

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - RECOMD		2021 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		-886,204		-1,600,256		-1,600,256	-1,600,256	-2,202,041		-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	-2,202,041		-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		-933,061	-993,000	-974,121		-974,121	
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TOTAL CLASS: 10 TAXES

	-1,158,948		-1,278,325		-1,450,117		-933,061	-993,000	-974,121		-974,121	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

	-717,212		-796,587		-910,092		-580,213	-618,400	-606,901		-606,901	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-717,212		-796,587		-910,092		-580,213	-618,400	-606,901		-606,901	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-18,727		-16,156		-17,400		-31,866	-34,000	-24,000		-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		-31,866	-34,000	-24,000		-24,000	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

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

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

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

	-3,582,791		-3,533,726		-4,626,491		-3,710,252	-3,894,282	-4,452,255		-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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

018 CAPITAL CAMPAIGN MANAGER

	100,067	1.00	106,175	1.00	109,611	1.00	104,587	111,695	112,017	1.00	9,871	
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077 PROGRAM MANAGER

	23,464	1.00	84,457	1.00	72,543	1.00	65,561	71,421	94,909	1.00	94,909	1.00
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186 PROGRAM COORDINATOR

	8,706											
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197 EVENTS COORDINATOR

	74,868	1.00	74,943	1.00	78,091	1.00	75,209	77,492	73,998	1.00	73,998	1.00
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213 SUPPORT SPECIALIST 3

					64,046	1.00	56,414	59,807	59,345	1.00	59,345	1.00
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221 SUPPORT SPECIALIST 2

	52,691	1.00	52,425	1.00								
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273 PRCA GENERAL MANAGER

	114,143	1.00	116,722	1.00	120,612	1.00	112,781	120,605			10,862	
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275 TEMPORARY EMPLOYEES

	4,698		9,122		22,930		5,843	3,159				
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299 PAYROLL TAXES AND FRINGES

	150,891		219,424		221,664		200,586	209,679	156,934		119,666	
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TOTAL CLASS: 05 PERSONNEL SERVICES

	529,528	5.00	663,268	5.00	689,497	5.00	620,981	653,858	497,203	4.00	368,651	3.00
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	1,422		435		400		1,170	1,068	500		500	
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303 OFFICE FURNITURE & EQUIPMENT

	1,489		1,500		1,500		697	726	500		500	
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304 DEPARTMENT EQUIPMENT EXPENSE

							550					
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307 MEMBERSHIP FEES

437

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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	3,614		2,985		5,915		3,800	3,255	3,650		3,650	
308	PERIODICALS & SUBSCRIPTIONS											
	340		344		900		163	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		49	557				
321	TRAVEL, TRAINING & SUBSISTENCE											
	16,356		9,808		25,500		11,932	10,329	7,500		7,500	
325	COMMUNITY EVENTS EXPENSE											
	93,132		84,413		93,150		86,398	76,648	97,000		97,000	
328	MEALS & RELATED EXPENSE											
	1,139		2,047		2,500		1,239	1,407	1,800		1,800	
330	MILEAGE REIMBURSEMENT											
	91		279		350			350	300		300	
341	COMMUNICATIONS EXPENSE											
	1,908		1,780		1,800		1,355	1,800	1,800		1,800	
461	SPECIAL EXPENSE											
	160,335		606,559		590,000		585,274	589,580	8,000		8,000	
488	ART DEVELOPMENT EXPENSE											
	94,903		89,524		122,000		78,237	60,000	121,500		121,500	
511	PROFESSIONAL SERVICES											
	347,438		63,375		251,500		122,140	151,500	18,000		18,000	
523	BOARDS & COMMISSIONS EXPENSES											
	5,008		1,866		2,000		1,014	700	2,000		2,000	
534	PRCA CAPITAL FUNDRAISING CAMPAIGN											
									275,000		420,914	
535	PRCA PROGRAM OPERATIONS CONTRIBUTION											
									700,000		684,231	

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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	740,200		867,881		1,101,932		896,425	900,385	1,239,749		1,369,894	

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

815 TRSFERS TO CAPITAL DEV. FUND

816 TRSFERS TO REPROGRAPHICS FUND

818 TRSFERS TO ISD-ALLOCATED

841 TRSFR TO GF, WEB MANAGEMENT

842 TRSFR TO SPECIAL REVENUE DEBT FUND

TOTAL CLASS: 25 TRANSFERS

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,645,713	1,692,241	4,452,255	4.00	4,452,255	3.00
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BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - RECOMD		2021 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	886,204	1,600,256	1,600,256	2,202,041		2,202,041			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,233,059	886,204	1,600,256	1,600,256	2,202,041		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	974,121		974,121			

TOTAL CLASS: 10 TAXES

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

326	COUNTY 2.5% LODGING TAX										
		717,212	796,587	910,092	618,400	606,901		606,901			

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

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

384	INVESTMENT INTEREST EARNINGS										
		18,727	16,156	17,400	34,000	24,000		24,000			

390	CONTRIBUTIONS AND DONATIONS										
	500										

757	MED/LIFE INS PREM REFUND DISTRIBUTION										
		87	327								

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		19,314	16,483	17,400	34,000	24,000		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

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

1

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

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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

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

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

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

3,582,791	3,533,726	4,626,491	3,894,282	4,452,255	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 TRSFERS 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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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	9,871	
273	PRCA GENERAL MANAGER										
	114,143	1.00	116,722	1.00	120,612	1.00	120,605			10,862	
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		9,834	

TOTAL CLASS: 05 PERSONNEL SERVICES

	303,020	2.00	325,439	2.00	345,686	2.00	343,346	159,119	1.00	30,567	
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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				

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 018 CAPITAL CAMPAIGN MANAGER
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN
 FY 2020-21 REFLECTS REMOVAL OF FUNDING AND FTE EFFECTIVE AUGUST 2020, PER BUDGET AMENDMENT PKT. 1.
 - 273 PRCA GENERAL MANAGER
 FY 2020-21 REFLECTS PRCA GENERAL MANAGER NO LONGER EMPLOYED BY THE CITY.
 FY 2020-21 BUDGET AMENDMENT PKT. 1 ADDS ONE MONTH SALARY & FRINGES FOR POSITION.
 - 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 BUSINESS
 - 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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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							275,000		420,914	
535	PRCA PROGRAM OPERATIONS CONTRIBUTION							700,000		684,231	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	528,155		672,626		823,385		708,800	975,000		1,105,145	
CLASS: 25 TRANSFERS											
801	TRSFER TO GENERAL FD - OVERHEAD										
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				
841	TRSFER TO GF, WEB MANAGEMENT										
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	1,364,256		1,364,256	
TOTAL PROGRAM: 0802 PRCA FACILITY DEVELOPMENT											

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
 - BUDGET AMENDMENT PKT.1 ADDS APPROPRIATIONS TO FUND THE CAPITAL CAMPAIGN
 - MANAGEMENT SERVICES THAT WILL BE INCURRED BY THE NON-PROFIT PRCA PROGRAM OPERATOR
 - BEGINNING AUGUST 1, 2020. \$145,914
 - 535 PRCA PROGRAM OPERATIONS CONTRIBUTION
 - FUNDING FOR THE START UP OF THE PRCA OPERATIONS ENTITY\$684,231
 - BUDGET AMENDMENT PKT.1 REDUCES PRCA PROGRAM OPERATIONS CONTRIBUTION BY\$15,769
-
- 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 TRSFERS 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 TRSFERS 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

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	2,240,283	2.00	1,377,369	2.00	1,269,621	2.00	1,152,696	2,498,375	1.00	2,499,968	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,692,241	4,452,255	4.00	4,452,255	3.00
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	4,452,255	4.00	4,452,255	3.00

City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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

- 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 PULBIC ART ADMINISTRATORS CONFERENCE\$300

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 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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	121,500		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	264,749		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	18,204		18,204	
841	TRSFER TO GF, WEB MANAGEMENT										
								2,643		2,643	
TOTAL CLASS: 25 TRANSFERS											
	17,751		23,016		37,448		37,448	42,913		42,913	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED										
					2,697,064			1,308,134		1,306,541	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					2,697,064			1,308,134		1,306,541	

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 GRANTS 2 @ \$5,000 EACH \$10,000 COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS - 5@\$5,000 EACH \$25,000 ARTS OPPORTUNITIES GRANTS FOR ARTISTS & INDIVIDUALS 3 @\$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	TRFSR TO GF, WEB MANAGEMENT WEB MANAGEMENT EXPENSE ALLOCATION \$2,643

991 CONTINGENCY - UNRESERVED

City of Beaverton - Finance

Budget Preparation - 2021

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

BP WORKSHEET & JUSTIFICATION

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

TOTAL PROGRAM: 0528 ARTS PROGRAM

	456,304	3.00	556,100	3.00	3,356,870	3.00	539,545	1,953,880	3.00	1,952,287	3.00
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City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

