

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** November 7, 2017

**ACTION REQUESTED:** Request to Approve a Resolution for the 2017 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement with the Ellensburg Business Development Authority

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**BACKGROUND:** Kittitas County Conference of Governments (COG) met on August 17, 2016 to consider the funding of seven (7) applications. COG agreed to award \$63,685 to the Ellensburg Business Development Authority for Roof Repairs.

The Ellensburg Business Development Authority is requesting to use the remaining funds from the original \$63,685, in the amount of \$16,283.56 to repair the airport building at Bowers Field.

**INTERACTION:** Public Works; Ellensburg Business Development Authority

**RECOMMENDATION:** Approve & Sign the Resolution and the 2017 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement.

**HANDLING:** Return one (1) original to Public Works

**ATTACHMENTS:** Resolution, 2017 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement

**LEAD STAFF:** Mark Cook  
Director of Public Works

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO: 2017-\_\_**

**RESOLUTION TO APPROVE THE 2017 DISTRESSED COUNTY SALES AND USE TAX  
INFRASTRUCTURE IMPROVEMENT PROGRAM AGREEMENT WITH THE ELLENSBURG  
BUSINESS DEVELOPMENT AUTHORITY**

**WHEREAS:** The 1999 Legislature did pass RCW 82.14.370 Sales and Use Tax for Public Facilities in rural counties; and

**WHEREAS:** These funds are for the purpose of financing Public Facilities which are defined as bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, transportation infrastructure or commercial infrastructure and port facilities in the State of Washington; and

**WHEREAS:** The Ellensburg Business Development Authority was awarded \$63,685 in 2017 Distressed County Sales and Use Tax Infrastructure Improvement funds; and

**WHEREAS:** The Ellensburg Business Development Authority has a remaining balance of \$16,283.56 of said funds which are to be used for the roof replacement for the airport building located at Bowers Field; and

**NOW, THEREFORE BE IT RESOLVED:** The Kittitas County Board of County Commissioners hereby approves the attached 2017 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement with the Ellensburg Business Development Authority for the roof replacement of the airport building located at Bowers Field in the amount of \$16,283.56.

**ADOPTED** this 7<sup>th</sup> day of November, 2017.

BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

\_\_\_\_\_  
Paul Jewell, Chairman

Attest:

Clerk of the Board- Julie Kjorsvik

\_\_\_\_\_  
Laura Osiadacz, Vice-Chairman

Deputy Clerk of the Board- Mandy Buchholz

\_\_\_\_\_  
Obie O'Brien, Commissioner

**2017 DISTRESSED COUNTY SALES AND USE TAX INFRASTRUCTURE  
IMPROVEMENT PROGRAM AGREEMENT  
BETWEEN KITTITAS COUNTY AND ELLENSBURG BUSINESS  
DEVELOPMENT AUTHORITY**

This Contract, dated 10/31, 2017 is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, and ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY ("Funding Recipient").

WHEREAS, the purpose of this Agreement is to provide for public facility construction and foster economic development opportunities within Kittitas County;

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

**Section 1. Scope of Work.**

- a. Funding Recipient shall provide the services and staff described in its **Application for Funds** submitted to the Council of Governments, attached hereto as **Exhibit "A"** which is attached hereto and incorporated herein by this reference.
- b. Except as otherwise specifically provided in this Agreement, Funding Recipient 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 Funding Recipient under this Agreement are collectively referred to herein as "Services."

**Section 2. Payment.**

- a. As full compensation for satisfactory performance of the Funding Recipient Services, the County agrees to pay Funding Recipient the sum of sixteen thousand two hundred eighty three dollars and fifty six cents (\$16,283.56).
- b. Additional payment terms: The County will make payment to the Funding Recipient only on a reimbursement basis, as receipts for any items including marketing and/or advertising are submitted to the County.
- c. Requests for reimbursements must be submitted to:

Kittitas Public Works Finance Department  
Attn: Christina Bloxham  
411 North Ruby, – Suite 1  
Ellensburg, WA 98926  
[christina.bloxham@co.kittitas.wa.us](mailto:christina.bloxham@co.kittitas.wa.us)

- d. Reporting requirements of your events will be required on prescribed forms from the Kittitas Public Works Department.

### **Section 3. Performance by Funding Recipient.**

- a. Funding Recipient 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. Funding Recipient shall at all times be an independent Funding Recipient and not an agent or representative of the County with regard to performing the Services. Funding Recipient shall not represent that it is, or hold itself out as, an agent or representative of the County. In no event shall Funding Recipient be authorized to enter into any Agreement or undertaking for or on behalf of the County. It is understood that the Funding Recipient and the Funding Recipient's staff and employees are not employees of the County and are not, therefore, entitled to any benefits provided employees of the County.
- c. Funding Recipient 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). Funding Recipient 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. Funding Recipient 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 Funding Recipient 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 Funding Recipient 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. Funding Recipient 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. Funding Recipient 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. Funding Recipient 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, Funding Recipient shall provide the

County access to (and the County shall have the right to examine, audit and copy, with or without notice) all of Funding Recipient's books, documents, papers and records related to the Services or this Agreement.

- g. Funding Recipient understands and acknowledges that Funding Recipient is solely responsible for its own reporting and accounting of all state, federal, social security, and local taxes, of every nature, arising from Funding Recipient's performance of this Agreement. All compensation received by the Funding Recipient 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 Funding Recipient's actions under this Agreement. Funding Recipient 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 Funding Recipient 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 Funding Recipient, 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 Funding Recipient.

#### **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 Funding Recipient pursuant to Washington's public records act, chapter 42.56 RCW, to allow Funding Recipient to seek a court injunction.
- c. The County specifically shall not be liable to Funding Recipient 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 Funding Recipient expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to Funding Recipient'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 Funding Recipient. **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 Funding Recipient 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 Funding Recipient, 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 Funding Recipient or any of its employees, agents or representatives.
- c. Should the County require such liability insurance, the Funding Recipient 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 Funding Recipient 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. Funding Recipient 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 Funding Recipient, terminate this Agreement as to all or any portion of the Services not yet performed, whether or not Funding Recipient is in breach or default. Upon receiving such notice of termination, Funding Recipient 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 Funding Recipient's Services, the Funding Recipient is obligated and hereby agrees to refund to the County all monies paid for Services not yet rendered by the Funding Recipient, if any, as of the date of the notice of termination.

## **Section 9. Miscellaneous.**

- a. Funding Recipient 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 Funding Recipient, 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 Funding Recipient to the Kittitas County Commissioners and the Kittitas County Public Works Director, 411 North Ruby, Suite 1, Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Funding Recipient shall be given to the Funding Recipient'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. Funding Recipient warrants to the County that the individual signing on Funding Recipient's behalf has the requisite power and authority to enter into and to perform Funding Recipient's obligations under this Agreement. Funding Recipient further warrants to the County that Funding Recipient 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 Funding Recipient'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

\_\_\_\_\_  
Commissioner

**FUNDING RECIPIENT**

*Mark Lee*  
\_\_\_\_\_  
Representative

*Ellensburg Business Dev. Ctr.*  
\_\_\_\_\_  
Address

*501 N. Anderson St.*  
\_\_\_\_\_  
*Ellensburg, WA 98926*  
\_\_\_\_\_  
*(509) 925-8657*  
\_\_\_\_\_  
Telephone

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Deputy Prosecuting Attorney

## DISTRESSED COUNTY SALES AND USE TAX INFRASTRUCTURE IMPROVEMENT PROGRAM APPLICATION

The Distressed County Sales and Use Tax Infrastructure improvement Program supports improvements to infrastructure systems that foster economic development in Kittitas County. The goal is to create economic opportunity through Infrastructure investment.

### APPLICANT INFORMATION

Applicant: Ellensburg Business Development Authority

Contact Name: Margaret Reich

Address: 501 N. Anderson Street

Address:

City: Ellensburg

State: WA      Zip: 98926

Telephone: (509) 925-8657

FAX:

E-Mail Address: reichm@ci.ellensburg.wa.us

Project Location: 1000 Prospect Street &  
3110 Airport, Ellensburg

Jurisdiction Population: 18,810

Project Title: Business Incubator Roof Replacement

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### APPLICATION THRESHOLDS

Applicant

Check-off: Requirement:

- The project is improvement to an infrastructure system(s) linked to economic development.
- A detailed 8-1/2x11" vicinity map that clearly shows the project is included in the application package.
- Distressed County funds are not being substituted for other funds that are already secured.
- The project involves traditional improvements, instead of "non-traditional" improvements eligible for "Enhancement" funding
- Applicant has submitted only one application this round.
- The local/regional economic development organization has been informed of the project.

**PROJECT BUDGET – As originally submitted**

Funding Sources	C	P	Preliminary Engineering Phase	Right of Way Phase	Construction Phase	Project Total	Is Funding Secured-Y or N?
Distressed County Funds Requested: \$63,685					\$63,685	\$63,685	N
Other							
Federal							
State							
Local Government: \$10,025					\$10,025	\$10,025	Y
Private							
*Other							
Project Total:					\$73,710	\$73,710	
Distressed County Fund Matching Ratio:					% 13.6	% 13.6	

\*Please explain other type of Funding: The local government funding will be a combination of Ellensburg Business Development Authority and City of Ellensburg funds. The ratio between the two organizations will be determined later.

**PROJECT BUDGET – Updated**

Funding Sources	C P	Preliminary Engineering Phase	Right of Way Phase	Construction Phase	Project Total	Is Funding Secured-Y or N?
Distressed County Funds Requested: \$63,685 Incubator roof \$32,253.44; Incubator swamp coolers \$15,148.00; Airport roof \$16,283.56				\$32,253.44 \$15,148.00 \$16,283.56	\$32,253.44 \$15,148.00 \$16,283.56	Y Y N
Other						
Federal						
State						
Local Government: \$10,025 \$26,996.44				\$10,025.00 \$16,971.44	\$10,025.00 \$16,971.44	Y Y
Private						
*Other						
Project Total:				\$90,681.44	\$90,681.44	
Distressed County Fund Matching Ratio:				% 29.77	% 29.77	

\*Please explain other type of Funding: The local government funding will be a combination of Ellensburg Business Development Authority and City of Ellensburg funds. The ratio between the two organizations will be determined later.

**PROJECT NARRATIVE**

- 1. Project Description: Describe the scope of work. Indicate the major work involved, including a brief comparison of existing and proposed conditions.

The original project was to replace an aging roof on the Ellensburg Business Incubator Building. Funds have been disbursed for the roof replacement. On March 14, 2017, Jim Armstrong, on behalf of the City of Ellensburg and as contractor for EBDA, approached the COG with a request to expend undisbursed funds to support replacement of swamp coolers. This current request is utilize undisbursed funds for the same purpose: to replace an aging roof of a building located on Kittitas County leased land, and owned by the EBDA. The Airport Building, as it is commonly known as, has a roof that habitually leaks, disrupting the activities of the tenant/business owners, and thus adversely impacting economic activity in the County. In providing the undisbursed funds for this purpose, the COG will increase their local investment match more than twice as much, and support the ongoing operations of a building intended to support light industrial activity on Kittitas County owned land.

- 2. Explain the specific Infrastructure issues the project addresses and how they are linked to economic development improvements.

The original proposal discussed the history of the Ellensburg Business Incubator – a facility designed, constructed and managed in support of start-up business who need space at a less than market rate in their early years. This request results in a roof replacement that will allow for continued operation of small businesses in tenancy at the Airport Building, and lead to additional jobs within the county and the region.

- 3. Preliminary Engineering Phase:

Estimated Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

No engineering or phasing is required for any portion of this project.

- 4. Right of Way Phase: Is It Required? Yes \_\_\_ No X

Estimated Start Date: NA \_\_\_\_\_ Estimated End Date: NA \_\_\_\_\_

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

Not applicable to this project.

5. Construction Phase:

Estimated Start Date: Spring 2017 Estimated End Date: updated Spring 2018

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

The original project was for a basic flat 60 mil TOP roof replacement requiring permits that are easily and readily available through application process with the City of Ellensburg. For work at the Airport Building, we would submit permit applications to Kittitas County, as the building is located on County leased land.

6. Indicate if the project is consistent with the following applicable state, regional and local plans and prioritization processes:

Overall Economic Development Plan - Officially Adopted April 16, 2013-KC

Planning Policies

Comprehensive Land Use Plan - Officially Adopted 2006-Updated 2014-City of

Ellensburg Mar. 2014-Kittitas County

Capital Facility Plan - Officially Adopted \_\_\_\_\_

Community Action Plan (or other community-based plan) - Officially Adopted. \_\_\_\_\_

Six-Year Transportation Improvement Plan - Officially Adopted. \_\_\_\_\_

Site-specific development plans; e.g., Community Master Plan - Officially Adopted. \_\_\_\_\_

Other 2008 TIP Strategies Report & Kittitas County Comprehensive Plan

7. Explain how this infrastructure project has been coordinated, or will be coordinated with other jurisdictions, such as counties, cities, state/federal agencies, and with economic development organizations during planning, design, financing, construction and/or operation phases.

The original application cited the Ellensburg Business Incubator as an initiative of the City of Ellensburg as the contractor to the Ellensburg Business Development Authority (EBDA) for economic development. EBDA is responsible for the administration of a microloan program, property management at both the Ellensburg Business Incubator and the Airport Building (effective 9/27/2017), business support services such as business consulting, business planning, financial planning, along with business retention and expansion services. The County's ADO, Kittitas County Chamber of Commerce, took the lead in identifying the great need for this project, including securing a quote for roof repair (attachment A).

8. Explain how the infrastructure project will help meet the economic development goals of your community and/or region. If this project is not done, will the anticipated private development still take place?

As cited in the original application, this project helps meet the economic goals of the community by preserving a building that has a proven history of success and is consistent with the economic development goals of both the City of Ellensburg and the Kittitas County Comprehensive Plans. If the project is not completed there will be continued deterioration of the roof resulting in damages to the facility and work tools/product of the small business owners who are tenants. This will lead to the loss of tenants, and the inability to locate new tenants for the building. We have not identified alternative sources of funding for the roof replacement. Without this fund a band-aid fix that lacks any warranty will need to be implemented for a makeshift fix utilizing the matching funds EBDA and the City of Ellensburg have committed to this project, which is not the best use of public funds. The support requested here will provide for a permanent, lasting solution to this roofing problem.

9. Describe any feasibility or predevelopment studies that demonstrate the linkage between the proposed Distressed County Infrastructure improvements and the anticipated economic outcomes.

N/A – This project provides for protection and preservation of existing infrastructure, which as a successful track record.

10. Indicate if other needed infrastructure (e.g., sewer, water, power) is in place or if there is a plan for getting it in place.

All infrastructure currently exists at this facility. No new infrastructure is necessary

11. Indicate the Estimated Number of Businesses Created/Retained by the Project. 8

There are four business located at the Ellensburg Business Incubator, and 4 located at the Airport Building. By funding this project, the amount of businesses are created/retained **is doubled**.

12. Indicated the Estimated Number of Jobs Created/Retained by the Project. over 25

As cited in the previous application, there are 9 jobs generated at the Ellensburg Business Incubator. This proposal increases the amount of jobs created/retained to **almost three fold** to over 25 jobs with the inclusion of the Airport Building.

**Applicant 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 certify that application thresholds are met at the time of application.

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

9-18-17  
\_\_\_\_\_  
**Date**

**Sponsoring Agency  
(If Applicable)**

\_\_\_\_\_  
**Signature of Agency Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name**

\_\_\_\_\_  
**Date**

**Associate Economic Development Organization Notification**

The organization listed below has received notification of this project as demonstrated by the signature of the organization's representative.

**Kittitas County Chamber of Commerce**

**Name of Organization**

  
\_\_\_\_\_  
**Signature of Representative**

9/18/2017  
\_\_\_\_\_  
**Date**

**Kittitas County Department of Public Works Conceptual Approval**

**Approval of the project feasibility, scope and estimated costs.**

\_\_\_\_\_  
**Signature of Kittitas County DPW Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name**



March 14, 2017

Kittitas County Conference of Governments  
c/o Board of Kittitas County Commissioners  
205 W. 5th, Suite 108  
Ellensburg, WA 98926

Re. Change to COG Funding for Ellensburg Incubator Building

Dear Conference of Governments:

In October 2016, The Conference of Governments awarded \$63,000 to the City of Ellensburg for roof replacement at the City's Ellensburg Business Incubator, 1000 Prospect Street. The Chamber administers the building for the City. As work is about to commence, the final bid for the project has come in about \$10,000 dollars less than the initial bid that was approved by COG.

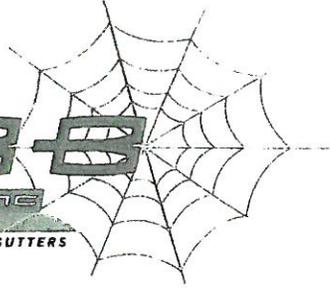
City Manager John Akers and I see this as an opportunity to replace the building's antiquated and leaky swamp coolers, which frankly should have been included in the initial request to COG. The coolers are integrated into the roof structure and replacement with new coolers at later time will require opening the new roof in at least 5 locations. It will also cost considerably more. We therefore request that any surplus funds on the project be approved for replacement of swamp coolers concurrent with the roofing installation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Armstrong".

Jim Armstrong  
C.E.O.

[jim@kittitascountychamber.com](mailto:jim@kittitascountychamber.com)



P.O. Box 1178  
Ellensburg, WA 98926

*\*Original*

## Estimate

Date	Estimate #
6/8/2016	09-1803

<b>Name / Address</b>
Kittitas County Chamber Of Commerce

			Project
Description	Qty	Rate	Total
Furnish & install 60 MIL TPO membrane roofing -Install will be done with tape welding the seams rather than heat welds -Parapet walls will be wrapped -New scupper drains and roof penetrations will be installed per MFG spec  Incubator building (prospect street)		68,250.00	68,250.00T
<b>All bids are subject to change after 30 days</b>		<b>Subtotal</b>	\$68,250.00
webbconstructioninc@gmail.com 509-968-3650		<b>Sales Tax (8.0%)</b>	\$5,460.00
		<b>Total</b>	\$73,710.00

# Kittitas County County-Wide Planning Policies – April 16, 2013

## ECONOMIC DEVELOPMENT AND EMPLOYMENT

### I. Issues

#### 1. Overall Economic Development Plan.

##### Policy A:

The jurisdictions in Kittitas County will cooperate with the Kittitas -Yakima Resource Conservation and Economic Development District in preparing an annual "Overall Economic Development Plan." Other appropriate agencies, businesses, and individuals will be involved in the process.

#### 2. County-wide Economic Vitality.

##### Policy A:

Economic vitality and job development will be encouraged in all the jurisdictions consistent with all community growth policies developed in accordance with the Growth Management Act.

#### 3. Financing for Public Facilities.

##### Policy A:

Planning and financing for public facilities to serve potential business and industries except natural resource based should be limited to urban growth areas.

Amended through Kittitas County Ord. No. 2013-005 Page 8

Updated April 16, 2013

#### 4. Economic Development Strategies.

##### Policy A:

Economic development activities will be implemented in a manner which supports our quality of life and growth management strategy. This can be achieved by the following:

1. Recognizing that education and training which produce a skilled work force are essential to the county's economic vitality.

2. Basing the level of economic development activity on our ability to manage the resulting growth.

3. Requiring non-resource based economic development activities to locate within designated UGAs or incorporated cities.

4. Requiring economic development proposals to show how increased services and infrastructure support will be provided.

5. Undertaking countywide and regional efforts to coordinate economic

development activities.

6. Ensuring that the economic development element of local comprehensive plans and countywide and regional growth management plans are compatible

## City of Ellensburg Comprehensive Plan – Relevant Sections – Adopted 2006 amended through 2014

Ellensburg can stimulate local economic development successes by emulating the strategies used in other communities. It takes work, but the following steps can help the community improve its chances for prosperity:

- Focus on strengthening and diversifying the local economy and meeting demonstrated market demand; for example, by encouraging additional retail business
- Promote the retention and expansion of existing businesses
- Encourage and nurture new business development of all sizes
- Create economic incentives to reduce start-up costs and/or risks for businesses that provide family-wage jobs
- Pre-permit property to reduce time for a business to be up and running
- Support innovative programs to develop a highly qualified labor force
- Stimulate industrial development through public investment
- Create a permitting process that is predictable and efficient

### **Goal ED-2-Stimulate and diversify Ellensburg's economy**

#### **A - Promote the retention and expansion of existing businesses as well as the development of new businesses**

- 1 - Solicit comments and feedback from local businesses on things that the City could change to better support local businesses
- 2 - Establish financial and other incentives to retain existing and attract new businesses
- 3 - Market to a variety of business both large and small - that fit with Ellensburg's character and meets the needs of the local market
- 4 - Inventory vacant building space in Central Commercial zones and post on the City's web site
- 5 - Facilitate the creation and expansion of businesses and institutions that benefit from locating in the County seat
- 6 - Promote the development of innovative niche businesses

#### **B - Establish a business friendly regulatory environment**

- 1 - Provide adequate resources to process permits in a timely fashion. Pursue an automated permitting process to allow on-line applications for some permit types
- 2 - Streamline permitting by establishing a one-stop permit center for all permits and establishing an expedited permit process for some projects
- 3 - Encourage the use of the pre-application process as a means of identifying potential obstacles to the development of a particular site
- 4 - Establish predictable processing times and consistent review processes

#### **C - Encourage development of light industrial uses within the City of Ellensburg**

- 1 - Develop City-owned property off Dolarway for a light industrial park

- 2 - Continue to partner with Kittitas County on development of the Kittitas County Industrial Park at the Airport
- 3 - Consider developing another incubator project
- 4 - Coordinate with the Economic Development Group to develop business plans for value-added industry
- 5 - Identify strategies to mitigate constraints imposed by the flood plain on industrial land, and to minimize negative connotations of being designated within the 100-year flood plain
- 6 - Encourage pre-permitting of industrial property by deferring fees until the property is developed

As export-based economies shrink, the service sector established to serve them also shrinks, sometimes losing its diversity as the market gets smaller. Ellensburg has been able to retain its service sector diversity despite the downturn in basic industry. There is no single-source directory, however, to encourage a "buy local" program. As Ellensburg seeks to enrich its commerce sector, it will promote local businesses more actively and provide accommodations for their visitors. Ellensburg will encourage a more entrepreneurial culture, supporting existing and start-up businesses as they explore new markets

The community noted during the participation process that they wanted to see more jobs in Ellensburg. People want to work in the town in which they live, go to school, and shop. The trick will be to match job creation and skills development, coordinating with local industry and local educational institutions to develop effective job training programs

#### ✓ **Priority Projects**

Based on the goals, policies and programs contained in this chapter and on the results of months of public discussion, the City identified the following as priority economic development projects for work in the immediate future.

#### ✓ **Economic development vision and strategic plan**

Collaborate with others to prepare an economic development vision and strategy for the region, identifying the types of land use designations and the relative priorities of capital investment necessary to create the type of economic development environment Ellensburg seeks.

#### **UGA adjustment**

Review the urban growth boundary and adjust it as necessary in the future to assure adequate land of adequate type is available to implement the recommendations of the economic development vision and strategic plan.

#### **Increase usable industrially zoned property**

Review the industrial land inventory and identify and implement steps within the City's control to make available land more easily developed.

**Streamline/automate permitting process**

Review land use permitting processes and make adjustments as necessary to streamline approval processes while still ensuring projects enhance Ellensburg's economic vitality and community character.

✓ **Airport development strategy**

Collaborate with Kittitas County to ensure the airport's development plans contribute to overall economic growth in the region and that Ellensburg's land use plans are compatible with continuing airport and airport-related uses.

# Kittitas County Comprehensive Plan – Pertinent Sections

March 2016

## **10.3. Goals, Policies and Objectives**

Kittitas County has established the following goals and policies to guide future economic development. These goals and policies were developed in response to existing economic conditions identified within the County.

**GPO 10.1** Be a county that supports the varied needs and demands of the community and surrounding area through the understanding and creation of a supportive and active environment for economic development in the community.

**GPO 10.2** Support the retention and expansion of existing local businesses/industries and recruitment of new business/industries in order to maintain a strong job and wage base.

**GPO 10.3** Implement regulations that recognize and further the diversity of industry and the business community, while also promoting the sustainability of natural resource based activities.

**GPO 10.4** Encourage economic growth while protecting the rural character of the County.

**GPO 10.5** Encourage the promotion of tourism and tourist based businesses.

**GPO 10.6** Provide the infrastructure and public facilities to support economic activity and growth.

**GPO 10.7** Strive to maintain a balance of jobs and housing.

**GPO 10.8** Promote and encourage the establishment and expansion of educational, research and other related activities that support existing local industries and businesses.

**GPO 10.9** Work in cooperation at the local and regional level to combine resources and build consistency in economic development strategies.

## **10.5 Economic Development Strategic Plan**

The Economic Development Strategic Plan was prepared by TIP Strategies and the Economic Development Group of Kittitas County in 2009. Under the guiding principle of “the use of public resources to stimulate private investment,” the purpose of the plan is

to help the Economic Development Group of Kittitas County and policy makers at all levels of government understand their competitive position and to coalesce around a vision for promoting the region. By utilizing a strengths, weaknesses, opportunities, and threats (SWOT) analysis approach, the plan identified and addressed strategic goals, policies and objectives for policy makers and administrative personnel to apply in decision making processes to advance and enhance the economic vitality of Kittitas County. The EDSP drew input from a broad cross section of citizens and interest groups, and has been formally endorsed by Kittitas County, the City of Ellensburg, the City of Cle Elum, the City of Roslyn, the City of Kittitas, the Ellensburg Chamber of Commerce, and the Cle Elum Chamber of Commerce. The findings and recommendations outlined in the plan are designed to serve as a framework for making investment decisions, and for providing guidance in growth that is both realistic and sustainable. In addition the plan also provides a comprehensive depiction of the socio-economic and demographic status of the county and its relationship to other counties, both regionally and nationally.

The 2009 version of the Economic Development Strategic Plan is adopted by reference into this comprehensive plan subject to the following limitations.

- The Economic Development Strategic Plan is adopted as a reference document to be used by Kittitas County as an aid in land use, capital facilities, and public policy discussions, and by members of the public wishing to propose projects, pursue grants for projects, or propose agreements with landholders.

- The Economic Development Strategic Plan may be used as a part of the Kittitas County Capital Facilities plan for purposes of utilizing real estate excise tax (REET) proceeds for acquisition or expansion of recreational infrastructure.

## TIP STRATEGIES - Theory In to Practice

### **Light Industrial & Assembly**

Why does this sector matter?

While national trends suggest manufacturing job growth will remain flat, there is still value in adding this sector to the EDG's target list. A healthy manufacturing sector contributes to the local economic base and can provide a source of employment for entry-level workers and those without advanced credentials. Competition for manufacturing jobs is fierce and the cost of recruitment initiatives (in terms of marketing dollars, incentives, and infrastructure improvements) can be significant.

Why is it a fit for Kittitas County?

Admittedly, the county faces some constraints with regard to the recruitment of manufacturing operations. Kittitas is at a competitive disadvantage in comparison with neighboring counties in terms of utility costs. According to local officials, industrial users in Kittitas County will pay approximately \$0.06 per kWh of electricity. While nationally competitive, the rate is higher than the \$0.01 per kWh paid in Grant County. For energy-intensive users (e.g., food, bulk chemicals, refining, glass, cement, steel, and aluminum), the difference in cost is significant. Another major constraint is the lack of a large pool of local workers who possess basic manufacturing skills (e.g., welding, CNC machining, tool and dye making).

Nevertheless, EDG should engage in reasonable marketing and recruitment activities targeted at out-of-state companies engaged in light industrial and assembly. The county's highly desirable quality of life, attractive scenery, and proximity to a major metropolitan area makes it a logical destination for executives seeking to relocate a facility from a high-cost, high-stress environment.

#### **4.14 - Build on core industries.**

Companies already established in the region should represent the first tier of economic development opportunity. Existing state and regional clusters to consider include OEMs for aviation/aerospace, alternative energy equipment, construction materials and equipment, or agricultural equipment.

Exceptions to this rule are important, however. If the industries are contracting, or if they add little value (through wages or capital investment), public support for them must be more measured and more cautious.

#### **4.15 - Target specific characteristics**

As with professional services, we recommend selecting specific companies using a series of filters:

**Firm size** - Given the county's growth concerns and labor market trends, targeting efforts are likely to be most successful with firm sizes under 50 employees

**Energy usage** - Because of the county's competitive situation, energy usage is another factor that can be used to refine targeting efforts. Non-energy intensive industries include metal-based durables, fabricated metals, machinery, computers and electronics, transportation equipment, electrical equipment, and wood products.

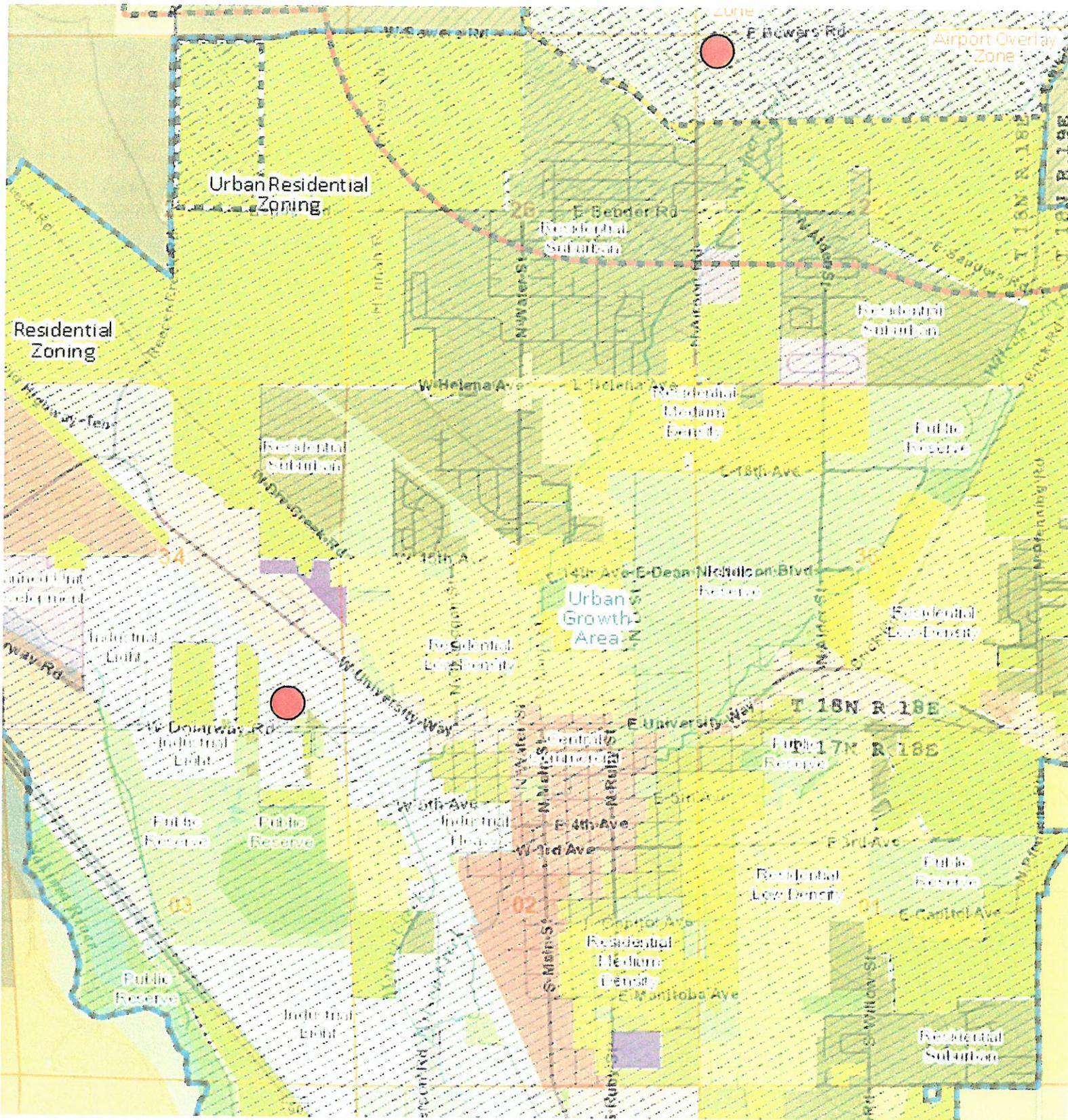
**Site requirements** - Land consumption patterns should also be considered.

#### **4.16 - Increase local skills training options**

Explore opportunities to increase the availability of skills training locally. This should be done in conjunction with the South Central Washington Workforce Council, WorkSource and Central Washington University and should be aligned with needs of local business.

Longer-term strategies could include bringing additional programs and resources to the Yakima Valley Community College satellite campus in the Kittitas County

# Ellensburg Business Development Authority Airport Building



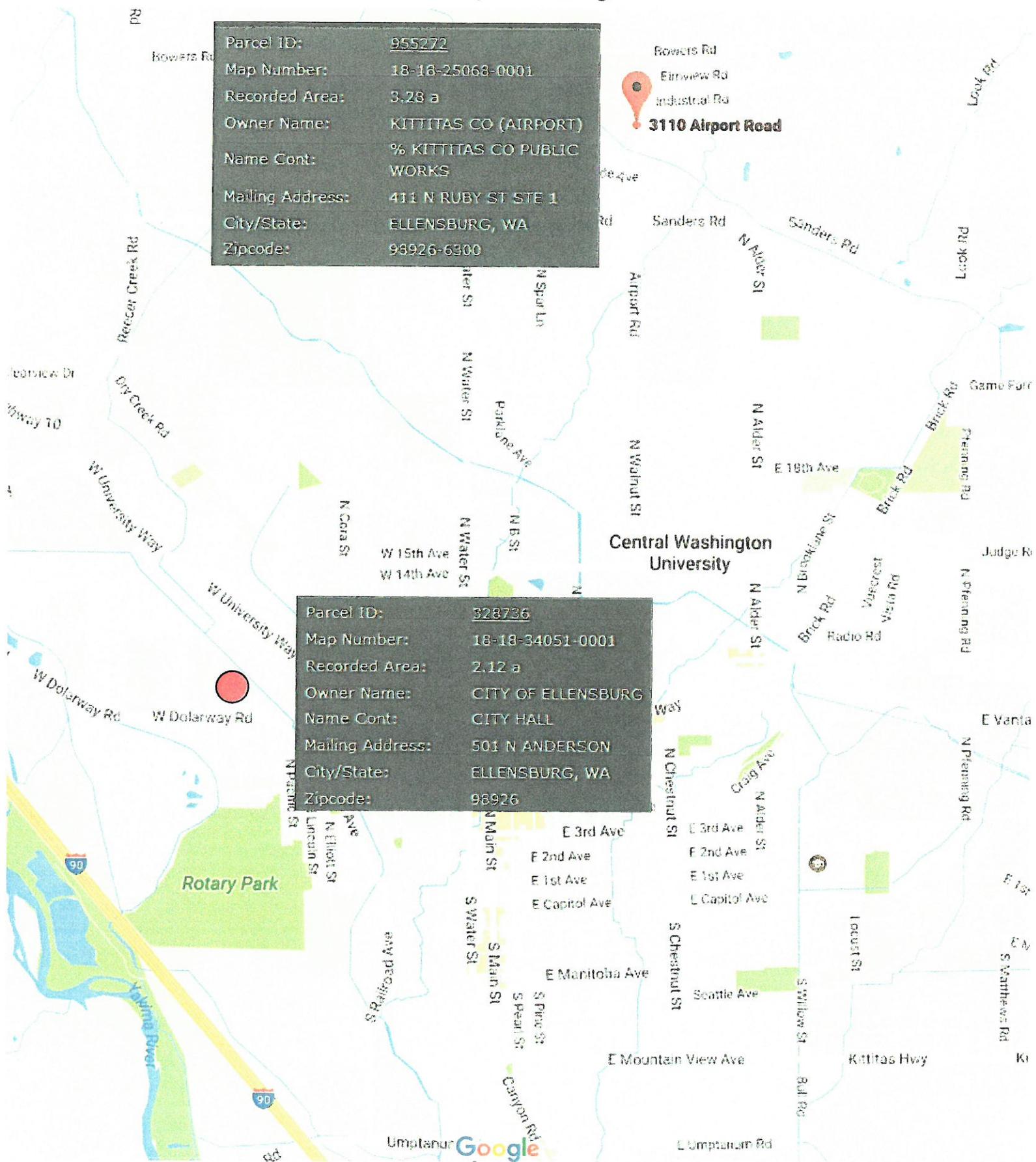
Includes position of the Ellensburg Business Incubator located at 1000 Prospect. The Airport Building is owned by EBDA and located on land leased from Kittitas County.

## Ellensburg Business Development Authority Airport Building

Parcel ID:	<u>955272</u>
Map Number:	18-18-25068-0001
Recorded Area:	3.28 a
Owner Name:	KITTITAS CO (AIRPORT)
Name Cont:	% KITTITAS CO PUBLIC WORKS
Mailing Address:	411 N RUBY ST STE 1
City/State:	ELLENSBURG, WA
Zipcode:	98926-6300

 3110 Airport Road

Parcel ID:	<u>328736</u>
Map Number:	18-18-34051-0001
Recorded Area:	2.12 a
Owner Name:	CITY OF ELLENSBURG
Name Cont:	CITY HALL
Mailing Address:	501 N ANDERSON
City/State:	ELLENSBURG, WA
Zipcode:	98926



Includes position of the Ellensburg Business Incubator located at 1000 Prospect. The Airport Building is owned by EBDA and located on land leased from Kittitas County.



## ROOFING BID

**To:** Sarah Truglio

**From:** Ric Fernandez

**Fax:**

**Pages:** 1

**Phone:**

**Attn:**

**PROJECT: Ellensburg Business Park – 3110 Airport Road**

**PROJECT DESCRIPTION:** The roof on this building is a standing seam metal roof. It has exposed fasteners at the joints, walls and roof edge. As with most roofs of this type, there are inherent issues at roof curbs, penetrations and exposed fasteners. Our recommendation for the long term is to retrofit the existing roof with a TPO roof system. Following is our proposed scope of work.

**SCOPE OF WORK: Mechanically Attached TPO Roof System (10,575 sq. feet total)**

- Install profile cut EPS insulation over the existing metal panels. The insulation "buries" the existing metal roof and standing seams. The insulation panels will be mechanically attached to the metal roof using insulation plates and fasteners.
- Install a mechanically attached 60mil TPO roof system. The TPO membrane is mechanically attached and heat-welded at the seams.
- Install new membrane at perimeter walls, roof curbs and at all roofing penetrations.
- Install new edge metal at roof edge.
- Upon completion, Firestone will issue a 15-year material warranty.

**BUDGETARY QUOTE: \$40,173.00**

*Budgetary quote based on information obtained during initial visit (5/16/17) to asses necessary repairs. If you wish to proceed we will need to make another site visit and give you a final proposal.*

*Quoted pricing does not include sales tax or permit fees. If you have any questions, or if we can be of further assistance, please contact our office. Thank you for the opportunity.*