

**2016 LODGING TAX SERVICES AGREEMENT
BETWEEN KITTITAS COUNTY AND THE CITY OF CLE ELUM**

This Contract, effective August 16, 2016 is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, and the City of Cle Elum ("Contractor").

WHEREAS, the purpose of this Agreement is to provide for Tourism-Related, Small-Scale Municipality-Owned Capital Projects relating to activities and expenditures designed to increase tourism,

NOW THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, the County and the Contractor mutually agree as follows:

Section 1. Scope of Work.

- a. Contractor shall provide the services and staff described in its **Application for Lodging Tax Funds** submitted to the Lodging Tax Advisory Committee, attached hereto as **Exhibit "A"** which is attached hereto and incorporated herein by this reference.
- b. Except as otherwise specifically provided in this Agreement, Contractor shall furnish the following as required to perform the services, described in Paragraph (a) above, in accordance with this Agreement: Personnel, labor and supervision; technical, professional and other services. All such services, property and other items furnished or required to be furnished, together with all other obligations performed, or required to be performed, by Contractor under this Agreement are collectively referred to herein as "Services."

Section 2. Payment.

- a. As full compensation for satisfactory performance of the Contractor's Services, the County agrees to pay Contractor the sum of seventeen thousand dollars (\$17,000.00) to be used for capital project- Coal Mines Trail Enhancement and Parking Project.
- b. Additional payment terms: The County will make payment to the Contractor only on a reimbursement basis, as receipts for any items are submitted to the County, not to exceed the sum of seventeen thousand dollars (\$17,000.00) to be used for capital project-Coal Mines Trail Enhancement and Parking Project.
- c. Services/Expenses that are reimbursed must be dated during the 24 (twenty-four) months (or two years) of the date of the Agreement and final date to submit reimbursements requests is August 16, 2018 after this date funds lapse.
- d. Requests for reimbursements must be submitted to:
Kittitas County Auditor

Attn: Judy Pless
205 West 5th Ave – Suite 105
Ellensburg, WA 98926
auditoraccounting@co.kittitas.wa.us

- e. Reporting requirements of your events will be required on prescribed forms from the County Auditor.

Section 3. Performance by Contractor.

- a. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of the County. Any such delegation or subcontracting without the County's prior written consent shall be voidable at the County's option.
- b. Contractor shall at all times be an independent contractor and not an agent or representative of the County with regard to performing the Services. Contractor shall not represent that it is, or hold itself out as, an agent or representative of the County. In no event shall Contractor be authorized to enter into any Agreement or undertaking for or on behalf of the County. It is understood that the Contractor and the Contractor's staff and employees are not employees of the County and are not, therefore, entitled to any benefits provided employees of the County.
- c. Contractor shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now or hereafter in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the County and applicable to Services). Contractor shall furnish such documents as may be required to effect or evidence such compliance. All laws, ordinances, rules, and orders required to be incorporated into agreements of this character are incorporated into this Agreement by this reference. Contractor agrees to obtain all required licenses and permits, and further agrees to keep them in full force and effect during the term of this Agreement.
- d. The County and the Contractor agree that in fulfilling the terms and conditions of this Agreement neither shall discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental handicap.
- e. The Services shall at all times be subject to inspection by and approval of the County, but the County's making (or failure or delay in making) such inspection or approval shall not relieve Contractor of its responsibility to perform the Services in accord with this Agreement, notwithstanding the County's knowledge of defective or non-complying performance, or the substantiality or ease of discovering the same. Contractor shall provide the County with sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.
- f. This contract is subject to review by any Federal or State auditor. Contractor shall promptly furnish the County or its designee, or such Federal or State auditor with such information related to the Services as may be requested by the applicable governmental entity.

Contractor shall preserve and maintain all financial records and records relating to performance of Services under this Agreement for six (6) years after contract termination. For such duration after the County makes final payment of compensation due hereunder, Contractor shall provide the County access to (and the County shall have the right to examine, audit and copy, with or without notice) all of Contractor's books, documents, papers and records related to the Services or this Agreement.

- g. Contractor understands and acknowledges that Contractor is solely responsible for its own reporting and accounting of all state, federal, social security, and local taxes, of every nature, arising from Contractor's performance of this Agreement. All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accord with the applicable IRS regulations.

Section 4. Release, Indemnity, and Hold Harmless.

The County assumes no liability for the Contractor's actions under this Agreement. Contractor releases and shall defend, indemnify, and hold harmless the County, its officers and employees, agents, representatives, attorneys and/or volunteers, from and against all claims, costs, liabilities, damages, and expenses, (including, but not limited to, reasonable attorney fees) which arise or may arise or be alleged to arise out of or by reason of this Agreement including:

- Any fault, negligence, strict liability or product liability of Contractor in connection with the Services for this Agreement;
- Any lien asserted upon any property of the County in connection with the Services for this Agreement;
- Any failure of Contractor, or of the Services, to comply with any applicable law, ordinance, rule, regulation, order, license, permit and other requirement, now or hereafter in effect, of any governmental authority; or
- Any breach of or default under this Agreement by Contractor.

Section 5. Compliance with Public Records Law.

- a. In compliance with Washington's public records law, the County will retain copies of any documents associated with this Agreement, which may be required by law unless legally exempt from such retention, for any applicable legally required retention period.
- b. In the event a public records request is made to the County for documents created in relation to this Agreement, should legal uncertainty arise regarding the disclosability of any documents under federal or state public records laws, the County shall provide notice to Contractor pursuant to Washington's public records act, chapter 42.56 RCW, to allow Contractor to seek a court injunction.
- c. The County specifically shall not be liable to Contractor for the County's release under public records laws of any documents not protected by trademark, copyright or other law.

Section 6. Industrial Insurance Waiver.

With respect to performance of this Agreement and as to any claims against the County, its Additional Insureds, officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to Contractor's employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. **This waiver is mutually negotiated by the parties to this Agreement.**

Section 7. Insurance and Endorsements.

- a. The County may require through a request in writing that the Contractor provide the County with a certificate, binder, or policy of liability insurance, acceptable to the County in an amount specified by the County.
- b. Such liability insurance shall be such as will protect Contractor, its employees, agents and representatives, from all claims, losses, harm, costs, liabilities, damages and expenses arising out of personal injury (including death) or property damage that may result from performance of the Services or this Agreement, whether such performance is by Contractor or any of its employees, agents or representatives.
- c. Should the County require such liability insurance, the Contractor agrees to provide proof of insurance prior to commencing performance of this Agreement.
- d. Copies of the County's written request and the insurance documents provided by Contractor shall be attached to this Agreement and by this reference will be made part hereof.
- e. Where insurance is requested by the County, all liability insurance policies shall be endorsed to include the County as an Additional Insured and shall stipulate that the insurance afforded by the policies shall be primary insurance, and that any insurance, self-insured retention, deductibles, or risk retention trusts maintained or participated in by the Parties shall be excess and not contributory to any other insurance maintained by the County. Contractor shall furnish the County a certificate of insurance with Endorsement as evidence that the required policies are in full force and effect.

Section 8. Termination.

The County may, by written notice thereof to Contractor, terminate this Agreement as to all or any portion of the Services not yet performed, whether or not Contractor is in breach or default. Upon receiving such notice of termination, Contractor shall, except as otherwise directed by the County, immediately stop performing the Services to the extent specified in the notice. In the event the County terminates the Contractor's Services, the Contractor is obligated and hereby agrees to refund to the County all monies paid for Services not yet rendered by the Contractor, if any, as of the date of the notice of termination.

Section 9. Miscellaneous.

- a. Contractor shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the County's prior written consent.
- b. This Agreement embodies the entire Agreement between the County and Contractor, and supersedes any and all prior oral or written communications, proposals, conditions, promises, representations, or understandings regarding the Services. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to the Agreement signed by both parties.
- c. Notice for any purpose under this Agreement, except service of process, shall be given by the Contractor to the Kittitas County Commissioners and the Kittitas County Auditor, 205 West 5th Ave. Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Contractor shall be given to the Contractor's address provided on the signature page. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid, certified mail, return receipt requested.
- d. The section and paragraph headings of this Agreement are for reference convenience only and are not intended to restrict, affect or be of any weight in interpreting or construing the provisions of such sections or paragraphs.
- e. This Agreement may be executed in one or more counterparts and by facsimile, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- f. Contractor warrants to the County that the individual signing on Contractor's behalf has the requisite power and authority to enter into and to perform Contractor's obligations under this Agreement. Contractor further warrants to the County that Contractor has made no misrepresentation or misleading statement in connection with this Agreement, and is not in violation of any applicable law, ordinance, or regulation the consequence of which will or may materially affect Contractor's ability to perform its obligations under this Agreement.
- g. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.
- h. The exclusive venue for any action brought to enforce this Agreement or any of its terms shall be in Kittitas County, State of Washington.

KITTITAS COUNTY

BOARD OF COUNTY COMMISSIONERS

Chair

Vice Chair

CONTRACTOR

[Print Name]

Commissioner

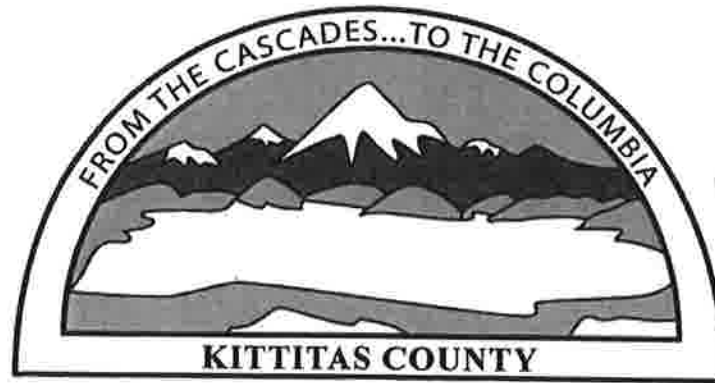
[Address]

[Telephone]

ATTEST: _____
_____, Clerk of the Board

APPROVED AS TO FORM:

Deputy Prosecuting Attorney



JUN 20 2016

1st _____ 2nd _____ 3rd _____
KITTITAS COUNTY BOARD OF COMMISSIONERS

Lodging Tax for Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations

Submission Deadline: June 17, 2016

Kittitas County Commissioners
205 W 5th Avenue, Suite 108, Ellensburg, WA 98926
509-962-7508

Lodging Tax for Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations General Information

Kittitas County imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. In accordance with the tax and Washington State law, a Lodging Tax Advisory Committee has also been established. The committee's purpose is to advise and recommend to the Board of County Commissioners how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

RCW 67.28.1816 states the following:

Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor bureau or destination marketing organization for: ...(c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality...

Definitions included in state law which should be considered in any application requesting funding include:

1. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
2. Tourism promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
3. Tourism-related facility means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended; a business organization, destination marketing organizations, main street organization, lodging association, or chamber of commerce; and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

Kittitas County's Lodging Tax Advisory Committee (LTAC) will review all complete applications. Qualifying applicants will be provided the opportunity to present their projects to the LTAC and answer questions. Capital project applications will be scored based on the information provided by the applicant, ranked, and funding recommendations with supporting information will be submitted to the Kittitas County Board of Commissioners. The ranking will determine, generally, the order in which the applications will be considered for funding from the highest being considered first to the lowest receiving the last consideration. However, all municipalities which submit at least one qualifying application in a given year must receive funding consideration before a second application from a municipality which has been recommended for a funding award is considered. The Board of County Commissioners (BOCC) has final approval authority for the list of recommendations.

Prior to making a final decision, the BOCC will publicly deliberate on the recommendations received from the LTAC. Applicants may also be requested to present their projects to the BOCC and answer questions.

Scoring sheets utilized by the LTAC to rank applications for capital projects are included in this packet for your reference and information. **Applications which do not receive a minimum score of at least 75 points, do not provide at least 50% matching funds, or do not follow the submission instructions will not be considered for funding.**

Application Definitions:

Below is a list of terms and phrases which have a specific meaning within this application. It may be helpful for you to review these as you prepare responses so that a better understanding of the reviewer's expectations may be obtained.

Capital Asset is any type of property that has a useful life longer than one year and is valued at over \$5,000.00.

Construction or "Hard" Costs are the direct contractor costs for labor, material, equipment and services; contractor's overhead and profit, and other direct construction costs. These costs do not include the compensation paid to architects, engineers, or consultants, the cost of land, right-of-ways, or other similar costs.

Matching Funds is the amount of funding your organizations has secured and is contributing to the project. This includes both direct and indirect support. Direct funds can be in the form of cash funding from your organization or funding secured elsewhere but dedicated to the project such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those supplied by your organization and others.

Municipality is an incorporated city, county, or town.

Real Property is fixed property, principally land and buildings.

Small Scale capital projects are defined as those which request funding support of less than \$50,000.

Soft Costs are cost items in addition to the direct construction cost. These generally include architectural and engineering, permits and fees, financing fees, construction interest and operating expenses, leasing and real estate commissions, advertising and promotion, and supervision.

Tourist is a person traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application and answers to narrative questions to:

Kittitas County Commissioners
Attn: Lodging Tax Grant Application
205 West 5th, Suite 108, Ellensburg, WA 98926

Applications must be received no later than 5:00 PM, June 17, 2016 or postmarked no later than June 17, 2016.

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission

Schedule:

- | | |
|---|----------------------|
| ☐ Application deadline | June 17, 2016 |
| ☐ Oral presentations of proposals to LTAC | TBD |
| ☐ BOCC Deliberation and Decision | August 2, 2016 |
| ☐ Applicant Award Notification and fund availability | August (Tentatively) |

Project Management:

Successful applicants may be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. Kittitas County will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds for capital projects will be available for reimbursement as of the date of the contract and for 24 (twenty-four) months (or two years) thereafter. Capital projects must be completed within the two-year period. All funds awarded for supporting the operations of county-owned tourism-related facilities will be available for reimbursement as of the date of the award and for up to 12 (twelve) months (1 year) thereafter. Any unexpended funds will be returned to the Lodging Tax account and made available for re-appropriation. All requests for reimbursement shall be made to the Kittitas County Auditor's office at the following address:

Kittitas County Auditor
Attn: Lodging Tax Grant Funds Reimbursement
205 W 5th, Suite 105
Ellensburg, WA 98926
auditorsaccounting@co.kittitas.wa.us

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7502.

Project Reporting Requirements for Tourism-Related Facilities:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your project is complete.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, Capital Projects and County Operations. No more than one capital project is allowed per application. An organization may submit no more than two capital project applications per funding cycle. The categories are defined as follows:

The **Capital Project** category is for applications from municipalities or public facilities districts requesting support for capital expenditures of tourism-related facilities owned or operated by the municipality for public facilities district.

If applying for funding under the capital project category, an applicant need only answer the questions listed under the **Capital Budget Narrative** and provide the **Capital Project Budget** as well as include necessary attachments.

The **Operations** category is for applications from municipalities requesting support for the operations of tourism-related facilities owned or operated by the municipality.

If applying for funding under the Operations category, an applicant need only answer the questions listed under the **Operational Funding Narrative**.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet will be available on Kittitas County's website as a pdf. It can also be obtained directly as a hard copy or in digital format by contacting the Kittitas County Board of Commissioners office at 509-962-7508. Kittitas County's website address is: www.co.kittitas.wa.us.

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

Applicant Information:

Capital Project or Operations (Circle One or Both)

Name of Municipality: City of Cle Elum, WA

Mailing Address: 119 West First St.
Cle Elum, WA 98922

Contact Person and Title: Kathi Swanson, City Clerk
Phone: (509) 674-2262

Email: kswanson@cityofcleelum.com

Project Title: Coal Mines Trail Enhancement and Parking Project

Project Location: Coal Mines Trail trailhead - NW corner of N. Stafford Ave and W.
2nd St, Cle Elum, WA 98922
Coal Mines Trail, Cle Elum, WA 98922

Funding Request: \$17,000.00

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.

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.

Project Description: to elevate the tourist experience and increase the use of the Coal Mines Trail by: enhancing access through improved parking at the Cle Elum trailhead, installing additional and improved informational and directional signage and kiosk, creating an inviting, park-like entrance at the Cle Elum trailhead.

Major work to be completed: design and construct a parking area and a park at the Cle Elum entrance to the Coal Mines Trail, construct directional and informational signs and a kiosk and install them at the trailhead and at significant points of interest along the trail.

Milestones that need to be overcome in order for project to move forward: Funding.

Existing conditions: There is no designated parking at the Cle Elum trailhead of the Coal Mines Trail. The parking area that is available is small and unsigned, leaving the tourist somewhat confused as to where to park. In addition, due to the lack of signage, Cle Elum residents use the area for parking their personal or business vehicles. This often leaves limited or no space for the visiting tourist to park their vehicle.

The trailhead area is unkempt, unattractive and uninviting. There is inadequate informational or directional signage at the trailhead and along the trail.

Proposed conditions: A park at the trailhead area that is clean, inviting and esthetically pleasing. The park will contain informational and directional signage, a kiosk, as well as parking to attract tourists to use the trail.

Formal parking spaces at the trailhead that are clearly designated, signed and adequate in number.

Informational and directional signs at significant places along the Cle Elum portion of the Coal Mines Trail.

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).

This project meets the goals and priorities outlined in the Kittitas County Tourism Infrastructure Plan as follows:

Goal 1: Develop integrity of place - enhance Kittitas County's geographical character by developing and improving the environment, agriculture, recreation, heritage, and culture in distinctive ways to differentiate Kittitas County from other areas and to engender local community pride.

This project develops and improves recreation, heritage and culture in distinctive ways which differentiates the town of Cle Elum from other areas. The Coal Mines trail is currently used by walkers, dog walkers, hikers, runners, bikers, cross country skiers, snowmobilers and horseback riders. The enhancements that this project provides will increase the attractiveness of the recreation experience for all of these users. The descriptive signage at various coal mine sites along the trail will promote the unique heritage, history and culture of Cle Elum. The directional signage will promote the linkage and use of mountain biking, hiking and horseback riding trails in Cle Elum and surrounding areas. All of these improvements will lead to an attractive, connective, historical trail system that distinguishes Cle Elum from many other communities. The enhanced recreational and cultural experience will engender Cle Elum community pride.

Goal 2: Be market selective - encourage growth in tourism market segments most likely to appreciate, respect, and disseminate information about the distinctive assets of Kittitas County including environmental, agricultural, heritage, and cultural segments that are not as currently well known and frequented as recreational.

The Coal Mines Trail experience attracts recreationalists, nature lovers and heritage and cultural buffs. These trail users are well connected within their circle of influence, using social media, websites and clubs and organizations to disseminate information. A significantly enhanced user experience at the Coal Mines trail will make news! Information will be disseminated via these connection channels.

Recreationalist use will be reinvigorated. Both prior users and new users will be enticed to explore the enhanced Coal Mines Trail as well as all the additional trails that radiate out from it. Mountain bikers will be enticed by the fact that 75% of all mountain bike trails in Kittitas County are located in the Upper County, most of which radiate out from the Coal Mines Trail (see Mountain Bike Trails Map on page 41 of Kittitas County Tourism Infrastructure Plan).

The less well known heritage and cultural aspects of the trail will receive greater attention due to the enhanced informational signage that will be present at the various coal mine sites along the trail.

Another lesser known segment of the tourist population will benefit from this project - spouses/significant others of hunters who do not participate in hunting. These people

enjoy walking and hiking but don't want to walk or hike in undeveloped areas during hunting season. The Coal Mines trail provides the perfect alternative.

Goal 11: Interpret interactively - engage visitors and hosts in learning about Kittitas County assets and encourage residents to present the environmental, agricultural, recreational, heritage, and cultural assets of Kittitas County communities, so that tourists gain a richer experience and residents develop pride in their locales.

This project will enhance the user experience of the Coal Mines Trail. Through a trail that is inviting, esthetically pleasing and user friendly and trail signs that are engaging and informative, visitors, hosts and residents will learn about the assets of the Coal Mines Trail. This learning will enable and encourage residents to "spread the word" about the positive attributes of the Coal Mines Trail, as well as engender pride in this asset of the Cle Elum community.

Description of the specific county tourism infrastructure needs this project addresses: In accordance with part 7: Actions to Implement Geotourism Potentials, Kittitas County Tourism Infrastructure Plan, the specific county tourism infrastructure needs that this project addresses are:

- Regional trail project and regional trail system plan for snow, horse, hike, dog and snowmobile users.
- Key trail links completed – Coal Mines Trail connected with Rat Pack trail, Cle Elum Mountain Bike Park and numerous other trails connecting Cle Elum, Roslyn and the Teanaway Community Forest.
- Additional miles of all trail types developed – new trails that connect to the Coal Mines Trail are being developed on Cle Elum Ridge and the Teanaway Community Forest.
- Trailhead enhanced with parking, kiosks, directories, and an inviting, park-like setting.

How the project directly increases tourism: As described in this section and throughout this proposal, the enhancement of the user experience on the Coal Mines Trail will encourage additional tourist visitation. Walkers, dog walkers, hikers, runners, bikers, skiers, horseback riders and snowmobilers will be attracted to the trail and the overall trail network. These users bring substantial new tourist dollars to the City of Cle Elum as a result of their participation in activities on the Coal Mines Trail.

3. **Use of Grant Funds:** Please explain exactly how the requested funds will be used. Include an itemized list.

Cle Elum Coal Mines Trail Enhancement and Parking Project

Funding Sources

Lodging Tax Funds Request	\$	17,000
Other Grant Funds (list by source)	\$	-
Cle Elum Lodging Tax (see attached approval document)	\$	2,000
Other Local Government Funds (list by source)	\$	-
Coal Mines Trails Commission	\$	8,000
Private Funds		
In-Kind Support		
Lumber (cedar) and materials	\$	2,500
Labor and installation	\$	2,500
Project supervision	\$	2,000
Total Private Funds Plus In-Kind Support	\$	7,000
Total Available Funding	\$	34,000

Project Expenses

Hard Costs		
Real Property	\$	-
Construction Costs		
Construction of 25 signs	\$	2,500
Fabrication of Entrance Kiosk	\$	8,000
Lumber and materials	\$	2,500
Design, surface materials, drainage, parking area	\$	14,000
Landscaping	\$	5,000
Subtotal	\$	32,000
Total	\$	32,000
Soft Costs		
Project supervision	\$	2,000
Total Project Costs	\$	34,000

Matching Funds as % of Total Costs: 50%

Itemized list of the design, surface materials, drainage, parking area
hard costs:

ESTIMATE

3 – 24" x 20' Corrugated metal pipe	\$ 1,800
2 – 12" x 20' Corrugated metal pipe	600
1 – 24" x 12" Corrugated metal pipe Y	500
1 – 20Ton 1 ¼" crushed rock	600
1 – Asphalt shoulder repair	2,200
10hrs. – Track hoe plus operator	1,000
4 hrs. – Grader plus operator	400
4 hrs. – Dump truck plus operator	400
40 hrs. – labor	2,600
1 – Design and permitting	3,900
TOTAL ESTIMATE	\$ 14,000

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. Real property acquisition is not a component of this project.
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.

The directional and information signage as well as the trailhead kiosk will be capitol asset acquisitions for this project.

There are no bids submitted for this project. The justification for not soliciting any bids is that the City of Cle Elum has a direct cost advantage in that it can provide labor and some materials for these capitol assets. This places the cost of the project far below any bid that would be received from the open market.

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.

This project has been coordinated with the Coal Mines Trail Commission and the City of Cle Elum and has received approval from both entities. The Coal Mines Trail Commission is the body that oversees all activities with regard to the Coal Mines Trail. Please see attached letters of approval and support.

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).

- **Social media marketing study of the recent Bike Rat Community Camp Out in Cle Elum:**

The Coal Mine Trail is a critical mountain bike trail that links the Rat Pack Trail, the new Cle Elum mountain bike park and the mountain biking trails of Cle Elum and Roslyn. It will be beneficial to tourism if the Coal Mines trail user experience is elevated by: enhancing access through parking improvements, additional and improved signage and a formal linkage to the Rat Pack trail system.

On June 3-5, 2016, a mountain biking event was held to help inaugurate the new Cle Elum Mountain Bike Park. Dubbed the Bike Rat Community Camp Out, this event included numerous events: Rat Pack trail rides, Mountain Bike Park tours and demonstrations, Coal Mines Trail Rides and group camping at a designated camp site near the Cle Elum Mountain Bike Park.

An informal audit during the event indicated that there were approximately 50 people present and most attendees were from the west side of the Cascades.

The following four Facebook pages were used to advertise, market and communicate the particulars of this event: Evergreen Mountain Bike Alliance, Bike Rat Community Camp Out, Kittitas County Mountain Bike Alliance, Northwest Bicycle Improvement Company

A study was conducted of Facebook engagements for this event from the four pages and the results are as follows:

194 Posts/Likes/Comments were generated.

346 event invitations extended generating 92 interested replies.

36 people posted that they attended the event and camped at the campground.

- **Internet research study of the Northwest Trail Runs Coal Mine Trail Run that occurred on May 5th 2016:**

This was a **NEW** trail run in Cle Elum that was organized by Northwest Trail Runs, a trail running club based in Seattle. 5k and 10k runs traversed the Cle Elum portion of the Coal Mines Trail. Three aid stations provided runners with ample support.

The run was advertised by Northwest Trail Runs as follows: *“a run that will take runners and walkers through the beautiful pines of Eastern Washington while giving a glimpse of old mining activity, as well as passing by pastoral backyards and tree houses and paralleling burbling streams. After the finish, stick around for refreshments and the raffle and awards, then have a fun day or weekend on the sunny side of the Cascades. You could enjoy lunch in historic Cle Elum or Roslyn, explore some of the many other trails in the area, or take advantage of the other fun activities the upper Kittitas Valley has to offer.”*

According to the Northwest Trail Runs website results page (<http://www.webscorer.com/race?raceid=68882>), 33 runners participated in this event. An informal audit of the event indicated that there were many support people and spectators that were a part of this event, in addition to the runners.

The economic benefits to towns like Cle Elum, resulting from activities such as those described above on a trail like the Coal Mines Trail, are well documented. A formal study of the economic benefits of a similar trail system was conducted for the Methow Valley in Washington State (see http://headwaterseconomics.org/wp/hw/wp-content/uploads/Trail_Study_65-methow-valley-trails.pdf). That study clearly shows that the Methow Valley benefits economically in the following ways from its trail system: increased employment opportunities, increased tax revenues, increased property values, and increased funding for amenities and infrastructure.

In order to further support the results of these two studies, we will be gathering more precise user data over key user weekends in 2016 (i.e. 4th of July) as follows:

- Requiring trail users to register for a free permit for trail use (requiring an email and zip code)
- On two busy weekends, posting a map and asking trail users to use a push pin to indicate their home (i.e. Roslyn Sunday Market does this effectively)
- Using Rat Pack event registration

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).

The ongoing operations and maintenance needs for this project are low. The signs and kiosk will be permanent, durable, all weather installations that will require minimal maintenance. The parking area and park at the entrance to the Coal Mines Trail will be constructed of durable materials and low maintenance, drought tolerant plantings. Winter trailhead maintenance (snow plowing) can easily be accomplished by the Cle Elum city crew. The Coal Mines Trail Commission and volunteers will conduct most maintenance and upkeep. Maintenance and operations resources required from the City of Cle Elum will be minimal.

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.

This schedule is predicated on this proposal being approved and funding acquired by January 2017.

Design and construction of signs and kiosk – to begin in January 2017 and to be completed by the 2017 Spring thaw.

Design work for Cle Elum trailhead area – to begin in January 2017 and to be completed by the 2017 Spring thaw.

Construction and installation work on this project will begin in the spring of 2017, once the ground is thawed from the winter. Construction and installation work will be completed prior to Memorial Day Weekend 2017.

Project completion date is just prior to Memorial Day Weekend 2017. Memorial Day weekend will be a great time to unveil all the new Coal Mines Trail enhancements.

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.


Jay McGown

Mayor, City of Cle Elum
Title

6.17.16
Date

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:

See information above in question #3 – Use of Grant Funds.

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 Facility Operational Funding Narrative
(Municipality Applications Only)**

1. **Operational Spending:** Please explain your request for operational funding and how it is directly related to supporting the operations of a tourism-related facility owned or operated by a municipality or public facilities district.
2. **Sustainability Strategy:** Please describe your strategy for long-term operational sustainability. Include any specific progress toward this goal.
3. **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.

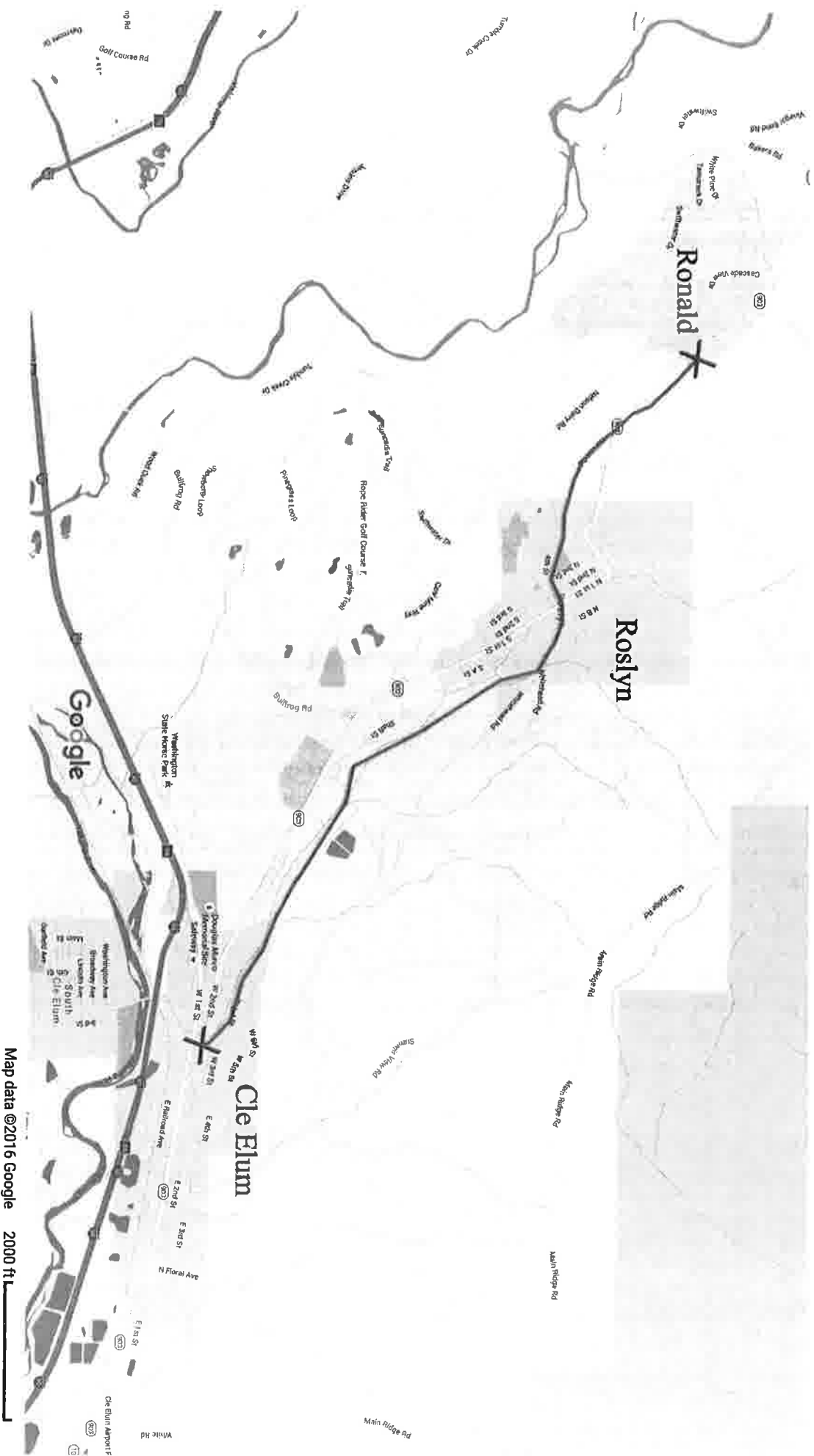
I further certify that the application thresholds are met at the time of application.

Signature of Official Representative

Title

Date

Coal Mine Trail Vicinity Map



Google Maps



Cle Elum Coal Mines Trail Enhancement and Parking Project

Funding Sources

Lodging Tax Funds Request	\$	17,000
Other Grant Funds (list by source)	\$	-
Cle Elum Lodging Tax	\$	2,000
Other Local Government Funds (list by source)	\$	-
Coal Mines Trails Commission	\$	8,000
Private Funds		
In-Kind Support		
Lumber (cedar) and materials	\$	2,500
Labor and installation	\$	2,500
Project supervision	\$	2,000
Total Private Funds Plus In-Kind Support	\$	7,000
Total Available Funding	\$	34,000

Project Expenses

Hard Costs

Real Property	\$	-
Construction Costs		
Construction of 25 signs	\$	2,500
Fabrication of Entrance Kiosk	\$	8,000
Lumber and materials	\$	2,500
Surface materials and drainage, parking area	\$	14,000
Landscaping	\$	5,000
Subtotal	\$	32,000
Total	\$	32,000

Soft Costs

Project supervision	\$	2,000
Total Project Costs	\$	34,000

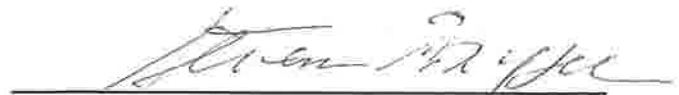
Matching Funds as % of Total Costs: 50%

A request to the Cle Elum Hotel/Motel Committee for the transfer of \$2,000.00 for the Cle Elum Coal Mines Trail Enhancement and Parking Project.

Approved by Hotel/Motel Committee Members



Ken Ratliff



Steven Harper



COAL MINES TRAIL COMMISSION

119 W. 1st Street • Cle Elum, WA 98922 • (509) 674-2262

June 17, 2016

Kittitas County Board of Commissioners
Attn: County Lodging Tax Advisory Committee
Lodging Tax For Tourism-Related, Small-Scale Municipality-Owned
Capital Projects And Operations

205 West 5th Avenue, Suite 108
Ellensburg, WA 98926

Dear Commissioners:

In recognition of the state and local commitment to the Coal Mines Trail, its role as a driver of tourism for the City of Cle Elum and beyond, and its strategic position in state, local, and regional tourism activities and priorities, the Coal Mines Trail Commission hereby expresses support of the City's 2016-dated application for Lodging Tax For Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations application.

Dated and signed this 17th Day of June, 2016

COAL MINES TRAIL COMMISSION

Jay McGowan, Coal Mines Trail Commissioner

Cle Elum, Washington

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

June 17, 2016

Kittitas County Board of Commissioners
Attn: County Lodging Tax Advisory Committee
Lodging Tax For Tourism-Related, Small-Scale Municipality-Owned
Capital Projects And Operations

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In recognition of the City of Cle Elum's commitment to the Coal Mines Trail, its role as a driver of tourism for the City of Cle Elum and beyond, and its strategic position in state, local, and regional tourism activities and priorities, the City of Cle Elum hereby expresses support of the City's 2016-dated application for Lodging Tax For Tourism-Related, Small-Scale Municipality-Owned Capital Projects and Operations application.

Dated and signed this 17th Day of June, 2016
CITY OF CLE ELUM

Jay McGowan, Mayor

Cle Elum, Washington