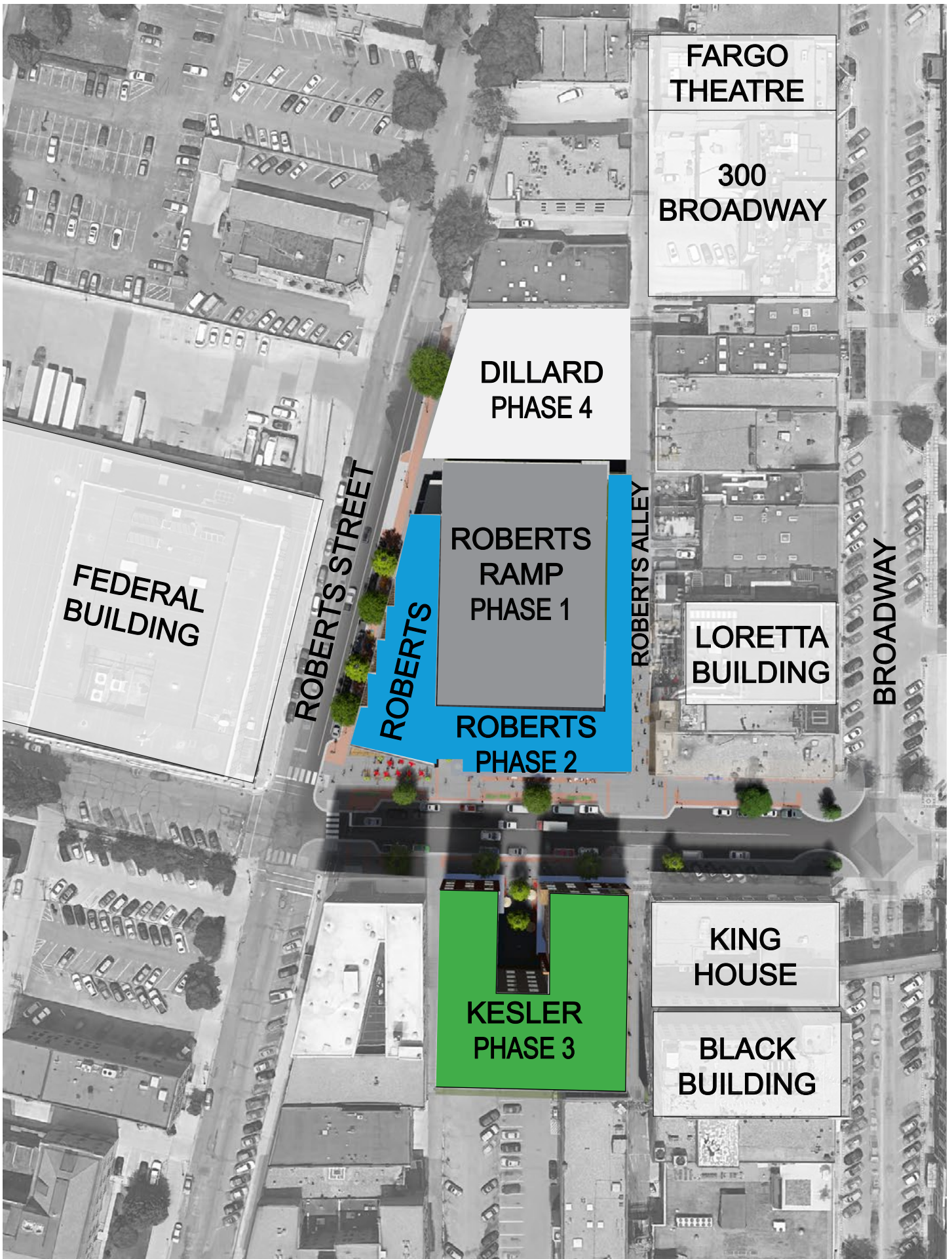
# EXHIBIT A



	Kilbourne Group	Enclave	Roers
			
Total (Gross) Square Footage	275,555	(A) 364,800 SF	219,000 SF
Retail	16,210 SF	13,115 SF	16,740 SF
Office / Commercial	0	0	15,900 SF
Parking Ramp	129,969	198,400 SF	n/a
Residential	129,376	146,785 SF	n/a
Residential Units	143	122 (42-48 units "affordable")	151
Type			
Studio	71	24	0
1 bedroom	46	61	18
2 bedroom	21	33	133
3 bedroom	5	4	0
Building Height / 625 Parcel	5-Story	6-Story	8-Story
Building Height / 624 Parcel	5-Story	8-Story	7-Story
Total Parking Spaces	381	527	478
Underground Parking	No	Yes	Yes
Parking Spaced Dedicated to Residential Units	0	126 (below grade, 625 parcel)	96 (below grade, 625 parcel)
Net Gain (Parking Spaces)	(+/-) 220 Spaces <sup>1</sup>	(+/-) 367 Spaces <sup>1</sup>	(+/-) 318 Spaces <sup>1</sup>
Cost Per Space	\$20,000 to \$22,000	\$22,000	\$30,000
City Commitment \$ - Parking	\$7.5 Million to \$8.5 Million	\$9 Million	\$14.5 Million
Ramp Construction Type	Pre-Cast (upgrade available to cast-in-place)	unknown	unknown
217 Roberts St	Yes	No	Yes
Is a Property Line Agreement Needed?	No	Yes	Yes
Ramp Access Points	Roberts Street (single-access point)	2nd Ave (2 driveway cuts) - 624 parcel Roberts St (1 cut) - 625 parcel	Roberts St and Roberts Alley (625 parcel) Roberts St Alley and Graver Alley (624 parcel)
Ability to Accommodate Event Parking & Unload Efficiency	Yes (note ramp design is single helix thus slow to unload)	Yes (will be difficult to fill upper floors)	Yes (Access to 180 spaces on 624 parcel will be challenging with skybridge)
Skyway Connectivity	No	Yes	Yes
Activated Alley(s)	Yes (Roberts St alley)	No	No
Urban Design (ranking / comments)	1	2	3
Overall Cost	\$28 Million (Phase 1-3) \$38 Million (All)	\$29.5 Million (Ramp + Concept A)	\$40+ Million
Cost per Square Foot	\$100	\$80.00	\$182.00
Timeline	December 2016 = Ramp Completed July 2017 = 625 Parcel Completed April 2018 = 624 Parcel Completed	October 2016 = Project Start August 2018 = Project Completion	September 2016 = Project Start May 2018 = Project Completion
Interstate Parking Feedback	1. Are there any equipment plans? Cameras? Intercoms? 2. Is all the parking shared or what percentage is shared? 3. Cast-in-place or pre-cast? And why? 4. Skyways are expensive and result in additional security, janitorial and structural costs. 5. Currently there is a lot of vehicle and delivery traffic in the alleys. Where will this traffic be directed? 6. What is the plan for the multiple dumpsters in the alley? 7. Equipment costs = 30K per ingress/egress lane		
Other Considerations	1. Future development phases (Dillard Property) 2. Removal of diagonal parking on 2nd Ave 3. Ramp would be a 'condominium' owned by the City 4. Kilbourne to buy City properties at \$300,000 and contribute 217 Roberts St	1. City would own the ramp and retail space on 624 parcel 2. Concept B & C probably not feasible from an ownership standpoint and probably inappropriate from an urban design perspective	1. Vehicle skybridge and access to 180 spaces on 624 parcel

<sup>1</sup>   **Net Gain**  
 Total Spaces  
 (-) 160 existing surface spaces













**SW PERSPECTIVE - ROBERTS**



# ROBERTS: LEVEL 1



# ROBERTS: LEVEL 2-3



# ROBERTS: LEVEL 4-5



## INTERVIEW QUESTIONS – FEBRUARY 10<sup>TH</sup>, 2016

### **COMPANY: ENCLAVE**

- 1) Please explain why the Enclave proposal is the best choice for the City?
- 2) Is there any possibility of including a hotel as part of the project? Is there any affordable or attainable housing included as part of your proposal?
- 3) Does existing utility infrastructure (in particular Excel overhead infrastructure) within the alley right-of-way have any impact on your proposed project?
- 4) Please describe the ramp construction type (pre-cast or cast-in-place) and why?
- 5) Can you explain the ramping concept and can you provide an isometric schematic?
- 6) Does your design team have any concerns about utilization on the upper floors of an 8-story parking structure in downtown Fargo?
- 7) The proposal identifies 520+ parking spaces (400+ within city owned ramp) with 126 dedicated to residential tenants and retail/commercial square footage on the 625 parcel. Can you discuss your perspective on the amount of parking that needs to be provided relative to the number of apartment or dwelling units?
- 8) What public improvements would be necessary to facilitate the project? Are there any public improvements that would be 'assumed' or 'expected' to be completed as part of the redevelopment effort?
- 9) Can you discuss the feasibility of completing the proposed skyway connection to the Black Building?
- 10) Can you discuss the street section envisioned for both 2<sup>nd</sup> Avenue and Roberts St? It appears that your proposal would remove all existing diagonal parking on Roberts Street in addition to 2<sup>nd</sup> Avenue.
- 11) Currently there is a lot of traffic and delivery activity that occurs in the alley's. Do you have any preliminary thoughts on how this traffic would be handled during construction?
- 12) What would the 1<sup>st</sup> level of the building look like abutting the Roberts St alley given it will be structured parking?
- 13) Can you discuss the materials you plan to use for the project?
- 14) Briefly, can you explain the financial model or strategy as outlined in your proposal, including how you intend to utilize public funds as part of the project.

## INTERVIEW QUESTIONS – FEBRUARY 10<sup>TH</sup>, 2016

### **COMPANY: KILBOURNE GROUP**

- 1) Please explain why the Kilbourne Group proposal is the best choice for the City?
- 2) Is there any possibility of including a hotel as part of the project? Is there any affordable or attainable housing included as part of your proposal?
- 3) Does existing utility infrastructure (in particular Excel overhead infrastructure) within the alley right-of-way have any impact on your proposed project?
- 4) Please describe the ramp construction type (pre-cast or cast-in-place) and why?
- 5) Can you explain the ramping concept and can you provide a schematic/isometric?
- 6) Pursuant to the proposal, it appears that there is not any below grade parking on either the 625 or 624 parcel. Can you further discuss this decision?
- 7) The proposal identifies 381 parking spaces within the ramp. Are all of these spaces 'shared' spaces or is a percentage of these spots assumed to be available and/or dedicated to residential tenants? Can you discuss your perspective on the amount of parking that needs to be provided relative to the number of apartment or dwelling units?
- 8) What public improvements would be necessary to facilitate the project? Are there any public improvements that would be 'assumed' or 'expected' to be completed as part of the redevelopment effort?
- 9) Can you discuss the thought process behind removing diagonal parking on 2<sup>nd</sup> Avenue and increasing the sidewalk width?
- 10) Can you discuss the street section envisioned for Roberts Street? It appears that your proposal would remove all of the existing diagonal parking on Roberts Street in addition to 2<sup>nd</sup> Avenue.
- 11) Can you explain the design intent of the "Roberts" building – in particular more detail on the 'south' elevation of the "Roberts" building which appears to have a limited number of breaks. Any thoughts or concerns about this design from an urban design perspective?
- 12) Currently there is a lot of traffic and delivery activity that occurs in the alley's. Do you have any preliminary thoughts on how this traffic would be handled during construction – and in the case of the Kilbourne proposal – what do you envision for alley functionality if the space is further activated?
- 13) Can you discuss the materials you plan to use for the project?
- 14) Briefly, can you explain the financial model or strategy as outlined in your proposal, including how you intend to utilize public funds as part of the project.

## INTERVIEW QUESTIONS – FEBRUARY 10<sup>TH</sup>, 2016

### **COMPANY: ROERS**

- 1) Please explain why the Roers proposal is the best choice for the City?
- 2) Is there any possibility of including a hotel as part of the project? Is there any affordable or attainable housing included as part of your proposal?
- 3) Does existing utility infrastructure (in particular Excel overhead infrastructure) within the alley right-of-way have any impact on your proposed project?
- 4) Please describe the ramp construction type (pre-cast or cast-in-place) and why?
- 5) Can you explain the ramping concept and can you provide an isometric schematic?
- 6) Does your design team have any concerns about utilization of the 180+/- spaces on the 624 parcel that are only accessible by use of the vehicle sky bridge?
- 7) Are the parking spaces on the 624 parcel (24 spaces) intended to be owned and/or operated by the City? Any concerns about ingress/egress to a one-way alley?
- 8) Are the 96 below grade parking spaces (625 parcel) dedicated to residential tenants and retail/commercial square footage? It appears the access from Roberts St would be the only ingress/egress to these parking spaces and thus separated from the remainder of the ramp?
- 9) The proposal identifies 475+ parking spaces with what appears to be approximately 96 spaces dedicated to residential tenants and retail/commercial square footage. Can you discuss your perspective on the amount of parking that needs to be provided relative to the number of apartment or dwelling units?
- 10) What public improvements would be necessary to facilitate the project? Are there any public improvements that would be 'assumed' or 'expected' to be completed as part of the redevelopment effort?
- 11) Can you discuss the feasibility of completing the proposed skyway connection to the Black Building?
- 12) Can you discuss your thoughts on the changes that would be needed to the streetscape and existing on-street parking configurations on both 2<sup>nd</sup> Avenue and Roberts Street?
- 13) Currently there is a lot of traffic and delivery activity that occurs in the alley's. Do you have any preliminary thoughts on how this traffic would be handled during construction?
- 14) What would the 1<sup>st</sup> level of the building look like abutting the Roberts St alley given a majority of that elevation would be structured parking?
- 15) Can you discuss the materials you plan to use for the project?
- 16) Briefly, can you explain the financial model or strategy as outlined in your proposal, including how you intend to utilize public funds as part of the project.



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**MEMORANDUM**

**TO:** Parking Commission

**FROM:** Joe Nigg, Senior Planner

**DATE:** February 23, 2016

**RE:** Update on Downtown Shuttle / Circulator Route (LinkFM) – Ridership

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**Attachment 5**

Updated 'monthly' ridership numbers are included in the attached spreadsheet. Note that ridership has seen a slight improvement over the last few weeks.

City staff along with representatives from the DCP and MATBUS are continuing to explore ways to increase the awareness of this downtown circulator through promotions and marketing efforts.



## LinkFM Ridership

Month	Ridership	Revenue Hours	Rides / Rev Hour
June of 2015	877	292.0	3.00
July of 2015	2,750	332.5	8.27
August of 2015	954	287.0	3.32
September of 2015	1,176	280.0	4.20
October of 2015	1,382	303.0	4.56
November of 2015	1,418	273.0	5.19
December of 2015	1,853	297.0	6.24
January of 2016	1,444	275.0	5.25
2/1/2016 - 2/22/2016	1,613	213.0	7.57
<b>TOTALS</b>	<b>13,467</b>	<b>2552.5</b>	<b>5.28</b>

*\*\*Street Fair\*\**



**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** February 19<sup>th</sup>, 2016  
**RE:** Financial and Operations Report for January 2016

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## Operations

The Island Park Ramp continues to be the only facility that is accepting new contract parkers and we continue to have plenty of additional capacity in the ramp. The ice rink in the Main Avenue lot which has covered 30 stalls has had virtually no impact on our operations. We were able to maintain our contracts there through the winter and once the rink melts we will have an additional 30 stalls available.

						ACTUAL OCCUPANCY	
Lot	Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	10 AM - Noon	2 PM - 5 PM
4001	Civic Ramp	250	225	218	97%	74%	74%
4003	3rd Ave.	40	40	45	113%	81%	79%
4004	2nd Ave. N	100	100	126	126%	81%	84%
4005	2nd Ave. S	65	25	33	132%	71%	62%
4006	NP Ave.	145	75	77	103%	64%	73%
4007	GTC	185	185	223	121%	86%	90%
4008	4th St.	174	174	290	167%	82%	87%
4009	3rd St.	145	145	225	155%	86%	90%
4010	Main Ave.	75	75	82	109%	82%	87%
4011	IPR	355	355	565	159%	72%	71%

## Financial Report

Revenue was up across the board in January including a more than 20% increase in pay-by-phone revenue through Passport as we continue to be active in promoting this tool which now makes up 9% of total transient revenue. Expenses for the month included items related to emergency exit signs at the Island Park Ramp and lighting at the Civic Ramp.



## **Enforcement**

In January we issued 116 citations and 268 warnings. This is down from December but still higher than the trend from the end of 2015. The collection rate is 59% for the year.

## **American Express Card Review**

Given American Express' reputation for charging higher fees to accept their cards we felt it would be wise to evaluate if the City benefited enough from accepting AMEX to justify the fees. What we found was actually the opposite, though very few transactions are on an American Express card, the fees associated with them are disproportionately less than the rest of our card processors as you can see from the breakdown of the past three months. It is our recommendation to continue accepting AMEX as it does provide a convenience to our customers.

## **Event Rates**

One takeaway from the last year is that we feel the current event rate of \$3 per vehicle is below market value. It is our belief that raising the event rate from \$3.00 to \$5.00 would be a reasonable increase that would have little to no impact on the quantity of parkers, create efficiencies in our event operations, and generate more revenue for the city to continue to fund parking infrastructure.

# City of Fargo

## 2016 Revenue Report



For the Month Ending January 31, 2016:

	PK4001 Civic Center Ramp	PK4002 Civic Center Lot	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
Monthly Parking Revenue	17,497.00	-	3,162.00	9,801.00	2,106.00	5,390.00	17,317.26	16,498.00	11,966.00	4,620.00	30,331.42	118,688.68
Transient Revenue	1,334.50	-	-	1,259.50	1,495.05	2,858.00	-	-	-	-	-	6,947.05
Pay by Phone	-	-	-	64.50	184.50	419.00	-	-	-	-	-	668.00
Validation Revenue	6,486.50	-	-	81.00	160.50	29.25	-	-	-	-	-	6,757.25
Violation Revenue	-	-	44.00	346.00	124.00	560.00	-	22.00	102.00	-	-	1,198.00
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-
<b>Gross Revenue</b>	<b>\$ 25,318.00</b>	<b>\$ -</b>	<b>\$ 3,206.00</b>	<b>\$ 11,552.00</b>	<b>\$ 4,070.05</b>	<b>\$ 9,256.25</b>	<b>\$ 17,317.26</b>	<b>\$ 16,520.00</b>	<b>\$ 12,068.00</b>	<b>\$ 4,620.00</b>	<b>\$ 30,331.42</b>	<b>\$ 134,258.98</b>
Credit Card Fees	(109.61)	-	(13.25)	(182.80)	(283.98)	(206.25)	(31.19)	(10.57)	(15.25)	(4.29)	(74.85)	(932.04)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	(109.96)	(274.89)	(178.68)	(398.59)	-	(481.06)	(398.59)	(206.17)	(1,099.56)	(3,147.50)
Passport Fees	-	-	(15.51)	(68.93)	(24.14)	(73.83)	-	(9.21)	(13.88)	-	-	(205.50)
Management Fee	(7,878.00)	-	(1,260.00)	(3,151.00)	(2,048.00)	(1,589.00)	(5,830.00)	(5,514.00)	(4,569.00)	(2,363.00)	(2,780.00)	(36,982.00)
City Expenses:												
Summit #1098858	-	-	-	-	-	-	-	-	-	-	(1,380.00)	(1,380.00)
Moorhead Electric #1770	-	-	-	-	-	-	(178.75)	-	-	-	-	(178.75)
ThyssenKrupp #6000172403	-	-	-	-	-	-	-	-	-	-	(415.00)	(415.00)
Red River Electric #W10107	-	-	-	-	-	-	-	-	-	-	(1,317.38)	(1,317.38)
Red River Electric #W10120	(902.38)	-	-	-	-	-	-	-	-	-	-	(902.38)
GTC Office Lease	-	-	-	-	-	-	120.00	-	-	-	-	120.00
<b>Total Adjustments</b>	<b>(8,889.99)</b>	<b>-</b>	<b>(1,398.72)</b>	<b>(3,677.62)</b>	<b>(2,534.80)</b>	<b>(2,267.67)</b>	<b>(5,919.94)</b>	<b>(6,014.84)</b>	<b>(4,996.72)</b>	<b>(2,573.46)</b>	<b>(7,066.79)</b>	<b>(45,340.55)</b>
<b>Net Operating Income</b>	<b>\$ 16,428.01</b>	<b>\$ -</b>	<b>\$ 1,807.28</b>	<b>\$ 7,874.38</b>	<b>\$ 1,535.25</b>	<b>\$ 6,988.58</b>	<b>\$ 11,397.32</b>	<b>\$ 10,505.16</b>	<b>\$ 7,071.28</b>	<b>\$ 2,046.54</b>	<b>\$ 23,264.63</b>	<b>\$ 88,918.43</b>

<u>Lot</u>	<u>Month</u>	<u>MID #</u>	<u>Merchant</u>	<u>CC Fees</u>	<u>% of CC Fees</u>	<u>CC Rev</u>	<u>% of Revenue</u>
PK4006	Jan-16	8788290386362	Global	\$ -	0.00%	\$ -	0.00%
		428221388880	Merchant	201.04	99.88%	1,684.00	99.88%
		1330304403	AMEX	0.24	0.12%	2.00	0.12%
				\$ 201.28	100.00%	\$ 1,686.00	100.00%
PK4006	Dec-15	8788290386362	Global	\$ -	0.00%	\$ -	0.00%
		428221388880	Merchant	225.56	98.54%	1,386.00	96.72%
		1330304403	AMEX	3.35	1.46%	47.00	3.28%
				\$ 228.91	100.00%	\$ 1,433.00	100.00%
PK4006	Nov-15	8788290386362	Global	\$ -	0.00%	\$ -	0.00%
		428221388880	Merchant	269.29	99.27%	1,866.00	98.31%
		1330304403	AMEX	1.97	0.73%	32.00	1.69%
				\$ 271.26	100.00%	\$ 1,898.00	100.00%
PK4006 Totals				\$ 701.45		\$ 5,017.00	

<b>3-Month Total Amex CC Fees</b>	<b>\$ 5.56</b>	<b>Amex Portion of CC Fees</b>	<b>0.79%</b>
3-Month Total Global/Merchant CC Fees	695.89	Global/Merchant Portion of CC Fees	99.21%
3-Month Grand Total CC Fees	<u><u>\$ 701.45</u></u>	3-Month Total % CC Fees	<u>100.00%</u>

<b>3-Month Total Amex CC Revenue</b>	<b>\$ 81.00</b>	<b>Amex Portion of CC Revenue</b>	<b>1.61%</b>
3-Month Total Global/Merchant CC Revenue	4,936.00	Global/Merchant Portion of CC Revenue	98.39%
3-Month Grand Total CC Revenue	<u><u>\$ 5,017.00</u></u>	3-Month Grand Total % CC Revenue	<u>100.00%</u>

3-Month Total Amex CC Fees	\$ 5.56
3-Month Total Amex CC Revenue	<u>\$ 81.00</u>
<b>3-Month % of Amex Fees based on Revenue</b>	<u><u><b>6.86%</b></u></u>

<u>Lot</u>	<u>Month</u>	<u>MID #</u>	<u>Merchant</u>	<u>CC Fees</u>	<u>% of CC Fees</u>	<u>CC Rev</u>	<u>% of Revenue</u>
PK4005	Jan-16	8788290386404	Global	\$ 103.06	41.12%	\$ 61.50	4.30%
		428221378881	Merchant	145.65	58.11%	1,319.50	92.24%
		1330304270	AMEX	1.95	0.78%	49.50	3.46%
				\$ 250.66	100.00%	\$ 1,430.50	100.00%
PK4005	Dec-15	8788290386404	Global	\$ 136.38	12.15%	\$ 661.00	81.43%
		428221378881	Merchant	985.00	87.77%	134.23	16.54%
		1330304270	AMEX	0.93	0.08%	16.50	2.03%
				\$ 1,122.31	100.00%	\$ 811.73	100.00%
PK4005	Nov-15	8788290386404	Global	\$ 98.74	38.19%	\$ -	0.00%
		428221378881	Merchant	155.06	59.98%	1,072.50	93.59%
		1330304270	AMEX	4.74	1.83%	73.50	6.41%
				\$ 258.54	100.00%	\$ 1,146.00	100.00%
PK4005 Totals				\$ 1,631.51		3,388.23	

<b>3-Month Total Amex CC Fees</b>	<b>\$ 7.62</b>	<b>Amex Portion of CC Fees</b>	<b>0.47%</b>
3-Month Total Global/Merchant CC Fees	1,623.89	Global/Merchant Portion of CC Fees	99.53%
3-Month Grand Total CC Fees	<u><u>\$ 1,631.51</u></u>	3-Month Total % CC Fees	<u>100.00%</u>

<b>3-Month Total Amex CC Revenue</b>	<b>\$ 139.50</b>	<b>Amex Portion of CC Revenue</b>	<b>4.12%</b>
3-Month Total Global/Merchant CC Revenue	3,248.73	Global/Merchant Portion of CC Revenue	95.88%
3-Month Grand Total CC Rev.	<u><u>\$ 3,388.23</u></u>	3-Month Grand Total % CC Rev.	<u>100.00%</u>

3-Month Total Amex CC Fees	\$ 7.62
3-Month Total Amex CC Revenue	<u>\$ 139.50</u>
<b>3-Month % of Amex Fees based on Revenue</b>	<u><u><b>5.46%</b></u></u>



**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** February 19<sup>th</sup>, 2016  
**RE:** 2015 Annual Review

### 2015 Parker Counts

	January	February	March	April	May	June	July	August	September	October	November	December
Civic Ramp	225	222	216	215	215	215	216	220	219	219	219	219
Civic Lot	44	41	31	-	-	-	-	-	-	-	-	-
3rd Ave.	46	46	46	46	37	36	39	37	42	42	42	47
2nd Ave. N	122	124	123	123	122	122	121	112	124	126	127	126
2nd Ave. S	28	28	29	29	29	29	30	33	32	32	32	33
NP Ave.	72	72	65	65	66	69	70	71	74	79	79	79
GTC	199	198	195	195	193	225	227	222	221	220	223	221
4th St.	226	247	251	250	258	285	286	292	291	294	295	292
3rd St.	180	180	180	186	219	195	208	219	218	220	221	224
Main Ave.	64	63	63	64	64	66	69	73	87	86	85	84
IPR	461	451	435	473	476	481	496	495	498	502	520	580
<b>Total</b>	<b>1,667</b>	<b>1,672</b>	<b>1,634</b>	<b>1,646</b>	<b>1,679</b>	<b>1,723</b>	<b>1,762</b>	<b>1,774</b>	<b>1,806</b>	<b>1,820</b>	<b>1,843</b>	<b>1,905</b>

### 2015 Transient and Validation Revenue

	January	February	March	April	May	June	July	August	September	October	November	December
Civic Ramp	\$ 5,093.38	\$ 6,159.75	\$ 7,090.25	\$ 5,951.75	\$ 5,202.25	\$ 5,934.50	\$ 8,398.75	\$ 6,403.60	\$ 7,248.50	\$ 8,867.90	\$ 7,445.25	\$ 7,834.75
Civic Lot	\$ 3,448.00	\$ 5,626.00	\$ 963.00	\$ 1,806.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2nd Ave. N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 662.55	\$ 664.50	\$ 1,084.50	\$ 1,657.50	\$ 1,487.75	\$ 1,740.05
2nd Ave. S	\$ 2,492.50	\$ 2,112.00	\$ 2,307.50	\$ 2,223.30	\$ 1,592.50	\$ 1,929.65	\$ 4,605.35	\$ 4,273.50	\$ 2,695.00	\$ 2,422.50	\$ 2,325.00	\$ 2,325.05
NP Ave.	\$ 3,727.65	\$ 3,969.50	\$ 4,663.00	\$ 4,190.00	\$ 2,594.00	\$ 2,345.00	\$ 4,532.15	\$ 2,570.55	\$ 3,301.40	\$ 3,774.00	\$ 3,188.05	\$ 2,935.00
<b>Total</b>	<b>\$ 14,761.53</b>	<b>\$ 17,867.25</b>	<b>\$ 15,023.75</b>	<b>\$ 14,171.05</b>	<b>\$ 9,388.75</b>	<b>\$ 10,209.15</b>	<b>\$ 18,198.80</b>	<b>\$ 13,912.15</b>	<b>\$ 14,329.40</b>	<b>\$ 16,721.90</b>	<b>\$ 14,446.05</b>	<b>\$ 14,834.85</b>

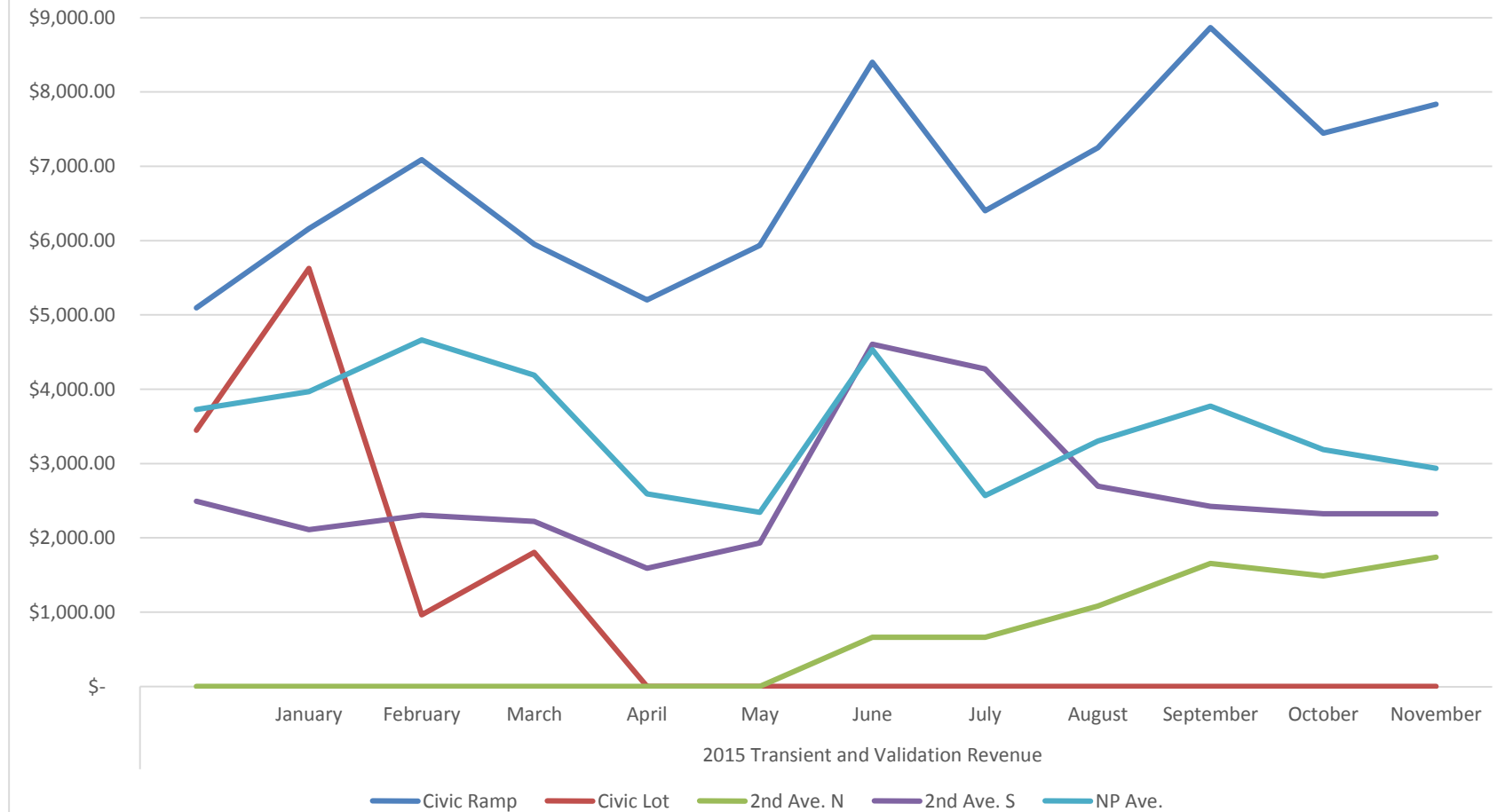
### Interstate Parking Company

502 NP Avenue North, Parking Office, Fargo, ND 58102 | (701) 235-1618 | [NDinfo@interstateparking.com](mailto:NDinfo@interstateparking.com)  
[www.interstateparking.com](http://www.interstateparking.com)





## 2015 Transient and Validation Revenue



### Interstate Parking Company

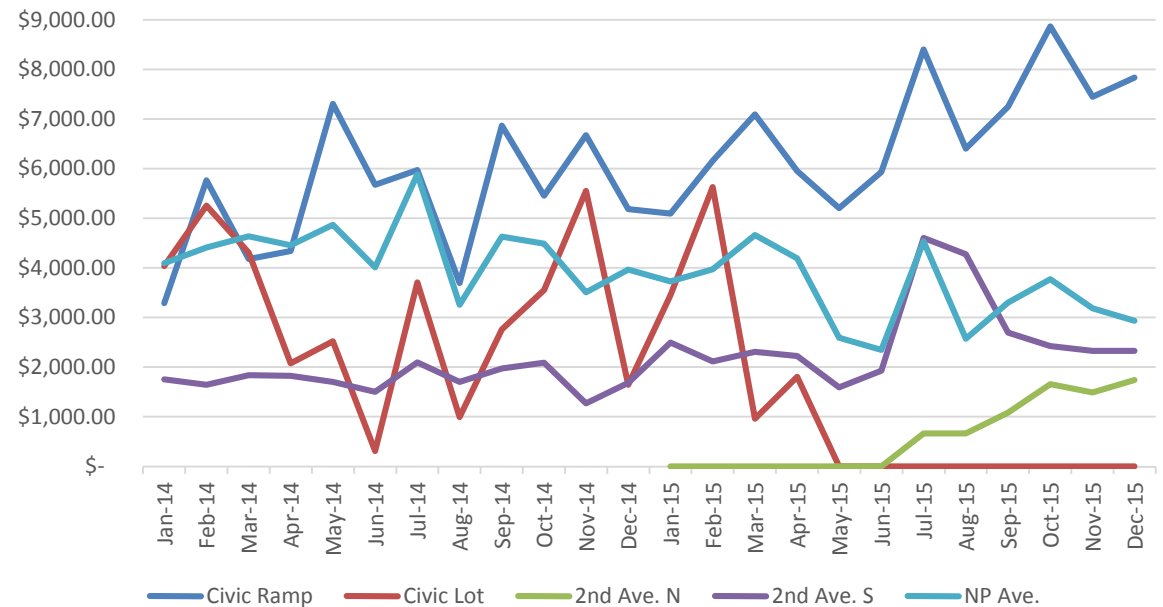
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### 2014 - 2015 Transient and Validation Revenue

	Civic Ramp	Civic Lot	2nd Ave. N	2nd Ave. S	NP Ave.
Jan-14	\$ 3,291.00	\$ 4,036.00		\$ 1,751.00	\$ 4,093.00
Feb-14	\$ 5,762.00	\$ 5,255.00		\$ 1,644.00	\$ 4,408.00
Mar-14	\$ 4,175.00	\$ 4,307.00		\$ 1,839.00	\$ 4,638.00
Apr-14	\$ 4,341.00	\$ 2,075.00		\$ 1,824.00	\$ 4,457.00
May-14	\$ 7,304.00	\$ 2,523.00		\$ 1,702.00	\$ 4,868.00
Jun-14	\$ 5,675.00	\$ 308.00		\$ 1,503.00	\$ 4,011.00
Jul-14	\$ 5,973.00	\$ 3,709.00		\$ 2,096.00	\$ 5,885.00
Aug-14	\$ 3,693.00	\$ 993.00		\$ 1,703.00	\$ 3,259.00
Sep-14	\$ 6,866.00	\$ 2,758.00		\$ 1,972.00	\$ 4,631.00
Oct-14	\$ 5,457.00	\$ 3,554.00		\$ 2,092.00	\$ 4,489.00
Nov-14	\$ 6,671.00	\$ 5,549.00		\$ 1,269.00	\$ 3,505.00
Dec-14	\$ 5,182.00	\$ 1,647.00		\$ 1,684.00	\$ 3,964.00
Jan-15	\$ 5,093.38	\$ 3,448.00	\$ -	\$ 2,492.50	\$ 3,727.65
Feb-15	\$ 6,159.75	\$ 5,626.00	\$ -	\$ 2,112.00	\$ 3,969.50
Mar-15	\$ 7,090.25	\$ 963.00	\$ -	\$ 2,307.50	\$ 4,663.00
Apr-15	\$ 5,951.75	\$ 1,806.00	\$ -	\$ 2,223.30	\$ 4,190.00
May-15	\$ 5,202.25	\$ -	\$ -	\$ 1,592.50	\$ 2,594.00
Jun-15	\$ 5,934.50	\$ -	\$ -	\$ 1,929.65	\$ 2,345.00
Jul-15	\$ 8,398.75	\$ -	\$ 662.55	\$ 4,605.35	\$ 4,532.15
Aug-15	\$ 6,403.60	\$ -	\$ 664.50	\$ 4,273.50	\$ 2,570.55
Sep-15	\$ 7,248.50	\$ -	\$ 1,084.50	\$ 2,695.00	\$ 3,301.40
Oct-15	\$ 8,867.90	\$ -	\$ 1,657.50	\$ 2,422.50	\$ 3,774.00
Nov-15	\$ 7,445.25	\$ -	\$ 1,487.75	\$ 2,325.00	\$ 3,188.05
Dec-15	\$ 7,834.75	\$ -	\$ 1,740.05	\$ 2,325.05	\$ 2,935.00

### 2014 - 2015 Transient and Validation Revenue



### Interstate Parking Company

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## PLANNING AND DEVELOPMENT

200 Third Street North

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### MEMORANDUM

**TO:** Parking Commission

**FROM:** Joe Nigg, Senior Planner

**DATE:** February 23, 2016

**RE:** Updates

#### Attachment 7

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**Downtown City Center Comprehensive Plan.** In December the City issued an RFP seeking proposals from consulting teams to lead a downtown planning effort to create a 20-year strategic plan or city center comprehensive plan. The intent of the project is to build upon past downtown planning efforts (ie. 2002 & 2007 Framework Plans, Riverfront Master Plan, etc) while also building on key initiatives outlined within the GO2030 Comprehensive Plan. As drafted within the RFP, the City is seeking a strategic plan that will guide public infrastructure, public and private investment and decision making in the downtown area. See attached PDF for additional details.

The submission deadline was January 29<sup>th</sup> and the City received eighteen (18) proposals. A selection committee appointed by the City Commission is currently reviewing and working to narrow the list of candidate firms to a group of 5 or 6 for in-person interviews. These 5 or 6 consulting teams should be identified in the next week or so and at that time the City will also make the individual proposals available for review. Note that 'parking' is one of the seven (7) critical items highlighted in the RFP that needs to be addressed through this planning process.

**Marketing Sub-Committee.** In November the Parking Commission formalized a marketing sub-committee with the intent that this group would start working to improve the visibility of the downtown parking program – with the overarching goal of further improving the delivery of parking services in the downtown core. The sub-committee has been meeting since November and will continue to meet on at least a bi-monthly basis for the foreseeable future. A few priority items are outlined below:

1. Development of downtown informational flyer to accompany 'warning tickets' (completed)
2. Creation of informational materials for use by merchants (completed)
3. General marketing strategic plan and budget (on-going – more information will be brought to the Commission in March on this effort)
4. Parking brochure update (Parking Guide, DRP3);
5. Signage.

**Civic Ramp and Island Park Ramp Condition Assessment RFP.** At the November meeting the Parking Commission approved the issuance of a RFP to secure a professional engineering consultant to complete a condition and structural assessment at both the Civic Ramp and the Island Park Ramp in 2016. The submission deadline was January 15<sup>th</sup> and the City has received four (4) proposals.

At the January Parking Commission meeting a selection committee was established, with Commissioner Williams and Brian Hayer to represent the Parking Commission. Initially, city staff was aiming to have the proposals reviewed and a decision finalized in February; however, it appears that this process will be initiated in late February or early March. At this point, the goal is to have a contract to City Commission to be executed in late March.

**GTC Garage Condition Assessment RFP.** In October the City released a RFP to complete concrete deck repairs at the GTC as well as a structural and mechanical assessment of the GTC garage. A total of five (5) proposals were received and the selection committee completed interviews with three (3) consulting teams during the week of January 11<sup>th</sup>. The selection committee has made a decision to pursue a contract with KLJ Engineering and Trogstad Engineering to complete this project. The deck repair project will include the full range of services (design, plan/spec preparation, bidding and construction management) while the 'parking' component for the underground garage will be an "assessment" only. As such, in terms of the garage, the final product will be a facility maintenance and capital improvement plan based on any structural, mechanical, maintenance and security recommendations. At this time, the City is currently working to finalize a scope of services and contract with KLJ. City staff is aiming to have a contract to City Commission for execution in mid March.