

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: September 3, 2024

SUBJECT: Request for Board Approval, re: Issuing Lodging Tax Advisory Committee (LTAC) Request for Proposals (RFP)

STATEMENT OF ISSUE:

During their August 29, 2024 meeting, the Lodging Tax Advisory Committee approved a motion to recommend that the Board of County Commissioners issue an RFP in an amount not to exceed \$900,000 for qualifying projects to be undertaken in 2025.

ANALYSIS:

Staff analyzed the finances of the Lodging Tax funds and notified the Lodging Tax Advisory Committee that the available amount in 2025 is \$900,000 with a reserve of \$275,000.

FISCAL IMPACT:

This request has no fiscal impact in and of itself. However, approval of this request will lead to the award of grants for Lodging Tax projects in Jefferson County in 2025.

RECOMMENDATION:

Authorize the issuance of a Lodging Tax RFP in an amount not to exceed \$900,000.

REVIEWED BY:


Mark McCauley, County Administrator

8/29/24
Date

Publish Two Times: September 4, 2024
Bill to: Jefferson County Administrator
P.O. Box 1220
Port Townsend, WA 98368

Call for Proposals

The Jefferson County Lodging Tax Advisory Committee (LTAC) is accepting proposals from government agencies and non-profit organizations for tourism-promotion to be provided during calendar year 2025 and paid for from the County's Lodging Tax Fund.

Packets for 2025 TOURISM PROMOTION SERVICES are available online at www.co.jefferson.wa.us – Services – LaserFiche Web Portal (Username and Password: public) – Board of Commissioners – Boards & Committees – Lodging Tax Advisory Committee – RFP – RFP 2025

Or request a copy by contacting 360-385-9102, County Administrator, P.O. Box 1220, 1820 Jefferson Street, Port Townsend, WA 98368

Proposal Deadline: On or before 4:30 p.m. Friday, October 4, 2024, received in digital form to afmcknight@co.jefferson.wa.us