



PORT of OLYMPIA

Citizens Advisory Committee

Port Office Consolidation

Staff Lead:

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Background:

Port Administration/Directors/Maintenance are currently housed in five different office locations:
616 Columbia St., Marina Office, MT Office, Maintenance Shed and the Airport. At two of these locations, we are paying rent to outside entities.

The current rent for the main Admin office space is approx. \$250,000/year. The current rent for the maintenance space is approx.. \$40,000/year, a space that would be better suited for a marine-related tenant. If we can trade these lease payments for mortgage payments on our own building, we can end up with a very adequate building, which has the added benefit of consolidating staff together. I am not suggesting that all five office groups mentioned above can/should be consolidated, but rather that this should be studied. There is an urgent need for this, as the Marina office AND the MT office have significant building degradation issues. A team will be formed led by Engineer Tyson Carpenter, along with members of the Leadership Team, Jennie Foglia-Jones, and Nathan Saline to come up with recommendations for new office space.

I propose that we ask Tyson's team to set up two meetings with the POCAC, to review and get their input for the new office space. This input can be obtained at a mid-point in the project, and at the end of the project, before the study group presents a recommendation to the Commission. This is a way to get some of the public involved. Other public involvement may follow typical Port policies regarding involving the public.

Scope of Work:

Fairly passive at this point, based on what the Port Staff group comes up with, and any tasks that may crop up after the first meeting between the study group and the POCAC.

Timeline:

April –September 2018