

2021 BUDGET

November 19, 2020

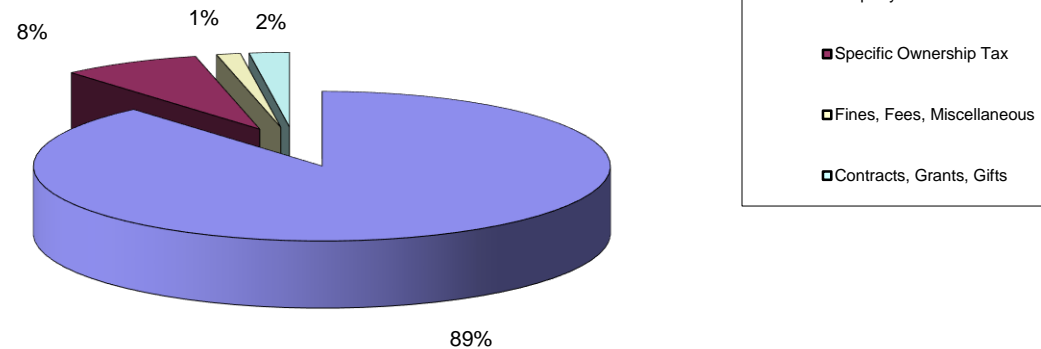


FUNDS

- PCCLD prepares an annual budget for two funds:
 - General Fund
 - This fund reflects property tax and other general revenue, and all of the operating expenses for the District
 - Capital Project Fund
 - This fund reflects revenue and expense for capital asset acquisition (including the library replacement plan), the Master Facility Plan, InfoZone Museum updates and renovation, and special building and capital projects

GENERAL FUND - REVENUES

**GENERAL FUND BUDGET – REVENUES
2021 BUDGET**



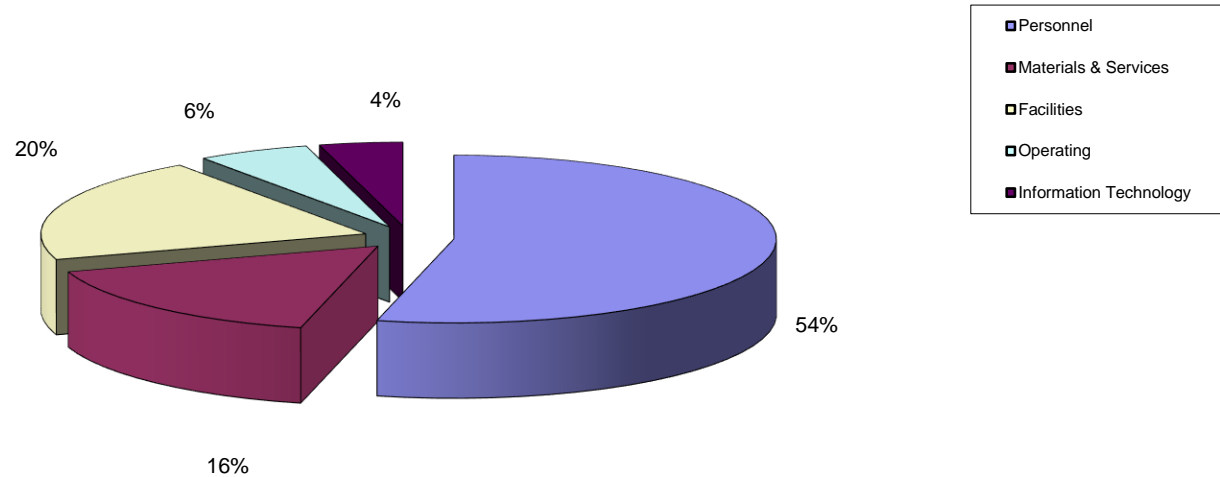


GENERAL FUND - REVENUES

- Property tax increased by \$303,469, which is +2.8%—mill levy 5.871
 - Includes \$40,815 for abatements/refunds
- Specific ownership tax – up 6% from estimated 2020
- Contracts, grants, donations – decreased from 2020 due to the significant amount of grants awarded for COVID19 expenditures
- Interest earnings – increased from the 2020 estimates
- Fines – decreased 13%, reflective of current collections
- Photocopier revenue and miscellaneous revenue budgeted at same amount as 2020. Estimated revenue significantly less this year due to COVID19
- TOTAL REVENUES - down by 1.8% - \$230,519

GENERAL FUND - EXPENDITURES

GENERAL FUND BUDGET – EXPENDITURES
2021 BUDGET





GENERAL FUND EXPENDITURES

- Total expenditures increased 29% - \$2,598,301
- Personnel – total increase of 16%:
 - 16% Salary increase includes:
 - Increase for Pay for Performance plan wage changes
 - Increasing by 2.1 FTE overall
 - Fulfillment of open positions from 2020
 - \$75,000 for market wage adjustments

GENERAL FUND EXPENDITURES (continued)

- Workers compensation increased by 14%. This may change by final budget upon receipt of renewal quote
- PERA, unemployment, and Medicare costs increased (at set percentages) based on the increase in total wages
- Health related benefits increased 34% versus 2020 – medical, dental, vision, life, flex plan due to increase from current medical insurance carrier
- Employee relations increased 36% to reflect projected spending
- Employee training increased 220%, spending reduced considerably due to COVID19 in 2020

GENERAL FUND EXPENDITURES (continued)

- Materials, services – increased 17%
 - This represents materials spending at 18% of the total operating budget. Programs increased by 48% due mostly to grant funding (we will continue to seek grants to supplement the budget)
- Facilities – increase of 118% from 2020, mainly due to the 2020 COP issuance
 - Utilities are up by 22%
 - Vehicle maintenance is flat
 - Building repair & maintenance increased by 16%
 - Rent holding steady per contractual agreement
 - Lease purchase reflects debt service on 2020 COPS
 - Insurance increased 13% over estimated. This may change by final budget upon receipt of renewal quotes.
 - Friends expenditures are budgeted accordingly

GENERAL FUND EXPENDITURES (continued)

- Operating – increased 3%
 - Decrease of 2% in Contract Services – due to bringing administration of insurance policies in house.
 - Community Relations decreased by 49% compared with the 2020 budget – this reflects restructuring of the budget for All Pueblo Reads
 - Office supplies increased by 14%
 - Photocopier increased by 107% to reflect operating costs returning to typical years amounts
 - Courier service – increased 25% – due to interlibrary loan activity
- Information technology – increased 10%
 - Telecommunications increased 17% (\$132k E-Rate reimb in 2021)
 - Hardware Repair & Maintenance is budgeted at the level expected in a standard year
 - Technology Supplies decreased 42% for anticipated costs
 - Technology maintenance, licenses and support increased 8%



GENERAL FUND – FUND BALANCE

- \$4,944,487 at end of 2021 – a decrease of \$134,492 in comparison with prior year
- With the large amount of grants received in 2020, some of those grant expenditures are budgeted for 2021. This will require the use of fund balance reserves for the general fund budget in 2021.
- Importantly, we anticipate maintaining an unrestricted fund balance at 39% of operating expenditures.
- With the voters approving 6B mill levy in 2019, the continuance of the 0.6 mill will enable the District to sustain its programs, services, operations and facilities into the future.




CAPITAL PROJECT FUND

- Four purposes:
 - Library Replacement Plan (planned capital asset replacement)
 - Master Facility Plan and other capital projects
 - InfoZone Museum expenses & upgrades
 - Acquisition of Other Capital Assets & Improvements



CAPITAL PROJECT FUND - REVENUES

- Contributions, Gifts & Grants – \$275,000 including a capital fundraising campaign for the Rawlings Library renovation project.
- E-Rate – \$226,654 internal network connections for the Rawlings Library.
- Interest earnings – \$30,000
- TOTAL REVENUE - \$531,654



CAPITAL PROJECT FUND - EXPENDITURES

- **Capital Asset Spending**
 - Asset Repair & Maintenance – \$10,000
 - Info Technology - \$347,654
 - Replacement plan – equipment upgrades
 - Furniture, fixtures and equipment - \$57,000
 - Master Facility Plan project - \$4,763,238
 - Rawlings Library renovation project
- **TOTAL EXPENDITURES - \$5,177,892**
- **ENDING FUND BALANCE – \$7,350,384 – includes transfer in from General Fund of \$980,000. \$3,666,238 decrease in fund balance overall.**



ASSUMPTIONS

- Revenue is budgeted conservatively, based on assessed valuation & current economic conditions.
- Expenditures are budgeted in anticipation of all known impact and will reflect annual plan initiatives: continue excellent service, plan for growth, provide competitive employee compensation and benefits.
- COMBINED UNRESTRICTED FUND BALANCE:
\$4,142,375 – 71% of total combined annual expenditures - 20% is minimum per fund balance policy adopted in 2009.



Preliminary to Final

- Developments between now and December 11 which inform the 2021 budget process:
 - ❑ Additional 2020 expenditure activity
 - ❑ End-of-year issues
 - ❑ Assessed valuation changes
 - ❑ Renewal costs for property/liability insurance and workers compensation insurance
 - ❑ Other wage adjustments

- Comments from the public will continue to be received until 5:30 pm on Thursday, December 10, 2020, at which time the proposed 2021 budget will be presented to the Board of Trustees for adoption and appropriation.
- Manager review of approved budget is scheduled for Jan 25, 2021.

QUESTIONS? COMMENTS?

