

TO: Public Works Committee  
FROM: Dan Smith, Water Resources & Sustainability Director  
DATE: April 20, 2023  
SUBJECT: Offsite Office Lease with South Puget Sound Community College Discussion

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1) Recommended Action:

None at this time. Item is for discussion only.

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2) Background:

The 2023-2024 Budget approved the relocation of staff, originally intended for a partial team move for Transportation & Engineering staff; however, subsequent discussions made clear it would be more efficient and provide greater capacity to relocate the administrative division of Water Resources & Sustainability (WRS). As staff pursued the limited available options, South Puget Sound Community College (SPSCC) noted that some classrooms no longer being utilized may be remodeled to serve as office space. A partnership with SPSCC and the City will result in expanded space for new staff in both departments and City Hall parking for staff, fleet vehicles and the public. 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.

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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
    - Ensure a safe and healthy workforce
    - Create a continuous learning organization
    - Explore trades training with LOTT, SPSCC and Olympia
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4) Alternatives:

- ☐ Consider alternate approach with SPSCC
  - ☐ Consider Town Center East lease option
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5) Fiscal Notes:

Moving an administrative and technical team is costly. All alternatives bear a similar cost, with the heaviest expenditure in the first year due to tenant improvements, furniture replacements, and moving costs. Annual costs following the first year at the college are approximately 35% lower than other alternatives.

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6) Attachments:

A. None.