

**City of Port Townsend  
 LODGING TAX FUND  
 BUDGET SUMMARY 2024 FINAL**

Lodging Tax	2022 Adopted	2023 Adopted	2024 Proposed 10/10 LTAC regular meeting
<b>Beginning Fund Balance</b>	415,629	522,592	-
<b>Revenues</b>			
Taxes	441,000	525,000	550,000
Licenses & Permits	-	-	-
Intergovernmental Services	-	-	-
Charges for Goods & Services	-	-	-
Fines & Penalties	-	-	-
Miscellaneous Revenue	150	750	750
Other Increases	-	-	-
Other Financing Sources (inc. Transfers In)	-	-	-
<b>Total Revenue</b>	<b>441,150</b>	<b>525,750</b>	<b>550,750</b>
<b>Expenditures</b>			
Salaries & Wages & Benefits	-	75,000	75,000
Services	194,187	264,343	309,918
<i>Visitor Center Operations</i>	109,180	136,475	83,400
<i>Marketing (incl. CD support in 2023)</i>	45,000	56,250	115,000
<i>Tyler Plaza Tent Rental</i>		2,500	
<i>Data Collection</i>			20,000
<i>General Fund Overhead</i>	19,507	17,618	17,618
<i>Creative District Support</i>	-	1,000	8,400
<i>Facility rental waivers</i>	10,000	10,000	10,000
<i>2024 Community Grants</i>	-	25,000	40,000
<i>Big Belly Contract</i>	10,500	15,500	15,500
Capital Outlays	15,000	15,000	15,000
			5,000
Other Financing Uses (inc. Transfers Out)	125,000	125,000	125,000
<b>Total Expenditure</b>	<b>334,187</b>	<b>479,343</b>	<b>529,918</b>
<b>Net Change in Fund Balance</b>	<b>106,963</b>	<b>46,407</b>	<b>20,832</b>
<b>Ending Fund Balance</b>	<b>522,592</b>	<b>568,999</b>	
<b>Sufficient to Meet Obligations</b>			

<b>NOTES</b>
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Half of a Communications & Marketing Manager

see breakout sheet

focus on shoulder seasons. co-op between various entities: included but not limited to: OPTC, VIC, Main Street, Contractors

Per Finance Dept  
see breakout sheet

20K in each round

Three year contract for this amount

Winter Lights PT Mainstreet  
Banners and signage

Transferred to Debt Services through 2035 for Water Street Overlay, Visitor Center Sims Way frontage, SR 20 pedestrian walkway and Quincy/Jefferson Street

**NOTES**

Infrastructure Spend 2024		% spend 2024		Marketing 2023 for comparison	
VIC operations	\$83,400	<b>debt</b>	<b>24%</b>	\$ 25,400.00	Media Ad Buys: DMO
Big Belly	\$15,500	<b>infrastructure</b>	<b>22%</b>	\$ 56,250.00	Winter and Pivot Marketing
Lights & Banners	\$20,000	<b>marketing</b>	<b>22%</b>	\$ 10,500.00	Digital Marketing: DMO
	<b>\$118,900</b>	salaries/strategy	14%	<u>\$ 22,400.00</u>	Pass-thru contracts
		grants	8%	<b>\$ 114,550.00</b>	
		waivers	2%		

*Note on proposed restroom infrastructure project: there is an estimated two-year planning period with implementation in the third year.*