



Request for City Council Committee Action From the Department of Public Works

Date: September 25, 2007
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Subject: **Set Public Hearing for the LynLake Municipal Parking Lot - 2007 Assessment Proceedings & 2007 - 2008 Impact Fees.**

Recommendation:

- a. Passage of a resolution establishing the special assessment proceedings for payable 2008 assessments for \$63,245.50.
- b. Setting the Public Hearing on October 23, 2007 before the Transportation & Public Works Committee for considering the annual assessment.
- c. Impact fees for the LynLake Lots be established for the period of September 1, 2007 through August 31, 2008 at \$940.00 per stall for businesses that had licenses, permits to expand their businesses, or approved plans by the City to expand their businesses prior to September 1, 1998, and \$1885.00 per stall for new businesses.

Previous Directives: none

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Jon Wertjes, P.E., PTOE, Director of Traffic & Parking Services

Approved by: _____
Steve Kotke, P. E., City Engineer, Director of Public Works

Presenters: Mike Sachi, Transportation Engineer, Transportation and Parking Services

Permanent Review Committee (PRC) Approval _____ Not applicable X

Policy Review Group Approval _____ Not applicable X

Financial Impact (Check those that apply)

- X No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information)
- ___ Action requires an appropriation increase to the Capital Budget
- ___ Action requires an appropriation increase to the Operating Budget
- ___ Action provides increased revenue for appropriation increase
- ___ Action requires use of contingency or reserves
- ___ Business Plan: X Action is within the plan. ___ Action requires a change to plan.
- ___ Other financial impact (Explain): Special assessment against benefited properties
- ___ Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Community Impact

Neighborhood Notification: Public hearing notices to be sent out

City Goals: Streets will be destinations

Comprehensive Plan: Consistent

Zoning Code: Not Applicable

Background/Supporting Information:

Each year businesses located within 300' of the Lyn-Lake municipal parking lots are assessed for the cost of constructing the two existing lots. This will be the tenth year of this 20-year assessment. The annual assessment is also adjusted to reflect any operating profit (assessment is lessened) or deficit (assessment is increased) for the lots.

In addition to adjusting the total annual assessment, individual assessments are adjusted to reflect any changes to the data used in the assessment formula. The parameters used to calculate individual assessments include market value, building area, parcel area, and parking deficiency.

Debt Service:

The debt-service portion of the 2008 assessment was determined with consideration of the following parameters:

- Ensuring that the debt service portion of the assessment remains the same or is lowered in future years.
- Striving to maintain an annual assessment of less than \$170,773 for the duration of the 20-year assessment period, while recognizing that net operating revenues/expenses are unknown.
- Reduction of the assessment to reflect the sale of the Aldrich Parking Lot.
- Structuring the assessment revenue so that there is no negative impact to the Parking Fund (7500) in future years.

Operating Revenues/Expenses:

All past assessments included estimated operating revenues. The 2008 assessment will include the actual 2006 operating profit of \$48,952.40. Future assessments will continue to apply the net operating revenue/expenses from the most recently completed fiscal year.

Impact Fees:

A unique feature of the administration of these lots are the impact fees, which are charged to businesses that wish to fulfill their zoning and licensing parking requirements by buying into the lot rather than constructing parking of their own. The fees are set annually for the period September 1 – August 31.

C: Robin Hennessy, Attorney's Office
Suzette Hjermstad; Public Works