

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 |
| TOTAL Spaces | 305 | | | | \$ 73,469.10 | \$ 881,629.20 | |

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 |
| TOTAL Spaces | 305 | | | | \$ 51,209.10 | \$ 614,509.20 | |

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**

| Proposal | Total Annual \$ Impact | | Blue Back Square Fund \$ Impact | Parking Lot Fund \$ Impact |
|--|---------------------------|--|------------------------------------|-------------------------------|
| 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 |
| Total Options | \$ 1,272,500 | | \$ 500,000 | \$ 772,500 |

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

| Fund | FY 2015 Actual | FY 2016 Actual | FY 2017 Actual | FY 2018 Actual | FY 2019 Projection | FY 2020 Projection | FY 2021 Projection | FY 2022 Projection | FY 2023 Projection | FY 2024 Projection | FY 2025 Projection | FY 2026 Projection |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Parking Lot Fund | | | | | | | | | | | | |
| 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 |
| Blue Back Square Fund | | | | | | | | | | | | |
| 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) |
| Combined | | | | | | | | | | | | |
| 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.