 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5a
	Title:	Recommendation to Approve and Execute a Resolution with Desman Inc. for Professional Service Downtown Parking Study in the amount of \$43,750.	
Presenter:	Derek Conley, Economic Development Director Russ Colby, Community Development Director		
Meeting: Planning & Development Committee		Date: June 12, 2023	
Proposed Cost: \$ 43,750		Budgeted Amount: \$50,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>On March 20, 2023 the City issued a Request-for-proposals for a downtown parking study. The need for the study comes after years of new development, new businesses, and expanded community events that have attracted more people to the downtown and resulted in more stress on the current downtown parking supply. The City received four proposals from the following firms:</p> <ul style="list-style-type: none"> • Desman Inc.: \$40,220, adjusted to \$43,750 • SP Plus Corp: \$39,950 • Kimley-Horn: \$96,500 • Walker Consultants: \$108,320 <p>The purpose of the study is to provide City staff with insight and data on the current downtown parking environment and recommend initiatives that enhance the parking experience for all downtown visitors. Objectives of the study include: An Existing Conditions Report, A Projected Parking Report, Recommendations for Future Parking Improvements, Recommendations to Improve Downtown Wayfinding Signage.</p> <p>After review of the proposals, interviews, and reference checks, a City staff committee selected Desman Inc. as the preferred consultant to conduct the Parking Study. Desman specializes in planning and design of parking facilities and parking management. The firm has provided services on over 5,000 parking and transportation projects nationwide. The project team is based out of the Chicago office. This specific project team has recently completed downtown studies in Normal, IL, Green Bay, WI, and Bloomington, IN. The completed parking study from Green Bay, WI is attached as an example study.</p> <p>Desman would facilitate public engagement strategy including: stakeholder focus groups, one open-house style community meeting, an online survey, project update memos, and mid-project presentation to City Council. In addition to public engagement, Desman will conduct an existing conditions assessment including peak occupancy surveys.</p> <p>Upon conclusion of the is analysis, Desman will provide a parking strategic implementation plan which outlines specific actions that can serve as a tool for downtown development. The anticipated timeframe of the is study will be 3-4 months.</p>			

Attachments (please list):

Agreement for Professional Services (Including: EXHIBIT A: Notice to Professional Service Providers
EXHIBIT B: Desman Proposal); Example Parking Study - Green Bay, WI

Recommendation/Suggested Action (briefly explain):

Recommendation to Approve and Execute a Resolution with Desman Inc. for Professional Service
Downtown Parking Study in the amount of \$43,750.

St. Charles Agreement for Professional Services Downtown Parking Study

This agreement for professional services ("**Agreement**") has been awarded on June 19, 2023 by City Council and is between the City of St. Charles, an Illinois home rule municipal corporation ("**City**"), located at 2 East Main Street; St. Charles, Illinois 60174 and Desman Inc ("**Professional Service Provider**"), located at 20 N. Clark Street, Suite 300, Chicago, IL 60062. City and Professional Service Provider are at times collectively referred to hereinafter as the "Parties."

RECITALS

Whereas, the City issued Request for Proposal #ED2023-25 (**Solicitation**) for professional services entitled Downtown Parking Study ("**Project**");

Whereas, the Professional Service Provider submitted an offer (**Offer**) in response to the Solicitation and the Professional Service Provider represents that it is ready, willing and able to perform the services specified in the project;

Whereas, the Offer was found to meet the City's requirements as specified in the solicitation;

Whereas, the City awarded the Professional Service Provider the Project, in a total amount not to exceed \$43,750.

Now therefore, in consideration of the foregoing and for the mutual promises hereinafter set forth and for other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows to the following terms and conditions:

Article 1: Contract Documents

- A. Incorporated Documents.** The Contract documents consist of this Agreement and the following attached exhibits. These attachments along with this Agreement represent the entire integrated Contract between the parties and supersede any and all prior negotiations, representations or agreements, written or oral.
- The City's Purchase Order document, to be generated as the Work May Proceed document upon contract execution, is incorporated as the first page of this Contract and said Purchase Order Number will become the identification number for this contract and thus must be referenced on all related documents, inclusive of invoices.
 - The City's Solicitation Package (minus the response pages and sample award documents), all addenda and any related documents is attached as **Exhibit A**
 - The Professional Service Provider's offer and all related documents is attached as **Exhibit B**
 - Insurance Coverage for Professional Service Provider is attached as **Exhibit C**
 - Change Order Form, which is the sole vehicle authorized to amend contract, is attached as **Exhibit D**
- B. Controlling Document.** In the event of a conflict between this Agreement and any attachment or exhibit, the provisions of this Agreement shall control.

Article 2: Services Contracted

- A. Scope of Services.** Professional Service Provider shall provide awarded Services in accordance with the Project Requirements stated within the City's Solicitation [**Exhibit A**], and the Offer submitted by the Professional Service Provider [**Exhibit B**].
- Truthful and Accurate.** Professional Service Provider represents that such material and information furnished in connection with the Solicitation and this Contract is truthful and accurate.
 - Necessary Documentation.** Professional Service Provider acknowledges that it has furnished exhibits, as listed previously, and will continue to furnish requested and necessary documentation, including but not limited to certifications, affidavits, reports and other information.
 - Ownership of Project Documents.** All drawings, specifications, reports, and any other project documents prepared by the Professional Service Provider in connection with any or all of the project services shall be delivered to the City for the expressed use of the City. The Professional Service Provider does have the right to retain original documents, but shall cause to be delivered to the City such quality or documents so as to assure total reproducibility of the documents delivered. All information, worksheets, reports, design calculations, plans, and specifications shall be the sole property of the City

unless otherwise specified within this negotiated Contract. The Professional Service Provider agrees that the basic survey notes and sketches, charts, computations, and other data prepared or obtained by the Professional Service Provider pursuant to the Contract will be made available, upon request, to the City without cost and without restriction or limitations as to their use. All field notes, test records, and reports shall be available to the City upon request.

- B. Status of Independent Professional Service Provider.** Both City and Professional Service Provider agree that Professional Service Provider will act as an Independent Professional Service Provider in the performance of the Project. Accordingly, the Independent Professional Service Provider shall be responsible for payment of all taxes including federal, state, and local taxes arising out of the Professional Service Provider's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Professional Service Provider further acknowledges under the terms of this Contract, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Professional Service Provider is not in any way authorized to make any contract, agreement or promise on behalf of the City, or to create any implied obligation on behalf of City, and Professional Service Provider specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Professional Service Provider, except those specifically identified in this Contract. City shall not have the authority to control the method or manner by which Professional Service Provider complies with the terms of this Contract.

Article 3: Term

- A. Term.** This Contract commences on June 19, 2023 and terminates upon completion of Project as defined in writing by the City. Alteration in termination may occur prior to completion of Project in accordance with the following conditions.
- B. Termination of Contract.** The City has the right to terminate this Contract, in whole or in part at any time. Written notice of termination is to be served by the City to the Professional Service Provider's principal or Professional Service Provider's agent personally or by certified or registered mail, return receipt requested. In the event of termination, the City shall pay the Professional Service Provider for satisfactory services performed as of the effective date of termination. The effective date of termination releases the City from any obligations under this Contract. Professional Service Provider shall deliver to the City any finished and unfinished documents, drawings, studies and reports related to the Project. All such documents, studies and reports shall become the property of the City. The City may terminate this Contract, or any portion of it, as is reasonably necessary in accordance with the following conditions:
- a. **Substitution of Key Personnel.** Should any of the key personnel identified in the offer become unavailable to work on the project; and should no temporary replacement personnel be provided within 24 hours following the commencement of the subject key personnel's unavailability; and/or should no permanent substitute personnel reasonably satisfactory to the City be provided within thirty (30) days of key personnel's unavailability; the City may, at its election, declare breach of contract and terminate the contract for non-performance.
 - b. **Non-performance.** Non-adherence to the terms of this Contract and its incorporated documents on the part of the Professional Service Provider is grounds for termination of the Contract. The City will notify the Professional Service Provider in writing with a 24-hour notice specifying the effective date of termination. In the event of termination due to non-performance on the part of the Professional Service Provider, the City has the authority to contract with an alternate Professional Service Provider to complete this Contract. The Professional Service Provider shall be liable to the City for all incidental and consequential expenses incurred in procuring and securing an alternate Professional Service Provider, including any loss due to alternate Professional Service Provider compensation. The City may deduct expenses and loss, due to breach, from payment to the Professional Service Provider for services already performed. Failure to deduct expenses and losses from the City's payment to the Professional Service Provider does not relieve the Professional Service Provider from the Terms of this condition nor bar the City from seeking alternative legal remedies.
 - c. **Unappropriated Funds.** If sufficient funds have not been appropriated to cover the estimated requirement of this Contract, the City may terminate this Contract. The City may terminate for unappropriated funds by serving the Professional Service Provider with a fourteen (14) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for unappropriated funds after

performance by the Professional Service Provider has commenced, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for unappropriated funds constitutes full satisfaction for services rendered.

- d. **Convenience.** Termination for convenience does not necessitate a reason. The city may terminate for convenience by serving the Professional Service Provider with a seven (7) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for convenience, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for convenience constitutes full satisfaction for services rendered.
- e. **Force Majeure.** A party shall not be held liable for failure of or delay in performing its obligations under this Contract if failure of delay is a result of an event of outside force, including a natural disaster, "Act of God", act of war, act of terrorism, government sanction or strike that could not be foreseen or avoided by prudence. Once performance is delayed by this event of outside force, the non-performing party must make every reasonable attempt to minimize delay. Once performance has been delayed one-hundred and twenty (120) days, performance is considered impracticable due to impossibility, and either party may terminate this Contract.

C. Stop Work. The City may, at any time by written order, require the Professional Service Provider to stop all or part of the services required by this contract. Upon receipt of such an order, the Professional Service Provider shall immediately comply with its terms and take all steps to minimize the occurrence of costs allocable to the services covered by the order. The City will pay for costs associated with suspension provided they are deemed reasonable by the City.

Article 4: Compensation

- A. **Price.** The City shall pay the Professional Service Provider for Services in accordance with the amounts set forth in the Offer. [Exhibit B] The maximum price stated on page 1 of this agreement may not be increased unless the City's Project Manager is provided with supporting documentation to warrant a change, and if upon review and acceptance, a written change order is approved. All change orders shall be by written schedule on a City Change Order form [Exhibit D], and shall be attached as an amendment to this Contract.
- B. **Invoicing.** The Professional Service Provider shall submit an itemized invoice with all supporting documentation as required by the City. Supporting documentation may include, but is not limited to: a supporting schedule of hours worked making explicit the percentage of completion of services as of the date of the invoice; receipts for travel, postage, duplication, subcontracted services; supplier's invoices to justify material mark-up; certified payroll; waivers of lien; and supplier's invoices to justify material mark-up.
- C. **Invoice Submittals.** All invoices must be submitted directly to AccountsPayable@stcharlesil.gov and reference Purchase Order number. Invoices submitted in any other manner will result in a delay of payment.
- D. **Payment.** The City shall make all payments in accordance with the Illinois Local Government Prompt Payment Act or Professional Service Provider's invoice, whichever is more favorable to the City.
 - a. **Schedule of Payment.** The City shall make all payments on the basis of approved invoices and supporting documents. The City shall use its best efforts to make payments within thirty (30) days after review and approval of the invoice. Each payment requires City Council's approval of the Expenditure Approval List which occurs at publicly scheduled meetings.
 - b. **Non-Payment.** All invoices must be submitted to the City within two (2) months of the Professional Service Provider's final performance on this Contract. The City shall not pay any invoices submitted in excess of two (2) months from the date of last service performed per this Contract.

Article 5: Duties

- A. **Consent and Approvals.** The City and the Professional Service Provider represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Contract and its contemplated undertakings.
- B. **Insurance.** The Professional Service Provider shall, during the entire term of this Contract, maintain, at a minimum, the insurance minimums as specified in the Solicitation and under the terms stipulated In **Exhibit C**.
- C. **Standard of Performance.** The Professional Service Provider warrants that the service provided, under the fully incorporated Contract, by the Professional Service Provider and any and all employees, agents, Professional

Service Providers, or subcontractors is performed by individuals who are authorized under all applicable licenses and certifications, and who have completed the requisite training as required by industry standards, professional standards, manufacturers' requirements, and statute. Performance by these parties shall be with the degree, skill, care and diligence customarily required of a professional performing service of comparable scope, purpose and magnitude and in conformance with the applicable industry standards. The Professional Service Provider and its employees, agents, Professional Service Providers, or subcontractors shall perform in strict compliance with the laws and regulations of the City, State, and federal government.

- D. Best Efforts.** The Professional Service Provider shall use its best efforts to assure timely and satisfactory rendering and completion of services under this Contract. The Professional Service Provider shall remain solely responsible for the professional and technical accuracy of all services and deliverables furnished, whether such service is rendered by the Professional Service Provider or others on its behalf including, and without limitation, subcontractors, employees, agents, manufacturers, suppliers, fabricators, and consultants. The Professional Service Provider is not to be relieved from its duty to use best efforts, pursuant to the Contract, by the City's review, approval, acceptance, or payment for any of the agreed to services. Any change to the character, form quality or extent of the Project shall be in writing on a City Change Order form [**Exhibit D**], and attached as an addendum to this Contract.
- E. Non-disclosure.** The Professional Service Provider, its employees, agents, consultants, or subcontractors may have access to the City's confidential information during performance of this Contract. Confidential information includes, but is not limited to, methods, processes, formulas, compositions, systems, techniques, computer programs, databases, research projects, resident identification and contact information, financial data, and other data. The Professional Service Provider shall not directly or indirectly use, disclose or disseminate confidential information to any third party for any purpose other than a purpose explicitly allowed for in this Contract and its integrated documents.
- F. No Duty.** The Professional Service Provider shall not imply any authority to act as an agent of the City. The Professional Service Provider's duties to the City are limited by express authorization under this Contract and by statute.
- G. Hold Harmless and Indemnification.**
- a. **Patents and Copyrights.** The Professional Service Provider warrants that all products used or provided in the fulfillment of this Contract will not infringe on any United States or foreign patent. Professional Service Provider shall indemnify the City against any and all judgments, decrees, legal fees, costs and expenses resulting from such alleged infringement. Professional Service Provider will, upon request of the City and at the Professional Service Provider's own expense, defend any suit or action which may be brought against the City by reason of any alleged infringement of any patent or copyright in the sale or use of products provided to the City by the Professional Service Provider.
 - b. **Loss and Liability.** The Professional Service Provider shall hereby defend and indemnify the City, its directors, agents, officers, employees, and elected officials from and against any and all liabilities, losses, claims, demands, damages, costs, fines, penalties, expenses, judgments, and settlements, including, but not limited to, reasonable attorneys' fees and costs of litigation, and any and all causes of action of any kind or character, that may be incurred as a result of bodily injury, sickness, death, or property damage or as a result of any other claim or suit arising out of or connected with, directly or indirectly, the negligent acts, errors, omissions, or intentional acts or omissions of any agent, employee, subcontractor, Professional Service Provider, or contractor hired to provide any goods or perform any services on behalf of the Professional Service Provider.

Article 6: Policies

- A. Illinois Freedom of Information Act.** The Professional Service Provider acknowledges the requirements of the Illinois Freedom of Information Act (FOIA). Professional Service Provider agrees to comply with all requests made by the City for public records (as defined in FOIA § 2(c)) in the undersigned's possession and/or their subcontractors/suppliers' possession.
- a. **Timeliness.** The Professional Service Provider shall provide the requested public records to the City within two (2) business days of the City's request.
 - b. **Free of Charge.** The Professional Service Provider agrees not to apply any costs or charge any fees to the City for the procurement of the requested records pursuant to a FOIA request.
 - c. **Hold Harmless.** Should the Professional Service Provider deny the City's request unlawfully or request that the City utilize a lawful exemption available under FOIA, Professional Service Provider agrees to pay any and all costs connected with the defense of the Professional Service Provider's denial. All costs

include reasonable attorney and witness fees, filing fees and other expenses related to the defense of a complaint. The Professional Service Provider agrees to indemnify the City against any and all claims, costs, penalties, losses and injuries arising out of or relating to its failure to provide the requested public records to the City under this Contract.

B. Discrimination Prohibited.

- a. **Equal Employment Opportunity.** The Professional Service Provider shall comply with all rules and regulations pertaining to public contracts adopted by the State and the City. The City is an equal opportunity employer.
- b. **ADA.** The Professional Service Provider shall be in compliance with current applicable regulations of the Americans with Disabilities Act.

Article 7: Changes to Contract

- A. **Changes and Alterations.** Any changes or alterations to this Project affecting, inclusive of but not limited to: scope, cost, terms, milestones, deadlines or other significant factors shall be integrated in writing on a City of St. Charles Change Order form. [**Exhibit D**]
- B. **Extension or Renewal of Contract.** The City at its option may extend this Contract for an additional to be determined term if the Professional Service Provider either reduces his price, or holds firm to the proposal prices, conditions and specifications.
- C. **Assignment.** The Professional Service Provider shall not assign, transfer, or subcontract this Contract, in whole or in part, without prior written consent of the City.
- D. **Notification.** All notification under this Contract shall be made as follows:
 - a. **If to the City**
City of St. Charles
Attn: Procurement Division
2 East Main Street
St. Charles, IL 60174
Email: Procurement@stcharlesil.gov
 - b. **With electronic copies to**
Procurement Division: Procurement@stcharlesil.gov
Project Manager: Derek Conley; dconley@stcharlesil.gov
 - c. **If to the Professional Service Provider**
Desman Inc
Project Manager: Gerald Salzman; gsalzman@desman.com
Phone: 312-263-8400

Article 8: Applicability

- A. **Other Entity Use.** The Professional Service Provider may, upon mutual agreement with any municipality or governmental unit, permit that unit to participate in this Contract for substantially similar consulting services under the same or more favorable price, terms and conditions.
- B. **Waiver.** Any failure of either the City or the Professional Service Provider to strictly enforce any terms, right, or condition of this Contract, whether implied or expressed, shall not be construed as a waiver of such term right or condition.
- C. **Severability.** If any provision of this Professional Service Provider is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this Contract, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable.
- D. **Governing Jurisdiction.** The parties agree that any disputes, disagreements, or litigation arising from this Contract, between or amongst them, will be heard and resolved exclusively in the courts of the 16th Judicial Circuit, Kane County, Illinois.
- E. **Governing Law.** The parties agree that the laws of the State of Illinois govern this Contract.

In Witness Whereof, the parties have entered into this Contract upon the latter of the date accepted and signed by the City and the date accepted and signed by the Professional Service Provider.

For: City of St. Charles

By: _____
Project Manager – Derek Conley

ATTEST _____

DATE _____

For: Professional Service Provider

If an Individual

By: _____
Signature

Title

If a Partnership

By: _____
Signature

Title

By: _____
Partner

If a Corporation

By: _____
Signature of person authorized to sign

Title

ATTEST _____

If a Joint Venture

By: _____
Signature

Title

By: _____
Signature

Title

DATE _____



Notice to Professional Service Providers

Downtown Parking Study (ED2023-25)

A **Formal Request for Proposal** for the above work is posted on our city website: <https://www.stcharlesil.gov/bids-proposals>

Brief Description: The City of St. Charles, Illinois is seeking a qualified professional planning and/or engineering firm to prepare a Downtown Parking Study and make recommendations for improvement of parking systems and methodology necessary to foster a vibrant quality of place and sustain economic development into the future.

Targeted Timeframe *(subject to change without notice)*

RFP published	https://www.stcharlesil.gov/bids-proposals	March 20, 2023
Questions due prior to 8:00am	Procurement@stcharlesil.gov	March 31, 2023
Answers published	https://www.stcharlesil.gov/bids-proposals	April 7, 2023
Responses to RFP due prior to 2:00pm	There will not be a public opening.	April 14, 2023
Invitations to Interview	notification via e-mail	April 24, 2023
Interviews	2 East Main St; St. Charles, IL	April 27 or April 28
Council/City Administrator Award	Anticipated Award Date:	May 2023

Service Period

Anticipated Notice to Proceed: May 2023

Completion Date: October 31, 2023

Solicitation Document Includes

- Notice to Professional Service Providers
- Section 1: Instructions to Proposers for Professional Services
- Section 2: Special Provisions for Professional Services
- Section 3: Requirements and Specifications
- Section 4: Proposal Response Documents
 - Cover Page
 - Signature Page
 - Price Proposal Page
 - Certification of Compliance
 - Service Provider Response Requirements
 - Vendor Minority Reporting Form
- Section 5: Award Document – St. Charles Agreement for Professional Services
 - Exhibit A: This solicitation document and all addenda
 - Exhibit B: Awarded Response and Clarification Documents
 - Exhibit C: Insurance Requirements
 - Exhibit D: Change Order Document

INSTRUCTIONS TO PROPOSERS FOR PROFESSIONAL SERVICES

Solicitations are open to all qualified firms actively engaged in providing the services specified and inferred.

SOLICITATION PROCESS

Request for Proposal

- 1) The City of St. Charles solicits qualified firms for Professional Services.
- 2) Firms are qualified based on either
 - a) A public formal Request for Qualifications which may be either a separate solicitation or incorporated within a Request for Proposal.
 - b) Prior experience with the City's facilities, equipment, infrastructure, or issue at hand.
 - c) Prior experience providing the service.
- 3) A formal Request for Proposal is submitted to qualified firms.
- 4) It is the responsibility of the Proposer to seek clarification of any requirement that may not be clear. Questions concerning this request shall be submitted via e-mail to Procurement@stcharlesil.gov by the last date for questions as reflected on the first page of this document. A written response in the form of an addendum will be published by the date stated.
- 5) Proposers shall acknowledge the receipt of any addendum in the spaces designated in the Response Documents.

The Cone of Silence

- 6) The Cone of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences.
- 7) During the period beginning with the issuance of the Request for Proposal through the execution of the award document, proposers are prohibited from all communications regarding this request with City staff, City consultants, City legal counsel, City agents, or elected officials.
- 8) Any attempt by a proposer to influence a member or members of the aforementioned may be grounds to disqualify the proposer from participation in this solicitation.

Exceptions to the Cone of Silence

- 9) Written communications directed to Procurement@stcharlesil.gov
- 10) All communications occurring at pre-bid meetings.
- 11) Oral presentations during finalist interviews, negotiation proceedings, or site visits.
- 12) Oral presentations before publicly noticed committee meetings.
- 13) Contractors already on contract with the City to perform services for the City are allowed discussions necessary for the completion of an existing contract.
- 14) Procurement of goods or services for Emergency situations.

Investigation

- 15) It shall be the responsibility of the Proposer to make any and all investigations necessary to become thoroughly informed of what is required and specified.
- 16) If a work site is involved in this solicitation, and the site of the work is:
 - a) An area restricted from the general public, an opportunity will be provided for proposers to perform this inspection.
 - b) An area open to the general public, the proposer may perform their inspection at a time of their choosing.
- 17) Participating Supplier shall inspect in detail the delivery location, installation site, and/or work site and familiarize themselves with all the local conditions and the detailed requirements of delivery, installation, or construction.
- 18) No plea of ignorance by the Participating Supplier of conditions that exist or that may hereafter exist, as a result of failure or omission on the part of the Participating Supplier to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City, the compensation to the supplier, or a change in the formal offer submitted to the City per City's defined cost structure.

Proposals

- 19) Proposals must be submitted electronically. All necessary documents are available through the City's website, <https://www.stcharlesil.gov/bids-proposals> which provides a hyperlink to DemandStar. Downloading documents and submitting proposals requires registration with "DemandStar." You can register and create an account by going to www.demandstar.com/register.rsp. DemandStar is a free service used to browse solicitation opportunities, receive general or targeted solicitation opportunity notifications, and participate in procurements.

Signatures as Offer

- 20) Under the conditions of the Uniform Commercial Code, the signing of the proposal by the proposer constitutes an offer. If accepted by the City, the offer becomes part of the contract.
- 21) Signatures (*reference signature page*) by
- Individuals or sole proprietorships shall be signed by a person with the authority to enter into legal binding contracts. Said individual shall use his usual signature.
 - Partnerships shall be signed with partnership name by one of the members of the partnership, or an authorized representative, followed by the signature and title of the person signing.
 - Corporations shall be signed with the name of the corporation, followed by the signature and title of person authorized to bind it in the matter.

Withdrawal of Offers

- 22) Offers may be withdrawn at any time prior to the due date.
- 23) Offers may not be withdrawn after the due date without the approval of the Procurement Division.
- 24) Negligence in preparing an offer confers no right of withdrawal after opening/due date.

Timeframe and Consequences

- 25) Offers must be received before the designated time.
- 26) Unless otherwise specified in the solicitation, offers shall be binding for ninety (90) calendar days following due date.

Receipt of Formal Offers

- 27) Firms submitting formal offers will be identified on a formal List of Proposers published on the City's website <https://www.stcharlesil.gov/bids-proposals> within two business days.

Taxes

- 28) The City is exempt by law from paying sales tax on goods, equipment, and products permanently incorporated into the project, from State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax.
- 29) The City's Sales Tax Exemption Number is E9996-0680-07.

EVALUATION OF OFFERS

Receipt of One (or too few) offers

- 30) If the City receives one or too few proposals, as defined by the City, the City may reschedule the due date. The offers received will be:
- Held until the new due date and time, if there are no changes in requirements, and pending agreement with the Proposer.
- 31) If the request was publicly broadcast, and the City did not receive any proposals, the City may negotiate with any interested parties.

Determining Responsiveness of the Proposal

- 32) Responsive offers will be reviewed for compliance, and if compliant, will be deemed responsive.
- 33) Responsive offers are inclusive of, but not restricted to: received prior to the due date and time, completed as stated in the solicitation, inclusive of all requirements, compliant to all product specifications, able to meet

delivery requirements, accepting of all contract terms and conditions.

- 34) The degree to which a proposal meets the requirements is determined solely on the judgment of the Procurement Division.

Determining Qualifications

- 35) Participating Suppliers submitting responsive offers will be evaluated, and if qualified, will be deemed responsible.
- 36) The City reserves the right to determine the competence, the financial stability and the operational capacity, professional skills, and qualifications of the Participating Supplier.
- 37) Upon request by the City, Participating Supplier shall furnish evidence for the City to evaluate their resources and ability to provide the goods/services required. Such evidence may include; but not be limited to: tour of facilities, staffing levels, listing of equipment and vehicles, certificates, licenses; listing of committed but not yet completed orders; financial statements.
- 38) Participating Suppliers may be required to submit samples of items within a specified time frame and at no expense to the City. If not destroyed in testing, samples will be returned at the Participating Supplier's request and expense. Samples which are not requested for return within thirty (30) days of the completion of the evaluation will become the property of the City.
- 39) Participating Suppliers may be required to affect a demonstration of the good/service being proposed. Such demonstration must be at a site convenient and agreeable to the affected City personnel and at no cost to the City.
- 40) Participating Suppliers may be offered the opportunity to interview. The City does not intend to interview all Participating Suppliers.
- a) Participating Suppliers may be required to submit additional data during the interview process.
 - b) The City does not intend to require additional data from all interviewed finalists - only when in the City's best interest.
 - c) Time frame for interviews are reflected in the Schedule portion of the solicitation.
- 41) Participating Suppliers may be required to provide references. The City reserves the right to contact said references or other references that may be familiar with the Participating Supplier.
- a) The City will contact references to verify Participating Supplier's ability and skill to perform the work required based on: past work of similar nature, quality of work, proactive nature of work crew, adherence to the project's production schedule and proposed price constraints, and references' feedback on the supplier's/proposer's character, integrity, and reputation for good judgment.
 - b) The City may require a site visit. Participating Suppliers will be asked to include applicable locations within a 200-mile radius of the City of St. Charles. The City will obligate its own funds for travel to any site that arises from the evaluation of proposal responses.
- 42) The City reserves the right to eliminate a Participating Supplier who has not demonstrated the required years of service within the required specialty.
- 43) The City reserves the right to determine if any of the above or other information might hinder or influence the quality of the work specified, or impair the prompt completion of additional work such as future maintenance and service.
- a) Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
 - b) Previous award of work does not guarantee future award(s).

Waivers and Rejections of Submittals

- 44) The City reserves the right to waive any informality, technical requirement, deficiency, or irregularity in the submittal. The City may conduct discussions with Participating Suppliers to further clarify the submittal as may be necessary. Clarification and/or correction of the submittal shall be effected by submission to Procurement@stcharlesil.gov of the corrected page of the submittal with changes documented and signed. Receipt must be within 3 hours of request.
- 45) The City reserves the right to reject any or all submittals for any reason including but not limited to: budgetary constraints, unclear solicitation documents, change in needs, suspicion of collusion, pricing aberrations, front end loading; mathematically unbalanced proposals in which material requirements for some items are

substantially higher to comparable proposals; poor quality or poor performance in past City contracts, and other reasons deemed important to the City.

Confidential Information

- 46) Proposals are subject to Illinois State FOIA requirements including the following exemptions:
- a) (5 ILCS 140/7) (From Ch. 116, par. 207) Sec. 7.
 - b) Exemptions. (1) The following shall be exempt from inspection and copying: (g) Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business and only insofar as the claim directly applies to the records requested.
- 47) ***Proposers considering requests to be proprietary and confidential should submit an additional redacted offer. Failure to do so may result in information becoming available to the public.

REQUIREMENTS if Awarded the Work:

Contracts

- 48) The successful Proposer is required to enter into a contract with the City covering all matters set forth in the solicitation document, addenda and clarification process.
- 49) Contract must be fully executed by the proposer within ten (10) days of notice to award. Any delays will postpone staff's submittal for City Council/City Administrator approval.

Insurance

- 50) The successful Proposer, if awarded by contract, will be required to carry insurance acceptable to the City. (Reference Contract Exhibit C).
- 51) Certificates of Insurance, Endorsements, and a Waiver of Subrogation must be submitted with the execution of the order.
- 52) The Proposer's obligation to purchase stated insurance cannot be waived by the City's action or inaction.

Security Clearance

- 53) Background checks inclusive of finger printing MAY be required for service providers working in secured areas. Service providers will submit a list of employees' names to the Project Manager who will coordinate the background checks with the City's Police Department.
- 54) Anyone with a background history showing a conviction for a felony; theft history of any kind, sex offense history, or any crime involving moral turpitude, illegal drug or narcotics use, sale or possession, or anyone showing a felony charge pending, or who has any outstanding warrants of any type, including misdemeanor traffic or felony warrants, may be subject to arrest, and will not be allowed to work under this contract.

Audit

- 55) The successful Proposer may be audited by the City or an agent of the City. Audits may be at the request of federal or state regulatory agencies, other governmental agencies, courts of law, consultants hired by the City or other parties which in the City's opinion requires information. Data, information and documentation will include, but not be limited to, original estimate files, change order estimate files, detailed worksheets, subcontractor proposals, supplier quotes and rebates, and all project related correspondence, and subcontractor and supplier change order files.

Protests

- 56) Any Proposer who claims to be aggrieved in connection with the selection process, a pending award, or other reasonable issue may initiate a protest.
- a) Protests involving the solicitation process must be presented in writing to Procurement@stcharlesil.gov no later than the last date for questions as reflected on the first page of this document.
 - b) Protests involving the evaluation of offers, staff recommendations, or the award process must be submitted in writing to Procurement@stcharlesil.gov no later than three business days after results are publicly posted.

- 57) Protests must include: the name and address of the protestor; the title and solicitation # of the solicitation; and if available: if an award has been recommended, the city public meeting agenda #, the award document number, identification of the procedure that is alleged to have been violated; precise statement(s) of the relevant facts; identification of the issue to be resolved; protestor's argument and supporting documentation (Exhibits, evidence, or documents to substantiate any claims).
- 58) A person filing a notice of protest will be required; at the time the notice of protest is filed, to post a bond in the form of a cashier's check in an amount equal to twenty-five percent of the City's estimate of the total value of the award, or \$1,000, whichever is less.
- a) If the decision of the Protest does not uphold the action taken by the City, then the City shall return the amount, without deduction, to the Proposer filing the protest.
 - b) If the decision of the Protest upholds the action taken by the City, then the City shall retain the amount of the cashier's check in payment for a portion of the cost and expense for time spent by City staff in responding to the protest and in conducting the evaluation of the protest.
- 59) Upon receipt of the notice of protest, the Procurement Division shall stop the award process.
- a) The Procurement Division will rule on the protest in writing within two business days from receipt of protest.
 - b) Appeals of the Procurement Division's decision must be made in writing within two business days after receipt thereof and submitted to the City Administrator for final resolution. Appellant shall have the opportunity to be heard and an opportunity to present evidence in support of the appeal.
 - c) The City Administrator's decision is final.

Special Provisions for Professional Services

Part 1: REGARDING THE SOLICITATION PROCESS:

A) Required Submittal Documents

- 1) Cover Page
- 2) Signature Page
- 3) Price Proposal Page
- 4) Certification of Compliance
- 5) Service Provider Response Requirements
- 6) Vendor Minority Reporting Form

B) Evaluation Criteria

The awarded proposer will be selected based on:

- Quality of response – 20%
- Capacity to complete all City requests identified in the scope of work – 20%
- Experience conducting comparable downtown parking studies – 25%
- Planning approach – 15%
- Ability to complete by defined timeframe – 10%
- References – 5%
- Cost - 5%

C) Evaluation Process

- 1) An evaluation committee comprised of City staff will review, evaluate and score all proposals and interviews based on the criteria and weights defined below.
- 2) Proposals will be reviewed for compliance, and if compliant, will be deemed responsive.
 - i. Responsive proposals are inclusive of, but not restricted to: received prior to the due date and time, completed as stated in the solicitation request, inclusive of all requirements, able to meet delivery requirements, accepting of all contract terms and conditions.
 - ii. The degree to which a proposal meets the requirements is determined solely on the judgment of the Procurement Division.
- 3) Proposer Qualifications will be reviewed, and if qualified, will be deemed responsible.
- 4) Proposals deemed both Responsive and Responsible will be reviewed by the evaluation committee. The committee will utilize the Evaluation Criteria when reviewing proposals.
 - i. The City reserves the right to seek clarification of proposals.
- 5) Proposed Fees will be analyzed for totality of costs.
- 6) Finalists may be invited for an interview.
 - i. The City does not intend to interview all proposers.
 - ii. Proposers may be required to submit additional data during the interview process.

D) Basis of Award

- 1) Award is based on the best overall value to the City; and deemed most advantageous to the City, based on the totality of lawful considerations, price and other factors considered.
- 2) While numeric evaluations may be used in some aspects of the process to identify strengths and weaknesses of proposals, and to establish a ranking, the final decision will be a business decision by the City and will not be based on a numerical score. A recommendation to award will document the basis for the award decision.
- 3) Except as otherwise stated, proposers will be awarded within ninety (90) days from the opening date.
- 4) The City reserves the right to award a shorter term of service, by phase or deliverable, part or portion of a phase or deliverable, any line item or option regardless of order listed.

Part 2: REGARDING THE WORK

E) The Contract for Professional Services is attached for reference at the end of this document.

F) Contract Administration

- 1) A "Work May Proceed" order will be issued by Procurement upon confirmation of a properly executed contract.
- 2) Once the "Work May Proceed" order is issued, the work will be turned over to the City's Project Manager.
 - i. The Project Manager's primary responsibility is to assure the City receives the professional services in accordance to the requirements of the contract. The Project Manager will, but is not limited to: oversee the entire project from kick-off activities through close out and payment of final invoice; monitor project progress; address any quality issues and change orders; review and approve deliverables.

G) Communications Plan

The Service Provider is required to provide the City's Project Manager with updates of the project inclusive of but not limited to: portion of work completed, assumptions, problems encountered... The updates can be in person or over the phone, at the discretion of the City.

H) Change Order Procedure

The City reserves the right to make changes to the Scope of Work by altering, adding to, or deducting from the work, without invalidating the contract. All such changes shall be executed under the conditions of the original contract.

- 1) Issuance of a memo or verbal approval is not to be considered a Change Order and is not authorization to proceed.
- 2) Approved Change Orders are required with any/all changes in, the Scope of Work, the contract sum, the time for completion of services, renewal or any combination thereof.
- 3) Change orders will describe the City approved change(s), will refer to the service provider's recommended proposal for change, and will be signed by the City and the service provider prior to implementing the change.
- 4) All Change Orders shall clearly identify the impact of cost and the effect on time required to perform the work associated with the proposal.
- 5) If the service provider's proposal is found to be satisfactory and in proper order, and both parties agree upon cost or credit and timeframe for the change, the City will authorize the documented Change Order which will be confirmed as a contract amendment.

I) Payment

- 1) Services shall be invoiced monthly or on an agreed upon schedule.
- 2) Authorization of payment requires receipt of service provider's invoice, acceptance of services by Project Manager and receipt of other required paperwork.
- 3) The City complies with the Illinois Local Government Prompt Payment Act which states that any bill approved for payment shall be paid within 30 days after date of approval.

J) Service Issues

The service provider shall not be reimbursed until services are compliant.

Requirements and Specifications

1. INTRODUCTION

The City of St. Charles, Illinois is seeking a qualified professional planning and/or engineering firm to prepare a Downtown Parking Study. The need for the study comes after years of new development, new businesses, and expanded community events that have attracted more people to the downtown and resulted in more stress on the current downtown parking supply. The City frequently hears the following feedback from residents and businesses:

- Not enough parking during the evenings, weekends, and community events
- Parking is inconvenient. Visitors must park far away and walk to their destination
- Downtown visitors utilize surrounding neighborhood's on-street parking
- There is not enough signage to direct people to available parking nor is there consistent or conspicuous signage to identify what parking is public
- New mixed-use developments do not include enough private parking
- Visitors avoid walking across Fox River or Main St. (Rt. 64) when choosing where to park
- Visitors can be reluctant to utilize the large downtown parking deck due to the access and layout

The purpose of the study is to provide City staff with insight and data on the current downtown parking environment and recommend initiatives that enhance the parking experience for all downtown visitors. Objectives of the study shall include:

- An Existing Conditions Report
- A Projected Parking Report
- Recommendations for Future Parking Improvements
- Recommendations to Improve Downtown Wayfinding Signage

2. COMMUNITY OVERVIEW

Known for its historic charm and scenic location along the banks of the Fox River, downtown St. Charles has seen significant redevelopment and investment in recent years. The First Street Redevelopment is a multi-phase project that has redeveloped a five-block span of downtown on the west side of the river in the southwest quadrant of downtown, attracting dozens of new businesses to the community and promoting economic development.

Downtown St. Charles is a walkable urban-style environment, with a unique variety of historic buildings intermixed with new redevelopment. The downtown offers a unique mix of restaurants, retail, and entertainment, along with access to scenic regional trails, public plazas and parks where visitors can relax, enjoy a meal and catch live music on many summer nights. Between the shows at the Arcada Theater and dozens of community events from seasonal festivals to marathon races, downtown St. Charles is not only enjoyed by its residents but also draws in thousands of visitors annually from the Chicago region and beyond.

The City of St. Charles is located in both Kane and DuPage Counties, 34 miles directly west of Chicago. St. Charles is intersected by four state routes, including Route 64, 38, 31 and 25, and major regional highways. St. Charles is a home rule community with a residential population of approximately 33,400, but draws from a much broader far west suburban Chicago trade area with highly desirable demographics.

3. SCOPE OF WORK/STUDY OBJECTIVES

The final study should include the following information. The City will rely on the consultant to provide reports, key-findings, best practices, and recommendations.

- a) **An Existing Conditions Report of the downtown area including public and private parking inventory and occupancy.** The City controls and maintains a variety of downtown surface lots, parking garages and street parking spaces. The Study should identify:
- Utilization of parking supply from 7:00 am to 11:00 pm on typical weekdays, weekend days, and during downtown events
 - Analyze privately controlled parking lots and determine their impact on the overall downtown parking experience
 - Specifically identify locations where parking surpluses and deficits exist. Existing public parking maps are identified in Attachment A. The City's website also contains a Downtown Parking GIS page with additional information: <https://www.stcharlesil.gov/departments/gis/map-gallery>
 - An evaluation of existing timed parking schedule
- b) **A Projected Parking Report to outline potential parking capacity needs based on future downtown growth and development.** The City has experienced a tremendous amount of growth in new development, new businesses, and visitors in recent years. The downtown area has potential to grow as there is vacant property and development sites available. The study should identify if the current parking supply is adequate to accommodate future growth or calculate where and how much more parking is needed in order to support potential growth.
- c) **Recommendations for future parking improvements to expand the downtown areas current parking capacity.** The report should provide priority-based recommendations to improve the downtown parking experience. Prioritization of solutions should consider short-term impact, long-term impact, practicality, capital costs and annual maintenance costs. Supply-side and demand-side solutions should both be considered. Solutions may include but are not limited to:
- Identify new sites to expand parking capacity, including locations to consolidate surface lots into structured parking
 - Provide cost estimates for proposed parking expansion projects
 - Expand or increase efficiency of existing parking facilities
 - Improve vehicular or pedestrian access and circulation patterns to existing and proposed parking facilities in the study area
 - Identify different land that can be used for shared or overflow parking
 - Amend existing or create new parking policies and codes
 - Recommend adjustments to the current existing timed parking
 - Identify where excess parking may exist
 - If needed, conduct analysis on how pay-for-parking options could be incorporated into the parking plan to offset significant capital parking investments
 - Promote alternative means of transportation
- d) **Recommendations to improve downtown wayfinding signage specific for downtown parking.** The study should include recommendations for where and how wayfinding signage can be incorporated in the downtown to assist both frequent and first-time visitors. Recommendations should also address how best to consistently brand and sign public parking locations to improve visibility and increase awareness of where parking is available for visitors.

4. STUDY AREA

The Study Area is identified in Attachment B. The Study Area is consistent with the Downtown Special Service Area District (SSA 1A). While the goal of the study is to improve the parking experience in this area, the City is open to exploring potential solutions located outside the study area but zoned CBD-1 or CBD-2. The study should be mindful of residential neighborhoods surrounding the downtown area. The zoning districts definitions are listed below:

CBD-1 Central Business District: The purpose of the CBD-1 Central Business District is to provide for the maintenance and orderly growth of a mixed use, pedestrian friendly, compact district of retail, service, office, and higher density residential uses in the central area of the City. Development within the CBD-1 District is intended to promote the upgrade and full utilization of existing older structures as well as appropriate redevelopment.

CBD-2 Mixed Use Business District: The purpose of the CBD-2 Mixed Use District is to provide for a properly scaled mixed-use transition between single-family residential neighborhoods and the retail core of the CBD-1 Central Business District. The CBD-2 District permits a mix of retail, service, office, and medium-density residential uses within buildings that are of a reduced height and scale than that permitted in the CBD-1 District. However, development in this district is also intended to retain a pedestrian-oriented character, similar to that of the CBD-1 District.

5. PUBLIC ENGAGEMENT PLAN

The study shall include public outreach as part of the development of the study. A general outline of the Public Engagement Plan should be included within the RFP submittal. The City will rely on the consultant for best practice methods to engage with the public. Public Engagement may include but is not limited to:

- Project Website
- Downtown Business Survey
- Resident Survey
- Focus Group Discussions
- Community Meetings

6. MAJOR CURRENT DOWNTOWN PROJECTS AND DEVELOPMENTS

Below is a list of active or relevant downtown projects with brief descriptions. A comprehensive list with up-to-date information on city-wide large-scale private development projects going through the City's review process, have been approved, or are currently under construction can be found here:

<https://www.stcharlesil.gov/projects/development>




- **1st Plaza Expansion**: An expansion of the 1st Street Plaza is planned at the southeast corner of Main & 1st Streets. The City bought the parcel of land in January 2020. The plan calls for closing the northern-most section of 1st Street to vehicles and creating a pedestrian walkway, allowing additional space for outdoor tables, open markets, and events. 1st Street will be closed to vehicles from IL Rt. 64/Main St. to the entrance of the 5-story parking deck. Construction is expected to start in April of 2023 and be completed in November of 2023.
More information: <https://www.stcharlesil.gov/projects/1st-street-plaza-expansion>
- **River East Lofts**: River East Lofts is a planned mixed-use building at the southeast corner of Illinois & Riverside Aves. The project was approved by City Council in October 2022; and could start as early as Summer 2023. The site is currently a parking lot with a bank ATM and a vacant office building. The planned building would be 4-story, with retail space and parking on the first floor and upper floor residential apartments - 42 total residential units.
More information: <https://www.stcharlesil.gov/projects/river-east-lofts>

- **Milestone Row 2:** In August 2022, the City reviewed a concept plan filed proposing to construct a mixed-use, four-story building at the northeast corner of South 1st Street and Prairie Street. Plans incorporate commercial space fronting South 1st Street and parking on the first floor, with up to 20 residential condominium units on floors 2-4.
More information: <https://www.stcharlesil.gov/projects/milestone-row-2>
- **Vacant Blue Goose Market:** After being in business for 90 years, the Blue Goose Market, a downtown grocery store located at 300 South 2nd Street, closed in March 2022. The 30,000 square foot building is currently vacant and for sale. The City is interested in filling the space with another grocer tenant. The 62-space parking lot property directly to the north is controlled by the same ownership.
- **Old Police Department RFP:** The Police Department moved to a new facility in 2019 leaving the old property vacant. A 2019 amendment to the Comprehensive Plan recommended an open space corridor along the river and mixed-use redevelopment of the Police Station property. In March 2022, the City received four development proposals for the property. Ultimately, the City rejected all proposals to allow staff to conduct more due diligence on the property. There is currently no timeline for when development proposals will be considered. More information on project proposals: <https://www.stcharlesil.gov/projects/request-concepts-downtown-riverfront-property>
- **Lot 4 - Building 8:** The City owns the vacant grass lot at the northeast corner of Illinois St. and IL Route 31 (2nd St.). The lot has been planned for development of a mixed-use building with commercial on the 1st floor and residential or office on the upper floors. The property is currently under contract with a developer, however no construction is expected until 2024.

7. ANNUAL DOWNTOWN EVENTS

The downtown area is considered the heart of the City and where most of the community events and celebrations take place. Below is a list of downtown events that occur each year. More information about these events can be found on the St. Charles Business Alliance website: <https://www.stcalliance.org/>. The Business Alliance is charged with promoting St. Charles, organizing large scale events and the revitalization of Downtown St. Charles.

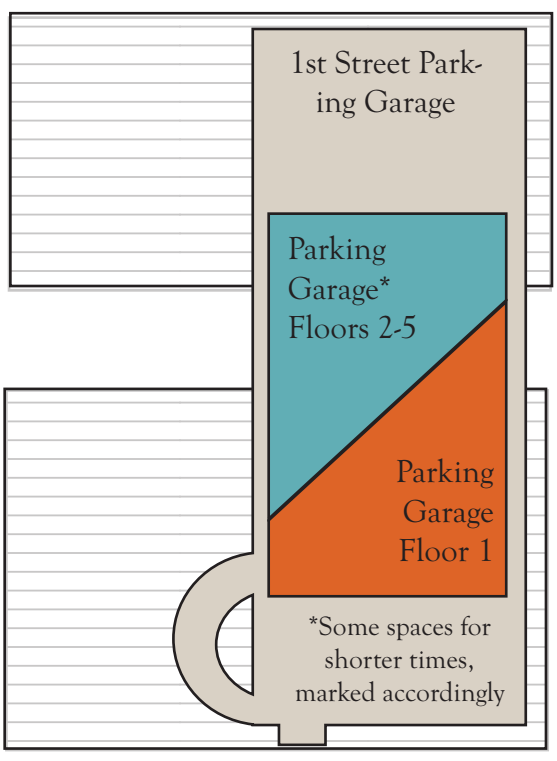
- St. Patrick's Day Parade: Early March
- Fine Art Show: Late May
- STC Live!: Every Wednesday & Friday evening: June – August
- Jazz Weekend: Early September
- Scarecrow Weekend: Early October
- Holiday Homecoming: Late November

-  Public Parking Lot
-  Public Parking Garage
-  Pedestrian Bridge



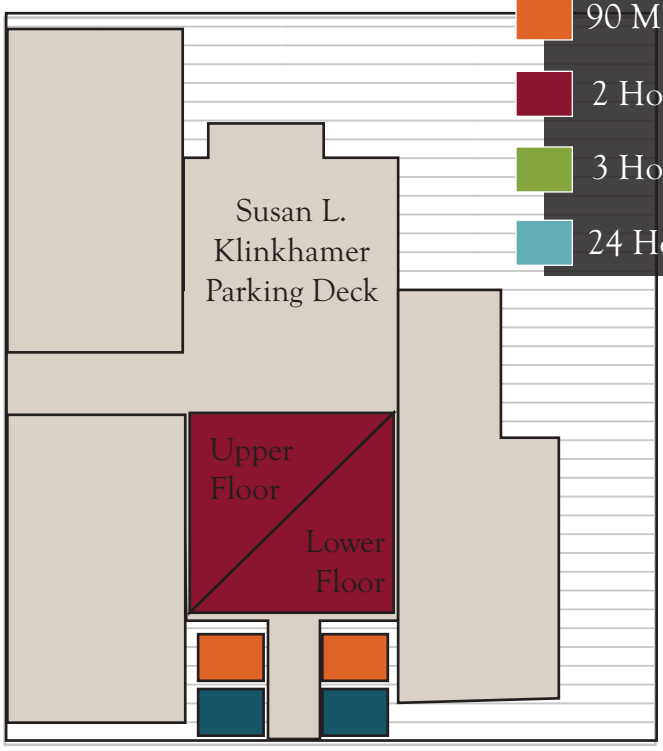
-  30 Min. Limit
-  90 Min. Limit
-  2 Hour Limit
-  3 Hour Limit
-  24 Hour Limit

S 2nd St. (IL Rt. 31)



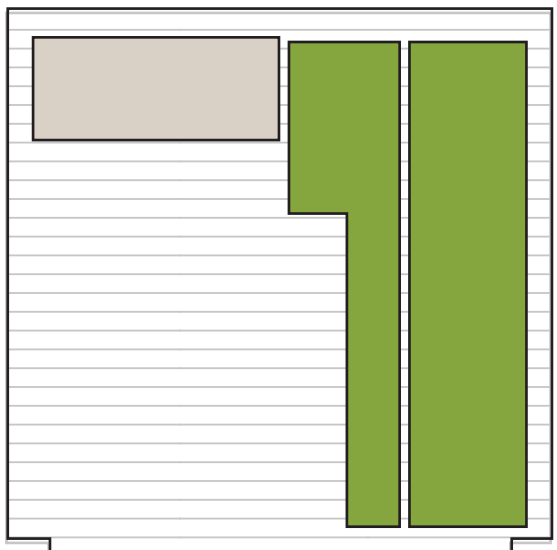
Illinois St.

S 1st St.

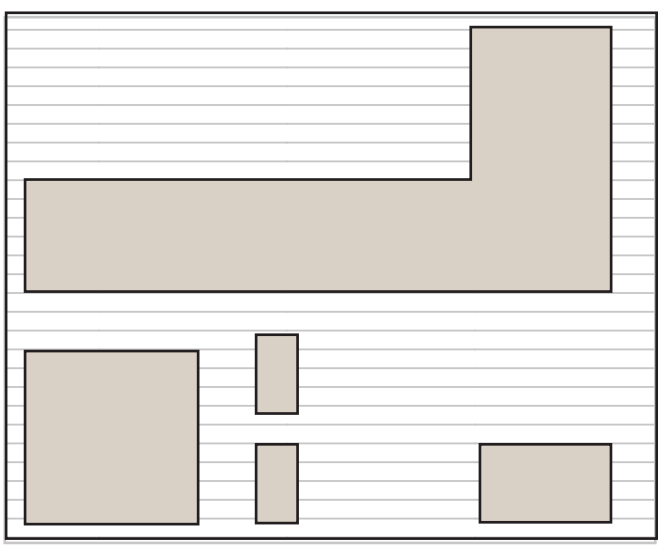


Illinois St.

S 2nd St. (IL Rt. 31)

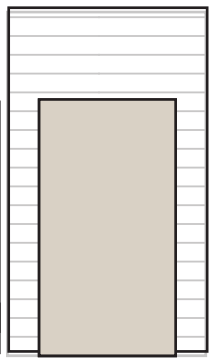


S 1st St.

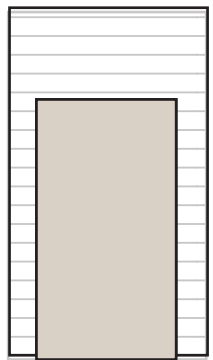


Indiana St.

S 1st St.

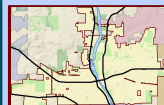
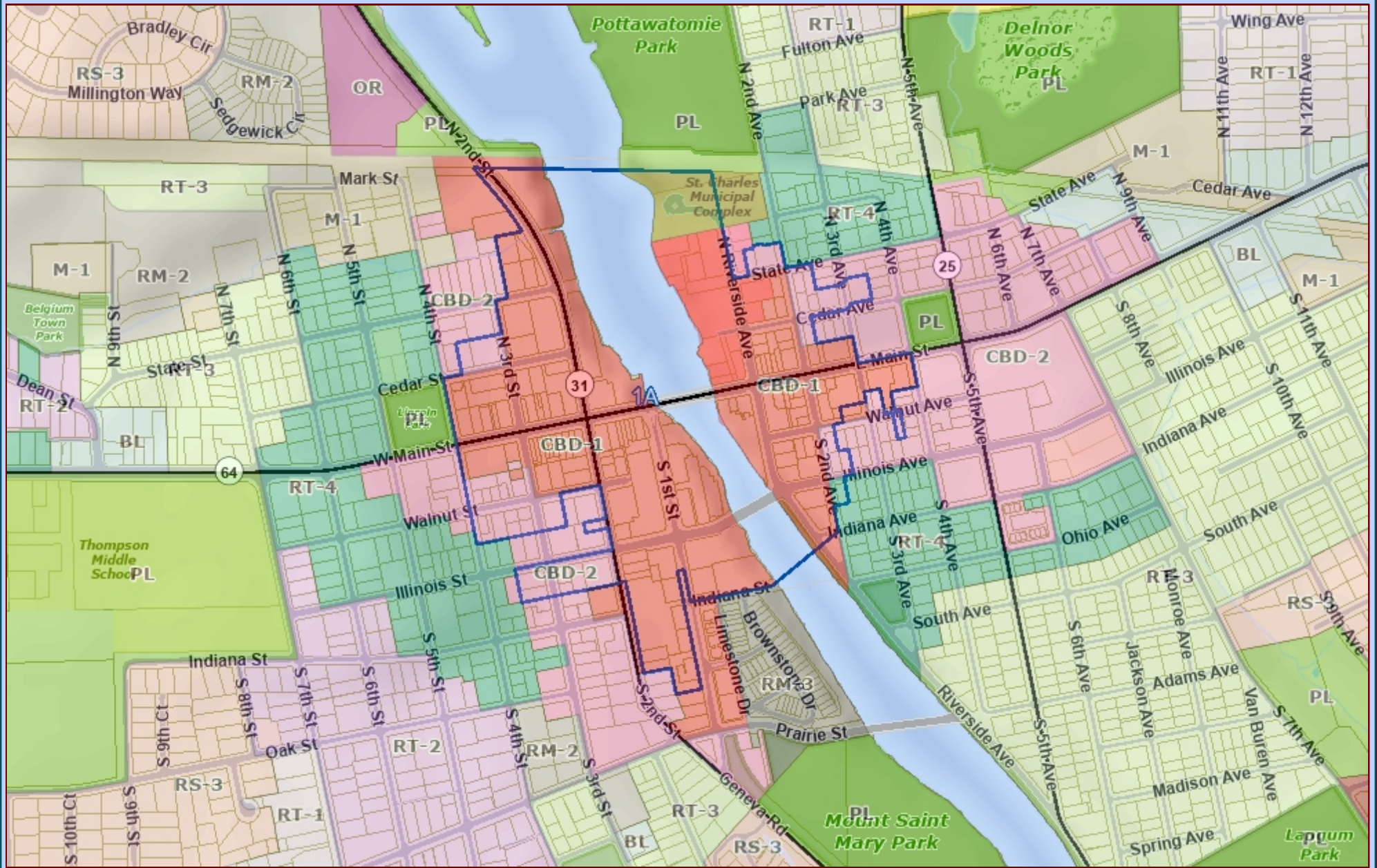


Limestone Dr.



Brownstone Dr.





Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Printed on: March 10, 2023 07:52 AM



0 326 651 Feet

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Powered by Precision GIS



Downtown Parking Study (ED2023-25) ***Addendum #1***

The attention of bidders is called to the following changes, clarifications and/or additions/deletions to the original documents and shall be taken into account in preparing submittal.

CLARIFICATION

Question #1: Is the City requesting hourly parking occupancy counts between 7:00 am and 11:00 pm?

Answer: Hourly data is not necessary. At a minimum, the consultant should provide occupancy counts during the morning, afternoon, and evening. Feedback from the community typically focus on the availability of parking during the evening and weekends. The ability to provide more precise data during the evening or on weekend would be beneficial.

Question #2: Should a special event data collection period occur in addition to a typical weekday and a typical weekend day data collection period?

Answer: Data collection during a special event is not required, however, would be beneficial if possible. The parking experience during special events can be analyzed through the public engagement process via community meetings, focus groups, surveys, etc.

Question #3: Should the special event data collection period occur during one of the special events specified in the RFP?

Answer: The events listed are preferable however if timing is not ideal then other events may be considered.

Question #4: For data collection purposes, are we permitted to extend the study area to capture entirety of blocks in the downtown special service area district (as long as they remain within the CBD-1 and CBD-2 districts)?

Answer: Yes. The consultant is permitted to extend the study area (given they remain in CBD-1 and CBD-2 districts) if there is a reasonable justification to the importance to the study.

Question #5: Will the City be able to host and edit a project website for public engagement?

Answer: The City can host a project webpage that keeps updated information about the study. The City does not have the capacity to host a project webpage/website that incorporates more sophisticated public engagement tools such as surveys or interactive maps.

Attachment(s): none

Addendum Acknowledgement: Bidders shall acknowledge this Addendum #1 on the Cover Page



Cover Page

Downtown Parking Study (ED2023-25)

Based on Addendum # 1

Proposal Prepared By:			
Firm Name	DESMAN, Inc.	Sales: Price, Quality and Service	
DBA	DESMAN	Contact Name Gerald Salzman	
Signature	Stephen J Rebora <small>Digitally signed by Stephen J Rebora Date: 2023.04.13 09:50:37 -05'00'</small>	Phone #	312.263.8400
Print Name	Steve Rebora	E-Mail	gsalzman@desman.com
Position	President / CEO	Customer Service: Purchase Order, Invoicing, Payment	
Phone #	312.263.8400	Contact Name	Gerald Salzman
E-mail Address	srebora@desman.com	Phone #	312.263.8400
Operations: Scheduling and Managing the Work		E-Mail	gsalzman@desman.com
Contact Name	Gerald Salzman	Mailing Address for Payment via Check:	
Phone #	312.263.8400	20 N. Clark Street	
E-Mail	gsalzman@desman.com	Suite 160	
		Chicago, IL 60602	

This business Firm is (check one) An Individual A Partnership A Corporation An LLC

Exceptions: (check one)

This proposal meets and accepts all Requirements, Specifications, Terms and Conditions and Contract Language.

We hereby take the following Exceptions to the Requirements, Specifications, Terms and Conditions and Contract Language (reference section name and identifying reference):



PROPOSAL

DOWNTOWN PARKING STUDY (ED2023-25)

FOR THE
CITY OF ST CHARLES

Submitted on April 14, 2023 by:

DESMAN

20 N. Clark Street

Suite 160

Chicago, IL 60602

Point of Contact - Gerald Salzman

Email - gsalzman@desman.com

312.263.8400 | www.DESMAN.com

SECTION B

COVER LETTER

1) Firm Background

2) Work Plan

3) Project Team Members

4) Experience Conducting Comparable Downtown Parking Studies

5) References Form

6) Cost

April 14, 2023

Derek Conley
Director of Economic Development
City of St. Charles
2 East Main Street
St. Charles, IL 60174

**Re: Parking Consulting for Downtown St. Charles
St. Charles, Illinois**

Dear Mr. Conley;

We wish to thank you and the City of St. Charles for allowing DESMAN the opportunity to submit our proposal to complete the Downtown Parking Study, as described in your Request for Proposals/Qualifications (RFP).

For those on the selection panel/committee who may not already be familiar with us, DESMAN is a nationally recognized Parking Consulting firm. Our company specializes in parking planning, feasibility studies, restoration engineering, and architecture/engineering related to the construction of new parking facilities. Since our inception in 1973, DESMAN has successfully completed over 5,000 parking projects, involving one or more of those parking related services. We have a total of nine offices with an office in downtown Chicago, and a nationwide staff of over 80 people. DESMAN offers a complete range of professional consulting services necessary for the successful completion of this project. Within the last few years, DESMAN has completed numerous municipal parking supply and demand studies and financial feasibility studies, in addition to consulting on parking management best practices and parking policy in communities across the country. Many of the projects were in communities like St. Charles.

Mr. Gerald Salzman, an Associate Vice President with DESMAN, will be the Project Manager on this assignment and will be personally involved with all aspects of the study. Mr. Salzman (email: gsalzman@desman.com) has been a parking consultant for more than 30 years. He and DESMAN's Study Group have recently completed similar studies for Reading, PA, Normal, IL, and Bloomington, IN. We are currently completing studies in Lansing, MI and Green Bay, WI. We have done several projects in the Chicagoland area, but provide these examples for their relevancy. We have also suggested several optional tasks which might be of interest. We would be happy to discuss them with you. Resumes for Jerry and the rest of the DESMAN team are enclosed.

On behalf of our staff of professionals and our team, we thank you for this opportunity to submit our qualifications and trust that our submission is complete, in compliance and worthy of your review and further consideration. Please do not hesitate to contact us with questions or inquiries for any additional information.

Sincerely,
DESMAN



Gerald Salzman
Associate Vice President



Stephen Rebora
President

SECTION B

1) Firm Background

Section 1 | FIRM BACKGROUND

50
YEARS DELIVERING
PARKING SOLUTIONS



“At DESMAN, we love what we do. It’s not work; it’s fulfilling our passion to collaborate on great projects that make a difference in the communities in which we live and work.”
- Steve Rebora, President

AFFILIATIONS

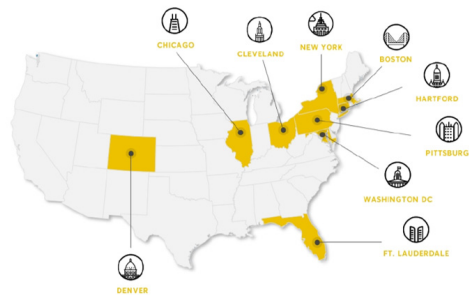


- Institute of Certified Planners (AICP)
- Institute of Transportation Engineers
- National Parking Association
- United States Green Building Council (USGBC) LEED AP BD+C
- USGBC’s Parksmart
- Parking Consultants Council of National Parking Association (NPA)
- International Parking & Mobility Institute (IPMI)
- Middle Atlantic Parking Association
- New England Parking Council
- Parking Association of the Virginias
- Women In Parking
- Pennsylvania Parking Association
- Florida Parking & Transportation Association

www.DESMAN.com

 Over 5,000 RESTORATION PROJECTS	 95% Repeat ACTIVE CLIENTS	 20+ Years AVERAGE TEAM TENURE	 9 Offices NATIONWIDE
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DESMAN is the leading firm specializing in the planning, design, and restoration of cost-efficient and aesthetically pleasing parking facilities within the United States and around the world. Our firm was founded in 1973 as an abbreviation for Design Management with the vision to combine creativity and sound design principles using reliable technical and organizational practices. *We’re problem-solvers and strategists who help decision-makers with big picture planning, providing inspired and flexible solutions.* Since the firm’s inception, DESMAN has served public, private, and institutional clients and owners throughout the U.S. and abroad and has provided planning and design services for over 5,000 parking and transportation projects throughout 9 offices nationwide.



To maintain our technical leadership, the principals of the firm are active members of several parking, planning and transportation organizations, including the American Institute of Certified Planners, Institute of Transportation Engineers, National Parking Association, International Parking & Mobility Institute, Urban Land Institute and Green Parking Council.

PARKING STUDIES

DESMAN’s Studies and Operations Consulting Group has extensive experience in conducting a wide range of studies and investigations for municipalities, universities, hospitals and medical centers, airports, developers, etc. Our Studies and Operations Group, which consists of architects, transportation engineers, urban planners, and parking specialists, are uniquely qualified in the following types of parking and traffic studies:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Best Practices/Peer Reviews • Concept Design • Due Diligence • Financial Feasibility • Financing Methods • Functional System Capacity Analysis • Guiding Principles • Market Study • Master Planning • Organization/Administration Review • Parking Control Equipment | <ul style="list-style-type: none"> • Parking Management • Parking Operations • Parking Rates • Parking Technology Audit • Privatization • Shared Parking • Site Evaluation • Supply / Demand • Traffic Impact Analysis • Transportation Demand Management • Valuation of Parking Assets |
|---|--|

SECTION B

2) Work Plan

Section 2 | WORK PLAN

The following presents DESMAN’s proposed task-based work plan to successfully complete the St. Charles Downtown Parking Study. This work plan is based with the purpose and goals of improving the parking system to create a vibrant downtown and sustain economic development, as outlined in the RFP. The scope of services is organized chronologically and is intended to be used as a starting point for completing this project. Adjustments to the plan are anticipated and welcomed based on discussions with the city prior-to and throughout the course of the project. The anticipated schedule is included at the end of this section.

It is expected that percentage of time required by each individual is as follows:

- Gerald Salzman: 20% of his time
- Greg Shumate: 10% of his time
- Maria Berg: 30% of her time



Phase I: Project Coordination and Research

Task I.1: Kickoff Meeting with City Staff and the Steering Committee – The purpose of this meeting will be to introduce the DESMAN team to the City staff, and/or project steering committee, establish lines of communication, confirm the proposed study schedule, and gather any relevant reports and base data. During this meeting, we will seek to discuss and refine our methodology for engaging stakeholders, in order to create a plan to effectively gain stakeholder/public input and participation. The DESMAN team will seek to conduct one on one interviews selected City staff representing key departments such as Community and Economic Development, Police, Finance, Public Works and the City Clerk. We will also ask City staff to identify potential community stakeholders to be interviewed.

Prior to collecting data and meeting with Stakeholders we will attempt to identify the following:



- Vision and goals for the parking system
- Who are the users that parking should adequately serve,
- What are the current parking issues and tension,
- What are the long-term planning and economic development goals for Downtown?

In addition to the above, it is our intent to discuss the following specific topics during the kickoff meeting:

- | | |
|---|--|
| • Future developments in the study area | • Scope of work |
| • Parking issues and concerns | • Communication/Coordination Protocols |
| • Potential dates and times for parking occupancy surveys | • Goals of the study |
| • Current Parking Administrative practices. | • Project schedule |
| • Summary of Expenses related to Parking | • Parameters of the study area |

Task I.2: Evaluation of Existing Data – Our team will review any existing reports and data gathered during the kickoff meeting. Additionally, we will review the City of St. Charles’ codes and ordinances related to parking within the study area.

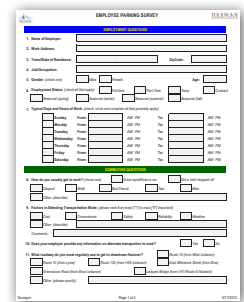
Section 2 | WORK PLAN

Task I.3: Community Engagement Meetings – Our team will conduct interviews with various public and private entities identified by the city staff in Task I.1. This typically includes business and property owners, employees, neighborhood representatives, county officials, developers, residents, transit agency officials, and members of the public. In addition to conducting group forums, DESMAN plans to host private interviews with key stakeholders. Stakeholders with similar interests and geographic needs are invited to provide their views on parking conditions and the parking operations, and share ideas on potential solutions.



In an effort to minimize the expense associated with in-person interviews, we would request that the city staff take the lead in scheduling key stakeholder meetings, with the goal being to conduct the interviews during a one- or two-day period in a central office or location. In the case of scheduling conflicts, follow-up conferences with individuals will be completed via phone or other digital means of communication. DESMAN will organize questions, comments, and notes from the stakeholder meetings and include them in the Phase I deliverable.

Task I.4: Additional Public Engagement – As outlined in the RFP, we would discuss an online opinion survey to be conducted during Phase I of the study. If the city desires, this would enable us to obtain additional input from residents and guests. The survey would be advertised at stakeholder meetings, on the downtown’s website, on social media sites, and/or handbills placed on parked vehicles or other key locations.



Task I.5: Assessment of Existing Conditions – The DESMAN team will update data provided by the city from an existing inventory of on- and off-street parking within the study area, including publicly-owned, publicly-available, and privately-owned spaces. In the event that this information is not available, the DESMAN team will gather existing inventory data. Parking facilities that are located outside the study area, but support activity within, will be identified as well. The assessment will identify the characteristics that are specific to the Central Business District (CBD-1) and Mixed-Use Business District (CBD-2). In addition to the location and number of spaces on street and in facilities, the inventory will identify the type of parking (such as public/private, surface/structured, short-/long-term, reserved/unreserved), the users served by each facility (such as employees, visitors, residents, special event patrons), hours of operation, method of enforcement, operating entity of each parking facility, and the number of spaces in each facility. This information will be summarized through tables and maps.

Task I.6: Peak Occupancy Surveys – In consultation with the city staff and steering committee, the DESMAN team will identify an appropriate week during which parking occupancy counts and observations will be conducted. As outlined in the RFP, these counts would occur on a weekday, weekend, and event day. DESMAN would recommend specific timeframes to capture the peak parking activity between the hours of 7:00AM – 11:00PM. Our team may conduct additional occupancy counts at some facilities in order to capture unique parking demand characteristics that may not be captured during the identified survey periods. If available, we will compare the 2023 counts with historical counts, assuming that parking conditions have returned to normal activity since the COVID-19 pandemic.

Section 2 | WORK PLAN

We have utilized several techniques to model pre-pandemic parking occupancy counts including:

- utilizing pre-pandemic occupancy counts adjusted for current conditions,
- estimating “normal” occupancy based on discussions with experienced parking staff and enforcement personnel
- projecting pre-covid occupancy based on the reduction in revenue, both on-street and off-street, and applying that factor to post-pandemic occupancy. Revenue data from the survey period would be required as well as similar data pre-pandemic.

If pre-pandemic counts are not available, either of the other two methods will provide satisfactory data.

Task I.7: Analysis of Existing Parking Utilization and Surplus/Deficit Conditions – The parking utilization data will be analyzed in order to identify the existence of current parking surpluses or deficits at specific locations within the study area. At a minimum, this analysis will identify surpluses and deficits by block or area and type of parking.

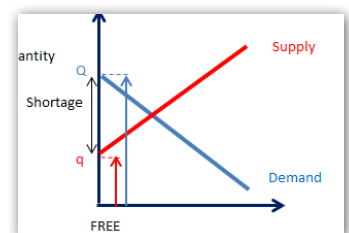


Task I.8: Review of In-Progress/Planned/Proposed Development – DESMAN will examine the information provided by the city staff and stakeholders during the previous tasks related to in-progress/planned/proposed developments within the study area. This information will inform the analysis of how the downtown will populate and whether the existing and planned parking supply can accommodate future levels of parking demand.

Task I.9: Submittal of Existing Conditions Report – Following the completion of the Phase I tasks, our team will prepare a deliverable which presents the data gathered during this phase and our methodology for collecting that data, along with maps and other graphics which clearly illustrate the existing parking conditions within the study area. This deliverable will be submitted to the city and steering committee for review and further discussion. It is anticipated that the DESMAN team will meet by phone with the city staff and steering committee to discuss the Phase I results. Comments and suggestions will be incorporated into a finalized version of the document for inclusion in the final report.

Phase II: Parking Demand Assessment and Scenario Planning

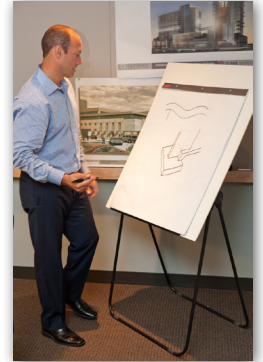
Task II.1: Test Supply/Demand Impacts of Future Development Projects – Based on the identified developments, DESMAN will determine the potential impact on parking supply and demand in the study area over the short-term (1-5 years) and long-term (6-10 years). This analysis will factor in the loss of existing surface parking lots to developments, the conversion of existing buildings to more parking-intensive land uses, the demolition of existing buildings for replacement with new development in the same location, and anticipated changes in mode split. Parking requirements will be projected based on the city zoning code, as well as standards from comparable communities.



DESMAN may conduct an alternative analysis which looks at potential future parking supply and demand conditions assuming the city implements Transportation Demand Management (TDM), pricing, and transit enhancement strategies. A combination of these strategies may make it possible to effectively serve the growing population of people living, working, and visiting downtown, without the need to expand the future supply of parking as aggressively as in the first scenario.

Section 2 | WORK PLAN

Task II.2: Identification of Future Parking Surplus/Deficit Conditions – The results of the analysis conducted in Task I.7, along with the existing parking deficit(s) identified in Task I.6, will be used to identify the locations and scale of anticipated future parking surpluses and/or deficits within the study area. For each of the future parking demand scenarios developed in the previous task, localized surplus/deficit conditions will be identified by area and type of parking. Additionally, based on the anticipated dates of completion for the in-progress/planned/proposed development projects, a timeline of projected parking surplus/deficit conditions will be developed for each subarea of downtown. This will be a valuable tool for the city in determining when and how to address future parking deficits (i.e., when to build a new facility or implement creative TDM and parking management strategies).



Task II.3: Management of Parking Demand – Based on the existing and projected future parking demand, we will identify alternatives to manage parking demand. This will include best practices for managing both on-street and off-street parking, as well as a combination of variable rates based on proximity to demand, elimination of parking in certain areas, or expanded overnight parking, etc. We will make recommendations to adjust the parking demand ratios for downtown St. Charles based on existing and anticipated parking requirements.

Task II.4: Submittal of Projected Parking Report - Following the completion of the Phase II tasks, our team will prepare a deliverable which presents the future parking demand analysis and parking alternatives. The deliverable will include maps and other graphics to illustrate the anticipated future parking conditions within the City of St. Charles under each of the identified scenarios. As in the previous phase, this deliverable will be submitted to the city staff and steering committee for review and further discussion. It is anticipated that the DESMAN team will meet with the city staff and steering committee at this time to discuss the Phase II results.

Comments to the Phase II deliverable received from the city and steering committee will be incorporated into a finalized version of the document for inclusion in the final report.

Phase III: Strategic Implementation Plan

The objective of Phase III is to develop a strategic implementation plan which outlines specific actions that can serve as an economic development and sustainability tool for downtown development. Given the wide range of potential recommendations—from physical solutions, technology upgrades, code, and policy changes—the final phase of this project will be a highly-collaborative effort between DESMAN, the steering committee, the city, and the stakeholders.

DESMAN’s ultimate goal for the final phase of work will be to develop a menu of viable solutions to the parking-related issues identified throughout the course of the project, including the pros, cons, and potential costs associated with each solution. Given that the results of the analysis are not yet known, the work plan for this phase may change as the project progresses. However, at this time, DESMAN proposes the following:

Task III.1: Development and Evaluation of Solutions and Initiatives – Based on the preceding analyses, DESMAN will prepare a series of proposed initiatives to address each issue identified. These initiatives may include tasks such as:

- Optimizing parking availability;
- Revising municipal parking policy as it applies to new development or redevelopment;
- Recommendations for parking rate changes for on-street and off-street facilities;

Section 2 | WORK PLAN

- Programs to control non-resident parking in residential neighborhoods;
- Techniques to improve access to accessible parking spaces.
- Recommendations for fees and types of parking violations;
- Recommendations for expanding the opportunities for parking;
- Recommendations for financing the parking system and expansion
- Revising existing municipal parking policy as it applies to enforcement and collections;
- Programs to promote shared parking between the City and private owners;
- Recommend initiatives to improve wayfinding and reduce search times in high-demand areas;
- Programs to improve acceptance and use of ride-sharing, car-sharing services, transit, biking, walking, and other alternative modes of transportation;



As each initiative is developed, DESMAN will identify:

1. What problem or issue the initiative addresses;
2. The estimated capital and/or operating costs associated with implementing the solution;
3. Any potential revenue gains associated with implementation;
4. The relative social/political liabilities and benefits associated with implementation, and;
5. The community objectives/goals/values the option supports.



Task III.2: Test Options with the Steering Committee and the City – DESMAN will organize the developed solutions into a work paper to be issued to the City staff, and steering committee for review.

Task III.3 Public Engagement – If desired, we will reconvene with the stakeholder groups interviewed in Task I.3 to report back to the stakeholders our alternatives and recommendations. This would be conducted electronically. We will revise our recommendations based on feedback from the forums.

Task III.4: Prepare and Present Final Plan – DESMAN will revise the work papers into a formal report. This report will include:

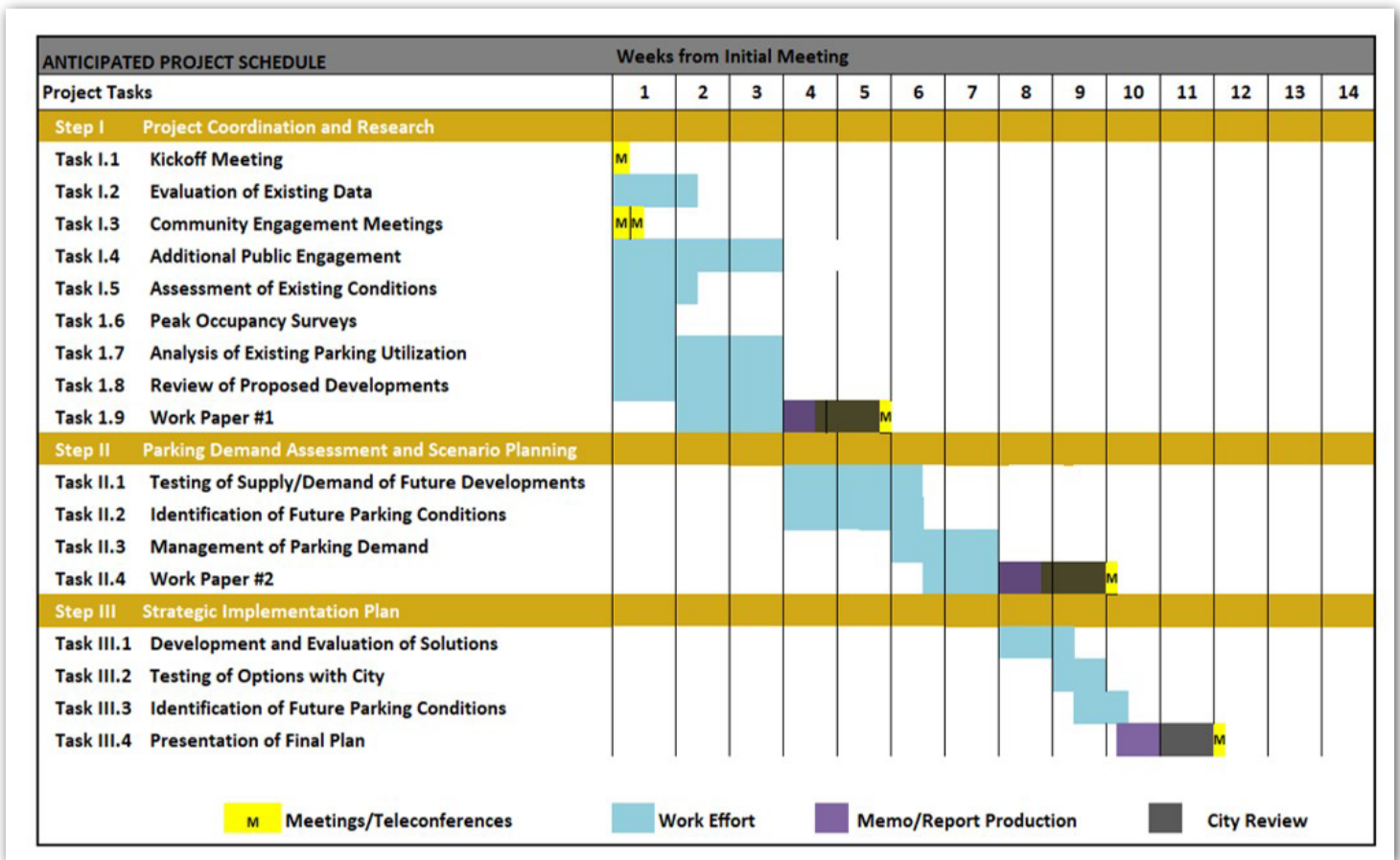
- A synopsis of the public engagement process;
- A summary of field work and analysis;
- A summary of current and future conditions;
- A synopsis of anticipated issues;
- A synopsis of proposed solutions;
- A recommended timeline for implementation of each solution;
- Action steps necessary prior to implementation, and;
- Responsible parties for each action step.

DESMAN will submit this plan to the Steering Committee and City for initial comment, revise as necessary, and issue a final plan for use and dissemination. If needed, DESMAN will also attend a Parking Advisory Committee or Board of Directors meeting or other appropriate public meeting to present the final plan.

SCHEDULE

The following page includes the anticipated project schedule.

Section 2 | SCHEDULE



SECTION B

3) Project Team Members

Section 3 | PROPOSED PROJECT TEAM MEMBERS

DESMAN TEAM

The DESMAN Team consists of multiple thought leaders who regularly speak on parking and mobility challenges and solutions. We are qualified professionals who offer experience, commitment and the understanding that seeing the big picture is as important as managing the details when it comes to parking planning. It requires being able to anticipate and overcome challenges, prepare for the unknown and provide forward-looking solutions based on relevant research and data, and stakeholder input.

DESMAN clients get instant access to a team of professionals who are always one step ahead with fresh ideas and intelligent insights. Our three specialists chosen for this assignment have extensive and direct experience with downtown parking studies and the planning, financing, management and operations. They also have access to the resources of the rest of the consulting team in DESMAN's nine offices throughout the US.

Mr. GERALD SALZMAN, an Associate Vice President with DESMAN, will be the *Project Manager/Parking Demand Projection* on this assignment and will be **Primary Contact** who will be personally involved with all aspects of the study. Mr. Salzman (email: gsalzman@desman.com) has been a parking consultant for more than 30 years. Within the last few years, DESMAN has completed numerous municipal parking supply and demand studies and financial feasibility studies, in addition to consulting on parking management best practices and parking policy in communities across the country. Many of the projects were in communities like St. Charles.

MR. GREGORY SHUMATE, is a Senior Associate with DESMAN and has over 20 years of professional experience as a public administrator in urban planning, economic development and enterprise management. As Parking Commissioner for the City of Cleveland, Mr. Shumate was the chief operations administrator for the City's entire on and off-street parking system consisting of 16,450 spaces. He will serve in the role as *Parking Technology / Operations*.

MS. MARIA BERG, will provide *Parking Analysis* services for this project. She has experience in research, field data collection, report projection, architectural drafting, planning, and community engagement initiatives. She works closely with Gerald and Greg on a daily basis and has relevant project experience as she just completed her work on the City of Reading Comprehensive Parking Plan and the Downtown Parking Study in Green Bay. Her background blends well with the analysis of parking supply, demand, and the City of St. Charles' need to design policies that maximize the efficiency of the parking system while maintaining the integrity and aesthetic of the community.

The DESMAN team works together on a daily basis and operates with the belief that relationships are built on trust and honest communication. An integrated team approach is essential to meeting your goals. It also provides a single source of accountability for the entire project, with close collaboration and clear, consistent communication starting on day one continuing through successful completion of your project. We value our relationships with communities and seek to meet and surpass every expectation for our services. Our team will work with The City of St. Charles to provide solutions that will serve your current and future needs.

Section 3 | PROPOSED PROJECT TEAM MEMBERS

DESMAN TEAM

We are happy to introduce you to the team chosen for this assignment who have the time and resources to make your project a priority. Resumes for Gerald and the rest of the DESMAN team are enclosed on the following pages.



Section 3 | PROPOSED PROJECT TEAM MEMBERS



GERALD SALZMAN, AICP

Senior Traffic Engineer & Parking Planner

Mr. Salzman has been conducting traffic and parking studies at consulting firms for more than thirty five years. He brings vast experience in planning effective traffic and parking systems for cities, suburbs, industrial corridors, mixed-use developments, hospital, medical center campuses, colleges and universities across the country. He has successfully negotiated access, circulation, and parking plans for projects in large cities, small towns, and major metropolitan suburbs, providing plans that meet the development's needs for access and parking while protecting residential streets.

Total Years of Experience
40

Years with DESMAN
18

Education

Master of Urban Planning,
Transportation, Texas A&M
University, 1979

Master of Arts, Urban
History,
University of Houston, 1975

Bachelor of Arts, Economic
History, University of
Rochester, 1973

Active Registrations

Registered Planner,
American Institute of
Certified Planners (AICP)

Affiliations

Member, International
Parking Institute (IPI)

Fellow, Institute of
Transportation Engineers
(ITE)

Project Assignment

**PROJECT MANAGER
/ PARKING DEMAND
PROJECTION**

His traffic projects include plans for access, circulation, loading docks, and pick-up/drop-off, as well as recommendations for external street improvements, including traffic signals. His parking projects include parking layout, parking management plans, redesign of existing surface lots to increase capacity, and garage feasibility and financial plans.

Some of Mr. Salzman's past projects include:

Downtown parking and transportation/traffic planning:

- *Town of Normal, IL, Downtown Parking Study*
- *City of Green Bay, WI, Downtown Parking Study*
- *City of Bloomington, IN, Downtown Area Parking Study*
- *City of Topeka, KS, 10 Year Parking Plan*
- *City of Reading, PA, Comprehensive Parking Plan*
- City of Milwaukee, WI
- University of Milwaukee Parking Review
- University of Milwaukee Parking & Transportation Study
- St. Lukes Traffic Access Parking Study, Milwaukee, WI
- St. Mary's Hospital Parking & Traffic Study, Milwaukee, WI
- Blatz Revenue Control, Milwaukee, WI
- City of Chicago, IL
- Village of Arlington Heights, IL
- City of Geneva, IL
- City of St. Charles, IL
- German Village & the Ohio State neighborhood, Columbus, OH
- Village of Cary, IL
- City of Evanston, IL
- Village of Western Springs, IL
- Village of Frankfort, IL
- Montgomery County Courthouse Area Access Plan – Bethesda, MD
- Snowshoe Mountain Parking Deck Feasibility Study, Snowshoe Mountain, WV
- City of St. Louis, MO
- University Circle Neighborhood – Cleveland, OH
- Bricktown area Parking Plan – Oklahoma City, OK

Projects in yellow italics are featured project examples in Section 4

Section 3 | PROPOSED PROJECT TEAM MEMBERS



GREGORY A. SHUMATE, CAPP

Parking Consultant / Senior Associate

Greg is a Senior Associate with DESMAN and has over 20 years of professional experience as a public administrator in urban planning, economic development and enterprise management. As Parking Commissioner for the City of Cleveland, Mr. Shumate was the chief operations administrator for the City's entire on and off-street parking system consisting of 16,450 spaces. While at DESMAN, Greg has authored a broad range of parking studies and planning projects for municipalities across the nation. Greg's experience, leadership and dedication are unparalleled and will prove to be a valued asset to the entire design team.

Total Years of Experience
41

Years at DESMAN
23

Education
University of Cincinnati
Cincinnati, OH
B.A., Urban Planning & Design

Affiliations
International Parking Institute

International Parking Institute- CAPP Certification

American Planning Association

Project Assignment
PARKING TECHNOLOGY / OPERATIONS

The following is a list of projects and assignments that Mr. Shumate has completed:

- *City of Green Bay, WI, Downtown Parking Study*
- *Town of Normal, IL, Uptown Parking Study*
- *City of Reading, PA, Comprehensive Parking Plan*
- *City of Bloomington, IN, Downtown Area Parking Study*
- City of Milwaukee, WI
- Doctors Hospital Parking Study, Columbus, OH
- Cleveland Clinic Heart Center, Cleveland, OH
- Downtown Steamboat Springs Parking Analysis, City of Steamboat, CO
- Downtown Parking Supply & Demand Study – City of Buffalo, NY
- Niagara Falls Downtown Parking Program Study, Niagara Falls, NY
- DT Covington Parking System Operation & Mgmt Assessment, Covington, KY
- Greater Columbus Convention Center Parking System PARCS Consulting, Columbus, OH
- Downtown Lowell Parking System Study, City of Lowell, MA
- Downtown Covington Parking Demand & Management Study, Covington, KY
- Downtown York Parking Plan – City of York, PA
- The Ohio State University, Camera Center Parking Study, Columbus, OH
- MetroHealth South Traffic & Circulation Study, Cleveland, OH
- Hollywood Parking System Enhancement Plan, City of Hollywood, FL
- McGill University Health Center, Glen Campus Study, Montreal, Quebec, CA
- Humber River Regional Hospital, Toronto, Canada
- Hamot Hospital Garage Feasibility Study, Erie Authority, Erie, PA Health Education Authority of Louisiana, New Orleans, LA
- Pittsburgh Parking Meter System Automation Plan, Public Parking Authority of Pittsburgh, PA
- Parking System & Transportation Program Operational Audit, University Circle Inc., Cleveland, OH
- Ninth & Penn Mixed-Use Development Garage – Public Parking Authority of Pittsburgh, PA
- Bronx (Yankee Stadium) Parking System Monthly Operational Audits, New York, NY
- East Lansing Parking System Mgmt Study, East Lansing, MI
- Comprehensive Review & Analysis of Easton Parking System, City of Easton, PA

Projects in yellow italics are featured project examples in Section 4

Section 3 | PROPOSED PROJECT TEAM MEMBERS



MARIA BERG

Parking Planner

Ms. Berg is a parking planner and analyst at DESMAN. She works with field data collection, data tabulation, report projection, and architectural drafting. Her educational background blends well with the analysis of parking supply, demand, and the City of St. Charles' need to design policies that maximize the efficiency of the parking system while maintaining the integrity and aesthetic of the community.

Ms. Berg has experience in research, planning, and community engagement initiatives. Her educational background is in Architecture with an emphasis on urban design and geographic information sciences. Prior to joining DESMAN, Ms. Berg had experience in capital project management at the University of Minnesota and with the Dakota County, MN Capital Projects team. Included in her experience are a range of urban design community engagement initiatives, drawing and updating architectural plans by AutoCAD and Revit, serving on design proposal selection teams, preparing and drafting staff memorandums upon review, as well as researching and analyzing industry data. Some of Ms. Berg's recent project experience include:

Total Years of Experience
3

Years with DESMAN
2

Education
University of Minnesota
Minneapolis, MN
Bachelor of Science in
Architecture

Project Assignment
PARKING ANALYSIS

- *City of Green Bay, WI, Downtown Parking Study*
- *Town of Normal, IL, Uptown Parking Study*
- UIUC Electric Vehicle Charging Research | Champaign, IL
- Route 59 Parking Demand Study | Naperville, IL
- City of Coatesville Parking Comprehensive Plan | Coatesville, PA
- City of Catonsville Downtown Parking Study | Catonsville, MD
- City of Delaware Parking Garage Feasibility Study | Delaware, OH
- Canal Place Parking Covid-19 Impact Research | New Orleans, LA
- South Side Parking and Feasibility Study | Pittsburgh, PA
- Henry Ford Health System Shared Parking Analysis | Detroit, MI
- Gensler Detroit Gratiot Shared Parking Analysis | Detroit, MI
- City of Newark Bond Feasibility 40-Year Projection | Newark, NJ

Projects in yellow italics are featured project examples in Section 4

SECTION B

4) Experience Conducting Comparable Downtown Parking Studies

Section 4 | COMPARABLE DOWNTOWN PARKING STUDIES

DESMAN has vast experience with dozens of downtown parking studies across the country including the five projects we have highlighted that focus on our experience closest to your project. We are happy to elaborate on these and any additional projects to further demonstrate our expertise. We have chosen these projects to highlight based on the similarities between them and the St. Charles project. DESMAN has completed many studies surrounding the Chicagoland area that we can share as well.

DOWNTOWN PARKING STUDY

City of Green Bay, WI

Client Reference

Chris Pirlot, P.E.

Operation Director,
Parking Manager

City of Green Bay - DPW

100 N Jefferson Street
Green Bay, WI 51301
chrispi@greenbaywi.gov
p. 920.492.3736

Completion Date:

January 2023

Key Personnel:

Gerald Salzman
Greg Shumate
Maria Berg

DESMAN was retained by the City of Green Bay to perform a parking study for the downtown area in January of this year. In 2013, DESMAN performed a similar study in Green Bay to examine the municipal parking system and the structural conditions of the parking ramps. This study focused on the downtown area's parking supply, demand, operations, policy, technology and changes since the 2013 study was conducted.

DESMAN analyzed the existing and future parking supply and demand as a result of proposed developments. The analysis considered the loss of the Main Street Ramp and the implementation of on-street parking zones. Interview meetings were held with administrative staff and stakeholders to determine the core issues as it pertained to parking. The recommendations included implementing license-plate recognition technology to modernize the parking system, creating cohesive parking policy and rates, extending hours of operations, improve meter collection procedures, and moving towards a digitized parking system.

Project Relevancy:

Parking Fees and Rate Increases
Increased On-Street Enforcement
Modernization of the Parking System
Incentivized Off-Street Parking



Section 4 | COMPARABLE DOWNTOWN PARKING STUDIES

DOWNTOWN PARKING STUDY

City of Reading, PA

Client Reference

Nathan L. Matz

Executive Director,

Reading Parking Authority

613 Franklin Street

Reading, PA 19602

nathanmatz@readingparking.com

p. 610.741.4326

Completion Date:

February 2022

Key Personnel:

Gerald Salzman

Greg Shumate

DESMAN was retained by the City of Reading to create a comprehensive parking plan (CPP) designed to support growth, quality of life, and commerce in the City. The City defined three goals for the CPP: 1) Assess the occupancy characteristics of all available parking resources; 2) Evaluate current policies that affect parking; and 3) Recommend specific policy changes based on best industry practices to attract new development and protect existing resources. DESMAN collected and reviewed an extensive amount of data relating to the City’s Parking System while reviewing its current operations and management structure. In addition, the team conducted stakeholder interviews and reviewed the proposed downtown developments within a ten-year period. The results of DESMAN’s analysis were consolidated and used for recommendations within the CPP.

The Comprehensive Parking Plan addressed the current needs and future challenges relating to the supply of, access to, and control of on- and off-street parking. The recommended programmatic initiatives pertained to garage developments, parking bay redesign, parking technology, wayfinding, and supply allocation, among others. A set of preliminary conceptual drawings were also provided to envision the future parking developments. Today, the City of Reading is beginning to implement the new programmatic initiatives in an effort to increase the parking system efficiency.

Project Relevancy:

Parking Access and Supply Allocation Changes

Parking Amenity Improvements

Applied Technological Improvements

Parking Fees and Changes

Parking Garage Development

System Management Improvements



Section 4 | COMPARABLE DOWNTOWN PARKING STUDIES

UPTOWN PARKING STUDY

Town of Normal, IL

Client Reference *q*

Eric Hanson Assistant
City Manager **Town of
Normal**

11 Uptown Circle PO
Box 589
Normal IL 61761
309-454-9502
ehanson@normal.org

Compleat on Date:

February 2022

Key Personnel: Gerald
Salzman Greg
Shumate

DESMAN was retained by the Town of Normal, IL to conduct an analysis of the adequacy, operations, and management of its municipal parking system. The analysis examined the City’s existing inventory of on- and off-street parking spaces, which involved gathering the prevailing space occupancy counts over a typical weekday and weekend period. Local stakeholder interviews were conducted to comprehend how various community patrons, business interests, and government leaders perceive, depend on, and are served by the existing system.

The primary objective of this study was to identify the existing and anticipated parking system deficiencies to formulate a comprehensive plan of practical forward-thinking actions. Recommendations pertaining to parking technology, rates and fees, system management, amenities, and supply allocation were made in an effort to increase the parking system efficiency. The action items were designed to support the growth and continued vitality of Uptown Normal.

Project Relevancy:

- Applied Technological Improvements
- Parking Fees and Rate Changes
- Parking System Management Improvements
- Parking Amenity Improvements
- Parking Access and Supply Allocation Changes



Section 4 | COMPARABLE DOWNTOWN PARKING STUDIES

DOWNTOWN AREA PARKING STUDY

City of Bloomington, IN

Client Reference

Scott Robinson, AICP

Interim Asst. Director
Bloomington Planning and
Transportation Department
PO BOX 100, Showers Center
City Hall
401 N. Morton St, Suite 130
robinson@bloomington.in.gov
p. 812.349.3423
f. 812.349.3520

Completion Date:

2018

Key Personnel:

Gerald Salzman
Greg Shumate



DESMAN was retained by the City of Bloomington (“City”) to assess the management, regulatory, and fiscal aspects of the public parking system, including all City-owned parking assets. In addition, private development parking standards,

adjacent neighborhood parking controls and inventory, as well as private and other public agency parking assets were also examined. Together, these analyses were used as the basis for the development of recommendations to address the near-term and long-term parking needs of downtown Bloomington.

The purpose of this study was to develop best management strategies for parking, tailored to the needs and character of downtown Bloomington. The study was also intended to address the impact on parking of growth, development, and expanded service offerings in downtown. Finally, the study and DESMAN’s resulting recommendations aided the recently-established Parking Commission in the fulfillment of its duties related to the City’s parking system and the objectives of the City’s Comprehensive Plan.

DESMAN’s recommended changes to the operations, management, policies, and physical assets which makeup the City’s public parking system were developed in consultation with the City. These changes were intended to address the current needs of downtown Bloomington, as well as the anticipated needs of the City over the next 10 plus years. In addition to operational, policy and parking rate recommendations, DESMAN also evaluated the pros and cons of rehabilitating an existing parking garage versus demolishing and replacing the structure. Finally, the recommendations were organized into a step-by-step guide for implementation which included anticipated timing and planning-level cost estimates.

Section 4 | COMPARABLE DOWNTOWN PARKING STUDIES

Comprehensive Parking Plan

City of Topeka, KS

Client Reference

Jay Oyler

Contracts & Procurement Director

City of Topeka

Budget & Finance Department

215 SE 7th Street

Room 60

Topeka, KS 66603

joyler@topeka.org

p. 785.368.3749

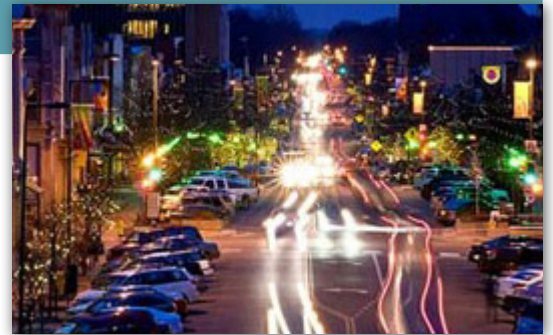
Completion Date:

November 2017

Key Personnel:

Gerald Salzman

Greg Shumate



The City of Topeka, Kansas selected DESMAN and Bartlett & West to conduct a parking study of the downtown area. The key goals of the study were to document the existing and projected demand for parking in the downtown area, review the City's

parking and enforcement operations, engage a variety of stakeholders, understand the impact of the State legislature activities on parking and develop a sustainable plan to provide adequate parking for all user groups, upgrade technology, and accommodate long-term growth in the City. of the study included a condition and structural evaluation of the City's three parking ramps. This included the production of a cost effective staged program for maintenance and repairs of the parking ramps.

The first phase of the study, which began in May, 2017 focused on data gathering, extensive stakeholder interactions, identification of future developments and detailed observations of parking operations. The result was a list of issues to be addressed and a menu of recommendations covering parking rates, demand, parking technology, enforcement and operations, policy issues and functional redesign of parking lots to increase supply.

Each issue was described in enough detail to identify:

1. What is the underlying problem or issue;
2. The estimated capital and/or operating costs associated with implementing the solution;
3. Any potential revenues or cost savings associated with implementation;
4. Trade-offs among options;
5. The relative social/political liabilities and benefits associated with the recommendation;
6. The community objectives/goals/values the option supports.

The second Phase translated the issues into a series of recommendations with enough background to support implementation. The proposed options include new technology for meters, enforcement, garage space counting and wayfinding, improved functional design of facilities, simplification of meter categories and rationalization of parking rates and fines, and changes to parking requirements in the zoning ordinance.

SECTION B

5) References Form

Section 5 | REFERENCE FORM



City of St. Charles
REFERENCE FORM

Project: Downtown Parking Study (ED2023-25)

The following is a list of **FIVE (5)** references that have performed projects similar in size & scope within the last five (5) years.

1. Company Name and Address	Scope of Work:	Downtown Parking Study
City of Green Bay	Date(s):	January 2023
100 N Jefferson Street	Amount:	\$36,270
Green Bay, WI 51301	Project Manager:	Chris Pirlot, Parking Manager
	Telephone No:	920.492.3736
	Email:	chrispi@greenbaywi.gov
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

2. Company Name and Address	Scope of Work:	UPTOWN PARKING STUDY
TOWN OF NORMAL	Date(s):	AUGUST 2021 - FEBRUARY 2022
11 UPTOWN CIRCLE	Amount:	\$56,330
PO BOX 589	Project Manager:	ERIC HANSON, ASSISTANT CITY MANAGER
NORMAL, IL 61761	Telephone No:	309.454.9502
	Email:	EHANSON@NORMAL.ORG
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

3. Company Name and Address	Scope of Work:	COMPREHENSIVE PARKING PLAN
READING PARKING AUTHORITY	Date(s):	JANUARY 2021 - FEBRUARY 2022
613 FRANKLIN STREET	Amount:	\$124,725
READING, PA 19602	Project Manager:	NATHAN MATZ, EXECUTIVE DIRECTOR
	Telephone No:	610.741.4325
	Email:	NATHANMATZ@READINGPARKING.COM
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

4. Company Name and Address	Scope of Work:	DOWNTOWN AREA PARKING STUDY
CITY OF BLOOMINGTON PLANNING AND TRANSPORTATION DEPT	Date(s):	JUNE 2018
401 N MORTON STREET, SUITE 130	Amount:	\$74,720
BLOOMINGTON, IN 47402	Project Manager:	SCOTT ROBINSON, DIR OF PARKING
	Telephone No:	812.349.3423
	Email:	ROBINSONS@BLOOMINGTON.IN.GOV
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

5. Company Name and Address	Scope of Work:	COMPREHENSIVE PARKING PLAN
CITY OF TOPEKA BUDGET & FINANCE DEPARTMENT	Date(s):	NOVEMBER 2018
215 SE 7TH STREET ROOM 60	Amount:	\$80,528
TOPEKA, KS 66603	Project Manager:	JAY OYLER, CONTRACTS & PROCUREMENT DIRECTOR
	Telephone No:	785.231.0396
	Email:	JOYLER@TOPEKA.ORG
Reference Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Company Name: DESMAN, Inc.

Failure to complete and return this form may be considered sufficient reason for rejection of the submittal.

SECTION B

6) Cost



Price Proposal Page

Downtown Parking Study (ED2023-25)

I (we) propose to furnish all services as specified in the attached solicitation documents at the below price. No additional charges over said pricing will be accepted by the City without an authorized change order and written approval by the Purchasing Division confirmed via purchase order amendment.

Total Flat Fixed Fee for Downtown Parking Study Report	\$ <u>40,220</u>
---	-------------------------

Please include a detailed summary of expenses and a timeline for completing the proposed project.

We accept payment via City of St. Charles credit card, **with no additional fees.** Yes No

We will allow a discount of N/A % if payment is received within N/A days of invoice.

Section 6 | COST

PERSON-HOUR BUDGET AND FEE BREAKDOWN						
Project Staff	MAIN PROJECT RESPONSIBILITY:	Project Manager <i>Financial Analysis</i>	Senior Planner <i>Parking Analysis/Wayfinding</i>	Parking Planner <i>Demand Communications</i>	EXPENSES	TOTAL HOURS/ COST
	STAFF:	GERALD SALZMAN	GREG SHUMATE	MARIA BERG		
	BILLING RATE:	\$ 310	\$ 175	\$ 150		
Step I	Project Coordination and Research					
Task I.1	Kickoff Meeting	4	0	4	\$ 250	8
Task I.2	Evaluation of Existing Data	2	4	4		10
Task I.3	Community Engagement Meetings	8	0	8		16
Task I.4	Additional Public Engagement	0	0	4		
Task I.5	Assessment of Existing Conditions	4	4	8		16
Task I.6	Peak Occupancy Surveys	8	0	16	\$ 500	24
Task I.7	Analysis of Existing Parking Utilization	2	0	4		6
Task I.8	Review of Proposed Developments	2	0	4		6
Task I.9	Work Paper #1	8	4	20		32
	Task Subtotal	\$ 11,780	\$ 2,100	\$ 10,800	\$ 750	\$ 25,430
Step II	Parking Demand Assessment and Scenario Planning					
Task II.1	Testing of Supply/Demand of Future Developments	0	0	4		4
Task II.2	Identification of Future Parking Conditions	2	0	2		4
Task II.3	Management of Parking Demand	2	4	4		10
Task II.4	Work Paper #2	8	0	8		
	Task Subtotal	\$ 3,720	\$ 700	\$ 2,700	\$ -	\$ 7,120
Step III	Strategic Implementation Plan					
Task III.1	Development and Evaluation of Solutions	6	4	16		26
Task III.2	Testing of Options with City	2	0	0		2
Task III.3	Public Engagement	2	0	2		4
Task III.4	Presentation of Final Plan	2	0	2	\$ 250	4
	Task Subtotal	\$ 3,720	\$ 700	\$ 3,000	\$ 250	\$ 7,670
	Total Hours per Person	62	20	110	\$ -	192
	Total Cost per Person	\$ 19,220	\$ 3,500	\$ 16,500	\$ 1,000	\$40,220
	Total Project Cost					\$ 40,220

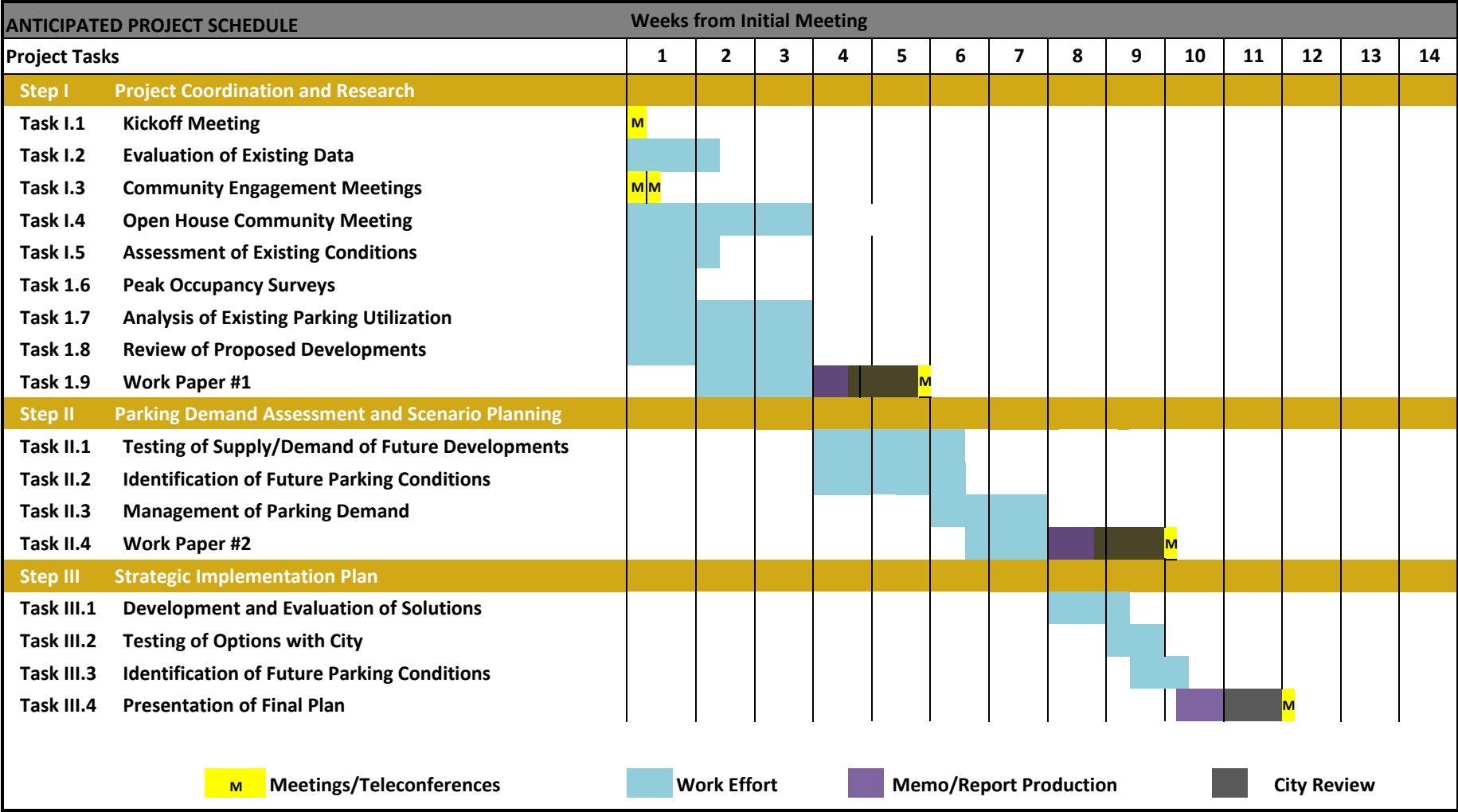
PERSON-HOUR BUDGET AND FEE BREAKDOWN

UPDATED FEES 5/19/2023

Project Staff	MAIN PROJECT RESPONSIBILITY:	Project Manager <i>Financial Analysis</i>	Senior Planner <i>Parking Analysis/Wayfinding</i>	Parking Planner <i>Demand Communications</i>	EXPENSES	TOTAL HOURS/ COST
	STAFF:	GERALD SALZMAN	GREG SHUMATE	MARIA BERG		
	BILLING RATE:	\$ 310	\$ 175	\$ 150		
Step I	Project Coordination and Research					
Task I.1	Kickoff Meeting	4	0	4	\$ 250	8
Task I.2	Evaluation of Existing Data	2	4	8	\$ 125	14
Task I.3	Community Engagement Meetings	8	0	8		16
Task I.4	Open House Community Meeting	4	0	4		8
Task I.5	Assessment of Existing Conditions	4	4	8		16
Task I.6	Peak Occupancy Surveys	0	0	36	\$ 500	36
Task I.7	Analysis of Existing Parking Utilization	2	0	4		6
Task I.8	Review of Proposed Developments	2	0	4		6
Task I.9	Work Paper #1	8	4	16		28
	Task Subtotal	\$ 10,540	\$ 2,100	\$ 13,800	\$ 875	\$ 27,315
Step II	Parking Demand Assessment and Scenario Planning					
Task II.1	Testing of Supply/Demand of Future Developments	0	0	4		4
Task II.2	Identification of Future Parking Conditions	2	0	2		4
Task II.3	Management of Parking Demand	2	4	4		10
Task II.4	Work Paper #2	8	0	12	\$ 125	20
	Task Subtotal	\$ 3,720	\$ 700	\$ 3,300	\$ 125	\$ 7,845
Step III	Strategic Implementation Plan					
Task III.1	Development and Evaluation of Solutions	6	4	16		26
Task III.2	Testing of Options with City	2	0	0		2
Task III.3	Public Engagement	2	0	2		4
Task III.4	Presentation of Final Plan	4	0	4	\$ 250	8
	Task Subtotal	\$ 4,340	\$ 700	\$ 3,300	\$ 250	\$ 8,590
	Total Hours per Person	60	20	136	\$ -	216
	Total Cost per Person	\$ 18,600	\$ 3,500	\$ 20,400	\$ 1,250	\$ 43,750
	Total Project Cost					\$ 43,750

\$ 43,750 Total
 \$ 42,500 Labor
 \$ 1,250 Expenses

Updated Project Schedule 5/19/2023





Certification of Compliance

- (A) The undersigned certifies that, pursuant to the **Equal Opportunity Employer** provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375, the bidder is compliant with all Equal Employment Opportunity Commission ("EEOC") requirements.
- (B) The undersigned certifies that, pursuant to the **Illinois Human Rights Act** provisions of Section 775 ILCS 5/2-105, the bidder complies with and certifies that it is in compliance with all equal employment practice requirements contained therein, and that it has adopted a written sexual harassment policy that meets the minimum requirements.
- (C) The undersigned certifies that, pursuant to the Public Act 101-0221, Section 2-109, and the City of St. Charles Anti-Harassment Policy (adopted by ordinance on December 16, 2019), the bidder complies with and certifies that **Sexual Harassment Prevention Training** is provided at least once a year to all employees who work with City employees and/or on City property. The City may, at any time, request proof of the vendor's compliance, and the vendor will comply with evidence within two business days.
- (D) The undersigned certifies that, pursuant to the **State of Illinois Law** provisions of Section 720 ILCS 5/33E prohibiting **Bid-rigging or Bid-rotating**, the bidder is not barred from bidding on this project, or entering into a contract for this project.
- (E) The undersigned certifies that, pursuant to the **Federal Acquisition Regulation** (FAR 48 C.F.R. §52.203-2) the bidder agrees that:
- Prices in the offer have been arrived at independently without consultation, communication, or agreement with any other competitor;
 - Prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other competitor before bid opening or contract award unless otherwise required by law; and
 - No attempt has been made or will be made by the bidder for the purpose of restricting competition.
- (F) The undersigned certifies that, pursuant to the **Illinois Department of Revenue Tax Laws** provisions of Section 65 ILCS 5/11-42.1-1, the bidder is not barred from doing business with any unit of local government in the State of Illinois as a result of a delinquency in payment of any taxes unless the bidder is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax.
- (G) The undersigned certifies that, pursuant to the **Illinois Drug Free Workplace Act** provisions of Section 30 ILCS 580/3, the bidder deposes states and certifies that it will provide a drug free workplace, inclusive of all satellite locations as well as the City of St. Charles sites.
- (H) The undersigned certifies that, pursuant to the **Illinois Prevailing Wage Act** provisions of Section 820 ILCS 130/0.01 et seq, the bidder, when required, is in compliance with all requirements of, including provisions as to wages, medical and hospitalization insurance and retirement benefits for those trades covered in the Act. Pursuant to **Illinois Public Act** provisions of Section 94-0515 and all provisions of the **Employee Classification Act**, provisions of Section 820 ILCS 185/1 et seq., said bidder agrees to submit certified payroll records as required.
- (I) The undersigned certifies that, pursuant to the **Employment of Illinois Workers on Public Works Act** provisions of Section 30 ILCS 570/0.01, et seq., the bidder is in compliance with all requirements. Furthermore, the bidder certifies that it will demonstrate a good faith effort toward providing equal employment opportunities for City of St. Charles residents to work as crafts persons, consistent with the racial, ethnic, and gender demographics of the City's labor force.
- (J) The undersigned certifies that, pursuant to the **National Security/USA Patriot Act** as defined in Presidential Executive Order 13224, the bidder and all affiliated parties, are not working for or with, nor acting on behalf of, a Specially Designated National and Blocked Person.
- (K) The undersigned certifies that they have not colluded with or participated in any **unethical practices** with any person, firm or employee of the City of St. Charles which would in any way be construed as an unethical business practice.

Check One:

There are no conflicts of interest and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm or your firm's ownership, management or staff will immediately notify the City of St. Charles in writing.

There is an affiliation or business relationship between you, your management or staff, your firm or your firm's ownership, and an employee, officer or elected official of the City of St. Charles who makes recommendations to the City of St. Charles with respect to expenditures of money, employment, and elected or appointed positions. Provide on a separate letter included with your response any and all affiliations or business relationships that might cause a conflict of interest or any potential conflict of interest. Include the name of each City of St. Charles affiliate with whom you, your firm or your firm's ownership, management or staff has an affiliation or a business relationship.

Company Name DESMAN, Inc.

Signature Stephen J Rebora

Digitally signed by Stephen J
Rebora
Date: 2023.04.13 09:57:06 -05'00'

Date 4/12/23



Vendor Minority Reporting Form

Downtown Parking Study (ED2023-25)

VENDOR/CONTRACTOR/SUBCONTRACTOR INFORMATION REPORTING FORM

Business Name or Name of Sole Proprietor: DESMAN, Inc.

The City of St. Charles is required under Section 200/18-50.2 of the Illinois Property Tax Code (35 ILCS 200/18-50.2) to collect and electronically publish information from vendors/contractors, and sub-vendors/subcontractors pertaining to their status as a minority-owned, women-owned, or veteran-owned business. Answers to the following questions will be electronically published on the City's website in compliance with the Property Tax Code's vendor information collection and reporting requirements. Current City Vendors/sub-vendors/contractors/subcontractors should return this form to the City within thirty (30) days of receipt of this form from the City. Vendors/Contractors seeking contract award are required to return this completed form with their submittal to the City.

Additionally, vendors/contractors are required to provide this form to all sub-vendors/subcontractors providing goods, work, or services to the City and shall return completed forms to the City's Procurement Division at procurement@stcharlesil.gov prior to the subcontractor's performance of work or services.

1. A "minority-owned business" means a business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it. 30 ILCS 575/2(A)(3)

A "women-owned business" means a business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it. 30 ILCS 575/2(A)(4)

A "veteran-owned business" means a small business (i) that is at least 51% owned by one or more qualified veterans living in Illinois or, in the case of a corporation, at least 51% of the stock of which is owned by one or more qualified veterans living in Illinois; (ii) that has its home office in Illinois; and (iii) for which items (i) and (ii) are factually verified annually by the Illinois Department of Central Management Services. 30 ILCS 500/45-57(e).

Is your business a

- | | | |
|---|---|--|
| Minority-owned business as defined by 30 ILCS 575/2(A)(3) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Women-owned business as defined by 30 ILCS 575/2(A)(4) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Veteran-owned business as defined by 30 ILCS 500/45-57(e) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

A business may indicate a "yes" answer for more than one category.

2. Has your business received certification from a certifying agency/organization? If not please check "not certified." If certified, please check all applicable certifications and indicate for which category(ies) identified in Question 1 your business is certified.

Not Certified *DESMAN is a certified minority business enterprise by many city/state agencies across the nation. In the past, DESMAN was also certified by CMS, CMSDC and City of Chicago, although currently we are not.*

CMS - Illinois Department of Central Management Services Business Enterprise Program

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Minority-owned | <input type="checkbox"/> Women-owned | <input type="checkbox"/> Veteran-owned |
|---|--------------------------------------|--|

CMSDC-Chicago Minority Supplier Development Council

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Minority-owned | <input type="checkbox"/> Women-owned | <input type="checkbox"/> Veteran-owned |
|---|--------------------------------------|--|

City of Chicago

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Minority-owned | <input type="checkbox"/> Women-owned | <input type="checkbox"/> Veteran-owned |
|---|--------------------------------------|--|

Cook County

Minority-owned

Women-owned

Veteran-owned

CTA-Chicago Transit Authority

Minority-owned

Women-owned

Veteran-owned

METRA

Minority-owned

Women-owned

Veteran-owned

PACE

Minority-owned

Women-owned

Veteran-owned

IDOT-Illinois Department of Transportation

Minority-owned

Women-owned

Veteran-owned

WBDC-Women's Business Development Center

Minority-owned

Women-owned

Veteran-owned

Mid-States Minority Supplier Development Center

Minority-owned

Women-owned

Veteran-owned

Self-certifying

Minority-owned

Women-owned

Veteran-owned

Other (Please specify) _____

3. If you answered "self-certifying" to Question 2, does your business qualify as a small business under the Federal Government's Small Business Administration (SBA) Standards? Please consult the U.S. Small Business Administration website's most current Table of Small Business Size Standards Matched to North American Industry Classification System codes located at [sba.gov/document/support-table-size-standards](https://www.sba.gov/document/support-table-size-standards) to provide the following information.

Yes, self-certifying, SBA status indicated for business name listed on this form in SAM profile at SAM.gov.

Yes, self-certifying SBA qualified small business because the average annual receipts for my business's NAICS U.S. industry title [INSERT INDUSTRY TITLE] _____, with an NAICS code of [INSERT NAICS CODE] _____ are less than the size standards (in millions of dollars) as listed in the U.S. Small Business Administration's Table of Small Business Size Standards, dated August 19, 2019.

Yes, self-certifying SBA qualified small business because the average total employment for my business's NAICS U.S. industry title [INSERT INDUSTRY TITLE] _____, with an NAICS code of [INSERT NAICS CODE] _____ is less than the size standard (in number of employees) as listed in the U.S. Small Business Administration's Table of Small Business Size Standards, dated August 19, 2019.

No, self-certifying but not an SBA qualified small business.

Signature: Stephen J Rebora _____
Digitally signed by Stephen J Rebora
Date: 2023.04.13 09:57:50 -05'00'

Date: 4/13/2023 _____

Printed Name: Steve Rebora _____

Title: President / CEO _____

Business Name: DESMAN, Inc. _____

Business Address: 20 N. Clark Street, Suite 160, Chicago, IL 60602 _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. DESMAN, Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ►</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 3 West 35th Street, 3rd Floor</p> <p>6 City, state, and ZIP code New York, NY 10001</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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or										
Employer identification number										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px; text-align: center;">1</td> <td style="width:25%; height: 20px; text-align: center;">1</td> <td style="width:25%; height: 20px; text-align: center;">-</td> <td style="width:25%; height: 20px; text-align: center;">2</td> <td style="width:25%; height: 20px; text-align: center;">7</td> <td style="width:25%; height: 20px; text-align: center;">0</td> <td style="width:25%; height: 20px; text-align: center;">9</td> <td style="width:25%; height: 20px; text-align: center;">7</td> <td style="width:25%; height: 20px; text-align: center;">7</td> <td style="width:25%; height: 20px; text-align: center;">5</td> </tr> </table>	1	1	-	2	7	0	9	7	7	5
1	1	-	2	7	0	9	7	7	5	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ► </p>	<p>Date ► 04/13/2023</p>
------------------	------------------------------------	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

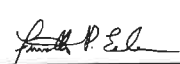
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

SERVICE PROVIDER RESPONSE REQUIREMENTS

ACORD®		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 01/04/2023	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER Fenner & Esler Agency, Inc 467 Kinderkamack Road P. O. Box 60 Oradell NJ 07649-0060				CONTACT NAME: Timothy Esler PHONE (A/C. No. Ext): (201) 262-1200 FAX (A/C. No.): (201) 262-7810 E-MAIL ADDRESS: certs@fenner-esler.com			
INSURED Desman, Inc. 20 North Clark Suite 300 Chicago IL 60602				INSURER(S) AFFORDING COVERAGE INSURER A: Selective Insurance Co. of the Southeast NAIC# 39926 INSURER B: Hartford Insurance Company of the Southeast 38261 INSURER C: Endurance American Specialty Insurance Company 41718 INSURER D: Great Midwest Insurance Company 18694 INSURER E: INSURER F:			
COVERAGES		CERTIFICATE NUMBER: Master 22-23 Chicago		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Includes: XCU; Contractual & <input checked="" type="checkbox"/> 50 RR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Valuable Papers			S2391236	11/01/2022	11/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 VP Per Occurrence \$ 500,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			S2391236	11/01/2022	11/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			S2391236	11/01/2022	11/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	84WECAJ2MWL	11/01/2022	11/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C/D	Professional Liability Retro Date: Full Prior Acts			DPL30001379303/CXGM000035	12/03/2022	12/03/2023	Per Claim Limit \$5,000,000* Aggregate Limit \$5,000,000*
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Additional Insured - Certificate Holder as respects to general liability where required by written contract. *TOTAL PROFESSIONAL LIABILITY LIMITS \$5M (C+D); \$2.5M Primary PL Policy DPL30001379303 + \$2.5M Excess PL Policy HPRO-CX-GM-0000354-00. \$100k deductible.							
CERTIFICATE HOLDER				CANCELLATION			
Evidence of Coverage				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE 			
ACORD 25 (2016/03)		© 1988-2015 ACORD CORPORATION. All rights reserved.					
The ACORD name and logo are registered marks of ACORD							



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fenner & Esler Agency, Inc 467 Kinderkamack Road P. O. Box 60 Oradell NJ 07649-0060		CONTACT NAME: Timothy Esler PHONE (A/C, No, Ext): (201) 262-1200 FAX (A/C, No): (201) 262-7810 E-MAIL ADDRESS: certs@fenner-esler.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Selective Insurance Co. of the Southeast	NAIC # 39926
		INSURER B: Hartford Insurance Company of the Southeast	38261
		INSURER C: Endurance American Specialty Insurance Company	41718
		INSURER D: Great Midwest Insurance Company	18694
		INSURER E:	
		INSURER F:	
INSURED Desman, Inc. 20 North Clark Suite 300 Chicago IL 60602			

COVERAGES**CERTIFICATE NUMBER:** Master 22-23 Chicago**REVISION NUMBER:**

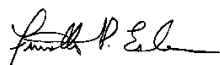
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Includes: XCU; Contractual & <input checked="" type="checkbox"/> 50 RR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Valuable Papers	Y	Y	S2391236	11/01/2022	11/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
							VP Per Occurrence	\$ 500,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		S2391236	11/01/2022	11/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							PIP-Basic	\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			S2391236	11/01/2022	11/01/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	84WECAJ2MWL	11/01/2022	11/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C/D	Professional Liability Retro Date: Full Prior Acts			DPL30001379303/CXGM000035	12/03/2022	12/03/2023	Per Claim Limit	\$5,000,000*
							Aggregate Limit	\$5,000,000*

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Project Name: Downtown Parking Study; Additional Insured - The City of St. Charles as respects to general and auto liability where required by written contract. General and auto Liability Additional Insured is primary and non-contributory where required by written contract. Excess follows form over general liability, auto liability and employers liability subject to policy terms, conditions, definitions and exclusions of underlying policies and excess policy. Waiver of Subrogation applies as respects general liability and workers compensation where required by written contract. Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives. *TOTAL PROFESSIONAL LIABILITY LIMITS \$5M (C+D); \$2.5M Primary PL Policy DPL30001379303 + \$2.5M Excess PL Policy HPRO-CX-GM-0000354-00. \$100k deductible.

CERTIFICATE HOLDER**CANCELLATION**

City of St. Charles 2 E. Main St. St. Charles IL 60174	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
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DESMAN, INC.

**FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION**

FOR THE YEAR ENDED DECEMBER 31, 2021

AND

INDEPENDENT AUDITOR'S REPORT

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GRUBER PALUMBERI RAFFAELE FRIED, P.C.

**CERTIFIED PUBLIC ACCOUNTANTS
SEVEN PENN PLAZA, NEW YORK, NY 10001
TELEPHONE: (212) 532-8261, (212) 586-0800
FAX: (212) 532-9707**

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Desman, Inc.
3 West 35th Street, 3th Floor
New York, NY 10001

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Desman, Inc., (an S- Corporation) which comprise the balance sheet as of December 31, 2021, and the related statements of income, changes in stockholders' equity and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Desman, Inc as of December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Desman, Inc and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Desman, Inc's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Desman, Inc internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Desman, Inc's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary schedules of direct project expenses and general and administrative expenses contained on page 16 is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the financial statements as a whole.

New York, New York
August 23rd, 2022


Gruber Palumberi Raffaele Fried, P.C.

DESMAN, INC.
BALANCE SHEET
DECEMBER 31, 2021

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$ 1,318,556	
Accounts receivable, net of allowance of \$0	5,202,730	
Other receivables	506,798	
Prepaid income taxes	4,731	
Prepaid expenses	<u>175,427</u>	
Total current assets		\$ 7,208,242

FIXED ASSETS

Furniture and equipment	697,715	
Leasehold improvements	194,201	
Vehicles	<u>80,082</u>	
	971,998	
Less: accumulated depreciation	<u>(663,473)</u>	
Net fixed assets		308,525

OTHER ASSETS

Security deposits		<u>148,172</u>
-------------------	--	----------------

TOTAL ASSETS

\$ 7,664,939

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 2,751,953	
Other current liabilities	8,160	
Income taxes payable	2,240	
Distributions payable	1,705,619	
PPP loan payable	1,800,000	
Stockholder loans payable - current portion	<u>288,567</u>	
Total current liabilities		\$ 6,556,539

COMMITMENTS AND CONTINGENCIES

STOCKHOLDERS' EQUITY

Common stock, \$1.00 par value, 100,000 shares authorized, 52,261 shares issued and outstanding	52,261	
Additional paid in capital	4,394,056	
Retained earnings	3,115,465	
Less: treasury stock	<u>(6,453,382)</u>	
Total stockholders' equity		<u>1,108,400</u>

TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY

\$ 7,664,939

See accompanying notes to financial statements and independent auditor's report.

DESMAN, INC.
STATEMENT OF INCOME
FOR THE YEAR ENDED DECEMBER 31, 2021

Revenues		
Fees earned		\$ 11,361,758
Expenses		
Direct project expenses	\$ 9,320,721	
General and administrative expenses	<u>2,512,665</u>	
Total expenses		<u>11,833,386</u>
(Loss) before other income (expenses) and provision for income taxes		\$ (471,628)
Other income (expenses)		
Interest income	2,742	
PPP loan forgiven	1,800,000	
Legal settlement	(51,827)	
Depreciation	(80,954)	
Interest expense	<u>(9,039)</u>	
Total other income (expenses)		<u>1,660,922</u>
Income before provision for income taxes		\$ 1,189,294
Provision for income taxes		<u>7,867</u>
Net Income		<u><u>\$ 1,181,427</u></u>

See accompanying notes to financial statements and independent auditor's report.

DESMAN, INC.
STATEMENT OF CHANGES IN STOCKHOLDERS' EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2021

	Common Stock	Additional Paid in Capital	Treasury Stock	Retained Earnings	Total Stockholders' Equity
Balance - December 31, 2020	\$ 51,909	\$ 4,350,882	\$ (6,448,012)	\$ 1,934,038	\$ (111,183)
Common stock	352	43,174	-	-	43,526
Treasury stock		-	(5,370)		(5,370)
Distributions	-	-	-	-	-
Net income	-	-	-	1,181,427	1,181,427
Balance - December 31, 2021	<u>\$ 52,261</u>	<u>\$ 4,394,056</u>	<u>\$ (6,453,382)</u>	<u>\$ 3,115,465</u>	<u>\$ 1,108,400</u>

See accompanying notes to financial statements and independent auditor's report.

DESMAN, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021

CASH FLOWS FROM OPERATING ACTIVITIES	
Net income	\$ 1,181,427
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	80,954
PPP loan proceeds forgiven	(1,800,000)
(Increase) decrease in operating assets:	
Accounts receivable	(772,385)
Other receivables	(500,510)
Prepaid income taxes	1,391
Prepaid expenses	183,177
Security deposits	(3,621)
Increase (decrease) in operating liabilities:	
Accounts payable and accrued expenses	351,261
Other current liabilities	(156,694)
Income taxes payable	455
NET CASH (USED) IN OPERATING ACTIVITIES	(1,434,545)
CASH FLOWS FROM INVESTING ACTIVITIES	
Acquisition of furniture, equipment and leasehold improvement	(58,782)
NET CASH (USED) IN INVESTING ACTIVITIES	(58,782)
CASH FLOWS FROM FINANCING ACTIVITIES	
Proceeds from PPP loan	1,800,000
Proceeds from issuance of common stock	43,576
Loan proceeds from stockholders	240,000
Loan repayments to stockholder	(135,000)
Loan repayments to stockholders - treasury stock loan agreements	(257,333)
Purchase of treasury stock	(5,420)
Distributions paid and adjusted	(395,458)
NET CASH PROVIDED IN FINANCING ACTIVITIES	1,290,365
NET (DECREASE) IN CASH AND CASH EQUIVALENTS	(202,962)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	1,521,518
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 1,318,556
SUPPLEMENTAL CASH FLOW DISCLOSURES:	
Cash paid for interest	\$ 9,039
Cash paid for taxes	\$ 10,358
SUPPLEMENTAL DISCLOSURES OF NONCASH FINANCING ACTIVITIES:	
Distribution declared in prior period and outstanding as of 01/01/2021	\$ 2,101,077
Distribution paid and adjusted in 2021	(395,458)
Distribution declared and outstanding as of 12/31/21	\$ 1,705,619

See accompanying notes to financial statements and independent auditor's report.

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 1 – NATURE OF BUSINESS

Desman, Inc., “The Company” was incorporated in the state of Delaware in 1984 and is engaged principally in designing parking structures. The Company maintains offices in New York, Chicago, Virginia, Boston, Connecticut, Cleveland, Denver and Florida.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates

Management uses estimates and assumptions in preparing its financial statements. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from these estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents consists of monies held in checking, savings and money market accounts and highly liquid investments with a maturity of three months or less.

Revenue Recognition

Contract revenue and the related costs are recognized as engineering work is performed. Substantially all of the Company’s engagements are performed under time and materials or fixed-price arrangements. For time and materials contracts, the Company utilizes the practical expedient under Accounting Standards Codification 606 – Revenue from Contracts with Customers, which states, if an entity has a right to consideration from a customer in an amount that corresponds directly with the value of the entity’s performance completed to date (for example, a service contract in which an entity bills a fixed amount for each hour of service provided), the entity may recognize revenue in the amount to which the entity has a right to invoice. During 2021, the Company recognized revenue of nine hundred thousand dollars associated with time and materials contracts. These revenues represent approximately 7.96% of the Company’s consolidated revenues. The Company’s time and materials contracts are terminable and subject to postponement or delay at any time by the Company’s clients, and as such, the performance obligations for all of the Company’s time and materials contracts have an original expected duration of one year or less. For fixed-price contracts the Company recognizes revenue over time because of the continuous transfer of control to the customer. The customer typically controls the work in process as evidenced either by contractual termination clauses or by the Company’s rights to payment for work performed to date to deliver services that do not have an alternative use to the Company. Revenue for fixed-price contracts is recognized based on the relationship of incurred labor hours at standard rates to the Company’s estimate of the total labor hours at standard rates it expects to incur over the term of the contract. The Company believes this methodology achieves a reliable measure of the revenue from the consulting services it provides to its customers under fixed-price contracts given the nature of the consulting services the Company provides and the following

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Revenue Recognition (cont'd)

additional considerations: • the Company considers labor hours at standard rates and expenses to be incurred when pricing its contracts; • the Company generally does not incur set up costs on its contracts; • the Company does not believe that there are reliable milestones to measure progress towards completion; • the customer is required to pay the Company for time at standard rates plus materials incurred to date if the contract is terminated early; • the Company's contracts do not include award fees or bonuses; • the Company does not include revenue for unpriced change orders until the customer agrees with the changes; • historically the Company has not had significant accounts receivable write-offs or cost overruns; and • the Company's contracts are typically progress billed on a monthly basis. During 2021, the Company recognized revenue of \$10.4M associated with fixed-price contracts. These revenues represent 92.04% of the Company's consolidated revenues. The Company's fixed-price contracts are terminable and subject to postponement or delay at any time by its clients, and as such, the performance obligations for all of the Company's fixed-price contracts have an original expected duration of one year or less. Reimbursements, including those related to travel and other out-of-pocket expenses, and other similar third-party costs such as the cost of materials and certain subcontracts, are included in revenues, and an equivalent amount of reimbursable expenses are included in operating expenses. Any mark-up on reimbursable expenses is included in revenues before reimbursements. The Company reports revenues net of subcontractor fees for certain subcontracts where the Company has determined that it is acting as an agent because its performance obligation is to arrange for the provision of goods or services by another party.

Accounts Receivable

Accounts receivable are comprised of amounts due from customers and are carried at the original invoice amount less any payments. Included in accounts receivable are amounts retained by various customers which are later remitted when projects are completed. Management considers receivables to be fully collectible; accordingly, no allowance for doubtful accounts has been provided. If amounts become uncollectible, they are charged to operations in the period in which that determination is made.

Fixed Assets

Furniture and equipment, leasehold improvements and vehicles are recorded at cost. Expenditures for major additions and betterments are capitalized. Maintenance and repairs are charged to operations as incurred. Depreciation of furniture and equipment is computed by the straight-line method over the assets' estimated lives ranging from five to seven years. Leasehold improvements are depreciated by the straight-line method over the lesser of the term of the related lease or the estimated useful lives of the leasehold improvements. Depreciation of vehicles is computed by the straight-line method over five years. The cost and related accumulated depreciation of assets sold or otherwise disposed of are removed from the related accounts and the resulting gains or losses are reflected in operations.

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Advertising

Advertising costs, which are included in general and administrative expenses, are expensed as incurred. For the year ended December 31, 2021, advertising costs amounted to \$14,711.

Income Taxes

The Company, with the consent of its shareholders, has elected under the Internal Revenue Code to be an S Corporation. In lieu of corporation income taxes, the stockholders of an S Corporation are taxed on their proportionate share of the Company's taxable income. Therefore, no provision or liability for federal and for certain states income taxes have been included in the financial statements, aside from the state corporate minimum tax requirements, taxes paid on composite tax filings, state excise tax and NYC General Corporate Income Tax.

Uncertain Tax Positions

The Company has adopted FASB ASC Topic 740-10, Accounting for Uncertainty in Income Taxes. The Company will record a liability for uncertain tax positions when it is more likely than not that a tax position would not be sustained if examined by the taxing authority. The Company continually evaluates expiring statutes of limitations, audits, proposed settlements, changes in tax law and new authoritative rulings. At December 31, 2021, management has determined that there were no material uncertain tax positions to be accounted for in the financial statements. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Company's tax returns will not be challenged by taxing authorities and that the Company or its stockholders will not be subject to additional tax, penalties, and interest as a result of such challenge. Generally, the Company's tax returns remain open for three years for income tax examination.

New Authoritative Pronouncements

In February 2016, the FASB issued ASU No. 2016-02, Leases (Topic 842). The new ASU establishes a right-of-use ("ROU") model that requires a lessee to record a ROU asset and a lease liability on the balance sheet for all leases with terms longer than 12 months. Due to the COVID-19 outbreak in the United States, on April 8, 2020, FASB voted to delay implementation of ASC 2016-02. On June 3, 2020, the FASB updated the guidance to delay implementation of ASU No. 2016-02, Leases (Topic 842) for one year. The ASU is effective for fiscal year beginning after December 15, 2021 and the year ending December 31, 2022 with early adoption permissible. Desman, Inc., is evaluating the impact on the Company financial statements.

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 3 – CONCENTRATION OF CREDIT RISK AND MAJOR CUSTOMERS

Financial Instruments

The Company's financial instruments that are exposed to concentration of credit risk consist primarily of cash and trade accounts receivable.

The Company maintains its cash with several high-credit quality financial institutions insured by the Federal Deposit Insurance Corporation ("FDIC"). At times during the year such amounts may be in excess of the FDIC limit of \$250,000. As of December 31, 2021, the Company had combined cash balances in excess of FDIC limits in the amount of approximately \$1,148,942.

The Company routinely assesses the financial strength of its customers, and believes that its trade accounts receivable credit risk exposure is limited.

NOTE 4 – EMPLOYEE BENEFIT PLANS

Employee stock option

The Company has a qualified noncontributory employee benefit stock option plan (ESOP). Contributions to such plan are at the discretion of the Company's board of directors. For the year ended December 31, 2021, the Company made a contribution to the plan of \$10,000, of which \$9,190 is in accounts payable and accrued expenses. The \$10,000 is reflected in employee benefits in the schedule of direct project expense.

401(k) plan

The Company sponsors a 401(k) retirement plan for all eligible employees so that employees may contribute a portion of their pretax income to a retirement fund and under the plan, discretionary contributions may be made by the Company. For the year ended December 31, 2021 no employer contributions were made to the plan.

NOTE 5 – OTHER RECEIVABLES

The Company applied and qualified for the employer retention credit under IRC Sec 280C. The refundable employer tax credit creates a reduction in wages in the year the wages were paid. The amount of the credit claimed is \$497,000, which at the balance sheet date is reflected in other receivables.

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 6 - COMMITMENTS

Annual minimum lease payments under non-cancelable operating leases for real properties as of December 31, 2021 are as follows:

<u>Year</u>	<u>Amount</u>
2022	\$ 851,958
2023	791,606
2024	740,311
2025	755,636
2026	772,861
Thereafter	<u>2,067,728</u>
	\$ <u>5,980,101</u>

In addition to rent, the Company also pays other incidental costs as outlined in the leases. For the year ended December 31, 2021, rent expense and other incidental costs amounted to \$1,129,977.

NOTE 7 – LOAN PAYABLE

As of December 11, 2020, the Company entered into a finance agreement with Bank Direct Capital Finance in the amount of \$174,656 for funding the payment of their liability insurance premium. The debt is at an annual rate of 4.68% and payable in nine monthly installments. The final payment was due September 2021. The loan was fully paid as of December 31, 2021.

NOTE 8 – PPP LOAN PAYABLE

Paycheck Protection Program (PPP)

The Company applied for and received a PPP loan on April 20, 2020 in the amount of 1,800,000. The funds may be used only for payroll costs, rent and utilities. Under the terms of the PPP, the loan may be forgiven if it is used for qualifying expenses. The Company used the entire loan for qualifying expenses and the loan was forgiven on May 21st, 2021, which was then reclassified to other income on the income statement.

On Feb 7th, 2021 the Company applied for and received a second PPP loan in the amount of \$1,800,000, which at the balance sheet date is reflected under current liability while awaiting forgiveness.

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 9 – RELATED PARTY TRANSACTIONS

Accounts Receivable

As of December 31st, 2021 contract revenue for consulting services provided to a related entity owned by shareholders of the Company amounted to \$28,800 of which the amount of \$14,000 is included in accounts receivable.

Other Receivables

As of December 31, 2021, other receivables includes two loans, totaling \$9,798, made to stockholders for the purchase of Company common stock. The loans bear interest at 4%, and a maturity date as of Feb 12, 2022 and June 1, 2022.

Stockholder Loans Payable

The Company has executed several loan agreements with stockholders of the Company to buy back outstanding shares of common stock. Each of the stockholder loan agreements calls for quarterly payments of principal and interest over a period of 2 to 3 years. The interest rate on all of these loans is fixed at 4% and is applied to the outstanding principal balance. The loan was fully paid and interest expense on these loans for the year ended December 31, 2021 amounted to \$4,371.

At December 31, 2018, the Company received a loan from a stockholder in the amount of \$300,000. The loan agreement calls for quarterly payments of principal and interest over a period of 2 years commencing July 19, 2019. The loan matured on April 19, 2021, at which time all unpaid principal and interest becomes due and payable in full. The interest rate on the loan is fixed at 4% and is applied to the outstanding principal balance. The loan was fully paid and interest expense on this loan for the year ended December 31, 2021 amounted to \$1,125.

On April 1st, 2020, the Company received a loan from a stockholder in the amount of \$240,000. The loan agreement calls for monthly payments of principal and interest over a period of one year commencing April 10th, 2020. The loan matured on March 10, 2021, at which time all unpaid principal and interest becomes due and payable in full. The interest rate on the loan is fixed at 4% and is applied to the outstanding principal balance. The loan was fully paid and interest expense on this loan for the year ended December 31, 2021 amounted to \$400.

On December 14, 2021, the Company received a loan from a stockholder in the amount of \$240,000. The loan agreement calls for monthly payments of principal and interest over a period of one year commencing January 14th, 2021. The loan matures on December 14th, 2022, at which time all unpaid principal and interest becomes due and payable in full. The interest rate on the loan is fixed at 4% and is applied to the outstanding principal balance. Interest expense on this loan for the year ended December 31, 2021 amounted to \$0.

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 9 – RELATED PARTY TRANSACTIONS (cont'd)

The combined maturities of these stockholder loans payable are as follows:

Year ended December 31,

2022	<u>288,567</u>
	\$ <u>288,567</u>

NOTE 10 – COMPENSATED ABSENCES

The employees of the Company are entitled to paid vacation, paid sick days and personal days off, depending on job classification, length of service and other factors. No liability has been recorded in the accompanying financial statements because the unused rights expire at the end of the year. The Company's policy is to recognize the costs of compensated absences when paid.

NOTE 11 – CONTINGENT LIABILITIES

The Company is a defendant in legal actions that arise in the ordinary course of its business activities. Management believes that any liability which might arise from these actions would not be material to the Company's net income or stockholders' equity. The Company maintains professional liability insurance coverage with up to an aggregate limit of \$5,000,000 and a per claim limit maximum of \$5,000,000 with a \$100,000 deductible for each individual claim. Management has accrued the maximum potential exposure for a case closed as of December 31, 2021 that the Company is liable for and has included this amount in accounts payable and accrued expenses

NOTE 12 — COVID RESPONSE

The Company has received federal aid and has adapted operations to respond to the Novel Coronavirus COVID-19 ("COVID") global health pandemic.

In the Manhattan, New York area where the Company primarily operates, government restrictions on business operations began in March 2020 and have been made more or less restrictive over time as the number of persons in the area impacted by the disease has increased and decreased. Management has made several significant adaptations to operations to keep the business fully functional while protecting their workforce of approximately 75 employees.

DESMAN, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 12 — COVID RESPONSE (cont'd)

The Company has encouraged those who are able to work primarily from home to do so. The Company invested in upgraded internet speeds and internal video conferencing systems in order to ease the transition to a mixed physical and virtual work environment. Management has found that the impact on productivity related to these changes in work environment has been mixed: some production activity requires physical presence and management has worked diligently maintaining COVID requirements to keep those staff as safe as possible. On the other hand, office staff has been encouraged to work remotely on a rotating basis to maintain an office presence. The Company has adapted its facilities to allow for physical distancing between employees working on site and has also updated its sanitation policies at its office.

Although the risk of COVID infection has decreased due to vaccination efforts and other adaptations, the impact of the worldwide pandemic is still affecting business and because of these disruptions in business activities, the Company applied for and received a second draw under their PPP loan program subsequent to year end but before the issuance date of these financial statements. The PPP loan program was part of The CARES Act, which was signed into law on March 27, 2020 and is being implemented by the SBA with cooperation from private banks. PPP loans may be fully or partially forgiven by application to the SBA if proceeds are expended based on federal guidelines. As a result of new policies and procedures and federal support programs, the Company has not experienced significant staffing disruptions or unfunded payroll costs that are attributable to the pandemic. See note 8.

NOTE 13 – SUBSEQUENT EVENTS

Subsequent events were evaluated through August 23rd, 2022, the date which the financial statements were available to be issued. Subsequent to the year end, but before the issuance of these financial statements the Company had applied and received a 2nd PPP loan in the amount of \$1,800,000 on February 7, 2021. The loan was forgiven on March 31, 2022.

Management concluded that no other subsequent events have occurred that would require recognition or disclosure in the financial statements.

DESMAN, INC.
SUPPLEMENTARY INFORMATION
SCHEDULE OF DIRECT PROJECT EXPENSES AND
SCHEDULE OF GENERAL AND ADMINISTRATIVE EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2021

Direct project expenses

Salaries	\$ 6,038,872
Rents	1,129,977
Employee benefits	713,696
Payroll taxes	570,656
Consultants	107,959
Telephones and copiers	114,666
Auto expenses	115,599
Office expenses & Supplies	60,943
Computer networking costs	83,389
Dues and subscriptions	148,403
Miscellaneous expenses	65,803
Temporary services	12,758
Licenses and permits	25,620
Equipment rental	28,546
Utilities	23,604
Postage and delivery	10,327
Printing and photography	9,868
Local travel	43,913
Payroll processing costs	9,886
Bank charges	2,752
Miscellaneous taxes	3,484
Total direct project expenses	\$ 9,320,721

General and administrative expenses

Officers compensation	\$ 1,813,000
Insurance	348,625
Entertainment and conferences	89,607
Legal and professional	165,879
Advertising	14,711
Garage space rental	24,522
Moving expenses	5,228
Repairs and maintenance	33,842
Conventions and seminars	15,551
Donations	1,700
Total general and administrative expenses	\$ 2,512,665

See independent auditor's report on supplementary information.

Insurance Requirements for Professional Services

Exhibit C1

Prior to commencement of the Services governed by contract between the City of St. Charles (**City**) and the Professional Service Provider (**Insured**), the Professional Service Provider shall provide the City with satisfactory evidence of insurance coverage, and when requested, evidence of each of its subcontractors, consultants and agents hired to provide the services for the Project.

1. At Insured's expense, Insured shall hereby secure and maintain project insurance of the following kinds and limits set forth to protect the City from and against any and all damages, claims, lawsuits and losses which may occur or arise out of the Insured's work on behalf of the City. The project Insurance shall remain in effect throughout the duration of the entire Contract.
2. Insured shall furnish Certificates of Insurance, Endorsements, and Waiver of Subrogation to the City, inclusive of the Additional Insureds, with its submittal of signed contract.
 - a. Worker's Compensation and General Liability Waiver of Subrogation in favor of the City.
3. All insurance policies must be written with insurance companies approved by the City, licensed to do business in the State of Illinois, and have a rating of not less than A- VI, according to the latest edition of the A.M. Best Company.
4. The City may inspect any and all policies of insurance at any time. If requested, Insured will give the City a copy of the insurance policies. The policies must be delivered to the City within two (2) business days of the request.
5. Insured agrees to obtain and maintain an insurance policy, including coverage with limits not less than those exhibited on the following page (or greater if required by law):
 - a. All Commercial General Liability policies must include Blanket Contractual coverage and Broad Form Vendor's Liability coverage.
 - b. Contractual and other Liability Insurance provided under this Contract shall not contain a supervision inspection or engineering services exclusion that would preclude the city from supervising or inspecting the project to the end result. The Professional Service Provider shall assume all on-the-job responsibilities as to the control of persons directly employed by it.
6. The City reserves the right to increase the aforementioned limits of Liability Insurance required of insured depending on, but not limited to: the size and scope of the particular project, or the level of financial exposure, or operational risk to the City.
7. Insured shall include the City as a primary, non-contributory additional named insured on both the General and Auto Liability Insurance policies and reflect the same language on its Certificate of Insurance provided to the City.
 - a. Additional Insured and Broad Form Vendors' Liability in favor of the City.

If Insured fails to comply with the insurance requirements contained herein, all the City's obligations under the Agreement will terminate.



CERTIFICATE OF LIABILITY INSURANCE

DATE: (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
E-MAIL ADDRESS:			
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURED	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

SAMPLE

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Policy Number	eff date	exp date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>		Policy Number	eff date	exp date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Policy Number	eff date	exp date	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A	Policy Number	eff date	exp date	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	PROFESSIONAL LIABILITY			Policy Number	eff date	exp date	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Project Name, Project Number (when applicable)
 The City of St. Charles is added as Additional Insureds, when required by written contract, on the General Liability and Auto Liability on a primary and non-contributory basis with respect to operations performed by the Names Insured in connection with this project.
 A Waiver of Subrogation in favor of the Additional Insureds applies to the Workers' Compensation and General Liability policies, when required by written contract and where allow by law.
 The Umbrella must follow form over the underlying liability with regards to coverage terms and conditions, Additional Insured, and Waiver of Subrogation.

CERTIFICATE HOLDER	CANCELLATION
City of St. Charles 2 E. Main St. St. Charles, IL 60174	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <p style="text-align: center;">Signature</p>

Change Order: Downtown Parking Study (ED2023-25)

This document is incorporated into the above contract as an amendment to the Contract between the City and the Contractor/Professional Service Provider commencing on the date the last party signs this document. Any change to the character, form, quality, extent, or cost of the Service/Project shall be in writing and approved on this form.

1. This Change Order is required due to (check all that apply):

- Changed / Unforeseen Condition
- Errors and Omissions
- Change in Scope
- Renewal / Extension of Services

2. The effect of this change is (check all that apply):

- Total Cost is increased by \$ _____
- Extension of _____ (calendar / work) days
- Material is increased by \$ _____
- Extension of Completion Date from _____ to _____
- Emergency Change, not to exceed \$ _____

3. Attachments Supporting Change Order (check all that apply)

- Contractor's Proposal
- other: _____
- Description of Change (include Drawing if applicable)

Change in Price		Change in Completion (days / calendar date)
Original Price <i>(reference Agreement cover page)</i>	\$ _____	a Original: #days until completion / calendar date for completion <i>(reference date of Work May Proceed)</i> _____
Current Price resulting from Prior Change Orders <i>(reference prior Change Order line d)</i>	\$ _____	b Current Completion resulting from Prior Change Orders: <i>(reference prior Change Order line d)</i> _____
Net Increase/decrease of this Change Order <i>(reference above #2)</i>	\$ _____	c Net increase/decrease of days for this Change Order <i>(reference above #2)</i> _____
New Price inclusive of this Change Order* <i>d=(b+c)</i>	\$ _____	d New Time of Completion inclusive of this Change Order <i>d=(b+c)</i> _____
Cumulative Price change since execution* <i>e=(d-a)</i>	\$ _____	e Cumulative Time of completion since execution (expressed as total days)** <i>e=(d-a)</i> _____
<i>*if the total price (d) exceeds \$25,000, and has not been approved by council, council approval is required.</i> <i>*If the cumulative price change (e) exceeds 10% or \$25,000, or exceeds an approved contingency, council approval is required.</i>		**if the cumulative change in days of completion exceeds the contracted dates for completion, are Liquidated Damages applicable? NO

All parties hereby acknowledge and agree this Change Order is inclusive of all known changes to scope, compensation and work schedule on behalf of the undersigned and Contractor's supplier, subcontractor, consultant, and agent necessary to complete the Project/Service. All parties hereby acknowledge that this Change Order is incorporated into the previously executed Contract by the signature of the parties below.

City Project Manager _____ date _____

City Administrator _____ date _____

Contractor/Professional Service Provider _____ date _____



DOWNTOWN PARKING STUDY

Green Bay, Wisconsin

Prepared by:

DESMAN

Chicago, Illinois
April 2023

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INTRODUCTION

The City of Green Bay has commissioned DESMAN, Inc. to conduct a parking needs and operations assessment for municipal on-street and off-street parking. A similar study was conducted in 2013 to assess the supply, demand, and structural conditions of the parking ramps. This study focuses on policy, technology, and potential garage development sites. Downtown Green Bay offers a mix of commercial, office, retail, government, and residential space. The city is currently responsible for four parking structures and various parking lots located in and outside the downtown. The final report incorporates the summary of existing conditions and recommendations to improve parking operations. Along with understanding future parking needs, the recommendations aim to create a more customer friendly, financially sustainable, and efficient system.

BACKGROUND

DESMAN is a national specialist in parking planning, design, and restoration. We offer a full range of services including Master Planning, Economic Feasibility Studies, Site/Size Selection Analysis, Cost Estimating, Parking Functional Design, Architectural Design, Structural Engineering, Revenue/Access Control System Design, Condition Survey/Due Diligence Studies, and Restoration Engineering. We have been in existence since 1973 and currently operate on a national basis out of nine principal offices. We have a total staff of over 80 people, comprised mostly of Parking Planners, Architects, and Structural Engineers. We have been involved in the planning, design, and restoration of over 5,000 parking projects throughout the United States and abroad. We have a broad range of municipal parking planning with past experience in the City of Green Bay. In addition, our staff has been extensively involved in the development of the ULI Shared Parking methodology.

EXISTING CONDITIONS

Study Area

The study area concentrates on the downtown parking activity both east and west of the Fox River. The area is defined by Mather Street and East River to the north, Mason Street to the south, Quincy Street to the east, and Ashland Avenue to the west. The four city-operated parking ramps and the majority of city-owned surface lots are located within this area. In total, there are 503 on-street metered parking spaces, 1,023 parking spaces within surface lots, and 3,486 parking spaces among the four parking ramps. These spaces include a variety of monthly, leased, and transient parking. **Figure 1** presents a map of the study area and the existing parking facilities within it.

Figure 1: Existing Parking Facilities



Source 1: City of Green Bay ArcGIS Online

ON-STREET PARKING

Most streets within the study area boundary allow on-street parking, meaning drivers can park their vehicles anywhere along the curb with some exceptions. On the east side of the river, the downtown meters are concentrated in the northern half of the study area. There are no on-street meters on the west side of the river, other than in the surface lots. This will become a major topic of discussion as we examine the parking conditions.

Inventory

The City of Green Bay owns and operates 503 on-street meters and 28 reserved permit spaces. All on-street meters operate as single-space meters. The maximum time limits range from 25-minutes to 4-hours. **Table 1** presents the inventory and maximum time limits for on-street meters in study area.

The majority of on-street meters are concentrated between Main Street and Crooks Street. Meters are advantageous to downtown areas by encouraging turnover and increasing revenue. However, turnover is largely dependent on meter time limits and rates, which must have a balance to discourage long-term parkers, such as employees, from occupying on-street spaces instead of utilizing ramps. Meters located in off-street surface lots are included in the off-street parking section of the report.

As presented in Table 1, 394 of the on-street meters have a 2-hour time limit. These meters are located on streets that are heavily zoned for commercial use.

There are 29 4-hour meters concentrated on Washington Street between Doty Street and Stuart Street at angled parking spaces. These are located near a public walkway with pedestrian access to the river. The 4-hour time limit may encourage the use of parks and recreation but may not prevent long-term parkers from occupying the spaces.

The 78 1-hour meters are located near government buildings and the Cherry Street Parking Ramp. There is no clear advantage to having 1-hour meters versus 2-hour meters at these locations. For many patrons, one hour is

Table 1: On-Street Inventory

Time Limit	Location	Inventory
4-Hour Meter	Washington Street	29
2-Hour Meter	Elm Street	20
	Washington Street	63
	Citydeck Court	5
	Northland Avenue	26
	Adams Street	37
	Pine Street	24
	Doty Street	71
	Jefferson Street	65
	Stuart Street	6
	Madison Street	77
1-Hour Meter	Adams Street	29
	Cherry Street	40
	Jefferson Street	9
25-Minute Meter	N Washington Street	2
Total		503
Reserved	Pearl Street	28
Total		28

Source 2: City of Green Bay Parking Division



too short of a time window to complete errands, visit restaurants or shops, etc.

The two 25-minute meters are located adjacent to restaurants. These meters are likely used for food pick-up. The effectiveness of the one-hour and 25-minute meters are up for discussion.

There are 28 spaces located on Pearl Street are reserved for permit parking. These spaces are not metered, but have instructional signage to designate the spaces for permit use only.

Occupancy

On-site data collection was performed to capture a one-time count of on-street parking occupancy. The count was performed at 1:00PM on Wednesday, February 15th. The time period was purposefully selected to capture the peak parking hour for a representative weekday. The data collection helped determine if the demand for parking exceeded the existing supply. The Pearl Street spaces were not included in the counts.

Parking areas are designed to have some percentage of the parking spaces vacant even during peak demand periods. This concept, known as the *practical capacity*, refers to the operational efficiency

of a parking area. Ideally, at least 15% of the parking spaces in a facility would be available to accommodate peak surges of demand. Generally, parking facilities are perceived by its users to be at full operational (effective) capacity when occupancy levels reach 85%. Once this rate is exceeded, potential parkers find it difficult to locate open spaces and are more likely to continue to search for an available space, creating traffic flow problems, frustrating drivers, and ultimately leading them to park elsewhere.

Table 2 presents the parking occupancy for on-street meters.

Evident in Table 2, the on-street demand is incredibly low in comparison to the supply of parking. In total, only 27% of the on-street meters were occupied during the count.

One phenomenon often observed with parking is the number of vehicles parking just outside the metered corridors. At a certain point, to the south and east of downtown Green Bay, on-street parking becomes un-metered. If vehicles are parked in unregulated parking areas just outside of the metered zones, it signals that additional meters are needed for the city to fully capture the on-street parking demand.

Table 2: On-Street Occupancy

Time Limit	Location	Inventory	Occupancy
4-Hour Meter	Washington Street	29	0
2-Hour Meter	Elm Street	20	2
	Washington Street	63	43
	Citydeck Court	5	1
	Northland Avenue	26	4
	Adams Street	37	9
	Pine Street	24	3
	Doty Street	71	18
	Jefferson Street	65	25
	Stuart Street	6	0
	Madison Street	77	3
1-Hour Meter	Adams Street	29	11
	Cherry Street	40	15
	Jefferson Street	9	3
25-Minute Meter	N Washington Street	2	0
Total		503	137
Percent Occupancy			27%

Source 3: DESMAN

The only area where this phenomenon was present is on the south end of the study area beginning at Crooks Street. The east-side boundary was largely vacant. It would be beneficial to regulate and enforce on-street parking all the way to Mason Street on the south end. This will be discussed further in the recommendations section of the report.

Rates

On-street meter rates are priced at \$0.95 per hour. Patrons have the option to pay with coins at the meters, or pay through the mobile phone application, Passport. When paying through the Passport app, there is a \$0.10 convenience fee charged to the user. The meters do not accept digital forms of payment.

The Pearl Street spaces have no meters. It is a two-hour parking zone with a transient rate of \$0.95 per hour. All-day permit parking can be purchased for a monthly fee of \$18.30 plus tax. Currently, the spaces are fully rented as permit spaces.

Under specific circumstances, a meter hood permit may be purchased for \$10 per day. Meter hood permits are used for utility vehicles, contractors, or any requesting entity intending to occupy the space for one or more days. Customers can purchase meter hoods through the online permit program listed under, *Daily Permit*. If the permit is approved, a Parking Division staff member will place a hood on the meter to prevent the general public from parking there.

Equipment

All on-street meters in the City of Green Bay are single-space meters. There are 503 in operation. The current equipment, the Duncan Series 2100, will soon be replaced by new Duncan Liberty Series meters. Both meters are coin-operated only. **Figure 2** presents the purchase order for phase one of the Duncan Liberty Series meters.

Figure 2: Duncan Liberty Series Purchase Order

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
414-847-3770		27188	208	Becky Maccoux	
NOTES					
The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading					
ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	LIBERTY NEXT GEN SINGLE SPACE MECHANISM COIN ONLY GL #: 430505 - 55140	252.0000	EACH	\$217.0000	\$54,684.00
2	LIBERTY-LNG 3 CELL LI-ION BATTERY ICR18 GL #: 430505 - 55140	16.0000	EACH	\$59.0000	\$944.00
3	SINGLE TENERGY LI-ION BATTERY CHARGER GL #: 430505 - 55140	16.0000	EACH	\$46.0000	\$736.00
4	USB SMART CARD READER SCR3310 GL #: 430505 - 55140	1.0000	EACH	\$75.0000	\$75.00
5	SOFTWARE-GEM CLUB LOADER GL #: 430505 - 55140	1.0000	EACH	\$1,500.0000	\$1,500.00
6	LIBERTY COLLECTION CARD/SMART CARD GL #: 430505 - 55140	5.0000	EACH	\$12.0000	\$60.00
7	REMOTE TRAINING SUPPORT AND CUSTOMER-SPECIFIC METER AND BACK OFFICE CONFIGURATION GL #: 430505 - 55140	1.0000	EACH	\$1,500.0000	\$1,500.00
8	FREIGHT & HANDLING GL #: 430505 - 55140	1.0000	EACH	\$3,470.0000	\$3,470.00

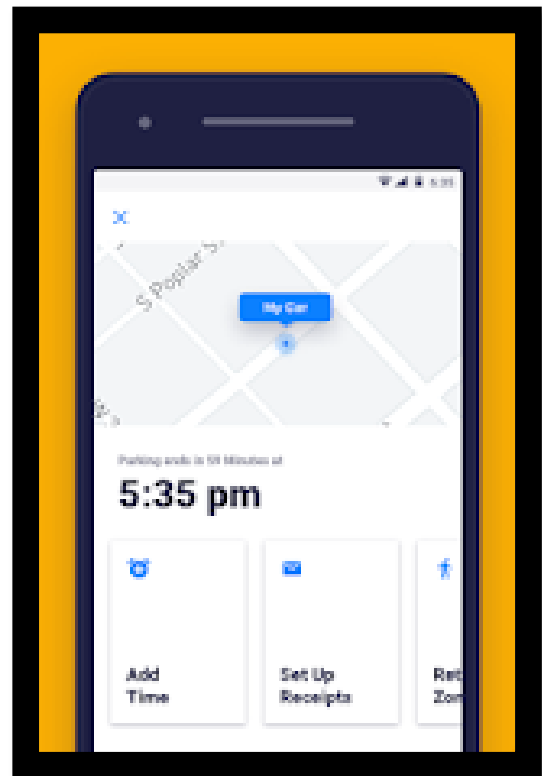
Source 4: City of Green Bay Parking Division

As mentioned previously, the meters do not allow for digital payments. Patrons can pay digitally through the Passport mobile application, which allows secure payments for metered parking using a debit or credit card. The app allows users to monitor their session, extend parking remotely up to the maximum allotted time, and view all parking history. Passport is an extremely valuable tool for the Parking Division. It is expected that within the parking industry, Passport and other similar payment systems will become more prevalent with time.

The new Duncan meters will initially lighten meter maintenance duties. However, single-space meters generally require a significant amount of time, money, and attention to stay in working condition. In comparison to multi-space pay stations and digital payments, single-space meter coin collection is a manual process. A Parking Division staff member must perform periodic coin collections. This process is unsecure, tedious, and inefficient.

Multi-space pay stations offer an advantage over single-space meters despite higher capital costs. Multi-space pay stations cover up to eight parking spaces; for every six to eight single-space meters, there is one multi-space meter. Pay stations also accept digital payments and record license plate information, with the potential to sync with license plate recognition software.

Digital mobile payments, the most efficient method, requires very little effort on the Parking Division’s behalf when done through the Passport app. The Passport app allows users to skip the “middle-man” (i.e., the meters) and pay the Parking Division directly, similar to a wholesale system. As mentioned previously, there is a \$0.10 convenience fee charged to the user with every transaction.



Enforcement

Meter rates and time limitations are enforced Monday through Friday from 8:00AM to 6:00PM. Overnight parking is not allowed to accommodate street sweeping, snow plowing, police enforcement, and patrol functions. Parking on Saturdays is enforced from 8:00AM to 4:00PM. Parking on Sundays is not enforced by the Parking Division and is provided at no cost to the user. The Pearl Street spaces are reserved Monday through Friday from 7:00AM to 5:00PM. Although the Police Department does enforce parking seven days per week, it is a low priority function for them.

The current enforcement practices require parking enforcement officers to manually check each meter for expired or unpaid parking. According to the Parking Division, funds were recently approved for License Plate Recognition (LPR) technology that will automate the enforcement efforts. The Roving LPR-equipped city vehicles can detect paid, unpaid, expired, and even stolen vehicles by scanning each license plate as

the enforcement officer drives past. This will benefit the Parking Division by covering more ground with fewer enforcement officers, saving both time and money.

In all but select cities, the state of Wisconsin prohibits the booting and towing of vehicles. Without serious policy reform, there is no immediate solution. The hope is that roving LPR will detect offenders before the situation escalates to a more serious problem.

Signage and Wayfinding

In the downtown area, streets with enforcement or regulations have signage notifying drivers on each block. No particular inefficiencies were identified during the on-site data collection.

Changes Since 2013

Several recommended changes from the 2013 parking study have been implemented with the exception of one key recommendation. The west side of the river, particularly along Broadway, would greatly benefit from on-street meter enforcement. Meter enforcement would encourage customer turnover, generating more revenue for the adjacent merchants and for the city's Parking Division. On-street meter enforcement also incentivizes the use of the off-street parking facilities which are expensive to maintain without proper utilization and payment. This will be discussed further in the recommendations section of the report.



OFF-STREET PARKING

There are several off-street parking facilities located in the study area, however only a selection of these facilities are publicly owned and available. Similar to the on-street circumstances, there is a concentration of public ramps and surface lots on the east side of the river. Off-street parking on the west side in proximity to Broadway is more limited, as will be discussed in the following sections.

Inventory

The City of Green Bay owns and operates 12 surface lots and three of the four parking ramps in the study area. Lot BW, the Library Lot, and River Ramp are privately-owned, but either operated or leased by the Parking Division. **Table 3** presents the inventory and primary use for off-street parking in study area.

Table 3: Off-Street Parking Inventory

Facility	Location	Inventory	Metered Spaces	Notes
Lot A	600 S Adams Street	52	-	Rentals
Adams Street Lot	220 N Adams Street	122	122	2 multi-space meters
Lot B	600 S Broadway (West Side)	93	-	Rentals
Lot BE	540 S Monroe Avenue	30	-	Leased to Howe School
Lot BG	600 S Broadway (East Side)	24	-	-
Lot BW	100 N Pearl Street	118	48	Private lot Managed by Parking Division 48 4-hour meters
Lot CC	100 Crooks Street	15	-	Rentals
Lot CH	100 N Jefferson Street	69	43	Reserved for City Hall staff and municipal vehicles 37 2-hour meters 6 30-minute meters
Lot E	225 S Jefferson Street	98	-	Rentals
Lot F	200 N Chestnut Avenue	212	71	Rentals and leases 62 4-hour meters 9 2-hour meters
Lot G	600 S Jefferson Street	79	-	Rentals
Library Lot	515 Pine Street	38	38	38 2-hour meters
Lot MM	418 N Monroe Avenue	24	-	-
Lot WS	318 S Washington Street	21	-	Vacant
Surface Lot Total		995	322	-
Cherry Street Ramp	202 Cherry Street	801		Open 24/7 - Revenue collection Monday-Friday from 6AM-6PM Free parking on weekends and holidays
Main Street Ramp	300 Main Street	681		Open 24/7 - Revenue collection Monday-Friday from 6AM-6PM Free parking on weekends and holidays
Pine Street Ramp	333 Pine Street	1,843		Open 24/7 - Revenue collection Monday-Friday from 6AM-6PM Free parking on weekends and holidays
River Ramp	101 Pine Street	161	21	Privately-owned ramp Managed by Parking Division Open 24/7 Revenue collection Monday-Friday from 6AM-6PM Free parking on weekends and holidays
Ramp Total		3,486	21	-
Off-Street Parking Total		4,481	343	-

Source 5: City of Green Bay Parking Division

As presented in Table 3, there are 995 spaces in the surface lots and 3,486 spaces in ramps for a total of 4,481 off-street municipal parking spaces within the study area, excluding private facilities. The spaces within these facilities have a variety of primary uses ranging from transient parking, permit parking, meters, and leases.

Occupancy

On-site data collection was performed to capture the peak period for off-street parking occupancy. The counts were performed at 10:00AM and 2:00PM on Wednesday, February 15th. These time periods were purposefully selected to capture the peak parking hour for a representative weekday. The data collection

helped determine if the demand for parking exceeded the existing supply. Similar to the on-street parking section, the practical capacity should not exceed 85% occupancy. **Table 4** presents the actual parking occupancy for off-street facilities.

Table 4: Off-Street Occupancy

Facility	Location	Inventory	Metered Spaces	Occupancy	
				10AM	2PM
Lot A	600 S Adams Street	52	-	67	60
Adams Street Lot	220 N Adams Street	122	122	40	43
Lot B	600 S Broadway (West Side)	93	-	11	9
Lot BE	540 S Monroe Avenue	30	-	56	75
Lot BG	600 S Broadway (East Side)	24	-	6	6
Lot BW	100 N Pearl Street	118	48	83	69
Lot CC	100 Crooks Street	15	-	9	-
Lot CH	100 N Jefferson Street	69	43	43	46
Lot E	225 S Jefferson Street	98	-	37	38
Lot F	200 N Chestnut Avenue	212	71	75	80
Lot G	600 S Jefferson Street	79	-	32	36
Library Lot	515 Pine Street	38	38	9	12
Lot MM	418 N Monroe Avenue	24	-	0	0
Lot WS	318 S Washington Street	21	-	-	-
<i>Surface Lot Total</i>		<i>995</i>	<i>322</i>	<i>468</i>	<i>474</i>
Cherry Street Ramp	202 Cherry Street	801	-	279	262
Main Street Ramp	300 Main Street	681	-	79	122
Pine Street Ramp	333 Pine Street	1,843	-	628	627
River Ramp	101 Pine Street	161	21	99	86
<i>Ramp Total</i>		<i>3,486</i>	<i>21</i>	<i>1,085</i>	<i>1,097</i>
Off-Street Parking Total		4,481	343	1,553	1,571
Percent Occupancy				35%	35%

 Peak Occupancy

Source 6: DESMAN

Evident in Table 4 and similar to the on-street occupancy data, the demand for off-street parking is incredibly low in comparison to the supply. The peak parking period occurred at 2:00PM when only 35% of the off-street spaces were occupied.

Prior to the COVID-19 pandemic in 2020, parking in downtown Green Bay was more limited in supply. There was a high demand for ramp parking. In the current year with hybrid work models and recovering

downtown businesses, it appears that downtown Green Bay has an over-abundance of off-street parking. The occupancy does not come close to exceeding the 85% practical capacity. This is not a planning flaw, but rather a consequence of pandemic vacancy.

Rates

In an effort to incentivize parking in off-street facilities, the rates for ramps and surface lots are generally priced lower than on-street parking. The hourly rate in the ramps is \$0.85 per hour. The surface lots are priced at \$0.95 per hour with exception of the Adams Street Lot and Lot PS which are priced at \$1.10 per hour.



The ramp monthly rates are set to decrease beginning at 50 spaces and escalating significantly with every 100 spaces purchased. For example, the monthly rate for one space in the Cherry Street Ramp is \$80.30. When purchased in bulk, the monthly rate per space can be as low as \$36.14 for 1,000 spaces or more. That is a 55% discount. This is an extremely low rate for parking. Although there is not currently an entity renting this many spaces, the volume discount escalates far too quickly. A proposed pricing structure is provided in the recommendations section of the report.

For surface lots, the hourly parking rates range from \$0.95 - \$1.10. In addition to hourly fees, monthly permits can be purchased individually and/or in-bulk.

Table 5 presents the surface lot permit rates, while **Table 6** presents special permit arrangements that certain entities have with the city. **Table 7** presents ramp permit rates. **Table 8** presents the permit occupancy in each of the facilities, including the entity and the price per permit.

Table 5: Special Arrangement Permit Rates

Facility	Entity	Monthly Group Rate	Notes
HM	Howe/Moravian	\$48.70	On-street spaces
J	Main/Irwin	\$17.90	-
MR	Hyatt	\$20.47	Rate fixed until October 2027 with 20% increase thereafter
PR	Hotel Northland	\$36.50	Rate fixed until January 2027 with 10% increase thereafter
Q	520 South Oneida Street	\$16.30	Development site

Source 7: City of Green Bay Parking Division

Table 6: Surface Lot Permit Rates

Facility	Location	Hourly Rate	Monthly Individual Rate	Monthly Group Rate	Notes
Lot A	600 S Adams Street	\$0.95	-	\$17.90	Tax-exempt
Adams Street Lot	220 N Adams Street	\$1.10	-	-	-
Lot B	600 S Broadway (West Side)	\$0.95	\$18.20	\$18.20	-
Lot BE	540 S Monroe Avenue	\$0.95	-	\$12.00	Tax-exempt
Lot BG	600 S Broadway (East Side)	\$0.95	-	\$9.60	-
Lot BW	100 N Pearl Street	\$1.10	\$48.70	-	-
Lot CC	100 Crooks Street	\$0.95	-	\$48.70	-
Lot CH	100 N Jefferson Street	\$0.95	-	-	-
Lot E	225 S Jefferson Street	\$0.95	\$48.70	E1: \$48.70	Tax-exempt
				E2: \$48.70	-
				E3: \$48.70	Tax-exempt
Lot F	200 N Chestnut Avenue	\$0.95	\$34.80	F1: \$23.10	-
				F2: \$34.80	-
				F3: \$28.60	-
Lot G	600 S Jefferson Street	\$0.95	-	\$17.90	Tax-exempt
Library Lot	515 Pine Street	\$0.95	-	-	-
Lot MM	418 N Monroe Avenue	\$0.95	\$48.70	-	-
Lot WS	318 S Washington Street	\$0.95	-	\$48.70	Currently not rented

Source 8: City of Green Bay Parking Division

Table 7: Ramp Permit Rates

Facility	Location/Quantity	Hourly Rate	Monthly Rate	Notes
Cherry Street Ramp	Transient/General Public	\$0.85	\$80.30	-
	Roof	-	\$58.50	Pre-2007 patrons
	Enclosure	-	\$61.60	-
	0-49 Stalls	-	\$80.30	100% rate
	50-100 Stalls	-	\$76.29	95% rate
	101-200 Stalls	-	\$72.27	90% rate
	201-300 Stalls	-	\$68.26	85% rate
	301-400 Stalls	-	\$64.24	80% rate
	401-500 Stalls	-	\$60.23	75% rate
	501-600 Stalls	-	\$56.21	70% rate
	601-700 Stalls	-	\$52.20	65% rate
	701-800 Stalls	-	\$48.18	60% rate
Main Street Ramp	Transient/General Public	\$0.85	\$69.90	-
	Roof	-	\$50.90	Pre-2007 patrons
	0-49 Stalls	-	\$69.90	100% rate
	50-100 Stalls	-	\$66.41	95% rate
	101-200 Stalls	-	\$62.91	90% rate
	201-300 Stalls	-	\$59.42	85% rate
	301-400 Stalls	-	\$55.92	80% rate
	401-500 Stalls	-	\$52.43	75% rate
	501-600 Stalls	-	\$48.93	70% rate
	601-700 Stalls	-	\$45.44	65% rate
Pine Street Ramp	Transient/General Public	\$0.85	-	-
	Roof	-	\$50.90	Pre-2007 patrons
	0-49 Stalls	-	\$69.90	100% rate
	50-100 Stalls	-	\$66.41	95% rate
	101-200 Stalls	-	\$62.91	90% rate
	201-300 Stalls	-	\$59.42	85% rate
	301-400 Stalls	-	\$55.92	80% rate
	401-500 Stalls	-	\$52.43	75% rate
	501-600 Stalls	-	\$48.93	70% rate
	601-700 Stalls	-	\$45.44	65% rate
	701-800 Stalls	-	\$41.94	60% rate
	801-900 Stalls	-	\$38.45	55% rate
	901-1000 Stalls	-	\$34.95	50% rate
	>1000 Stalls	-	\$31.46	45% rate
River Ramp	Transient/General Public	\$1.10	-	-
	0-49 Stalls	-	\$80.30	100% rate
	50-100 Stalls	-	\$76.29	95% rate
	101-200 Stalls	-	\$72.27	90% rate

Source 9: City of Green Bay Parking Division

Table 8: Permit Occupancy Data

Facility	Entity	Permits	Monthly Rate
Lot A	Bellin Memorial Hospital	52	\$17.90
Lot B	Thought, LLC	11	\$18.20
Lot BE	Board of Education	30	\$12.00
Lot BG	Chefbop LLC & Rum Runners	24	\$9.60
Lot CC	Smet/Washington Street Depot	15	\$48.70
Lot E	BC Sheriff Dept. Non-Super Labor Assoc,	14	\$48.70
	Jefferson Court	31	\$48.70
Lot F	On Broadway, Inc.	81	\$23.10
	Miscellaneous	31	\$34.80
	Platten Place Building (Goldfinch Management)	38	\$28.60
Lot G	Bellin Memorial Hospital	79	\$17.90
Lot HM	-	0	\$48.70
Lot MM	-	0	\$48.70
Lot PS	Kieddinger/154 N Broadway, LLC	28	\$18.30
Lot WS	-	0	\$48.70
<i>Surface Lot Total</i>		434	\$10,606.60
Cherry Street Ramp	Individuals	101	\$76.40
	Brown County	2	\$76.40
	Capital Credit Union	4	\$76.40
	Digi-Copy	4	\$76.40
	Girl Scouts	1	\$55.70
	ISG	56	\$76.40
	Nicolet National Bank	86	\$76.40
	Nicolet Joint Ventures	144	\$68.76
	SRG	9	\$76.40
	Dumpster Alley	1	\$61.60
Main Street Ramp	Individuals	7	\$66.50
	Associated Bank	201	\$57.85
	Hyatt Hotel	108	\$20.47
Pine Street Ramp	Individuals	79	\$66.50
	Berner-Schober	53	\$48.40
	Brown County	2	\$60.80
	Bug Tussel	59	\$66.50
	Dental Associates	47	\$63.18
	Hotel Northland	2	\$66.50
	Schreiber Foods	625	\$43.23
YMCA	34	\$66.50	
<i>Ramp Total</i>		1,625	\$88,585.66
Total		2,059	\$99,192.26

Note: The total revenue represents the permit revenue per month. The annual permit revenue is twelve times the amount shown in the table.

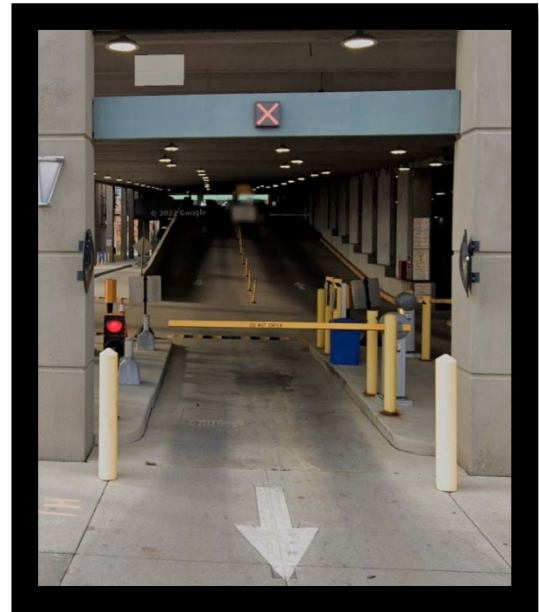
Source 10: City of Green Bay Parking Division

Equipment

Parking Access and Revenue Control Systems (PARCS) are used to control access to parking facilities. In 2017, the Parking Division upgraded the existing PARCS equipment through SKIDATA in the Main Street Ramp, Pine Street Ramp, and Cherry Street Ramp. Equipment includes:

- 10 Lite.Gate entry stations
- 8 Lite.Gate exit stations
- 6 Easy.Cash pay stations
- 18 Barrier.Gate stations
- Skidata PA-DSS 3.0 compliant Parking.Logic software

The SKIDATA equipment processes credit cards and permits, but does not communicate with the Passport app. For this reason, all permit processing must be done manually either by the Parking Division or by the purchasing institution.



The Adams Street Lot is the only facility that is managed using two multi-space pay stations. The pay stations are T2-Luke II-100B purchased from the City of Appleton in 2014. This equipment accepts digital payment methods. As an alternative, Passport is available for payment.

Enforcement

Ramp rates are enforced Monday through Friday from 6:00AM to 6:00PM. Surface lot rates are enforced 8:00AM-6:00PM. Overnight parking is allowed in the ramps, but not in the surface lots. Parking on the weekends is not enforced and is provided at no cost to the user.

Enforcement is a simpler process due to the nature of off-street parking facilities. The PARCS equipment, mentioned in the previous section, ensures that all vehicles pay in some form. In facilities without PARCS equipment, such as the River Ramp and most surface lots, parking enforcement officers are required to manually check each vehicle in a similar manner to on-street parking. The implementation of roving LPR will improve enforcement efforts for the Parking Division, both on- and off-street. Booting and towing is not an option for vehicles parking in off-street facilities, but LPR should help mitigate the situation.

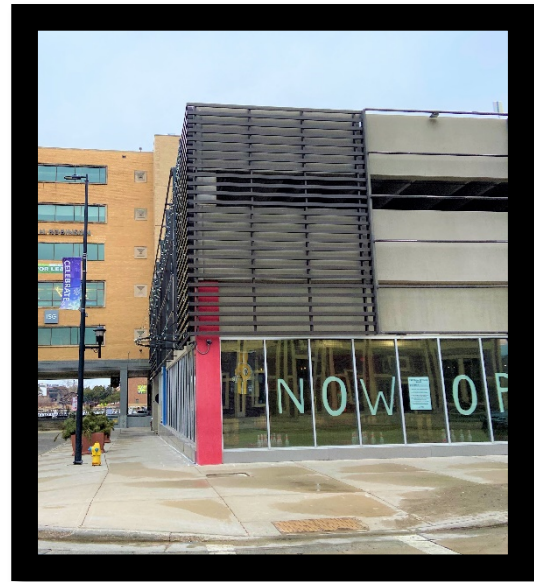
Signage and Wayfinding

DESMAN took notice of municipal parking signage directing drivers to the Main Street, Pine Street, and Cherry Street ramps. Parking signage was sufficient with the exception of one facility: the River Ramp. Both first-hand experience from data collection and feedback from stakeholders revealed that the River Ramp lacks signage to identify the structure and its entry/exit. The photo on the right shows the façade of the River Ramp from an on-street view. The ramp lacks a way for drivers to quickly identify the ramp and parking entrance when driving on Washington Street.

The issue with the River Ramp signage is that it is not a publicly-owned facility and therefore, the Parking Division does not provide directional signage. The owners of the facility, Foxconn, would need to provide signage for the ramp. The following section will go into detail on the terms of the River Ramp agreement.

River Ramp Agreement

As mentioned previously, the River Ramp is a privately-owned facility. It was built as part of the re-purposing efforts of the Watermark Building in 2011. Both the building and parking ramp are owned by FEWI (Foxconn). The development agreement requires the Parking Division to manage the ramp for a minimal fee of \$10,000 annually. It also requires the city to pay taxes of greater than \$50,000 on the ramp, to pay condo fees on the ramp parking spaces, and does not provide an exit strategy. The terms of the agreement are unpopular among the Parking Division due to the losing financial proposition.



The River Ramp is not intended for public parking. Rather, it was built to accommodate parking for residents and visitors of the Watermark Building. For this reason, there is no public directional signage because the Parking Division provides directional signage only for public parking facilities. While there are public parking meters in the ramp intended for public use, it is not a public parking facility. It is a privately-owned ramp that Parking Division is required to manage for the owner at a financial loss.

Even though this facility is privately-owned, it is still difficult for drivers to locate the parking ramp entrance. The recommendations discuss a solution to the lack of signage at private facilities.

Lot BW Agreement

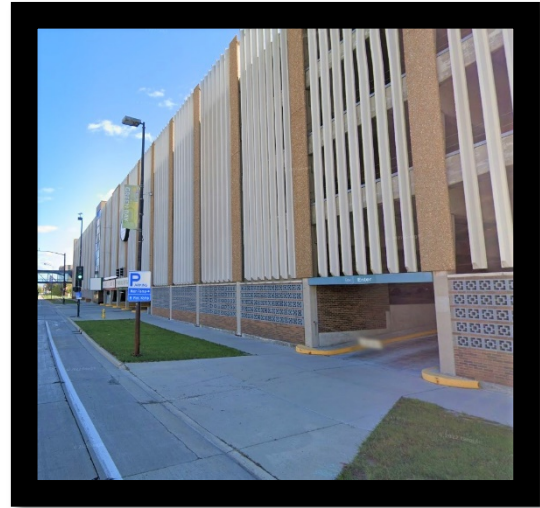
Lot BW is a 118-stall surface lot owned by Pete’s Annex, LLC. The lot contains a combination of public metered spaces, employee spaces, business guest spaces, and permit spaces. An agreement between the City of Green Bay and Pete’s Annex was formalized in 2018 to authorize the city to install signage and meters, maintain pavement markings, perform sweeping and plowing duties, perform landscaping maintenance, provide parking enforcement, and provide permit parking administration services to the owner. The owner is responsible for construction and repairs to the facility. Although the owner sets parking rates and operational hours, the city can advise the owner of market rate trends and parking industry practices. The agreement expires in December 2023, however there is an option to extend it. There does not appear to be issues with the arrangement at this time.

Main Street Ramp Agreement

Schreiber Foods is a major employer in Green Bay, located directly adjacent to the Main Street Ramp. The city has an agreement with Schreiber Foods that allows them to claim the land that the parking ramp is

currently occupying by the year 2030. If they so choose, the ramp must be removed by the city. This is a likely proposition.

According to the Parking Division, the ramp is in need of major repairs. These repairs will cost millions of dollars. If the ramp is scheduled for removal in the next seven years, it may not be worth investing money into necessary repairs to continue operating. With the Main Street Ramp removal, the area’s parking inventory would decrease by 681 spaces. At this time, it is a decrease that the downtown can handle with the current low parking occupancy. A solution will be presented in place of the Main Street Ramp to support KI Convention Center visitors and future development in the area.



Changes Since 2013

Similar to on-street parking, several recommended changes from the 2013 parking study were implemented. The downtown area gained another parking ramp on Washington Street (River Ramp), which increased the parking supply but is intended for users of the Watermark building only. However, parking demand has decreased significantly since the COVID-19 pandemic. Many of the parking issues from 2013 are no longer relevant to the downtown. Rather, new issues such as hybrid work permit parking demand, an over-abundance of parking, revenue loss, and the gig economy present new challenges for the Parking Division. The stakeholder interviews worked to refine these concerns while the recommendations provide solutions for the Parking Division to thrive under the new circumstances.

REVENUE

The parking system must be profitable as a utility since it is not supported by the tax levy. The cost to provide parking is never free to anyone—something the general public often does not realize. In fact, parking can be incredibly expensive, which is why paid parking is a necessity in downtown Green Bay.

The capital costs to build a new parking structure is typically between \$25,000 - \$30,000 per space, excluding costs to purchase or acquire land. Costs to finance and operate the structure can range from \$2,500 - \$3,000 per space annually. Surface lots and on-street meters also have capital and operational expenses, so it is important to charge a fair fee when pricing rates.

The Parking Division revenue and expenses from the previous four years are presented in **Table 9**. Due to the COVID-19 pandemic, the revenue in 2019 is often higher than in 2020, 2021, and 2022. This is not a surprising pattern, as parking activity dropped significantly during the pandemic months and was slow to recover.

Table 9: Parking Division Historic Revenue

Meters				
Month	2019	2020	2021	2022
January	\$ 26,953	\$ 24,115	\$ 9,108	\$ 11,881
February	\$ 22,455	\$ 23,403	\$ 12,049	\$ 20,340
March	\$ 24,275	\$ 20,987	\$ 14,078	\$ 22,884
April	\$ 28,639	\$ 5,711	\$ 15,216	\$ 21,707
May	\$ 31,076	\$ 4,529	\$ 14,813	\$ 20,666
June	\$ 28,022	\$ 7,586	\$ 21,703	\$ 24,778
July	\$ 31,298	\$ 17,052	\$ 20,113	\$ 23,487
August	\$ 28,748	\$ 15,861	\$ 20,889	\$ 27,359
September	\$ 23,726	\$ 14,685	\$ 22,299	\$ 21,544
October	\$ 31,911	\$ 10,890	\$ 21,018	\$ 21,135
November	\$ 24,184	\$ 10,428	\$ 19,780	\$ 23,264
December	\$ 24,644	\$ 8,071	\$ 22,349	\$ 16,818
Total	\$ 325,931	\$ 163,318	\$ 213,415	\$ 255,863
Lot L				
Month	2019	2020	2021	2022
January	\$ 1,648	\$ 1,466	\$ 459	\$ -
February	\$ 1,733	\$ 1,378	\$ 567	\$ -
March	\$ 1,724	\$ 1,033	\$ 624	\$ -
April	\$ 1,934	\$ 372	\$ 553	\$ -
May	\$ 2,019	\$ 9	\$ 493	\$ -
June	\$ 1,733	\$ 26	\$ 1,002	\$ 4,500
July	\$ 996	\$ 151	\$ 950	\$ -
August	\$ 1,618	\$ 366	\$ 2,043	\$ -
September	\$ 1,275	\$ 456	\$ 919	\$ -
October	\$ 164	\$ 420	\$ 837	\$ -
November	\$ 1,243	\$ 407	\$ 1,221	\$ -
December	\$ (114)	\$ (370)	\$ 1,006	\$ 4,500
Total	\$ 15,973	\$ 5,714	\$ 10,674	\$ 9,000
Parking Lot Ramp				
Month	2019	2020	2021	2022
January	\$ 20,624	\$ 23,782	\$ 10,355	\$ 9,873
February	\$ 22,720	\$ 17,273	\$ 13,055	\$ 4,654
March	\$ 20,015	\$ 17,307	\$ 12,071	\$ 23,143
April	\$ 17,843	\$ 10,203	\$ 15,605	\$ 16,959
May	\$ 20,339	\$ 10,916	\$ 8,570	\$ 16,949
June	\$ 26,588	\$ 12,908	\$ 24,270	\$ 18,110
July	\$ 20,766	\$ 8,387	\$ 10,783	\$ 19,454
August	\$ 23,888	\$ 20,687	\$ 24,282	\$ 17,200
September	\$ 15,217	\$ 6,736	\$ 16,775	\$ 17,502
October	\$ 20,021	\$ 13,783	\$ 14,631	\$ 17,306
November	\$ 15,339	\$ 21,271	\$ 13,972	\$ 15,577
December	\$ 23,444	\$ 11,514	\$ 19,358	\$ 16,084
Total	\$ 246,804	\$ 174,767	\$ 183,727	\$ 192,811
Cherry Street Ramp				
Month	2019	2020	2021	2022
January	\$ 40,514	\$ 43,894	\$ 17,353	\$ 18,841
February	\$ 41,212	\$ 32,527	\$ 27,981	\$ 11,272
March	\$ 43,535	\$ 58,077	\$ 28,651	\$ 48,031
April	\$ 42,827	\$ 39,882	\$ 24,534	\$ 30,447
May	\$ 45,529	\$ 37,254	\$ 13,443	\$ 30,556
June	\$ 44,011	\$ 27,743	\$ 39,487	\$ 32,018
July	\$ 17,543	\$ 10,108	\$ 16,719	\$ 31,775
August	\$ 76,583	\$ 43,504	\$ 39,304	\$ 32,759
September	\$ 46,377	\$ 9,075	\$ 26,545	\$ 33,172
October	\$ 44,624	\$ 27,524	\$ 30,951	\$ 36,817
November	\$ 40,868	\$ 42,395	\$ 26,822	\$ 32,691
December	\$ 47,578	\$ (42,436)	\$ 34,898	\$ 38,378
Total	\$ 531,201	\$ 329,547	\$ 326,688	\$ 376,757

Main Street Ramp				
Month	2019	2020	2021	2022
January	\$ 3,675	\$ 133,281	\$ 2,053	\$ 2,454
February	\$ 5,910	\$ 9,609	\$ 135,594	\$ 139,755
March	\$ 133,622	\$ 8,715	\$ 3,354	\$ 6,165
April	\$ 12,092	\$ 2,406	\$ 3,143	\$ 4,195
May	\$ 9,909	\$ 2,312	\$ 1,319	\$ 5,297
June	\$ 13,550	\$ 2,394	\$ 5,500	\$ 5,669
July	\$ 6,963	\$ 1,061	\$ 1,297	\$ 6,539
August	\$ 7,351	\$ 4,330	\$ 5,381	\$ 4,505
September	\$ 5,972	\$ 850	\$ 3,845	\$ 5,478
October	\$ 23,339	\$ 2,598	\$ 10,857	\$ 11,758
November	\$ 8,370	\$ 4,197	\$ 5,835	\$ 3,245
December	\$ 6,983	\$ 1,216	\$ 3,673	\$ 4,198
Total	\$ 237,736	\$ 172,969	\$ 181,851	\$ 199,258
Pine Street Ramp				
Month	2019	2020	2021	2022
January	\$ 60,108	\$ 65,376	\$ 11,052	\$ 26,258
February	\$ 59,946	\$ 71,219	\$ 17,716	\$ 38,264
March	\$ 66,150	\$ 53,381	\$ 43,686	\$ 114,507
April	\$ 68,492	\$ 45,543	\$ 28,779	\$ 49,488
May	\$ 65,143	\$ 34,318	\$ 11,363	\$ 53,653
June	\$ 68,689	\$ 45,187	\$ 63,623	\$ 65,338
July	\$ 46,263	\$ 34,814	\$ 35,875	\$ 59,061
August	\$ 97,625	\$ 53,418	\$ 61,815	\$ 58,415
September	\$ 72,025	\$ 27,755	\$ 74,352	\$ 62,450
October	\$ 74,830	\$ 37,105	\$ 76,839	\$ 56,947
November	\$ 71,036	\$ 59,153	\$ 61,705	\$ 55,101
December	\$ 82,051	\$ 46,369	\$ 69,061	\$ 76,811
Total	\$ 832,358	\$ 573,638	\$ 555,866	\$ 716,293
River Ramp				
Month	2019	2020	2021	2022
January	\$ 12,937	\$ 1,035	\$ 682	\$ 2,260
February	\$ 5,324	\$ 1,096	\$ 942	\$ 4,036
March	\$ 5,416	\$ 1,061	\$ 888	\$ 5,019
April	\$ 5,682	\$ 892	\$ 504	\$ 3,068
May	\$ 5,191	\$ 880	\$ 535	\$ 2,495
June	\$ 1,972	\$ 902	\$ 1,083	\$ 2,822
July	\$ 1,769	\$ 688	\$ 769	\$ 2,821
August	\$ 2,342	\$ 1,701	\$ 5,087	\$ 5,227
September	\$ 1,809	\$ 898	\$ 1,586	\$ 2,678
October	\$ 1,796	\$ 843	\$ 1,418	\$ 2,680
November	\$ 1,927	\$ 1,258	\$ 2,081	\$ 2,547
December	\$ 2,164	\$ 684	\$ 3,230	\$ 2,535
Total	\$ 48,329	\$ 11,938	\$ 18,805	\$ 38,188
Citations				
Month	2019	2020	2021	2022
January	\$ 56,899	\$ 93,822	\$ 14,376	\$ 13,396
February	\$ 60,396	\$ 107,585	\$ 87,170	\$ 86,909
March	\$ 77,600	\$ 33,773	\$ 78,546	\$ 107,171
April	\$ 83,266	\$ 94,334	\$ 121,735	\$ 125,428
May	\$ 89,750	\$ 98,453	\$ 99,492	\$ 114,268
June	\$ 75,990	\$ 81,397	\$ 91,488	\$ 104,915
July	\$ 82,755	\$ 76,600	\$ 95,383	\$ 101,060
August	\$ 70,668	\$ 88,426	\$ 92,471	\$ 113,508
September	\$ 74,600	\$ 93,510	\$ 98,212	\$ 113,086
October	\$ 93,870	\$ 99,738	\$ 90,682	\$ 105,282
November	\$ 91,372	\$ 86,434	\$ 92,784	\$ 108,979
December	\$ 83,094	\$ 79,167	\$ 158,525	\$ 88,127
Total	\$ 940,260	\$ 1,033,239	\$ 1,120,864	\$ 1,182,129

Table 9 Continued: Parking Division Historic Revenue

Service Charge				
Month	2019	2020	2021	2022
January	\$ 612	\$ -	\$ -	\$ -
February	\$ 504	\$ -	\$ -	\$ -
March	\$ 730	\$ -	\$ -	\$ -
April	\$ 1,328	\$ -	\$ -	\$ -
May	\$ 1,660	\$ -	\$ -	\$ -
June	\$ 1,576	\$ -	\$ -	\$ -
July	\$ 916	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,326	\$ -	\$ -	\$ -
Management Fee				
Month	2019	2020	2021	2022
January	\$ 11,425	\$ 5,833	\$ 5,833	\$ 5,833
February	\$ 4,167	\$ 833	\$ 833	\$ 833
March	\$ 4,167	\$ 833	\$ 833	\$ 833
April	\$ 9,167	\$ 5,833	\$ 5,833	\$ -
May	\$ 4,167	\$ 833	\$ 833	\$ 6,667
June	\$ 833	\$ 833	\$ 833	\$ 833
July	\$ 833	\$ 833	\$ 833	\$ 5,833
August	\$ 5,833	\$ 5,833	\$ 5,833	\$ 833
September	\$ 833	\$ 833	\$ 833	\$ 833
October	\$ 5,833	\$ 833	\$ 833	\$ 5,833
November	\$ 833	\$ 5,833	\$ 833	\$ 833
December	\$ 833	\$ 837	\$ 833	\$ 833
Total	\$ 48,924	\$ 30,000	\$ 24,996	\$ 29,997
Administration Fee				
Month	2019	2020	2021	2022
January	\$ 620	\$ 180	\$ 540	\$ 60
February	\$ 40	\$ (20)	\$ (80)	\$ 20
March	\$ 120	\$ 40	\$ 20	\$ 100
April	\$ 940	\$ 270	\$ 60	\$ 60
May	\$ 180	\$ (40)	\$ 40	\$ 20
June	\$ 120	\$ 4,820	\$ 620	\$ -
July	\$ 80	\$ 20	\$ (80)	\$ 1,340
August	\$ 180	\$ -	\$ 80	\$ 1,740
September	\$ 40	\$ -	\$ 20	\$ 100
October	\$ 60	\$ 80	\$ 20	\$ 167
November	\$ 140	\$ 20	\$ 100	\$ 62
December	\$ (60)	\$ (190)	\$ -	\$ 250
Total	\$ 2,460	\$ 5,180	\$ 1,340	\$ 3,919
Interest				
Month	2019	2020	2021	2022
January	\$ -	\$ 1,037	\$ 120	\$ 110
February	\$ -	\$ 980	\$ 156	\$ 122
March	\$ -	\$ 1,490	\$ 183	\$ 191
April	\$ -	\$ 556	\$ 130	\$ 307
May	\$ -	\$ 305	\$ 104	\$ 425
June	\$ -	\$ 250	\$ 59	\$ 925
July	\$ -	\$ 239	\$ 84	\$ 2,374
August	\$ -	\$ 169	\$ 38	\$ 2,803
September	\$ -	\$ 142	\$ 46	\$ 3,170
October	\$ -	\$ 157	\$ 62	\$ 4,399
November	\$ -	\$ 200	\$ 75	\$ 4,827
December	\$ -	\$ (75)	\$ -	\$ (38)
Total	\$ -	\$ 5,450	\$ 1,057	\$ 19,615

Miscellaneous				
Month	2019	2020	2021	2022
January	\$ 60	\$ -	\$ -	\$ -
February	\$ 60	\$ -	\$ -	\$ -
March	\$ 30	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ 675
May	\$ 60	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ 12	\$ -	\$ 118
September	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -
December	\$ 1,548	\$ -	\$ -	\$ -
Total	\$ 1,758	\$ 12	\$ -	\$ 793
	2019	2020	2021	2022
Meters	\$ 325,931	\$ 163,318	\$ 213,415	\$ 255,863
Parking Lot	\$ 246,804	\$ 174,767	\$ 183,727	\$ 192,811
Lot L	\$ 15,973	\$ 5,714	\$ 10,674	\$ 9,000
Cherry Street Ramp	\$ 531,201	\$ 329,547	\$ 326,688	\$ 376,757
Main Street Ramp	\$ 237,736	\$ 172,969	\$ 181,851	\$ 199,258
Pine Street Ramp	\$ 832,358	\$ 573,638	\$ 555,866	\$ 716,293
River Ramp	\$ 48,329	\$ 11,938	\$ 18,805	\$ 38,188
Citation	\$ 940,260	\$ 1,033,239	\$ 1,120,864	\$ 1,182,129
Service Fee	\$ 7,326	\$ -	\$ -	\$ -
Management Fee	\$ 48,924	\$ 30,000	\$ 24,996	\$ 29,997
Administration Fee	\$ 2,460	\$ 5,180	\$ 1,340	\$ 3,919
Interest	\$ -	\$ 5,450	\$ 1,057	\$ 19,615
Miscellaneous	\$ 1,758	\$ 12	\$ -	\$ 793
Expenses	\$ (3,120,194)	\$ (2,807,909)	\$ (2,341,934)	\$ -
Surplus/Deficit	\$ 3,204,823	\$ 2,631,620	\$ 2,641,834	\$ 3,024,623
Budgeted Revenue	\$ 3,164,400	\$ 3,555,548	\$ 2,731,600	\$ 2,856,200
Difference	\$ 40,423	\$ (923,928)	\$ (89,766)	\$ 168,423
	Peak Month/Year			

Source 11: City of Green Bay Parking Division

STAKEHOLDER INTERVIEWS

A series of stakeholder interviews across the public and private sectors were conducted on Tuesday, February 14th, and Wednesday, February 15th, 2023. Follow-up conference calls were also held with various stakeholders who could not attend the on-site meetings. The interviews provided community input and first-hand experience of parking-related issues in downtown Green Bay. The following is a list of stakeholders and their respective organizations.

Stakeholders

City Staff Representatives

- Eric Genrich, Mayor of Green Bay
- Steve Grenier, Director of Public Works
- Neil Stechschulte, Economic Development Director
- Chris Pirlot, Parking Division Manager
- Beth Nadolski-Spears, Parking Division Office Supervisor
- Justin Linzmeier, Parking Division Field Operations Superintendent
- Dave Hansen, Traffic Engineer

Downtown Business Representatives

- Jeff Mirkes, Downtown Green Bay, Inc.
- Jenny VandenLangenberg, Downtown Green Bay, Inc.
- Russ Petroushe, Freshkind Kitchen
- Steve Schneider, Black & Tan Grille & Bugtussle Wireless
- Sarah Bootz, Glas Coffeehouse
- Cory Vann, Hagemeister Park
- Dan Timmers, Hagemeister Park
- Susan Lagerman, Brown County Library
- Troy Bauer, DigiCOPY
- Brian Johnson, On Broadway, Inc.
- Tommy Everman, Gather on Broadway
- Tammy Meyer, Imperial Supplies
- Chao Wagwin, Brown County Executive
- Jeff Flynt, Brown County Deputy Executive
- Eric Witczak, Nicolet National Bank
- David Knight, Associated Bank
- Cheryl Conley, Schrieber Foods
- Jessica Shelby, KI Convention Center/Hyatt Regency
- Michael Jubert, KI Convention Center/Hyatt Regency
- Garritt Bader, Developer
- Tim Besaw, Developer

- Ted Matkom, Developer
- Michael Garsow, Developer
- Brent Weycker, Developer
- Joash Smits, Developer
- Mike Veras, Developer
- Todd Durllein, Developer

Among major employers, minor employers, developers, and public works, the stakeholders gave varying feedback on the public parking system. The following sections describe common issues brought about during the interviews.

Permit Rates

Overall, major employers were largely satisfied with the supply and fees for parking lease agreements. Major employers get a large discount for leasing permits in bulk, which both incentivizes the leasing of permits and decreases the amount per permit they have to pay. Minor employers do not buy parking permits in bulk, and therefore pay the full price. Several small businesses were not in favor of this, despite the permit prices still being relatively low. Developers mostly had concerns in providing parking for planned and future developments in the area.

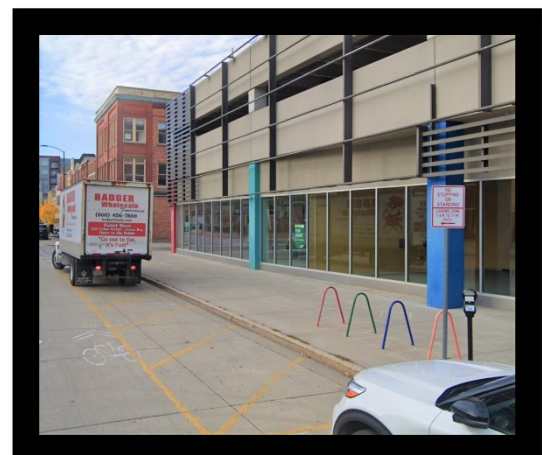
There was some mention of hybrid work and a demand for a discounted permit rate as a result of parking fewer days in the ramps. The reality of hybrid work permits is that it greatly reduces revenue when the peak-demand number of parking stalls still needs to be provided and maintained. It is unfair to the parking division and facilities to have to provide and maintain the peak number of stalls while employees get to pay significantly less.

Technology

Stakeholders were generally in favor of technological upgrades to modernize the parking system as much as possible. A suggestion was made to provide digital receipts for transactions for permits and transient parking. A QR code for the Passport app and for merchant validations would also make the downloads and transactions more seamless and user-friendly.

PUDO Lanes

The PUDO acronym stands for Pick-Up and Drop-Off. PUDO Lanes are an increasingly common topic with the prevalence of ride-share and delivery services such as *Uber* and *Door Dash*. For routine delivery trucks, PUDO lanes can be incredibly useful but creates a variety of issues. Several stakeholders brought PUDO lanes to attention. One business owner complained that delivery trucks often block the façade and front entrance of their restaurant due to the PUDO lane in front of their establishment. Another business owner was in favor of PUDO lanes, adding that the Door



Dash app could get fully utilized if delivery drivers did not have to pay at the meters. Whether stakeholders were in favor or against the implementation of PUDO lanes, the downtown could comfortably accommodate more PUDO lanes in place of on-street meters if an establishment was in favor.

Broadway Parking

In conversation with stakeholders, it was suggested that the study treat Broadway and the rest of the west side as a separate entity in terms of parking. The conditions on Broadway are vastly different than that of the east side, where on-street metered parking is non-existent and the occupancy is high. Businesses on the west side have no shared parking solutions, and there are several existing and future developments demanding parking.



Broadway stakeholders were uniformly in favor of implementing on-street meters. Ramp development sites will also be considered on the west-side, since anticipated development plans to increase vehicle traffic, adding more stress to the existing supply.

The recommendations section aims to unify the parking system by providing recommendations specific to each area. These recommendations aim to create consistency between the east and west sides of downtown.

Public Relations

Communication between the Parking Division and the general public can always be improved. Stakeholders mostly gave feedback in regards to municipal permit prices, payment methods, parking restrictions, and more. There was a suggestion to improve public relations to mitigate confusion in regards to municipal parking.

As mentioned previously, the parking wayfinding and signage is generally sufficient with exception of the River Ramp. The stakeholders brought this to attention and feel passionately that the River Ramp needs to be identified from the street. However, since the ramp is privately owned, signage must be provided by Foxconn.

Other Comments

- “Proximity is a big issue for parkers and in Green Bay, the willingness to walk is relatively small.”
- “We are weary to build *just* a ramp. Ideally, the facility would be of mixed-use.”
- “The signage in the Pine Street Ramp has been neglected.”
- “Scofflaws are taking ADA spaces.”
- “Requiring paid parking on weekends could hurt the hospitality sector. On the other hand, the parking utility should be made profitable.”
- “Automate parking to improve enforcement.”
- “The metered parking by Glas Coffeehouse deters customers.”

- “Small businesses do not get discounted permits. The cheapest permits go to the largest, most profitable companies.”
- “Level 1 of the Cherry Street Ramp needs more ADA spaces.”
- “The elevator in the Cherry Street Ramp needs maintenance.”
- “There needs to be better communication between the Parking Division and the general public.”
- “Digicopy would like another customer space behind the store.”
- “There is no all-day off-street parking on the west side of the river.”
- “The Broadway district should be treated separately from the rest of the downtown.”
- “There needs to be a differentiation between employee parking from customer parking.”
- “The 15-Minute Loading Zone is not effective.”
- “People loitering in rented parking lots makes me nervous.”
- “The current parking fee is blatantly unaffordable.”
- “We do not feel that we are a large enough city to warrant the intensity of parking control that occurs in the several block radiuses around downtown specifically.”
- “We want a vibrant downtown as much as anyone and based on feedback that we receive from the public very regularly, the current parking enforcement practices are a major deterrent from making that happen.”

PLANNED DEVELOPMENTS

The following planned developments presented in **Table 10** was provided to DESMAN by the client. The developments are categorized by east side and west side developments in relation to the Fox River. Only three projects are currently under construction—other projects are pending or delayed. For this reason, an absorption factor was applied to accurately predict the parking demand correlated with the building occupancy for the short-term (0-3 years) and long-term (4-10 years).

The major planned developments on the east side involve the WPS site which is currently under-going environmental remediation efforts. Once the remediation is complete, a series of mixed-use residential and retail buildings will be built. According to the developers, the site will develop at a rate of about 200 units per year. On-site parking will be provided, which greatly increases the downtown supply. Aside from the WPS site, three other mixed-use residential buildings on the east-side are planned to be built and fully occupied within the next five years. It is unclear what parking will be provided at these sites. For now, the analysis will assume no additional parking spaces. The Main Street Ramp removal was included in the analysis to predict the parking needs of the planned developments without the ramp in existence.

There are several major developments planned for the west side including The Fort at the Railyard, the Shipyard Public Improvements, and the Public Market on Broadway Avenue. Both the railyard and shipyard plan to convert former industrial sites into mixed-use residential areas. The Public Market plans to convert an industrial building into a series of restaurant and retail spaces.

Table 10: Planned Developments

Name	Address	Status	Land Use	Size	Units	Parking Ratio	Short-Term Projection	Long-Term Projection		
							Absorption Factor	Absorption Factor		
							Parking Demand	Parking Demand		
							Parking Provided	Parking Provided		
<i>East-Side Developments</i>										
200 N Monroe	Residential Studio			34 Units	1.00		17	0	34	0
	Residential 1-Bed			86 Units	1.05		45	0	90	0
	Residential 2-Bed	Delayed		35 Units	1.80		32	0	63	0
	Residential 3-Bed			17 Units	2.65	50%	23	0	45	0
	Grocery Retail			15,000 SQFT	4.75		36	0	71	0
222 Cherry Street	222 Cherry Street	Under Construction	Residential	57 Units	1.00	100%	57	0	57	0
One Astor	100 E Mason Street	Delayed	Residential	75 Units	1.00	50%	38	0	75	0
WPS Site (Concept C)	Lot A Retail		Residential	70 Units	1.80		0	0	63	60
	Lot B Residential			6,606 SQFT	4.00		0	0	13	0
	Lot B Residential			290 Units	1.80		0	0	261	800
	Lot B Retail	Pending		3,999 SQFT	4.00		0	0	8	0
	Lot B/C Retail			5,202 SQFT	4.00	0%	0	0	10	400
Lot C Residential	700 N Adams Street			317 Units	1.80		0	0	285	685
Lot C Retail				4,005 SQFT	4.00		0	0	8	0
Lot D Residential				137 Units	1.80		0	0	123	225
Main Street Ramp	300 Main Street	Pending Demolition	Parking	681 Spaces	-	100%	-	-	-	-681
East-Side Total							260	0	1,236	1,489
<i>West-Side Developments</i>										
The Fort at the Railyard	Residential 1-Bed			151 Units	1.05		159	0	159	0
	Residential 2-Bed	Under Construction		82 Units	1.80		148	0	148	0
	Retail			1,300 SQFT	4.00	100%	5	0	5	0
Shipyard Multi-Family Housing	Residential Common Areas			5,800 SQFT	0.00		0	0	0	0
	Building One Residential	Delayed		129 Units	1.00		65	0	129	0
	Building Two Residential			96 Units	1.00	50%	48	0	96	0
Shipyard Public Improvements	239 Amdt Street		Restaurant/Retail	4,000 SQFT	4.00		8	0	16	0
Public Market	824 S Broadway	On-going	Public Park	9 Acres	1.00	50%	5	144	9	144
Lofts on Broadway	211 N Broadway	Under Construction	Retail	43,000 SQFT	4.00	100%	172	0	172	0
Railyard Building T	200 Chestnut Avenue	Delayed	Residential	70 Units	1.00	50%	35	0	70	0
West-Side Total	340 N Broadway	Pending		-	-	-	644	144	804	144

As presented in Table 10, the parking demand is projected for the short-term (0-3 years) and long-term (4-10 years). Parking demand ratios were sourced from the Urban Land Institute to calculate the demand based on assumed absorption factors.

The east side developments in the short-term are expected to generate an additional 260 vehicles at peak demand. Although there are no planned parking spaces, the downtown parking facilities have the capacity to accommodate this demand in the short-term. In the long-term projections, the parking demand will eventually reach 1,236 vehicles. The developers of the WPS site plan to provide an adequate number of spaces, creating a net increase of 1,489 parking spaces on the east side. This includes the removal of 681 spaces in the Main Street Ramp, which means the developers on the east side are providing an overabundance of parking.

The west side developments will experience the opposite effect. With 644 vehicles projected for the short-term peak demand, there are only 144 planned spaces concentrated in one development. The long-term projections reach a demand of 804 vehicles, creating an even larger gap between the supply and demand for parking.

The land use data used for this analysis reflects the information provided by the client at this stage in development. The development plans are expected to change. Unless there is a generous supply of parking added to the development plans, the west side will continue to have a need for parking. Solutions to address the parking imbalances are discussed in the recommendations section of the report.

SUMMARY OF EXISTING CONDITIONS

The existing conditions as it pertains to inventory, occupancy, rates, equipment, enforcement, policies, and future developments are summarized by the following statements:

1. The east side of the river has an overabundance of parking spaces, while the west side experiences a parking shortage along the Broadway corridor. The planned developments will only exacerbate the supply issues.
2. The stakeholders are in-favor of regulating parking along the Broadway corridor.
3. If a parking structure is warranted, there is a desire for a mixed-use facility that serves an additional purpose than just parking.
4. The Parking Division needs to generate more revenue to cover capital expenses. Transient and permit rates are priced below the cost to maintain the parking spaces.
5. Drivers feel entitled to convenient parking spaces, but are resistant to paying the appropriate dollar amount to supply and maintain those spaces.
6. The community desires modern technology for the parking system and is prepared to make the transition to an automated system for both payments and enforcement.
7. Communication between the Parking Division and the general public is important for mutual respect among agencies and for mitigating confusion as it pertains to parking policies and enforcement practices.
8. The convention center needs a plan for visitor parking if the Main Street Ramp is removed.
9. People are not willing to walk very far from their parking location to their destination.

These findings are the foundation for the recommendations section of the report.

RECOMMENDATIONS

The recommendations were developed by DESMAN in consultation with the City of Green Bay to address the issues identified throughout the course of this study. These recommendations are consistent with parking industry practices and other cities with similar economies to Green Bay. Recommended changes to the management, operations, and technology of the parking system are intended to address both current and anticipated needs of the downtown area. No one recommendation will alleviate all existing or future parking issues. Rather, incremental improvements will improve the user experience and address concerns raised by the stakeholders.

The Parking Division is advised to keep the public informed about changes related to the parking system. Aside from changes that are internal to the Parking Division, the public should be made aware of anticipated outcomes and their timeline. Public outreach prior to the implementation will mitigate confusion among residents and visitors.

Guiding Principles

Modernize the parking system: a modernized parking system can provide many benefits to both users and parking operators, including increased efficiency, safety, and revenue collection, as well as improved user experience, reduced environmental impact, and better data collection.

Promote uniformity among parking rates and policies: The city should work to standardize parking rates and policies across all municipal parking facilities in the downtown area. This will help to eliminate confusion among drivers and encourage greater use of the facilities.

Encourage on-street parking turnover: Policies that encourage on-street parking turnover can have numerous benefits for the community, including improved access to businesses, reduced congestion and improved safety, increased revenue, and better parking management.

Incentivize the use of off-street parking facilities: Incentivizing off-street parking over on-street parking can help reduce congestion, improve traffic flow, and enhance safety in urban areas. This requires a combination of pricing, accessibility, amenities, enforcement, and educational efforts.

Consider alternative transportation options: The city should encourage the use of alternative transportation options such as public transit, biking, and walking. This could be achieved by providing more bike racks and pedestrian infrastructure, improving transit service and accessibility, and promoting these options to the public.

Prioritize accessibility and safety: The city should take steps to improve the accessibility and safety of the existing parking structures. This includes improving signage and wayfinding, upgrading lighting and security features, and providing more accessible parking spaces for users with disabilities.

Specific Recommendations

1. Remove On-Street Time Limits and Implement Escalating On-Street Rates

On-street spaces in downtown Green Bay have a maximum time limit of 25-minutes, 1-hour, 2-hours, or 4-hours. The time limits are enforced through both the meters and the Passport app. To allow patrons to comfortably utilize the on-street spaces, DESMAN recommends removing the time limits and implementing an escalating rate.

This was an issue brought to attention during the stakeholder interviews. The majority of on-street spaces have a two-hour time limit which can be limiting to visitors of the downtown. Removing the time limits will allow patrons to park without worry of exceeding the maximum time limit. It also allows the Parking Division to collect more revenue from on-street spaces.

In place of the on-street time limits, an escalating rate should be implemented at the meters and through the Passport app to encourage turnover. As mentioned previously, parking turnover can have numerous benefits for the community, including improved access to businesses, reduced congestion, improved safety, increased revenue, and better parking managements. Through the escalating rate system, patrons will learn that short-term visits to downtown are convenient with on-street spaces, but long-term visits should involve off-street parking. **Table 11** presents the proposed escalating rates.

Table 11: Proposed On-Street Meter Escalating Rate

	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour +
Hourly Rate	\$1.00	\$1.00	\$2.00	\$3.00	\$4.00
Accumulating Total	\$1.00	\$2.00	\$4.00	\$7.00	\$11.00

Source 13: DESMAN

As presented in Table 11, the hourly rate begins at \$1.00 for the first two hours, and escalates by an additional \$1.00 until the sixth hour. Users will need to pay \$4.00 every hour thereafter if they choose to stay. Someone who parks for five hours on-street will need to pay \$11.00 in total, versus paying no more than \$5.00 in an off-street facility. This change has the potential to substantially increase revenue for on-street parking. The escalating rates can be viewed as a convenience fee. Users will eventually learn that off-street parking is better for long-term stays.

In the event that there is strong opposition to this change, DESMAN has provided an alternative to the rate escalation.

Alternative: Assign a Four-Hour Time Limit and Raise Rates for On-Street Spaces

As an alternative to the escalating rate system, DESMAN recommends changing the two-hour, one-hour, and 25-minute limits to four-hours while also raising the hourly rate to \$2.00. **Table 12** presents the alternative time limits and rates option. With a four-hour time limit and an hourly rate of \$2.00, the maximum amount a user would pay is \$8.00 for four hours. This would not be as limiting as a two-hour meter and would still encourage usage of the off-street facilities.

Table 12: Proposed On-Street Meter Alternative

Time Limit	Location	Inventory	Hourly Rate
4-Hour Meter	Washington Street	29	\$2.00
2-Hour Meter changed to 4-Hour Meter	Elm Street	20	\$2.00
	Washington Street	63	\$2.00
	Citydeck Court	5	\$2.00
	Northland Avenue	26	\$2.00
	Adams Street	37	\$2.00
	Pine Street	24	\$2.00
	Doty Street	71	\$2.00
	Jefferson Street	65	\$2.00
	Stuart Street	6	\$2.00
	Madison Street	77	\$2.00
1-Hour Meter changed to 4-Hour Meter	Adams Street	29	\$2.00
	Cherry Street	40	\$2.00
	Jefferson Street	9	\$2.00
25-Minute Meter changed to 4-Hour Meter	N Washington Street	2	\$2.00
Total		503	-

Source 14: DESMAN

Evident in Table 12, the on-street rates are twice the amount of off-street facilities. With a four-hour time limit, the maximum a user would pay is \$8.00. This will encourage the use of off-street facilities which only charge \$1.00 per hour.

This change has the potential to substantially increase on-street parking revenue. In 2022, the Parking Division collected \$255,863 from meters. Assuming the rate is raised from \$0.95 per hour to \$2.00 per hour with 10% elasticity, the meter revenue could increase to approximately \$484,000 on an annual basis. This is a high-level estimate based on historic revenue numbers and utilization.

2. Remove 10-Minute Grace Period for Expired Meters

On-street meters in Green Bay allow a ten-minute grace period before an officer can ticket a vehicle when a meter becomes expired. This essentially means that users can pay for ten-minutes less per stay. The grace period provides no utility to the Parking Division and should be removed immediately. It is the responsibility of the user to track their paid time at the meters. Parking apps like Passport make tracking parking even easier too, with notifications to notify the user of expired meters, and the ability to extend parked time remotely.

3. Submit Change Order for Phase 2 and 3 of New Meter Purchases

The meters purchased in Phase 1 of the new meter implementation operate only by coins, and do not allow digital payments. In an effort to automate and digitize the parking system and improve the user experience, DESMAN recommends a change order for single-space meters that accept digital payments, in addition to coin payments. It is likely that the Parking Division will see

increased utilization of the on-street meters, since cash and coin payments have become less common.

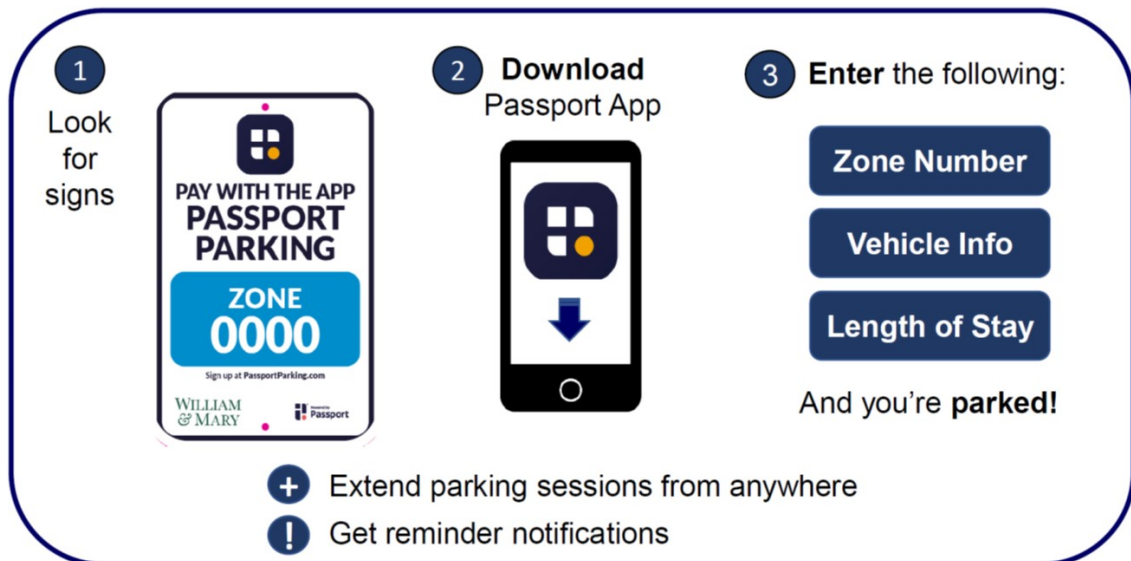
4. Expand On-Street Enforcement to Un-Metered Areas through Passport

On-street meters are concentrated on the east-side of the river between Main Street and Walnut Street. Meters are not present south towards Mason Street or on the west side of the river. To increase revenue for the Parking Division and to discourage the avoidance of paid parking on behalf of the users, DESMAN recommends expanding on-street enforcement through Passport zones in un-metered areas.

The recommended areas on the east side are bound by the river to the north, Mason Street to the south, the river to the east, and Monroe Street to the west. The recommended areas on the west side are bound by Mather Street to the north, Arndt Street to the south, Chestnut Avenue to the east, and Pearl Street to the west. A map in the appendix presents an aerial of this boundary.

Mobile payment systems, such as Passport, provide a way to enforce on-street parking at a nominal cost to the Parking Division. With LPR technology, the enforcement officers can ensure that vehicles have paid to park in their respective zones without the use of a physical parking meter. Other than signage and communication efforts, parking zones eliminate revenue collection and maintenance efforts typically associated with parking meters. **Figure 3** presents an instructional graphic on how to use the Passport app.

Figure 3: Passport App Instructions



Source 15: Passport Parking

This measure will benefit the Broadway corridor in particular. Broadway on-street parking is currently un-regulated and free to its users. At the same time, Broadway experiences a parking supply shortage. The paid parking zones operated through Passport will encourage on-street

turnover and increase revenue for the Parking Division. Using the Passport app as opposed to installing meters will save money on capital and maintenance costs while still capturing the demand. The installation of a single-space meter can cost up to \$500.00, not including maintenance and operational fees. A parking zone through passport eliminates the need for a physical meter, installation costs, collection costs, etc. DESMAN estimates that 194 on-street spaces could be regulated through Passport between Mather Street and Arndt Street on Broadway.

5. Automate and Digitize the Parking System

Passport and similar parking platforms are the future of the parking industry. It is in the Parking Division's best interest to automate and digitize nearly every aspect of the parking system to make the transition from physical meters to app-based payment platforms. When the new meter on-order have exceeded their lifetime, the Parking Division should transition completely to enforcing paid-parking zones through the Passport system or another license-plate based system.

Interviews with stakeholders revealed a willingness to modernize the parking system. This will help the city stay up-to-date with the latest technologies that other major cities, such as Madison and Milwaukee, are implementing. As mentioned previously, a modernized parking system can provide many benefits to both users and parking operators, including increased efficiency, safety, and revenue collection, as well as improved user experience, reduced environmental impact, and better data collection.

6. Construct an Off-Street Parking Structure Adjacent to Broadway

To address the parking supply shortage on the west-side of the river, construct a municipal parking ramp adjacent to Broadway. At present, Lot F is adjacent to the most active segment of Broadway. The location of the ramp must be strategic to help businesses that do not warrant a parking facility of their own to unify their parking efforts and have patrons utilize a parking ramp. The planned developments to the north and south of this location, particularly the Railyard and Shipyard, will need to provide their own on-site parking if they do not wish to occupy a public, transient parking ramp. **Figures 4 and 5** present the potential footprint of a parking ramp on Lot BW or Lot F.

Figure 4: Potential Lot BW Parking Ramp Site



Source 16: Google Earth

Figure 5: Potential Lot F Parking Ramp Site



Source 17: Google Earth

A parking structure footprint as presented in Figures 4 and 5 could accommodate a multi-level parking structure with approximately 200-300 spaces. This is estimated to be an appropriately-sized ramp to satisfy the parking demand of the area. The capital costs for a newly constructed parking structure are approximately \$30,000 per space. A 300-space garage would cost around \$9 million to build.

As mentioned previously, Lot BW is a privately owned surface lot. The Parking Division operates those parking spaces for the owner. To develop a ramp on this property, the Parking Division would need to purchase the land, which adds significant capital costs. For this reason, Lot F has an advantage over Lot BW, as Lot F is owned by the city.

There is a desire from stakeholders to construct a mixed-use facility with ground-floor commercial space to add value to the parking structure. Lot BW has an advantage over Lot F for ground floor commercial space due to its street façade. Lot F is tucked behind the Broadway Corridor and lacks a street façade. The feasibility of ground floor commercial space is less certain on Lot F.

7. Remove “First 15-Minutes Free” Policy

At present, users can park in the off-street ramps for free in the first 15-minutes of their stay. Although this initiative intends to incentive ramp utilization, it provides no utility to the Parking Division and decreases the potential revenue. Users who intend to park for less than 15-minutes are not likely to park in the ramp, and users who do stay longer would likely have parked in the ramp anyway, with or without the 15-minute incentive. For these reasons, DESMAN recommends removing the “First 15-Minutes Free” policy.

8. Raise Off-Street Transient Rates

Off-Street transient rates in downtown Green Bay are incredibly inexpensive for its users. For the Parking Division to maintain the facilities, DESMAN recommends raising the transient rates from \$0.85 to \$1.00 per hour. This slight increase will provide a revenue boost for the Parking Division while still incentivizing surface lot and ramp utilization for long-term stays.

9. Raise Off-Street Permit Rates

DESMAN recommends a number of modifications to the rate structures to ensure that the Parking Division does not operate at a loss. The more drastic change should occur with the monthly permit rates.

The existing permit rates decrease in price beginning at 50 stalls and escalate with every 100 permits purchased. This policy benefits only major companies who can afford to pay the full price for permits without the discount. DESMAN recommends discarding the price escalation and/or group rate incentives. Instead, provide one permit price per stall that each individual or employer may choose to purchase. **Table 13** presents the off-street rate increases. It may be beneficial to gradually increase rates every year to reach the amounts presented in the tables.

Table 13: Proposed Off-Street Rates

Surface Lot	Location	Hourly Rate	Monthly Rate
Lot A	600 S Adams Street	\$1.00	-
Adams Street Lot	220 N Adams Street	\$1.00	-
Lot B	600 S Broadway (West Side)	\$1.00	\$96.00
Lot BE	540 S Monroe Avenue	\$1.00	-
Lot BG	600 S Broadway (East Side)	\$1.00	\$96.00
Lot BW	100 N Pearl Street	\$1.00	\$96.00
Lot CC	100 Crooks Street	\$1.00	-
Lot CH	100 N Jefferson Street	\$1.00	-
Lot E	225 S Jefferson Street	\$1.00	\$96.00
Lot F	200 N Chestnut Avenue	\$1.00	\$96.00
Lot G	600 S Jefferson Street	\$1.00	-
Library Lot	515 Pine Street	\$1.00	-
Lot MM	418 N Monroe Avenue	\$1.00	\$96.00
Lot WS	318 S Washington Street	\$1.00	-
Ramp	Location	Hourly Rate	Monthly Rate
Cherry Street Ramp	202 Cherry Street	\$1.00	\$96.00
Main Street Ramp	300 Main Street	\$1.00	\$96.00
Pine Street Ramp	333 Pine Street	\$1.00	\$96.00
River Ramp	101 Pine Street	\$1.00	\$128.00

Source 18: DESMAN

As presented in Table 13, the recommended rate for transient parkers is \$1.00 per hour. Monthly permit rates should be raised to \$96.00 each. This amount was calculated to benefit permit holders who park at least three days per week for at least eight hours per day. Users who park less than this amount will benefit financially from paying transient parking rates.

This change has the potential to substantially increase off-street parking revenue. In 2022, the Parking Division collected \$1,063,028 in monthly permit revenue from the four ramps. Assuming the permit rate is raised to \$96.00 per month with a 10% decrease in permit sales due to the price increase, the ramp permit revenue could increase to \$1.68 million on an annual basis. This is a high-level estimate based on the historic permit sales with an assumption for elasticity. The actual revenue increase is likely to vary.

In the event that there is strong opposition to this change, DESMAN has provided an alternative to the rate escalation.

Alternative: Charge a Maintenance Surcharge to Permit Buyers for a Three-Year Period

As an alternative to the off-street rate hike, DESMAN recommends charging a surcharge with every permit purchase to partially recover capital and maintenance costs. Permit buyers may be

more comfortable with this option with the knowledge that the surcharge goes directly to maintaining the facilities. With short-term capital expense estimates provided by the Parking Division, DESMAN calculated an appropriate surcharge amount to recover expenses from 2023, 2024, and 2025, presented in **Table 14**.

Table 14: Capital Expense Recovery Surcharge

Year	Project	Estimated Cost	Annual Total
2023	Parking Ramp Structural Repairs	\$ 492,350	\$492,350
2024	Parking Ramp Structural Repairs	\$ 1,000,000	\$2,110,000
	Elevator Replacement (2)	\$ 1,000,000	
	Cherry Street Ramp CCTV System	\$ 80,000	
	Parking Lot Pavement	\$ 30,000	
2025	Parking Ramp Structural Repairs	\$ 1,000,000	\$2,080,000
	Elevator Replacement (2)	\$ 1,000,000	
	Pine Street Ramp CCTV System	\$ 50,000	
	Parking Lot Pavement	\$ 30,000	
Total			\$4,682,350

Total Number of Permits	2,059
Surcharge Rate	\$30
Number of Months Required to Recover Capital Expenses	76

Source 19: City of Green Bay Parking Division

As presented in Table 14, the capital expenses for the years 2023, 2024, and 2025 are approximately \$4,682,350. With the current number of permits (2,059), and an annual surcharge of \$30 per permit, it will take over six years to recover the capital expenses from the three-year period. At the proposed surcharge rate of \$30, the Parking Division would recover expenses at about half the rate they accumulate.

The cost recovery estimates stress the importance of fair pricing structures for parking in municipal ramps and surface lots. Parking is a utility, and is not free to any one entity. The maintenance is proposed as an *alternative* to the permit rate hike, since the Parking Division can only recover costs at half the rate they accumulate.

10. Raise Lost-Ticket Ramp Rates

At present, the rate for lost-tickets in the ramps is lower than the daily maximum rate. DESMAN recommends pricing the lost-ticket rate at \$24.00, which is equal to a 24-hour stay in the ramp.

It is important to note that the implementation of LPR technology would eliminate the need for a lost-ticket rate. LPR recognizes the vehicle license plate by recording the entry and exit time digitally. This eliminates the need for a printed, paper ticket, and the possibility of the user losing their ticket before paying to park. As mentioned previously, the advantage to automated parking systems cannot be overstated. However, while municipalities make the transition, a higher lost-ticket rate is warranted for the ramps in downtown Green Bay.

11. Relocate Pearl Street On-Street Permits to the Parking Ramp

In the event that a parking structure is constructed near the Broadway Corridor, DESMAN recommends relocating the Pearl Street permit parking spaces to the ramp, along with any other permit parking in the area. This will help unify the parking system by utilizing the newly constructed ramp. The remaining spaces on Pearl Street should be treated as on-street parking zones, much like the rest of the Broadway corridor. Users will need to pay the on-street hourly rate through the Passport app to park in these spaces.

12. Remove the Main Street Ramp

The agreement with Schreiber Foods allows the company to claim the land that the Main Street Ramp currently occupies by the year 2030. If they so choose, the ramp must be removed by the city. This is a likely proposition. Since maintenance repairs will cost the city millions of dollars, DESMAN recommends removing the ramp as soon as the next major repair is due. The ramp is not worth investing money into for the short-term, and the remaining ramps (Cherry Street Ramp, Pine Street Ramp, and River Ramp) can absorb the parking demand.

DESMAN is aware of the developments at the WPS site, and the concern for parking on the north side of Main Street. Until the WPS site begins to populate, it is unwise to keep the Main Street Ramp in operation solely out of concern for developing areas that have not yet been occupied. It is possible that with the WPS site at full build-out, a parking garage on-site would be warranted. The Parking Division should be aware of these changes, but focus their attention on the immediate up-keep required to keep the Main Street Ramp in operation.

13. Relocate Main Street Ramp Parkers to the Pine Street Ramp

Following the removal of the Main Street Ramp, previous permit holders, transient parkers, and visitors of the KI Convention Center should be relocated to the Pine Street Ramp. The Pine Street Ramp has a large vehicle capacity and is located one block away from the KI Convention Center. **Table 15** presents the proposed relocation logistics.

Table 15: Proposed Relocation Logistics

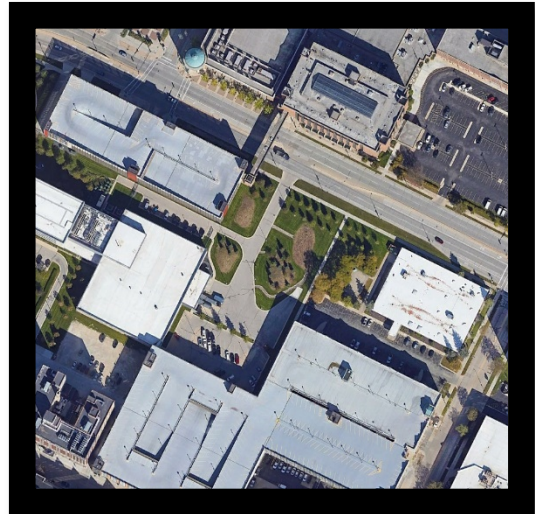
	Main Street Ramp	Pine Street Ramp	Relocation
Space Inventory	681	1,843	1,843
Permit Holders	310	901	1,211
Actual Occupancy	122	628	750

Source 20: DESMAN

Evident in Table 15, the Pine Street Ramp has the capacity to absorb the Main Street Ramp parkers. Pine Street has an inventory of 1,843 spaces. By absorbing the 310 permit holders from the Main Street Ramp in addition to the 901 existing permit holders in the Pine Street Ramp, the total number of permits totals to 1,211. This leaves 632 open spaces for transient parkers. From the data collection periods, the combined peak occupancy only ever reached 750 vehicles. This was even performed during a convention center event. This analysis concludes that the Pine Street Ramp is an appropriate facility to absorb the Main Street Ramp parking demand.

In the stakeholder interviews, there was a hesitancy to require convention visitors to walk to the Pine Street Ramp. DESMAN recognizes that the Pine Street Ramp is not as conveniently located to the convention center as the Main Street Ramp currently is. There are strategic steps the city can take to address this concern and ease the transition to provide a comfortable pedestrian experience. The following recommendation explains this further.

14. Improve Pedestrian Access to the KI Convention Center



DESMAN recommends prioritizing pedestrians going to and from the Pine Street Ramp and KI Convention Center. There is an existing, paved sidewalk leading from Main Street to the Pine Street Ramp. It is recommended that the city construct a full- or partial- temperature controlled walkway along the existing sidewalk to ease the transition for pedestrians. A walkway with proper lighting that is protected from weather elements and has clear wayfinding can be an effective way to move people to their destinations.

A cross-walk across Main Street from the south-side sidewalk to the convention center will help to keep pedestrians safe from vehicle traffic. It should be noted that pedestrians are required to cross Main Street to access the Main Street Ramp as it is now.



15. Address Parking Facility Accessibility and Lighting Conditions

A number of stakeholders had concerns regarding safety, lighting, elevator functionality, and ADA accessibility in the ramps. One individual brought attention to the Cherry Street Ramp’s non-functioning elevator and shortage of ADA spaces. DESMAN confirmed with the Parking Division that all elevator issues are related to supply-chain shortages and that routine maintenance checks are performed to ensure the safety and ramp functionality for its users.

To address issues of perceived safety, modern parking systems can include features such as CCTV cameras, lighting, and emergency phones, which can improve safety in parking areas. DESMAN recommends lighting levels of ten footcandles in parking aisles and five footcandles in parking stalls. Lighting is a major deterrent of criminal offenses in parking ramps and can help immensely with the perception of safety in the ramps.

16. Extend Parking Enforcement Hours

DESMAN recommends extending parking enforcement hours from Monday through Sunday, 8:00AM – 6:00PM on the east side of the river, and from 8:00AM – 9:00PM on the west side of river. Parking between on-street and off-street facilities should be consistent. The parking hours intend to capture the night-life activity that occurs along the Broadway corridor.

17. Follow-Through with the Approved LPR Enforcement Program

Comparable communities that have transitioned from manual enforcement to LPR enforcement have significantly increased the productivity and efficiency of their parking systems. LPR is so widely used today, that its initial controversies are near-redundant. According to the Parking Division, funds have been approved to quipped one vehicle with LPR hardware and software. DESMAN recommends transitioning completing to this type of enforcement.



18. Explore the Feasibility of a Merchant Validation Program

Several representatives of local businesses expressed a desire for discounted parking for their customers. For a discount parking validation program to be viable, it needs to be broadly supported and the scope and operational aspects of the program needs to be carefully considered. Overall, a parking validation program can give merchants the flexibility to offer their customers a VIP experience, reward them for their loyalty, and give them an incentive to return.

Users have the ability to validate parking digitally through the Passport app. If the city decides to implement a merchant validation program, the infrastructure is already there to make it happen.

19. Require Privately-Owned Facilities to Provide Signage and Wayfinding

Signage and wayfinding benefit all parking facilities whether they are privately or publicly owned. The owners of the facilities should be required to provide signage and wayfinding. In the case of the River Ramp, both the Parking Division and the owners of the facility, Foxconn, could be missing out on potential parking revenue from drivers not being able to located the ramp entrance. It would benefit both entities if signage were installed. In future parking agreements, the Parking Division should require the facility owners to provide signage.

20. Prepare Facilities for Electric Vehicle Charging Stations

The auto industry is transitioning to electric vehicles (EV) as consumer acceptance grows in the United States. With an increasing market share, the National Parking Association (NPA) estimates the percentage of EVs on the road to be 7.00% by 2030, 23.40% by 2040, and 42.20% by 2050, as seen in

Table 16: NPA EV Projections

	2025	2030	2035	2040	2045	2050
EV Parkers	3.0%	7.0%	14.0%	23.0%	32.0%	42.0%
EV Charging Stalls	0.6%	1.4%	2.8%	4.6%	6.4%	8.4%

Table 16. The number of EV charging stalls reflects approximately 20% of the total number of EV vehicles, since not all EVs need to charge simultaneously.

Source 21: National Parking Association

Modern parking systems can include features such as electric vehicle charging stations and bicycle parking facilities, which can help reduce the environmental impact of transportation. It is important to ensure that public parking facilities cater to this transition by making facilities *EV-Ready*.

21. Pick-Up / Drop-Off (PUDO) Lanes

DESMAN received varying feedback about PUDO lanes. The reality is that PUDO lanes are necessary with an increasing number of pick-up and drop-off services, as well as deliveries. PUDO lanes help improve the flow of traffic and are more effective than 30-Minute meters, etc. DESMAN recommends that the Parking Division establish a program to implement PUDO lanes at a business' request. The requesting entities should be responsible for capital costs. The Parking Division should be responsible for maintenance thereafter.

APPENDIX

Table 17 presents a review of the recommendations section. **Figure 6** presents a visual of the proposed changes to the parking system in downtown Green Bay. Refer to Figure 1 to compare the existing system with the proposed system.

Issues	Recommendations																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Broadway Corridor Parking Shortage																					
Downtown Parking Over-Abundance																					
Meter Maximum Time-Limits																					
Planned Development Impacts																					
Broadway Corridor Parking Regulation																					
Desire for Mixed-Use Structures																					
Low Transient Parking Rates																					
Low Monthly Permit Parking Rates																					
Low Revenue Generation																					
Modern Technology																					
Modern Enforcement																					
Perceived Safety and Accessibility																					
Lack of Signage and Wayfinding																					
Communication with the Public																					
Main Street Ramp Agreement/Repairs																					
KI Concession Center Parking																					
Relative Financial Impacts	\$\$\$	\$	(\$)	(\$)	\$	(\$)	\$	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
Implementation Timeline	ST	ST	ST	MT	LT	MT	ST	ST	ST	ST	MT	MT	MT	MT	ST	ST	ST	ST	ST	LT	ST

\$\$\$ Significant Positive Impact on Net Revenue
 (\$\$\$) Significant Negative Impact on Net Revenue
 ST Short-Term
 MT Mid-Term
 LT Long-Term

Figure 6: Proposed Parking System Modifications



Source 22: DESMAN