

Individual Station Report

Glenbrook

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

Customer Opinion Survey

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.

Glenbrook

Survey distribution totaled 133 at Glenbrook with 35 returned for a response rate of 26%. The travel patterns of surveyed customers at this station followed the established trends, in that the vast majority traveled daily, commuted to work or traveled for other business, and traveled during the peak periods. Of those who parked at Glenbrook, less than half held parking permits at the time of the survey, and of this group without permits, 60% were on a waiting list.

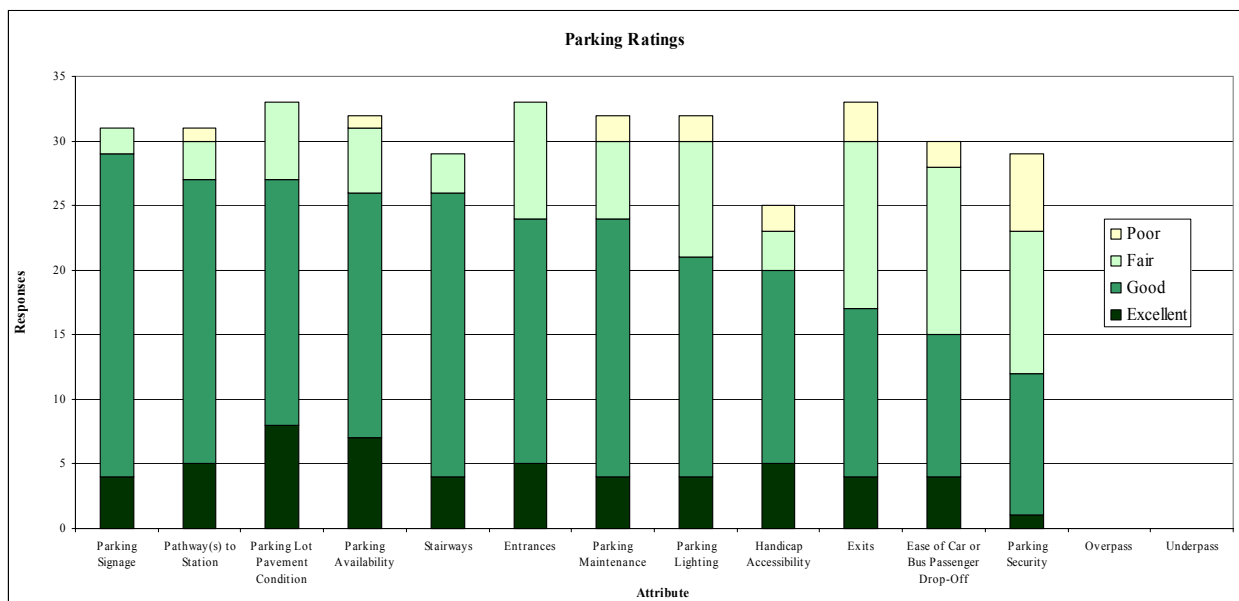
Customer profiles differed at Glenbrook relative to most other stations with respect to gender and income. The male to female ratio is nearly even, with men accounting for 53% of respondents. Given that most customers commuted to work on a daily basis, it is not surprising that the dominant age group is once again 25-64 years. However, as has been somewhat evident at stations where gender proportions were more balanced, reported incomes were not quite as high at Glenbrook. Just over half of respondents (53%) still reported incomes over \$100,000,

however the remaining 47% reported salaries in the middle income ranges of \$50-\$75k and \$75-100k.

The customer ratings of various parking elements were generally favorable, whereas the station amenities were rated less favorably. Glenbrook does not have a station building.

Among parking facilities signage, pathways and stairways all rated highly among the majority of customers. Parking signage was the highest rated parking element with 94% satisfaction ratings. The only element which received ‘fair’ or ‘poor’ ratings from over 50% of respondents was security, as has been somewhat common. Fifty-nine percent of respondents rated security negatively. Figure 272 shows the ratings for all of the parking elements at the Glenbrook Station. The station does not have an overpass or an underpass.

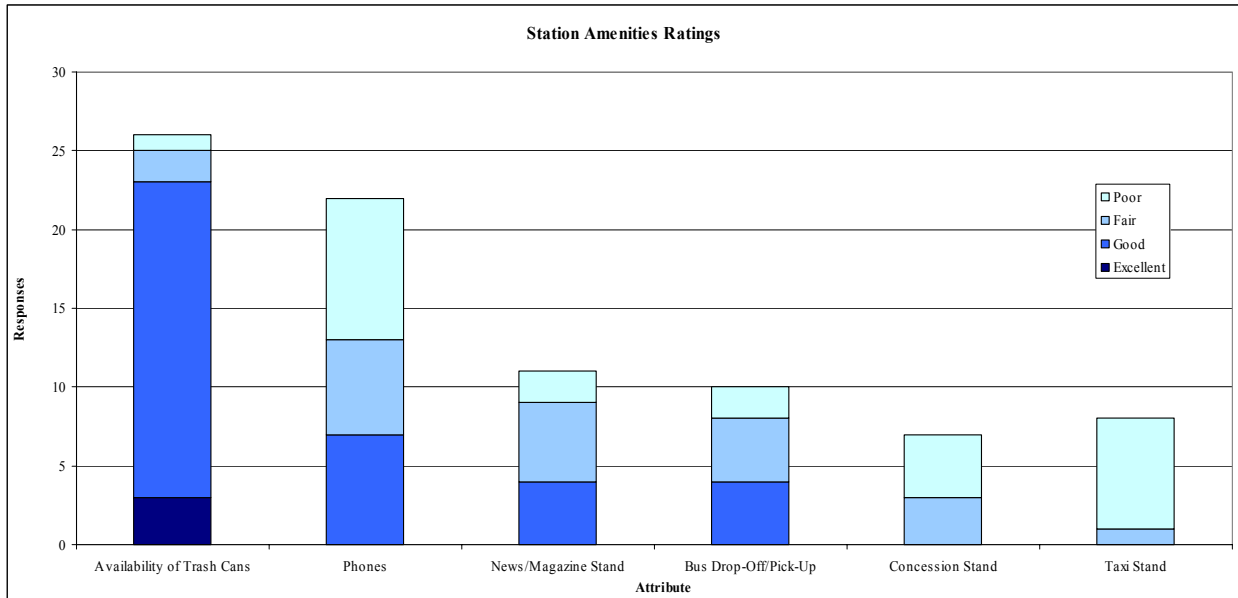
Figure 272: Glenbrook Station Parking Ratings



Similar to the Talmadge Hill station, Glenbrook consists of a platform and shelter only. Therefore, fewer customers provided ratings for the station elements included in the survey. However, it is worth noting the absence of graffiti, availability of maps and schedules and availability of seating ratings because these elements were not rated in any other category. Seventy percent of respondents rated map and schedule availability negatively. For the other 2 elements, respondents were split down the middle with regard to graffiti absence and 56% of respondents were pleased with seating availability.

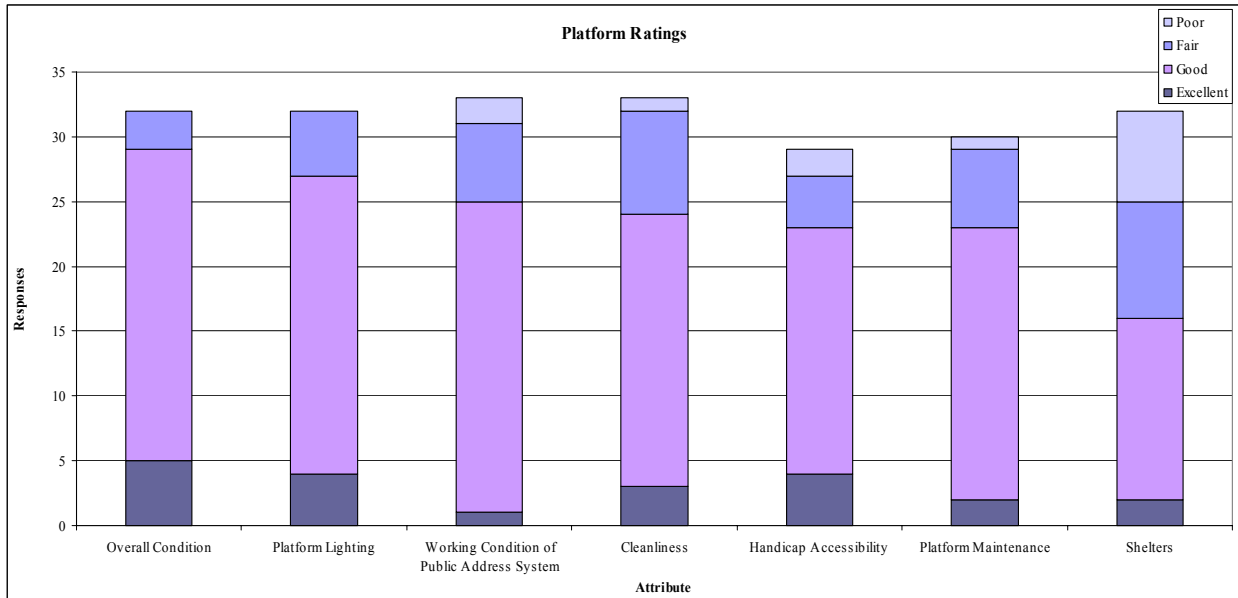
Interestingly, fewer customers tended to provide favorable ratings at stations that consisted only of platforms and shelters. This was the case at Glenbrook, as well as at Talmadge Hill and Springdale. And, correspondingly, station amenities were not favorably rated given the physical makeup of the station at Glenbrook. As was found at Talmadge Hill and at other stations, the availability of trash cans was the only highly rated amenity (88% positive ratings). Figure 273 shows how the amenities were rated in Glenbrook.

Figure 273: Glenbrook Station Amenities Ratings



Lastly, the platform did receive mostly ‘good’ or ‘excellent’ ratings from most customers, including favorable ratings for overall condition, handicap accessibility, maintenance, and the public address system. Ninety-one percent of respondents were pleased with the overall condition of the platform, which made it the highest rated platform element. The shelters received an even mix of positive and negative ratings, which comparatively speaking was better than most stations surveyed, but made it the worst platform element in Glenbrook. The next lowest rated platform element had 73% positive ratings, so it can be said that the platform in Glenbrook is in excellent condition. Figure 274 shows all of the platform ratings at the Glenbrook Station.

Figure 274: Glenbrook Station Platform Ratings

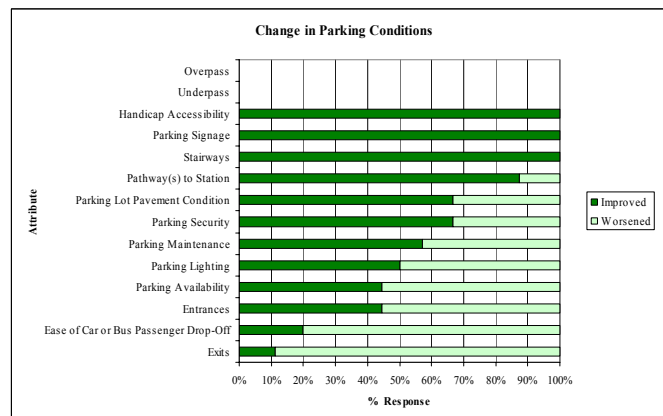


Change

The change ratings in Glenbrook were lower for parking and higher for the amenities and platform than the ratings of the present condition.

Four parking elements were thought to have worsened by a majority of respondents. The least improved parking element was exits with 89% ‘worsened’ ratings. Five elements were thought to have improved by all of the respondents. However, the overpass and underpass each only had 1 respondent. Stairways and parking signage were thought to have improved by all 5 respondents who rated the elements. Figure 275 describes how Glenbrook respondents perceived change in the parking situation at the station over the past couple of years.

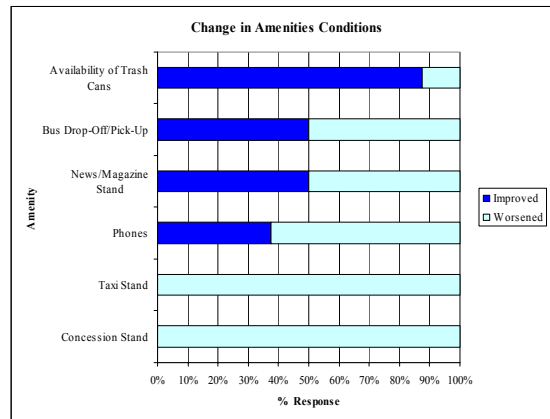
Figure 275: Glenbrook Station Change in Parking Conditions



As noted earlier, Glenbrook does not have a station building so only responses regarding the 3 elements not rated elsewhere are considered. One person thought the absence of graffiti had worsened. Half of the respondents thought that availability of seating had improved and two-thirds of respondents thought that map and schedule availability had improved.

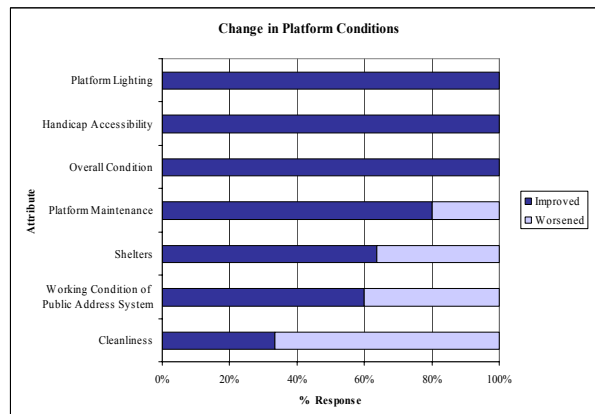
Despite the fact that Glenbrook does not have all of the amenities listed, at least one person rated the trend for all of the amenities. Figure 276 displays the amenities change ratings in Glenbrook. As was the case in most stations, the availability of trash cans was thought to have improved by the majority of respondents (88%). All of the other amenities were thought to have worsened.

Figure 276: Glenbrook Station Change in Amenities Conditions



Lastly, the platform change ratings were slightly better than the platform current condition ratings and were quite a lot higher than any of the other change ratings from different categories. Figure 277 shows the change ratings for the platform in Glenbrook. All of the respondents thought that the overall condition of the platform, handicap accessibility to the platform and platform lighting had improved over the previous 2 years. The only platform element that a majority of respondents thought had worsened was cleanliness, for which 67% of respondents said they had noticed a change for the worse. Shelters were rated as ‘improved’ by 64% of respondents.

Figure 277: Glenbrook Station Change in Platform Conditions

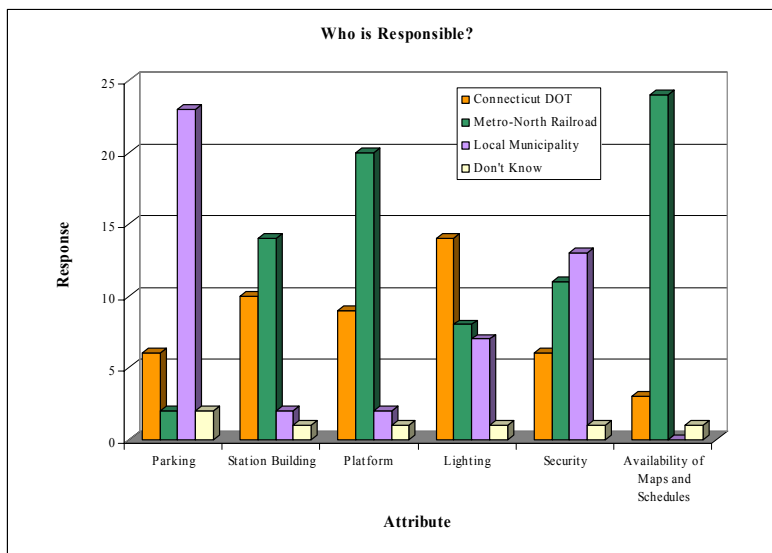


Responsible Agencies

Glenbrook respondents distributed who they thought had responsibility for station elements relatively evenly between the 3 agencies. Figure 278 shows who Glenbrook respondents thought were responsible for which station conditions. As noted, Glenbrook does not have a station building on the premises. Very few respondents reported not knowing who had responsibility for station conditions (average: 3%). Generally speaking, respondents thought that these agencies were responsible for the following station conditions:

- Parking: local municipality (70%)
- Station Building: Metro-North (52%), Connecticut DOT (37%)
- Platform: Metro-North (63%)
- Lighting: Connecticut DOT (47%), Metro-North (27%), local municipality (23%)
- Security: local municipality (42%), Metro-North (35%)
- Map and Schedule Availability: Metro-North (86%)

Figure 278: Glenbrook Station – Responsible Agencies



Written-In Customer Comments

When asked to write in comments, 26% of Glenbrook respondents wrote that the entrances and exits were difficult. The next highest percentage of respondents wrote about parking areas and trains/cars. However, when asked to rate parking availability, 81% of respondents were satisfied with the current condition. Table 31 lists the comments made by Glenbrook respondents.

Table 31: Glenbrook Station – Written-In Customer Comments

Comment Code	Comment	# Responses	%
8	Entrances/Exits very difficult	6	26.1%
18	Need more parking areas	4	17.4%
65	More trains (cars) needed	4	17.4%
12	Could use benches & protected shelters from rain/snow with heat/air	2	8.7%
44	Parking too expensive	2	8.7%
32	Many parking permit spaces empty	1	4.3%
43	Need express service	1	4.3%
62	Need better security company	1	4.3%
82	Bring back coffee stands	1	4.3%
87	Parking meters not working properly	1	4.3%
	<i>Total Comments</i>	23	100.0%

Ratings of station elements varied greatly from station to station. However, several trends can be identified. First, with regard to parking, respondents were most concerned with parking availability and security. For the station building and amenities, the absence of graffiti and the availability of trash cans were appreciated by most respondents. For the platform, the shelters and the working condition of the public address system were generally the elements that most concerned respondents. When asked about who they thought was responsible for certain station conditions, most respondents named Metro-North, and to a lesser degree, the local municipality. Parking availability and benches and shelters for protection from inclement weather were the most common notes written-in by customers.

Parking Inventory and Utilization

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.

Glenbrook

The Glenbrook Rail Station has one surface parking lot. The lot has 156 spaces in three categories: permit, daily, and handicap. There are 63 permit parking spaces, 90 daily parking spaces, and 3 handicapped spaces. The daily parking spaces were all full on the day of the survey. The overall usage rate for the lot was 84.6%. Table 25 presents specific information on parking at the Glenbrook Rail Station.

Parking Area Ownership

The City of Stamford owns the majority of the lot at the Glenbrook Rail Station. The State of Connecticut owns 23 parking spaces in the northeastern section of the lot, 14.7% of the commuter parking at the Glenbrook Station. Figure 25 maps the parking lot configuration and ownership situation at the Glenbrook Station.

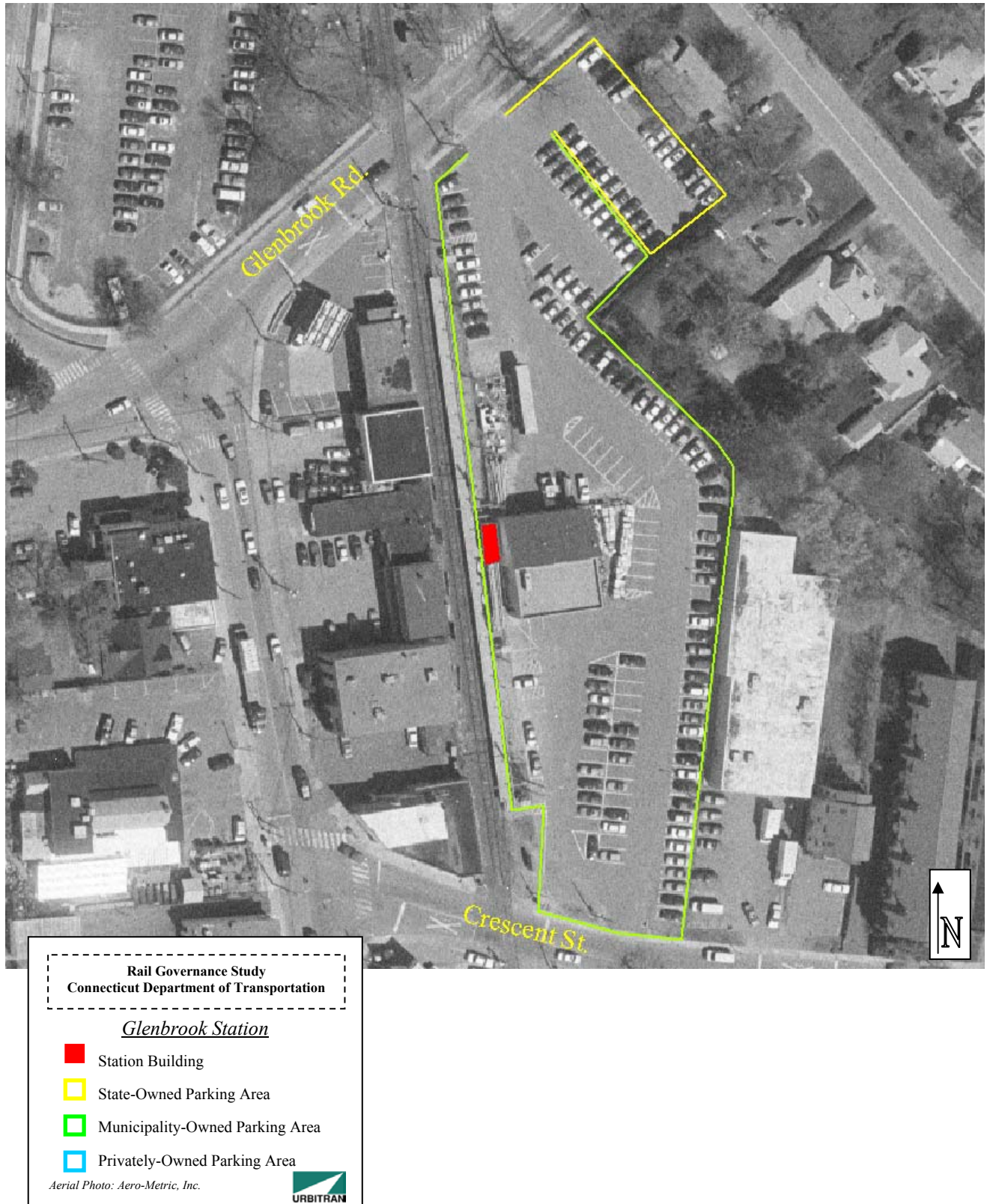
Fee Structure

Monthly parking passes cost \$42 for Stamford residents and \$84 for non-residents. Daily parking is \$3. There is a waiting list for permit parking that is maintained by the City of Stamford, which averages one year. The wait list contains 86 people waiting for a permit. Seventy-five permits are issued annually for the 63 permit parking spaces, an over-sale ratio of 19%.

Table 25: Glenbrook Rail Station Parking Capacity and Utilization

Type	Capacity	Vehicle Count	Utilization	Ownership
Permit	63	41	65.1%	state (23) / municipality (133)
Daily	90	90	100.0%	
Handicap	3	1	33.3%	
TOTAL PARKING	156	132	84.6%	

Figure 25: Glenbrook 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
GLENBROOK STATION

GENERAL RECOMMENDATION 2

**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: Glenbrook
LINE: New Canaan
INSPECTION DATE: 1/26/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: SS, RGW
WEATHER: Sunny, 40's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 2 OF 29

PARKING ELEMENTS

QUADRANT # I

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

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 2

FENCE AND GUARDRAIL: 3

LANDSCAPE: 2

SIDEWALK: 3

CURB: 2

QUADRANT # II

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

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 2

FENCE AND GUARDRAIL: 3

LANDSCAPE: 2

SIDEWALK: 3

CURB : 3

STATION: Glenbrook

LINE: New Haven-New Canaan Branch

INSPECTION DATE : January 8, 2002

INSPECTION AGENCY / FIRM: Parsons Brinckerhoff

INSPECTORS: Jim Connell & Dave Lang

TIME OF INSPECTION: P.M.

WEATHER: Clear & Cold

CONN. DEPT OF TRANSPORTATION

STATION INSPECTION REPORT

SHEET 3 OF 29

PLATFORM --- LIGHTING

Span Number	Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
all	HID-MH	Holophane	unknown	2 & 3	2 & 3	15/ 15	minor to serious deterioration

Remarks: A typical section of the platform was measured at the location indicated and found to average 7.1 fc.
Several of the light fixtures have moisture in the lenses. This impedes the light output and could lead to premature lamp and fixture failure. The gasket on the fixtures should be replaced.

PLATFORM --- LIGHTING LEVELS (fc)

TRACKS---{

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 }

see remarks	see remarks	avg 7.1	see remarks	see remarks	see remarks
NORTHBOUND/SOUTHBOUND PLATFORM					

STATION: Glenbrook
 LINE: New Haven-New Canaan Branch
 INSPECTION DATE : January 8, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear & Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 4 OF 29

PLATFORM --- SERVICE

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	n/a	Underground	X
Rating of Main Breaker (A)	see remarks	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	no number parking lot	Wire Sizes	unknown		

Remarks: We were unable to gain access to the electrical service enclosure to verify the size and condition of the main circuit breaker and panelboard.

PLATFORM --- ELECTRICAL SYSTEMS

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

Remarks: We found one receptacle that was not properly mounted and should be replaced.

STATION: Glenbrook

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 5 OF 29

INSPECTORS: Jim Connell & Dave Lang

DATE: January 8, 2002

STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

There is an electrical service pole located adjacent to the platform. This service originates at the pole then terminates in a locked pedestal type electrical cabinet located on the platform and inside a small shelter type structure. We were unable to gain access to this cabinet to verify the exact size and condition of the main panel. The window on the cabinet to view the meter is missing and should be replaced to secure the cabinet from vandalism. Otherwise, the cabinet is preserving the electrical panelboard from environmental conditions. There are several non-GFCI type receptacles attached on the platform, one of which needs to be reattached to the platform. Also, to reduce the risk of electric shock when in use, these receptacles should be replaced with GFCI type.

The platform luminaires are pole mounted metal halide averaging 7.23 foot-candles and exceeding minimal light levels recommended by IESNA. We recommend that a few of the luminaires lenses be replaced because of moisture and insects present inside the lenses. The moisture and insects present in the lens indicates that the gasket is no longer sealing the fixture and results in reduced light output and possible future fixture failure.

STATION: Glenbrook CONN. DEPT OF TRANSPORTATION
 LINE: New Haven - New Cannan Branch STATION INSPECTION REPORT
 INSPECTION DATE : January 8, 2002 SHEET 6 OF 29
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: J. Duncan & T. Abrahamson
 TIME OF INSPECTION: P.M.
 WEATHER: Clear & Cool

PLATFORM - PLUMBING

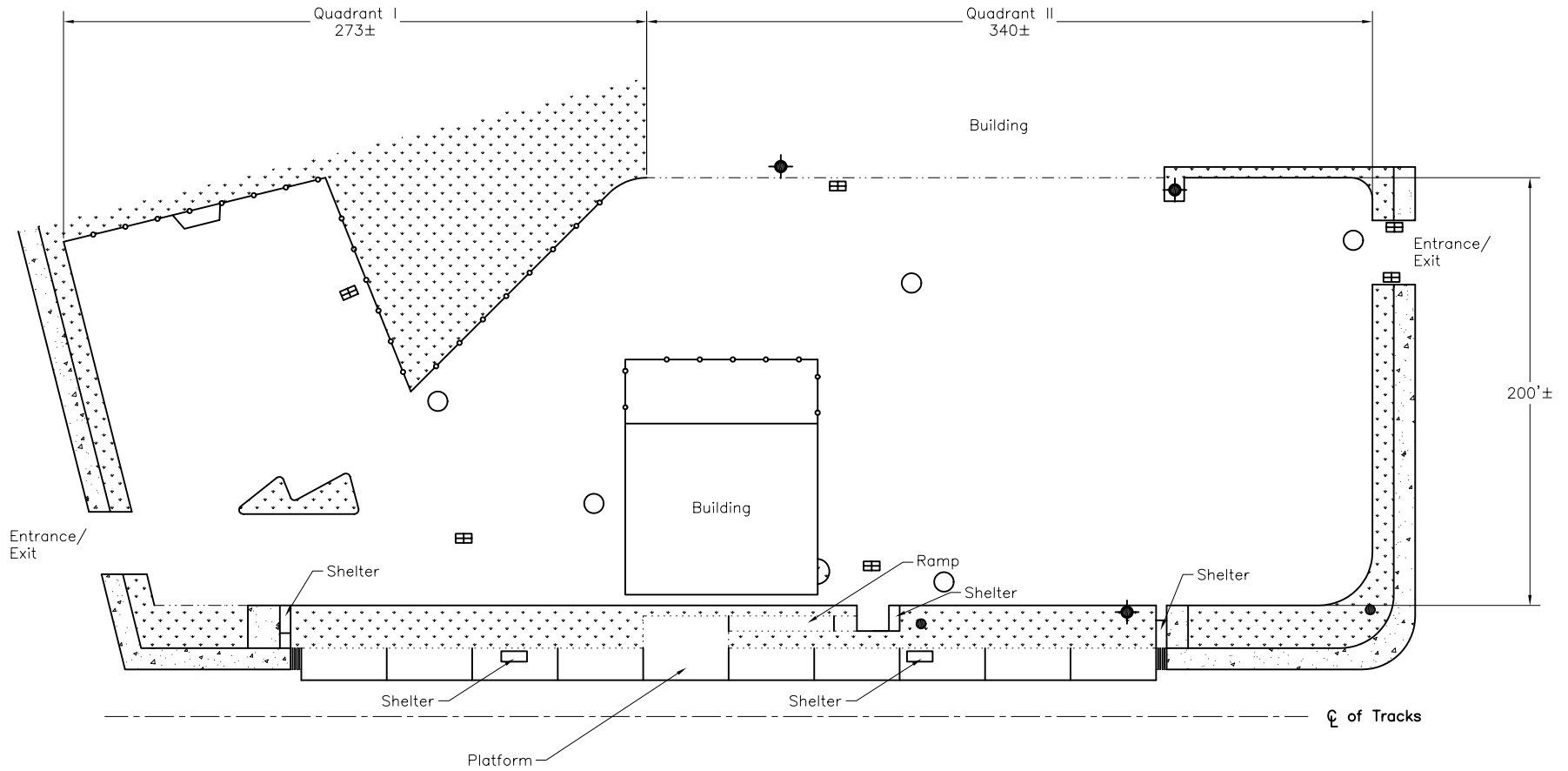
SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS	SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS
	Shelter 1:						
	Shelter has four aluminum gutters in good condition.						
	Shelter has two 1 1/2" x 1 1/2" downspouts on back.						
	Shelter 2 - No drainage system, curbed roof.						
	Shelter 3 - No drainage system, curbed roof.						

PLATFORM - FIXTURES--N/A

SPAN #: _____
 MODEL: _____
 YEAR: _____
 MANUFACTURER: _____
 CONDITION: _____

SPAN #: _____
 MODEL: _____
 YEAR: _____
 MANUFACTURER: _____
 CONDITION: _____

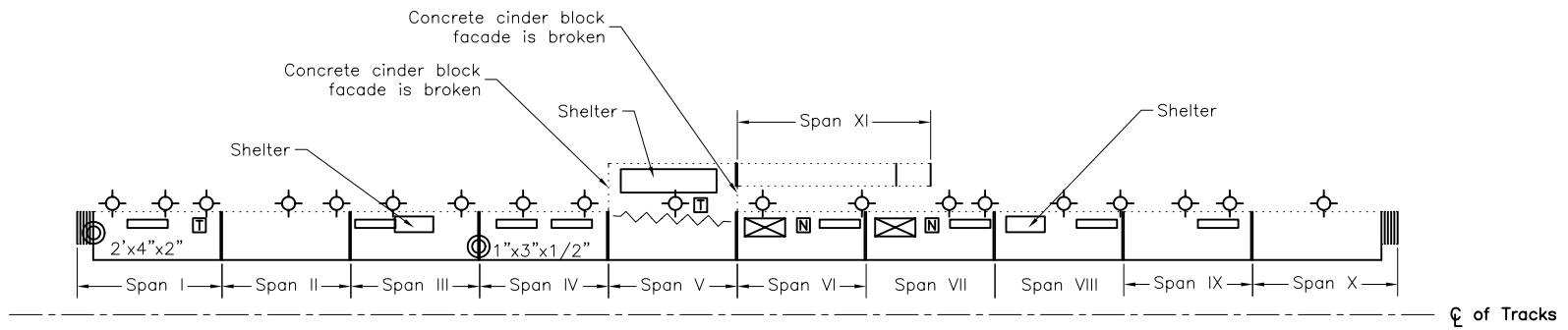
SPAN #: _____
 MODEL: _____
 YEAR: _____
 MANUFACTURER: _____
 CONDITION: _____



Legend:

- Fence
- Guard Railing
- Pedestrian Railing
- Map Cracks
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Electric Pole
- Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Glenbrook Station General Plan
Date: 2-28-02



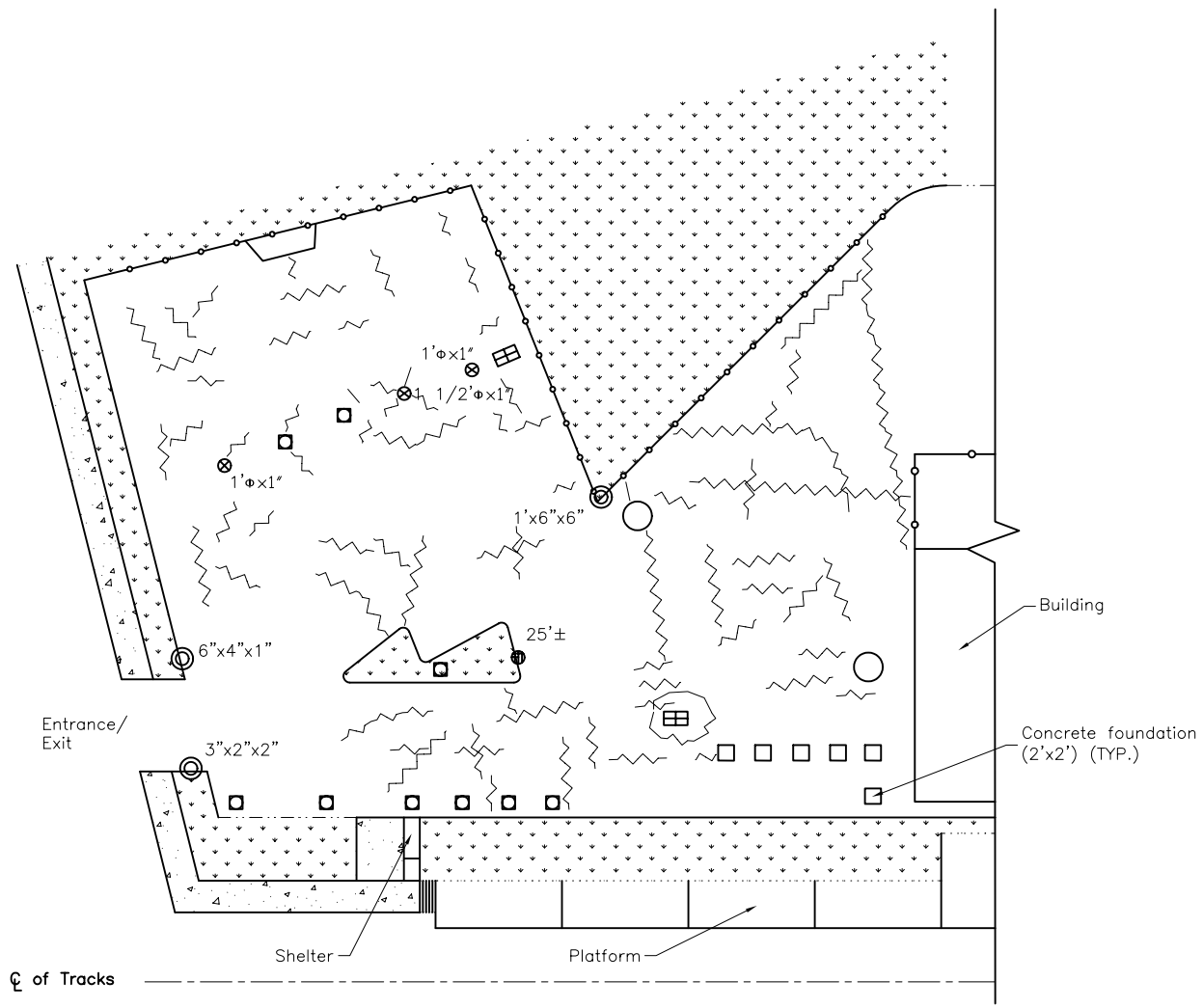
Legend:

- Pedestrian Railing
- ~~~~~ Cracks
- ⊙ Spalled area
- ==== Joint
- ▭ Sign
- ⊠ Bench
- ☒ Trash Bin
- ☒ Newspaper Dispenser
- ⊙ Light

NOTES:

1. Typically the top of the concrete footings are spalled (upto 1'x3"x6") and the base plates are rusted and deteriorated.
2. The railing base plates are rusted and deteriorated.
3. The railing is bent in numerous areas.

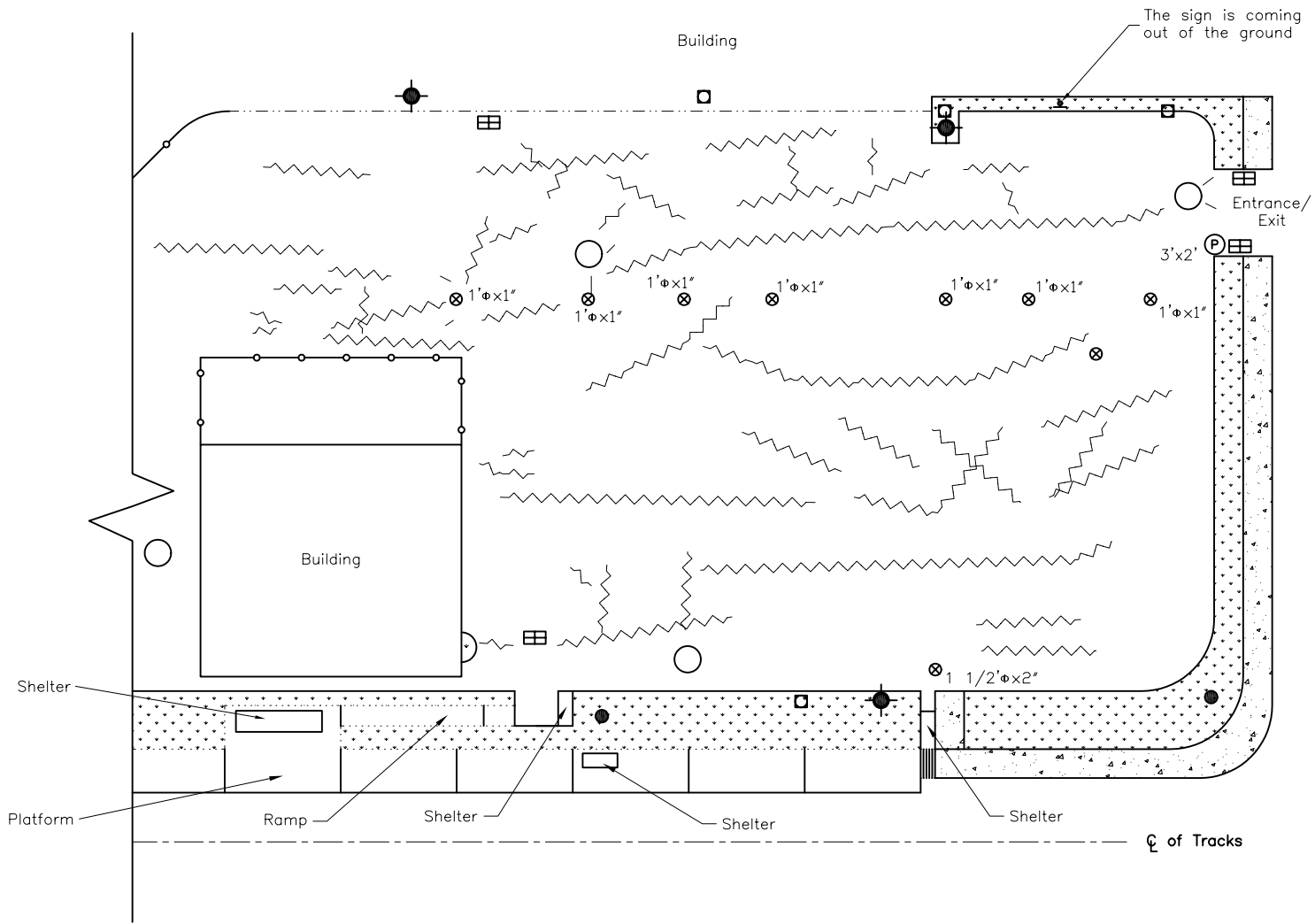
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Glenbrook Station Platform Plan
Date: 2/28/02



- Legend:
- Fence
 - Guard Railing
 - Pedestrian Railing
 - Cracks
 - Map Cracks
 - Grass
 - Sidewalk
 - Sanitary Manhole
 - Drain
 - Spalled Area
 - Pothole
 - Missing and Spalled Curb
 - Pole with missing sign

NOTES:
 1. 50% of the asphalt pavement is cracked.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Glenbrook Station Quadrant I Plan
Date: 2-28-02



Legend:

- Fence
- Guard Railing
- Pedestrian Railing
- Cracks
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Ponding
- Pothole
- Electric Pole
- Pole with Missing Sign
- Light
- Sign

NOTES:

1. 25% of the asphalt surface is cracked.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Glenbrook Station Quadrant II Plan
Date: 2/28/02

STATION: Glenbrook

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 11 OF 29

INSPECTORS: SS, RGW

DATE: 1/26/02

RATINGS		PHOTO NO.	REMARKS:
NEW	PREV		
2		10	Span I-XI 2 -The railing base plates are rusted and deteriorated.
3		11	Span I-XI 1 - The railing is bent in numerous locations
3		12	Span V 5 - There is a crack (40')
3		13	Span I & III 5 - There are isolated areas of spalled concrete on the top of the platform
2		14	Span I-X 17 - The concrete footing is spalled
2		15	Span I-X 17 -The base plates below the double tee are rusted and deteriorated
2		16-17	Span V Misc - The cinder block façade is damaged
2		18	Quad I & II Surface - There are numerous cracks in the surface
2		19-20	Quad I Signage -The sign post are leaning and/or missing the sign
2		24	Quad I Surface - There are abandoned concrete footings that are uneven with the asphalt surface (1"±)
2		21	Quad I,II Landscape - There is an accumulation of leaves in the parking area
2		22	Quad I Curb -The asphalt curb is missing or spalled
2		23	Quad I Curb -The concrete curb is spalled
2		25	Quad II Surface - There are numerous potholes (1'x1'x1") adjacent to abandoned poles.
2		26	Quad II Surface - Ponding of water was noted
2		28	Quad II Signage - The signs are missing and/or leaning.
2		27	Quad II Signage - One of the signs is coming out of the ground

Glenbrook Station

Description	Units	Quantity	Price / Unit	Total Cost
Replace asphalt curb				
-Removal of curb	yd ³	12.00	\$80.00	\$960.00
-Replacing curb	ft	27.00	\$22.00	\$594.00
Replacing asphalt pavement				
-Removal of asphalt	yd ³	4876.00	\$22.00	\$107,272.00
-6" top course and binder course	yd ²	13625.00	\$25.00	\$340,625.00
-7" aggregate base	yd ³	2650.00	\$20.00	\$53,000.00
Repair spalled concrete	ft ²	15.00	\$40.00	\$600.00
Repair meter cabinet	EACH	1.00	\$200.00	\$200.00
Repair/replace platform receptacles	EACH	4.00	\$50.00	\$200.00
Repair the light fixture lenses	EACH	6.00	\$200.00	\$1,200.00
Reattach conduit in various locations	LS	-	-	\$5,000.00
Miscellaneous (signs, cinder block, and etc.)	LS	-	-	\$5,000.00
Mobilization / Demobilization (10%)				\$51,465.10
Sub-total				\$566,116.10
Contingency (20%)				\$113,223.22
Grand Total				\$679,339.32
Say				\$680,000.00

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 PARKING LOT LEASE AGREEMENT
NARRATIVE**

STATION NAMES: **Glenbrook Railroad Station and Springdale Railroad Station**
STATION OWNER: State of Connecticut Department of Transportation (the "State")
LESSEE: City of Stamford

This Lease Agreement, dated November 24, 1993 (the "Lease"), by and between the State and the City of Stamford provides for the lease of two (2) parcels of land, one at the Glenbrook Railroad Station and the other at the Springdale Railroad Station, containing an aggregate of 0.534 acres, for the exclusive purpose of railroad commuter parking. The term of the Lease is ten (10) years, beginning March 1, 1993, to and including February 28, 2003. Lessee has the right to renew for two (2) additional successive ten (10) year periods.

Lessee pays no rental fee to the State, but pays the State twenty percent of its annual gross income derived from the leased properties. Lessee must establish and maintain adequate records showing all yearly gross income. These records shall be maintained using the modified accrual basis of accounting. The Lease does not establish a formula or otherwise identify the manner in which gross income will be calculated.

The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated October 1, 1991. There are, however, several specific provisions allocating responsibility for maintenance of the parking lots. The State retains the sole responsibility of maintaining and restoring all fencing bordering the tracks. Lessee is responsible for day-to-day maintenance, including, but not limited to, general repairs, snow removal and security.

LEASE SYNOPSIS

<u>STATION NAME:</u>	Glenbrook Railroad Station and Springdale Railroad Station
Lease Document(s) Reviewed	Lease Agreement dated 11/24/93
Station Owner	State of Connecticut Department of Transportation (the "State")
Lessee	City of Stamford
Agreement Number	9.14-03 (92)
Effective Date of Lease	3/1/93
Term	10 years
Number of Renewal Periods	2 (at Lessee's option)
Renewal Period	10 years each
Number of Lessee Renewals Executed in Prior Years	0
Number of Renewals Remaining	2
Expiration Date of Lease	2/28/03
Recorded?	Volume 4162, Page 232 Glenbrook: Block No. 315 Springdale: Block No. 319
Number of Parcels	2
Total Acreage	0.534 acre
How Is Revenue Earned?	Rail parking revenue
Are Separate Funds Accounts Required?	No
Allowable Direct Costs in Calculating Surplus	The Lease does not establish permitted expenses for purposes of calculating the gross income.
Allowable Indirect Costs in Calculating Surplus	The Lease does not establish permitted expenses for purposes of calculating the gross income.
Is Surplus Deposited in Capital Fund?	No

Is Surplus Shared with the State?	Yes
How Often is Surplus Shared?	Lessee shall pay to the State twenty percent (20%) of annual gross income. Said payment is due 90 days after the end of each year of the Lease term.
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	Statement(s) of annual gross income must be submitted to the State within 90 days following (i) each year of the term of the Lease, or (ii) the termination of the Lease.
Is Annual Budget Required?	No
Is Repayment of Debt Service Required?	No
Monthly Debt Repayment Amount	n/a
Does State Pay Lessee a Fee?	No
Amount of Fee Due Lessee	n/a
<u>INSURANCE COVERAGE:</u>	
Property Damage Coverage	\$750,000 individual; \$1,500,000 aggregate
Bodily Injury Coverage	\$750,000 individual; \$1,500,000 aggregate
Other Required Coverage	No
Voluntary Coverage	n/a
Is Lessee Self Insured?	
Is Certificate of Coverage on File?	
Dates of Coverage	
Named Insured	
State Held Harmless?	Yes
Lessee Waives Immunity	Yes
<u>MAINTENANCE:</u>	

Enhance Aesthetic Appearance	Lessee
Not Erecting Signs on Premises	Lessee
Surface Grade Land	Lessee
Install and Maintain Fencing	Lessee
Install Suitable Drainage	Lessee
Ice Snow Control of Sidewalks	Lessee
Install and Maintain Electrical Systems for Lights	Lessee
Sweeping and Cleaning Litter	Lessee
Station Structures	n/a
Platform Gutters	n/a
Fences	Lessee
Signs	Lessee
Platform Lights	n/a
Drains	Lessee
Equipment	Lessee
Electric and Mechanical Systems	Lessee
Live Rail Facilities	n/a
Platforms	n/a
Railings	Lessee
Stairs	Lessee
Platform Shelters	n/a
Platform Canopy	n/a
Tunnels	n/a
Parking Lots	Lessee

Waiting Room	n/a
Ticket Office	n/a
Baggage Room	n/a
<u>PARKING:</u>	
No. of Spaces – State	The State reserves use of one (1) parking space at both the Glenbrook Railroad Station and the Springdale Railroad Station.
Parking Fees	If there is a charge for parking: (a) Lessee has the right to establish and publish a periodic Parking-Fee Schedule; and (b) the minimum annual fee per vehicle shall be \$100.00. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee.
Nondiscrimination Clause	See <u>Appendix II</u> .
<u>COSTS OF LEASEHOLD:</u>	
Water	Lessee
Electricity	Lessee
Other Public Utilities	Lessee
Gas	
Sewer	
Owns Title to Property	State
Owns Title to Capital Improvements	State
Is Subleasing Allowed?	Not without prior written approval from State and appropriate Federal Regulatory Agency, if required
Can Lease be Sold or Assigned?	Not without prior written approval from State and appropriate Federal Regulatory Agency, if required
Is Security Bond Required?	Not specified
If so, the Amount	n/a
<u>OTHER:</u>	
Is there a Lease to CT Transit?	Not specified

Termination	The State may terminate this Lease upon one year's notice to the City for reasons of default or if the property is needed for transportation related purposes.
Employment/Non Discriminatory Requirement	Yes
Miscellaneous	Lease is made subject to the "Standard Railroad Lease Specifications & Covenants," dated 10/1/91.

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.

STAMFORD

Glenbrook and Springdale Stations

The Glenbrook and Springdale Stations, on the New Canaan line, are located within these two residential areas of the City of Stamford. These station lots are operated and maintained by the City of Stamford. (Note: The Stamford Transportation Center, located in the Central Business District, is owned by the State)

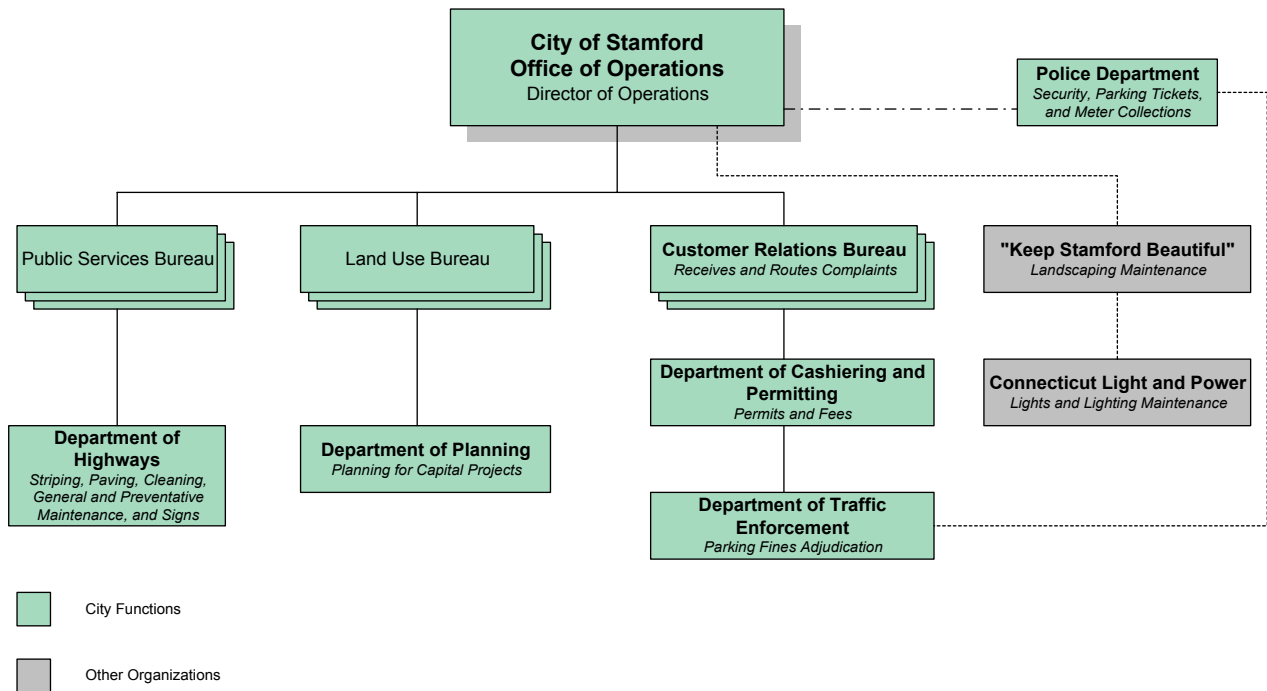
Agreements

The two stations lots are governed by a lease agreement between the State and the City of Stamford for the Springdale and Glenbrook stations. The City is responsible for all maintenance and the State is responsible for capital improvements.

Organizational Structure

The City of Stamford has a published organization chart, but not an organization chart specific to the operations of the stations and municipal lots. The organization chart below was developed from information gathered from interviews with municipal employees. The chart applies to the operations of the Glenbrook and Springdale stations. The Stamford Transportation Center, owned and operated by the State and not the City of Stamford; is not a part of the organization chart.

Glenbrook and Springdale Stations



The Office of Operations is the primary office to which all involved departments report, directly or indirectly. The Department of Highways reports to the Office of Operations through the Public Services

Bureau. The Department of Planning reports to the Office of Operations through the Land Use Bureau. The Department of Traffic Enforcement reports to the Department of Cashiering and Permitting, as well as the Police Department. The Department of Cashiering and Permitting reports to the Office of Operations through the Customer Relations Bureau. The Police Department does not formally report to the Office of Operations.

Although this appears to be complex, the various departments know the appropriate and specific persons who should receive reports or information. The City had a reorganization of departments, so although segmented, the same people have the same tasks regarding parking at the stations. The number of employees who have a part in the operations of the lots have managed to overcome a large, urban bureaucracy for these two station lots due to the personalities of those involved and the organization methods they seem to follow (although these methods are not necessarily published). However, unlike many stations reviewed, there are a significantly higher number of people involved with the operations of the lots at the two stations.

Operating Procedures

There are no published operating procedures for the Springdale and Glenbrook Stations. The Department of Highways has the responsibility of daily and preventative maintenance. The Police Department provides security. The Customer Relations Bureau provides customer service and receives and routes complaints to the proper department. The landscaping for these stations is provided by a local non-profit organization, "Keep Stamford Beautiful." The Department of Cashiering and Permitting distributes parking fees and permits, while the actual enforcement takes place by the Department of Traffic Enforcement and the Police Department. As mentioned earlier in this narrative, although the system of organization of operations seems fragmented, it does not operate this way, and all departments seemed well informed and updated on other departments' operating procedures and day-to-day tasks.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	N/A
Housekeeping Outside Station	Department of Highways
Daily Maintenance	Department of Highways
Preventative Maintenance	Department of Highways
Landscaping	Non-profit organization
Security	Police Department
Customer Service	Customer Relations Bureau
Tenant Performance	N/A
Parking Enforcement	Police Department and Department of Traffic Enforcement
Parking Fees and Permits	Department of Cashiering and Permitting
Parking Operation Maintenance	Department of Highways

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.

GLENBROOK & SPRINGDALE FINANCES

ACCOUNTING ENTITY / BASIS

The City of Stamford is the lessee and administers the parking operation at these two stations. The City compiles its reports to the State on a cash (collection) basis from its underlying records. The lease requires that the City pay the State a percentage of gross revenues. There is no special entity or fund set up by the City.

FINANCIAL REPORTING TO STATE

The City submits annual unaudited reports to the State, covering Springdale and Glenbrook and based on a November 30th fiscal year end. The report presents gross revenues and a calculation of the State's share of gross revenues. A separate report detailing gross revenue by class (coin, debit card and permit) is submitted. The reporting period has been converted to a June 30th fiscal year end for comparison to other stations in this report.

Financial measurements such as unit values for revenues or costs per space, etc. and units further broken down for each lot, is not required by the lease and not included with the financial information.

REVENUES

The major source of revenue is from daily meter and permit parking fees. Parking violations do not appear in the detail of the revenue shared by the State. The financial presentation included herein shows the amount retained by the City as a deduction from gross revenue classified as Other. The net revenues are paid to the State

Accounting System – For daily parking, the City uses a mechanical meter collection system which also accepts special parking debit cards. Monthly permits are accounted for and collected using an application, mail-in-payment, and data base system.

EXPENSES

Costs are not required to be accounted for by the terms of the lease. However, the lease does require the City to be responsible for day-to-day maintenance, including but not limited to general repairs, snow removal and security. These expenses are absorbed by the City of Stamford

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.

The finances of the local government however do not include the station expenses paid by the State to Metro-North under the separate service agreement. These expenses include various maintenance responsibilities related to the stations and especially the platform area. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North also is 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 the State lease 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.

PROFITABILITY / ACCUMULATED SURPLUS

The structure of this lease places any profit (or surplus accumulation) motive in the hands of the City. Deficit's if any, are absorbed by the City and imbedded in the City's finances. The lease is also structured so that the financial oversight by the State of the City's general maintenance efforts is not possible because such information is not reported to the State. Maintenance oversight is limited to applying operation techniques.

Surplus is not required to be determined or set aside and accumulated for reinvestment into the railroad property under the terms of the lease.

FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY

A parking inventory and utilization report is presented separately as Task 2 in this study. The financial presentation herein and the parking inventory cover both State and City parking spaces at the two stations.

GLENBROOK & SPRINGDALE RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOV'T	METRO-NORTH	TOTAL	%	LOCAL GOV'T	METRO-NORTH	TOTAL	%
<u>REVENUES</u>								
PARKING	\$ 80,812	\$ -	\$ 80,812	2958.0%	\$ 152,868	\$ -	\$ 152,868	2915.1%
RENTS	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
INVESTED FUNDS	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
OTHER	\$ (78,080)	\$ -	\$ (78,080)	-2858.0%	\$ (147,624)	\$ -	\$ (147,624)	-2815.1%
	A				A			
	\$ 2,732	\$ -	\$ 2,732	100.0%	\$ 5,244	\$ -	\$ 5,244	100.0%
<u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 7,464	\$ 7,464	73.6%	\$ -	\$ 18,031	\$ 18,031	81.5%
UTILITIES	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
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)	\$ -	\$ 2,680	\$ 2,680	26.4%	\$ -	\$ 4,104	\$ 4,104	18.5%
CONNECTICUT SALES TAX	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
<u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
	\$ -	\$ 10,144	\$ 10,144	100.0%	\$ -	\$ 22,134	\$ 22,134	100.0%
<u>NET PROFIT (LOSS)</u>	\$ 2,732	\$ (10,144)	\$ (7,412)		\$ 5,244	\$ (22,134)	\$ (16,890)	
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)								
<u>STATE'S AVAILABLE SHARE @ 50%</u>	\$ -				\$ -			

GLENBROOK & SPRINGDALE 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	\$ 152,868	\$ -	\$ 152,868	2915.1%	\$ 145,931	\$ -	\$ 145,931	1484.5%
RENTS	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
INVESTED FUNDS	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
OTHER	\$ (147,624)	\$ -	\$ (147,624)	-2815.1%	\$ (136,101)	\$ -	\$ (136,101)	-1384.5%
	<u>\$ 5,244</u>	<u>\$ -</u>	<u>\$ 5,244</u>	<u>100.0%</u>	<u>\$ 9,830</u>	<u>\$ -</u>	<u>\$ 9,830</u>	<u>100.0%</u>
 <u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 16,474	\$ 16,474	75.8%	\$ -	\$ 11,365	\$ 11,365	54.0%
UTILITIES	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
RENT	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
SECURITY	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
INSURANCE AND CLAIMS	\$ -	\$ 1,250	\$ 1,250	5.8%	\$ -	\$ -	\$ -	0.0%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	\$ -	\$ 3,997	\$ 3,997	18.4%	\$ -	\$ 9,678	\$ 9,678	46.0%
CONNECTICUT SALES TAX	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
	<u>\$ -</u>	<u>\$ 21,721</u>	<u>\$ 21,721</u>	<u>100.0%</u>	<u>\$ -</u>	<u>\$ 21,043</u>	<u>\$ 21,043</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ 5,244</u>	 <u>\$ (21,721)</u>	 <u>\$ (16,477)</u>		 <u>\$ 9,830</u>	 <u>\$ (21,043)</u>	 <u>\$ (11,213)</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>	 <u>\$ -</u>				 <u>\$ -</u>			

GLENBROOK & SPRINGDALE RAILROAD STATION AND PARKING OPERATIONS

	<u>YEAR 2000</u>			
	<u>OPERATING AGREEMENTS</u>			
	<u>LOCAL GOVT</u>	<u>METRO-NORTH</u>	<u>TOTAL</u>	<u>%</u>
<u>REVENUES</u>				
PARKING	\$ 151,105	\$ -	\$ 151,105	2348.9%
RENTS	\$ -	\$ -	\$ -	0.0%
INVESTED FUNDS	\$ -	\$ -	\$ -	0.0%
OTHER	\$ (144,672)	\$ -	\$ (144,672)	-2248.9%
A				
	\$ 6,433	\$ -	\$ 6,433	100.0%
<u>STATION, PLATFORMS AND PARKING EXPENSES</u>				
REPAIRS AND MAINTENANCE	\$ -	\$ 18,736	\$ 18,736	43.8%
UTILITIES	\$ -	\$ -	\$ -	0.0%
RENT	\$ -	\$ -	\$ -	0.0%
SECURITY	\$ -	\$ -	\$ -	0.0%
INSURANCE AND CLAIMS	\$ -	\$ 17,510	\$ 17,510	40.9%
DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)				
B	\$ -	\$ 6,562	\$ 6,562	15.3%
CONNECTICUT SALES TAX	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ 42,808	\$ 42,808	100.0%
<u>NET PROFIT (LOSS)</u>	\$ 6,433	\$ (42,808)	\$ (36,375)	

NOTES....

A = Credit reflects revenue retained by Town under Lease which stipulates that the State be paid a percentage of gross revenues ... Net revenues equal State payment

LOCAL GOVERNMENT'S RAILROAD FUND

ACCUMULATED SURPLUS (DEFICIT)	\$ -
LESS - LOCAL GOVERNMENT'S SHARE	<u> </u>
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u> </u> -
<u>STATE'S AVAILABLE SHARE @ 50%</u>	<u> </u> -

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

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