

# *Individual Station Report*

## Redding

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.

## ***Redding***

The Redding Station was constructed about two years ago, and the town and town residents are very happy with it. The town has an issue regarding its lease and the financial arrangements used for an overflow lot owned by Bridgeport Hydraulic. The town taxes Bridgeport Hydraulic for a parcel of land abutting the station, and then the Town in turn pays Bridgeport Hydraulic the same amount to lease the land for parking. The town would like to take the entire lease amount from the railroad account, but CDOT has to date allowed only half from that account and half from the town general revenues. At the same time, the town uses general funds to maintain the lot and not money from the rail account, and would like to be able to reimburse the rail account accordingly. In short, there are some technical financial issues that the town has with CDOT that the town feels should be done more fairly. The town is working on developing a reinvestment fund for the station. At the same time, the town has not completed a full analysis of its costs to develop a separate operating cost line item for the rail fund for use in offsetting revenues and developing the reinvestment fund mechanism.

Generally the lease works well and the responsibilities are clear, but there are some murky areas, such as the responsibility for station lighting. In any case, CDOT is very cooperative. The responsibility for the roof at some point in the future seems to be another gray area. The town would like to have more approval over what goes on a platform – they feel that things get installed without them being asked, such as newspaper tubes. They wanted to know if Metro North, who they thought was responsible for these activities, has to go to the town Planning and Zoning for signs and other items or is the property state-owned and thus exempt. Carl Rosa received high praise from the town and was felt to be very responsive to their concerns.

Parking costs \$ 125 per year. There are 66 spaces and they sell 85 permits. There are 13 daily spaces for \$ 2.00 each. The police handle the parking. They estimate that 25 percent of the permits are sold to out-of-town people. The state mandates the rates.

Regarding responsibilities, as long as the town has a competent person to run the station program, they are happy to continue to do it. At present they have expanded the duties of the transfer station/recycling coordinator to cover the station, and his department handles the station. They see little benefit to having CDOT take over the station. The town likes to keep control and feels it can better respond to safety and maintenance issues. The town personnel are immediately available and the town highway department is there to plow and de-ice quickly. The local neighbors also worry that the State would not keep the property up as well, and work better with the town government when small improvements are discussed such as landscaping and lighting.

# *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.

## **Redding**

The survey population at Redding was considerably smaller than at other stations. Only 39 surveys were distributed, with 15 returned for a response rate of 38%. Nonetheless, the customer profile remained similar to the overall trend, with the exception of a slightly lower percentage of daily travelers (71%). In this case, roughly 14% traveled at least once a week, 7% indicated travel at least once a month, and 7% less often. Still, 93% of respondents used the train for their work or school commute, or for other business, and also traveled during the peak periods.

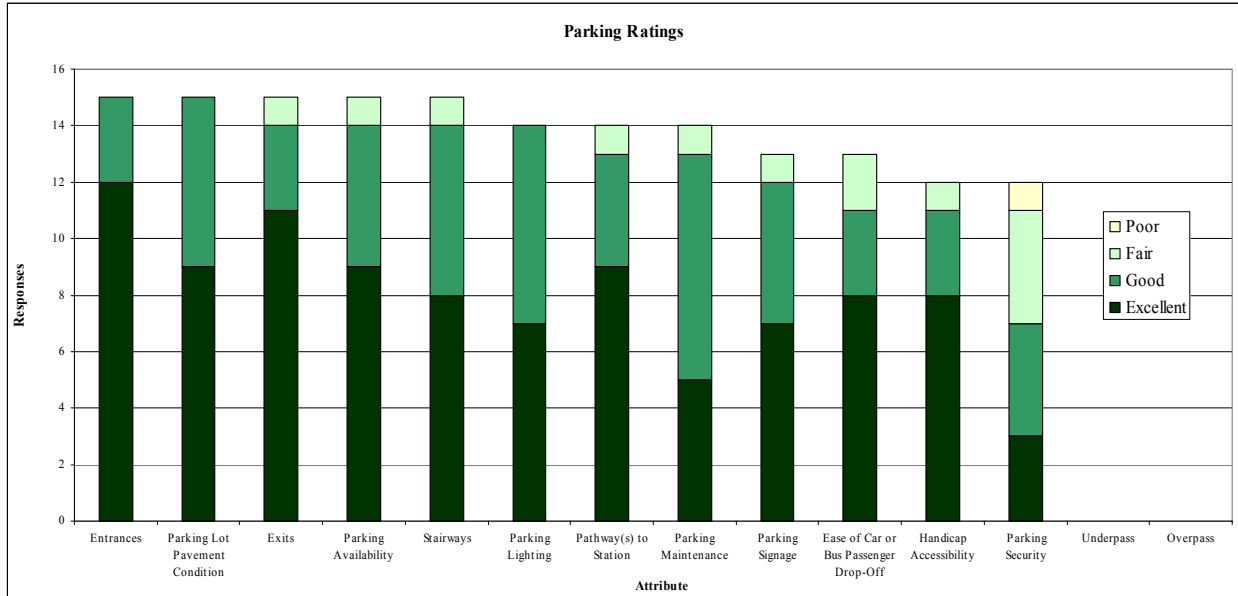
Of those respondents who parked at the station, 67% held a permit, and among those without permits none was on a waiting list. Two-thirds of customers surveyed were male, and 94% were between the ages of 25 and 64. Finally, incomes remained high, although the percentage of those with salaries exceeding \$100,000 was slightly lower than other stations (61%).

The ratings for the various parking and station elements at Redding were somewhat skewed to either the positive or negative extremes, due in part perhaps to the smaller survey population. Overall, ratings were quite favorable, with a far greater percentage of 'excellent' ratings. In fact, all but one of the parking facilities at Redding were rated 'good' or 'excellent' by at least 75% of respondents, the exception being parking security. Parking had the highest regular ratings and highest improvement ratings on the Danbury Line. Amenities improvement ratings and platform regular ratings were all highest on the Danbury Line also. Redding does not have a station building.

Figure 210 shows the parking ratings for the Redding Station. As mentioned, the Redding parking ratings were the highest on the Danbury Line. Furthermore, Redding had the highest rated parking of all the stations in the survey. Due to the small survey size, several elements

received 100% positive ratings. The lowest rated element was parking security with 58% approval. All of the other parking elements had positive ratings of 85% or higher. Redding does not have an overpass or an underpass.

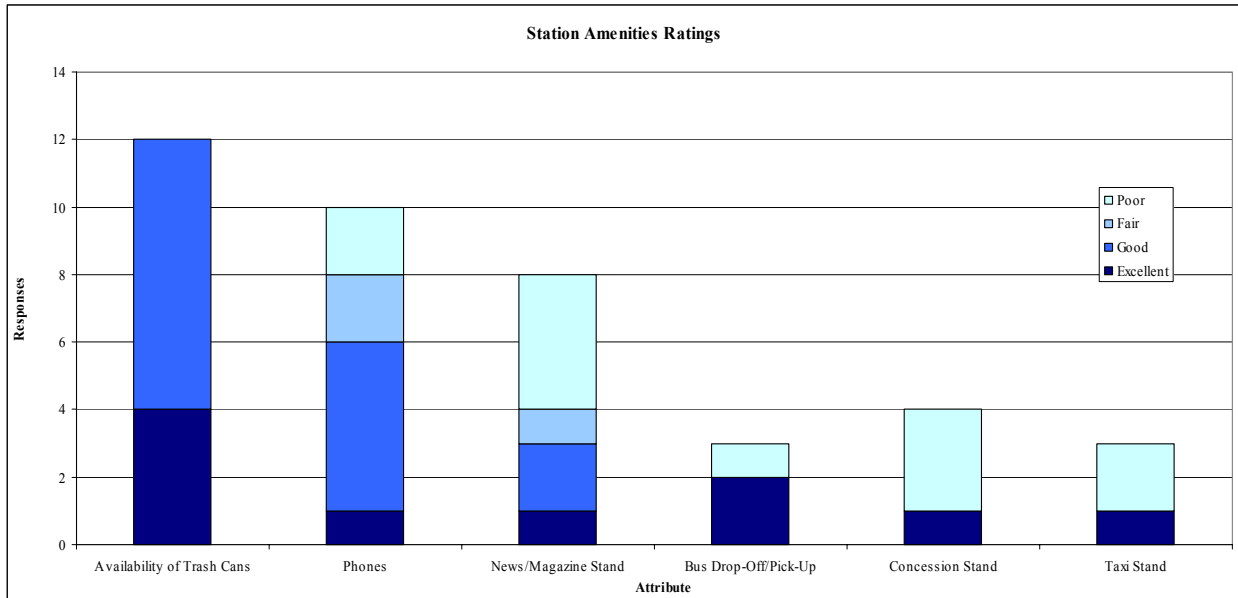
**Figure 210: Redding Station Parking Ratings**



The Redding station consists only of a platform. However, 3 elements (availability of seating, availability of maps and schedules, and absence of graffiti) were not rated in any other section, so they are considered here. Half of the respondents were pleased with the availability of maps and schedules, 75% with seating availability and 100% with absence of graffiti in Redding.

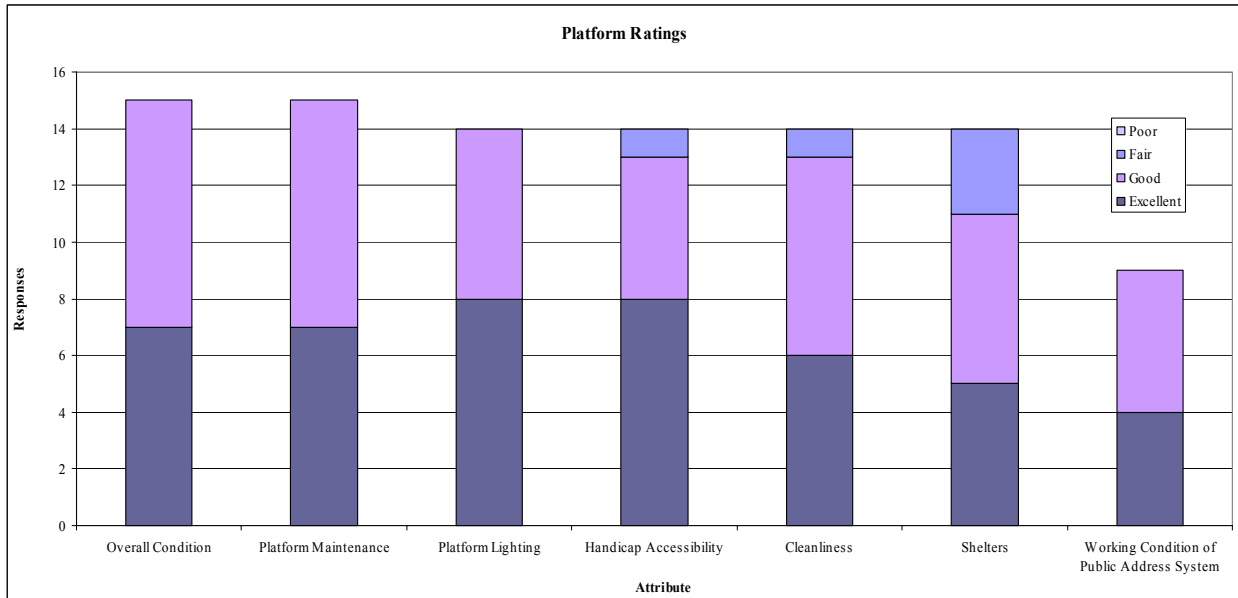
Amenities ratings in Redding were more positive than negative. Figure 211 shows the amenities ratings. Three elements were rated negatively by a majority of respondents. The concession stand was rated the worst with 75% negative ratings. As was the case at most stations, the availability of trash cans was the highest rated element. At Redding 100% of respondents were satisfied with the trash container availability. Two-thirds of respondents were also pleased with the bus drop-off/pick-up situation.

Figure 211: Redding Station Amenities Ratings



The Redding station does not have a station building; it consists only of a platform. Thus, while most customers did provide ratings for the platform elements, these are naturally of greater importance when reviewing the survey results. Unlike many stations, for which the platform shelters were cited as a major concern, Redding's platform rated favorably for all categories, including the shelters. Figure 212 shows how Redding respondents rated the platform elements. Redding's platform ratings were not only the highest on the Danbury Line, but were the highest of all the stations surveyed. Shelters, the lower rated element, still only had 21% negative ratings. Four elements, including the overall platform condition, were rated positively by all respondents.

Figure 212: Redding Station Platform Ratings

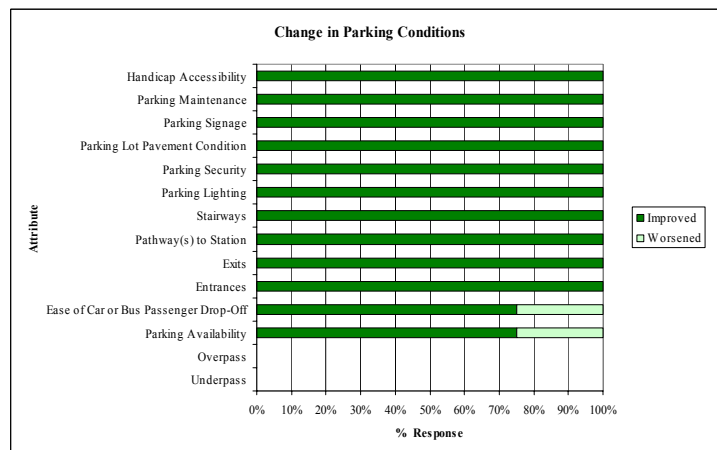


*Change*

Change ratings in Redding were generally higher than the ratings of the current situation. The platform ratings were an exception. All of the change ratings were the highest on the Danbury Line except for the platform ratings.

Parking improvement ratings were the highest in Redding out of all the stations surveyed. Redding does not have an overpass or an underpass. Of the elements that were rated for change, 10 had 100% of respondents think that the conditions had improved in the past 2 years. The lowest rated elements, parking availability and ease of passenger drop-off, still only had 25% of respondents who thought that the conditions had worsened.

Figure 213: Redding Station Change in Parking Conditions

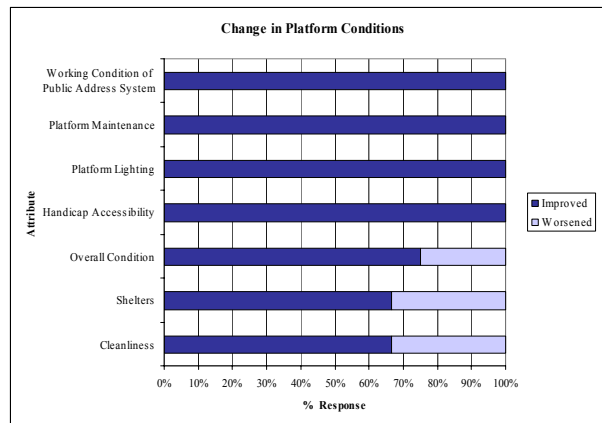




Redding does not have a station building, so the elements in that category did not receive any improvement ratings. The amenities rated (phones and availability of trash cans) were thought to have improved by the 1 respondent who rated amenities for change.

The platform change ratings were very high. Figure 214 shows the trend in platform conditions over the previous 2 years. The least improved elements, shelters and cleanliness, still had 67% improvement ratings. Four elements were thought to have improved by 100% of the respondents. Three-quarters of respondents were pleased with the improvement to the overall condition of the platform.

**Figure 214: Redding Station Change in Platform Conditions**



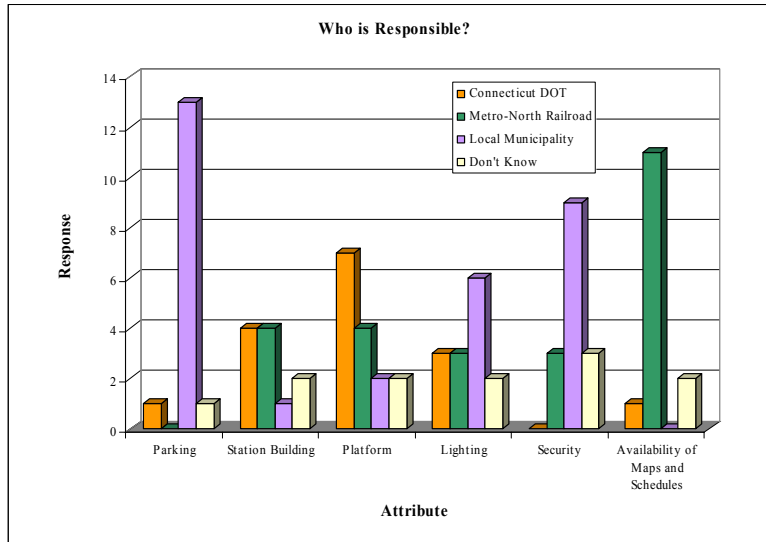
### *Responsible Agencies*

Redding respondents distributed the responsibility for elements much more than respondents at other stations. In general, Redding respondents thought that the local municipality had the most responsibility. Figure 215 shows how Redding respondents viewed the responsibility structure at the station. Redding respondents thought that the following elements were responsibility of these agencies:

- Eighty-seven percent of respondents thought that the local municipality was responsible for parking.
- Respondents were split between Connecticut DOT (36%) and Metro-North (36%) in trying to decide who had responsibility for the station building. Nineteen percent of respondents did not know who was in charge of the building.
- Forty-seven percent of respondents thought that Connecticut DOT had responsibility for the platform. Another 27% of respondents thought that the platform was the responsibility of Metro-North.
- In regard to lighting, most (43%) respondents said that the local municipality was in charge. Twenty-one percent of respondents thought that each Connecticut DOT and Metro-North were responsible for lighting.
- The majority (60%) of respondents thought that the local municipality was responsible for security in Redding. Another 20% each did not know who was in charge and thought that Metro-North was responsible for security.

- Respondents either thought that Metro-North was responsible for map and schedule availability (79%) or did not know who was in charge (14%).

Figure 215: Redding Station – Responsible Agencies



*Written-In Customer Comments*

As was found in most stations, respondents were concerned enough about parking availability to also write about it in the customer comments section. One-third of respondents were concerned with parking spaces. Table 23 lists all of the comments written-in by Redding respondents.

Table 23: Redding Station – Written-In Customer Comments

Comment Code	Comment	# Responses	%
18	Need more parking areas	3	33.3%
8	Entrances/Exits very difficult	1	11.1%
19	Construction project very slow	1	11.1%
49	Overall good comments	1	11.1%
57	Free shuttle	1	11.1%
64	Single overpass not adequate	1	11.1%
68	Cleaner restrooms on trains and in stations	1	11.1%
<i>Total Comments</i>		9	100.0%

# *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.

## Redding

The Redding Rail Station has one surface lot with 82 spaces. Three designations are used to classify the types of parking available at the station. There are 65 permit spaces, 13 daily spaces, and 4 handicapped spaces. The overall usage rate for the lot was 63.4%. There are also two spaces reserved at the lot for station personnel.

### *Parking Area Ownership*

All parking at the Redding Rail Station is owned by the State of Connecticut. Figure 28 displays the parking lot location and ownership.

### *Fee Structure*

Two rate options are available for parking at the station. There is a \$125 annual permit fee and a daily rate of \$2. There is no waiting list.

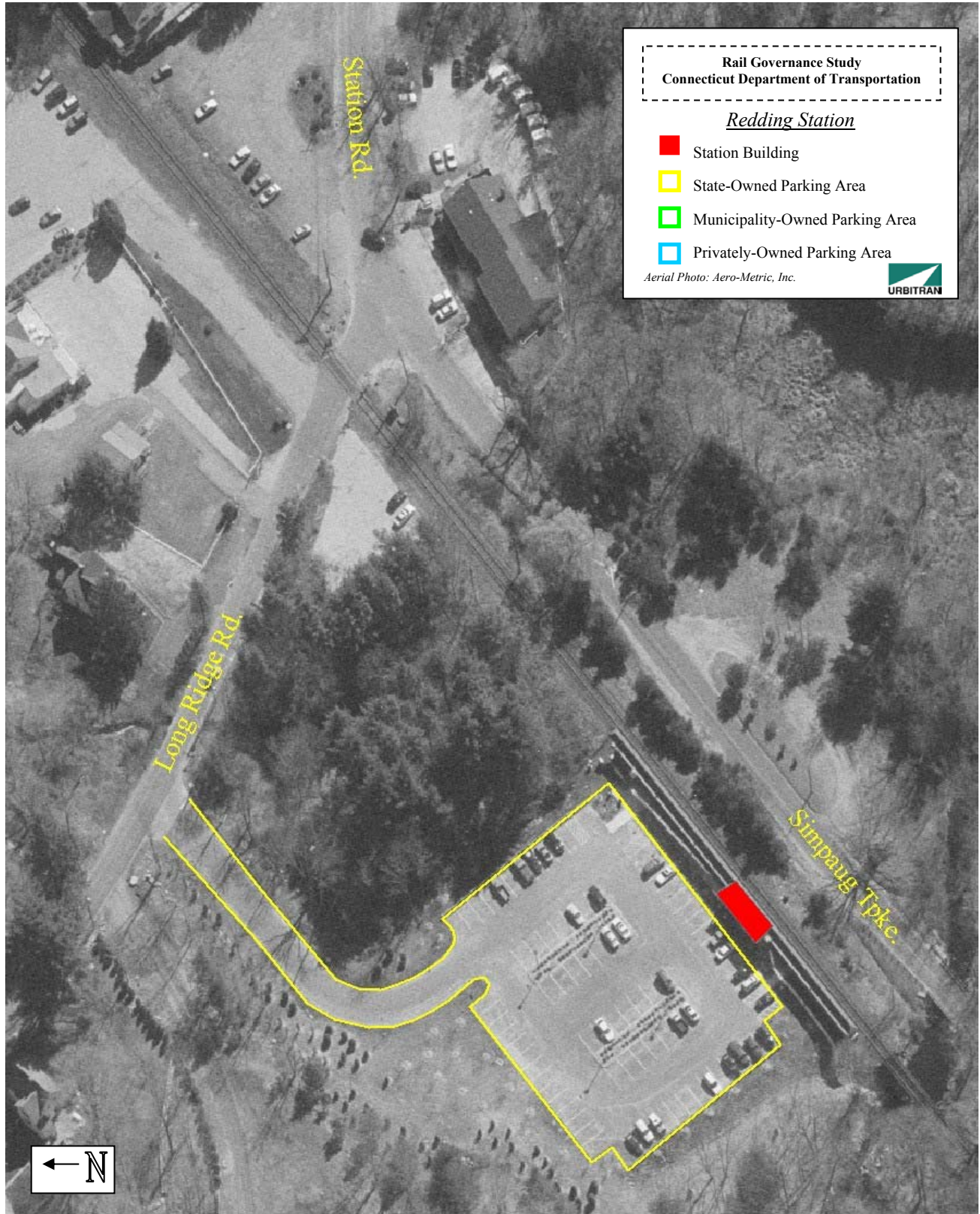
Table 28 presents specific information on parking at the Redding Rail Station.

**Table 28: Redding Rail Station Parking Capacity and Utilization**

Type	Capacity	Vehicle Count	Utilization	Ownership
Permit	65	42	64.6%	state
Daily	13	10	76.9%	
Handicap	4	0	0.0%	
<b>TOTAL PARKING</b>	<b>82</b>	<b>52</b>	<b>63.4%</b>	

Note: Two spaces at the station are reserved for station personnel

Figure 28: Redding 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  
WEST REDDING 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: West Redding  
LINE: Danbury  
INSPECTION DATE: 12-8-01  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: WV, RGW  
WEATHER: Sunny, 55

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 2 OF 23

### PARKING ELEMENTS

#### QUADRANT # 1

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

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 3

CURB: 3

STATION: West Redding  
 LINE: New Haven-Danbury Branch  
 INSPECTION DATE : January 24, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: P.M.  
 WEATHER: Clear

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET  3  OF  23

**PLATFORM --- LIGHTING**

Span Number	Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
all	4 ft fluorescent (2 lamp)	unknown	unknown	3	3	1/ 10	minor deterioration

Remarks: A typical section of the platform was measured at the location indicated and found to average 9.3 fc.  
Two of the fixtures have broken lenses.

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

TRACKS---{ 

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

see remarks	see remarks	see remarks	see remarks	avg 9.3	see remarks
-------------	-------------	-------------	-------------	------------	-------------

NORTHBOUND/SOUTHBOUND PLATFORM

STATION: West Redding  
 LINE: New Haven-Danbury Branch  
 INSPECTION DATE : January 24, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: P.M.  
 WEATHER: Clear

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 4 OF 23

**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	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	unknown	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 panelboard. However, the platform appears to be relatively new.

**PLATFORM --- ELECTRICAL SYSTEMS**

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	unknown	unknown	unknown	parking lot	1/ 20	minor deterioration
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	1/ 20	minor deterioration
Grounding	unknown	unknown	3	platform	1/ 20	minor deterioration
Lighting Controls	unknown	unknown	3	platform	1/ 20	minor deterioration
Public Telephone	unknown	unknown	n/a	parking lot	unknown	operational
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

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

STATION: West Redding

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 5 OF 23

INSPECTORS: Jim Connell & Dave Lang

DATE: January 24, 2002

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

The platform is relatively new including the electrical cabinet mounted adjacent to the platform. We were unable to gain access to the locked electrical cabinet to visually inspect the main panelboard, but the cabinet is new, probably with a new panelboard inside. There are several GFCI type receptacles located on the platform and are all in a good working condition.

The platform is illuminated with two-lamp fluorescent fixtures that are all completely sealed from the weather except for two. These two fixture lenses should be replaced. The fixtures maintain an average of 9.3 foot-candles on the platform and exceed the IESNA recommended minimum for platform lighting.

STATION: West Redding  
 LINE: New Haven - Danbury Line  
 INSPECTION DATE : January 23, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: J. Duncan & T. Abrahamson  
 TIME OF INSPECTION: P.M.  
 WEATHER: Cold & Drizzle

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 6 OF 23

**PLATFORM - PLUMBING**

SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS	SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS
All	Solid metal (welded) gutters with PVC pipes within formed downspouts are new and in excellent condition.						

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

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

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

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

STATION: West Redding  
 LINE: New Haven-Danbury Branch  
 INSPECTION DATE: April 4, 2002  
 INSPECTION AGENCY/FIRM: Warren & Panzer Engineers  
 INSPECTORS: Josue Garcia/Bosun Ogunnaike  
 WEATHER: Good

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 7 of 23

**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/cm2).

**Platform**

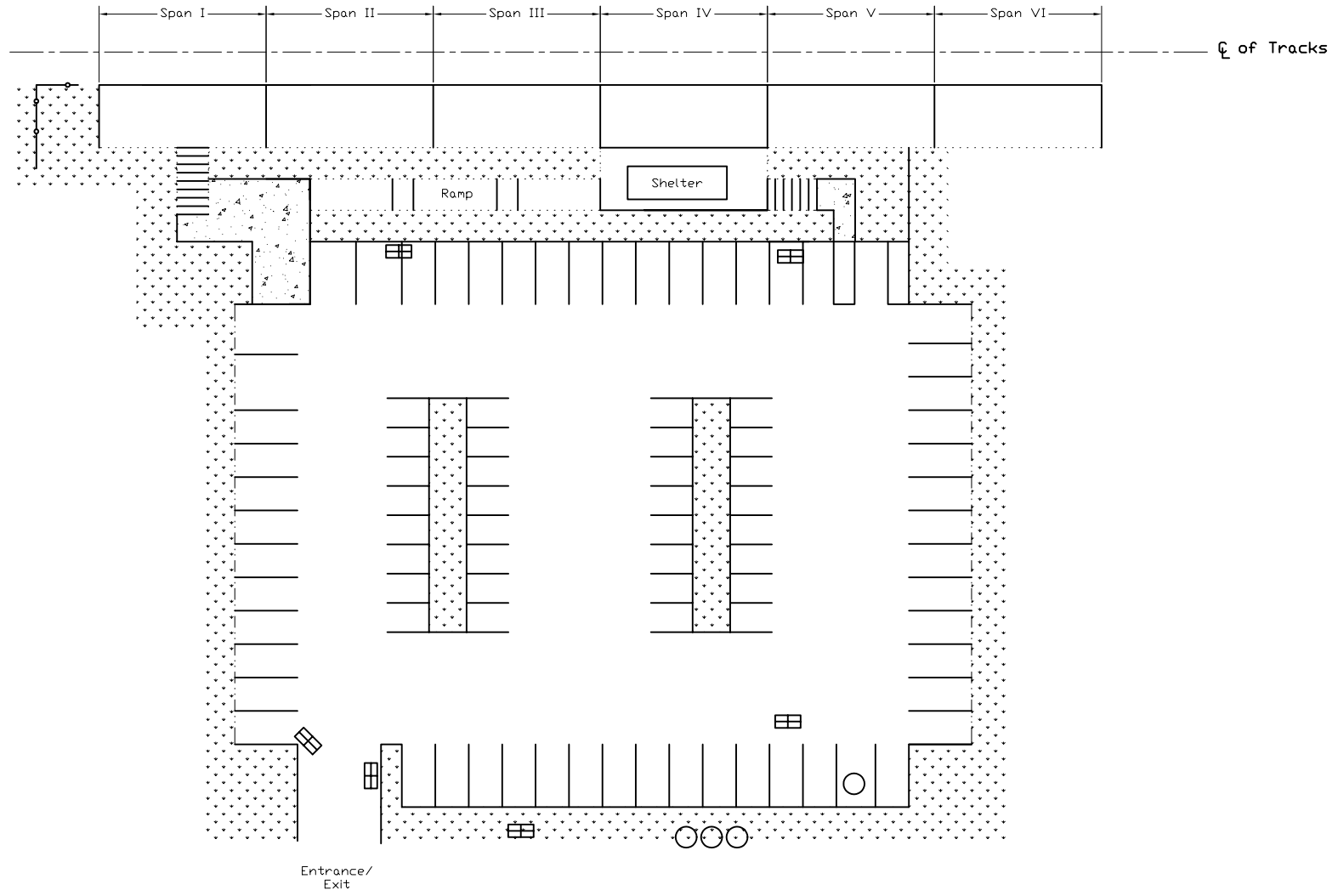
Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Canopy Columns	3	No	4
Canopy Beams	1	No	4
Telephone Booth	1	No	4

**SUSPECT ASBESTOS-CONTAINING MATERIALS**

Listed below are suspect asbestos-containing materials that were observed during a visual inspection. Materials were found to be in good condition. Any future disturbance of these materials should be preceded by the collection of samples and laboratory analysis of these samples. This work must be performed by a certified inspector.

**Platform**

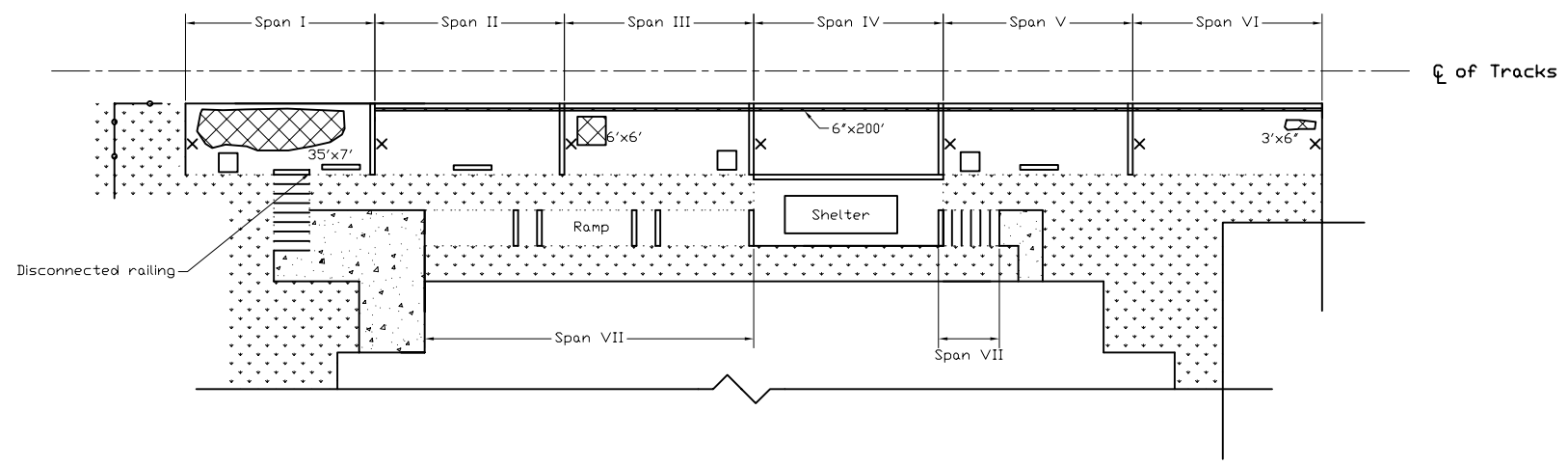
Suspect Materials	Rating
Platform Caulking	3
Roof Shingles	3



- Legend:
- Fence
  - Guard Railing
  - Pedestrian Railing
  - Grass
  - Sidewalk
  - Drain
  - Manhole

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
West Redding Station General Plan
Date: 12-12-01

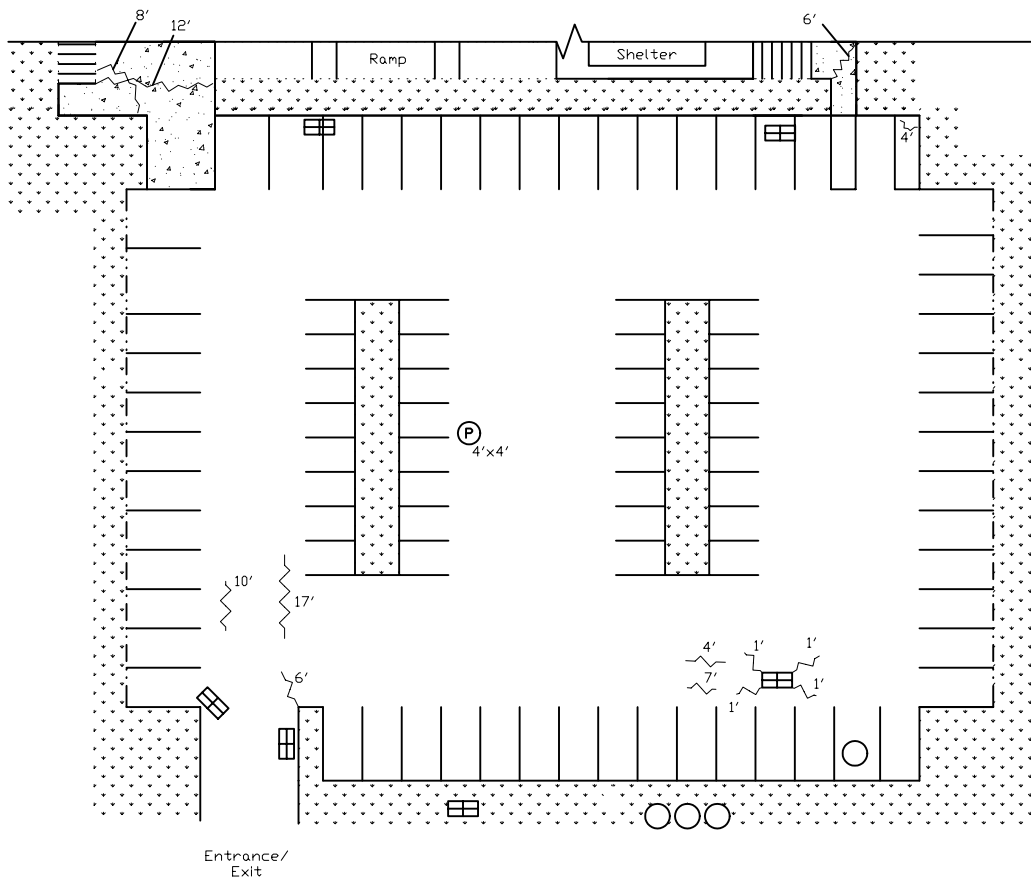




- Legend:
- Fence
  - Pedestrian Railing
  - Cracks
  - Grass
  - Sidewalk
  - Concrete Scaling
  - Column
  - Joint
  - Sign
  - Trashcan

- NOTES:
1. 1'x3' area that contains cracked and broken concrete at the bottom of the North end of the double-tee.
  2. 2'x6'x6' section that contains cracked and broken concrete at the bottom of the South end of the double-tee.
  3. Hairline crack around the perimeter of the South end footing (The perimeter = 90')
  4. The concrete under the 30'x10' shelter exhibits a rough surface with minor holes.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
West Redding Station Platform Plan
Date: 12-12-01



Legend:

- Guard Railing (Wooden)
- Pedestrian Railing
- Cracks
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Ponding Water

NOTES:

1. The wooden post of the wooden guard rails exhibit centerline cracks running up and down each face.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
West Redding Station Quadrant I Plan
Date: 12-12-01



**West Redding**

Description	Units	Quantity	Price / Unit	Total Cost
Sub-total				\$0.00
Contingency (20%)				\$0.00
Grand Total				\$0.00
Say				\$0.00

\* The extent of deterioration noted during our inspection is minimal and does not require immediate repair. The type and extent of deterioration will not affect the station operations or commuters. Therefore, we recommend that the defects noted in this report be included in a future station maintenance rehabilitation contract.

# *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 NAME:                   **Redding**  
STATION OWNER:                State of Connecticut Department of Transportation (the "State")  
LESSEE:                            Town of Redding

This Lease Agreement, dated December 9, 1997 (the "Lease"), by and between the State and the Town of Redding provides for the lease of two (2) parcels on the northerly side of the Danbury Branch Line, containing an aggregate of 2.137 acres, more or less, for the purpose of rail commuter parking. The Lease term is ten (10) years, commencing on October 1, 1998, to and including September 30, 2008. Lessee may renew for one (1) additional ten (10) year term. This Lease supercedes and replaces Agreement No. 8.08-01(91), previously entered into by the parties.<sup>1</sup>

The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated May 1, 1995 (the "Standard Specifications"). However, the Lease supplements and expands on Item (6) of the Standard Specifications with a provision requiring that Lessee protect, indemnify and hold harmless the State from and against all loss, charge, fine, penalty, judgment, etc. arising out of any (alleged) violation of the Environmental Laws.

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<sup>1</sup> The original lease, Agreement No. 8.08-01(91), is dated March 27, 1992 and recorded at Volume 167, page 123 of the Redding Land Records.

**COMMUTER RAIL PARKING LEASE SYNOPSIS**

<b><u>STATION NAME:</u></b>	<b>Redding</b>
<b>Lease Document(s) Reviewed</b>	Lease Agreement, dated 12/9/97 (the " <u>Lease</u> ")
<b>Station Owner</b>	State of Connecticut Department of Transportation (the " <u>State</u> ")
<b>Lessee</b>	Town of Redding
<b>Agreement Number</b>	07.17-03(97)
<b>Effective Date of Lease</b>	10/01/98
<b>Term</b>	10 years
<b>Number of Renewal Periods</b>	1 (at Lessee's option)
<b>Renewal Period</b>	10 years
<b>Number of Lessee Renewals Exercised in Prior Years</b>	0
<b>Number of Renewals Remaining</b>	1
<b>Expiration Date of Lease</b>	9/30/08
<b>Recorded?</b>	Volume 214, Page 779
<b>Number of Parcels</b>	2
<b>Total Acreage</b>	2.137 acres
<b>How Is Revenue Earned?</b>	Commuter rail parking
<b>Are Separate Funds Accounts Required?</b>	Yes. In lieu of an annual fee paid to the State, Lessee shall establish a separate account to accrue surplus funds for the improvement and maintenance of rail station buildings, rail station parking, and rail station services (the " <u>Reinvestment Fund</u> "). All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the property(ies) described in the Lease, minus mutually agreed upon operating and/or maintenance expenses, shall be deposited into the Reinvestment Fund. The State reserves the right to approve the use of funds in the Reinvestment Fund.
<b>Allowable Direct Costs in Calculating</b>	Mutually agreed upon operating and/or maintenance

<b>Surplus</b>	expenses.
<b>Allowable Indirect Costs in Calculating Surplus</b>	Funds appropriated by Lessee with State's approval for improvements and maintenance of buildings, parking and agreed upon services are deemed "expenditures."
<b>Is Surplus Deposited in Capital Fund?</b>	Yes
<b>Is Surplus Shared with the State?</b>	Yes
<b>How Often is Surplus Shared?</b>	At the end of each 5 year period of the initial term and the 1 renewal period thereafter, State receives 50 percent of surplus.
<b>Are Certified Financial Statements Required?</b>	Yes. See <u>Appendix I</u> .
<b>Financial Statement Submission Period</b>	Statement(s) of gross revenue 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.
<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</b>	\$2,000,000 individual - \$6,000,000 aggregate
<b>Bodily Injury Coverage</b>	\$2,000,000 individual - \$6,000,000 aggregate
<b>Other Required Coverage</b>	Lessee shall carry Workers' Compensation Insurance in accordance with Connecticut laws
<b>Voluntary Coverage</b>	n/a
<b>Is Lessee Self Insured?</b>	
<b>Is Certificate of Coverage on File?</b>	
<b>Named Insured</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>	Lessee
<b>Platform Gutters</b>	n/a
<b>Fences</b>	Lessee
<b>Signs</b>	Lessee
<b>Drains</b>	Lessee
<b>Equipment</b>	Lessee
<b>Electric and Mechanical Systems</b>	Lessee
<b>Live Rail Facilities</b>	State
<b>Platforms</b>	Lessee
<b>Railings</b>	Lessee
<b>Stairs</b>	Lessee
<b>Tunnels</b>	n/a
<b>Parking Lots</b>	Lessee
<b><u>PARKING:</u></b>	

<b>Parking Fees</b>	Where there is a charge for parking, the minimum annual parking fee is \$100.00 per vehicle. The State reserves the right to review and approve any and all parking fees that exceed this minimum fee. Lessee has the right to establish and publish a Daily, Weekly, Monthly, Annual and/or other periodic Parking-Fee Schedule(s).
<b>Nondiscrimination Clause</b>	See <u>Appendix II</u> .
<b><u>COSTS OF LEASEHOLD:</u></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 receipt of prior written approval of the State and the appropriate federal regulatory agency, if required
<b>Can Lease be Sold or Assigned?</b>	Not without receipt of prior written approval of the State and the appropriate federal regulatory agency, if required
<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 "Standard Railroad Lease Specifications & Covenants" dated 5/1/95

# *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.

## **REDDING**

### **Redding Station**

Redding Station, which was rebuilt recently, is a small station consisting of a parking area, platform, and shelters. The station is very important to the town, which has demonstrated a vested interest in its operation. Redding has a separate town department and manager dedicated to the operation and management of the railroad station and lot.

### **Agreements**

The State owns the land and leases it to the Town of Redding. The lease is typical of station leases in which the State provides capital improvements to the site and the Town is responsible for general and preventative maintenance of the lot and platform. Those Town employees involved with the operations of the lot and station are familiar with the terms of the lease, and the lease provisions appear to be followed.

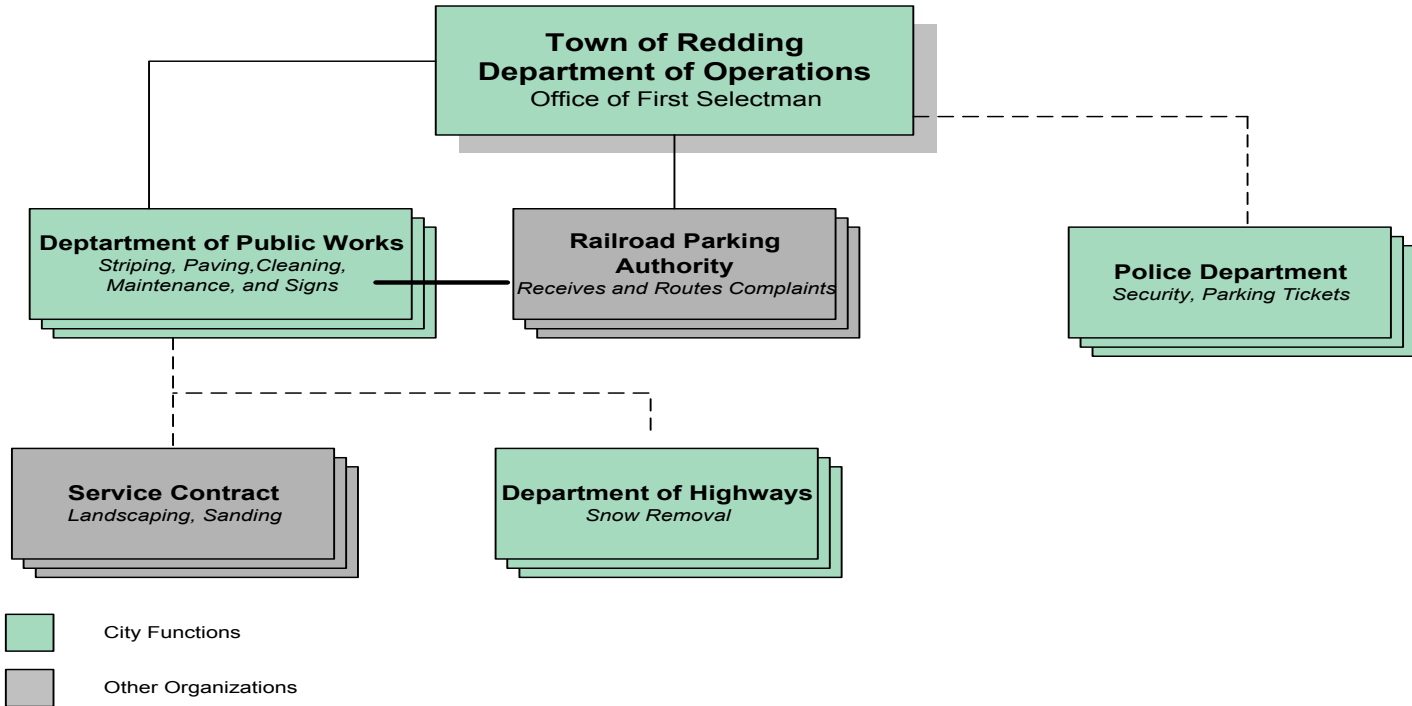
The Town of Redding leases a portion of the platform to a small coffee shop for one dollar a year. The tenant is responsible for any improvements of the property.

### **Organizational Structure**

The Department of Operations, under the Office of the First Selectman, is the lead department in the operations and maintenance of the Redding Station and commuter parking lots. There is an entity known as the Railroad Parking Authority that reports directly to the Department of Operations. Further, there is a direct relationship between the Railroad Parking Authority and the Department of Public Works. The Police Department does not formally report to any other department regarding the parking enforcement and security of the area. The Department of Highways and the contracted company for landscaping and sanding indirectly report to the Department of Public Works. There is no formal organization chart published by the town. The organization chart below was developed from information gathered from municipal officials.

One individual, Tom Newsome, whose job title is Operations Manager, manages the operations of the functions illustrated on the chart below. Mr. Newsome has an assistant, Herb Krause, who also works on the Railroad Parking Authority through the Town of Redding.

## Redding Station



### Operating Procedures

The Railroad Parking Authority receives and routes complaints. The Railroad Parking Authority also issues permits and fees for daily and annual parking. The Department of Public Works maintains the lots, although a private company is under contract for landscaping and sanding. The Department of Highways is responsible for snow removal. The Police Department monitors the lots and platform as well as issues parking violation tickets. The Town of Redding leases a part of the platform to a small coffee shop, and the tenant is responsible for improvements of the property.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	N/A
Housekeeping Outside Station	N/A
Daily Maintenance	Department of Public Works
Preventative Maintenance	Department of Public Works
Landscaping	Service contract
Security	Police Department
Customer Service	Railroad Parking Authority
Tenant Performance	N/A
Parking Enforcement	Police Department
Parking Fees and Permits	Railroad Parking Authority
Parking Operation Maintenance	Department of Public Works

# *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.

## **REDDING FINANCES**

### **ACCOUNTING ENTITY / BASIS**

The Town of Redding began accounting for railroad parking sometime in August 1999 through its Railroad Parking Authority. Accounts have been established among the Town's trust and agency funds to record revenues and expenses of the rail parking operations. Prior to fiscal year 2000 no finances were reported to the State.

### **FINANCIAL REPORTING TO STATE**

The Town submitted its first report to the State for the period from inception sometime in August 1999 through June 30, 2000. This financial information is presented in detailed format.

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. Specific railroad lease operating or capital budgets are not necessarily a requirement of the lease or submission to the State.

### **REVENUES**

The primary source of revenue is from annual permit and daily non-metered parking. An envelope is left on the windshield for payment of the daily fee.

### **EXPENSES**

*Generally Classified Expenses* – These expenses are for printing, maintenance, security lighting and miscellaneous expenses.

*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.

### ***EXPENSE ALLOCATION***

The allocation of indirect expenses is a financial issue that would apply to most of the State lease agreements where the local government has determined that administrative charges are warranted and come under the “mutually determined charges” clause of the lease agreements. The lease is not clear as to exactly what charges are allowable. The allocations generally result from common costs such as administrative expenses or departmental expenses that do not exclusively service the railroad properties but service a number of funds and functional activities. The reasonableness or propriety of the allocation and method was not evaluated to determine if such costs were actually incremental or simply attributed to the leased property under a full absorption costing methodology.

### ***PROFITABILITY / ACCUMULATED SURPLUS***

The Town shows an accumulated net surplus of \$5,077 after its initial fiscal period ending June 30, 2000. Prior to fiscal year 2000 rail parking was free.

The revenues and accumulated surplus excludes covering any of the Metro-North expenses. As previously mentioned Metro-North expenses are outside the lease agreement and not considered by the Town (or the State) as expenses that need to be covered by its parking fees.

### ***SPECIAL REQUIREMENTS – SURPLUS/RESERVE/DEFICIT***

The lease agreement does not specifically address the administration or funding of any deficit resulting from the State properties managed by the local government.



## ***CAPITAL PROJECTS***

Capital improvements at the Redding station have been financed to date by the State.

## ***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 only the spaces at Redding station which are subject to the State's lease with the Town of Redding.

**REDDING 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	%
<b><u>REVENUES</u></b>								
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>
 <b><u>STATION, PLATFORMS AND PARKING EXPENSES</u></b>								
REPAIRS AND MAINTENANCE	\$ -	\$ 1,108	\$ 1,108	48.5%	\$ -	\$ 2,918	\$ 2,918	48.6%
UTILITIES	\$ -	\$ 1,048	\$ 1,048	45.9%	\$ -	\$ 1,099	\$ 1,099	18.3%
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)	\$ -	\$ 128	\$ 128	5.6%	\$ -	\$ 1,990	\$ 1,990	33.1%
CONNECTICUT SALES TAX	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
	<u>\$ -</u>	<u>\$ 2,284</u>	<u>\$ 2,284</u>	<u>100.0%</u>	<u>\$ -</u>	<u>\$ 6,007</u>	<u>\$ 6,007</u>	<u>100.0%</u>
 <b><u>NET PROFIT (LOSS)</u></b>	<u>\$ -</u>	<u>\$ (2,284)</u>	<u>\$ (2,284)</u>		<u>\$ -</u>	<u>\$ (6,007)</u>	<u>\$ (6,007)</u>	
 <b><u>LOCAL GOVERNMENT'S RAILROAD FUND</u></b>								
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>-</u>				<u>-</u>			
<b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>	<u>\$ -</u>				<u>\$ -</u>			

**REDDING RAILROAD STATION AND PARKING OPERATIONS**

	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOV'T	METRO-NORTH	TOTAL	%	LOCAL GOV'T	METRO-NORTH	TOTAL	%
<b><u>REVENUES</u></b>								
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>
 <b><u>STATION, PLATFORMS AND PARKING EXPENSES</u></b>								
REPAIRS AND MAINTENANCE	\$ -	\$ 1,923	\$ 1,923	51.4%	\$ -	\$ 7,989	\$ 7,989	78.1%
UTILITIES	\$ -	\$ 1,073	\$ 1,073	28.7%	\$ -	\$ 699	\$ 699	6.8%
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)	\$ -	\$ 746	\$ 746	19.9%	\$ -	\$ 1,539	\$ 1,539	15.1%
CONNECTICUT SALES TAX	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%
	<u>\$ -</u>	<u>\$ 3,742</u>	<u>\$ 3,742</u>	<u>100.0%</u>	<u>\$ -</u>	<u>\$ 10,228</u>	<u>\$ 10,228</u>	<u>100.0%</u>
 <b><u>NET PROFIT (LOSS)</u></b>	<u>\$ -</u>	<u>\$ (3,742)</u>	<u>\$ (3,742)</u>		<u>\$ -</u>	<u>\$ (10,228)</u>	<u>\$ (10,228)</u>	
 <b><u>LOCAL GOVERNMENT'S RAILROAD FUND</u></b>								
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>-</u>				<u>-</u>			
 <b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>	<u>\$ -</u>				<u>\$ -</u>			

**REDDING RAILROAD STATION AND PARKING OPERATIONS**

	YEAR 2000			
	OPERATING AGREEMENTS		TOTAL	%
	LOCAL GOVT	METRO-NORTH		
<b>REVENUES</b>				
PARKING	\$ 15,760	\$ -	\$ 15,760	100.0%
RENTS	\$ -	\$ -	-	0.0%
INVESTED FUNDS	\$ -	\$ -	-	0.0%
OTHER	\$ -	\$ -	-	0.0%
	<b>\$ 15,760</b>	<b>\$ -</b>	<b>\$ 15,760</b>	<b>100.0%</b>

**STATION, PLATFORMS AND PARKING EXPENSES**

REPAIRS AND MAINTENANCE	\$ 3,421	\$ 2,328	\$ 5,749	21.1%
UTILITIES	\$ 2,469	\$ 334	\$ 2,803	10.3%
RENT	\$ -	\$ -	-	0.0%
SECURITY	\$ -	\$ -	-	0.0%
INSURANCE AND CLAIMS	\$ -	\$ 13,250	\$ 13,250	48.5%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	\$ 4,793	\$ 702	\$ 5,495	20.1%
CONNECTICUT SALES TAX	\$ -	\$ -	-	0.0%
	<b>\$ 10,683</b>	<b>\$ 16,615</b>	<b>\$ 27,298</b>	<b>100.0%</b>

<b><u>NET PROFIT (LOSS)</u></b>	<b>\$ 5,077</b>	<b>\$ (16,615)</b>	<b>\$ (11,538)</b>
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**LOCAL GOVERNMENT'S RAILROAD FUND**

ACCUMULATED SURPLUS (DEFICIT)	\$ 5,077
LESS - LOCAL GOVERNMENT'S SHARE	-
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<b>5,077</b>
<b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>	<b>\$ 2,539</b>

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

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