PLANNING AND DEVELOPMENT
200 3rd Street North
Fargo, North Dakota
Phone: (701) 241-1474
Fax: (701) 241-1526
E-Mail: planning@cityoffargo.com
www.cityoffargo.com

MEMORANDUM

TO: Parking Commission Members
FROM: Joe Nigg, Planner
DATE: January 25, 2016
RE: January 29th 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 January 29th, 2016, 8:00 a.m.
City Commission Room
AGENDA

1. Approve Order of Agenda
2. Minutes – Meeting of December 4, 2015 (Attachment 1)
3. On-Street Parking Enforcement Changes and Implementation Update (Attachment 2)
4. On-Street Data Collection (Attachment 3)
5. 2nd Avenue & Roberts Street RFP and Next Steps (Attachment 4)
6. LinkFM (downtown circulator) Update (Attachment 5)
7. Interstate / Operator Report (Attachment 6)
   a. November and December Financials
8. Updates (Attachment 7)
   a. Marketing Sub-Committee
   b. Civic Ramp and IPR Condition Assessment RFP
   c. 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. 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: December 4, 2015:

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, December 4, 2015.

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

Item 2: Minutes: Regular Meeting of November 2, 2015
Member Walvatne moved the minutes of the November 2, 2015 Parking Commission meeting be approved. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

Item 3: Consider On-Street Parking Enforcement Changes: APPROVED
Planner Joe Nigg provided a brief summary stating staff and the Parking Commission are exploring on-street enforcement changes to transition the current parking system to a more 'friendly' approach. He stated implementation could be feasible by January 1, 2016. He added staff received feedback from the Downtown Community Partnership (DCP) Board of Directors expressing their support for the proposed changes while also encouraging the Parking Commission to consider a phased implementation.

Discussion was held regarding the proposed changes.

Member Thorson moved to recommend approval of the proposed on-street enforcement changes and to forward the following to City Commission for review and consideration: (1) Ordinance Changes; (2) Interstate Contract; (3) Professional Account Management LLC [Duncan Solutions] Contract. Second by Member Walvatne. All Members present voted aye and the motion was declared carried.

Item 4: On-Street Data Collection
Commissioner Williams stated Item 4 is being withdrawn and it will be instead reviewed at the January meeting.

Item 5: LinkFM (downtown circulator) Update
Mr. Nigg presented an update on the LinkFM downtown circulator, noting the incremental increases in ridership over the past months.

Item 6: Interstate / Operator Report
Andy Renfrew, Interstate Parking, reviewed the October operations report noting parking demand is very strong, with available capacity remaining at the Island Park Ramp.

Discussion was held regarding the collection of occupancy data for the downtown parking ramps; the impact the downtown ice rink will have on current renters in the Main Avenue lot; and downtown parking facility lighting and signage.

Item 7: Updates
a. 2016 Parking Rate Schedule - Implementation
Mr. Nigg presented the 2016 Parking Rate Schedule, effective January 1, 2016. He added Interstate Parking has been working to notify all existing contract renters of the upcoming rate changes.

b. Marketing Sub-Committee
Mr. Nigg stated the marketing sub-committee met in November to discuss improving the visibility of the downtown parking program. He reviewed the priority items of this committee which include development of a downtown informational flyer to accompany parking warning tickets; creation of informational materials to be used by merchants; general marketing strategic plan and budget; parking brochure updates; and signage.

c. Request for Redevelopment Proposals – 2nd Ave / Roberts St
Mr. Nigg provided a brief update on the 2nd Avenue North/Roberts Street Request for Proposals (RFP) that was reviewed by the Parking Commission in November. He added the RFP was released on November 13 and the submittal deadline is January 15, 2016.

d. Downtown City Center Comprehensive Plan RFP
Mr. Nigg presented a Request for Proposals (RFP) to the Board for a downtown Fargo City Center Comprehensive Plan, adding this plan would build upon efforts outlined in the GO2030 Fargo Comprehensive Plan and address items such as vision/branding, market data, transportation, economic development, land use, parking, and infrastructure. He stated the RFP would be published in December and proposals would be due at the end of January 2016.

Item 8: Other Issues or Public Comments
No other issues or public comments were discussed.

The time at adjournment was 9:03 a.m.

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MEMORANDUM

TO: Parking Commission

FROM: Joe Nigg, Senior Planner

DATE: January 25, 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 1st 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 are now aiming to fully launch this effort in early February.

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

Contracts – Contract amendments with both Interstate Parking and Duncan Solutions have been executed. Interstate is currently working to hire the necessary staff to support the transition of enforcement in the downtown area and Interstate has also been working closely with the Police Department over the last few weeks to complete training activities.

Ordinance Amendments – Approved by City Commission on January 4th (waiting to be published to coordinate with launch date)

Media – The Parking Marketing Sub-Committee has discussed the possibility of a coordinated media campaign to align with the still 'to-be-determined' official launch date of the enforcement changes. The committee has had a preliminary conversation with Spotlight Media to assist in this effort – although there is a possibility that this work may still be handled and coordinated internally between the City and Interstate Parking.

2016 Parking Guide – The marketing sub-committee (Randy, Margie, Andy, Joe) along with a design group (Interstate, City, DCP, CVB, graphic designer) have been working on a "parking guide" that will accompany any warning citation that is issued. The idea being that this guide will show folks parking options (on-street, off-street, LinkFM) so they are able to avoid a parking ticket during their next downtown visit. In addition, we see this document serving 2 other purposes: (1) for merchants to communicate with customers; and (2) event parking guide. This document would be an annual publication, so there will be opportunities to further enhance and adjust in subsequent years. See attached PDF for further details. This document has been sent to a professional printer and we should have hard copies available at the meeting.

COME JOIN US.

Here is a calendar of events happening downtown Fargo in 2016. Use this guide to locate a parking space and something exciting to do!

FEBRUARY 26-27
Unglued Craft Fest

MARCH 12
St Patrick's Day Parade

MARCH 15-19
Fargo Film Festival

MAY 21
Fargo Marathon

JUNE 2
"Cruisin' Broadway"

JULY 7
"Cruisin' Broadway"

JULY 10
Streets Alive

JULY 14-16
Downtown Fargo Street Fair

JULY 21
TEDx Fargo

AUGUST 4
"Cruisin' Broadway"

AUGUST 21
FM PRIDE Parade

AUGUST 27-28
Island Park Craft Show

AUGUST 28
Streets Alive

SEPTEMBER 1
"Cruisin' Broadway"

SEPTEMBER 31
NDSU Homecoming Parade

SEPTEMBER 25
Streets Alive

OCTOBER 8
Oktoberfest

NOVEMBER 22
Xcel Energy Holiday Lights Parade

Warning Citation

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

www.FargoParking.com
701-235-1618
502 NP Avenue North
Fargo, North Dakota 58102

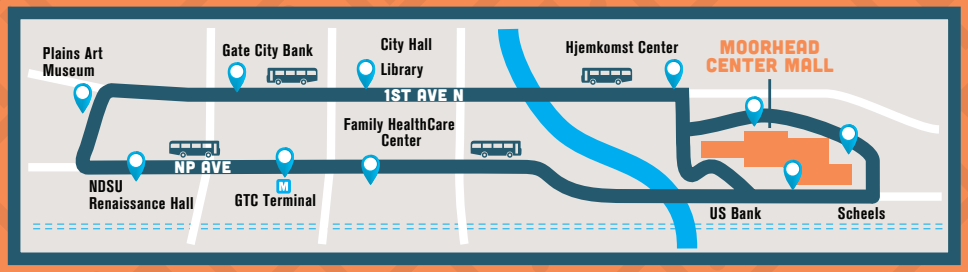
Welcome TO DOWNTOWN FARGO

2016 parking guide

LINK FM

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

HOURLY PARKING LOTS

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

1. Civic Center Ramp
   411 2nd Ave. North
2. 2nd Ave. N. North Lot
   625 2nd Ave. North
3. 2nd Ave. N. South Lot
   624 2nd Ave. North
4. NP Ave. Lot
   636 NP Ave. North

MONTHLY PARKING LOTS

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

ON-STREET PARKING

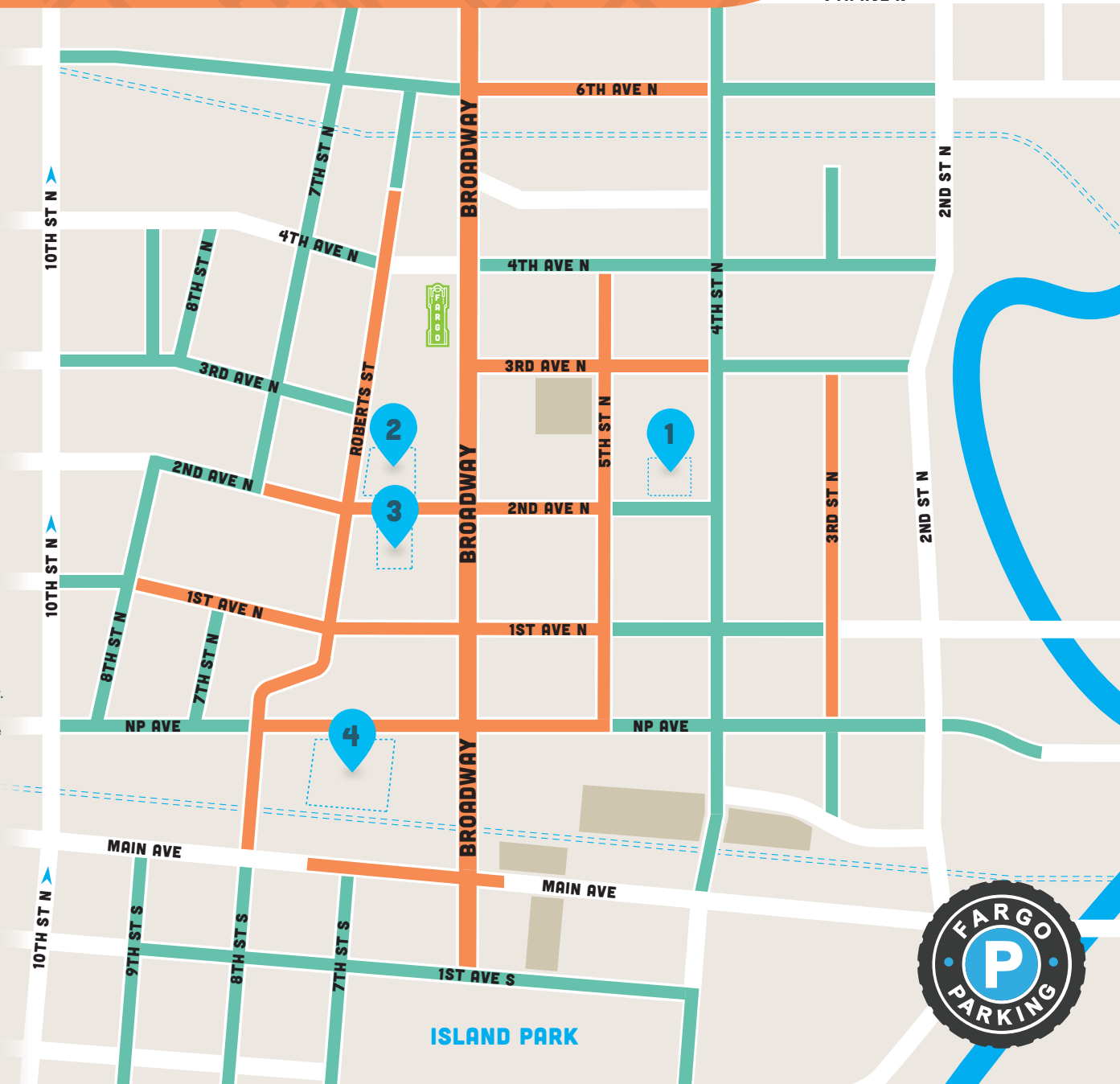
- 90-Minute/2-Hour
- 4-Hour

8:00am–5:00pm • Monday–Saturday

See **FargoParking.com** for night parking restrictions.

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.



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MEMORANDUM

Attachment 3

TO: Parking Commission

FROM: Joe Nigg, Senior Planner

DATE: January 25, 2016

RE: On-Street Data Collection Program

The need for a continual and consistent data management program to track the occupancy of on-street and off-street parking space utilization has been a topic of discussion at a number of Parking Commission meetings over the last several years. Interstate has started collecting and tracking occupancy data within the off-street lots which includes both contract and hourly parkers (see attached operator report for additional details). 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 in to 8 data collection areas.

As noted below, the Planning Department will focus on collecting the data quarterly.

Data Collection Timeframes (quarterly):

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

Count Intervals:

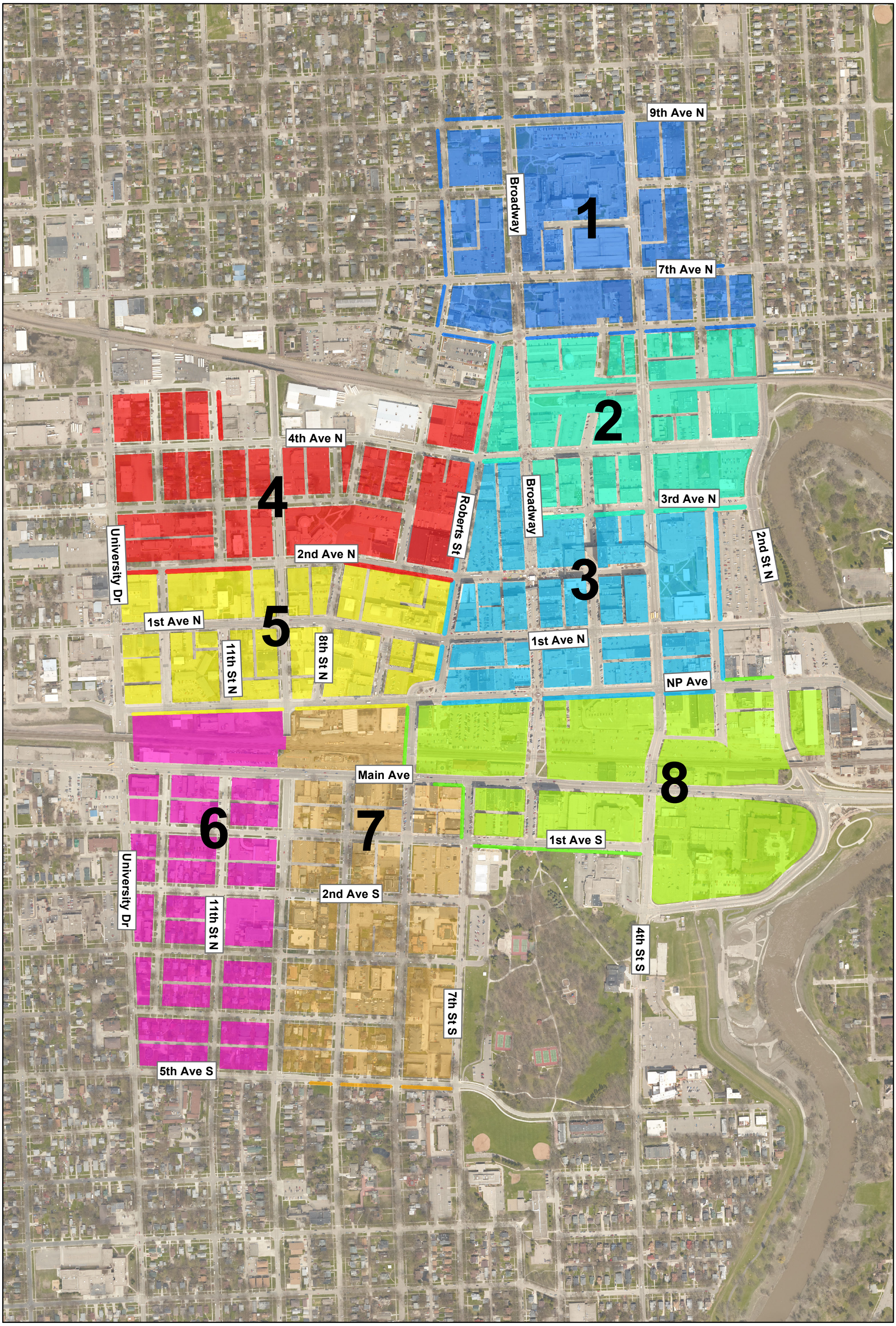
- A.M. (9 a.m.)
- Mid-Day (Noon)
- Evening (4 p.m.)
- Night (8 p.m.)

Data. Attached is a map that shows the data collected in 2011 (peak hour 12 p.m.) compared with the most recent data collection effort that was completed in October of 2015 (peak hour 12 p.m.). Note that the 2015 data and any data collected as part of future efforts will be available at the block face level – although the attached map shows an aggregated block total.

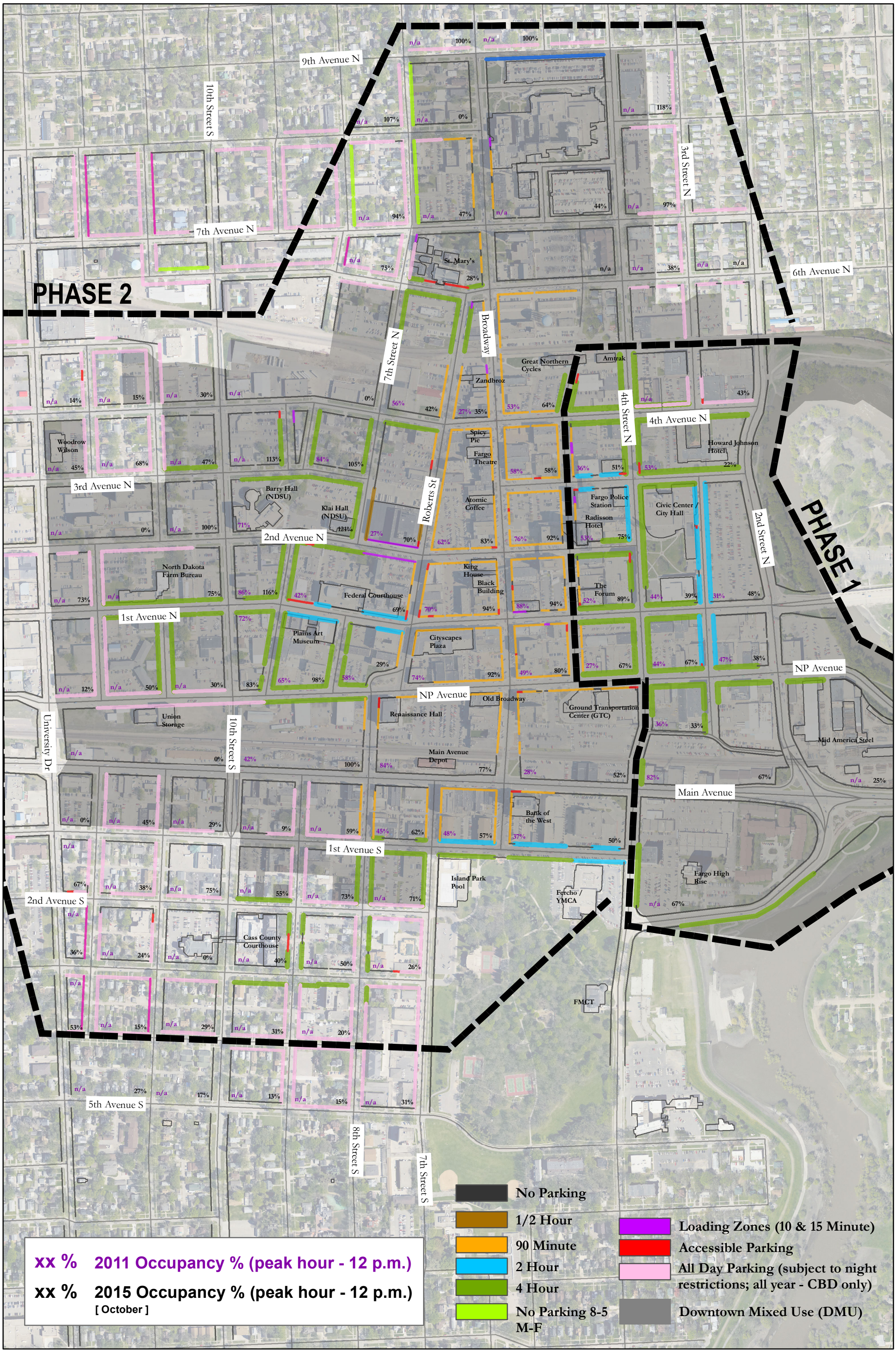
In short, the utilization of on-street capacity has increased since 2011. The 2011 data shows only 54% of the on-street capacity was being utilized versus the 2015 data that shows 65% (at least for blocks that could be compared). This change is probably attributable to increased activity in the downtown area in addition to the Parking Commission's decision to transition underutilized 'fringe' blocks to 4-hour time zones.

Going forward, the on-street and off-street data should assist the Parking Commission in making more informed decisions on the management of both on-street and off-street parking resources.

On-Street Data Collection Districts



DOWNTOWN TIME ZONES - PEAK HOUR OCCUPANCY



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MEMORANDUM

TO: Parking Commission

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

Attachment 4

DATE: January 25, 2016

RE: 2nd Ave & Roberts Street RFP and Next Steps

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/

In terms of next steps, the Fargo Parking Commission will be working through a process to formally review the proposals in the month of February. The Parking Commission will be facilitating the interviews and the vetting process, pursuant to the general outline provided below:

Parking Commission Review	February 1st (week of)
Parking Commission Special Meeting (to discuss)	mid-February
Interviews & Proposal Presentations	late-February
Finalize Negotiations – Public/Private Partnership	March

The Planning Department is working on preparing a detailed comparison matrix that will be ready prior to the February special meeting. As part of this effort, we should also have feedback from the Finance Department and Interstate Parking on each proposal.

As a reminder, in 2015 the Parking Commission finalized a Downtown Parking Ramp Feasibility Study which was intended to explore the viability of various parking ramp and mixed use concepts at a number of strategic sites in the downtown core. A digital copy of the final report is available via the link below, which may be helpful as commissioner's review and analyze the proposals.

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

CITY OF FARGO
REQUEST FOR PROPOSALS
Published: November 13, 2015

Request for Redevelopment Proposals in the Area of Tax Increment Financing District No. 2015-03 (2nd Ave N & Roberts Street)

I. PURPOSE

The City of Fargo is seeking proposals from qualified developers, development groups and/or investment groups to develop city-owned property at 625 2nd Avenue North. The City would anticipate negotiating a public / private partnership as per N.D.C.C. 48-02.1 that would result in an urban scale mixed-use development with an integrated parking structure owned and operated by the City.

II. DEVELOPMENT GOALS

The City's development goals for the property are as follows:

- High quality new construction and a structure(s) with a mix of uses (retail, commercial, residential, hospitality, office) and active street-front and/or alley retail or commercial.
- Urban scale development with consideration to the surrounding urban context;
- Providing approximately 400 parking spaces that would be publicly owned following completion of the development project.

III. PROPOSAL CONTENT

A. Proposal: The intent of the RFP is to assess and evaluate each respondent's capabilities, qualifications and conceptual development schematic. Proposals will be evaluated based on the criteria outlined in this RFQ. Interested respondents shall include a memorandum formalizing said interest **and** shall also include the following:

- Cover Letter: A letter signed by a principal or authorized representative whom can make legally binding commitments on behalf of the entity or entities.

- Project Schematic: A description (narrative) as well as preliminary schematic plans and renderings of the proposed redevelopment concept. At minimum, schematic plans should depict the overall development plan inclusive of details such as building sizes, square footage of specific components, number of parking spaces, materials and design style, circulation patterns, loading/service provisions and a description of the timing for any phased improvements.

- Financials: A preliminary capital pro forma which shall identify funding sources and use of funds. The pro forma shall indicate the level of public assistance needed to facilitate development of the aforementioned parking spaces.

- Identification of Entity(ies): Proposals shall outline a description of each entity(ies) involvement in the project. A profile of relevant experience shall be included specific to projects completed, location, type of development, project cost, project status and funding sources.

- Timeline: A proposed process and schedule to complete the project.

IV. DESCRIPTION OF THE PROPERTY

- Address: 625 2nd Avenue North
- Legal Description: SOUTH 1/2 OF LOT 9 & ALL OF LOTS 10, 11 & 12; ROBERTS ADDITION

- Lot Size: 33,652.74 square feet (0.77 Acres)
- Zoning: Downtown Mixed-Use (DMU). Note that within the DMU zoning district there are no height restrictions or building setback requirements.

V. SUBMITTAL INSTRUCTIONS

A. Proposals will be accepted up until 4:30 p.m. on Friday January 15, 2016. Proposals should be directed to the following address or submitted electronically (PDF) to the City of Fargo at planning@cityoffargo.com. Any questions can be directed to Jim Gilmour or Joe Nigg, City of Fargo Planning Department by phone at 701.241.1474 or by email at jgilmour@cityoffargo.com or jnigg@cityoffargo.com.

City of Fargo
Attn: Planning Department
200 3rd Street North
Fargo, North Dakota 58102

VI. TERMS / CONDITIONS

A. The City reserves the right to reject any or all proposals or any proposal in whole or in part.

VII. SELECTION CRITERIA

A. The City's review committee will evaluate proposals based on the following criteria:

- Consistency with stated city goals (specific to urban design, high quality construction and integrated parking)
- Ability and feasibility of development concept implementation
- Project timeline
- Respondent's experience with related projects and past project history

VIII. ATTACHMENTS

A. Location Map
- Tax Increment Financing District (2015-03)

IX. OTHER

A. 217 Roberts Street – This parcel is immediately adjacent to the city-owned property identified in this RFP as 625 2nd Avenue North. The parcel is currently represented by a local development group whom would be willing to listen to any proposals or ideas that may include this parcel as part of a development project. See contact information below:

Kilbourne Group
210 Broadway, Suite 300
Fargo, ND 58102
701.237.2279

B. 223 and 229 Roberts Street – These parcels are within the boundary of TIF District 2015-03. See contact information below:

Dillard LLP
c/o US Bank National Association
Ann Olheiser, Assistant Vice President
P.O. Box 1980
Fargo, ND 58107

701.280.3686

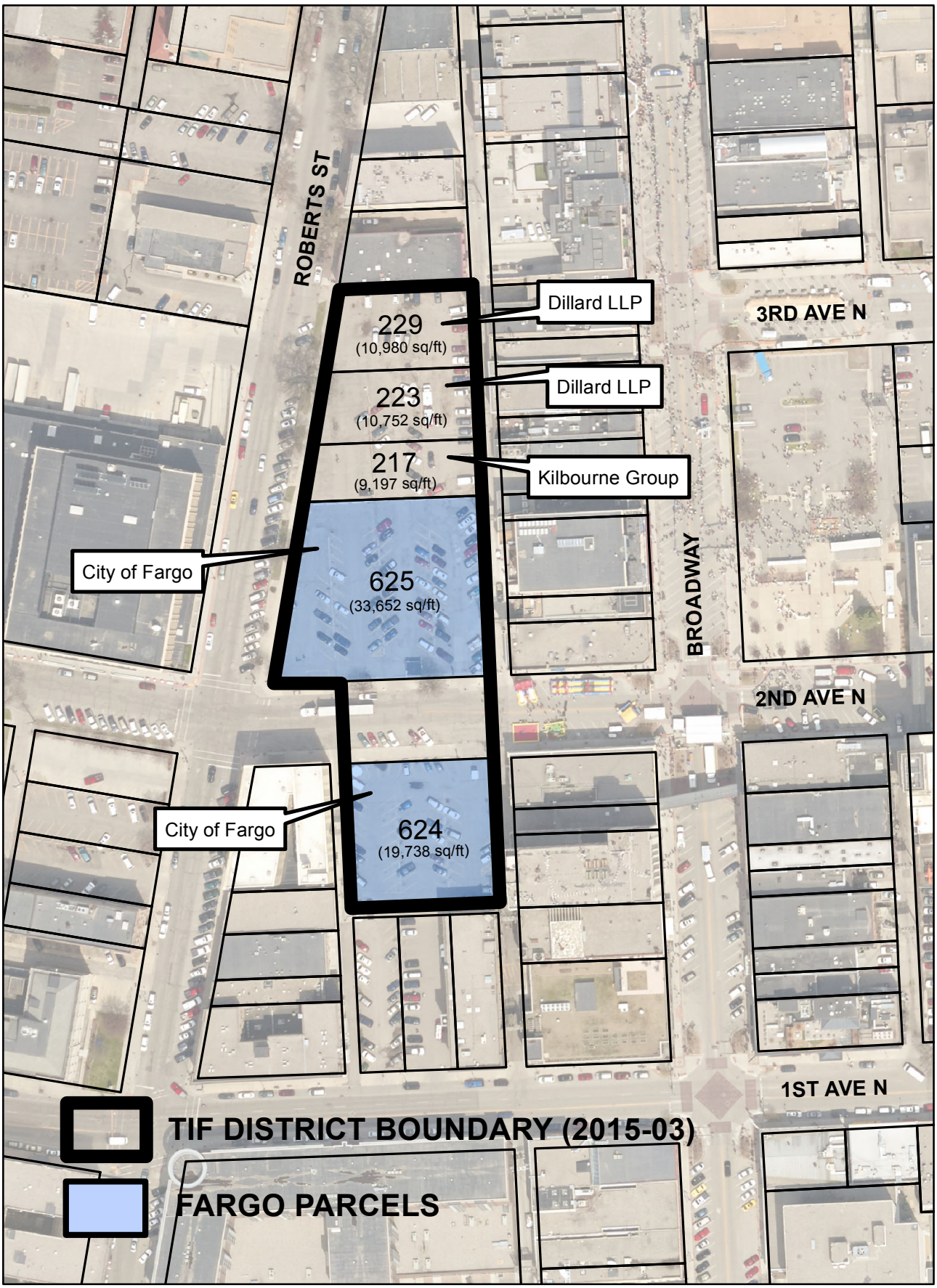
C. 624 2nd Avenue North – This parcel is owned by the City of Fargo. The City would make this parcel available for acquisition or development as part of a development concept and negotiated development agreement.

D. 2015 Parking Ramp Feasibility Study – The City of Fargo completed a downtown parking ramp feasibility study in 2015. The overarching intent of the study was to explore various sites and concepts to facilitate construction of future downtown parking studies. This effort included analysis and a number of conceptual renderings specific to the 2nd Avenue North and Roberts Street site.

A digital copy of the final report is available at the following web link or by contacting the Fargo Planning Department.

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

EXHIBIT A


ROBERTS ST
Dillard LLP
229
(10,980 sq/ft)
Dillard LLP
223
(10,752 sq/ft)
217
(9,197 sq/ft)
Kilbourne Group
City of Fargo
625
(33,652 sq/ft)
BROADWAY
3RD AVE N
2ND AVE N
City of Fargo
624
(19,738 sq/ft)
1ST AVE N
TIF DISTRICT BOUNDARY (2015-03)
FARGO PARCELS

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MEMORANDUM

Attachment 5

TO: Parking Commission

FROM: Joe Nigg, Senior Planner

DATE: January 25, 2016

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

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Updated 'monthly' ridership numbers are included in the attached spreadsheet.

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**	***Street Fair***
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**	
1/2/2016 - 1/15/2016	659	134.0	**4.92**	
TOTALS	**10,410**	**2064.5**	**5.04**	

TO: Parking Commission

FROM: Interstate Parking

DATE: January 25th, 2016

RE: Financial and Operations Report for November/December 2015

Operations

The Island Park Ramp continues to be the only facility that is accepting new contract parkers. December saw the planned addition of nearly 40 parkers in the Island Park Ramp and one large tenant cancelled approximately 20 parkers that were no longer needed, however we continue to have plenty of additional capacity in the ramp.

We continue to see very strong demand in the 2nd Avenue and Roberts area and have been approached by a new tenant in the Federal Building seeking 30 spaces.

					OCTOBER PERCENT OCCUPIED		DECEMBER PERCENT OCCUPIED	
Name	Total Spaces	Available Monthly Spaces	Spaces Rented	% Sold	10 AM - Noon	2 PM - 5 PM	10 AM - Noon	2 PM - 5 PM
Civic Ramp	250	225	218	97%				
3rd Ave.	40	40	45	113%	72%	73%	74%	74%
2nd Ave. N	100	110	126	115%	84%	89%	92%	88%
2nd Ave. S	65	25	33	132%	68%	66%	81%	79%
NP Ave.	145	85	78	92%	76%	77%	81%	84%
GTC	185	185	223	121%	61%	58%	71%	62%
4th St.	174	174	292	168%	66%	68%	64%	73%
3rd St.	145	145	224	154%	87%	81%	86%	90%
Main Ave.	75	75	83	111%	37%	40%	82%	87%
IPR	355	355	564	159%				

Financial Report

December seems to buck the trend of increased transient revenue in the winter months as both December 2014 and 2015 saw decreases in transient revenue from the month prior. Transient revenue decreased in two of the four daily lots: NP Avenue lot and Civic Ramp. In the Civic Ramp this was driven by a decrease in validation revenue and I suspect NDSU's winter break as the cause for the drop-off at NP Avenue. The parking system as a whole however, saw an increase in revenue from November.

Pay-by-phone participation is steadily increasing and is most popular in the NP Avenue lot, accounting for 14% of transient revenue there and 8% overall.

Enforcement

In December we issued 140 citations and 309 warnings. This is a significant increase in enforcement. Again, for reference, the first full month of enforcement was August when we issued 81 citations and 291 warnings. The collection rate is 59% for the year.

City of Fargo

2015 Revenue Report

For the Month Ending November 30, 2015:

	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	15,480.00	-	3,024.00	7,648.20	1,800.00	4,851.00	15,052.20	14,823.20	10,640.00	4,578.00	24,628.93	102,525.53
Transient Revenue	1,410.25	-	-	1,156.25	1,387.50	2,911.05	-	-	-	-	-	6,865.05
Pay by Phone	-	-	-	37.50	130.50	193.00	-	-	-	-	-	361.00
Validation Revenue	6,560.50	-	-	114.00	149.25	58.25	-	-	-	-	135.75	7,017.75
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Violation Revenue	-	-	22.00	122.00	34.00	405.00	-	-	44.00	-	-	627.00
Gross Revenue	**$ 23,450.75**	**$ -**	**$ 3,046.00**	**$ 9,077.95**	**$ 3,501.25**	**$ 8,418.30**	**$ 15,052.20**	**$ 14,823.20**	**$ 10,684.00**	**$ 4,578.00**	**$ 24,764.68**	**$ 117,396.33**
Credit Card Fees	(166.95)	-	(24.89)	(169.45)	(258.48)	(277.95)	(27.75)	(9.01)	(14.75)	(4.26)	(69.73)	(1,023.22)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	-	-	-	-	-	-	-	-	-
City Expenses:	-	-	-	-	-	-	-	-	-	-	-	
Passport Fees	-	-	(2.00)	(67.80)	(32.10)	(158.10)	-	-	(21.60)	-	-	(281.60)
Hangtags	-	-	-	-	-	-	-	(564.74)	-	(188.24)	-	(752.98)
Wiring Removal	-	-	-	-	-	-	(2,143.50)	-	-	-	-	(2,143.50)
Fence Installation	-	-	-	-	-	(5,400.00)	-	-	-	-	-	(5,400.00)
Delineator Posts	-	-	-	-	-	-	-	-	-	-	(2,370.38)	(2,370.38)
Management Fee	(7,879.00)	(2,305.00)	(1,261.00)	(3,152.00)	(2,049.00)	(1,590.00)	(5,830.00)	(5,515.00)	(4,570.00)	(2,364.00)	(2,780.00)	(39,295.00)
												-
GTC Office Lease	-	-	-	-	-	-	120.00	-	-	-	-	120.00
Total Adjustments	**(8,045.95)**	**(2,305.00)**	**(1,287.89)**	**(3,389.25)**	**(2,339.58)**	**(7,426.05)**	**(7,881.25)**	**(6,088.75)**	**(4,606.35)**	**(2,556.50)**	**(5,220.11)**	**(51,146.68)**
Net Operating Income	**$ 15,404.80**	**$ (2,305.00)**	**$ 1,758.11**	**$ 5,688.70**	**$ 1,161.67**	**$ 992.25**	**$ 7,170.95**	**$ 8,734.45**	**$ 6,077.65**	**$ 2,021.50**	**$ 19,544.57**	**$ 66,249.65**
Net Initial Accounts Receivable Collections	-	-	-	-	-	-	-	-	-	-	-	-
Due to the City of Fargo	**$ 15,404.80**	**$ (2,305.00)**	**$ 1,758.11**	**$ 5,688.70**	**$ 1,161.67**	**$ 992.25**	**$ 7,170.95**	**$ 8,734.45**	**$ 6,077.65**	**$ 2,021.50**	**$ 19,544.57**	**$ 66,249.65**

City of Fargo

2015 Revenue Report

For the Ten Months Ending October 31, 2015:

	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	170,490.82	6,442.13	34,351.46	83,165.79	19,941.44	48,498.98	158,428.88	158,759.21	115,006.09	41,383.84	260,780.07	1,097,248.71
Transient Revenue	22,118.13	2,497.00	-	4,548.80	23,888.35	37,887.11	-	-	-	-	-	90,939.39
Pay by Phone	12.00	-	-	48.00	199.50	612.00	-	-	-	-	-	871.50
Validation Revenue	48,129.00	159.00	-	198.00	1,776.00	458.25	478.00	-	-	-	345.75	51,544.00
Event Revenue	206.00	10,757.80	-	330.00	804.00	1,212.00	-	202.75	45.00	1,164.00	2,695.00	17,416.55
Violations Revenue	-	-	73.00	385.00	190.00	1,762.00	-	-	66.00	51.00	-	2,527.00
Gross Revenue	**$ 240,955.95**	**$ 19,855.93**	**$ 34,424.46**	**$ 88,675.59**	**$ 46,799.29**	**$ 90,430.34**	**$ 158,906.88**	**$ 158,961.96**	**$ 115,117.09**	**$ 42,598.84**	**$ 263,820.82**	**$ 1,260,547.15**
Credit Card Fees	(1,377.98)	(395.48)	(57.82)	(500.05)	(1,866.30)	(2,832.42)	(138.65)	(59.11)	(94.38)	(48.51)	(368.71)	(7,739.41)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	(2,557.50)	-	-	(7,102.50)	(6,067.50)	-	(165.00)	-	(480.00)	-	(16,372.50)
Enforcement Payroll	-	(1,756.98)	(156.18)	(390.44)	(253.78)	(566.14)	(816.47)	(683.28)	(566.14)	(292.83)	(1,561.78)	(7,044.02)
City Expenses:												
GTC Attendant Labor	-	-	-	-	-	-	(67.50)	-	-	-	-	(67.50)
Signage	(755.17)	(666.93)	(128.91)	(1,507.63)	(1,370.16)	(2,055.66)	(1,834.71)	(128.91)	(128.91)	(334.71)	(128.91)	(9,040.61)
Ticket Spitter Removal	-	-	-	-	-	-	(689.70)	-	-	-	-	(689.70)
Don Harstad Service	(1,525.31)	-	-	-	-	-	(508.44)	-	-	-	-	(2,033.75)
Key and Lock Service	-	-	-	-	-	-	-	-	-	-	(96.99)	(96.99)
Landscaping	-	-	-	(2,488.00)	-	-	-	-	-	-	-	(2,488.00)
Electrical Work	-	-	-	(540.00)	-	-	(1,279.86)	-	-	-	(434.12)	(2,253.98)
Lot Maintenance	-	-	-	(925.00)	-	(884.45)	(300.00)	(3,288.00)	-	-	(376.25)	(5,773.70)
Hang Tags/Access Cards	-	(601.19)	-	-	-	-	-	(564.74)	-	(188.24)	(395.63)	(1,749.80)
Wiring Removal	-	-	-	-	-	-	(2,143.50)	-	-	-	-	(2,143.50)
Fence Installation	-	-	-	-	-	(5,400.00)	-	-	-	-	-	(5,400.00)
Delineator Posts	-	-	-	-	-	-	-	-	-	-	(2,370.38)	(2,370.38)
Passport Printers	-	(179.16)	(179.16)	(179.16)	(179.17)	(179.17)	-	(179.17)	(179.17)	(179.17)	(179.17)	(1,612.50)
Passport Fees	-	-	(8.00)	(103.40)	(92.10)	(483.99)	-	-	(32.40)	(6.00)	-	(725.89)
Website Hosting	(14.90)	-	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(149.00)
Management Fee	(86,662.00)	(25,349.00)	(13,865.00)	(34,664.00)	(22,531.00)	(17,485.00)	(64,130.00)	(60,663.00)	(50,263.00)	(25,998.00)	(30,580.00)	(432,190.00)
GTC Office Lease	-	-	-	-	-	-	1,320.00	-	-	-	-	1,320.00
Total Adjustments	**(90,335.36)**	**(31,506.24)**	**(14,409.97)**	**(41,312.58)**	**(33,409.91)**	**(35,969.23)**	**(70,603.73)**	**(65,746.11)**	**(51,278.90)**	**(27,542.36)**	**(36,506.84)**	**(498,621.23)**
Net Operating Income	**$ 150,620.59**	**$ (11,650.31)**	**$ 20,014.49**	**$ 47,363.01**	**$ 13,389.38**	**$ 54,461.11**	**$ 88,303.15**	**$ 93,215.85**	**$ 63,838.19**	**$ 15,056.48**	**$ 227,313.98**	**$ 761,925.92**
Net Initial Accounts Receivable Collections	**9,597.00**	**(28.00)**	**(108.00)**	**1,316.00**	**-**	**216.00**	**2,984.00**	**16,796.00**	**(130.00)**	**3,947.00**	**23,238.00**	**57,828.00**
Due to the City of Fargo	**$ 160,217.59**	**$ (11,678.31)**	**$ 19,906.49**	**$ 48,679.01**	**$ 13,389.38**	**$ 54,677.11**	**$ 91,287.15**	**$ 110,011.85**	**$ 63,708.19**	**$ 19,003.48**	**$ 250,551.98**	**$ 819,753.92**

City of Fargo

2015 Revenue Report

For the Month Ending December 31, 2015:

	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	15,552.00	-	3,384.00	7,686.00	1,825.55	4,851.00	15,319.00	15,186.00	10,808.00	4,505.00	28,681.10	107,797.65
Transient Revenue	1,370.75	-	-	1,479.05	1,431.05	2,551.00	-	-	-	-	-	6,831.85
Pay by Phone	-	-	-	14.55	173.40	357.60	-	-	-	-	-	545.55
Validation Revenue	6,032.00	-	-	66.75	210.00	33.00	-	-	-	-	-	6,341.75
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Violation Revenue	-	-	17.00	90.00	68.00	531.00	-	-	-	-	-	706.00
Gross Revenue	**$ 22,954.75**	**$ -**	**$ 3,401.00**	**$ 9,336.35**	**$ 3,708.00**	**$ 8,323.60**	**$ 15,319.00**	**$ 15,186.00**	**$ 10,808.00**	**$ 4,505.00**	**$ 28,681.10**	**$ 122,222.80**
Credit Card Fees	(147.30)	-	(12.73)	(183.48)	(233.90)	(236.87)	(18.19)	(7.07)	(14.14)	(5.35)	(69.58)	(928.61)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	(101.57)	(9.03)	(22.57)	(14.67)	(32.73)	-	(39.50)	(32.73)	(16.93)	(90.27)	(360.00)
City Expenses:	-	-	-	-	-	-	-	-	-	-	-	
Passport Fees	-	-	-	(25.80)	(17.80)	(168.00)	-	-	(2.00)	-	-	(213.60)
NP Snow Removal	-	-	-	-	-	(1,951.05)	-	-	-	-	-	(1,951.05)
Management Fee	(7,879.00)	(2,305.00)	(1,261.00)	(3,152.00)	(2,049.00)	(1,590.00)	(5,830.00)	(5,515.00)	(4,570.00)	(2,364.00)	(2,780.00)	(39,295.00)
GTC Office Lease	-	-	-	-	-	-	120.00	-	-	-	-	- 120.00
Total Adjustments	**(8,026.30)**	**(2,406.57)**	**(1,282.76)**	**(3,383.85)**	**(2,315.37)**	**(3,978.65)**	**(5,728.19)**	**(5,561.57)**	**(4,618.87)**	**(2,386.28)**	**(2,939.85)**	**(42,628.26)**
Net Operating Income	**$ 14,928.45**	**$ (2,406.57)**	**$ 2,118.24**	**$ 5,952.50**	**$ 1,392.63**	**$ 4,344.95**	**$ 9,590.81**	**$ 9,624.43**	**$ 6,189.13**	**$ 2,118.72**	**$ 25,741.25**	**$ 79,594.54**
Net Initial Accounts Receivable Collections	-	-	-	-	-	-	-	-	-	-	-	-
Due to the City of Fargo	**$ 14,928.45**	**$ (2,406.57)**	**$ 2,118.24**	**$ 5,952.50**	**$ 1,392.63**	**$ 4,344.95**	**$ 9,590.81**	**$ 9,624.43**	**$ 6,189.13**	**$ 2,118.72**	**$ 25,741.25**	**$ 79,594.54**

City of Fargo

2015 Revenue Report

For the Twelve Months Ending December 31, 2015:

	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	186,042.82	6,442.13	37,735.46	90,851.79	21,766.99	53,349.98	173,747.88	173,945.21	125,814.09	45,888.84	289,461.17	1,205,046.36
Transient Revenue	23,488.88	2,497.00	-	6,027.85	25,319.40	40,438.11	-	-	-	-	-	97,771.24
Pay by Phone	12.00	-	-	62.55	372.90	969.60	-	-	-	-	-	1,417.05
Validation Revenue	54,161.00	159.00	-	264.75	1,986.00	491.25	478.00	-	-	-	345.75	57,885.75
Event Revenue	206.00	10,757.80	-	330.00	804.00	1,212.00	-	202.75	45.00	1,164.00	2,695.00	17,416.55
Violations Revenue	-	-	90.00	475.00	258.00	2,293.00	-	-	66.00	51.00	-	3,233.00
Gross Revenue	**$ 263,910.70**	**$ 19,855.93**	**$ 37,825.46**	**$ 98,011.94**	**$ 50,507.29**	**$ 98,753.94**	**$ 174,225.88**	**$ 174,147.96**	**$ 125,925.09**	**$ 47,103.84**	**$ 292,501.92**	**$ 1,382,769.95**
Credit Card Fees	(1,525.28)	(395.48)	(70.55)	(683.53)	(2,100.20)	(3,069.29)	(156.84)	(66.18)	(108.52)	(53.86)	(438.29)	(8,668.02)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-
Special Event Payroll	-	(2,557.50)	-	-	(7,102.50)	(6,067.50)	-	(165.00)	-	(480.00)	-	(16,372.50)
Enforcement Payroll	-	(1,858.55)	(165.21)	(413.01)	(268.45)	(598.87)	(816.47)	(722.78)	(598.87)	(309.76)	(1,652.05)	(7,404.02)
City Expenses:												
GTC Attendant Labor	-	-	-	-	-	-	(67.50)	-	-	-	-	(67.50)
Signage	(755.17)	(666.93)	(128.91)	(1,507.63)	(1,370.16)	(2,055.66)	(1,834.71)	(128.91)	(128.91)	(334.71)	(128.91)	(9,040.61)
Ticket Spitter Removal	-	-	-	-	-	-	(689.70)	-	-	-	-	(689.70)
Don Harstad Service	(1,525.31)	-	-	-	-	-	(508.44)	-	-	-	-	(2,033.75)
Key and Lock Service	-	-	-	-	-	-	-	-	-	-	(96.99)	(96.99)
Landscaping	-	-	-	(2,488.00)	-	-	-	-	-	-	-	(2,488.00)
Electrical Work	-	-	-	(540.00)	-	-	(1,279.86)	-	-	-	(434.12)	(2,253.98)
Lot Maintenance	-	-	-	(925.00)	-	(884.45)	(300.00)	(3,288.00)	-	-	(376.25)	(5,773.70)
Hang Tags/Access Cards	-	(601.19)	-	-	-	-	-	(564.74)	-	(188.24)	(395.63)	(1,749.80)
Wiring Removal	-	-	-	-	-	-	(2,143.50)	-	-	-	-	(2,143.50)
Fence Installation	-	-	-	-	-	(5,400.00)	-	-	-	-	-	(5,400.00)
Delineator Posts	-	-	-	-	-	-	-	-	-	-	(2,370.38)	(2,370.38)
Passport Printers	-	(179.16)	(179.16)	(179.16)	(179.17)	(179.17)	-	(179.17)	(179.17)	(179.17)	(179.17)	(1,612.50)
Passport Fees	-	-	(8.00)	(129.20)	(109.90)	(651.99)	-	-	(34.40)	(6.00)	-	(939.49)
Website Hosting	(14.90)	-	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(14.90)	(149.00)
NP Snow Removal	-	-	-	-	-	(1,951.05)	-	-	-	-	-	(1,951.05)
Management Fee	(94,541.00)	(27,654.00)	(15,126.00)	(37,816.00)	(24,580.00)	(19,075.00)	(69,960.00)	(66,178.00)	(54,833.00)	(28,362.00)	(33,360.00)	(471,485.00)
GTC Office Lease	-	-	-	-	-	-	1,440.00	-	-	-	-	1,440.00
Total Adjustments	**(98,361.66)**	**(33,912.81)**	**(15,692.73)**	**(44,696.43)**	**(35,725.28)**	**(39,947.88)**	**(76,331.92)**	**(71,307.68)**	**(55,897.77)**	**(29,928.64)**	**(39,446.69)**	**(541,249.49)**
Net Operating Income	**$ 165,549.04**	**$ (14,056.88)**	**$ 22,132.73**	**$ 53,315.51**	**$ 14,782.01**	**$ 58,806.06**	**$ 97,893.96**	**$ 102,840.28**	**$ 70,027.32**	**$ 17,175.20**	**$ 253,055.23**	**$ 841,520.46**
Net Initial Accounts Receivable Collections	**9,597.00**	**(28.00)**	**(108.00)**	**1,316.00**	**-**	**216.00**	**2,984.00**	**16,796.00**	**(130.00)**	**3,947.00**	**23,238.00**	**57,828.00**
Due to the City of Fargo	**$ 175,146.04**	**$ (14,084.88)**	**$ 22,024.73**	**$ 54,631.51**	**$ 14,782.01**	**$ 59,022.06**	**$ 100,877.96**	**$ 119,636.28**	**$ 69,897.32**	**$ 21,122.20**	**$ 276,293.23**	**$ 899,348.46**

PLANNING AND DEVELOPMENT
200 Third Street North
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E-mail: planning@cityoffargo.com
www.cityoffargo.com

MEMORANDUM

TO: Parking Commission

FROM: Joe Nigg, Senior Planner

DATE: January 25, 2016

RE: Updates

Attachment 7

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 regularly 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 February on this efforts)
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 15th and the City has received four (4) proposals.

City staff would like to establish a selection committee for this effort – with at least two (2) representatives from the Parking Commission. The process to review the proposals, complete any necessary interviews and to finalize contract negotiations will take place over the month of February. Ultimately, the goal is to have a contract to City Commission to be executed in early March.

> **Recommendation:** To appoint two (2) Parking Commissioners to the selection committee for this project.

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 11th. 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.