

**Transportation Committee**

For the Metropolitan Council meeting of June 27, 2018

**Subject:** Contract Amendment for St. Paul Transit Service Center Lease (CAA – 13P075)

**Proposed Action**

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute the 5<sup>th</sup> amendment to contract CAA-13P075 with US Bank Center LLC for a 3-year lease of office space at 505 E 5<sup>th</sup> Street, St. Paul MN 55144 in an amount not to exceed \$110,000, to include leasing costs and supplementary cleaning and maintenance costs.

**Summary of Committee Discussion/Questions**

Metro Transit Revenue Collection Senior Manager Nick Eull presented this item. There were no questions or comments from Council members.

Motion by Munt seconded by Elkins. Motion carried, **consent to Council.**

## Transportation Committee

Meeting date: June 11, 2018

For the Metropolitan Council meeting of June 27, 2018

<b>Subject:</b>	Contract Amendment for St. Paul Transit Service Center Lease (CAA - 13P075)
<b>District(s), Member(s):</b>	All Council Members
<b>Policy/Legal Reference:</b>	Council Policy 3-3 Expenditures - Procurement of Goods and Services over \$500,000
<b>Staff Prepared/Presented:</b>	Brian J. Lamb, General Manager (612-349-7510) Edwin D. Petrie, Director of Finance (612-349-7624) Nick Eull, Senior Manager, Revenue Operations (612-349-7364) Mary Capistrant, Supervisor, Revenue Operations (612-349-7631)
<b>Division/Department:</b>	Metro Transit

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute the 5<sup>th</sup> amendment to contract CAA-13P075 with US Bank Center LLC for a 3-year lease of office space at 505 E 5<sup>th</sup> Street, St. Paul MN 55144 in an amount not to exceed \$110,000, to include leasing costs and supplementary cleaning and maintenance costs.

### Background

The St. Paul Transit Service Center lease expires on July 31, 2018. The St. Paul Transit Service Center has been at its current location since August 1988 serving riders with sales, fare-tool support and route information. The Service Center performs a critical role in providing face-to-face customer service. It is also a site where low-income customers can visit and enroll in the Transit Assistance Program (TAP). The proposed 3-year cost has been reviewed and determined to be fair and reasonable.

### Rationale

The St. Paul Transit Service Center supports an average of 150 customers per day seeking help to buy fares, gather route information or receive assistance in resolving transportation issues. The Service Center did nearly \$750k in transit fare sales in 2017.

### Thrive Lens Analysis

The St. Paul Transit Service Center is in an ideal location to serve all regional transit customers, including those served by Metro Transit bus, light rail, and other regional providers. The Service Center is a critical distribution site for the TAP program and its location in downtown St. Paul near the Green Line and a number of key bus stops is key to providing easy access to all transit riders.

### Funding

Funding is included in the 2018 operating budget.

### Known Support / Opposition

There is no known opposition.