ITEM NO: 7.1

DATE: June 12, 2019

SUBJECT: 2019/20 TENTATIVE BUDGETS

SYNOPSIS:

Board of Trustees consideration of the adoption of the 2019/20 Tentative Budgets.

A public hearing on the proposed 2019/20 Adopted Budgets will be held at the regular Board of Trustees meeting in September.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2019/20 Tentative Budgets for the Mendocino-Lake Community College District General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in Attachments A through I.

ANALYSIS:

All California Community College Districts are required to adopt Tentative Budgets for the coming fiscal year and transmit them to the County Superintendent of Schools prior to July 1 of the current year. The Tentative Budgets reflect the best estimates of coming year revenues and expenditures known at the time of submission. Since the State of California typically does not adopt its budget until after June 15, significant changes in projected revenues and expenditures can be anticipated for the September Adopted Budget.

BEGINNING BALANCE

The projected 2019/20 Unrestricted General Fund beginning balance is \$5,918,004 based on the 2018/19 budgeted ending balance. Currently over \$226,000 of prospective expenditures are encumbered. Actual expenditure levels cannot be determined until the current year's books are closed and those encumbrances are resolved.

REVENUE:

The General Fund revenue included herein is based on the most recent 2019/20 fiscal year budget information received from the Governor's Budget, the Governor's May Revise, the Chancellor's Office, the Community College League of California, the Legislative Analyst's Office, and School Services of California.

Apportionment Base/Restoration/Stability

This proposed Adopted Budget assumes that the District will earn apportionment based upon the new Student Centered Funding Formula (SCFF). The SCFF for 2019/20 is based on the following: 70% of apportionment on FTES, 20% on enrollment of low-income students, and 10% on successful student outcomes. The new funding formula will be completely phased in by 2021/22 fiscal year and the hold harmless period will end at that time. There are changes proposed to the SCFF that would delay the phase in of the success measures and extend the hold harmless timeline.

Total general apportionment is budgeted at \$23,793,304. This includes an increase of \$751,000 due to a COLA on 2019/20 general apportionment of 3.26%.

This budget includes no deficit factor on general apportionment. A deficit factor on apportionment is a result of the difference between what the State assumes all 72 colleges will receive for property taxes and enrollment fees and what colleges actually receive.

COLA Revenue

COLA on general apportionment is statutorily determined by the United States Department of Commerce based upon the Implicit Price Deflator for State and Local Governments. It is likely the District will receive a 3.26% COLA on general apportionment for 2019/20. This budget includes an increase of \$751,000 due to this COLA on revenue.

Growth Revenue

The Governor's May Revise included 0.55% funding for enrollment growth. This budget does not include growth funding as the college is realizing a decline in enrollment.

EXPENDITURES:

Salaries, Wages, and Benefits

Projected 2019/20 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$250,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. The District is currently negotiating with all of the constituent groups for 2019/20. This proposed budget does not include expenditures which may result from future collective bargaining settlements.

The 2018/19 agreement with SEIU included a provision that if the 2018/19 unrestricted general fund was balanced (actual revenues exceeded actual expenditures and transfers) at June 30, 2019 than a COLA of 2.71% would be applied on the salary schedule effective September 1, 2019. The cost of this increase is included in this budget.

The General Fund Budget includes a payment to the Health Fund equal to \$1,600 per plan participant per month or \$19,200 per year. This is an increase from the rate for 2018/19 which was \$1,400/\$16,800. The rate is being increased based on actual claim costs coming in over budget in 2018/19. This rate increases the budgeted costs for health benefits by \$480,000. This rate may be adjusted during the year as actual health costs become known.

This budget includes a PERS (Public Employee Retirement System) District contribution rate of 20.733%, an increase from the 2018/19 rate of 18.062% which will result in a cost increase of \$133,000.

The budget includes a 2018/19 STRS (State Teachers Retirement System) District contribution rate of 18.1% an increase from 16.28% in 2018/19 which will result in a cost increase of \$148,000. However, the Governor's May Revise proposes to reduce the STRS contribution rate of 18.1% to 16.71% which would lower the cost increase to \$34,000.

Supplies and Services

Departmental supplies and services budgets reflect the same level as prior years.

Capital Outlay

The unrestricted funding for capital outlay within the General Fund is comprised of \$50,000 for computers scheduled for replacement on the refresh cycle and \$10,000 for computers for new hires.

CATEGORICAL PROGRAMS

The proposed June Tentative Budget includes 50 categorical programs, totaling approximately \$8.8 million. This is a lower level than 2018/19 due to lower carryover amounts. Also contributing to the lower amount is that the HEP and CAMP grants are expiring as of June 30, 2019 and it is unknown if they will receive a five-year renewal. Categorical revenues are projected based on tentative information from various state and federal agencies.

ACTUARIAL LIABILIES FOR RETIREE HEALTH BENEFITS (OPEB)

The college provides post-employment health care coverage for eligible retired employees and their dependents in accordance with negotiated contracts with the various bargaining units. The college is required by GASB 75 to plan for Other Post Employment Benefit (OPEB) liabilities and disclose the Total OPEB Liability (TOL) in its financial statements. The college contracts with an actuary to estimate the future liability of these benefits. The most recent study conducted November 2018 determined the TOL to be \$5,856,986. In December 2013, PBC reviewed a plan to address the OPEB liability and set aside funds from the Health Benefits Fund in years when that fund ends with a surplus. The PBC reviewed the plan on June 5, 2017. The amount projected to be transferred from the Health Benefits Fund to the Special Reserve Fund in 2018/19 is \$353,890. This would leave a fund balance of \$750,000 in the Health Benefits Fund and results in a GASB 75 OPEB reserve of \$1,869,108, which is 31% of the total TOL. A similar transfer will be considered in 2019/20 should actual health claims come in under the budgeted amount of \$1,600 per employee per month.

BOARD BUDGET PARAMETERS:

General Fund Budget Parameters

Unrestricted Ending Balance

The targeted ending fund balance in the General Fund shall be 15% of total unrestricted expenditures. At no time shall the ending balance go below a minimum of 5%. - MET

Balanced Budget

The General Fund shall have a balanced budget with total ongoing expenditures and transfers not exceeding total ongoing revenues.

NOT MET – The Unrestricted General Fund budget is out of balance by \$587,000 of which \$295,000 is due to one-time transactions. Therefore, this budget has an ongoing structural deficit of \$292,000.

One-time revenues and reserves shall not be used to fund ongoing expenditures but may be considered for current year expenditures that do not create obligations in future years.

NOT MET - The Unrestricted General Fund budget is out of balance by

\$587,000 of which \$295,000 is due to one-time transactions. Therefore, this budget has an ongoing structural deficit of \$292,000.

Health Fund Budget Parameter

Health Fund

The Health Benefit contribution rate shall be set for the next fiscal year so that total annual contributions equal or exceed projected total health care costs as determined by an analysis of historical trends. – **MET**

ENDING BALANCE

The projected 2019/20 General Fund ending fund balance is \$5,330,820 million or 20.47% of expenditures and transfers. The Board has directed administration to set aside the amount estimated to cover future STRS/PERS pension cost increases. This amount totals \$527,000 for the time period from 2020/21 to 2022/23. With this amount set aside in the General Fund, the unrestricted reserve is lowered to \$4,803,820 or 18.44% of expenditures and transfers. Typically, District expenditures are known with greater accuracy than revenues at this time. The 2019/20 beginning balance will also be more precisely projected by the time the Adopted Budget is presented as most financial transactions for 2018/19 will have be reconciled by that time. In the likely event of timely passage of the State Budget, more accurate revenue information will be available in time for inclusion in the September Adopted Budget.

SUMMARY

In summary, there are many revenue and expenditure assumptions included in this budget that will likely change based upon enrollment and the final budget enacted by the State. 2015/16 through 2018/19 were very good budget years for community colleges. 2019/20 and beyond are very uncertain due to the major changes to the formula by which colleges are funded.

Unknowns that may impact the budget which, when clarified, may be included in the Adopted Budget:

- Deficit factor on apportionment
- Changes to the Student Centered Funding Formula
- State offset of college STRS contribution rate

The Chancellor's Office, Department of Finance, Legislative Analyst's Office and the Governor continue to advise colleges to remain cautious in making on-going expenditure decisions. The current economic expansion has extended well beyond the average number of years of historical economic up turns. All agencies implore colleges to plan for the increases to pension costs and position themselves for the next downturn.

OTHER FUND BUDGETS:

The Debt Service Fund Budget (Attachment B), was included for the first time in 2009/10 to reflect the debt service payments on the Solar project. A portion of the project was funded by municipal lease bonds and the debt service will be offset by the energy savings from the solar field and PG&E rebates. The transfer from the general fund will level off at \$400,000 until the solar field is paid off in 2021. At that time the debt service fund will no longer be necessary and the \$400,000 will be available for other purposes.

<u>The Child Care Fund Budget (Attachment C)</u>, reflects a program similar to the 2018/19 program. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a general fund subsidy of \$132,876.

<u>The Capital Projects Fund Budget (Attachment D)</u>, includes projected revenues and expenditures as well as reserves set aside for future capital projects.

The Special Reserve Fund Budget (Attachment E), includes reserves for accrued vacations, load banking, GASB 75 requirements, and self-insurance (active/retiree health plans, property, liability, and workers' compensation). Accrued vacation and load banking are each reserved at 25% of the total value of vacation and load banking accruals respectively, based on the most recent audited figures.

The Health Fund Budget (Attachment F), identifies those monies set aside for payment of health benefits during the 2019/20 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue and expenditures are budgeted at \$1,600 per plan participant per month (\$19,200 annually) for 2019/20.

<u>The Student Representation Fee Fund Budget (Attachment G)</u>, reflects the \$1 per semester that each student pays to support student government here at the College.

The Student Center Fund Budget (Attachment H), reflects the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements to student areas in the Lowery Student Center and student areas at the Lake Center, North County Center, and Coast Center.

<u>The Student Financial Aid Award Projections Budget (Attachment I)</u>, reflects a program similar to the 2018/19 program.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2019/20 Tentative Budgets as presented and shown on Attachments A-1 through I:

Attachment A-1	General Fund Unrestricted Tentative Budget
Attachment A-2	General Fund Restricted Tentative Budget
Attachment B	Debt Service Fund Tentative Budget
Attachment C	Child Care Fund Tentative Budget
Attachment D	Capital Projects Fund Tentative Budget
Attachment E	Special Reserve Fund Tentative Budget
Attachment F	Health Benefits Fund Tentative Budget
Attachment G	Student Representation Fee Fund Tentative Budget
Attachment H	Student Center Fund Tentative Budget
Attachment I	Student Financial Aid Award Tentative Projections

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT UNRESTRICTED GENERAL FUND 2019/20

	2018/19 REVISED BUDGET FUND 11	2019/20 TENTATIVE BUDGET FUND 11
BEGINNING FUND BALANCE	\$ 6,559,593	\$ 5,918,004
REVENUE: A. Federal B. State C. Local TOTAL REVENUE	23,500 14,051,806 10,654,131 \$ 24,729,437	23,500 14,887,226 10,550,470 \$ 25,461,196
EXPENDITURES: A. Certificated Salaries and Wages Classified Salaries and Wages Subtotal Salaries and Wages	\$ 10,498,579 5,001,531 15,500,110	\$ 10,462,653 5,083,681 15,546,334
Fringe Benefits Total Personnel Costs	5,851,495 21,351,605	6,636,861 22,183,195
B. Supplies	703,211	636,848
C. Contractual Services	2,622,617	2,597,957
D. Capital Outlay	176,146	71,943
E. Transfers To Child Care Fund To Debt Service Fund	127,344 390,103 517,447	152,876 405,561 558,437
TOTAL EXPENDITURES AND TRANSFERS	\$ 25,371,026	\$ 26,048,380
FUND BALANCE: A. Designated (PERS/STRS)	699,000	527,000
B. Undesignated	5,219,004 20.57%	4,803,820 18.44%
TOTAL ENDING FUND BALANCE	5,918,004 23.33%	5,330,820 20.47%
CHANGE IN RESERVES	\$ (641,589)	\$ (587,184)

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT RESTRICTED GENERAL FUND 2019/20

	2018/19 REVISED BUDGET FUND 12	2019/20 TENTATIVE BUDGET FUND 12
BEGINNING FUND BALANCE	\$ 234,889	\$ 210,446
REVENUE: A. Federal B. State C. Local TOTAL REVENUE	2,345,743 9,348,761 118,000 \$ 11,812,504	938,136 7,837,109 97,000 \$ 8,872,245
EXPENDITURES: A. Certificated Salaries and Wages Classified Salaries and Wages Subtotal Salaries and Wages	\$ 1,684,609 1,929,244 3,613,853	\$ 1,197,748 1,451,707 2,649,455
Fringe Benefits Total Personnel Costs	1,243,249 4,857,102	961,881 3,611,336
B. Supplies	745,082	576,538
C. Contractual Services	3,190,004	1,222,299
D. Capital Outlay	1,524,316	1,232,554
E. Transfers to Student Financial Aid Fund and Other Payments To/For Students	1,520,443	2,251,354
TOTAL EXPENDITURES AND TRANSFERS	\$ 11,836,947	\$ 8,894,081
ENDING FUND BALANCE	\$ 210,446	\$ 188,610
CHANGE IN RESERVES	\$ (24,443)	\$ (21,836)

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT DEBT SERVICE FUND 2019/20

	RI B	2018/19 EVISED UDGET UND 29	TE B	2019/20 NTATIVE UDGET UND 29
BEGINNING FUND BALANCE	\$	-	\$	-
REVENUE: A. Interest B. Transfer from General Fund - Solar		(2,000) 390,103		(2,000) 405,561
TOTAL FUNDS AVAILABLE	\$	388,103	\$	403,561
EXPENDITURES: A. Solar debt service payments	\$	388,103	\$	403,561
RESERVES		-		-
TOTAL EXPENDITURES AND RESERVES	\$	468,748	\$	403,561

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CHILD CARE FUND 2019/20

	R E	2018/19 REVISED BUDGET FUND 33	TE B	2019/20 NTATIVE UDGET UND 33
REVENUE:				
Federal				
A. Food Program	\$	33,000	\$	30,000
State				
B. CA State Preschool Program		240,724		228,604
C. Food Program		1,750		1,500
D. General Contract		180,889		195,889
Local				
E. Parent Fees - Non-Certified/Full Fee		110,000		110,000
F. Other Local Income		-		-
Transfers				
G. General Fund Subsidy		107,344		132,876
H. Employee Child Care Benefit		20,000		20,000
TOTAL DEVENUE		000 707		740,000
TOTAL REVENUE	\$	693,707	\$	718,869
EXPENDITURES:				
A. Personnel Costs				
1. Salary and Wages				
Classified Regular	\$	233,482	\$	235,552
Classified Hourly		185,161		186,985
·		418,643		422,537
2. Benefits		157,045		178,293
Total Personnel Costs		575,688		600,830
B. Supplies		94,895		96,415
C. Contractual Services		23,124		21,624
TOTAL EXPENDITURES	\$	693,707	\$	718,869

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CAPITAL PROJECTS FUND 2019/20

	2018/19		2019/20	
	Е	REVISED BUDGET FUND 41	TENTATIVE BUDGET FUND 41	
BEGINNING FUND BALANCE				
Unrestricted	\$	927,846	\$	736,559
TOTAL BEGINNING FUND BALANCE	Ψ	927,846	Ψ	736,559
REVENUE:				
A. Interest		15,000		15,000
B. Proposition 39 Energy Projects		4,483		-
C. Physical Plant Block Grant		94,387		-
D. Redevelopment Agency On-going		150,000		150,000
E. NCCCSIA Return of Equity		-		-
F. NCCCSIA Safety Credit		15,000		15,000
TOTAL REVENUES		278,870		180,000
TOTAL FUNDS AVAILABLE	\$	1,206,716	\$	916,559
EXPENDITURES AND TRANSFERS:				
A. Energy System Upgrades	\$	4,483	\$	-
B. Physical Plant Block Grant		94,387		-
C. Campus Signs		41,287		34,487
D. Disabled Access Improvements		50,000		50,000
F. Traffic Light		300,000		270,000
G. Safety Improvements		75,000		30,000
H. Housing Study		50,000		-
I. Facilities Master Planning		25,000		25,000
J. Other Capital Projects		100,000		100,000
TOTAL EXPENDITURES		740,157		509,487
RESERVES		466,559		407,072
TOTAL EXPENDITURES AND RESERVES	\$	1,206,716	\$	916,559

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT SPECIAL RESERVE FUND 2019/20

	2018/19 REVISED BUDGET FUND 61	2019/20 TENTATIVE BUDGET FUND 61
BEGINNING FUND BALANCE	\$ 2,370,838	\$ 2,675,728
REVENUE: A. Interest B. Transfer from Health Fund TOTAL FUNDS AVAILABLE	36,000 768,890 \$ 3,175,728	36,000 - \$ 2,711,728
EXPENDITURES AND TRANSFERS: A. Transfer to General Fund		
RESERVES: A. Accrued Vacation Reserve B. Load Banking Reserve C. Health Fund Reserve D. Incurred But Not Recorded (IBNR) Health Benefits E. GASB 75 Reserve F. Self Insurance Reserve TOTAL RESERVES	\$ 171,562 115,089 275,000 180,000 2,269,108 164,969 3,175,728	\$ 171,562 115,089 275,000 180,000 * 1,869,108 100,969 2,711,728
TOTAL EXPENDITURES AND RESERVES	\$ 3,175,728	\$ 2,711,728

^{*}Total GASB 75 liability per actuarial study dated November 26, 2018 is \$5,856,986.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT HEALTH FUND 2019/20

	2018/19 REVISED BUDGET FUND 62	2019/20 TENTATIVE BUDGET FUND 62
BEGINNING FUND BALANCE	\$ 1,518,890	\$ 750,000
REVENUE: A. Contribution from Other Funds B. Employee Contributions C. Interest TOTAL REVENUE	3,283,000 30,000 16,000 3,329,000	3,840,000 30,000 16,000 3,886,000
TOTAL FUNDS AVAILABLE	\$ 4,847,890	\$ 4,636,000
EXPENDITURES: A. Health Care Services B. Transfer to Special Reserve Fund TOTAL EXPENDITURES	\$ 3,329,000 768,890 4,097,890	\$ 3,886,000 - 3,886,000
RESERVE	750,000	750,000
TOTAL EXPENDITURES AND RESERVES	\$ 4,847,890	\$ 4,636,000

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT REPRESENTATION FEE FUND 2019/20

	RI BI	018/19 EVISED JDGET JND 72	2019/20 TENTATIVE BUDGET FUND 72		
BEGINNING FUND BALANCE	\$	32,375	\$	33,925	
REVENUE: A. Student Representation Fees B. Interest TOTAL REVENUE		10,000 400 10,400		10,000 400 10,400	
TOTAL FUNDS AVAILABLE	\$	42,775	\$	44,325	
EXPENDITURES: A. Services (Travel) TOTAL EXPENDITURES	\$	8,850 8,850	\$	10,400	
RESERVES		33,925		33,925	
TOTAL EXPENDITURES AND RESERVES	\$	42,775	\$	44,325	

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT CENTER FUND 2019/20

	R	2018/19 EVISED SUDGET	TE	2019/20 NTATIVE SUDGET
	F	UND 73	FUND 73	
BEGINNING FUND BALANCE	\$	327,691	\$	310,372
REVENUE:				
A. Student Center Fees		31,000		31,000
B. Interest		4,000		4,000
TOTAL REVENUE		35,000		35,000
TOTAL FUNDS AVAILABLE	\$	362,691	\$	345,372
EVEN DITUES				
EXPENDITURES:	\$	15,238	\$	31,000
A. Student Salary & Benefits B. Supplies	Φ	6,700	Ф	7,000
C. Services		5,750		5,500
D. Equipment		24,631		-
TOTAL EXPENDITURES		52,319		43,500
RESERVES		310,372		301,872
TOTAL EXPENDITURES AND RESERVES	\$	362,691	\$	345,372

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT FINANCIAL AID AWARD PROJECTIONS 2019/20

	2018/19 ESTIMATED AWARDS	2019/20 ESTIMATED AWARDS
SOURCE OF FUNDS:		
FEDERAL SOURCES A. PELL GRANT B. FSEOG C. BUREAU OF INDIAN AFFAIRS D. DIRECT LOANS E. AMERICORPS F. FEDERAL WORK STUDY TOTAL FEDERAL SOURCES	\$ 4,500,000 114,400 4,500 640,355 15,000 62,000 5,336,255	\$ 4,500,000 105,000 4,500 640,355 15,000 62,000 5,326,855
STATE SOURCES A. CAL GRANT B. EOPS GRANT C. CHAFEE GRANT D. FULL-TIME STUDENT SUCCESS GRANT E. COMMUNITY COLLEGE COMPLETION GRANT F. STUDENT SUCCESS COMPLETION G. NONRESIDENT DREAMER EMERGENCY AID TOTAL STATE SOURCES	420,000 148,000 40,000 14,542 78,000 294,686 7,353 1,002,581	420,000 148,000 40,000 - - 341,124 - 949,124
LOCAL SOURCES A. SCHOLARSHIPS TOTAL FUNDS	297,717 \$ 6,636,553	250,000 \$ 6,525,979
DISBURSEMENTS:		
A. STUDENT FINANCIAL AID	\$ 6,636,553	\$ 6,525,979