



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

JUN 23 2017

Submission Deadline: June 23, 2017

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 23, 2017 or postmarked no later than June 23, 2017.

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 | 6/23/2017 |
| ▪ Oral presentations of proposals to LTAC | 7/20/2017 |
| ▪ BOCC Deliberation and Decision | 8/1/2017 |
| ▪ Applicant Award Notification and fund availability | 9/1/2017 (Tentative) |

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

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7504.

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 word document and 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 Roslyn

Mailing Address: PO Box 451

Roslyn, WA 98941

Contact Person and Title: Shawna Graham, City Treasurer

Phone: 509 649-3105

Email: roslyntreasurer@inlandnet.com

Project Title: Roslyn City Hall, Library and Community
Final Exterior Siding and Windows

Project Location: 201 South First Street, Roslyn WA

Application Requirements

- 1. The project qualifies for lodging tax funds as a capital expenditure of tourism-related facility owned or operated by a municipality or I 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. A completed project budget is included in the application (if applicable).
- 5. A detailed 8 ½ X 11 vicinity map that clearly shows the location of the project is included.

Roslyn Old City Hall and Community Center
Tourism-Related, Small-Scale Municipality-Owned Capital Project

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.

This request is for an ongoing project which has had funding support of nearly \$2,000,000 over the last thirteen years. If granted, lodging-tax funds will complete the renovation of the exterior of Roslyn's City Hall, Library and Community Center. The building is a significant historic structure and is on both state and local historic registers. Once completed the building will be a model example of geotourism in Upper Kittitas County. As defined, geotourism "sustains or enhances the geographical character of a place – its environment, culture, aesthetics, heritage and the well-being of its residents."

The YMCA built the building as a recreational and social hall for the town's coal miners and their families in the late 1800's. The building long played a key role in Roslyn's culture, providing a gathering space for reunions, weddings, performances and funerals for many of Roslyn's 26 ethnic and cultural groups. The need for a large community gathering space remains as much a need in 2017 as it did in 1902 when coal company manager B.F. Bush financed the building as an "attractive place of recreation place for miners."

Existing Conditions:

Roslyn's City Hall, Library and Community Center is an anchor building of the Roslyn National Register Historic District. Major structural repairs have been completed over the past 13 years.

Current renovation, funded by a Washington State Commerce grant has paid for insulation, weather-proofing, and added ADA access on the north side of the building. The project included re-roofing the building

Previous rehabilitation projects included a new foundation that is pinned to bedrock for seismic stabilization, a concrete slab for the ground floor, removal of hazardous materials, and an updated heating and cooling system. The ground floor space was once a public pool for Roslyn miners. It now is an enclosed space with handicapped accessible restrooms, the City Council's meeting chambers and temporary space for the public library. The first floor remains in a condition unsuitable for public occupancy or use, but the exterior renovation is nearing completion

Proposed Conditions:

Funds would pay for residing, weather-proofing and insulating the south side of the building and refurbishing or replacing windows.

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).

GOALS: This project addresses goals 1, 5, 6, 7, 10 and 11.

Goal 1 - Develop integrity of place

This important public building is on the Local Historic Designation; State Heritage Register; and National Register of Historic Places. It serves as the anchor building of the Roslyn Historic District. Since the City Hall, Library and Community Center is the first major building tourists see as they arrive in town, its presence sets the stage for their experience in the remainder of the historic town.

Goal 5- Involve the community

The Old City Hall has been a community gathering place for over 100 years. Years of damage and neglect made it too dangerous to occupy much of the upper floor. Sadly, over the years of its disuse, the gymnasium became a storage space for lumber, metal, pipes, furniture and all nature of stuff. However, since 2004, the City of Roslyn and the Friends of the Roslyn Library have collaborated to support the preservation and rehabilitation of this historic landmark. Community engagement has been passionate and constant. To date, nearly two million dollars from federal, community, state, county and private funds have been spent on exterior and ground floor renovations.

Currently, there are no City-owned buildings or facilities that can accommodate even a modest public gathering. The current library is in temporary cramped quarters in the partially restored building and the City Hall functions are carried out in the remaining ground-floor space. The intended public use of the 1st floor building upon project completion is as a Community Center, Performance Venue, and Library. All building restoration is designed to meet ADA standards and the facility will provide significant public access.

Goal 6 - Benefit the community

Having a completed anchor structure that community groups and businesses can use for large scale events meets a huge need. Currently, there are only two venue spaces in town that can hold over 100 people and one is used by people or groups outside the local area. Roslyn's City Clerk reported that she gets five or six calls daily from people outside Roslyn looking for a venue

for a wedding, party or reunion. In order for Roslyn's two inns, restaurants, bars and shops to thrive, the town needs a steady stream of tourists. Having a space that can be rented for reunions, weddings, art installations and performances brings many people to town who then frequent local businesses. The town's economic vitality depends on it.

The Roslyn Library is of key benefit to the community and tourists. Library programs include: Book Club, Story Time, Ready to Read in Roslyn, Baby & Me. Summer Reading Program, Book a Librarian, World Affairs Series, One Book One County, Adult Lecture Series, Stitching Circle, Art in Our Library and The Imagine Academy.

Goal 7- Encourage businesses to sustain natural habitats, heritage sites, aesthetic appeal and local culture

The final renovation of this building will serve as a model for the 25 businesses housed in historic structures in town. Its completion will help maintain the standard of historical appearance which entices tourists to the town and hence to businesses. For example, the Amazon.com Company chose Roslyn to film the pilot of, The Man in the High Castle due to the historic nature of the downtown core. The community space will provide a place for art, music, community and historic functions.

Goal 10 - Proactively plan

The Roslyn City Hall, Library and Community Center building is 114 years old. With renovation, it can last another 114 years or longer. Creating a useful, large-scale community and event space gives a historic structure meaning and purpose. Its character is an important keystone to encourage historic preservation in Roslyn's downtown core, which in turn supports preservation in residential and commercial overlay zones in town.

Goal 11- Interpret interactively

Roslyn's Library is a repository of Roslyn History. The Librarian and her volunteer staff regularly engage visitors in learning about the engaging history of Upper Kittitas County. Since the building sits adjacent to the historic Coal Mines Trail, visitors are often directed along its path and as well as to the Roslyn Cemetery Complex which showcases the ethnic diversity of our region.

ACTION ITEMS:

The completed renovation of City Hall, Library and Community Center Addresses Heritage Tourism Action 9. The building is a significant historical site and its renovation has long been supported by the Washington State Department of Archaeology & Historic Preservation (DAHP),

This project also addresses Cultural Tourism Action #14 as well as Action Item # 15. When completed the Community Space will provide a place for art installations, as well as public performances of music, theater and dance

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

Grant funds will be used to finalize the re-siding and weatherizing of the south side of Roslyn’s City Hall, Library and Community Center. It will also be used to replace windows on that and the west side of the building.

Itemized budget

Project Expenditures	Total	Local	Grant Request
<i>South side building residing Labor and materials Adding weather barrier Adding insulation</i>	<i>\$30,000</i>		
<i>Replace windows</i>	<i>\$12,000</i>		
<i>Repair windows</i>	<i>\$8,000</i>		
	<i>\$50,000</i>		<i>\$50,000</i>

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.

The building is owned by the City of Roslyn.

*Tax Parcel Number: 496234
 Legal Description: Parcel #49 6234, ACRES 1.32, CD. 6196; SEC. 17
 GPS Coordinates: 1518133
 Northing: 689167
 Projection: WA State Plane South*

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.

Capital asset acquisition is not part of this grant request.

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.

The goal of this project is the full- time occupancy of the building not only by City and Library staff but also by members of cultural, historical, artistic and business community groups. The City of Roslyn has been working in partnership with organizations and individuals since 2004 to restore this unique space. This project will not be abandoned; the building is a principal City asset which needs rehabilitation to serve current and future generations of both community members and tourists.

The operations and maintenance strategy is simple: it will be maintained in the same manner that all of Roslyn’s City assets are maintained – by city staff including members of the Public Works Department and volunteers. Funding will be provided by the annual City budget.

Financial Stakeholders include those who have invested funds to date:

\$798,000	<i>Congressional Appropriation, 2009</i>
\$300,000	<i>Congressional Appropriation, 2006</i>
\$150,000	<i>Washington State Legislative Budget, 2005</i>
\$181,000	<i>Washington State Heritage Capital Projects</i>
\$388,000	<i>Washington State Department of Commerce, 2015</i>
\$41,000	<i>Kittitas County Infrastructure Improvement Fund, 2003</i>
\$59,000	<i>Kittitas County Infrastructure Improvement Fund, 2005</i>
\$20,000	<i>City of Roslyn Capital Facilities Fund, 2005</i>
\$30,000	<i>Friends of the Library, Building Committee, Individuals</i>
\$5,000	<i>Hart Foundation</i>
\$5,000	<i>Puget Sound Energy Foundation</i>
\$2,500	<i>Plum Creek Timber Company</i>
\$1,979,500	<i>-- TOTAL</i>

Project leaders have also coordinated with many local partners

- *High Country Artists in Cle Elum, WA*
- *Roslyn Downtown Business Group*
- *Roslyn Planning and Historic Preservation Commission*
- *Roslyn Downtown Association*
- *University of Washington Storefront Studio Project*
- *Boulet Productions in Kittitas County*

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).

The Kittitas County Tourism Plan study supports the concept of this work. According to the plan:

- 100% of the 'historical' tourists' said they would, or would likely visit Kittitas County now that they were aware of the extent of historical destinations and attractions
- 85% said they were likely or maybe likely because of historical assets or landmarks
- 22% of the respondents wanted more historical information and 20% wanted more cultural information
- 60% of the follow-up respondents will visit more now that they are aware of attractions, art galleries, studios, and performances

On August 12 and September 30, 2015, the City sponsored community meetings to air opinion about the use of the first floor and to determine interest and commitment to the project. Attendees represented seven business and six organizations.

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 project is shovel- and permit- ready. The City has architect-designed plans and that all is needed to proceed is funding. The City can assure these matching funds:

*\$260,000 Design work and plan set –current state grant
\$750,000 Sale of City property and unsecured loan*

2006 – *Community visioning activities*

2010 - *A foundation and the rehabilitation of the ground floor were completed.*

2012– *An emergency, temporary roof was added and front and west-side exterior siding replaced*

2017 - *A roof update, addition of a new entrance and ADA access which will be completed in July.*

2018-2019 - *install 2nd floor ceiling and wall insulation; install interior and exterior doors; refurbish interior windows; complete new finishes on 1st floor and ground floor where needed; install signage, toilets, accessories and partitions; complete fire sprinkler systems for ground and 1st floors; install bathrooms on the 1st floor; install kitchenette; install HVAC system for 1st floor and modify where needed on ground floor; complete electrical for 1st floor and effected areas on 1st floor; refurbish exterior siding where needed.*

The timeline includes putting out a bid for contractors in a public process, choosing a contractor with expertise in historical reconstruction and beginning work on refurbishing the first floor.

Work may include landscaping and paving for off-street parking.

The City of Roslyn and the Friends of the Roslyn Library, a local non-profit, all-volunteer citizen organization, have been working together in partnership since 2004 to restore the Historic Community Center, Library and City Hall Building, with financial assistance from many other

friends. The City of Roslyn has successfully managed the renovation project, involving citizens and community groups in all phases and complying with all grant requirements and reporting deadlines.

The restored historic building will continue to be in the ownership of the City of Roslyn. The Project Manager of this phase is Jeff Adams, a 5th generation Roslyn citizen who has many years' experience in construction and renovation. He is supported by a team including Councilman Cordy Cook, Roslyn mayor and Planning and Historic Preservation Commission Chair Janine Brodine.

Timeline for South side renovation:

August 2017 – Planning Commission Review of projects

September 2017 – Roslyn City Council Review

October 2017 – Work begins

August 2018 – Work completed

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

Planner
Title

6/22/17
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:

Funding Sources

Lodging Tax Funds Request	\$50,000
*Other Grant Funds	
Department of Commerce	\$260,000**
*Other Local Government Funds	
List By Source	
*Private Funds	\$0.00
List By Source (may include in-kind)	
Volunteer Manager	\$5,000
In-Kind donations of time	
Total Available Funding	\$315,000

Project Expenses

Real Property or “Right-of-Way” Acquisition Cost	\$0.00
Capital Asset Cost	\$0.00
Construction Cost or “Hard” Cost	\$50,000
General Costs can only be determined based on quantity of projects funded.	
Soft Cost Include an itemized list of soft costs	\$50,000
Soft Costs can only be determined based on quantity of projects funded.	
Total Project Costs	\$100,000

*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.

** These funds are cover architect’s fees and other exterior renovation.

**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.

 Planner 6/22/17
Signature of Official Representative Title Date

The City of Roslyn is not applying for Operational Funds.

Vicinity Map – Roslyn, Washington

Location of Historic Library, Community Center and City Hall Building:

201 South First Street, at Dakota Avenue





South side of Roslyn City Hall, Library and Community Center June 2017



North side of Roslyn City Hall, Library and Community Center – June , 2017



Above : Roslyn City Hall, Library and Community Center - circa 1910

Below: Roslyn City Hall, Library and Community Center - 2016



Lodging Tax Capital Project Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Kittitas County Tourism Infrastructure Plan	Low Priority = 5 Medium Priority = 15 High Priority = 20	Question 2	
Stakeholder Support	Up to 5	Question 6	
Feasibility Analysis and Business Plan Completed	15 Yes = 15 No = 0	Question 7	
Promotes Tourism/ Increases Economic Activity Resulting From Tourists	Up to 20	Question 2	
Project Readiness	Up to 20	Question 8	
Applicant's Matching Funds	Up to 20 Less than 50% = 0 50% - 55% = 5 56% - 59% = 10 60% - 70% = 15 71% or more = 20	Capital Project Budget	

Commissioner Paul Jewell
Kittitas County Lodging Tax Committee
2015 West 5th Avenue
Suite 108
Ellensburg, WA 98926

June 17, 2017

Dear Commissioner Jewell,

As Roslyn's Lodging Tax Committee, we fully support the grant application put forth by the City of Roslyn staff. If granted the requested funds, the City will be able to complete siding insulation and windows of the south side of the City-owned historic City Hall, Library and Community Center building.

This project is currently 75% complete. . A grant from the Kittitas Lodging Tax Committee could allow the City of Roslyn to complete this project, making a gymnasium-sized space available for public use, a much larger Library space and a City Hall Office

The gymnasium space was used by the many cultural and ethnic groups for weddings, funnels, and reunions bringing together family members with ties from all over the northwest to Roslyn. We support bringing more people, both new tourists and long-standing visitors to the city of Roslyn.

Both the Roslyn Library and the City Hall serve as weekday tourist information center and have multiple visitors asking for information about the town.

We thank you for this opportunity.

Sincerely

Janine Brodine

Jeff Adams

Andy Januszczkiewicz



ROSLYN PUBLIC LIBRARY
201 S. FIRST ST.
P.O. BOX 451
ROSLYN, WA 98941

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Board of County Commissioners
Kittitas County Lodging Tax Committee
2015 West 5th Avenue, Suite 108
Ellensburg, WA 98926

June 22, 2017

Dear Commissioners Jewell, O'Brien and Osiadacz and committee members,

I am writing to express the Roslyn Library's full support of the grant application put forth by the City of Roslyn for lodging tax funds for the next phase of the Old City Hall & Library renovation project.

This project will provide an economic benefit to Kittitas County, and specifically the Upper County, by providing a venue for meetings and events that will promote visiting and staying in the Upper County area.

The library and city administration office receives calls on a regular basis from individuals and groups from around the state looking for a venue for meetings and community events in Roslyn.

The building already serves this purpose by hosting statewide meetings, such as the recent gathering of Washington State mayors. However, there is limited room in the building's partially renovated state.

With the completion of the renovation, the building will offer additional community meeting rooms and a gathering space in the community center with the capacity to hold larger events and meetings. This beautiful, historic building will be safer and more functional for such gatherings.

Visitors using the facility are likely to stay overnight and spend money on hotels and in area businesses.

We thank you for your support of this multi-phase project in the past and for considering supporting this current funding opportunity to move it toward completion.

Sincerely,

Erin Krake, Librarian
Roslyn Public Library



HIGH COUNTRY ARTISTS
Carpenter House Museum & Art Gallery
302 West 3rd Street
Cle Elum, WA 98922



June 17, 2017

Commissioner Paul Jewell
Kittitas County Lodging Tax Committee
2015 West 5th Avenue, Suite 108
Ellensburg, WA 98926

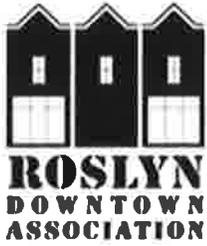
Dear Commissioner Jewell,

We fully support the grant application put forth by the City of Roslyn staff. We urge your approval and funding of this request so that the City can complete the second floor and exterior rehabilitation of the Old City Hall. The time is certainly right for this project to be completed NOW so that people can start utilizing a much larger Library space, City Hall improvement, and a much longed for renovated gymnasium which will provide room for art, culture, and theater displays.

Please give this project full funding.

Sincerely,

Charlene Kauzlarich
Treasurer



June 15, 2017

Dear Kittitas County Lodging Tax Committee,

Please fund the City of Roslyn's request for a \$50,000 grant to continue the remodel of "Old City Hall".

The Roslyn Downtown Association is excited about the cities endeavor in completing the renovation of "Old City Hall ", where the history of Roslyn is Kittitas County's historical cultural center and a living museum. With Roslyn's many historical sites, the city and community organizations are dedicated to preservation and renovations. Restoring Roslyn's past to ensure its future. Please fund this important grant request.

I thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Cheri Marusa".

Cheri Marusa
Roslyn Downtown Association



CITY OF ROSLYN

National Historic District and Preserve America Community

Date: June 16, 2017

To: Kittitas County Lodging Tax Committee

From: Roslyn Planning and Historical Preservation Commission

Re: Lodging Tax grant application

The City of Roslyn Comprehensive Plan states that the City seeks to maintain Roslyn's historic character while maintaining economic viability. Due to a shortage of large scale businesses in the immediate region, economic viability rests heavily on tourist trade to the City's food, retail and recreational businesses.

The Roslyn Planning and Historical Preservation Commission supports the components of this grant application.

Thank you for our consideration.

Sincerely,

Jarline Brodine, Chair

Roslyn Planning and Historic Preservation Commission

Stream Club, Cascade Field & Stream Club, RMEF, NRA

Project-specific performance measures

additional range firing positions added to inventory

Heritage tourism

Action 8: Historic district designation and interpretation

Strategic objective

Priority
High

Restore, access, and install signage, plaques, and directories of significant historical sites and landmarks for preservation, restoration, and public interpretation and access including:

- **Cemeteries and burial areas** - in Ronald, Roslyn, Cle Elum, Thorpe, and Ellensburg
- **Railroad spurs, main lines, and depots** - in mining and logging areas as well as Roslyn, Cle Elum, and Ellensburg
- **Coal and gold mining areas and sites** - in upper county including Ronald, Roslyn, and Cle Elum
- **Logging areas and sites** - in Ronald, Roslyn, Cle Elum, and Liberty
- **Heritage barns and farmsteads** - throughout the upper and lower county
- **Commercial and industrial buildings** - in Roslyn, Cle Elum, and Ellensburg
- **Public buildings including schools** - in Roslyn, Cle Elum, Ellensburg, and CWU campus
- **Residential homes and neighborhoods** - in Roslyn, Cle Elum, and Ellensburg

Lead agent

Roslyn, Cle Elum, Ellensburg, and Kittitas County

Potential participants

Roslyn, Cle Elum, Ellensburg, Kittitas County, and Suncadia Historical Museums and Societies, Washington State Department of Archaeology & Historic Preservation (DAH), DNR, Thorpe Interpretation Center, Roslyn Cemetery, Washington State Parks & Recreation Commission, CWU and WSU Agricultural Extension Service, Kittitas County Chamber of

Commerce in conjunction with private property owners

Project-specific performance measures

@ date districts designated
additional historical landmarks added to local, state, and national directories/websites
significant historical sites restored and renovated
kiosks, directories, brochures, website tour signage developed, installed, and promoted

Action 9: Interpretive facilities and exhibits

Strategic objective

Priority
High

Develop interpretive facilities, directories, plaques, photos, maps, and equipment or artifacts for:

- **Natural events** - including the ice age floods, volcanic flows, and wildfires
- **Geological formations** - and other natural phenomena
- **Railroading** - including logging and mining spurs, main lines, depots, and the converted Iron Horse State Park/John Wayne Trail and tunnels
- **Mining** - deposits, mine entries, shafts, spoils, and other artifacts
- **Logging areas and sites** - including old-growth forests
- **Agricultural areas, farms, and barns** - including heritage farms as well as organic, u-pick, vineyards, and Barn Quilts displays
- **Public works** - including irrigation canals and waterworks, solar and wind energy farms and structures
- **Historic landmarks and buildings** - in designated commercial, industrial, and residential districts and neighborhoods
- **Historic cemetery** - plots, grounds, tombstones, and other improvements associated with settlements, mining, railroads, and ethnic and cultural groups

Lead agent

Roslyn, Cle Elum,

Potential participants

Washington State Department of

Ag-continued

Ellensburg, Kittitas County, Washington State Parks & Recreation Commission
Archaeology & Historic Preservation (DAHPP), DNR, Thorpe Interpretation Center, Roslyn Cemetery, Kittitas County History Museum, CWU and WSU Agricultural Extension Service, BNSF, Kittitas County Chamber of Commerce, in conjunction with private property owners

Project-specific performance measures

facilities, directories, brochures, website tour signage developed, installed, and promoted

Action 10: Museums

Strategic objective

Expand and/or acquire building space and expand permanent and temporary exhibitions of photographs, clothing, equipment, and other artifacts in permanent quarters including performance and presentation areas in the:

- Roslyn Museum (private)
- Cle Elum Carpenter House, Telephone Museum
- Thorpe Mill Interpretation Center
- Kittitas County Museum in Ellensburg
- as well as in scattered sites or structures with historical or interpretive potential and visibility throughout the county

Lead agent

Roslyn, Cle Elum, Ellensburg, Kittitas County

Potential participants

Roslyn, Cle Elum, and Ellensburg History Museums and Historical Societies, Kittitas County Chamber of Commerce, Washington State Parks & Recreation Commission, Department of Archaeology & Historic Preservation (DAHPP), Ellensburg Rodeo Museum, Yakama Indian Nation, Telephone Museum

Project-specific performance measures

additional facilities, exhibits, kiosks, brochures, websites, and events developed, installed, and promoted

Action 11: Public streetscape tourism enhancements

Strategic objective

Develop and enhance public performance spaces, interpretive exhibits, kiosks and directories, artworks, and restrooms of benefit to tourists in:

- Roslyn downtown historic district
- Cle Elum downtown historic district
- Ellensburg downtown historic district

Lead agent

Roslyn, Cle Elum, and Ellensburg Public Works Departments

Potential participants

Ellensburg Downtown Association, Cle Elum and Roslyn Downtown Associations, Vantage, Kittitas, Easton, Thorp, Ronald, Snoqualmie Pass, and Liberty in conjunction with private property and business owners

Project-specific performance measures

@ streetscape tourism enhancements designed, funded, and completed

Priority

Moderate

Action 12: Downtown Ellensburg/CWU corridor tourism enhancements

Strategic objective

Enhance walking/biking connection between downtown Ellensburg and CWU of benefit to students, parents, and tourists with public streetscape enhancements including kiosks, directories, and artwork.

Lead agent

Ellensburg Public Works Department

Potential participants

CWU, Ellensburg Downtown Association, Kittitas County Chamber of Commerce

Project-specific performance measures

@ streetscape tourism enhancements designed, funded, and completed

Priority

Low

Cultural tourism

Action 13: Native American interpretative centers and exhibits

Strategic objective
Create facilities and exhibits of generalized (not site specific) permanent and seasonal village, hunting, fishing, and trading areas with descriptive histories, languages, life styles, clothing, equipment, and livestock of the confederated Yakama Nation and other tribes that frequented the county including:

- **Yakama Tribe's Rodeo** - annual summers-end trading goods, dance performances, and horse competitions leading to the development of the Ellensburg Rodeo arena, hilltop overlook and trail, and grounds
- **CWU Longhouse** - exhibition and educational facility

Lead agent
Yakama Indian Nation, CWU

Potential participants
Roslyn, Cle Elum, Ellensburg, and Kittitas County Museums and Historical Societies, Washington State Department of Archaeology & Historical Preservation (DAHPP)

Project-specific performance measures
additional facilities, exhibits, kiosks, and events developed and promoted

Project-specific performance measures
additional art facilities, exhibits, and events developed and promoted

Action 15: Music, dance, and drama performance facilities

Strategic objective
Develop public performance areas including amphitheaters and stages, permanent and temporary outdoor festival stages, dinner theaters, festival and party hall stages, at:

- Roslyn
- Cle Elum
- Ellensburg
- Kittitas County Event Center
- CWU campus

Lead agent
Roslyn, Cle Elum, Ellensburg, CWU, Kittitas Valley Event Center, Kittitas County Chamber of Commerce

Potential participants
Roslyn, Cle Elum, Ellensburg, CWU, Kittitas Valley Event Center, Kittitas County Chamber of Commerce in conjunction with theater and drama groups, music and dance groups, talent booking agents

Project-specific performance measures
additional music, dance, and drama performance facilities and events

Action 14: Art installations

Strategic objective
Install public art including barn quilts, murals, sculpture parks, and art walk installations at:

- Roslyn
- Cle Elum
- Ellensburg
- Kittitas County Event Center
- CWU campus
- Barn Quilt Tour

Lead agent
Roslyn, Cle Elum, Ellensburg, Kittitas County

Potential participants
Roslyn, Cle Elum, Ellensburg Museums, Chambers of Commerce, CWU, Kittitas Special Event Center in conjunction with private galleries and artist studios

Supporting facilities

Action 16: Wayfinding signage

Strategic objective
Install wayfinding signage on I-90, SR-97, and other state, county, and city roadways to major tourist destinations including:

- **Historic barns and farms** - including the Quilt Trail
- **Historic districts** - in Roslyn, Cle Elum, and Ellensburg
- **Recreation sites** - including Olmstead Place State Park, Washington State Horse Park (City of Cle Elum property)

And resolving wayfinding through troublesome or