

## LINCOLN PARISH POLICE JURY

### 2019 BUDGET MESSAGE

Submitted herewith is the Proposed Budget and related budget documents, for the fiscal year 2019, for the Lincoln Parish Police Jury. Said budget year begins January 1, 2019 and ends December 31, 2019. These budget documents have been prepared and are being submitted in accordance with the Louisiana Local Government Budget Act, as amended by Act No. 186 of the 1984 session Louisiana Legislature (Additional requirements created by Act 966 of 2010 Louisiana Legislative Regular Session effective January 1, 2011).

This document has been prepared and organized to meet the various requirements of the law, as well as to provide an objective and factual information base for the governing body and the general public. All requirements of the Louisiana Local Government Budget Act have been met in budget preparations to date.

The consolidated budget statement is organized to provide a summary and overview of the proposed financial plan of this government for the year 2019 by grouping revenues by source and expenditures by function in such a manner that total cost of each function of government may be easily assessed. The proposed budget represents a financial program for maintaining present levels of service of this government, and meeting certain plan needs for the future.

Expenditures are budgeted within anticipated revenue of the specific funds or within the total means of financing of each separate fund, where appropriate. The total means of financing includes monies from prior year fund balances. The 2019 total proposed budget for the Lincoln Parish Police Jury reflects an 18.76% increase (\$3,384,309) compared to the 2018 amended budget. The 2019 budget reflects an increase in wages and salaries of 2.5% in departments administered by the Lincoln Parish Police Jury in accordance with the increase recommended by the Finance Committee

The attached budget documents include Revenue by Source and Expenditures by Function and Character for the operating funds of the Lincoln Parish Police Jury, which include the General, Fiduciary and Special Revenue Funds. The classification of funds is as follows:

- GENERAL
  - General Fund
- SPECIAL REVENUE
  - Special Road Fund
  - Road Construction Fund
  - Road Maintenance Fund
  - Bridge Replacement & Road Improvement Fund
  - Solid Waste Collection Fund
  - Solid Waste Disposal Fund
  - Solid Waste Disposal Reserve Fund
  - Solid Waste Collection Reserve Funds
  - Sewerage Fund
  - Sewer Equip Replacement Fund
  - Library Fund
  - Library Bond Fund
  - Section 8 Housing Project Fund
  - Park and Recreation Fund
  - Courthouse Capital Project Fund
  - Health Unit Fund
  - Complex II Bond Fund
- FIDUCIARY
  - Hospital Proceeds Investment Fund

These documents do not include the budgets for Community Action Programs and Services. The Community Action Agency (Humanitarian Enterprises of Lincoln Parish) conducts its financial affairs separate and apart from the financial management portfolio of the Police Jury. However, the financial affairs of that Agency are required to be conducted in accordance with the Louisiana Local Government Budget Act and other state and federal regulations, guidelines, and procedures. Budget documents of Humanitarian Enterprises of Lincoln Parish are approved and authorized by the Lincoln Parish Police Jury. In addition, independent financial audits of this function are submitted to this governing body and the Legislative Auditor, as required by law.

Capital Outlays are not budgeted in an overall Capital Outlay budget, but are budgeted in each individual fund under separate categories of Capital Outlay or Capital Costs. Additional significant information on the various services, programs, and aspects of the budget are detailed below:

## **GENERAL FUND**

The General Fund is the only fund of the Police Jury not having a specific dedication of funds and thereby expenditures for any purposes provided by law and authorized by the governing authority, may be made from this fund.

The two major sources of revenue in the General Fund are from Ad Valorem taxes and Severance tax. Estimates from these sources for the 2019 budget are \$1,208,990 and \$1,200,000 respectively.

Expenditures from the General Fund are for salaries and benefits for police jurors, administrative staff and building maintenance personnel as well as state mandated costs for the Judicial System, Registrar of Voters, Sheriff's Office, and Coroner's Office. Other expenditures in the General Fund are for maintenance, utilities and insurance for public buildings; public services in the areas of public safety, health and welfare, recreation, and economic development and assistance.

## **SPECIAL ROAD FUND**

This fund is a dedicated fund for operation expenditures of the Parish Highway Department. All general operational expenditures of the Highway Department, other than materials and personnel services, are paid from this fund. The primary source of revenue for this fund is an appropriation from the State of Louisiana, from the Parish Transportation Act Fund. Expenditures in the 2019 Special Road budget will use 2019 revenue to fund the 2019 road program.

## **ROAD MAINTENANCE FUND**

The Road Maintenance Fund is a dedicated fund for the purpose of maintenance of roads and bridges, and is supported by 4.41 mill property tax. This special tax was re-authorized in 2017 by the voters for a period of ten (10) years, beginning with the year 2018 and ending with the year 2027, both years inclusive. This fund budget, along with Road Construction Fund budget, is the source of funding for salaries, wages, and materials for Parish Highway Department expenditures. It is not intended, however, that this fund be viewed in this single perspective without looking at complete overview of the two road funds i.e. Road Maintenance and Road Construction Funds. In evaluating both the Road Maintenance and Road Construction Funds, and the procedure for cost assignment between the two funds for salaries and wages, the Road Maintenance Fund includes 50% of estimated salaries, wages and benefits. In past years, the Road Maintenance Fund was supplemented by funds transferred from the Special Road Fund in order to provide additional funding necessary to complete projects approved in the Capital Outlay Program. The 2019 budget proposed does not anticipate the necessity of a transfer unless circumstances require it. The total Road Maintenance Fund budget for 2019 is \$2,003,830 and projects \$2,097,774 in revenue.

## **ROAD CONSTRUCTION FUND**

The Road Construction Fund, like the Road Maintenance Fund is a dedicated fund for the purpose of road construction and improvements, hard surfacing, and major projects. This fund is also supported by a 4.41 mill property tax which was re-authorized by the voters for a period of ten (10) years beginning with the year 2018 and ending with the year 2027, both years inclusive. This Road Construction Fund, along with the Road Maintenance Fund, is the total source of funding for salaries, wages, benefits and materials for the Parish Highway Department. Salaries and wages in this fund amount to 50% of total salaries and wages for all road purposes. The total Road Construction Fund budget for 2019 is \$3,430,565 with projected revenue totaling \$2,089,423.

## **BRIDGE REPLACEMENT & ROAD IMPROVEMENT FUND**

The Bridge Replacement & Road Improvement was created to start a bridge replacement program and up-grade existing roads. This fund is funded by an interfund transfer from the Hospital Proceeds Investment Fund. Transfers are allowed to accumulate in this fund until they are sufficient to cover the cost of bridge replacements. Transfers are also made from the Road Construction Fund in order to maintain and replace bridges throughout the parish. The 2019 budget includes \$1,384,960 for the replacement of bridges and road improvements.

## **LIBRARY FUND**

The Library Fund is a function of the Lincoln Parish Police Jury operated by the Library Board of Control. Therefore, this budget of estimated expenditures for 2019 was prepared and approved for submittal to the Police Jury by the Library Board of Control. The Library Fund is dedicated for the purpose of the operation and support of the Parish Library and is supported by a property tax, which was authorized by the voters for a period of ten (10) years beginning with the year 2001 and ending with the year 2010, renewed for a period of 10 years, beginning with the year 2011 and ending with the year 2020 both years inclusive. This tax will generate an estimated \$1,432,252 in revenue for the library.

### **SOLID WASTE DISPOSAL FUND**

This Solid Waste Disposal Fund is the receiving fund for the total proceeds of the 1/2 cent special sales tax for the Parish-wide Solid Waste Management Program. This fund includes the operation of the Sanitary Landfill, with an estimated operating budget for 2019 of \$4,755,070. These expenditures continue to increase with the rising cost of hauling, landfill tipping fees and volume carried to the landfill. Included in the budgeted expenditures are distributions of approximately \$1,785,725 to municipalities also operating collection systems and a distribution transfer of \$1,046,795 to the Lincoln Parish Solid Waste Collection Fund. These distributions are paid from tax proceeds after expenditures for the operation of the landfill are deducted. Distributions are paid monthly.

### **SOLID WASTE COLLECTION FUND**

The Solid Waste Collection Fund is supported by the distribution of the 1/2-cent special sales tax revenue. This fund is dedicated to the operation and maintenance of the rural refuse container system. Any excess of revenues over expenditures not required to fund future year operating costs is transferred to the Equipment Reserve Fund for future capital expenditures. No transfer of funds is anticipated for 2019.

### **PARK AND RECREATION FUND**

This fund was established several years ago to provide a funding source for the development of the Parish Park Project. The fund includes anticipated revenues from interest earnings and entrance fees, shelter and RV Campground rentals, as well as proceeds of Hotel/Motel tax. Revenues also include an appropriation of \$50,000.00 from the General Fund. The 2019 Park and Recreation Fund budget reflects an excess of expenditures over revenues due to Improvements and Developments planned for 2019 utilizing prior years excess revenue to fund these projects. Once these projects are completed, the Improvement and Development line item will be reduced, therefore ensuring a balanced budget. All fees for park services are being monitored and reviewed to ensure that they will be adequate to meet expenditures and, when required, increases may be instituted.

### **COURTHOUSE CAPITAL PROJECT FUND**

This fund was established for the purpose of funding the construction of additions and renovations to Lincoln Parish Police Jury Property. The 2019 budget reflects expenditures of \$805,000 for planned projects and other general maintenance.

### **SECTION EIGHT-HOUSING ASSISTANCE PROGRAM FUND**

This fund is a totally federally funded program for rental assistance to eligible tenants. This budget of \$571,170 will provide rental assistance to eligible tenants in approximately 135 housing units under the U.S. Department of Housing and urban Development Program. Included in these expenditures is \$59,500 for program administration.

### **SOLID WASTE DISPOSAL AND COLLECTION EQUIPMENT RESERVE FUNDS**

These funds were established specifically for the purpose of capital expenditures for the purchase of equipment for the solid waste disposal and collection funds. Separate accounts are maintained to provide adequate audit trails reflecting the fund balances dedicated to each fund separately. Budgeted expenditures for 2019 are \$185,000 for equipment by the collection fund, with no purchases being budgeted for the disposal fund.

### **HEALTH UNIT FUND**

This fund is the clearing fund for local contributions for support of the Lincoln Parish Health Unit, and includes revenues and expenditures for that purpose. Revenues are appropriated from the Lincoln Parish Police Jury Hospital Proceeds Fund and \$5,000.00 from contributions of the City of Ruston. Expenditures are for utilities, minor improvements and insurance.

### **SEWER FUND**

This fund was created to collect sewer fees for the Eastern Hills/Blueberry Hills sewer station that was completed in 1994 with an LCDBG grant. Fees collected totally fund the operation and maintenance of the plant. Any funds not used for operation and maintenance are dedicated to replacement of equipment as reflected in the Sewer Equipment Replacement Fund. Additional sewer stations have since been added on North Chatham and Barker Street.

### **HOSPITAL PROCEEDS INVESTMENT FUND**

This fund was created to manage the proceeds from the sale of Lincoln General Hospital. An initial deposit of \$10,000,000.00 less expenses incurred from the sale that was made December 31, 1996. As directed by the police jury, interest on the investment was allowed accumulate in the fund until the balance reached \$10,000,000.00. This balance was reached in 1997. For the 2019 budget year, the distribution of net interest earned was approved as follows: \$30,000 for health services including ambulance service; \$18,500 to the Parish Health Unit; \$1,530 to Mental Health Center and \$10,000 in professional services.

This budget and related documents are presented in accordance with law and for the purpose of being helpful in formulating the financial plan for the ensuing budget year of 2019 for the Police Jury of Lincoln Parish, Louisiana.

**ORDINANCE NO. XXX-XX-(X)**

AN ORDINANCE adopting the Operating Budget of Revenue and Expenditures for the year 2019 for the Police Jury of Lincoln Parish, Louisiana.

BE IT ORDAINED BY THE POLICE JURY OF LINCOLN PARISH, LOUISIANA, convened in regular session this 11th day of December, 2018, that:

SECTION I. The following estimates exhibiting items of Revenue by source for the fiscal year beginning January 1, 2019 and ending December 31, 2019, be and the same are hereby adopted and made the Budget of Revenue for the Lincoln Parish Police Jury for said year 2019:

<b>SOURCE</b>	<b>ANTICIPATED AMOUNT</b>
<b>GENERAL FUND</b>	
Taxes	
Ad Valorem Tax	\$ 1,208,990.00
Licenses & Permits	
License Tax (Insurance)	\$ 150,000.00
Alcoholic Beverage	\$ 7,000.00
Intergovernmental Revenue	
Severance Tax	\$ 1,200,000.00
State Revenue Sharing In Lieu of Taxes	\$ 64,431.00
Fire Insurance Rebate	\$ 182,682.00
Section 8 Housing Administration	\$ 5,700.00
Fees & Charges	
Court Reporter Fees	\$ 20,000.00
Use of Money & Property	
Interest Earnings	\$ 34,000.00
Rent & Royalties	\$ 100,000.00
Other Financing Sources	
Reimbursement of Wages & Benefits	\$ 11,770.00
Miscellaneous	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 2,986,573.00</b>
<b>SPECIAL ROAD FUND</b>	
State Grant	\$ 515,000.00
Fees & Charges for Services	\$ 1,200.00
Other Financing Sources	\$ 13,600.00
Excess Revenue/Expenditures	\$ (136,350.00)
<b>TOTAL</b>	<b>\$ 393,450.00</b>
<b>ROAD CONSTRUCTION FUND</b>	
Ad Valorem Taxes	\$ 1,975,370.00
Other Revenue	\$ 102,453.00
Use of Money & Property	\$ 6,800.00
Other Financing Sources	\$ 4,800.00
From Prior Years Fund Balance	\$ 1,341,142.00
<b>TOTAL</b>	<b>\$ 3,430,565.00</b>
<b>ROAD MAINTENANCE FUND</b>	
Ad Valorem Taxes	\$ 1,975,370.00
Other Revenue	\$ 102,454.00
Use of Money & Property	\$ 15,150.00
Other Financing Sources	\$ 4,800.00
Excess Revenue/Expenditures	\$ (93,944.00)
<b>TOTAL</b>	<b>\$ 2,003,830.00</b>
<b>BRIDGE REPLACEMENT &amp; ROAD ENHANCEMENT FUND</b>	
Transfer In - Hospital Proceeds Investment Fund	\$ -
Transfer In - Road and Bridge Construction	\$ 1,584,460.00
<b>TOTAL</b>	<b>\$ 1,584,460.00</b>

**SOLID WASTE DISPOSAL FUND**

Special Sales Tax	\$	4,560,000.00
Other Revenue	\$	195,070.00
Excess Revenues/Expenditures	\$	-
<b>TOTAL</b>	\$	<b>4,755,070.00</b>

**SOLID WASTE COLLECTION FUND**

Other Financing Sources - Tax Distribution	\$	1,046,794.66
Other Revenue	\$	87,550.00
Excess Revenues/Expenditures	\$	(204,644.66)
<b>TOTAL</b>	\$	<b>929,700.00</b>

**PARK & RECREATION FUND**

Intergovernmental Revenue	\$	160,233.00
Transfer In - General Fund	\$	50,000.00
Other Revenue	\$	262,220.00
Prior Years Fund Balance	\$	104,033.00
<b>TOTAL</b>	\$	<b>576,486.00</b>

**COURTHOUSE CAPITAL PROJECT FUND**

Use of Money & Property	\$	28,000.00
Other Financing Sources	\$	459,558.00
Prior Years Fund Balance	\$	317,442.00
<b>TOTAL</b>	\$	<b>805,000.00</b>

**SEWER FUND**

Fees & Charges for Services	\$	83,270.00
Excess Revenues/Expenditures	\$	(2,175.00)
<b>TOTAL</b>	\$	<b>81,095.00</b>

**SEWER EQUIPMENT REPLACEMENT FUND**

From Prior Years Fund Balance	\$	10,000.00
<b>TOTAL</b>	\$	<b>10,000.00</b>

**SECTION 8 HOUSING PROGRAM FUND**

Federal Grants	\$	505,000.00
From Prior Years Fund Balance	\$	66,170.00
<b>TOTAL</b>	\$	<b>571,170.00</b>

**SOLID WASTE EQUIPMENT RESERVE FUNDS**

Use of Money & Property	\$	76,250.00
From Prior Years Fund Balance	\$	108,750.00
<b>TOTAL</b>	\$	<b>185,000.00</b>

**HEALTH UNIT FUND**

Intergovernmental Revenue	\$	5,000.00
Other Financing Sources	\$	18,500.00
Excess Revenues/Expenditures	\$	(4,900.00)
<b>TOTAL</b>	\$	<b>18,600.00</b>

**HOSPITAL PROCEEDS INVESTMENT FUND**

Use of Money & Property	\$	137,500.00
Excess Revenues/Expenditures	\$	(77,470.00)
<b>TOTAL</b>	\$	<b>60,030.00</b>

**LIBRARY FUND**

Ad Valorem Taxes	\$	1,432,252.45
Other Revenue	\$	152,726.00
From Prior Year's Fund Balance	\$	827,790.26
<b>TOTAL</b>	\$	<b>2,412,768.71</b>

**LIBRARY DEBT SERVICE FUND**

Ad Valorem Taxes	\$	246,360.00
Other Revenue	\$	360.00
From Prior Year's Fund Balance	\$	<u>170,473.60</u>
<b>TOTAL</b>	\$	<b>417,193.60</b>

**LPPJ COMPLEX II BOND FUND**

Rents and Royalties	\$	186,032.00
From Prior Year's Fund Balance	\$	<u>12,233.00</u>
<b>TOTAL</b>	\$	<b>198,265.00</b>

**GRAND TOTAL - ESTIMATED REVENUE & OTHER FINANCING SOURCES****\$ 21,419,256.31**

SECTION II. The following estimates exhibiting items of expenditures by function for the fiscal year beginning January 1, 2019 and ending December 31, 2019, be and the same are hereby adopted and made the budget of expenditures for the Lincoln Parish Police Jury for said year 2019:

<b>FUNCTION</b>	<b>BUDGETED AMOUNT</b>
<b>GENERAL FUND</b>	
Legislative	\$ 183,861.00
Judicial	\$ 35,200.00
Elections	\$ 5,000.00
Financial & General Administration	\$ 675,437.00
General Government Buildings & Plant	\$ 973,629.00
Other General Administration	\$ 88,020.00
Public Safety	\$ 888,431.00
Health & Welfare	\$ 42,435.00
Culture & Recreation	\$ 67,060.00
Economic Development & Assistance	\$ 27,500.00
<b>TOTAL</b>	<b>\$ 2,986,573.00</b>
<b>SPECIAL ROAD FUND</b>	
Road & Bridge Construction & Maintenance	\$ 393,450.00
<b>ROAD CONSTRUCTION FUND</b>	
Road & Bridge Construction	\$ 3,430,565.00
<b>ROAD MAINTENANCE FUND</b>	
Road & Bridge Maintenance	\$ 2,003,830.00
<b>BRIDGE REPLACEMENT &amp; ROAD ENHANCEMENT FUND</b>	
Bridge Replacement & Road Enhancement	\$ 1,584,460.00
<b>SOLID WASTE DISPOSAL FUND</b>	
Solid Waste Disposal	\$ 4,755,070.00
<b>SOLID WASTE COLLECTION FUND</b>	
Solid Waste Collection	\$ 929,700.00
<b>PARK &amp; RECREATION FUND</b>	
Capital Outlay & Other Uses	\$ 576,486.00
<b>COURTHOUSE CAPITAL PROJECT FUND</b>	
Capital Outlay	\$ 805,000.00
<b>SEWER FUND</b>	
Operation & Maintenance	\$ 81,095.00
<b>SEWER EQUIPMENT REPLACEMENT FUND</b>	
Equipment Purchases	\$ 10,000.00

**SECTION 8 HOUSING PROGRAM FUND**

Rental Assistance & Administration \$ 571,170.00

**SOLID WASTE EQUIPMENT RESERVE FUNDS**

Equipment Purchases \$ 185,000.00

**HEALTH UNIT FUND**

Operation & Maintenance \$ 18,600.00

**HOSPITAL PROCEEDS INVESTMENT FUND**

Professional Services \$ 10,000.00

Other Financing Uses \$ 50,030.00

Transfer Out - Bridge Replacement Fund \$ -

**TOTAL** \$ 60,030.00

**LIBRARY FUND**

Library Operation & Maintenance \$ 2,412,768.71

**LIBRARY DEBT SERVICE FUND**

Debt Services \$ 417,193.60

**LPPJ COMPLEX II BOND FUND**

Debt Services \$ 198,265.00

**GRAND TOTAL - ESTIMATED EXPENDITURES & OTHER FINANCING USES**

**\$ 21,419,256.31**

SECTION III. The adoption of the above and foregoing budget of expenditures be and the same is hereby declared to be an appropriation of the amounts therein set forth to and for the various functions and budget classifications.

The above and foregoing Ordinance was introduced by who moved its adoption. The motion was seconded by and after having been read and considered by sections, was adopted by sections and as a whole by the following YEA and NAY vote:

Yeas:

Nays:

Absent:

Whereupon, the President declared the Ordinance duly adopted this 11th day of December, 2018.

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Courtney Hall  
Parish Administrator  
Lincoln Parish Police Jury

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Randy Roberson  
President  
Lincoln Parish Police Jury