BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL												
301 BEGINNING WORKING CAPITAL												
					-1,233,059		-1,233,059	-1,233,059	-830,034		-830,034	
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL												
					-1,233,059		-1,233,059	-1,233,059	-830,034		-830,034	
CLASS: 10 TAXES												
506 CITY 4% LODGING TAX (TLT)												
			-800,185		-1,232,251		-938,933	-1,170,000	-1,290,000		-1,290,000	
TOTAL CLASS: 10 TAXES												
			-800,185		-1,232,251		-938,933	-1,170,000	-1,290,000		-1,290,000	
CLASS: 15 INTERGOVERNMENTAL REVENUE												
326 COUNTY 2.5% LODGING TAX												
			-725,907		-782,075		-579,061	-720,000	-806,000		-806,000	
TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE												
			-725,907		-782,075		-579,061	-720,000	-806,000		-806,000	
CLASS: 35 MISCELLANEOUS REVENUES												
384 INVESTMENT INTEREST EARNINGS												
			-3,276		-13,200		-15,919	-17,700	-24,500		-24,500	
390 CONTRIBUTIONS AND DONATIONS												
							-500					
757 MED/LIFE INS PREM REFUND DISTRIBUTION												
							-87	-87				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
			-3,276		-13,200		-16,506	-17,787	-24,500		-24,500	
CLASS: 40 INTERFUND TRANSFERS/LOANS												
411 TRSFRS FROM GENERAL FUND												

0987

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
					-503,821			-486,008	-577,070		-557,070	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
					-503,821			-486,008	-577,070		-557,070	
TOTAL DEPARTMENT: 03 REVENUE												
			-1,529,368		-3,764,406		-2,767,559	-3,626,854	-3,527,604		-3,507,604	

0388

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES												
018 CAPITAL CAMPAIGN MANAGER												
			24,149	1.00	100,011	1.00	94,083	100,011	106,304	1.00	106,304	1.00
077 PROGRAM MANAGER												
					59,667	1.00	18,771	27,214	84,743	1.00	84,743	1.00
186 PROGRAM COORDINATOR												
					8,706		8,706	10,150				
197 EVENTS COORDINATOR												
					73,247	1.00	70,822	74,720	75,075	1.00	75,075	1.00
221 SUPPORT SPECIALIST 2												
					51,892	1.00	49,935	54,053	58,119	1.00	58,119	1.00
273 BCA GENERAL MANAGER												
			30,152	1.00	114,134	1.00	107,557	114,146	117,005	1.00	117,005	1.00
275 TEMPORARY EMPLOYEES												
					5,000		4,698	4,617	13,932		13,932	
299 PAYROLL TAXES AND FRINGES												
			23,905		213,373		141,842	155,632	222,199		222,199	
TOTAL CLASS: 05 PERSONNEL SERVICES												
			78,206	2.00	626,030	5.00	496,414	540,543	677,377	5.00	677,377	5.00
CLASS: 10 MATERIALS & SERVICES												
301 OFFICE EXPENSE												
					665		1,422	400	400		400	
303 OFFICE FURNITURE & EQUIPMENT												
			1,877				1,489	1,489	2,900		2,900	
307 MEMBERSHIP FEES												
			2,241		2,575		2,797	2,575	5,475		5,475	
308 PERIODICALS & SUBSCRIPTIONS												
			370				340	400	900		900	
317 COMPUTER EQUIPMENT												

0389

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
			4,028		5,200		4,503	1,600	100		100	
318 COMPUTER SOFTWARE												
			630		10,540		8,522	8,000	500		500	
321 TRAVEL,TRAINING & SUBSISTENCE												
			943		29,000		14,457	24,000	29,000		29,000	
325 COMMUNITY EVENTS EXPENSE												
					93,650		79,764	93,297	85,650		85,650	
328 MEALS & RELATED EXPENSE												
					2,500		352	2,500	2,000		2,000	
330 MILEAGE REIMBURSEMENT												
					150		91	350	350		350	
341 COMMUNICATIONS EXPENSE												
			260		1,968		1,549	1,968	2,448		2,448	
461 SPECIAL EXPENSE												
					161,000		134,503	160,747	609,825		609,825	
488 ART DEVELOPMENT EXPENSE												
					103,195		93,675	105,743	111,000		91,000	
508 BCA PREDEVELOPMENT EXPENSES												
			115,409									
511 PROFESSIONAL SERVICES												
			92,345		418,330		290,344	418,330	66,500		66,500	
523 BOARDS & COMMISSIONS EXPENSES												
					7,000		4,600	6,978	2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
			218,103		835,773		638,408	828,377	919,048		899,048	
CLASS: 25 TRANSFERS												
815 TRSFRS TO CAPITAL DEV. FUND												
					1,408,243		53,312	1,408,243	297,085		297,085	
816 TRSFRS TO REPROGRAPHICS FUND												

0390

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
					3,201		2,727	3,201	5,444		5,444	
818 TRSFRS TO ISD-ALLOCATED												
					16,456		16,456	16,456	18,791		18,791	
TOTAL CLASS: 25 TRANSFERS												
					1,427,900		72,495	1,427,900	321,320		321,320	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
976 RESERVE - CITY, 4% TLT, 30% GENERAL												
					123,714							
977 RESERVE - CITY, 4% TLT, 70% TOURISM												
					229,858							
991 CONTINGENCY - UNRESERVED												
					521,131				1,609,859		1,609,859	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					874,703				1,609,859		1,609,859	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
			296,309	2.00	3,764,406	5.00	1,207,317	2,796,820	3,527,604	5.00	3,507,604	5.00

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL											
301 BEGINNING WORKING CAPITAL					1,233,059		1,233,059	830,034		830,034	
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL					1,233,059		1,233,059	830,034		830,034	
CLASS: 10 TAXES											
506 CITY 4% LODGING TAX (TLT)			800,185		1,232,251		1,170,000	1,290,000		1,290,000	
TOTAL CLASS: 10 TAXES			800,185		1,232,251		1,170,000	1,290,000		1,290,000	
CLASS: 15 INTERGOVERNMENTAL REVENUE											
326 COUNTY 2.5% LODGING TAX			725,907		782,075		720,000	806,000		806,000	
TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE			725,907		782,075		720,000	806,000		806,000	
CLASS: 35 MISCELLANEOUS REVENUES											
384 INVESTMENT INTEREST EARNINGS			3,276		13,200		17,700	24,500		24,500	
390 CONTRIBUTIONS AND DONATIONS											
757 MED/LIFE INS PREM REFUND DISTRIBUTION							87				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES			3,276		13,200		17,787	24,500		24,500	
CLASS: 40 INTERFUND TRANSFERS/LOANS											
411 TRSFRS FROM GENERAL FUND					503,821		486,008	577,070		557,070	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS					503,821		486,008	577,070		557,070	
TOTAL PROGRAM: 0000 UNRESTRICTED			1,529,368		3,764,406		3,626,854	3,527,604		3,507,604	
TOTAL DEPARTMENT: 03 REVENUE			1,529,368		3,764,406		3,626,854	3,527,604		3,507,604	

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

506 CITY 4% LODGING TAX (TLT)

EFFECTIVE OCTOBER 1, 2016, THE CITY ENACTED ITS OWN 4% TRANSIENT LODGING TAX. THE COUNTY WILL COLLECT AND DISTRIBUTE THIS TAX TO THE CITY SIMILAR TO THE PROCESS THE COUNTY COLLECTS THE 9% COUNTY TLT AND DISTRIBUTES 2.5% OF THE TLT TO THE CITY (SEE ACCOUNT 326 BELOW)
FY 2016-17 COLLECTIONS REPRESENTS ONLY 9 MONTHS OF COLLECTIONS. FY 2017-18 REFLECTS FIRST COMPLETE YEAR OF COLLECTIONS.

326 COUNTY 2.5% LODGING TAX

BEGINNING FY2016-17 THE 2.5% CITY PORTION OF THE 9% COUNTY TRANSIENT LODGING TAX IS BEING TRANSFERRED FROM THE GENERAL FUND TO THE NEW LODGING TAX (TLT) FUND 107

384 INVESTMENT INTEREST EARNINGS

FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

390 CONTRIBUTIONS AND DONATIONS

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTIBUTION TO OPERATING FUNDS

411 TRSFRS FROM GENERAL FUND

SUBSIDY OF 100% OF THE ARTS PROGRAM'S OPERATING COSTS FUNDED BY THE GENERAL FUND. $557,070
FY 2018-19 BUDGET AMENDMENT PKT. #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND FOR ART DEVELOPMENT EXPENSE BY $20,000 FROM THE CURRENT APPROPRIATION OF $110,000 TO A NEW TOTAL OF $91,000 AND REDUCE THE FUNDING FROM THE GENERAL FUND.

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0528 ARTS PROGRAM

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES											
077 PROGRAM MANAGER					59,667	1.00	27,214	84,743	1.00	84,743	1.00
186 PROGRAM COORDINATOR					8,706		10,150				
197 EVENTS COORDINATOR					73,247	1.00	74,720	75,075	1.00	75,075	1.00
221 SUPPORT SPECIALIST 2					51,892	1.00	54,053	58,119	1.00	58,119	1.00
299 PAYROLL TAXES AND FRINGES					96,273		75,304	120,825		120,825	
TOTAL CLASS: 05 PERSONNEL SERVICES					289,785	3.00	241,441	338,762	3.00	338,762	3.00
CLASS: 10 MATERIALS & SERVICES											
301 OFFICE EXPENSE					465		200	200		200	
303 OFFICE FURNITURE & EQUIPMENT								900		900	
307 MEMBERSHIP FEES					2,575		2,575	2,575		2,575	
317 COMPUTER EQUIPMENT					2,000			100		100	
318 COMPUTER SOFTWARE					540			500		500	
321 TRAVEL,TRAINING & SUBSISTENCE					4,000		4,000	4,000		4,000	
325 COMMUNITY EVENTS EXPENSE					93,650		93,297	85,650		85,650	
328 MEALS & RELATED EXPENSE					1,500		1,500	1,000		1,000	
330 MILEAGE REIMBURSEMENT					150		150	150		150	

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION / JUSTIFICATIONS
077	PROGRAM MANAGER FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
186	PROGRAM COORDINATOR FY 17-18 REFLECTS THE ARTS PROGRAM 0528 TRANSFERRING FROM THE GENERAL FUND - MAYOR'S OFFICE TO THE LODGING TAX (TLT) FUND 107. FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
197	EVENTS COORDINATOR
221	SUPPORT SPECIALIST 2
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE ARTS OFFICE SUPPLIES $200
303	OFFICE FURNITURE & EQUIPMENT STANDING DESKS (2 AT $450) FOR NEW PROGRAM MANAGER AND ONE FOR STAFF. $900
307	MEMBERSHIP FEES PORTLAND ART MUSEUM $2,200 AMERICANS FOR THE ARTS $100 WESTSIDE CULTURAL ALLIANCE $75 WILLAMETTE VALLEY DEVELOPMENT OFFICERS $200
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE MISCELLANEOUS SOFTWARE NEEDS FOR ARTS PROGRAM MANAGER $500
321	TRAVEL,TRAINING & SUBSISTENCE ARTS PROGRAM WORKSHOPS AND TRAININGS $1,500 AMERICANS FOR THE ARTS ANNUAL CONFERENCE $2,500
325	COMMUNITY EVENTS EXPENSE TEN TINY DANCES $20,150 BEAVERTON ARTS MIX $23,500 MAYOR'S BALL SPONSORSHIP & VIDEO $10,000 CONCERTS AT THE ROUND $20,000 EMERGING ARTISTS SHOWCASE PROJECT $12,000
328	MEALS & RELATED EXPENSE ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION $1,000
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINES $150

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0528 ARTS PROGRAM

OBJ		2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
		AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
341	COMMUNICATIONS EXPENSE					720		720	1,200		1,200	
461	SPECIAL EXPENSE					11,000		10,747	11,000		11,000	
488	ART DEVELOPMENT EXPENSE					103,195		105,743	111,000		91,000	
523	BOARDS & COMMISSIONS EXPENSES					7,000		6,978	2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES						226,795		225,910	220,275		200,275	
CLASS: 25 TRANSFERS												
816	TRSFRS TO REPROGRAPHICS FUND					2,201		2,201	3,882		3,882	
818	TRSFRS TO ISD-ALLOCATED					16,456		16,456	18,791		18,791	
TOTAL CLASS: 25 TRANSFERS						18,657		18,657	22,673		22,673	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED					521,131			1,609,859		1,609,859	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES						521,131			1,609,859		1,609,859	
TOTAL PROGRAM: 0528 ARTS PROGRAM						1,056,368	3.00	486,008	2,191,569	3.00	2,171,569	3.00

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION / JUSTIFICATIONS
341	COMMUNICATIONS EXPENSE
	CELL PHONE CHARGES FOR 2 STAFF AT $75 PER MONTH $900 CELL PHONE UPGRADES 2 STAFF $300
461	SPECIAL EXPENSE
	ART ACQUISITION AND CITY FACILITY & REVOLVING ART DISPLAY HANGING SYSTEM IMPROVEMENTS $6,000 ARTIST STIPENDS FOR SPECIAL PROJECTS $5,000
488	ART DEVELOPMENT EXPENSE
	ARTIST WORKSHOP SERIES $5,000 SUBMITTABLE PLATFORM FOR ARTIST CALLS $1,000 COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS $20,000 DIVERSE ART OFFERINGS GRANTS FOR ARTISTS & INDIVIDUALS $5,000 PUBLIC ART & PLACEMAKING $60,000 FY 2018-19 BUDGET AMENDMENT PKT. #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND FOR ART DEVELOPMENT EXPENSE BY $20,000 FROM THE CURRENT APPROPRIATION OF $110,000 TO A NEW TOTAL OF $91,000 AND REDUCE THE FUNDING FROM THE GENERAL FUND.
523	BOARDS & COMMISSIONS EXPENSES
	BAC BOARD EXPENSES $2,000
816	TRSFRS TO REPROGRAPHICS FUND
	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
818	TRSFRS TO ISD-ALLOCATED
	ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND $18,791
991	CONTINGENCY - UNRESERVED

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES											
018 CAPITAL CAMPAIGN MANAGER			24,149	1.00	100,011	1.00	100,011	106,304	1.00	106,304	1.00
273 BCA GENERAL MANAGER			30,152	1.00	114,134	1.00	114,146	117,005	1.00	117,005	1.00
275 TEMPORARY EMPLOYEES					5,000		4,617	13,932		13,932	
299 PAYROLL TAXES AND FRINGES			23,905		117,100		80,328	101,374		101,374	
TOTAL CLASS: 05 PERSONNEL SERVICES			78,206	2.00	336,245	2.00	299,102	338,615	2.00	338,615	2.00
CLASS: 10 MATERIALS & SERVICES											
301 OFFICE EXPENSE					200		200	200		200	
303 OFFICE FURNITURE & EQUIPMENT			1,877				1,489	2,000		2,000	
307 MEMBERSHIP FEES			2,241					2,900		2,900	
308 PERIODICALS & SUBSCRIPTIONS			370				400	900		900	
317 COMPUTER EQUIPMENT			4,028		3,200		1,600				
318 COMPUTER SOFTWARE			630		10,000		8,000				
321 TRAVEL,TRAINING & SUBSISTENCE			943		25,000		20,000	25,000		25,000	
328 MEALS & RELATED EXPENSE					1,000		1,000	1,000		1,000	
330 MILEAGE REIMBURSEMENT							200	200		200	
341 COMMUNICATIONS EXPENSE			260		1,248		1,248	1,248		1,248	

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

018 CAPITAL CAMPAIGN MANAGER
FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY

273 BCA GENERAL MANAGER
FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY

275 TEMPORARY EMPLOYEES
BUSINESS PLANNING AND RESEARCH ASSISTANCE ON A SHORT-TERM AD HOC BASIS, AS NECESSARY.

299 PAYROLL TAXES AND FRINGES
PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE
OFFICE SUPPLIES

303 OFFICE FURNITURE & EQUIPMENT
ADDITIONAL FURNITURE AND EQUIPMENT FOR POTENTIAL MOVE TO TBB 2ND FLOOR

307 MEMBERSHIP FEES
INTERNATIONAL ASSOCIATION OF VENUE MANAGERS (IAVM)
ARTS NORTHWEST
ASSOCIATION OF PERFORMING ARTS PROFESSIONALS
WESTERN ARTS ALLIANCE
CALIFORNIA PRESENTERS
POLLSTAR
OREGON CULTURAL ADVOCACY COALITION
NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION

308 PERIODICALS & SUBSCRIPTIONS
SUBSCRIPTIONS $400
PARTNER ORGANIZATION TICKETS $500

317 COMPUTER EQUIPMENT
NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE
NO APPROPRIATIONS REQUESTED

321 TRAVEL,TRAINING & SUBSISTENCE
TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES $25,000

328 MEALS & RELATED EXPENSE
MEALS AND RELATED EXPENSE $1,000

330 MILEAGE REIMBURSEMENT
REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINES $200

341 COMMUNICATIONS EXPENSE
CELL PHONE CHARGES FOR 2 CELL PHONES @ 104 PER MONTH $1,248

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ		2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
		AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE					150,000		150,000	598,825		598,825	
508	BCA PREDEVELOPMENT EXPENSES			115,409								
511	PROFESSIONAL SERVICES			92,345		418,330		418,330	66,500		66,500	
TOTAL CLASS: 10 MATERIALS & SERVICES				218,103		608,978		602,467	698,773		698,773	
CLASS: 25 TRANSFERS												
815	TRSFRS TO CAPITAL DEV. FUND					1,408,243		1,408,243	297,085		297,085	
816	TRSFRS TO REPROGRAPHICS FUND					1,000		1,000	1,562		1,562	
TOTAL CLASS: 25 TRANSFERS						1,409,243		1,409,243	298,647		298,647	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
976	RESERVE - CITY, 4% TLT, 30% GENERAL					123,714						
977	RESERVE - CITY, 4% TLT, 70% TOURISM					229,858						
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES						353,572						
TOTAL PROGRAM: 0802 BCA FACILITY DEVELOPMENT				296,309	2.00	2,708,038	2.00	2,310,812	1,336,035	2.00	1,336,035	2.00
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

461 SPECIAL EXPENSE

FUNDING FOR BEAVERTON ARTS FOUNDATION BCA CAPITAL CAMPAIGN GRANT
OFFICE SUPPORT:
CONTRACT EVENTS / COMMUNICATION $30,000
SUPPLIES, COMPUTER, CELLPHONE, MEALS, MILEAGE, TRAINING, POSTAGE, IT $26,500
SPACE RENT IN THE E-SUITES $18,000
CAMPAIGN STAFFING (TOTAL: - INCLUDES 33% BENEFITS)
CAMPAIGN OPERATIONS MANAGER (1FTE SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS) $67,000
CAMPAIGN ADMINISTRATIVE ASSISTANT (OFFICE SUPPORT FOR CAMPAIGN AND BOARD) $47,000
CAMPAIGN MAJOR GIFTS OFFICER (1 FTE, CULTIVATE MAJOR DONORS) $113,000
CAMPAIGN SPECIAL GIFTS OFFICER (9 MO, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH) $69,825
CAPITAL CAMPAIGN ADVISERS $125,000
FUNDRAISING EVENTS $20,000
CONTRACTED LEGAL/ACCOUNTING SERVICES $25,000
CAMPAIGN MARKETING $52,500
FUNDRAISING RESEARCH $5,000

508 BCA PREDEVELOPMENT EXPENSES

FY 16-17 REFLECTS: LOT LINE ADJUSTMENT, ENVIRONMENTAL DUE DILIGENCE, LAND USE ENTITLEMENTS, AND OWNER'S REPRESENTATIVE.

511 PROFESSIONAL SERVICES

FY 2018-19:
BUSINESS PLANNING AND RESEARCH (MARKET, PROFORMA, FOOD SERVICE, EDUCATION) $21,500
ASSUMES ROLLING OVER ADDITIONAL 20,000 FROM FY17-18 INTO BUSINESS PLANNING LINE ITEM FOR $41,500 TOTAL IN BUSINESS PLANNING
TOURISM AND PROMOTION SUPPORT - CHAMBER OF COMMERCE $25,000
COMMUNITY OUTREACH SUPPORT $20,000

815 TRSFRS TO CAPITAL DEV. FUND

FY 17-18
3521 - BEAVERTON CTR FOR THE ARTS BUDGET $1,408,243/EST $1,038,371
FY 18-19
3521 - BEAVERTON CTR FOR THE ARTS

816 TRSFRS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS

976 RESERVE - CITY, 4% TLT, 30% GENERAL

RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR GENERAL PURPOSE
30% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)

977 RESERVE - CITY, 4% TLT, 70% TOURISM

RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR TOURISM
70% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
			296,309	2.00	3,764,406	5.00	2,796,820	3,527,604	5.00	3,507,604	5.00
TOTAL FUND: 107 LODGING TAX (TLT) FUND											
			296,309	2.00	3,764,406	5.00	2,796,820	3,527,604	5.00	3,507,604	5.00

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS