



**UNION STATION
PARTNERSHIP**
NEW HAVEN



OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519

August 23, 2024

NOTICE OF MEETING

A Meeting of the New Haven Union Station Partnership Operations Committee for Union Station Transportation Center will be held on Monday, August 26, 2024 at 1:00 PM via Zoom teleconference and at New Haven Parking Authority/Park New Haven's Office on 232 George Street. The Agenda for this meeting is attached.



**UNION STATION
PARTNERSHIP
NEW HAVEN**



OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519

AGENDA
OPERATIONS COMMITTEE MEETING
August 26, 2024
1:00 PM
*This will be a Hybrid Meeting Held via Zoom
and in person at NHPA's office at 232 George Street*

Dear Operations Committee Members:

You are invited to a Zoom webinar

Topic: OPERATIONS COMMITTEE MEETING

Time: August 26, 2024 at 1:00 PM Eastern Time (US and Canada)

<https://us06web.zoom.us/j/94312621748?pwd=UnhvUTQxVINmeUZNRWMyenFPMIMxUT09>

Topic: Union Station Partnership / Operations Committee

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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Passcode: 906094

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Meeting ID: 943 1262 1748

Passcode: 906094

Find your local number: <https://us06web.zoom.us/u/kejRC7d3CX>

I. CALL TO ORDER

II. PUBLIC COMMENT

Please notify Fortunata Houde (fhoude@nhparking.com) in advance if you have a desire to speak during the Public Comment section or on a specific agenda item.

Please Note: This will be a remote meeting. Any member of the public may request, in writing, a physical location and any electronic equipment necessary to attend the meeting in real time no later than twenty-four (24) hours prior to the meeting. Said individual shall have the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, the committee is not required to adjourn or postpone the meeting. Access can be from anywhere by an electronic device that has Zoom program at the address provided above in the Agenda Notice or by phone at the number set forth above in the Agenda Notice.

III. APPROVAL OF THE MINUTES

-Approval of the Minutes from the July 22, 2024 Operations Committee Meeting

IV. APPROVAL OF MOTIONS OF THE OPERATIONS COMMITTEE

A. To Approve the Draft Scope of Design Services CDOT Developed with CHA for the New Haven Union Station West Lot Garage, Intermodal Facility as well as the Route 1 (Union Avenue) Improvements Scope

B. To Select Consultant For Professional Engineering and Architectural Services for Enabling Project – Phase 1 at New Haven Union Station

C. To Approve Participation in Continuum of Care's Pilot Program for the Use of Crisis Beds for the Unhoused at Union Station

V. MONTHLY REPORTS

-Operations

-Finance

-Capital Projects

VI. LEASING AND TENANT UPDATES

-Rail Providers Relocations – Design Included in Enabling Project RFP

-BESB – Toured Facility April 22 at 11:00 AM and Interested in Expanding Footprint

-Month-to-Month Agreements in Place for all Leaseholds in Station

-Union Pizza Would Like to Remove their DBA Sbarro and Operate Under their Legal Name of Union Pizza

-

VII. NEW BUSINESS

-Bike Share Returns to Stations: Ride New Haven Launches September 1, 2024

VIII. OLD BUSINESS

-OC Approved Actions with OC for Signature

-East Lot RFP will Close in Fall

IX. EXECUTIVE SESSION

-Not Anticipated to be Used

X. ADJOURNMENT & CAMPUS TOUR (FOLLOWING)



**UNION STATION
PARTNERSHIP
NEW HAVEN**



OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519

**MINUTES OF THE
UNION STATION TRANSPORTATION CENTER PARTNERSHIP OPERATIONS
COMMITTEE
JULY 22, 2024**

Representing CDOT: Mr. Bergeron, Mr. Bordiere, Mr. Anderson and Mr. Wyskiel

Representing City of New Haven: Mr. Piscitelli, Ms. Hendricson, Ms. Solomon

Representing New Haven Parking Authority: Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz,

Counsel Present: Attorney Merin, Deputy General Counsel for NHPA

Mr. Hausladen noted that Deputy Commissioner King has appointed Mr. Bordiere as her proxy for the meeting.

I. CALL TO ORDER

Mr. Hausladen called the meeting to order at 1:03 PM.

II. PUBLIC COMMENT

Mr. Hausladen said no requests to speak from the public have been received.

III. APPROVAL OF THE MINUTES

Mr. Hausladen asked for all to review the Minutes from the June 26, 2024 meeting for any exceptions or further discussion. Hearing none, he called for a Motion to approve. Mr. Bergeron moved to approve the Minutes, and Mr. Piscitelli seconded the Motion. A vote was taken.

Mr. Bergeron	Approved
Mr. Bordiere	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

The Minutes were unanimously approved.

IV APPROVAL OF MOTIONS OF THE OPERATIONS COMMITTEE

MOTION A. TO APPROVE THE DRAFT SCOPE OF DESIGN SERVICES CTDOT DEVELOPED WITH CHA FOR THE NEW HAVEN UNION STATION WEST LOT GARAGE, INTERMODAL FACILITY AS WELL AS THE ROUTE 1 (UNION AVENUE) IMPROVEMENTS SCOPE.

Mr. Hausladen said the City is not ready to vote on Motion A; however, CTDOT'S facilities design team group was in attendance to present the scope and answer questions.

Mr. Bergeron introduced Scott Anderson from CTDOT's design team to present an overview of the scope of the project and answer questions to help advance the west lot intermodal site. Mr. Anderson covered the following points:

- Scope relates to 30% of the west lot parking garage including any roadway and traffic improvements in front of the station on Union Avenue;
- Includes CEPA process and preliminary site investigation and functional design for the parking garage;
- Deals with various functions at the site including: railroad access, rental cars, bus depot, deliveries to USTC, etc.;
- Traffic impact study for Union Avenue and the surrounding areas associated with the garage;
- 30% design development for the roadway portion;
- Coordination with various stakeholders.

Questions:

- Mr. Hausladen asked to clarify, the project is planned for 30% with this design and (the construction project for the canopy is on hold). When will it be taken to 100%?. Mr. Anderson said dates are not available at this point.
- Mr. Hausladen noted the height restrictions to maximize the garage were noted on the first page.
- Mr. Piscitelli said it was a lot to review and he did have a few questions. This is the first major project to go out that was not part of a competitive bid process. He asked if the prior planning work that was done on design and function of the garage in 2021 has been shared with CHA as he did not see it reflected in the scope. Mr. Anderson said It was provided to CHA and will be flushed out and reviewed by all Stakeholders. Mr. Anderson said CTDOT Facilities Design Team has worked with CHA on the parking garage in Stamford that also has roadway elements, has the fullest confidence in their design team and the project was very successful.
- Mr. Piscitelli asked how will we work with BRT, the City team and others. Mr. Anderson said we will work in a collaborative environment.
- Mr. Piscitelli asked if CHA knows BRT will stop in front of Union Station. Mr. Anderson said yes it has been discussed with them.

Mr. Piscitelli said he had a few more questions he will forward along with the City's comments to CTDOT. He asked that a schedule be developed, and Mr. Anderson said he would do that.

V. MONTHLY REPORTS

Operations: Mr. Parry presented an overview of activity in the Operations Division for the month of June, and he said there were no major operational concerns.

•**Security:** There was a slight increase in the number of incidents for the month of June compared to the last three months.. The Medical category continues to trend as the most populated followed by Miscellaneous with five code of conduct violations included.

•**Occupancy:** The average number of cars parked has been flat for the last three months with a lot of availability to meet capacity. Vacation time was discussed as a possible reason.

•**Total Cars Parked:** Taking into consideration there were less weekdays in the month of June, there was a 1% decrease in the number of cars parked for the month. However, a 9% increase from last year and cumulatively an 11% increase was seen.

•**Total Tickets Issued:** For Total Tickets Issued there was a 2% increase from last month, 5% from last year and cumulatively a positive 9% increase.

•**Total Keycards:** A 13% shortfall was realized from last month; however, there was a 24% increase compared to last year and cumulatively 19%.

There has been some discussion on adding more monthlies.

•**Length of Stay:** The daily maximum is dominating followed by one or two-day stays.

•**Unhoused:** There has been some increase seen in the number of unhoused. This could be attributed to the elimination of encampments and shelter closures along with the renovations being made at DESK. NHPA continues to work with various entities such as periodic visits from COMPASS and Liberty Safe Haven; there are no dedicated personnel.

Finance

Mr. Sehlolm reported on the financial results for June, the end of the fiscal year.

Union Station Consolidated

Exceptional results were seen for the end of the fiscal year with Net Operating Income coming in YTD at \$99,599. Actual Net Operating Income for the month of June showed a \$28,912 loss that was \$9,658 more than the loss that was budgeted due to four projects which had to be included that were written off.

Union Station Building

Net Operating Income was \$ 91,682 more than the loss that was budgeted.

Revenue was budgeted based on the CPIU and has been consistent throughout the year. . Actual Total Revenue was \$128,572 for the month of June and \$1,542,868 for the fiscal year.

Total Personnel Expenses were \$7,584 less than budget. Administrative ST was \$5,518 over budget for the month resulting from the maintenance night supervisor budgeted in maintenance ST in error and one-half of retro solo pay paid in May.. Maintenance and Security ST came in under budget due to open shifts that were covered with

new entry level employees. This was offset by OT coming in over budget. Benefits were \$5,548 better than budget driven by open positions, less sick time and lower health insurance costs.

Total Operating Expenses were \$95,868 over budget for June. Three big drivers were Professional Services – with two projects written off, repairs and improvements with the abatement and safety project written off for consolidated electric. We were able to write them off without the transfer of capital.

The larger variances were explained in the supplemental attachment included in his report.

Capital Projects

Mr. Staniewicz provided an update on the major capital projects.

•**State of Good Repair Projects for the Garage and Building:** Design is nearing completion, and new front-end requirements related to the capital agreement are being integrated, including updating the insurance requirements. A final draft of the bid documents will be forwarded to CTDOT for their review.

•**Enabling project phase I:** The Operations Committee members were provided a comparison of the proposals received from the two proposers and participated in the interviews which were held. It was agreed additional discussions are needed prior to choosing a design consultant. Once a choice is made, a design agreement will be drafted for review and approval by the OC.

•**Interior Wayfinding:** Sample signs are being manufactured. A logistics meeting will be held to review the sample signs. This will be coordinated with Mr. Bordiere.

Mr. Piscitelli emphasized we need to advance these projects. He said there were two really good proposals received for the Enabling Project Phase I and asked that a follow-up meeting be scheduled to make a selection, and Mr. Bergeron concurred. Mr. Hausladen said we are still waiting on one response from one of the proposers. A meeting will be scheduled for July 29 at 3:15 PM.

Finance (continued)

State Street Station

Actual Net Operating Income was \$3,139 less than budget for the month.

Total Personnel Expenses were \$330 worse than budget driven by Administrative Salaries ST (maintenance night supervisor budgeted in maintenance ST in error) and Security Salaries ST (300 hours worked by lower rate employees..

Total Operating Expenses were \$2,809 worse than budget. Major drivers were Utilities being \$1,107 over budget and Service Agreements being \$2,371 over. This was due to amortization of the air conditioning service agreement should be in USB (will be corrected).

Union Station Garage

Actual Net Operating Income for June was \$262,121 and \$85,163 better than budget and \$880,369 better than budget YTD,

Total Revenue for the month was \$430,398 and \$76,102 better driven by transient revenue coming in \$77,125 better than budget for the month. Volume was up 5% over last year and 3% over last month.

Total Personnel Expenses were \$6,787 less than budget. Administrative ST was \$1,874 over budget and impacted by one-half of retro solo pay paid in May. Cashier ST, Maintenance and Security ST all came in better than budget due to new employees with lower wages that also impacted benefits.

Total Operating Expenses were \$2,274 less than budget. Utilities came in \$1,293 less than budget due to generation rates being down. Supplies were \$1,950 over budget due to signage and cleaning supplies. Bank fees were over budget driven by increase in transient revenue.

Total Expenses were \$9,061 better than budget.

Overall: Mr. Seholm said overall Expenses and Revenue came in better than budget making the Station self-sufficient this year.

Mr. Piscitelli said this was great work. He said the open positions help with the budget but the Operations Committee is not opposed to having coverage on the floor as needed.

VI. LEASING AND TENANT UPDATES - (no new information is available at this time)

VII. OLD BUSINESS

•**Enhanced Emergency and Security Plan:** Mr. Hausladen said the Operations Team is working through the scope and hope to have a draft of the enhanced facility security and emergency plans ready for review at the September meeting.

•**New Uniforms:** Mr. Piscitelli asked if the new uniforms are in. The new uniforms are in, and Mr. Parry said they are currently being distributed to employees so they can see if sizes ordered fit, etc. Once this is complete a date will be set for employees to start wearing them.

•**Poster Depicting Plans for Union Station:** Mr. Piscitelli asked about the status of the poster depicting plans for the renovation of the Station. Mr. Hausladen said NHPA will be working with Mascola on this.

VIII. NEW BUSINESS

•**Union Avenue Clean Up:** Mr. Piscitelli said when he was at the Station, he noticed the area across the street needs to be cleaned up. He realizes this is not our property and asked for suggestions on what could be done. Mr. Hausladen said he will reach out to LCI to assist with new signage on taxi stands, new garbage cans (maybe with the USTC logo), and possibly put in some plants. .

IX. EXECUTIVE SESSION – (not needed)

X. ADJOURNMENT

Mr. Hausladen asked if there were any other items for discussion. Hearing none Mr. Bergeron moved to adjourn the meeting and Ms. Hendricson seconded. The meeting was adjourned at 1:48 PM. A vote was taken.

Mr. Bergeron	Approved
Mr. Bordiere	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

Fortunata Houde

From: Bergeron, Eric S <Eric.Bergeron@ct.gov>
Sent: Thursday, July 11, 2024 5:14 PM
To: King, Laoise; Michael Piscitelli; Courtney Hendricson
Cc: Doug Hausladen; Fortunata Houde; Fox, Adam G.; Anderson, Scott T.; Jankovich, Richard T.; Bordiere, Craig M
Subject: CHA_TaskOrder_USPG-West_Scope_Draft_24-0419 (002)
Attachments: CHA_TaskOrder_USPG-West_Scope_Draft_24-0419 (002).docx;
UnionStaton_WestLot_Scope-Exhibits_24-0626_.pdf

Good evening,

Attached is the draft scope of design services the Department developed with CHA for the NHUS West Lot Garage, Intermodal facility as well as the Route 1 (Union Avenue) Improvements scope. This scope takes design to the 30% level. We are requesting the City to begin their review/comment with a goal of advancing a vote at the next OC meeting. I will be requesting the Project Team represented at the next OC meeting to ask any questions you may have. If we could please add this as an agenda item.

Thank you,

Eric Bergeron
Assistant Rail Administrator
Bureau of Public Transportation
Connecticut Department of Transportation
4 Brewery Street
New Haven, CT 06511

Office: 203-497-3436
Cell: 203-913-1121
Email: Eric.Bergeron@CT.gov



**SCOPE OF WORK:
UNION STATION WEST LOT INTERMODAL CENTER & UNION AVENUE IMPROVEMENTS
ASSIGNMENT NO. 1 – PRELIMINARY ENGINEERING**

Introduction

This is Assignment No. 1 to be completed by Clough, Harbour & Associates, LLP (CHA/Consulting Engineer) in support of the proposed Intermodal Center on the West Lot of Union Station, New Haven, and improvements to Union Avenue between the Church Street South and Columbus Avenue intersections (exclusive) under State Project No. 0301-0562. The overall scope of the project includes:

- A multistory parking garage with a bus depot for intracity and intercity buses on the ground level, spaces for rental car parking, and commuter parking spaces (West Lot Intermodal Transportation Center);
- An at-grade pedestrian plaza connecting the parking garage to Union Station.
- Union Avenue modifications to provide traffic calming, multimodal accommodations, and access to the proposed parking garage.

The project area is shown in Exhibit 1. The proposed Intermodal Center site is owned by the State of Connecticut. Union Avenue in the project area will be considered a state road (SR), formerly U.S. Route 1, for the purposes of this project. Parking operations are currently managed by Park New Haven/New Haven Parking Authority (PNH).

The project is being advanced in partnership with the City of New Haven and PNH, and in coordination with public-private redevelopment of the existing East Lot at Union Station. Redevelopment of the East Lot is planned to include private development and commuter parking facilities for Union Station; the existing East Lot currently accommodates approximately 260 commuter parking spaces.

The West Lot Intermodal Center will be designed to maximize the number of commuter parking spaces while maintaining other programming for the site and site restrictions on footprint and height.

State Project No. 0301-0562 is planned for construction after completion of the platform and canopy improvements at Union Station.

Design and construction will be financed with 100% State funds.

This scope of work describes the tasks that will be completed by the Consulting Engineer for the Preliminary Engineer phase of the project, including:

- Task 1. CEPA Public Scoping
- Task 2. Preliminary Site Investigations
- Task 3. Functional Design Development
- Task 4. Traffic Impact Study
- Task 5. Preliminary Design (30%) Development for Union Avenue
- Task 6. Agency/Stakeholder Coordination & Meetings

Support services for the East Lot Redevelopment project will be provided by the Consulting Engineer under a separate task order assignment.

Final Design services and Design Services during Construction will be provided by the Consulting Engineer under a separate task order assignment.

General Assumptions

1. The project design and milestone deliverables will be developed in general accordance with CTDOT's *Consultant Design Administration Manual* and *Project Development Guide*.
2. The Consulting Engineer will prepare and submit all construction documents in accordance with CTDOT's *Digital Project Development Manual, Version 6.8*.
3. The Consulting Engineer will prepare the design in accordance with the current (as of the approval date of this Scope) applicable and governing provisions of local, state, and national standards, codes and requirements, including but not limited to:
 - *2022 Connecticut State Building Code*, Department of Administrative Services, and adopted model codes, including:
 - a. 2021 International Plumbing Code
 - b. 2021 International Mechanical Code
 - c. 2021 International Energy Conservation Code
 - d. 2020 National Electrical Code (NFPA 70)
 - e. 2017 ICC A117.1 Accessible and Usable Buildings & Facilities
 - *2018 Connecticut State Fire Safety Code*, Department of Administrative Services
 - *2018 Connecticut State Fire Prevention Code*, Department of Administrative Services
 - *Accessible and Usable Buildings and Facilities (ICC A117.1)*, ICC
 - *Manual on Uniform Traffic Control Devices (MUTCD) 11th Edition, December 2023*, USDOT
 - *Highway Design Manual, Revised January 2023*, CTDOT
 - *Geotechnical Engineering Manual, 2005 Edition, Revised January 2020*, CTDOT
 - *ConnDOT Drainage Manual, 2000* (last Revised December 2003), CTDOT
 - *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way*, U.S. Access Board
 - *Traffic Control Signal Design Manual (Revision 4, January 2021)*, CTDOT
 - *Highway Standard Sheets*, CTDOT
 - *Traffic Standard Sheets*, CTDOT
4. CTDOT will provide and maintain the active survey file and digital terrain models (DTMs) for the existing ground surface for the project area, including all topographical survey data, any necessary updates and revisions that may be requested by the Consulting Engineer for changed field conditions, expanded project limits, additional utility information, or other design needs.
5. CTDOT will provide and/or obtain all as-built/record drawings for the existing Union Station, adjacent railroad/railyard infrastructure, and Union Avenue.
6. CTDOT will provide and/or obtain all readily available documentation of geotechnical investigations completed on the proposed Intermodal Center site.
7. CTDOT will provide existing peak hour traffic data and relevant major traffic generator information for the project area and adjacent traffic study area.
8. Permanent access will be maintained between the ground level of the proposed Intermodal Center, the existing railyard, and the existing Amtrak easement.
9. The mitigation of temporary access impacts to the railyard and the Amtrak easement during construction of the Intermodal Center will be contemplated during the Final Design phase.
10. The mitigation of impacts to existing bus operations, Union Station delivery operations, and rental car parking that currently occupy the proposed Intermodal Center site will be implemented by others.

11. CTDOT will determine environmental remediation requirements to address potentially hazardous materials in the project area prior to construction. These requirements will be coordinated with the proposed parking garage design during the Final Design phase.
12. CTDOT will complete a Permit Needs Determination Form (PNDF) to determine the likely permitting activities required for the project.
13. CTDOT will initiate utility coordination including sending utility notification letters to utility owners in the project area.
14. Electric vehicle charging stations for 20% of the proposed parking spaces will be planned for the parking garage, based upon electrical grid capacity and site constraints.
15. The relocation of existing high-mast lighting currently located on the proposed Intermodal Center site will be completed by others.
16. The temporary and/or permanent relocation of existing catenary supports to accommodate the construction of the proposed Intermodal Center will not be contemplated under this Scope of Work.

TASK 1. CEPA Public Scoping

The proposed project will be financed with 100% State funds and as such will be subject to the Connecticut Environmental Policy Act (CEPA) (Connecticut General Statutes [CGS] Sections 22a-1 through 22a-1h, inclusive, and where applicable, CEPA regulations Section 22a-1a-1 through 22a-1a-12, inclusive, of the Regulations of Connecticut State Agencies [RCSA]).

As defined in the Generic Environmental Classification Document (ECD) for Connecticut State Agencies, effective date of March 2, 2021, the Proposed Action of constructing a new parking garage that provides for an increase in capacity of 200 vehicles or more requires Public Scoping to determine whether an Environmental Impact Evaluation (EIE) is required for the Proposed Action in accordance with CEPA.

This Scope of Work includes activities by the Consulting Engineer in support the Public Scoping process. The Build alternatives for the Proposed Action that will be presented during Public Scoping will be prepared by the Consulting Engineer under Tasks 3 and 5. The preparation of subsequent environmental documentation and the associated assessment of impacts of the Proposed Action, as required, will be provided by the Consulting Engineer under a separate scope of work.

1.1 Project Purpose and Need

The Consulting Engineer will coordinate with CTDOT to develop a concise purpose and need (P/N) statement for the project. CTDOT will provide initial language for the draft P/N which the Consulting Engineer will review and incorporate into a draft P/N statement. A draft P/N statement will be submitted to CTDOT for review and comment. The Consulting Engineer will finalize the P/N statement based on CTDOT comments, and once approved, will incorporate the P/N statement in the Scoping Notice and other Public Scoping documentation. CTDOT will provide all existing and documented data, evidence, studies, investigations, and findings prepared by others to support the stated need for the Proposed Action. Any additional data collection, analyses, studies, or investigations that may be required by the Consulting Engineer to support the stated need are not included in this Scope of Work.

1.2 CEPA Scoping Notice

The Consulting Engineer will assist CTDOT with the preparation of a CEPA Scoping Notice for publication in the Connecticut *Environmental Monitor*. The Consulting Engineer will prepare a draft Scoping Notice for CTDOT review. CTDOT will then finalize the notice and coordinate for publication in the *Environmental Monitor*. It is assumed that a Public Scoping Meeting will be conducted for this project; the meeting is included under Task 1.4, Public Scoping Meeting.

1.3 Description of Proposed Action and Alternatives

The Consulting Engineer will prepare a detailed description of the Proposed Action (Preferred Alternative) including the basis of selection of the Proposed Action as the preferred alternative. A draft description will be submitted to CTDOT for review and comment. The Consulting Engineer will refine the description based on CTDOT comments, and once approved, will incorporate the project description into the Public Scoping documentation.

1.4 Public Scoping Meeting

The Consulting Engineer will prepare for and attend one (1) Public Scoping Meeting to be conducted during Task 3, Functional Design Concept Development, and Task 5, Preliminary Design (30%) Development for Union Avenue. The Consulting Engineer will schedule the Public Scoping Meeting in coordination with CTDOT, including securing an appropriate meeting venue in New Haven. It is assumed that up to four (4) consultant staff will attend the meeting. In addition, the Consulting Engineer will provide the following services in support of the meeting:

- Prepare and present a formal PowerPoint presentation with the Consulting Engineer's equipment.
- Prepare color exhibits illustrating the project area, key environmental constraints, and Build Alternative. The exhibits will be of a size and scale suitable for public review.
- Develop and provide copies of a meeting agenda, sign-in sheet, and comment forms and supply pens for public use at the meeting.
- Review all public and Agency comments received during the meeting and received by CTDOT during the public comment period. Public comments will be compiled and provided to CTDOT for the public record and for determining whether an EIE will be required for the Proposed Action.

At least one week prior to the Public Scoping meeting, a dry-run meeting will be held with CTDOT representatives to prepare for the meeting. All materials to be presented to the public will be reviewed by CTDOT for approval at this time.

The Consulting Engineer will procure oral translation services for the Public Scoping meeting and/or written translation of meeting materials and communications if those are determined by CTDOT as being required for the meeting.

CTDOT will provide the Consulting Engineer with a recording of the public scoping meeting. The Consulting Engineer will arrange for transcription services and provide CTDOT with a written transcript of the presentation and all verbal comments recorded at the meeting with a Report of Meeting.

It is assumed that oral and/or written translation services and transcription services for the Public Scoping meeting will be provided by third-party vendors and will be allowable direct costs for this assignment.

TASK 2. Preliminary Site Investigations and Documentation

2.1 Site Inventory and Documentation

For the project area, the Consulting Engineer will compile pertinent available data; review/confirm topographic survey mapping provided by CTDOT; obtain environmental resource mapping from readily available GIS data sources; perform field reconnaissance; and produce documentation of the existing site conditions including mapping, photos, and written narrative, as required. This inventory could include:

- Verification of overhead utility locations.
- Verification of drainage systems and determination of site drainage characteristics and patterns.
- Location, style, type, size, and character of existing lighting, security, communications features.
- Physical/geometric characteristics of Union Avenue and existing access to and from Union Station.
- Verification of existing traffic controls.
- Sight lines from project site.

- Vehicular traffic patterns, traffic flow, on-site bus/shuttle/delivery vehicle operations, and observed operational issues.
- Nature and location of access and access controls to and from the railyard and Amtrak easement.
- Pedestrian and bicycle access and circulation patterns.
- Compilation of environment resource mapping.

It is assumed that six (6) man-days will be required for field reconnaissance performed under this task. All field work will be performed in accordance with applicable CTDOT maintenance and protection of traffic requirements and applicable safety rules and regulations. Safety signing, vests, hard hats, etc. will be utilized, as appropriate, by field personnel. No access to the track or railroad safety training will be required.

2.2 Underground Utility Surveying

The Consulting Engineer will procure the services of an underground surveying company to mark-out the locations of existing primary and secondary underground utility facilities (including electrical, water, gas, communications, sanitary/septic) on the site of the proposed Intermodal Center and within Union Avenue. CTDOT will perform field survey of the mark-outs and will incorporate this information in the active survey file for the project. Task 2.2 will be completed prior to initiating Task 2.3.

2.3 Subsurface Exploration Program

The Consulting Engineer will prepare and implement a subsurface exploration program (SEP) for the proposed Intermodal Center site and Union Avenue improvements in accordance with the applicable provisions of CTDOT's *Geotechnical Engineering Manual*. Specifically, the Consulting Engineer will:

- Review existing subsurface data and geotechnical reports provided by CTDOT from previous exploratory efforts.
- Develop a boring contract bid package for the SEP to be submitted to CTDOT for review and approval. The package will include a brief narrative, boring contract specifications, boring location plan, and detailed estimate of boring quantities. For scoping purposes, the Consulting Engineer anticipates the SEP will include the following:
 - Four (4) borings at the anticipated corners of the parking garage footprint to depths of 100 ft.
 - Four (4) borings within the footprint of the parking garage footprint to depths of 75 ft.
 - Continuous split-spoon sampling within all parking garage borings to depths of 20 feet, or through fill material, whichever is greater, and at standard 5-foot intervals thereafter.
 - Three (3) borings in Union Avenue to depths of 8 ft to determine roadway subgrade conditions.
- Facilitate coordination with Metro-North Railroad to discuss any special conditions or requirements for the boring contractor's work adjacent to the railroad.
- Mark the boring locations on-site prior the start of the SEP.
- Inspect the SEP in accordance with the applicable provisions of CTDOT's *Geotechnical Engineering Manual*. The Consulting Engineer will provide one on-site inspector who will: coordinate with the drilling subcontractor, CTDOT, PNH, and the geotechnical project engineer; observe the drilling operations; complete daily inspection reports; log the soil samples; and direct drilling adjustments in the field based on the conditions encountered.
- Select samples and submit to a qualified laboratory for index, corrosivity, and strength testing. Additional testing may be selected based on conditions encountered during the SEP.

Task 2.3 Assumptions

- Environmental special provisions will be required in the boring contract to address potential environmental contamination and containment such as: soil handling, drill rig and equipment decontamination, soil cuttings and drill fluid drumming, borehole backfilling, and personal protective

equipment (PPE) requirements. The Consulting Engineer will develop these special provisions for inclusion with the boring contract bid package to be submitted to CTDOT for review and approval.

- The Consulting Engineer will provide an environmental scientist to address specific conditions encountered during subsurface exploration.
- Drilling operations will be completed during normal working hours.
- Drilling operations, including mobilization and staging of equipment, will be coordinated to minimize disturbance of the existing West Lot operations.
- A *Call Before You Dig* ticket will be obtained by the boring contractor a minimum of 48 hours in advance of drilling operations.
- Metro-North Railroad flaggers will not be required for the drilling operations.

2.4 Geotechnical Engineering Report

The Consulting Engineer will prepare a Draft Geotechnical Report in conjunction with the functional design development of the proposed parking garage and in general accordance the applicable requirements of the CTDOT *Geotechnical Engineering Manual*. The report will include preliminary foundation design recommendations based on the findings of the SEP. The draft will be submitted for CTDOT review and comment.

The Consulting Engineer will prepare and submit a Final Geotechnical Report that addresses CTDOT comments on the draft report.

TASK 3. Functional Design Development

The Consulting Engineer will develop the preliminary design parameters and functional design concepts for the proposed Intermodal Center under this task using the findings of the *Union Station East & West Lot Development Study* (Svivals + Partners, October 2022) as a preliminary basis for this work. It is anticipated the functional design development will be an iterative process involving input from CTDOT, PNH, and other stakeholders. Meetings associated with the functional design development will be completed under Task 6, Agency/Stakeholder Meetings & Coordination. The Consulting Engineer will also complete a community parking supply and demand study, as required, under this task.

3.1 Preliminary Design Parameters

The Consulting Engineer will develop and document a set of preliminary design parameters to define the basic requirements, design criteria, standards, and preferences for the proposed Intermodal Center. The design parameters will inform the development of the alternative functional design concepts under this task. This task will define and/or confirm the following for the proposed Intermodal Center:

- Applicable building codes, life safety requirements, and design standards.
- Target parking supply, parking space size, and space allocation for standard, accessible, van accessible, electric vehicle, and rental car spaces in the parking garage.
- Design vehicle(s) for the ground level bus depot.
- Minimum dimensions for parking spaces (all types), bus berths, and drive aisles.
- Site size and usage requirements, including:
 - Confirmation of overall parcel footprint and site adjacencies.
 - Desirable and minimum setback requirements to existing station building, railyard, Amtrak easement, and Union Avenue.
 - Minimum vertical clearances for the ground level bus depot, van accessible levels, and typical parking levels.
 - Site access requirements for vehicular traffic to and from the railyard, Amtrak easement, rear of station building, and Union Avenue.

- Site access requirements for pedestrians to and from the parking garage, bus depot, station building, and Union Avenue.
- Structure height limitations based on SHPO recommendations, assumed not to notably exceed the height of the existing station building.
- Stair and elevator provisions.
- Other programmatic needs such as patron waiting areas, lavatories, storage spaces, and other interior space needs.
- Bicycle parking opportunities, including electric bicycle charging provisions.
- Parking Access and Revenue Control System (PARCS) provisions, including basic requirements for integration with the existing PARCS at Union Station.
- Safety and security requirements.
- Other agency and stakeholder design preferences and requirements as determined through consultation with CTDOT and other stakeholders.
- Utility constraints.
- Snow removal and snow storage limitations.

The Consulting Engineer will document the preliminary design parameters in a memorandum for CTDOT review and comment. One round of review and comment with subsequent revisions is included in this scope.

3.2 Functional Design Concepts

The Consulting Engineer will develop up to two (2) alternative functional design concepts for the Intermodal Center based on the design parameters developed under Task 3.1 and the following provisions and considerations:

- Vehicular access to/from Union Avenue consisting of separate or combined access for buses and commuter vehicles. Work will include analysis of vehicular entry/exit demand (based on findings of the traffic study) for the parking garage to determine the required number, configuration, and locations of vehicular lanes. Work will also include siting of PARCS (fare transaction zones) at entry/exit points.
- Ground level provisions including circulation requirements for buses, bus berth layout, patron waiting areas, pedestrian accommodations, and coordination with railyard and Amtrak easement access.
- Parking garage provisions including ramp configuration, internal circulation and traffic flow, parking space layout on each level, anticipated floor-to-floor heights and clearances based on preliminary structural member sizes and depths.
- Layout and access for other interior spaces including lavatories; storage rooms; and mechanical, electrical, and server rooms.
- Pedestrian access and circulation including access and flow from parking to a vertical core comprised of elevators and egress stair leading to grade and to other egress stairs as required by applicable codes. Work will include assessment of elevator capacity to verify the required number of elevators, and assessment of location relative to functionality and life safety.
- Bicycle parking facilities and access from Union Avenue.
- Constructability limitations based on existing site constraints, proximity to existing adjacent facilities and structures, and temporary access requirements for the railyard and Amtrak easement.
- Preliminary assessment of alternative options for snow removal, snow storage and/or snow melting system accommodations.

The Consulting Engineer will develop up to six (6) concept-level drawings (including plans for ground level, typical level, and roof level; longitudinal and transverse sections; exterior elevations; and isometric

views) for each of the two (2) proposed functional design concepts, as necessary, to adequately convey the following for each of the two alternative functional design concepts:

- Overall site layout including access locations/configurations and relationship to the site and abutting features (including existing station building, rail infrastructure, Amtrak easement, Union Avenue street line).
- Internal circulation and traffic flow.
- Parking space and drive aisle layout for each level.
- Anticipated floor-to-floor heights and clearances for each level.
- Structural grid including location and approximate size of shear walls.
- Location of elevator/stair core, egress stairs, and pedestrian connections to the existing station and Union Avenue.
- Access provisions for the railyard and Amtrak easement.
- Snow storage opportunities.

The Consulting Engineer will also document the relative advantages and disadvantages of each alternative and provide a parking space tabulation chart for each depicting the allocation of parking spaces for each level.

The Consulting Engineer will then review the preliminary functional design concepts with CTDOT, City of New Haven, PNH and other stakeholders (meetings under Task 6). As required, the Consulting Engineer will refine the functional design concepts and/or develop alternative sub-concepts for subsequent presentation and discussion with CTDOT, the City, and other stakeholders (meetings under Task 6). As required, the Consulting Engineer will then further refine a preferred preliminary functional design concept for subsequent presentation as the Proposed Action at the Public Scoping Meeting (under Task 1.4).

3.3 Parking Supply and Demand Study

If requested by CTDOT, the Consulting Engineer will complete a commuter parking supply and demand study to assess the existing and future need for commuter parking for Union Station. Existing and future commuter parking supply includes public and private facilities in the area of Union Station. Existing commuter parking demand data will be obtained as available from facility operators, or estimated using point-in-time parking space utilization counts, to the extent which access to these facilities will allow. Future or potential parking demand will be estimated from CTDOT's waitlist for parking permits and from ridership growth and travel demand projections for transit services originating from Union Station. Ridership and travel demand data will be obtained, as available, from others; the Consulting Engineer will not be responsible for developing ridership growth or travel demand forecasts under this Scope of Work. The methodology, data, and findings for the commuter parking supply and demand study will be summarized in a brief technical memorandum for review by CTDOT. The labor effort associated with this study is assumed to be up to 160 staff-hours.

Task 3 Assumptions:

- The parking garage will meet the building code requirements for an open parking garage and will use a precast concrete structural system.
- There will be no roof on the parking garage.
- Aesthetic design concepts will be developed by the Consulting Engineer under a subsequent task order assignment.
- Cost estimates will not be required.

TASK 4. Traffic Impact Study

The Consulting Engineer will complete a Traffic Impact Study (TIS) for the proposed Intermodal Center to determine the potential impacts that new trip generation from the proposed site will have on Union Avenue and the adjacent street network in the study area. The study area includes the following intersections:

1. Union Avenue & Church Street Extension
2. Union Avenue & Union Station West Lot Driveway
3. Union Avenue & Union Station Passenger Drop-off Driveway
4. Union Avenue & Pedestrian Midblock Crossing between Union Station Drop-off and Pick-up
5. Union Avenue & Union Station Passenger Pick-up Driveway
6. Union Avenue & Union Station Parking Garage Access #1
7. Union Avenue & Columbus Avenue/Union Station Parking Garage Access #2 (East Lot)
8. Union Avenue & Meadow Street
9. Union Avenue & West Water Street
10. Union Avenue/State Street & Water Street

The TIS and documentation will inform the CEPA evaluation (to be completed under a separate task order assignment) and will inform the site layout and access provisions at Union Avenue. The analyses will include the existing condition (year 2024), no-action condition (year 2034 – the estimated time of completion (ETC) for the project), build condition (year 2034), and future build condition (year 2054 – ETC +20).

The proposed West Lot parking improvements with a minimum of 200 new parking spaces will qualify as a Major Traffic Generator (MTG) and will ultimately require certification from the Office of the State Traffic Administration (OSTA). As such, the analyses completed under this task will be consistent with the requirements of an OSTA application, and Step 1 of the MTG certification process will be completed to facilitate approval of the traffic data to be used for the analyses. The Consulting Engineer will complete subsequent steps of the MTG certification process under a subsequent task order assignment.

The TIS will include the following work items:

Existing Data Collection, Compilation and Review

- **Traffic Data.** The Consulting Engineer will compile and review traffic volume data provided by CTDOT and obtained from other sources including previous traffic studies for Union Station, Union Avenue, and/or any available studies for other land development or community planning initiatives affecting the study area transportation system. Other traffic data to be provided by CTDOT for the study area will include: heavy vehicle percentages by location/movement, Peak Hour Factors (PHFs), pedestrian/bicycle volumes, and 85th percentile speed data for Union Avenue. The Consulting Engineer will coordinate with OSTA to obtain traffic data for approved MTG certificates.
- **Accident Data.** The Consulting Engineer will collect and compile the latest three years of readily available accident reports for collisions in the study area. This information will be obtained from the Connecticut Crash Data Repository maintained by UConn.
- **Signal Plans.** The Consulting Engineer will collect the current signal plan for each of the study intersections from the City of New Haven and CTDOT, as applicable.
- **Roadway and Transportation System Improvement Plans.** The Consulting Engineer will collect plans from CTDOT and City of New Haven for any planned and/or programmed roadway, intersection, traffic signal, sidewalk, bikeway, bus system, or other capital improvement projects that need to be accounted in the future (ETC and/or ETC+20) conditions.

Existing Condition Analyses

Traffic Network

The Consulting Engineer will create a Synchro traffic network representing the existing condition.

Level-of-Service Analysis

The Consulting Engineer will perform intersection capacity analyses for the study intersections during the weekday morning (AM) and evening (PM) peak hours for the existing condition using the current version of Synchro and SimTraffic software with performance metrics reported using the HCS methodology.

Queue Calculations

The Consulting Engineer will perform and report queue calculations (50th percentile and 95th percentile) for the existing condition at the study intersections (all movements).

Crash Analysis

The Consulting Engineer will summarize and document the accident data in tabular form. The location and nature of notable accident trends/patterns will be identified and described, including those associated with pedestrian or bicycle crashes. Collision diagrams, as available, will be compiled.

Documentation

The Consulting Engineer will prepare tables, graphics and narrative for the existing condition, including analysis results and identified issues. Synchro summary reports of the capacity and queue analyses will also be compiled.

No-Action Condition Analyses

Traffic Network

The Consulting Engineer will create the no-action condition Synchro network by updating the existing condition network to reflect the programmed roadway and transportation system improvements that are expected to be completed by ETC.

No-Action Traffic Volumes

The Consulting Engineer will estimate traffic volumes for the no-action condition for the weekday AM and PM peak hours and will prepare traffic volume diagrams for review and approval under the Step 1 OSTA MTG process. The traffic volume estimates will include background growth and traffic volumes from developments with approved MTG certificates that are expected to be completed by ETC.

Level-of-Service Analysis

The Consulting Engineer will perform intersection capacity analyses for the study intersections during the weekday morning (AM) and evening (PM) peak hours for the no-action condition using the CTDOT-approved no-action traffic volumes.

Queue Calculations

The Consulting Engineer will perform and report queue calculations (50th percentile and 95th percentile) for the no-action condition at the study intersections (all movements).

Documentation

The Consulting Engineer will prepare tables, graphics and narrative for the no-action condition, including analysis results and identified issues. Synchro summary reports of the capacity and queue analyses will also be compiled.

Build Condition Analyses

Traffic Network

The Consulting Engineer will create the build condition Synchro network by updating the no-action condition network to reflect changes to Union Avenue for proposed access to/from the proposed Intermodal Center.

Trip Generation

The Consulting Engineer will estimate weekday AM and PM peak hour trip generation from the proposed Intermodal Center site using existing parking garage trip generation data, and will assign these trips to the traffic network based on existing commuter travel patterns at Union Station.

Build Condition Traffic Volumes

The Consulting Engineer will estimate traffic volumes for the build condition for the weekday AM and PM peak hours and will prepare traffic volume diagrams for review and approval under the Step 1 OSTA MTG process. The traffic volume estimates will consist of no-action volumes combined with the trip generation estimated under this task.

Level-of-Service Analysis

The Consulting Engineer will perform intersection capacity analyses for the study intersections during the weekday morning (AM) and evening (PM) peak hours for the build condition using the CTDOT-approved build traffic volumes.

Queue Calculations

The Consulting Engineer will perform and report queue calculations (50th percentile and 95th percentile) for the build condition at the study intersections (all movements).

Documentation

The Consulting Engineer will prepare tables, graphics and narrative for the build condition, including analysis results and identified issues. Synchro summary reports of the capacity and queue analyses will also be compiled.

Mitigation Assessment

The Consulting Engineer will determine the nature of off-site improvements that are necessary to address any significant traffic impacts associated with the proposed Intermodal Center. These improvements, as required, will be documented in the Technical Report under this task and addressed by the Union Avenue improvements prepared under Task 5.

Future Build Condition Analyses

Traffic Network

The Consulting Engineer will create the future build condition Synchro network by updating the build condition network to reflect any mitigation for potential traffic impacts associated with the proposed Intermodal Center. The update will also reflect the programmed roadway and transportation system improvements that are expected to be completed by ETC+20.

Future Build Condition Traffic Volumes

The Consulting Engineer will estimate traffic volumes for the future build condition for the weekday AM and PM peak hours and will prepare traffic volume diagrams for CTDOT review. The traffic volume estimates will consist of future condition volumes with additional background growth for ETC+20 and traffic volumes from developments with approved MTG certificates that are expected to be completed between ETC and ETC+20.

Level-of-Service Analysis

The Consulting Engineer will perform intersection capacity analyses for the study intersections during the weekday morning (AM) and evening (PM) peak hours for the future build condition using the future build traffic volumes.

Queue Calculations

The Consulting Engineer will perform and report queue calculations (50th percentile and 95th percentile) for the future build condition at the study intersections (all movements).

Documentation

The Consulting Engineer will prepare tables, graphics and narrative for the future build condition, including analysis results and identified issues. Synchro summary reports of the capacity and queue analyses will also be compiled.

Mitigation Assessment

The Consulting Engineer will determine the nature of additional Union Avenue improvements that may be needed to address unacceptable traffic operations (assumed to be LOS E or F) at the study intersections. The nature and extent of these improvements will be reviewed with CTDOT and City of New Haven, and as required, will be documented in the TIS Report under this task and addressed by the Union Avenue improvements prepared under Task 5.

TIS Report

The Consulting Engineer will prepare a TIS Report that will provide a concise description of the investigations and analyses conducted to evaluate the traffic impacts of the project. The document will include text and graphics appropriate to describe: [1] the study process and methods, [2] existing, no-action, build, and future build traffic conditions, [3] the identified traffic impacts, and [4] recommended improvements, if any, to mitigate significant traffic impacts under the build condition and to address unacceptable traffic operations under the future build condition. A technical appendix will also be provided containing the technical data and analyses supporting the information presented in the report.

TASK 5. Preliminary Design (30%) Development for Union Avenue

The Consulting Engineer will complete the design report, design plans, and cost estimate outlined in this task in support of the Preliminary Design (30%) Development for Union Avenue. The typical roadway cross section will be based on the Union Avenue concept plan prepared by the City of New Haven (dated January 16, 2024) and attached for reference (Exhibit 2).

5.1 Preliminary Design Report

The Consulting Engineer will prepare a Preliminary Design Report in accordance with the applicable requirements of Section 303.04 of CTDOT's *Project Development Guide*. Design and documentation efforts included in this task are:

- Determination and documentation of design criteria for Union Avenue.
- Identification of any non-standard design values and design exceptions for controlling design criteria.
- Preliminary pavement design, assumed to be full-depth reconstruction.
- Assessment of the existing roadway drainage system and characteristics, including major drainage areas, stormwater quality issues, flooding and capacity issues, and system condition and maintenance issues.
- Assessment of existing overhead and underground utility infrastructure, potential impacts, and nature and extent of relocations required for the improvements, including limits of relocating existing overhead lines underground in the area of the proposed Intermodal Center.
- Determination of property impacts, rights-of-way and easement needs for the Union Avenue improvements. Preparation of a Preliminary Schedule of Property Owners with a base survey plan, if required.
- Assessment of illumination needs for Union Avenue in the project area including preparation of a preliminary illumination concept in accordance with current national and state standards and guidance, including the AASHTO Roadway Lighting Design Guide and the National Electrical Code.
- Development of a preliminary construction staging scheme.

The Consulting Engineer will also incorporate a summary and key findings from each of the following into the Preliminary Design Report:

- CEPA Public Scoping (Task 1).
- Preliminary site investigations, including the Subsurface Exploration Program (Task 2).
- Functional design development process, including selection of a preferred alternative (Task 3).
- TIS (Task 4).

5.2 Preliminary Plans

The Consulting Engineer will develop the preliminary plans for Union Avenue to a 30% design level. Plans will be organized into three (3) subsets for the Preliminary Design (PD) submission, including General, Highway, and Traffic. Scope provisions for individual design disciplines are outlined in the following subtask breakdown.

A. Highway

The Consulting Engineer will prepare PD highway plans, sections, notes, and details to define the following within the Union Avenue work limits:

- Overall nature and limits of demolition and removals.
- Horizontal and vertical alignments and layout information.
- Typical roadway cross section with full-depth pavement section design.
- Travel lane, turn lane, and parking lane layout and dimensions.
- Crosswalk locations, raised crosswalk locations, curb ramp details, cycle track layout, and bus boarding area layout.
- Intermodal Center driveway/site access.
- Modifications to the passenger pick-up and drop-off area at Union Station.
- Nature and extent of streetscape improvements and existing sidewalk modifications.
- Schematic drainage system modifications and improvements. It is assumed that existing stormwater system outlet pipes will be utilized.
- Roadway cross sections at 50-ft intervals and as required at critical sections.

B. Traffic

The Consulting Engineer will prepare PD traffic plans, notes, and details to define the following:

- New signage and pavement markings, and modification of existing signage and pavement markings as required on Union Avenue.
- Nature and existing of new traffic control equipment and/or existing equipment modifications.
- Maintenance and protection of traffic (MPT) including temporary traffic control measures and temporary pedestrian accommodations.

C. Other Plans & Drawings

Other plans that the Consulting Engineer will prepare for the PD submission include the following:

- General plans subset including title sheet and general notes.

5.3 Preliminary Construction Cost Estimate

The Consulting Engineer will prepare a preliminary construction cost estimate based on quantity take-offs from the PD and in accordance with CTDOT's latest Cost Estimating Guidelines. Unit prices for highway and traffic items will be obtained from CTDOT's Estimator program, as available, or determined based on industry pricing guidelines (such as recent RSMeans data).

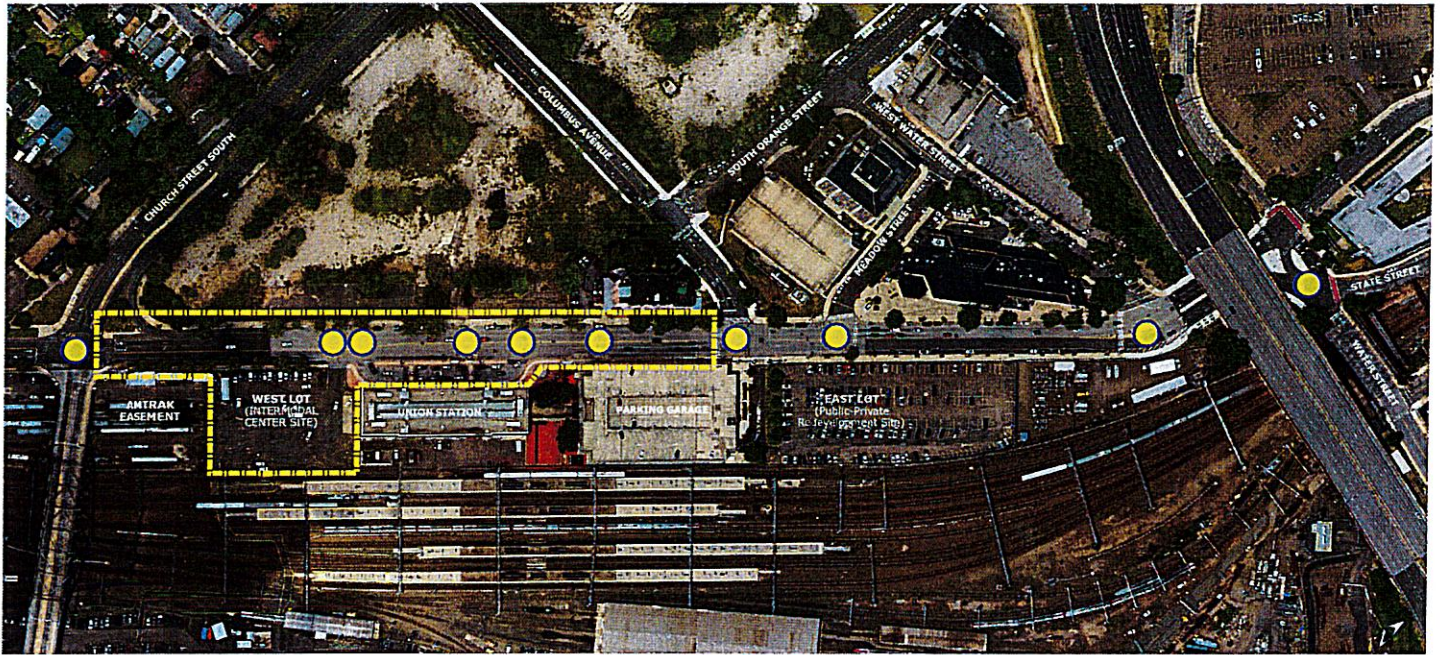
TASK 6. Agency/Stakeholder Coordination & Meetings

The Consulting Engineer will prepare for, attend, and facilitate meetings with CTDOT and other involved agencies and stakeholders as required during the preliminary engineering phase to coordinate data collection; discuss progress; discuss design decisions; coordinate project activities; review draft products and deliverables; and solicit stakeholder input. These meetings could involve the following:



- CTDOT Facilities Design coordination, including project status meetings and preparatory discussions for meetings with other agencies and stakeholders. Assume 16 bi-weekly meetings and 8 preparatory discussions.
- CTDOT Inter-unit coordination, including meetings with Office of Transit, Office of Rail, OEP, District Maintenance, Traffic, Highways, Hydraulics & Drainage, and others as needed. Assume 10 meetings.
- CTDOT OSTA coordination. Assume 1 meeting.

- Connecticut SHPO. Assume 1 meeting.
- Amtrak Coordination. Assume 2 meetings.
- Utility Coordination. Assume 1 meeting.
- City of New Haven, including Park New Haven and various departments. Assume 4 meetings.

CTDOT will assist the Consulting Engineer with meeting coordination and scheduling. The number of Consulting Engineer staff attending each meeting will depend on the purpose of each meeting but will generally include the Project Manager and up to two (2) technical staff. The Facilities Design coordination and project status updates will generally involve the Project Manager. The Consulting Engineer will prepare and distribute an agenda (as required), meeting materials (as required), and meeting summary for each meeting. Up to xx (xx) meetings will be conducted on-site or in New Haven; the balance will be conducted virtually using Microsoft Teams.



LEGEND

-  PROJECT AREA
-  TRAFFIC IMPACT STUDY INTERSECTION



DESIGNED BY: _____ CHECKED BY: _____
 DATED: _____ REVISION: _____
 PROJECT DATE: _____

NOT TO SCALE

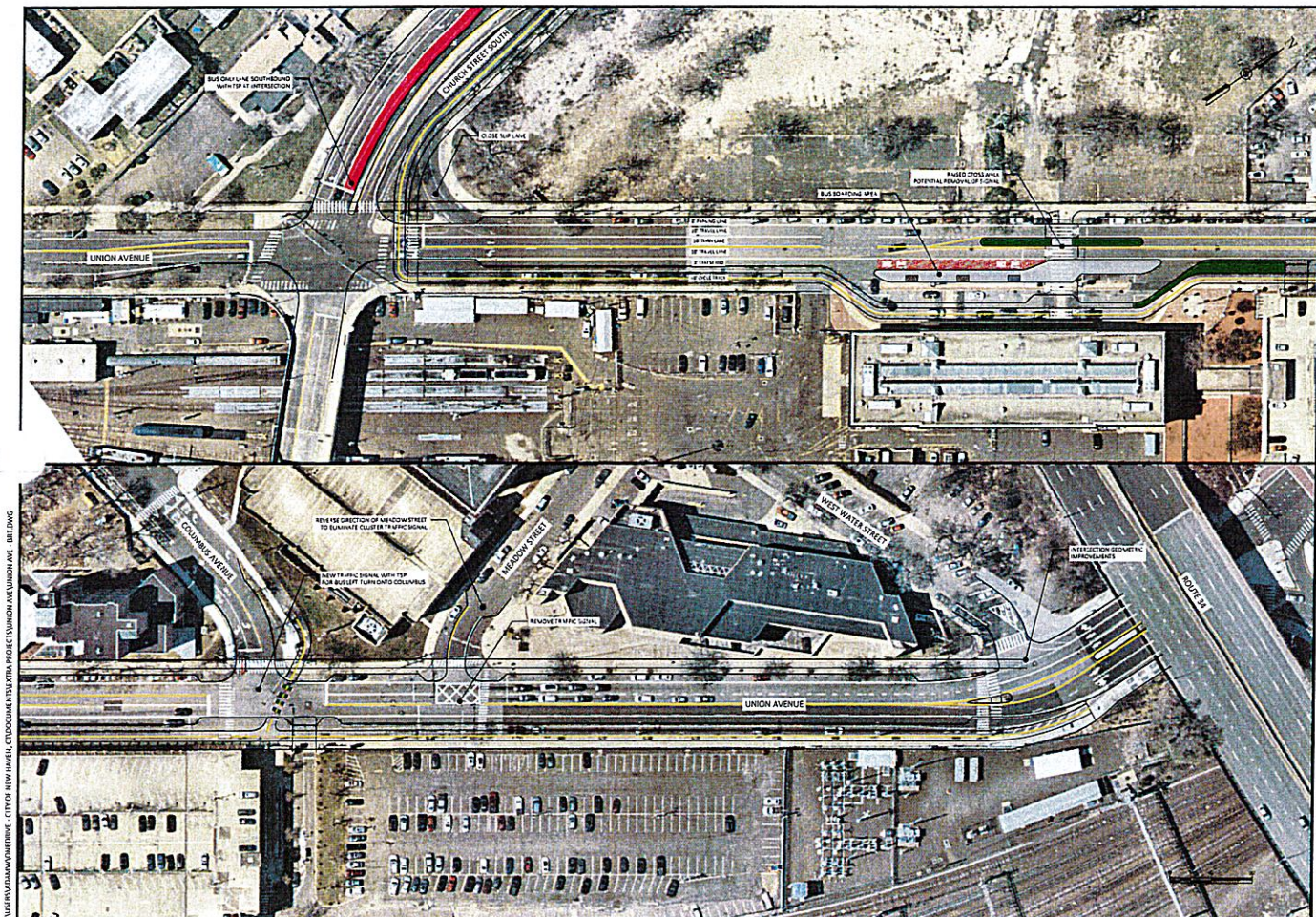
SCALE: 1" = 100'



STATE OF CONNECTICUT
 DEPARTMENT
 OF
 TRANSPORTATION

PROJECT NUMBER: 0331-0342
 PROJECT DESCRIPTION: UNION STATION WEST LOT INTERMODAL CENTER & UNION AVENUE IMPROVEMENTS
 TOWNSHIP: NEW HAVEN
 DRAWING NO.: PROJECT AREA MAP

DATE: _____
 DRAWN BY: _____



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	CITY OF NEW HAVEN DEPARTMENT OF ENGINEERING THE HONORABLE JUSTIN M. ELICKER, MAYOR GIOVANNI ZINI, P.E., CITY ENGINEER	
UNION AVENUE		
A. WEBER		
L. WEBER		
1/16/2024		
CONCEPT PLAN		
C-1		

Exhibit 2 | Union Avenue Concept Plan

August 26, 2024

REGARDING

Motion to approve a professional services agreement with Svigals + Partners, LLP to provide professional engineering and architectural services for Enabling Project – Phase 1 at Union Station Building, NHPA Project #23-051.

PURPOSE

To provide required professional engineering and architectural services throughout the stages of design, procurement, testing/inspection and construction for the Enabling Project – Phase 1 at Union Station Building. The items in this project include the following:

- Main lobby seating
- Outdoor flex seating/outdoor patio
- Bike station/ Garage concession space (design only)
- Decorations & seasonal overhead ornaments/art
- Family Restroom
- New Men's and Women's Restrooms
- Remove storefronts
- Grab & go
- Casual/semi-self-service restaurant
- Pizza kitchen
- MEP Upgrades Infrastructure
- Tenant Relocations and Enabling

DISCUSSION

Proposals for professional engineering and architectural services were requested for the Enabling Project - Phase 1. Legal advertisements were posted in in the New Haven Register, LaVoz, New Haven Independent, and Inner-City News and the State's contracting portal CTsource. The advertising was also placed on the Union Station and NHPA websites. Two proposals were received on May 31, 2024:

- Svigals + Partners, LLP of New Haven
- Newman Architects, PC of New Haven

These proposals were reviewed and are summarized in the enclosure entitled: Summary Comparison of Proposals Received for Professional Engineering and Architecture for Enabling Project – Phase 1 at New Haven Union Station, Project #23-051, dated July 11, 2024. Subsequent, follow-up information was also provided by the two proposers.

The Operations Committee interviewed the two proposers on July 15 and 16.

COST

The fees for the professional services agreement for the Enabling Projects – Phase 1 at Union Station Building will be negotiated by the NHPA Executive Director, and are subject to approval by CTDOT and the City.

FUNDING

Union Station capital reserves and/or State Bond Funds.

RECOMMENDATION

Enter into a professional services agreement with Svigals + Partners, LLP to provide professional engineering and architectural services for Enabling Project – Phase 1 at Union Station Building, NHPA Project #23-051, for a fee to be negotiated by the NHPA Executive Director, and subject to approval by CTDOT and the City.

August 26, 2024

MOVED THAT THE NEW HAVEN UNION STATION PARTNERSHIP OPERATIONS COMMITTEE HEREBY APPROVES THE PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE NEW HAVEN PARKING AUTHORITY, AS STATION MANAGER, PARKING MANAGER AND BROKERAGE MANAGER, WITH SVIGALS + PARTNERS, LLP AS A RESULT OF REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS TO PROVIDE PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES FOR ENABLING PROJECT – PHASE 1 AT UNION STATION BUILDING, NHPA PROJECT #23-051, FOR A FEE TO BE NEGOTIATED BY THE NHPA EXECUTIVE DIRECTOR, AND SUBJECT TO APPROVAL BY CTDOT AND THE CITY.

At a Regular Meeting of the New Haven Union Station Partnership Operations Committee (OC) meeting, duly warned and open to the public, held at 232 George Street, New Haven, CT and via Zoom teleconference at 1:00 p.m. on Monday, August 26, 2024, Members of the OC being present, the above Motion was proposed by Member _____, seconded by Member _____, put to vote and unanimously adopted.

OPERATIONS COMMITTEE ENDORSEMENTS:

Laoise King
Deputy Commissioner
Connecticut Department of Transportation

Michael Piscitelli
Economic Development Administrator
City of New Haven

Eric Bergeron
Assistant Rail Administrator
Connecticut Department of Transportation

Courtney Hendricson
Deputy Economic Development Administrator
City of New Haven

EXECUTIVE OVERSIGHT PANEL APPROVALS:

Garrett Eucalitto
Commissioner
Connecticut Department of Transportation

Justin Elicker
Mayor
City of New Haven

SUMMARY COMPARISON OF PROPOSALS RECEIVED FOR PROFESSIONAL ENGINEERING AND ARCHITECTURE FOR ENABLING PROJECT – PHASE 1 AT NEW HAVEN UNION STATION, PROJECT #23-051

	Svigals	Newman
Company full name	Svigals + Partners, LLP	Newman Architects, PC
Location	New Haven	New Haven
Year company organized	1983	1964, under various names
Years of Experience	41	60
General character of work performed	Program development; site investigation, analysis and feasibility services; schematic design document; design development documents and cost estimates; construction documents and cost estimates; furniture, fixtures, and equipment documentation; signage package; bidding and negotiation services; construction phase services; close-out services; BIM execution plan; Revit BIM documentation; Certificate of Need Services; and interior design/FFE documentation. Plus, other services listed.	Comprehensive architectural, interiors, lighting, and graphic design services from community engagement, programming, and conceptual design through construction administration and post-occupancy evaluation.
Completed forms	Yes	Yes, but did not complete certification at bottom of SBE/MBE Utilization Certificate
Qualifications	Licensed for architecture. Also has 8 sub-consultants for a variety of design disciplines, including structural engineering; architecture and interiors; MEP and fire protection engineering; civil engineering, landscape architecture and environmental services; food service; construction oversight; cost estimating; and historic preservation.	Licensed for architecture. Also has 4 sub-consultants for a variety of design disciplines, including structural engineering; MEP and fire protection engineering; site/civil engineering and landscape architecture; and cost estimating. [No qualifications/experience information provided for subconsultant CES.]

	Svigals	Newman
General experience	Well experienced and diverse team which appears to address all design disciplines needed; many members have previously worked together.	Well experienced architectural firm. Team includes a number of sub-consultants, three of whom have previously worked for the architect, but does not specifically list anyone for environmental services.
Specific experience with repairs and renovations in historic buildings	Many of team members have experience working at New Haven Union Station. Also, has an architectural conservation firm specializing in the preservation of historic buildings on the team. Team also has other experience with historic buildings.	Newman has experience at New Haven Union Station, working on the mid 80's renovation project. Also has other experience with historic buildings.
Specific experience with transportation facilities, especially railroad stations	Many of team members have experience working at New Haven Union Station. Team also has other experience with transportation facilities.	Newman has experience at New Haven Union Station, working on the mid 80's renovation project. Also has other experience with transportation facilities.
Approach to the services provided	Verify project goals for each task; evaluate existing conditions; identify long-lead items; present design options; treat each task as a stand-alone to allow flexibility in how each is delivered into construction; emphasis on getting restrooms accomplished early as well as relocating tenants to make way for new uses.	Identify decision makers vs. stakeholders; identify the OC's intentions, concerns and aspirations; communicate probable challenges and potential opportunities; align the scope, schedule and budget through managed communication; institute a process to coordinate the various project managers; establish preliminary budget and validate that budget, scope, and schedule are in alignment with project goals; implement a value management process; and identify, address and resolve deficiencies in scope, schedule, or budget immediately.
Organizational structure	Team of design experts headed by Svigals. Comprehensive list of expertise.	Team headed by Newman with sub-consultant support.

	Svigals	Newman
Proposed fees	Scanning & modeling of existing conditions - \$70,000; Schematic design, design development and construction documents: Main lobby seating - \$43,000; Outdoor flex seating/outdoor patio - \$90,700; Bike station/ Garage concession space - \$230,300; Decorations & seasonal overhead ornaments/art - \$48,600; Family Restroom - \$24,100; New Men's and Women's Restrooms - \$111,200; Remove storefronts - \$97,000; Grab & go - \$65,800; Casual/semi-self-service restaurant - \$93,400; Pizza kitchen - \$56,500; MEP Upgrades Infrastructure - \$92,700; Tenant Relocations and Enabling - \$8/SF; Subtotal (excl. tenant relocation) - \$1,023,300 Bidding Allowance (hourly)- \$25,000; Construction Admin. Allowance (hourly) - \$650,000; Reimbursable expenses allowance - \$45,000; Other specified allowances - \$177,000. Total (excl. tenant relocation) – \$1,920,300	Fees for architectural, interior design, and lighting design services: Part 1 (2023) [sic]: Design - \$243,000; Documentation - \$364,000 Construction Admin. - \$202,500 Subtotal - \$810,000 Part 2 (2024): Design - \$82,500; Documentation - \$123,750; Construction Admin. - \$68,750. Subtotal - \$275,000 Total - \$1,085,000 [Not clear if above fees include the subconsultant services, and the tenant relocation scope of work.]

	Svigals	Newman
Proposed schedule	<p>Field investigation/scanning - 4 weeks; 30% design (excl. review) -12 weeks; 60% design (excl. review) - 12 weeks; 90% design (excl. review) - 10 weeks; Final submission - 2 weeks; Bidding/permitting - 8 weeks; Construction Admin.: Phase 1- 12 months Phase 2 -12 months [Owner's review time is additional]</p>	<p>Schematic Design - 2 months; Design Development - 2 months; Construction Documents – 4 months [Schedule does not address bidding phase(s) or construction phase(s).] [Schedule has anticipated months. Not clear if this schedule includes review time.]</p>
Proposed use of subcontractors, if any	<p>Desman of Hartford – structural engineering and admin.; Patriquin Architects of New Haven – architecture and interiors; Silver Petrucelli + Assoc. of Hamden – MEP and fire protection; Tighe & Bond of Middletown - civil, landscape architecture and environmental; RJS +Assoc. of Old Lyme – food service; Freeman Companies of – construction oversight; Trophy Point of Blasdell, NY– cost estimating; Jablonski Building Conservation of NYC - historic preservation.</p>	<p>Michael Horton of Branford – structural engineering CES of Middletown – MEP and fire protection; Langan of New Haven – site/civil and landscape architecture; Rider Levett Bucknall of Boston – cost estimating.</p>
Specific experience with the variety of design disciplines	<p>Team has broad range of experience covering the many and varied design disciplines encountered with this project.</p>	<p>Team has a range of experience but does not appear to include environmental, specific food service experience, or specific historic preservation.</p>

	Svigals	Newman
Proposed use of SBE/MBE/WBE/DisBEs and demonstration of affirmative action and local community outreach	Svigals is itself an SBE; Patriquin Architects of New Haven - WBE; Freeman Companies of Hartford (construction oversight) – MBE; Desman of Rocky Hill (structural eng.) – MBE; Silver Petrucelli of Hamden (MEP and Fire Protection) – SBE; Jablonski Building Conservation (historic conservation) – WBE; Trophy Point (cost est.) - VBE	Michael Horton Associates of Bradford – SBE; No MBEs; Discusses diversity, equity and inclusion in its work and workplace.
Exceptions to draft form of agreement	None	None
Other factors to consider and discuss:	-	-
a. Design Team	Discuss history of team working together and how the various design aspects will be coordinated. Discuss attributes of food service consultant.	Discuss history of team working together and how the various design aspects will be coordinated. No qualification or experience info for subconsultant CES was provided – please provide. Discuss how environmental services will be provided. Discuss how on-site construction oversight will be provided. Discuss how historic preservation services will be provided. Discuss outreach for MBE subconsultants as none are provided.

	Svigals	Newman
b. Fees	<p>Discuss fees. Many are lump sum. Can back-up be provided? Does construction administration include a minimum average of 20 hours per week for on-site oversight, as instructed in the proposal documents?</p> <p>What services are included in the \$8/SF design fee for tenant relocations, and are the proposed allowances for bidding phase, construction admin., and the other various allowances sufficient to also cover the tenant relocation work?</p>	<p>Clarify if proposed fees are for architectural services only or if also include the subconsultant work.</p> <p>Discuss fees - are they lump sum or hourly? Can back-up be provided?</p> <p>Do these fees include the design services for the tenant locations?</p> <p>Does construction administration include a minimum average of 20 hours per week for on-site oversight, as instructed in the proposal documents?</p> <p>Where are the costs during bid phases included?</p> <p>Discuss if any allowances for additional services or reimbursable expenses are accounted for.</p>
c. Schedule	<p>Discuss opportunities for completing individual tasks in an optimum and timely manner. Can a more detailed schedule be provided, perhaps task-based?</p>	<p>Fees indicate a proposed two-part phasing. How does this phasing relate to the proposed schedule?</p> <p>Discuss opportunities for completing individual tasks in an optimum and timely manner. Can a more detailed schedule be provided, perhaps task-based?</p> <p>How much review time is factored in the schedule?</p> <p>What duration of construction time was assumed for the construction admin. fee?</p>
d. Other	Any questions or comments from Proposer?	Any questions or comments from Proposer?
Committee Rating		

Revised 7/11/2024



**UNION STATION
PARTNERSHIP**
NEW HAVEN



OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519

August 26, 2024

RECOMMENDATION: #082624-12 (Motion C)

SUBJECT: To Participate in Continuum of Care’s Pilot Program for the Use of Crisis Beds for the Unhoused at Union Station

NARRATIVE:

Statement of Intent/Project Summary: These beds are designed as an alternative to inpatient care and have been Continuum’s main source of referrals while offering a therapeutic environment for identified unhoused individuals. With the substantial increase in the homeless population, the lack of harm reduction beds in our community and the need for alternative community-based support, the service system is in dire need of better coordination and immediate access to emergency beds. Continuum of Care proposes to pilot two transitional crisis beds in New Haven for unhoused individuals at Union Station as *a pilot fee-for-service use of bed*. Beds will be available at their REST program on Winthrop Avenue. This site has 24/7 staffing attached to it and will follow already established guidelines.

Support Service Design, Use of Beds and Data: A crisis outreach coordinator will be attached to clients utilizing these beds specifically to assist with intensive case management, outreach, transportation, referrals, support and more importantly data collection in conjunction with Yale Consultation Center’s Jack Teebs and will track data in relation to client history, length-of-stay and outcomes. Clients utilizing the beds will have access to Continuum’s housing navigator to explore permanent housing as well.

Payment for Services: A weekly e-mail will be sent to update **the identified contact person at Union Station** with a report of bed use and an invoice will be generated and submitted to identified contact person for payment. (Budget attached)

Not to exceed:	\$79,705.17
Personnel:	\$53,836.90
Administrative:	\$1,725.00
Client Support:	\$11,984.85
Indirect:	\$12,158.42



**UNION STATION
PARTNERSHIP**
NEW HAVEN



OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519

OPERATIONS COMMITTEE ENDORSEMENTS:

Laoise King
Deputy Commissioner
Connecticut Department of Transportation

Michael Piscitelli
Economic Development Administrator
City of New Haven

Eric Bergeron
Assistant Rail Administrator
Connecticut Department of Transportation

Courtney Hendricson
Deputy Economic Development Administrator
City of New Haven



Pilot: Use of Crisis Beds for Unhoused at Union Station

HISTORY OF CRISIS SERVICES:

Continuum of Care, Inc. has been operating a Crisis/Respite Program for adults funded by the State of Connecticut Department of Mental Health and Addiction Services since 1989. This model demonstrates improved outcomes and cost savings versus conventional inpatient care. Continuum now has two locations; nine (9) beds in New Haven and ten (10) beds in Bridgeport. Average length of stay is approximately 14 days. Continuum also operates an eight (8) bed crisis stabilization/treatment program for commercially insured adult individuals, as well as a (9) bed crisis residential program for Veterans funded by the U.S. Department of Veterans Affairs. In the past year Continuum has added to our umbrella of crisis services with the addition of our: 1. Mobile COMPASS team (Collaboration with Police), The REST program (10 lounge chairs for rapid stabilization) and The Emergency Housing Program on Foxon (100 beds for emergency shelter).

The adults served in many of our crisis/respite programs are often in need of mental health and/or substance use treatment; undiagnosed; unsheltered; unemployed; experiencing legal issues; estranged from family; and lacking any natural supports. Over the years and post COVID our state funded crisis beds have experienced increased length of stays and increased referrals (often up to 20 referrals a day).

STATEMENT OF INTENT/PROJECT SUMMARY

Post implementation of the CAN (coordinated access network), Continuum of Care's state funded crisis beds of seen aa significant decrease in direct referrals from shelter providers. Unhoused individuals who do get referred will usually present at the emergency room post administrative discharge from shelter providers. As these beds are designed as an alternative to inpatient care, this has been our main source of referrals. With the substantial increase in the homeless population, the lack of harm reduction beds in our community and the need for alternative community-based support, the service system is in dire need of better coordination and immediate access to emergency beds. Continuum of Care proposes to pilot 2 transitional crisis beds in New Haven for unhoused individuals at union station as a pilot fee for service use of bed. Beds

will be available at our REST program on Winthrop Ave. This site has 24/7 staffing attached to it and will follow already established guidelines and function as our crisis beds do.

Our REST program (Rapid Evaluation Stabilization and Treatment) is in a large 3 family house that offers 10 recliners (opposed to beds) for a 23-hour crisis support stay. Staffing includes an interdisciplinary team of a nurse, peer, clinician and prescriber. The 3rd floor at this location has a 2-bedroom apartment with a staff office attached. The rest program falls under our Clinical Director of Acute and Emergency Response Services and LCSW Wanda Jofre, who also oversees our Crisis/ Respite programs, Emergency Shelter and our COMPASS teams.

SUPPORT SERVICE DESIGN, USE OF BEDS and DATA

A crisis outreach coordinator will be attached to clients utilizing these beds specifically to assist with intensive case management, outreach, transportation, referrals, support and more importantly data collection in conjunction with Yale Consultation Center's Jack Teebs. The beds will operate in a similar fashion to our state funded crisis beds and offer a more therapeutic environment for identified unhoused individuals. Clients residing in the bed will also have access to our housing navigator as needed to explore permanent housing. A weekly email will be done to update identified contact person at union station with a report of bed use, and an invoice will be generated and submitted to identified contact person for payment. Outreach coordinator will also, in conjunction with Jack Teebs, track data related to client history, length of stay and outcomes.

SEE ATTACHED BUDGET:

Based on budget approvals this pilot, if approved will be revisited after 90 days of implementation with a review of data collected.

PERSONNEL			SALARY	ACTUAL FTE
50150	000	Clinical Director	4,680.00	0.05
50160	000	BUDGDTR	-	0.00
50185	000	TRAINSPC	-	0.00
53000	102	PROGDTR	-	0.00
53010	103	ASSTPRDT	-	0.00
53010	103	ASSTPRDT	-	0.00
53035	101	PROGMGR	-	0.00
53099	134	CLINMAST	-	0.00
53610	136	Clinical Coordinator/ (Case Manager)	27,040.00	0.50
53610	136	RSS	9,693.00	0.20
53610	136	Overnight	-	0.00
53610	136	CSS	-	0.00
53610	136	Director	-	0.00
53610	136	Manager	-	0.00
53610	136	=Personnel!G23	-	0.00
53610	136	APRN	-	0.00
53610	136	COVERAGE	-	0.00
53711	137	DATAENT	-	0.00
53711	137	DATAENT	-	0.00
53720	137	DATASUPV	-	0.00
0	0	0	-	0.00

SUB-TOTAL SALARIES

41,413.00 0.750

PAYROLL TAX

60200	150	F.I.C.A.	3,105.98
60211	000	UNEMPLOYMENT TAX	372.72
60214	150	WORKMAN'S COMPENSATION	1,863.59

SUB-TOTAL PAYROLL TAX

5,342.28

FRINGE BENEFITS

60310	151	LIFE / DISABILITY & LT DISABILITY INSURANCE	248.48
60340	151	HEALTH INSURANCE	5,839.23
60340	151	DENTAL INSURANCE	165.65
60400	151	PENSION	828.26

SUB-TOTAL FRINGE BENEFITS

7,081.62

TOTAL PERSONNEL COSTS

53,836.90

DIRECT PROGRAM COSTS

		CONTRACTED TREAT/REHAB SER.	
70740	003		
		SUBTOTAL CONSULTANTS	-
72580	004	RENT	
73548	010	EDUCATION & TRAINING	1,000.00
73600	005	UTILITIES	
		CLIENT TRANSPORTATION/TRAVEL	
70379	006	Staff Mileage	

72230	006	Parking Fees	
70230	006	Bus Fare/Tokens	
		SUBTOTAL CLIENT TRANSPORT	-
		EQUIPMENT	
		ADMINISTRATIVE SUPPORT	
70070	008	Advertising	
71360	008	Equipment Rental	
73390	008	Office Supplies	175.00
71760	008	Prof Liab	
71740	008	Gen Liab Ins	
71770	008	Property Insurance	250.00
71999	008	Memberships & Subscriptions	
72000	008	Minor Equipment	
72651	008	Repair & Maintenance/Office	
73450	008	Telephone/Office	250.00
71800	008	Internet Data Line	
72910	008	Staff Travel	50.00
73440	008	Telephone Mobile	
72330	008	Postage	
72780	008	Security System	
72890	008	Staff Incentives	
		TOTAL ADMIN. SUPPORT	725.00
		CLIENT SUPPORT	
72060	009	Client Expense	2,000.00
71460	009	Food	9,079.20
72180	009	Other Housing Subsidy	
73360	009	Household Items	655.65
72620	009	Rent/Site	
72290	009	Pharmacy/Medication	125.00
72295	009	Pharmacy/Supplies	125.00
73470	009	Telephone / Site	
71600	009	Furniture	
73615	009	Utilities/Site	
79190	009	Dep. Lease Hold Property	
72652	009	Repair & Maintenance/Site	
		TOTAL CLIENT SUPPORT	11,984.85
		TOTAL DIRECT PROGRAM COST	67,546.75
71690	013	INDIRECT	12,158.42
		NET PROGRAM COST	79,705.17
		SURPLUS/DEFICIT	(79,705.17)
40600	000	GRANT AWARD	
		Total	79,705.17

INCIDENTS – Union Station Building and Garage – July 2024

DATE & TIME	TYPE	DESCRIPTION	POLICE CALLED	MEDICAL ASSISTANCE REQUIRED
		LOCATION:		
7.3.24 1200pm	Trip and Fall	<u>USB Main Concourse – Lobby</u> NHPD assisted a female who tripped in the lobby	NHPD	
7.3.24 1pm	Misc. Other – Code of Conduct	<u>USB Front of the Station</u> Subject who was not identified was told to leave for panhandling		
7.3.24 115pm	Larceny – Other	<u>USB Main Concourse – Lobby</u> Amtrak PD investigating a larceny of a cellphone which was left unattended.	Amtrak PD	
7.5.24 10am	Medical	<u>USB Main Concourse – Lobby</u> Male requested EMS. They responded/transported to ER		Yes
7.5.24 2pm	Disorderly Conduct	<u>USB Front Traffic Circle</u> Subject parked in the taxi queue and refused to move. Eventually left on his own		
7.5.24 715pm	Trip and Fall	<u>USB Escalator to Tunnel area</u> Subject fell down the escalator. NHPD assisted and call EMS to transport the subject to ER	NHPD	Yes
7.5.24 820om	Trip and Fall	<u>USB Escalator from Tunnel area</u> Subject fell on the up escalator. NHPD assisted and requested EMS. Subject declined further medical	NHPD	Yes
7.6.24 1255am	Medical	<u>USB Main Concourse – Lobby</u> Subject came of inbound train and complained of suicidal thoughts. NHPD and EMS responded.	NHPD	Yes
7.6.24 715pm	Disorderly Conduct	<u>USB Main Concourse – Lobby</u> Amtrak PD intervened when two subjects were starting to have a dispute. They were told to leave.	Amtrak PD	
7.7.24 825pm	Medical	<u>USB Main Concourse – Lobby</u> NHPD assisted a subject who came into the station and complained of being suicidal. EMS responded	NHPD	Yes
7.8.24 1240pm	Misc. Other	<u>USB – Dumpster area in West Parking Lot</u> Subject complained that he was in the dumpster area and a custodial staff member pushed him. Amtrak PD assisted and dashcam footage showed this did not occur. The subject was warned about being in the dumpster area as he was not authorized	Amtrak PD	
7.8.24 530pm	Disorderly Conduct	<u>USB Main Concourse – Union News</u> NHPD assisted with a dispute inside Union News. The subject who was yelling at the worker was told to leave.	NHPD	
7.11.24 145pm	Medical	<u>USB Main Concourse – Lobby</u> Patron complained of medical issue and EMS requested		Yes
7.9.24 140am	Medical	<u>USB – Front of Union Station</u> Subject called for EMS as he was have a medical issue		Yes
7.12.24 835am	Misc. Other – Code of Conduct	<u>USB Main Concourse – Lobby</u> A subject know as [REDACTED] was found lying on the benches with his shoes off. Attempts were made to rouse him but were unsuccessful so EMS was contacted. The subject woke on his own and walked out refusing medical attention.		Yes
7.15.24 310am	Medical	<u>USB Front of the Station</u> EMS responded for shortness of breath.		Yes

7.15.24 230pm	Disorderly Conduct	<u>USB Main Concourse – West Lobby</u> Two subject were involved in a dispute in the lobby near the Greyhound Office. Amtrak PD and NHPD responded. NHPD investigated. One subject complained of a medical and EMS responded.	Amtrak PD NHPD	Yes
7.15.24 235pm	Disorderly Conduct	<u>USB Main Concourse – Dunkin Donuts</u> A female subject who has not been identified was involved in a dispute inside Dunkin Donuts. She was told to leave the station.		
7.15.24 5pm	Medical	<u>USB Front of Station by Flagpole</u> NHPD assisted with a medical complaint. EMS responded	NHPD	Yes
7.16.24 415am	Medical	<u>USB Main Concourse – Lobby</u> Subject reported that she was depressed and had superficial injuries to her arms		Yes
7.16.24 9am	Medical	<u>USB Platforms for inbound Train</u> Amtrak PD assisted with a medical complaint on train		Yes
7.17.24 4am	Misc. Other – Code of Conduct	<u>USB Front of Station</u> A subject know as [REDACTED] was told to leave for laying down with shirt off and playing radio loudly. He returned several times after and NHPD and Amtrak PD assisted later in the shift when he returned again.	NHPD Amtrak PD	
7.17.24 815pm	Medical	<u>USB Main Concourse – Lobby</u> Security located a female laying on a bench complaining of stomach pain. NHPD was working and requested EMS	NHPD	Yes
7.19.24 220pm	Misc. Other – Code of Conduct	<u>USB Main Concourse – Lobby</u> [REDACTED] was in the lobby panhandling and when security told her to leave the station for violation of CofC she became disruptive. Amtrak PD responded but she appeared to board an outbound train prior.	Amtrak PD	
7.19.24 330pm	Misc. Other – Code of Conduct	<u>USB Front of Station</u> [REDACTED] was told to leave for Panhandling and returned a short time later to continue to panhandle. Amtrak PD assisted and advised him to leave.	Amtrak PD	
7.19.24 1015pm	Misc. Other – Code of Conduct	<u>USB Front of Station and West Parking Lot</u> Van and workers were distributing food and toiletries to the unhoused without requesting permission prior.		
7.21.24 1130pm	Trip and Fall	<u>USB Main Concourse near the escalator</u> A male fell walking toward the escalator. No injuries reported and hazards observed in the area.		
7.22.24 1245pm	Misc. Other – Code of Conduct	<u>USB Main Concourse – Lobby</u> A female subject was told to leave for panhandling.		
7.22.24 3pm	Misc. Other – Code of Conduct	<u>USB Main Concourse – Lobby</u> [REDACTED] was told to leave for panhandling and returned a short time later. He initially refused to leave but did so when NHPD was contacted.		
7.22.24 1010pm	Medical	<u>USB Main Concourse – Lobby</u> EMS responded for a sick call with male patron.		
7.23.24 4pm	Disorderly Conduct	<u>USB West Parking Lot</u> NHPD observed Rick Ross with his pants down to urinate and trespassed him.	NHPD	
7.23.24 545pm	Misc. Other – Code of Conduct	<u>USB Main Concourse – Lobby</u> NHPD trespassed [REDACTED] after he refused to comply with the code of conduct	NHPD	
7.25.24 4am	Medical	<u>USB – Front of the Station</u> General wellness complaint. EMS Responded/transport		Yes
7.26.24 1145am	Alarm – Elevator Entrapment	<u>USB Tunnel – Track 2/4 Elevator</u> Subject reported to be stuck in the elevator but was able to open the doors after hitting alarm.		
7.27.24 634pm	Medical	<u>USB Main Concourse – Lobby</u> General wellness complaint. EMS responded/transport		Yes

7.28.24 430pm	Trip and Fall	<u>USB Main Concourse - Down Escalator</u> Two subject fell at the bottom of the down escalator. They did not want medical and went to train. No observed injuries or hazards. Incident reported to state.		
7.30.24 230am	Medical	<u>USB - Front of Station</u> Mental wellness complaint. EMS responded/transport		Yes
7.30.24 8pm	Other Criminal - Warrant Service	<u>USB Main Concourse - Lobby</u> NHPD identified a subject [REDACTED] who had an outstanding arrest warrant and took him into custody	NHPD	
		<u>LOCATION: UNION STATION GARAGE</u>		
7.25.24 1230AM	MVA	<u>USG Level 1</u> A vehicle backed into a parked vehicle. No damage or injuries.		

USTC Incident Statistics by Category - July 2024



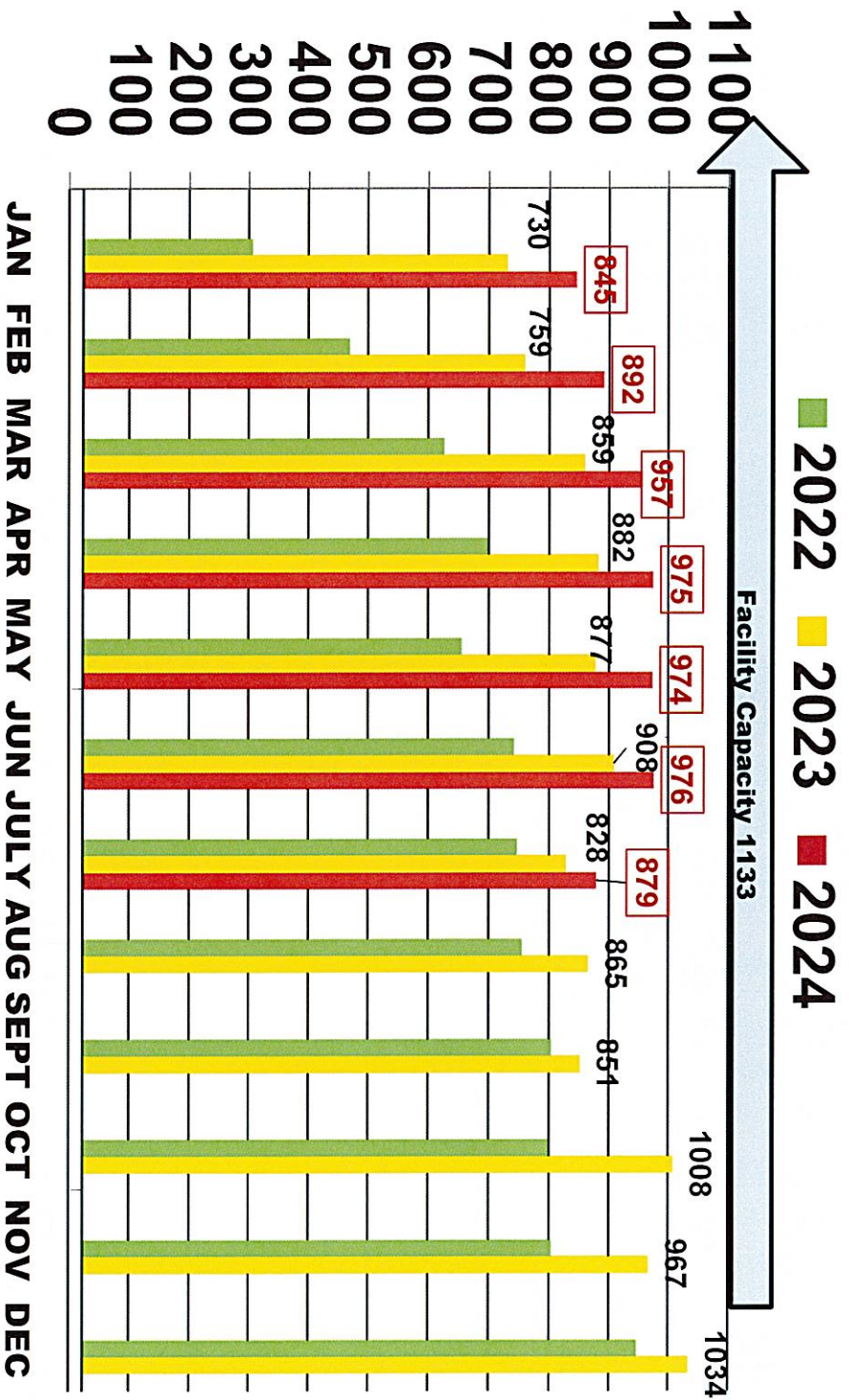
Month	Motor Vehicle Accident	Larceny Motor Vehicle	Larceny Bicycle	Larceny - all other	Vandalism Private Property	Vandalism NHPA Property	Medical	Trip/Fall Injury	Disorderly Conduct	Other Criminal Activity	Other Miscellaneous	Alarms Elevator Entrapment	Total	
JAN	1						24	2	17		12	9 Code of Conduct	1	57
FEB				1			26		15	3	8	5 Code of Conduct		53
MAR	1			1			21		5	4	4	Code of Conduct 3		36
April	5					2	19	3	8		4	2 Code of Conduct		41
MAY	1			1	1	1	22	3	4		8	7 Code of Conduct	1	42
JUN	3			1	1		14	3	9	2	12	5 Code of Conduct	2	47
JULY	1			1		1	14	5	7	2	10	9 Code of Conduct	1	42
AUG														
SEPT														
OCT														
NOV														
DEC														
TOTAL														

Slight decrease in the total number of reports this month

Average Occupancy Statistics Union Station Garage

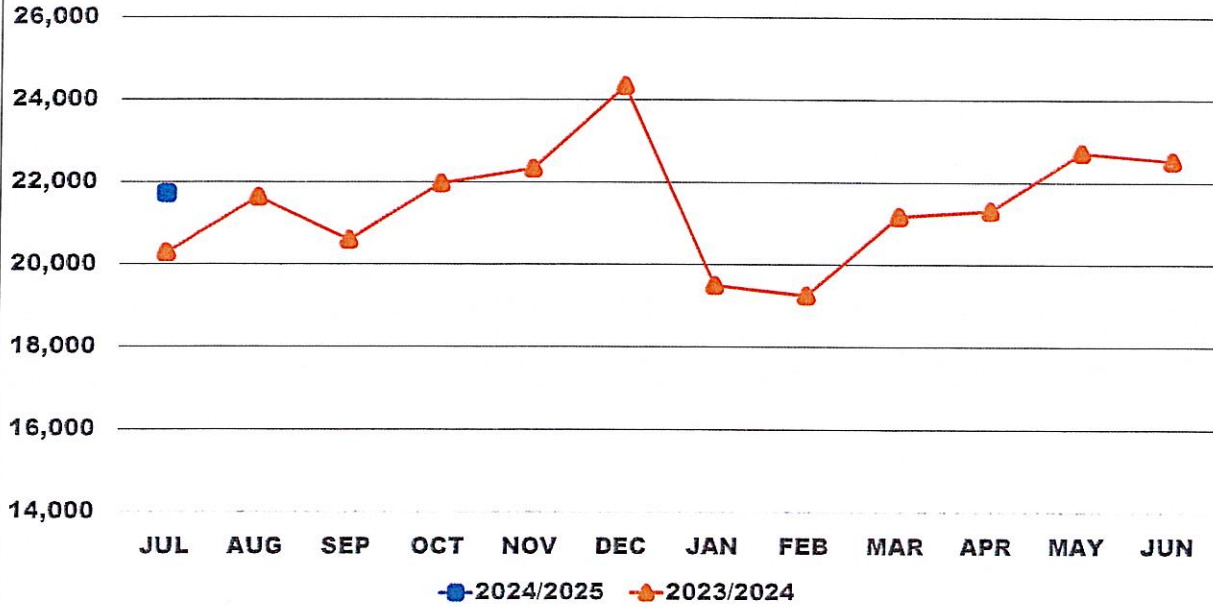
Facility Capacity 1133

Comparison of 2022 through 2024



UNION STATION GARAGE

TOTAL CARS PARKED



TOTAL CARS PARKED

FY	Weekdays		COMPARISON BY MONTH			% CHANGE BY YEAR	CUMULATIVE COMPARISON		
	2024/2025	2023/2024	2024/2025	% CHANGE BY MONTH	2023/2024		2024/2025	2023/2024	% CHANGE
JUL	23	21	21,733	-4%	20,294	7%	21,733	20,294	7%
AUG		23			21,635			41,929	
SEP		21			20,597			62,526	
OCT		22			21,972			84,498	
NOV		22			22,337			106,835	
DEC		21			24,356			131,191	
JAN		23			19,494			150,685	
FEB		21			19,247			169,932	
MAR		21			21,172			191,104	
APR		22			21,311			212,415	
MAY		23			22,726			235,141	
JUN		20			22,527			257,668	
Total	23	260							

UNION STATION GARAGE

TOTAL TICKETS ISSUED									
FY	Weekdays		COMPARISON BY MONTH			% CHANGE BY YEAR	CUMULATIVE COMPARISON		
	2024/ 2025	2023/ 2024	2024/2025	% CHANGE BY MONTH	2023/2024		2024/2025	2023/2024	% CHANGE
JUL	23	21	17,346	-5%	16,108	8%	17,346	16,108	8%
AUG		23			16,931			33,039	
SEP		21			16,173			49,212	
OCT		22			17,105			66,317	
NOV		22			17,647			83,964	
DEC		21			20,165			104,129	
JAN		23			14,750			118,879	
FEB		21			14,740			133,619	
MAR		21			16,524			150,143	
APR		22			16,519			166,662	
MAY		23			17,776			184,438	
JUN		20			18,198			202,636	
Total	23	260							

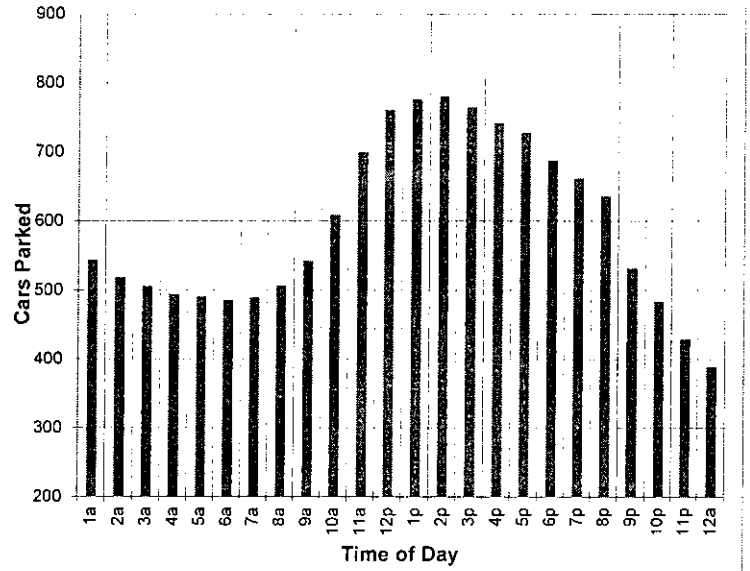
TOTAL KEYCARDS ENTERED									
FY	Weekdays		COMPARISON BY MONTH			% CHANGE BY YEAR	CUMULATIVE COMPARISON		
	2023/ 2024	2022/ 2023	2023/2024	% CHANGE BY MONTH	2022/2023		2023/2024	2022/2023	% CHANGE
JUL	23	21	4,387	1%	4,186	5%	4,387	4,186	5%
AUG		23			4,704			8,890	
SEP		21			4,424			13,314	
OCT		22			4,867			18,181	
NOV		22			4,690			22,871	
DEC		21			4,191			27,062	
JAN		23			4,744			31,806	
FEB		21			4,507			36,313	
MAR		21			4,648			40,961	
APR		22			4,792			45,753	
MAY		23			4,950			50,703	
JUN		20			4,329			55,032	
Total	23	260							

Note: adjusted keycard entries for PNH vehicles starting November 2022

JULY 21, 2024
Sunday

Time of Day	Tickets	Keycards	Total
00:00-1:00a	480	64	544
1:00-2:00a	457	62	519
2:00-3:00a	443	63	506
3:00-4:00a	433	62	495
4:00-5:00a	428	63	491
5:00-6:00a	424	62	486
6:00-7:00a	425	65	490
7:00-8:00a	441	66	507
8:00-9:00a	473	70	543
9:00-10:00a	538	71	609
10:00-11:00a	626	74	700
11:00-12:00p	687	75	762
12:00-1:00p	705	72	777
1:00-2:00p	709	72	781
2:00-3:00p	689	76	765
3:00-4:00p	669	73	742
4:00-5:00p	652	76	728
5:00-6:00p	613	75	688
6:00-7:00p	582	80	662
7:00-8:00p	550	86	636
8:00-9:00p	447	85	532
9:00-10:00p	397	87	484
10:00-11:00p	342	88	430
11:00-12:00a	306	83	389

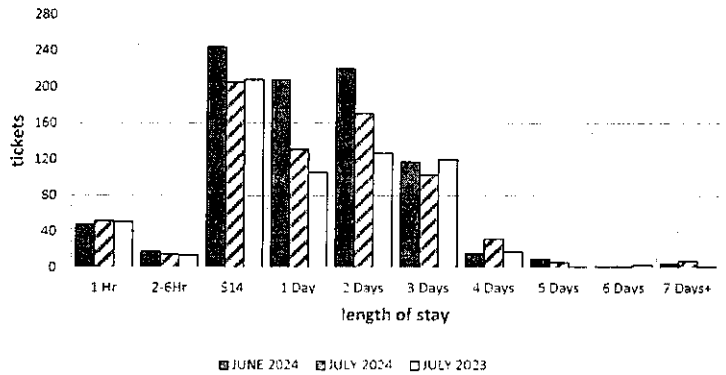
UNION STATION GARAGE OCCUPANCY REPORT



1133 Available Spaces

Transient Length of Stay	JUNE 2024 # of Tickets	JULY 2024 # of Tickets	JULY 2023 # of Tickets
1 Hr \$3.00	48	52	51
2Hrs - 6 Hrs	18	15	14
\$15.00 Max	244	205	208
1 Day \$16 - \$19	208	131	106
2 Days \$20 - \$38	220	171	127
3 Days \$39 - \$57	117	103	120
4 Days \$58 - \$76	16	32	18
5 Days \$77 - \$95	10	6	1
6 Days \$96 - \$114	2	2	3
>7 Days > \$114	5	8	2
Total	888	725	650
Avg Ticket =	\$25.29	\$29.09	\$25.54
Revenue	\$ 22,460.00	\$ 21,089.00	\$ 16,604.00

Transient Length of Stay

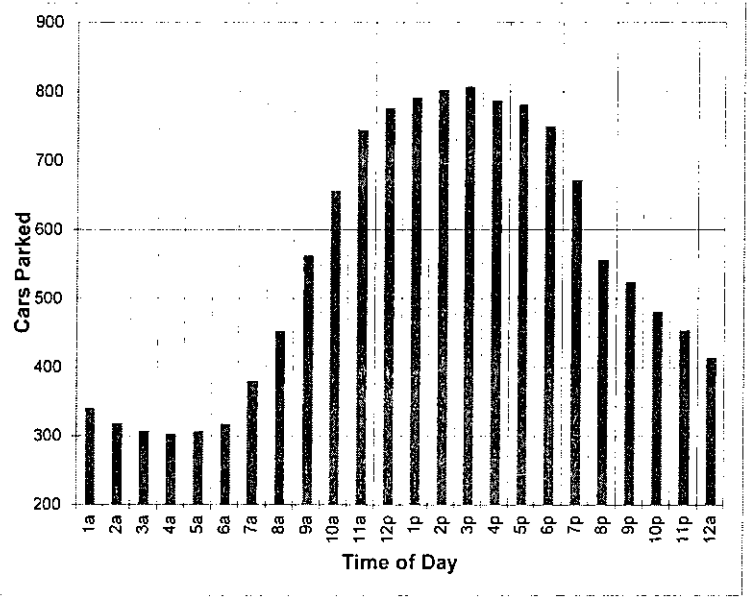


Length of Stay	JULY 2024 # of Tickets	JULY 2024 % of Total
1 Hr \$2.00	52	0.07
2Hrs - 6 Hrs	15	0.02
\$14.00 Max	205	0.28
1 Day \$16 - \$18.	131	0.18
2 Days \$20 - \$36	171	0.24
3 Days \$38 - \$54	103	0.14
4 Days \$56 - \$72	32	0.04
5 Days \$74 - \$90	6	0.01
6 Days \$92 - \$108	2	0.00
>7 Days > \$110	8	0.01
Total	725	

JULY 22, 2024
Monday

Time of Day	Tickets	Keycards	Total
00:00-1:00a	261	80	341
1:00-2:00a	241	78	319
2:00-3:00a	232	76	308
3:00-4:00a	227	76	303
4:00-5:00a	230	78	308
5:00-6:00a	230	88	318
6:00-7:00a	270	111	381
7:00-8:00a	325	128	453
8:00-9:00a	403	160	563
9:00-10:00a	492	165	657
10:00-11:00a	573	172	745
11:00-12:00p	600	176	776
12:00-1:00p	614	178	792
1:00-2:00p	624	179	803
2:00-3:00p	630	178	808
3:00-4:00p	621	166	787
4:00-5:00p	613	168	781
5:00-6:00p	590	161	751
6:00-7:00p	532	141	673
7:00-8:00p	433	123	556
8:00-9:00p	407	118	525
9:00-10:00p	371	110	481
10:00-11:00p	346	108	454
11:00-12:00a	314	100	414

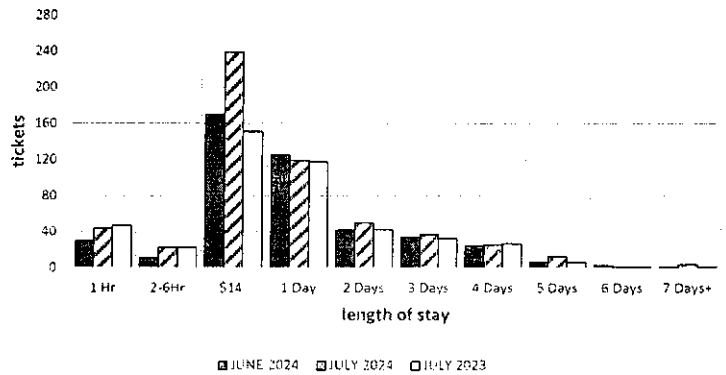
UNION STATION GARAGE OCCUPANCY REPORT



1133 Available Spaces

Transient Length of Stay	JUNE 2024 # of Tickets	JULY 2024 # of Tickets	JULY 2023 # of Tickets
1 Hr \$3.00	30	44	47
2Hrs - 6 Hrs	11	23	23
\$15.00 Max	170	239	151
1 Day \$16 - \$19	125	119	117
2 Days \$20 - \$38	42	50	43
3 Days \$39 - \$57	34	37	33
4 Days \$58 - \$76	25	26	27
5 Days \$77 - \$95	7	13	7
6 Days \$96 - \$114	3	1	1
>7 Days > \$114	1	4	2
Total	448	556	451
Avg Ticket =	\$22.99	\$23.96	\$22.18
Revenue	\$ 10,300.00	\$ 13,324.00	\$ 10,004.00

Transient Length of Stay

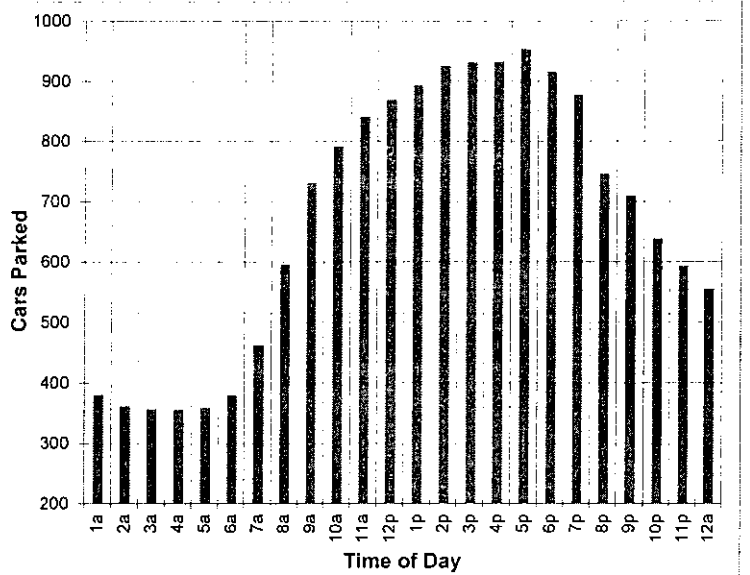


Length of Stay	JULY 2024 # of Tickets	JULY 2024 % of Total
1 Hr \$2.00	44	0.08
2Hrs - 6 Hrs	23	0.04
\$14.00 Max	239	0.43
1 Day \$16 - \$18.	119	0.21
2 Days \$20 - \$36	50	0.09
3 Days \$38 - \$54	37	0.07
4 Days \$56 - \$72	26	0.05
5 Days \$74 - \$90	13	0.02
6 Days \$92 - \$108	1	0.00
>7 Days > \$110	4	0.01
Total	556	

JULY 23, 2024
Tuesday

Time of Day	Tickets	Keycards	Total
00:00-1:00a	283	98	381
1:00-2:00a	270	92	362
2:00-3:00a	265	92	357
3:00-4:00a	264	92	356
4:00-5:00a	264	95	359
5:00-6:00a	272	108	380
6:00-7:00a	327	135	462
7:00-8:00a	437	158	595
8:00-9:00a	544	187	731
9:00-10:00a	600	192	792
10:00-11:00a	642	199	841
11:00-12:00p	666	203	869
12:00-1:00p	691	202	893
1:00-2:00p	716	210	926
2:00-3:00p	729	202	931
3:00-4:00p	736	196	932
4:00-5:00p	753	200	953
5:00-6:00p	725	191	916
6:00-7:00p	690	187	877
7:00-8:00p	595	151	746
8:00-9:00p	565	145	710
9:00-10:00p	506	133	639
10:00-11:00p	462	131	593
11:00-12:00a	430	125	555

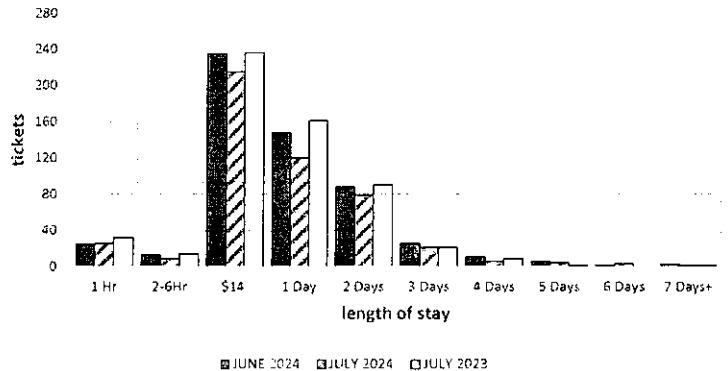
UNION STATION GARAGE OCCUPANCY REPORT



1133 Available Spaces

Transient Length of Stay	JUNE 2024 # of Tickets	JULY 2024 # of Tickets	JULY 2023 # of Tickets
1 Hr \$3.00	25	26	32
2Hrs - 6 Hrs	13	9	14
\$15.00 Max	235	215	236
1 Day \$16 - \$19	148	120	161
2 Days \$20 - \$38	88	79	90
3 Days \$39 - \$57	26	21	21
4 Days \$58 - \$76	11	6	9
5 Days \$77 - \$95	6	4	2
6 Days \$96 - \$114	2	3	0
>7 Days > \$114	3	2	1
Total	557	485	566
Avg Ticket =	\$21.37	\$22.26	\$19.37
Revenue	\$ 11,904.00	\$ 10,796.00	\$ 10,964.00

Transient Length of Stay

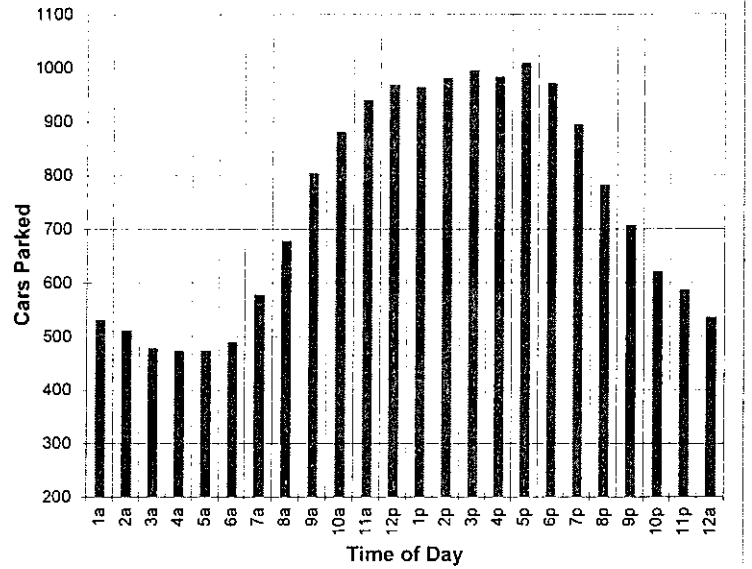


Length of Stay	JULY 2024 # of Tickets	JULY 2024 % of Total
1 Hr \$2.00	26	0.05
2Hrs - 6 Hrs	9	0.02
\$14.00 Max	215	0.44
1 Day \$16 - \$18	120	0.25
2 Days \$20 - \$36	79	0.16
3 Days \$38 - \$54	21	0.04
4 Days \$56 - \$72	6	0.01
5 Days \$74 - \$90	4	0.01
6 Days \$92 - \$108	3	0.01
>7 Days > \$110	2	0.00
Total	485	

JULY 24, 2024
Wednesday

Time of Day	Tickets	Keycards	Total
00:00-1:00a	407	125	532
1:00-2:00a	392	119	511
2:00-3:00a	361	118	479
3:00-4:00a	355	118	473
4:00-5:00a	354	120	474
5:00-6:00a	361	129	490
6:00-7:00a	417	162	579
7:00-8:00a	498	181	679
8:00-9:00a	602	203	805
9:00-10:00a	673	208	881
10:00-11:00a	729	211	940
11:00-12:00p	757	212	969
12:00-1:00p	756	208	964
1:00-2:00p	770	212	982
2:00-3:00p	790	206	996
3:00-4:00p	786	198	984
4:00-5:00p	810	199	1009
5:00-6:00p	783	189	972
6:00-7:00p	728	167	895
7:00-8:00p	638	145	783
8:00-9:00p	576	132	708
9:00-10:00p	502	119	621
10:00-11:00p	471	117	588
11:00-12:00a	422	114	536

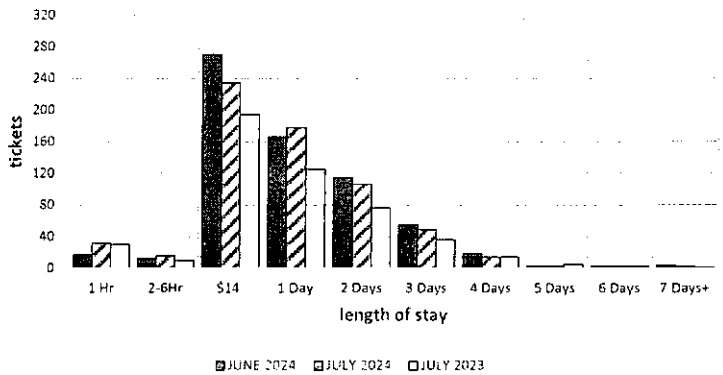
UNION STATION GARAGE
OCCUPANCY REPORT



1133 Available Spaces

Transient Length of Stay	JUNE 2024 # of Tickets	JULY 2024 # of Tickets	JULY 2023 # of Tickets
1 Hr \$3.00	17	32	30
2Hrs - 6 Hrs	12	15	10
\$15.00 Max	270	234	194
1 Day \$16 - \$19	166	178	125
2 Days \$20 - \$38	114	106	76
3 Days \$39 - \$57	55	49	36
4 Days \$58 - \$76	19	14	14
5 Days \$77 - \$95	3	3	5
6 Days \$96 - \$114	3	3	3
>7 Days > \$114	4	2	1
Total	663	636	494
Avg Ticket =	\$23.08	\$23.48	\$22.35
Revenue	\$ 15,302.00	\$ 14,936.00	\$ 11,040.00

Transient Length of Stay

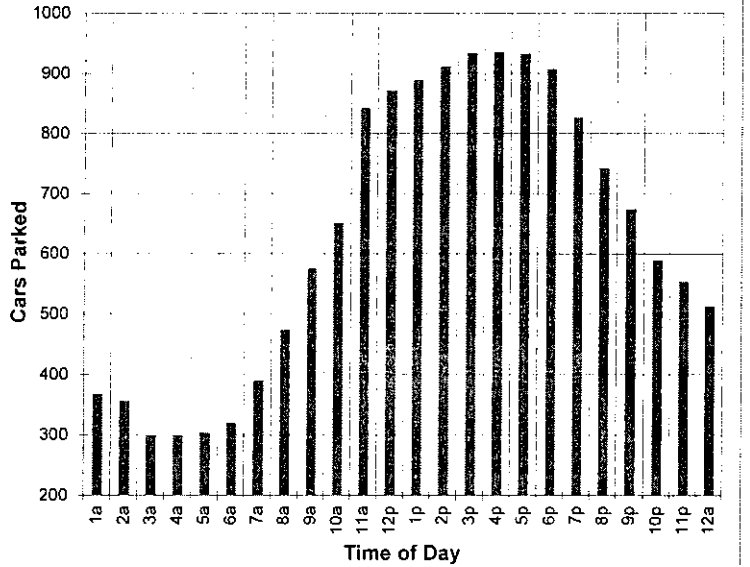


Length of Stay	JULY 2024 # of Tickets	JULY 2024 % of Total
1 Hr \$2.00	32	0.05
2Hrs - 6 Hrs	15	0.02
\$14.00 Max	234	0.37
1 Day \$16 - \$18	178	0.28
2 Days \$20 - \$36	106	0.17
3 Days \$38 - \$54	49	0.08
4 Days \$56 - \$72	14	0.02
5 Days \$74 - \$90	3	0.00
6 Days \$92 - \$108	3	0.00
>7 Days > \$110	2	0.00
Total	636	

JULY 25, 2024
Thursday

Time of Day	Tickets	Keycards	Total
00:00-1:00a	255	113	368
1:00-2:00a	247	109	356
2:00-3:00a	192	108	300
3:00-4:00a	191	108	299
4:00-5:00a	191	113	304
5:00-6:00a	196	124	320
6:00-7:00a	240	151	391
7:00-8:00a	309	165	474
8:00-9:00a	387	190	577
9:00-10:00a	461	191	652
10:00-11:00a	648	195	843
11:00-12:00p	676	196	872
12:00-1:00p	693	196	889
1:00-2:00p	714	198	912
2:00-3:00p	735	199	934
3:00-4:00p	743	193	936
4:00-5:00p	743	190	933
5:00-6:00p	728	180	908
6:00-7:00p	667	160	827
7:00-8:00p	604	139	743
8:00-9:00p	546	129	675
9:00-10:00p	484	106	590
10:00-11:00p	450	104	554
11:00-12:00a	415	98	513

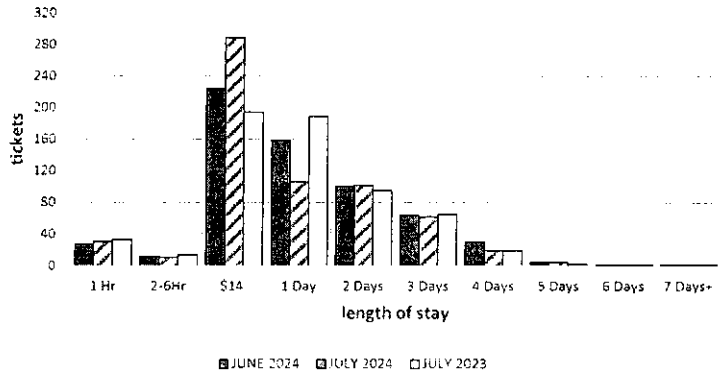
UNION STATION GARAGE OCCUPANCY REPORT



1133 Available Spaces

Transient Length of Stay	JUNE 2024 # of Tickets	JULY 2024 # of Tickets	JULY 2023 # of Tickets
1 Hr \$3.00	28	31	33
2Hrs - 6 Hrs	12	11	14
\$15.00 Max	224	289	194
1 Day \$16 - \$19	159	106	189
2 Days \$20 - \$38	101	102	95
3 Days \$39 - \$57	64	62	65
4 Days \$58 - \$76	31	20	20
5 Days \$77 - \$95	5	5	3
6 Days \$96 - \$114	1	1	2
>7 Days > \$114	2	2	2
Total	627	629	617
Avg Ticket =	\$24.49	\$25.07	\$23.34
Revenue	\$ 15,356.00	\$ 15,770.00	\$ 14,398.00

Transient Length of Stay



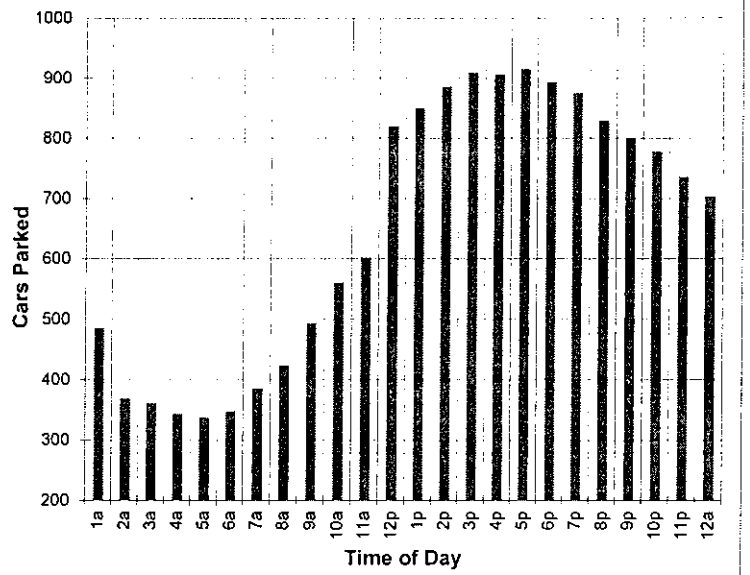
Length of Stay	JULY 2024 # of Tickets	JULY 2024 % of Total
1 Hr \$2.00	31	0.05
2Hrs - 6 Hrs	11	0.02
\$14.00 Max	289	0.46
1 Day \$16 - \$18.	106	0.17
2 Days \$20 - \$36	102	0.16
3 Days \$38 - \$54	62	0.10
4 Days \$56 - \$72	20	0.03
5 Days \$74 - \$90	5	0.01
6 Days \$92 - \$108	1	0.00
>7 Days > \$110	2	0.00
Total	629	

JULY 26, 2024

Friday

Time of Day	Tickets	Keycards	Total
00:00-1:00a	386	100	486
1:00-2:00a	276	93	369
2:00-3:00a	268	93	361
3:00-4:00a	249	94	343
4:00-5:00a	242	96	338
5:00-6:00a	246	102	348
6:00-7:00a	268	118	386
7:00-8:00a	298	126	424
8:00-9:00a	360	134	494
9:00-10:00a	425	136	561
10:00-11:00a	470	133	603
11:00-12:00p	685	135	820
12:00-1:00p	715	136	851
1:00-2:00p	745	141	886
2:00-3:00p	774	136	910
3:00-4:00p	776	130	906
4:00-5:00p	784	131	915
5:00-6:00p	773	120	893
6:00-7:00p	771	104	875
7:00-8:00p	734	96	830
8:00-9:00p	709	92	801
9:00-10:00p	694	85	779
10:00-11:00p	652	84	736
11:00-12:00a	623	80	703

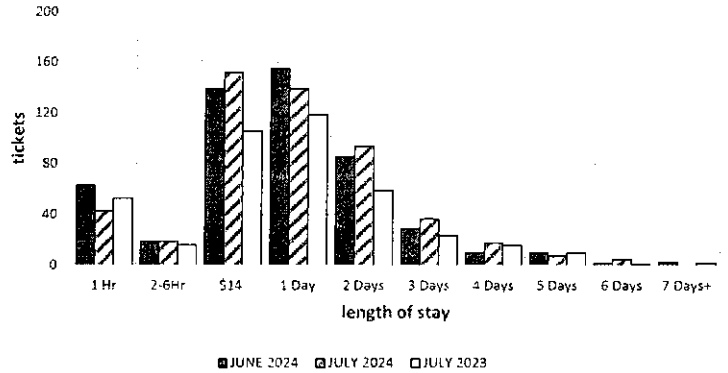
UNION STATION GARAGE OCCUPANCY REPORT



1133 Available Spaces

Transient Length of Stay	JUNE 2024 # of Tickets	JULY 2024 # of Tickets	JULY 2023 # of Tickets
1 Hr \$3.00	63	43	53
2Hrs - 6 Hrs	19	19	16
\$15.00 Max	139	152	106
1 Day \$16 - \$19	155	139	119
2 Days \$20 - \$38	86	94	59
3 Days \$39 - \$57	29	37	24
4 Days \$58 - \$76	10	18	16
5 Days \$77 - \$95	10	8	10
6 Days \$96 - \$114	2	5	1
>7 Days > \$114	3	0	2
Total	516	515	406
Avg Ticket =	\$21.88	\$24.44	\$22.32
Revenue	\$ 11,290.00	\$ 12,586.00	\$ 9,062.00

Transient Length of Stay

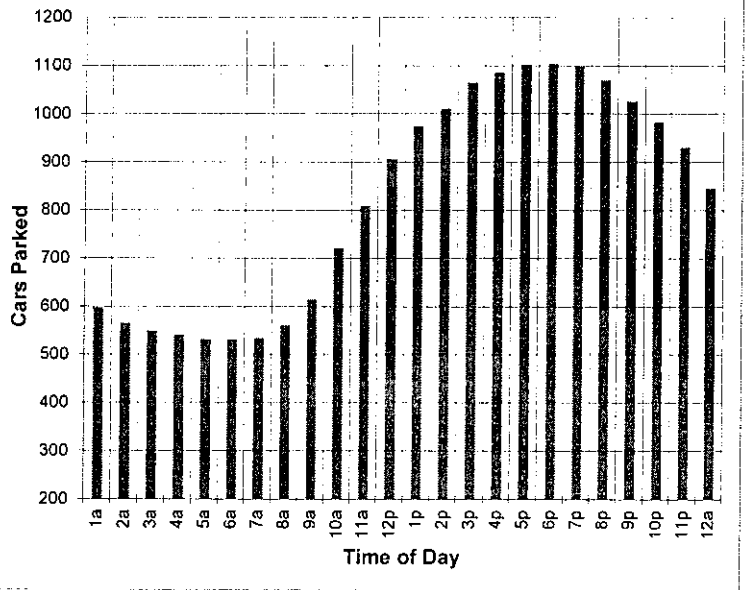


Length of Stay	JULY 2024	
	# of Tickets	% of Total
1 Hr \$2.00	43	0.08
2Hrs - 6 Hrs	19	0.04
\$14.00 Max	152	0.30
1 Day \$16 - \$18.	139	0.27
2 Days \$20 - \$36	94	0.18
3 Days \$38 - \$54	37	0.07
4 Days \$56 - \$72	18	0.03
5 Days \$74 - \$90	8	0.02
6 Days \$92 - \$108	5	0.01
>7 Days > \$110	0	0.00
Total	515	

JULY 27, 2024
Saturday

Time of Day	Tickets	Keycards	Total
00:00-1:00a	518	80	598
1:00-2:00a	490	76	566
2:00-3:00a	474	76	550
3:00-4:00a	466	75	541
4:00-5:00a	456	76	532
5:00-6:00a	456	76	532
6:00-7:00a	459	76	535
7:00-8:00a	482	79	561
8:00-9:00a	533	82	615
9:00-10:00a	639	82	721
10:00-11:00a	730	80	810
11:00-12:00p	823	84	907
12:00-1:00p	891	84	975
1:00-2:00p	930	82	1012
2:00-3:00p	982	83	1065
3:00-4:00p	1006	80	1086
4:00-5:00p	1018	85	1103
5:00-6:00p	1024	80	1104
6:00-7:00p	1020	80	1100
7:00-8:00p	990	80	1070
8:00-9:00p	947	79	1026
9:00-10:00p	905	78	983
10:00-11:00p	855	76	931
11:00-12:00a	771	75	846

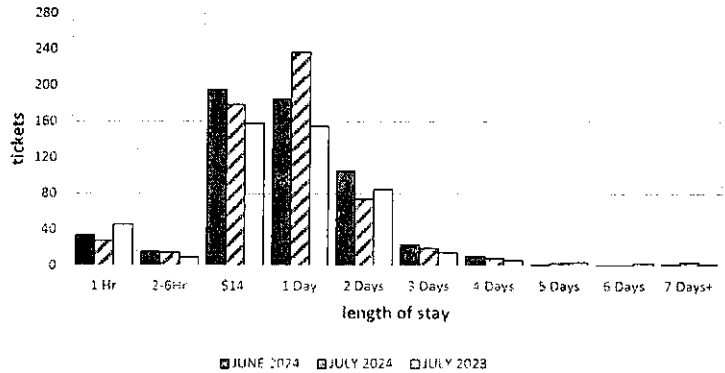
UNION STATION GARAGE OCCUPANCY REPORT



1133 Available Spaces

Transient Length of Stay	JUNE 2024 # of Tickets	JULY 2024 # of Tickets	JULY 2023 # of Tickets
1 Hr \$3.00	34	28	46
2Hrs - 6 Hrs	16	15	10
\$15.00 Max	195	179	158
1 Day \$16 - \$19	185	237	155
2 Days \$20 - \$38	105	74	85
3 Days \$39 - \$57	24	20	15
4 Days \$58 - \$76	11	9	7
5 Days \$77 - \$95	2	3	4
6 Days \$96 - \$114	1	1	3
>7 Days > \$114	2	4	2
Total	575	570	485
Avg Ticket =	\$20.90	\$21.17	\$20.21
Revenue	\$ 12,018.00	\$ 12,067.00	\$ 9,800.00

Transient Length of Stay



Length of Stay	JULY 2024 # of Tickets	JULY 2024 % of Total
1 Hr \$2.00	28	0.05
2Hrs - 6 Hrs	15	0.03
\$14.00 Max	179	0.31
1 Day \$16 - \$18	237	0.42
2 Days \$20 - \$36	74	0.13
3 Days \$38 - \$54	20	0.04
4 Days \$56 - \$72	9	0.02
5 Days \$74 - \$90	3	0.01
6 Days \$92 - \$108	1	0.00
>7 Days > \$110	4	0.01
Total	570	

**NUMBER OF UNHOUSED
UNION STATION TRANSPORTATION CENTER
COMPARISON OF 2022/2023/2024**

	January	February	March	April	May	June	July	August	September	October	November	December
2022								526	660	937	1171	671
2023	596	931	1043	1120	1126	907	620	429	442	491	614	
2024	702	696	879	880	895	921	884					809

NEW HAVEN PARKING AUTHORITY
 Union Station Consolidated
 For Fiscal Year Through July 31, 2024
 (Management Use Only)

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
REVENUE				
Monthly Parking Revenue	43,068	43,359	(291)	41,856
Transient Parking Revenue	386,040	317,016	69,024	332,558
Validation Revenue	0	0	0	0
Rental Income	132,719	132,300	419	129,220
Administrative Income	0	0	0	0
Special Events Income	0	0	0	0
Valet Revenue	0	0	0	0
Advertising Revenue	0	0	0	0
Other Revenue	60	4,020	(3,960)	10
Revenue Due City of New Haven	0	0	0	0
Billed Expense Revenue	0	0	0	0
Total Revenue	561,886	496,695	65,191	503,644
				58,242

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Monthly Parking Revenue	43,068	43,359	(291)	41,856
Transient Parking Revenue	386,040	317,016	69,024	332,558
Validation Revenue	0	0	0	0
Rental Income	132,719	132,300	419	129,220
Administrative Income	0	0	0	0
Special Events Income	0	0	0	0
Valet Revenue	0	0	0	0
Advertising Revenue	0	0	0	0
Other Revenue	60	4,020	(3,960)	10
Revenue Due City of New Haven	0	0	0	0
Billed Expense Revenue	0	0	0	0
Total Revenue	561,886	496,695	65,191	503,644
				58,242

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
EXPENSES				
Personnel:				
Administration Salaries - Straight-time	28,542	29,834	1,292	29,720
Administration Salaries - Overtime	1,869	1,408	(461)	1,777
Cashiers Salaries - Straight-time	12,442	13,406	964	13,495
Cashiers Salaries - Overtime	357	804	447	522
Maintenance Salaries - Straight-time	31,113	35,623	4,510	35,074
Maintenance Salaries - Overtime	6,327	3,297	(3,030)	6,159
Security Salaries - Straight-time	47,052	49,974	2,922	49,482
Security Salaries - Overtime	12,410	8,907	(3,503)	11,838
Benefits	102,998	109,303	6,305	103,526
Total Personnel	243,109	252,556	9,447	251,593
				8,483

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Administration Salaries - Straight-time	28,542	29,834	1,292	29,720
Administration Salaries - Overtime	1,869	1,408	(461)	1,777
Cashiers Salaries - Straight-time	12,442	13,406	964	13,495
Cashiers Salaries - Overtime	357	804	447	522
Maintenance Salaries - Straight-time	31,113	35,623	4,510	35,074
Maintenance Salaries - Overtime	6,327	3,297	(3,030)	6,159
Security Salaries - Straight-time	47,052	49,974	2,922	49,482
Security Salaries - Overtime	12,410	8,907	(3,503)	11,838
Benefits	102,998	109,303	6,305	103,526
Total Personnel	243,109	252,556	9,447	251,593
				8,483

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Operating:				
Security/Traffic Control	18,213	19,243	1,030	0
Utilities	40,303	40,169	(134)	35,677
Service Agreements	14,017	14,653	636	13,211
Professional Services	2,587	5,455	2,868	2,059
Repairs and Maintenance	15,308	28,155	12,847	19,046
Insurance - Liability	31,820	30,761	(1,059)	23,539
Building & Land Rental	0	0	0	0
Uniforms	4,151	1,992	(2,159)	2,093
Tickets and Tags	(804)	340	1,144	177
Supplies	8,352	14,865	6,513	10,278
Bank Fees	16,203	15,526	(677)	13,882
Contracted Snow Removal	0	0	0	0
Administrative Expenses	101,309	101,309	0	97,815
Valet Expense	0	0	0	0
Other Expenses	11,796	14,797	3,001	10,566
Total Operating Expenses	263,256	287,265	24,009	228,343
				(34,912)
Total Expenses	506,365	539,821	33,456	479,936
				(26,429)

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Security/Traffic Control	18,213	19,243	1,030	0
Utilities	40,303	40,169	(134)	35,677
Service Agreements	14,017	14,653	636	13,211
Professional Services	2,587	5,455	2,868	2,059
Repairs and Maintenance	15,308	28,155	12,847	19,046
Insurance - Liability	31,820	30,761	(1,059)	23,539
Building & Land Rental	0	0	0	0
Uniforms	4,151	1,992	(2,159)	2,093
Tickets and Tags	(804)	340	1,144	177
Supplies	8,352	14,865	6,513	10,278
Bank Fees	16,203	15,526	(677)	13,882
Contracted Snow Removal	0	0	0	0
Administrative Expenses	101,309	101,309	0	97,815
Valet Expense	0	0	0	0
Other Expenses	11,796	14,797	3,001	10,566
Total Operating Expenses	263,256	287,265	24,009	228,343
				(34,912)
Total Expenses	506,365	539,821	33,456	479,936
				(26,429)

NET OPERATING INCOME

55,521 (43,126) 98,647 23,708 31,813

55,521 (43,126) 98,647 23,708 31,813

NEW HAVEN PARKING AUTHORITY
 Union Station Building
 For Fiscal Year Through July 31, 2024
 (Management Use Only)

	CURRENT				YEAR-TO-DATE					
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W
REVENUE										
Monthly Parking Revenue	0	0	0	0	0	0	0	0	0	0
Transient Parking Revenue	0	0	0	0	0	0	0	0	0	0
Validation Revenue	0	0	0	0	0	0	0	0	0	0
Rental Income	132,719	132,300	419	129,220	3,498	132,719	132,300	419	129,220	3,498
Administrative Income	0	0	0	0	0	0	0	0	0	0
Special Events Income	0	0	0	0	0	0	0	0	0	0
Valet Revenue	0	0	0	0	0	0	0	0	0	0
Advertising Revenue	0	0	0	0	0	0	0	0	0	0
Other Revenue	0	4,000	(4,000)	0	0	0	4,000	(4,000)	0	0
Revenue Due City of New Haven	0	0	0	0	0	0	0	0	0	0
Billed Expense Revenue	0	0	0	0	0	0	0	0	0	0
Total Revenue	132,719	136,300	(3,581)	129,220	3,498	132,719	136,300	(3,581)	129,220	3,498
EXPENSES										
Personnel:										
Administration Salaries - Straight-time	16,151	17,216	1,065	17,605	1,453	16,151	17,216	1,065	17,605	1,453
Administration Salaries - Overtime	703	650	(53)	717	14	703	650	(53)	717	14
Cashiers Salaries - Straight-time	0	0	0	0	0	0	0	0	0	0
Cashiers Salaries - Overtime	0	0	0	0	0	0	0	0	0	0
Maintenance Salaries - Straight-time	24,903	27,167	2,264	24,664	(239)	24,903	27,167	2,264	24,664	(239)
Maintenance Salaries - Overtime	6,088	2,711	(3,377)	6,121	33	6,088	2,711	(3,377)	6,121	33
Security Salaries - Straight-time	33,484	33,845	361	32,379	(1,105)	33,484	33,845	361	32,379	(1,105)
Security Salaries - Overtime	7,890	6,092	(1,798)	6,623	(1,267)	7,890	6,092	(1,798)	6,623	(1,267)
Benefits	62,690	66,196	3,506	64,323	1,833	62,690	66,196	3,506	64,323	1,833
Total Personnel	151,909	153,877	1,968	152,432	523	151,909	153,877	1,968	152,432	523
Operating:										
Security/Traffic Control	18,213	19,243	1,030	0	(18,213)	18,213	19,243	1,030	0	(18,213)
Utilities	32,586	32,230	(356)	29,610	(2,976)	32,586	32,230	(356)	29,610	(2,976)
Service Agreements	8,673	9,002	329	7,987	(686)	8,673	9,002	329	7,987	(686)
Professional Services	1,052	3,142	2,090	637	(415)	1,052	3,142	2,090	637	(415)
Repairs and Maintenance	8,842	22,730	13,888	18,146	9,304	8,842	22,730	13,888	18,146	9,304
Insurance - Liability	9,725	9,392	(333)	7,556	(2,169)	9,725	9,392	(333)	7,556	(2,169)
Building & Land Rental	0	0	0	0	0	0	0	0	0	0
Uniforms	2,996	1,278	(1,718)	1,477	(1,519)	2,996	1,278	(1,718)	1,477	(1,519)
Tickets and Tags	0	0	0	0	0	0	0	0	0	0
Supplies	5,228	9,400	4,172	8,021	2,793	5,228	9,400	4,172	8,021	2,793
Bank Fees	0	0	0	0	0	0	0	0	0	0
Contracted Snow Removal	58,655	58,655	0	57,357	(1,298)	58,655	58,655	0	57,357	(1,298)
Administrative Expenses	0	0	0	0	0	0	0	0	0	0
Valet Expense	0	0	0	0	0	0	0	0	0	0
Other Expenses	10,846	11,497	651	9,293	(1,553)	10,846	11,497	651	9,293	(1,553)
Total Operating Expenses	156,816	176,569	19,753	140,085	(16,731)	156,816	176,569	19,753	140,085	(16,731)
Total Expenses	308,725	330,446	21,721	292,516	(16,209)	308,725	330,446	21,721	292,516	(16,209)
NET OPERATING INCOME	(176,006)	(194,146)	18,140	(163,296)	(12,711)	(176,006)	(194,146)	18,140	(163,296)	(12,711)

NEW HAVEN PARKING AUTHORITY
State Street Station
For Fiscal Year Through July 31, 2024
(Management Use Only)

	CURRENT				YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W	ACT LAST YR	VAR B/W	
REVENUE								
Monthly Parking Revenue	0	0	0	0	0	0	0	
Transient Parking Revenue	0	0	0	0	0	0	0	
Validation Revenue	0	0	0	0	0	0	0	
Rental Income	0	0	0	0	0	0	0	
Administrative Income	0	0	0	0	0	0	0	
Special Events Income	0	0	0	0	0	0	0	
Valet Revenue	0	0	0	0	0	0	0	
Advertising Revenue	0	0	0	0	0	0	0	
Other Revenue	0	0	0	0	0	0	0	
Revenue Due City of New Haven	0	0	0	0	0	0	0	
Billed Expense Revenue	0	0	0	0	0	0	0	
Total Revenue	0	0	0	0	0	0	0	

	CURRENT				YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W	ACT LAST YR	VAR B/W	
EXPENSES								
Personnel:								
Administration Salaries - Straight-time	3,588	3,692	104	3,646	58	3,646	58	
Administration Salaries - Overtime	342	186	(156)	335	(8)	335	(8)	
Cashiers Salaries - Straight-time	0	0	0	0	0	0	0	
Cashiers Salaries - Overtime	0	0	0	0	0	0	0	
Maintenance Salaries - Straight-time	1,984	1,909	(75)	2,511	526	2,511	526	
Maintenance Salaries - Overtime	(0)	191	191	0	(191)	0	(191)	
Security Salaries - Straight-time	579	489	(90)	522	(56)	522	(56)	
Security Salaries - Overtime	113	0	(113)	55	(58)	55	(58)	
Benefits	5,470	4,618	(852)	4,535	(935)	4,535	(935)	
Total Personnel	12,076	11,085	(991)	11,603	(472)	11,603	(472)	

	CURRENT				YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W	ACT LAST YR	VAR B/W	
Operating:								
Security/Traffic Control	0	0	0	0	0	0	0	
Utilities	116	1,209	1,093	114	(2)	114	(2)	
Service Agreements	522	666	144	630	107	630	107	
Professional Services	783	383	(400)	354	(429)	354	(429)	
Repairs and Maintenance	1,691	1,195	(496)	62	(1,630)	62	(1,630)	
Insurance - Liability	234	225	(9)	152	(82)	152	(82)	
Building & Land Rental	0	0	0	0	0	0	0	
Uniforms	0	84	84	0	(84)	0	(84)	
Tickets and Tags	0	0	0	0	0	0	0	
Supplies	0	1,290	1,290	122	122	122	122	
Bank Fees	0	0	0	0	0	0	0	
Contracted Snow Removal	0	0	0	0	0	0	0	
Administrative Expenses	4,070	4,070	0	3,691	(379)	3,691	(379)	
Valet Expense	0	0	0	0	0	0	0	
Other Expenses	156	700	544	469	313	469	313	
Total Operating Expenses	7,573	9,822	2,249	5,583	(1,980)	5,583	(1,980)	
Total Expenses	19,648	20,907	1,259	17,196	(2,452)	17,196	(2,452)	

NET OPERATING INCOME

(19,648) (20,907) 1,259 (17,196) (2,452)

(19,648) (20,907) 1,259 (17,196) (2,452)

NEW HAVEN PARKING AUTHORITY
 Union Station Garage
 For Fiscal Year Through July 31, 2024
 (Management Use Only)

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
REVENUE				
Monthly Parking Revenue	43,068	43,359	(291)	41,856
Transition Parking Revenue	386,040	317,016	69,024	332,558
Valetion Revenue	0	0	0	0
Rental Income	0	0	0	0
Administrative Income	0	0	0	0
Special Events Income	0	0	0	0
Valet Revenue	0	0	0	0
Advertising Revenue	0	0	0	0
Other Revenue	60	20	40	10
Revenue Due City of New Haven	0	0	0	0
Billed Expense Revenue	0	0	0	0
Total Revenue	429,168	360,395	68,773	374,424
				54,744

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Monthly Parking Revenue	43,068	43,359	(291)	41,856
Transition Parking Revenue	386,040	317,016	69,024	332,558
Valetion Revenue	0	0	0	0
Rental Income	0	0	0	0
Administrative Income	0	0	0	0
Special Events Income	0	0	0	0
Valet Revenue	0	0	0	0
Advertising Revenue	0	0	0	0
Other Revenue	60	20	40	10
Revenue Due City of New Haven	0	0	0	0
Billed Expense Revenue	0	0	0	0
Total Revenue	429,168	360,395	68,773	374,424
				54,744

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
EXPENSES				
Personnel:				
Administration Salaries - Straight-time	8,803	8,926	123	8,470
Administration Salaries - Overtime	824	572	(252)	726
Cashiers Salaries - Straight-time	12,442	13,406	964	13,495
Cashiers Salaries - Overtime	357	804	447	522
Maintenance Salaries - Straight-time	4,225	6,547	2,322	7,899
Maintenance Salaries - Overtime	239	395	156	37
Security Salaries - Straight-time	12,989	15,640	2,651	16,580
Security Salaries - Overtime	4,407	2,815	(1,592)	5,161
Benefits	34,838	38,489	3,651	34,868
Total Personnel	79,125	87,594	8,469	87,558
				8,433

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Administration Salaries - Straight-time	8,803	8,926	123	8,470
Administration Salaries - Overtime	824	572	(252)	726
Cashiers Salaries - Straight-time	12,442	13,406	964	13,495
Cashiers Salaries - Overtime	357	804	447	522
Maintenance Salaries - Straight-time	4,225	6,547	2,322	7,899
Maintenance Salaries - Overtime	239	395	156	37
Security Salaries - Straight-time	12,989	15,640	2,651	16,580
Security Salaries - Overtime	4,407	2,815	(1,592)	5,161
Benefits	34,838	38,489	3,651	34,868
Total Personnel	79,125	87,594	8,469	87,558
				8,433

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Operating:				
Security/Traffic Control	0	0	0	0
Utilities	7,601	6,730	(871)	5,953
Service Agreements	4,822	4,985	163	4,594
Professional Services	753	1,930	1,177	1,068
Repairs and Maintenance	4,774	4,230	(544)	838
Insurance - Liability	21,861	21,144	(717)	15,831
Building & Land Rental	0	0	0	0
Uniforms	1,155	630	(525)	616
Tickets and Tags	(804)	340	1,144	177
Supplies	3,124	4,175	1,051	2,136
Bank Fees	16,203	15,526	(677)	13,882
Contracted Snow Removal	0	0	0	0
Administrative Expenses	38,584	38,584	0	36,767
Valet Expense	0	0	0	0
Other Expenses	794	2,600	1,806	804
Total Operating Expenses	98,867	100,674	2,007	82,666
				(16,201)
Total Expenses	177,992	188,468	10,476	170,223
				(7,768)

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Security/Traffic Control	0	0	0	0
Utilities	7,601	6,730	(871)	5,953
Service Agreements	4,822	4,985	163	4,594
Professional Services	753	1,930	1,177	1,068
Repairs and Maintenance	4,774	4,230	(544)	838
Insurance - Liability	21,861	21,144	(717)	15,831
Building & Land Rental	0	0	0	0
Uniforms	1,155	630	(525)	616
Tickets and Tags	(804)	340	1,144	177
Supplies	3,124	4,175	1,051	2,136
Bank Fees	16,203	15,526	(677)	13,882
Contracted Snow Removal	0	0	0	0
Administrative Expenses	38,584	38,584	0	36,767
Valet Expense	0	0	0	0
Other Expenses	794	2,600	1,806	804
Total Operating Expenses	98,867	100,674	2,007	82,666
				(16,201)
Total Expenses	177,992	188,468	10,476	170,223
				(7,768)

NET OPERATING INCOME 251,176 171,927 79,249 204,200 46,976

NET OPERATING INCOME 251,176 171,927 79,249 204,200 46,976

**UNION STATION PROFESSIONAL SERVICES
JUL 2024**

Union Station Building - 50014

<u>6125 - Other Professional Fees</u>		
Happy Or Not	459.86	Complaint and customer feedback system
Desman Inc	530.42	Condition Survey
Total	<u>990.28</u>	

<u>6150 - Accounting/Auditing</u>		
TM Byxbee Co PC	62.00	Audit Services
Total	<u>62.00</u>	

<u>6155 - Legal</u>		
Joseph L Rini	0.00	Attorney Services
Cohen & Wolf PC	0.00	Attorney Services
Total	<u>0.00</u>	

Union Station Building Total 1,052.28

State Street Station - 50017

<u>6125 - Other Professional Fees</u>		
Desman Inc	353.75	Condition Survey
Desman Inc	353.75	Invoice accrual duplicated in error
Total	<u>707.50</u>	

<u>6135 - Other Contractual Services</u>		
Transportation General	75.00	Dispatch Fees
Total	<u>75.00</u>	

State Street Station Total 782.50

Union Station Garage - 50020

<u>6125 - Other Professional Fees</u>		
Smarking	236.25	Parking Management Services
Desman Inc	454.38	Condition Survey
Total	<u>690.63</u>	

<u>6150 - Accounting/Auditing</u>		
TM Byxbee Co PC	62.00	Audit Services
Total	<u>62.00</u>	

Union Station Garage Total 752.63

USTC Total 2,587.41

NEW HAVEN PARKING AUTHORITY
NEW HAVEN POLICE DEPARTMENT CHARGES
UNION STATION
JUL 2024

INVOICE DATE	DATE OF SERVICE	HOURS	COST
Rev Jun accrual	Jun 15-30	120	(\$9,031.20)
6/25/24	Jun 16, 19-22	40	\$3,010.40
7/2/24	Jun 17, 23-29	64	\$4,816.64
7/9/24	Jun 30, Jul 1-6	56	\$4,816.65
Jul accrual	Jul 7-31	194	\$14,600.44
			<u>\$18,212.93</u>

NEW HAVEN PARKING AUTHORITY
 INCOME STATEMENT VARIANCE REPORT
 MONTH OF JUL 2024

Row 5.

Uniform charges are over budget because Unifirst charged us for seven former employees terminated in 2023 who did not return their uniforms.

	ACTUAL	BUDGET	VARIANCE	REASON
ADMINISTRATION				
Admin Salaries	130,490	125,585	(4,905)	Audit Clerk-new position open and actual non-union pay increases at Jul 1 less than budgeted. Custodian on vacation for three weeks without charged coverage.
Pro Services	15,087	19,629	4,562	Retro pay of almost \$12K impacted this period. Pro services down \$3800 and legal down \$1400.
UNION STATION BUILDING				
Other Rev	0	4,000	(4,000)	Revenue Enhancements under review.
Maint-ST	24,903	27,167	2,264	M-F 10p-6:30a was open until Jul 12. Tu-Sa 2p-10:30p open while employee on W/C.
Maint-OT	6,088	2,711	(3,377)	Coverage for open shifts above.
Security-OT	7,890	6,092	(1,798)	Cover open shifts on Sa-Su all day. New hires to fill those.
Benefits	62,690	66,196	3,506	Sick and other PTO is down.
R&M	8,842	22,730	13,888	Plumbing down \$4000, lighting down \$2000, structures down \$1600 and other down \$7800
Uniforms	2,996	1,278	(1,718)	See row 5 above.
Supplies	5,228	9,400	4,172	Signage down \$900, cleaning down \$3200 and other down \$1200.
STATE STREET STATION				
Supplies	0	1,290	1,290	Budgeted \$100 for signs, \$275 for cleaning, \$500 for grounds and \$400 for other.
UNION STATION GARAGE				
Transient Rev	386,040	317,016	69,024	Volume up 8% over last year, but down 5% to last month. Average ticket value is up 7% to last year.
Maint-ST	4,225	6,547	2,322	Allocated Electrician out all month and allocated Temporaries not fully staffed in July.
Security-ST	12,989	15,640	2,651	M-F 12a-8a position was open until Jul 19, but was covered. Many hours worked by low-rate employees.
Security-OT	4,407	2,815	(1,592)	Coverage for open shifts above.
Benefits	34,838	38,489	3,651	Wages under budget so retirement is down. And sick is down.
Supplies	2,358	4,175	1,817	Actuals down across the board, except for other.
Other Exp	794	2,600	1,806	\$1700 for rental of a lift budgeted. This is likely a timing issue as lifts are rented at times throughout the year.



New Haven Union Station Capital Projects Status Report – August 26, 2024

Project Number	Project Name	Status	Next Action
23-009	SOGR Garage	Design is nearing completion.	Integrate new “front-end” requirements related to the capital funding agreement. Distribute draft bid documents for final review.
23-020	SOGR Building	Design is nearing completion.	Integrate new “front-end” requirements related to the capital funding agreement. Distribute draft bid documents for final review.
23-051	Enabling Project – Phase 1	Reviewed proposals and prepared comparison summary of the two proposals that were received. OC conducted interviews with the proposers.	Select the consultant, and prepare design agreement for review and approval by the OC.
23-054	Interior Wayfinding	Progress design submittal being reviewed. Sample signs are being manufactured.	Obtain review comments on progress design submittal. Review sample signs once manufactured and in place.
24-001	Condition Surveys	Reports were presented at May OC meeting.	Determine projects for advancement based on funding availability.
Work by others:			
20-021	Amtrak Ticket Window Modifications	Amtrak producing submittals for new contractor.	Amtrak to provide required project documents information.
23-043	NHPA 2 nd Floor East Office Fit-out	Design is in progress.	Submit design for review by CTDOT once ready.