

# APPLICATION FOR LODGING TAX FOR TOURISM-RELATED, SMALL-SCALE MUNICIPALITY-OWNED CAPITAL PROJECTS AND OPERATIONS

## Applicant Information ☒ Capital Project ☐ Operations (Circle One or Both)

Name of Municipality: CITY OF EUGENSBURG

Mailing Address: 501 N ANDERSON

EUGENSBURG, WA 98926

Contact Person and Title: BRAD CASE, PARKS & RECREATION DIRECTOR

Phone: (509) 925-8639

Email: casebecityofeugenburg.org

Project Title: VETERANS MEMORIAL PARK RESTROOM

Project Location: VETERANS MEMORIAL PARK

Funding Request: \$50,000.00

## Application Requirements

- ☐ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism-related facility owned or operated by a municipality or is supporting the operations of tourism-related facilities owned or operated by a municipality.
- ☐ 2. The municipality has submitted no more than two applications for capital project funding in the current year.
- ☐ 3. The municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it (not required for Kittitas County). A letter from the municipality is included.
- ☐ 4. Lodging tax capital project funds are not being substituted for other funds that are already secured or applied for (if applicable).
- ☐ 5. Municipality has secured matching funds of at least 50% of the total project costs.
- ☐ 6. A completed project budget is included in the application (if applicable).
- ☐ 7. A detailed 8 1/2 X 11 vicinity map that clearly shows the project is included (if applicable).

## Tourism-Related, Small-Scale Municipality-Owned Capital Project Narrative

1. **Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward, and include a comparison of existing and proposed conditions.
2. **Kittitas County Tourism Infrastructure Plan:** Please explain how the project meets the goals and priorities in the Kittitas County Tourism Infrastructure Plan as adopted. Also, describe the specific county tourism infrastructure needs the project addresses and how the project directly increases tourism. Explain how the improvements will promote tourism in Kittitas County and indicate specifically how the improvements will directly increase economic activity resulting from tourists (see the definition of tourist on page 3 of this application).
3. **Use of Grant Funds:** Please explain exactly how the requested funds will be used. Include an itemized list.
4. **Real Property:** If real property acquisition is a component of the project, please explain. Include any information of property already secured or evidence of the ability to secure the real property.
5. **Capital Assets:** If capital asset acquisition is a component of the project, please explain. Include any bids solicited and received from potential vendors willing to supply the asset. *All capital asset purchases require at least three bids.* If you have already selected one of the bids, please provide justifications in writing.
6. **Coordination:** Please explain how this project has been coordinated with other jurisdictions as well as affected stakeholders. Please include letters of support from stakeholders.
7. **Studies:** Please attach any feasibility or other studies that demonstrate linkages between the proposed project and the anticipated tourism impacts. Also please include your operations/maintenance funding strategy and business plan for long-term project sustainability (how the facility or facilities will be operated and maintained for at least three years following completion).
8. **Project Readiness:** Please provide a detailed project schedule, including milestones necessary for completion as mentioned in question 1 above. On the schedule, indicate items completed and exactly where in the schedule the project is at this time. Be sure to include expected completion date.
9. **Applicant Certification:** Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.

  
\_\_\_\_\_  
Signature of Official Representative

PAUL'S TOURISM DIRECTOR  
\_\_\_\_\_  
Title

6/17/16  
\_\_\_\_\_  
Date

## **1. Project Description:**

This project calls for the purchase and installation of a flush restroom facility at Veterans Memorial Park. In 2016 the City of Ellensburg updated their 'Park, Recreation, and Open Space Plan'; a component of this process was developing a master plan for Veterans Memorial Park. This master plan, which was adopted by the Ellensburg City Council at their May 16, 2016 meeting, included the addition of a flush restroom facility, located just west of the existing playground area. For years the patrons of Veterans Memorial Park could use the restrooms at the Kittitas Valley Memorial Pool & Fitness Center. A few years ago the operating hours at the pool were reduced, especially weekend hours when the majority of park use; specifically picnic shelter rentals take place. To address this issue the City started to provide a portable restroom facility at the park. Veterans Memorial Park is one of two City neighborhood parks without a flush restroom facility; the City has a total of seven neighborhood parks.

This new restroom will not only serve the patrons of Veterans Memorial Park but will also be open during the annual Kittitas County Fair & Ellensburg Rodeo, as well as other events throughout the year that take place at the Fairgrounds and Veterans Memorial Park, such as the Washington Fly Fishing Fair.

## **2. Kittitas County Tourism Infrastructure Plan:**

This project benefits Kittitas County with their most visible and important tourism event each year, the Kittitas County Fair & Rodeo, with an attendance of 65,000 per year. Each year the County rents approximately 35 portable restrooms for the Fair at a cost of \$18,000.00 per year. The addition of this restroom will reduce the rental cost the county pays each year, in less than 30 years (assuming the rental costs for portable restrooms increases) the County will have recovered their portion of a new restroom at Veterans Memorial Park with the savings from portable restrooms.

The overall level of satisfaction of those traveling to Ellensburg for the Fair increases when we offer better facilities. Improved facilities not only mean better grandstands in the arena, and closer parking, but it can also mean better bathroom facilities. Families with small children would much rather use a flush restroom facility than a portable restroom. Most women would much rather use a flush restroom than a portable restroom.

## **3. Use of Grant Funds:**

The funds would be used to purchase and install a precast flush restroom facility. Precast restrooms are assembled off-site and delivered to the site which has been prepped for the restroom.

## **4. Real Property:**

The restroom would be located within Veterans Memorial Park, a city owned park facility.

**5. Capital Assets:**

All of the City of Ellensburg's newer public restrooms (within the last 15 years) are from CXT, a company based out of Spokane, and purchased off of the Washington State Contract. This allows us to purchase a restroom without going through a competitive bidding process, which expedites the process and reduces cost.

**6. Coordination:**

The addition of a restroom at Veterans Memorial Pool & Fitness Center was discussed as a part of the development of the Veterans Memorial Park master planning effort. Community input for the park plan was gathered through two community meetings and on-line data gathering, which over 450 people participated in.

**7. Studies:**

Operations and maintenance of the restrooms will be the responsibility of the City of Ellensburg Parks & Recreation Department.

**8. Project Readiness:**

This project is shovel ready, the City owns the property, the park master plan, which includes the restroom has been adopted by Council. City staff has applied for matching funds through the Washington Recreation and Conservation Office. Cost estimates for the restroom, including the infrastructure and prep work have already been provided by a landscape architect.

## **Tourism-Related, Small-Scale Municipality-Owned Capital Project Budget**

All applicants for capital project funding must supply a detailed and complete project budget utilizing the following basic format:

### **Funding Sources**

- Lodging Tax Funds Request

- \*Other Grant Funds

  - List By Source (indicate if secured or applied)

- \*Other Local Government Funds

  - List By Source

- \*Private Funds

  - List By Source (may include in-kind)

**Total Available Funding**

### **Project Expenses**

- Real Property or "Right-of-Way" Acquisition Cost

- Capital Asset Cost

- Construction Cost or "Hard" Cost

  - Include an itemized list of general costs

  - For example: asset type and cost, site prep, building foundation and structure, mechanical work, finish work, site restoration, electrical work, technology, etc.

- Soft Cost

  - Include an itemized list of soft costs

  - For example: design fees, construction management fees, survey costs, engineering fees, permitting costs, special inspections, cultural resource surveys, etc.

**Total Project Costs**

\*Verifying documentation must be provided and attached to this budget. This documentation may include award letters, letters of commitment, or loan approval documentation. You must include this in order to meet the matching funds requirement. If the funding source includes applicant funds, proof of available funding in the form of a letter of commitment from an authorized body or representative of the applicant is adequate.

## **Tourism – Related, Small – Scale Municipality- Owned Capital Project Budget**

### **Funding Sources**

Lodging Tax Funds Request -	\$50,000.00
Other Grant Funds	
Other Local Government Funds -	\$40,000.00
Recreation & Conservation Office – applied for -	\$90,000.00

Total Available Funding -	\$180,000.00
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### **Project Expenses**

#### **Construction Cost or “Hard Costs”**

Bathroom Building -	\$100,000.00
Site Prep -	\$10,094.40

#### **Soft Cost**

Mobilization -	\$15,000.00
Sales Tax -	\$9,200.00
A/E -	\$17,388.00
Contingency -	\$28,317.60

Total Project Costs -	\$180,000.00
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**Recreation and Conservation Office  
Washington Wildlife and Recreation Program (WWRP)  
Application Resolution/Authorization**

Organization Name City of Ellensburg Resolution No. (if applicable) 2016-17

Project Name and Number (s) Veterans Memorial Park Restroom

This form authorizes submitting application(s) for grant funding assistance for Washington Wildlife and Recreation Program (WWRP) project(s) to the Recreation and Conservation Funding Board as provided in Chapter 79A.15 and 79A.25 RCW, WAC 286, and other applicable authorities.

WHEREAS, our organization has approved a comprehensive parks and recreation or habitat conservation plan that includes this project; *[not required for farmland preservation projects]* and

WHEREAS, under provisions of the WWRP program, state grant assistance is requested to aid in financing the cost of \$90,000 *[choose all that apply: acquisition, facility development or renovation, restoration]*; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s).

NOW, THEREFORE, BE IS RESOLVED that:

1. The Brad Case, Parks & Recreation Director *[insert NAME AND TITLE]* is authorized to make formal application to the Recreation and Conservation Funding Board for grant assistance.
2. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's web site at: <http://www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf> and authorizes Brad Case, Parks & Recreation Director *[insert NAME AND TITLE]* to enter into such a project agreement, if funding is awarded. We understand and acknowledge that the project agreement will contain the indemnification (applicable to any sponsor) and waiver of sovereign immunity (applicable to Tribes) and other terms and conditions that are contained in the sample project agreement. The sample project agreement may be revised periodically by the Recreation and Conservation Office. Our organization recognizes that such changes might occur prior to our authorized representative signing the actual project agreement, and we accept the responsibility and the presumption that our authorized representative shall have conferred with us as to any such changes before he/she executes the project agreement on behalf of our organization and so executes with our authorization.
3. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
4. Our organization expects our matching share of project funding will be derived from Kittitas County Lodging Tax Advisory Committee *[insert your anticipated sources]* and that pursuant to WAC 286-13-040 we must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash commitments to this project should they not materialize.
5. We acknowledge that if the Recreation and Conservation Funding Board approves grant assistance for the project(s), the Recreation and Conservation Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Recreation and Conservation Office after we incur eligible and allowable costs and pay them. The Recreation and Conservation Office may also determine an amount of retainage and hold that amount until the project is complete.
6. *[Acquisition Projects Only]* We acknowledge that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to by our organization and the Recreation and Conservation Funding Board. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents

will be based upon RCO's standard versions of those documents), to be recorded on the title of the property with the county auditor.

7. *[Acquisition Projects Only]* We acknowledge that any property acquired in fee title must be immediately made available to the public unless the Recreation and Conservation Office director or the Recreation and Conservation Funding Board agrees to other restrictions.
8. *[Development, Renovation, and Restoration Projects Only – If your organization owns the property]* We acknowledge that any property owned by our organization that is developed, renovated or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity after the project is complete unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board in the project agreement or an amendment thereto.
9. *[Development, Renovation, and Restoration Projects only – If your organization DOES NOT own the property]* We acknowledge that any property not owned by our organization that is developed, renovated or restored with grant assistance must be dedicated for the purpose of the grant for at least twenty-five (25) years after the project is complete unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board in the project agreement or an amendment thereto.
10. *[Projects located in Water Resources Inventory Areas 1 – 19 and applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, and Urban Wildlife Habitat categories only]* We certify that the project(s) does not conflict with the *Puget Sound Action Agenda* developed by the Puget Sound Partnership under RCW 90.71.310. When completed, the project will not result in water quality degradation in Puget Sound, nor loss of ecosystem process, structure, or functions. The project will meet or exceed all permitting requirements.
11. *[Nonprofit Nature Conservancy Organizations Only]* Our organization certifies it is a registered nonprofit corporation with the Washington Secretary of State and has been active in managing similar types of projects for a minimum of three (3) years. Should our organization dissolve or disband during the period of this project, we agree to name a successor organization pursuant to Recreation and Conservation Funding Board policy.
12. This application authorization becomes part of a formal application to the Recreation and Conservation Funding Board for grant assistance.
13. We provided appropriate opportunity for public comment on this application.
14. We certify that this application authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

*[Native American Tribes, Local Governments, and Nonprofit Organizations Only]* This application authorization was adopted by our organization during the meeting held:

Location Ellensburg City Hall Date May 2, 2016

*[All Applicants]* Signed and approved on behalf of the resolving body of the organization by the following authorized representative:

Signed [Signature]

Title Mayor Date 5/2/16

Washington State Attorney General's Office

Approved as to form Brian Staller March 15, 2016

Assistance Attorney General

Date

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# Memorial Park

## Concept Master Plan

### Legend

- 1 Restroom
- 2 Play Plaza
- 3 Basketball Court (50'x84')
- 4 Ex. Parking, orient stalls @ 90 degrees; 24 stalls +/-
- 5 Relocate Light
- 6 Open Field Play: landscape & irrigation restoration
- 7 Picnic Table Pads
- 8 Remodel Shelters & Storage Unit
- 9 Trails/Sidewalk
- 10 Park Identification Sign

