



## 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:** April 22, 2016

**RE:** Friday, April 29<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, April 29<sup>th</sup>, 2016, 8:00 a.m. City Commission Room AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of March 24<sup>th</sup>, 2016 (Attachment 1)
3. LinkFM Detour/Road Construction & Project Update (Attachment 2)
  - a. 2<sup>nd</sup> Avenue N & Roberts
4. Downtown Ice Rink Report (Attachment 3)
5. 7<sup>th</sup> Street Lot (Attachment 4)
6. Interstate Report/Financial Data (Attachment 5)
7. Updates (Attachment 6)
  - a. Downtown Comprehensive Plan
  - b. On-Street Parking Data Collection
8. 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:**

**Thursday:**

**March 24, 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., Thursday, March 24, 2016.

The Parking Commissioners present or absent were as follows:

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

Absent: Margie Bailly

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

### **Item 2: Minutes: Regular Meeting of February 26, 2016**

Member Thorson moved the minutes of the February 26, 2016 Parking Commission meeting be approved. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

### **Item 3: On-Street Parking Ambassador Program Update**

Andy Renfrew, Interstate Parking, provided details on the Parking Ambassador Program, in addition to updates on the Downtown Residential Parking Permits and Service Vehicle Permits after Interstate Parking took over the issuance of these permits and downtown parking enforcement responsibility in February.

### **Item 4: Review Off-Street Enforcement Policy Revisions: APPROVED**

Mr. Renfrew gave a brief summary on revisions to improve the off-street enforcement policy regarding: 1) the towing policy and 2) holiday enforcement. He stated Interstate Parking is requesting to expand the holiday list that specifies which holidays will have parking enforcement provided. In addition, Mr. Renfrew noted the towing policy language would be amended to state, "Vehicles may be impounded at which point: there are three (3) or more delinquent (15 days from issue) parking tickets; a vehicle is deemed abandoned for no less than 48 hours pursuant to city policy."

Member Hayer moved to accept the revisions to the off-street enforcement policy. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

**Item 5: 2<sup>nd</sup> Ave/Roberts Street Update and Consultant Contract Proposal with Carl Walker Inc.: APPROVED**

Planning Director Jim Gilmour provided an update on the mixed-use project to develop the city-owned property at 624 and 625 2nd Avenue North, as well as the consultant contract proposal with Carl Walker Inc. He noted the proposal submitted by the Kilbourne Group was selected, and the City and Kilbourne Group representatives are continuing to work towards the final agreements to facilitate this project, with Phase 1 of the project (ramp construction) beginning in June of 2016. He added the City has secured a proposal from Carl Walker Inc. to serve as the owner's representative for this project, representing the City's interests specific to 1) design and construction document review; 2) construction administration; and 3) general project oversight.

Member Walvatne moved to recommend approval of the proposal for Parking Consulting Services with Carl Walker Inc., with the condition that the proposal include language that a range of 440-480 parking stalls result as an outcome of the parking lot design, and forward the recommendation to City Commission for final review and consideration. Second by Member Thorson. On call of the roll Members Walvatne, Thorson, Hayer, and Williams voted aye. Absent and not voting: Member Bailly. The motion was declared carried.

**Item 6: LinkFM (downtown circulator) Update & Discussion on Possible Route Changes**

Mr. Gilmour provided an update on discussions of alternative downtown LinkFM routes in anticipation of the construction activities and their impacts on the availability of parking in the downtown area this summer.

**Item 7: Interstate/Operator Report**

Mr. Renfrew reviewed the February financial and operations report. He noted, in anticipation of development projects and road construction this summer, Interstate Parking met with city staff to discuss temporary relocation plans, changes to on-street parking, and pay station relocation. He added the plan is to finalize these recommendations prior to April's Parking Commission meeting.

**Item 8: Updates**

**a. Downtown City Center Comprehensive Plan**

Planner Derrick LaPoint gave a brief summary on the activities of the Request for Proposals (RFP) selection committee for the Downtown City Center Comprehensive Plan.

**b. Marketing Sub-Committee**

Mr. LaPoint provided an update on Marketing Sub-Committee activities and noted the sub-committee will continue to meet monthly.

**c. Civic Ramp and Island Park Ramp (IPR) Condition Assessment RFP**

Mr. LaPoint presented this item noting staff's goal is to have a recommendation and contract to City Commission to be executed in April.

d. GTC Garage Condition Assessment RFP

Mr. LaPoint stated KLJ Engineering and Trogstad Engineering were selected to complete the GTC Garage Condition Assessment, noting a final scope of work and contract should be ready to present to City Commission for execution on March 28.

**Item 9: Other Issues or Public Comments**

Discussion was held on the success of the downtown ice rink and it was noted attendance numbers would be provided at the next meeting.

The time at adjournment was 9:07 a.m.





**PLANNING AND DEVELOPMENT**

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

E-Mail: [planning@cityoffargo.com](mailto:planning@cityoffargo.com)  
[www.cityoffargo.com](http://www.cityoffargo.com)

**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Derrick LaPoint, Planner  
**DATE:** April 22, 2016  
**RE:** LinkFM Detour/Road Construction & Project Update

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Attached is a map that begins to overlay 2016 road construction and flood mitigation projects along with other parking impacts as a result of upcoming redevelopment/infill projects. A couple critical points:

1. The LinkFM detour route started Monday, April 18<sup>th</sup> with the closure of the 1<sup>st</sup> Avenue Bridge. The new route should stay in affect for the remainder of the 2016 construction season.
2. The City Commission will have a construction/project update as a regular agenda item moving forward to keep the public informed. In addition, the City will be issuing an RFP for a public relations consultant to facilitate the communication of on-going projects. The one-year contact would start at the end of May.

## LinkFM Detour Route



Beginning April 18<sup>th</sup>, 2016 the Link will be on an alternative route during the 2016 road construction season. The route will take you along 1<sup>st</sup> and 2<sup>nd</sup> Avenue North between Roberts Street and 4<sup>th</sup> Street and will maintain its 15-minute route.



# NOTICE

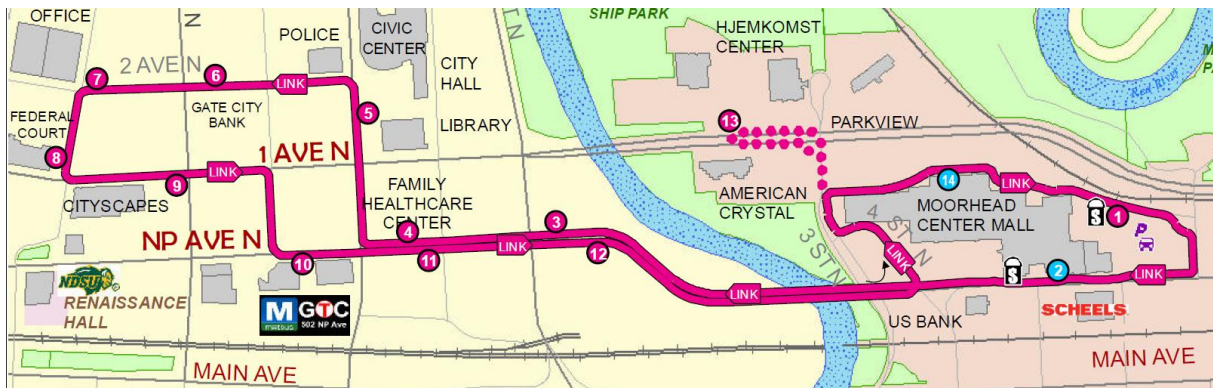
Effective **June 1<sup>st</sup>, 2016** the 2<sup>nd</sup> Avenue North Lot will be unavailable for public parking as work will begin on the new 400+ stall Robert's Ramp. Construction is estimated to take 7-8 months to complete. Current customers of Interstate Parking (Fargo Parking) in the 2<sup>nd</sup> Avenue North Lot will be guaranteed the same number of permits in the new ramp and we will be in contact with you throughout the construction process.

Current customers interested in additional permits or anyone seeking space in the new ramp should contact Interstate Parking to be added to the waitlist.

The City of Fargo is providing three alternatives for parkers displaced during construction.

## 1. LinkFM

LinkFM is a fun, fast and free circulator route connecting the downtowns of Fargo and Moorhead. Beginning April 18<sup>th</sup>, 2016 the Link will be on an alternative route during the 2016 road construction season. The route will take you along 1<sup>st</sup> and 2<sup>nd</sup> Avenue North between Roberts Street and 4<sup>th</sup> Street and will maintain its 15-minute route. As always, the Link is free to park (Stop #1 at the Moorhead Center Mall) and free to ride!



## 2. Fargo Parking Lots

We currently have space available for monthly parking in the Main Avenue Lot and Island Park Ramp. Please contact Interstate Parking for additional information.

## 3. On-Street Parking

Look for expanded 4-hour time zones in the downtown fringes and an additional 40+ diagonal spaces on 5<sup>th</sup> Street.

For additional questions or assistance please contact Interstate Parking:



502 NP Avenue North  
Fargo, North Dakota 58102  
(701) 235-1618  
[ndinfo@interstateparking.com](mailto:ndinfo@interstateparking.com)



# Downtown Street Project Map (2016)

## LinkFM Route

— Main

- - - If Requested


## Street Project

March

April

May

June

 Building Construction Projects



DISCLAIMER: These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Closed from  
May to  
October 15th

Closed until  
October 15th

Closed until  
August 15th

Closed until  
October  
15th

Closed from May  
10th to May 16th  
(Southbound Only)

Closed from  
April 15th  
to May 25th

Closed from  
June 20th to  
October 15th



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### MEMORANDUM

**TO:** Parking Commission  
**FROM:** Derrick LaPoint, Planner  
**DATE:** April 22, 2016  
**RE:** Downtown Ice Rink Report

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Attached is the Park District Outdoor Rink Attendance Report for 2015/16. The Downtown Community Partnership (DCP) and the Park District successfully utilized a portion of the Main Avenue and Broadway parking lot for the Bank of the West – Downtown on Ice Rink. The 80' x 80' rink was managed and maintained by the Fargo Park District and was open from January through February. The rink was privately funded and sponsored by Bank of the West. The site included a warming house, fire pit, decorations and lights. The hours of operations were weekdays from 5 PM to 9 PM and weekends from 1 PM to 9 PM. The Main Avenue Lot accommodates 75 parking spaces, the rink temporally removed approximated 25 spaces. The DCP and the Park District have secured additional private funding to operate the rink for a second year.



## **Fargo Park District**

### 2015/16 Outdoor Rink Attendance

<b><u>Location</u></b>	<b><u>Yearly Total</u></b>	<b><u>Daily Average</u></b>
<i>Roosevelt</i>	3,327	67.9
<i>Kennedy</i>	1,826	38.0
<i>Clara Barton</i>	1,730	36.0
<i>Washington</i>	1,681	35.0
<b><i>Downtown</i></b>	<b>1,403</b>	<b>29.9</b>
<i>Horace Mann</i>	859	19.1
<i>Longfellow</i>	718	21.1
<i>Jefferson</i>	641	16.9
<i>Lincoln</i>	421	11.4
<i>Centennial</i>	331	13.8
<i>Lemke Park</i>	246	7.7
<i>Lewis &amp; Clark</i>	245	11.4
<i>Bennett</i>	192	9.1
<b>TOTAL</b>	<b>12,217</b>	<b>287.7</b>



**INTERSTATE PARKING COMPANY OF ND**

502 NP Avenue North

Fargo, North Dakota

Phone: (701) 235-1618

Fax: (701) 241-4243

E-Mail: [ndinfo@interstateparking.com](mailto:ndinfo@interstateparking.com)

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

**MEMORANDUM**

**TO:** Parking Commission

**FROM:** Interstate Parking

**DATE:** April 21, 2016

**RE:** 7<sup>th</sup> Street Lot

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Interstate Parking Company proposes to take over management of the surface lot located at 4<sup>th</sup> Avenue and 7<sup>th</sup> Street North through an addendum to the existing agreement with City of Fargo at a rate of \$23.40 per stall per month, effective June 1<sup>st</sup>, 2016.

Interstate Parking Company would continue to perform Maintenance and Operations as established in Section 8.1 of the original agreement, including but not limited to:

- Day-to-day operational management
- Invoicing and collection of revenue due to City
- Provide routine maintenance set forth in Section 8.4.

Interstate will perform janitorial maintenance of the Property to keep it in a clean, neat, orderly, and sanitary condition, free of dirt, garbage, rubbish and other refuse. (Section 8.4)

City will be responsible for all maintenance, repairs and replacements related to the structural, electrical, mechanical, systems, as well as all other capital expenditure projects and replacements of parking equipment. (Section 8.5)

Responsibility for expenses will continue to follow the schedule outlined in Sections 9.1 (IPC) and 9.2 (City).

Interstate Parking also recommends that rent for this lot be set at \$65.00 per month.

**Recommendation:** To direct City Staff to finalize an addendum to the standing agreement with Interstate Parking Company for management services of the 7<sup>th</sup> Street Lot at a rate of \$23.40 per month per stall.

**Recommendation:** To set the rental rate in the 7<sup>th</sup> Street Lot at \$65 per stall per month.







# City of Fargo

## 2016 Revenue PROJECTION

Rent \$ 65.00

### 7th Street Lot

	June	July	August	September	October	November	December	Total
Monthly Parking Revenue	\$ 970	\$ 1,630	\$ 1,630	\$ 1,660	\$ 1,690	\$ 1,820	\$ 1,820	\$ 11,220
Transient Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pay by Phone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Validation Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Violation Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Revenue	?	?	?	?	?	?	?	?
<b>Gross Revenue</b>	<b>\$ 970</b>	<b>\$ 1,630</b>	<b>\$ 1,630</b>	<b>\$ 1,660</b>	<b>\$ 1,690</b>	<b>\$ 1,820</b>	<b>\$ 1,820</b>	<b>\$ 11,220</b>
Credit Card Fees	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (91)
Sales Tax								
Special Event Payroll	?	?	?	?	?	?	?	?
Enforcement Payroll								
Passport Fees								
Management Fee	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (4,259)
City Expenses	\$ (300)							
<b>Total Adjustments</b>	<b>\$ (921)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (4,350)</b>
<b>Net Operation Income</b>	<b>\$ 49</b>	<b>\$ 1,009</b>	<b>\$ 1,009</b>	<b>\$ 1,039</b>	<b>\$ 1,069</b>	<b>\$ 1,199</b>	<b>\$ 1,199</b>	<b>\$ 6,870</b>

# City of Fargo

## 2016 Revenue PROJECTION

Rent \$ 55.00

### 7th Street Lot

	June	July	August	September	October	November	December	Total
Monthly Parking Revenue	\$ 950	\$ 1,390	\$ 1,390	\$ 1,410	\$ 1,430	\$ 1,540	\$ 1,540	\$ 9,650
Transient Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pay by Phone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Validation Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Violation Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Revenue	?	?	?	?	?	?	?	?
<b>Gross Revenue</b>	<b>\$ 950</b>	<b>\$ 1,390</b>	<b>\$ 1,390</b>	<b>\$ 1,410</b>	<b>\$ 1,430</b>	<b>\$ 1,540</b>	<b>\$ 1,540</b>	<b>\$ 9,650</b>
Credit Card Fees	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (13)	\$ (91)
Sales Tax								
Special Event Payroll	?	?	?	?	?	?	?	?
Enforcement Payroll								
Passport Fees								
Management Fee	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$ (4,259)
City Expenses	\$ (300)							
<b>Total Adjustments</b>	<b>\$ (921)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (621)</b>	<b>\$ (4,350)</b>
<b>Net Operation Income</b>	<b>\$ 29</b>	<b>\$ 769</b>	<b>\$ 769</b>	<b>\$ 789</b>	<b>\$ 809</b>	<b>\$ 919</b>	<b>\$ 919</b>	<b>\$ 5,300</b>

## 2017 Revenue PROJECTION

7th Street Lot

City of Fargo

2017 Revenue Projection

7th Street Lot

[illegible]



## INTERSTATE PARKING COMPANY OF ND

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Phone: (701) 235-1618

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### MEMORANDUM

**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** April 22, 2016  
**RE:** April 2016 Financial and Operations Report

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#### Operations

On April 18<sup>th</sup> Interstate Parking issued a notice to current parkers in the 2<sup>nd</sup> Avenue North Lot that the lot would be unavailable beginning June 1<sup>st</sup>. Since that time we have been working with many of our renters on arrangements while the Robert's Ramp is under construction. We have currently made arrangements with 32 of the remaining 105 renters. The Main Avenue Lot and Island Park Ramp are currently accepting new renters though we have seen significant interest in Main Avenue and may close soon to new parkers.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	MARCH PERCENT OCCUPIED		FEBRUARY OCCUPANCY		DECEMBER 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%	82%	82%	74%	74%		
3rd Ave.	40	40	47	118%	80%	80%	81%	79%	74%	74%
2nd Ave. N	100	110	105	95%	71%	84%	81%	84%	92%	88%
2nd Ave. S	65	25	36	144%	62%	74%	71%	62%	81%	79%
NP Ave.	145	85	76	89%	50%	72%	64%	73%	81%	84%
GTC	185	185	220	119%	70%	72%	86%	90%	71%	62%
4th St.	174	174	295	170%	60%	64%	82%	87%	64%	73%
3rd St.	145	145	224	154%	68%	76%	86%	90%	86%	90%
Main Ave.	75	75	79	105%	43%	55%	82%	87%		
IPR	355	355	577	163%	56%	66%	72%	71%		

#### Financial Report

Revenue was up slightly in March, an increase of 2.4% from February. Pay-by-phone participation surged 53% in March. Enforcement Payroll expense increased in March as it was the first full month with two full-time Ambassadors.

#### On-Street Management

After nearly two months of our Ambassadors being on the street we have data to report on the new Welcome Tickets and escalating fines through April 21<sup>st</sup>:

- 1,415 Welcome Tickets have been issued.
- 777 plates have received two citations
- 542 plates have received three or more citations



### **Spring Cleaning**

We have begun our Spring maintenance and are wrapping up sweeping of the lots and we will begin power washing the GTC Garage, Island Park Ramp, and Civic Ramp in early May. We recently purchased our own power washer and equipment that will allow us to be more flexible in scheduling to complete as quickly as possible.

We are also evaluating lot maintenance needs to include striping, crack-filling, fencing etc. and will work with City Staff to address.

# City of Fargo

## 2016 Revenue Report



For the Month Ending March 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	17,036.50	3,452.42	9,480.75	2,039.25	5,180.00	17,667.00	16,506.00	11,966.00	4,621.76	29,253.04	117,202.72	97,219.07
Transient Revenue	1,314.50	-	1,761.75	2,112.75	2,965.05	-	-	-	-	-	8,154.05	10,465.75
Pay by Phone	-	-	285.00	160.50	825.00	-	-	-	-	-	1,270.50	-
Validation Revenue	5,181.50	-	96.00	300.00	57.00	-	-	-	-	180.00	5,814.50	4,212.50
Violation Revenue	-	44.00	385.00	285.00	1,602.00	-	17.00	107.00	44.00	17.00	2,501.00	825.00
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-
<b>Gross Revenue</b>	<b>\$ 23,532.50</b>	<b>\$ 3,496.42</b>	<b>\$ 12,008.50</b>	<b>\$ 4,897.50</b>	<b>\$ 10,629.05</b>	<b>\$ 17,667.00</b>	<b>\$ 16,523.00</b>	<b>\$ 12,073.00</b>	<b>\$ 4,665.76</b>	<b>\$ 29,450.04</b>	<b>\$ 134,942.77</b>	<b>\$ 112,722.32</b>
Credit Card Fees	(138.31)	(13.16)	(142.38)	(263.51)	(268.98)	(24.89)	(4.66)	(15.54)	(4.14)	(71.71)	(947.28)	(433.18)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	(45.00)
Enforcement Payroll	-	(295.32)	(738.30)	(479.89)	(1,070.53)	-	(1,292.02)	(1,070.53)	(553.72)	(2,953.19)	(8,453.50)	-
Passport Fees	-	(21.60)	(192.67)	(105.46)	(672.02)	-	(8.80)	(20.80)	(21.60)	(2.00)	(1,044.95)	-
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:												(2,033.75)
Summit #1098858	-	-	-	-	-	-	-	-	-	-	-	-
Moorhead Electric #1770	-	-	-	-	-	-	-	-	-	-	-	-
ThyssenKrupp #6000172403	-	-	-	-	-	-	-	-	-	-	-	-
Red River Electric #W10107	-	-	-	-	-	-	-	-	-	-	-	-
Red River Electric #W10120	-	-	-	-	-	-	-	-	-	-	-	-
Glacier Snow Mgmt. (Various)	-	-	-	-	(1,436.20)	-	-	-	-	-	(1,436.20)	-
Superfrog #111826	-	-	-	-	-	-	-	-	-	-	-	-
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(8,016.31)</b>	<b>(1,590.08)</b>	<b>(4,224.35)</b>	<b>(2,896.86)</b>	<b>(5,036.73)</b>	<b>(5,734.89)</b>	<b>(6,820.48)</b>	<b>(5,675.87)</b>	<b>(2,942.46)</b>	<b>(5,806.90)</b>	<b>(48,744.93)</b>	<b>(41,678.93)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	550.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	850.00	-
<b>Net Operating Income</b>	<b>\$ 15,516.19</b>	<b>\$ 1,906.34</b>	<b>\$ 7,784.15</b>	<b>\$ 2,000.64</b>	<b>\$ 5,592.32</b>	<b>\$ 11,932.11</b>	<b>\$ 9,702.52</b>	<b>\$ 6,397.13</b>	<b>\$ 1,723.30</b>	<b>\$ 23,643.14</b>	<b>\$ 87,597.84</b>	<b>\$ 71,043.39</b>



# City of Fargo

## 2016 Revenue Report



For the Three Months Ending March 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	51,868.50	9,989.42	29,082.75	6,251.25	15,820.00	52,744.26	49,620.00	35,898.00	13,806.76	88,370.70	353,451.64	296,199.67
Transient Revenue	3,583.50	-	4,287.25	5,124.10	8,835.20	-	-	-	-	-	21,830.05	28,200.03
Pay by Phone	-	-	483.00	517.50	1,767.00	-	-	-	-	-	2,767.50	-
Validation Revenue	17,097.50	-	327.00	619.50	104.25	-	-	-	-	180.00	18,328.25	11,375.50
Violation Revenue	-	88.00	906.00	545.00	2,653.00	-	56.00	226.00	44.00	17.00	4,535.00	-
Events Revenue	-	-	-	-	-	-	-	-	-	-	-	8,315.00
<b>Gross Revenue</b>	<b>\$ 72,549.50</b>	<b>\$ 10,077.42</b>	<b>\$ 35,086.00</b>	<b>\$ 13,057.35</b>	<b>\$ 29,179.45</b>	<b>\$ 52,744.26</b>	<b>\$ 49,676.00</b>	<b>\$ 36,124.00</b>	<b>\$ 13,850.76</b>	<b>\$ 88,567.70</b>	<b>\$ 400,912.44</b>	<b>\$ 344,090.20</b>
Credit Card Fees	(388.02)	(40.24)	(501.20)	(815.42)	(717.48)	(78.50)	(22.29)	(47.12)	(12.78)	(231.98)	(2,855.03)	(915.41)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	(1,462.50)
Enforcement Payroll	-	(549.70)	(1,374.24)	(893.25)	(1,992.64)	-	(2,404.91)	(1,992.64)	(1,030.68)	(5,496.94)	(15,735.00)	-
Passport Fees	-	(37.11)	(304.72)	(170.72)	(814.96)	-	(20.01)	(36.68)	(21.60)	(2.00)	(1,407.80)	-
City Expenses:												(4,437.33)
Electric	(902.38)	-	-	-	-	(178.75)	-	-	-	(2,697.38)	(3,778.51)	-
Signage	-	-	-	-	-	(533.75)	-	-	-	-	(533.75)	-
Elevator	-	-	-	-	-	-	-	-	-	(415.00)	(415.00)	-
NP Snow Removal	-	-	-	-	-	(2,705.65)	-	-	-	-	(2,705.65)	-
Management Fee	(23,634.00)	(3,780.00)	(9,453.00)	(6,144.00)	(4,767.00)	(17,490.00)	(16,543.00)	(13,707.00)	(7,089.00)	(8,340.00)	(110,947.00)	(117,859.00)
GTC Office Lease	-	-	-	-	-	360.00	-	-	-	-	360.00	360.00
<b>Total Adjustments</b>	<b>(24,924.40)</b>	<b>(4,407.05)</b>	<b>(11,633.16)</b>	<b>(8,023.39)</b>	<b>(8,292.08)</b>	<b>(20,626.65)</b>	<b>(18,990.21)</b>	<b>(15,783.44)</b>	<b>(8,154.06)</b>	<b>(17,183.30)</b>	<b>(138,017.74)</b>	<b>(124,314.24)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	550.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	850.00	-
<b>Net Operating Income</b>	<b>\$ 47,625.10</b>	<b>\$ 5,670.37</b>	<b>\$ 23,452.84</b>	<b>\$ 5,033.96</b>	<b>\$ 20,887.37</b>	<b>\$ 32,117.61</b>	<b>\$ 30,685.79</b>	<b>\$ 20,340.56</b>	<b>\$ 5,696.70</b>	<b>\$ 71,384.40</b>	<b>\$ 264,294.70</b>	<b>\$ 219,775.96</b>



## PLANNING AND DEVELOPMENT

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

E-Mail: [planning@cityoffargo.com](mailto:planning@cityoffargo.com)  
[www.cityoffargo.com](http://www.cityoffargo.com)

### MEMORANDUM

**TO:** Parking Commission  
**FROM:** Derrick LaPoint, Planner  
**DATE:** April 22, 2016  
**RE:** Updates

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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.

The submission deadline was January 29<sup>th</sup> and the City received eighteen (18) proposals. A selection committee appointed by the City Commission narrowed the list of candidate firms to five (5); and in-person interviews were conducted on March 17<sup>th</sup> and 18<sup>th</sup>. The selection committee has been working to finalize a contract with Interface Studio Associates and will be seeking City Commission approval on May 9<sup>th</sup>.

**On-Street Parking Data Collection.** There is a need for a continual and consistent data management program to track the occupancy of on-street and off-street parking space utilization. Interstate has started collecting and tracking occupancy data within the off-street lots which includes both contract and hourly parkers. Starting in October of 2015, city staff has implemented an on-street data collection program. Attached is a map showing the downtown area which has been split into 8 data collection areas. As noted below, the Planning Department and Interstate will focus on collecting the data quarterly.

#### Data Collection Timeframes (quarterly)

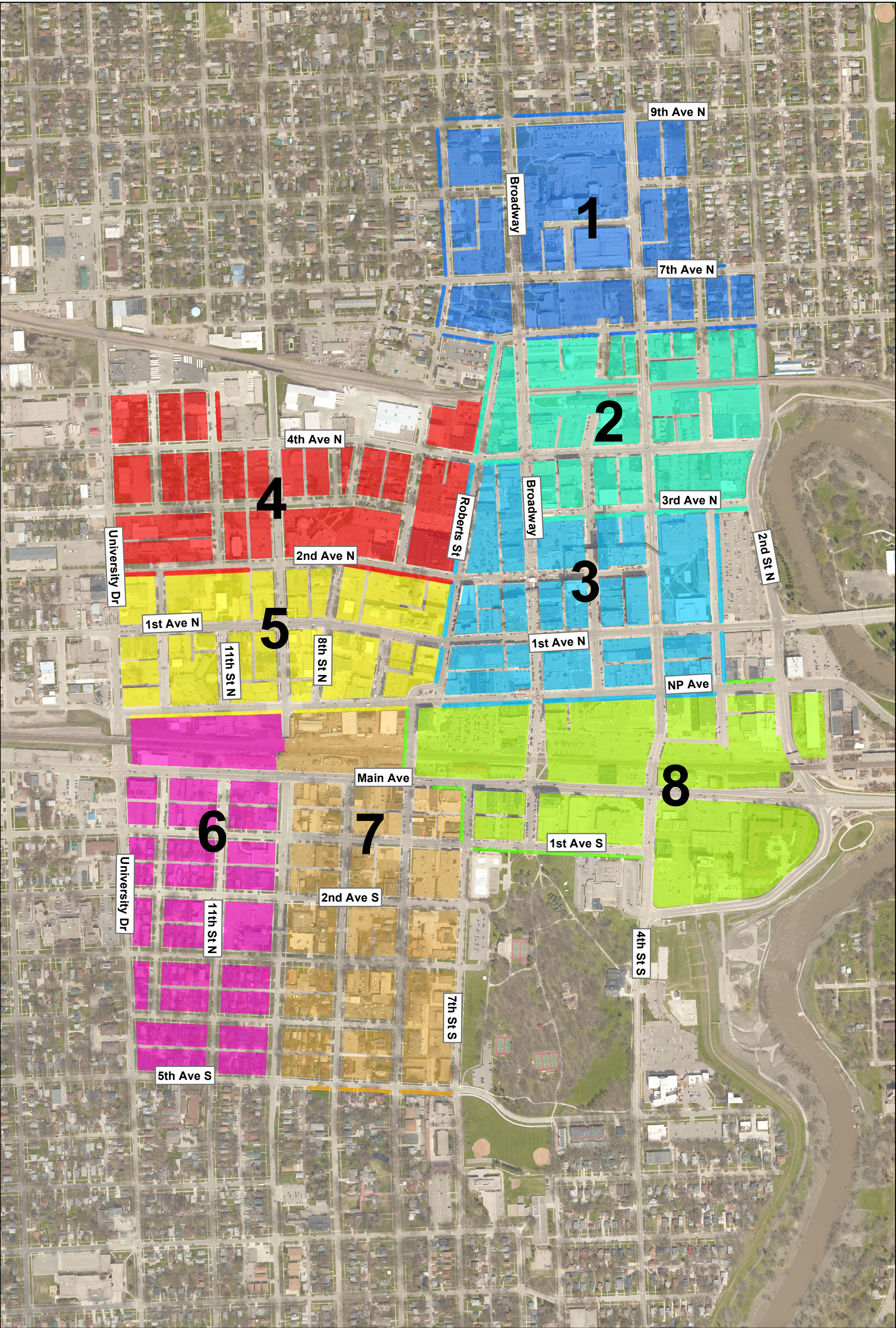
- September/October
- December/January
- March/April
- June/July

Count Intervals:

- Morning (9 a.m.)
- Mid-Day (Noon)
- Evening (4 p.m.)
- Night (8 p.m.)



# On-Street Data Collection Districts





# DOWNTOWN TIME ZONES - PEAK HOUR OCCUPANCY

