

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Leslie Locke, Deputy Clerk of the Board

DATE: February 3, 2014

SUBJECT: AGREEMENT (2) re: 2014 Hotel Motel Grant Funding; (1) In the Amount of \$2,000; Quilcene/Brinnon Dollars for Scholars; (2) In the Amount of \$57,850; Jefferson County Historical Society

STATEMENT OF ISSUE:

These agreements provide funding for 2014 to certain non-profit agencies for the promotion of tourism and ongoing preservation of Jefferson County's heritage. This funding has been budgeted from the Hotel Motel (Lodging Tax Advisory Committee) Fund.

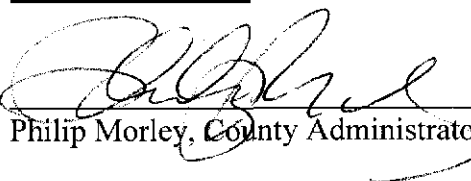
FISCAL IMPACT:

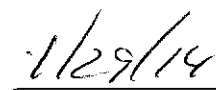
Quilcene/Brinnon Dollars for Scholars: \$2,000
Jefferson County Historical Society: \$57,850

RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:


Philip Morley, County Administrator


Date

AGREEMENT
By and Between
QUILCENE/BRINNON DOLLARS FOR SCHOLARS
And
JEFFERSON COUNTY
For Hotel-Motel Funding 2014

This Agreement is by and between JEFFERSON COUNTY (hereinafter known as "COUNTY" and the QUILCENE/BRINNON DOLLARS FOR SCHOLARS (hereinafter known as "DOLLARS FOR SCHOLARS").

WHEREAS, the COUNTY desires to promote tourism by providing information to guests, support and staff to information centers in unincorporated Jefferson County, as well as workshops, conferences and materials to enhance productivity of visitor information centers in the promotion of the tourism industry; and

WHEREAS, the Jefferson County Lodging Tax Advisory Committee reviewed and recommended funding the lodging tax proposal by the Quilcene/Brinnon Dollars for Scholars to implement a strategy for the unincorporated area of Jefferson County to promote tourism activities;

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

SECTION 1: SERVICES TO BE PERFORMED

DOLLARS FOR SCHOLARS shall use its capabilities to continue and update the ongoing performance of the following specific services as necessary to promote the Quilcene Oyster Half Marathon consistent with the Itemized List of Proposed Tourism Promotion Services, a copy of which is incorporated herein as Exhibit A with adjustments to be made by Dollars for Scholars to reduce total 2014 Lodging Tax expenditures to \$2,000.

SECTION 2: RESPONSIBILITIES OF THE JEFFERSON COUNTY DOLLARS FOR SCHOLARS

By **March 31st** each year provide the following information on the attached form, Exhibit B, for the previous year to be included in the County's report to Washington State Tourism.

- a. Each festival, event, or tourism facility owned and/or operated by the DOLLARS FOR SCHOLARS (if applicable).
- b. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by the DOLLARS FOR SCHOLARS on each festival, event or tourism facility listed in "a" above (if applicable).
- c. Estimated number of tourists served at each festival, event or tourism facility listed in "a" above. ("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.

SECTION 3: RESPONSIBILITY OF JEFFERSON COUNTY

The COUNTY will provide the DOLLARS FOR SCHOLARS with \$2,000 funding from Hotel-Motel Tax receipts to be used in support of their responsibilities as defined under this agreement. DOLLARS FOR SCHOLARS will receive a lump sum payment, payable upon execution of this contract.

SECTION 4: TERM

This Agreement shall be for a term of one year, commencing on January 1, 2014 and ending on December 31, 2014, except that the reporting requirements of Section 2 above shall run to March 31, 2015.

SECTION 5: ASSIGNMENT

Either party to the agreement shall not assign this Agreement, except by signed amendment.

SECTION 6: MODIFICATION

This Agreement may be modified during the term of the agreement by mutual agreement of the parties appended in writing to the Agreement.

SECTION 7: TERMINATION

The Agreement may be terminated, upon thirty (30) days written notice by either party. After receipt of notice, and before termination, the party in default may cure the defect, in which case the agreement shall continue in force for the full term. The COUNTY shall be refunded a pro-rated share of the agreed funding upon termination based upon the balance of time remaining in the term unless otherwise negotiated.

SECTION 8: HOLD HARMLESS

The DOLLARS FOR SCHOLARS shall indemnify and hold the COUNTY, and its officers, employees, and agents 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 the DOLLARS FOR SCHOLARS's negligence or breach of any of its obligations under this Agreement; provided that nothing herein shall require the DOLLARS FOR SCHOLARS 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 and agents, and; provided further that if the claims or suits are caused by or result from the concurrent negligence of: (a) the DOLLARS FOR SCHOLARS's

agents or employees; and, (b) the COUNTY, its officers, employees and agents, 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 the DOLLARS FOR SCHOLARS's negligence, or the negligence of the DOLLARS FOR SCHOLARS's agents or employees.

The DOLLARS FOR SCHOLARS specifically assumes potential liability for actions brought against the COUNTY by the DOLLARS FOR SCHOLARS's employees, including all other persons engaged in the performance of any work or service required of the DOLLARS FOR SCHOLARS under this Agreement and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The DOLLARS FOR SCHOLARS recognizes that this waiver was specifically entered into pursuant to provisions of RCW 4.25.115 and was subject of mutual negotiation.

SECTION 9: INSURANCE

The DOLLARS FOR SCHOLARS shall obtain and keep in force during the term of the contract, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48.

The DOLLARS FOR SCHOLARS shall maintain Workers' Compensation coverage as required under the Washington State Industrial Insurance Act, RCW Title 51, for all DOLLARS FOR SCHOLARS employees, agents and volunteers eligible for such coverage under the Industrial Insurance Act.

SECTION 10: INDEPENDENT CONTRACTOR

The DOLLARS FOR SCHOLARS and the COUNTY agree that the DOLLARS FOR SCHOLARS is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the DOLLARS FOR SCHOLARS nor any employee of the DOLLARS FOR SCHOLARS shall be entitled to any benefits accorded County employees by virtue of the services provided under this agreement. 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 the DOLLARS FOR SCHOLARS, or any employee of the DOLLARS FOR SCHOLARS.

SECTION 11: COMPLIANCE WITH APPLICABLE LAWS

The DOLLARS FOR SCHOLARS shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and venue shall be in Jefferson County, WA.

SECTION 12: DISCRIMINATION PROHIBITED

DOLLARS FOR SCHOLARS with regard to the services to be completed under this agreement, will 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, contractors or subcontractors.

SECTION 13: INTEGRATED AGREEMENT

This agreement together with attachments or addenda represents the entire and integrated agreement between the County and the DOLLARS FOR SCHOLARS and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both the County and the DOLLARS FOR SCHOLARS.

APPROVED and signed this day of , 2014.

Attest:

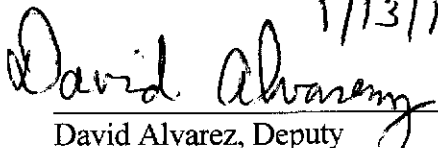
**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

Carolyn Avery
Deputy Clerk of the Board

John Austin, Chairman Date

Approved as to Form:

**QUILCENE/BRINNON
DOLLARS FOR SCHOLARS**

1/13/14


David Alvarez, Deputy
Prosecuting Attorney



Authorized Official 1/23/14
Date

EXHIBIT A

Itemized List of Proposed Tourism Promotion Services

[Note: Dollars for Scholars shall reduce total Hotel-Motel Tax expenditures to \$2,000 or less]

Website	\$ 300
Printed Brochures (sample included)	932
Signmeup.com (advertising/distribution)	70
Northwest Runner Magazine 6 - ¼ page ads	1950
Silver Strider Magazine 6 - ¼ page ads	<u>1248</u>
	\$4500

Name of individual who prepared report: _____ Phone #: _____ E-mail address: _____

Instructions:

- Use a separate line for each event or facility; use separate lines for multiple facilities operated by your organization.
- Specify funds allocated to each event/facility during this year, regardless of whether you spent the money during that year.
- * Include tourists, persons traveling more than 50 miles to the location of the event, festival or facility, and overnight stays in the area.
- ***"Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds.
- Use additional sheets as necessary.

RETURN THIS FORM TO:

**Jefferson County Administrator's Office
P.O. Box 1220
Port Townsend, WA 98368**

No later than March 31st of each year reporting

AGREEMENT
By and Between
THE JEFFERSON COUNTY HISTORICAL SOCIETY
And
JEFFERSON COUNTY
For Hotel-Motel Funding, 2014
(Gateway Visitor Center)

This Agreement is by and between JEFFERSON COUNTY (hereinafter known as "COUNTY" and the JEFFERSON COUNTY HISTORICAL SOCIETY (hereinafter know as "HISTORICAL SOCIETY").

WHEREAS, the HISTORICAL SOCIETY is a non-profit corporation of the State of Washington with the mission "to actively discover, collect, preserve and promote the heritage of Jefferson County"; and

WHEREAS, the COUNTY desires to promote tourism by providing information to guests, supporting and staffing the Gateway Visitor Center in unincorporated Jefferson County, as well as promoting tourism through participation at workshops, conferences and regional organizations; and

WHEREAS, the COUNTY wishes to create and operate a visitor center that can be a destination itself, a place to learn about Jefferson County and visitors can be encouraged to spend time in the County, not just a place to pick up brochures; and

WHEREAS, the COUNTY envisions that the HISTORICAL SOCIETY will create opportunities to generate revenue through gift shop sales, charges for services (stocking brochures, etc.), all of which will be retained by the HISTORICAL SOCIETY; and

WHEREAS, management of the visitor center will be at no cost to the HISTORICAL SOCIETY with all reasonable expenses being paid for by the COUNTY; and

WHEREAS, the Jefferson County Lodging Tax Advisory Committee reviewed and recommended funding the lodging tax proposal by the Historical Society to operate the Gateway Visitor Center;

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and agreements herein, the parties agree as follows:

SECTION 1: SERVICES TO BE PERFORMED

The HISTORICAL SOCIETY shall use its capabilities to perform the following services as described in Exhibit A attached hereto and incorporated herein, and as described below:

1. Act as a pass through agency for the purpose of staffing and operating the Gateway Visitor Center, including scheduling hours of operation, receiving and processing information requests, routine grounds maintenance, payment of utilities and other activities necessary to maintain the Gateway Visitor Center as a point of visitor contact

and education: Provide entry and updates in coordination with other tourism promotion organizations on facebook and on www.olympicpeninsula.org, the latter including web pages for the Olympic Peninsula Gateway Visitor Center, Tri-Area and Port Ludlow; and perform additional tourism promotion activities consistent with the Itemized List of Proposed Promotion Services attached hereto and incorporated herein as Exhibit A.

2. Act as a pass through agency for the purpose of providing the staff function to represent the COUNTY on local, regional, and statewide tourism organizations and activities, to promote tourism in the unincorporated areas of Jefferson County, provide staff services to the LTAC committee, including scheduling of meetings, taking minutes, etc.
3. Prepare and submit an annual budget request to the Board of Commissioners for the staffing and operating of the Gateway Visitor Center.

SECTION 2: RESPONSIBILITIES OF THE HISTORICAL SOCIETY

1. Provide to the COUNTY a quarterly report of the use, services, programs and activities of the Gateway Center and bill for quarterly payment through Hotel-Motel Fund as provided in Section 3, below.
2. Keep accurate records of revenue collected and money distributed, and submit these to COUNTY on a quarterly basis. Maintain the above records and back-up documentation for bills paid at the Gateway Center for a minimum of three years.
3. By **March 31st** each year provide the following information on the attached form Exhibit B, for the previous year to be included in the County's report to Washington State Tourism.
 - a. Each festival, event, or tourism facility owned and/or operated by Gateway Center.
 - b. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by the Gateway Center on each festival, event or tourism facility listed in "a" above.
 - c. Estimated number of tourists served at each festival, event or tourism facility listed in "a" above. ("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.

SECTION 3: RESPONSIBILITY OF JEFFERSON COUNTY

1. The COUNTY will provide the HISTORICAL SOCIETY funding from Hotel-Motel Tax receipts to be used in support of their responsibilities as defined under this agreement.

2. Said funding is in the sum of \$57,850. Quarterly payments of \$14,462.50 will be made, beginning with the first quarter of 2014.
3. Payments are to be predicated on quarterly reports defined in Section 2. The COUNTY will make payment on the first available billing cycle of the quarter.
4. Consult with the HISTORICAL SOCIETY on all decisions regarding design and site considerations.
5. The HISTORICAL SOCIETY assumes no responsibility for the maintenance and upkeep of the Gateway Visitor's Center (the Center). The COUNTY shall keep the Center and the entries immediately adjacent thereto in a neat, clean and safe condition, maintain the glass of all windows and doors thereof, and maintain the Center and entries thereto in a good state of repair. The COUNTY shall also maintain and repair the electrical and other utility systems within the Center together with the roof, exterior walls and foundations thereof.

SECTION 4: DEFINITION:

Pass Through Agency: The term pass through agency shall mean that the HISTORICAL SOCIETY shall act as the fiscal agent for the operation of the Gateway Center. The HISTORICAL SOCIETY shall not incur any additional financial liability for the operation of the Gateway Center in excess of the sum listed in Section 3 above.

SECTION 5: TERM

This Agreement shall be for a term of one year, commencing on January 1, 2014 and ending December 31, 2014, except that the reporting requirements of Section 2.3 above shall run to March 31, 2015.

SECTION 6: ASSIGNMENT

Either party to the agreement shall not assign this Agreement, except by signed amendment.

SECTION 7: MODIFICATION

This Agreement may be modified during the term of the agreement by mutual agreement of the parties and appended in writing to the Agreement.

SECTION 8: TERMINATION

The Agreement may be terminated, upon thirty (30) days written notice by either party. After receipt of notice, and before termination, the party in default may cure the defect, in which case the agreement shall continue in force for the full term. The COUNTY shall be refunded a pro-rated share of the agreed funding upon termination based upon the balance of time remaining in the term unless otherwise negotiated.

SECTION 9: HOLD HARMLESS

The HISTORICAL SOCIETY shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and venue shall be in Jefferson County, WA.

The COUNTY shall indemnify and hold the HISTORICAL SOCIETY, and its officers, employees, and agents 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 (hereinafter collectively "claims") arising in whole or in part, directly or indirectly, from participation in this agreement, EXCEPT, those claims arising from the HISTORICAL SOCIETY's sole negligence or breach of any of its obligations under this Agreement; provided further that if the claims are caused by or result from the concurrent negligence of: (a) the HISTORICAL SOCIETY's agents or employees; and, (b) the COUNTY, its officers, employees and agents, then this indemnity provision with respect to claims based upon such negligence, and/or the costs to the COUNTY of defending such claims, shall be valid and enforceable only to the extent of the HISTORICAL SOCIETY's negligence, or the negligence of the HISTORICAL SOCIETY's agents or employees.

SECTION 10: INSURANCE

1. The HISTORICAL SOCIETY shall obtain and keep in force during the term of the contract, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48.
2. The HISTORICAL SOCIETY shall maintain Workers' Compensation coverage as required under the Washington State Industrial Insurance Act, RCW Title 51, for all HISTORICAL SOCIETY employees, agents and volunteers eligible for such coverage under the Industrial Insurance Act.
3. Automobile Liability insurance: Any employee, representative or volunteer of the HISTORICAL SOCIETY who uses his or her personal vehicle in order to accomplish any purpose of this Agreement or to accomplish any obligation of the HISTORICAL SOCIETY under this Agreement shall within 30 days of the execution of this contract or prior to the execution of such work in furtherance of this Agreement provide to the Clerk to the Jefferson County Commission proof of personal automobile insurance for third party liability (bodily injury) in an amount of not less than \$250,000 per occurrence, \$500,000 aggregate. Said personal automobile insurance shall also provide coverage for property damage liability in an amount not less than 200% of the statutory minimum required property damage insurance.
4. The HISTORICAL SOCIETY and its subcontractors' insurance policies and additional named insured endorsements shall provide primary insurance coverage and be non-contributory. Any insurance, self-insured retention, deductible, risk retention or insurance pooling maintained or participated in by the County shall be excess and not contributory to such insurance policies. The HISTORICAL SOCIETY and its subcontractors' liability insurance policies must be endorsed to show this primary coverage.

5. The HISTORICAL SOCIETY shall, for each required insurance policy, provide a Certificate of Insurance, with endorsements attached, evidencing all required coverages, limits, deductibles, self-insured retentions and endorsements and which is conditioned upon the County receiving thirty (30) days prior written notice of reduction in coverages, cancellation or non-renewal. Each Certificate of Insurance and all insurance notices shall be provided to the Jefferson County Administrator's Office, P.O. Box 1220, Port Townsend, WA 98368.

SECTION 11: INDEPENDENT CONTRACTOR

The HISTORICAL SOCIETY and the COUNTY agree that the HISTORICAL SOCIETY are an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the HISTORICAL SOCIETY nor any employee of the HISTORICAL SOCIETY shall be entitled to any benefits accorded County employees by virtue of the services provided under this agreement. 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 the HISTORICAL SOCIETY, or any employee of the HISTORICAL SOCIETY.

SECTION 12: COMPLIANCE WITH LAWS

The HISTORICAL SOCIETY shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and venue shall be in Jefferson County, Washington.

SECTION 13: DISCRIMINATION PROHIBITED

The HISTORICAL SOCIETY with regard to the project to be completed under this agreement, will 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, contractors or subcontractors.

SECTION 14: INTEGRATED AGREEMENT

This agreement together with attachments or addenda represents the entire and integrated agreement between the County and the HISTORICAL SOCIETY and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both the County and the HISTORICAL SOCIETY.

APPROVED and signed this _____ day of _____, 2014.

Attest:

Carolyn Avery,
Deputy Clerk of the Board

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

John Austin, Chairman

Approved as to Form:

David Alvarez 1/13/14
David Alvarez, Deputy Prosecuting Attorney

HISTORICAL SOCIETY! 1/21/14
William Tennant
Authorized Official

EXHIBIT A

Itemized List of Proposed Tourism Promotion Services

[Note: Historical Society shall reduce total Hotel-Motel Tax expenditures to \$57,850 or less.]

The Olympic Peninsula Gateway Visitor Center provides for a seven day-a-week site dedicated to the promotion of business in Unincorporated Jefferson County. We promote all businesses in Jefferson County without charge or Chamber affiliation. Our Center is the first opportunity the visitor has for local information on the Olympic Peninsula after crossing the Hood Canal Bridge on Highway 104. **The Visitor Center is open 362 days a year** and is the only site that opens for all summer holiday weekends with a 9:00 to 5:00 scheduling. **Our Visitor Center uses Volunteers to fill a portion of weekly scheduled openings; 808 donated hours through end of October; this is 23% of our operating hours to date. Volunteers keep our operating cost down. This year over 15.5% of our LTAC funds will be used to fund Promotional Multimedia Programs beyond our location.** The Center provided service to over 10,000 through the door visitors, in 2012, and we have seen some 7,272 on site visitors through the end of August, 1213. We provide oversight for all Jefferson County promotional programs, local or regional, on all levels, printed or electronic. Our budget includes monies for Bulk mailing fulfillment including web and phone requests from our site, Port Townsend, and all quarries to our Regional website. Through end of August this year we have made 40,095 total contacts directly, by mail, or by delivery of promotional materials to other sites on and off Peninsula, this does not include visits to our web pages.

We fund and maintain a Jefferson County web presence on the internet with www.olympicpeninsula.org and www.visitthedragon.com these sites include year round updates to pages for Port Hadlock, Port Ludlow, and the Gateway Visitor Center. We also provide funding for a Gateway Visitor Center site in Face book, a Blog site, and Pinterest. For the last four years we also provided for a Washington State Ferries distribution program through Certified Folder Inc. on both the Seattle to Kingston and the Seattle to Bainbridge Isl. run.

The Gateway Visitor Center staff produces Promotional products like our "Activities Map" spotlighting Unincorporated Jefferson County. We work to make our County promotion more efficient, including reformatting our mailing program to make use of this map; a much more economically mailed piece. We gather data from our Guest Register, and, this effort enables our Marketing Committees to direct use of funds to best media and best locations for promotion. Staff attends all Tourism related Committee meetings and is involved with development of Peninsula and County related promotional programs. We also provide for all security and maintenance of building, parking lot, toilets, trash pickup, and lot cleaning.

**EXHIBIT B
Jurisdiction Lodging Tax Reporting Form – To Be Submitted to Jefferson County Administrator’s Office
No Later than March 31st each Year**

PART A

All organizations are required to fill out this form:

1. Organization: _____ Year: _____ Total Lodging Tax Revenue Received: \$ _____
2. Amount used by your organization or non-profit organizations exempt from taxation under IRS 501 (c)(3) or 501 (c)(6) codes:
\$ _____

PART B

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 section of the form.

Festival, Event, Tourism Facility owned by a non-profit organization or the local jurisdiction	Lodging Tax Revenue Expended (\$)	Estimated Number of Tourists*	Estimated Lodging Stays**	Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility (optional)
TOTAL:				

Name of individual who prepared report: _____ Phone #: _____ E-mail address: _____

Instructions:

- Use a separate line for each event or facility; use separate lines for multiple facilities operated by your organization.
- Specify funds allocated to each event/facility during this year, regardless of whether you spent the money during that year.
- * Include tourists, persons traveling more than 50 miles to the location of the event, festival or facility, and overnight stays in the area.
- ***"Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds.
- Use additional sheets as necessary.

RETURN THIS FORM TO:

**Jefferson County Administrator's Office
P.O. Box 1220
Port Townsend, WA 98368**

No later than March 31st of each year reporting