

**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 \$10,000; Quilcene Fair & Parade Association

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:

Quilcene Fair & Parade Association	\$10,000
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RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:

 Mark McCauley, County Administrator	<u>12/19/24</u> Date:
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CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Quilcene Fair & Parade Association

Contract No: LTAC QFP

Contract For: Lodging Tax Funding for Quilcene Fair & Parade Term: Jan-Dec 2025

COUNTY DEPARTMENT: County Administrator

Contact Person: Adiel McKnight

Contact Phone: 102

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

AMOUNT: 10,000

Revenue:

Expenditure: 10,000

Matching Funds Required:

Sources(s) of Matching Funds

Fund # 125

Munis Org/Obj 12551990/411111

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 12/18/2024.
Approved with the date correction made to paragraph 2.c.

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 QUILCENE FAIR & PARADE ASSOCIATION**

This Agreement is by and between Jefferson COUNTY, Washington (the COUNTY) and QUILCENE FAIR & PARADE ASSOCIATION ("RECIPIENT").

WHEREAS, RECIPIENT is a non-profit corporation registered with the Secretary of State of the State of Washington under UBI number 601 695 904; 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 \$10,000 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; 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.

- ii. 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

QUILCENE FAIR AND PARADE

Board of COUNTY Commissioners
Jefferson COUNTY, Washington

By: _____
Kate Dean, Chair Date

By: _____
Signature

By: _____
Greg Brotherton, Commissioner Date

Name: _____

Title: _____

By: _____
Heidi Eisenhour, Commissioner Date

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

EXHIBIT A

Itemized List of Tourism Promotion Services Approved in the Final Award

Organization (or Event) Name: Quilcene Fair & Parade, plus Car Show

20. Tourism Promotion from May 2025 - Sept 2025 = \$3,200

- Getaway Guide includes *DIGITAL* version, plus 6 months on WA ferries - \$1,200
- Physical & Direct Advertising - \$800
 - Banners, Posters, Postcards
- Facebook *SOCIAL MEDIA ADS* - \$1,200

21. Entertainment for Day of Event = \$1,800

- Live Music in Food Court - \$1,000
- Performers for Kids & Burn Out - \$600
- Photographer - \$200

22. Rentals for Day of Event = \$4,000

- Restroom & Handwashing Station Rental - \$1,400
 - With partial sponsorship from GoodMan Sanitation
- Kids Carnival Rental - \$1,400
 - Large Tents with partial sponsorship from The Production Alliance or
 - Game/Ride/Action Activity, with attendants
- All Age Activity Rental - \$1,200
 - Mini Golf or Photo Booth, with attendants

23. Participants & Support for Day of Event= \$4,500

- Vendors = \$400
 - Gift bags & Day Of Supplies
- Exhibit Hall = \$400
 - Prizes, Day of Supplies & promotional materials
- Kids Carnival = \$800
 - Prizes & Games
- Parade = \$250
 - Day of Supplies
 - Purchase tent & banner
- Raffle = \$600
 - Mailings and Day of Supplies
 - Purchase tables for day of
- Sponsors & Info Booth= \$250
 - Mailings and sponsor banner for day of
 - Purchase table for day of
- Car Show & Burn Out = \$800
 - Prizes, trophies, dash plaques & day of supplies
- Volunteers = \$1,000
 - T-shirts, Lunch/Drinks and day of supplies

Expenses to Support Event = \$2500

- Insurance for Day of Event= \$650
- Janitors Day Of = \$800
- Website Hosting (annually) = \$300
- Meeting Space (annually) = \$300
- General Administrative costs throughout the year = \$450
 - PO Box, Postage, SOS Annual Fees, Chamber dues, supplies

EXHIBIT B
RECIPIENT'S PROPOSAL

**QUILCENE FAIR & PARADE ASSOCIATION 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 Quilcene Fair & Parade Association

Event Name, if different Quilcene Fair & Parade, plus Car Show

Proposed Contract Amount: \$10,000

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 Quilcene Fair & Parade Association
Organization Address PO Box 761 Quilcene, WA 98376
Contact Name Shonna Wilkeson
Contact Address PO Box 385 Quilcene, WA 98376
Day Phone Evening or Cell Phone 360-990-3665
E-Mail Address quilcenefair@gmail.com
Facility/Event (if applicable) Quilcene Fair & Parade plus Car Show at Quilcene School
Total Lodging Tax Request: \$: 10,000
Estimated 2025 org. operating budget (Incl. Lodging Tax funds) \$: 16,000

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
	Profit Forward from 2024 (sponsors & vendor fees)	\$6,000
Total Project Revenue Budget		\$6,000

Did your organization receive Lodging Tax Funds from the County in 2024? ☒ 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: Shonna Wilkerson Date: 10/4/2024

Print Name and Title: Shonna Wilkerson, Treasurer

1. Itemized List of Proposed Tourism Promotion Services

Organization (or Event) Name: Quilcene Fair & Parade, plus Car Show

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).

Tourism Promotion from May 2025 - Sept 2025 = \$3,200

- Getaway Guide includes *DIGITAL* version, plus 6 months on WA ferries - \$1,200
- Physical & Direct Advertising - \$800
 - Banners, Posters, Postcards
- Facebook *SOCIAL MEDIA ADS* - \$1,200

Entertainment for Day of Event = \$1,800

- Live Music in Food Court - \$1,000
- Performers for Kids & Burn Out - \$600
- Photographer - \$200

Rentals for Day of Event = \$4,000

- Restroom & Handwashing Station Rental - \$1,400
 - With partial sponsorship from GoodMan Sanitation
- Kids Carnival Rental - \$1,400
 - Large Tents with partial sponsorship from The Production Alliance or
 - Game/Ride/Action Activity, with attendants
- All Age Activity Rental - \$1,200
 - Mini Golf or Photo Booth, with attendants

Participants & Support for Day of Event = \$4,500

- Vendors = \$400
 - Gift bags & Day Of Supplies
- Exhibit Hall = \$400
 - Prizes, Day of Supplies & promotional materials
- Kids Carnival = \$800
 - Prizes & Games
- Parade = \$250
 - Day of Supplies
 - Purchase tent & banner
- Raffle = \$600
 - Mailings and Day of Supplies
 - Purchase tables for day of
- Sponsors & Info Booth = \$250
 - Mailings and sponsor banner for day of
 - Purchase table for day of
- Car Show & Burn Out = \$800
 - Prizes, trophies, dash plaques & day of supplies
- Volunteers = \$1,000
 - T-shirts, Lunch/Drinks and day of supplies

Expenses to Support Event = \$2500

- Insurance for Day of Event = \$650
- Janitors Day Of = \$800
- Website Hosting (annually) = \$300
- Meeting Space (annually) = \$300
- General Administrative costs throughout the year = \$450
 - PO Box, Postage, SOS Annual Fees, Chamber dues, supplies

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 Quilcene Fair & Parade plus Car Show will be held Saturday September 20th, 2025 from 10-3 with the parade starting at 11am. All events, other than the parade held right on Hwy 101, will take place inside and outside of the Quilcene School located at 294715 Hwy 101 in Quilcene. We cooperate with Jefferson County Sheriff and WSDOT to detour traffic along the Hwy 101 parade route for close to an hour to allow time for the parade and community photo in the street directly after. In addition to the parade, there is a vendor and food fair, car show, live music, raffle, community crafts and contests and a kids carnival with games and prizes. We are proud to donate the funds we raise that day, back to our community to groups like Quilcene Skatepark, Weekend Nutrition Program and Quilcene Masonic Hall's Bike for Books program. In addition to raising funds for our local community, we also hope to promote and highlight the beauty of Quilcene and Brinnon and the people who live here and make it so special! Not only does our event draw new visitors from neighboring counties and beyond, but it's also a great day of homecoming bringing back former residents to Quilcene from areas far and wide.

With our 2021 LTAC funds, we were proud to partner with The Production Alliance to build a brand new website that has allowed us to promote our event all year long! With the event coming back in full force after COVID in 2022, our focus with our LTAC funds was strengthening our partnership with Quilcene Historical Museum and Jefferson County Farm Tour for the "Quilcene Festival Weekend." In 2023, our LTAC funds allowed us to add much needed new pop up tents, plus a new feature for kids that we are able to rent fully staffed; Strait Up Foam Fun foam party, which returned in 2024. Because our 2024 LTAC funds were less than expected, we greatly reduced our print advertising and focused on Facebook which has a far reach into neighboring counties and specific target audiences. The reduction in funding also compelled us to request specific needs as donations from our regular partners. Now, we can also consider partners like Good Man Sanitation and The Production Alliance sponsors because they have donated a portion of their services to us and we plan to continue these relationships in 2025 which is reflected in our budget for restrooms & tents.

Further, we intend to continue to focus on digital and social media marketing and that is also reflected in our 2025 budget. Our last 2 events (2023 & 24) had a noticeable increase in attendance and that we attribute to Facebook marketing of our event and are happy to see that the prioritization of digital media by the BoCC matches our 2025 marketing focus. In his 9/18/2024 "Life in Ludlow" column, Ned Luce, noted the crowds: "The Quilcene Fair and Parade is coming up this weekend and if this year is like last year, success will be had again. There was a **huge crowd** last year and if the weather holds it will be great."

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

Yes, this is an annual event on the 3rd Saturday of September. 2025 and will be the 41st overall and the 19th with a car show included. **Our LTAC request for 2025 is the same dollar amount that we received in 2024** and our 2025 budget and event will be much the same as it was in 2024. In recent years, as many local nonprofits struggle to find volunteers, we've found adding features to the day that don't require all day volunteer support (like live music, kids entertainment like a magician and foam party) are best and hope to continue this into 2025 by adding a feature directed towards middle/high school kids or even adults (like mini golf or a photo booth.)

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: Saturday Sept. 20th, 2025

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

May - September, 2025

c) Target Audience

Long weekend tourists, mostly young to middle age couples with or without children, from neighboring counties and beyond who are generally the adventurer type and like to explore small towns and hike, shop and eat out. We also hope to **draw mature car show enthusiasts** from all over the state and **parade participants** from local and neighboring county

organizations who have parade floats and royalty. Our target audience is not only interested in our event but in traveling to our area to explore our small towns, forests and seas, family businesses and wholesome events. Also, **hometown loyalists** who have moved away will find it the perfect time to visit friends and family members back home. Our community event brings former residents back to town for the day, long weekend or week, because they know it'll be a fun time to visit and other people they know will be back home visiting too.

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

Our primary promotion method(s) will be: 1.) **Facebook Ads** for Events (at least 3 separate events: Fair & Parade, Car Show & Burnout, Music) and **Boosting Posts** (about: Food, Kids Carnival, Special Day of Rentals, Parade.) We were able to reach over 61,000 people (see D2) with Facebook Ads and boosted posts in 2024 and that doesn't include our regular posts or posts on Instagram! Social Media advertising provides a wide reach for a smaller advertising investment than our previous method of paper media advertising. 2.) one full page color ad in the **Getaway Guide** - The Leader's premier guide to the Olympic Peninsula which also includes a **digital version** and is distributed in multiple counties, including on 3 Washington State Ferries (see D3 & 4). Through partnership in exchange for a sponsorship with The Leader, we're able to obtain half price advertising. The Getaway Guide offers a wide reach for a long period of time and also includes a **digital version** starting in June, more than 3 months before our event. This is our only paid advertising in a publication **because of the inclusion of a digital version** but we will likely also obtain free advertising in publications like Tracing the Fjord (see D1) in exchange for sponsorship. 3.) We will also place **physical signs and banners** along heavily trafficked roads a few weeks before the event to capture the end of summer tourism and those driving through South Jefferson County. A limited amount will be spent on **posters and postcards** to businesses and past participants of the parade and car show.

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

By showing what a fun event we are having through our advertising and promotional efforts described above! By emphasizing the beauty and heritage of Quilcene and how much we'll have to do at our event, we can show it'll be worth it for people to come and stay overnight. The front page of our website (<https://quilcenefair.org/>) provides an informational banner for "Lodging" that takes the user to the North Hood Canal Chamber of Commerce's Lodging page of their website (<https://emeraldtowns.com/lodging>) with link to local lodging options and campgrounds. The chamber's website contains other helpful information for visitors to our area users can also find.

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:

For the prior 4 events, we have rented 2 big top style tents from **The Production Alliance**, a non-profit from Port Townsend that specializes in community events, to house our outdoor kids carnival. It's likely we may rent one or two tents from TPA again in 2025. In 2024, TPA generosity offered to be a sponsor of our event and donate use of the small tent, a \$1,000 value! And as mentioned above, we have a link on our website to **North Hood Canal Chamber of Commerce's** (of which we are a member), a non-profit based in Quilcene/Brinnon, Lodging Page, to direct visitors on places to stay overnight. Additionally, one of our physical road banners

advertising the event will be placed on the lawn of **Quilcene Historical Museum**, a non-profit with a lawn facing busy Center Road.

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

*We will continue to have a simple written **Attendance Survey** at our Information or Raffle Booth during our event to get a sampling of those attending. Our survey asks attendees questions similar to the State required Lodging Tax Reporting Form submitted annually by the end of February. Additionally, we **speak to our local business owners** to get a feel for how their business was that day and typically there is **follow up news coverage** in The Leader that will describe the attendance. In 2023, Quilbilly's Restaurant & Taproom shared on Facebook that the Fair & Parade day was their busiest day ever! In the words of Ned Luce's "Life in Ludlow" 9/27/2023 column in The Leader: "Quilcene had it all on a recent weather-perfect Saturday. The Quilcene Fair & Parade satisfied all of your needs with a car show, a football game, a "burnout", craft booths, food trucks, live music and a parade. **And yes, there were several thousand folks cheering it on!**"*

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):**

The estimated number of tourists at our 2024 event was: 1500

- b.) **Estimated number of tourists who will attend your event/facility this year (2025):**

The estimated number of tourists at our 2025 event will be: 1500

- 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).**

*It is projected that our event will increase brick & mortar local business sales including restaurant sales, plus general tourist traffic to our area, as well as overnight stays and return visits by tourists. Quilcene is packed full of people on Fair & Parade Day! As stated earlier, in his 9/18/2024 "Life in Ludlow" column, Ned Luce, noted the crowds: "The Quilcene Fair and Parade is coming up this weekend and if this year is like last year, success will be had again. **There was a huge crowd last year** and if the weather holds it will be great." Retail and food sales for our vendors at the Fair will also be positively economically impacted. In addition, many non-profits fundraise at their fair booth and Jefferson County businesses are able to advertise themselves to locals who will be attending and potentially use their services. At the 2024 Quilcene Fair, Jefferson County PUD held a celebration of high-speed rural fiber internet*

at their Fair booths, including a fiber network ribbon cutting (see D5) and taking attendees on a local fiber tour to see the efforts the public utility has made to bring fiber to Quilcene. Kunz Pest Solutions, a new business formed in April 2024 who services the Olympic Peninsula area, was able to advertise for free by participating in the parade. Additionally, the local non-profits that we donate the proceeds of our day of fundraising (raffle/kids/car show) are all located in Jefferson County. The Quilcene Fair & Parade will donate at least \$3,500 from our 2024 event!

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

We provide a unique small town tradition that has often been lost in larger towns or cities around Washington State and our country. Our small town event allows for tourists to come and experience small town pride, wholesome family fun and local businesses, as well the natural beauty of Quilcene and the Olympic National Forest. The Quilcene Fair & Parade, plus Car Show, is a unique opportunity to highlight South Jefferson County's natural resources and its people and places.

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:

- A.) ☒ Proposed 2025 promotion, facility, event or activity budget including income and expenses.
- B.) ☒ 2024 Budget and Actual income and expense year to date statement(s).
- C.) ☒ 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.
- D.) ☒ If you desire, you may provide samples of promotion materials such as brochures or promotional materials (maximum of five).
 - D1.) Tracing the Fjord 2024 Article - Free, in exchange for sponsorship
 - D2.) 2024 Facebook Ads & Boost Numbers
 - D3.) Getaway Guide Flyer 2024 - info/example for 2025 plan
 - D4.) Our 2023 Getaway Guide Full Page Color Ad
 - D5.) Jefferson County PUD 1's 2024 Quilcene Fair & Parade Event Flyer

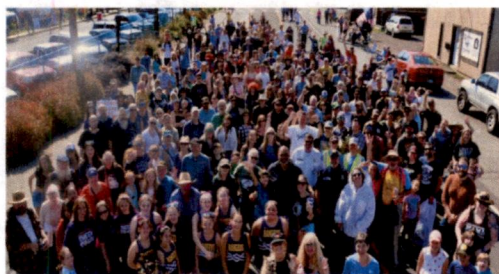
Note: Staff will verify Incorporation status of the non-profit agencies who submit service proposals by checking the Washington Secretary of State's on-line corporation records.

2025 Quilcene Fair & Parade Overall Budget	
Income - LTAC Grant	10,000.00
Income - Profit Forward from 2024	6,000.00
TOTAL Income	16,000.00
OPERATING COSTS: \$4,100	
Expense - Janitors for Day Of	800.00
Expense - Insurance for Day of	650.00
Expense - Volunteer Costs for Day Of (food & shirts)	1,000.00
Expense - Website, Annually	300.00
Expense - Administrative Costs, Annually (PO Box, day of etc)	450.00
Expense - Photographer, Day of	200.00
Expense - Meeting Space, Annually	300.00
Expense - Purchase tables for info booth & raffle	400.00
PROMOTIONAL COSTS: \$3,200	
Expense - Facebook Advertising	1,200.00
Expense - Getaway Guide (multiple counties, ferries and DIGITAL)	1,200.00
Expense - Physical Advertising (Posters, Banners, Post Cards)	800.00
RENTAL/ENTERTAINMENT DAY OF COSTS - \$5,600	
Expense - Kids Area Rental: Large Tent and/or Ride/Game with attendants	1,400.00
Expense - All Ages Rental: Mini-Golf/Photo Booth with attendants	1,200.00
Expense - Entertainment for Day of (Music, Magician etc for Kids, Burnout Expo)	1,600.00
Expense - Rental: Bathroom and handwashing stations for Day Of	1,400.00
COMMITTEE AREAS COSTS: \$3,100	
Expense - Kids	800.00
Expense - Car Show & Burn Out	800.00
Expense - Parade	250.00
Expense - Raffle	300.00
Expense - Sponsors	150.00
Expense - Community Crafts	400.00
Expense - Vendors	400.00
Total Expense:	16,000.00

2024 Quilcene Fair & Parade Budget (Income & Expense) as of 10/4/2024

		ACTUAL
Income - LTAC Grant	10,000.00	10,000.00
Income - Profit Forward from 2023	4,075.00	4,075.00
Income - Car Show Only Sponsors for 2024	400.00	400.00
	14,475.00	14,475.00
Required Cost (approved 1/16/24) \$2000		
Expense - Janitors Day Of	600.00	600.00
Expense - Insurance for Day of	700.00	640.00
Expense - Website (anually)	300.00	
Expense - Administrative	400.00	370.00
Flexible Costs (needed) (approved 1/16/24) \$3,150		
Expense - Rent: Meeting (anually)	300.00	300.00
Expense - Rental: Bathroom and handwashing stations Day Of	1,650.00	1295.00
Expense - Rental: Kids Tent Day Of	1,200.00	1200.00
Committee Areas: Approved 5/14/24 \$9,575		
Expense - Facebook Advertising	675.00	599.89
Expense - Print Advertising	600.00	600.00
Expense - Physical & Direct Advertising	800.00	882.06
Expense - Rental: Kids, Strait Up Foam Fun	760.00	760.00
Expense - Entertainment: Kids, Kitsap Magic	350.00	325.00
Expense - Entertainment: Music, Buck Ellard Band	1,000.00	1000.00
Expense - Kids	1,200.00	1218.18
Expense - Parade	200.00	69.26
Expense - Raffle	200.00	
Expense - Sponsor	150.00	44.17
Expense - Car Show	1,600.00	1582.23
Expense - Info Table	50.00	
Expense - Exhibit Hall	400.00	162.53
Expense - Vendor	400.00	118.15
Expense - Day Of Supplies	100.00	75.85
Expense - Volunteer Support	840.00	782.44
Expense - Entertainment: Burn out, Otis Barber (Approved 9/20)	250.00	250.00
Total Expense:	14,475.00	\$12,874.76
	difference:	1600.24
2024 GOAL - Community Donations:	3,500.00	
Day Of: Raffle	\$1,395.00	
Day Of: Kids	\$344.00	
Day Of: Car Show	\$2,700.00	
Total Day of Cash Made for Donation Goal:	\$4,439.00	

Quilcene Fair & Parade Association Board Members as of 10/4/2024		
Position	Person	Address
President	Bill Stephens	243 Wildwood Road Quilcene, WA 98376
Vice-President	Kristin Deverin	150 Taison Lane Quilcene, WA 98376
Secretary	Linda Lindquist	PO Box 531 Quilcene, WA 98376
Treasurer	Shonna Wilkerson	PO Box 385 Quilcene, WA 98376



CELEBRATING COMMUNITY IN QUILCENE QUILCENE FAIR & PARADE

SATURDAY, SEPTEMBER 21
10-3 PM, QUILCENE, WA

The Quilcene Fair & Parade plus Car Show is a FREE family-friendly event returning on Saturday, September 21 from 10-3. The fun takes place in and on the grounds of Quilcene School located at 294715 US Hwy 101 in Quilcene.

The Fair opens at 10 AM with food, vendors and the car show. Car Show Gates Open at 8 AM with \$20 "Dry Out" Registration and the first 100 registered vehicles get a dash plaque & smag bag. Trophies with a \$100 prize each will be awarded for: Best in Show, Best Hot Rod, Best Rat Rod, Best Vintage/Antique and Winner of the Bazaar Contest.

The Parade along Hwy 101 in front of the school, starts at 11am and is free to enter with registration beginning at 9 AM or register now at quilcene.org/parade. Any family friendly entry, organization, event, club, farm, animals, city, and businesses are encouraged to be in the parade!

This year, look for the floats from Rhoddy & Sequim Irrigation Festival, The Borderline Dance Team, Highland Alpaca, Quilcene Cheerleaders, log trails and trailers, classic cars and more! Elizabeth and Bob Rindischell are proudly named the King & Queen for all their local volunteer work and leadership.

Quilcene School District's Teacher of the Year Trep Becklund, PEARL Teacher of the Year Ruth Mandelbaum and Staff Person of the Year Justin Lake, will also be honored in the parade.

Bruce Mann, of Mount Rain Hood Canal Properties in Quilcene will return as the MC announcing the parade entries.



After the parade, stick around for the community photo in the street, Burnout Contest at 11:45 AM behind the football field, raffle, kids carnival with prizes, Strait Up Foam Fun and kids entertainment, plus Quilcene Photo Contest and crafts & contests.

All ages can bring your RC Vehicle and run it through our new RC World for free! The Buck Ellard Band, performs from 12:30-3 PM.

Be sure to follow the Fair Facebook page (Quilcene Fair & Parade) for all the up to date info! The Quilcene Fair & Parade would like to thank sponsors, raffle donors, volunteers, Quilcene School District, Jefferson County Sheriff, Betsworth Fire Department and Quilcene Fire Rescue. Questions? Email quilcene@quilcene.org

Quilcene QUILT SHOPPE
AND SEWING CENTER
2505 OLYMPIC HWY. N
SHELTON, WA 98584
807-1234

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Shelton, WA 98584

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Manage Pages and profiles

Quilcene Fair & Parade

Home

Ad Center

All ads

All ads

Ads activity is reported in the time zone of your ad account.

Advertise

All (5) Post engagements (3) More ▾

Completed Sep 20

View results

Post engagements

There will be great FOOD at the
@[2720918884716186:844:2024 Quilcen...



4,685
Reach

782
Post engagements

\$25.00
Spent of \$25.00

Completed Sep 19

View results

Post engagements

Thank YOU for the Front Page
@[61562827351072:2048:The Port...



2,860
Reach

231
Post engagements

\$25.00
Spent of \$25.00

Completed Sep 5

View results

System dark mode is now on.
Switch Facebook to always
match system setting?

Yes





Manage Pages and profiles



Quilcene Fair & Parade

3,554
Reach

1,382
Post engagements

\$30.00
Spent of \$30.00



Completed Aug 3

[View results](#)

Event responses

Bring your Car, Truck, SUV, OHV or Motorcycle to...



15,438
Reach

526
Event Responses

\$100.00
Spent of \$100.00

Completed Jun 24

[View results](#)

Event responses

Saturday 9/21 from 10-3 - FREE!! Car Show, Food & VENDORS (inside & out) - on scho...



34,805
Reach

1,261
Event Responses

\$500.00
Spent of \$500.00

Show more details in [Ads Manager](#)

System dark mode is now on.
Switch Facebook to always
match system setting?

[Yes](#)



GETAWAY

*The Olympic Peninsula's premier
visitor and newcomers' guide*

distributed throughout the region plus on the
Washington State Ferries (Kingston/Edmonds,
Bainbridge/Seattle, Vashon & Whidbey Island
Ferries) and SeaTac airport.



Sales Deadline
April 24th, 2024

Total Print Copies
30,000

Publishes
May 22th, 2024

Premium Positions

Back Cover	\$3,500
Inside Front	\$3,250
Inside Back	\$2,925

Full Page	7.25" x 9.375" **	\$2,325
Half Page	7.25" x 4.625"	\$1,200
Third Page	7.25" x 3"	\$825

** For full page full bleed, add 1/2" bleeds

Contact your Leader account executive today!

(360) 385-2900

Cyrus • cgubelman@ptleader.com
Heidi • hhaney@ptleader.com
Amy • ajordan@ptleader.com

LTAC Grant Award Agreement for QUILCENE FAIR & PARADE ASSOCIATION



Page 26 of 34

SEPTEMBER 16

Quilcene Fair & Parade

10AM TO 3PM

KIDS CARNIVAL - EXHIBIT HALL - RAFFLE

VENDORS - PARADE - CAR SHOW

@11AM



LIVE MUSIC:
KALAN WOLFE & THE SHIFT
THE BUCK ELLARD BAND
HARMONICA POCKET

FREE ADMISSION! ALL AGES EVENT!



Car
Show

Find us on



QUILCENEFAIR.ORG

Join Us **September 21st**
for our **Fiber Project
Ribbon Cutting**

where

**Quilcene Fair & Parade
@ Jefferson PUD's Booth**

when

11am - 2pm

**Tour Jefferson PUD's fiber sites and learn
about the state-of-the-art network
bringing the fastest internet speeds
in the country to our rural neighbors.**

Jefferson PUD's Olympic Fiber Corridor project was
funded by the NTIA Broadband Infrastructure Program.



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
jeffbocc@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.