

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

April 16, 2020 Meeting - Communication

To: DDA Members and Staff
From: Jerry Czarnecki
Date: **May 22, 2020**
Subject: **Information regarding the May 26, 2020 Special Meeting**

The next meeting of the Hastings DDA is scheduled for **10:00 a.m.** on **May 26, 2020** by Zoom Meeting. Information is included in the packet for accessing the meeting.

Attached to this communication is the agenda and the information for the upcoming meeting. There is only one decision item on the agenda. This is a discussion to determine if the DDA would cover the entire Special Assessment cost for the Downtown Parking District. This has been brought up as a way to help out building owners in the Downtown Parking District. This would be a one-time consideration with this decision. I have also included the memo that was presented to the City Council that outlines the assessment for the district. The DDA already provides a portion of the assessment (included in the memo).

Please let me know ASAP if you are able to attend a meeting on **MONDAY, MAY 26, 2020 AT 10:00AM** or if you have any questions.

Thanks!

Jerry

NOTICE OF ELECTRONIC MEETING

The Downtown Development Authority (DDA) of the City of Hastings will offer an electronic option for public participation for the special meeting at **10:00 AM on Monday, May 26, 2020** in response to the concerns of COVID-19. This is a regular meeting of the DDA.

If public would like to participate in the meeting, please join:

Internet:

<https://us02web.zoom.us/j/83126146928?pwd=VFZSNFVMaW12aCtEdFZvOGpTbm42dz09>

Meeting ID: 831 2614 6928

Password: 608593

Telephone

312-626-6799

**HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA**

Special Meeting Monday, May 26, 2020

MEETING AT CITY HALL

1. Call to Order/ Roll Call. (Meeting starts at 10:00 a.m.)
2. Approval/Additions/Deletions to Agenda
3. New Business
 - A. Special Assessment District for Downtown Parking Discussion
4. DDA member comments
5. Open Public Discussion and Comments
6. Adjourn



Hastings City Council Memorandum

Date: May 11, 2020

To: Honorable Mayor, Members of the Hastings City Council,
City Staff and City Attorney

From: Jerry Czarnecki, City Manager

Subject: Downtown Parking Special Assessment District

Introduction

Per Section 70-70 of the City of Hastings Code of Ordinances, this agenda memo shall constitute a report from the City Manager regarding the above referenced improvements.

Cost to be Assessed

The cost of ongoing maintenance of the Downtown Parking Lots shall be assessed against those properties deemed to benefit from the use of the parking lots and the maintenance thereof. The assessed costs shall be as determined in the proposed budget for the fiscal year 2020/ 2021. The following direct costs of routine maintenance shall be apportioned:

Item of Work	2019/2020 Budget
Operating Supplies	\$1,000.00
Contractual Services	\$12,000.00
Snow Removal	\$16,000.00
Utilities	\$3,500.00
Equipment Fund Rental	<u>\$11,000.00</u>
Total	\$43,500.00

See the draft fiscal year 2020/2021 budget for additional information regarding the Parking Assessment Fund and the total annual costs related to this fund. The DDA has agreed to pay for a portion of the maintenance costs that is assessed to the property owners. This year the DDA has offered to pay \$15,962.00 of the assessment. The total assessment to property owners in the Downtown Parking Special Assessment District for 2020/2020 will be \$27,600.00.

Basis for Assessment

The assessment district boundaries as well as the formula and procedure for apportionment of the costs for each parcel to be included in the special assessment district shall be as directed by the City Council at their regular meeting on May 11, 2020 meeting.

Schedule and Procedure

May 11, 2020 – City Manager forwards this report to City Council. City Council receives report and sets a public hearing per Section 70-71 of the Ordinance for the May 26, 2020 Council meeting to determine the necessity of the special assessment.

May 12, 2020 – City Clerk publishes notice in newspaper of the May 26, 2020 public hearing related to the necessity of special assessment as per the requirements of Section 70-79 and mails notices of the public hearing per the requirements of Section 70-80.

May 26, 2020 – City Council holds hearing on necessity of special assessment. Council determines parameters of assessment per Section 70-73 of the Ordinance (attached). Council passes resolution of necessity. Council sets public hearing on certified roll for June 8, 2020.

May 27, 2020 – City Clerk publishes notice in newspaper of June 8, 2020 public hearing related to the certified roll for special assessment as per the requirements of Section 70-79 and mails notices of the public hearing per the requirements of Section 70-80.

June 8, 2020 - Assessor prepares and certifies roll and forwards certified roll to City Clerk / Treasurer per Section 70-77. Clerk / Treasurer forwards certified roll to the City Council on June 8, 2020. Roll shall be filed in the office of the City Clerk/Treasurer and noticed as required by Section 70-78.

June 8, 2020 - Council holds public hearing on certified assessment district roll. Council may confirm the roll, annul the roll, confirm the roll with amendments or refer the roll back to the Assessor for revision. Roll to be transmitted back to City Clerk / Treasurer if confirmed. Special assessments to be added to Summer 2020 tax bills.