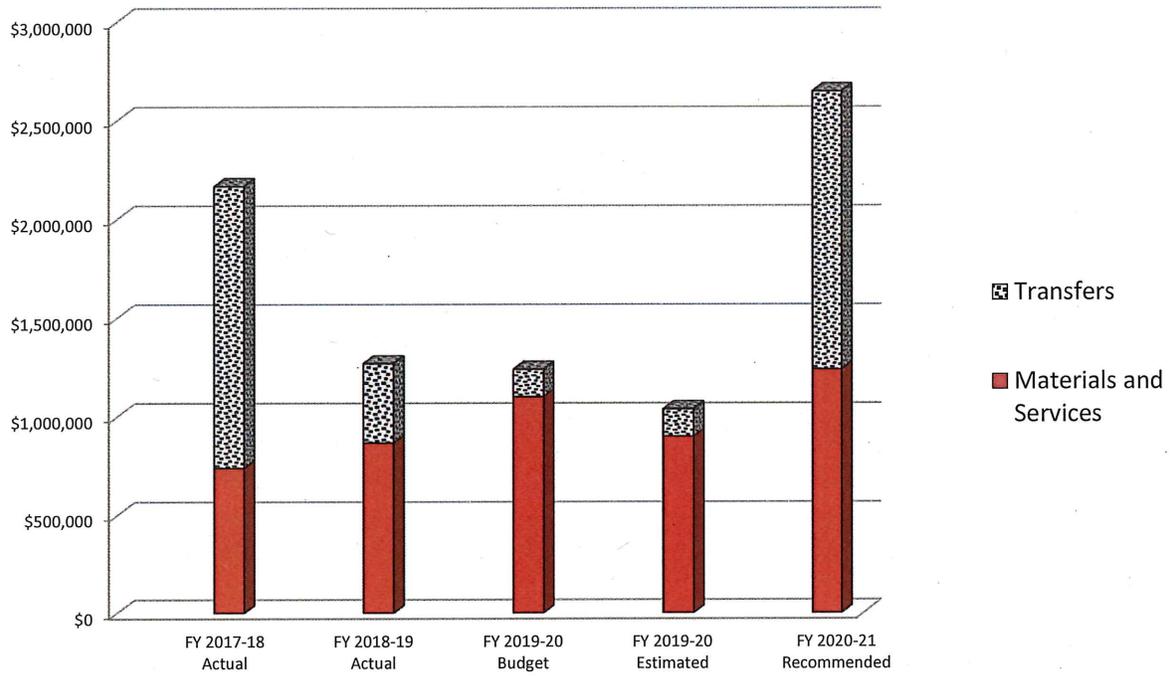


TLT Fund

RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	LODGING TAX (TLT) Fund					% Change Budgeted Vs. Recommended
	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	
Personnel Services	\$529,528	\$663,268	\$689,497	\$653,858	\$497,203	-27.89%
Materials and Services	740,200	867,881	1,101,932	900,385	1,239,749	12.51%
Transfers	1,426,859	402,320	137,998	137,998	1,407,169	919.70%
SUB-TOTAL	\$2,696,587	\$1,933,469	\$1,929,427	\$1,692,241	\$3,144,121	
Contingency			2,697,064		1,308,134	
Reserve			-		-	
Reserve			-		-	
TOTAL	\$2,696,587	\$1,933,469	\$4,626,491	\$1,692,241	\$4,452,255	
FTE's	5.00	5.00	5.00		4.00	

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

Personnel services:

FY 2020-21 reflects a decrease of 1.00 FTE for the PRCA General Manager position no longer being employed by the City. Recommended Budget also includes step increases, COLA increases for SEIU & Management of 2.60%. Also reflects medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

FY 2020-21 reflects a net increase of almost \$140K for transfers of contributions to the PRCA offset by the day to day Materials and Services expenses moving to the non-profit running the PRCA.

Transfers:

FY 2020-21 reflects the addition of \$1.3 million for debt service on the PRCA bonds.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

Program Goal: Design, construct and operate the Patricia Reser Center for the Arts (PRCA), a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community residents and visitors. Function as a key element of Downtown and Beaverton. Operate the on-going Arts program of the city to showcase local and regional artists.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.00	5.00	5.00	4.00	0.00
PERSONNEL SERVICES	\$529,528	\$663,268	\$689,497	\$497,203	\$0
MATERIALS & SERVICES	740,200	867,881	1,101,932	1,239,749	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	1,426,859	402,320	137,998	1,407,169	0
CONTINGENCY	0	0	2,697,064	1,308,134	0
TOTAL	\$2,696,587	\$1,933,469	\$4,626,491	\$4,452,255	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$1,233,059	\$886,204	\$1,600,256	\$2,202,041	\$0
City Lodging Tax - 4%	1,158,948	1,278,325	1,450,117	974,121	0
County Lodging Tax - 2.5%	717,212	796,587	910,092	606,901	0
Investment Interest Earnings	18,727	16,156	17,400	24,000	0
Transfers from General Fund	454,258	556,127	648,626	645,192	0
Miscellaneous Revenues	587	327	0	0	0

See also Fund 301 – Capital Development Fund – Patricia Reser Center for the Arts (program #3521): for the design and construction of the facility. Debt Service payments on the Transient Lodging Tax Revenue Bonds appear in the Special Revenue Debt Service Fund (#202)

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 PRCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Program Goal: Design, construct and operate the Patricia Reser Center for the Arts, a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community and visitors. Function as a key element of Downtown and Beaverton.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.00	2.00	2.00	1.00	0.00
PERSONNEL SERVICES	\$303,020	\$325,439	\$345,686	\$159,119	\$0
MATERIALS & SERVICES	528,155	672,626	823,385	975,000	0
CAPITAL OUTLAY					
TRANSFERS	1,409,108	379,304	100,550	1,364,256	0
TOTAL	\$2,240,283	\$1,377,369	\$1,269,621	\$2,498,375	\$0

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Revenue:					
City Lodging Tax - 4%	\$1,158,948	\$1,278,325	\$1,450,117	\$974,121	0
County Lodging Tax - 2.5%	717,212	796,587	910,092	606,901	0

Program Objective:

The program includes operation of a capital fundraising campaign as well as operational planning for facility management and programming for the start-up phase. For FY 2019-20 the objective is to continue the momentum for the center; the program will continue making progress towards raising the goal of \$11.1million, with over \$5 million already secured. Pending a vote by City Council, it is anticipated that the project will break ground in September 2019.

This program is charged with implementing the following Beaverton Community Vision action item:

Vision Action Item #71: Develop an arts and culture center. Develop a destination arts and culture center through a private-public partnership

Patricia Reser Center for the Arts Project Development: The inter-departmental project team is led by the Development Division of the Community Development Department, PRCA staff, and other staff to support the community vision idea of a permanent home for arts in Beaverton. The project envisions use of the Main Library’s auditorium as an integrated resource for performances, lectures, and educational offerings complementing the PRCA. The planned plaza alongside Beaverton Creek can be used with the adjacent existing plazas at The Round and streets for large-scale outdoor events and activities.

The Center will feature:

- 43,000 sf
- Mainstage: 550 seats
- Space for rehearsals, workshop, events, and educational initiatives
- Lobby
- Art Gallery
- Box office
- Meeting / Conference Room
- Outdoor Plaza
- State of the art technical capabilities

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 PRCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

The PRCA is a catalyst to redevelopment of Central Beaverton which features projects such as:

- Beaverton Central Parking Garage and parking management strategy
- Completion of new hotel and apartment/retail complex
- Serve as a regional tourism attractor

The center’s eventual debt service and much of its operating expenses will be funded by a combined city and county lodging tax. The city increased its lodging tax effective October 1, 2016.

The practical expression of Patricia Reser Center for the Arts is a collection of programs and services that called “The Four Pillars,” each of which is important in its own right, but which together create a solid structure for PRCA’s service to the people of the City of Beaverton and its surrounding communities.

- I. Professional Performing Arts Presenting
- II. Arts Education Programs
- III. Rentals - both commercial and as a service to local/regional arts groups
- IV. Community Outreach & Engagement

Progress on FY 2019-20 Action Plan:

- Increase visibility of the Center, capital campaign and the importance of the arts in the community. During FY 19-20 the focus will be shifting from Major Donors to launching the public phase of the campaign in order to bring greater community awareness and develop opportunities for deeper cultivation of prospective donors for capital and operations funding.
 - Update: Increased visibility of the Center, capital campaign and the importance of the arts in the community.
- Implement the first phase of the public/community public relations and fundraising campaigns, including implementation of marketing strategy developed in FY 2018-19.
 - Update: Officially launched the Community Phase (Public Phase) of the fundraising campaign that coincided with Groundbreaking in November 2019. Began implementing strategies designed to make the invitation to participate more accessible to the general public, including Fill the Seats Campaign and Campaign in a box (Volunteer house parties).
- Develop strategy for transitioning capital donors to ongoing operational support for the PRCA.
 - Update: Targeted strategy under development donors and will continue as a goal in 20-21.
- Pending the sale of special revenue bonds for construction backed by city’s Lodging Tax, create appropriate accounting measures to manage the sale proceeds, and cash flow needs for construction.
 - Update: In collaboration with the Finance Director, created cash flow projections for construction and operations including sale of special revenue bonds anticipated for summer 2020.
- Pending city council authorization of special revenue bonds for construction, host community-wide celebration of project approval in order to connect more residents with the PRCA.
 - Update: After council authorization of the special revenue bands and construction GMP and contract, presented groundbreaking ceremonies and donor event attended by over 400 people and featured in multiple media outlets.
- Continue awareness and targeted outreach efforts to the public and potential users to inform programming and policy.
 - Update: Presented to all Neighborhood Association Committees, Boards and Commissions, and numerous potential users.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 PRCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

- Continue outreach efforts to metro-wide arts organizations to recruit and prepare potential users for the PRCA.
 - Update: Held numerous personal meetings with organizations in the metro area
- Develop brand identity for PRCA ready for brand launch in FY20-21.
 - Update: This goal has been delayed to Summer/Fall of 2020 in preparation for Q2 of 2021 prior to opening.
- Study, recommend and implement management and operating structure.
 - Update: Held two city council work session to provide staff recommendation on the topic and obtain council input. These resulted in the preferred non-profit management structure (under contract with the City), and the naming of the Beaverton Arts Foundation as the preferred operating partner subject to an operating agreement.
- Prepare operational policies and staffing plan for implementation in FY20-21.
 - Update: Staffing plan has been completed and operational policies are in development, for implementation in late 2020, early 2021.
- Update operating pro forma in preparation for first budget cycle of a partial year of operations in FY20-21.
 - Update: Many updates have been completed for FY20-21 and beyond, including a recently-revised version due to the impact of COVID-19.

FY 2020-21 Action Plan:

Capital Fundraising Campaign via agreement with Beaverton Arts Foundation:

- A. Complete the goal of raising \$11.2M private funds towards the construction costs. As of April 19, 2020, over \$10M has been raised by Beaverton Arts Foundation under a grant agreement with the City of Beaverton.
- B. Continue working with Major Donors and the Local Community to secure gifts towards the \$11.2M private fundraising goal and with the Local Community through the Community Campaign.
- C. Collect pledges in full in a timely manner as per each pledge agreement.
- D. Begin fundraising towards the \$2.5M endowment/reserve fund.
- E. As the opening of the PRCA nears, develop opportunities for capital donors to continue their investment towards ongoing operational/programming support for the PRCA.

Preparations for Opening via separate agreement with Beaverton Arts Foundation:

There are ten areas of pre-opening work necessary to ready PRCA for its anticipated opening in Fall 2021. As construction continues, an equally vigorous, parallel effort to prepare for the management of the arts center and its activities has already started. This work must be completed in order to activate the arts center when construction is complete. The scope of activities is broad. The agreement with the Beaverton Arts Foundation includes goals related to each of the below areas.

- A. Plan and execute grand opening of PRCA, and continuously reevaluate the scope of activities that may be impacted by the lingering effects of COVID-19 and its lingering impacts.
- B. Transition Beaverton Arts Foundation to PRCA Governing Board
- C. Develop enduring PRCA (Beaverton Arts Foundation)/City Operating Agreement
- D. Facility & Infrastructure
- E. Policy and Procedures Development

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 PRCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

- F. Program Development
- G. External Communications
- H. Contracts, Vendors, Licenses, Permits
- I. Staffing: Hiring & Training

Note: The completion of the Capital Campaign is covered under a separate grant agreement but coordinated closely with the development of PRCA as an operating nonprofit arts organization.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Fulfillment of pledges receivable	N/A		100% / 100%	100%
Funds raised from public campaign	N/A		\$1,000,000 / \$2,805,000	\$1,015,000
Total donors to capital campaign	N/A	90	500 / 300	1,000
Grants submitted for PRCA programming and operational support	N/A		5 / 3	3
All grants submitted for PRCA	N/A		New / 9	10
Total users/programming partners reached (cumulative)	N/A	30+	60+ / 60+	60+

The current set of milestones for the project are:

Major gift and foundation fundraising:	2017 – 2021
Public awareness and support:	2018 - 2021
Lodging Tax Revenue Bond Sale	Summer 2020
Design, engineering, permits:	2017 – Summer 2019
Construction and commissioning	Fall 2019 – Summer 2021
Goal: Grand Opening Celebration:	Fall 2021

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: BETH TOBEY

Mission Statement:

The Arts Program's mission is to enhance, unite, and celebrate our diverse community through art.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$226,508	\$337,829	\$343,811	\$338,084	\$0
MATERIALS & SERVICES	212,045	195,255	278,547	264,749	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	17,751	23,016	37,448	42,913	0
CONTINGENCY	0	0	2,697,064	1,308,134	0
TOTAL	\$456,304	\$556,100	\$3,356,870	\$1,953,880	\$0

Program Objectives (services provided):

The Arts Program accomplishes its mission by carrying out the following five goals:

- Bring diverse people together by providing opportunities for all people to experience and explore art;
- Create ways for people to celebrate cultural diversity through art;
- Help local artists to have a voice and to thrive artistically;
- Spur resource and partnership development and stewardship;
- Educate the community on the intrinsic and economic value of art.
- Work with the Beaverton Arts Commission (BAC) to realize our mission and goals.

Program Objectives link to the Community Vision:

The arts are a strong component of both the Beaverton Community Vision Action Plan; the city's adopted Marketing Plan, and the city's Diversity, Equity and Inclusion Plan. The Arts Program is a partner and has the responsibility to implement the following Beaverton Community Vision action items:

- **Vision Action Item #1:** Expand neighborhood and district branding
- **Vision Action Item #13:** Use art, murals and landscaping to beautify Beaverton
- **Vision Action Item #71:** Develop an arts and culture center
- **Vision Action Item #72:** Create spaces for local music and artistic performances
- **Vision Action Item #73:** Expand public art and promote murals and sidewalk art
- **Vision Action Item #74:** Develop an arts, events, branding and marketing strategy

Program Objectives link to Diversity, Equity and Inclusion Plan:

- **Community Building #2:** Cultural Celebration: Promote the celebration and sharing of culture through programming and events open to the public.
- **Community Building #3:** The city supports inclusion by recognizing the contributions of communities of color and our shared history in public spaces.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: BETH TOBEY

Progress on FY 2019-20 Action Plan:

- **Marketing Plan** – Launched a coordinated arts-focused marketing campaign, including *Your Art Moment*, a daily (365 days) feature of local and regional artists via social media intended to increase awareness of the arts in Beaverton and provide exposure to emerging artists within our community.
- **Public Art Master Plan – 1% for Art planning** Managed the 1% for art process and assembly of the Art Selection Committee for three large capital projects:
 - Public Safety Center Update: Selected final artwork for the new Public Safety Center plaza.
 - Patricia Reser Center for the Arts Update:
 - Selected the Lead Artists who delivered the Art Framework to guide PRCA public art.
 - Selected Lead Artists for lobby art.
 - Central District Garage:
 - Selected Lead Artist for North Wall art work.
 - Selected Final Design for 100% Corner mural on mental mesh.
- **Public Art** – Installed and celebrated Coyote sculpture on the Crescent Connection Trail.
- **Downtown Placemaking** –Implemented placemaking projects, including temporary fence panel murals on the vacant Central District/Milikan St. property and a mural on the ground plane at the Union Vintage Triangle at Beaverdam St.
- **Grant-Making**:
 - Awarded \$35,000 in grants to over 20 artists/organizations/community groups.
 - Introduced the *Art Lives Here* grant program with 3 grant awards of \$5,000 each.
 - Provided seed funding for the La Strada dei Pastelli Chalk Art Festival at \$20,000.
- **Art Events**: Produced **four Arts Program signature** arts events:
 - The 10th annual Ten Tiny Dances;
 - Arts-feature at Flicks by the Fountain;
 - Two Concerts in the Round.
- **Artist Workshops**: Engaged in a partnership with Tualatin Valley Creates and City of Hillsboro to offer 6 artist workshops/trainings that served 75+ artists and arts organization representatives.

FY 2020-21 Action Plan

- **Arts Marketing** –Develop marketing materials that highlight the city’s support and investment in the arts and encourages arts tourism. Continue branding with Beaverton *Art Lives Here* campaign.
- **Public Art and 1% for Art - Planning and Administration** –Public Safety Center: Coordinate installation of final artwork in the plaza – summer 2020. PRCA: Continue coordination of fabrication and installation of the PRCA and Central Garage public art works – 2 large-scale murals and two large-scale sculptures. Ordinance review/revision: Develop Arts Program Administrative Guidelines for adoption by BAC. Begin review and update of the 1% for Art Ordinance. Mural Matching Grant Pilot program: Start a mural matching grant pilot program and fund 1-3 public murals.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: BETH TOBEY

- **Placemaking:** Work to realize 1-2 placemaking projects within Central Beaverton and/or Old Town.
- **Grant-Making:** Continue supporting individual artists, arts organizations and community groups with our three grant programs.
- **Artist Support and Arts Economy:** Continue to partner on professional development and capacity-building workshops. Work with the BAC “Arts Economy” subcommittee to do an inventory of resources and strategize how best to support the arts economy and artists.
- **Arts Events:**
 - Continue Ten Tiny Dances and the Beaverton Arts Mix! (BAM!)

Performance Measures	FY17-18 Actual	FY18-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of public art projects that support or represent emerging artists; artists of color & indigenous artists; and/or artists from historically marginalized communities.	Not tracked	Not tracked	Not tracked	2
Number of BAC and sub-committee meetings held	12	12	24	20
Number of new placemaking and place-based art installed	New Measure	17	5	2
Number of artists participating in artist workshop series	30	120	150	N/A*
Number of active public art projects	New Measure	New Measure	6	6**
Number of attendees at city Arts Program signature arts events	New Measure	New Measure	3,200	3,000
Art sales at BAM!	New Measure	New Measure	\$16,000+	\$15,000

*Evaluating program objectives this year and quality/depth of impact vs. quantity/shallow impact.

** Continuation of prior year's projects – PSB and PRCA related.

BUDGET PREPARATION WORKSHEET SUMMARY

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 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

	-1,233,059		-886,204		-1,600,256		-1,600,256	-1,600,256	-2,978,437		-2,202,041			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,233,059		-886,204		-1,600,256		-1,600,256	-1,600,256	-2,978,437		-2,202,041			
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CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)

	-1,158,948		-1,278,325		-1,450,117		-869,017	-993,000	-1,450,000		-974,121			
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TOTAL CLASS: 10 TAXES

	-1,158,948		-1,278,325		-1,450,117		-869,017	-993,000	-1,450,000		-974,121			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

	-717,212		-796,587		-910,092		-540,051	-618,400	-910,000		-606,901			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-717,212		-796,587		-910,092		-540,051	-618,400	-910,000		-606,901			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-18,727		-16,156		-17,400		-24,508	-34,000	-241,500		-24,000			
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390 CONTRIBUTIONS AND DONATIONS

	-500													
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-87		-327											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-19,314		-16,483		-17,400		-24,508	-34,000	-241,500		-24,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-454,258		-556,127		-648,626		-564,856	-648,626	-667,549		-645,192			

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-454,258		-556,127		-648,626		-564,856	-648,626	-667,549		-645,192			
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TOTAL DEPARTMENT: 03 REVENUE

	-3,582,791		-3,533,726		-4,626,491		-3,598,688	-3,894,282	-6,247,486		-4,452,255			
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

018	CAPITAL CAMPAIGN MANAGER													
	100,067	1.00	106,175	1.00	109,611	1.00	87,853	111,695	112,017	1.00	112,017	1.00		
077	PROGRAM MANAGER													
	23,464	1.00	84,457	1.00	72,543	1.00	51,787	71,421	94,909	1.00	94,909	1.00		
186	PROGRAM COORDINATOR													
	8,706													
197	EVENTS COORDINATOR													
	74,868	1.00	74,943	1.00	78,091	1.00	63,657	77,492	73,998	1.00	73,998	1.00		
213	SUPPORT SPECIALIST 3													
					64,046	1.00	47,974	59,807	59,345	1.00	59,345	1.00		
221	SUPPORT SPECIALIST 2													
	52,691	1.00	52,425	1.00										
273	PRCA GENERAL MANAGER													
	114,143	1.00	116,722	1.00	120,612	1.00	94,368	120,605						
275	TEMPORARY EMPLOYEES													
	4,698		9,122		22,930		5,843	3,159						
299	PAYROLL TAXES AND FRINGES													
	150,891		219,424		221,664		167,136	209,679	156,934		156,934			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	529,528	5.00	663,268	5.00	689,497	5.00	518,618	653,858	497,203	4.00	497,203	4.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	1,422		435		400		1,150	1,068	500		500			
303	OFFICE FURNITURE & EQUIPMENT													
	1,489		1,500		1,500		697	726	500		500			
304	DEPARTMENT EQUIPMENT EXPENSE													
							550							
307	MEMBERSHIP FEES													

BUDGET PREPARATION WORKSHEET SUMMARY

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	3,614		2,985		5,915		3,250	3,255	3,650		3,650			
308	PERIODICALS & SUBSCRIPTIONS													
	340		344		900			400						
317	COMPUTER EQUIPMENT													
	4,503		857		3,860		2,407	2,065	2,199		2,199			
318	COMPUTER SOFTWARE													
	8,522		2,109		557			557						
321	TRAVEL, TRAINING & SUBSISTENCE													
	16,356		9,808		25,500		9,016	10,329	7,500		7,500			
325	COMMUNITY EVENTS EXPENSE													
	93,132		84,413		93,150		74,648	76,648	97,000		97,000			
328	MEALS & RELATED EXPENSE													
	1,139		2,047		2,500		767	1,407	1,800		1,800			
330	MILEAGE REIMBURSEMENT													
	91		279		350			350	300		300			
341	COMMUNICATIONS EXPENSE													
	1,908		1,780		1,800		1,225	1,800	1,800		1,800			
461	SPECIAL EXPENSE													
	160,335		606,559		590,000		347,884	589,580	8,000		8,000			
488	ART DEVELOPMENT EXPENSE													
	94,903		89,524		122,000		57,237	60,000	146,500		121,500			
511	PROFESSIONAL SERVICES													
	347,438		63,375		251,500		128,196	151,500	18,000		18,000			
523	BOARDS & COMMISSIONS EXPENSES													
	5,008		1,866		2,000		571	700	2,000		2,000			
534	PRCA CAPITAL FUNDRAISING CAMPAIGN													
									497,000		275,000			
535	PRCA PROGRAM OPERATIONS CONTRIBUTION													
									1,089,992		700,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	740,200		867,881		1,101,932		627,598	900,385	1,876,741		1,239,749			

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

									100,594					
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815 TRSFERS TO CAPITAL DEV. FUND

	1,408,243		378,085		100,000		100,000	100,000						
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816 TRSFERS TO REPROGRAPHICS FUND

	3,066		6,164		19,266		9,442	19,266	29,615		22,066			
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818 TRSFERS TO ISD-ALLOCATED

	15,550		18,071		18,732		15,610	18,732	17,650		18,204			
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841 TRSFR TO GF, WEB MANAGEMENT

									2,852		2,643			
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842 TRSFR TO SPECIAL REVENUE DEBT FUND

									1,364,256		1,364,256			
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TOTAL CLASS: 25 TRANSFERS

	1,426,859		402,320		137,998		125,052	137,998	1,514,967		1,407,169			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					2,697,064				2,358,575		1,308,134			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					2,697,064				2,358,575		1,308,134			
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,271,268	1,692,241	6,247,486	4.00	4,452,255	4.00		
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**LODGING TAX FUND
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
18	CAPITAL CAMPAIGN MANAGER	1.00	1.00					1.00
77	PROGRAM MANAGER	1.00	1.00					1.00
197	EVENTS COORDINATOR	1.00	1.00					1.00
213	SUPPORT SPECIALIST 3	0.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00	0.00					0.00
273	PRCA GENERAL MANAGER	1.00	1.00					1.00
	Total	5.00	5.00	0.00	0.00	0.00	0.00	5.00

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
18	CAPITAL CAMPAIGN MANAGER	1.00					1.00
77	PROGRAM MANAGER	1.00					1.00
197	EVENTS COORDINATOR	1.00					1.00
213	SUPPORT SPECIALIST 3	1.00					1.00
221	SUPPORT SPECIALIST 2	0.00					0.00
273	PRCA GENERAL MANAGER	1.00				(1.00) ^a	0.00
	Total	5.00	0.00	0.00	0.00	(1.00)	4.00

^a FY 2020-21 reflects the PRCA General Manager is no longer employed by the City.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL	1,233,059	886,204	1,600,256	1,600,256	2,978,437	2,202,041
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,233,059	886,204	1,600,256	1,600,256	2,978,437	2,202,041
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CLASS: 10 TAXES

506	CITY 4% LODGING TAX (TLT)	1,158,948	1,278,325	1,450,117	993,000	1,450,000	974,121
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TOTAL CLASS: 10 TAXES

		1,158,948	1,278,325	1,450,117	993,000	1,450,000	974,121
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326	COUNTY 2.5% LODGING TAX	717,212	796,587	910,092	618,400	910,000	606,901
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		717,212	796,587	910,092	618,400	910,000	606,901
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	18,727	16,156	17,400	34,000	241,500	24,000
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390	CONTRIBUTIONS AND DONATIONS	500					
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757	MED/LIFE INS PREM REFUND DISTRIBUTION	87	327				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		19,314	16,483	17,400	34,000	241,500	24,000
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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.
 FY 2019-20 ESTIMATE REFLECTS REDUCED TLT TAX REVENUES DUE TO RESTRICTED TRAVELING UNDER THE COVID-19 PANDEMIC. REVENUES FOR MARCH AT 40%, APRIL AT 30% AND MAY AND JUNE AT 20% OF THE REVENUES COLLECTED IN THOSE MONTHS IN FY 2018-19
 FY 2020-21 REFLECTS CONTINUED REDUCED TLT REVENUES DUE TO THE COVID-19 PANDEMIC AT 60% OF FY 2019-20'S REVENUE COLLECTIONS \$779,000
 NEW HOTEL NUMBER 2 MARRIOTT AC OPENING OCTOBER 2020 @ 60% OF PROJECTED TLT \$80,510
 NEW HOTEL NUMBER 3 ELEMENT OPENING DECEMBER 2020 @ 60% OF PROJECTED TLT \$57,267
 NEW HOTEL NUMBER 4 HYATT HOUSE OPENING JANUARY 2021 @ 60% OF PROJECTED TLT \$57,344

326 COUNTY 2.5% LODGING TAX
 BEGINNING FY 2016-17 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
 FY 2019-20 ESTIMATE REFLECTS REDUCED TLT TAX REVENUES DUE TO RESTRICTED TRAVELING UNDER THE COVID-19 PANDEMIC. REVENUES FOR MARCH AT 40%, APRIL AT 30% AND MAY AND JUNE AT 20% OF THE REVENUES COLLECTED IN THOSE MONTHS IN FY 2018-19
 FY 2020-21 REFLECTS CONTINUED REDUCED TLT REVENUES DUE TO THE COVID-19 PANDEMIC AT 60% OF FY 2019-20'S REVENUE COLLECTIONS \$498,500
 NEW HOTEL NUMBER 2 MARRIOTT AC OPENING OCTOBER 2020 @ 60% OF PROJECTED TLT \$44,728
 NEW HOTEL NUMBER 3 ELEMENT OPENING DECEMBER 2020 @ 60% OF PROJECTED TLT \$31,815
 NEW HOTEL NUMBER 4 HYATT HOUSE OPENING JANUARY 2021 @ 60% OF PROJECTED TLT \$31,858

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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%
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 2.00% \$24,000

390 CONTRIBUTIONS AND DONATIONS

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

454,258	556,127	648,626	648,626	667,549	645,192
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

454,258	556,127	648,626	648,626	667,549	645,192
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TOTAL PROGRAM: 0000 UNRESTRICTED

3,582,791	3,533,726	4,626,491	3,894,282	6,247,486	4,452,255
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TOTAL DEPARTMENT: 03 REVENUE

3,582,791	3,533,726	4,626,491	3,894,282	6,247,486	4,452,255
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

411 TRSFRS FROM GENERAL FUND
SUBSIDY OF 100% OF THE ARTS PROGRAM'S OPERATING COSTS FUNDED BY THE GENERAL FUND. \$645,192

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

018	CAPITAL CAMPAIGN MANAGER												
	100,067	1.00	106,175	1.00	109,611	1.00	111,695	112,017	1.00	112,017	1.00		
273	PRCA GENERAL MANAGER												
	114,143	1.00	116,722	1.00	120,612	1.00	120,605						
275	TEMPORARY EMPLOYEES												
	4,698		108		5,000		1,494						
299	PAYROLL TAXES AND FRINGES												
	84,112		102,434		110,463		109,552	47,102		47,102			

TOTAL CLASS: 05 PERSONNEL SERVICES

	303,020	2.00	325,439	2.00	345,686	2.00	343,346	159,119	1.00	159,119	1.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,328		126		200		100						
303	OFFICE FURNITURE & EQUIPMENT												
	1,489				1,000		200						
307	MEMBERSHIP FEES												
	595		660		2,485		500						
308	PERIODICALS & SUBSCRIPTIONS												
	340		344		900		400						
317	COMPUTER EQUIPMENT												
	1,600												
318	COMPUTER SOFTWARE												
	8,000		703										
321	TRAVEL, TRAINING & SUBSISTENCE												
	14,265		6,287		18,000		7,000						
328	MEALS & RELATED EXPENSE												
	953		1,162		1,000		800						
330	MILEAGE REIMBURSEMENT												
	91		279		200		200						
341	COMMUNICATIONS EXPENSE												
	1,599		774		600		600						

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 018 CAPITAL CAMPAIGN MANAGER
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN
- 273 PRCA GENERAL MANAGER
 FY 2020-21 REFLECTS PRCA GENERAL MANAGER NO LONGER EMPLOYED BY THE CITY.
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE
 OFFICE SUPPLIES
- 303 OFFICE FURNITURE & EQUIPMENT
 ADDITIONAL NEEDS IN 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
 NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION
- 308 PERIODICALS & SUBSCRIPTIONS
 SUBSCRIPTIONS
 PARTNER ORGANIZATION TICKETS PURCHASES TO EVENTS
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATIONS REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES
- 328 MEALS & RELATED EXPENSE
 MEALS AND RELATED EXPENSE
- 330 MILEAGE REIMBURSEMENT
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINES
- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 1 CELL PHONE @ 50 PER MONTH

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE												
	150,457		598,916		579,000		579,000						
511	PROFESSIONAL SERVICES												
	347,438		63,375		220,000		120,000						
534	PRCA CAPITAL FUNDRAISING CAMPAIGN												
									497,000		275,000		
535	PRCA PROGRAM OPERATIONS CONTRIBUTION												
									1,089,992		700,000		
TOTAL CLASS: 10 MATERIALS & SERVICES													
	528,155		672,626		823,385		708,800		1,586,992		975,000		
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
									100,594				
815	TRSFERS TO CAPITAL DEV. FUND												
	1,408,243		378,085		100,000		100,000						
816	TRSFERS TO REPROGRAPHICS FUND												
	865		1,219		550		550		7,549				
841	TRSFER TO GF, WEB MANAGEMENT												
									2,852				
842	TRSFER TO SPECIAL REVENUE DEBT FUND												
									1,364,256		1,364,256		
TOTAL CLASS: 25 TRANSFERS													
	1,409,108		379,304		100,550		100,550		1,475,251		1,364,256		
TOTAL PROGRAM: 0802 PRCA FACILITY DEVELOPMENT													
	2,240,283	2.00	1,377,369	2.00	1,269,621	2.00	1,152,696		3,221,362	1.00	2,498,375	1.00	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 461 SPECIAL EXPENSE
 - FUNDING FOR BEAVERTON ARTS FOUNDATION PRCA CAPITAL CAMPAIGN GRANT
 - CAMPAIGN OPERATIONS MANAGER (1FTE, SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS)
 - CAMPAIGN ADMINISTRATIVE ASSISTANT (1 FTE, OFFICE SUPPORT FOR CAMPAIGN AND BOARD)
 - CAMPAIGN MAJOR GIFTS OFFICER (0.75 FTE, CULTIVATE MAJOR DONORS)
 - CAMPAIGN COMMUNITY ENGAGEMENT MANAGER (1 FTE, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH)
 - CAPITAL CAMPAIGN ADVISERS
 - CONTRACTED LEGAL/ACCOUNTING SERVICES
 - CAMPAIGN MARKETING
 - FUNDRAISING RESEARCH
 - FUNDRAISING EVENTS
 - CONTRACTED SERVICES - PR, EVENT COORDINATION, GRAPHIC DESIGN, GRANTWRITING, COPYWRITER
 - OTHER: OFFICE SUPPLIES, COMPUTER EQUIP SOFTWARE, TRAVEL, SUBSISTENCE, MEALS
 - RENT IN E-SUITES (NEEDED IF MOVE OF PRCA STAFF TO2ND FLOOR DOES NOT WORK OUT)
- 511 PROFESSIONAL SERVICES
 - OPERATIONS PLANNING:
 - MARKETING AND BRAND DEVELOPMENT
 - CATERING AND CONCESSIONS PLANNING
 - MANAGEMENT AND POLICY ADISORY SUPPORT
 - PROGRAMMING OUTREACH AND FOCUS GROUPS
 - PRE-OPENING PROGRAMMING AND EVENTS
 - TOURISM AND PROMOTION SUPPORT (CHAMBER OF COMMERCE)
 - COMMUNITY OUTREACH
- 534 PRCA CAPITAL FUNDRAISING CAMPAIGN
 - FUNDING FOR THE FINAL PHASE OF THE CAPITAL FUNDRAISING CAMPAIGN \$275,000
- 535 PRCA PROGRAM OPERATIONS CONTRIBUTION
 - FUNDING FOR THE START UP OF THE PRCA OPERATIONS ENTITY \$700,000

- 801 TRSFR TO GENERAL FD - OVERHEAD
 - ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.
 - 14.59% OF FY19-20 BUDGETED PERSONNEL SERVICES EXPENDITURES
- 815 TRSFRS TO CAPITAL DEV. FUND
 - FY 17-18
 - 3521 - BEAVERTON CTR FOR THE ARTS BUDGET\$1,408,,243
 - FY 18-19 AND FY 19-20
 - 3521 - BEAVERTON CTR FOR THE ARTS
- 816 TRSFRS TO REPROGRAPHICS FUND
 - PROGRAM 0802 WILL NOT HAVE ANY REPROGRAPHICS ACTIVITY IN FY20-21.
- 841 TRSFR TO GF, WEB MANAGEMENT
- 842 TRSFR TO SPECIAL REVENUE DEBT FUND
 - TRANSFER TO SPECIAL REVENUE DEBT FUND FOR BOND PAYMENT
 - PRINCIPAL \$524,256
 - INTEREST \$840,000

BP WORKSHEET & JUSTIFICATION

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,692,241	6,247,486	4.00	4,452,255	4.00		
TOTAL FUND: 107 LODGING TAX (TLT) FUND													
	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,692,241	6,247,486	4.00	4,452,255	4.00		

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER												
	23,464	1.00	84,457	1.00	72,543	1.00	71,421	94,909	1.00	94,909	1.00		
186	PROGRAM COORDINATOR												
	8,706												
197	EVENTS COORDINATOR												
	74,868	1.00	74,943	1.00	78,091	1.00	77,492	73,998	1.00	73,998	1.00		
213	SUPPORT SPECIALIST 3												
					64,046	1.00	59,807	59,345	1.00	59,345	1.00		
221	SUPPORT SPECIALIST 2												
	52,691	1.00	52,425	1.00									
275	TEMPORARY EMPLOYEES												
			9,014		17,930		1,665						
299	PAYROLL TAXES AND FRINGES												
	66,779		116,990		111,201		100,127	109,832		109,832			

TOTAL CLASS: 05 PERSONNEL SERVICES

	226,508	3.00	337,829	3.00	343,811	3.00	310,512	338,084	3.00	338,084	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	94		309		200		968	500		500			
303	OFFICE FURNITURE & EQUIPMENT												
			1,500		500		526	500		500			
304	DEPARTMENT EQUIPMENT EXPENSE												
307	MEMBERSHIP FEES												
	3,019		2,325		3,430		2,755	3,650		3,650			
317	COMPUTER EQUIPMENT												
	2,903		857		3,860		2,065	2,199		2,199			
318	COMPUTER SOFTWARE												
	522		1,406		557		557						
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,091		3,521		7,500		3,329	7,500		7,500			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
- 186 PROGRAM COORDINATOR
- 197 EVENTS COORDINATOR
- 213 SUPPORT SPECIALIST 3
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SS2 POSITION TO 1 FTE SS3 POSITION.
 FY 2019-20 REFLECTS 65 HRS PTO CASH-IN
- 221 SUPPORT SPECIALIST 2
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SS2 POSITION TO 1 FTE SS3 POSITION.
- 275 TEMPORARY EMPLOYEES
 1040 HOURS FOR EVENT PRODUCTION AND SPECIAL PROJECTS SUPPORT
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 ARTS OFFICE SUPPLIES \$500
- 303 OFFICE FURNITURE & EQUIPMENT
 MISC. OFFICE FURNITURE REPLACEMENTS AS NEEDED \$500
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 307 MEMBERSHIP FEES
 PORTLAND ART MUSEUM (MAYOR'S MEMBERSHIP)\$2,600
 AMERICANS FOR THE ARTS \$150
 GRANTMAKERS IN THE ARTS \$600
 WILLAMETTE VALLEY DEVELOPMENT OFFICERS \$200
 TUALATIN VALLEY CREATES \$100
- 317 COMPUTER EQUIPMENT
 LAPTOP AND DOCKING STATION \$2,199
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
 ARTS PROGRAM WORKSHOPS AND TRAININGS - ALL STAFF \$750
 AMERICANS FOR THE ARTS ANNUAL CONFERENCE -1 STAFF \$2,500
 CREATIVE TIME SUMMIT -1 STAFF \$2,000
 GRANTMAKERS IN THE ARTS ANNUAL CONFERENCE -1 STAFF \$1,500
 NORTHWEST PUBLIC EMPLOYEES DIVERSITY CONFERENCE -3 STAFF \$450
 PACIFIC NW PUBLIC ART ADMINISTRATORS CONFERENCE \$300

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
325	COMMUNITY EVENTS EXPENSE												
	93,132		84,413		93,150		76,648	97,000		97,000			
328	MEALS & RELATED EXPENSE												
	186		885		1,500		607	1,800		1,800			
330	MILEAGE REIMBURSEMENT												
					150		150	300		300			
341	COMMUNICATIONS EXPENSE												
	309		1,006		1,200		1,200	1,800		1,800			
461	SPECIAL EXPENSE												
	9,878		7,643		11,000		10,580	8,000		8,000			
488	ART DEVELOPMENT EXPENSE												
	94,903		89,524		122,000		60,000	146,500		121,500			
511	PROFESSIONAL SERVICES												
					31,500		31,500	18,000		18,000			
523	BOARDS & COMMISSIONS EXPENSES												
	5,008		1,866		2,000		700	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	212,045		195,255		278,547		191,585	289,749		264,749			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,201		4,945		18,716		18,716	22,066		22,066			
818	TRSFERS TO ISD-ALLOCATED												
	15,550		18,071		18,732		18,732	17,650		18,204			
841	TRSFER TO GF, WEB MANAGEMENT												
										2,643			
TOTAL CLASS: 25 TRANSFERS													
	17,751		23,016		37,448		37,448	39,716		42,913			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					2,697,064			2,358,575		1,308,134			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					2,697,064			2,358,575		1,308,134			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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325	COMMUNITY EVENTS EXPENSE TEN TINY DANCES \$30,000 BEAVERTON ARTS MIX\$26,000 MAYOR'S BALL SPONSORSHIP & VIDEO \$13,000 CHALK ART FESTIVAL\$20,000 SWAG FOR VOLUNTEERS AND EVENTS - PROMO \$3,000 ARTS SUPPORT AT CITY EVENTS\$5,000	
328	MEALS & RELATED EXPENSE REFRESHMENTS FOR ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION\$1,200 MEALS FOR 1% FOR ART SELECTION COMMITTEE MEETINGS \$600	
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSES FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$300	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF AT \$50 PER MONTH \$1,800	
461	SPECIAL EXPENSE ART ACQUISITION AND DISPLAYS AT CITY FACILITIES\$2,000 VOLUNTEER APPRECIATION GIFTS AND EVENTS\$1,000 ARTIST STIPENDS \$5,000	
488	ART DEVELOPMENT EXPENSE ARTIST WORKSHOP SERIES \$5,000 ARTS LIVES HERE PLACE/NEIGHBORHOOD-BASED PROJECT SUPPORT GRANTS2 @ \$5,000 EACH \$10,000 COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS -5@\$5,000 EACH \$25,000 ARTS OPPORTUNITIES GRANTS FOR ARTISTS & INDIVIDUALS3 @\$2,000 \$6,000 PUBLIC ART - COLLECTIONS CARE & TRASH CAN WRAP REMOVAL\$12,000 DOWNTOWN PLACEMAKING PROJECTS AND STRATEGIC OPPORTUNITIES\$20,000 MURAL MATCHING GRANT PROGRAM \$30,000 ART DEDICATION EVENTS - PSB, GARAGE ETC. \$3,500 SELECTION PANEL HONORARIUMS \$5,000 FINALIST HONORARIUMS \$5,000	
511	PROFESSIONAL SERVICES RACIAL AND CULTURAL EQUITY TRAINER FOR BAC\$6,000 ARTS MASTER PLAN UPDATE \$12,000	
523	BOARDS & COMMISSIONS EXPENSES BAC BOARD EXPENSES \$2,000	

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,066	
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$18,204	
841	TRSFER TO GF, WEB MANAGEMENT WEB MANAGEMENT EXPENSE ALLOCATION \$2,643	

991	CONTINGENCY - UNRESERVED	
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BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL PROGRAM: 0528 ARTS PROGRAM

	456,304	3.00	556,100	3.00	3,356,870	3.00	539,545	3,026,124	3.00	1,953,880	3.00		
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BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	1,659			71,421				71,421	30,349	101,770
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,098	98		72,466	5,026			77,492	32,765	110,257
107-20-0528-05-213	SUPPORT SPECIALIST 3	1.00	2,161	73		56,298	2,753		756	59,807	36,871	96,678
107-20-0528-05-275	TEMPORARY EMPLOYEES		111			1,665				1,665	142	1,807
	ARTS PROGRAM	3.00	6,029	171		201,850	7,779		756	210,385	100,127	310,512
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,136			111,695				111,695	46,064	157,759
107-20-0802-05-273	PRCA GENERAL MANAGER	1.00	2,096			120,605				120,605	63,361	183,966
107-20-0802-05-275	TEMPORARY EMPLOYEES		27			1,494				1,494	127	1,621
	PRCA FACILITY DEVELOPMENT	2.00	4,259			233,794				233,794	109,552	343,346
	**** DEPARTMENT TOTAL ****	5.00	10,288	171		435,644	7,779		756	444,179	209,679	653,858

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PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	2,088			94,909				94,909	39,529	134,438
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,088			73,998				73,998	32,902	106,900
107-20-0528-05-213	SUPPORT SPECIALIST 3	1.00	2,088			59,345				59,345	37,401	96,746
107-20-0528-05-275	TEMPORARY EMPLOYEES											0
	ARTS PROGRAM	3.00	6,264			228,252				228,252	109,832	338,084
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,088			112,017				112,017	47,102	159,119
107-20-0802-05-275	TEMPORARY EMPLOYEES											0
	PRCA FACILITY DEVELOPMENT	1.00	2,088			112,017				112,017	47,102	159,119
	**** DEPARTMENT TOTAL ****	4.00	8,352			340,269				340,269	156,934	497,203

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