



PLANNING AND DEVELOPMENT

200 3rd Street North
Fargo, North Dakota

INTERSTATE PARKING

502 NP Avenue North
Fargo, North Dakota

MEMORANDUM

TO: Parking Commission Members
FROM: Fargo Planning (Derrick LaPoint) & Interstate Parking (Andy Renfrew)
DATE: August 19, 2016
RE: Friday, August 26 Parking Commission Agenda

Parking Commission Mission Statement

Manage, provide, promote and maintain safe, convenient, accessible, attractive and reasonably priced parking facilities that will meet the need of downtown businesses, employers, residents, students, and visitors.

Visit www.fargoparking.com for additional Downtown Fargo parking information.

**PARKING COMMISSION
Friday, August 26, 2016, 8:00 a.m.
City Commission Room
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of July 29, 2016 (Attachment 1)
3. Roberts Ramp Project (Attachment 2)
4. LinkFM Ridership (Attachment 3)
5. Interstate Report/Financial Data (Attachment 4)
6. On-Street Data Collection (Attachment 5)
7. Civic Area Parking
8. Downtown Master Plan
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. They are rebroadcast each Wednesday at 8:00 p.m., Friday at 9:00 a.m., and Sunday at 7:00 p.m.

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

Minutes are available on the City of Fargo Web site at www.cityoffargo.com/parking.

**BOARD OF PARKING COMMISSIONERS
MINUTES**

Regular Meeting:

Friday:

July 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, July 29, 2016.

The Parking Commissioners present or absent were as follows:

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

Also Present: Commissioner Dave Piepkorn (City Commission Liaison)

Absent: Randy Thorson

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 June 24, 2016

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

Item 3: Roberts Ramp Project

Planner Derrick LaPoint updated the Board on the status of this project. He referred to a report included in the packet noting a couple of issues that have arisen in the past few weeks. Mr. LaPoint addressed these items explaining staff is conducting an analysis on contaminated soil that was found after the removal of an old tank from the property, and he noted the proposed entrance to the ramp would exceed the City ordinance requirement of 40 feet.

Project Manager Mike Zimney, Kilbourne group, addressed the entrance issue and reported that they have been able to adjust the entrance down from 40 feet to approximately 38 feet to comply with code restrictions.

The Board further discussed the plans for bicycle parking in the ramp, and reiterated the importance of the City providing communication to the public as the various projects progress in the downtown area.

Item 4: LinkFM Ridership

Derrick LaPoint presented the data report noting the significant increase in ridership during the month of July due to the Downtown Street Fair, TEDxFargo, and downtown projects.

Item 5: Interstate Report/Financial Data

Andy Renfrew, Interstate Parking (IP), reviewed the June and July financial and operations reports, and updated the Board on additional changes staff has made to help accommodate downtown parkers during the continued construction projects.

Item 6: Radisson Parking Agreement

Derrick LaPoint presented a draft of the parking agreement Jim Gilmour and City Attorney Erik Johnson have been working on with the Fargo Radisson Hotel. Mr. LaPoint noted a change in the agreement since the June Parking Commission meeting, and explained the change in the contracted period from 5 years to a 20-year term length.

Item 7: On-Street Data Collection

Derrick LaPoint referred to a map included in the packet that highlighted the downtown parking areas that have been converted from 90-minute parking to 4-hour parking. He stated every Thursday staff collects the parking data which will be entered in concise format, to present to the Board at the August meeting.

Additional items discussed by the Board:

1. Derrick LaPoint noted the Civic Parking Lot recently lost an additional 40 parking spaces due to the construction of the floodwall on the east side of the lot. He stated staff continues to explore alternative options to accommodate parking for the public, library patrons, and employees.
2. Mr. LaPoint shared staff is working on updating signage and information to the public regarding bicycle lockers that are available in the 2nd Avenue South Parking Lot.

Item 8: Other Issues or Public Comments

No other issues or public comments were discussed.

The time at adjournment was 8:53 a.m.



PLANNING AND DEVELOPMENT

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MEMORANDUM

TO: Parking Commission
FROM: Derrick LaPoint, Planner
DATE: August 19, 2016
RE: Roberts Parking Ramp Report

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

Contaminated Soil

A total of six (6) fuel tanks and contaminated soil was found on the parcel of property owned by the City of Fargo. The tanks have been removed and soil testing/mitigation is in process. Staff should have a cost estimate to report to the Parking Commission next month.

Sidewalk Closure

As a reminder the sidewalks adjacent to the project on 2nd Avenue North and Roberts Street have been closed. Signs have been placed to alert and direct pedestrians on a detoured route.

Site Update

Many of us have noticed a new addition to the downtown skyline. Piece by piece the tower crane has been going up and was completed this week. In addition, the multiple helical piles are starting to be installed. They are installed quietly, which is great for the surrounding businesses. Earthwork, excavation and foundation work will continue to occur over the next month.



INTERSTATE PARKING COMPANY OF ND

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MEMORANDUM

TO: Parking Commission
FROM: Interstate Parking
DATE: August 18th, 2016
RE: July 2016 Financial and Operations Report

Operations

The parking situation has been very calm over the past month with very little movement in terms of new parkers or turnover. We have begun to see a few students return but the impact has been very minimal thus far.

Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	JULY PERCENT OCCUPIED		JUNE PERCENT OCCUPIED		MAY 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	215	96%	90%	92%	79%	81%	78%	80%
3rd Ave.	40	40	43	108%	83%	82%	63%	63%	73%	73%
2nd Ave. S	65	25	39	156%	81%	87%	81%	88%	71%	76%
NP Ave.	145	85	104	122%	78%	85%	79%	85%	63%	70%
GTC	185	185	229	124%	75%	75%	75%	78%	70%	72%
4th St.	174	174	307	176%	73%	76%	77%	79%	63%	65%
3rd St.	145	145	224	154%	71%	73%	70%	73%	70%	74%
Main Ave.	75	75	100	133%	60%	60%	60%	60%	60%	58%
IPR	355	355	592	167%	70%	73%	71%	72%	70%	72%
7th Street	26	26	13	50%	39%	46%				

Financial Report

Revenue was up in July from June based on additional permits issued and street fair activity. Expenses in July were consistent with June and included repairs to the lighting at the NP Avenue lot. And finally, Service Permit and Downtown Resident Permit revenue were both up in July but it is important to remember that many of these permit holders pay for multiple months in advance, thus it varies significantly from month-to-month.

On-Street Management

Time Zone Violations						
	July	June	May	April	March	Plates Recorded
Welcomes	364	511	545	807	589	3145
\$20	211	241	287	465	328	2747
\$25	28	26	51	71	4	215
\$30	72	106	112	139	9	263

City of Fargo

2016 Revenue Report



For the Month Ending July 31, 2016:

	PK4001 Civic Center Ramp	PK4003 3rd Avenue Lot	PK4004 2nd Avenue North Lot	PK4005 2nd Avenue South Lot	PK4006 NP Avenue Lot	PK4007 GTC Ramp	PK4008 4th Street Lot	PK4009 3rd Street Lot	PK4010 Main Avenue Lot	PK4011 Island Park Ramp	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	17,203.00	3,225.00	-	2,592.00	7,230.32	18,212.74	17,512.00	11,904.00	5,284.80	28,857.79	488.50	112,510.15	99,898.86
Transient Revenue	992.25	-	-	2,051.50	2,144.05	-	-	-	-	-	-	5,187.80	9,546.61
Pay by Phone	-	-	-	382.50	225.00	-	-	-	-	-	-	607.50	-
Validation Revenue	6,355.00	-	48.00	624.00	380.25	-	-	-	6.75	-	-	7,414.00	5,441.00
Violation Revenue	-	-	-	17.00	83.00	-	-	-	-	17.00	-	117.00	-
Event Revenue	-	-	-	-	-	-	292.00	-	460.75	2,802.25	-	3,555.00	7,605.55
Gross Revenue	\$ 24,550.25	\$ 3,225.00	\$ 48.00	\$ 5,667.00	\$ 10,062.62	\$ 18,212.74	\$ 17,804.00	\$ 11,904.00	\$ 5,752.30	\$ 31,677.04	\$ 488.50	\$ 129,391.45	\$ 122,492.02
Credit Card Fees	(152.53)	(6.89)	(78.99)	(238.63)	(249.70)	(24.53)	(20.89)	(18.99)	(15.77)	(103.87)	-	(910.79)	(700.67)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	(5,040.00)
Enforcement Payroll	-	(319.77)	(799.41)	(519.62)	(1,159.15)	-	(1,398.97)	(1,159.15)	(599.56)	(3,197.65)	(207.85)	(9,361.13)	-
Passport Fees	-	-	(19.99)	(21.98)	(54.38)	-	-	-	-	(8.80)	-	(105.15)	-
Management Fee	(7,878.00)	(1,261.00)	(3,151.00)	(2,048.00)	(1,590.00)	(5,830.00)	(5,515.00)	(4,569.00)	(2,364.00)	(2,780.00)	(608.40)	(37,594.40)	(39,291.00)
City Expenses:													(2,866.45)
Summit #	-	-	-	-	-	-	-	-	-	-	-	-	-
Moorhead Electric #	-	-	-	-	-	-	-	-	-	-	-	-	-
Kustom Concepts #	-	-	-	-	-	-	-	-	-	-	-	-	-
Oasis Landscapes #	-	-	-	-	-	-	-	-	-	-	-	-	-
Red River Electric # (Various)	-	-	(170.00)	-	(1,341.82)	-	-	-	-	-	-	(1,511.82)	-
Glacier Snow Mgmt. #	-	-	-	-	-	-	-	-	-	-	-	-	-
Protection Systems Inc #	-	-	-	-	-	-	-	-	-	-	-	-	-
Superfrog #	-	-	-	-	-	-	-	-	-	-	-	-	-
Schindler Elevator #8104296656	-	-	-	-	-	-	-	-	-	(98.00)	-	(98.00)	-
Toledo Ticket Co #	-	-	-	-	-	-	-	-	-	-	-	-	-
Overhead Door #W42035	-	-	-	-	-	(210.50)	-	-	-	-	-	(210.50)	-
GTC Office Lease	-	-	-	-	-	120.00	-	-	-	-	-	120.00	120.00
Total Adjustments	(8,030.53)	(1,587.66)	(4,219.39)	(2,828.23)	(4,395.05)	(5,945.03)	(6,934.86)	(5,747.14)	(2,979.33)	(6,188.32)	(816.25)	(49,671.79)	(47,778.12)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	1,000.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	850.00	-
Net Operating Income	\$ 16,519.72	\$ 1,637.34	\$ (4,171.39)	\$ 2,838.77	\$ 5,667.57	\$ 12,267.71	\$ 10,869.14	\$ 6,156.86	\$ 2,772.97	\$ 25,488.72	\$ (327.75)	\$ 81,569.66	\$ 74,713.90

City of Fargo



2016 Revenue Report

For the Seven Months Ending July 31, 2016:

	PK4001 Civic Center Ramp	PK4003 3rd Avenue Lot	PK4004 2nd Avenue North Lot	PK4005 2nd Avenue South Lot	PK4006 NP Avenue Lot	PK4007 GTC Ramp	PK4008 4th Street Lot	PK4009 3rd Street Lot	PK4010 Main Avenue Lot	PK4011 Island Park Ramp	PK4012 7th Street Lot	Total	Prior Year Total
Monthly Parking Revenue	120,828.50	23,489.42	45,849.75	16,457.25	39,338.72	123,366.51	119,024.20	83,576.00	33,808.77	205,449.59	512.33	811,701.04	689,657.15
Transient Revenue	8,440.57	-	8,270.90	12,697.85	18,470.10	-	-	-	-	-	-	47,879.42	59,745.14
Pay by Phone	7.00	-	888.00	1,903.50	3,845.00	-	-	-	-	-	-	6,643.50	-
Validation Revenue	38,876.50	-	619.50	2,332.00	898.00	-	-	-	91.50	180.00	-	42,997.50	26,827.50
Violation Revenue	34.00	110.00	2,193.00	967.00	4,816.00	-	146.00	477.00	44.00	34.00	-	8,821.00	-
Events Revenue	-	-	-	-	-	-	292.00	-	460.75	2,802.25	-	3,555.00	17,469.55
Gross Revenue	\$ 168,186.57	\$ 23,599.42	\$ 57,821.15	\$ 34,357.60	\$ 67,367.82	\$ 123,366.51	\$ 119,462.20	\$ 84,053.00	\$ 34,405.02	\$ 208,465.84	\$ 512.33	\$ 921,597.46	\$ 793,699.34
Credit Card Fees	(1,038.45)	(89.38)	(1,204.36)	(1,715.41)	(1,668.70)	(181.76)	(78.32)	(121.15)	(55.63)	(616.84)	-	(6,770.00)	(3,405.84)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	(16,072.50)
Enforcement Payroll	-	(1,772.56)	(4,431.36)	(2,880.39)	(6,425.48)	-	(7,754.89)	(6,425.48)	(3,323.53)	(17,725.46)	(404.37)	(51,143.52)	-
Passport Fees	(4.00)	(47.91)	(868.28)	(413.84)	(1,626.08)	-	(45.61)	(115.48)	(30.40)	(10.80)	-	(3,162.40)	-
City Expenses:													(15,924.79)
Electric	(902.38)	-	(170.00)	-	-	(178.75)	-	-	-	(2,892.23)	-	(4,143.36)	-
Signage	(507.05)	-	-	-	-	(533.75)	-	-	-	-	-	(1,040.80)	-
Elevator	-	-	-	-	-	-	-	-	-	(905.00)	-	(905.00)	-
NP Snow Removal	-	-	-	-	-	(2,705.65)	-	-	-	-	-	(2,705.65)	-
Landscaping	(527.49)	(217.78)	(67.00)	-	(269.20)	-	(147.62)	(147.62)	(285.08)	(107.10)	-	(1,768.89)	-
Remote Monitoring	-	-	-	-	-	-	-	-	-	(315.00)	-	(315.00)	-
Ticketing	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fee	(55,146.00)	(8,821.00)	(22,057.00)	(14,336.00)	(11,125.00)	(40,810.00)	(38,603.00)	(31,983.00)	(16,542.00)	(19,460.00)	(1,216.80)	(260,099.80)	(275,012.00)
GTC Office Lease	-	-	-	-	-	840.00	-	-	-	-	-	840.00	840.00
Total Adjustments	(58,125.37)	(10,948.63)	(28,798.00)	(19,345.64)	(21,114.46)	(43,569.91)	(46,629.44)	(38,792.73)	(20,236.64)	(42,032.43)	(1,621.17)	(331,214.42)	(309,575.13)
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	3,050.00	-
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	4,397.00	-
Net Operating Income	\$ 110,061.20	\$ 12,650.79	\$ 29,023.15	\$ 15,011.96	\$ 46,253.36	\$ 79,796.60	\$ 72,832.76	\$ 45,260.27	\$ 14,168.38	\$ 166,433.41	\$ (1,108.84)	\$ 597,830.04	\$ 484,124.21

Memorandum

To: Derrick LaPoint

From: Matthew G. Peterson / Assistant Transit Director

Date: August 19, 2016

RE: *LinkFM Ridership Report*



Ridership Improving

The extensive amount of construction in downtown Fargo is helping to increase the ridership on LinkFM. In August of 2015 LinkFM ridership was at 3.32 rides per hour; rides per hour have increased to 10.47 rides per hour.

LinkFM Ridership				
Month	Ridership	Revenue Hours	Rides / Rev Hour	
June of 2015	877	292.0	3.00	<i>**Scandinavian Festival</i>
July of 2015	2,750	332.5	8.27	<i>**Street Fair</i>
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	
February of 2016	2,434	287.0	8.48	<i>**Unglued</i>
March of 2016	2,087	312.0	6.69	<i>**Celtic Festival</i>
April of 2016	1,644	287.0	5.73	<i>**Route changed 4/18</i>
May of 2016	1,730	280.0	6.18	
June of 2016	2,429	308.0	7.89	<i>**Scandinavian Festival</i>
July of 2016	6,507	360.5	18.05	<i>**Street Fair / TEDx Events</i>
August of 2016	1,905	182.0	10.47	<i>**Through Aug. 18th</i>
TOTALS	30,590	4356.0	7.02	

On-Street Parking Data Collection April 2016

