



**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:** January 20, 2017  
**RE:** Thursday, January 26 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  
Thursday, January 26, 2017, 9:00 a.m.  
City Commission Room  
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of November 18, 2016 (Attachment 1) & Special Meeting of December 29, 2016 (Attachment 2)
3. Interstate Report/Financial Data (Attachment 3)
4. New Parking Guide (Attachment 4)
5. Roberts Ramp Update (Attachment 5)
6. Updates
  - a. Downtown Master Plan Events
7. Other Business

*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:**

**November 18, 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 9:30 o'clock a.m., Friday, November 18, 2016.

The Parking Commissioners present or absent were as follows:

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

Also Present: Commissioner Dave Piepkorn (City Commission Liaison)

Absent: None

Chairperson 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 October 28, 2016**

Member Walvatne moved the minutes of the October 28, 2016 Parking Commission meeting be approved. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

**Item 3: Interstate Report/Financial Data**

This item was presented after item 4.

Andy Renfrew, Interstate Parking (IP), presented the October financial and operations report. Mr. Renfrew also reported, in agreement with the Fargo Police Department, IP now has the authority to tow illegally-parked vehicles in the downtown area when warranted.

**a) 2017 Parking Rates: APPROVED AS AMENDED**

Mr. Renfrew presented a revised Parking Rate Schedule for 2017. He reported, consequent to Board direction at the October meeting, staff researched parking rates in peer cities for comparison. Mr. Renfrew stated rate adjustments were made after taking into consideration the individual parking facility, location, demand, and the cost of maintenance. Mr. Renfrew requested approval from the Board to present the updated 2017 Parking Rate proposal before the City Commission.

Jane Wilberding, Transportation Planner with Sam Schwartz Transportation Consultants, shared her observations during her visit this past week with staff regarding the parking analysis portion of the Fargo Downtown Master Plan. Ms. Wilberding concurred with the importance of a rate disparity based on parking demand, and to keep rates workable with the public in order to provide a range of options for public and employee parking downtown.

The Board further discussed changes in parking demand as future downtown development evolves; determination of yearly parking rate increases based on the demand and type of parking site; providing the public with a range of parking options and costs to keep it affordable for all; and the alternative transportation options the City currently offers for downtown visitors and employees.

Member Hayer moved to approve the rates for 2017 as proposed. Second by Member Bailly.

Board discussion continued regarding the 7th Street Parking Lot and providing a lower monthly parking rate at this parking site for 2017.

Member Walvatne moved to amend the existing motion and recommend approval of the proposed 2017 Parking Rate increases, with the exception of the 7th Street Lot rates to be reduced from the proposed \$65.00 to \$40.00 per month. Second by Member Bailly. Members Walvatne, Bailly, Hayer, and Williams voted aye. Member Thorson voted nay. The motion was declared carried.

**Item 4: On-Street Parking Data**

This item was presented before item 3.

Planner Derrick LaPoint reviewed the parking data staff collected this past April and October. He referenced the detailed maps included in the packet of the downtown core area used for this data.

The Board further discussed how valuable this data is to help keep abreast of future parking needs and changes, requesting staff provide this information on the City's website; add a separate data collection report to show the numbers for on-street night parking; and add area landmarks to the data maps for easier location.

**Item 5: Roberts Ramp – RoCo Update**

Derrick LaPoint updated the Board on the construction status of the Roberts Street Parking Ramp.

Project Manager Deb Wendel-Daub, Kilbourne Group, presented a proposal for a perforated panel to be placed above the entrance to the Roberts Garage. She explained the idea of adding a design or art on the panel, and shared two designs from her design team for the Board's review.

The Board discussed the design ideas, and other design options they would like Kilbourne Group to explore.

Member Walvatne moved to send the presented designs back to discover more images and messages to be placed on this panel. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Additional Items Discussed:**

**1. Change Order for Roberts Commons Parking Facility**

Planning Director Jim Gilmour submitted to the Board a Memo that will be presented for approval at the November 21, 2016 City Commission meeting. Mr. Gilmour stated the change order is for additional costs for removal of debris from this site, that exceeded the projected amount stated in the agreement between DFI Roberts, LLC and the City of Fargo.

**2. 2017 Parking Commission Meeting Day and Time**

Office Manager Albert Gibson shared information regarding a possible change of day and time for Parking Commission meetings to the last Thursday of the month, beginning at 9:00 a.m., instead of the last Friday of the month beginning at 8:00 a.m.

All Board Members were in favor of this change, and a 2017 calendar will be provided for review at the next Parking Commission meeting.

The time at adjournment was 10:42 a.m.



**Additional Items Discussed:**

**Block 9 Project** - Mr. Gilmour updated the Board noting that construction is targeted to begin this spring.

**Updated Parking Guide for Downtown** – Derrick LaPoint stated this should be available in early January to reflect the current and upcoming changes to parking in the downtown area.

Andy Renfrew, Interstate Parking (IP), provided the following updates:

- **Civic Parking Ramp** – Installation of new equipment to monitor this ramp should be completed by the end of January.
- **3rd Avenue North Parking Lot** - Notices have been given to the current parking tenants regarding the closing of this city-owned parking facility on January 31, 2017. He added staff is working on relocating these tenants to other parking locations.

The time at adjournment was 8:45 a.m.



**INTERSTATE PARKING COMPANY OF ND**

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**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** January 19, 2017  
**RE:** December 2016 Financial and Operations Report

**Operations**

The Island Park Ramp and 7<sup>th</sup> Street lot are currently open for new parkers however, we are working closely with a couple of groups to fill the 7<sup>th</sup> St. lot. We also learned earlier this month that the 3<sup>rd</sup> Avenue lot would not be closed until later this Spring so those parkers will be able to stay in their lot.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	DECEMBER PERCENT OCCUPIED		NOVEMBER PERCENT OCCUPIED		OCTOBER 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%	94%	93%	90%	89%	90%	89%
3rd Ave.	40	40	41	103%	78%	75%	82%	82%	82%	82%
2nd Ave. S	65	25	35	140%	92%	89%	80%	86%	80%	86%
NP Ave.	145	85	124	146%	89%	90%	90%	91%	90%	91%
GTC	185	185	232	125%	90%	90%	75%	76%	75%	76%
4th St.	174	174	302	174%	84%	83%	93%	90%	93%	90%
3rd St.	145	145	226	156%	81%	79%	85%	83%	85%	83%
Main Ave.	75	75	87	116%	95%	97%	48%	43%	48%	43%
IPR	355	355	531	150%	68%	67%	72%	66%	72%	66%
7th Street	26	26	15	58%	30%	30%	30%	30%	30%	30%

**Financial Report**

Transient Revenue was down slightly in December from November as we tend to expect when NDSU is out-of-session but we were surprised to see that Pay-by-Phone transactions were up 33%, accounting for 24% of all transient revenue. Net income to the City was up 0.6% in December despite gross revenue dropping 1.6%.

**On-Street Management**

Time Zone Violations							
	December	November	October	September	August	July	Plates Recorded
Welcomes	379	527	384	492	457	364	2750
\$20	208	256	217	251	216	211	2673
\$25	31	48	37	43	34	28	191
\$30	92	101	73	97	85	72	206

**Downtown Residential Parking Permits and Service Vehicle Permits**

2016 Residential and Service Vehicle Permits							
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
DRP	36	46	31	34	33	34	26
SVP	32	25	24	18	24	13	13

# Drive, Bike, or Ride



[www.matbus.com](http://www.matbus.com)  
Download the MATBUS app today.



This fun, fast and FREE circulator bus connects the downtowns of Fargo and Moorhead while providing an alternative FREE parking option. LinkFM arrives every 12-15 minutes at each stop along its route and is within walking distance of numerous popular destinations!



7:00am–7:00pm • Monday–Friday  
10:00am–5:00pm • Saturday

For more information, including real time bus tracking, visit [GoLinkFM.com](http://GoLinkFM.com)



B-cycle Now app available  
April through October.

WEATHER PERMITTING

For more information about whats happening in Fargo-Moohead visit:

[www.DowntownFargo.com](http://www.DowntownFargo.com)  
[www.FargoMoorhead.org](http://www.FargoMoorhead.org)



[www.FargoParking.com](http://www.FargoParking.com)  
701-235-1618

401 3rd Avenue North  
Fargo, North Dakota 58102

# Welcome TO DOWNTOWN FARGO



## Parking Guide



The re-parking ordinance prohibits drivers from moving their car from one parking space to another space on the same block face when parking time limits are expired.



This guide and the identified time zones are intended to be used as a quick reference only. Visitors parking on-street should always confirm time limits and restrictions with posted signage.

## Warning Citation

Did you receive this parking guide with a citation? Use this guide to find your best option next time downtown.

### HOURLY PARKING LOTS

City surface lots FREE after 5pm, on weekends and during most events!

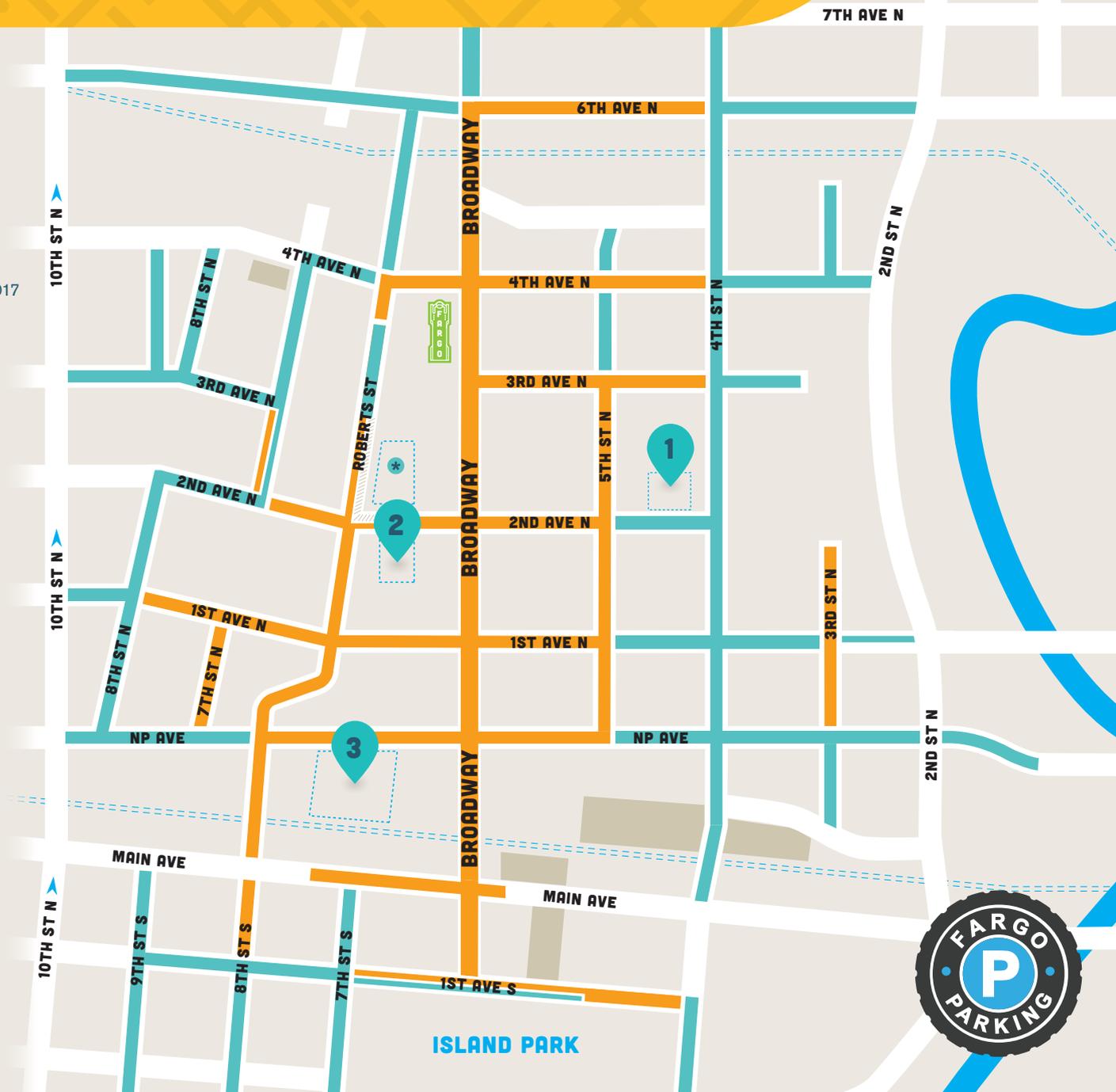
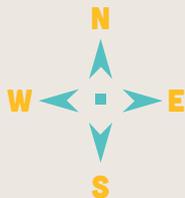
- 1 Civic Center Ramp  
411 2nd Ave. North
- 2 2nd Ave. N. South Lot  
624 2nd Ave. North
- 3 NP Ave. Lot  
636 NP Ave. North
- \* Parking Ramp Coming Spring 2017

### MONTHLY PARKING LOTS

City surface lots FREE after 5pm, on weekends and during most events!

### ON-STREET PARKING

- 90-Minute/2-Hour
- 4-Hour  
8:00am-5:00pm • Monday-Saturday
- See [FargoParking.com](http://FargoParking.com) for night parking restrictions.





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**PLANNING AND DEVELOPMENT**

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**MEMORANDUM**

**TO: BOARD OF CITY COMMISSIONERS**  
**FROM: PLANNING DIRECTOR JIM GILMOUR**   
**DATE: JANUARY 11, 2017**  
**SUBJECT: ROBERTS COMMONS PARKING RAMP**

DFI Roberts LLC has provided the City with a Final GPC (Guaranteed Project Cost) Proposal. This proposed guaranteed maximum price is based on the Primary GPC previously approved by the City Commission, contracts which have been conditionally awarded for the work, and DFI's estimate of the cost of all Roberts Garage work.

The approved Primary GPC was \$11,588,000. That cost included all the parking ramp substructure, foundation, and shell, as well as electrical, mechanical, and plumbing work. At the time of the Primary GPC approval, the balance of the work was estimated to be \$800,000, for a project cost estimate of \$12,388,000.

The Final GPC amount for the total project based on contracts and estimates is \$12,963,140. Detailed information is attached for your review. The reason for the higher cost (\$575,140) is that contracts for masonry and finishes were higher than expected. Masonry costs are much higher because of the local demand for masonry contractors and the difficulty of work adjacent to the overhead power lines in the alley. Costs of the first phase were \$205,348 lower than estimated, so some of these higher costs are offset by the lower costs of the Primary GPC. Also, Kilbourne Group removed their developer and construction management fees associated with the additional costs.

Under the agreement, the City is paying for the actual cost of the work to construct the parking ramp. Kilbourne Group contacts multiple contractors and seeks competitive bids for all work. This method for contracting was chosen to get an early start on the project and obtain competitive bids while final design of the parking garage was completed and bid. This contracting is monitored by our parking consultant (Carl Walker, Inc.), The Title Company, and the City of Fargo.

City general funds are not being used for this project. Money available for the balance of this work includes \$747,592 in the parking surplus fund, \$500,000 that



the City will receive from purchase agreements for two parking lots, and the needed balance from the parking fund. Amendments to the 2017 parking budget should also be approved.

**RECOMMENDED MOTION:** Approve the Final GPC Proposal for the Roberts Garage Work of \$12,963,140, and budget amendments to transfer the surplus fund, parking lot proceeds, and needed parking fund money to the Roberts Parking Garage capital fund.