

TOURISM SERVICE CONTRACT

Standard Funding

Between

Pacific County, Washington

And

Pacific County General Administration

Contract # TDF106:PCGA2021

THIS CONTRACT is made by and between the Pacific County General Administration, P O Box 6, South Bend, WA 98586, (ORGANIZATION), and the Board of Pacific County Commissioners (BOARD) on behalf of Pacific County (COUNTY), a political subdivision and municipal corporation of the state of Washington.

WHEREAS, Chapter 67.28 RCW provides authority for legislative bodies of municipalities to impose excise taxes on the sale of or charge made for the furnishing of lodging that is subject to tax under Chapter 82.08 RCW; and

WHEREAS, the BOARD, the legislative body of and for the COUNTY, by enacting Ordinance No. 143 – Lodging Tax imposed the excise taxes authorized in Chapter 67.28 RCW; and

WHEREAS, RCW 67.28.1815 in part states that: “All revenue from taxes imposed under said Chapter shall be credited to a special fund in the treasury of the municipality imposing such tax and used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities...” and

WHEREAS, the COUNTY Lodging Tax revenues have been credited to the Tourism Development Fund No. 106 in the treasury of the COUNTY; and

WHEREAS, the ORGANIZATION applied for financial assistance from COUNTY Lodging Tax proceeds (“the Application”) through the Pacific County Lodging Tax Advisory Committee (“LTAC”); and

WHEREAS, the LTAC facilitated these efforts by evaluating submitted application packets and advancing the financing award recommendations to the BOARD, including the Application from the ORGANIZATION; and

WHEREAS, the BOARD has determined that the activity herein described promotes the general welfare, health and safety of the citizens of the COUNTY, and is in the best interests of the COUNTY in regard to the promotion of tourism in Pacific County, the BOARD intends to disperse COUNTY Lodging Tax proceeds to the ORGANIZATION to assist with its Application, and hereby enters into this Contract; now, therefore,

WITNESSETH, that in consideration of the premises and mutual benefits and covenants herein contained, it is agreed by and between the parties hereto as follows:

1. **FUNDING:** Three Thousand Six Hundred Thirty-Seven Dollars (\$3,637) have been pledged from the COUNTY Tourism Development Fund No. 106 in fiscal year 2021 to assist with Tourism Promotion of Pacific County. Said amount shall constitute the maximum reimbursement the ORGANIZATION is eligible to receive from the COUNTY under this Contract.

2. **USE OF FUNDS:** The ORGANIZATION shall use these COUNTY funds for the express purpose of Tourism Promotion of Pacific County. In accordance with Chapter 67.28.080 RCW - tourism promotion is defined as activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.
3. **SCOPE OF WORK:** Reimbursement shall only be for eligible expenses incurred by the ORGANIZATION associated with Attachment A: Budget, attached hereto to clarify the intent of proposed expenditures and is made a part of this Contract. The ORGANIZATION shall comply with all applicable laws, and shall provide documentation thereof. The COUNTY reserves the right to reject any request for reimbursement that is determined not to comply with the requirements and limitations specified within Section 2: Use of Funds and/or this section.
4. **PAYMENT PROVISIONS:** The ORGANIZATION may request reimbursement for eligible expenses as listed in Attachment A: Budget up to the amount specified in Section 1. Funding.

The COUNTY will provide a Claims Voucher to the ORGANIZATION and shall be used for all reimbursement requests. Said Claims Voucher shall not be altered in any way.

The ORGANIZATION shall submit a completed Claims Voucher, including the Contract number, with documentation of expenditures in support of the reimbursement request.

Funds shall be disbursed to the ORGANIZATION as per the terms listed within Section 1. Funding by warrant within twenty (20) days of receipt of Claims Voucher.

The final Claims Voucher shall be received by the COUNTY no later than December 15, 2021. Any Claims Vouchers received after this date will not be paid.

5. **VALUATION AND MONITORING:** The ORGANIZATION agrees to maintain books, records and other documents and evidence, and to use accounting procedures and practices that sufficiently and properly support the complete performance of and the full compliance with this Contract. The ORGANIZATION will retain these supporting books, records, documents and other materials for at least three (3) calendar years following the year in which the Contract expires.

The COUNTY and/or the State Auditor and any of their representatives shall have full and complete access to these books, records and other documents and evidence retained by the ORGANIZATION respecting all matters covered in and under this Contract, and shall have the right to examine such during normal business hours as often as the COUNTY and/or the State Auditor may deem necessary. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, and records of matters covered by this Contract. These access and examination rights shall last for three calendar years following the year in which the Contract expires.

The COUNTY intends without guarantee for its agents to use reasonable security procedures and protections to assure that related records and documents provided by the ORGANIZATION are not erroneously disclosed to third parties. The COUNTY will, however, disclose or make this material available to those authorized by/in the above paragraph or permitted under the provisions of Chapter 42.56 RCW without notice to the ORGANIZATION.

The ORGANIZATION shall cooperate with and freely participate in any other monitoring or evaluation activities pertinent to this Contract that the COUNTY finds needing to be conducted.

6. **RECAPTURE PROVISION:** In the event the ORGANIZATION fails to expend these funds in accordance with state law and/or the provisions of this Contract, the COUNTY reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for a period of two (2) years following release of any report from an audit conducted by the COUNTY and/or the State Auditor's Office under the Section 5 (EVALUATION AND MONITORING) provisions or the 3-year records retention period required under Section 5 (EVALUATION AND MONITORING), whichever occurs later. Repayment by the ORGANIZATION of any funds recaptured under this provision shall occur within twenty (20) days of any demand. In the event the COUNTY is required to institute legal proceedings to enforce this recapture provision, the COUNTY shall be entitled to its costs thereof, including reasonable attorney's fees.
7. **NONDISCRIMINATION:** The ORGANIZATION shall comply with all federal and state nondiscrimination laws, including, but not limited to chapter 49.60 RCW – Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq. – the Americans with Disabilities Act (ADA). In the event the ORGANIZATION fails or refuses to comply with any nondiscrimination law, regulation, or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and the ORGANIZATION may be declared by the COUNTY ineligible for further Pacific County Tourism Development Funds. The ORGANIZATION shall be given a reasonable time in which to cure any such noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedures set forth herein.
8. **EMPLOYMENT RELATIONSHIPS:** The ORGANIZATION, its employees, volunteers or agents performing under this Contract are not deemed to be employees of the COUNTY, nor volunteers or agents of the COUNTY in any manner whatsoever. No officer, employee, volunteer or agent of the ORGANIZATION will hold themselves out as, or claim to be, an officer, employee, volunteer or agent of the COUNTY by reason hereof, nor will they make any claim, demand or application to or for any right or privilege applicable to an officer, employee volunteer or agent of the COUNTY.

The parties agree that the COUNTY will not be responsible for the payment of any industrial insurance premiums or related claims or other benefits that may arise during the performance of services under this Contract for any ORGANIZATION employee or volunteer, or for any consultant's, contractor's or subcontractor's employee(s) or agent(s) that has been retained by the ORGANIZATION.

9. **HOLD HARMLESS:** To the fullest extent permitted by law, the ORGANIZATION agrees to indemnify, defend and hold the COUNTY and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any action or omission, negligent or otherwise, of the ORGANIZATION, its employees, agents or volunteers or ORGANIZATION's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this Contract; or 3) are based upon the ORGANIZATION'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the ORGANIZATION shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the COUNTY. This indemnification obligation of the ORGANIZATION shall not be limited in any way by the Washington State Industrial Insurance Action RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the ORGANIZATION hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the ORGANIZATION are a material inducement to COUNTY to enter into the Contract, are reflected in the ORGANIZATION's compensation, and have been mutually negotiated by the parties.

10. **CONTRACT PERIOD:** The terms of this Contract and the performance of the parties hereto shall commence, or be deemed to have commenced, the 1st day of January, 2021, and will continue through the 31st day of December, 2021, both dates inclusive, unless sooner terminated or extended as provided for herein.

11. **TERMINATION OF CONTRACT:** If, through any cause, the ORGANIZATION shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the ORGANIZATION shall violate any of its covenants, Contracts or stipulations, the COUNTY shall thereupon have the right to terminate this Contract and withhold the remaining allocation if the default or violation is not corrected within ten (10) days of the COUNTY submitting written notice to the ORGANIZATION describing the default or violation.

Notwithstanding any contrary provisions of this Contract, either party may terminate this Contract by providing written notice of such termination and specifying the effective date thereof to the other party at least twenty (20) days prior to the revised termination date. Payment for allowable expenses, as provided in Section 2. Use of Funds, incurred by the ORGANIZATION and not reimbursed or otherwise paid for by the COUNTY prior to the effective date of such revised termination shall be as the COUNTY reasonably determines.

The COUNTY may unilaterally terminate all or part of this Contract, or reduce the Scope of Work and/or Funding without regard for "eligible" expenses being incurred and awaiting reimbursement if the Pacific County Tourism Development funds are reduced as a result of a reduction or loss of the lodging sales and use taxing authority or a substantial reduction in taxable jurisdiction or activity.

12. **DISPUTE RESOLUTION:** Differences between the ORGANIZATION and the COUNTY, arising under and by virtue of this Contract, shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due ORGANIZATION shall be decided by the COUNTY'S Contract representative or designee. All rulings, orders, instructions and decisions of the COUNTY'S contract representative shall be final and conclusive.

13. **GOVERNING LAW AND VENUE:** If either party files suit to enforce this Contract, parties agree that the prevailing party in any such action shall be entitled to collection costs, reasonable attorney's fees, and costs of suit. The parties agree that any suit pertaining to this Contract shall be filed in the Pacific County Superior Court. This Contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.

Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Pacific County, Washington.

14. **SEVERABILITY:** If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision. Should the COUNTY determine that the severed portions substantially alter this Contract so that the original intent and purpose of the Contract no longer exists, the COUNTY may, in its sole discretion, terminate this Contract.

15. **PUBLIC RECORDS ACT:** This Contract and all public records associated with this Contract shall be available from the COUNTY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the ORGANIZATION are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the ORGANIZATION agrees to make them promptly available to the COUNTY. If the ORGANIZATION considers any portion of any record provided to the COUNTY under this Contract, whether in electronic or hard copy form, to be protected from disclosure under law, the ORGANIZATION shall clearly identify any specific information that it claims to be confidential or proprietary. If the COUNTY receives a request under the Act to inspect or copy the information so identified by the ORGANIZATION and the COUNTY determines that release of the information is required by the Act or otherwise appropriate, the COUNTY's sole obligations shall be to notify the ORGANIZATION (a) of the request and (b) of the date that such information will be released to the requester unless the ORGANIZATION obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the ORGANIZATION fails to timely obtain a court order enjoining disclosure, the COUNTY will release the requested information on the date specified. The COUNTY has, and by this section assumes, no obligation on behalf of the ORGANIZATION to claim any exemption from disclosure under the Act. The COUNTY shall not be liable to the ORGANIZATION for releasing records not clearly identified by the ORGANIZATION as confidential or proprietary. The COUNTY shall not be liable to the ORGANIZATION for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction. ORGANIZATION agrees to indemnify and, to the greatest extent legally possible, to hold harmless the COUNTY in any action by a third party due to the negligence, recklessness or intentional actions by the ORGANIZATION relating to its performance of this contract. This includes any lawsuit filed by a third party for the COUNTY's allegedly improper release of confidential or proprietary information pursuant to a public records request.
16. **SPECIAL PROVISION:** The failure of the COUNTY to insist upon the strict performance of any provision of this Contract or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Contract.
17. **ENTIRE CONTRACT/MODIFICATIONS:** This Contract represents all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any parties hereto. The COUNTY and the ORGANIZATION may, from time to time, request changes in services being performed with these funds. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to this Contract. For example, and without limitation, an amendment to this Contract must be approved in writing by the COUNTY prior to the ORGANIZATION expending funds for the items covered within that amendment. Costs incurred in contravention of this Paragraph are the sole responsibility of the ORGANIZATION.
18. **REQUIRED REPORTING:** Pursuant to RCW 67.28.1816(2)(c)(i): All ORGANIZATIONS are required to submit a report to the COUNTY by December 15, 2021 describing the actual number of people traveling for business or pleasure on a trip during 2021:
- a) Away from their place of residence or business and staying overnight in Pacific County in paid accommodations;
 - b) To a place fifty miles or more one way from their place of residence or business to Pacific County for the day or staying overnight; or
 - c) From another country or state outside of their place of residence or their business to Pacific County.

The ORGANIZATION is also required to submit a final actual expenditure report by December 15, 2021 with the final voucher to receive full payment.

19. **NOTIFICATION**: Should the need arise during the term of this Contract for either party to notify the other of a change in address or otherwise, the following contacts shall be used:

For the COUNTY:

Board of Pacific County Commissioners
Clerk of the Board
P O Box 187
South Bend, WA 98586-0187
Phone: 360/875-9337
Fax: 360/875-9335

For the ORGANIZATION:

Kathy Spoor
P O Box 6
South Bend, WA 98586
kspoor@co.pacific.wa.us
Phone: 360/875-9334
Tax ID #91-6001356

IN WITNESS WHEREOF legal representatives of both the ORGANIZATION and the COUNTY have executed this Contract on the date(s) so noted below.

ORGANIZATION

Pacific County General Administration

Board of County Commissioners

Pacific County, Washington

Kathy Spoor CAO
Print Name . Title

Kathy Spoor 12-23-20
Signature Date

Frank Wolfe
Frank Wolfe, Chair

Lisa Olsen
Lisa Olsen, Commissioner

Mike Runyon
Mike Runyon, Commissioner

APPROVED AS TO FORM

AMCullough 36401
Prosecutor's Office WSBA #

ATTEST:

Marie Guernsey
Marie Guernsey Date
Clerk of the Board 12/22/2020

BUDGET

OPERATIONS:

	Total Amount Requested	Justification	Documentation
Salary/Benefits	\$3,637	.05 of Amanda's salary	Monthly calendar
Facility Costs			
Other (List)			
Total Operations Budget*			

MARKETING:

	Total Amount Requested	Justification	Documentation
Salary/Benefits			
Supplies			
Travel and/or Training			
Professional Services (List Each Service)			
Advertisements/ Promotions			
Other (List)			
Total Marketing Budget*			

EVENT(S):

	Total Amount Requested	Justification	Documentation
Salary/Benefits			
Supplies			
Travel and/or Training			
Professional Services (List Each Service)			
Other (List)			
Total Event(s) Budget*			

*These totals must equal the total amount requested. Additional sheets may be attached if needed.



Pacific County Lodging Tax Grant Application

9/28/2020
my ✓

Please read carefully and include all information. Keep your answers clear, concise and to the point.

- To be considered for funding, an application must be submitted.
- Blank answers will deem application as incomplete. Please provide full answers to each question.
- Late or incomplete applications will be received until 4:00PM on Monday, October 5, 2020 and if funded, will receive an automatic 5% deduction.
- It is the applicant's responsibility to confirm delivery.
- If more than one application is submitted by the organization, only pages 1-4 of each additional application are needed and the supplemental information is not required.

Applications must be received by September 28, 2020 at 4:00PM to:

- Department of General Administration, 1216 W Robert Bush Drive/P O Box 6, South Bend, WA 98586; or
- electronically to: administration@co.pacific.wa.us

ORGANIZATION INFORMATION

Organization Name	
Pacific County General Administration	
Type of Funding Request (mark one):	
<input checked="" type="checkbox"/> Standard	<input type="checkbox"/> Additional Funding
<input type="checkbox"/> Special Project	<input type="checkbox"/> New Applicant
Type of Organization	Years involved with tourism promotion within Pacific County
<input type="checkbox"/> 501(C)3 <input type="checkbox"/> 501(C)6 <input checked="" type="checkbox"/> Other	

APPLICANT CONTACT INFORMATION

Name	Phone Number
Marie Guernsey	360/875-9334
Mailing Address	
P O Box 6	
Agency Tax ID	UBI Number
91-6001356	254000652
Email Address	Organization's Website
administration@co.pacific.wa.us	co.pacific.wa.us

Total Amount Requested: \$ 3,637

Narrative:

Please provide a detailed description of the proposed project/activity.

(i.e. purpose and mission of project/activity, how does this project/activity drive tourism within Pacific County, tourism related goals for this year, other funding for this project/activity.)

If more room is required, please attach separate page.

Administrative support for all organizations that receive tourism development funding. Ensure contract compliance, submitting state requirement information, providing assistance to organizations as needed/requested and all services required to assist with organizations tourism audience and marketing with Pacific County. Required to review, audit, and process claim vouchers. Office hours: Monday through Friday, 8:00am to 4:30pm, except legal holidays.

In accordance with Chapter 67.28.1816 RCW applicants must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- ☐ Away from their place of residence or business and staying overnight in paid accommodations:

Estimated Number 0-assist organizations

- ☐ To a place fifty (50) miles or more one way from their place of residence or business for the day or staying overnight:

Estimated Number 0-assist organizations

- ☐ From another country or state outside of their place of residence or their business:

Estimated Number 0-assist organizations



Pacific County Lodging Tax Grant Application

DECLARATION

I understand the Washington State limitations placed on use of Hotel/Motel Tax funds, and certify that the requested funds will be used only for purposes described in this application and established by state law and county policy. I have the authority of the organization/entity represented in this application to submit this request for funding on its behalf. I understand the use of funds is subject to audit by the State of Washington.

I declare that the foregoing is true and correct to the best of my knowledge.

Marie Guernsey

Print Name

Marie Guernsey

Signature

Clerk of the Board

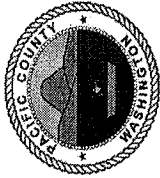
Title

9/28/2020

Date

South Bend

Place of Signing



Fiscal Year 2020 Adopted Budget Special Revenue Fund #106 Tourism Development

*(Department Managing This Budget: General Administration;
Responsible Elected Officials: County Commissioners)*

Tourism Development Fund #106 is authorized by RCW 67.28.1815 to account for lodging taxes collected from Pacific County hotels, motels, and other lodging establishments. These funds may only be used to promote tourism in Pacific County, or to acquire or operate tourism related facilities. The Board of Pacific County Commissioners has appointed a Lodging Tax Advisory Committee (LTAC) to advise the commissioners regarding use of these funds.

Grand Total FY2020 Adopted Budget Appropriations:

\$613,824.00



Special Revenue Fund #106 Tourism Development

Expenditure Overview By Budgeting, Accounting and Reporting System (BARS) Object Code

#	BARS Object Codes Description	FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Actual Expenditures	Three-Year Average Expenditures (FY2016-2018)	FY2019 Revised Budget (Including all amendments)	FY2019 Actual Expenditures Through 10-31-2019	FY2020 Baseline	FY2020 Departmental Expenditure Request	FY2020 Adopted Budget Appropriations
00	Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	-	-	-	-	-	-	-	-	-
10	Salaries and Wages	\$9,611.40	\$10,983.97	\$9,466.58	\$10,020.65	\$8,470.00	\$1,212.22	\$9,499.00	\$10,482.00	\$10,605.00
20	Personnel Benefits	-	\$556.08	\$2,469.58	\$1,008.55	\$3,525.00	\$488.55	\$2,530.00	\$2,901.00	\$3,032.00
30	Supplies for Consumption and Resale	-	-	-	-	-	-	-	-	-
40	Services and Pass-Through Payments	\$292,722.88	\$381,443.88	\$394,909.66	\$356,358.81	\$400,110.00	\$298,218.39	\$400,113.00	\$600,178.00	\$600,187.00
60	Capital Outlays	-	-	-	-	-	-	-	-	-
70	Debt Service - Principal	-	-	-	-	-	-	-	-	-
80	Debt Service - Interest and Issuance Costs	-	-	-	-	-	-	-	-	-
Grand Total Expenditures (BARS 4106-340.5**3***)		\$302,334.28	\$392,983.93	\$406,845.82	\$367,388.01	\$412,105.00	\$299,919.16	\$412,142.00	\$613,561.00	\$613,824.00

Fiscal Year 2020 Adopted Budget



Special Revenue Fund #106
Tourism Development
 Expenditure Breakdown: BARS Object Codes 10 (Salaries and Wages) & 20 (Personnel Benefits)

Employee Data		Fiscal Year 2020 Wage Breakdown <small>at Full-Time Equivalent (FTE)</small>							FY2020 Departmental Expenditure Request				FY2020 Adopted Budget Appropriations						
Position	Name	Date Hired	Group	Grade	Step	Base Salary (Monthly)	Longevity (Monthly)	Total Salary (Monthly) <small>Base Salary + Longevity</small>	Number of Months This Salary is paid	TOTAL SALARY (ANNUAL) <small>rounded to nearest \$</small>	FTE	Salary (Object 10)	Benefits (Object 20)	TOTAL Salary + Benefits	FTE	Salary (Object 10)	Benefits (Object 20)	TOTAL Salary + Benefits	
Confidential Secretary/ Assistant Risk Manager/ Deputy Clerk of the Board	Bennett, Amanda J.	03-03-2014	Mgmt	10	8	\$4,235.00	63.53	1.50%	\$4,298.53	12	\$51,583	0.05	\$2,457	\$926	\$3,383	0.05	\$2,580	\$1,057	\$3,637
Miscellaneous Expenses			-	-	-	-	-	-	-	-	-	-	\$8,025	\$1,975	\$10,000	-	\$8,025	\$1,975	\$10,000
Total												0.05	\$10,482	\$2,901	\$13,383	0.05	\$10,605	\$3,032	\$13,637

(BARR #1063405573*1* and #1063405573*2*)

(BARS #1063405573*1* and #1063405573*2*)

Notes Regarding FY2020 Adopted Budget Appropriations:

- General Administration staff may be apportioned between multiple funds:
 - General (Current Expense) Fund #001.301 – Board of County Commissioners
 - General (Current Expense) Fund #001.303 – Civil Service
 - General (Current Expense) Fund #001.34* – General Administration
 - Special Revenue Fund #105 – Veterans' Relief
 - Special Revenue Fund #106 – Tourism Development
 - Special Revenue Fund #179 – Homeless Housing and Assistance
 - Capital Improvements Fund #301 (125) – Capital Improvements
 - Internal Service Fund #531 – Risk Management



Special Revenue Fund #106 Tourism Development

Expenditure Breakdown: BARS Object Code 40 (Services and Pass-Through Payments)

BARS Subobject Codes		FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Actual Expenditures	Three-Year Average Expenditures (FY2016-2018)	FY2019 Revised Budget (including all amendments)	FY2019 Actual Expenditures Through 10-31-2019	FY2020 Baseline	FY2020 Departmental Expenditure Request	FY2020 Adopted Budget Appropriations
#	Description									
41	Professional Services	-	-	-	-	-	-	-	-	-
42	Communication	-	-	-	-	-	-	-	-	-
43	Travel	-	-	-	-	-	-	-	-	-
44	Taxes and Operating Assessments	-	-	-	-	-	-	-	-	-
45	Operating Rentals & Leases	\$388.60	\$362.34	-	\$250.31	-	-	-	-	-
46	Insurance	\$14.34	\$79.54	\$85.18	\$59.69	\$110.00	\$121.11	\$113.00	\$178.00	\$187.00
47	Utility Services	-	-	-	-	-	-	-	-	-
48	Contracted Repairs & Maintenance	-	-	-	-	-	-	-	-	-
49	Other	\$292,319.94	\$381,002.00	\$394,824.48	\$356,048.81	\$400,000.00	\$298,097.28	\$400,000.00	\$600,000.00	\$600,000.00
Total (BARS #1063605573*4*)		\$292,722.88	\$381,443.88	\$394,909.66	\$356,358.81	\$400,110.00	\$298,218.39	\$400,113.00	\$600,178.00	\$600,187.00



Special Revenue Fund #106 Tourism Development

Revenue History By Budgeting, Accounting and Reporting System (BARS) Code

Current BARS Code	Revenue Source Description	FY2016 Actual Revenue	FY2017 Actual Revenue	FY2018 Actual Revenue	Three-Year Average Revenue (FY2016-2018)	FY2019 Budget Estimate (including all amendments)	FY2019 Actual Revenue Through 10-31-2019	FY2020 Baseline Revenue Estimate	FY2020 Departmental Revenue Estimate	FY2020 Adopted Revenue Estimates
106.340.313.3*	Hotel/Motel Sales and Use Tax	\$416,008.46	\$409,170.77	\$437,850.76	\$421,010.00	\$380,000.00	\$398,906.32	\$380,000.00	\$425,000.00	\$440,000.00
106.340.36*	Intergovernmental Loan Proceeds	\$5,013.00	\$4,613.00	\$4,613.00	\$4,746.33	\$4,613.00	\$4,613.00	\$4,613.00	\$4,613.00	\$4,613.00
	Grand Total Revenue (BARS #106.340.3** ***)	\$421,021.46	\$413,783.77	\$442,463.76	\$425,756.33	\$384,613.00	\$403,519.32	\$384,613.00	\$429,613.00	\$444,613.00

Expenditures by Object Report

COUNTY OF PACIFIC
1/1/2019 through 12/31/2019

106 TOURISM DEVELOPMENT

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
10 Salaries & Wages	8,470.00	1,455.39	1,455.39	0.00	7,014.61	17.18
12 OVERTIME	0.00	10,000.00	10,000.00	0.00	-10,000.00	0.00
20 Personnel Benefits	3,525.00	586.15	586.15	0.00	2,938.85	16.63
31 Office & Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00
34 Items Purch for Invent/Resale	0.00	0.00	0.00	0.00	0.00	0.00
41 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
43 Travel	0.00	0.00	0.00	0.00	0.00	0.00
44 Taxes	0.00	0.00	0.00	0.00	0.00	0.00
45 Operating Rentals and Leases	0.00	0.00	0.00	0.00	0.00	0.00
46 Insurance	110.00	121.11	121.11	0.00	-11.11	110.10
49 Miscellaneous	400,000.00	391,579.41	391,579.41	0.00	8,420.59	97.89
50 Intergovt Interfnd Serv & Tax	0.00	0.00	0.00	0.00	0.00	0.00
51 Intergovt Professional Service	0.00	0.00	0.00	0.00	0.00	0.00
52 Intergovt Subsidies Fed. funds	0.00	0.00	0.00	0.00	0.00	0.00
Total	412,105.00	403,742.06	403,742.06	0.00	8,362.94	97.97

TOURISM DEVELOPMENT

Expenditures by Object Report

COUNTY OF PACIFIC
1/1/2019 through 12/31/2019

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
10 Salaries & Wages	8,470.00	1,455.39	1,455.39	0.00	7,014.61	17.1
12 OVERTIME	0.00	10,000.00	10,000.00	0.00	-10,000.00	0.0
20 Personnel Benefits	3,525.00	586.15	586.15	0.00	2,938.85	16.6
31 Office & Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.0
34 Items Purch for Invent/Resale	0.00	0.00	0.00	0.00	0.00	0.0
41 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
43 Travel	0.00	0.00	0.00	0.00	0.00	0.0
44 Taxes	0.00	0.00	0.00	0.00	0.00	0.0
45 Operating Rentals and Leases	0.00	0.00	0.00	0.00	0.00	0.0
46 Insurance	110.00	121.11	121.11	0.00	-11.11	110.1
49 Miscellaneous	400,000.00	391,579.41	391,579.41	0.00	8,420.59	97.8
50 Intergovt Interfnd Serv & Tax	0.00	0.00	0.00	0.00	0.00	0.0
51 Intergovt Professional Service	0.00	0.00	0.00	0.00	0.00	0.0
52 Intergovt Subsidies Fed. funds	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	412,105.00	403,742.06	403,742.06	0.00	8,362.94	97.9

Board of County Commissioners

Chair Frank Wolfe fwolfe@co.pacific.wa.us

Commissioner Lisa Olsen lolson@co.pacific.wa.us

Commissioner Mike Runyon mrunyon@co.pacific.wa.us

Prior Funding - Overview

In 2019, Amanda Bennett was a resource to all LTAC recipients for questions. She processed claims vouchers for compliance with contracts and worked to resolve any issues.



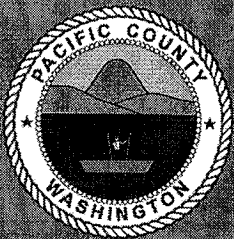
Pacific County Lodging Tax Grant Application

WASHINGTON STATE REQUIRED INFORMATION FOR LODGING TAX

Activity Name and Date: Amanda's Wages

	Number Estimated	Number Actuals
<u>Overall Attendees</u> Method to Calculating Results: <u>Direct count</u>	17	
<u>Attendees Traveled 50+ Miles</u> Method to Calculating Results: _____		
<u>Attendees Traveled Out of State/Country</u> Method to Calculating Results: _____		
<u>Attendees Paid Overnight Lodging</u> Method to Calculating Results: _____		
<u>Attendees Not Paid Overnight Lodging</u> Method to Calculating Results: _____		
<u>Paid Overnight Lodging</u> Method to Calculating Results: _____		

Total Cost of Funded Activities: \$ _____



Required Supplemental Information

The following supplemental information is required to be submitted with your application.

This checklist is provided to ensure completion and accuracy of your grant application.

Please initial each box when complete and submit with your application.

FINANCIAL DOCUMENTATION

- 2020 Complete Board Approved Organizational Annual Budget
- 2019 Actual Expenditures (Profit & Loss Report is Acceptable)

LIST OF CURRENT BOARD OF DIRECTORS

- Include [a] Names, [b] Phone Number, and [c] Email Address

NONPROFIT DETERMINATION FORM

- Internal Revenue Service verification of 501(c) status

N/A
County gov

PRIOR FUNDING

- If you received funding in 2019, provide an overview of how the funds were spent, measurable outcomes and how it enhanced tourism in Pacific County.

WASHINGTON STATE REQUIREMENTS

- Estimated numbers are required at time of application. Actual numbers are required at the end of the fiscal year with final claim voucher.

DOCUMENTATION

- I understand that if any of the required documentation mentioned above is missing, my organization's application will be rejected.