



PUBLIC COMMITTEE MEETING AGENDA

Tuesday, June 2, 2020 at 6:00PM

TOWN OF ABITA SPRINGS YOU TUBE CHANNEL

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FROM THE ABITA SPRINGS TOWN HALL

22161 LEVEL ST., ABITA SPRINGS, LA 70420

Posted: May 28, 2020 4:00pm

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

PLEDGE OF ALLEGIANCE: Alderman Saussy

FINANCE COMMITTEE:

Committee Chair: Alderwoman Contois

Committee Member: Mayor Pro Tem Murphy

Acceptance of Minutes (May)

1.) April 2020 Financial Report – Stacy Ludlow/Jay Hawkins

2.) A RESOLUTION LEVYING THE FOLLOWING MILLAGES ON THE 2020 TAX ROLL ON ALL PROPERTY SUBJECT TO TAXATION BY THE TOWN OF ABITA SPRINGS: GENERAL ALIMONY AT 7.420 MILS, PARKS/PLAYGROUNDS & STREET LIGHTS AT 2.830 MILS, AND STREET BONDS AT 5.00 MILS – Janet Dufrene

3.) Instrument 2020-006 AN ORDINANCE TO AMEND ORDINANCE #492 ADJUSTING THE OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE YEAR BEGINNING JANUARY 01, 2019 AND ENDING DECEMBER 31, 2019. -Jay Hawkins

GOVERNMENTAL COMMITTEE:

Committee Chair: Alderman Saussy

Committee Member: Mayor Pro Tem Murphy

Acceptance of Minutes (May)

1.) A RESOLUTION BY THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS SELECTING THE ST TAMMANY FARMER AS THE TOWN'S OFFICIAL JOURNAL – Dan Curtis

INFRASTRUCTURE COMMITTEE:

Committee Chair: Alderman Patterson

Committee Member: Alderman Saussy

Acceptance of Minutes (May)

1.) A RESOLUTION OF THE BOARD OF ALDERMAN OF THE TOWN OF ABITA SPRINGS INFORMING THE LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY OF ACTIONS TAKEN AS OUTLINED IN THE MWPP AND OTHER RELATED MATTERS - Pat Patterson

ECONOMIC DEVELOPMENT COMMITTEE:

Committee Chair: Alderwoman Randolph

Committee Member: Alderwoman Contois

Acceptance of Minutes (May)

ADJOURNMENT:

DUE TO CIRCUMSTANCES RELATED TO COVID-19, THE TOWN WILL BE LIVE STREAMING THE MEETING. THE AGENDA WILL BE READ ALOUD AFTER WHICH THERE WILL BE A THIRTY MINUTE PERIOD FOR COMMENTS. YOU MAY EMAIL COMMENTS BY GOING TO

WWW.TOWNOFABITASPRINGS.COM/COMMENTS

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		GENERAL	FUND		
SHEET #1	2020	EST	APR	APR %	General Fund Revenue Comments
Revenue	BUDGET	ANNUAL	ACTUAL	%	
Taxes-All	\$ 802.5	\$ 806.1	\$ 491.5	61.2%	
All other	\$ 921.8	\$ 1,035.1	\$ 209.0	22.7%	
Ttl Revenue	\$ 1,724.3	\$ 1,841.2	\$ 700.5	40.6%	
Expenses					
Salaries/Ben&Ret	\$ 337.7	\$ 363.2	\$ 118.6	35.1%	
Contractors	\$ 10.0	\$ 8.0	\$ 0.8	8.0%	
Clerk of Court	\$ 30.5	\$ 27.0	\$ 8.6	28.2%	
All Other	\$ 1,346.1	\$ 743.6	\$ 385.3	28.6%	
Total Expenses	\$ 1,724.3	\$ 1,141.8	\$ 513.3	29.8%	
Surplus/(Deficit)	\$ -	\$ 699.4	\$ 187.2		
SUMMARY		PUBLIC	WORKS		
SHEET #4	2020	EST	APR	APR %	
	BUDGET	ANNUAL	ACTUAL	%	
Revenue	\$ 592.5	\$ 392.5	\$ 170.5	28.8%	
Salary & Benefits	\$ 213.2	\$ 169.6	\$ 68.9	32.3%	
Operating Exps	\$ 302.2	\$ 99.6	\$ 81.0	26.8%	
Admin Expenses	\$ 77.1	\$ 46.4	\$ 4.9	6.4%	
Total Expenses	\$ 592.5	\$ 315.6	\$ 154.8	26.1%	
Surplus/(Deficit)	\$ -	\$ 76.9	\$ 15.7		
SUMMARY		SST FUND			
SHEET #7	2020	EST	APR	APR %	
	BUDGET	ANNUAL	ACTUAL	%	
Revenue	\$ 295.3	\$ 285.1	\$ 86.6	29.3%	
Operating Exp	\$ 213.4	\$ 50.9	\$ 9.8	4.6%	
Admin Exp	\$ 81.9	\$ 81.9	\$ 31.6	38.6%	
Total Exp	\$ 295.3	\$ 132.8	\$ 41.4	14.0%	
Surplus/(Deficit)	\$ -	\$ 152.3	\$ 45.2		

SUMMARY:		UTILITY	FUND		
SHEET #2	2020	EST	APR	APR %	Utility Fund Comments:
NATURAL GAS	BUDGET	ANNUAL	ACTUAL	%	
Revenue	\$ 577.7	\$ 581.0	\$ 231.8	40.1%	Revenue LOWER than 2019
Direct Expenses	\$ 385.3	\$ 374.4	\$ 122.2	31.7%	NG costs 41.5% of gas sales.
Operating Exps	\$ 24.3	\$ 26.1	\$ 10.2	42.0%	
Admin Expenses	\$ 147.7	\$ 95.2	\$ 32.0	21.7%	Costs lower than budgeted
Ttl Expenses	\$ 557.2	\$ 495.7	\$ 164.4	29.5%	
Surplus / (Deficit)	\$ 20.5	\$ 85.3	\$ 67.4		Surplus results not dependable long term.
WATER	2020	EST	APR	APR %	
	BUDGET	ANNUAL	ACTUAL	%	
Revenue	\$ 671.6	\$ 524.2	\$ 173.8	25.9%	
Direct Expenses	\$ 547.1	\$ 369.5	\$ 138.3	25.3%	
Operating Exps	\$ 24.3	\$ 26.1	\$ 10.2	42.0%	
Admin Expenses	\$ 147.7	\$ 95.2	\$ 32.0	21.7%	
Ttl Expenses	\$ 719.0	\$ 490.8	\$ 180.5	25.1%	
Surplus / (Deficit)	\$ (47.4)	\$ 33.4	\$ (6.7)		
SEWER	2020	EST	APR	APR %	
	BUDGET	ANNUAL	ACTUAL	%	
Revenue	\$ 3,361.4	\$ 599.6	\$ 215.9	6.4%	
Direct Expenses	\$ 2,858.2	\$ 334.5	\$ 132.9	4.6%	
Operating Exps	\$ 24.3	\$ 26.9	\$ 10.2	42.0%	
Admin Expenses	\$ 147.7	\$ 95.2	\$ 32.0	21.7%	
Ttl Expenses	\$ 3,030.1	\$ 456.6	\$ 175.1	5.8%	
Surplus / (Deficit)	\$ 331.3	\$ 143.0	\$ 40.8		
GARBAGE	2020	EST	APR	APR %	
	BUDGET	ANNUAL	ACTUAL	%	
Revenue	\$ 293.5	\$ 293.9	\$ 97.9	33.4%	
Direct Expenses	\$ 262.8	\$ 261.4	\$ 86.4	32.9%	
Admin Expenses	\$ 4.5	\$ 2.4	\$ 1.0	21.7%	
Ttl Expenses	\$ 267.3	\$ 263.8	\$ 87.4	32.7%	
Surplus / (Deficit)	\$ 26.2	\$ 30.1	\$ 10.5		

	2020	EST	YTD	YTD	
SUMMARY - U. F.	BUDGET	ANNUAL	MAR	%	
Revenue	\$ 4,904.2	\$ 1,998.7	\$ 719.4	14.7%	
Other Revenue	\$ 54.3	\$ 96.4	\$ 17.0	31.3%	
Total Revenue	\$ 4,958.5	\$ 2,095.1	\$ 736.4	14.9%	
Expenses	\$ 4,573.7	\$ 1,707.0	\$ 607.4	13.3%	
Debt Svc	\$ 384.8		\$ -		
Total Expenses	\$ 4,958.5	\$ 1,707.0	\$ 607.4	12.2%	
Net Surplus / (Deficit)	\$ 0.0	\$ 388.1	\$ 129.0		

Town of Abita Springs



**MAYOR
DANIEL J. CURTIS**

RESOLUTION

BE IT RESOLVED, that the following millages are hereby levied on the 2020 tax roll on all property subject to taxation by the Town of Abita Springs:

	<u>MILLAGE</u>	
General Alimony (Abita Springs) T [op]	5048001	7.42 mils
Parks/Playgrounds & Street Lights	5048006	2.83 mils
Bonds – Water, Sewer, Streets	5048007	5.00 mils

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of St. Tammany, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2020, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full; Alderman _____ moved to adopt, seconded by Alderman _____, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:
NAYS:
ABSTAINED:
ABSENT:

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on June 16, 2020, at which meeting a quorum was present and voting.

Abita Springs, Louisiana, this 16th day of June 2020.

Janet Dufrene, Town Clerk

Town of Abita Springs



**MAYOR
DANIEL J. CURTIS**

INSTRUMENT 2020-006

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY ALDERMAN PATTERSON, SECONDED BY ALDERMAN CONTOIS, MOVED FOR ADOPTION BY ALDERMAN _____, AND SECONDED FOR ADOPTION BY ALDERMAN _____.

AN ORDINANCE AMENDING ORDINANCE #492 OF THE TOWN OF ABITA SPRING ADOPTING AN OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE YEAR BEGINNING JANUARY 01, 2019 AND ENDING DECEMBER 31, 2019, ADJUSTMENT TO SECTIONS X., XIII., XIV., AND XVI. AND TO PROVIDE FOR RELATED MATTERS.

BE IT ORDAINED by the Board of Aldermen of the Town of Abita Springs that Budget Ordinance No. 492 for fiscal year 2019 is hereby amended in that budget adjustment regarding the Sections as set forth hereinafter be adopted for the 2019 Fiscal Year Budget.

IT IS FURTHER ORDAINED, that in Section X. that the figures be changed to read as follows:

- On page 2, line 70, delete the dollar amount "\$54,455.00" and in lieu thereof insert "\$16,010.00."

IT IS FURTHER ORDAINED, that in Section X. that the figures be changed to read as follows:

- On page 2, line 72, delete the dollar amount "\$54,455.00" and in lieu thereof insert "\$16,010.00."

IT IS FURTHER ORDAINED, that in Section XIII. that the figures be changed to read as follows:

- On page 2, line 83, delete the dollar amount "\$46,015.00" and in lieu thereof insert "\$68,443.00."

IT IS FURTHER ORDAINED, that in Section XIII. that the figures be changed to read as follows:

- On page 2, line 84, delete the dollar amount "\$46,015.00" and in lieu thereof insert "\$68,443.00."

IT IS FURTHER ORDAINED, that in Section XIV. that the figures be changed to read as follows:

- On page 2, line 87, delete the dollar amount "\$26,012.00" and in lieu thereof insert "\$29,758.00."

IT IS FURTHER ORDAINED, that in Section XIV. that the figures be changed to read as follows:

- On page 2, line 88, delete the dollar amount "\$26,012.00" and in lieu thereof insert "\$29,758.00."

IT IS FURTHER ORDAINED, that in Section XVI. that the figures be changed to read as follows:

- On page 2, line 95, delete the dollar amount "\$305,150.00" and in lieu thereof insert "\$235,049.00."

IT IS FURTHER ORDAINED, that in Section XVI. that the figures be changed to read as follows:

- On page 2, line 97, delete the dollar amount "\$305,150.00" and in lieu thereof insert "\$235,049.00."

NOW THEREFORE BE IT ORDAINED, that in all other respects Ordinance #492 remains in full force and effect.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:
NAYS:
ABSENT:
ABSTENTIONS:

And this Ordinance was declared adopted this ____ day of _____, 2020.

Janet Dufrene, Town Clerk

Honorable Daniel J. Curtis, Mayor



Ordinance #492

An Ordinance Adopting an Operating Budget of Revenue and Expenditures for the Year Beginning January 1, 2019 and Ending December 31, 2019

1
2
3
4
5
6

7 **BE IT ORDAINED**, by the Mayor and Board of Aldermen of the Town of Abita Springs, State of
8 Louisiana, in general session convened that:
9 Section I. The attached estimate of revenues for the year beginning January 01, 2019 and ending
10 December 31, 2019 be and the same is hereby adopted to serve as an operating budget of revenues for the
11 Town of Abita Springs during the same period.
12 Section II. The attached estimates of the expenditures for the year beginning January 01, 2019 and ending
13 December 31, 2019 serve as a budget of expenditures for the Town of Abita Springs during the same period.
14 Section III. The adoption of this operating budget of expenditures be and this hereby to operate as an
15 appropriation of the amount therein set forth within the terms of the budget classification.
16 Section IV. Amounts are available for expenditures only to the extent included within the 2019 budget.
17 Notwithstanding any language to the contrary, the sum appropriated herein for health benefits coverage for Town
18 Employees shall be governed by the following regulations:
19 1.) Each employee shall contribute \$100.00 per month for the coverage of their spouse or 10% of the costs
20 of such coverage whichever amount is greater.
21 2.) Each employee shall contribute \$150.00 per month for the coverage of their family or 10% of the costs
22 of such coverage whichever amount is greater.
23 3.) There shall be a \$100.00 surcharge per month for spouse/family coverage which could otherwise be
24 obtained from the employer of the spouse of the Town employee.
25 All expenditures for the purpose of employee health care benefits contained in this budget shall comply
26 with the above regulations.
27 No appropriation shall be made pursuant to this budget which provides for greater than 3% for any
28 salary increase of any employee of the Town.
29 Any line item appropriation that is required to be changed due to the above amendments
30 being adopted shall be done as provided by Sec 2-109(8) of the Abita Springs Code of Ordinances.
31 Section V. The Mayor may authorize transfer between line items of expenditures within a function or department,
32 provided that such transfers shall not exceed 10% of the total department budget. The Council shall be notified in
33 writing by the Mayor of aforesaid transfers exceeding 5%. All other budget adjustments must be approved by the
34 Mayor and Council as a whole.

35

36 Section VI.		2019
37 Taxes, Licenses & Permits	\$	805,100.00
38 Fees, Interest Rental, Inspection, Culvert	\$	71,150.00
39 Tickets and Fines	\$	85,000.00
40 Misc. Income	\$	24,503.00
41 Grants	\$	35,000.00
42 Museum	\$	35,000.00
43 Total General Fund Income	\$	1,055,753.00

44		
45	Section VII.	
46	Law Enforcement Expenditures	\$ 293,200.00
47	Clerk of Court	\$ 63,567.00
48	Parks and Recreations	\$ 11,400.00
49	General Government Expenditures	\$ 607,586.00
50	Museum Expenses	\$ 35,000.00
51	Grant Expenditures	\$ 45,000.00
52	Total General Fund Expenditures	<u>\$ 1,055,753.00</u>
53		
54	Section VIII.	
55	Gas, Water, Sewer & Garbage Sales	\$ 2,176,280.00
56	Fees & Interest & Rental	\$ -
57	Utility Fund Income	<u>\$ 2,176,280.00</u>
58		
59	Section IX.	
60	Utility Gen & Admin Expenditures	\$ 521,472.00
61	Utility Garbage Expenditures	\$ 227,563.00
62	Utility Sewer System Expenditures	\$ 436,697.00
63	Utility Gas System Expenditures	\$ 214,670.00
64	Utility Water System Expenditures	\$ 213,878.00
65	Debt Service	\$ 336,000.00
66	Gas Purchase	\$ 226,000.00
67	Total Utility Expenditures	<u>\$ 2,176,280.00</u>
68		
69	Section X.	
70	Cemetery Revenue	\$ 54,455.00
71	Use of Fund Balance	
72	Total Cemetery Income	<u>\$ 54,455.00</u>
73		
74	Section XI.	
75	Cemetery Expenditures	\$ 54,455.00
76	Total Cemetery Expenditures	<u>\$ 54,455.00</u>
77		
78	Section XII.	
79	Special Revenue Parks	\$ 46,015.00
80	Total Parks and Recreation Income	<u>\$ 46,015.00</u>
81		
82	Section XIII.	
83	Parks and Recreation Expenditures	\$ 46,015.00
84	Total Parks and Recreation Expenditures	<u>\$ 46,015.00</u>
85		
86	Section XIV.	
87	Special Revenue Lighting	\$ 26,012.00
88	Total Lighting Income	<u>\$ 26,012.00</u>
89		
90	Section XV.	
91	Lighting Expenditures	\$ 26,012.00
92	Total Lighting Expenditures	<u>\$ 26,012.00</u>
93		
94	Section XVI.	
95	Sales Tax Revenue	\$ 305,150.00
96	Use of 2014 Fund Balance	\$ -
97	Total Shared Sales Tax Income	<u>\$ 305,150.00</u>
98		
99	Section XVII.	
100	Professional Services	\$ -
101	Capital Outlay	\$ 85,000.00
102	Street Repairs	\$ 166,050.00

103 Use of 2014 Fund Balance	\$	-
104 Transfers to Debt Service Fund	\$	54,100.00
105 Total Shared Sales Tax Expenditures	\$	305,150.00
106		
107 Section XVIII.		
108 Sales Tax Revenue	\$	320,000.00
109 Total Public Work Income	\$	320,000.00
110		
111 Section XIX.		
112 Salaries & Benefits	\$	127,620.00
113 Telephone	\$	3,500.00
114 Auto Gas	\$	11,000.00
115 Insurance	\$	45,000.00
116 Street Repairs	\$	3,000.00
117 General Expenditures	\$	66,480.00
118 Accounting & Auditing	\$	12,000.00
119 Land Lease	\$	11,100.00
120 Garbage Dumpster Disposal	\$	1,200.00
121 Equipment Repair	\$	2,000.00
122 Hazardous Trees	\$	12,000.00
123 Structure	\$	21,600.00
124 Uniforms	\$	3,500.00
125 Total Public Work Expenditures	\$	320,000.00
126		
127 Section XX.		
128 Proceeds from DEQ	\$	2,000,000.00
129 Total Sewer Project Fund Income	\$	2,000,000.00
130		
131 Section XXI.		
132 Professional Fees	\$	71,795.00
133 Capital Outlay-Repair /GIS	\$	928,205.00
134 Contract Cost - Sleeving	\$	1,000,000.00
135 Total Sewer Project Fund Expenditures	\$	2,000,000.00
136		
137 THIS ORDINANCE having been introduced by Alderman Blich Welliver,		
138 seconded by Alderman Kilpatrick-Harper on this 27th day of November, 2018.		
139 THIS ORDINANCE having been adopted on motion of Alderman Murphy,		
140 seconded by Alderman Patterson.		
141		
142 Passed and adopted at Abita Springs, Louisiana on the 22nd day of January 2019.		

Vote was:

YEAS: 5, Aldermen Contois, Murphy, Patteson, Randolph, and Saussy

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Kathy Armand, Town Clerk

Daniel J. Cutis, Mayor

Town of Abita Springs



**MAYOR
DANIEL J. CURTIS**

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS SELECTING THE ST TAMMANY FARMER AS THE TOWN'S OFFICIAL JOURNAL

WHEREAS, the Board of Aldermen of the Town of Abita Springs shall select a newspaper as the Town's Official Journal at their first meeting in June of each year; and

WHEREAS, qualifying newspapers shall have been published in an office physically located in the parish in which the body is located for a period of five years preceding the selection; and

WHEREAS, The St. Tammany Farmer is the sole newspaper with its primary office physically located in St. Tammany Parish for the five years preceding the date of this resolution; and

THEREFORE, BE IT RESOLVED, by the Board of Aldermen of the Town of Abita Springs, selection is made of The St. Tammany Farmer as the Town's Official Journal for the term commencing June 16, 2020 until the first regular meeting of the Board of Alderman in June 2021.

The resolution having been adopted on motion of Alderman _____, seconded by Alderman _____; the vote was as follows:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this ____ day of _____, 2020.

ATTEST

Janet Dufrene, Town Clerk

Res – Official Journal 2020

June 1, 2020

Ms. Leanne Schaefer
Director of Intergovernmental Affairs
Town of Abita Springs
P.O. Box 461
Abita Springs, LA 70420

Dear Ms. Schaefer:

We are happy to serve as the Official Journal for the Town of Abita Springs for the period of July 1, 2020 through June 30, 2021.

The *St. Tammany Farmer* meets all requirements to serve as an official journal, as specified under Louisiana R.S. 43:142, Qualifications of Newspaper.

The rate to be charged shall be \$4.62 per column inch, which includes the cost of one affidavit. All tear sheets will be system printed for free along with the affidavit. If you require a tear sheet from the printed publication the cost will be \$3.00 per tear sheet.

Also included at no additional cost is the posting of the Town of Abita Springs notices online. The postings can be accessed through the *St. Tammany Farmer* website (sttammanyfarmer.net/public-notices) or directly at publicnoticeads.com.

Thank you for the opportunity to respond to the bid request.

Sincerely,

Joy Newman
Classified Director
The Advocate
Baton Rouge – New Orleans – Acadiana
jnewman@theadvocate.com

2017-2018 \$2.45
2018-2019 \$3.85

Town of Abita Springs



**MAYOR
DANIEL J. CURTIS**

**A RESOLUTION OF THE BOARD OF ALDERMAN OF THE TOWN OF ABITA SPRINGS INFORMING
THE LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY OF ACTIONS TAKEN AS
OUTLINED IN THE MWPP AND TO PROVIDE FOR OTHER RELATED MATTERS**

WHEREAS, the Town of Abita Springs informs the Louisiana Department of Environmental Quality that no actions were required or taken by the Board of Alderman.

WHEREAS, the Town of Abita Springs is in receipt of the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this resolution.

WHEREAS, the report set forth no specific actions to maintain permit requirements contained in the Louisiana Pollution Discharge Elimination System (LPDES) permit number LA 0032352.

NOW THEREFORE BE IT RESOLVED, that the Town of Abita Springs Board of Alderman does hereby acknowledge receipt of the Municipal Water Pollution Prevention Environmental Audit Report wherein no problems were identified.

This resolution adopted on a motion of Alderman _____, seconded by Alderman _____
on the ____ day of _____ 2020.

Vote was:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

Attest:

Janet Dufrene, Town Clerk

Honorable Daniel J. Curtis, Mayor