



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

**Date:** October 12, 2004  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral to:** Honorable Barbara Johnson, Chair Ways & Means/Budget Committee

**Subject: Set Public Hearing: LynLake Municipal Parking Lot - 2004 Assessment Proceedings & 2004 - 2005 Impact Fees**

### Recommendation:

1. Passage of a resolution establishing the special assessment proceedings for payable 2005 assessments for \$105,570.74.
2. Setting the Public Hearing on November 9, 2004 before the Transportation & Public Works Committee for considering the annual assessment.
3. Impact fees for the LynLake Lots be established for the period of September 1, 2004 through August 31, 2005 at \$805 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 \$1610 per stall for new businesses.

This Resolution may be authorized for summary publication.

### Previous Directives:

**Prepared by:** Anthony Stone, Parking Analyst, 673-3162

**Approved by:**

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Klara A. Fabry, P.E., City Engineer, Director of Public Works

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

### Financial Impact (Check those that apply)

- 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
- Other financial impact (Explain): Special Assessments against benefited properties
- Request provided to the Budget Office when provided to the Committee Coordinator

### **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 sixth 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 2004 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 2005 assessment will include the actual 2003 operating profit of \$52,440.10. Future assessments will continue to apply the net operating revenue/expenses from the most recently completed fiscal year. Lot improvements, i.e. new equipment, were included on this year's assessment in the total of \$29,243.22.

### **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. The parking advisory committee has reviewed impact fees and agrees that no changes are needed.

C: Ed Backstrom, Attorney's Office  
Suzette Hjermstad; Public Works