

Individual Station Report

Riverside

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

CONTENTS:

Stakeholder Interview

Customer Opinion Survey

Parking Inventory & Utilization

Station Condition Inspection

Lease Narrative and Synopsis

Station Operations Review

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



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Riverside

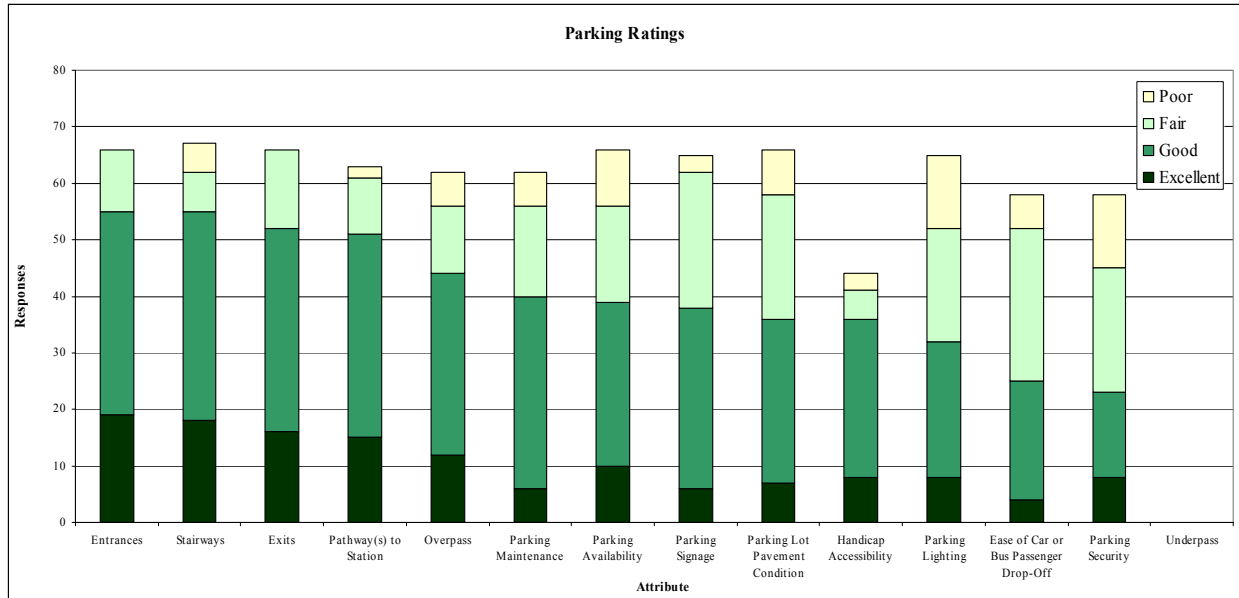
A total of 295 surveys were distributed at Riverside, with a response rate of 23% (67 surveys returned). Riverside once again follows the typical patterns and customer profiles; 94% rode the train daily, 97% commuted to work or school or travel for other business, and 96% traveled during the peak periods. Of the respondents who parked at the station, 88% held parking permits at the time of the survey. Of those who did not hold a permit, three-quarters were on a waiting list.

Similar to most stations, nearly three-quarters (72%) of respondents were male, and 95% were within the general working age group of 25-64 years old. Finally, incomes were once again quite high and 83% of respondents reported incomes above \$100,000 annually.

Customer satisfaction regarding the parking, station building and platform at Riverside was generally good. Improvement ratings for amenities in Riverside were the worst on the New Haven Line. Nine of the 39 elements were rated 'fair' or 'poor' by over half of respondents, however the majority of items received favorable marks and notable percentages of excellent ratings.

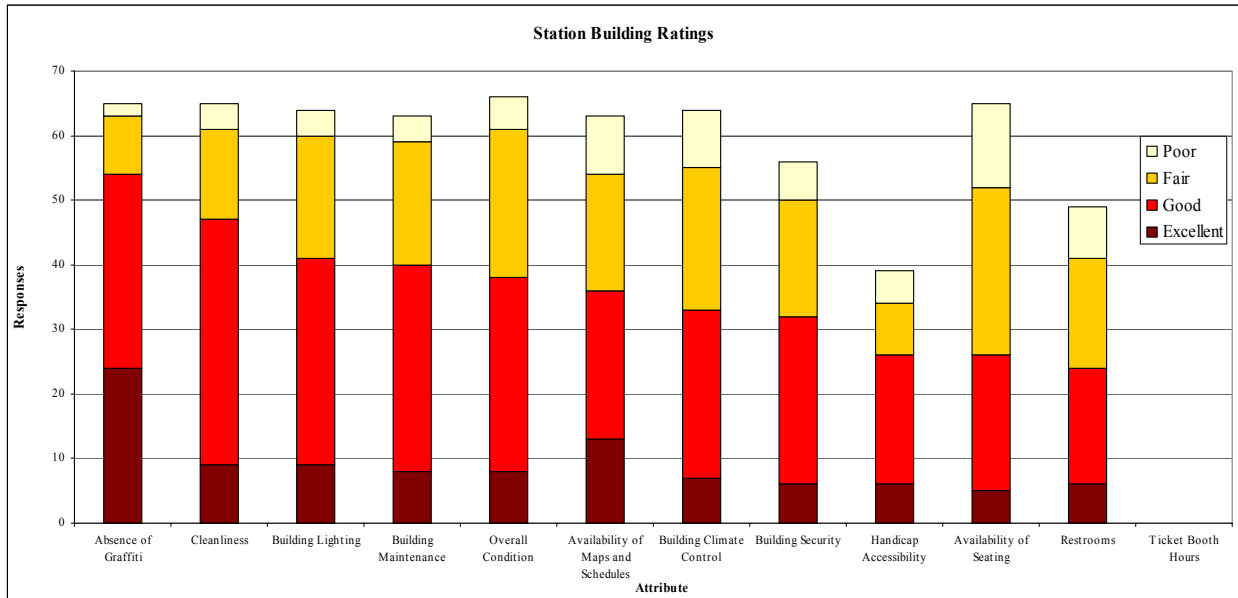
The parking at Riverside rated well among customers and many aspects such as entrances, stairways, pathways and handicap accessibility scored quite well (80% or higher favorable ratings). Areas for which customers were more critical were, notably, parking lighting and security. Each of these received ‘fair’ or ‘poor’ ratings from over half of respondents. Ease of passenger drop-off also received a majority of negative ratings. Parking security was the lowest rated element with 60% negative marks. Figure 169 shows the ratings for all the parking elements in Riverside. The Riverside Station does not have an underpass.

Figure 169: Riverside Station Parking Ratings



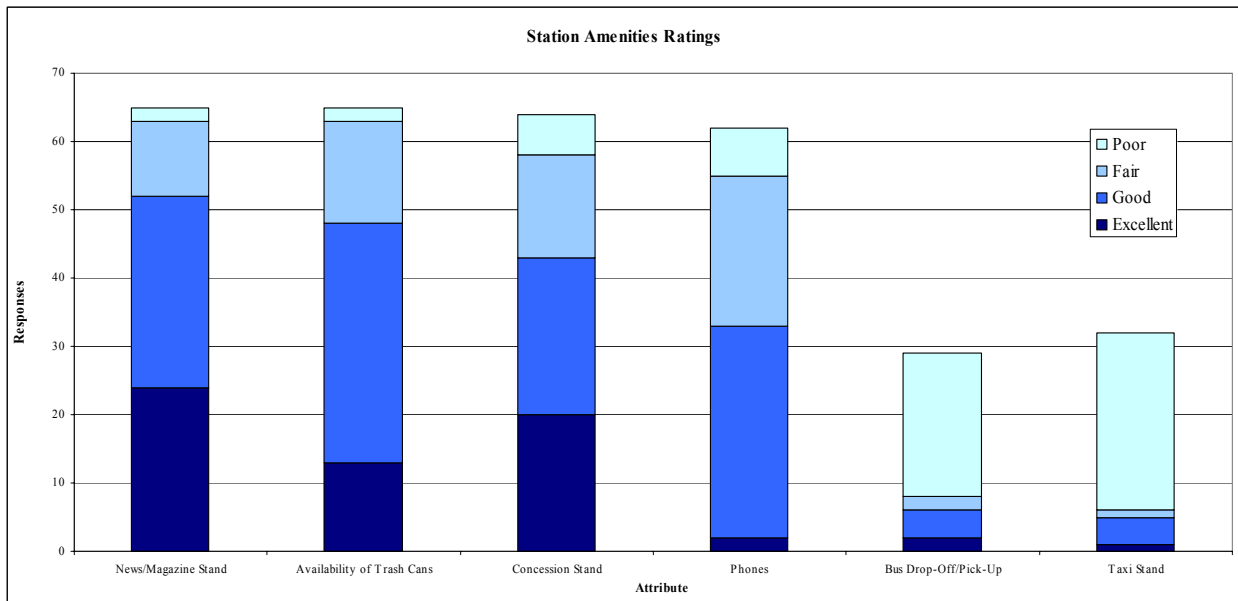
The various aspects of the station building did not receive overwhelmingly favorable ratings, however most were positive. Building ratings were lower than parking ratings. Figure 170 describes the building situation in Riverside. Despite the negative overall picture only the restrooms and availability of seating were rated ‘fair’ or ‘poor’ by more than half of customers surveyed. As was frequently the case, most (83%) customers appreciated the absence of graffiti in the station. Fifty-eight percent of respondents were pleased with the overall condition of the station. Riverside does not have a ticket office.

Figure 170: Riverside Station Building Ratings



The station amenities were for the most part rated favorably, with the notable exception – as was the case at Old Greenwich – of the taxi stand and the bus drop-off/pick-up. Eighty-four percent of Riverside respondents were unhappy with the state of the taxi stand. On the other end of the scale, the news/magazine was the highest rated amenity with 80% satisfaction. Figure 171 shows the ratings of amenities in Riverside.

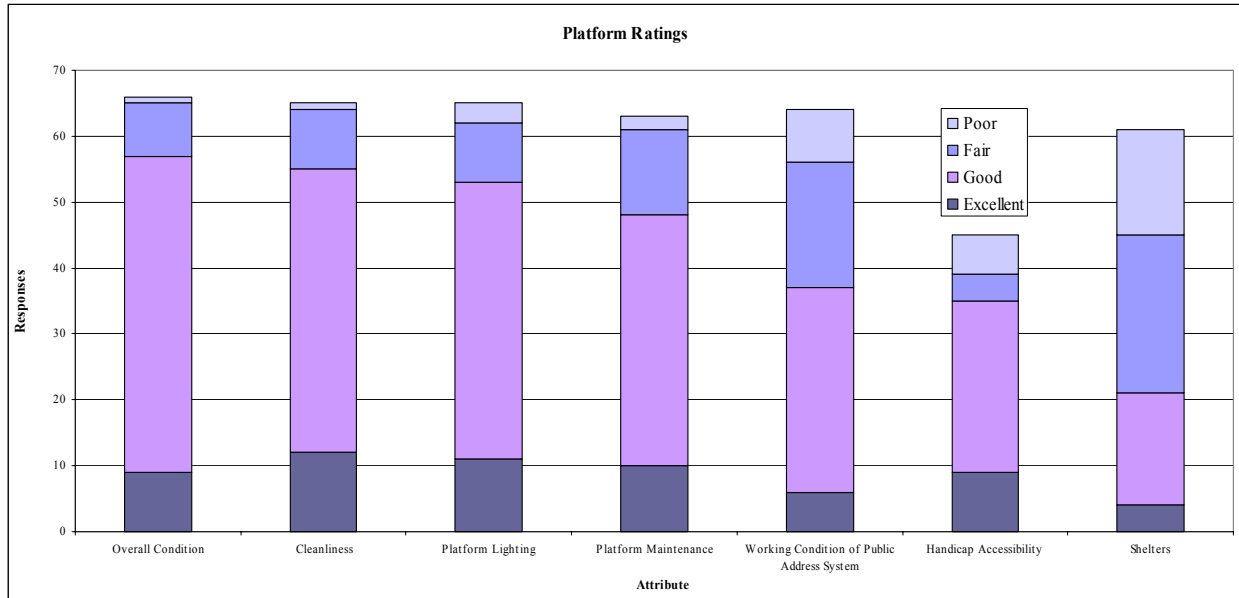
Figure 171: Riverside Station Amenities Ratings



Finally, most customers rated the platform elements at Riverside ‘good’ or ‘excellent.’ As seen at numerous stations, the shelters were rated poorly (66% negative ratings), although the overall

condition of the platform was viewed positively (86% favorable ratings). Shelters were the only platform elements with a majority of negative ratings. Other than the shelters and the public address system (58% positive), all the platform elements were rated at 75% or higher favorable ratings. Figure 172 outlines the ratings of the platform condition in Riverside.

Figure 172: Riverside Station Platform Ratings



The results of this survey were also compared to the results of the most recent Metro-North survey at Riverside. Other than the overall station condition building and the parking availability ratings, all of the other elements ratings were within 10 percentage points of each other for the 2 surveys. Metro-North respondents rated station cleanliness and the public address system higher than respondents to this survey. On the other hand, respondents to this survey rated platform condition and platform cleanliness higher than respondents to the Metro-North survey. For the 2 elements that had disparate ratings, Metro-North respondents rated them higher than respondents to this survey. For the overall station condition question, Metro-North respondents were 82% satisfied and respondents to this survey were only 58% satisfied. For parking availability, the difference was 18 percentage points: 77% versus 59%.

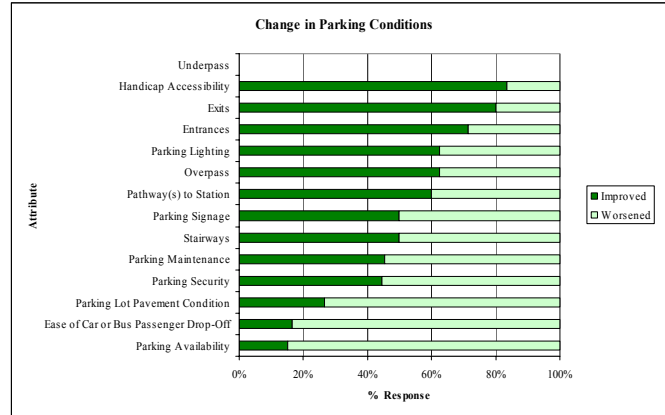
Change

The change ratings for elements at the Riverside Station were lower than the ratings of the current situation. The change ratings for amenities were the lowest on the New Haven Line.

Parking ratings were quite a lot lower when discussing trend over time than the ratings for the present condition. Figure 173 shows the change ratings for parking elements in Riverside. Five of the 13 parking elements were thought to have worsened by a majority of respondents. Another 2 elements had respondents split down the middle with regard to whether the condition had improved or worsened over the previous 2 years. Parking availability was the least improved element with 85% ‘worsened’ ratings. Ease of passenger drop-off was also thought to have

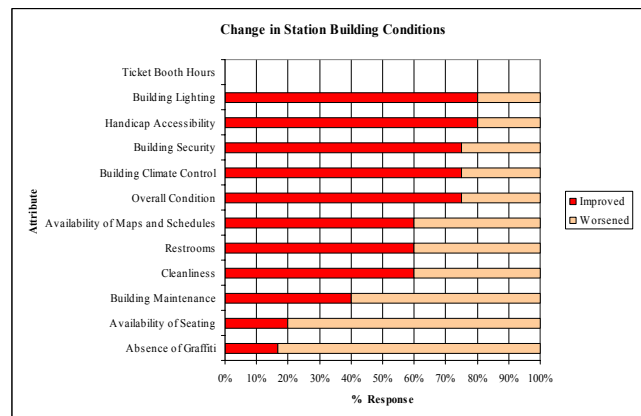
worsened by 83% of respondents. On the positive side, handicap accessibility and exits were thought to have improved by at least 80% of respondents.

Figure 173: Riverside Station Change in Parking Conditions



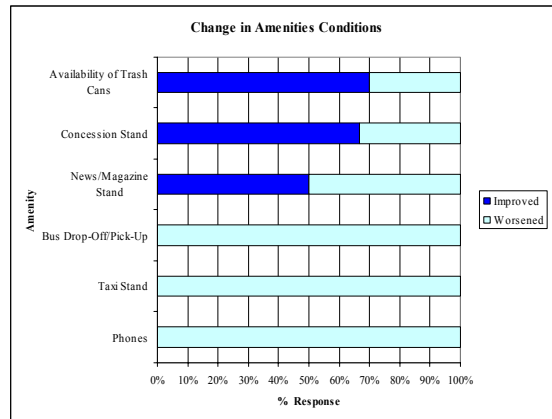
Building change ratings in Riverside were better than the parking change ratings. Three elements were thought to have worsened by a majority of respondents. Figure 174 shows the building change ratings for Riverside. Contrary to most all other stations, absence of graffiti in Riverside was actually the least improved building element with 83% ‘worsened’ ratings. Handicap accessibility and building lighting were the most improved building elements with 80% improvement ratings each. Three-quarters of respondents thought that the overall condition of the building had improved during the previous 2 years. As noted earlier, Riverside does not have a ticket office.

Figure 174: Riverside Station Change in Building Conditions



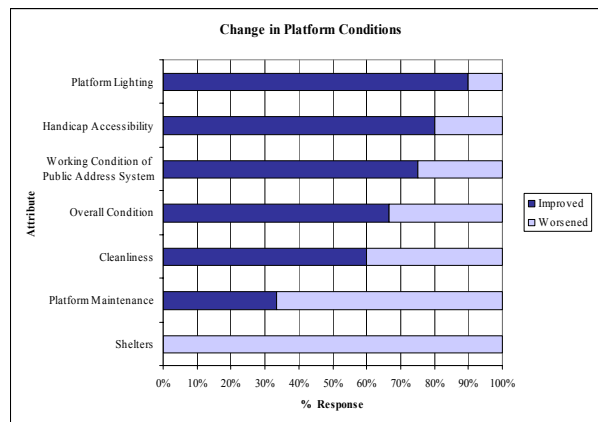
Improvement ratings for amenities in Riverside were extremely low. Three elements received 100% ‘worsened’ ratings: phones, taxi stand, and bus drop-off/pick-up. As was the case at most stations, availability of trash containers was the most improved amenity, this time with only 70% improvement ratings. Figure 175 shows the negative trend in amenity condition at Riverside.

Figure 175: Riverside Station Change in Amenities Conditions



Platform change ratings were the highest of the 4 element categories at Riverside. Two elements were rated as ‘worsened’ by a majority of respondents. In fact, 100% of respondents said that the platform shelters had worsened during the previous 2 years. On the brighter side, 90% of respondents thought that lighting had improved, making it the most improved platform element. Two-thirds of respondents were pleased with the improvement of the overall platform condition. Figure 176 shows the platform change ratings in Riverside.

Figure 176: Riverside Station Change in Platform Conditions



After looking at how respondents viewed the trend in element condition over the past 2 years, elements with 80% or higher ratings of ‘worsened’ were identified as those elements in most need of attention. Parking availability, ease of passenger drop-off, availability of seating, absence of graffiti, phones, taxi stand, bus drop-off/pick-up and shelters were the elements highlighted as the ones that should be put at the top of the list for improvement.

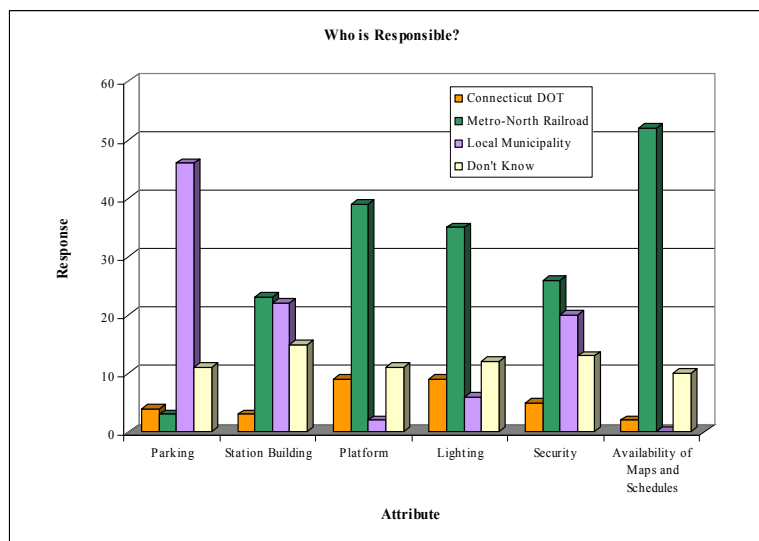
Responsible Agencies

Respondents in Riverside generally thought that either the local municipality or Metro-North was responsible for station conditions. People who did not know who was in charge of elements made up a rather large percentage of the response for each element in Riverside. Figure 177

shows the responsibility structure as seen through the eyes of Riverside respondents. The following were the results of the survey question:

- The vast majority (72%) of respondents said that the local municipality was responsible for parking. Seventeen percent of respondents did not know who was in charge.
- Respondents were generally split between the local municipality (35%) and Metro-North (37%) as the agencies they thought were in charge of the station building. Twenty-four percent of respondents did not know who was responsible.
- Sixty-four percent of respondents said that Metro-North was responsible for the platform, but 18% of respondents said they did not know who was in charge.
- The majority (56%) of respondents thought that Metro-North had the responsibility for lighting in Riverside. The next highest percentage (19%) was that of the people who did not know who the responsible party was.
- Most (41%) customers in Riverside thought that Metro-North was responsible for security but 31% also thought that the local municipality was responsible and 20% did not know.
- As with most stations, the vast majority (81%) of respondents felt that Metro-North was responsible for the availability of maps and schedules. Sixteen percent of respondents did not know who was in charge.

Figure 177: Riverside Station – Responsible Agencies



Written-In Customer Comments

As was the case in most New Haven Line stations, lighting and parking availability were the top 2 written-in customer comments. Twenty-three percent of respondents were concerned with lighting and 13% thought that more parking areas were needed. Cleaner platforms were also requested by 10% of the response. Other comments were written in by 1 or 2 individuals and are listed with all the customer comments given at Riverside in Table 18.

Table 18: Riverside Station – Written-In Customer Comments

Comment Code	Comment	# Responses	%
10	Lighting needs improvement	7	23.3%
18	Need more parking areas	4	13.3%
24	Cleaner platforms	3	10.0%
13	Need ticket machines	2	6.7%
49	Overall good comments	2	6.7%
63	Snow removal on stairs & walkways	2	6.7%
1	Another over/underpass needed	1	3.3%
7	Long wait on parking list	1	3.3%
15	Need handicap elevators	1	3.3%
23	Allow overnight parking	1	3.3%
32	Many parking permit spaces empty	1	3.3%
44	Parking too expensive	1	3.3%
50	Parking stripes need to be painted on	1	3.3%
65	More trains (cars) needed	1	3.3%
71	Better service	1	3.3%
73	Better ticket window hours	1	3.3%
	<i>Total Comments</i>	<i>30</i>	<i>100.0%</i>

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.

Riverside

A total of 324 parking spaces, distributed among three parking lot locations, are provided for rail commuter parking for the Riverside Station. Permit parking accounts for 288 spaces. Thirty-two spaces are designated as daily and 4 are designated for handicap parking.

Lot 1 (153 spaces) and Lot 3 (17 spaces) are for permit parking only, although Lot 1 has two additional spaces designated for handicap parking. Lot 2 provides 118 spaces for permit parking, 32 daily spaces, and 2 handicap parking spaces. Permit parking was at capacity in Lot 3 and at 90% of capacity in Lot 1. Lot 2 was less utilized by both permit and daily patrons with utilization of 81% and 75%, respectively. The parking capacity and utilization are shown in detail in Table 19.

Parking Area Ownership

Lots 1 and 2 at the Riverside Rail Station are owned by the State of Connecticut. The City of Greenwich owns Lot 3. Overall, the State owns 94.8% of the parking at the Riverside Station. Parking lot location and ownership status are outlined in Figure 19.

Fee Structure

Parking fees for Riverside Station include an annual permit fee of \$200 and a \$5.00 daily fee. The Riverside Station oversells permits by 82.3%, but a waiting list of 60 people still exists. Wait time for a permit is estimated to be 1 year.

Table 19: Riverside Rail Station Parking Capacity and Utilization

Location	Capacity	Vehicle Count	Utilization	Ownership
Lot 1				state
Permit	153	139	90.8%	
Daily	0	0	N/A	
Handicap	2	1	50.0%	
Total Lot 1	155	140	90.3%	
Lot 2				state
Permit	118	96	81.4%	
Daily	32	24	75.0%	
Handicap	2	0	0.0%	
Total Lot 2	152	120	78.9%	
Lot 3				municipality
Permit	17	17	100.0%	
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 3	17	17	100.0%	
Permit	288	252	87.5%	<i>state</i>
Daily	32	24	75.0%	307
Handicap	4	1	25.0%	<i>municipality</i>
TOTAL PARKING	324	277	85.5%	17

Figure 19: Riverside 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
RIVERSIDE 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: Riverside
LINE: New Haven
INSPECTION DATE: 1/27/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: SS, RGW
WEATHER: Sinny 50's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 4 OF 58

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: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 2

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: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 3

CURB : 3

STATION: Riverside
LINE: New Haven
INSPECTION DATE: 1/27/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: SS, RGW
WEATHER: Sinny 50's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 5 OF 58

PARKING ELEMENTS

QUADRANT # III

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: 3

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

QUADRANT # IV

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: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 2

CURB : 2

STATION: Riverside
LINE: New Haven
INSPECTION DATE: 1/27/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: SS, RGW
WEATHER: Sinny 50's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 6 OF 58

PARKING ELEMENTS

QUADRANT # V

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

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 5

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

STATION: Riverside
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 8 OF 58

NORTHBOUND AND SOUTHBOUND PLATFORMS --- 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: Electrical service to the southbound platform originates from the station building. The northbound platform has a separate electrical service to an enclosure located on the platform. We were unable to gain access to the electrical enclosure to verify the size and condition of the main circuit breaker in the northbound platform enclosure.

NORTHBOUND AND SOUTHBOUND PLATFORMS --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	unknown	unknown	unknown	unknown	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	18/ 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	n/a	n/a	operational
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: _____

STATION: Riverside

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 9 OF 58

INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

Circuits from the building panelboard service the platform power. Several of the light poles have GFCI type receptacles and are in good working condition.

The light poles on the platform are relatively new and provide an average of 11 foot-candles on the southbound platform and 9.2 foot-candles on the northbound platform. The luminaires mounted beneath the canopy maintain 12.29 foot-candles but all the fixtures are missing lenses. Without the lenses, the fixture are exposed to harsh environmental conditions and do not perform as designed. We suggest that the under canopy luminaires be replaced with appropriate lighting fixtures, since fixture failure is imminent. The pedestrian bridge lighting over the train tracks between platforms maintains 0.2 foot-candles. Considering the large amount of pedestrian traffic during the hours of darkness, it is advisable that more luminaires be installed to improve the lighting conditions.

STATION: Riverside
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 10 OF 58

STATION BUILDING --- LIGHTING

Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
4 ft fluorescent	unknown	unknown	3	3	18/ 20	minor deterioration
Exit	unknown	unknown	3	3	18/ 20	minor deterioration
Emergency Egress	unknown	unknown	3	3	18/ 20	minor deterioration

Remarks: A typical section of the waiting room was measured and found to average 6.7 fc.

STATION BUILDING --- LIGHTING LEVELS (fc)

ROOM DESC: waiting room

	A	B	C	D
1	avg 6.7			
2				
3				
4				

ROOM DESC: not used

	A	B	C	D
1				
2				
3				
4				

ROOM DESC: not used

	A	B	C	D
1				
2				
3				
4				

ROOM DESC: not used

	A	B	C	D
1				
2				
3				
4				

STATION: Riverside
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 11 OF 58

STATION BUILDING --- SERVICE

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	X	Underground	n/a
Rating of Main Breaker (A)	100	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	SNET 1874 Wilmont Ln	Wire Sizes	unknown		

Remarks: The utility transformer is located on another pole SNET 1875.

STATION BUILDING --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	Gould	unknown	3	electrical room	18/ 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	throughout	18/ 20	minor deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	3	throughout	18/ 20	minor deterioration
Public Telephone	n/a	n/a	n/a	n/a	n/a	n/a
Station Telephone	unknown	n/a	n/a	waiting room	n/a	operational
Sub Panel	ITE Pushmatic	unknown	3	electrical room	18/ 20	minor deterioration

Remarks: There are very few receptacles located in the building.

STATION: Riverside
 LINE: New Haven
 INSPECTION DATE : January 9, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cold

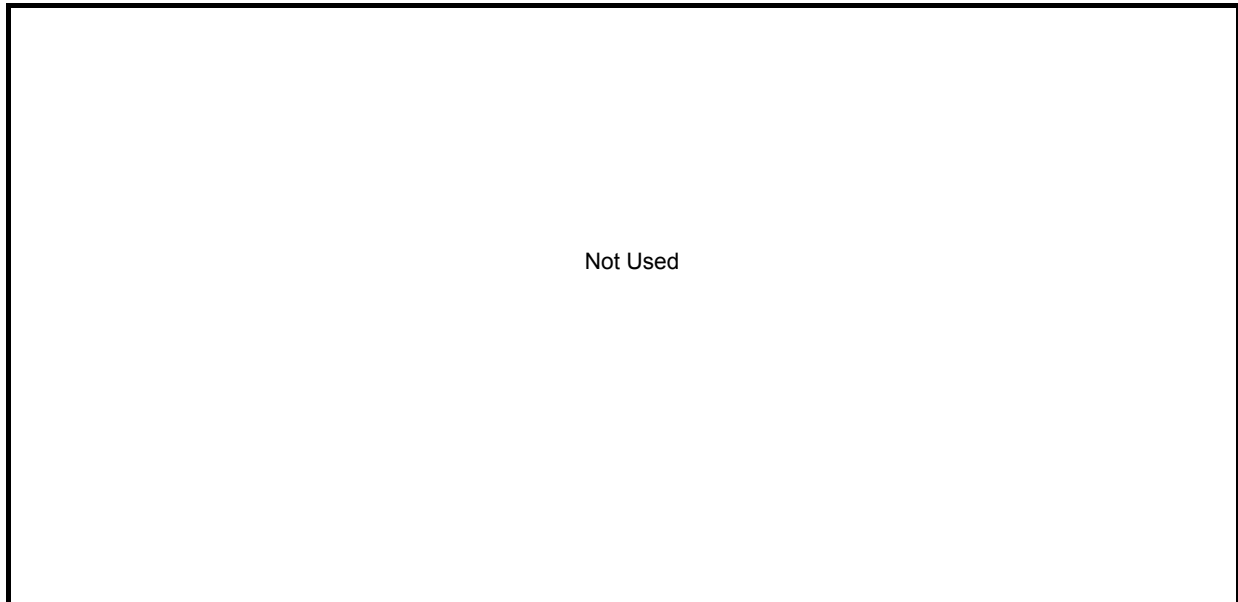
CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 12 OF 58

STATION BUILDING --- FIRE ALARM SYSTEM

Fire Alarm Device	Manufacturer	Model Number	Rating	Quantity	Location	Estimated Age/Life(y/y)	Visual Condition
Fire Alarm Control Panel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Heat Detector	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Smoke Detector	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Pull Station	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annunciator	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Audio/Visual Device	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: There is no fire detection system in this building.

STATION BUILDING --- SKETCHES



STATION: Riverside

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 13 OF 58

INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

STATION BUILDING --- ELECTRICAL AND LIGHTING SUMMARY

The electrical service is routed overhead from a service pole and then terminates at a utility meter mounted on the exterior of the building. The electrical system has minor deterioration, but functions as originally designed.

The station lighting maintains at least an average of 6.7 foot-candles. This value exceeds the minimal value as recommended by the IESNA. Exit and egress lighting is operational and meets the requirements of NFPA 101.

There is no fire detection system in the building and, therefore, cannot meet the requirements of ADA with visual signal devices located in all common spaces or NFPA 72.

STATION: Riverside
LINE: New Haven
INSPECTION DATE : January 9, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: A.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 14 OF 58

BUILDING -- HVAC - Fire Protection

BOILER: N/A

WATER HEATER: No hot water

FUEL TYPE: N/A

HEATING UNIT: Lennox unit- fuel is natural gas. Air distribution above the ceiling through small registers along the perimeter. Unit working but not in excellent condition. It might work 3-5 years. Lack of maintenance. Return grille is dirty, traces of rust.

FUEL TYPE: Natural Gas

HEATING FILTER: Unknown

AC/HEATING UNIT: No air conditioning, heating only

AC FILTER: N/A

DUCTS: In attic good condition

OF DAMPERS: N/A

CONDITION OF DAMPERS: N/A

THERMOSTATS: Not Observed

NIGHT SET BACK: Unknown

Fire Protection - No Sprinklers

STATION: Riverside
LINE: New Haven
INSPECTION DATE : January 9, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: A.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 16 OF 58

BUILDING - PLUMBING

RESTROOM

PIPING: Rusted
WATER PRESSURE: Normal
DRAINS: OK
FAUCET/FIXTURES:
* MODEL: Unknown
* YEAR: Unknown
* MANUFACTURER: American Standard
* CONDITION: Good Repair

No water heater, no hot water

Men's Room

1 Urinal - Good Repair
1 Toilet - Good Repair
1 Lavatory - Good Repair
All Handicapped fixtures
Handicapped accessible
No water conservation fixtures
Area conditions acceptable but
dividing short wall is rusted - Deficient,
needs maintenance or replacement

KITCHEN

PIPING: _____
WATER PRESSURE: _____
DRAINS: _____
FAUCET/FIXTURES: _____ N/A
* MODEL: _____
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

Women's Room

1 Toilet American Standard
1 Lavatory
Area handicapped accessible
No water conservation
Fixtures are handicapped type
Fixtures are in good condition

EXTERIOR

SPRINKLER:
FACET/FIXTURES:
* MODEL: _____ N/A
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

Janitor's Closet

Slop sink. No hot water.
Some leaks on the floor observed.

Building Gutters in good condition
2 downspouts in front of building are in good condition
2 downspouts in back of building are in good condition

STATION: Riverside

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 17 OF 58

INSPECTORS: J. Duncan, T. Abrahamson

DATE: January 9, 2002

STATION – MECHANICAL SUMMARY

HVAC

The station is equipped with a heating system only, no air conditioning. The existing Lennox unit is working but requires regular maintenance. The heating unit is expected to last another 3-5 years with proper maintenance. The air return grille also requires cleaning and maintenance on a regular basis.

The air distribution system ducts above the ceiling are in good condition. The air distribution grilles located in the ceiling perimeter are also in good condition.

Outside the building the pipes to the gas meter are rusted and in need of maintenance.

Plumbing

Plumbing fixtures in the men's and women's restrooms are handicapped type and in good condition. They are not marked as water conservation type and the lavatory is not equipped with hot water. Fixtures are handicapped accessible. The restrooms are in accordance with ADA. The urinal to lavatory separation wall is deteriorated. The janitor's sink requires small repairs. The station is not equipped with a domestic hot water heater. A domestic hot water system should be installed.

Storm Drainage

The platform/building gutters are in good condition. There is no need for repairs.

STATION: Riverside
 LINE: New Haven-Main Branch
 INSPECTION DATE: May 10, 2002
 INSPECTION AGENCY/FIRM: Warren & Panzer Engineers
 INSPECTORS: Hortense Oliveira
 WEATHER: Good

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 18 OF 58

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	1	No	3
Platform Warning Strip	1	Yes	3

Station Building

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Door Lintels	1	Yes	3
Door	1	No	3

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Window Frame	1	No	3
Track Electrical Poles	1	Yes	1

Lead-Based Paint was found on surfaces noted above. Painted surfaces observed were found to be in good condition except for the track electrical pole. The interior of the building was not accessible at the time of the inspection, therefore any painted surfaces that may be found shall be treated as lead containing until further testing is conducted. Any future disturbance of the lead-based painted surfaces noted above should be abated by an Environmental Protection Agency/Connecticut Abatement Contractor in accordance with the EPA's

SUSPECT ASBESTOS-CONTAINING MATERIALS

Listed below are suspect asbestos-containing materials that were observed during a visual inspection. Materials were found to be in fair to 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
Caulking on Platform and Stairwell Seams	3

Station House

Suspect Materials	Rating
Roof Shingles	3

STATION: _____

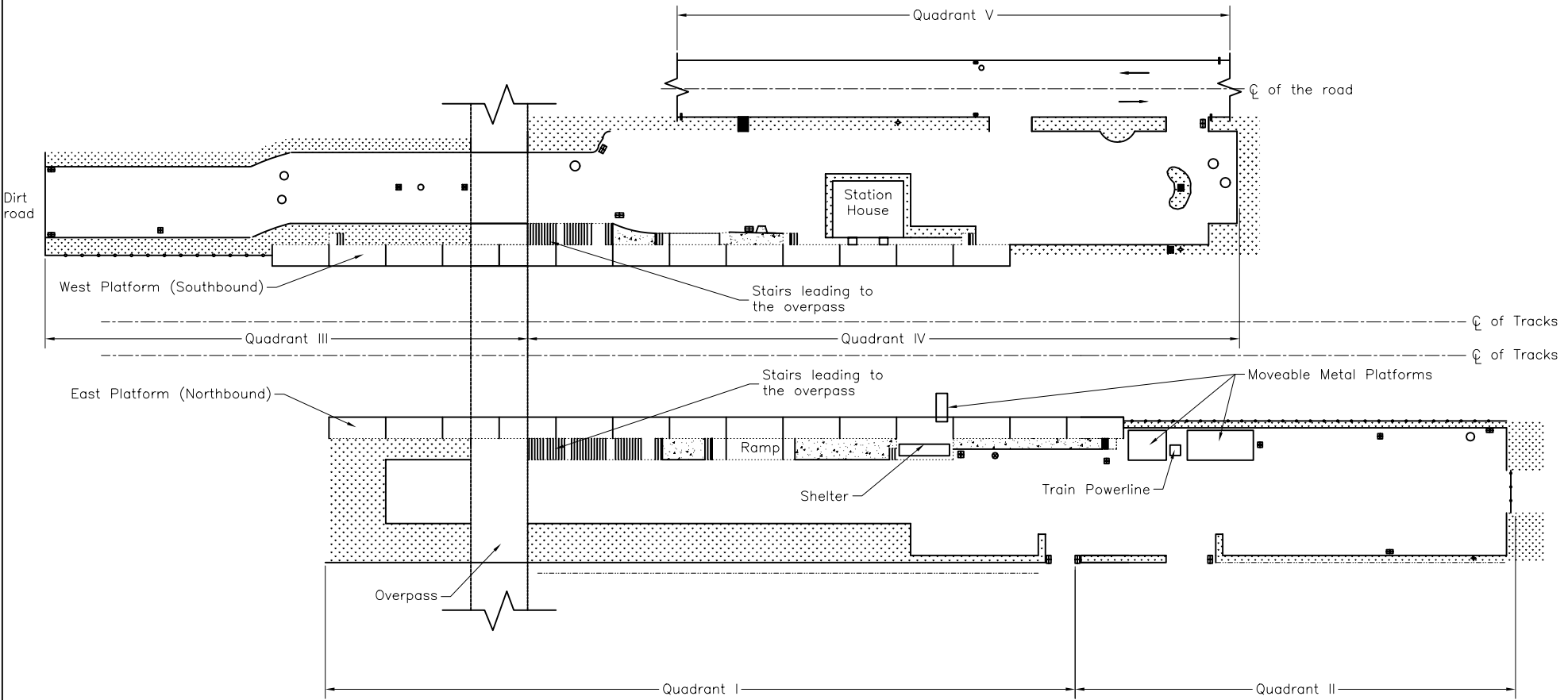
CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET _____ OF _____

INSPECTORS: _____

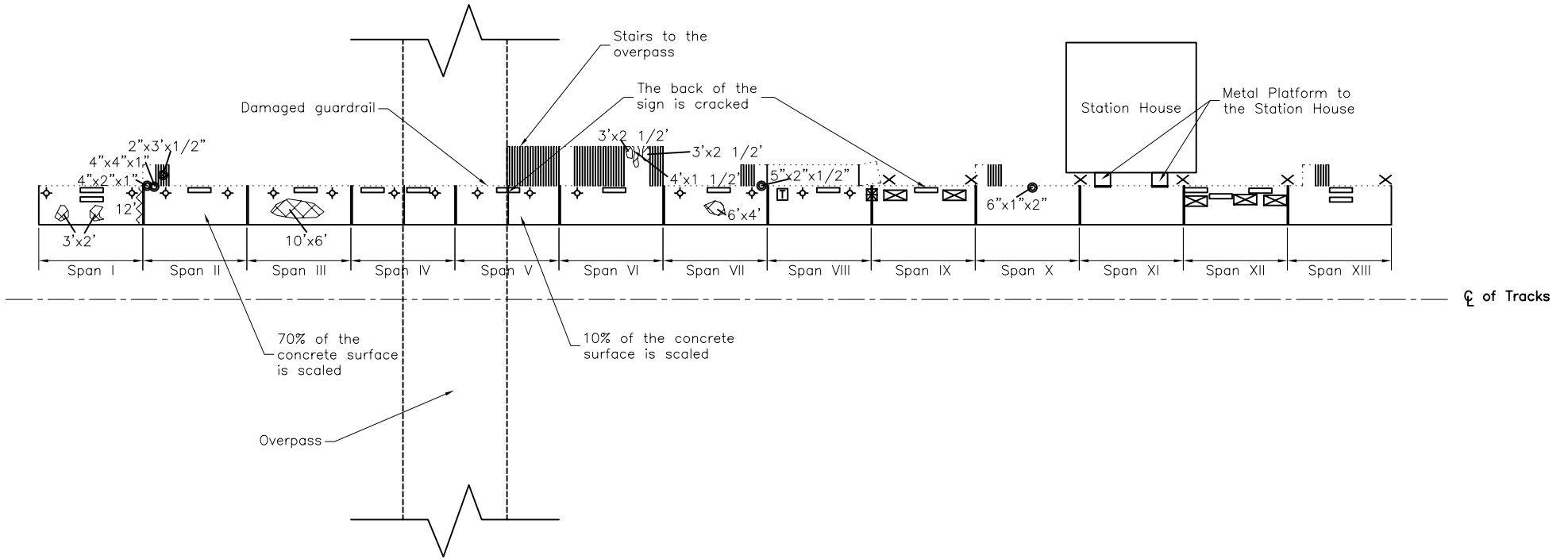
DATE: ____ / ____ / ____

SEE AUTOCAD FILE

19-27



Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station General Plan
Date: 3/5/02



70% of the concrete surface is scaled

10% of the concrete surface is scaled

Overpass

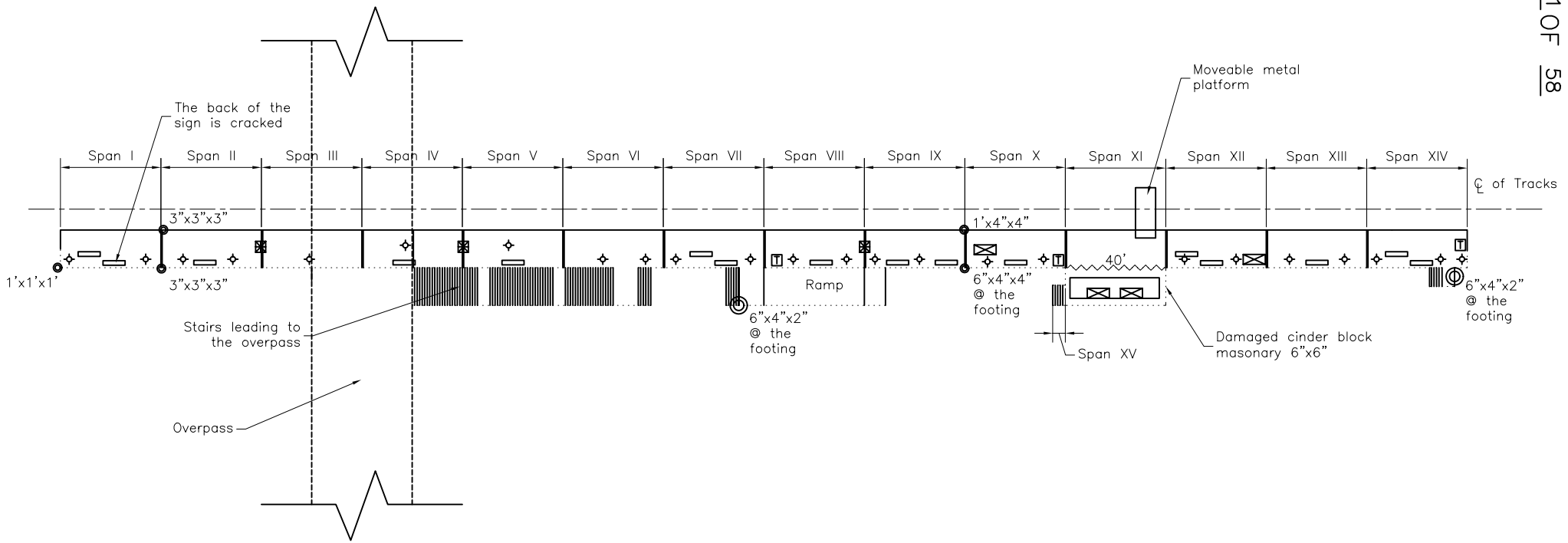
Legend:

- Pedestrian Rail
- ~~~~~ Crack
- Spalled Concrete
- ⊗ Concrete Scaling
- ◆ Light
- × Canopy Column
- ▭ Sign
- ⊠ Bench
- ⊞ Trash receptacle
- Joint
- ⊞ Train Power Line Foundation

NOTES:

1. The canopy roof (metal decking) in Spans IX–XIII are rusted, deteriorated and contain holes.
2. The base plates for the double tees are typically rusted.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station West Platform (Southbound) Plan
Date: 3/5/02



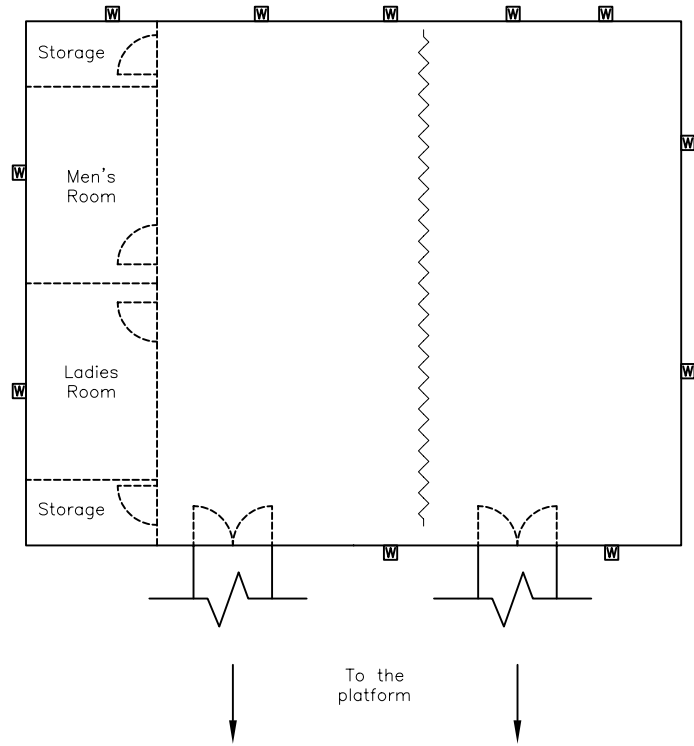
Legend:

- Pedestrian Rail
- ~~~~~ Crack
- Spalled Concrete
- ◆ Light
- ▭ Sign
- ⊠ Bench
- ⊞ Trashcan
- Joint
- ⊞ Train Power Line



NOTES:

1. The base plates for the double tees are typically rusted.
2. The pedestrian railing is bent in Span I, IX, XI, and XII.
3. The train's power line foundations are typically spalled, rusted, and deteriorated.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station East Platform (Northbound) Plan
Date: 3/5/02



Legend:

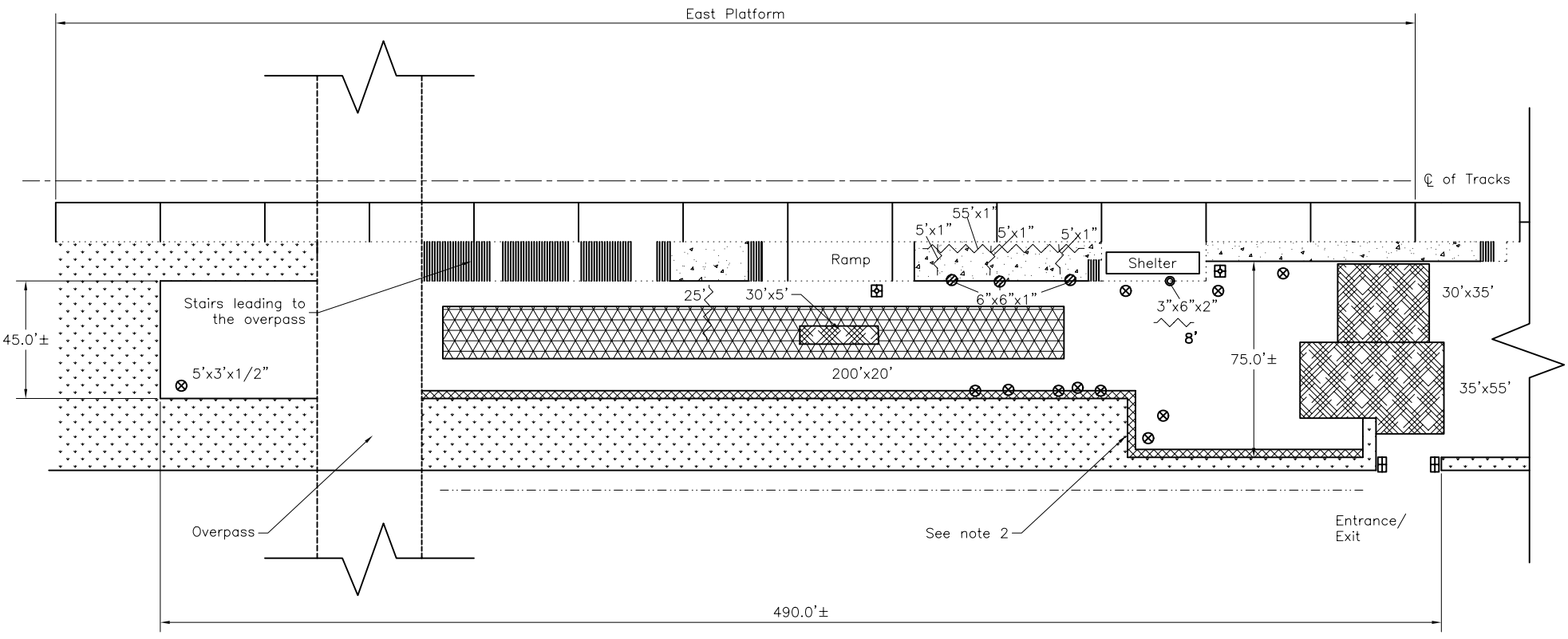
-  Crack
-  Window

Urbitran Associates, Inc.

Connecticut Dept. of
Transportation

Riverside Station
Station House Plan

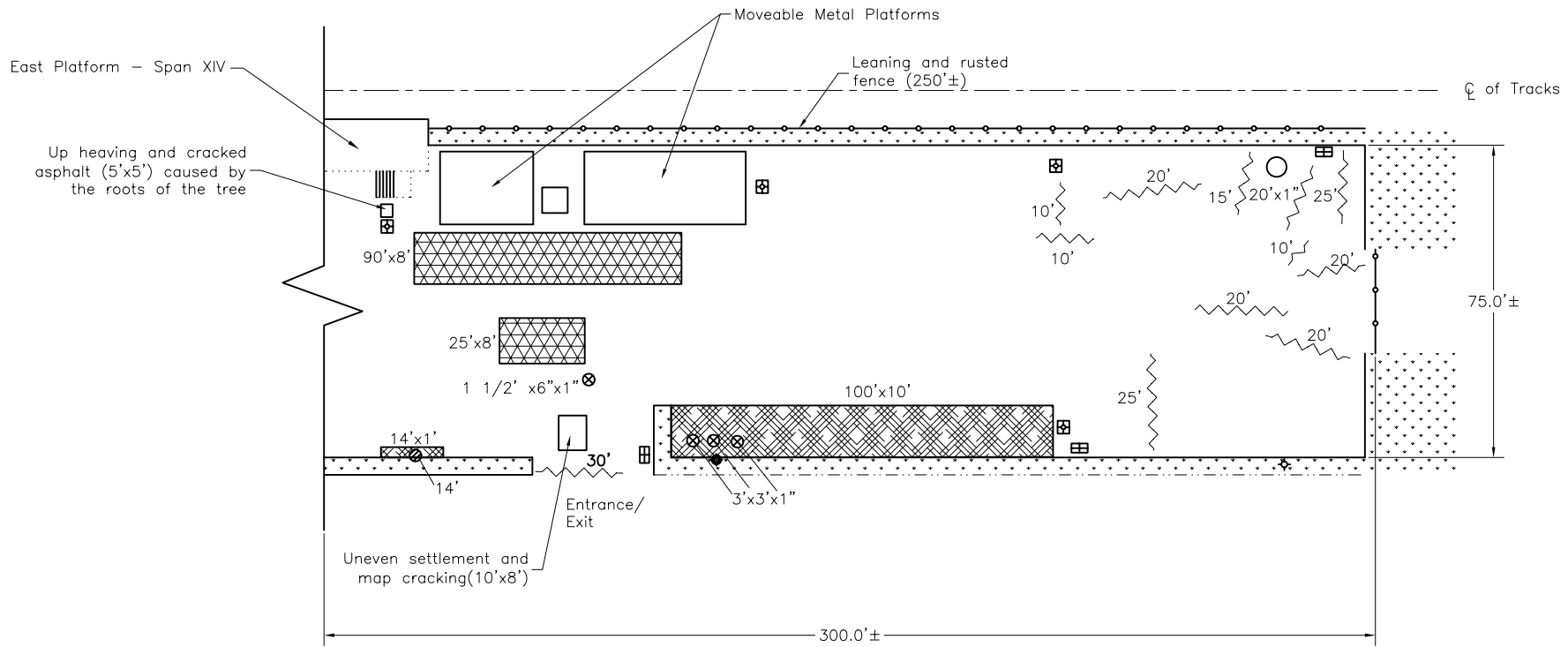
Date: 3/5/02



- Legend:
- Fence
 - Guardrail
 - Pedestrian Rail
 - Crack
 - Cracking, Potholes, and Uneven Surface
 - Filled Asphalt Cracks with Uneven Surface
 - Grass
 - Sidewalk
 - Drain
 - Pothole
 - Spalled Concrete
 - Cracked, Broken, Missing Curb
 - Tree and landscape

- NOTES:
1. The potholes vary in size from 4"x4"x1" to 5'x3'x1/2"
 2. There is mapcracking and uneven settlement along the east side (3' wide x 360')

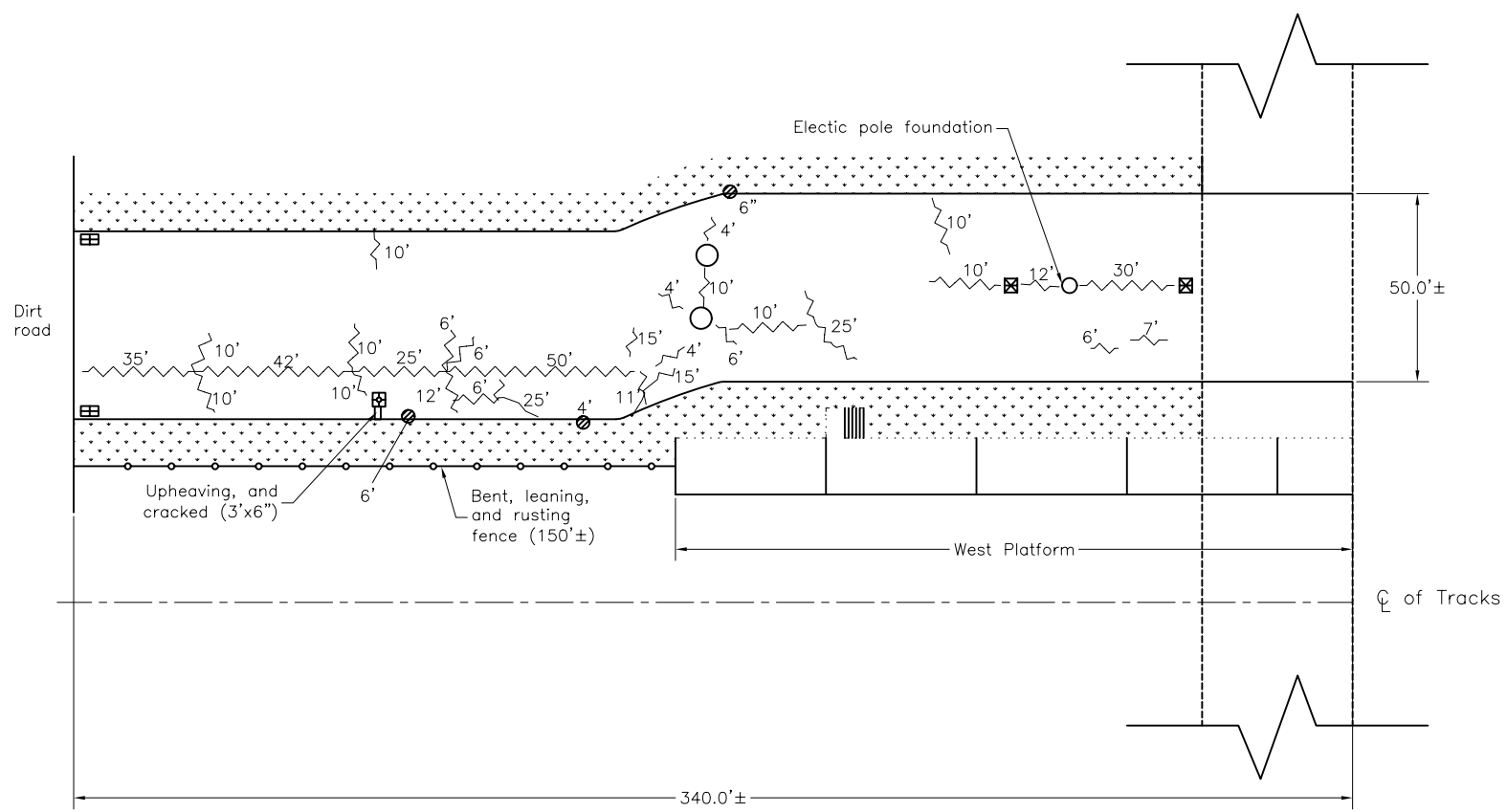
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station Quadrant I Plan
Date: 3/5/02



Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Cracking, Potholes, and Uneven Surface
- Filled Asphalt Cracks with Map Cracking
- Grass
- Drain
- Manhole
- Electric Pole
- Light
- Pothole
- Cracked, Broken, Missing Curb
- Tree and Landscape
- Train's Powerline Foundation

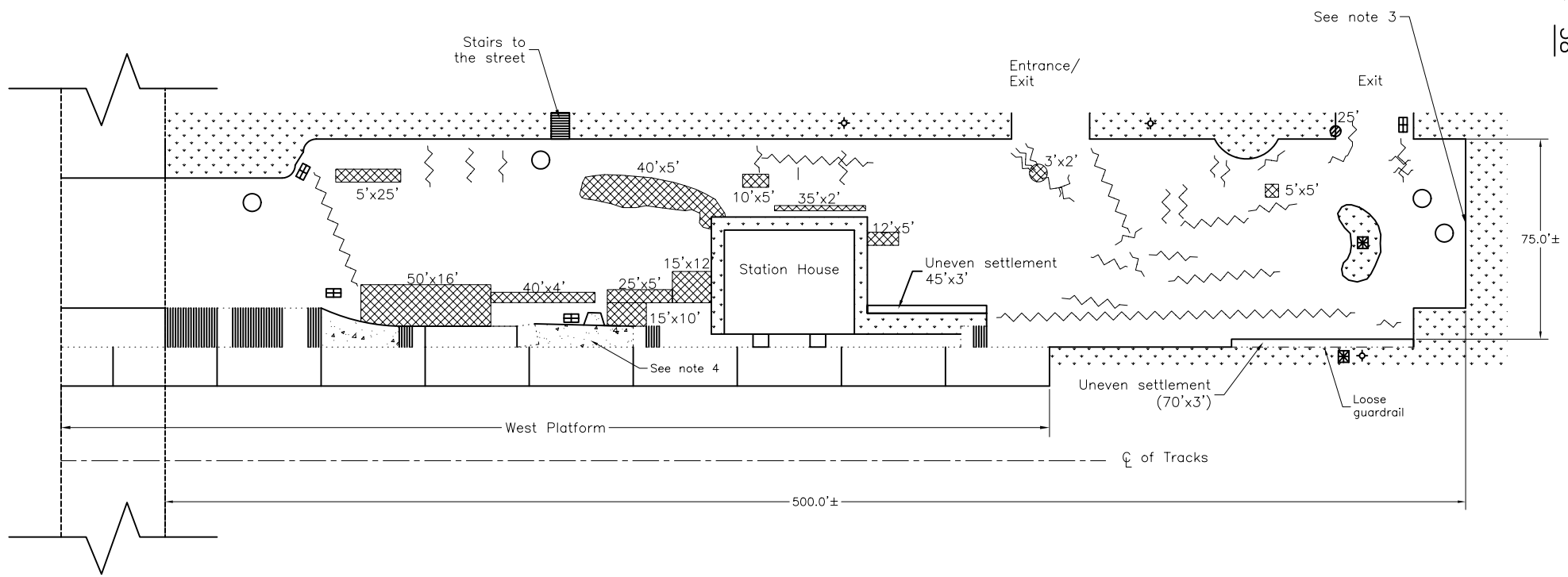
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station Quadrant II Plan
Date: 3/5/02



- Legend:
- Fence
 - Pedestrian Rail
 - Crack
 - Grass
 - Drain
 - Manhole
 - Cracked, Broken, Missing Curb
 - Train Power Line
 - Tree and Landscape

NOTES:
 1. The east side curb is cracked in multiple locations (total of 30'±)

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station Quadrant III Plan
Date: 3/5/02

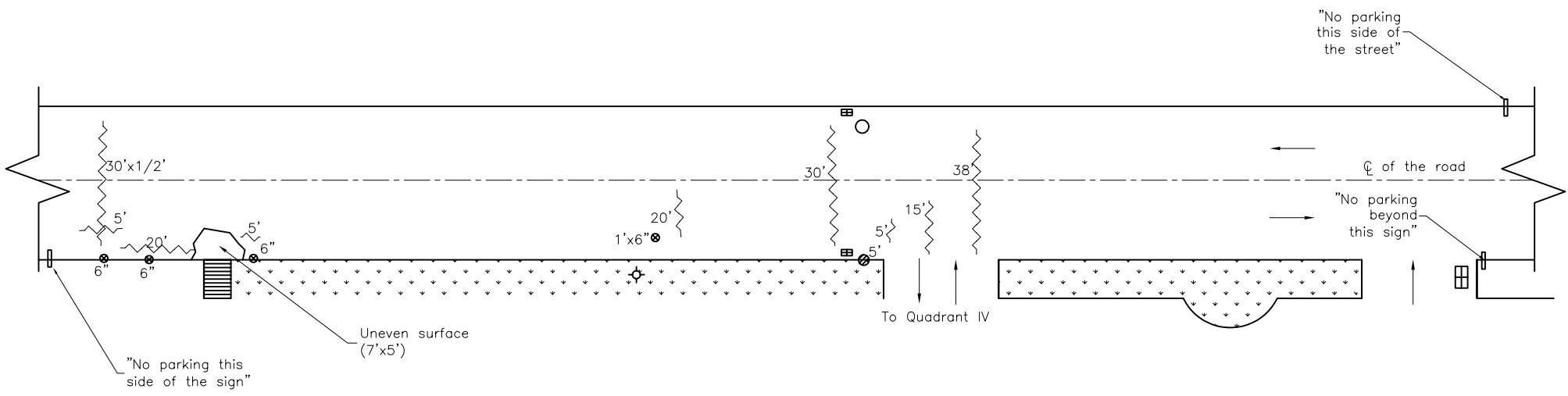


- Legend:
- Guardrail
 - Pedestrian Rail
 - ~~~~~ Crack
 - ▨ Map Cracking
 - ▤ Grass
 - ▥ Sidewalk
 - Sanitary Manhole
 - ⊞ Drain
 - ⊗ Cracked, Broken, Missing Curb
 - ▵ Ramp
 - ⋄ Light
 - ⊠ Train Power Line
 - ⊞ Tree and landscape

NOTES:

1. There is no curb on the west side except for 25' which is damaged.
2. 40% of the asphalt surface is cracked.
3. There are 10 concrete parking blocks displaced on the north side.
4. The sidewalk is cracked with an uneven walking surface.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station Quadrant IV Plan
Date: 3/5/02



- Legend:
- Crack
 - Grass
 - Manhole
 - Drain
 - Pothole
 - Cracked, Broken, Missing Curb
 - Sign

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Riverside Station Quadrant V Plan
Date: 3/5/02

Riverside Station				
Description	Units	Quantity	Price / Unit	Total Cost
Replacing sidewalk				
-Remove asphalt	yd ³	10	\$22.00	\$220.00
-Replace sidewalk	yd ²	58	\$25.00	\$1,450.00
Replacing asphalt pavement				
-Remove asphalt	yd ³	4565.00	\$22.00	\$100,430.00
-6" asphalt top course and binder course	yd ²	12640.00	\$25.00	\$316,000.00
-7" aggregate base	yd ³	2500.00	\$20.00	\$50,000.00
Replace pedestrian railing	ft	560.00	\$22.00	\$12,320.00
Repair spalled concrete	ft ²	450.00	\$40.00	\$18,000.00
Replace fencing	ft	400.00	\$48.00	\$19,200.00
Install curb	ft	550.00	\$100.00	\$55,000.00
Replace concrete parking blocks	EACH	10.00	\$75.00	\$750.00
Repair canopy roof	ft ²	3000.00	\$18.00	\$54,000.00
Misc (signs, etc.)	LS	-	-	\$1,000.00
Misc (clean and paint structural steel)	LS	-	-	\$5,000.00
Maintenance for gas meter pipes	LS	-	-	\$600.00
Urinal separation wall	LS	-	-	\$800.00
Domestic hot water system	LS	-	-	\$3,000.00
Lenox Unit requiring regular maintenance	LS	-	-	\$1,200.00
Janitor Sink requires small repairs	LS	-	-	\$200.00
Platform luminaires *	EACH	10.00	\$700.00	\$7,000.00
Install a minimal fire alarm system to meet the requirements of ADA. **	LS	-	-	\$2,500.00
Mobilization / Demobilization (10%)	LS	-	-	\$64,867.00
Sub-total				\$713,537.00
Contingency (20%)				\$142,707.40
Grand Total				\$856,244.40
Say				\$857,000.00

* The quantity of platform luminaires required to bring lighting up to recommended levels is an order-of-magnitude estimate. Performance of lighting design is required to develop a precise quantity estimate.

** The Fire alarm system is an order-of-magnitude cost required to comply with ADA requirements. Performance of a fire alarm system design is required to develop a precise quantity estimate.

*** The cost to repair the luminaires along the overpass is not included because it is not in the scope of this project.

Lease Narrative and Synopsis

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



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

Urbitran Associates

**RAILROAD LEASE AGREEMENT
NARRATIVE**

STATION NAME: **Old Greenwich/Riverside/Cos Cob**
STATION OWNER: State of Connecticut Department of Transportation (DOT)
LESSEE: Town of Greenwich

The Lease Agreement dated August 25, 1998 (the "Lease"),] between the State of Connecticut DOT (the "State" or the "Lessor") and the Town of Greenwich provides for the lease of six parcels of land in the Town of Greenwich, Connecticut. The aggregate lease area is 20.22 acres, more or less. The lease covers two parcels of land at each of the following three MetroNorth stations: Old Greenwich, Riverside and Cos Cob.

The term of the lease, which began on April 1, 1998 and ends on March 31, 2008, is ten years. Lessee has the right to renew for one (1) additional ten (10) year period.

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

Lessee's duties under the Lease include day-to-day maintenance of the leased property, including, but not limited to, general repairs, snow removal, trash removal and security of all stations, platforms, railings, stairs, ramps and parking lots. The State's duties are explained with less specificity. Under the Lease, the State retains sole responsibility for maintaining all structural renovations and/or repairs. Where provision is not made in the Lease concerning the duties of the parties with respect to the parking lot, the Lease is supplemented by and made subject to each specification and covenant, unless specifically deleted therefrom, contained in the "Standard Railroad Lease Specifications & Covenants," dated October 1, 1997.

LEASE SYNOPSIS

<u>STATION NAME:</u>	Old Greenwich Station/Cos Cob Station/Riverside Station
Lease Agreement(s) Reviewed	Lease Agreement dated 8/25/98
Station Owner	State of Connecticut Department of Transportation (the " <u>State</u> ")
Lessee	Town of Greenwich
Agreement Number	10.09-04(97)
Effective Date of Lease	4/1/98
Term	10 years
Number of Renewal Periods	1 (at Lessee's option)
Renewal Period	10 years
Number of Lessee Renewals Executed in Prior Years	0
Number of Renewals Remaining	1
Expiration Date of Lease	3/31/08
Recorded?	Volume 3149, Page 297
Number of Parcels	6 (2 at Old Greenwich Station; 2 at Cos Cob Station; and 2 at Riverside Station)
Total Acreage	20.22 acres
How Is Revenue Earned?	Rail parking revenue and revenue from rail-related leases
Are Separate Funds Accounts Required?	Yes. Lessee shall establish a separate account to accrue surplus funds (the " <u>Reinvestment Fund</u> "). All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the properties described in the Lease (including accrued interest), minus mutually agreed upon operating and/or maintenance expenses, shall be deposited annually into the Reinvestment Fund.
Allowable Direct Costs in Calculating Surplus	Improvement and maintenance of rail station building(s), rail station parking and rail station services.

Allowable Indirect Costs in Calculating Surplus	Not specified.
Is Surplus Deposited in Capital Fund?	Yes
Is Surplus Shared with the State?	Yes
How Often is Surplus Shared?	At the end of each five (5) year period of the initial term and the one (1) renewal period thereafter, if any, the State shall be entitled to withdraw fifty percent (50%) of the surplus for use on other New Haven Line projects.
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	Lessee must submit statement(s) of gross revenue to the State within ninety (90) days following the end of each year of the specified term of the Lease or any renewal period(s) thereafter, or other 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 Insurance	Lessee shall carry Railroad Protective Liability Insurance for and on behalf of the railroad company as named insured, and the State and Lessee as named additional insureds, providing for coverage limits of (1) not less than Two Million Dollars (\$2,000,000) for all damages arising out of any one accident or occurrence, in connection with bodily injury or death and/or injury to or destruction of property; and (2) an aggregate limit of Six Million Dollars (\$6,000,000) for all injuries to persons or property during the policy period.
Bodily Injury Coverage	See above

Other Required Coverage	n/a
Voluntary Coverage	n/a
Is Lessee Self Insured?	
Is Certificate of Coverage on File?	
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	Lessee
Platform Gutters	Lessee
Fences	Lessee
Signs	Lessee
Drains	Lessee
Platform Lights	Lessee
Equipment	Lessee
Electric and Mechanical Systems	Lessee
Live Rail Facilities	State

Platforms	Lessee
Railings	Lessee
Stairs	Lessee
Platform Shelters	Lessee
Platform Canopy	Lessee
Tunnels	Lessee
Parking Lots	Lessee
<u>PARKING:</u>	
Parking Fees	Where there is a charge for parking, the minimum annual parking fee per vehicle is \$100.00. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee. Lessee has the right to establish and publish a Daily, Weekly, Monthly, Annual and/or other periodic Parking-Fee Schedule(s).
Nondiscrimination Clause	See <u>Appendix II</u> .
<u>COSTS OF LEASEHOLD:</u>	
Water	Lessee
Electricity	Lessee
Other Public Utilities	Lessee
Gas	
Sewer	
Owens Title to Property	State
Owens Title to Capital Improvements	State
Is Subleasing Allowed?	Not without prior written approval of the State and the appropriate Federal Regulatory Agency
Can Lease be Sold or Assigned?	Not without prior written approval of the State and the appropriate Federal Regulatory Agency
Is Security Bond Required?	No

If so, the Amount	n/a
<u>OTHER:</u>	
Termination	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.
Is there a Lease to CT Transit?	No
Employment/Non Discriminatory Requirement	Yes
Miscellaneous	Lease is made subject to "Standard Railroad Lease Specifications & Covenants" dated 10/1/97

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.

GREENWICH

Cos Cob, Old Greenwich, Riverside, and Greenwich Stations

Greenwich Station, the largest of the stations located in the Town, is privately owned and its corresponding garage is privately owned, with the ground floor assigned for rail parking. There are a number of town-owned surface lots located near Greenwich Station. These lots are designated for commuters and are operated, enforced, and maintained by the Town of Greenwich. These town-owned lots have no relation with the State and there are no leases regarding the ownership of the lots.

There are three other smaller stations within the Town of Greenwich in Cos Cob, Old Greenwich and Riverside. The lots that correspond to the stations are designated for railroad commuters and are also operated by the Town of Greenwich.

Agreements

The Town of Greenwich leases the Cos Cob, Old Greenwich and Riverside lots from the State. The Town is responsible for general and preventative maintenance for the lots. The State is responsible for all structural renovations and repairs, but there is no specific allocation of responsibility regarding the parking lots. The Town maintains and operates the lots.

A private company is contracted for landscaping and landscaping maintenance of the State-owned lots. Fannochi Brothers, a private company, has a contract with the Town to provide trash removal for the Cos Cob, Old Greenwich, and Riverside Stations and respective parking lots.

The State has absolutely no role in the privately owned and operated Greenwich Station. Albert B. Ashforth owns and operates the station. This private entity leases "Greenwich Plaza," the garage located below Greenwich Station, to the Town of Greenwich. A formal lease between Albert B. Ashforth and the Town of Greenwich was not available. There is also no State involvement with the town-owned surface lots located near Greenwich Station.

Organizational Structure

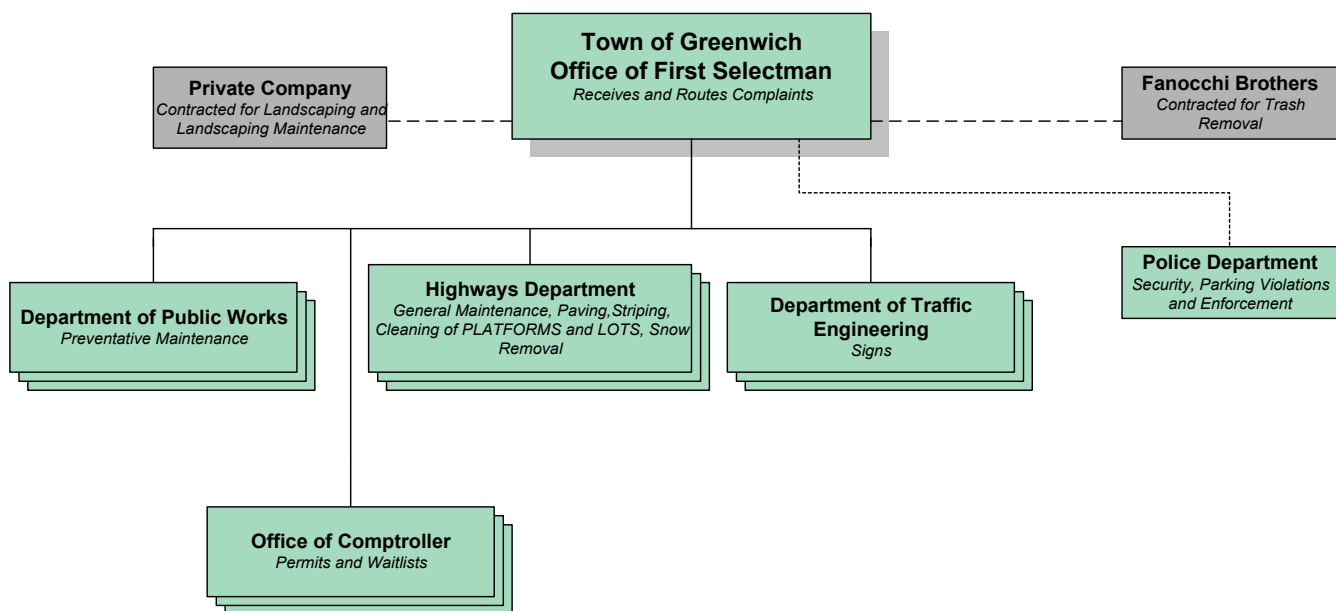
The Office of the First Selectman is the authority of the operations of the three stations and lots (Cos Cob, Riverside, and Old Greenwich). Fannochi Brothers and the private landscaping company indirectly report to the Office of the First Selectmen. The Police Department informally reports to the Office of the First Selectman. Employees of the Department of Public Works, the Office of the Comptroller, the Highways Department and the Department of Traffic Engineering report directly to the Office of the First Selectman with issues regarding the lots at Cos Cob, Riverside, and Old Greenwich stations. This is slightly different than the organization of the Greenwich Station lots, even those parcels owned by the Town. The lots surrounding the Greenwich Station are part of the Parking District, and therefore have a different organizational structure for operations and management.

Greenwich Station, itself, is owned and operated by Albert B. Ashforth. The parking garage located below the station is leased by the Town of Greenwich. The Office of the Comptroller, the Highways Department, and the Traffic Engineering Department report to the Town of Greenwich's Parking District. There is not a formal link between the Parking District and Albert B. Ashforth. However, there is most likely a working relationship between the two entities. This relationship would be best illustrated through the lease agreement that was not available. The Department of Public Works and the Police Department indirectly report to Albert B. Ashforth.

The Town-owned surface lots are operated by the Town of Greenwich. The State has no role with the lots and garage at Greenwich Station. As with the Greenwich Plaza parking garage, these lots have a similar organizational structure, minus the private entity.

Neither the Town of Greenwich nor the Parking District provided organization charts for the operations and maintenance of the four stations and parking lots located within Greenwich. The organization charts below were developed from data gathered from Town employees and administrators. The first chart represents the organization of operations for those stations and lots located outside of the Parking District: Cos Cob, Riverside and Old Greenwich. The second chart illustrates the operations of the surface lots located near Greenwich Station and the garage that is located below Greenwich Station.

Old Greenwich, Cos Cob, and Riverside Stations



City Functions

Other Organizations

Operating Procedures

At Cos Cob, Riverside and Old Greenwich stations, the authority is the Office of the First Selectman. Private companies are contracted for landscaping and trash removal. The Department of Public Works provides preventative maintenance while the Highways Department performs general maintenance (such as snow removal, paving, striping, cleaning, et cetera). The Department of Traffic Engineering provides wayfinding signs and the Office of the Comptroller provides permits and monitors the parking waitlist. The Police Department provides security and performs parking enforcement and violations.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	N/A
Housekeeping Outside Station	Highways Department
Daily Maintenance	Department of Traffic Engineering, Highways Department and private company contract for trash removal
Preventative Maintenance	Department of Public Works
Landscaping	Private company contract
Security	Police Department
Customer Service	Office of First Selectman
Tenant Performance	N/A
Parking Enforcement	Police Department
Parking Fees and Permits	Office of the Comptroller
Parking Operation Maintenance	Highways Department

The Greenwich Station operates differently from the other three publicly operated stations in Greenwich. Albert B. Ashforth is responsible for the operations of the station itself. The Department of Public Works maintains the handicapped accessible elevator in the station. However, the Town of Greenwich's Parking District monitors the operations of the public lots. The Police Department provides security and enforcement for all lots and the privately owned garage. The Office of the Comptroller offers permits and maintains the parking waitlist for the lots surrounding Greenwich Station and the Greenwich Plaza Garage. The Highways Department provides general maintenance and the Department of Traffic Engineering provides signs for the lots.

Procedure	Responsible Party
Opening and Closing of Station	Albert B. Ashforth
Housekeeping Inside Station	Albert B. Ashforth
Housekeeping Outside Station	Albert B. Ashforth
Daily Maintenance	Albert B. Ashforth
Preventative Maintenance	Albert B. Ashforth
Landscaping	Albert B. Ashforth
Security	Police Department
Customer Service	Albert B. Ashforth
Tenant Performance	Albert B. Ashforth
Parking Enforcement	Police Department
Parking Fees and Permits	Office of the Comptroller
Parking Operation Maintenance	Department of Public Works, Highways Department, and Department of Traffic Engineering

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.

OLD GREENWICH, RIVERSIDE AND COS COB FINANCES

ACCOUNTING ENTITY / BASIS

The Parking Fund is used by the Town of Greenwich to account for both State leased property and Town owned property used for railroad parking at these three stations. Any operating surplus is allocated to the State leased based on the percentage State-owned parking spaces to the total parking spaces for the combined stations. The cash basis of accounting was used to report the operations of these properties to the State. It should be noted that the Town also reports its operations in its annual government-wide financial statements as an enterprise fund that differs from the special report submitted to the State in that the enterprise fund accounting is on the accrual basis.

FINANCIAL REPORTING TO STATE

The Town submits an annual audited report to the State covering the lease operations at Old Greenwich, Cos Cob and Riverside stations. For 1997 and prior years the reporting covered the calendar year, subsequently the reports were converted to a June 30th fiscal year end. 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

Annual parking permits and one-day parking fees are the main sources of revenue. The Town also reports some rental income.

Parking Revenue Accounting - the Town's finance department accounts for Permit fees. A "transmittal form" is used to identify the property where the permit is used (town verses State – owned). An application/data base system is used to account for permit issuance and collection. The police department accounts for one-day fees. A mail-in ticketing system is used to issue and collect one-day fees. Enforcement officers ticket vehicles using a computerized hand-held device that dispenses pre-numbered tickets. Information is downloaded from these devices into a database that also provides information on outstanding unpaid tickets. The enforcement officers can utilize this information for on the spot notification of delinquencies. Violation tickets are issued fro-delinquent parkers.

EXPENSES

Repairs and Maintenance expenses represent expenses paid to the Town for services rendered by the Town's public works department.

Generally Classified Expenses include certain costs allocated by the Town for indirect departmental support of the railroad parking operations and the Town's allocable share of net profits based on Town-owned parking spaces.

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 five-year period showed annual net profits and an accumulated surplus at June 30, 2000 of \$1,318,325 in the "reinvestment fund". The profits were sufficient to also cover Metro-North station expenses.

The balance at June 30, 2000 does not reflect an allocation of investment income to the "reinvestment fund." The fiscal 2001 report included three years of interest from July 1, 1998 to June 30, 2001.

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

During the five-year period, the only capital outlay reported by the Town was a charge against operations for the replacement of lighting fixtures at all three stations.

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 the Town's and State-owned parking spaces at all three stations. As noted above, the Town's share of net income has been recorded among "Generally classified expenses" in order to derive net income available to the State.

OLD GREENWICH / RIVERSIDE / COS COB RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 343,907	\$ -	\$ 343,907	99.8%	\$ 335,408	\$ -	\$ 335,408	99.7%
RENTS	805	-	805	0.2%	910	-	910	0.3%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 344,712</u>	<u>\$ -</u>	<u>\$ 344,712</u>	<u>100.0%</u>	<u>\$ 336,318</u>	<u>\$ -</u>	<u>\$ 336,318</u>	<u>100.0%</u>
 <u>STATION PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ 80,781	\$ 35,252	\$ 116,033	58.9%	\$ 91,742	\$ 24,485	\$ 116,227	207.2%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS (RECOVERY)	-	(9,953)	(9,953)	-5.0%	-	(148,421)	(148,421)	-264.7%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	86,718	4,354	91,072	46.2%	85,124	3,151	88,275	157.4%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 167,499</u>	<u>\$ 29,653</u>	<u>\$ 197,152</u>	<u>100.0%</u>	<u>\$ 176,866</u>	<u>\$ (120,785)</u>	<u>\$ 56,081</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ 177,213</u>	 <u>\$ (29,653)</u>	 <u>\$ 147,560</u>		 <u>\$ 159,452</u>	 <u>\$ 120,785</u>	 <u>\$ 280,237</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 780,547				\$ 940,000			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>\$ 780,547</u>				<u>\$ 940,000</u>			
STATE'S AVAILABLE SHARE @ 50%	<u>\$ 390,274</u>				<u>\$ 470,000</u>			

OLD GREENWICH / RIVERSIDE / COS COB RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 303,782	\$ -	\$ 303,782	99.7%	\$ 270,233	\$ -	\$ 270,233	99.7%
RENTS	887	-	887	0.3%	793	-	793	0.3%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 304,669</u>	<u>\$ -</u>	<u>\$ 304,669</u>	<u>100.0%</u>	<u>\$ 271,026</u>	<u>\$ -</u>	<u>\$ 271,026</u>	<u>100.0%</u>
 <u>STATION PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ 103,002	\$ 46,579	\$ 149,581	62.7%	\$ 113,052	\$ 24,370	\$ 137,422	69.6%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	550	550	0.2%	-	(9,762)	(9,762)	-4.9%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	77,300	10,991	88,291	37.0%	66,206	3,526	69,732	35.3%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 180,302</u>	<u>\$ 58,120</u>	<u>\$ 238,422</u>	<u>100.0%</u>	<u>\$ 179,258</u>	<u>\$ 18,134</u>	<u>\$ 197,392</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	 <u>\$ 124,367</u>	 <u>\$ (58,120)</u>	 <u>\$ 66,247</u>		 <u>\$ 91,768</u>	 <u>\$ (18,134)</u>	 <u>\$ 73,634</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 1,064,439				\$ 1,156,207			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>\$ 1,064,439</u>				<u>\$ 1,156,207</u>			
 <u>STATE'S AVAILABLE SHARE @ 50%</u>	 <u>\$ 532,220</u>				 <u>\$ 578,104</u>			

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Transit Services
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