

# *Individual Station Report*

## Derby/Shelton

U R B I T R A N **R** E P O R T

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Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

July 2003

# *Stakeholder Interview*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

### ***Derby and Ansonia***

A joint meeting was held at the Valley Regional Planning Agency with staff of the agency and a representative of Derby. Ansonia asked to be represented by the VRPA Executive Director. Derby holds a lease with CDOT for the station and parking, and in turn the city sublets the building to the Valley Regional Planning Agency, which occupies offices there. There is not written agreement between the City and VRPA. VRPA then has a sublease agreement with a vendor operating a coffee shop in the building. The State has a small Department of Motor Vehicles office in the building as well, which is perceived as a benefit to the Valley community. Congressman Maloney pays a small sum to use one of the conference rooms once a week for three hours.

VRPA is responsible for maintenance of the interior space, although CDOT helps pay for any significant repairs such as carpeting, a boiler, or other capital replacements. Therefore, VRPA is truly doing routine operations and maintenance on a day to day basis. The coffee shop staff maintains the waiting room in exchange for free rent. This is deemed mutually beneficial, as it gives the station an on-site presence, provides customers with some amenities, and keeps the area clean on a regular basis. They feel that the platform needs better maintenance. Overall they are pleased with the response they get from CDOT staff, but feel that a lot of the arrangements are done on a personality basis and not via the contractual relationship.

The City is happy with the lease arrangement with CDOT. The City plows, maintains plantings, and maintains the parking lot, although CDOT provides grants when major repairs are needed. Parking is free. There are 96 CDOT spaces in the lot, and parking is plentiful.

There are no revenues so there is no reinvestment fund. The City does spend some money on maintenance and upkeep, but there is no rail line item in the City budget. CDOT provides grants when non-routine items are needed, as described above.

The City may have some desire in its long range planning to use this location to create a full

scale intermodal center. At present, the site is used by the railroad, CT Transit, Greater Bridgeport Transit, and Valley Transit, and also houses the DMV office. Depending upon the development of such a plan, the RPA may or may not stay in the building. The overall plan would stress transportation, and would not be perceived as a major retail or office site, as that would compete with the city's plans for Main Street redevelopment.

The biggest single issue is the future of the Waterbury Branch itself, and the constant fear that the service will be terminated in the near future. The feeling is that fear alone depresses ridership and the potential of the line. Other local problems include better security and enforcement to reduce loitering, particularly after 6 PM when the station building is closed; and track trash and brush that needs cutting along the tracks.

Just as in Beacon Falls, the City representative spoke of the influx of residents who work in South Western Connecticut, and the increase in white collar commuters who might use an improved rail service. The city is considering more residential development around the station, which would further enhance the plan for an intermodal terminal.

Regarding Ansonia, the only issue raised was the desire to have an indoor waiting area at the Station, and better signage and trailblazing to make the community aware of rail service in general.

# *Parking Inventory and Utilization*

U R B I T R A N **R** E P O R T



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## Derby/Shelton

The Derby/Shelton Rail Station has a surface lot with 75 spaces. The station has 70 daily spaces and 5 spaces that are designated as handicapped. The usage rate for the Derby/Shelton lot was 38.7%. The lot is utilized for the local planning agency and transit district, so it must be assumed that a percentage of the cars at the lot were there for these purposes.

### *Parking Area Ownership*

The State of Connecticut owns all of the parking at the Derby/Shelton Rail Station. Figure 38 maps the lot location and ownership.

### *Fee Structure*

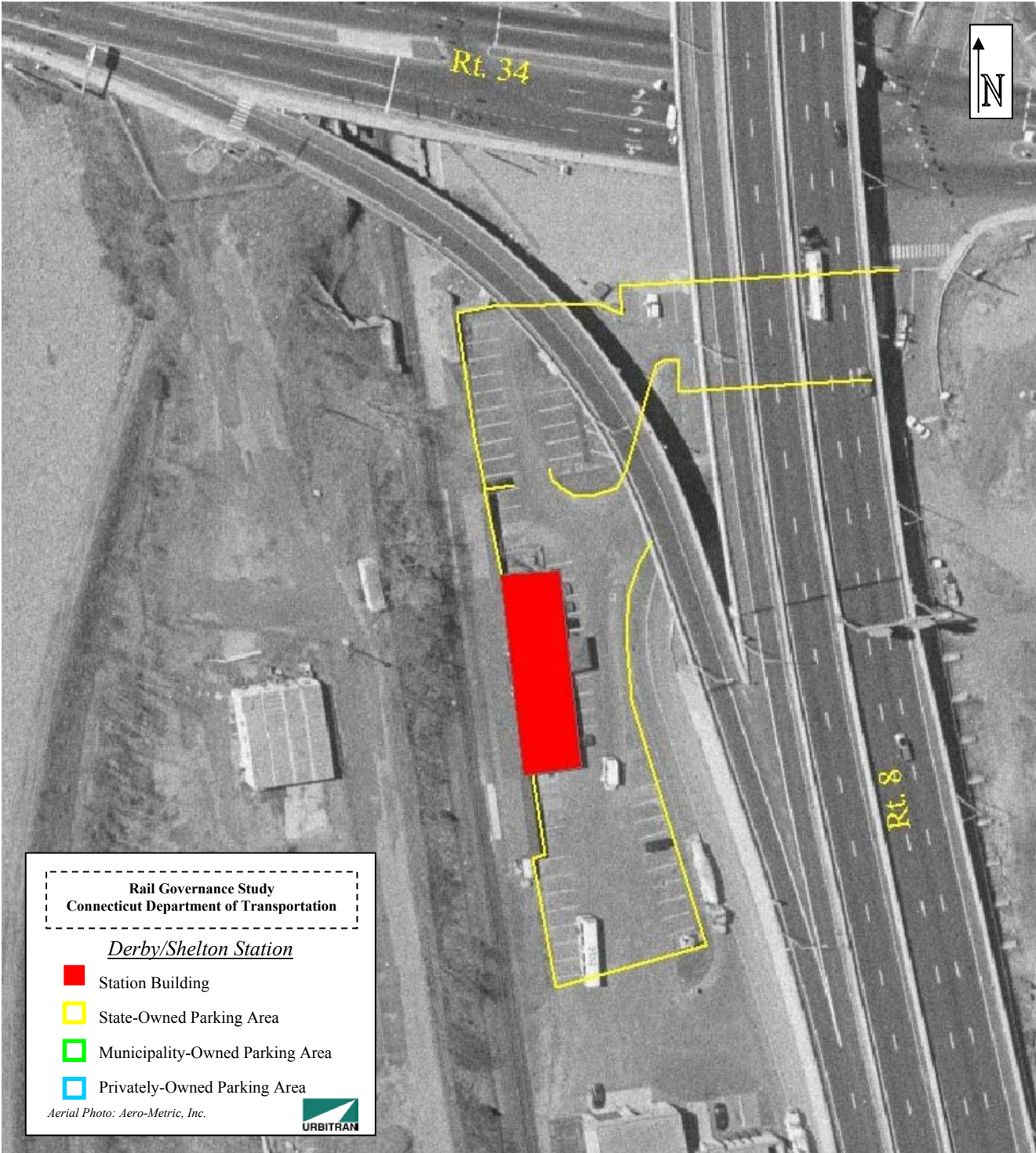
Parking at the Derby/Shelton Rail Station is free.

Table 38 presents specific information on parking at the Derby/Shelton Rail Station.

**Table 38: Derby/Shelton Rail Station Parking Capacity and Utilization**

Type	Capacity	Vehicle Count	Utilization	Ownership
Permit	0	0	N/A	state
Daily	70	29	41.4%	
Handicap	5	0	0.0%	
<b>TOTAL PARKING</b>	<b>75</b>	<b>29</b>	<b>38.7%</b>	

Figure 38: Derby/Shelton Rail Station Parking Map



# *Station Condition Inspection*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.



CONNECTICUT  
DEPARTMENT  
OF  
TRANSPORTATION



CONDITION INSPECTION  
FOR THE  
DERBY / SHELTON STATION

GENERAL RECOMMENDATION 3

**CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION**

INSPECTION RATING SCALE

*The following rating scale is used for inspections:*

- 1- Totally deteriorated, or in failed condition.
- 2- Serious deterioration, or not functioning as originally designed.
- 3- Minor deterioration, but functioning as originally designed.
- 4- New condition. No deterioration.
- 5- Not applicable.
- 6- Condition and/or existence unknown.



STATION: Derby/Shelton  
LINE: Waterbury  
INSPECTION DATE: 11-17-01  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: JFS, WV, RGW  
WEATHER: Sunny

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 2 OF 21

**PARKING ELEMENTS**

**QUADRANT # I**

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 4

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 4

( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 4

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 5

CURB: 5

**QUADRANT # II**

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 4

CONDITION OF STRIPING: 4

CONDITION OF BASIN / DRAINS / ETC: 4

( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 4

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 5

CURB: 5

STATION: Derby/Shelton  
LINE: Waterbury  
INSPECTION DATE: 11-17-01  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: JFS, WV, RGW  
WEATHER: Sunny

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 3 OF 21

### PARKING ELEMENTS

#### QUADRANT # III

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 4

CONDITION OF STRIPING: 4

CONDITION OF BASIN / DRAINS / ETC: 4  
( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 4

FENCE AND GUARDRAIL: 4

LANDSCAPE: 3

SIDEWALK: 5

CURB: 5

STATION: Derby-Shelton  
 LINE: New Haven-Waterbury Branch  
 INSPECTION DATE : February 11, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: A.M.  
 WEATHER: Cold and Clear

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 4 OF 21

**PLATFORM --- LIGHTING**

Span Number	Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
all	HID-HPS	Holophane	unknown	3	3	15/ 20	minor deterioration

Remarks: A typical section of the platform was measured at the location indicated and found to average  
18.8 fc.  
The platform luminaires appear to be operating satisfactory, but the lenses are yellowing.

**PLATFORM --- LIGHTING LEVELS (fc)**

TRACKS---{

see remarks	see remarks	avg 18.8	see remarks	see remarks	see remarks
NORTHBOUND/SOUTHBOUND PLATFORM					

STATION: Derby-Shelton  
 LINE: New Haven-Waterbury Branch  
 INSPECTION DATE : February 11, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: A.M.  
 WEATHER: Cold and Clear

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 5 OF 21

**PLATFORM --- SERVICE**

Voltage Rating (V)	unknown	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	n/a	Underground	X
Rating of Main Breaker (A)	unknown	Origin of Service		Pole	n/a	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	unknown	Pole Number & Street	N/A	Wire Sizes	unknown		

Remarks: The power source to the platform originates from the station building, we were unable to gain access to the building to verify the number of circuits to the platform.

**PLATFORM --- ELECTRICAL SYSTEMS**

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	n/a	n/a	n/a	n/a	n/a	n/a
Main Disconnect Switch	n/a	n/a	n/a	n/a	n/a	n/a
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	n/a	n/a	n/a	n/a	n/a	n/a
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	3	platform	15/ 20	minor deterioration
Public Telephone	unknown	unknown	n/a	platform	unknown	operational
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

STATION: Derby-Shelton

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 6 OF 21

INSPECTORS: Jim Connell & Dave Lang

DATE: February 11, 2002

**STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY**

The power source for the electrical equipment comes from a panelboard in the station building. The condition of this panelboard is unknown as the station building was excluded from our inspection. There were no receptacles or other non-lighting electrical equipment located on the platform.

The IESNA recommends lighting levels to average at least five foot-candles for railroad station platforms and this station platform measured 18.8 foot-candles. Although light levels exceed the minimum, the light fixture lenses are discoloring because of the lamps heat, ultra violet rays from the sun, and the lamps ultra violet. This discoloration is reducing the light level of the fixtures and also reducing the physical strength of the lens against vandalism. We recommend that the lenses of the fixture be replaced to better replicate the characteristics of the manufacturers' design.



STATION: Derby/Shelton  
LINE: New Haven - Waterbury Branch  
INSPECTION DATE : February 11, 2002  
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
INSPECTORS: D. Lang  
TIME OF INSPECTION: A.M.  
WEATHER: Cool & Clear

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 7 OF 21

**PLATFORM - PLUMBING**

SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS	SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS
No gutters or downspouts							

**PLATFORM - FIXTURES--N/A**

SPAN #: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
MANUFACTURER: \_\_\_\_\_  
CONDITION: \_\_\_\_\_

SPAN #: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
MANUFACTURER: \_\_\_\_\_  
CONDITION: \_\_\_\_\_

SPAN #: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
MANUFACTURER: \_\_\_\_\_  
CONDITION: \_\_\_\_\_

STATION: Derby/Shelton

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 8 OF 21

INSPECTORS: D. Lang DATE: February 11, 2002

**STATION – MECHANICAL SUMMARY**

The task at the Derby/Shelton station was to inspect only the platform. There are no gutters or downspouts on the platform canopy. Gutters and downspouts should be installed.

STATION: Derby-Shelton  
LINE: New Haven-Waterbury Branch  
INSPECTION DATE: April 3, 2002  
INSPECTION AGENCY/FIRM: Warren & Panzer Engineers  
INSPECTORS: Josue Garcia/Bosun Ogunnaik  
WEATHER: Good

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 9 of 21

## HAZARDOUS MATERIALS INSPECTION

### LEAD-BASED PAINT

Note: The LBP inspection was conducted using an RMD LPA-1 spectrum X-Ray Fluorescence Analyzer (XRF). The Department of Housing and Urban Development (HUD) recommend XRF analysis for inspection of lead in paint. XRF readings were taken of surfaces coated with suspect LBP. The XRF was operated in "Quick Mode" for this project. In Quick Mode, the measurement time is determined by the LPA-1 Analyzer to achieve a 95% confidence measurement compared to an action level (1.0 mg/cm<sup>2</sup>).

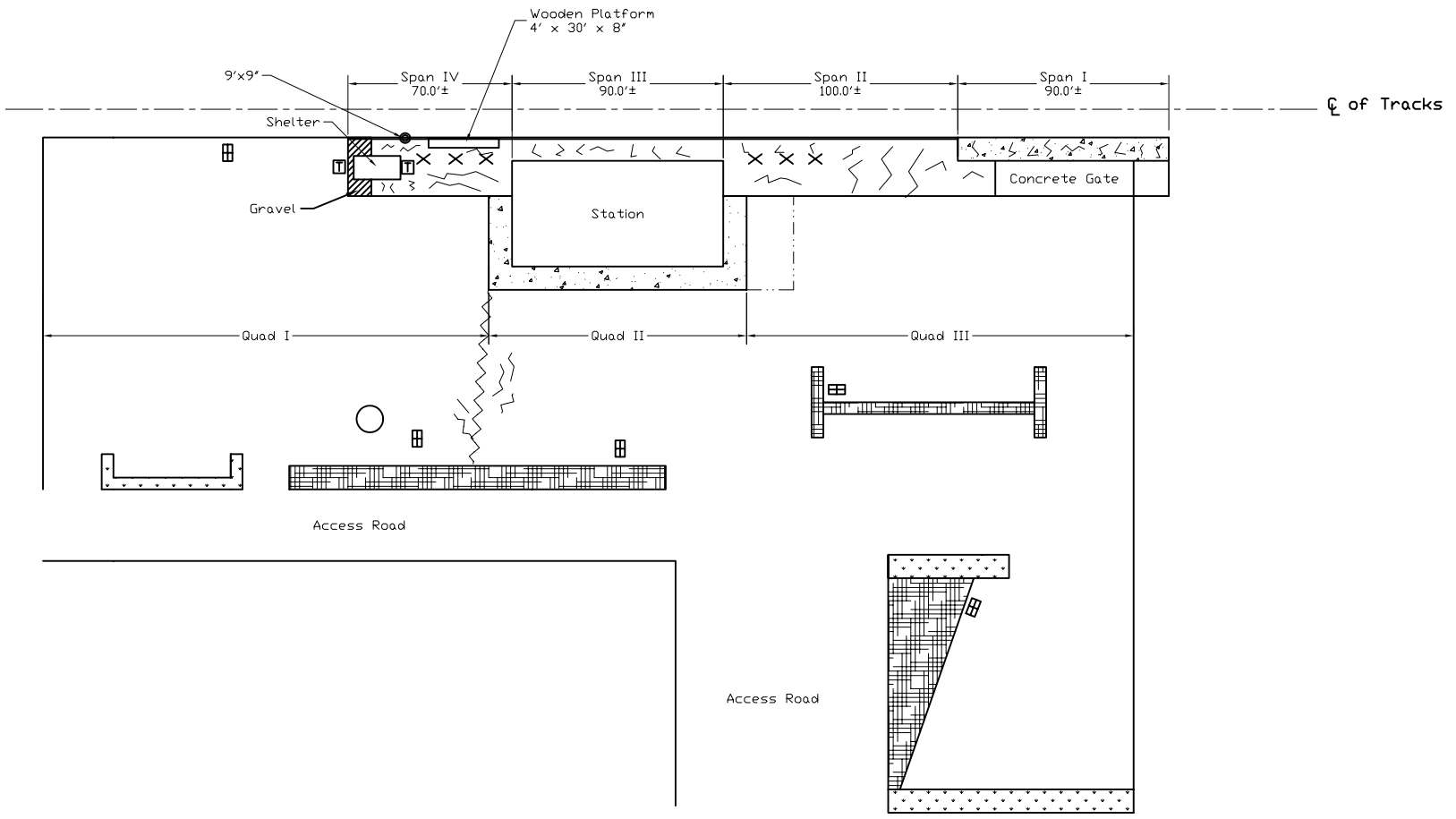
#### Platform

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm <sup>2</sup> )	Rating
Canopy Columns, Beams, Deck and Brackets	6	Yes	3
Platform Warning Strip	5	Yes	2
Metal Column Casings	2	No	3

Lead-Based Paint was found on surfaces noted above. Painted platform warning strip was found to be in poor condition. Other painted surfaces were found to be in fair to good condition. Any future disturbance of the lead-based painted surfaces noted above should be abated by an Environmental Protection Agency/Connecticut Abatement Contractor in accordance with the EPA's 40 CFR 745, HUD's 24 CFR Part 35 and The HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, OSHA's 29 CFR 1926.62, and all other applicable regulations.

#### SUSPECT ASBESTOS-CONTAINING MATERIALS

No suspect asbestos-containing materials were observed during our site visit.



- Legend:
- Guardrail
  - ~~~~~ Crack
  - [Grass Pattern] Grass
  - [Sidewalk Pattern] Sidewalk
  - [Asphalt Median Pattern] Asphalt Median
  - Sanitary Manhole
  - [Drain Symbol] Drain
  - Missing or Spalled Curb
  - × Canopy Column
  - [Trashcan Symbol] Trashcan

- NOTES:
1. On the eastside of Span II-IV the surface is uneven by 2" in depth and 9" wide.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Derby/Shelton Station General Plan
Date: 11-19-01



**Derby / Shelton Station**

Description	Units	Quantity	Price / Unit	Total Cost
<u>Replace the platform</u>				
-Remove concrete sidewalk	yd <sup>3</sup>	17.00	\$30.00	\$510.00
-Remove asphalt platform	yd <sup>3</sup>	95.00	\$30.00	\$2,850.00
-Install asphalt platform	yd <sup>2</sup>	675.00	\$25.00	\$16,875.00
-Install warning strip	ft <sup>2</sup>	260.00	\$18.00	\$4,680.00
Removal and repainting the underside of the canopy	ft <sup>2</sup>	4000.00	\$18.00	\$72,000.00
Replace the lenses on the canopy luminaires	Each	12.00	\$200.00	\$2,400.00
Installation of gutters and downspouts on the platform	Lump Sum	-	-	\$10,000.00
Miscellaneous (windows/hardware)	Lump Sum	-	-	\$1,000.00
Mobilization / Demobilization (10%)				\$11,031.50
Sub-total				\$121,346.50
Contingency (20%)				\$24,269.30
Grand Total				\$145,615.80
Say				\$146,000.00

# *Lease Narrative and Synopsis*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

**Urbitran Associates**

**RAILROAD LEASE AGREEMENT  
NARRATIVE**

STATION NAME: **Derby Railroad Station**

STATION OWNER: State of Connecticut Department of Transportation (the "State")

LESSEE: City of Derby (the "City")

The State and the City entered into this Lease Agreement (the "Lease") in response to the City's request for use of the Derby Railroad Station land, which consists of one parcel containing 1.9 acres, more or less, comprising the Station and parking area. The State and the City have a mutual interest in making the most effective use of the railroad property, and in encouraging the use of mass transportation services.

The term of the Lease, which commenced on November 1, 1999, and is effective to and including October 31, 2009, is ten (10) years, with the City having the right to renew for two (2) additional successive ten (10) year periods of time.

Lessee pays no annual fee to the State, but is required under the Lease to establish a separate account (the "Reinvestment Fund") to accrue surplus funds for the improvement and maintenance of rail station buildings, rail station parking and rail station services. All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the leased properties (including accrued interest), minus mutually agreed upon operating and maintenance expenses, must be deposited annually into the Reinvestment Fund.

The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" (the "Specifications") dated June 1, 1999. There are no unique provisions (other than the land description and term) in this Lease which distinguish it from those other railroad leases in this study that incorporate the Specifications.



## LEASE SYNOPSIS

<b><u>STATION NAME:</u></b>	<b>Derby Railroad Station</b>
<b>Lease Documents Reviewed</b>	Lease Agreement (undated draft/ unexecuted copy)
<b>Station Owner</b>	State of Connecticut Department of Transportation (the "State")
<b>Lessee</b>	City of Derby
<b>Agreement Number</b>	6.30-03(99)
<b>Effective Date of Lease</b>	11/1/99
<b>Term</b>	10 years
<b>Number of Renewal Periods</b>	2 (at Lessee's option)
<b>Renewal Period</b>	10 years each
<b>Number of Lessee Renewals Executed in Prior Years</b>	0
<b>Number of Renewals Remaining</b>	2
<b>Expiration Date of Lease</b>	10/31/09
<b>Recorded?</b>	no information
<b>Number of Parcels</b>	1
<b>Total Acreage</b>	1.9 acres
<b>How Is Revenue Earned?</b>	Rail parking revenue and revenue from other rail-related leases
<b>Are Separate Funds Accounts Required?</b>	Yes. Lessee pays no annual fee to the State, but is required under the Lease to establish a separate account (the " <u>Reinvestment Fund</u> ") to accrue surplus funds for the improvement and maintenance of rail station buildings, rail station parking and rail station services. All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the leased properties (including accrued interest), minus mutually agreed upon operating and maintenance expenses, must be deposited annually into the Reinvestment Fund.
<b>Allowable Direct Costs in Calculating Surplus</b>	Improvement and maintenance of rail station buildings, rail station parking, and mutually agreed upon rail station services.

<b>Allowable Indirect Costs in Calculating Surplus</b>	Not specified
<b>Is Surplus Deposited in Capital Fund?</b>	Yes
<b>Is Surplus Shared with the State?</b>	Yes
<b>How Often is Surplus Shared? How Much Surplus is Shared?</b>	In the event there is a surplus in the Reinvestment Fund at the end of each 5 year period of the initial term and at the end of each 5 year period of the 2 renewal periods thereafter, if any, the State shall receive 50% of said surplus.
<b>Are Certified Financial Statements Required?</b>	Yes. See <u>Appendix I</u> .
<b>Financial Statement Submission Period</b>	The City shall have statement(s) of gross revenue prepared and delivered to the State within 90 days following the end of each year of the specified term of the Lease or any renewal periods thereafter, or other termination of the Lease.
<b>Is Annual Budget Required?</b>	No
<b>Is Repayment of Debt Service Required?</b>	No
<b>Monthly Debt Repayment Amount</b>	n/a
<b>Does State Pay Lessee a Fee?</b>	No
<b>Amount of Fee Due Lessee</b>	n/a
<b><u>INSURANCE COVERAGE:</u></b>	
<b>Property Damage Insurance; Bodily Injury Coverage</b>	The City shall carry Railroad Protective Liability Insurance for and on behalf of the City, the State, and the railroad company as named insureds, providing for coverage limits of: (1) not less than two million dollars (\$2,000,000) for all damages arising out of any one accident or occurrence in connection with bodily injury or death and/or injury to or destruction of property; and (2) an aggregate of six million dollars (\$6,000,000) for all injuries to persons or property during the policy period.
<b>Other Required Coverage</b>	n/a

<b>Voluntary Coverage</b>	n/a
<b>Is Lessee Self Insured?</b>	
<b>Is Certificate of Coverage on File?</b>	
<b>State Held Harmless?</b>	Yes
<b>Lessee Waives Immunity</b>	Yes
<b><u>MAINTENANCE:</u></b>	
<b>Enhance Aesthetic Appearance</b>	Lessee
<b>Not Erecting Signs on Premises</b>	Lessee
<b>Surface Grade Land</b>	Lessee
<b>Install and Maintain Fencing</b>	Lessee
<b>Install Suitable Drainage</b>	Lessee
<b>Ice Snow Control of Sidewalks</b>	Lessee
<b>Install and Maintain Electrical Systems for Lights</b>	Lessee
<b>Sweeping and Cleaning Litter</b>	Lessee
<b>Station Structures</b>	State has the right to inspect the parcel and to repair, maintain, improve or reconstruct any State facility. Lessee performs day-to-day maintenance.
<b>Platform Gutters</b>	Lessee
<b>Fences</b>	Lessee
<b>Drains</b>	Lessee
<b>Signs</b>	Lessee
<b>Platform Lights</b>	Lessee
<b>Equipment</b>	Lessee
<b>Electric and Mechanical Systems</b>	Lessee

<b>Live Rail Facilities</b>	Lessee
<b>Platforms</b>	Lessee
<b>Railings</b>	Lessee
<b>Stairs</b>	Lessee
<b>Platform Shelters</b>	Lessee
<b>Platform Canopy</b>	Lessee
<b>Tunnels</b>	
<b>Baggage Room</b>	Lessee
<b><u>PARKING:</u></b>	
<b>Parking Schedule(s)</b>	Lessee has the right to establish and publish a Daily, Weekly, Monthly, Annual and/or periodic Parking-Fee Schedule(s).
<b>Parking Fees</b>	Where there is a charge for parking, the minimum annual parking fee per vehicle is \$100.00. The state reserves the right to review and approve any and all parking fees which exceed this minimum fee.
<b>Nondiscrimination Clause</b>	See <u>Appendix II</u> .
<b><u>COSTS OF LEASEHOLD:</u></b>	
<b>Taxes Paid by</b>	Lessee
<b>Water</b>	Lessee
<b>Electricity</b>	Lessee
<b>Other Public Utilities</b>	Lessee
<b>Gas</b>	
<b>Sewer</b>	
<b>Owns Title to Property</b>	State
<b>Owns Title to Capital Improvements</b>	State
<b>Is Subleasing Allowed?</b>	Not without prior written approval by the State and the appropriate Federal Regulatory Agency

<b>Can Lease be Sold or Assigned?</b>	The leased property shall not be assigned without prior written approval by the State.
<b>Is Security Bond Required?</b>	No
<b>If so, the Amount</b>	n/a
<b><u>OTHER:</u></b>	
<b>Is there a Lease to CT Transit?</b>	No
<b>Termination</b>	The State may terminate this Lease upon one year's notice to the Town for reasons of default or if the property is needed for transportation related purposes.
<b>Employment/Non Discriminatory Requirement</b>	Yes
<b>Miscellaneous</b>	Lease is made subject to the "Standard Railroad Lease Specifications & Covenants," dated 6/1/99.

# *Station Operations Review*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation

Submitted by  
Chance Management

Under Contract to  
Urbitran Associates, Inc.

## DERBY

### Derby-Shelton Station

The Director of Development, Richard Dunne, explained that there is no charge for parking at the station, in order to encourage use of the rail line. Mr. Dunne indicated that the low ridership is because the trains do not run on a convenient schedule for the working community that might use it otherwise. The station is part of an intermodal hub, with connections on site to Valley Transit, Connecticut Transit, and Greater Bridgeport Transit buses.

### Agreements

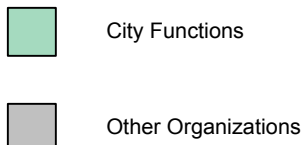
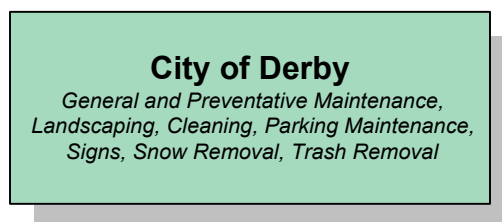
There is a lease agreement with the City for the State-owned property at the rail station. There is no annual rental fee. The City established a separate account to accrue surplus funds to be reinvested into the property. However, the City does not charge any parking fees to rail commuters. The City also does not charge rent to the tenants of the rail station.

The Valley Regional Planning Agency (RPA) sublets the railroad station from the City for one dollar per year. The RPA, which occupies fifty percent of the space, sublets about twenty-five percent of the space to the Department of Motor Vehicles at no charge and another twenty-five percent to Arpie's Coffee Shop. All lessees pay for their portion of utilities and occupancy costs. Arpie's is responsible to maintain the inside commuter waiting room for the rent-free space.

### Organizational Structure

According to officials from the Valley Regional Planning Agency and the City of Derby, there is no "chain of command" in the operations of this station.

### *Derby-Shelton Station*



## Operating Procedures

The City maintains the building and the surrounding grounds and carries the insurance as listed in the lease agreement. The Director of Development, Richard Dunne, handles the outside grounds and parking lots. The Executive Director of the Valley Regional Planning Agency (RPA), Richard Eigen, attends to the building needs. Arpie's is responsible for maintaining the inside commuter waiting room for the rent-free space. The State pays for all capital improvements.

<b>Procedure</b>	<b>Responsible Party</b>
Opening and Closing of Station	City, Development Department
Housekeeping Inside Station	Arpie's
Housekeeping Outside Station	City- no specific department
Daily Maintenance	City- no specific department
Preventative Maintenance	City- no specific department
Landscaping	City, Development Department
Security	N/A
Customer Service	N/A
Tenant Performance	N/A
Parking Enforcement	N/A
Parking Fees and Permits	N/A
Parking Operation Maintenance	City- no specific department



# *Station Financial Review*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation

Submitted by  
Seward and Monde

Under Contract to  
Urbitran Associates, Inc.

## **DERBY FINANCES**

### **ACCOUNTING ENTITY / BASIS**

There is no separate fund used to manage this property. However, there is a lease agreement with the State whereby the City of Derby agreed to establish a separate account to accrue surplus funds to be reinvested in the property. A parking operation has not been initiated. Any costs associated with the station building and parking incurred by the City is commingled with municipal operations in the City's general fund, which would be accounted for on the modified accrual basis.

### **FINANCIAL REPORTING TO STATE**

There is no financial reporting to the State by the City because there is no rental or fee-for-parking operations being conducted by the City. The property is maintained by the State primarily through the Metro-North service agreement (see below) and the City provides some services.

### **REVENUES**

There is currently no charge for parking or rent from occupants of the station building. No revenues are derived other than possibly advertising at the platforms derived through the Metro-North service agreement.

### **EXPENSES**

The City provides maintenance to the station building and grounds and carries the required insurance. The station-building tenants each pay for their own occupancy costs. Outside platform lighting is paid by the State through the Metro-North service agreement.

*Metro-North and ConnDOT* – The State also incurs station expenses through its service agreement with Metro-North / Metropolitan Transit Authority. These expenses are accounted for by Metro-North and included in the charge to the State. The expenses generally relate to maintaining the platform at each station. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North is also responsible to maintain any ticketing area on railroad property. Such costs have been identified and included in the financial presentation.

The Metro-North service agreement also provides that the State pay for the allocated cost of station maintenance forces. These allocated indirect costs have not been included in the financial presentation.

The local government is not in direct control of the services rendered by Metro-North. These services are controlled by the service agreement. The service agreement is outside of any arrangement or agreement with the local government.

ConnDOT also incurs expense for its administrative oversight of the operating leases and the physical properties. These expenses were not compiled or presented in the financial presentation.

### ***FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY***

A parking inventory and utilization report is presented separately as Task 2 in this study. Since all railroad parking is free, there is currently no financial reporting to the State. The finances shown herein are the State's cost for Metro-North general maintenance of the platforms as previously explained. The parking inventory only covers the spaces leased to the City by the State.

**DERBY RAILROAD STATION AND PARKING OPERATIONS**

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOV'T	METRO-NORTH	TOTAL	%	LOCAL GOV'T	METRO-NORTH	TOTAL	%
PARKING	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
RENTS	-	-	-	0.0%	-	-	-	0.0%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
 <u>STATION PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 2,176	\$ 2,176	31.2%	\$ -	\$ 2,946	\$ 2,946	40.2%
UTILITIES	-	4,600	4,600	66.0%	-	4,380	4,380	59.8%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	-	-	0.0%	-	-	-	0.0%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS )	-	191	191	2.7%	-	-	-	0.0%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ 6,968</u>	<u>\$ 6,968</u>	<u>100.0%</u>	<u>\$ -</u>	<u>\$ 7,326</u>	<u>\$ 7,326</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ -</u>	 <u>\$ (6,968)</u>	 <u>\$ (6,968)</u>		 <u>\$ -</u>	 <u>\$ (7,326)</u>	 <u>\$ (7,326)</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE	-				-			
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)								
<u>STATE'S AVAILABLE SHARE @ 50%</u>								

**DERBY RAILROAD STATION AND PARKING OPERATIONS**

	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOV'T	METRO-NORTH	TOTAL	%	LOCAL GOV'T	METRO-NORTH	TOTAL	%
PARKING	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
RENTS	-	-	-	0.0%	-	-	-	0.0%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
 <u>STATION PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 1,003	\$ 1,003	24.6%	\$ -	\$ 2,479	\$ 2,479	36.7%
UTILITIES	-	3,057	3,057	75.0%	-	3,881	3,881	57.4%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	-	-	0.0%	-	-	-	0.0%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS )	-	16	16	0.4%	-	399	399	5.9%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ 4,076</u>	<u>\$ 4,076</u>	<u>100.0%</u>	<u>\$ -</u>	<u>\$ 6,760</u>	<u>\$ 6,760</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ -</u>	 <u>\$ (4,076)</u>	 <u>\$ (4,076)</u>		 <u>\$ -</u>	 <u>\$ (6,760)</u>	 <u>\$ (6,760)</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE	-				-			
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)								
<u>STATE'S AVAILABLE SHARE @ 50%</u>								

**DERBY RAILROAD STATION AND PARKING OPERATIONS**

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	<u>YEAR 2000</u>			
	OPERATING AGREEMENTS			
	<u>LOCAL GOVT</u>	<u>METRO-NORTH</u>	<u>TOTAL</u>	<u>%</u>
<b><u>REVENUES</u></b>				
PARKING	\$ -	\$ -	\$ -	0.0%
RENTS	-	-	-	0.0%
INVESTED FUNDS	-	-	-	0.0%
OTHER	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
<b><u>STATION PLATFORMS AND PARKING EXPENSES</u></b>				
REPAIRS AND MAINTENANCE	\$ -	\$ 1,963	\$ 1,963	29.5%
UTILITIES	-	4,237	4,237	63.8%
RENT	-	-	-	0.0%
SECURITY	-	-	-	0.0%
INSURANCE AND CLAIMS	-	-	-	0.0%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS )	-	445	445	6.7%
CONNECTICUT SALES TAX	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ 6,645</u>	<u>\$ 6,645</u>	<u>100.0%</u>
<b><u>NET PROFIT (LOSS)</u></b>	<u>\$ -</u>	<u>\$ (6,645)</u>	<u>\$ (6,645)</u>	

<u>LOCAL GOVERNMENT'S RAILROAD FUND</u>	
ACCUMULATED SURPLUS (DEFICIT)	\$ -
LESS - LOCAL GOVERNMENT'S SHARE	-
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>FREE LOTS, NO SURPLUS</u>
<b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>	<u>FREE LOTS, NO SURPLUS</u>

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Bridge and Civil Engineering  
Architecture  
Parking Services  
Construction Inspection  
Environmental Services  
Transit Services  
Structural Engineering

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