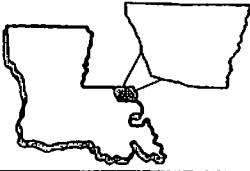


BUDGET - DETAIL

ALL FUNDS



WASHINGTON PARISH

Richard N. Thomas, Jr., Parish President

Fax (985) 839-7828 • E-mail: rthomas@wpgov.org

* * * * *
www.wpgov.org

December 14, 2015

Members of the Washington Parish Council
Franklinton, La 70438

I submit to you the following details as per section 5-03, Part II, Section 3, the increases and decreases in the line items listed for the proposed budget for the fiscal year beginning January 1, 2016 and ending December 31, 2016. The budget represents decreases in expenditures where possible with the exceptions of those listed in the budgeted message.

GENERAL FUND

Revenue

1. Revenues have been budgeted based on trends from the prior years and actual 2015 projections. Ad valorem taxes, parish wide remained level for 2016 projections. Sales tax revenues, based off 2015 projected actual, are up 13%. Operating transfers have been budgeted based on projected actual for 2015.

Expenditures

1. Legislative expenditures were based on projected actual of 2015 and known changes.
2. Clerk of Courts budget was based on their projections for 2016.
3. 4th Ward Marshall's budget based on projected actual for 2015.
4. 4th Ward Courts budget based on their request for 2016.
5. Executive salaries, benefits and other expenditures reflect projected actual 2016 with calculation of the Parish Presidents salary as set by the Home Rule Charter.
6. Registrar of Voters budget based on projected actual for 2016.
7. Finance and administration expenditures were based on projected actual of 2016.
8. Assessor's budget was based on projected actual for 2016.
9. Coroner's budget was budgeted on projected actual 2015 with a 7% increase for obligations of the coroner operations.
10. Justice of the Peace was budgeted on projected actual for 2015.
11. Constable's budget reflects projected actual for 2015.
12. Council on Aging's budget was based on their projections for 2016.
13. Animal Shelter is added to the budget for 2016 for proposed construction of a facility with grant funds from the Governor's office.
14. Veterans Service Office's budget was increased per request from the state agency for 2016, a 20% increase. Previous year request for increase had been denied due to revenue shortfalls.

15. Parish Farm Agent's budget was based on projected actual for 2015 with an increase for maintenance on the building and increased funding to the program of 11%.
16. OEP operating transfer was budgeted \$80,000., consistent with 2015.
17. Fire Insurance rebate budget was budgeted on projected actual for 2016.

Criminal and Civil Justice Fund

Revenue

1. Revenue is budgeted projecting a 6% increase from 2015, based on sales tax collections in 2015 as compared to prior years of historical data.

Expenditures

2. Expenditures were budgeted at an increase of 14% to each category of funding based on projected revenues and to comply with appropriate funding as specified in the Louisiana revised statutes for parish governments funding of the criminal justice system.

Sales Tax Rededication

Revenue

1. Revenue is budgeted conservatively with a 3% increase over 2015 projected actual.

Expenditures

1. Expenditures are determined by the revenues – any surplus after satisfying Landfill obligations are allocated according to the proposition.

Homeland Security and Office of Emergency Preparedness

Revenue

1. Revenues are budgeted based on actual funding expected to be received from state and federal sources and the allocated transfer of \$80,000 from general fund.

Expenditures

1. Expenditures are based on projected actual from 2015.

Special Witness Fund - Off Duty Officers

Revenues and expenditures were conservatively budgeted, based on 2015 projected actual. Off duty officers are to be paid by the Department of Public Safety or other law enforcement agency, upon submittal by their employers and the Department of Public Safety submits an invoice for reimbursement to the Washington Parish Government for these payments. These payments are not a mandated expense to our general fund but are to be part of the cost of court in reference to fines.

Parish Transportation Fund

Revenue

1. Revenues are conservatively budgeted with a 2% increase in sales tax, 3% increase in ad valorem tax, a 1% overall increase in revenues over 2015.

Expenditures

1. Expenditures are budgeted based on 2015 projected actual, with a 10% increase overall for increases in insurance and materials planned for the coming year.

Courthouse Maintenance

Revenue

1. Revenue is budgeted with a 3% increase in property tax revenues.

Expenditures

1. The budgeted expenditures are based on 2015 projected actual and include a provision for unusual maintenance/capital projects at the parish jail.

Health Unit

Revenue

1. Ad valorem taxes are budgeted at a 4% increase over 2015 projected collections.

Expenditures

1. A .5% increase in expenditures from 2015, no major capital outlay projects are proposed to either of the two facilities, however, salary adjustments for parish employees will be made to reflect that of their state counterparts performing the same duties.

Capital Projects

Revenue

1. As noted in the Parish Transportation Fund, revenues pertaining to the road maintenance and operations will be recorded in that fund and the appropriate transfers made to the Capital Projects Fund and or other sources of revenues for specified projects.

Expenditures

1. Expenditures are projected to increase minimally due to an adjustment in the number of miles of roadway to be blacktopped, overlay projects and resealing of roads.

Criminal Court Fund

The Criminal Court fund expenditures are determined by the motion and order of the District Attorney and the District Judge. Revenues are generated by fines and fees collected by the 22nd Judicial court proceedings. The operation of this fund is strictly an administrative, but mandated, duty of the Washington Parish Government.

Library

Revenue

1. A 3% increase is projected in Ad valorem taxes for 2016.

Expenditures

1. Expenditures are budgeted based on projected actual for 2015 and other projections by the Library administration.

Housing Authority, Section 8 Choice Voucher Program

Revenue

1. Revenues are projected off 2015 actual and projected Federal funding for 2016.

Expenditures

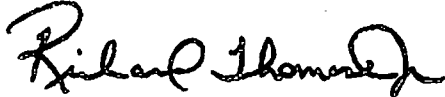
1. Expenditures are based upon number of approved vouchers and actual administrative cost from 2015.

The following documents include anticipated revenue and expenditures for General Fund, Criminal and Civil Justice Fund, Sales Tax, Homeland Security and Office of Emergency Preparedness, Criminal Jury Fund, Special Witness, Courthouse Maintenance, Parish Transportation, Health Unit, Road Capital Projects, Criminal Court, Library, Hazard Mitigation Grant Programs, Washington Parish Recreation District #1, and Washington Parish Housing Authority. The expenditures in all funds are recurring operational expenditures with the exception of the capital outlay projects, Hazard mitigation grant project and the recreation district, which are also included. Salaries have been budgeted to reflect anticipated normal work forces. Various budget requests had to be curtailed to maintain the overall budgets with the anticipated revenues.

Expenditures incurred are governed by proper procurement procedures.

Beginning fund balances have been projected and will be adjusted accordingly when the budget is amended in 2016.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard N. Thomas, Jr.", written in a cursive style.

Richard N. Thomas, Jr.
Parish President

**CAPITAL OUTLAY BUDGET
FISCAL YEARS 2016 - 2020**

FISCAL YEAR	TRANSPORTATION FUND	CAPITAL PROJECTS FUND	GENERAL/FEDERAL FUNDS
2016 EXPENDITURES			
Purchase of New / Used Equipment	75,000.00	200,000.00	
SEAL & RE-SURFACE		733,800.00	
NEW 2 - SHOT BLACKTOP (Over Gravel)		170,000.00	
Bridge to Culvert HMGP project			2,105,000.00
WPG Administrative Building Expansion			500,000.00
WPSO Jail - Roof / Kitchen Renovations			200,000.00
2017 EXPENDITURES			
Purchase of New / Used Equipment	76,500.00	204,000.00	
SEAL & RE-SURFACE		748,476.00	
NEW 2 - SHOT BLACKTOP (Over Gravel)		173,400.00	
2018 EXPENDITURES			
Purchase of New / Used Equipment	78,030.00	208,080.00	
SEAL & RE-SURFACE		763,445.52	
NEW 2 - SHOT BLACKTOP (Over Gravel)		176,868.00	
2019 EXPENDITURES			
Purchase of New / Used Equipment	79,590.60	212,241.60	
SEAL & RE-SURFACE		778,714.43	
NEW 2 - SHOT BLACKTOP (Over Gravel)		180,405.36	
2020 EXPENDITURES			
Purchase of New / Used Equipment	81,182.41	216,486.43	
SEAL & RE-SURFACE		794,288.72	
NEW 2 - SHOT BLACKTOP (Over Gravel)		184,013.47	

1. Purchase of used or surplus equipment improves overall condition of fleet.

2. Purchase of new equipment adds to our fleet also allowing for more production

* All Expenditures for years 2016 - 2020 is a condition of a 2% increase / year * Estimated CPI (Consumer Price Index)
Increase

WASHINGTON PARISH GOVERNMENT
 Operating Transfers - DECEMBER 31, 2016

Fd	Fund name	Account #	Transfers IN	Fd	Fund name	Account #	Transfers OUT
1	GENERAL FUND						
		01 3955.000	515,000.00	1	General Fund		
					Fund 9	01 4900.100	80,000.00
					Fund 28	01 4900.200	15,000.00
9	Homeland Security				Fund 52	01 4990.300	90,000.00
		09 3995.000	80,000.00		Fund 21	01 4990.400	200,000.00
20	PARISH TRANSPORTATION			4	SALES TAX FUND		
		20 3339.700	118,000.00		Fund 1 - GF	04 4360.802	515,000.00
					Fund 20 - PTF	04 4360.803	118,000.00
21	COURTHOUSE MAINTENANCE						
		21 4999.100	200,000.00	20	PARISH TRANSPORTATION		
					Fund 24	20 4999.100	1,100,000.00
24	CAPITAL PROJECTS FUND				Fund 54 LCDBG	20 4999.200	120,000.00
		24 4998.100	1,100,000.00				
28	CRIMINAL COURT FUND						
		28 4999.100	15,000.00				
52	CDBG Projects - Matching funds						
		52 3995.000	90,000.00				-
54	LCDBG 2016 Road Cap Proj						
	budget not required	54 3599.000	120,000.00				-
			2,238,000.00				2,238,000.00

CAPITAL IMPROVEMENT

**CAPITAL OUTLAY BUDGET
FISCAL YEARS 2016 - 2020**

FISCAL YEAR	TRANSPORTATION FUND	CAPITAL PROJECTS FUND	GENERAL/FEDERAL FUNDS
2016 EXPENDITURES			
Purchase of New / Used Equipment	75,000.00	200,000.00	
SEAL & RE-SURFACE		733,800.00	
NEW 2 - SHOT BLACKTOP (Over Gravel)		170,000.00	
Bridge to Culvert HMGP project			2,105,000.00
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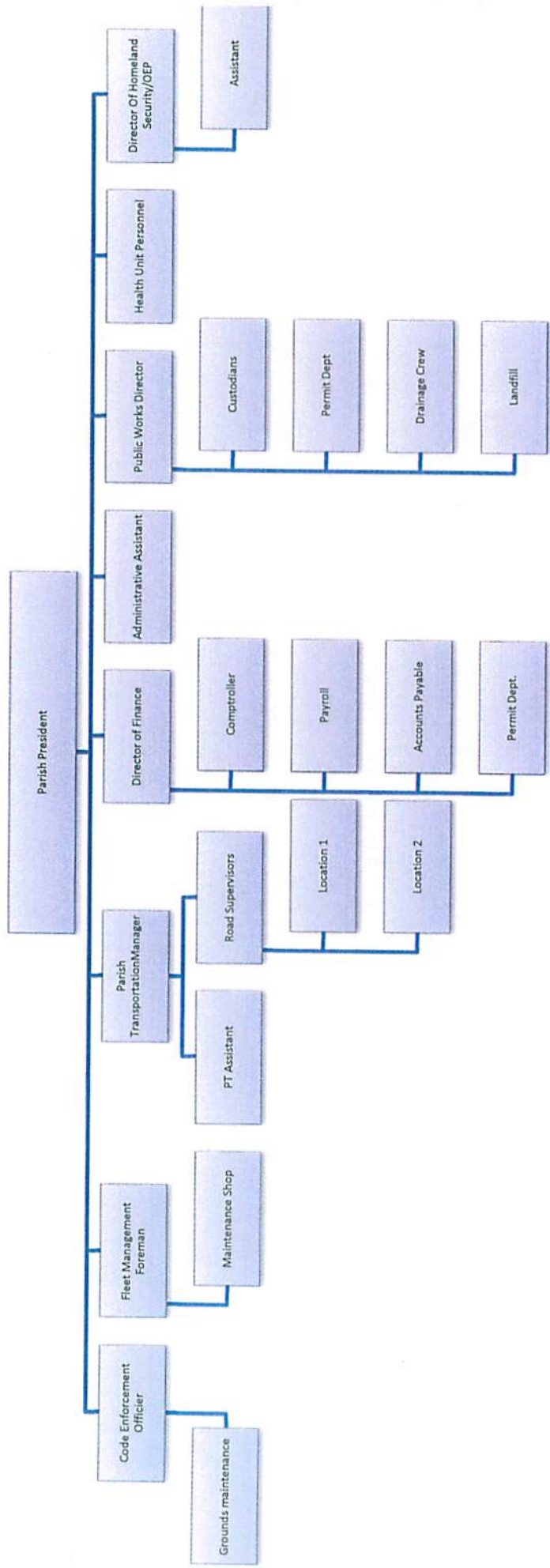
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2. Purchase of new equipment adds to our fleet also allowing for more production

* All Expenditures for years 2016 - 2020 is a condition of a 2% increase / year * Estimated CPI (Consumer Price Index) Increase

ORGANIZATIONAL CHARTS

WASHINGTON PARISH GOVERNMENT – EXECUTIVE BRANCH



**WASHINGTON PARISH ASSESSOR
ORGANIZATIONAL CHART
2015**

**JAMES A STEVENSON, JR
ASSESSOR**

**DIANNE C. APPLEWHITE
CHIEF DEPUTY**

**HUMAN RESOURCES/BOOKKEEPER/PERSONAL PROPERTY
HIRE DATE 07/01/2001 SEN. DATE 06/15/1993**

**JEREMY SHARP
TRANSFER CLERK
HIRE DATE 10/27/2015**

**SHERRY MARTIN
TRANSFER CLERK
HIRE DATE 09/01/2004
SEN. DATE 08/01/1994**

**FRANCIS MAGEE
FILE CLERK/TYPIST
HIRE DATE 02/01/1995
FULL TIME 08/01/2001**

**TERRY BAUGHMAN
GIS/MAPPER
HIRE DATE 03/10/2006**

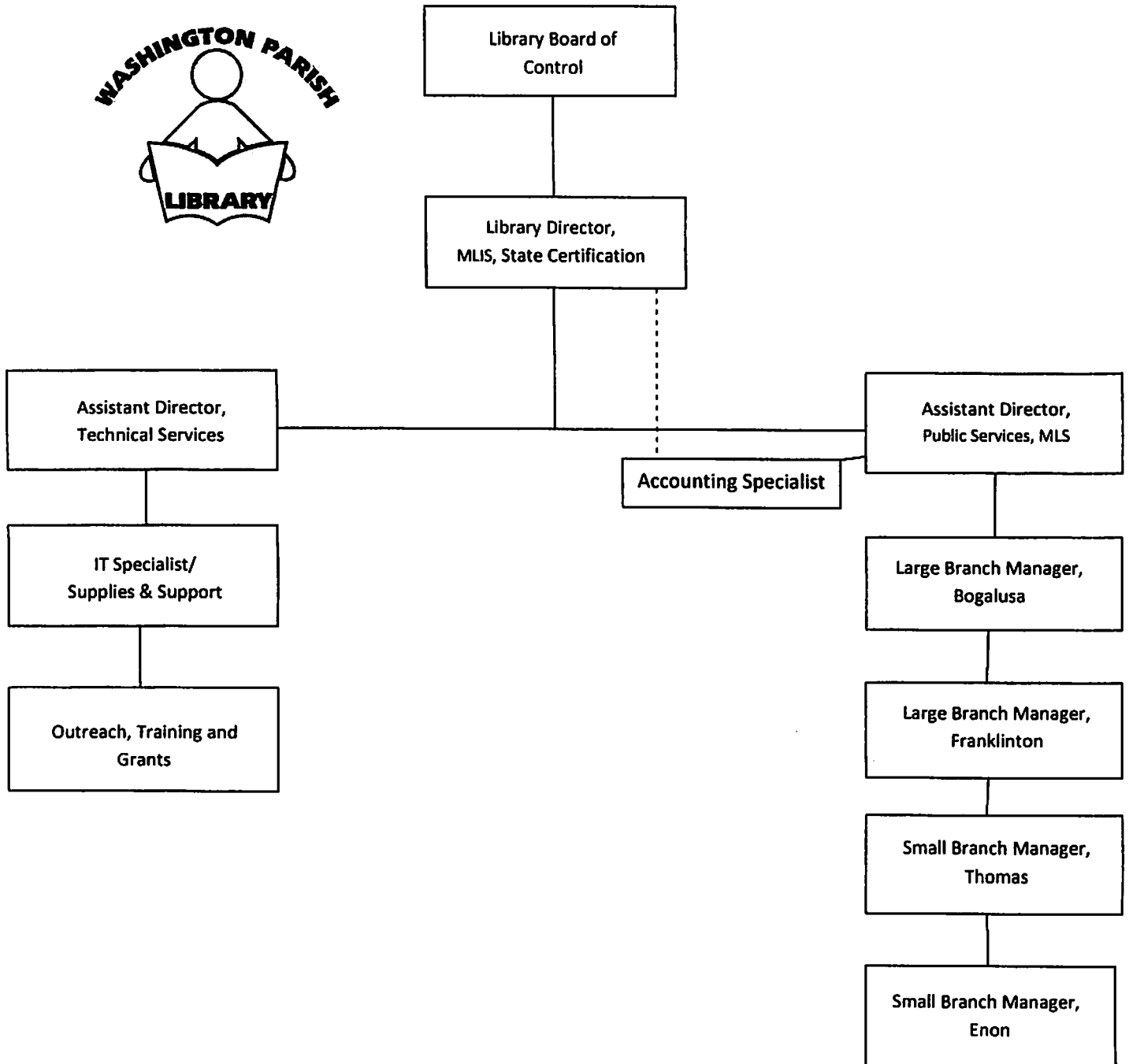
**BLAKENEY ORMAN
FIELD REP
HIRE DATE 06/26/2015**

**R. BARRETT BROWN
PERSONAL PROPERTY
HIRE DATE 09/01/2012**

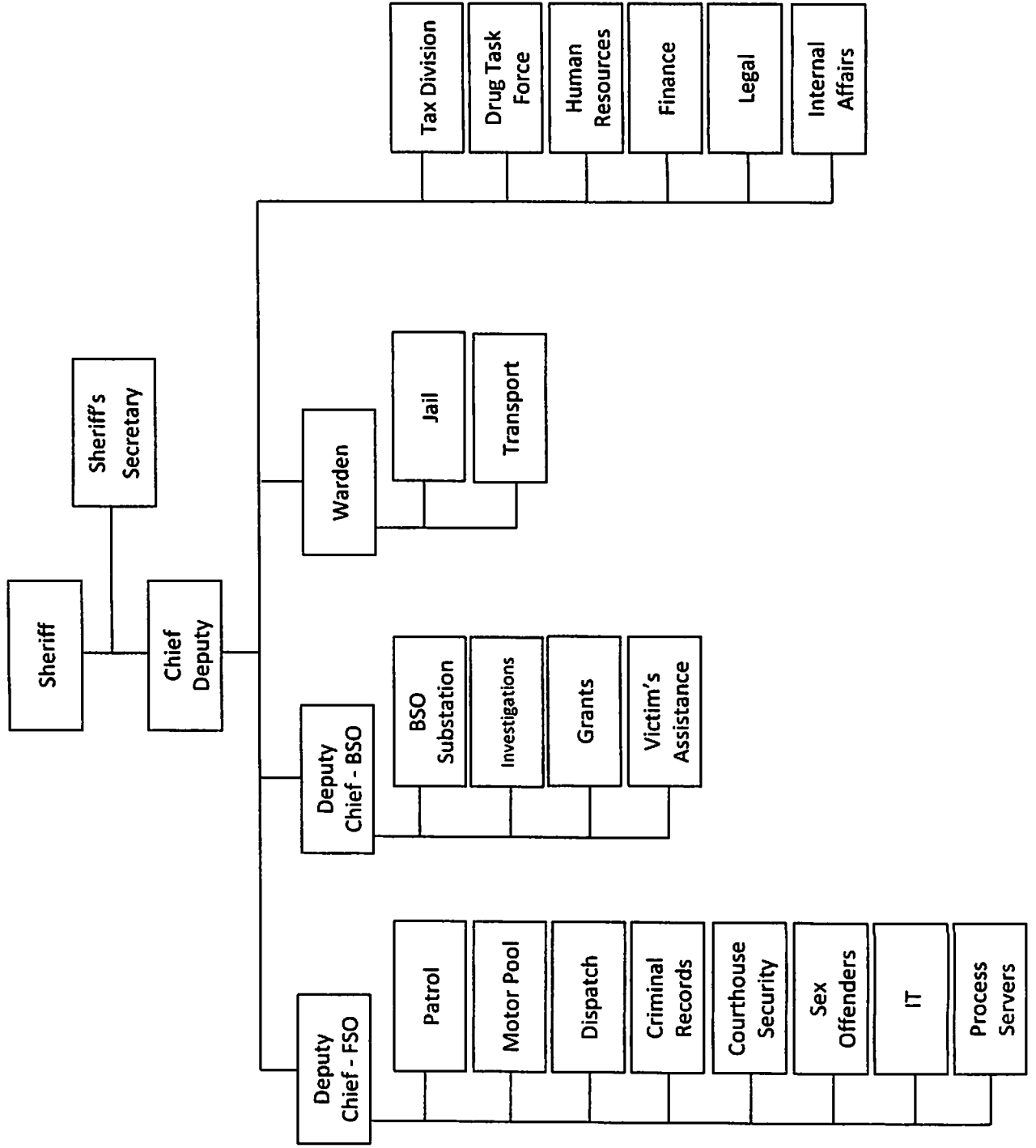
**KATHERINE R. MCCAIN
PART TIME
CHANGE ORDER CLERK
HIRE DATE 01/01/2008**

Francis Magee was hired as a part time clerk on 02/01/1995 and became a full time employee on 08/01/2001.

Dianne Applewhite and Sherry Martin were allowed to keep their seniority from previous employment in a government office



Washington Parish Sheriff's Office
Organizational Chart



**22nd Judicial District Court
2015**

Division A

Secretary
Staff Attorney
Court Reporter

Judge Childress

Carol Batemen
Holly Ward
Jamie Theriot

Division B

Secretary
Staff Attorney
Court Reporter

Judge Hand

Maria Donley
Becky Mighton
Laura Chabreck

Division C

Secretary
Staff Attorney
Court Reporter

Judge Swartz

Blanca Soto
Lane Perez
Mary Broom Gressaffa

Division D

Secretary
Staff Attorney
Court Reporter

Judge Garcia

Lorin Gillard
Diane Dicke
Beth Cannon

Division E

Secretary
Staff Attorney
Court Reporter

Judge Burris

Kaye Ladner
Cissy Draper
Theresa Trapani

Division F

Secretary
Staff Attorney
Court Reporter

Judge Coady

Juby Taylor
Tonya Gallaspy
Karen Jenkins

Division G

Secretary
Staff Attorney
Court Reporter

Judge Gardner

Darlene Carter
Sue Williams
Angel Kane

Division H

Secretary
Staff Attorney
Court Reporter

Judge Penzato

Sherry Blancher
Vicky Olsen
Terry Owens

Division I

Secretary
Staff Attorney

Judge Badeaux

Stephanie Guarino
Kyle Wiedemann

	Court Reporter	Bridgette Jones
Division J	Secretary Staff Attorney Court Reporter	Judge Knight Karen Dillon Nancy Penton Ramona Bowlin
Division K	Secretary Staff Attorney Court Reporter	Judge Devereux Claire Strain Patti Oppenheim Kay Escher
Division L	Secretary Staff Attorney Court Reporter	Judge Amacker Michelle Simon Amber Mitchell Giselle Ford
Commissioner	Secretary	Daniel Foil Theresa Bravo
Family Court	Hearing Officers Hearing Officers Hearing Officers Hearing Officers Social Worker Social Worker Secretary	Phyllis Gremillion Lisa Matthews Becky Kennedy Jill Leber Janis Caserta Patricia Percy Connie Berner
St. Tammany A&E	Secretary	Mamisha Sandler
Other Court Reporters	Misdemeanor Rover	Susan Foil Kaki Wells
Misdemeanor Probation	Supervisor Probation Officer Probation Officer Probation Officer Probation Officer Secretary Secretary	Shonni Oswald Renee Guchereau Nikki Smith Tiffany Wall Kelly Billiot Linda Thonn Debi Boykin
Court Administration	Administrator	Rachel Edelman

Deputy Administrator	
Accountant	Christine Ginn
Bookkeeper/Secretary	Sue Delle
Secretary	Janet Talley
Receptionist	Vicki Hart
Asst. Jury Coordinator	Cyndi Alford

**ADVERTISEMENT CALLING FOR
PUBLIC HEARING**

Advertisement

The Washington Parish Council will hold a public hearing on Monday, December 14, 2015, at 5:45 p.m., in the council meeting Chambers of the Courthouse Building in Franklinton on the proposed budget for all funds for 2016. The proposed budget for the fiscal year 2016 is now available for public inspection at the Parish Government Office located at 909 Pearl Street, Franklinton, La., between the hours of 8:00 a.m. and 4:00 p.m. The following is the budget summary:

SEE ATTACHMENT 1
CAPITAL IMPROVEMENT
PROPOSED
EXPENDITURES
CAPITAL PROJECTS -
ROADS / BRIDGES
\$3,008,800.00
EQUIPMENT
\$275,000.00
BUILDINGS -
ADDITIONS / MAJOR
RENOVATIONS
\$700,000.00
Adv. November 25, 2015

ATTACHMENT 1

WASHINGTON PARISH GOVERNMENT 2016 BUDGET - RECAP						
FUND	REVENUE	PROPOSED	PROPOSED	OTHER FUNDS	PROPOSED	PROPOSED
FUND BALANCE	REVENUE	EXPENDITURES	EXPENDITURES	EXPENDITURES	EXPENDITURES	FUND BALANCE
GENERAL FUND	181,963.40	1,371,000.00	1,371,000.00	17,000.00	1,388,000.00	181,963.40
CORRECTIONAL JUSTICE FUND	10,678.00	1,111,000.00	1,111,000.00	0.00	1,111,000.00	10,678.00
75% SALES TAX DED	151,864.30	11,850,000.00	1,225,000.00	10,000.00	1,235,000.00	151,864.30
HOME LAND SEC DEP	10,817.30	10,200,000.00	10,200,000.00	0.00	10,200,000.00	10,817.30
GENERAL JURY FUND	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
SPECIAL WITNESS	10,693.10	10,000.00	1,000.00	0.00	1,000.00	10,693.10
PAID IN TRUST FUND	12,978,141.10	1,107,500.00	1,107,500.00	1,107,500.00	1,107,500.00	12,978,141.10
COURTHOUSE REPAIR	14,928.70	104,700.00	418,000.00	200,000.00	718,700.00	14,928.70
HEALTH DEPT	102,898.50	101,500.00	111,500.00	0.00	111,500.00	102,898.50
FEMA - EMERD	137,863.70	115,000.00	42,000.00	0.00	42,000.00	137,863.70
CAPITAL PROJECTS	15,000.00	0.00	1,122,800.00	1,122,800.00	1,122,800.00	15,000.00
FEMA - ISAC	17,819.60	0.00	0.00	0.00	0.00	17,819.60
COMMERCIAL COURT	1,143.60	111,600.00	111,600.00	111,600.00	111,600.00	1,143.60
LIBRARY	1,448,362.70	1,618,710.00	808,600.00	0.00	808,600.00	1,448,362.70
COBG PROJECT SWITCH	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00
COBG FUNDED PROJ	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00
EMRG - Elevation Proj	0.00	7,300,000.00	7,300,000.00	0.00	7,300,000.00	0.00
Wash Par Rec Dist #1	171,814.60	157,300.00	151,850.00	0.00	151,850.00	171,814.60
W. P. Northing Authority	172,814.60	157,300.00	151,850.00	0.00	151,850.00	172,814.60
TOTALS	17,365,638.70	17,859,310.00	17,859,310.00	178,600.00	18,037,910.00	17,365,638.70

ORDINANCE FOR THE YEAR 2016

OPERATING AND CAPITAL OUTLAY

BUDGETS

STATE OF LOUISIANA

PARISH OF WASHINGTON

WASHINGTON PARISH COUNCIL

ORDINANCE NO. 15-604

Introduced on November 23, 2015

Introduced by Michael Fussell

Public hearing Held on December 14, 2015

**AN ORDINANCE TO ADOPT THE 2016 ANNUAL OPERATING
BUDGET AND THE CAPITAL OUTLAY BUDGET FOR THE
WASHINGTON PARISH GOVERNMENT**

THE WASHINGTON PARISH COUNCIL DOES HEREBY ORDAIN:

SECTION I: That the 2016 annual Operating and Capital Outlay Budget for the fiscal year beginning January 1, 2016 and ending December 31, 2016 for the Washington Parish Government is hereby adopted as per Budget Summary attached hereto and made a part hereof (Addendum A).

SECTION II: Amounts available for expenditure only to the extent included in the 2016 budget.

SECTION III: The Parish Council shall by ordinance adopt the budget for the ensuing fiscal year at least 30 days prior to the close of the current fiscal year. The Council may make emergency appropriations by emergency ordinance in accordance with the provisions of the charter. The Council by ordinance may reduce any appropriation at any time, with the exception of debt service appropriation. An unencumbered appropriation balance may be transferred from one department office or agency to another or from one program to another only upon Council action by ordinance.

SECTION IV: The Parish President, if during the fiscal year, certifies there are available for appropriation, revenues in excess of those estimated in the operating budget, the President may present a supplemental budget for the disposition of such revenues. And the Council by ordinance may make supplemental appropriations for the year up to the amount of such excess in the same manner required for the adoption of the budget. If at any time during the fiscal year it appears to the President that the funds available will be insufficient to meet the amount appropriated, the president shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken

and the recommendations as to any other steps to be taken. The Council shall then take such further reaction, as it deems necessary to prevent a deficit. At any time during the fiscal year the President may transfer part or all of any unencumbered appropriation within programs, except that no transfer shall be made to or from the salary account unless approved by the Council by Ordinance. Such transfers shall not cause the total appropriated to increase.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

YEAS: (7)

NAYS: (0)

ABSENT: (0)

ABSTAINED: (0)

And the ordinance was declared adopted on the December 14, 2015.

WASHINGTON PARISH COUNCIL

SIGNATURE

Michael Fussell, Chairman

Delivered to the Parish President 14th day of December, 2015.

WASHINGTON PARISH GOVERNMENT

SIGNATURE

Richard N. Thomas Jr., Parish President

Returned to the Clerk of the Council on 14th day of December, 2015.

SIGNATURE

Sarah Cook, Clerk
Washington Parish Council

CERTIFICATION

I, SARAH COOK, CLERK OF THE WASHINGTON PARISH COUNCIL, hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the Washington Parish Council, in regular session convened on the 14th day of December, 2015.

GIVEN UNDER MY OFFICAL SIGNATURE AND SEAL OF OFFICE, this 14th day of December, 2015, Franklinton, Louisiana.

SIGNATURE

Sarah Cook, Clerk
Washington Parish Council

ORDINANCE No. 15-604

SCHEDULE OF BUDGET PROCEDURES

WASHINGTON PARISH GOVERNMENT

CALENDAR OF PROCEDURES FOR FYE 2016 BUDGET

SCHEDULE FOR 2016 BUDGET

October 19, 2015	LETTERS REQUESTING BUDGET REQUEST ARE TO BE EMAILED OUT
November 2, 2015	DEADLINE FOR BUDGET REQUEST TO BE RETURNED
November 9, 2015	PROPOSED BUDGET TO BE SUBMITTED TO THE COUNCIL
November 25, 2015	BUDGET ADVERTISEMENT TO BE PUBLISHED IN THE OFFICIAL JOURNAL (MUST BE PUBLISHED TEN DAYS PRIOR TO THE PUBLIC HEARING)
December 14, 2015	PUBLIC HEARING TO BE HELD ON 2016 BUDGET
December 14, 2015	ADOPTION OF 2016 BUDGET (MUST BE ADOPTED 30 DAYS PRIOR TO THE CLOSE OF THE FISCAL YEAR)

