



PUBLIC COMMITTEE MEETING AGENDA
Tuesday, October 1, 2019 at 6:00PM
Abita Springs Town Hall
22161 Level St., Abita Springs, LA 70420

Posted: September 27, 2019 4:00pm

CALL TO ORDER AND OPENING OF AGENDA: Mayor Pro Tem Murphy

PLEDGE OF ALLEGIANCE: Alderman Randolph

MAYOR'S ANNOUNCEMENTS

FINANCE COMMITTEE:

Committee Chair: Alderwoman Contois

Committee Member: Mayor Pro Tem Murphy

Acceptance of Minutes (September)

1.) Financial Report for August 2019 - Jay Hawkins

2.) Discussion of AN ORDINANCE ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE YEAR BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020.

GOVERNMENTAL COMMITTEE:

Committee Chair: Alderman Saussy

Committee Member: Mayor Pro Tem Murphy

Acceptance of Minutes (September)

1.) Discussion of INSTRUMENT 2019-012, AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS; TO AMEND SECTION 9-223 (C) (2) B. AND D. REGULATING THE HEIGHT AND SIZE OF ACCESSORY BUILDINGS IN RESIDENTIAL DISTRICTS AND TO PROVIDE FOR RELATED MATTERS.

2.) Discussion of application requirements and setting of priorities for short-term rentals.

INFRASTRUCTURE COMMITTEE:

Committee Chair: Alderman Patterson

Committee Member: Alderman Saussy

Acceptance of Minutes (September)

ECONOMIC DEVELOPMENT COMMITTEE:

Committee Chair: Alderwoman Randolph

Committee Member: Alderwoman Contois

Acceptance of Minutes (September)

1.) Fall Fest

ADJOURNMENT:

If you have any questions pertaining to this agenda or in accordance with the Americans with Disabilities Act, if you need special assistance, please call (985) 892-0711.

SUMMARY	2019 GENERAL FUND								
SHEET #1	ANNUAL	EST ANNUAL	Aug	Aug	General Fund Revenue Comments				
Revenue	BUDGET	ACTUAL	ACTUAL	%					
Taxes-All	\$ 644.8	\$ 681.3	\$ 492.1	76.3%	Percentage tax collections higher during 1st Qtr due to Ad Valorem.				
All other	\$ 411.0	\$ 362.0	\$ 294.4	71.6%	Fines & Fees are declining				
Ttl Revenue	\$ 1,055.8	\$ 1,043.3	\$ 786.5	74.5%	Revenues on target with budget.				
Expenses					General Fund Expense Comments				
Salaries/Ben&Ret	\$ 343.3	\$ 362.1	\$ 246.7	71.9%	Salaries will exceed budget due to vacation payouts.				
Contractors	\$ 319.7	\$ 184.0	\$ 181.3	56.7%	Costs in line. Sheriff expense ended in July.				
Clerk of Court	\$ 63.6	\$ 26.4	\$ 21.5	33.8%	Other costs under control.				
All Other	\$ 329.2	\$ 263.5	\$ 184.3	56.0%	\$22,000 GIS - \$128.7 would be 35.1% for admin costs				
Total Expenses	\$ 1,055.8	\$ 836.0	\$ 633.8	60.0%	Monthly expenses trending downward.				
Net Surplus/Deficit	\$ -	\$ 207.3	\$ 152.7						

SUMMARY	2019 PUBLIC WORKS								
SHEET #4	ANNUAL	EST ANNUAL	YTD-Aug	YTD-Aug	Public Works Comments:				
Revenue	BUDGET	ACTUAL	ACTUAL	%					
Revenue	\$ 320.0	\$ 359.3	\$ 251.3	78.5%	Sales tax collections exceeding budget				
Salary & Benefits	\$ 144.6	\$ 142.9	\$ 95.4	66.0%	Personnel changes showing effects.				
Operating Exps	\$ 69.8	\$ 34.8	\$ 23.4	33.5%	Buying procedures revised & improved. More accountability & productivity				
Admin Expenses	\$ 80.6	\$ 75.5	\$ 43.1	53.5%	Percentage well below budget.				
Total Expenses	\$ 320.0	\$ 253.2	\$ 161.9	50.6%	Expect lower costs & more productivity.				
Net Surplus/Deficit	\$ -	\$ 106.1	\$ 89.4		Surplus will be used to complete additional projects.				

SUMMARY	2019 SST FUND								
SHEET #7	ANNUAL	EST.	Aug	YTD-Aug					
Revenue	BUDGET	ACTUAL	ACTUAL	%					
Revenue	\$ 305.2	\$ 308.2	\$ 204.0	66.8%	Revenue as expected.				
Operating Exp	\$ 147.7	\$ 121.9	\$ 41.7	28.2%	Lower road overlay costs than previous years				
Admin Exp	\$ 157.5	\$ 152.4	\$ 102.8	65.3%	Primarily debt payments for equipment.				
Total Exp	\$ 305.2	\$ 274.3	\$ 144.5	47.3%					
Net Surplus/Deficit	\$ -	\$ 33.9	\$ 59.5		Surplus available for road and drainage repair.				

SUMMARY:

UTILITY FUND

SHEET #2	2019	EST ANN'L	Aug	Aug	Utility Fund Comments:				
NATURAL GAS	BUDGET	ACTUAL	ACTUAL	%					
Revenue	\$ 617.8	\$ 547.2	\$ 379.4	61.4%	Revenue not meeting budget amount				
Direct Expenses	\$ 440.7	\$ 399.9	\$ 265.3	60.2%	NG costs are 44.5% of sales. Normal 40 -42%.				
Operating Exps	\$ 23.2	\$ 23.4	\$ 16.0	68.8%					
Admin Expenses	\$ 140.7	\$ 84.3	\$ 58.2	41.3%	Costs lower than budgeted				
Ttl Expenses	\$ 604.7	\$ 507.6	\$ 339.5	56.1%	Higher gas costs offset by better control on operating and Admin costs.				
Surplus or (Loss)	\$ 13.1	\$ 39.6	\$ 39.9		Surplus can be used to supplement sewer repairs if needed.				
WATER	BUDGET	EST ANN'L	Aug	Aug					
	BUDGET	ACTUAL	ACTUAL	%					
Revenue	\$ 457.4	\$ 426.8	\$ 261.5	57.2%	Revenue may fall short unless usage picks up				
Direct Expenses	\$ 227.4	\$ 202.2	\$ 142.0	62.4%	Expenses reduced significantly				
Operating Exps	\$ 23.2	\$ 23.4	\$ 16.0	68.8%					
Admin Expenses	\$ 140.7	\$ 84.3	\$ 58.2	41.3%	Expenses reduced significantly				
Ttl Expenses	\$ 391.4	\$ 309.9	\$ 216.2	55.2%	All expenses under control.				
Surplus or (Loss)	\$ 66.0	\$ 116.9	\$ 45.3						
SEWER	BUDGET	EST ANN'L	Aug	Aug					
	BUDGET	ACTUAL	ACTUAL	%					
Revenue	\$ 618.2	\$ 575.4	\$ 364.2	58.9%	Revenue commensurate with Water usage.				
Direct Expenses	\$ 447.8	\$ 285.5	\$ 167.9	37.5%					
Operating Exps	\$ 23.2	\$ 24.1	\$ 16.0	68.8%					
Admin Expenses	\$ 140.7	\$ 84.3	\$ 58.2	41.3%	Costs significantly under budget				
Ttl Expenses	\$ 611.8	\$ 393.9	\$ 242.1	39.6%	All Expenses under control.				
Surplus or (Loss)	\$ 6.4	\$ 181.5	\$ 122.1		Combined water and sewer surplus must cover debt service.				
GARBAGE	BUDGET	EST ANN'L	Aug	Aug					
	BUDGET	ACTUAL	ACTUAL	%					
Revenue	\$ 296.0	\$ 296.4	\$ 195.5	66.0%	Revenue slightly under budget - may pick up with added acc'ts				
Direct Expenses	\$ 227.5	\$ 247.5	\$ 161.1	70.8%	Contract will rise \$1.68 on 7/01 due to increased recycling costs.				
Admin Expenses	\$ 4.3	\$ 2.4	\$ 1.8	41.3%					
Ttl Expenses	\$ 231.8	\$ 249.9	\$ 162.9	70.3%	Expenses in line with projections.				
Surplus or (Loss)	\$ 64.2	\$ 46.5	\$ 32.6						
SUMMARY - U. F.	BUDGET	EST ANN'L	YTD-July	YTD- %					

Revenue	\$ 1,989.4	\$ 1,845.8	\$ 1,200.6	60.3%	Revenue still expected to be less than budgeted				
Other Revenue	\$ 186.8	\$ 95.5	\$ 81.1	43.4%					
Total Revenue	\$ 2,176.2	\$ 1,941.3	\$ 1,281.7	58.9%	Revenue still expected to be less than budgeted				
Expenses	\$ 1,839.6	\$ 1,461.2	\$ 960.5	52.2%					
LDEQ Debt Svc	\$ 336.0	\$ 7.2	\$ -	0.0%					
Total Expenses	\$ 2,175.6	\$ 1,468.4	\$ 960.5	44.1%	Tighter controls on all purchasing. Effective use of resources				
Net Surplus or (Loss)	\$ 0.6	\$ 472.9	\$ 321.2		Surplus held for repairs or additional funds for sewer.				

Town of Abita Springs



**MAYOR
DANIEL J. CURTIS**

INSTRUMENT 2019-012

1
2
3 AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS; TO AMEND SECTION
4 9-223 (c) (2) b. and d. REGULATING THE HEIGHT AND SIZE OF ACCESSORY BUILDINGS IN RESIDENTIAL
5 DISTRICTS AND TO PROVIDE FOR RELATED MATTERS.
6

7 **IT IS HEREBY ORDAINED** by the Board of Aldermen of the Town of Abita Springs that Section 9-223 (c)
8 (2) b. and d. of the Code of Ordinances of the Town of Abita Springs is amended and re-ordained to read
9 as follows:

10
11 (c) In areas zoned residential, accessory buildings may be constructed provided that use and construction
12 be limited to the following:

13
14 (2) Limitations:

15
16 b. All accessory buildings shall be limited to a height not to exceed 35 feet.

17
18 d. An accessory building shall not be greater in size than 7 percent of the total area of the lot.

19
20 **BE IT FURTHER ORDAINED** that in all other respects Section 9-223 shall remain unchanged and in full
21 force and effect.

22
23 An Ordinance introduced by Alderman Patterson and seconded by Alderman Saussy on this 17th day of
24 September 2019.

25
26 This Ordinance was adopted on a motion of Alderman _____, seconded by Alderman _____, on this
27 _____ day of _____ 2019.

28
29 YEAS:

30 NAYS:

31 ABSENT:

32 ABSTAIN:
33
34

35 _____
36 HONORABLE DANIEL J. CURTIS, MAYOR

37 _____
38 JANET DUFRENE, TOWN CLERK

DRAFT



INSTRUMENT 2019-013

1 **BE IT ORDAINED**, by the Mayor and Board of Aldermen of the Town of Abita Springs, State of
2 Louisiana, in general session convened that:
3 Section I. The attached estimate of revenues for the year beginning January 01, 2020 and ending
4 December 31, 2020 be and the same is hereby adopted to serve as an operating budget of revenues for the
5 Town of Abita Springs during the same period.
6 Section II. The attached estimates of the expenditures for the year beginning January 01, 2020 and ending
7 December 31, 2020 serve as a budget of expenditures for the Town of Abita Springs during the same period.
8 Section III. The adoption of this operating budget of expenditures be and this hereby to operate as an
9 appropriation of the amount therein set forth within the terms of the budget classification.
10 Section IV. The Mayor may authorize transfer between line items of expenditures within a function or department,
11 provided that such transfers shall not exceed 10% of the total department budget. The Council shall be notified in
12 writing by the Mayor of aforesaid transfers exceeding 5%. All other budget adjustments must be approved by the
13 Mayor and Council as a whole.

14

15

31 Section V.

2020

32 General Fund Revenue	\$ 1,027,000.00
33 Grant Income	\$ 447,200.00
34 Fund Balance (2019 LTR Bond Proceeds)	\$ 250,000.00
35 Total General Fund Income	\$ 1,724,200.00

36

37 Section VI.

\$ 684,100.00

38 General Fund Expenditures	\$ 684,100.00
39 Grant Expenditures	\$ 486,800.00
40 General Fund Debt Service Expenditures	\$ 303,300.00
44 Town Hall Renovation Expenditures	\$ 250,000.00
45 Total General Fund Expenditures	\$ 1,724,200.00

46

47 Section VII.

\$ 1,941,800.00

48 Utility Fund Revenue	\$ 1,941,800.00
49 Grant Income	\$ 43,300.00
53 Fund Balance (2019 LTR Bond Proceeds)	\$ 550,000.00
54 DEQ Loan Proceeds	\$ 2,423,400.00
55 Utility Fund Income	\$ 4,958,500.00

56

57	Section VIII.	
58	Utility Fund Expenditures	\$ 1,572,760.00
59	Grant Expenditures	\$ 28,240.00
60	Water Meter Upgrade	\$ 200,000.00
61	Sewer Plant Upgrade	\$ 350,000.00
62	DEQ Rehabilitation Loan Expenditures	\$ 2,423,400.00
63	Utility Fund Debt Service Expenditures	\$ 384,100.00
64	Total Utility Expenditures	\$ 4,958,500.00
65		
66	Section IX.	
67	Cemetery Revenue	\$ 13,700.00
68	Total Cemetery Income	\$ 13,700.00
69		
70	Section X.	
71	Cemetery Expenditures	\$ 13,700.00
72	Total Cemetery Expenditures	\$ 13,700.00
73		
74	Section XI.	
75	Parks & Recreation Fund Revenue	\$ 70,400.00
76	Ad Valorem Revenue (2mils)	\$ 45,900.00
77	Total Parks and Recreation Income	\$ 116,300.00
78		
79	Section XII.	
80	Parks and Recreation Expenditures	\$ 116,300.00
81	Total Parks and Recreation Expenditures	\$ 116,300.00
82		
83	Section XIII.	
84	Lighting Fund Revenue	\$ 500.00
85	Ad Valorem Revenue (1 mil)	\$ 22,900.00
86	Franchise Fees	\$ 13,000.00
87	Total Lighting Income	\$ 36,400.00
88		
89	Section XIV.	
90	Lighting Fund Expenditures	\$ 36,400.00
91	Total Lighting Expenditures	\$ 36,400.00
92		
93	Section XV.	
94	Shared Sales Tax Revenue	\$ 295,300.00
95	Total Shared Sales Tax Income	\$ 295,300.00
96		
97	Section XVI.	
98	Shared Sales Tax Expenditures	\$ 263,100.00
99	Shared Sales Tax Debt Service	\$ 32,200.00
100	Total Shared Sales Tax Expenditures	\$ 295,300.00

102 Section XVII.

103 Public Works Revenue

\$ 335,500.00

104 **Total Public Work Income**

\$ 335,500.00

105

106 Section XVIII.

107 Public Works Expenditures

\$ 335,500.00

108 **Total Public Work Expenditures**

\$ 335,500.00

109

110

111 THIS ORDINANCE having been introduced by Alderman _____,

112 seconded by Alderman _____ on this _____ day of _____, 2020.

113

114 THIS ORDINANCE having been adopted on motion of Alderman _____,

115 seconded by Alderman _____.

116

117 Passed and adopted in Abita Springs, Louisiana on the _____ day of _____ 2020.

118

Vote was:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

Janet Dufrene, Town Clerk

Honorable Daniel J. Cutis, Mayor



Town of Abita Springs Short Term Rental Application

APPLICATIONS MUST BE COMPLETELY FILLED OUT.

-Office Use Only-

Accepted in Office By: _____

Date: _____ Time: _____

Permit #: _____

STR OWNER INFORMATION

Name: _____

Mailing Add.: _____

Phone: _____ Alternative #: _____

Email: _____

SHORT TERM RENTAL INFORMATION

Business Name: _____

STR Address: _____

STR Mailing: _____

Phone: _____

St. Tammany Parish Assessment #: _____ Zoning Classification: _____

MANDATORY DOCUMENT CHECKLIST

- Proof of Homestead Exemption (Residential Only)
- Fire Marshall Approval
- Proof of Ownership
- Site and Floorplan to include parking
- Certificate of Insurance
- Signage Approved by Historic Commission
- Acknowledgement Statement

I, _____, hereby certify that the above information is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for participating in short term rentals in the Town of Abita Springs.

Signature: _____

Date: _____