

AGENDA

LODGING TAX ADVISORY COMMITTEE

August 6, 2025

Hybrid Meeting In-person and via Zoom



Accessibility

The City of Ellensburg strives to make our services, programs, and activities readily accessible.

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**CITY OF ELLENSBURG
LODGING TAX ADVISORY COMMITTEE AGENDA
Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, August 6, 2025
2:00 PM - Regular Meeting
Join Zoom Meeting**

[https://us02web.zoom.us/j/84628874230pwd=iQkaggz1b95XNh0o1bkt8mpoMoUcoW.1
&from=addon](https://us02web.zoom.us/j/84628874230pwd=iQkaggz1b95XNh0o1bkt8mpoMoUcoW.1&from=addon)

- 1. Call to Order and Roll Call of Members**
 - 1.A Members: Arlo Evasick, Carmen Wiggins, Gemma Fortier, Lacie Dawson, Sarah Beauchamp, Steve Townsend
- 2. Approval of Agenda**
 - 2.A Approval of the August 6, 2025, Lodging Tax Advisory Committee Agenda
- 3. Approval of Minutes**
 - 3.A Approval of the July 9, 2025, Lodging Tax Advisory Committee meeting minutes as presented.
 - 3.B Approval of the July 25, 2025 Special Meeting minutes of the Lodging Tax Advisory Committee.
- 4. Previous Business**
 - 4.A Downtown Beautification: Trash Recepticles/Street Furniture Update
- 5. New Business**
 - 5.A Consolidated Lodging Tax Advisory Committee Updates
- 6. Tourism Report**
 - 6.A Kittitas County Chamber of Commerce Tourism Report and Updates
- 7. Budget Update**
 - 7.A Revenue and Expense Update
- 8. Citizen Comment**
- 9. Adjournment**



For more information on the Ellensburg Lodging Tax Advisory Committee, contact Arts & Economic Development Manager, Kelle Vandenberg at 509-962-7149.
The Contents of this agenda have been photocopied on recycled paper.



CITY OF ELLENSBURG

Minutes of Lodging Tax Advisory Committee, Regular Meeting

Date of Meeting

July 9, 2025

Time of Meeting

2:00 PM

Place of Meeting

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

1.A Roll Call Present: Carmen Wiggins, Steve Townsend, Arlo Evasick, Gemma Fortier, Lacie Dawson, and Sarah Beauchamp

Absent:

Guests: Matt Anderson, Kittitas County Chamber of Commerce, and Arin Smith

2. Approval of Agenda

2.A Motion: Move to approve the July 9th LTAC meeting agenda as presented.

By: Carmen Wiggins

Seconded by: Lacie Dawson

All in Favor:

Opposed: None

Abstained: None

Motion carries

3. Approval of Minutes

3.A Approval of May 7, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

Motion: Move to approve May 7, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

By: Carmen Wiggins

Seconded: Lacie Dawson

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

4. Budget Update

3.A Staff reviewed current LTAC budget: expenses, revenues, and JLARC tracking.

5. New Business

5.A Review and discuss letter from County Lodging Tax Advisory Committee.

There was discussion of the letter and a question as to if the letter was from the Kittitas County Lodging Tax Advisory Committee or the Consolidated Lodging Tax Advisory Committee, based on the selected committee members that signed the letter.

For any additional questions the committee may have will be sent to staff via email to forward to the County Lodging Tax Committee.

6. Unfinished Business

6.A Downtown Trash Can Replacement Review and Recommendation.

Staff reviewed updates and gave brief historical background regarding the trash cans in the downtown. Also reviewed recommendations from city staff regarding options and discussed what other municipalities are using and feedback.

Motion: Move to recommend council to authorize the City Manager and/or City staff to purchase and installation of up to 55 new trash cans for the City, not to exceed \$60,000.00.

By: Steve Townsend

Seconded: Carmen Wiggins

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

6.B Community Calendar Update

Staff reported update:

1. Contract in final editing stages with the City Risk Manager.
2. Project kick off meeting scheduled for July 23rd at 1:00 pm

7. Kittitas County Chamber of Commerce: Marketing/Tourism Report

7.A Kittitas County Chamber of Commerce Marketing/Tourism Report for committee review. Discussion of the increase in visibility with the work of the Kittitas County Chamber of Commerce's Content Manager.

8. Citizen Comment

Erin Smith introduced herself to the committee.

9. Adjournment

With no further business, the meeting was adjourned at 2:50 pm.

Respectfully Submitted,
Kelle Vandenberg

MEETING MINUTES

LODGING TAX ADVISORY COMMITTEE

July 25, 2025

Hybrid Meeting In-person and via Zoom



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**CITY OF ELLENSBURG
LODGING TAX ADVISORY COMMITTEE MEETING MINUTES**

**Council Conference Room
501 North Anderson Street**

Ellensburg, WA 98926

And remotely via Zoom

Friday, July 25, 2025

9:00 AM - Regular Meeting

<https://us02web.zoom.us/j/84833048303?pwd=q9fQs4f3flkY48ZfzkwNdNgWH7WpHt.1&from=addon>

1. Call to Order and Roll Call of Members

1.A Roll Call: Arlow Evasick, Carmen Wiggins, Gemma Fortier, Lacie Dawson, Sarah Beauchamp, Steve Townsend

Members Present: Carmen Wiggins, Gemma Fortier, Lacie Dawson, and Steve Townsend.

Members Not Present: Arlow Evasick and Sarah Beauchamp

2. Approval of Minutes

2.A No action to be taken.

3. New Business

3.A Amendment to the Consolidated Lodging Tax Grant Process Interlocal Agreement

Action: Motion to approve the Amendment to an Interlocal Agreement between Kittitas County and the cities of Ellensburg, Roslyn, and Cle Elum for a Consolidated Lodging Tax Grant Process.

Motion By: Carmen Wiggins

2nd: Gemma Fortier

In Favor: All

Opposed: None

Abstain: None

Motion Carries

4. Tourism Report

4.A No action to be taken.

5. Budget Update

5.A No action to be taken

6. Citizen Comment

No citizen comment

7. Adjournment 9:07 am



For more information on the Ellensburg Lodging Tax Advisory Committee, contact Arts & Economic Development Manager, Kelle Vandenberg at 509-962-7149.
The Contents of this agenda have been photocopied on recycled paper.

Replacement Trash Can Options

The following were identified by subcommittee and under review as potential options:

The subcommittee members are Ryan Lyyski, Public Works Director, Mike Helgeson, Public Works, Assistant Director, Teresa Chanes, Executive Director of the Ellensburg Downtown Association, Brad Case, Parks & Recreation Director, and Kelle Vandenberg Arts & Economic Development Manager.



40-gallon stone finish

This style is recommended by Waste Management, and the stone option is used and endorsed by the Wenatchee Downtown Association and has been in use for over five years.



40-gallon cedar finish





30-gallon metal finish



30-gallon metal finish

The City of Chelan uses this style of trash can. It has not held up and the treated metal slats have shown significant wear.



CONSOLIDATED LODGING TAX COMMITTEE (CLTAC)

2025 GRANT RFP/Application PROCESS DATES:

- | | |
|--|---|
| AUGUST 1, 2025 | RFP/Applications for 2025 Consolidated Lodging Tax Grant cycle opens |
| AUGUST 19, 2025 | Chamber Workshop for 2025 CLTAC (Location TBD by Chamber) |
| AUGUST 20, 2025 | Chamber Workshop for 2025 CLTAC (Location TBD by Chamber) |
| SEPTEMBER 19, 2025
4:00 PM | Submission deadline for RFP/applications |
| SEPTEMBER 26, 2025 | County will send out RFP/Applications submissions to the municipalities to be scored individually and then as a group |
| OCTOBER 31, 2025 | Scored applications due back to the county from all municipalities |
| NOVEMBER 14, 2025
9:00 am to 5:00 pm | Application Presentation/Town Hall |

AMENDMENT TO AN INTERLOCAL AGREEMENT BETWEEN KITTITAS
COUNTY AND THE CITIES OF ELLENSBURG, ROSLYN, AND CLE ELUM
FOR A CONSOLIDATED LODGING TAX GRANT PROCESS

This Agreement is made and entered into this ____ day of _____, 2025, by and between the cities of Ellensburg, Roslyn, and Cle Elum, Washington municipal corporations (the "Cities" or "City"), and Kittitas County, a political subdivision of the State of Washington (the "County") (collectively, "Municipalities").

WHEREAS, Ch. 67.28 RCW provides for the collection and use of lodging tax revenues by local jurisdictions subject to certain conditions as set forth therein; and

WHEREAS, the four municipalities in Kittitas County collect and distribute lodging taxes for tourism promotion through an application and grant process; and

WHEREAS, the four municipalities in Kittitas County entered into an Interlocal Agreement for such application and grant process in 2013; and

WHEREAS, each municipality wishes to amend said Interlocal Agreement as provided herein.

NOW, THEREFORE, it is hereby agreed as follows:

1. Section 2(A) (D 1,2) and (F) shall be amended to read as follows:

A. **Consolidated Application:** The Chairperson of each Lodging Tax Advisory Committee ("LTAC"), or jurisdictional appointees if there is no LTAC, will review existing applications and draft a consolidated application, including instructions for applicants, which will include the pre-activity reporting requirements as set forth in RCW 67.28.1816(2)(a)-(b). The draft consolidated application will be forwarded to each municipality's LTAC (or other appointees if there is no LTAC) for review and comment. After approval, applicants for lodging tax grants will be required to submit applications to Kittitas County.

- The grant application shall be reviewed, and any proposed changes to its format or hosting location/medium must be communicated to County staff no later than December of the preceding year.
- County staff will make reasonable efforts to accommodate these requests; however, any requests that exceed capacity may be deferred at staff's discretion.

D. Streamlined Application Review and Award Process.

Review, Ranking and Recommendations by LTAC's:

The County will compile and distribute all applications to the various funding jurisdictions for review by each LTAC (or appointee(s) if no LTAC) for review,

ranking, and funding recommendation, which will then be processed as follows:

- a. Each jurisdiction's LTAC (or other) will review every application and assign it a rating based upon an agreed scoring system.
 - b. Each jurisdiction's LTAC (or other) will rank the applications in order by score.
 - c. Each jurisdiction's LTAC (or other) will produce a recommended funding level, considering each application in order of rank, and including any additional comments which provide insight into the respective funding decision. If any applications are disqualified, an explanation shall be provided.
 - d. The ratings, rankings and recommendations from each LTAC (or other) will be submitted to the County.
 - e. All participants in the Lodging Tax grant process must adhere to the agreed-upon grant scoring methodology and meet deadlines for submission.
 - f. Failure to meet either of these requirements will result in the forfeiture of the participant's ability to score the applications relevant to that grant cycle and participate in the presentation meeting and voting process. The participants contribution to the consolidated pool will remain for allocation based on the scoring from the compliant participant submissions.
- 2) CLTAC Work Group Review. The County will compile the ratings, rankings, and recommendations along with the applications and submit them to a combined county-wide CLTAC work group which will be comprised of three members from the LTAC of each participating municipality (or appointees if there is no LTAC) for consideration. The County will act as Chair of the work group. After submission:
- a. The work group will hold a public meeting where it will provide an opportunity for applicants to make a presentation before the work group and answer any questions from work group members.
 - b. The work group will review the recommendations, deliberate publicly, and make final recommendations based upon the master list. All decisions will be made by simple majority vote. In the event of a tie vote, the application or motion will be deemed to have been rejected or failed respectively.
- F. **Streamlined Reimbursement Process**. Municipalities and the County will pool funds as outlined in Section 2(C) of the coordinated funding process. Each municipality's contribution will be combined into a single pool, with all grant recipients receiving a portion of the total awards proportional to each municipality's percentage of the overall contribution. The county will review and distribute funds to recipients in accordance with their specific contract requirements. Each participating entity's share will then be invoiced by the County monthly to each respective municipality. The municipality will then send payment to the County to replenish the fund.

2. Section 2(H) is hereby added to the agreement and reads as follows:

- H. All participating entities will share the administrative costs associated with providing staff support to the Consolidated Lodging Tax Process. Administrative costs would be shared proportional to each entity's total Consolidated Lodging Tax Contribution. For example, if the County contributed 70% of the consolidated "pool" funds then the county would bear the cost of 70% of the total administrative support for that year.

3. All other provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

CITY OF ELLENSBURG

KITTITAS COUNTY

Mayor

Chairman

Attest:

Vice-Chairman

City Clerk

Commissioner

Approved as to form:

Attest:

City Attorney

Clerk of the Board

CITY OF ROSLYN

Approved as to form:

Mayor

Prosecuting Attorney

CITY OF CLE ELUM

Mayor

Prepared by:

Bryan Elliott, County Auditor
Lisa Bugni, CLTAC Clerk

Topic:

Future of CLTAC Administrative Support

Meeting:

February 25th, 2025

Background: The Consolidated Lodging Tax Advisory Committee (CLTAC) was created in 2014 via interlocal agreements between the County, and the City’s of Ellensburg, Cle Elum, and Roslyn. Each year municipalities allocate 13% of their prior years lodging tax collections to the consolidated group. Event applicants are then awarded amounts from the pooled 13%. The County provides all administrative support to CLTAC that includes coordinating and clerking the meetings, managing the applications process, updating the application at the direction of the committee, and preparing all contracts/administering all contracts with awardees. In 2024 support for CLTAC was moved from the Commissioner’s Office to the Auditor’s Office as part of an FTE downsizing initiative. The Auditor’s Office does not anticipate having the resources to sustain current levels of CLTAC support moving forward.

Issue: Kittitas County Lodging Tax proposes a re-evaluation of our administrative support model (cost sharing) to include enabling the County to contract with a third party for CLTAC support.

Proposal:

- All municipalities provide cost sharing support for the administrative services provided to CLTAC. Amounts would be assigned as a percentage of total contributions to the pool (see below).
 - Total CLTAC support 2025 Budget:
 - \$36,600 (Salaries Auditor/IT)
 - \$150 Copies/Postage
 - Total \$36,750

Municipality	Pool Contribution	% of Total Pool	Admin Support	New Total
Roslyn	\$4,413.00	1%	\$367.00	\$4,780.00
Cle Elum	\$27,990.00	6%	\$2,205.00	\$30,195.00
Ellensburg	\$97,595.00	21%	\$7,717.00	\$105,312.00
Kittitas County	\$338,676.00	72%	\$26,461.00	\$365,137.00
Total	\$468,674.00	100%	\$36,750.00	\$505,424.00

- CLTAC agrees to amend the interlocal agreement allowing the county to potentially subcontract CLTAC support.

Recommendation & Next Steps: CLTAC provides formal guidance to staff on their position(s) relating to this proposal. County staff completes any needed amendments to the interlocal and brings forward to CLTAC for formal review at the next meeting.

2025 Budget Expenditures

TENTATIVE RESERVES - END OF 2024

Dept 165- Lodging Tax Fund	Beg. Fund Balance	Revenues YTD
Updated: 05/15/25	\$ 1,634,549.00	\$ 275,272.96

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining	
100-165-557-31-51-000-000	CLTAC Grant Funding	\$ 97,595.29	\$	97,595.29	CHAMBER 2025
reimburse Kittitas County				-	\$ 324,600.00
Ellensburg	Gallery One	\$ 5,205.92	\$	5,205.92	Includes amended contract VIC at Unity Park May-Sept.
Cle Elum	Cle Elum Downtown Association	\$ 5,205.92	\$	5,205.92	
Kittitas County	Washington State Ski & Snowboard Museum	\$ 3,123.55	\$	3,123.55	
Ellensburg	Kittitas County Historical Society	\$ 3,581.67	\$	3,581.67	
Roslyn	Roslyn Ronald Cle Elum Heritage Club	\$ 4,581.21	\$	4,581.21	
Ellensburg	Ellensburg Downtown Association	\$ 7,236.23	\$	7,236.23	
Ellensburg	Ellensburg Music Festival	\$ 4,581.21	\$	4,581.21	
Roslyn	Roslyn Downtown Association	\$ 6,663.58	\$	6,663.58	
	Webb Events	\$ 15,617.76	\$	15,617.76	
Cle Elum	International Lumber Jack Show	\$ 10,411.84	\$	10,411.84	
Ellensburg	Junk Tiquen in the Burg	\$ 1,648.30	\$	1,648.30	
Ellensburg	Ellensburg Rodeo Hall of Fame	\$ 7,288.29	\$	7,288.29	
Cle Elum	Cle Elum Roundup Association	\$ 3,687.87	\$	3,687.87	
Ellensburg	Laughing Horse Arts Foundation	\$ 853.56	\$	853.56	
Thorp	Punch Projects	\$ 7,288.29	\$	7,288.29	
Cle Elum	Washington State Horse Park	\$ 7,496.53	\$	7,496.53	
Ellensburg	Two Little Chicks	\$ 3,123.56	\$	3,123.56	

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-32-45-000-000	Visitor Information Center (VIC)	\$ 113,600.00	\$ 42,079.60	\$ 71,520.40
	January	\$	6,994.64	(6,994.64)
	February	\$	6,261.52	(6,261.52)
	March	\$	3,059.48	(3,059.48)
	April	\$	7,605.93	(7,605.93)
	May (includes VIC @ Unity Park)	\$	9,206.15	(9,206.15)
	June (includes VIC @ Unity Park)	\$	8,951.88	(8,951.88)
	July (includes VIC @ Unity Park)		\$	-
	August (includes VIC @ Unity Park)		\$	-
	September (includes VIC @ Unity Park)		\$	-
	October		\$	-
	November		\$	-
	December		\$	-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)		Remaining
100-165-557-34-51-000-000	Website Maintenance	\$ 9,000.00	\$ -	\$	9,000.00
	January			\$	-
	February			\$	-
	March			\$	-
	April			\$	-
	May			\$	-
	June			\$	-
	July			\$	-
	August			\$	-
	September			\$	-
	October			\$	-
	November			\$	-
	December			\$	-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)		Remaining
100-165-557-34-51-000-001	Collateral Materials	\$ 7,500.00	\$ -	\$	7,500.00
	January			\$	-
	February			\$	-
	March			\$	-
	April			\$	-
	May			\$	-
	June			\$	-
	July			\$	-
	August			\$	-
	September			\$	-
	October			\$	-
	November			\$	-
	December			\$	-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)		Remaining
100-165-557-33-41-000-000	Marketing & Advertising	\$ 194,500.00	\$ 48,875.53	\$	145,624.47
	January		\$ 10,497.27	\$	(10,497.27)
	February		\$ 7,463.12	\$	(7,463.12)
	March		\$ 7,642.33	\$	(7,642.33)
	April		\$ 13,360.01	\$	(13,360.01)
	May		\$ 9,912.80	\$	(9,912.80)
Did note have June total in time for agenda packet	June			\$	-
	July			\$	-
	August			\$	-
	September			\$	-
	October			\$	-

	November				\$	-
	December				\$	-
100-165-557-36-41-000-000	Administration (City-Utilities)	\$	825.00	\$	176.79	\$ 648.21
	January		\$		31.72	\$ (31.72)
	February		\$		29.41	\$ (29.41)
	March		\$		26.56	\$ (26.56)
	April		\$		27.51	\$ (27.51)
	May		\$		30.64	\$ (30.64)
	June		\$		30.95	\$ (30.95)
	July				\$	-
	August				\$	-
	September				\$	-
	October				\$	-
	November				\$	-
	December				\$	-
100-165-557-35-35*	Signage	\$	10,000.00	\$	-	\$ 10,000.00
ST542.31247513 (Banners)	Traffic Safety Supply/Banners					
100-165-594-57-63-000-000	Capital			\$	-	\$ -
Totals		\$	458,020.29	\$	91,131.92	\$ 366,888.37

Y:\Committees\Lodging Tax Advisory Committee\2025 LTAC\BUDGET\[LODGING TAX 2025 BUDGET.xlsx]2025 JLARC

Lodging Tax Revenues

Tax Collected	Month Received	2019	2020	2021	2022	2023	2024	2025
Nov	Jan	\$ 32,473.96	\$ 35,253.48	\$ 23,787.08	\$ 36,438.78	\$ 41,671.00	\$ 44,806.00	\$ 44,672.34
Dec	Feb	\$ 26,394.00	\$ 26,415.94	\$ 18,709.31	\$ 34,260.47	\$ 29,598.00	\$ 32,715.00	\$ 36,727.62
Jan	Mar	\$ 28,172.00	\$ 24,341.00	\$ 22,227.38	\$ 28,797.14	\$ 26,580.00	\$ 36,255.00	\$ 29,793.00
Feb	Apr	\$ 28,704.00	\$ 21,564.30	\$ 25,123.77	\$ 32,367.49	\$ 32,185.00	\$ 46,772.82	\$ 38,728.00
Mar	May	\$ 42,825.04	\$ 14,989.00	\$ 33,426.21	\$ 42,788.39	\$ 63,391.00	\$ 56,785.00	\$ 61,602.00
Apr	June	\$ 48,351.36	\$ 8,641.32	\$ 39,290.38	\$ 50,226.13	\$ 58,094.00	\$ 69,805.00	\$ 63,750.00
May	July	\$ 56,037.14	\$ 36,383.12	\$ 45,224.41	\$ 73,668.73	\$ 78,934.00	\$ 90,411.00	
June	Aug	\$ 72,925.97	\$ 32,565.00	\$ 55,965.00	\$ 74,578.90	\$ 93,622.87	\$ 93,089.00	
July	Sept	\$ 67,114.33	\$ 37,693.45	\$ 64,746.62	\$ 81,366.91	\$ 92,595.00	\$ 93,957.00	
Aug	Oct	\$ 72,295.90	\$ 39,967.63	\$ 67,762.40	\$ 77,160.00	\$ 80,540.00	\$ 100,833.00	
Sept	Nov	\$ 55,515.88	\$ 41,344.25	\$ 69,683.38	\$ 79,311.00	\$ 81,098.00	\$ 94,898.00	
Oct	Dec	\$ 47,206.56	\$ 34,286.22	\$ 51,283.92	\$ 64,062.00	\$ 72,427.00		
Nov	Jan							
TOTAL		\$ 578,016.14	\$ 353,444.71	\$ 517,229.86	\$ 675,025.94	\$ 750,735.87	\$ 760,326.82	\$ 275,272.96
% Difference		9.03%	-38.85%	46.34%	30.51%	11.22%	1.28%	
		578,016	353,445	517,230	675,026	750,736	760,327	

\$ 605,797.00 5 year average
 \$ 687,000.00 Budgeted Revenue

2025 EXPENDITURES TRACKING REPORT FOR JLARC

ELLENSBURG SPECIFIC	2025 Estimates	
	<i>(Not actual costs)</i>	
Chamber Contract:	\$ 324,600.00	Approved Budgeted item (tourism contract)
Community Calendar:	\$ 12,000.00	Approved by Council
Trash Cans	\$ 60,000.00	Approved by Council
Tourism Banner Signage Maintenance	\$ 10,000.00	Reoccurring budgeted item
2025 Subtotal	\$ 394,600.00	

Consolidated: Ellensburg Portion	2025 Estimates	
CLTAC Grant Administration	\$ 7,717.00	Amendment for review by council 8/4/25
Grant Pool Contribution	\$ 97,595.00	
2025 Consolidated Subtotal:	\$ 105,312.00	

2025 Estimated Total Expenditure \$ 499,912.00

2025 Beginning Fund Balance: \$1,634,549.00

2025 Estimated Ending Fund Balance: \$1,134,637.00