

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Executive Assistant
DATE: December 23, 2024
SUBJECT: AGREEMENT re: 2025 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$84,550; Jefferson County Historical Society

STATEMENT OF ISSUE:

This agreement provides grant funding for 2025 to certain non-profit agencies for the promotion of tourism and ongoing preservation of Jefferson County's heritage. The Lodging Tax Advisory Committee met on November 22, 2024 and reviewed request for proposals. This funding has been budgeted from the Hotel Motel (Lodging Tax) Fund, and approved by the Board of County Commissioners on December 9, 2024.

FISCAL IMPACT:

Jefferson County Historical Society \$84,550

RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:


Mark McCauley, County Administrator

12/20/24
Date:

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Jefferson County Historical Society

Contract No: LTAC JCHS

Contract For: Lodging Tax Funding

Term: Jan-Dec 2025

COUNTY DEPARTMENT: County Administrator

Contact Person: Adiel McKnight

Contact Phone: 102

Contact email: afmcknight@co.jefferson.wa.us

AMOUNT: \$84,550

Revenue:

Expenditure: \$84,550

Matching Funds Required:

Sources(s) of Matching Funds

Fund # 125

Munis Org/Obj 12555730/411101

PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☒ RFP or RFQ
- ☐ Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 12/19/2024.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 12/19/2024.

Template pre-approved by PAO. Thank you for making the corrections.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

**AGREEMENT FOR 2025 HOTEL-MOTEL FUNDING FOR TOURISM SERVICES
FOR JEFFERSON COUNTY HISTORICAL SOCIETY**

This Agreement is by and between Jefferson COUNTY, Washington (the COUNTY) and JEFFERSON COUNTY HISTORICAL SOCIETY ("RECIPIENT").

WHEREAS, RECIPIENT is a non-profit corporation registered with the Secretary of State of the State of Washington under UBI number 161 001 597; and

WHEREAS, the COUNTY desires to promote tourism in unincorporated Jefferson COUNTY, as authorized by Chapter 67.28 RCW and Chapter 3.25 Jefferson COUNTY Code; and

WHEREAS, the COUNTY appointed the Jefferson COUNTY Lodging Tax Advisory Committee ("LTAC") to review and recommend lodging tax proposals submitted to the COUNTY, as authorized by RCW [67.28.1817](#) and Chapter [3.25](#) Jefferson COUNTY Code; and

WHEREAS, RECIPIENT submitted a qualified lodging tax proposal to the LTAC;

WHEREAS, the LTAC reviewed and recommended funding all or part of RECIPIENT's qualified lodging tax proposal to the Jefferson County Board of Commissioners;

WHEREAS, the Jefferson County Board of Commissioners reviewed the LTAC recommendation for funding all or part of RECIPIENT's qualified lodging tax proposal and finalized an award of \$84,550 for the purposes recommended by the LTAC ("Final LTAC Award");

IN CONSIDERATION of the mutual covenants and agreements herein it is agreed by the parties as follows:

1. SERVICES TO BE PERFORMED USING THE LTAC AWARD

- a. RECIPIENT shall use its capabilities and utilize up to the total amount of Final LTAC Award for the approved tourism promotion services listed in Exhibit A and for no other purpose during the 2025 fiscal year.
- b. If the Final LTAC Award does not specify the approved tourism promotion services, then the use of the amounts approved in the Final LTAC Award shall be limited to the proposed tourism promotion services listed in RECIPIENT's proposal for the 2025 fiscal year, a copy of which is attached as Exhibit B.

2. RESPONSIBILITIES OF RECIPIENT

- a. On or before January 31; April 30; July 31; October 31, 2025; and January 31, 2026, RECIPIENT shall provide to the COUNTY all of the following, which are more specifically described in Exhibit C:
 - i. A quarterly report of the use, services, programs and activities of RECIPIENT under this Agreement for the prior quarter;
 - ii. A quarterly financial statement detailing revenues, expenses and cash balances for the prior quarter; and for the final quarter report, the financial statement shall also include a detailed financial statement for all 2025.

- iii. On or before January 31, 2026 or upon execution of this Agreement, whichever is later, provide to the COUNTY: A billing invoice requesting payment of Hotel-Motel Funding for the 2025 fiscal year.
- b. For a minimum of six (6) years, maintain documented proof of payments made, contracts executed, and other expenditures authorized under this Agreement. Upon reasonable notice, provide access to COUNTY or State representatives to audit those records.
- c. Funding provided by this Agreement may only be expended on the services described in Section 1 of this Agreement. Any monies used for other services or purposes shall be refunded to Jefferson COUNTY. Any monies under-expended of the total funding allocated under this Agreement shall be refunded to Jefferson COUNTY by January 31, 2026.
- d. By **February 28th** of each year provide all of the following information on EXHIBIT D, attached hereto and incorporated by reference for the previous year.
 - i. Each festival, event, or tourism facility owned and/or operated by RECIPIENT.
 - ii. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by RECIPIENT on each festival, event or tourism facility.
 - iii. Estimated number of tourists served at each festival, event or tourism facility. (“Tourist” includes persons traveling more than 50 miles to the location of the event, festival or facility and overnight stays in the area).
 - iv. Estimated lodging stays. (“Lodging” refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds).
 - v. Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility.

3. RESPONSIBILITY OF JEFFERSON COUNTY

- a. The COUNTY shall provide RECIPIENT funding from Hotel-Motel Tax receipts to be used in support of their responsibilities as defined under this Agreement.
- b. Said funding is in the amount of the Final LTAC Award for the 2025 fiscal year. Payment is conditioned on full compliance with this Agreement, including but not limited to, the submittal of the reports required by Section 2.
- c. Payment shall be made by the COUNTY upon receipt of an invoice on the next available billing cycle.

4. TERM

This Agreement shall be for a term of one year, commencing on January 1, 2025 and ending on December 31, 2025, except for the reports required in Section 2, which are due January 31, 2026 and February 28, 2026.

5. ASSIGNMENT

A party's interests in this Agreement may not be assigned to any other person.

6. TERMINATION

- a. This Agreement may be terminated, in whole or in part, by the COUNTY upon thirty (30) days written notice in the event expected or actual revenue from the Hotel-Motel Tax is reduced or limited in any way, or for non-performance of duties under this Agreement, or for any reason.
- b. RECIPIENT may terminate this Agreement upon thirty (30) days written notice to the COUNTY. In the event of termination under this clause, the COUNTY shall be liable to pay only for services rendered prior to the effective date of termination. If termination covers a period for which payment has already been made, RECIPIENT shall refund to the COUNTY a pro-rated share of the payment based upon the balance of time remaining in the paid period, unless otherwise negotiated.

7. HOLD HARMLESS

- a. RECIPIENT shall indemnify and hold the COUNTY, and its officers, employees, agents and volunteers (and their marital communities) harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from RECIPIENT's negligence or breach of an of its obligations under this Agreement; provided that nothing herein shall require RECIPIENT to indemnify the COUNTY against and hold harmless the COUNTY from claims, demands or suits based solely upon the conduct of the COUNTY, its officers, employees, agents and volunteers (and their marital communities), and; provided further that if the claims or suits are caused by or result from the concurrent negligence of: (a) RECIPIENT's agents or employees; and, (b) the COUNTY, its officers, employees agents and volunteers (and their marital communities), this indemnity provision with respect to claims or suits based upon such negligence, and or the costs to the COUNTY of defending such claims and suits, etc., shall be valid and enforceable only to the extent of RECIPIENT's negligence, or the negligence of RECIPIENT's agents or employees.
- b. RECIPIENT specifically assumes potential liability for actions brought against the COUNTY by RECIPIENT's employees, including all other persons engaged in the performance of any work or service required of RECIPIENT under this Agreement and, solely for the purpose of this indemnification and defense, RECIPIENT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. RECIPIENT recognize that this waiver was specifically entered into pursuant to provisions of RCW 4.24.115 and was subject of mutual negotiation.

8. INSURANCE

RECIPIENT shall obtain and keep in force during the term of this Agreement, or as otherwise required, the following insurance:

- a. Commercial General Liability Insurance. RECIPIENT shall maintain commercial general liability coverage on a form acceptable to Jefferson COUNTY Risk Management for

bodily injury, personal injury, and property damage, with a limit of not less than in the amount of at least \$1 million per occurrence, for bodily injury, including death, and property damage; and

- b. Worker's Compensation (Industrial Insurance). RECIPIENT shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson COUNTY Risk Management, upon request.

9. INDEPENDENT CONTRACTOR

- a. RECIPIENT and the COUNTY agree that RECIPIENT is an independent contractor with respect to the services provided pursuant to this Agreement.
- b. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.
- c. Neither RECIPIENT nor any employee of RECIPIENT shall be entitled to any benefits accorded COUNTY employees by virtue of the services provided under this Agreement.
- d. The COUNTY shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to RECIPIENT, or any employee, representative, agent or subcontractor of RECIPIENT.
- e. RECIPIENT shall be responsible for all applicable withholdings, deductions, state industrial insurance, tax reports, business licenses, registrations, and all other obligations of an independent organization.

10. COMPLIANCE WITH LAWS

RECIPIENT shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement.

11. CHOICE OF LAW

The parties agree that this Agreement is entered into in the State of Washington. This Agreement shall be governed by and construed under the laws of the United States, the State of Washington and the County of Jefferson, as if applied to transactions entered into and to be performed wholly within Jefferson County, Washington between Jefferson County residents. No party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.

12. DISPUTES

- a. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved under this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review.

- b. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall pay for its own attorney's fees and court costs.
- c. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County, subject to the venue provisions for actions against counties in RCW 36.01.050. The parties agree that the parties have the right of appeal from such decisions of the Superior Court under the laws of the State of Washington.
- d. RECIPIENT consents to the personal jurisdiction of the courts of the State of Washington.

13. DISCRIMINATION PROHIBITED

RECIPIENT with regard to the project to be completed under this Agreement, shall not discriminate on the grounds of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification in the selection and retention of employees, materials, supplies, or subcontractors.

14. INTEGRATED AGREEMENT

This agreement together with attachments or addenda represents the entire and integrated agreement between the COUNTY and RECIPIENT and supersedes all prior negotiations, representations, or agreements written or oral.

15. PUBLIC RECORDS ACT

This Agreement and any reports submitted by RECIPIENT are subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56.

16. RECORDS RETENTION AND AUDIT AUTHORIZATION

- a. A minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson COUNTY.
- b. Upon reasonable notice, RECIPIENT shall provide access to COUNTY or State representatives to audit records related to the funds provided to RECIPIENT under this Agreement.

17. NO SEVERABILITY

The terms of this Agreement are not severable. If any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be enforceable.

18. SURVIVAL

Those provisions of this Agreement that by their sense and purpose should survive the term of this Agreement shall survive the term of this Agreement for a period equal to any and all relevant

statutes of limitation, plus the time necessary to fully resolve any claims, matters or actions begun within that period. Without limiting the generality of the preceding sentence, and for the avoidance of doubt, the provisions that survive the term of this agreement include: (a) controlling law; (b) insurance; and, (c) indemnification.

19. AMENDMENT, MODIFICATION AND WAIVER

- a. This Agreement may be not be amended or modified to change the approved tourism promotion services in the Final LTAC Award.
- b. Only the Jefferson County Board of Commissioners or their delegate by writing (delegation to be made prior to action) shall have the expressed, implied, or apparent authority to sign, alter, amend, modify, or waive any clause or condition of this Agreement.
- c. Any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by the Jefferson County Board of Commissioners or their delegate.

SIGNATURES ARE ON THE FOLLOWING PAGE

JEFFERSON COUNTY WASHINGTON

Board of COUNTY Commissioners
Jefferson COUNTY, Washington

By: _____
Kate Dean, Chair Date

By: _____
Greg Brotherton, Commissioner Date

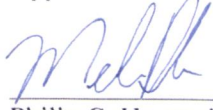
By: _____
Heidi Eisenhour, Commissioner Date

SEAL:

ATTEST:

Carolyn Galloway, CMC Date
Clerk of the Board

Approved as to form only:

 for 12/19/2024
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

**JEFFERSON COUNTY HISTORICAL
SOCIETY**

By: _____
Signature

Name: _____

Title: _____

Date: _____

EXHIBIT A

Itemized List of Tourism Promotion Services Approved in the Final Award

2025 PROPOSED LTAC FUNDING BUDGET

Programs Manager and Marketing Director Support

Position	%FTE Requested	Hourly Rate	Total
Programs Manager	0.75	\$ 27.00	\$42,120
Marketing Director	0.60	\$ 34.00	\$42,432
TOTAL			\$ 84,552

EXHIBIT B
RECIPIENT'S PROPOSAL

**JEFFERSON COUNTY HISTORICAL SOCIETY REQUEST FOR PROPOSAL
ATTACHED**

2025 Request for Proposal Packet

Lodging Tax/Tourism Promotion

This packet is for the 2025 TOURISM PROMOTION SERVICE PROPOSALS to be funded by the Jefferson County Lodging Tax. Under Jefferson County guidelines, you must be a NON-PROFIT or GOVERNMENTAL AGENCY to be eligible to be funded by the Jefferson County Lodging Tax.

The Jefferson County Lodging Tax Advisory Committee may only consider complete and signed proposals that include all of the requested information and documents, and that are submitted by the deadline:

FRIDAY OCTOBER 4, 2024 by 4:30 pm

Digital Delivery only for Proposals to afmcknight@co.jefferson.wa.us

2025 Proposal Guidelines: Tourism Promotion Activities

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. The Committee will make recommendations to the Jefferson County Commissioners within one month following the proposal deadline. All decisions for use of the lodging tax will be made by the Jefferson County Commissioners.

- **Proposals from government agencies or non-profit organizations are to be for tourism promotion during calendar year 2025. Please refer to Section 1 of this packet for examples of eligible tourism promotion activities for this funding round.**
- At the time of implementation, tourism related activities within proposals **must comply with federal, state, and county laws and requirements, including county Public Health direction.** **NOTE:** Jefferson County may not use public funds in any way that can be construed as a gift to an individual or organization.
- Proposals must completely address the questions, and all requested supplemental information must be provided. **Incomplete proposals may not be considered by LTAC.**
- To be considered, **a fully completed and signed digital application (digital signatures acceptable)** must be received at afmcknight@co.jefferson.wa.us by the deadline listed above.
- The preferred format for a digital application is a single PDF file attached to an email. If necessary, multiple files in either PDF or Microsoft Word may be attached to a single email as a complete digital application.
- All documents filed with the County are public records, potentially eligible for release.

Jefferson County is committed to the non-discriminatory treatment of all Persons in the employment and delivery of services and resources.

2025 Proposal Checklist for Tourism Promotion Activities

Organization Name Jefferson County Historical Society
Programs Manager and Marketing Director support
Event Name, if different _____
Proposed Contract Amount: \$84,550

Proposals must completely address the questions, and all requested supplemental information must be provided. Incomplete or late proposals may not be considered by the Jefferson County LTAC.

To be eligible for consideration, your application must be signed, dated, and include the following items **in the listed order**.

Check each item submitted:

- ☒ Signed and Dated Proposal Summary Sheet
- ☒ Section 1 - Itemized list of proposed services and estimated costs.
- ☒ Section 2 - Proposal Questions.
- ☒ Section 3 - Proposed 2025 promotion, facility, event or activity budget.
- ☒ Section 3 – 2024 budget and year-to-date income and expense statement(s).
- ☒ Section 3 - List of names and addresses of the organization's current Board of Directors.
Name and contact information for event chairperson, if applicable.
- ☒ Section 3 - Optional work samples such as season brochures, promotional materials, reviews, news/magazine articles, etc. (maximum of 5 separate pieces)

To be considered, **a fully completed and signed original application with supporting documents** must be electronically received and date stamped at the Jefferson County Administrator's Office, to Adiel McKnight @ afmcknight@co.jefferson.wa.us by **FRIDAY OCTOBER 4, 2024**.

Documents submitted to the County are public records, potentially eligible for release.

2025 Proposal Checklist for Tourism Promotion Activities

Proposal Deadline: FRIDAY OCTOBER 4, 2024 at 4:30 pm (received, not postmarked)
Electronically to Email Address: afmcknight@co.jefferson.wa.us

Please type (10 point or larger) or legibly print in ink. To be considered: all questions must be answered; all requested documents provided; this form must be signed and dated.

Organization Name Jefferson County Historical Society
Organization Address 540 Water St Port Townsend WA 98368
Contact Name Tara McCauley
Contact Address 360-385-1003 x101
Day Phone same Evening or Cell Phone same
E-Mail Address tara@jchsmuseum.com
Facility/Event (if applicable) Programs Manager and Marketing Director support
Total Lodging Tax Request: \$: 84,550
Estimated 2025 org. operating
budget (Incl. Lodging Tax funds) \$:
675,000

If asking for funds for a specific event, list other cash funding sources and dollar amounts budgeted for this project. Note: This section is only due for specific event and festival funding requests.		Dollar Amount
	N/A	\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Project Revenue Budget		\$

Did your organization receive Lodging Tax Funds from the County in 2024? x yes no

I understand that if my organization's proposal for tourism promotion activities is approved by the County that my organization will enter into a contract with the County to provide the contracted services up to the maximum contract amount. I understand that the proposal herein is a public record potentially eligible for public release.

Sign Name: Tara McCauley Date: 10/1/2024
Tara McCauley, Executive Director
Print Name and Title: _____

1. Itemized List of Proposed Tourism Promotion Services

Organization (or Event) Name: Jefferson County Historical Society // Program Manager and Marketing Director Support

In the following space or on a separate sheet of paper, please specify each proposed tourism promotion, facility, event or activity, including quantities and costs (see examples at bottom of page).

2025 PROPOSED LTAC FUNDING BUDGET

Programs Manager and Marketing Director Support

Position	% FTE Requested	Hourly Rate	Total
Programs Manager	0.75	\$ 27.00	\$42,120
Marketing Director	0.60	\$ 34.00	\$42,432
TOTAL			\$ 84,552

Examples of how to list your proposed tourism promotion services or event (please be as specific AS POSSIBLE about the services, quantities, the tourism market, distribution method, and cost):

10,000 promotional rack cards for I-5 corridor from Portland to Bellingham, April - June 2018.....\$1,835
 The rack cards will promote an event/hotel/restaurant promotional package.
 Design and printing..... \$1,250
 Distribution by XYZ Company..... \$ 500
 5 hours of staff time at \$17.00 per hour to write copy, edit and proof the cards.....\$ 85

1/3 page black and white event promotional advertisement in XYZ Magazine, July 2018 edition..... \$1,500
 XYZ Magazine has 250,000 subscribers in western and northwest states. This 1/3-page ad will be part of a full-page advertisement being coordinated by the VCB. XYZ Magazine will match the value of the advertisement with a feature article on Jefferson County and the event in the same edition.

2. Proposal Questions

Please confine your answers to no more than one page for each question.

- 1. Tell us about your promotion, facility, event or activity and why you think it will increase tourists traveling to and staying in Jefferson County.** Include a general description of the promotion, facility, event or activity including its purpose, history, etc.), and describe your organization's track record.

The Jefferson County Historical Society (JCHS) has a mission to bring people together to share, learn, and be inspired by Jefferson County arts and heritage through collections, research, exhibits, and programs.

Founded in 1879 and established in our primary museum space in the Historic City Hall Building in 1951, JCHS's work has long supported county-wide advancement of the arts, humanities, and historic preservation for the benefit of the public. We manage three sites: the Rothschild House in partnership with Washington State Parks, the Research and Collections Center, and the Jefferson Museum of Art + History. The structure of our organization has gradually adapted to the changing needs of the community and an increased demand for our services, including an evolving relationship with county government. While a full-time JCHS staff position was originally funded by the County through the general fund, upon the creation of the Lodging Tax it was determined that JCHS staff would instead be supported through an allocation of Lodging Tax to pay for operations, as is noted in section 3.25.040 in the county ordinance.

JCHS staff and trustees are aligned around the importance of heritage tourism at our sites and throughout the broader Olympic Peninsula, as a vast majority of travelers visit museums and historic sites while abroad. These experiences help visitors better understand and connect to their destinations and create strong foundations for other regional tourism opportunities. Our organization is actively building and utilizing relationships in the county to play to unique strengths and draw people to this

special place, including work with the Jefferson County Library, the Jefferson County Land Trust, and the Quilcene Historical Society.

LTAC funding in 2025 will partially fund the Programs Manager who oversees the visitor experience at the Museum of Art + History and Rothschild House, as well as all events and programs, including downtown walking tours. It will also partially support the Marketing Director, who utilizes multiple digital marketing platforms as well as media (newspaper, radio), and flyers to promote our exhibits and programs.

JCHS is committed to using the lenses of art, history, and community to share the diverse stories of this place, and that values-based approach helps ensure that people of all backgrounds have access to high quality experiences when visiting Jefferson County.

2. If this is a continuing promotion, facility or event, how is it different than in the past?

This proposal is based on JCHS's rich contribution both to the county and to heritage tourism. This year's focus is on supporting the staff who both promote and deliver our offerings.

Our staff is enthusiastic about sharing Jefferson County's arts and heritage with every visitor, whether they're local or visiting Jefferson County. The positions we plan to support with LTAC funding are:

- **Programs Manager:** responsible for the visitor experience at our historic house museum and the Jefferson Museum of Art + History as well as for our public programs, including lectures, family days, and downtown historic walking tours.
- **Marketing Director:** responsible for communicating organizational initiatives throughout a range of communication channels including e-news, social media, print, and paid advertising.

3. Describe how you intend to market/promote your promotion, facility, event or activity to potential tourists who reside outside Jefferson County.

a) If an event, the date of the event: N/A

b) The timeline for the tourism promotion activity you are proposing (e.g. May through July, 2025)

The JCHS Museum of Art + History is open to the public with a robust programs calendar March – December, while the Research Center is open year-round. The Rothschild House is open May – September each year. Walking tours are offered weekly to the public in July and August, and by arrangement March – November. JCHS has an exclusive annual tour contract with American Cruise Lines April – October. Exhibits are changed seasonally with concurrent events and programs including free exhibition openings, Free First Saturdays, speaker presentations, and more.

c) Target Audience

JCHS aims to serve both county locals and tourists alike. Overall, more of our visitors are visiting from out-of-county, as high as 80% during the summer. In 2024, we saw 39% of visitors from outside Jefferson County in January – March; in April – June that percentage jumped to 75%!

d) Promotion methods you intend to use to reach the target audience.

Promotion is primarily activated through digital marketing and includes our website, e-news, Facebook, Vimeo, Google Business, and Soundcloud. In late 2022 we invested \$5,000 in a new website. We utilize earned and paid media in two local newspapers (the *Peninsula Daily News* and the *Leader*), and we print flyers, posters, and banners for exhibition and program promotion, and distribute rack cards to area hotels and businesses advertising sites and tour programs. For the remainder of the year and into 2025, JCHS will be investing further in our marketing efforts to expand reach, engagement, and awareness.

e) Describe how you will promote overnight stays at Jefferson County lodging establishments.

When visiting new places, people first and foremost want to understand more about the history, culture, and community of that place. Visiting local museums and historic sites is one of the most popular travel activities; in fact, a recent study from the American Alliance for Museums reports that 76% of all U.S. leisure travelers participate in cultural or heritage activities such as visiting museums. Thus, by providing excellent day-time activities for visitors to Jefferson County, JCHS helps promote overnight travel. Further, by being welcoming and knowledgeable ambassadors at all sites, JCHS staff help direct guests to options on what to do, where to stay, and where to visit across the peninsula. Additionally, local hoteliers regularly use our photo collection for decorating their spaces, as the rich history of this area is part of the tourism draw.

f) If you intend to collaborate with another agency or non-profit to provide these services, please state the name of the organization and describe the nature of the collaboration:

JCHS works with many partners to cross-promote events and collaborate on programming.

Examples of this include:

- Our annual *History Hikes* program with the North Olympic History Center
- Our annual *Dino Day* family program with the Burke Museum
- Our annual *Holiday Extravaganza* program with KPTZ 91.9FM
- Ongoing consultation and collaboration with The Jamestown S’Klallam Tribe and Chemakum Tribe
- Participation in local happenings hosted by Port Townsend Main Street, the Production Alliance, and the Jefferson County Library
- Our ongoing operating agreements with Washington State Parks for the operations of the Rothschild House

3. How will you measure the effectiveness of your promotion, facility, event or activity?

JCHS measures success through a combination of qualitative and quantitative factors, including visitation and program participation numbers, visitor satisfaction, and sustained engagement with our organization via membership, repeat visitation, program or project collaboration, and donation. Visitation to our sites is processed and tracked through Square and our ticketing system (SimpleTix); visitor feedback is gathered via surveys, guest books, and conversation.

Historically we have reported the impact of our LTAC funding to the County quarterly. For 2025, we can certainly provide further data on jobs supported, tax revenue, and broader data on the economic impact of the museum sector.

Also, describe how you will document and report to the County the economic impact from your event/facility. (State law requires the County to report annually to the State Department of Community Development and Economic Trade about the number of lodging stays and economic benefit from tourists generated by use of Lodging Tax proceeds for tourism promotion.)

5. What economic impact can we expect in Jefferson County from your proposed promotion, facility, event or activity?

a.) Actual or estimated number of tourists at your event/facility last year (2024): An estimated 13,000 people will be served in 2024 at our sites and via our programs; with an average of 65% of them being tourists. This equates to **8,450**.

b.) Estimated number of tourists who will attend your event/facility this year (2025): As we embark on some major capital improvements to the Museum of Art + History in 2025, we are not projecting growth in our service numbers for 2025. Thus, we project another **8,450** tourists will be served in 2025.

c.) Projected economic impact in Jefferson County from your event/facility (e.g. number of tourists who will stay overnight in Jefferson County-based lodging establishments; economic impact for Jefferson County restaurants, community facilities, amenities, events, and businesses).

JCHS significantly supports tourism to Jefferson County, as museums and cultural sites are cornerstones of any travel destination, and our organization offers diverse and educational experiences to visitors from across the state, nation, and the world. We assume that many of the almost 8,450 tourists we expect to see in 2025 will stay overnight in Jefferson County.

6. Describe your organization's area of expertise. Do you provide a unique service?

Many staff at JCHS have graduate degrees in museology, art history, or education, and the Jefferson Museum of Art & History represents the only interdisciplinary museum with paid staff in Jefferson County, as well as the only publicly accessible, noncommercial art exhibition space. JCHS is uniquely positioned to provide visitors with experiences based in deep historical research, local art and artists' perspectives, and a broad representation of diverse voices from throughout the region.

For a county with a relatively small, rural population, JCHS's collections are uniquely robust and resourced. JCHS is one of the oldest historical societies in Washington State and has approximately 500,000 items in collections, including one of the largest photograph collections in the state, estimated at between 40,000 and 50,000 images (nearly 1,000 of which are glass plate negatives, one of the earliest forms of photography). Additionally, the Research Center is unique in that it has regular walk-in hours open to the public.

This large collection generates continuous inspiration for new exhibits, programs, and stories to share with the public and foster excitement for Jefferson County arts and heritage.

3. Background Information about Your Organization

Attach the following items to your proposal in the order listed:

(Note: To be considered by the Committee, all of the listed information must be included with your proposal.)

Attachments:

- Proposed 2025 promotion, facility, event or activity budget including income and expenses.
- 2024 Budget and Actual income and expense year to date statement(s).
- List of names and addresses of the organization's Board of Directors as of the date the proposal is filed. Also, if the proposal is for the marketing of an event and there is a chairperson for the event (either volunteer or paid), list that individual's name, address and phone number.
- If you desire, you may provide samples of promotion materials such as brochures or promotional materials (maximum of five).

Note: Staff will verify Incorporation status of the non-profit agencies who submit service proposals by checking the Washington Secretary of State's on-line corporation records.

2025 LTAC Opportunity Information

1. Jefferson County's Proposal Process -

The Jefferson County LTAC solicits service proposals each year. The proposal form is attached, posted on the County's website, www.co.jefferson.wa.us and may also be requested by calling the Jefferson County Commissioner's Office at the Courthouse, (360) 385-9102.

This year, the Committee will review proposals on OCTOBER 17, 2024 from 11:00 a.m. to 2:00 p.m. Applicants are asked to attend the OCTOBER 17, 2024 meeting beginning at 11:00 a.m. The County will provide meeting information for all complete applications. At that meeting, each proposing agency will answer questions from the Committee regarding their proposal. The Lodging Tax Advisory Committee will make a recommendation to the Board of County Commissioners regarding which proposals to fund, and at what funding levels within available revenues.

The review of the LTAC recommendations and final decision about how to use the lodging tax monies is made by the County Commissioners. Each agency will be notified of the status of their proposal. Contracts are prepared by the County and sent to agencies.

2. Available Funding for 2025

Organizations submitting proposals should be aware that a total of approximately \$900,000 in lodging tax awards will be available for allocation to eligible tourism promotion activities through this RFP. This amount also includes \$5,051 in staff administrative costs to manage the grants and to process invoices.

County Ordinance 02-0622-98 provides for distribution of Lodging Tax as follows:

- The lodging tax funds are to be used for targeted and/or regional promotion, the operation and maintenance of organizations operating tourist related facilities and their costs for local promotional activities.
- Not more than 25% for the development of tourism related facilities.

3. Definitions -

By state law, lodging tax funds may only be used for tourism promotion and the acquisition and/or operation, including maintenance, of tourism-related facilities. The following definitions are copied verbatim from RCW 67.28.080. Note: State law changed in 2007 to include "operation" of tourism events in the definition of "tourism promotion."

"Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

"Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

"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 the marketing of special events and festivals designed to attract tourists.

"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 organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

4. Proposal Evaluation Criteria –

Jefferson County Policy Statement for Use of the Lodging Tax.

Jefferson County's Lodging Tax Fund will be the primary source of county funding for activities, operations, and expenditures designed to increase tourism. The County does not make any multi-year commitments with Lodging Tax funds. However, service providers are not limited or prohibited from making repeat annual requests of the same nature. The County intends to maintain a reserve in the Fund, and will assess on an annual basis how much of the Fund to appropriate in a given year. The Jefferson County Commissioners have created a Lodging Tax Advisory Committee to conduct an annual process to solicit and recommend Lodging Tax funded services for the County Commissioners consideration. Jefferson County will only consider proposals for use of the Lodging Tax from public and non-profit agencies.

The Fund will ONLY be used for the following purposes:

1. The promotion of emerging or on-going tourism events, facilities, and activities by government or non-profit agencies so as to attract and draw tourists to unincorporated Jefferson County from outside Jefferson County.
2. Operation of a tourism promotion agency (such as a visitor and convention bureau);
3. The marketing of special events and festivals designed to attract tourists to unincorporated Jefferson County from outside Jefferson County.
4. Capital and/or operating costs for tourism facilities owned by a public entity or a non-profit organization as defined in State law RCW 67.28.080.1(7) – *Tourism Related Facility*.
5. Administrative costs to support tourism events, facilities and activities.

Other Criteria.

HIGH PRIORITY will be given to tourism activities that ~

- Promote Jefferson County and/or events, activities, and places in the County to potential tourists from outside Jefferson County.
- Have demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the unincorporated areas Jefferson County.
- Have demonstrated potential or high potential from the Committee's perspective to result in documented economic benefit to Jefferson County.
- Have a demonstrated history of success in Jefferson County, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
- Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
- Provide, maintain, operate, or enhance County-owned tourism facilities or infrastructure.

RESPONSIBILITIES:

- On or before January 31; April 30; July 31; October 31, 2025; and January 31, 2026, provide to the COUNTY:
 - A quarterly report of the use, services, programs and activities of organization for the prior quarter under this Agreement;
 - A quarterly financial statement detailing revenues, expenses and cash balances for the prior quarter; and for the final quarter report, the financial statement shall also include a detailed financial statement for all 2025.
- 1. On or before January 31, 2025 OR upon execution of this agreement, whichever is later, provide to the COUNTY:
 - A billing invoice requesting payment of Hotel-Motel Funding for the first half of the current year.
- 2. For a minimum of six (6) years, maintain documented proof of payments made, contracts executed, and other expenditures authorized under this Agreement. Upon reasonable notice, provide access to County or State representatives to audit those records.
- 3. Funding provided by this Agreement may only be expended on the services described in Section 1 of this Agreement. Any monies used for other services or purposes shall be refunded to Jefferson County Hotel/Motel Fund. Any monies under-expended of the total funding allocated under this Agreement shall be refunded to Jefferson County by January 31, 2025.
- 4. By **February 28th** of each year provide the following information by reference for the previous year.
 - a. Each festival, event, or tourism facility owned and/or operated by organization.
 - b. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by organization on each festival, event or tourism facility.

- c. Estimated number of tourists served at each festival, event or tourism facility. ("Tourist" includes persons traveling more than 50 miles to the location of the event, festival or facility and overnight stays in the area).
- d. Estimated lodging stays. ("Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds).
- e. Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility.

5. Scheduled Site Visits

LODGING TAX ADVISORY COMMITTEE REVIEW CONSIDERATIONS ~

In developing its recommendations, the Committee considers:

- The estimated amount of lodging tax receipts for the coming year provided by the County Administrator's Office.
- Operational adaptations or pivots that ensure future organizational success of tourism related activities and promotion.
- Thoroughness and completeness of the proposal.
- The relationship of proposed services to the areas of high priority identified by the Committee.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year Jefferson County Lodging Tax funded proposal if any.
- Projected economic impact within the unincorporated Jefferson County, in particular projected overnight stays to be generated in lodging establishments in the unincorporated areas of Jefferson County.
- Requirements in State law for use of the tax, and the definitions in State RCW 67.28.080 for "tourism," "tourist," "tourism promotion," and "tourism-related facility."
- The applicant's history of promotion success, reporting history and financial stability.
- Committee member general knowledge of the community and tourism-related activities.

NOT CONSIDERED are requests for ~

- Services to be provided beyond calendar year 2025.
- Proposals from for-profit businesses (however, a government or nonprofit agency contracting with the County may itself contract with for-profit businesses as third-party vendors).

- Promotional activities that reach a target audience solely located within Jefferson County.

NOTE:

1. On February 2, 2006, the State of Washington Attorney General's Office issued Opinion #AGO 2006 #4, which clarifies that a municipality may **NOT provide advance payment** to private organizations for tourism promotion. Payment must occur after the services have been performed and documentation in keeping with the contract is submitted to the County.
2. The County may not pay for donated or volunteer services or pay more than the actual cost incurred by the contracting agency to provide the service.

5. Background Information –

Jefferson County's Lodging Tax.

The Lodging Tax is an excise (sales) tax authorized by State law in RCW 67.28, *Public Stadium, Convention, Arts and Tourism Facilities*.

In 1998, the State Legislature amended Chapter 67.28 of the Revised Code of Washington (RCW) to allow local governments to assess an additional 2% tax on lodging for tourism promotion and/or tourism-related facilities (sometimes referred to as "the new 2%"). In April 1999, the County Commission, by Ordinance, increased the County's Lodging Tax from a 2% to a 4% tax as allowed by RCW 67.28.

Jefferson County's Lodging Tax Advisory Committee.

Per RCW 67.28.1817, the State requires that local governments collecting the Lodging Tax establish a Lodging Tax Advisory Committee consisting of at least five (5) members:

- The Chair – a member of the County Commission or their designee
- 2 members – representing the lodging industry
- 2 members – representing activities authorized to be funded by said tax

The Committee's role is advisory in nature, with the Committee's purpose being to advise the County Commissioners. The Committee must select the candidates from amongst the applicants applying for use of revenues and provide a list of such candidates and recommended amounts of funding to the County Commissioners for final determination.

In 1998, the Jefferson County Commissioners created such a Committee, and asked the Committee to establish an annual process to solicit and review proposals for tourism services eligible for lodging tax funding. Committee members are appointed by the County Commissioners as part of the County's regular advisory committee appointment process.

For additional information, contact ~

County Administrator's Office
Jefferson County Courthouse
1820 Jefferson Street
PO Box 1220

Port Townsend, WA 98368
Ph: 360-385-9102; Fax: 360-385-9382
e-mail: afmcknight@co.jefferson.wa.us

- END -

Proposed 2025 promotion, facility, event or activity budget.

2025 PROPOSED LTAC FUNDING BUDGET

Programs Manager and Marketing Director Support

Position	% FTE Requested	Hourly Rate	Total
Programs Manager	0.75	\$27.00	\$42,120
Marketing Director	0.6	\$34.00	\$42,432
TOTAL			\$84,552

Jefferson County Historical Society
Budget vs. Actuals Classes A-K
January - September, 2024

	Jan - Mar, 2024			Apr - Jun, 2024			Jul - Sep, 2024			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget
Revenue												
4 JCHS INCOME			0.00			0.00			0.00	0.00	0.00	0.00
40 SALES/EARNED			0.00			0.00			0.00	0.00	0.00	0.00
Total 40 SALES/EARNED	\$ 13,055.03	\$ 29,550.00	-\$ 16,494.97	\$ 36,406.03	\$ 29,550.00	\$ 6,856.03	\$ 32,032.52	\$ 29,550.00	\$ 2,482.52	\$ 81,493.58	\$ 88,650.00	-\$ 7,156.42
41 CONTRIBUTIONS/DONATIONS			0.00			0.00			0.00	0.00	0.00	0.00
Total 41 CONTRIBUTIONS/DONATIONS	\$ 33,660.35	\$ 25,125.03	\$ 8,535.32	\$ 104,142.61	\$ 25,125.03	\$ 79,017.58	\$ 71,345.92	\$ 25,125.03	\$ 46,220.89	\$ 209,148.88	\$ 75,375.09	\$ 133,773.79
42 GOVERNMENT			0.00			0.00			0.00	0.00	0.00	0.00
Total 42 GOVERNMENT	\$ 5,209.20	\$ 14,625.00	-\$ 9,415.80	\$ 25,000.00	\$ 14,625.00	\$ 10,375.00	\$ 25,000.00	\$ 14,625.00	\$ 10,375.00	\$ 55,209.20	\$ 43,875.00	\$ 11,334.20
43 INVESTMENT EARNINGS			0.00			0.00			0.00	0.00	0.00	0.00
Total 43 INVESTMENT EARNINGS	\$ 4,947.21	\$ 3,075.00	\$ 1,872.21	\$ 3,778.51	\$ 3,075.00	\$ 703.51	\$ 6,696.15	\$ 3,075.00	\$ 3,621.15	\$ 15,421.87	\$ 9,225.00	\$ 6,196.87
45 OTHER MISCELLANEOUS INCOME	1,350.00		1,350.00	455.00		455.00	500.00		500.00	2,305.00	0.00	2,305.00
Total 4 JCHS INCOME	\$ 58,221.79	\$ 72,375.03	-\$ 14,153.24	\$ 169,782.15	\$ 72,375.03	\$ 97,407.12	\$ 135,574.59	\$ 72,375.03	\$ 63,199.56	\$ 363,578.53	\$ 217,125.09	\$ 146,453.44
Total Revenue	\$ 58,221.79	\$ 72,375.03	-\$ 14,153.24	\$ 169,782.15	\$ 72,375.03	\$ 97,407.12	\$ 135,574.59	\$ 72,375.03	\$ 63,199.56	\$ 363,578.53	\$ 217,125.09	\$ 146,453.44
Cost of Goods Sold												
5 COST OF GOODS SOLD			0.00			0.00			0.00	0.00	0.00	0.00
50 Inventory Purchase	3,427.62	1,625.01	1,802.61	1,083.70	1,625.01	541.31	3,022.11	1,625.01	1,397.10	7,533.43	4,875.03	2,658.40
Total 5 COST OF GOODS SOLD	\$ 3,427.62	\$ 1,625.01	\$ 1,802.61	\$ 1,083.70	\$ 1,625.01	-\$ 541.31	\$ 3,022.11	\$ 1,625.01	\$ 1,397.10	\$ 7,533.43	\$ 4,875.03	\$ 2,658.40
Total Cost of Goods Sold	\$ 3,427.62	\$ 1,625.01	\$ 1,802.61	\$ 1,083.70	\$ 1,625.01	-\$ 541.31	\$ 3,022.11	\$ 1,625.01	\$ 1,397.10	\$ 7,533.43	\$ 4,875.03	\$ 2,658.40
Gross Profit	\$ 54,794.17	\$ 70,750.02	-\$ 15,955.85	\$ 168,698.45	\$ 70,750.02	\$ 97,948.43	\$ 132,552.48	\$ 70,750.02	\$ 61,802.46	\$ 356,045.10	\$ 212,250.06	\$ 143,795.04
Expenditures												
6 JCHS EXPENSES			0.00			0.00			0.00	0.00	0.00	0.00
Total 60 MARKETING & PUBLIC RELATIONS	\$ 215.31	\$ 474.99	-\$ 259.68	\$ 94.08	\$ 474.99	-\$ 380.91	\$ 587.00	\$ 474.99	\$ 112.01	\$ 896.39	\$ 1,424.97	-\$ 528.58
61 ADMINISTRATIVE			0.00			0.00			0.00	0.00	0.00	0.00
Total 61 ADMINISTRATIVE	\$ 1,462.75	\$ 3,362.46	-\$ 1,899.71	\$ 2,047.50	\$ 3,362.46	-\$ 1,314.96	\$ 11,943.56	\$ 3,362.46	\$ 8,581.10	\$ 15,453.81	\$ 10,087.38	\$ 5,366.43
62 PRINTING			0.00			0.00			0.00	0.00	0.00	0.00
Total 62 PRINTING	\$ 2,476.58	\$ 1,481.28	\$ 995.30	\$ 1,152.89	\$ 1,481.28	-\$ 328.39	\$ 1,325.37	\$ 1,481.28	-\$ 155.91	\$ 4,954.84	\$ 4,443.84	\$ 511.00
63 TECHNOLOGY			0.00			0.00			0.00	0.00	0.00	0.00
Total 63 TECHNOLOGY	\$ 7,331.17	\$ 4,537.50	\$ 2,793.67	\$ 3,054.41	\$ 4,537.50	-\$ 1,483.09	\$ 5,034.87	\$ 4,537.50	\$ 497.37	\$ 15,420.45	\$ 13,612.50	\$ 1,807.95
64 EMPLOYEE EXPENSES			0.00			0.00			0.00	0.00	0.00	0.00
Total 64 EMPLOYEE EXPENSES	\$ 111,214.06	\$ 122,721.24	-\$ 11,507.18	\$ 123,474.40	\$ 122,721.24	\$ 753.16	\$ 116,921.41	\$ 122,721.24	-\$ 5,799.83	\$ 351,609.87	\$ 368,163.72	-\$ 16,553.85
65 MAILING			0.00			0.00			0.00	0.00	0.00	0.00
Total 65 MAILING	\$ 585.36	\$ 845.01	-\$ 259.65	\$ 864.60	\$ 845.01	\$ 19.59	\$ 120.00	\$ 845.01	-\$ 725.01	\$ 1,569.96	\$ 2,535.03	-\$ 965.07
66 LICENSING & PERMITS			0.00			0.00			0.00	0.00	0.00	0.00
Total 66 LICENSING & PERMITS	\$ 136.01	\$ 217.50	-\$ 81.49	\$ 65.00	\$ 217.50	-\$ 152.50	\$ 0.00	\$ 217.50	-\$ 217.50	\$ 201.01	\$ 652.50	-\$ 451.49
67 FACILITIES			0.00			0.00			0.00	0.00	0.00	0.00

Total 67 FACILITIES	\$	7,490.52	\$	10,892.49	-\$	3,401.97	\$	7,658.57	\$	10,892.49	-\$	3,233.92	\$	5,070.27	\$	10,892.49	-\$	5,822.22	\$	20,219.36	\$	32,677.47	-\$	12,458.11
68 PROFESSIONAL SERVICES				0.00						0.00								0.00		0.00		0.00		0.00
Total 68 PROFESSIONAL SERVICES	\$	39,869.24	\$	5,068.71	\$	34,800.53	\$	57,105.81	\$	5,068.71	\$	52,037.10	\$	23,346.05	\$	5,068.71	\$	18,277.34	\$	120,321.10	\$	15,206.13	\$	105,114.97
69 SUPPLIES				0.00								0.00						0.00		0.00		0.00		0.00
Total 69 SUPPLIES	\$	5,701.57	\$	3,046.29	\$	2,655.28	\$	2,766.37	\$	3,046.29	-\$	279.92	\$	6,258.75	\$	3,046.29	\$	3,212.46	\$	14,726.69	\$	9,138.87	\$	5,587.82
Total 6 JCHS EXPENSES	\$	176,482.57	\$	152,647.47	\$	23,835.10	\$	198,283.63	\$	152,647.47	\$	45,636.16	\$	170,607.28	\$	152,647.47	\$	17,959.81	\$	545,373.48	\$	457,942.41	\$	87,431.07
Total Expenditures	\$	176,482.57	\$	152,647.47	\$	23,835.10	\$	198,283.63	\$	152,647.47	\$	45,636.16	\$	170,607.28	\$	152,647.47	\$	17,959.81	\$	545,373.48	\$	457,942.41	\$	87,431.07
Net Operating Revenue	-\$	121,688.40	-\$	81,897.45	-\$	39,790.95	-\$	29,585.18	-\$	81,897.45	\$	52,312.27	-\$	38,054.80	-\$	81,897.45	\$	43,842.65	-\$	189,328.38	-\$	245,692.35	\$	56,363.97
Net Revenue	-\$	121,688.40	-\$	81,897.45	-\$	39,790.95	-\$	29,585.18	-\$	81,897.45	\$	52,312.27	-\$	38,054.80	-\$	81,897.45	\$	43,842.65	-\$	189,328.38	-\$	245,692.35	\$	56,363.97

Thursday, Oct 03, 2024 12:23:11 PM GMT-7 - Accrual Basis

Name	Role	Location (city, state)	Affiliation (if applicable)	Field of Expertise	Education (if applicable)
Ann Welch	President	Port Townsend, WA	Jefferson County Historical Society	Art and design	BS from University of Washington
Janette Force	Vice President	Port Townsend, WA	Port Townsend Film Festival, retired Exec Director	Noprofit management, community engagement	Washington State University
Katelyn Kean	Secretary	Port Townsend, WA	Jefferson County Historical Society/ Northwest Maritime	Fundraising, Collections Management, Curation,	BA in Anthropology and History from St. Mary's College of Maryland MA in Museum
Aldryth O'Hara	Treasurer	Port Townsend, WA	Gooding O'Hara & Mackey, PS	Accounting & Finance	
Tim Caldwell	Member	Port Townsend, WA	Jefferson County Historical Society	Community Development	BA University of Washington, MA Norwich University
Cliff Moore	Member	Port Townsend, WA	Jefferson County Historical Society	Municipal Government Community Development	BA University of California, Irvine MA University of San Francisco
Mary Coney	Member	Port Townsend, WA	Jefferson County Historical Society	Writing, Rhetorical Theory	
Pete Langley	Member	Port Townsend, WA	Jefferson County Historical Society, EDC Team Jefferson	Manufacturing, Art, Sculpture, Maritime	43 years in business and mastering the art.
Monica Macguire	Member	Port Townsend, WA	Jefferson County Historical Society, Jefferson County	Management including Software Development, SaaS,	SUNY at Buffalo, English Literature
JoAnn Bussa	Member	Port Townsend, WA	Jefferson County Historical Society	Community and Jefferson County Engagement	Bellevue College
David Brownell	Member	Port Townsend, WA	North Olympic History Center		MA, Public History, Wright State University; BA, History, Hanover College

UPCOMING PROGRAMS + EVENTS

**JULY
+ AUG**

WALKING TOURS OF PORT TOWNSEND

Vanishing Murals @ 11AM | Legends + Lore @ 2PM

**SAT
8/3**

NEW EXHIBITIONS OPENING

Suzanne Lamon: *Name of Exhibition* and Jeremy Johnson: *Stem to Stern*

**SAT
8/3**

FREE FIRST SATURDAY

Extended hours + Free Admission Sponsored by Dogs-A-Foot

**SUN
8/4**

BEHIND-THE-SCENES TOURS

@ the Research Center

**SAT
9/7**

FREE FIRST SATURDAY

**DAY
TBD**

ART TALK W/ SUZANNE LAMON

**SUN
9/15**

HISTORY HIKE

Presented In Partnership with North Olympic History Center

MUSEUM OF ART + HISTORY

Thurs - Sun, 11AM - 4PM

ROTHSCHILD HOUSE

Fri + Sat, 11AM - 4PM

MORE INFO



JCHSMUSEUM.ORG

RECIPROCAL ADMISSION GETS YOU
ENTRY INTO BOTH SITES FRI + SAT

FALL + WINTER PROGRAMS CALENDAR

**SAT
10/19**

TAKE ME TO THE WATER
Q+A W/ DR. CAROLINE COLLINS

**THU
10/31**

HALLOWEEEKEND

TRICK-OR-TREAT | LEGENDS + LORE WALKING TOUR
FREE FIRST SATURDAY | SPOOKY SCAVENGER HUNT

**SAT
11/9**

DINO DAY
WITH THE BURKE MUSEUM

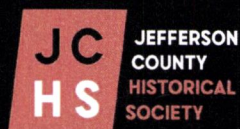
**SAT
12/14**

HOLIDAY EXTRAVAGANZA
WITH KPTZ 91.9 FM

**TUE
12/31**

FIRST NIGHT
WITH THE PRODUCTION ALLIANCE

ENJOY FREE ADMISSION TO THE MUSEUM ON THE
FIRST SATURDAY OF EACH MONTH | 11AM - 4PM



JCHSMUSEUM.ORG | @JCHSMUSEUM
540 WATER ST, PORT TOWNSEND, WA

TAKE ME TO THE WATER

Histories of the Black Pacific

ON EXHIBITION SEP - OCT 2024

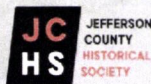
Take Me to the Water: Histories of the Black Pacific reveals the deep and historic connection between people of African descent and the Pacific Ocean.

Most accounts of the United States' maritime enterprises are disproportionately populated by white seafarers. Yet, from the 16th to the 20th century, Black whalers, commercial mariners, fishers, explorers, soldiers, and sailors traveled along the Pacific Coast and traversed the high seas.

The stories of these mariners, their impact in shaping the American Pacific, and their legacy in the context of development of society and identity, are all explored in *Take Me to the Water: Histories of the Black Pacific*.

MORE INFO

exhibitenvoy.org/exhibits/take-me-to-the-water/



MUSEUM OF ART + HISTORY



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

STEM TO STERN

Marine Trades on the Quimper Peninsula

ON EXHIBITION JULY - DEC 2024

Jeremy Johnson is a local photographer who founded the Port Townsend Maritime Trades Project in 2019 in order to document and celebrate this important sector of our culture and economy. We will supplement Jeremy's photos with maritime tools from our collection that he selects to accompany some of the individual's stories from his photos.

MORE INFO

jeremyjohnson.photos/ptmt

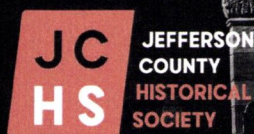


MUSEUM OF ART + HISTORY

Contract Award Agreement of JEFFERSON COUNTY HISTORICAL SOCIETY



MERGING LOCAL LORE WITH FESTIVE FUN



JEFFERSON
MUSEUM
OF ART & HISTORY

HALLOWEEN

Trick-or-Treat on Water Street

Gather sweets on Water Street outside the Museum,
Oct 31 from 3:45-5:45 PM.

Legends + Lore Tour: Halloween Edition

Experience a Halloween-themed downtown walking tour on Friday at 5PM and Saturday at 11AM; pre-registration is recommended.

Free First Saturday and Hidden Haunts Hunt

Explore the museum with free admission from 11 AM to 7 PM and send the kids on a ghostly scavenger hunt included with their visit.

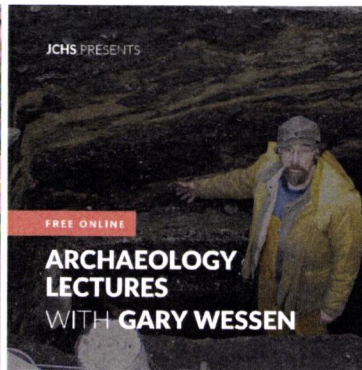
MUSEUM OF ART + HISTORY

540 Water St. Port Townsend WA

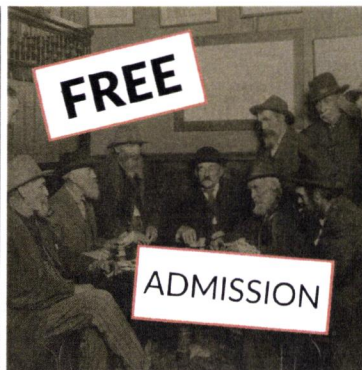


FREE ADMISSION!
FREE FIRST SATURDAY
11AM - 7PM

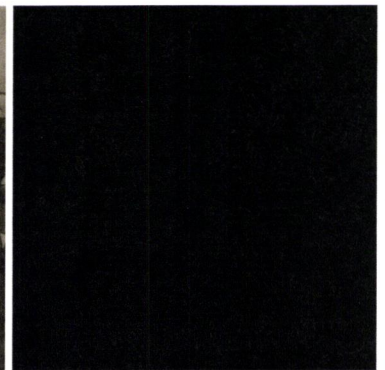
JCHS PRESENTS



FREE ONLINE
ARCHAEOLOGY LECTURES
WITH **GARY WESSEN**

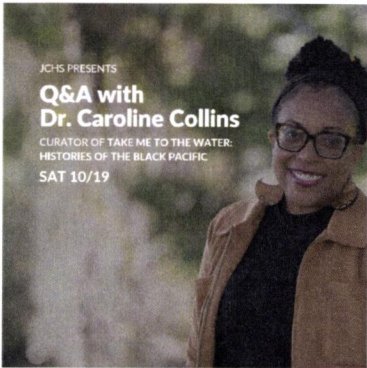
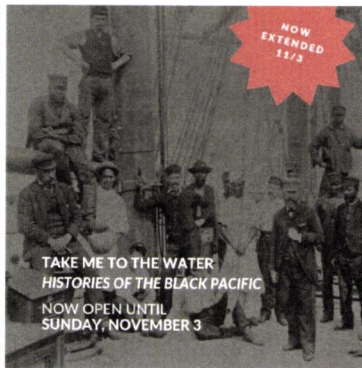


FREE
ADMISSION



JCHS PRESENTS

Q&A with Dr. Caroline Collins
CURATOR OF TAKE ME TO THE WATER:
HISTORIES OF THE BLACK PACIFIC
SAT 10/19

NOW EXTENDED 11/3

TAKE ME TO THE WATER
HISTORIES OF THE BLACK PACIFIC
NOW OPEN UNTIL SUNDAY, NOVEMBER 3

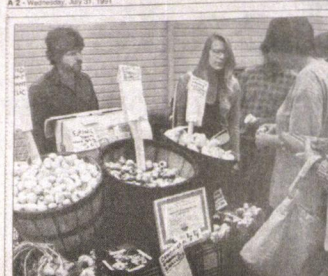
JCHS JEFFERSON COUNTY HISTORICAL SOCIETY

TODAY AT



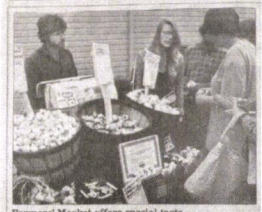
JEFFERSON COUNTY FARMERS MARKETS
PORT TOWNSEND • CHEWACK

A2 - Wednesday, July 27, 2011



Farmers' Market offers special taste
Persons ready for the season's second Port Townsend Farmers Market sat open from 9:30 to 10:30 a.m. Saturday in the early, cool Pacific Northwest market. Much of the fresh produce sold out quickly. More produce should be available as gardens are ready for harvest. Cattle raised, while awaiting will be available Saturday along with fresh produce, organic goods. Market vendors included: John Darrington, Jeff, a Kootenai organic food grower who offered a wide variety of goods.
—Photo by Pamela J. Sullivan

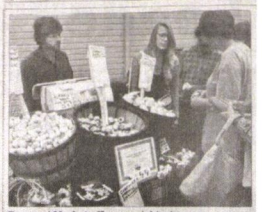
A2 - Wednesday, July 27, 2011



Farmers' Market offers special taste
Persons ready for the season's second Port Townsend Farmers Market sat open from 9:30 to 10:30 a.m. Saturday in the early, cool Pacific Northwest market. Much of the fresh produce sold out quickly. More produce should be available as gardens are ready for harvest. Cattle raised, while awaiting will be available Saturday along with fresh produce, organic goods. Market vendors included: John Darrington, Jeff, a Kootenai organic food grower who offered a wide variety of goods.
—Photo by Pamela J. Sullivan

JEFFERSON COUNTY FARMERS MARKETS
PORT TOWNSEND • CHEWACK
9 AM - 2 PM

A2 - Wednesday, July 27, 2011



Farmers' Market offers special taste
Persons ready for the season's second Port Townsend Farmers Market sat open from 9:30 to 10:30 a.m. Saturday in the early, cool Pacific Northwest market. Much of the fresh produce sold out quickly. More produce should be available as gardens are ready for harvest. Cattle raised, while awaiting will be available Saturday along with fresh produce, organic goods. Market vendors included: John Darrington, Jeff, a Kootenai organic food grower who offered a wide variety of goods.
—Photo by Pamela J. Sullivan

9 AM - 2 PM

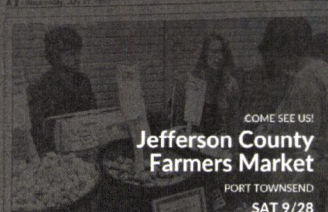


JEFFERSON COUNTY FARMERS MARKETS
PORT TOWNSEND • CHEWACK

A2 - Wednesday, July 27, 2011

COME SEE US!

Jefferson County Farmers Market
PORT TOWNSEND
SAT 9/28
9AM - 2PM



Farmers' Market offers special taste
Persons ready for the season's second Port Townsend Farmers Market sat open from 9:30 to 10:30 a.m. Saturday in the early, cool Pacific Northwest market. Much of the fresh produce sold out quickly. More produce should be available as gardens are ready for harvest. Cattle raised, while awaiting will be available Saturday along with fresh produce, organic goods. Market vendors included: John Darrington, Jeff, a Kootenai organic food grower who offered a wide variety of goods.
—Photo by Pamela J. Sullivan

EXHIBIT C 1st QUARTER

afmcknight@co.jefferson.wa.us

Due by April 30th to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 1st QTR:

ORGANIZATION	Amount Awarded by Jefferson County	Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 1st QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,);
3. LTAC funds balance remaining 1st QTR:
4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, RECIPIENT shall provide access to Jefferson County or State representatives to audit those records.

EXHIBIT C 2nd QUARTER

afmcknight@co.jefferson.wa.us

Due by July 31st to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 2nd QTR:

ORGANIZATION	Total Amount Awarded by Jefferson County	Total Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 2nd QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,):

1. LTAC funds balance remaining 2nd QTR:

2. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. For a minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, RECIPIENT shall be able to provide access to Jefferson County or State representatives to audit those records.

EXHIBIT C 3rd QUARTER

afmcknight@co.jefferson.wa.us

Due by October 31st to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 3rd QTR:

ORGANIZATION	Total Amount Awarded by Jefferson County	Total Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT	TOTAL 3 rd QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 3rd QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,):

2. LTAC funds balance remaining 3rd QTR:

3. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. For a minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under the Agreement with Jefferson County. Upon reasonable notice, you shall be able to provide access to Jefferson County or State representatives to audit those records.

EXHIBIT C 4th QUARTER

afmcknight@co.jefferson.wa.us

Due by January 31st to

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from Jefferson County 4th QTR:

ORGANIZATION	Total Amount Awarded by Jefferson County	Total Received From Jefferson County	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT	TOTAL 3 rd QTR LTAC FUNDS SPENT	TOTAL 4 th QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 4th QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation, *i.e.* invoices paid, receipts from payment,):
3. LTAC funds balance remaining 4th QTR:
4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, RECIPIENT shall maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, RECIPIENT shall provide access to Jefferson County or State representatives to audit those records.

EXHIBIT D
Jurisdiction Lodging Tax Reporting Form – To Be Submitted to Jefferson COUNTY
Administrator's Office
No Later than February 28th of each Year
Lodging Tax Reporting Form

Organizations receiving funding to promote festivals, special events and tourism-related activities through tourism-related facilities owned or sponsored by non-profit organizations or the local jurisdiction are required to complete this form for EACH activity.

1 Organization Name: _____ Reporting Year: _____
 2 Sponsor Type (Check One): ☐ 501(c)(3) ☐ 501(c)(6) ☐ Local Jurisdiction ☐ Other (Explain): _____
 3 Activity Name: _____
 4 Activity Type (Check One): ☐ Event Festival* ☐ Facility* ☐ Marketing*
 5 Activity Start Date*: _____
 6 Activity End Date*: _____
 7 Total Cost of Activity: \$ _____
 8 Amount Requested: \$ _____
 9 Amount Awarded: \$ _____

10 Overall Attendance*
 a) Projected* _____
 b) Actual* _____
 c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

11 Number of Attendees Who Traveled 50 Miles or More*
 a) Projected* _____
 b) Actual* _____
 c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

12 Number of Attendees Who Traveled from Another State or Country*
 a) Projected* _____
 b) Actual* _____
 c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

13 Number of Attendees Who Stayed Overnight in Unpaid Accommodations*
 a) Projected* _____
 b) Actual* _____
 c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

14 Number of Attendees Who Stayed Overnight in Paid Accommodations*
 a) Projected* _____
 b) Actual* _____
 c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

15 Number of Paid Lodging Nights*
 a) Projected* _____
 b) Actual* _____
 c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☒ Other (explain): _____

*See Lodging Tax Yearly Reporting Definitions Instructions

Name of Individual Who Prepared Report: _____
 Phone #: _____ E-Mail Address: _____

RETURN THIS FORM TO:

Jefferson County Administrator's Office
 1820 Jefferson Street
 P.O. Box 1220
 Port Townsend, WA 98368
 jeffboc@co.jefferson.wa.us

DEADLINE: February 28th of Each Reporting Year

LTAC Yearly Reporting Definitions/Instructions

- Activity Type:** Event/Festival: Short-term activity occurring between specific dates (e.g., 4th of July celebration, local marathon)
Facility: Municipally-owned facility that operates some or all of the year (e.g., county historical museum, convention center)
Marketing: Activity that provides information to encourage visitors to an area; is typically a year-round activity but may also operate for less than a full year.
- Activity Date:** Activity beginning and ending dates.
- Actual:** Persons estimated to have **actually** participated in event/festival or visiting a facility. For marketing activity, enter the number of persons estimated to have **actually** visited area as result of marketing activity.
- Projected:** Persons **expected** to participate in event/festival or visiting a facility. For marketing activity, enter the number of persons **expected** to visit area as result of marketing activity.
- Methodology:** Select the methodology used to estimate the actual number of visitors/participants.
Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
Representative Survey: Information collected directly from individual visitors/ participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).
Other: (please describe)
- Overall Attendance:** Total projected and estimated actual attendance recorded for event, facility or resulting from marketing activity.
- Total Attendees Traveling 50 miles or more:**
- Total:** Total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility. For marketing organizations, report visitors traveling more than 50 miles to visit area.
- Of total, attendees who traveled from another state or country:** Of the total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility or visit area, report projected and estimated actual number of visitors who traveled from another state or country.
- Attendees who stayed overnight:**
- Paid Accommodations:** Total projected and estimated actual number of visitors staying in paid lodging establishments such as hotels, motels, bed and breakfasts, etc.
- Unpaid Accommodations:** Total projected and estimated actual number of visitors staying in unpaid accommodations such as family and friends.
- Paid Lodging Nights:** Total projected and estimated actual number of paid lodging nights. One Lodging night = one or more persons occupying one room for one night.