



COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE

OCTOBER 5, 2015

11:00 A.M.

COUNCIL CHAMBERS

1. **SPIRIT OF LACEY AWARD NOMINATION**

SCOTT SPENCE, CITY MANAGER
(NOMINATION FORM ATTACHED)

2. **WASHINGTON CENTER APPLICATION FOR USE OF FREE DAY**

SCOTT SPENCE, CITY MANAGER
(STAFF REPORT ATTACHED)



Shaping
our community
together

CITY OF **LACEY**

CITY OF LACEY
CITY CLERK
420 COLLEGE STREET SE
LACEY, WA 98509
PHONE: 360.491.3214
FAX: 360.412.3185
CLITTEN@CI.LACEY.WA.US

SPIRIT OF LACEY AWARD NOMINATION FORM

The purpose of the *Spirit of Lacey Award* program is to recognize individuals, organizations, and businesses who make significant contributions to the betterment of the greater community, or, whose acts of heroism, courage, selflessness, or exceptional volunteerism are worthy of special recognition. Please see attached policy for detailed information on the eligibility, criteria, and process for the program.

NOMINEE INFORMATION

Engineered Software, Inc.
 Name
4529 Intelco Loop SE Lacey, WA 98503
 Address City, State, Zip
360.412.0702 marketing@eng-software.com
 Phone Number Email address

Please select one: Individual Business Organization

Provide a detailed explanation of the significant and extraordinary contribution of the nominee:

See attached.

(If needed, please use a separate sheet of paper.)

NOMINATION FORM COMPLETED BY

Niki Horace July 27, 2015
 Name Date
4529 Intelco Loop SE Lacey, WA 98503
 Address City, State, Zip
206.234.3100 Niki.Horace@eng-software.com
 Phone Number Email address
[Signature] July 27, 2015
 Signature Date

MAIL COMPLETED FORM TO: CITY OF LACEY
CAROL LITTEN, CITY CLERK
420 COLLEGE STREET SE
LACEY, WA 98509

EngineeredSoftware Inc.

Spirit of Lacey Award Application: July 2015

Engineered Software, Inc. has been contributing to the Thurston County community for over 30 years. Established in 1982, ESI has made it their mission to be an active participant in the community where they founded the now global company. With this in mind, ESI matches dollar-for-dollar all donations from their employees to major organizations. Between volunteering, donations and fundraising, ESI supports the value of giving back to their community.

2014-2015 Philanthropy: (External)

Saint Martin's University: ESI founders donated \$5,000 for the expansion of the Hal and Inge Marcus School of Engineering. Hal is the third-highest LEED certified structure in the world.

Toys for Tots: ESI headquarters opened their doors as a drop location for Thurston County and exceeded their contribution goal by 200%.

United Way: Since the late 1990's, ESI employees have participated in several United Way volunteer and giving drives. In September 2014, ESI employees helped harvest more than 2,000 lbs of veggies from fields for winter.

ESI efforts were able to provide:

- Meals for the entire year for twelve (12) children
- Two months of fresh food including meat, produce and vegetables for a safe shelter aimed at protecting victims of domestic violence
- Backyard gardens for six (6) families to promote and improve financial stability
- Funding for year-long meals and companionship for twenty (20) elderly citizens

United Way's 'Straight from the Heart' Fundraiser: ESI Founders Ray Hardee and Carolyn Popp donated a 1-hour flight in Hardee's Cessna to the silent auction that raised \$16,000. All proceeds were donated to the Rotary Club to support clean water projects around the world.

Senior Services for South Sound: ESI Co-Founder Carolyn Popp attended the annual Brighten Lives Luncheon in support of Senior Services for South Sound where she donated \$___ for the ___ year in a row.

Tacoma Rescue Mission: To support the Tacoma Rescue Mission, ESI staff sprang to the challenge and filled three donation boxes with assorted toiletries in seven days for Joint Base Lewis-McCord veterans.

2014-2015 Philanthropy: (Internal or given to ESI)

Co-Founder Ray Hardee was awarded the Paul Harris Giving Award for the third year in a row. Being recognized by the Rotary Foundation as a 'Paul Harris Fellow' signifies that Ray and Carolyn have once again surpassed the minimum donation of \$1,000 per year to the Rotary Foundation of Rotary International's clean water initiative.



**COMMUNITY RELATIONS &
PUBLIC AFFAIRS COMMITTEE**
October 5, 2015

SUBJECT: Request for Use of Free Day at Washington Center

RECOMMENDATION: Review application for use of the City's second free day at the Washington Center in 2016, and forward recommendation to full Council for approval.

STAFF CONTACT: Scott Spence, City Manager 
Peri Edmonds, Deputy City Clerk

ATTACHMENTS:

1. Washington Center Policy
2. Tracking Sheet
3. Application from Lacey Rotary Club

FISCAL IMPACT: None.

PRIOR REVIEW: None.

BACKGROUND:

Under the current contract with the Washington Center, the City of Lacey is entitled to use the facility two days per year at no additional cost. In 1992, the Lacey City Council created the Washington Center Policy to provide guidelines to respond to requests from outside organizations for use of the City's free days at the Washington Center (Attachment 1).

Currently, the policy allocates one free day per year to non-profit organizations, and one for City-sponsored events. The City will not be using their free day in 2016. Therefore, both free days are available for non-profit agencies in 2016 (Attachment 2).

The deadline to submit an application request for a free day in 2016 expired on July 31 of this year. At that time, we received only one application. The Community Relations & Public Affairs Committee reviewed the application from

Entertainment Explosion and forwarded to the full Council for approval. The Council approved their application on August 27, 2015.

Since the City has another free day available in 2016, the City extended the deadline to receive applications. The Lacey Rotary Club submitted an application on August 27, 2015, for the Cool Jazz/Clean Water event to be held on November 19, 2016 (Attachment 3).

ADVANTAGES:

1. Granting the City's second free day to Lacey Rotary Club provides an opportunity for the non-profit organization to raise funds for its services.

DISADVANTAGES:

1. None.

10.07 Guidelines for Use of Washington Center

The City of Lacey periodically makes the Washington Center available free of charge for events in which the City has a major interest, with the following conditions:

The City of Lacey has two free days available each year at the Washington Center. One *free-day* is designated for City use, and one *free-day* is designated for non-profit use. If the City decides not to sponsor an event, the second *free-day* could be offered to a non-profit agency/organization.

1. Applications will only be accepted from January through July to request a *free-day* in a subsequent year, i.e. to reserve a date in 2004, an application should be submitted between Jan-July of 2003.
2. The requesting group must be non-profit in nature.
3. Use of the Center for the event does not occur more frequently than once each year.
4. No group will receive the use of the City's free day on an annual basis, unless no other eligible applications have been received by the deadline.
5. The event may be used for fund-raising purposes if approved by the Lacey City Council (funds raised in this way would be through admission charges, donation solicitation, or fee assessment).
6. The City determines there is general community interest in the proposed event.
7. The City determines that the activity constitutes a public use that the City is authorized to sponsor.
8. The City will receive formal recognition for its sponsorship, i.e. an announcement during the event, or recognition on a program or flier.
9. The group or individual, using the Center, agrees to hold the City harmless for any claims resulting from use of the Center.
10. Applicant must be willing to meet or comply with all Washington Center rules, regulations, and policies.
11. Applicant agrees to report attendance, participation rate, and other appropriate details in writing.

Procedure:

1. Applicant must complete an *Application for Use of the Washington Center* form and return it to the City Manager's office for processing.
2. City Manager's staff will contact the Washington Center to confirm availability of the date requested.

3. The request will be forwarded to the Community Relations and Public Affairs Committee for consideration. Their recommendation will be presented to the full Council for approval.
4. City Manager's staff will notify the Washington Center and applicant of the Council's decision.

USE OF LACEY'S FREE DAYS AT WASHINGTON CENTER

Index No.	Agency Name	Date Requested	Approved	Not Approved
1	Timberline High School	Dec 21, 1992	X	
2	Hands On Children's Museum	Nov 5, 1995	X	
3	Masterworks Choral Ensemble	Oct 12, 1996	X	
4	Tacoma Urban League	Jan 19, 1998	X	
5	Animal Services	Jan 26, 1998	X	
6	8 th Intl. Military Band Concert	Mar 21, 1999	X	
7	United Communities AIDS Network	Sept 9, 2000	X	
8	Masterworks Choral Ensemble	Oct 13, 2001	X	
9	The Abbey Players	Nov 17, 2001	X	
10	Monarch TLC Children's Justice & Advocacy Center	Mar 1, 2002	X	
11	Big Brothers Big Sisters of Thurston County	August 25, 2001	X	<i>Cancelled due to earthquake</i>
		Mar 3, 2002	X	<i>Rescheduled from 2001</i>
12	The Abbey Players	Feb 15, 2003	X	
13	Tacoma Urban League/HSRC	January 20, 2003		X
14	US Air Force Band	Sept 10, 2003	X	
15	TCTV	October 27, 2003		X
16	Senior Services for South Sound and Masterworks Choral	May 15, 2004	X	
17	Martin Luther King Planning Committee	January, 19, 2004	X	
18	Monarch Children's Justice & Advocacy Center	February 28, 2004		<i>Received request after days allocated for 2004</i>
19	Monarch Children's Justice & Advocacy Center	February 12, 2005	X	
20	Lacey Rotary	November 12, 2005	X	
21	Monarch Children's Justice & Advocacy Center	February 4, 2006		<i>Request cannot be granted on annual basis – Monarch received day in 2005</i>

Index No.	Agency Name	Date Requested	Approved	Not Approved
22	Washington State Arts Commission	April 2006		X <i>Does not meet criteria of non-profit</i>
23	Olympia Junior Programs	March 20, 2006	X	
24	Care Net Program	October 2006		X
25	Entertainment Explosion	February 16, 2007	X	
26	Rotary Clubs in Thurston County (Lacey, West Olympia, South Puget Sound) – 2007 Jazz Festival	November 10, 2007	X	
27	Entertainment Explosion <i>Note: Request cannot be granted on annual basis – received day in 2007</i>	February 16, 2008		X
28	Wrinkles of Washington!	September 6, 2008	X	
29	Entertainment Explosion	February 22, 2009	X	
30	Rotary Clubs in Thurston County (Lacey, West Olympia, South Puget Sound) – 2009 Jazz Festival	November 14, 2009	X	
31	Entertainment Explosion <i>Note: At the April 16, 2009, Worksession, Council denied their request to use a free day on an annual basis.</i>	2010 and annually thereafter		X
32	TOGETHER! Fundraising concert by jazz artist Wynton Marsalis <i>Note: Event Cancelled (3/24/10)</i>	2010	X <i>Did not use</i>	
33	Entertainment Explosion	February 26, 2011	X	
34	Rotary Clubs of Thurston County – Cool Jazz Clean Water Festival	November 19, 2011	X	
35	City of Lacey Parks Department* <i>Note: Parks Dept. notified City Clerk's office they will not use their free day in 2012 (08.2012)</i>	2012 Will not use free day		
36	Entertainment Explosion <i>Note: Council approved their use of one of the City's free day for a consecutive year since no other group applied. (11.03.11)</i>	February 26, 2012	X	
37	Cool Jazz/Clean Water (Thurston County Rotary Clubs) <i>Request for use of City's 2nd free day in 2012; the Parks Dept. will not be using it.</i>	November 22, 2012	X	
38	Olympia Junior Programs	August 23, 2013	X	
39	Entertainment Explosion	February 24, 2013		X
40	City of Lacey – Parks Department	2013		

Index No.	Agency Name	Date Requested	Approved	Not Approved
41	Loiacono Music Education Fund	October 4 or 25, 2014	X	
42	Entertainment Explosion	March 8, 2014		X
43	City of Lacey – Parks Department	2014		
44	City of Lacey – Parks Department <i>Note: Parks Dept. notified City Clerk's office they will not use their free day in 2015</i>	2015 Will not use free day		
45	Cool Jazz/Clean Water (Lacey Rotary)	November 21, 2015	X	
46	Entertainment Explosion	March 8, 2015	X	
47	City of Lacey – Parks Department	2016 Will not use free day		
48	Entertainment Explosion	February 20, 2016	X	
49	Cool Jazz/Clean Water (Lacey Rotary)	November 19, 2016		

**Starting in 2012, Lacey Parks & Recreation Department will reserve one of the City's free days on an annual basis for a City-sponsored event. If the Parks Department decides not to sponsor an event, the second free-day could be offered to a non-profit agency/organization.*



RECEIVED AUG 27 2015

CITY OF LACEY
DEPUTY CITY CLERK
420 COLLEGE STREET SE
LACEY, WA 98503
PHONE: 360.491.3214
FAX: 360.412.3185
PEDMONDS@CI.LACEY.WA.US

CITY OF LACEY
APPLICATION FOR USE OF THE WASHINGTON CENTER

- Applications accepted January 1 through July 31 for a free day in a subsequent year -

Lacey Rotary Club
 Organization/Agency

Dustin Wilson member / Cool Jazz Rep
 Contact Name Title

6223 MARTIN WAY E Lacey WA 98516
 Mailing Address City State Zip

360 491 6911 360 701 1945 360 491 7285 DUSTIN@FLYINGCOLORSPAINING.COM
 Work Phone Cell Phone Fax Email Address

ORGANIZATION/AGENCY INFORMATION

Date organization/agency was formed: 1969

Non-profit: Yes No ^{DW} (If yes, attach copy of current non-profit corporate registration)

Describe membership base: Business and Community leaders who join in order to serve others -

LIABILITY INSURANCE - SEE ATTACHED certificate - 7-1-15 - 7-1-2016

Policy name: Westchester Fire Insurance Co. /

Policy Number: FMI 62384355 007 Expiration: 7-1-2016 RENEWS ANNUALLY

\$ 2,000,000 - Bodily injury per person

\$ 500,000. - Property damage per occurrence

\$ 1,000,000. - Combined single limit

Note: If your organization does not have insurance, and the City approves your application, you will need to make arrangements with the Washington Center to have them provide coverage for you.

EVENT INFORMATION

Name of Event: Cool Jazz/Clean Water

Describe Event: Daytime - High School Jr. High Jazz band adjudication
Evening - Wine tasting, jazz performance + auction

Purpose of Event: ① To raise funds for school band instruments +
international water projects and ② for adjudication event and ③ Youth

How frequently is event held: Annual

Will admission be charged? Yes No Will donations be solicited? Yes No

Date Requested: Sat Nov 19 2016 Stage I Stage II Stage I & II

Youth Leadership Summit

I hereby state on behalf of [ORGANIZATION/AGENCY] Lacey, that I have read and agree to the City of Lacey Guidelines for Use of Washington Center (attached):

I understand that while the use of the Center is rent free, the responsibility for labor charges and any other out-of-pocket expenses incurred in making the event happen rests with the organization which I represent.

Dustin Wilson
SIGNATURE

Dustin Wilson
PRINTED NAME

Aug 16 2015
DATE

For City Use			
Date Received:	<u>8-27-15</u>		
Community Relations & Public Affairs Committee:	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Date _____
Lacey City Council:	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Date _____
Applicant Notified:	_____		
Washington Center Notified:	_____		



CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies	
	PHONE (A/C No. Ext): 1-800-921-3172	FAX (A/C No.): 1-312-681-6769
	E-MAIL ADDRESS: Rotary@lockton.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Westchester Fire Insurance Company	NAIC #: 10030
INSURED 1379367 All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES ROTINO1 CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYQ	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PMT G23861355 007	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PMT G23861355 007	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE