

TO: City Council
FROM: Dan Smith, Water Resources & Sustainability Director
DATE: June 6, 2023
SUBJECT: Offsite Lease with South Puget Sound Community College

1) Recommended Action:

Staff recommends Council approve and authorize the Mayor to sign a lease agreement with South Puget Sound Community College for new office space supporting Water Resources & Sustainability staff for a five (5) year term.

2) Background:

The 2023-2024 Budget approved the relocation of staff, originally intended for a partial team move for Transportation & Engineering. Subsequent discussions revealed it would be more efficient and provide more capacity at City Hall to relocate Water Resources & Sustainability (WRS) staff. With limited office space available locally, South Puget Sound Community College (SPSCC) suggested vacant classrooms may be remodeled to serve City needs. A partnership with SPSCC and the City will result in expanded space for new staff for WRS and City Hall staff, and increased parking capacity for staff, fleet, and public vehicles. In addition, WRS would be well-positioned to implement a robust internship program at the school, developing expertise in public and environmental health for future decades.

3) Policy Support:

- We believe in People, Excellence, Opportunity, Partnership, Learning, Environment
 - Be a leader in Environmental Sustainability
 - Recruit green employers and jobs
 - Refine and Sustain a Great Organization
 - Explore trades training with LOTT, SPSCC and Olympia
-

4) Alternatives:

- ☐ Request additional considerations for the lease agreement.
 - ☐ Reject the lease agreement and direct staff to consider other options.
-

5) Fiscal Notes:

Lease costs for the initial five years term are approximately \$281,420.00. Support equipment and necessary tenant improvements add about \$150,000.00 over the lease term. Lease and office costs are funded by the Drinking Water, Storm Drain, and Sanitary Sewer utilities. There were funds budgeted in the General Fund to support a move, this action saves those funds and results in savings to the already strained General Fund.

6) Attachments:

A. Agreement of Lease, South Puget Sound Community College