



Green Sheet NO: 3126397

Department/Office/Council:
PE - Planning & Economic Development

Date Initiated:
07 JUL 2011

Contact Person & Phone:
Anton Jerve
6-6567

Assign Number For Routing Order

	Department	Sent To Person	Initial/Date
0	Planning & Economic Development		
1	Public Works	Rich Lallier	REL 7-11-11
2	City Attorney	Lisa Veith	AKZ
3	Financial Services	Director	
4	Mayor's Office	Mayor	
5	Planning & Economic Development	Anton Jerve	

Must Be on Council Agenda by (Date):
N/A

Doc. Type: OTHER ADMINISTRATIVE ORDER

E-Document Required: N
Document Contact:
Contact Phone:

Total # of Signature Pages 1 (Clip All Locations for Signature)

Action Requested:
Allow the Director of Public Works and the Director of Financial Services to execute a lease agreement with the Metropolitan Economic Development Association for 300 square feet of space at the Central Corridor Resource Center (former Lexington Library) at 1080 University Avenue.

Recommendations: Approve (A) or Reject (R):
 _____ Planning Commission
 _____ CIB Committee
 _____ Civil Service Commission
A PEP STAFF

Personal Service Contracts Must Answer the Following Questions:
 1. Has this person/firm ever worked under a contract for this department?
 Yes No
 2. Has this person/firm ever been a city employee?
 Yes No
 3. Does this person/firm possess a skill not normally possessed by any current city employee?
 Yes No
 Explain all yes answers on separate sheet and attach to green sheet.

Initiating Problem, Issues, Opportunity (Who, What, When, Where, Why):
 Metropolitan Economic Development Association is requesting to enter in a lease agreement with the Dept. of Public Works for 300 square feet of office space at the Central Corridor Resource Center (former Lexington Library) for one year to provide DBE outreach support for the Central Corridor project.

Advantages If Approved:
 The Department of Public Works will collect \$90.00/month in rent to offset operating costs of the building.

Disadvantages If Approved:
 None

Disadvantages If Not Approved:
 The Department of Public Works will not collect \$90.00/month in rent to offset operating costs of the building.

Total Amount of Transaction: \$0.00
 Funding Source:
 Financial Information: (Explain)

Cost/Revenue Budgeted:
 Activity Number:
 001-03172

RECEIVED
 JUL 11 2011
 CITY ATTORNEY

CITY OF SAINT PAUL

OFFICE OF THE MAYOR

No: _____

ADMINISTRATIVE ORDER

Date: _____

ADMINISTRATIVE ORDER,

BE IT ORDERED, that the proper City officials are hereby authorized and directed to execute Lease Agreement PW 56 with Metropolitan Economic Development Association to provide 300 square feet of office and storage space on a one-year lease commencing on July 1, 2011 for part of the first floor space of the Lexington Library Floor at 1080 University Avenue.

APPROVED AS TO FORM

Disa H. Keith 7/12
Assistant City Attorney Date

[Signature] 7-11-11
Department Head Date

Mayor Date

Director of Financial Services Date
7-28-11