

## NOTICE OF MEETING

The West Hartford Center Special Services District shall hold a General Meeting of the Members of the District on January 7, 2020 at 6:30 p.m. in Room 312 of the West Hartford Town Hall. The agenda for said meeting shall be as follows:

### AGENDA

#### West Hartford Center Special Services District

#### **General Meeting of Members of the District January 7, 2020**

1. Roll Call:
2. Public Forum:
3. Approval of Minutes
  - a. Minutes of the General Meeting of the District Members of January 8, 2019
4. Receipt of Petitions
5. Consideration of Consent Calendar
6. Receipt of Communications

From Shirley Geer (dated April 17, 2019) resigning from the Board of West Hartford Special Services District effective immediately.
7. Unfinished Business
8. New Business
  - a. Elections to the Board of Commissioners of the District:
    - i. Member and Alternate Member to represent the owners of taxable commercial land use property within the District
    - ii. Member and Alternate Member to represent the owners of taxable residential land use property within the District
9. Consent Calendar
10. Staff Reports- Update regarding sales tax on metered parking.
11. Executive Session
12. Adjournment

Essie S. Labrot, District Clerk

**MINUTES**  
**West Hartford Center Special Services District**  
**General Meeting of Members of the District**  
**January 8, 2019**

Meeting was called to order by Chairman Shari Cantor at 6:30 p.m.

1. Roll Call: Commissioners Barnes, Cantor, Davidoff, Dodge, Fay, Kerrigan, Sweeney, Wenograd, Williams, Rifkin, and Carlson were present. Commissioner Geer was absent. Also Present: Matthew W. Hart, John Phillips, Gina Varano, Mark McGovern, Peter Privitera and Pat Alair.
2. Public Forum: None
3. Approval of Minutes
  - a. Minutes of Meeting of January 9, 2018: Approved
4. Receipt of Petitions: None
5. Consideration of Consent Calendar: None
6. Receipt of Communications: None
7. Unfinished Business: None
8. New Business
  - a. Review of Activities of the District: Matt Hart discussed the Blue Back Square Municipal Parking Fund and options for additional revenue.
9. Consent Calendar
10. Staff Reports: None
11. Executive Session: None
12. Adjournment: 6:51 p.m.

Essie S. Labrot, District Clerk

Projections based on Developer's commitments

| DEMAND TYPES        | SPACES     | FACTOR | FEE    | UNIT          | MONTHLY (P)         | ANNUAL (P)           | SITE |
|---------------------|------------|--------|--------|---------------|---------------------|----------------------|------|
| Permit - Guests     | 35         | 100%   | \$ 110 | by month      | \$ 4,094.48         | \$ 49,133.70         | MG   |
| Permit - Employees  | 25         | 100%   | \$ 110 | by month      | \$ 2,924.63         | \$ 35,095.50         | MG   |
| Valet - Guests      | 60         | 100%   | \$ 14  | by sp by day  | \$ 25,200.00        | \$ 302,400.00        | IG   |
| Valet - Patrons     | 145        | 100%   | \$ 7   | by sp by day  | \$ 30,450.00        | \$ 365,400.00        | TH   |
| WF Delamar          | 40         | 100%   | \$ 3   | by 8-hr shift | \$ 10,800.00        | \$ 129,600.00        | MG   |
| <b>TOTAL Spaces</b> | <b>305</b> |        |        |               | <b>\$ 73,469.10</b> | <b>\$ 881,629.20</b> |      |

Parking Division's Projections

| DEMAND TYPES        | SPACES     | FACTOR | FEE    | UNIT          | MONTHLY (P)         | ANNUAL (P)           | SITE |
|---------------------|------------|--------|--------|---------------|---------------------|----------------------|------|
| Permit - Guests     | 35         | 100%   | \$ 110 | by month      | \$ 4,094.48         | \$ 49,133.70         | MG   |
| Permit - Employees  | 25         | 100%   | \$ 110 | by month      | \$ 2,924.63         | \$ 35,095.50         | MG   |
| Valet - Guests      | 60         | 60%    | \$ 14  | by sp by day  | \$ 15,120.00        | \$ 181,440.00        | IG   |
| Valet - Patrons     | 145        | 60%    | \$ 7   | by sp by day  | \$ 18,270.00        | \$ 219,240.00        | TH   |
| WF Delamar          | 40         | 100%   | \$ 3   | by 8-hr shift | \$ 10,800.00        | \$ 129,600.00        | MG   |
| <b>TOTAL Spaces</b> | <b>305</b> |        |        |               | <b>\$ 51,209.10</b> | <b>\$ 614,509.20</b> |      |

Here are the actual receivables collected from the hotel in 2018 (calendar year) for parking services:

2018

| ACCOUNT       | Receivables      |
|---------------|------------------|
| Delamar WF    | \$ 26,177        |
| Artisan WF    | \$ 7,771         |
| Artisan Valet | \$ 18,879        |
|               | <u>\$ 52,827</u> |

The hotel currently has 3 parking accounts with the Town:

1. Delamar Workforce – parking for hotel employees (in Town's garages)
2. Artisan Workforce – parking for restaurant employees (in Town's garages)
3. Artisan Valet – valet parking for restaurant patrons at Town Hall lot

For calendar year 2018, the following chart identifies all payments from the hotel as Town's receivables:

| ACCOUNT       | 2018     |        |          |        |          |          |          |          |          |          |          |          | Receivables      |
|---------------|----------|--------|----------|--------|----------|----------|----------|----------|----------|----------|----------|----------|------------------|
|               | JAN 18   | FEB 18 | MAR 18   | APR 18 | MAY 18   | JUN 18   | JUL 18   | AUG 18   | SEP 18   | OCT 18   | NOV 18   | DEC 18   |                  |
| Delamar WF    | \$ 2,359 | \$ 401 | \$ 1,800 |        | \$ 4,081 | \$ 3,200 | \$ 2,000 |          | \$ 4,130 | \$ 524   | \$ 3,824 | \$ 3,860 | \$ 26,177        |
| Artisan WF    | \$ 640   | \$ 846 |          | \$ 500 | \$ 697   | \$ 500   | \$ 1,411 | \$ 1,003 | \$ 338   | \$ 1,097 | \$ 320   | \$ 422   | \$ 7,771         |
| Artisan Valet | \$ 5,460 |        | \$ 4,795 | \$ 140 | \$ 770   |          |          | \$ 1,890 | \$ 630   | \$ 1,162 | \$ 1,876 | \$ 2,156 | \$ 18,879        |
|               |          |        |          |        |          |          |          |          |          |          |          |          | <u>\$ 52,827</u> |

**BBS and Municipal Parking Operations  
Options for Consideration**

| <b>Proposal</b>  | <b>Total Annual<br/>\$ Impact</b> | <b>Blue Back Square Fund<br/>\$ Impact</b> | <b>Parking Lot Fund<br/>\$ Impact</b> |
|--|-----------------------------------|--|---------------------------------------|
| Increase Daily Rate in the Garages from \$7 to \$10  | \$ 170,000                        | \$ 170,000                                 | \$ -                                  |
| Implement Sunday parking hours for on-street meters 12-8pm   | \$ 130,000                        | \$ 40,000                                  | \$ 90,000                             |
| Increase on-street meter rates from \$1.50 per hour to \$2.00  | \$ 550,000                        | \$ 165,000                                 | \$ 385,000                            |
| Pass credit card fees on to customers  | \$ 250,000                        | \$ 125,000                                 | \$ 125,000                            |
| Transfer salary and benefits of 1 Police Officer to General Fund, thereby increasing General Fund expenditures | \$ 172,500                        | \$ -                                       | \$ 172,500                            |
| <b>Total Options</b>   | <b>\$ 1,272,500</b>               | <b>\$ 500,000</b>                          | <b>\$ 772,500</b>                     |

Town of West Hartford  
 Combined Fund Balance - All Parking Operations  
 FY 2015-2026

| Fund                         | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Projection | FY 2020<br>Projection | FY 2021<br>Projection | FY 2022<br>Projection | FY 2023<br>Projection | FY 2024<br>Projection | FY 2025<br>Projection | FY 2026<br>Projection |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>Parking Lot Fund</b>      |                   |                   |                   |                   |                       |                       |                       |                       |                       |                       |                       |                       |
| Revenues                     | 1,979,719         | 1,992,800         | 2,049,061         | 2,041,000         | 2,025,000             | 2,034,750             | 2,039,423             | 2,044,120             | 2,048,840             | 2,053,584             | 2,058,351             | 2,063,142             |
| Expenditures                 | 1,448,422         | 1,797,982         | 1,969,906         | 1,653,058         | 2,099,022             | 1,924,770             | 1,788,877             | 1,851,278             | 1,917,230             | 1,987,012             | 2,060,927             | 2,139,368             |
| Annual Operating Results     | 531,296           | 194,819           | 79,155            | 387,943           | (74,022)              | 109,980               | 250,546               | 192,842               | 131,610               | 66,572                | (2,576)               | (76,226)              |
| Ending Fund Balance          | 2,015,535         | 2,210,353         | 2,289,508         | 2,677,451         | 2,603,429             | 2,713,409             | 2,963,955             | 3,156,797             | 3,288,407             | 3,354,979             | 3,352,403             | 3,276,177             |
| <b>Blue Back Square Fund</b> |                   |                   |                   |                   |                       |                       |                       |                       |                       |                       |                       |                       |
| Revenues                     | 4,662,963         | 4,658,452         | 4,577,771         | 4,654,554         | 4,633,800             | 4,651,650             | 4,664,664             | 4,677,744             | 4,690,888             | 4,704,099             | 4,717,375             | 4,730,718             |
| Expenditures                 | 4,857,093         | 4,720,078         | 5,105,757         | 5,114,159         | 5,198,370             | 5,121,477             | 5,185,221             | 5,243,761             | 5,297,233             | 5,338,241             | 5,400,634             | 5,470,783             |
| Annual Operating Results     | (194,130)         | (61,626)          | (527,986)         | (459,605)         | (564,570)             | (469,827)             | (520,557)             | (566,018)             | (606,345)             | (634,142)             | (683,259)             | (740,065)             |
| Ending Fund Balance          | 972,269           | 910,643           | 382,658           | (76,947)          | (641,517)             | (1,111,344)           | (1,631,900)           | (2,197,918)           | (2,804,263)           | (3,438,406)           | (4,121,664)           | (4,861,729)           |
| <b>Combined</b>              |                   |                   |                   |                   |                       |                       |                       |                       |                       |                       |                       |                       |
| Beginning Fund Balance       | 2,650,637         | 2,987,804         | 3,120,997         | 2,672,166         | 2,600,504             | 1,961,912             | 1,602,065             | 1,332,055             | 958,879               | 484,143               | (83,427)              | (769,262)             |
| Annual Operating Results     | 337,167           | 133,193           | (448,831)         | (71,662)          | (638,592)             | (359,847)             | (270,010)             | (373,176)             | (474,735)             | (567,570)             | (685,834)             | (816,290)             |
| Ending Fund Balance          | 2,987,804         | 3,120,997         | 2,672,166         | 2,600,504         | 1,961,912             | 1,602,065             | 1,332,055             | 958,879               | 484,143               | (83,427)              | (769,262)             | (1,585,552)           |

Notes: In FY 2014 funds were appropriated for purchase and installation of multi-space parking meters and related equipment from Parking Lot fund balance. In addition, funds were expended for unbudgeted escalator maintenance. At the end of FY 2014 (June 2014) meter rates were increased from \$1.00/hr to \$1.50/hr and the surface lots moved to a grace period, rather than a 30 minute credit. In FY 2016, salary and benefits for two police officers were allocated to the Parking Lot Fund. In addition, in FY 2016, approximately \$49,000 was expended in the Parking Lot Fund for the purchase and installation of approximately twelve trees. In FY 2017, approximately \$238,000 was expended for the purchase and installation of kiosks in the parking garages. On June 14, 2017, the parking garage kiosks were placed in service.