

# UNDERSTANDING THE CITY-PARISH BUDGET

## ORGANIZATION

The City of Baton Rouge and Parish of East Baton Rouge (City-Parish) operate under a charter entitled The Plan of Government, which became effective on January 1, 1949. The Plan is unusual in that the government of the City of Baton Rouge is substantially consolidated with that of the parish. The Metropolitan Council of the Parish of East Baton Rouge, elected from 12 single-member districts, serves as the governing authority of the city and parish. The Mayor-President is elected at large and is the Chief Executive Officer of the city and parish. Economies are realized through combined operations and management.

The parish contains, in addition to Baton Rouge, two other municipalities. These two are independent from the consolidated government.

## THE PROCESS

### Operating Budget

The purpose of the Annual Operating Budget for the City of Baton Rouge and Parish of East Baton Rouge is to provide fiscal guidance for the upcoming year. The aim of the budget process is to determine how the limited estimated revenues will be allocated. The budget calendar for preparation of the 2003 *Annual Operating Budget* was as follows:

June 10	Instructional letter forwarded to depts. by CAO
August 2	Deadline for submission of budget requests
Sept.-Oct.	Mayoral budget discussions
November 5	Submit Mayor-President's budget to Metro Council
November	Council budget hearings
December 11	Metropolitan Council approval of revised budget
January 1	Current expense budget takes effect

After disappointing sales tax collections for most of 2001, an upward trend began in the fall of that year and has continued thus far in 2002. This allowed for budget submissions for 2003 that were slightly higher than 2002 budgets. Adjustments were allowed for normal merit and longevity increases, as well as increases in retirement and health care costs. Departments were allowed to submit supplemental requests for the Mayor-President's consideration. These supplemental requests are identified separately in each budget unit. Special fund requests are limited by the level of resources available from their dedicated revenues.

During the mayoral budget discussions, department heads are called upon to justify their budget requests and to discuss how their activities relate to the Mayor-President's Strategic Initiatives shown earlier in this budget. The *Plan of Government* requires the Mayor-President to submit balanced budgets for all districts for which the Metropolitan Council serves as the governing authority

no later than November 5 of each year. The Council then holds public hearings during the month of November to debate the proposed budget. By December 15, the Council must act upon the budget, or the Mayor-President's proposed budget is automatically adopted effective January 1.

Responsibility for the administration of the Annual Operating Budget is shared between the Mayor-President, through his Chief Administrative Officer and the Finance Director, and the Metropolitan Council, through its Council-Administrator/Treasurer and Council Budget Officer.

### Capital Improvements

For informational purposes, the Annual Operating Budget includes a section entitled "Capital Improvement Programs." This section provides a summary of major capital improvements that are either continuing into or beginning in the proposed budget year, as well as details of the capital outlay appropriations for all funds. Major capital improvements are subjected to separate budgetary processes which often involve the issuance of long-term debt; therefore, detailed budgets are generally adopted or amended individually. The operating budget does, however, include provisions for debt service on outstanding debt. This section also includes the source of funds and operational impact of planned capital improvements.

## BUDGETARY STRUCTURE

The Annual Operating Budget for the City of Baton Rouge and Parish of East Baton Rouge includes various funds that are budgeted and accounted for separately. Categorized into Governmental, Proprietary, and Fiduciary, the funds are as follows:

**Governmental Funds** are used to account for most tax-supported activities.

The General Fund is the general operating fund of the city and parish. It is composed of a City Sub Fund and a Parish Sub Fund and accounts for all financial resources except those required to be accounted for in other funds.

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes or required for sound financial administration.

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds). Funds

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of this type are generally not included in the Annual Operating Budget because of various timing and legal requirements of the bond issues that usually support capital projects. These budgets are submitted to the Metropolitan Council separately and are adopted on a project-length basis.

**Proprietary Funds** are used to account for the City-Parish business-type activities.

Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City-Parish on a cost-reimbursement basis.

**Fiduciary Funds** are used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs.

The Pension Trust Fund is used to account for transactions of the original Employees' Retirement Trust and the Police Guarantee Trust under the Employees' Retirement System. The Original Trust includes the accumulation of contributions for a defined-benefit cost-sharing multiple-employer pension plan to provide retirement benefits to qualified employees. The Police Guarantee Trust holds assets and pays certain retirement benefits to those members who have voluntarily transferred to the Municipal Police Employees' Retirement System of Louisiana (MPERS).

## FINANCIAL POLICIES

### **Auditing, Accounting, and Financial Reporting**

The City-Parish accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and the standards of the Government Accounting Standards Board. A fixed asset system will be maintained to identify all City-Parish assets, their location, historical cost, useful life, depreciation method, depreciation to date, and the individual responsible for asset control.

The City-Parish will contract with an independent accounting firm, which will issue an audit opinion on the official Comprehensive Annual Financial Report. Competitive requests for proposals from

qualified firms will be sought every four years. The City-Parish will maintain a good credit rating in the financial community.

### *Basis of Accounting*

The accounting and financial reporting treatment applied to a fund will be determined by its measurement focus. Governmental Funds will be accounted for by using a current financial resources measurement focus. Proprietary Funds and the Pension Trust Fund will be accounted for on a flow of economic resources measurement focus. The modified accrual basis of accounting will be used for all Governmental Fund types, which include the General Fund. Under this basis of accounting, revenues are recognized in the period in which they become available and measurable; expenditures are reported when the liability is incurred, if measurable, except for the following: (1) principal and interest on long-term debt are recorded when due, and (2) claims and judgments, group health claims, net pension obligation, and compensated absences are recorded as expenditures when paid with expendable available financial resources. The accrual basis of accounting will be used for all Proprietary Fund types, which include the Enterprise and Internal Service Funds, and the Pension Trust Fund, which is a Fiduciary Fund type. Under this method, revenues are recognized in the period when earned and measurable; expenses are reported in the period incurred, if measurable. Property taxes are considered measurable in the calendar year of the tax levy. Sales and use taxes and gross receipts business taxes are considered measurable when received by the Finance Department of the City-Parish within 60 days after the end of the fiscal year to be used to pay liabilities of the current period.

With the approval of the Mayor-President and the Metropolitan Council, the City-Parish may authorize expenditures associated with anticipated federal and state assistance programs based on a written commitment from the grantor. If such a commitment is not obtainable, the historical record relative to the particular grantor and the judgment of financial administrators will be used to determine which assurances are acceptable.

### *Basis of Budgeting*

Budgets adopted for the governmental funds deviate from Generally Accepted Accounting Principles (GAAP) in the budgeting for encumbrances and capital leases. Encumbrances are shown as expenditures on the budget basis in the year of commitment. Capital leases are budgeted as departmental appropriations on the budget basis, while on a GAAP basis they are considered as debt service.

Budgets adopted for proprietary funds and fiduciary funds deviate from GAAP to the extent that additional budget allocations are shown with a Memorandum Only caption for (1) selected recurring principal payments for debt service (although no expenses are charged); and (2) capital outlays expected during the budget year for planned cash flow purposes. Budgets for proprietary and fiduciary funds serve as a management tool, but are not required by GAAP or Louisiana state law.

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### *Budgetary Accounting*

The City-Parish Finance Department will maintain budgetary control at the major object level of appropriation (personal services, supplies, etc.) for management purposes. The legal level of control is the department or project level. Budget transfers within a department or project may be made with the approval of the Finance Director. Budget supplements are required before expenditures in excess of appropriations on a department level may be processed. Unexpended appropriations normally lapse at year-end, except those for projects of a continuing or capital nature, which remain open until the projects are completed or abandoned. Departments are allowed to transfer projected operating surpluses to capital accounts so that they may be carried forward to future years and used for capital needs.

The City-Parish will subsidize the operations and maintenance of the Enterprise Funds unable to attain self-sufficiency. This is accomplished through budgeted interfund transfers of General Fund revenues.

All recurring calendar-year grants will be included in the proposed budget. Line-item budgets for grants that do not operate on a calendar-year basis are recorded upon receipt of the grant award and therefore are not included in the Budget Detail section of the *Annual Operating Budget*; however, summaries of these programs will be provided in the Special Revenue Fund section.

### **Debt Issuance and Cash Management**

#### *Debt Management*

The City-Parish may issue short-term debt to cover temporary or emergency cash flow shortages or to provide necessary financial resources to comply with *The Plan of Government* requirements as to the ability to appropriate funds. All short-term borrowing will be subject to the approval of the Mayor-President and the Metropolitan Council.

The City-Parish will use interfund loans if cash is available rather than outside debt instruments to meet short-term cash flow needs. A single consolidated bank account has been established in a local bank into which monies are deposited and from which most disbursements are made. In addition, investment purchases are charged and maturities are deposited to the consolidated bank account. The purpose of this consolidation is to reduce administrative costs and provide a single cash balance available for the maximization of investment earnings. Each fund shares in the investment earnings according to its average cash and investments balance, prorated among funds. Cash is transferred from those funds with available cash resources to cover any negative cash balances in other funds at year-end. In addition, an imprest bank account is used for disbursements of payrolls, and separate accounts have been established for the Greater Baton Rouge Parking Authority, the East Baton Rouge Sewerage Commission, and city and parish sales tax revenue bonds, as required by bond indentures for various bond issues.

The City-Parish will confine long-term borrowing to capital improvements that cannot be funded from current revenues. Proceeds of long-term debt will not be used for current on-going operations. The term of the bonds shall not exceed the expected useful life of the project. The City-Parish will establish an appropriate mix of bonded debt and pay-as-you-go financing for capital projects.

The City-Parish will adhere to all legal and statutory limitations relative to debt issuance. The City of Baton Rouge, Parish of East Baton Rouge, and a variety of special districts created in the parish have the authority to incur debt and issue bonds in accordance with a number of provisions found in the Louisiana Constitution and Louisiana Revised Statutes. The City-Parish will obtain approval from the State Bond Commission prior to the issuance of any type of long-term debt, as required by state law. The City-Parish will issue general obligation bonds only when authorized by a majority of all qualified voters voting on a proposition to issue general obligation bonds. The sales and use tax revenue is the strongest credit source of the City-Parish and has been the preferred pledge for bonds issued in recent years. Recent issues relying on this tax include certain refunding bonds, landfill bonds, public building bonds using the 2% city sales tax, and sewer bonds that have a ½ of 1% tax dedicated exclusively for sewer purposes. State law requires that annual sales tax revenues dedicated to the payment of sales tax revenue bond debt service be at least 133% of the highest year's debt service on sewer bonds and 250% on bonds supported by the 2% general fund tax. The City-Parish has the legal capacity available to issue considerable amounts of additional bonds based on these revenue streams. The issuance of additional sales tax revenue bonds supported by existing sales and use taxes does not require further voter approval.

The City-Parish Finance Department will review outstanding debt periodically to determine the feasibility of refunding all or a portion of particular issues.

City-Parish employees will participate substantially in the bond issuance and refunding processes with the assistance of learned individuals who serve as financial advisors and bond counsel in order to make the most efficient use of resources by timing and sizing deliveries in a manner designed to minimize borrowing costs.

#### *Debt Level and Capacity*

The City-Parish will adhere to all legal or statutory limitations on debt level and capacity. Prior to the issuance of debt, an evaluation of debt capacity will be conducted based on current financial capacity, projected future capacity, statutory and constitutional limitations, and bond covenants. The Debt Service Funds section of the budget contains calculations of debt capacity for various types of debt. In general, each entity may issue general obligation bonds in an amount up to 10% of its assessed valuation on taxable property for each purpose enumerated in the law. However, a municipality may issue debt in excess of this general limitation if the aggregate for all such purposes, determined at the time of issuance, does not exceed 35%. Special laws increase the

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general limitation to 15% for sewerage purposes in the parish. Based on the latest assessed valuation information, the city, parish, and special districts could issue additional general obligation debt totaling several hundred million dollars.

### **Investment Policy**

The Council Administrator/Treasurer will submit an investment policy to the Metropolitan Council for review and adoption. The investment policies are governed by state statutes and bond covenants. The investment policy will be reviewed periodically, and all amendments will be submitted to the Metropolitan Council for review and adoption. The most recent amendments were approved by the Council on October 11, 2000.

### **Revenue Diversification**

The City-Parish will strive to improve its revenue diversity to the extent feasible in order to improve its ability to handle fluctuations in revenues and potentially help to better distribute the cost of providing services.

### **Revenue Review**

The City-Parish will review each revenue annually in regards to factors relevant to past, present, and projected future collections. The results of this review shall be included in a revenue manual entitled *Revenue Facts*, which will be made available to all interested parties, and shall be used in the preparation of revenue estimates for future operating budgets. The manual shall include a brief description of the revenue source; a statute section providing authorization and any limitations; identification of any dedication or "earmarking" of the revenue, whether by legislation or other means; collection methodology and any collection issues; definition of the revenue base and tax or rate structure; accounting information, such as account and fund numbers; historical information such as legislative history, impact of other laws, rate changes, exemptions, etc.; historical revenue levels (collections for the last four years) and projected future levels, with the basis for the future projections, along with graphic presentations of trends; equity impacts on taxpayers or ratepayers; and the effect of changes in economic circumstances or other external factors.

### **Use of One-Time Revenues**

The City-Parish will limit the use of one-time revenues which cannot be relied on in future budget periods to non-recurring expenditures in order to minimize disruptive effects on services due to non-recurrence of these sources. One-time revenues may include, but are not limited to, legal settlements, bond refunding savings, the sale of government buildings, non-recurring grants, etc. Although gaming revenues have been a relatively stable source of revenue since October 1994, no revenues from this source have been included for recurring operational needs in the Annual Operating Budget. These revenues, along with associated interest earnings, have for the most part been spent on

infrastructure improvements. Acceptable uses of these funds include, but are not limited to, infrastructure improvements, capital acquisitions, startup costs, early debt retirement, and other expenditures of a non-recurring nature.

### **Use of Unpredictable Revenues**

The City-Parish will identify major revenue sources it considers unpredictable and limit the use of these revenues to non-recurring expenditures or establish a contingency reserve to guard against the disruption of services in current and future budget periods. For example, due to the fluctuation in state-shared revenues generated through the Parish Transportation Fund, a fund balance equal to at least 5% of current appropriations will be maintained at all times in that fund. If at any time during the year a reduction in state revenues is deemed to be probable, a contingency reserve will be established. Sales and use tax revenues, which is the largest income producer, will continue to be estimated in a conservative manner utilizing trend data, statistical analysis, and the recommendations of local economists.

### **Review of Fees and Charges**

The City-Parish will establish fees and charges to cover the costs of services provided. All fees imposed by the City-Parish will be approved by the Administration and established by the Metropolitan Council by ordinance, and will not be in conflict with state law. Costs of services include direct and indirect costs such as operating and maintenance costs, overhead, and charges for use of capital (depreciation and debt service). Fees will be established at a level which will maintain the fee at a fixed rate over a period of several years. For example, the solid waste user fee is intended to be fixed for a six-year period. All fees and charges will be reviewed periodically to determine the level of cost recovery for services and the reason for any subsidy. Reasons for not recovering full costs will be identified and explained.

### **Expenditure Policies**

The City-Parish will maintain a level of expenditures that will provide for the well-being and safety of the residents of the community. All expenditures made shall be for a public purpose, and no expenditures will be made which are prohibited by administrative directives, local ordinances, or federal and state statutes. City-Parish departments and agencies will comply with the procedures included in the Purchasing Ordinance and Purchasing Manual in the procurement of goods and services.

### **Balancing the Operating Budget**

As discussed previously under the section entitled "The Process," the Mayor-President will submit a balanced operating budget to the Metropolitan Council, and the Metropolitan Council shall adopt a balanced operating budget in accordance with the budget calendar each year. The City-Parish shall maintain a balance between operating expenditures and operating revenues over the long term.

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If extenuating circumstances result in a deviation from a balanced budget, the details will be disclosed in the Mayor-President's Budget Message.

The calculation of operating revenues will exclude non-recurring or unstable collections. Recurring subsidies from other funds, in which the expenditure is built into the base operating budget for the fund providing the source, will be considered as operating revenues. Operating expenditures will include personal services, supplies, contractual services, interfund transfers, and capital maintenance replacement programs. These items will be excluded if they pertain to a special project of a non-recurring nature and are identified as such. The City-Parish will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets. The budget will remain balanced throughout the year.

The Finance Department will conduct periodic forecasts of revenues and expenditures and report the results to the Mayor-President. If at any time the Mayor-President determines that there will not be sufficient funds to meet appropriations, it shall be his duty to revise the budget to forestall the incurring of a deficit through the control of budget allotments as discussed under the "Legal Requirements" section. The Finance Department will annually update and review long-range financial plans and projections. The information obtained from these plans and projections will be used in determining the resource and expenditure options available for the budget period and the implications of those options.

### Contingency Planning

The City-Parish will maintain an Insurance Reserve Fund to provide funding for liabilities that cannot be paid from current financial resources. Any balance remaining in the Risk Management operating budget at year-end will be forwarded to this fund. The City-Parish shall seek restitution from companies and individuals when negligence results in the unexpected use of funding in accordance with applicable laws. The City-Parish will fund expenditures out of departmental operating budgets in the event of emergencies or natural disasters. The City-Parish will seek reimbursement for the expenditures from the appropriate agencies, and recognize the reimbursement, once received, as revenue in the fund from which the expenditures were made.

### Stabilization of Funds

The City-Parish will maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures. A designation of General Fund-Fund Balance will be made at the end of each year equal to at least 5% of the following year's appropriations. The budget stabilization designation for the year ending December 31, 2002, is projected to be \$10.4 million. Designations for Special Funds will be established based on the annual assessment of the fund during

budget preparation. Consideration will be given to cash resources available to the fund when determining designations. The reserves will be utilized for emergency purposes, or for the purpose for which the designation was established, and only upon approval from the Mayor-President and the Metropolitan Council.

### Capital Improvement Budgets

The City-Parish will make all capital improvements in accordance with capital improvement budgets approved by the Mayor-President and the Metropolitan Council. Proposed funding mechanisms will be in place prior to the authorization of any contract associated with a proposed capital improvement project. Capital improvements financed through the issuance of bonds will be financed for a period not to exceed the useful life of the project. The City-Parish will seek intergovernmental assistance to finance capital improvements. The City-Parish will present a spending plan for capital projects whose proposed financing requires a vote of the people prior to such vote. All interest earned on capital improvement financing will be utilized for the project or purpose for which the original financing was intended. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts. The City-Parish will not approve capital improvement projects that are in conflict with the Horizon Plan (20-year "Comprehensive Land Use and Development Plan").

## REPORTING ENTITY

The City-Parish reporting entity includes various departments and other organizational units governed by the Mayor-President and members of the Metropolitan Council. The criteria of evaluation used are those established by the Governmental Accounting Standards Board (GASB), which defines the City-Parish government's reporting entity. The criteria deal with the legal status of the unit, appointment of a majority of board members, fiscal interdependency, imposition of will, and the financial benefit/burden relationship between the City-Parish and the component unit. The primary government includes the City-Parish (all departments and agencies under the auspices of the Mayor-President and the Metropolitan Council) as the oversight unit, and one blended component unit, the Employees' Retirement System.

Along with the primary government, the following discrete component units are included in accordance with GASB Statement No. 14—The Financial Reporting Entity: Capital Region Planning Commission, Parish Fire Protection Districts, Capital Transportation Corporation, East Baton Rouge Parish Clerk of Court, East Baton Rouge Parish Coroner, District Attorney of the Nineteenth Judicial District, Nineteenth Judicial District Court, East Baton Rouge Parish Family Court, East Baton Rouge Parish Juvenile Court, and the Nineteenth Judicial District Indigent Defender Board.

The City-Parish is required to prepare financial statements that consider all units within the reporting entity. The City-Parish

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budget establishes appropriations for operations of the primary government, which in some cases include interaction with the component units. However, the City-Parish does not exercise budgetary control over the component units.

### LEGAL REQUIREMENTS

#### Budget Amendments

Legal requirements applicable to budget amendments are set forth in The Plan of Government and in certain local ordinances. Section 8.17 of The Plan of Government gives the Mayor-President the authority to authorize the transfer of any unencumbered balance of an appropriation to supplement another appropriation made in the same budget. At the request of the Mayor-President, but only within the last three months of the year, the Council may by resolution transfer any unencumbered balance of an appropriation to supplement an appropriation to another department or agency.

Appropriations in addition to those contained in the current expense budget may be made only on the recommendation of the Mayor-President and only if the Finance Director certifies that there are surplus funds sufficient to meet such appropriations. If funding is available, a budget supplement, which must be signed by the Mayor-President, Finance Director, and Council Budget Officer, is submitted to the Metropolitan Council for approval. Departmental requests for changes in the current pay plan or personnel allotment must also be approved by means of a budget supplement, which requires formal Council approval.

#### Budget Allotments

After the current expense budget has been adopted and before the beginning of the fiscal year, the head of each department, office, or agency to which any appropriation is made must submit to the Mayor-President a work program that shows the requested quarterly allotments of said appropriation. After reviewing the work programs, the Mayor-President approves the allotments for each budget entity and files them with the Finance Director. Allotments requested by parish officers elected by the people must be approved as submitted. The Finance Director may not authorize any expenditure to be made from any appropriation except on the basis of an approved allotment. An approved allotment may be revised during the fiscal year in the same manner as that in which the original allotment was made. If the Mayor-President at any time ascertains that there will not be sufficient funds to meet total appropriations, it is his duty to revise allotments to forestall the incurring of a deficit.

### REVENUE ASSUMPTIONS

#### OVERVIEW

Total sources reflect an overall increase for 2003 of 3.87%, primarily in the Charges for Services and Intergovernmental

Revenues categories. Following is a general overview of revenues and detailed revenue discussions for the more significant items.

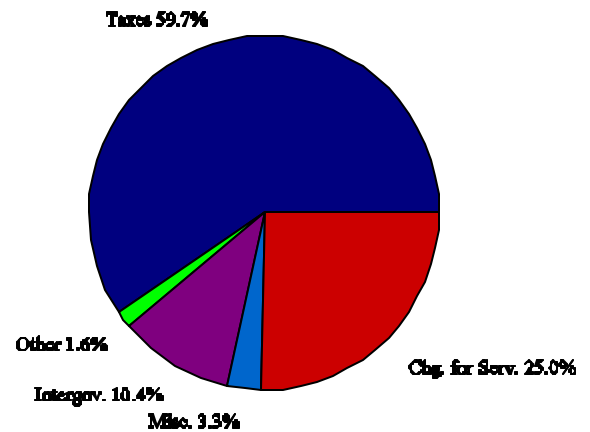
As mentioned previously, sales and use taxes have shown a modest upward trend over the last 11 months. However, the 2% general sales and use tax collections have not revived as much as had been hoped, and the City-Parish is continuing to budget very conservatively.

On a more positive note, general property taxes show continued modest growth. Intergovernmental revenues are growing with the increase in grants from the federal government and other agencies. Charges for services are projected to increase 5.5% as the City-Parish implements a 10% increase in sewer user fees, effective January 1, 2003, to fund sewer capital improvements mandated by the U. S. Environmental Protection Agency.

A comparison of 2002 and 2003 total sources of funds is as follows:

	2002		2003		
	<u>Budget</u>	<u>%</u>	<u>Budget</u>	<u>%</u>	<u>% Inc.</u>
Taxes	\$265,095,400	59.78%	\$275,134,26	59.73%	3.79%
Lic. & Permits	3,076,350	0.69%	3,003,600	0.65%	-2.36%
Intergov.	43,339,040	9.77%	47,615,480	10.35%	9.87%
Charges/Serv.	109,120,430	24.61%	115,100,400	24.99%	5.48%
Fines & Forf.	1,965,000	0.44%	1,887,500	0.41%	-3.94%
Miscellaneous	18,479,800	4.17%	15,305,180	3.32%	-17.18%
Other Fin.	2,363,310	0.54%	—	—	7.92%
Total Sources	<u>\$443,439,330</u>	<u>100.00%</u>	<u>\$460,596.97</u>	<u>100.00</u>	<u>3.87%</u>

**2003 SOURCES OF FUNDS  
(Excluding Internal Transfers)**



**FIGURE 1**

#### TAXES

The taxes revenue category includes sales and use, property, gross receipts business, occupational license, insurance premium, gaming and occupancy taxes. If the Pension Trust Fund, transfers, and

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internal charges between funds are excluded, taxes account for 59.73% of total sources in the 2003 City-Parish budget, as shown in Figure 1.

Taxes, along with their associated interest and penalties, are projected to generate \$275.1 million of the total \$460.6 million generated externally in the 2003 budget.

A four-year history of tax revenues is as follows:

### HISTORY OF TAX COLLECTIONS

	1998	1999	2000	2001
Sales & Use	\$175,666,470	\$180,134,610	\$180,291,520	\$179,360,300
Property	45,277,680	45,269,590	44,415,130	54,971,800
Gross Receipts	18,554,170	18,540,980	20,503,810	22,835,800
Occupational Lic.	6,675,710	7,101,450	7,113,400	7,092,500
Insurance	2,790,830	2,955,210	2,832,460	2,947,040
Gaming	9,415,500	8,216,070	7,010,220	7,054,030
Occupancy	0	685,820	692,410	716,040
Interest & Penalty	2,064,850	1,936,240	1,891,010	1,884,210
<b>Total</b>	<b>\$260,445,210</b>	<b>\$264,839,970</b>	<b>\$264,749,960</b>	<b>\$276,861,720</b>

### Sales and Use Tax

The sales and use tax rate in East Baton Rouge Parish is presently 9% and is distributed as follows:

### SALES AND USE TAX DISTRIBUTION 9% Total State and Local

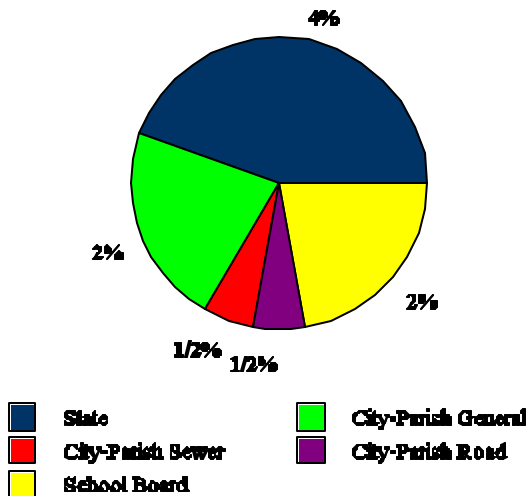


FIGURE 2

Sales and use tax revenues showed significant growth through 1999, as seen in Figure 3. After a slowdown during 2000 and 2001, collections have revived somewhat, and year-to-date receipts through August of 2002 for the City-Parish 2% General Fund tax reflect an increase of 3.44% when compared to the same period in

2001. The road tax, excluding the Baker and Zachary portions, increased by 3.23% and the sewer tax by 3.01%. The major differences between these taxes are that the road and sewer taxes do not tax food for home consumption, prescription drugs, or medical devices and are levied in the entire parish including the municipalities of Baker and Zachary.

### SALES & USE TAX REVENUE TRENDS

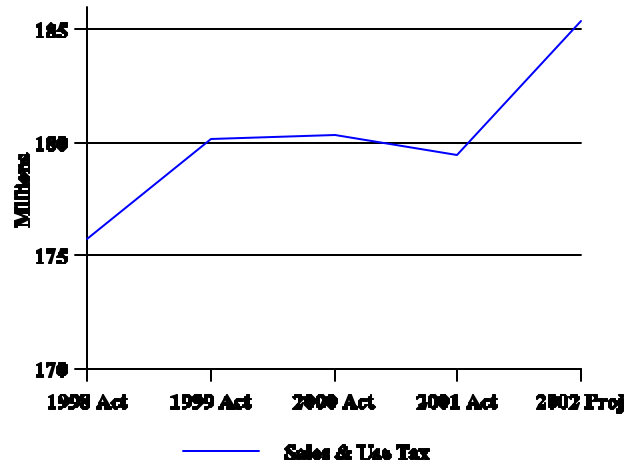


FIGURE 3

The 2003 sales tax revenue estimate, including audits, for all funds totals \$185 million and anticipates 1% growth above projected collections in 2002. Factors considered in arriving at this figure include historical collection data from prior years, the judgment of local government officials relative to the performance of the local economy, and the opinion of economists at Louisiana State University and Southeastern Louisiana University. These economists, Drs. Loren Scott, James Richardson, and A.M.M. Jamal, prepare an econometric model for Louisiana and its major metropolitan areas each year. Statistics on personal income growth and employment growth are generated. From these numbers, a range of potential sales and use tax growth is estimated. The economists have indicated that it would be prudent to project between 1% and 2% growth in sales tax revenue for 2003. This budget assumes the more conservative 1% growth factor.

### Property Tax

General property taxes are expected to continue the modest growth experienced in the last six years, as illustrated in Figure 4 below. The 2002 tax roll for East Baton Rouge Parish had an assessed valuation of \$2.534 billion. Of this amount, \$576.3 million represents the valuation of exempt homesteads. Louisiana homeowners are allowed a homestead exemption of \$7,500 of assessed valuation for state, parish, and special ad valorem taxes.

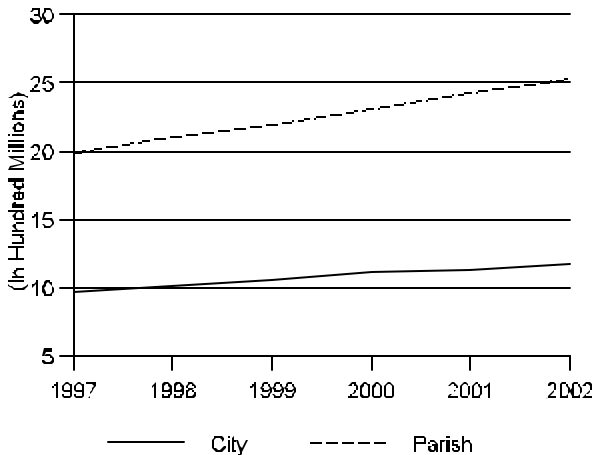
The 1974 Louisiana Constitution authorizes the governing authorities of municipalities and parishes to levy annually ad valorem taxes of 7 and 4 mills, respectively. These millages may be adjusted upward or downward in reassessment years to prevent

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gains or losses in revenues due to reassessment. Property is reassessed every four years, with 2000 the most recent year of reassessment. In that year the Metropolitan Council elected to roll back the millage rates for the City and Parish to 7.29 and 4.06. The authorized maximum millage rates are 7.43 and 4.2 mills until the next reassessment in 2004. In addition, the 1921 Louisiana Constitution authorized municipalities with a population of 75,000 or more to levy a special tax not exceeding 1 mill for the purpose of providing a three-platoon police system. The 1974 Constitution provided that this authorization would continue. The maximum authorized millage through the 2004 reassessment is 1.07 mills. The Council also rolled this millage back to 1.05 mills. Total receipts for the General Fund are projected at \$17.2 million, with \$38.9 million estimated for Special Funds.

Property subject to taxation is assessed as a percentage of its fair market value. Residential properties and all land are assessed at 10%; other property and electric cooperative properties, excluding land, are assessed at 15%; and public service properties, excluding land, are assessed at 25% of fair market value. The overall assessed value is estimated to be 11% of actual market value. The current year tax roll is completed by the assessor after the budget is submitted to the Council for approval. Any material deviations from the estimates contained in the proposed budget are reflected in the final budget adoption.

### ASSESSED VALUATION



**FIGURE 4**

Listed below are the current and proposed millages for East Baton Rouge Parish.

Taxing District	Current 2002 Millage	Proposed 2003 Millage
Parish-Wide Millages:*		
East Baton Rouge Parish (General Fund)**	4.06	4.06
Mosquito Abatement**	1.14	1.14
Emergency Medical Services**	2.90	2.90
Library Board of Control**	10.72	10.72
East Baton Rouge Parish School Taxes	43.45	43.45

Recreational Taxes (BREC)	10.95	10.95
Law Enforcement-Sheriff	14.99	14.99
Assessor	1.48	1.48
Special Taxing Districts:*		
Consolidated Road Lighting District**	7.00	7.00
Consolidated Garbage District**	6.20	6.20
Parish Fire Protection Districts***	107.57	127.57
Downtown Development District**	10.00	10.00
Comite River Diversion Canal†	3.00	3.00
Pontchartrain Levee District	3.74	3.74
City Millages:		
City of Baton Rouge (General Fund)**	8.34	8.34
City of B. R. Fire Pay Enhancement Fund	6.00	6.00
City of Baker	5.43	5.43
City of Zachary	<u>3.17</u>	<u>3.17</u>
<b>TOTAL</b>	<b><u>250.14</u></b>	<b><u>270.14</u></b>

\*Homestead Exemption Applies

\*\*Included in the City-Parish Budget

\*\*\*29.82 Mills included in the City-Parish Budget

### Gross Receipts Business Tax

Utility companies pay a tax based on the gross receipts of their business. Most companies pay a 5% tax, but there are exceptions for those whose franchise agreements dictate a different rate. For the first half of 2002, this revenue category has shown a decrease of 20% compared to the same period in 2001 due to a decrease in natural gas prices in the first quarter. Prices have stabilized during the past year.

The growth of this revenue is also affected considerably by weather, which makes it very difficult to predict. Several Public Service Commission-ordered refunds impacted revenue collections from 1998 through 2001. In 2003 this revenue is expected to grow by about 1% over the budgeted amount for 2002.

Total gross receipts business tax revenues are expected to be \$19.7 million and are accounted for in the General Fund.

### Gaming Admissions Tax (Riverboats)

State law authorizes local government to collect \$2.50 per passenger from riverboat casinos. In addition to this tax, the City-Parish through a contract with Argosy Casino collected an additional \$2.50 from one of the two casinos located in the city. This contractual amount was eliminated when Argosy began construction of a downtown hotel in July of 1999. For this reason, gaming revenues have fallen from \$9.4 million collected in 1998 to a projected \$7.1 million for 2002. Of the total, the first \$4 million has been dedicated for sewer rehabilitation projects. The portion of the funds (\$2 million) collected in 2002 are shown as a source of funds from fund balance in the 2003 budget. An estimated revenue of \$2 million is included for 2003 to provide for the remaining \$2 million budgeted for sewer rehabilitation.



# UNDERSTANDING THE CITY-PARISH BUDGET

## Occupancy Tax

Effective January 1, 1999, an additional 1% tax on the occupancy of hotel rooms, motel rooms, and overnight camping facilities was authorized in East Baton Rouge Parish. These proceeds are dedicated for capital improvements and the expansion of the Riverside Centroplex. In 2003, these funds, estimated to provide \$750,000, will be used to reimburse the City General Fund for a portion of the annual debt service incurred on \$18.2 million in debt issued for the expansion. Funding of the remainder of this debt service payment is discussed below under State Sales Tax Rebate.

## INTERGOVERNMENTAL

Intergovernmental revenues include monies received from other governmental agencies such as federal and state offices. In some cases, these funds are dedicated to provide for the operation of a specific program such as Head Start, jobs training, and the Community Development programs, as well as for maintenance of state roads and traffic signals on state roads. Other funds, such as Louisiana Revenue Sharing funds, are distributed with no constraints relative to their use.

## Parish Transportation

The parish receives monies for road and bridge maintenance, road and bridge construction, and mass transit needs through the Parish Transportation Fund. The voters approved the creation of the state's Transportation Trust Fund, with a dedication of one cent per gallon, or approximately \$24 million per year, of fuel tax receipts for the Parish Transportation Fund. Prior to 2000, the state exceeded this minimum dedication, which is distributed to local governments throughout the state on a formula basis in accordance with Louisiana Revised Statutes. The 2002-2003 state appropriations bill provides \$36.2 million, with an additional \$500,000 coming from the state capital outlay bill. The 2003 City-Parish budget anticipates the receipt of an estimated \$2.5 million in 2003.

## Tobacco Tax

Historically, the State of Louisiana distributed a portion of state tobacco tax revenues to local governments. Through 1999 the City of Baton Rouge received approximately \$800,000 annually. Beginning with the state 2000-2001 fiscal year, this distribution has not been funded; therefore, the 2003 City-Parish budget anticipates no revenues from this source.

## On-behalf Payments

"On-behalf" payments for salaries and benefits are estimated at \$5.3 million. These represent payments from the State of Louisiana for supplemental pay for public safety employees, City Court judges, justices of the peace, ward constables, and employees of the Registrar of Voters' Office, as well as benefit payments to the Municipal Employees Retirement System.

## State Sales Tax Rebate

The State of Louisiana rebates state sales taxes on hotel/motel rooms in East Baton Rouge Parish for various purposes. These purposes and the amounts appropriated by the state are explained below.

The East Baton Rouge Parish Community Improvement Fund receives 2%, with half dedicated to urban mass transit and half dedicated to the Research Park Corporation. The 2002-2003 state appropriation is \$1,650,000. The transit portion is included in the Capital Transportation Corporation (CTC) Enterprise Fund. Prior to June 30, 1997, the Research Park Corporation was accounted for in the General Fund. Since July 1, 1997, these funds have been paid directly to the Research Park Corporation.

Debt service payments on the bonds mentioned in the Occupancy Tax section above are funded both by the Occupancy Tax and by a portion of the State Sales Tax Rebate. Total bond payments in 2003 are \$1.5 million, of which the first \$750,000 will be provided by the Occupancy Tax and the balance by the Sales Tax Rebate, as discussed in the following paragraphs.

The East Baton Rouge Parish Riverside Centroplex Fund receives .97% for capital improvements at the Riverside Centroplex, Louisiana Art and Science Museum (LASM), Riverfront Promenade, and related projects in the Riverfront Development Plan. The 2002-2003 state appropriation is \$825,000. A proposal to extend this tax indefinitely was approved by the Louisiana Legislature in 1999. A portion of this revenue has been dedicated for the LASM Planetarium/Space Theater. The City-Parish issued bonds to provide the \$3.4 million local match for state capital outlay monies authorized for the LASM project. The .97% tax rebate is used to reimburse the City General Fund for a portion of the annual debt service incurred on these bonds; the amount included in the General Fund budget for the 2003 repayment is \$335,280.

The East Baton Rouge Parish Enhancement Fund receives 1%, with \$100,000 dedicated to urban mass transit, \$100,000 dedicated to the Baton Rouge Sports Foundation, and the remainder for use by the Riverside Centroplex. The 2002-2003 state appropriation is \$825,000. The transit portion is included in the budget for CTC, while the Sports Foundation portion is remitted directly to that organization. The Centroplex portion is dedicated for expansion of that facility and will be used to reimburse the City General Fund for a portion of the annual debt service incurred on \$18.2 million of its 2001 bond issue. The General Fund budget includes \$450,090 for the 2003 repayment from this source.

Intergovernmental revenues are expected to generate \$47.6 million in the 2003 budget, up from \$43.3 million in 2002.

# UNDERSTANDING THE CITY-PARISH BUDGET

## CHARGES FOR SERVICES

### **Sewer User Fee**

The sewer user fee, first enacted in 1985, is estimated to produce \$52.9 million in 2003. This fee, along with a ½ % sales tax which is estimated to generate \$29.9 million in 2003 and \$4 million in gaming revenues, provides for the operation and maintenance of the comprehensive sewerage system. The user fee is based upon the amount of wastewater discharged by a residence or business. In August of 1999, the Metropolitan Council authorized a 95% increase in sewer user fees with a three-year implementation plan. In 2002 the Council approved funding for the SSO program which is discussed both in the Budget Message and the Capital Improvement Program section. This plan authorized an additional increase of 10% in the sewer user fee effective January 1, 2003, and a 4% increase each year thereafter through program completion in 2014.

### **Solid Waste User Fee**

This revenue is derived primarily from the residential solid waste fee that went into effect in January 1991. The fee is computed with the goal of maintaining it at a constant rate for six years. The city contributes about \$5.8 million from the General Fund, and the parish contributes \$5.0 million from dedicated property taxes annually to supplement the solid waste fees. The solid waste collection contract was rebid in late 1996, and a new contract was awarded for the six-year period beginning March 3, 1997. In order to fund the new contract, the residential solid waste fee was increased from \$5.65 to \$8.40 per household per month. Rates for apartments were restructured to correlate to the new bids with no net increase in total fees charged to apartments. Expenses are projected to exceed income during 2003, so the reserve that has built up since 1996 will be drawn upon to fund the difference. Total revenues from solid waste user fees are expected to be \$12.8 million in the year 2003.

### **Judiciary Court Costs and City Court Fees**

Effective January 1, 1999, revenues previously accounted for in the Special Revenue Fund entitled City Court Judicial Expense Fund were moved to the General Fund. These revenues have declined steadily since 1997, when a high of \$3,113,320 was collected, to a projected \$1,547,000 in 2002. The decline has been attributed partially to lower traffic ticket issuance. These losses have resulted in additional General Fund dollars being used to support the court in lieu of court cost revenues. The 2003 budget assumes that several new revenue measures will increase collections slightly to \$1,571,000.

The Baton Rouge City Court has lost a revenue stream from the District Court for probation services. One Probation Officer position in City Court will be eliminated due to this funding loss.

## MISCELLANEOUS

### **E. B. R. Sewerage Commission Note**

In 1992, the City of Baton Rouge issued \$85 million of refunding bonds, which are being repaid with the proceeds of the city's 2% general sales tax. This transaction reduced future debt service (principal and interest) for the sewer system by approximately \$7 million and produced present-value savings of about \$4 million. Although obligations of the sewer system were extinguished by the refunding, the city's obligation was increased considerably by the \$85 million bond issue required to effect the refunding. A repayment schedule was established whereby the sewer system will transfer funds to the city on an annual basis to provide monies to meet the city's obligation. The 2003 budget contains a payment of \$6.9 million from the Sewer Fund to the City General Fund.

### **Airport Obligations Payable (Terminal Development Program)**

A 1980 capital improvement program at the Baton Rouge Metropolitan Airport resulted in a rent obligation payable to the City-Parish through the year 2005. The 2003 payment is \$1.1 million from revenues derived from airport operations.

In 1997, the City of Baton Rouge issued bonds, \$14.9 million of which were used for the airport terminal development program. The city is being reimbursed from Airport revenues for the debt service on approximately half of those monies over a ten-year period. A portion of the proceeds of bonds sold by the City in 2001 was used to replace the other part of the 1997 debt and will be repaid over 20 years; passenger facility charges are pledged toward this obligation. Payments to the city totaling \$1.5 million are included in the 2003 budget relative to these terminal-development debts.

## FUND BALANCE

In the General Fund, fund balance has historically been used as a funding source for a small portion of recurring operations and varying amounts for non-recurring projects. The 2003 General Fund includes \$10 million in Fund Balance–Undesignated as a source of funds, to provide for several capital improvements, an extraordinary judgment, and capital equipment. This represents about 4.56% of General Fund sources. The projects funded through fund balance are shown later in this section. The use of fund balance as a source of financing current operations has been both recurring and planned in recent years. Conservative revenue estimates generate a fund balance, which allows the government to spend monies after it is assured of their collection. This philosophy of money management creates a situation that should prevent the need for drastic budgetary adjustments that could result in the severe curtailment of vital services or undue uncertainty and hardship in the workplace.

Fund balance has also been utilized as a source of funds in the Consolidated Garbage Service District for recurring operations.

## UNDERSTANDING THE CITY-PARISH BUDGET

The property tax millage for this district was lowered in 2000 in order to achieve a more balanced budget; however, subsequent increases in the solid waste collection contract have exceeded projections, and the 2003 budget requires the use of \$355,350 of this fund's fund balance.

The Alsen and Chaneyville Fire Protection Districts are also utilizing fund balance to finance recurring operations. It is anticipated that placing fire service fees on the property tax rolls in 2003 will result in additional income in 2004.

### REVENUE FACT SHEETS

The above revenue assumptions relate to the major sources of funds included in the Annual Operating Budget. For a more in-depth analysis of the City-Parish revenue structure, the Finance Department-Budgeting Division produces a revenue manual, entitled *Revenue Facts*. This manual provides a four-year history of all recurring revenues, complete with a summary of legal authorizations, collection and distribution procedures, restrictions and/or limitations, and method of computing the revenues. This document provides a valuable resource in estimating the revenues included in the annual budget.

### APPROPRIATION ASSUMPTIONS

#### PERSONAL SERVICES

The General Fund provides funding for salaries as follows:

Base Pay	\$83,161,970	74.99%
Base Longevity	7,287,100	6.57%
Merit Increases	1,058,300	0.95%
Longevity Increases	300,780	0.27%
Salaries of Other Govt.	6,682,560	6.03%
Severance Pay	459,680	0.41%
2% Fire Longevity	572,550	0.52%
Shift Differential	435,150	0.39%
On-Behalf Payments	4,691,710	4.23%
Overtime	5,055,280	4.56%
Overtime-Court	618,630	0.56%
Temporary Pay	1,456,600	1.31%
Contract Employees	400,440	0.36%
Other Allowances	574,140	0.52%
Salary Savings	(2,220,620)	-2.00%
Workers' Comp. Salaries	107,300	0.10%
Substitute Appointments	<u>251,090</u>	<u>0.23%</u>
Total	<u>\$110,892,660</u>	<u>100.00%</u>

Appropriations included in Special Funds for salaries are composed of the following:

Base Pay	\$36,299,010	84.46%
Base Longevity	2,494,530	5.80%
Merit Increase	653,890	1.52%
Longevity Increase	123,560	0.29%
Salaries of Other Govt. Employees	89,750	0.21%

Shift Differential	151,130	0.35%
Workers' Comp. Salaries	113,610	0.26%
Severance Pay	179,740	0.42%
2% Fire Longevity	147,640	0.34%
On-Behalf Payments	136,800	0.32%
Overtime	2,188,440	5.09%
Temporary Pay	230,440	0.54%
Contract Employees	816,680	1.90%
Salary Savings	(777,950)	-1.81%
Allowances	126,910	0.30%
Compensated Absences	5,500	0.01%
Substitute Appointments	<u>0</u>	<u>0.00%</u>
Total	<u>\$42,979,680</u>	<u>100.00%</u>
Grand Total	<u>\$153,872,340</u>	
% Change from 2002 Budget	<u>2.65%</u>	

The average salary of a City-Parish employee is as follows:

	<b>Regular</b>	<b>Police</b>	<b>Fire</b>
Base Pay	\$27,720	\$33,040	\$36,590
Base Longevity	2,110	2,970	4,120
Merit Increase	470	310	390
State Longevity	n/a	n/a	1,240
On-Behalf Payments	110	3,010	3,380
Shift Differential	70	540	n/a
Other	10	30	90
Overtime	950	5,370	2,460
Allowances	<u>160</u>	<u>280</u>	<u>100</u>
Total	<u>\$31,600</u>	<u>\$45,550</u>	<u>\$48,370</u>
% Inc. from 2002 Budget	<u>1.58%</u>	<u>3.15%</u>	<u>-0.43%</u>

In 2003, the calculation of average salary reflects the normal increases of the civil service system, plus a \$1.2 million raise in police salaries. The slight decrease in average fire salaries is mainly the result of the retirement of a number of higher-level employees.

Most departmental budgets with personal services contain a section entitled "Personnel Summary," which reflects the types and numbers of employees proposed for that entity.

The first column of the summary shows the job code for each position. Job codes beginning with the numeral "1" refer to "classified" City-Parish employees below the rank of department heads, and job codes beginning with a "2" refer to "classified" department heads. Job codes beginning with a "3" refer to "unclassified" City-Parish employees, a "4" to contract employees, and a "5" to elected officials. Following each job code is the title, the number of employees in that position authorized for the department, the pay grade number assigned to that position, and the salary range for that pay grade. The approved personnel allotment constitutes the maximum employment levels for each classification within that department or agency. Amendments to the allotment and pay plan can be made only when authorized by the Metropolitan Council.

## UNDERSTANDING THE CITY-PARISH BUDGET

For non-Municipal Fire and Police Civil Service positions, pay grades in the 100 series are for non-exempt general employees who are covered by the minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA); those in the 200's and 300's are for classified positions that are exempt from the Act (executive, administrative, and professional as defined by 29 CFR Part 541); and those in the 4X00's are for unclassified department heads. Pay grades in the XX16 series are for positions in the Municipal Police Service, the 6XXX series for certain Local 100 Service Employee union classes, and the 7000 series for the Municipal Fire Service. For special personnel situations, the structure may be modified.

Each pay grade in the pay plan contains 12 steps (Fire contains 14 steps), with a salary differential between steps of approximately 3%. In budgeting an amount for salary for each employee, it is assumed that the employee will receive a step or merit increase, not to exceed the maximum steps in the pay grade, on his or her "merit date," and the applicable increase is included in that employee's salary figure from that point in the year forward. Additional amounts are also budgeted for longevity pay for workers who have been in the employ of the City-Parish for at least 10 years. Longevity pay is calculated at 5% for employees with at least 10 years of service, increasing by 1% per year thereafter up to a maximum of 20% for 25 years of service.

City-Parish employees earn vacation and sick leave in varying amounts according to years of continuous service as follows:

<u>Years of Service</u>	<u>Leave for Each</u>
Less than 3	12 days/year
3-4	15 days/year
5-9	18 days/year
10-14	21 days/year
15 & Over	24 days/year

Special calculations are necessary for employees who work 42-hour weeks and municipal fire personnel. Unused vacation time accumulates for up to 5 years, and unused sick leave accumulates indefinitely. Both types of leave are payable within certain limits at the death or retirement of the employee from the City-Parish Employees' Retirement System (CPERS); vacation is also payable on resignation or discharge and is charged to the budget of the department from which the employee separates.

### **EMPLOYEE BENEFITS**

Employee benefits are shown in a separate object level. Amounts for health, dental, and life insurance; retirement; and Social Security/Medicare for each department are appropriated in that department's budget under the heading Employee Benefits. Workers' compensation is allocated between personal services and employee benefits to facilitate the tracking of leave balances for employees on workers' compensation. The Employee Benefits section continues to include all medical claim payments. Only the major departmental budgets include appropriations for workers' compensation.

Through 2002, unemployment insurance and health and dental benefits for retirees were budgeted in the General Fund-Risk Management Budget. Beginning in January 2003, the cost of such

post-employment benefits, expected to total over \$7.7 million in 2003, is being distributed out to all departments and agencies. It is anticipated that, within the next few years, governmental accounting standards will require that the full cost of retirees' benefits be funded on an actuarial basis.

Employee benefits are 30% of personal services in the overall City-Parish budget. This percentage of personal services dropped in 2000 because of the voluntary transfer in that year of municipal police employees to MPERS, although it has since risen steadily because of increasing insurance premium rates. The liability to MPERS is shown as debt service in the budget, but is considered a retirement obligation for purposes of setting the rates for employer contributions to CPERS. This obligation expressed as a percentage of payroll is an additional 3.2% in the cost of benefits.

The effective retirement rate for the year 2003 will be 16.66% of total eligible payroll for all employers. This includes the debt obligation to MPERS to be paid by the General Fund and the certified contribution rate to CPERS of 12.5%. To accomplish a charge to all funds equal to the effective rate, all funds and employers not funded from the General Fund will be assessed 16.66% of payroll, and General Fund departments and employers will be charged 9.37% of eligible payroll. The contribution rate for employees who joined MPERS will remain at 9% for the first half of 2003 and then is expected to increase to more than 18%.

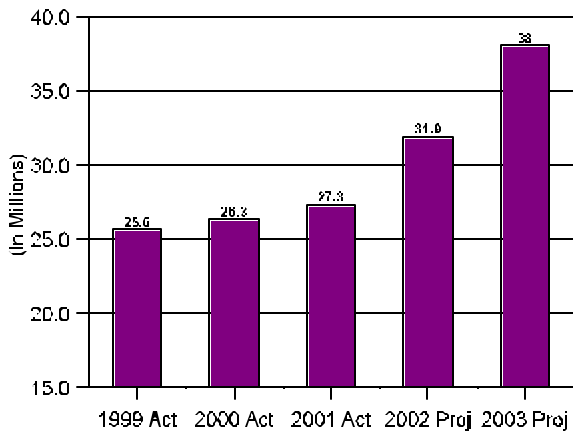
In 1997, the Metropolitan Council approved a 5-year risk-sharing HMO contract, with a point-of-service option with Blue Cross/ Blue Shield of Louisiana for employee health insurance coverage effective January 1998. That contract ends December 31, 2002, and it has been renewed for one additional year, with certain changes recommended by Human Resources and the Metropolitan Council. These changes raise patient co-payments and increase total premiums; total cost for 2003 is budgeted at approximately \$38 million. The employer/employee ratio for premiums will change so that the employer will pay 75% of the premium for an employee and 55% for dependents. Under the current scenario, the employer pays 65% of all premiums, with the employee paying the remaining 35%.

Another new provision of the health insurance program involves a vesting plan affecting retirees, under which the percentage of a retiree's insurance premium paid by the City-Parish would depend on the length of time that that retiree had been covered by insurance while employed. Another provision affecting retirees would be credit for one-half of the monthly Medicare premium for persons required to enroll in that program.

Dental insurance rates, which have remained stable for several years, will increase by 15% in 2003. Life insurance rates charged to departmental budgets will not increase in 2003; any increase in premiums will be paid from the Insurance Reserve Fund.

# UNDERSTANDING THE CITY-PARISH BUDGET

## BLUE CROSS CLAIMS HISTORY



**FIGURE 5**

### SUPPLIES

In 2002 the capitalization threshold for movable capital assets was increased from \$1,000 to \$5,000, thereby reclassifying all items with a unit cost between those amounts from Capital Outlay to Supplies. Amounts in the Budget Detail section reflect the new classification scheme.

#### **Fuel**

Although the amount budgeted for Fuel is still the largest line-item under the Supplies category, representing 16.1% of the total Supplies budget, fuel costs have declined somewhat since they spiked in early 2001. Proposed rates for 2003 are the same as for 2002 and are as follows:

	2003 Rates
Gasoline:	
Regular Unleaded	1.5204
Unleaded Plus	1.5692
Unleaded Premium	1.6324
Highway Diesel	1.4881
Non-Highway Diesel	1.2881
Compressed Natural Gas:	
FUELMAN sites	1.4130
DPW sites	1.0500

These prices include 5.9 cents per gallon for the services of FUELMAN and 17.5 cents per gallon for Central Garage services.

### CONTRACTUAL SERVICES

#### **Electricity and Gas**

According to information from Entergy Corporation, no rate increases have been requested for 2003. In fact, the amount budgeted for electricity and gas costs in 2003 reflects a 9.29% decrease from the amount budgeted for 2002. Early in 2001, these costs rose considerably, but since that time they have declined. The largest part of the 2003 decrease is found in the budgets of the

sewer treatment plants and pump stations, whose electricity and gas costs account for almost 23% of the total for the City-Parish.

#### **Solid Waste Collection Contract**

The solid waste collection contract with Browning Ferris Industries covers the six-year period beginning March 3, 1997. The rate of this contract changes each year according to a calculation involving changes in the Consumer Price Index (CPI). For the contract year beginning March 3, 2002, the rate actually decreased by 1.58% from the previous year. Although the current contract term ends on March 3, 2003, the proposed budget assumes that it will be renewed for one year with a rate increase corresponding to the assumed increase in the CPI of 4.72%. The split between the city and parish is approximately 56%/44%.

### SUPPLEMENTAL APPROPRIATIONS

Included in the 2003 General Fund budget are appropriations funded from projected fund balance at the end of 2002. These items are considered to be supplemental to the annual budget for departments and are generally non-recurring. Details of these appropriations are as follows:

<b>Department/Program</b>	<b>Department Total</b>
<b>FROM FUND BALANCE – UNDESIGNATED</b>	
Police:	
Vehicles	\$1,500,000
Fire:	
Fire Gear	500,000
Public Works:	
Seasonal Workers	469,280
Various Projects	500,000
Building Repairs	<u>1,250,000</u>
	2,219,280
District Court:	
Software Licenses	150,000
Courtroom Recording Systems	<u>18,000</u>
	168,000
City Constable:	
Two Vehicles	40,000
Dr. Martin Luther King, Jr., Community Center:	
Various Items	15,000
Balance of Judgment, Sullivan Road Suit	2,542,480
Comprehensive Pay Study	100,000
Infrastructure and Other Capital	
Improvements, including Replacement of the Evangeline Street Fire Station	<u>2,975,000</u>
<b>TOTAL FROM FUND BALANCE – UNDESIGNATED</b>	<b><u>\$ 10,059,760</u></b>

## UNDERSTANDING THE CITY-PARISH BUDGET

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### FROM GAMING REVENUES:

LASM train renovation	200,000
Arts Block	<u>662,500</u>
<b>TOTAL FROM GAMING REVENUES</b>	<b>\$ <u>862,500</u></b>