



**CITY OF BEAVERTON**

BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	<b>BCA Gift &amp; Contribution Fund</b>					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2016-17	Estimated FY 2017-18	Recommended FY 2018-19	
Materials and Services	-	-	-	-	\$0	#DIV/0!
Transfers	-	-	-	-	\$0	#DIV/0!
<b>SUB-TOTAL</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Contingency			1,000,000		1,100,000	
<b>TOTAL</b>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$1,000,000</u></u>	<u><u>\$0</u></u>	<u><u>\$1,100,000</u></u>	
FTE's	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

This is a new fund created in FY 2017-18 to deposit potential Capital Campaign Gifts for the Beaverton Center for the Art Construction Campaign.

**Contingency:**

Donations received directly by the City for the Center for the Arts will be received and held in this fund

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 108 BCA GIFT & CONTRIBUTION FUND	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0802 BCA FACILITY DEVELOPMENT PROGRAM	<b>PROGRAM MANAGER:</b> PATRICK O'CLAIRE

**Program Goal:** For a limited period of time, provide a means whereby gifts and contributions for the Beaverton Center for the Arts can be received, acknowledged and managed with integrity and stewardship. This responsibility will shift to the Beaverton Arts and Culture Foundation as they develop their capacity.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES					
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	1,000,000	1,100,000	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$1,100,000</b>	<b>\$0</b>

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$0	\$0	\$0	\$100,000	\$0
Contributions and Donations	\$0	\$0	\$1,000,000	\$1,000,000	\$0

**Program Objective:**

The overall objective is to create a structure and process to raise \$11.1 million over three years entirely from private sources in a Capital Campaign. This amount complements a lead donation of \$13 million from an anonymous source, conditionally pledged to the completion of the Beaverton Center for the Arts (BCA) facility. The third major portion of the funding for the project is a Special Revenue Bond repaid by Lodging Tax funds of the City. The construction budget is tentatively estimated at \$46 million.

**Progress on FY 2017-18 Action Plan:**

As envisioned there was no activity in this fund. The city chose to provide grants to the Beaverton Arts and Culture Foundation (BACF) as an investment in capital campaign capacity. That has proven fruitful. See below.

**FY 2018-19 Action Plan:**

A capital campaign is a relatively rare task for a local unit of government. While the organization has received tax exempt donations from individual and organizations from time to time, it is important for the city to partner with the Beaverton Arts and Culture Foundation (BACF) to accomplish this task. These tasks begin in spring 2017, planning continues in the early months of the 2017-18 fiscal year and then fund raising with targeted individuals and organizations commences. A later phase will involve appeals to the general public for donations and contributions.

Specific tasks include:

- Form a Capital Campaign Committee with visible and capable leadership
- Create a structure that is recognizable to donors as a nonprofit as well as confidence-inspiring with the appropriate tax status
- Use the Campaign Readiness Inventory to develop internal campaign staff capacity both within the city and within BACF
- Develop the Case for Support based upon feedback gained during the "Capital Campaign Readiness Assessment" study
- Develop appropriate policies and procedures to accept gifts and the capacity to oversee asset transfer, liquidation (if necessary) and donor acknowledgement for tax and stewardship purposes
- Establish appropriate controls and processes to receive, document and receipt donors for their gifts

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 108 BCA GIFT & CONTRIBUTION FUND	<b>DEPARTMENT:</b> FINANCE
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- Establish systems for handling fund raising expense, track and monitor related expenditures and generate reports as necessary by leadership, stakeholders and management for accountability and transparency
- Develop a coordination agreement between the BACF and the City outlining the division of roles and responsibilities
- Obtain the services of qualified Campaign Counsel to monitor overall campaign activity, assist with donor requests and coaches staff and volunteer leadership of the campaign
- Develop fiscal oversight capabilities and expectations
- Create a program for on-going programmatic support for the Center for the Arts

<b>Performance Measures:</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
Create Capital Campaign Committee	August 2017	Active
Acquire the services of Campaign Counsel	July 2017	Active
Solicit and receive pledges of gifts and contributions	\$5,100,000	\$1,000,000

**Performance Outcomes and Program Trends:**

The Campaign Readiness Assessment and Strategic Resources Study provided an overview of the atmosphere for capital campaigns in the Portland metropolitan area with a focus on the arts. The conclusions were that, "...with enough time and care and sense of investment, the city can put in place the (experienced) staff and other resources to conduct a capital campaign." Since that time the city hired a General Manager for the Beaverton Center for the Arts, thoroughly experienced in event and facility management as well as intimately familiar with the current state of arts, music and theatre. In addition, a Director of Philanthropy was brought on board who is well versed in the capital development field and is familiar with the city. These staff resources are described in the Lodging Tax Fund portion of this budget. Information about plans for the construction of the BCA appear in the Capital Development Fund – Program 3521.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL														
301 BEGINNING WORKING CAPITAL														
										-100,000		-100,000		
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
										-100,000		-100,000		
CLASS: 35 MISCELLANEOUS REVENUES														
390 CONTRIBUTIONS AND DONATIONS														
					-1,000,000			-100,000	-1,000,000		-1,000,000			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
					-1,000,000			-100,000	-1,000,000		-1,000,000			
TOTAL DEPARTMENT: 03 REVENUE														
					-1,000,000			-100,000	-1,100,000		-1,100,000			

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 108 BCA GIFT AND CONTRIBUTION FUND      DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					1,000,000				1,100,000		1,100,000			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					1,000,000				1,100,000		1,100,000			
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

					1,000,000				1,100,000		1,100,000			
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City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL  
 301 BEGINNING WORKING CAPITAL

100,000 100,000

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

100,000 100,000

CLASS: 35 MISCELLANEOUS REVENUES  
 390 CONTRIBUTIONS AND DONATIONS

1,000,000 100,000 1,000,000 1,000,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

1,000,000 100,000 1,000,000 1,000,000

TOTAL PROGRAM: 0000 UNRESTRICTED

1,000,000 100,000 1,100,000 1,100,000

TOTAL DEPARTMENT: 03 REVENUE

1,000,000 100,000 1,100,000 1,100,000

## BP WORKSHEET & JUSTIFICATION

FUND: 108 BCA GIFT AND CONTRIBUTION FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

390 CONTRIBUTIONS AND DONATIONS

PLACEHOLDE ESTIMATE FOR POSSIBLE DIRECT CONTRIBUTIONS THAT MAY BE PAID TO THE CITY  
THE BEAVERTON CENTER FOR THE ARTS CONSTRUCTION CAPITAL DONATION CAMPAIGN

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991 CONTINGENCY - UNRESERVED													
					1,000,000			1,100,000		1,100,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					1,000,000			1,100,000		1,100,000			
TOTAL PROGRAM: 0802 BCA FACILITY DEVELOPMENT													
					1,000,000			1,100,000		1,100,000			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
					1,000,000			1,100,000		1,100,000			
TOTAL FUND: 108 BCA GIFT AND CONTRIBUTION FUND													
					1,000,000			1,100,000		1,100,000			

