

## CITY OF OLYMPIA -THE WASHINGTON CENTER RELATIONSHIP

### CONCEPT

Ownership: City of Olympia

Operation & Maintenance: The Washington Center (a non-profit corporation)

### 1992 CONTRACT

#### A. City Use

- Display Sister City Gifts
- Per Policy and Compensate Center for Expenses (see attached)

#### B. Information

Provided by The Washington Center:

- Copies of Policies, Rules, Regulations, etc.
- Annual Audit
- Monthly Financial Report
- Quarterly Activity Report
- Annual Operating & Capital Budget (by September 1)
- Annual Multi-Year Capital Plan for "Major Capital Fund" (Repair & Replacement) (by October 1) for City Approval
- Inspection of Books and Records: On Request

#### C. City Responsibility

- Maintain Fire Insurance
- Make Available: Financial, Purchasing, and Telephone System (Compensated)

D. City Funding/Center Compensation

1. Source

- 2% Lodging Tax
- Interest From Endowment Fund (Sale of Dump Site, etc.)

2. Formula

- Prior Year <sup>(1)</sup> x CPI <sup>(2)</sup> or 100% of 2% Lodging Tax & Endowment Fund Interest, Whichever is Less
- If CPI is less than Lodging Tax Plus Endowment, Center May Ask City Council for Difference
- City/Center Interests
  - ◇ Annual Increase - Center
  - ◇ Limit Funding to 2% Lodging Tax and Endowment Interest
  - ◇ Preserve Optional Uses of 2% Lodging Tax

(1) "Prior Year" began 1993 as base year

(2) CPI is average of US and Seattle CPI (w)

**E. Facility Maintenance**

**1. The Washington Center Responsibility**

- General Maintenance: e.g., Janitorial, Cleaning, Box Office Computer System
- Performance Related Maintenance: e.g., Lighting, Sound System, Rigging, Stage Equipment
- Major Maintenance: e.g., Carpet, Seats, Interior Surfaces
- Outside Cleaning of Sidewalk (snow & ice removal)

**2. City Responsibility**

- Building Repair/Maintenance: e.g., HVAC, Roof, Exterior Surface
- Miscellaneous Repairs: e.g., Plumbing, Electrical

**3. Funding**

- Basic Maintenance:

- Amount: \$31,000
- Source: City Funds per Formula
- Allocation: ◇ The Washington Center \$18,000/Total  
\$ 3,000/Item  
◇ City: \$13,000

- Major Repair & Replacement

- Amount: Per "Multi-Year Capital Plan"
- Source: "Major Capital Fund" from Ticket Service Charge

- Not Part of Agreement - City Building Repair & Replacement Fund

- Amount: \$105,000
- Washington Center Operating Fund plus General Fund Contributions
- Purpose: HVAC, Roof, Exterior

**FACILITY  
MAINTENANCE**

**The Washington Center  
"Capital Fund"  
(Ticket Charge)**

**City/Center Funding  
\$31,000**

**City General Fund +  
Washington Center  
Fund (\$105,000)**

**\$18,000**

**\$13,000**

**The Washington Center**

- A. Routine Building Maintenance**
- B. Performance Maintenance**
- C. Major Interior Maintenance/  
Repairs (Seats, Interior Surface,  
Carpet)**
- D. Sidewalk Cleaning**

**City**

- A. HVAC, Roof, & Exterior**
- B. City Repairs: e.g., Plumbing,  
Electrical (not lighting)**