

RESOLUTION NO. 43

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
UNIVERSITY PLACE, WASHINGTON, ESTABLISHING A SPACE  
NEEDS STUDY COMMISSION THROUGH MARCH 31, 1996.**

WHEREAS, as a newly incorporated City, the City of University Place has no office or shops facilities and must rent needed space in the short-term; and

WHEREAS, the City's long-term space needs for office and shops facilities need to be anticipated for the future operations and provision of City services;

WHEREAS, alternative site and facility options need to be developed, including continued leasing, lease/purchasing or owning options; NOW THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
UNIVERSITY PLACE, WASHINGTON AS FOLLOWS:**

Section 1. Space Needs Study Commission established. The City Council hereby establishes the Space Needs Study Commission.

Section 2. Membership. There shall be 9 members of the Commission and 5 votes necessary as a minimum to advance any recommendations. Members shall all be City residents, except two representing business and may reside outside the City.

Section 3. Purpose. The Commission is appointed by the Mayor, confirmed by and advisory to the Council, and reports to the Chairperson of the Council's Finance and Administration Committee as its Council liaison. The Commission is not a standing committee but a special study task group to accomplish the following by March 31, 1996:

A. Develop and recommend a Commission Work Plan by October 1, 1995 to accomplish the Commission's tasks by March 31, 1996;

B. Determine the City's office space, meeting room and public works shops and facilities space needs effective January, 1998, and project those space needs through 10 years to 2008;

C. Evaluate comparable communities facilities and space needs of comparably sized City organizations;

D. Evaluate the needs and impacts of new technology (e.g. computers, cable TV, phones) on City facilities and consider multi-purpose community uses for the

City facilities, including general public areas after hours and/or meeting rooms and town hall facilities or rental for commercial or private functions;

E. Consider and evaluate the secondary impacts or benefits of locating City office, shops and facilities on existing business or in revitalizing business areas of the City.

F. Consider and recommend the space and facility needs assumptions underlying any conclusions, such as: square feet per office employee; storage and equipment areas; counter areas; meeting rooms for small, medium and large groups; Council meeting/hearing room, and office and/or executive session meeting room; parking and overflow parking; public works shops and facilities either adjacent to or separate from City offices; handicap and ADA requirements; OSHA and safety requirements; emergency operations center capability and communications; and essential building structure and location considerations.

G. Consider and recommend a physical configuration of office space and facilities to enhance customer service and organizational change, with a safe and open feel in a campus setting with public spaces and recognizable features or facilities; expansion capability if contract services are brought in-house; and general site characteristics increasing community identity and sense of place.

H. Identify the advantages and disadvantages of leasing, renting, lease/purchasing, owning, overbuilding/subleasing, joint use/ownership or other options, including interest rate assumptions on cost of funds and property tax exemptions.

I. Develop recent comparable public or private construction projects, costs per square foot and ranges (e.g. schools, library, fire, etc.).

J. Determine a base assumption or range as to space needs and prepare a summary of needs, options and life-cycle full cost projections, including rent or debt service, operations and maintenance, energy costs, and sublease revenue.

K. Determine and map, including location and site plan map, at least six site locations and cost estimates.

L. Identify 3 lease, or lease/purchase, or build-to-suit options in rank order considering utility and cost; and recommend 3 own/build site and facility options in rank order considering utility and cost

M. Prepare and present a progress report to Council early in December, 1995 and again in late January 1996;

N. Recommend a First, Second, and Third choice with reason for the recommendations to the Council by March 31, 1996.

O. Coordinate with City staff regarding financial assumptions, debt capacity, C.I.P., organizational and operational needs. Report through and coordinate with the Council's Finance and Administration Committee regarding its short term space rental negotiations and the Commission's long-term study responsibilities.

Section 4. Staff Support. The City Manager shall assign a staff member to act as liaison and to coordinate with the Commission and City. The Commission may request study funds from Council contingency.

Section 5. Term. All appointments are temporary, serving at the discretion of the City Council, and shall expire no later than March 31, 1996.

Section 6. Effective Date. This resolution shall take effect immediately upon signing.

**ADOPTED BY THE CITY COUNCIL ON AUGUST 14, 1995**

  
Mayor Stanley L.K. Flemming

**ATTEST:**

  
Susan Matthew, City Clerk