



**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:** May 20, 2016

**RE:** Friday, May 27<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, May 27<sup>th</sup>, 2016, 8:00 a.m.  
City Commission Room  
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of April 29<sup>th</sup>, 2016 (Attachment 1)
3. Road Construction & Project Update (Attachment 2)
  - a. Roberts Ramp
  - b. Block 9
4. LinkFM Route and Ridership (Attachment 3)
5. Interstate Report/Financial Data (Attachment 4)
6. Updates
  - a. Downtown Comprehensive Plan
  - b. On-Street Parking Data Collection
  - c. Street Closure Requests
  - d. NDSU/NP Avenue Lot Easement
  - e. Island Park/Civic Ramp Assessment
  - f. GTC Assessment
7. Other Issues or Public Comments

*Parking Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on [www.cityoffargo.com/streaming](http://www.cityoffargo.com/streaming). They are rebroadcast each Wednesday at 8:00 p.m., Friday at 9:00 a.m., and Sunday at 7:00 p.m.*

*People with disabilities who plan to attend the meeting and need special accommodations should call the Planning Office at 241-1474 or TDD at 241-8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.*

*Minutes are available on the City of Fargo Web site at [www.cityoffargo.com/parking](http://www.cityoffargo.com/parking).*

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Friday:**

**April 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, April 29, 2016.

The Parking Commissioners present or absent were as follows:

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

Absent: None

Chairperson Commissioner Williams called the meeting to order.

**Item 1: Approve Order of Agenda**

Member Bailly moved the Order of Agenda be approved as presented. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

**Item 2: Minutes: Regular Meeting of March 24, 2016**

Member Walvatne moved the minutes of the March 24, 2016 Parking Commission meeting be approved. Second by Member Thorson. All Members present voted aye and the motion was declared carried.

**Item 3: LinkFM Detour/Road Construction & Project Update**

**a. 2nd Avenue North and Roberts Street**

Planner Derrick LaPoint presented an update noting the recent change to the LinkFM route due to exiting and upcoming construction projects in the downtown area, which will be in place for the remainder of the 2016 construction season. Mr. LaPoint also referred to a notice in the packet regarding the June 1, 2016 closing of the 2nd Avenue North Lot as construction begins on the new parking ramp. He stated a construction/project update will be added as a regular item on the City Commission's meeting agendas. Mr. LaPoint also noted that the City will be issuing a Request for Proposals (RFP) for a public relations consultant to help facilitate communication to the public regarding upcoming projects and construction.

**Item 4: Downtown Ice Rink Report**

Derrick LaPoint presented the 2015-2016 outdoor ice rink attendance data collected by the Fargo Park District.

Director of Parks Dave Leker shared that of the 13 outdoor rinks throughout the City, the downtown rink had the fifth highest attendance overall for the season.

**Item 5: 7th Street Parking Lot: APPROVED**

Andy Renfrew, Interstate Parking, presented their proposal for an addendum to their existing agreement with the City, to take over the management of the parking lot located at 4th Avenue and 7th Street North. He stated that if approved, this would take effect on June 1, 2016.

Member Thorson moved to direct City Staff to finalize an addendum to the standing agreement with Interstate Parking Company for management services of the 7th Street Lot at a rate of \$23.40 per month per stall; and to set the rental rate in the 7th Street Lot at \$65.00 per stall per month. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 6: Interstate Report/Financial Data**

Andy Renfrew reviewed the March and April financial and operations reports.

**Item 7: Updates**

**a. Downtown Comprehensive Plan –**

Derrick LaPoint provided an update on the RFP the City issued last December, for a consulting team to lead a downtown planning effort to create a 20-year city center comprehensive plan. He stated the selection committee has chosen Interface Studio Associates from the 18 proposals received, and staff will be seeking City Commission approval at the May 9, 2016 meeting.

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

Derrick LaPoint noted that staff collected on-street parking data for the second time yesterday, April 28, and will have that information available to the Board in the next few months.

**Item 8: Other Issues or Public Comments**

City Auditor Steve Sprague informed the Board that beginning June 1, 2016 the company Block by Block, under the management of the Downtown Community Partnership (DCP) and Business Improvement District (BID), will provide downtown cleaning crews available around the clock.

The time at adjournment was 8:52 a.m.



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**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Derrick LaPoint, Planner  
**DATE:** May 27, 2016  
**RE:** Road Construction and Project Update

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**Roberts Ramp.** DFI Roberts, LLC has been working with the City of Fargo to construct a mixed-use parking garage at 624 2<sup>nd</sup> Avenue North, 625 2<sup>nd</sup> Avenue North and 217 Roberts Street North. The intent of the project is to transform a private and publicly owned surface parking lot into a mixed-use, 458 space parking garage with an outer wrap of 74 residential units and 9 ground level retail spaces. The project would be completed in three phases:

Phase 1: The Roberts Ramp will begin construction in June 2016 and be completed by March 2017.

Phase 2: Roberts mixed-use liner will begin in November 2016 and be completed in August 2017.

Phase 3: Kesler construction will start in July 2017 and be completed by May 2018.

**Block 9.** Block Nine, LLC has been working with the City of Fargo to construct a tower at the 200 Block of Broadway, 224 5th Street N, and 226 5th Street N. The intent of the project is to transform a 60 space surface parking lot into a mixed-use tower that provides ground level retail space, an 88 key hotel, 22 residential condominiums, commercial office space, a 337 space parking garage, and a redesigned plaza on 1.6 acres. Construction would begin in the fall of 2016 and will be completed in the spring of 2019.



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**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Derrick LaPoint, Planner  
**DATE:** May 27, 2016  
**RE:** Update on Downtown Circulator (LinkFM) - Ridership

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Updated 'monthly' ridership numbers are included in the attached spreadsheet. Note that route changed on April 18<sup>th</sup>. Overall, the detour has been positive and numbers are expected to increase as events and construction projects begin.

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		<b>3.00</b>	**Scandinavian Festival
July of 2015	2,750	332.5		<b>8.27</b>	**Street Fair
August of 2015	954	287.0		<b>3.32</b>	
September of 2015	1,176	280.0		<b>4.20</b>	
October of 2015	1,382	303.0		<b>4.56</b>	
November of 2015	1,418	273.0		<b>5.19</b>	
December of 2015	1,853	297.0		<b>6.24</b>	
January of 2016	1,444	275.0		<b>5.25</b>	
February of 2016	2,434	287.0		<b>8.48</b>	**Unglued
March of 2016	2,087	312.0		<b>6.69</b>	**Celtic Festival
April of 2016	1,644	287.0		<b>5.73</b>	**Route changed 4/18
May of 2016	1,181	201.0		<b>5.88</b>	** Month not completed yet, only through 21st
<b>TOTALS</b>	<b>19,200</b>	<b>3426.5</b>		<b>5.60</b>	



**INTERSTATE PARKING COMPANY OF ND**

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**MEMORANDUM**

**TO:** Parking Commission  
**FROM:** Interstate Parking  
**DATE:** May 23<sup>rd</sup>, 2016  
**RE:** May 2016 Financial and Operations Report

**Operations**

As of May 23<sup>rd</sup> we have made alternative parking arrangements with nearly half of the parkers in the 2<sup>nd</sup> Avenue North Lot that will close June 1<sup>st</sup>. We anticipate that those who have not made arrangements with us will use the LinkFM route or park on-street. We have sold out the Main Avenue Lot but are still accepting new parkers at Island Park. Also, as expected, a few contracts from Main Avenue and NP Avenue were cancelled at the end of the NDSU Spring session and we have filled those from the waitlist.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	APRIL PERCENT OCCUPIED		MARCH PERCENT OCCUPIED		FEBRUARY OCCUPANCY	
					10 AM - Noon	2 PM - 5 PM	10 AM - Noon	2 PM - 5 PM	10 AM - Noon	2 PM - 5 PM
Civic Ramp	250	225	217	96%	78%	80%	82%	82%	74%	74%
3rd Ave.	40	40	45	113%	75%	75%	80%	80%	81%	79%
2nd Ave. N	100	110	86	78%	63%	75%	71%	84%	81%	84%
2nd Ave. S	65	25	38	152%	62%	69%	62%	74%	71%	62%
NP Ave.	145	85	72	85%	57%	72%	50%	72%	64%	73%
GTC	185	185	217	117%	69%	69%	70%	72%	86%	90%
4th St.	174	174	307	176%	64%	75%	60%	64%	82%	87%
3rd St.	145	145	224	154%	74%	78%	68%	76%	86%	90%
Main Ave.	75	75	77	103%	45%	53%	43%	55%	82%	87%
IPR	355	355	602	170%	65%	68%	56%	66%	72%	71%

**Financial Report**

Revenue and pay-by-phone participation was even from April to May. Off-street citation revenue was down 20% in April from May on 18% fewer tickets.

**On-Street Management**

On-Street enforcement statistics for March and April:

Time Zone Violations		
	March	April
Welcomes	589	807
\$20	328	465
\$25	4	71
\$30	9	139

# City of Fargo

## 2016 Revenue Report



For the Month Ending April 30, 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	17,249.00	3,525.00	8,829.00	2,511.00	5,110.00	17,760.00	17,048.20	11,966.00	4,992.17	29,551.50	118,541.87	92,210.03
Transient Revenue	1,235.82	-	1,972.25	1,722.55	2,733.10	-	-	-	-	-	7,663.72	8,539.05
Pay by Phone	-	-	219.00	376.50	766.00	-	-	-	-	-	1,361.50	-
Validation Revenue	5,252.50	-	143.25	288.75	17.25	-	-	-	-	-	5,701.75	4,348.50
Violation Revenue	-	-	675.00	200.00	782.00	-	51.00	173.00	-	-	1,881.00	-
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	1,549.00
<b>Gross Revenue</b>	<b>\$ 23,737.32</b>	<b>\$ 3,525.00</b>	<b>\$ 11,838.50</b>	<b>\$ 5,098.80</b>	<b>\$ 9,408.35</b>	<b>\$ 17,760.00</b>	<b>\$ 17,099.20</b>	<b>\$ 12,139.00</b>	<b>\$ 4,992.17</b>	<b>\$ 29,551.50</b>	<b>\$ 135,149.84</b>	<b>\$ 106,646.58</b>
Credit Card Fees	(162.97)	(16.12)	(204.22)	(207.23)	(242.34)	(30.49)	(5.71)	(19.04)	(5.07)	(90.77)	(983.96)	(569.41)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	(487.50)
Enforcement Payroll	-	(289.07)	(722.67)	(469.74)	(1,047.88)	-	(1,264.68)	(1,047.88)	(542.01)	(2,890.70)	(8,274.63)	-
Passport Fees	-	-	(264.79)	(92.78)	(240.78)	-	(6.00)	(53.20)	-	-	(657.55)	-
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:												(1,436.90)
Summit #1098858	-	-	-	-	-	-	-	-	-	-	-	-
Moorhead Electric #1770	-	-	-	-	-	-	-	-	-	-	-	-
ThyssenKrupp #6000172403	-	-	-	-	-	-	-	-	-	-	-	-
Red River Electric #W10107	-	-	-	-	-	-	-	-	-	-	-	-
Red River Electric #W10120	-	-	-	-	-	-	-	-	-	-	-	-
Glacier Snow Mgmt. (Various)	-	-	-	-	(60.20)	-	-	-	-	-	(60.20)	-
Superfrog #111826	-	-	-	-	-	-	-	-	-	-	-	-
Schindler Elevator #0778	-	-	-	-	-	-	-	-	-	(98.00)	(98.00)	-
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(8,040.97)</b>	<b>(1,565.19)</b>	<b>(4,342.68)</b>	<b>(2,817.75)</b>	<b>(3,180.20)</b>	<b>(5,740.49)</b>	<b>(6,791.39)</b>	<b>(5,689.12)</b>	<b>(2,910.08)</b>	<b>(5,859.47)</b>	<b>(46,937.34)</b>	<b>(41,660.81)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	450.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	1,172.00	-
<b>Net Operating Income</b>	<b>\$ 15,696.35</b>	<b>\$ 1,959.81</b>	<b>\$ 7,495.82</b>	<b>\$ 2,281.05</b>	<b>\$ 6,228.15</b>	<b>\$ 12,019.51</b>	<b>\$ 10,307.81</b>	<b>\$ 6,449.88</b>	<b>\$ 2,082.09</b>	<b>\$ 23,692.03</b>	<b>\$ 89,834.50</b>	<b>\$ 64,985.77</b>

# City of Fargo

## 2016 Revenue Report



For the Four Months Ending April 30, 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	69,117.50	13,514.42	37,911.75	8,762.25	20,930.00	70,504.26	66,668.20	47,864.00	18,798.93	117,922.20	471,993.51	388,409.70
Transient Revenue	4,819.32	-	6,259.50	6,846.65	11,568.30	-	-	-	-	-	29,493.77	36,739.08
Pay by Phone	-	-	702.00	894.00	2,533.00	-	-	-	-	-	4,129.00	-
Validation Revenue	22,350.00	-	470.25	908.25	121.50	-	-	-	-	180.00	24,030.00	15,724.00
Violation Revenue	-	88.00	1,581.00	745.00	3,435.00	-	107.00	399.00	44.00	17.00	6,416.00	-
Events Revenue	-	-	-	-	-	-	-	-	-	-	-	9,864.00
<b>Gross Revenue</b>	<b>\$ 96,286.82</b>	<b>\$ 13,602.42</b>	<b>\$ 46,924.50</b>	<b>\$ 18,156.15</b>	<b>\$ 38,587.80</b>	<b>\$ 70,504.26</b>	<b>\$ 66,775.20</b>	<b>\$ 48,263.00</b>	<b>\$ 18,842.93</b>	<b>\$ 118,119.20</b>	<b>\$ 536,062.28</b>	<b>\$ 450,736.78</b>
Credit Card Fees	(550.99)	(56.36)	(705.42)	(1,022.65)	(959.82)	(108.99)	(28.00)	(66.16)	(17.85)	(322.75)	(3,838.99)	(1,484.82)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	(1,950.00)
Enforcement Payroll	-	(838.77)	(2,096.91)	(1,362.99)	(3,040.52)	-	(3,669.59)	(3,040.52)	(1,572.69)	(8,387.64)	(24,009.63)	-
Passport Fees	-	(37.11)	(569.51)	(263.50)	(1,055.74)	-	(26.01)	(89.88)	(21.60)	(2.00)	(2,065.35)	-
City Expenses:												(5,874.23)
Electric	(902.38)	-	-	-	-	(178.75)	-	-	-	(2,697.38)	(3,778.51)	
Signage	-	-	-	-	-	(533.75)	-	-	-	-	(533.75)	
Elevator	-	-	-	-	-	-	-	-	-	(513.00)	(513.00)	
NP Snow Removal	-	-	-	-	-	(2,705.65)	-	-	-	-	(2,705.65)	
Management Fee	(31,512.00)	(5,040.00)	(12,604.00)	(8,192.00)	(6,356.00)	(23,320.00)	(22,058.00)	(18,276.00)	(9,452.00)	(11,120.00)	(147,930.00)	(157,146.00)
GTC Office Lease	-	-	-	-	-	480.00	-	-	-	-	480.00	480.00
<b>Total Adjustments</b>	<b>(32,965.37)</b>	<b>(5,972.24)</b>	<b>(15,975.84)</b>	<b>(10,841.14)</b>	<b>(11,412.08)</b>	<b>(26,367.14)</b>	<b>(25,781.60)</b>	<b>(21,472.56)</b>	<b>(11,064.14)</b>	<b>(23,042.77)</b>	<b>(184,894.88)</b>	<b>(165,975.05)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	1,000.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	2,022.00	-
<b>Net Operating Income</b>	<b>\$ 63,321.45</b>	<b>\$ 7,630.18</b>	<b>\$ 30,948.66</b>	<b>\$ 7,315.01</b>	<b>\$ 27,175.72</b>	<b>\$ 44,137.12</b>	<b>\$ 40,993.60</b>	<b>\$ 26,790.44</b>	<b>\$ 7,778.79</b>	<b>\$ 95,076.43</b>	<b>\$ 354,189.40</b>	<b>\$ 284,761.73</b>