

# *Individual Station Report*

## Springdale

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

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**Station Financial Review**



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.

## **Springdale**

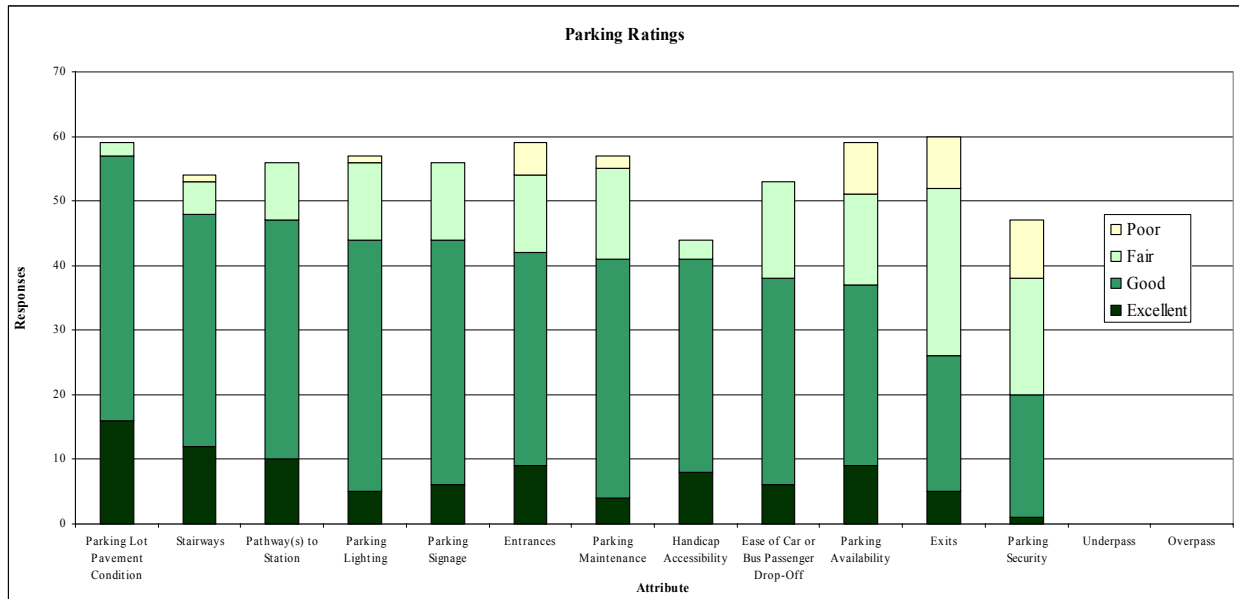
Springdale station experienced a very high response rate of 53% from 113 surveys distributed. As usual, the vast majority of customers surveyed were daily riders (95%), commuting to work (97%), and traveling during the peak periods (100%). Just under two-thirds of those who drove and parked held parking permits and among those who did not, 65% were on a waiting list.

Although a slightly lower percentage than seen at the New Canaan and Talmadge stations, males still represented two-thirds of customers surveyed. Consistent with most stations, the dominant age group was 25-64 years, and a considerable majority (76%) of respondents reported incomes over \$100,000.

Ratings for the station elements were mixed at Springdale. The parking elements generally rated favorably, while the station building and amenities were rated more often 'fair' or 'poor.' Parking ratings were the highest on the New Canaan Line, but the station building and amenities ratings were the lowest rated out of the same stations.

Among the parking elements, the exits and parking security were rated ‘fair’ or ‘poor’ by more than half of respondents. The remainder of the elements were rated more highly, particularly pavement condition, handicap accessibility, stairways and pathways to the station. Figure 265 shows the parking ratings at the Springdale Station. As noted, the parking ratings were the highest on the New Canaan Line. The highest rated element was the parking lot pavement condition, in stark contrast to the condition at the Talmadge Hill Station, with 97% satisfaction ratings. The exits and parking security were both rated negatively by 57% of respondents, the poorest rated parking elements in Springdale. The station does not have an overpass or an underpass.

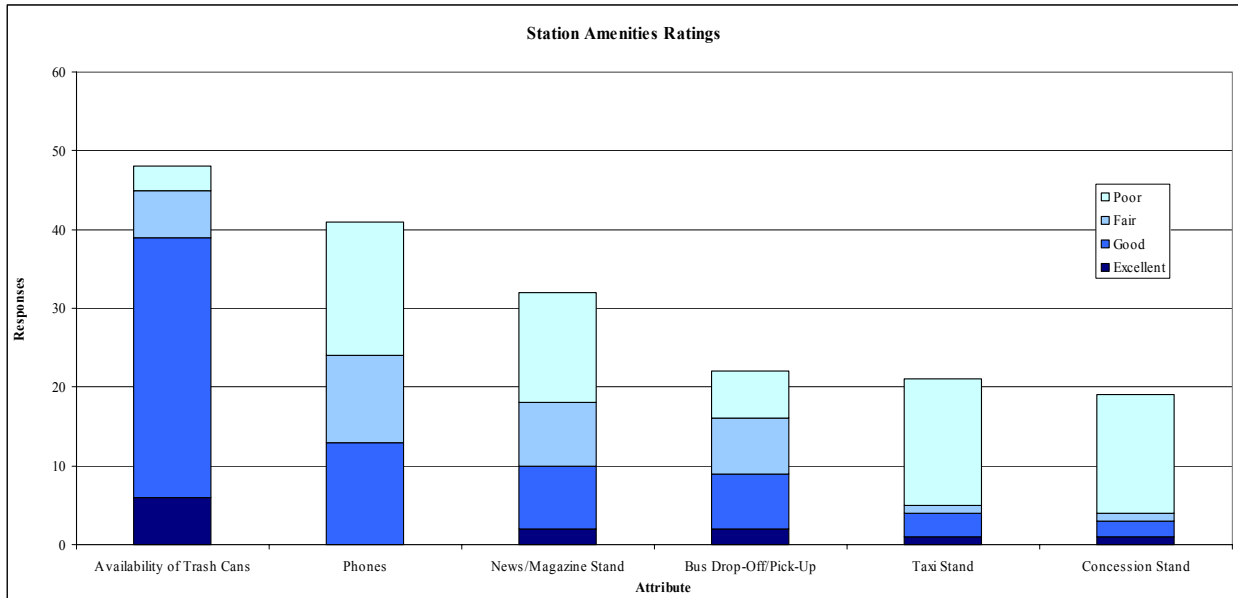
Figure 265: Springdale Station Parking Ratings



Springdale does not have a station building, so no ratings are listed. However, 3 elements were not rated in any other category, so their responses are presented here. Absence of graffiti was rated positively by 59% of respondents. However, map and schedule availability received only half positive ratings and seat availability received 65% negative ratings.

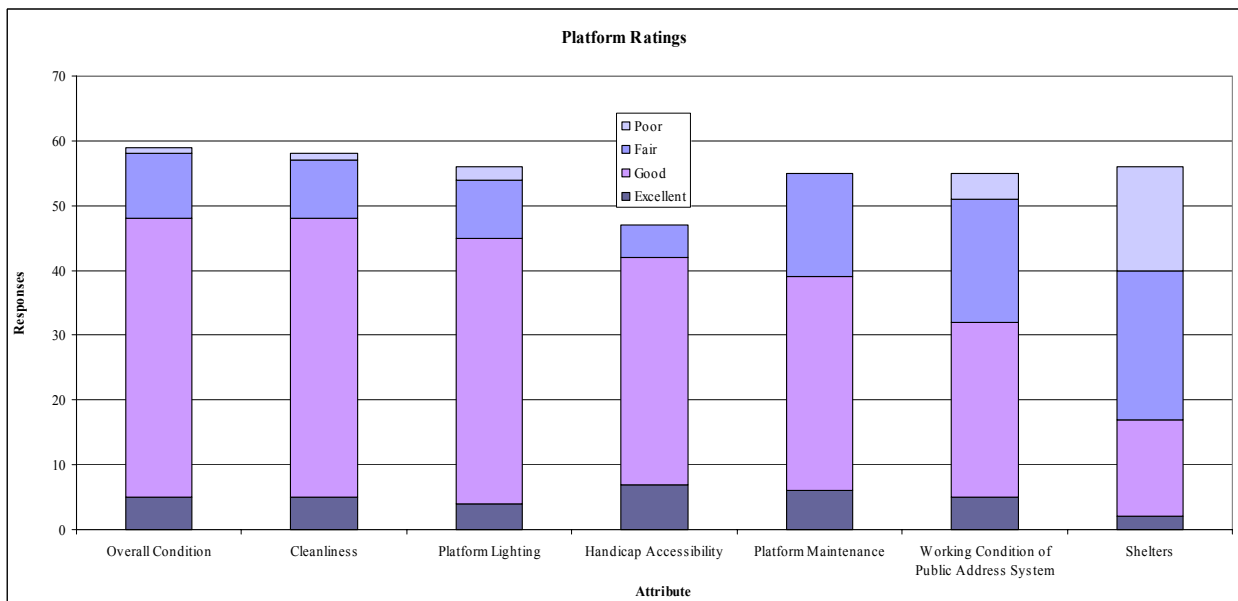
The only station amenity rated favorably by the majority of respondents was the availability of trash containers (81%). Amenities were again rated by only a small number of respondents because the Springdale Station only consists of a platform. Eighty-four percent of respondents were unhappy with the condition of the concession stand, the lowest rated amenity. Figure 266 shows how Springdale respondents rated amenities.

Figure 266: Springdale Station Amenities Ratings



Finally, the platforms at Springdale received considerably more favorable marks, including favorable ratings for overall condition, handicap accessibility, lighting, and cleanliness. Eighty-one percent of respondents were pleased with the overall condition of the platform, making it the highest rated platform element at Springdale. Again, more people rated the platform elements because the station only consists of a platform. Once again, the platform element most often rated 'fair' or 'poor' was the shelter. Seventy percent of respondents rated the shelters negatively. Figure 267 shows the platform ratings in Springdale.

Figure 267: Springdale Station Platform Ratings

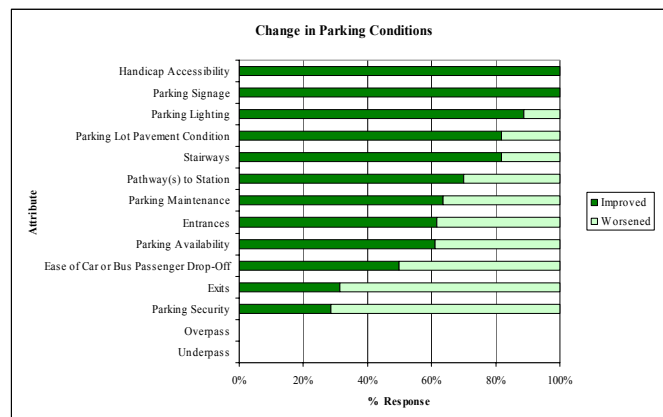


Change

Change ratings in Springdale were generally a lot lower than the ratings of the current situation. Of the conditions that received ratings, 21 elements were thought to have worsened over the past 2 years by a majority of respondents.

Parking elements received reasonably good change ratings from respondents. Overpasses and underpasses were not rated because they do not exist in Springdale. Figure 268 shows how Springdale respondents perceived change in the parking situation over the previous couple of years. Parking lighting, lot pavement condition, and stairways were thought to have improved by more than 80% of respondents. Parking signage and handicap accessibility was thought to have improved by 100% of respondents. At the other end of the scale, parking security was thought to have worsened by 71% of respondents.

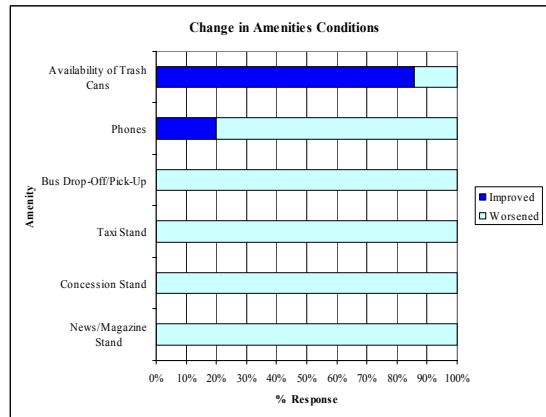
Figure 268: Springdale Station Change in Parking Conditions



Concerning the 3 building elements mentioned where no station exists, the general view of the trend was negative. No one rated absence of graffiti and all of the respondents who rated the availability of maps/schedules and seating rated them as ‘worsened.’

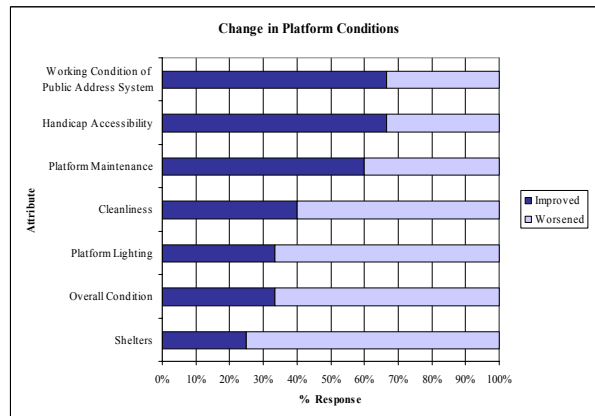
As was the case with the building elements, many of the amenities listed do not exist at the Springdale Station. Figure 269 shows how respondents rated change in amenities at the Springdale Station. All of the amenities were thought to have worsened except for the availability of trash cans, which were thought to have improved by 86% of respondents.

Figure 269: Springdale Station Change in Amenities Conditions



The Springdale Station actually has a platform, so these ratings were more reliable. Four elements were thought to have worsened by a majority of respondents. Figure 270 displays the platform change situation in Springdale. Two-thirds of respondents thought that the overall condition of the platform had worsened over the previous 2 years. Three-quarters of respondents said that the shelters had worsened. Surprisingly, the working condition of the public address system was one of the most improved platform elements with two-thirds improvement ratings. Handicap accessibility also received two-thirds improvement ratings.

Figure 270: Springdale Station Change in Platform Conditions



### Responsible Agencies

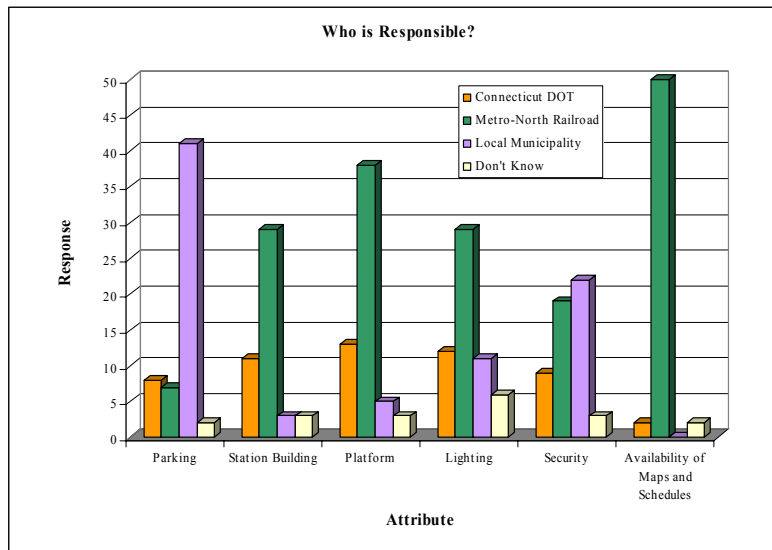
Similar to most stations, the highest percentage of respondents thought that Metro-North was responsible for most station elements. Respondents also thought that the local municipality was responsible for some of the elements. A significant contingent of respondents also listed Connecticut DOT as responsible for all of the elements except for map and schedule availability. Figure 271 details exactly how Springdale respondents viewed the responsibility structure.

A majority of respondents thought the following agencies were responsible for these elements:

- Parking: local municipality (71%)
- Station Building: Metro-North (63%)
- Platform: Metro-North (64%)
- Map and Schedule Availability (93%)

For the other two elements, lighting and security, half of Springdale respondents thought that Metro-North had responsibility for lighting and 42% of respondents thought that the local municipality was responsible for security. However, 21% of respondents also thought that Connecticut DOT was responsible for lighting and 36% of respondents thought that Metro-North had responsibility for security.

**Figure 271: Springdale Station – Responsible Agencies**



*Written-In Customer Comments*

Consistent with the trend, Springdale respondents were concerned enough with parking availability and benches/shelters to write about them in the open comments section. Table 30 lists all of the comments noted by respondents in Springdale. When asked to rate parking availability, 63% of respondents were satisfied and 61% had noticed an improvement during the previous 2 years. With regard to benches and shelters, only 50% of respondents were satisfied with availability of seating and only 30% of respondents were satisfied with the shelters. Availability of seating was thought to have worsened by the 2 respondents who rated the change and shelters were thought to have worsened by 75% of respondents. Also similar to other stations, lighting and the number of trains/cars were also mentioned by more than 1 respondent in the customer opinion section.



Table 30: Springdale Station – Written-In Customer Comments

Comment Code	Comment	# Responses	%
18	Need more parking areas	7	16.7%
12	Could use benches & protected shelters from rain/snow with heat/air	4	9.5%
10	Lighting needs improvement	3	7.1%
65	More trains (cars) needed	3	7.1%
8	Entrances/Exits very difficult	2	4.8%
17	Longer station platforms	2	4.8%
63	Snow removal on stairs & walkways	2	4.8%
79	Pay phones needed	2	4.8%
5	Springdale Station has traffic problems	1	2.4%
7	Long wait on parking list	1	2.4%
13	Need ticket machines	1	2.4%
22	Cleaner trains	1	2.4%
27	Trash cans needed	1	2.4%
29	Cell phone use is annoying	1	2.4%
35	Train schedules usually inaccurate	1	2.4%
36	Too many handicap parking spaces	1	2.4%
41	Information for parking permits made available	1	2.4%
43	Need express service	1	2.4%
49	Overall good comments	1	2.4%
61	Better public address system needed	1	2.4%
62	Need better security company	1	2.4%
64	Single overpass not adequate	1	2.4%
68	Cleaner restrooms on trains and in stations	1	2.4%
71	Better service	1	2.4%
77	Improve landscaping	1	2.4%
	<i>Total Comments</i>	42	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.

## Springdale

The Springdale Rail Station has one surface parking lot. The lot has 208 total spaces. There are 146 permit parking spaces and 56 daily parking spaces available in the lot. Springdale also has an additional 6 handicap spaces. The total usage rate for the lot was 88% during the study. Table 24 presents specific information on parking at the Springdale rail station.

### *Parking Area Ownership*

The State of Connecticut owns 37 parking spaces along the southbound side of the tracks at the Springdale Rail Station as well as 54 spaces in the southern portion of the lot. The City of Stamford owns the rest of the lot. The State owns 43.8% of the commuter parking at the Springdale Station. Figure 24 outlines the lot structure and ownership pattern at the Springdale 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 two years. One hundred and eighty-two people are currently on the waiting list for permits. The Springdale Station issues 200 permits annually for their 146 permit spaces, an over-sale ratio of 9.9%.

**Table 24: Springdale Rail Station Parking Capacity and Utilization**

Type	Capacity	Vehicle Count	Utilization	Ownership
Permit	146	129	88.4%	state (91) / municipality (117)
Daily	56	54	96.4%	
Handicap	6	0	0.0%	
<b>TOTAL PARKING</b>	<b>208</b>	<b>183</b>	<b>88.0%</b>	

Figure 24: Springdale 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  
SPRINGDALE 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: Springdale  
LINE: New Canaan  
INSPECTION DATE: 1/29/02  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: RGW, SS  
WEATHER: Sunny, 40's

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 2 OF 27

**PARKING ELEMENTS**

**QUADRANT # I**

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

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5  
( FOR LOCATION SEE SHEET: \_\_\_\_\_ )

SIGNAGE: 3

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 3

CURB: 3

**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: \_\_\_\_\_ )

SIGNAGE: 2

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 3

CURB : 3

STATION: Springdale  
LINE: New Canaan  
INSPECTION DATE: 1/29/02  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: RGW, SS  
WEATHER: Sunny, 40's

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 3 OF 27

**PARKING ELEMENTS**

**QUADRANT # III**

TYPE OF SURFACE: aspahalt 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: \_\_\_\_\_ )

SIGNAGE: 3

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 3

CURB: 3

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

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 4 OF 27

**PLATFORM --- LIGHTING**

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

Remarks: A typical section of the platform was measured at the location indicated and found to average 7.45 fc.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

TRACKS----{

see remarks	see remarks	avg 7.45	see remarks	see remarks	see remarks
NORTHBOUND/SOUTHBOUND PLATFORM					

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

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 5 OF 27

**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)	unknown	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	? Co 12972 * Hope St	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.

\* The exact serial number could not be determined.

**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	unknown	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 repaired.

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STATION: Springdale

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 6 OF 27

INSPECTORS: Jim Connell & Dave Lang

DATE: January 8, 2002

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

The electrical service is underground and terminates in a locked pedestal type electrical cabinet located on the platform and inside a small shelter type structure. This cabinet houses the electrical meter and the main panelboard. We were unable to gain access to this cabinet to verify the exact size and condition of the main panel. However, the cabinet has only minor deterioration and appears to be protecting the electrical equipment from harm.

There are several non-GFCI type receptacles located in the platform light poles that do not comply with the current NEC. We suggest that the receptacles be replaced with GFCI type to reduce the risk of electric shock when in use.

The platform luminaires are pole mounted metal halide and produce an average of 7.45 foot-candles. This value exceeds the recommended practice suggested by the IESNA.

STATION: Springdale  
 LINE: New Haven - New Canaan Branch  
 INSPECTION DATE : January 8, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: J. Duncan & T. Abrahamson  
 TIME OF INSPECTION: P.M.  
 WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 7 OF 27

**PLATFORM - PLUMBING**

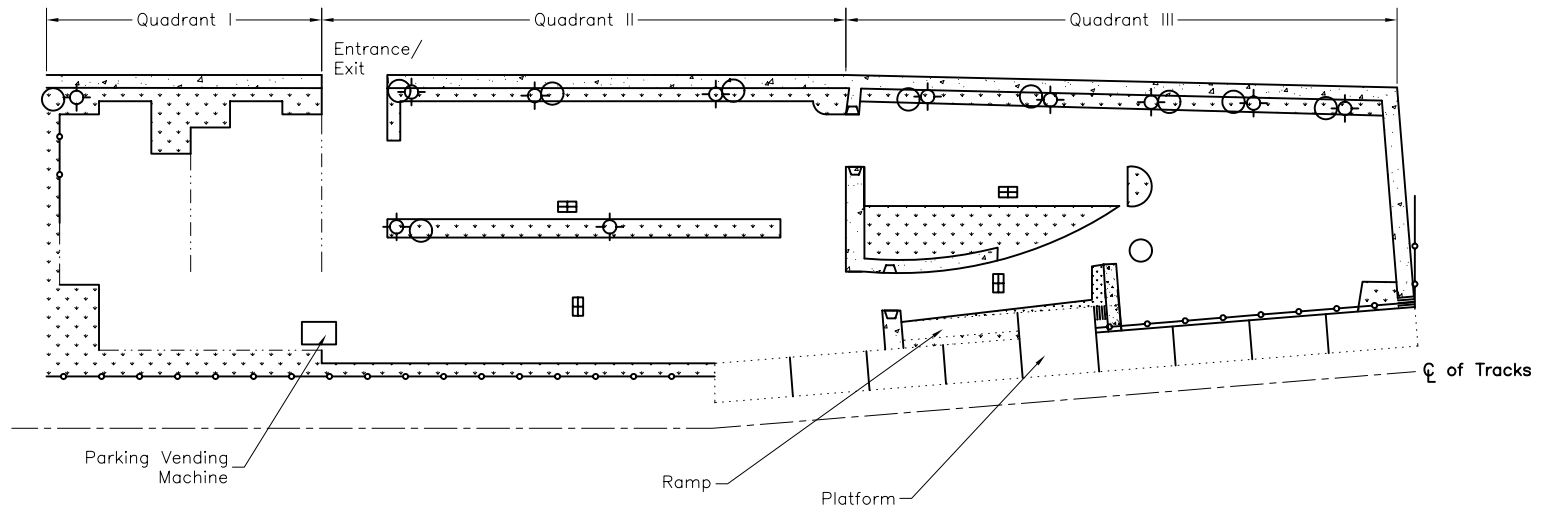
SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS	SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS
	Shelter has four aluminum gutters in good condition.						
	Shelter has two 1 1/2" x 1 1/2" downspouts on back in good condition.						

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

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

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

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

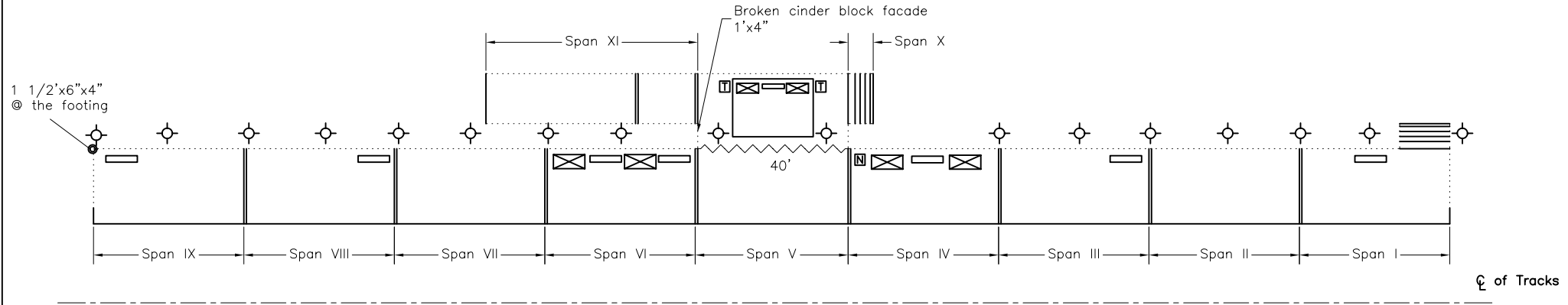


Legend:

- Fence
- Guard Railing
- Pedestrian Railing
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Ramp
- Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Springdale Station General Plan
Date: 2-27-02

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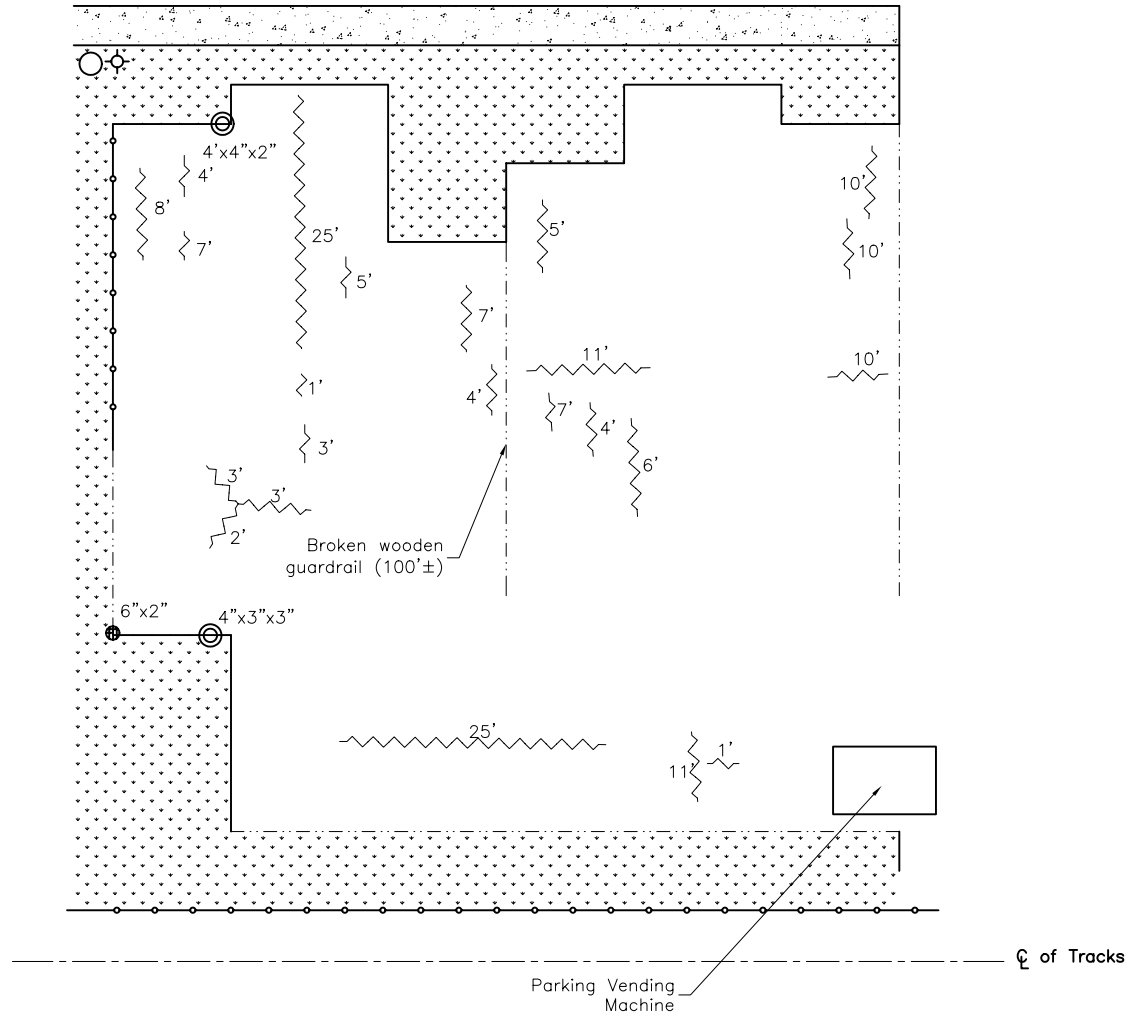


- Legend:
- Fence
  - ⋯ Pedestrian Railing
  - ⌚ Cracks
  - Spalled area
  - ▬ Joint
  - ▭ Sign
  - ⊠ Bench
  - ⊞ Trash
  - ⊞ Newspaper
  - Light

- NOTES:
1. The base plates below the double tee are rusted and deteriorated.
  2. Along the platform the railing is bent in multiple locations.
  3. The railing base plates are rusted and deteriorated.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Springdale Station Platform Plan
Date: 2-27-02

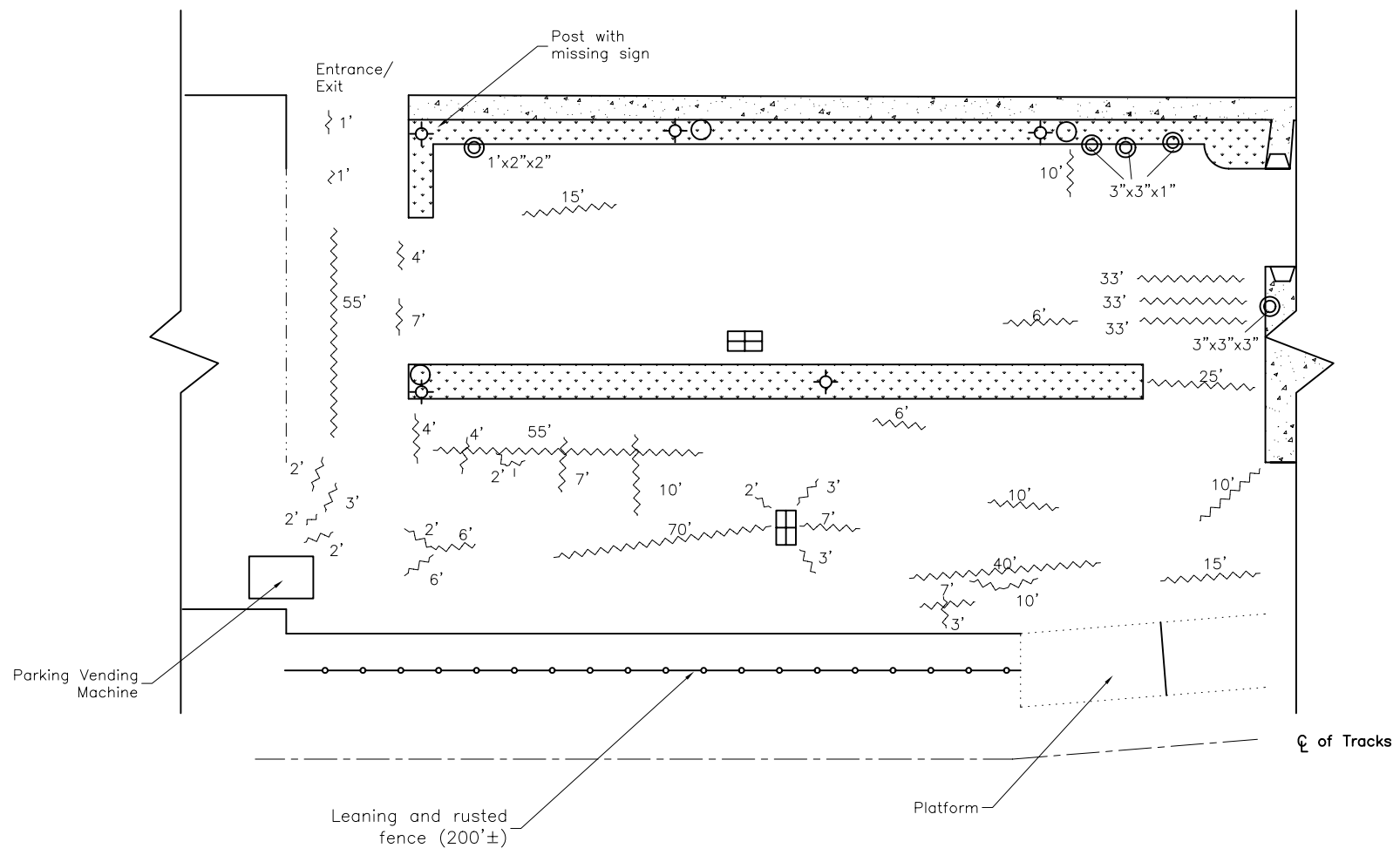




Legend:

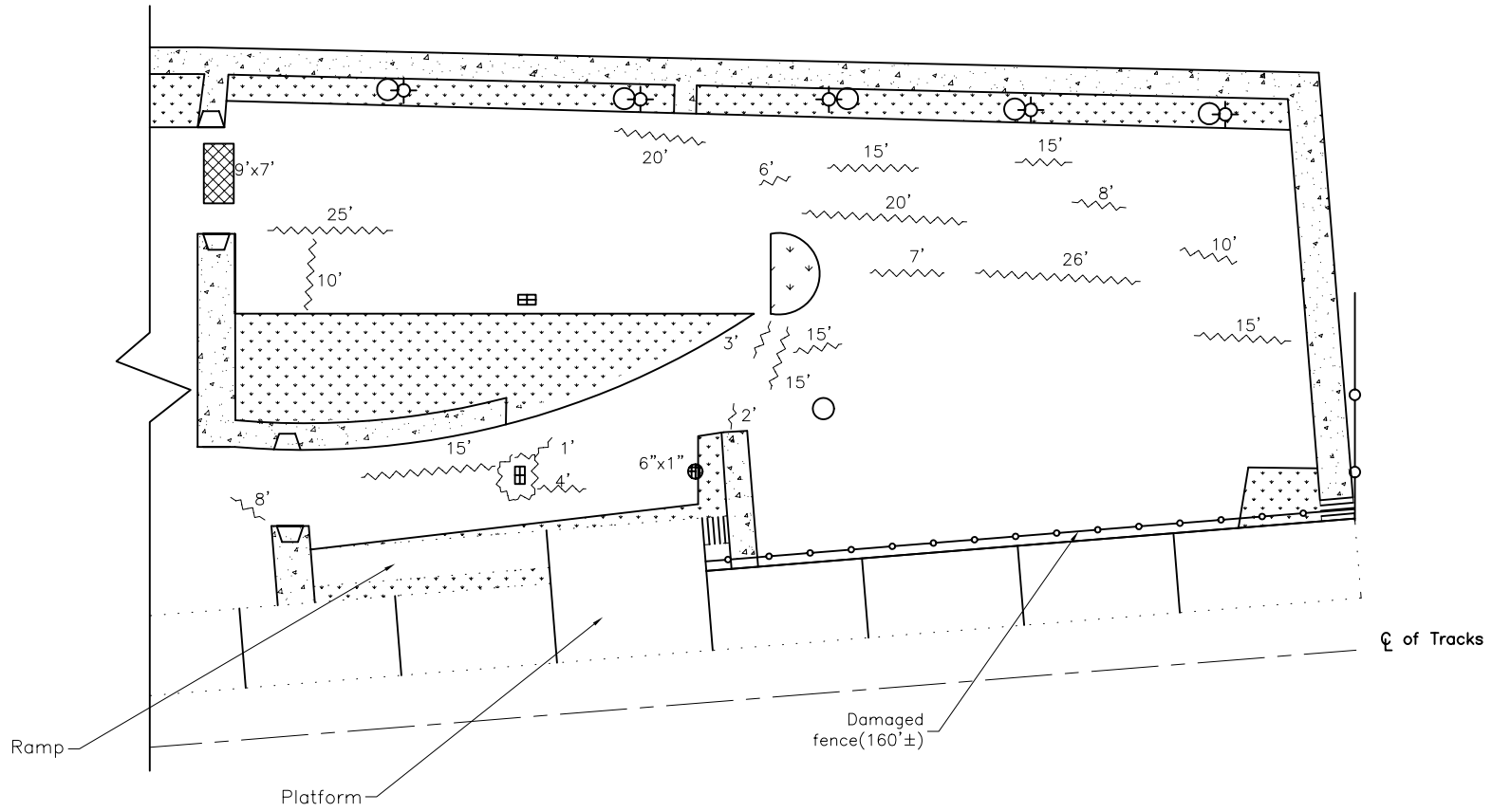
- Fence
- Guard Railing
- Cracks
- Grass
- Sidewalk
- Sanitary Manhole
- Spalled area
- Missing and Broken Curb
- Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Springdale Station Quadrant I Plan
Date: 2-27-02



- Legend:
- Fence
  - - - - - Guard Railing
  - ⋯⋯⋯ Pedestrian Railing
  - ~~~~~ Cracks
  - [Stippled Box] Grass
  - [Dotted Box] Sidewalk
  - Sanitary Manhole
  - [Grid Box] Drain
  - ⊙ Spalled area
  - ▵ Ramp
  - ⊕ Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Springdale Station Quadrant II Plan
Date: 2-27-02



Legend:

- Fence
- Pedestrian Railing
- Cracks
- Map Cracking
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Missing and Broken Curb
- Ramp
- Light
- Electric Pole

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Springdale Station Quadrant III Plan
Date: 2-27-02



**Springdale Station**

Description	Units	Quantity	Price / Unit	Total Cost
Filling in cracked asphalt	ft	1500.00	\$2.00	\$3,000.00 *
Replace asphalt curb				
-Removal of curb	yd <sup>3</sup>	5.00	\$80.00	\$400.00 *
-Replacing curb	ft	10.00	\$22.00	\$220.00 *
Replace guardrail	ft	100.00	\$24.00	\$2,400.00 *
Replace fence	ft	360.00	\$48.00	\$17,280.00 *
Repair base plates	EACH	24.00		\$0.00 *
Remove and replace pedestrian railing	ft	360.00	\$100.00	\$36,000.00 *
Re-attach conduit in various locations	LS	-	-	\$400.00 *
Repair/replace platform receptacles	EACH	4.00	\$50.00	\$200.00 *
Miscellaneous (signs, cinder block, and etc.)	LS	-	-	\$1,000.00 *
Mobilization / Demobilization (10%)				\$6,090.00
Sub-total				\$66,990.00
Contingency (20%)				\$13,398.00
Grand Total				\$80,388.00
Say				\$81,000.00

\* 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 the that 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 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

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



<b>Is Surplus Shared with the State?</b>	Yes
<b>How Often is Surplus Shared?</b>	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.
<b>Are Certified Financial Statements Required?</b>	Yes. See <u>Appendix I</u> .
<b>Financial Statement Submission Period</b>	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.
<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 Coverage</b>	\$750,000 individual; \$1,500,000 aggregate
<b>Bodily Injury Coverage</b>	\$750,000 individual; \$1,500,000 aggregate
<b>Other Required Coverage</b>	No
<b>Voluntary Coverage</b>	n/a
<b>Is Lessee Self Insured?</b>	
<b>Is Certificate of Coverage on File?</b>	
<b>Dates of Coverage</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>	n/a
<b>Platform Gutters</b>	n/a
<b>Fences</b>	Lessee
<b>Signs</b>	Lessee
<b>Platform Lights</b>	n/a
<b>Drains</b>	Lessee
<b>Equipment</b>	Lessee
<b>Electric and Mechanical Systems</b>	Lessee
<b>Live Rail Facilities</b>	n/a
<b>Platforms</b>	n/a
<b>Railings</b>	Lessee
<b>Stairs</b>	Lessee
<b>Platform Shelters</b>	n/a
<b>Platform Canopy</b>	n/a
<b>Tunnels</b>	n/a
<b>Parking Lots</b>	Lessee

<b>Waiting Room</b>	n/a
<b>Ticket Office</b>	n/a
<b>Baggage Room</b>	n/a
<b><u>PARKING:</u></b>	
<b>No. of Spaces – State</b>	The State reserves use of one (1) parking space at both the Glenbrook Railroad Station and the Springdale Railroad Station.
<b>Parking Fees</b>	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.
<b>Nondiscrimination Clause</b>	See <u>Appendix II</u> .
<b><u>COSTS OF LEASEHOLD:</u></b>	
<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 from State and appropriate Federal Regulatory Agency, if required
<b>Can Lease be Sold or Assigned?</b>	Not without prior written approval from State and appropriate Federal Regulatory Agency, if required
<b>Is Security Bond Required?</b>	Not specified
<b>If so, the Amount</b>	n/a
<b><u>OTHER:</u></b>	
<b>Is there a Lease to CT Transit?</b>	Not specified

<b>Termination</b>	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.
<b>Employment/Non Discriminatory Requirement</b>	Yes
<b>Miscellaneous</b>	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)

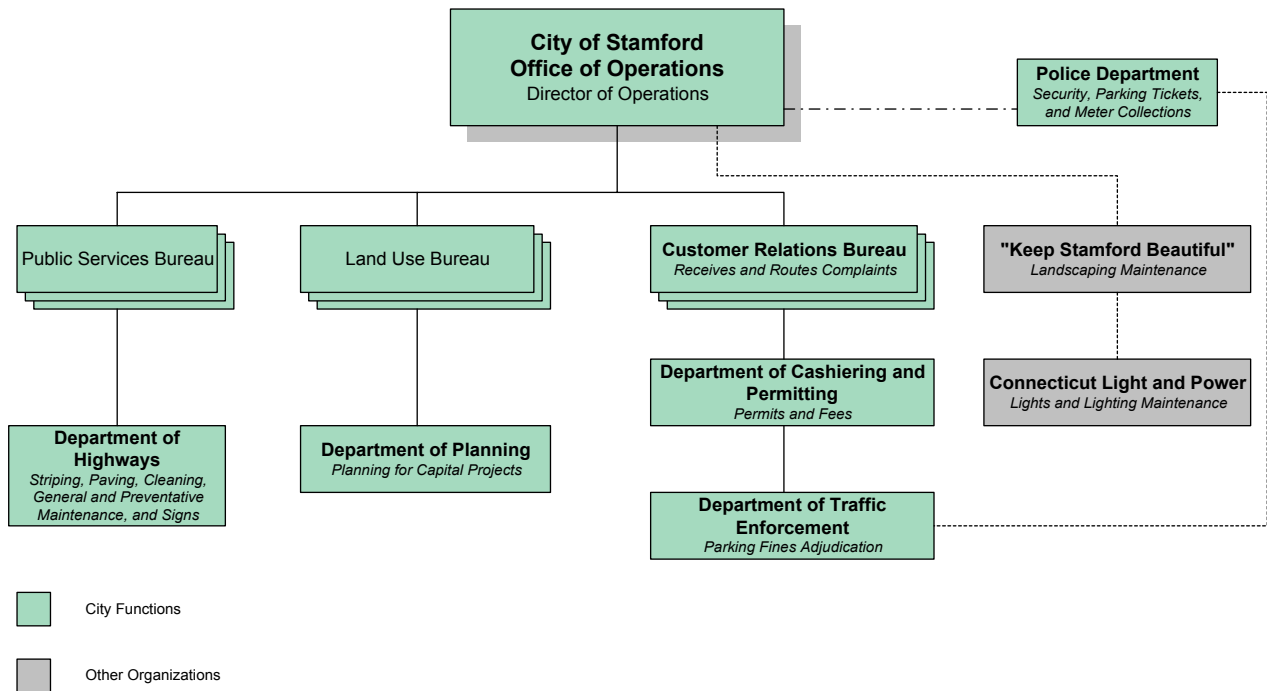
### Agreements

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.

<b>Procedure</b>	<b>Responsible Party</b>
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 30<sup>th</sup> 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 30<sup>th</sup> 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	%
<b>REVENUES</b>								
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%
	<b>A</b>				<b>A</b>			
	\$ 2,732	\$ -	\$ 2,732	100.0%	\$ 5,244	\$ -	\$ 5,244	100.0%
 <b>STATION, PLATFORMS AND PARKING EXPENSES</b>								
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%
<b>LOCAL GOVERNMENT'S RAILROAD FUND</b>								
	\$ -	\$ 10,144	\$ 10,144	100.0%	\$ -	\$ 22,134	\$ 22,134	100.0%
 <b>NET PROFIT (LOSS)</b>	<b>\$ 2,732</b>	<b>\$ (10,144)</b>	<b>\$ (7,412)</b>		<b>\$ 5,244</b>	<b>\$ (22,134)</b>	<b>\$ (16,890)</b>	
 ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)								
<b>STATE'S AVAILABLE SHARE @ 50%</b>	<b>\$ -</b>				<b>\$ -</b>			

**GLENBROOK & SPRINGDALE 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	\$ 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%
	<b>A</b>				<b>A</b>			
	\$ 5,244	\$ -	\$ 5,244	100.0%	\$ 9,830	\$ -	\$ 9,830	100.0%
 <b><u>STATION, PLATFORMS AND PARKING EXPENSES</u></b>								
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%
	\$ -	\$ 21,721	\$ 21,721	100.0%	\$ -	\$ 21,043	\$ 21,043	100.0%
 <b><u>NET PROFIT (LOSS)</u></b>	<b>\$ 5,244</b>	<b>\$ (21,721)</b>	<b>\$ (16,477)</b>		<b>\$ 9,830</b>	<b>\$ (21,043)</b>	<b>\$ (11,213)</b>	
 <b><u>LOCAL GOVERNMENT'S RAILROAD FUND</u></b>								
ACCUMULATED SURPLUS (DEFICIT)	\$ -				\$ -			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)								
<b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>	<b>\$ -</b>				<b>\$ -</b>			

**GLENBROOK & SPRINGDALE RAILROAD STATION AND PARKING OPERATIONS**

	<u>YEAR 2000</u>			
	<u>OPERATING AGREEMENTS</u>			
<u>REVENUES</u>	<u>LOCAL GOV'T</u>	<u>METRO-NORTH</u>	<u>TOTAL</u>	<u>%</u>
PARKING	\$ 151,105	\$ -	\$ 151,105	2348.9%
RENTS	\$ -	\$ -	\$ -	0.0%
INVESTED FUNDS	\$ -	\$ -	\$ -	0.0%
OTHER	\$ (144,672)	\$ -	\$ (144,672)	-2248.9%
<b>A</b>	<u>\$ 6,433</u>	<u>\$ -</u>	<u>\$ 6,433</u>	<u>100.0%</u>
	<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%
<i>DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)</i>				
<b>B</b>	\$ -	\$ 6,562	\$ 6,562	15.3%
CONNECTICUT SALES TAX	\$ -	\$ -	\$ -	0.0%
	<u>\$ -</u>	<u>\$ 42,808</u>	<u>\$ 42,808</u>	<u>100.0%</u>
<u>NET PROFIT (LOSS)</u>	<u>\$ 6,433</u>	<u>\$ (42,808)</u>	<u>\$ (36,375)</u>	

**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>

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

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## URBITRAN REPORT

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