

# **FACILITIES OWNERSHIP PROCEDURES**

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## **INTRODUCTION**

Transit facilities are necessary to deliver transit service. This includes passenger facilities such as park-and-rides, transit stations, and transit centers as well as support facilities such as garages and maintenance buildings. Some regional transit facilities are located in areas served by replacement service providers established pursuant to Minnesota Statutes, section 473.388, commonly referred to as “Suburban Transit Providers.”

## **FACILITY OWNERSHIP**

Transit facilities, including those that are part of a commuter rail, light rail, busway or bus rapid transit line, may be owned by a Suburban Transit Provider or other public entity such as a city or county with the following provisions:

1. State and federal law and regulations regarding ownership will always prevail. Ownership requirements or conditions associated with funding sources, such as Counties Transit Improvement Board funds, will prevail.
2. Facility use, operation and maintenance must be consistent with all regional transit policies including, but not limited to, regional transit fares, parking fees, allowing access to the general public, and allowing use by any regional transit provider.
3. The Council or other public transit entity may contract with another transit provider for transit services that serve a transit facility, including one located in a Suburban Transit Provider area. The Council or other public transit entity must coordinate with the facility owner to ensure coordinated operations. The facility owner may require a facility maintenance agreement when the other provider(s) services make up 25% or more of the trips serving the facility.
4. The facility owner is responsible for routine operation and maintenance per the schedule below, insurance and indemnification, unless agreed to otherwise.
5. If a facility is part of a rail transitway and not owned by the Council, the Council or transitway operator must have a rail platform operating lease agreement with the facility owner. This agreement must address the legal relationship between the operator and owner, operation and maintenance responsibilities, insurance and indemnification.
6. Standard regional transitway branding and advertising, if applicable as determined by the Council, must be incorporated into the facility.
7. Any “use” revenues generated under a facility lease, use contract or permit with a vendor, must first be applied to the routine operations and maintenance of the facility; any excess lease or use revenues shall be applied to transit operations (mandatory with CTIB capital or operating funding participation), or to the capital expansion and/or maintenance of the facility.

## **ROUTINE OPERATION AND MAINTENANCE SCHEDULE**

- A. Public Utilities – gas; electric; sewer/water/street lighting
- B. Private Utilities – phone
- C. Contracted Services (routine operational or minor maintenance type)
  - 1. Security monitoring and/or patrol
  - 2. Lawn care/landscaping
  - 3. Snowplowing and removal
  - 4. Waste removal
  - 5. HVAC repair
  - 6. Site/building lighting & electrical maintenance and repair
  - 7. Plumbing/mechanical maintenance and repair
  - 8. Site/parking deck sweeping
  - 9. Janitorial/pest control services
  - 10. Signage repair/installation
  - 11. Elevator maintenance and annual hydraulic test
  - 12. Glass replacement
  - 13. Annual parking structure wash down

## **LONG-TERM MAINTENANCE AND CAPITAL IMPROVEMENT SCHEDULE**

- 1. Architectural/Engineering services (site/infrastructure inspections and recommendations)
- 2. Concrete & Asphalt roadway repair/rehabilitation/replacement
- 3. Concrete (parking) structure repair/rehabilitation/replacement
- 4. Building envelope (roof/windows/curtain wall/doors, etc.) & mechanical/electrical infrastructure repair/rehabilitation/replacement
- 5. Site improvements (development/landscaping/drainage, etc.)
- 6. Security improvements (site/parking deck/bus way lighting, CCTV installations, gates & fencing)

This procedure may be periodically reviewed and revised.