



**PUBLIC COMMITTEE MEETING AGENDA  
Tuesday, December 6, 2022 at 6:00PM  
Abita Springs Town Hall  
22161 Level St., Abita Springs, LA 70420**

**Posted:** December 2, 2022 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: Alderman Contois  
Committee Member: Mayor Pro Tem Murphy  
Acceptance of Minutes (November)

- 1.) October Financial Report
- 2.) Discussion of Instrument 2022-011, **AN ORDINANCE TO ESTABLISH THE TOWN OF ABITA SPRINGS OPERATING BUDGET OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023.**

**GOVERNMENTAL COMMITTEE:**

Committee Chair: Alderman Saussy  
Committee Member: Mayor Pro Tem Murphy  
Acceptance of Minutes (November)

- 1.) Discussion of Instrument 2022-012, **AN ORDINANCE OF THE ABITA SPRINGS BOARD OF ALDERMEN TO AMEND THE CODE OF ORDINANCES, SECTION 2-102 RELATIVE TO THE BOARD OF ALDERMEN AND SPECIAL COMMITTEES, AND SECTION 2-103 REGULAR MEETINGS; TIME AND PLACE; MEETINGS WHICH FALL ON HOLIDAYS AND TO PROVIDE FOR RELATED MATTERS.**

**INFRASTRUCTURE COMMITTEE:**

Committee Chair: Alderman Patterson  
Committee Member: Alderman Saussy  
Acceptance of Minutes (November)

**ECONOMIC DEVELOPMENT COMMITTEE:**

Committee Chair: Alderwoman Randolph  
Committee Member: Alderwoman Contois  
Acceptance of Minutes (November)

**OPEN/ADJOURNMENT:**

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



**MAYOR  
DANIEL J. CURTIS**

**INSTRUMENT 2022-011**

**AN ORDINANCE ADOPTING AN OPERATING BUDGET OF  
REVENUE AND EXPENDITURES FOR THE YEAR BEGINNING  
JANUARY 1, 2023, AND ENDING DECEMBER 31, 2023.**

**BE IT ORDAINED, by the Mayor and Board of Aldermen of the Town of Abita Springs, State of Louisiana, in general session convened that:**

Section I. The attached estimate of revenues for the year beginning January 1, 2023 and ending December 31, 2023, be and the same is hereby adopted to serve as an operating budget of revenues for the Town of Abita Springs during the same period.

Section II. The attached estimates of the expenditures for the year beginning January 1, 2023 and ending December 31, 2023, serve as a budget of expenditures for the Town of Abita Springs during the same period.

Section III. The adoption of this operating budget of expenditures be and this hereby to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Section IV. The Mayor may authorize transfers between line items of expenditures within the function or department, provided that such transfers shall not exceed 10% of the total department budget. Other budget adjustments shall only be authorized by the Mayor and the Council as a whole provided that such transfers shall not exceed 10% of the total department budget.

Section V.	<b>2023</b>
General Fund Revenue	1,398,900.00
Grant Income	372,800.00
Emergency Reimbursement	<u>                    </u>
<b>Total General Fund Income</b>	<b>1,771,700.00</b>

Section VI.	
General Fund Expenditures	1,398,900.00
Grant Expenditures	<u>372,800.00</u>
<b>Total General Fund Expenditures</b>	<b>1,771,700.00</b>

Section VII.	
Utility Fund Revenue	3,789,300.00
DEQ Loan Proceeds	<u>600,000.00</u>
<b>Utility Fund Income</b>	<b>4,389,300.00</b>

Section VIII.	
Utility Fund Expenditures	3,405,900.00
DEQ Rehabilitation Loan Expenditures	600,000.00
Utility Fund Debt Service Expenditures	<u>383,000.00</u>
<b>Total Utility Fund Expenditures</b>	<b>4,389,300.00</b>

Section IX.	
Cemetery Revenue	<u>32,400.00</u>
<b>Total Cemetery Income</b>	<b>32,400.00</b>

Section X.	
Cemetery Expenditures	<u>32,400.00</u>
<b>Total Cemetery Expenditures</b>	<b>32,400.00</b>

56	Section XI.	
57	Parks & Recreation Fund Revenue	100,000.00
58	2 mil Ad Valorem Revenue	<u>52,500.00</u>
59	<b>Total Parks &amp; Recreation Income</b>	<b>152,500.00</b>
60		
61	Section XII.	
62	Parks & Recreation Expenditures	<u>152,500.00</u>
63	<b>Total Parks &amp; Recreation Expenditures</b>	<b>152,500.00</b>
64		
65	Section XIII.	
66	Lighting Fund 1 mil Ad Valorem Revenue	26,300.00
67	Transfer for General Fund	<u>7,200.00</u>
68	<b>Total Lighting Income</b>	<b>33,500.00</b>
69		
70	Section XIV.	
71	Lighting Fund Expenditures	<u>33,500.00</u>
72	<b>Total Lighting Fund Expenditures</b>	<b>33,500.00</b>
73		
74	Section XV.	
75	Shared Sales Tax Revenue	<u>404,000.00</u>
76	<b>Total Shared Sales Tax Income</b>	<b>404,000.00</b>
77		
78	Section XVI.	
79	Shared Sales Tax Expenditures	<u>404,000.00</u>
80	<b>Total Shared Sales Tax Expenditures</b>	<b>404,000.00</b>
81		
82	Section XVII.	
83	General Obligation Bond	250,000.00
84	Public Works Revenue	<u>565,100.00</u>
85	<b>Total Public Works Income</b>	<b>815,100.00</b>
86		
87	Section XVIII.	
88	Debt Service	8,500.00
89	Street Repairs	250,000.00
90	Public Works Expenditures	<u>556,600.00</u>
91	<b>Total Public Works Expenditures</b>	<b>815,100.00</b>
92		
93		

94 **THIS ORDINANCE** having been introduce by Alderman \_\_\_\_\_, seconded by  
95 **Alderman** \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
96 **THIS ORDINANCE** having been adopted on motion of Alderman \_\_\_\_\_, seconded  
97 **by Alderman** \_\_\_\_\_. Passed and adopted at Abita Springs, Louisiana on the \_\_\_\_  
98 **day of** \_\_\_\_\_ 20\_\_.

100 AYES:

101 NAYS:

102 ABSTENTIONS:

103 ABSENT:

104

105

106

107 \_\_\_\_\_  
Janet Dufrene, Town Clerk

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\_\_\_\_\_   
Honorable Daniel J. Curtis, Mayor



1  
2  
3  
4 **AMENDMENT TO INSTRUMENT 2022-011**

5 **AN AMENDMENT TO INSTRUMENT 2022-011, ESTABLISHING AN OPERATING BUDGET OF REVENUE AND**  
6 **EXPENDITURES FOR THE YEAR BEGINNING JANUARY 01, 2023 AND ENDING DECEMBER 31, 2023,**  
7 **ADJUSTMENT TO SECTIONS V. THROUGH XVIII.**

8  
9 **BE IT ORDAINED** by the Board of Aldermen of the Town of Abita Springs that Budget  
10 Instrument 2022-011 for fiscal year 2023 is hereby amended as follows:

11  
12 That Section V. through Section XVII. Is deleted and in lieu thereof, the following words  
13 and numbers be inserted to read as follows:

14  
15 **Section V. General Fund**

16	General Fund Revenue	\$1,351,800.00
17	Grant Income	\$581,500.00
18	Emergency Reimbursement	\$485,000.00
19	General Obligation Bond Fund Balance	\$265,400.00
20	<b>Total General Fund Income</b>	<b>\$2,683,700.00</b>

21  
22 **Section VI. General Fund**

23	General Fund Expenditures	\$1,944,300.00
24	Grant Expenditures	\$739,400.00
25	<b>Total General Fund Expenditures</b>	<b>\$2,683,700.00</b>

26  
27 **Section VII. Utility Fund**

28	Utility Fund Revenue	\$2,217,100.00
29	DEQ Loan Proceeds	\$480,000.00
30	Grant Proceeds	\$14,400.00
31	General Obligation Bond Fund Balance	\$193,000.00
32	Water Sector Program Funds	\$1,700,000.00
33	<b>Utility Fund Income</b>	<b>\$4,604,500.00</b>

34  
35 **Section VIII. Utility Fund**

36	Utility Fund Expenditures	\$1,944,500.00
37	DEQ Rehabilitation Loan Expenditures	\$2,300,000.00
38	Utility Fund Debt Service Expenditures	\$360,000.00
39	<b>Total Utility Expenditures</b>	<b>\$4,604,500.00</b>

40  
41 **Section IX. Cemetery Fund**

42	Cemetery Revenue	\$32,400.00
43	Fund Balance Capital Outlay	\$21,000.00
44	<b>Total Cemetery Income</b>	<b>\$53,400.00</b>

45  
46 **Section X. Cemetery Fund**

47	Cemetery Expenditures	\$17,400.00
48	Capital Improvements	\$36,000.00
49	<b>Total Cemetery Expenditures</b>	<b>\$53,400.00</b>

50  
51 **Section XI. Parks & Recreation**

52	Parks & Recreation Fund Revenue	\$108,000.00
53	2 mil Ad Valorem Revenue	\$52,500.00
54	Fund Balance Capital Outlay	\$24,800.00
55	<b>Total Parks and Recreation Income</b>	<b>\$185,300.00</b>

56  
57 **Section XII. Parks & Recreation**

58	Parks and Recreation Capital Outlay	\$50,000.00
59	Parks and Recreation Expenditures	\$135,300.00
60	<b>Total Parks and Recreation Expenditures</b>	<b>\$185,300.00</b>

61		
62	<b>Section XIII. Lighting Fund</b>	
63	1 mil Ad Valorem Revenue	\$26,300.00
64	Transfer from General Fund	<u>\$7,200.00</u>
65	<b>Total Lighting Income</b>	<b>\$33,500.00</b>
66		
67	<b>Section XIV. Lighting Fund</b>	
68	Lighting Fund Expenditures	<u>\$33,500.00</u>
69	<b>Total Lighting Expenditures</b>	<b>\$33,500.00</b>
70		
71	<b>Section XV. Shared Sales Tax Fund</b>	
72	Shared Sales Tax Revenue	\$450,000.00
73	Other Revenue	\$400.00
74	Burvant STP	\$300,000.00
75	Burvant STPSB	\$135,700.00
76	General Obligation Fund Balance Roads	\$250,000.00
77	Shared Sales Tax Fund Balance	<u>\$150,000.00</u>
78	<b>Total Shared Sales Tax Income</b>	<b>\$1,286,100.00</b>
79		
80	<b>Section XVI. Shared Sales Tax Fund</b>	
81	Shared Sales Tax Expenditures	\$89,800.00
82	Burvant Street Project	\$840,200.00
83	Other Street Projects	\$250,000.00
84	Shared Sales Tax Debt Service	<u>\$106,100.00</u>
85	<b>Total Shared Sales Tax Expenditures</b>	<b>\$1,286,100.00</b>
86		
87	<b>Section VII. Public Works Fund</b>	
88	Public Works Revenue Sales tax	\$533,300.00
89	Public Works Revenue Other	<u>\$22,800.00</u>
90	<b>Total Public Work Income</b>	<b>\$556,100.00</b>
91		
92	<b>Section VIII. Public Works Fund</b>	
93	Public Works Expenditures	<u>\$556,100.00</u>
94	<b>Total Public Work Expenditures</b>	<b>\$556,100.00</b>

95  
96 The Amendment moved for adoption by Aldermen \_\_\_\_\_, seconded by Aldermen  
97 \_\_\_\_\_; then being submitted to a vote, the vote thereon was as follows:

98  
99 AYES:  
100 NAYS:  
101 ABSENT:  
102 ABSTENTIONS:

103  
104  
105 And this Ordinance was declared adopted this , day of December 2022.

106  
107  
108  
109 \_\_\_\_\_  
110 Janet Dufrene, Town Clerk

\_\_\_\_\_   
Honorable Daniel J. Curtis, Mayor

# BUDGET MESSAGE

Attached is the balanced 2023 Operating Budget for the Town of Abita Springs. The proposed budget reflects anticipated revenues and expenditures for the town Government for the 2023 fiscal year beginning January 1, 2023, through December 31, 2023.

The total budget for 2023 is as follows:

General Fund	\$	\$2,683,700
Utility Fund	\$	\$4,604,500
Cemetery Fund	\$	\$53,400
Parks Fund	\$	\$185,300
Lighting Fund	\$	\$33,500
Shared Sales Tax Fund	\$	\$1,286,100
Public Works Fund	\$	\$556,100
	\$	<b>9,404,600.00</b>

The Budget is divided into the above specified funds and includes revenues and expenditures that are estimated for the 2020 calendar year for each fund, as well as a further explanation of projections and use. Besides the towns' normal revenue sources of Ad Valorem Taxes, Sales Taxes, Franchise Taxes and other sources, the projected budget of \$9,404,600 includes funds received in October 2019 from voter approval in November, 2019 of General Obligation Bonds (\$708,400). The Budget for 2023 also includes expenditures for the rehabilitation of the town's sewer system. All of these projects will be monitored with revenue and expenditures allocated to each project.

Attached is an additional statement restating figures in an alternate format as required by Act 966 by the 2010 Louisiana Legislative Regular Session effective January 1, 2011. Said Act specifically states in Section (2)(a) that such statement shall "include a clearly presented side-by-side detailed comparison of such information for the current year, including the fund balances at the beginning of the year, year-to-date actual receipts and revenue received, and estimates of all receipts and revenues to be received for the remainder of the year; estimated and actual revenues itemized by source: year to date actual expenditures and estimates of all expenditures' to be made for the remainder of the year itemized by sources. All the above-referenced requirements are met by the attachment. This statement is mandated by law.

## **2023 REVENUE**

### **General Fund:**

The revenue for this fund includes funds for several Grant projects including the Recreational Trails and Trace Lighting Grants (\$581,500) Emergency Reimbursement for work done during Hurricane Ida (\$485,000) and a Fund Balance drawn from the General Obligation Bond (\$265,400). The remaining income (\$1,351,800) includes Ad Valorem taxes (\$400,900), Franchise Fees (\$125,000), and Sales Tax (\$533,300). This fund accounts for 28.5% of the revenue for the town.

**Utility Fund:**

This fund includes revenues from the sales of gas, water, and sewer services as well as installations of new service. The Budget for 2023 includes Utility Revenues of \$2,217,100, DEQ Loan Proceeds of \$480,000 Grant Proceeds of \$14,400 and General Obligation Bond fund balance of \$193,000. We are also expecting to receive funding through the Water Sector Program and have budgeted to see revenues of \$1,700,000 from this program. Expenditures include the remaining expenses for the Sewer Lift Station Rehabilitation and the Sewer Plant Rehabilitation of \$2,300,000 and debt service payments of \$360,000. This fund accounts for 49% of the revenue for the town.

**Public Works:**

Most of the revenue from this fund comes from Sales Tax. The revenue in this fund is used for regular Public Works projects and maintenance. This fund also includes a line item to begin purchasing adjudicated and vacant property in town limits that are identified as being crucial for drainage, parks & recreation, utilities or municipal uses.

**Shared Sales Tax:**

The purpose of this fund is to provide revenue for repair of roads and drainage within the town. Revenue is projected at \$1,286,100 which includes \$450,000 in Shared Sales Tax. We also expect funds from other parish entities to help with the cost of the Burvant Street Project. We have budgeted to use \$150,000 of the General Obligation Bond Fund Balance towards this project. We have also budgeted \$250,000 of General Obligation Bond funds to be used in other road improvement projects. Expenditures also include repair and leasing of equipment needed to fulfill the mission of the fund.

**CEMETERY**

Revenue includes plot sales at \$1200 per plot. A fund balance from the Cemetery Fund will be used for capital improvements. These improvements include improving drainage, sidewalks and repairing the Mausoleum.

**PARK and RECREATION:**

This fund includes several different budget categories. The Art & Farmers Market, Trailhead Museum, Rentals of the park and structures in the park and dedicated Ad Valorem. Expenditures include those events held at the park, museum and farmers market expenses, repair & maintenance of park facilities, capital projects at the park, etc.

**STREET LIGHTING FUND**

The projected expense for Street Lights is \$33,500.00 with projected revenue of \$26,300.00 from Ad Valorem Taxes. We have allocated the first quarter Franchise Fee from CLECO to make up the difference in the amount of \$7,200.

<b>GENERAL FUND</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
<b>REVENUE</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>PERMIT &amp; LICENSE REVENUE</b>				
Alcohol Permits	\$ 3.3	\$ 2.6	\$ 2.7	\$ 5.0
Building Inspections	\$ 35.3	\$ 20.0	\$ 34.3	\$ 20.0
Building Permits	\$ 19.1	\$ 7.5	\$ 25.0	\$ 20.0
Building Plan Reviews	\$ -	\$ -	\$ -	\$ 5.0
Contractor License Fees	\$ 9.0	\$ 3.1	\$ 11.3	\$ 8.2
Drainage Permits/Inspections	\$ -	\$ -	\$ -	\$ 2.3
Insurance Company License Fees	\$ 98.6	\$ 102.0	\$ 104.3	\$ 100.2
Occupational License Fees	\$ 39.2	\$ 45.0	\$ 43.2	\$ 40.7
Short Term Rental Fees	\$ 1.4	\$ 1.5	\$ 1.4	\$ 1.4
<b>SUB TOTAL PERMITS &amp; LICENSES</b>	<b>\$ 205.9</b>	<b>\$ 181.7</b>	<b>\$ 222.2</b>	<b>\$ 202.8</b>
% of Total Revenue	<b>14.8%</b>	<b>7.5%</b>	<b>10.5%</b>	<b>7.6%</b>
<b>TAX REVENUE</b>				
Ad Valorem Taxes (100%)	\$ 381.6	\$ 379.3	\$ 392.6	\$ 400.9
Beer Distribution Tax	\$ 4.8	\$ 6.8	\$ 5.5	\$ 5.5
Franchise Fee Tax	\$ 110.4	\$ 110.0	\$ 110.1	\$ 125.0
Sales Tax	\$ 354.8	\$ 345.0	\$ 422.9	\$ 400.0
Sales Tax - Marshal	\$ 118.2	\$ 115.0	\$ 140.8	\$ 133.3
<b>SUB TOTAL TAXES</b>	<b>\$ 969.8</b>	<b>\$ 956.1</b>	<b>\$ 1,071.9</b>	<b>\$ 1,064.7</b>
% of Total Revenue	<b>69.8%</b>	<b>39.7%</b>	<b>50.7%</b>	<b>39.7%</b>
<b>FINES &amp; FEES REVENUE</b>				
Citation Fines & Fees	\$ 27.8	\$ 40.0	\$ 22.8	\$ 40.0
Instrument Recording Fees	\$ 0.8	\$ 3.0	\$ 1.5	\$ 1.0
<b>SUBTOTAL FINES &amp; FEES</b>	<b>\$ 28.6</b>	<b>\$ 43.0</b>	<b>\$ 24.3</b>	<b>\$ 41.0</b>
% of Total Revenue	<b>2.1%</b>	<b>1.8%</b>	<b>1.1%</b>	<b>1.5%</b>
<b>RENTAL REVENUE</b>				
Town Hall Rental Income	\$ 3.9	\$ 12.0	\$ 14.9	\$ 25.0
<del>Town Hall Cleanup (2022 Included in Rental)</del>	<del>\$ —</del>	<del>\$ 10.8</del>	<del>\$ —</del>	<del>\$ —</del>
<del>Cell Tower Rental</del>	<del>\$ 6.5</del>	<del>\$ —</del>	<del>\$ —</del>	<del>\$ —</del>
<b>SUB TOTAL RENTAL REVENUE</b>	<b>\$ 3.9</b>	<b>\$ 22.8</b>	<b>\$ 14.9</b>	<b>\$ 25.0</b>
% of Total Revenue	<b>0.3%</b>	<b>0.9%</b>	<b>0.7%</b>	<b>0.9%</b>
<b>GRANTS &amp; REIMBURSEMENTS</b>				
Grant - Records Room	\$ -	\$ 26.0	\$ 26.0	\$ -
Grant - Sidewalk	\$ -	\$ 87.8	\$ -	\$ 180.0
Grant - Trace Lighting	\$ -	\$ 285.0	\$ -	\$ 401.5
Hurricane Ida Reimbursement (Fund Forward)	\$ -	\$ 602.0	\$ 602.0	\$ 485.0
Insurance Reimbursement	\$ 21.0	\$ 125.0	\$ 125.3	\$ -
<b>SUB TOTAL GRANTS &amp; REIMBURSEMENTS</b>	<b>\$ 21.0</b>	<b>\$ 1,125.8</b>	<b>\$ 753.3</b>	<b>\$ 1,066.5</b>
% of Total Revenue	<b>1.5%</b>	<b>46.7%</b>	<b>35.6%</b>	<b>39.7%</b>
<b>EVENTS &amp; OTHER REVENUE</b>				
Advertisement Income	\$ 0.4	\$ 0.3	\$ 1.3	\$ 0.3
Halloween Block Party Donations	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 1.6	\$ 8.0	\$ 17.0	\$ 10.0
Miscellaneous Income	\$ 2.9	\$ 3.0	\$ 6.2	\$ 3.0
Push Mow Parade Income	\$ -	\$ -	\$ -	\$ 2.0
STMA Meeting Donations	\$ 3.1	\$ 3.0	\$ 3.1	\$ 3.0
Town Hall Renovation	\$ -	\$ -	\$ -	\$ -
Town Hall Renovation (GOB Funds)	\$ 145.7	\$ 66.6	\$ 0.2	\$ 265.4



Cell Tower Rental (Moved Utilities)	\$ 6.5	\$ —	\$ —	\$ —
<b>SUB TOTAL EVENTS &amp; OTHER REVENUE</b>	<b>\$ 160.2</b>	<b>\$ 80.9</b>	<b>\$ 27.8</b>	<b>\$ 283.7</b>
% of Total Revenue	11.5%	3.4%	1.3%	10.6%
<b>TOTAL REVENUE</b>	<b>\$ 1,389.4</b>	<b>\$ 2,410.3</b>	<b>\$ 2,114.4</b>	<b>\$ 2,683.7</b>
	100.0%	100.0%	100.0%	100.0%
	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
<b>EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>OFFICE SALARIES &amp; BENEFITS</b>				
Salaries - Office	\$ 236.0	\$ 252.0	\$ 260.1	\$ 266.5
Benefits & Insurance - Office	\$ 52.0	\$ 60.0	\$ 66.3	\$ 59.1
Retirement - Office	\$ 44.9	\$ 53.0	\$ 54.3	\$ 48.0
Payroll Taxes - Office	\$ 8.3	\$ 9.8	\$ 8.5	\$ 11.2
Clerical Compensation (1099-NEC)	\$ -	\$ 18.0	\$ 15.7	\$ 16.0
Council Compensation (1099-NEC)	\$ 36.4	\$ 36.5	\$ 37.7	\$ 37.7
<b>SUB TOTAL OFFICE SALARIES &amp; BENEFITS</b>	<b>\$ 377.6</b>	<b>\$ 429.3</b>	<b>\$ 442.6</b>	<b>\$ 438.5</b>
% of Total Expenses	21.5%	17.7%	24.9%	16.3%
<b>OFFICE OPERATING EXPENSES</b>				
Accounting	\$ 13.1	\$ 14.0	\$ 20.0	\$ 12.4
Advertising - Public Notices	\$ 3.7	\$ 4.5	\$ 7.5	\$ 5.3
Annex Routine Repair & Maintenance	\$ -	\$ -	\$ -	\$ 2.5
Auto - Fuel Expense	\$ 1.2	\$ 1.0	\$ 1.1	\$ 1.2
Auto - Repair & Maintenance	\$ 1.4	\$ 0.7	\$ 1.1	\$ 1.3
Bank NSF Fees	\$ 0.2	\$ 0.4	\$ 0.2	\$ 0.3
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Computer Networking	\$ 17.8	\$ 75.0	\$ 73.0	\$ -
Computer Software	\$ -	\$ -	\$ -	\$ 100.0
Dues & Subscriptions	\$ 1.3	\$ 1.3	\$ 1.6	\$ 1.3
Instrument Recording	\$ 1.0	\$ 3.5	\$ 1.6	\$ 0.8
Insurance Expense	\$ 36.8	\$ 36.0	\$ 29.1	\$ 32.5
Janitorial Expense	\$ 10.5	\$ 12.0	\$ 17.2	\$ 14.6
Legal & Professional Fees	\$ 66.9	\$ 75.0	\$ 113.9	\$ 75.0
Muni Code & Website	\$ 10.0	\$ 3.0	\$ 4.5	\$ 10.0
Office Equipment Repair & Maintenance	\$ 2.6	\$ 0.8	\$ 4.0	\$ 3.1
Office Supply Expense	\$ 9.2	\$ 20.3	\$ 28.0	\$ 16.5
Pay't Processing Fees (Venmo/Credit Cards)	\$ -	\$ -	\$ -	\$ 1.4
Payroll Processing Fees	\$ 5.1	\$ 2.8	\$ 5.6	\$ 5.4
Pest Control	\$ 0.7	\$ 0.5	\$ 0.6	\$ 0.7
Phone & Internet Expense	\$ 4.6	\$ 4.5	\$ 4.5	\$ 4.4
Postage Expense	\$ 0.4	\$ 1.2	\$ 0.6	\$ 0.5
St. Tammany Assessor Expense	\$ 5.9	\$ 7.1	\$ 6.0	\$ 6.0
Travel/Conventions/Meetings	\$ 0.1	\$ 2.0	\$ 0.1	\$ 0.1
Utilities - Electric	\$ 11.4	\$ 16.0	\$ 16.5	\$ 11.5
Ins License Exp	\$ 2.8	\$ 3.1	\$ —	\$ —
Occupat'l Lic Fee	\$ 1.2	\$ 1.2	\$ —	\$ —
Small Equipment (added to Office Supply)	\$ —	\$ —	\$ —	\$ —
<b>SUB TOTAL OFC OPERATING EXPENSES</b>	<b>\$ 207.9</b>	<b>\$ 285.9</b>	<b>\$ 336.7</b>	<b>\$ 306.8</b>
% of Total Expenses	11.8%	11.8%	19.0%	11.4%

<b>MARSHAL SALARIES &amp; BENEFITS</b>				
Salaries - Marshal & Deputy Marshal	\$ 68.1	\$ 71.0	\$ 66.0	\$ 66.7
Benefits & Insurance - Marshal	\$ 11.2	\$ 12.0	\$ 12.1	\$ 13.2
Retirement - Marshal	\$ 15.8	\$ 17.0	\$ 15.0	\$ 15.5
Payroll Taxes - Marshal	\$ 2.3	\$ 2.0	\$ 2.6	\$ 2.0
<b>SUB TOTAL MARSHAL SAL &amp; BENEFITS</b>	<b>\$ 97.4</b>	<b>\$ 102.0</b>	<b>\$ 95.7</b>	<b>\$ 97.4</b>
% of Total Expenses	<b>5.5%</b>	<b>4.2%</b>	<b>5.4%</b>	<b>3.6%</b>
<b>MARSHAL OPERATING EXPENSES</b>				
Auto Fuel	\$ 4.4	\$ 5.0	\$ 5.5	\$ 5.2
Auto Repair & Maintenance	\$ 2.0	\$ 2.0	\$ 2.2	\$ 1.9
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Computer Networking	\$ 0.4	\$ 0.3	\$ 8.5	\$ 3.3
Equipment & Supplies	\$ 2.4	\$ 3.0	\$ 1.1	\$ 1.3
Insurance	\$ 6.6	\$ 9.0	\$ 4.7	\$ 6.3
Legal & Professional	\$ 0.9	\$ 1.0	\$ -	\$ -
Office Expense	\$ 2.2	\$ 1.5	\$ 2.1	\$ 1.8
Radios & Comm/Phone	\$ 1.9	\$ 2.5	\$ 4.4	\$ 4.0
Uniforms	\$ -	\$ 0.5	\$ -	\$ -
<b>SUB TOTAL MARSHAL OPER'G EXP</b>	<b>\$ 20.8</b>	<b>\$ 24.8</b>	<b>\$ 28.5</b>	<b>\$ 23.8</b>
% of Total Expenses	<b>1.2%</b>	<b>1.0%</b>	<b>1.6%</b>	<b>0.9%</b>
<b>CLERK OF COURT EXPENSES</b>				
Salary - COC	\$ 13.6	\$ 13.8	\$ 13.9	\$ 14.7
Benefits & Insurance - COC	\$ 6.3	\$ 6.7	\$ 6.7	\$ 7.4
Retirement - COC	\$ 3.8	\$ 4.1	\$ 4.0	\$ 4.3
Payroll Taxes - COC	\$ 0.2	\$ 0.2	\$ 0.2	\$ 0.2
Magistrate	\$ -	\$ 1.5	\$ 1.5	\$ 1.5
Office Supplies	\$ 1.1	\$ 0.5	\$ 1.5	\$ 1.5
State/Parish Court Fees	\$ 2.3	\$ 3.5	\$ 1.5	\$ 1.5
<b>SUB TOTAL CLERK OF COURT EXPENSES</b>	<b>\$ 27.3</b>	<b>\$ 30.3</b>	<b>\$ 29.3</b>	<b>\$ 31.1</b>
% of Total Expenses	<b>1.6%</b>	<b>1.2%</b>	<b>1.6%</b>	<b>1.2%</b>
<b>GRANTS &amp; REIMBURSED EXPENSES</b>				
Grant - Record Room	\$ -	\$ 29.0	\$ 35.9	\$ -
Grant - Sidewalk	\$ 10.4	\$ 122.0	\$ -	\$ 180.0
Grant Match - Sidewalk	\$ -	\$ -	\$ -	\$ 87.0
Grant - Trace Lighting	\$ -	\$ 285.0	\$ -	\$ 401.5
Grant Match - Trace Lighting	\$ -	\$ 71.3	\$ -	\$ 70.9
Hurricane Ida Expenses	\$ 222.2	\$ 340.0	\$ 369.5	\$ -
<b>SUB TOTAL GRANTS &amp; REIMBURSED EXP</b>	<b>\$ 232.6</b>	<b>\$ 847.3</b>	<b>\$ 405.4</b>	<b>\$ 739.4</b>
% of Total Expenses	<b>13.2%</b>	<b>34.9%</b>	<b>22.8%</b>	<b>27.6%</b>
<b>EVENTS &amp; OTHER EXPENSES</b>				
Building Inspector Expenses	\$ 11.5	\$ 10.0	\$ 17.6	\$ 16.4
Drainage Inspector Expenses	\$ -	\$ -	\$ -	\$ 2.3
Halloween Block Party	\$ 1.0	\$ 2.5	\$ 1.0	\$ 1.0
Push Mow Parade	\$ -	\$ -	\$ -	\$ 2.0
Recycling Event	\$ 1.4	\$ -	\$ 2.2	\$ 2.2
Senior Citizen Banquet	\$ 0.9	\$ 3.7	\$ 0.9	\$ 0.9
STMA Meeting	\$ 3.1	\$ 3.0	\$ 3.1	\$ 3.1

Town Hall Equipment Repair & Maintenance	\$ -	\$ 2.5	\$ -	\$ 9.2
Town Hall Routine Repair & Maintenance	\$ 67.0	\$ 42.5	\$ 12.8	\$ 10.0
Volunteer Party	\$ -	\$ 1.5	\$ -	\$ -
Town Hall Renovation - LTRB	\$ 145.7	\$ 57.1	\$ 0.2	\$ -
Town Hall Renovation (GOB)	\$ -	\$ 65.0	\$ -	\$ 489.3
Annex Renovation	\$ 310.0	\$ 211.7	\$ 170.5	\$ 50.0
Christmas Celebration (Moved to P&R)	\$ 19.0	\$ 5.0	\$ 6.1	\$ -
<b>SUB TOTAL EVENTS &amp; OTHER EXPENSES</b>	<b>\$ 559.6</b>	<b>\$ 404.5</b>	<b>\$ 214.4</b>	<b>\$ 586.4</b>
% of Total Expenses	<b>31.9%</b>	<b>16.6%</b>	<b>12.1%</b>	<b>21.9%</b>
<b>CAPITAL EXPENDITURES &amp; TAX DISBURSEMENTS</b>				
Ad Val Tax - Mo. Transfer to Light Fund (6.55%)	\$ 26.7	\$ 24.9	\$ 24.7	\$ 26.3
Ad Valorem Tax - Monthly Transfer to P&R (12%)	\$ 53.5	\$ 49.8	\$ 49.4	\$ 52.5
Ad Val Tax - Mo Trfr to GOB Sink Fund (32.8%)	\$ 134.0	\$ 122.5	\$ 123.7	\$ 121.1
Master Plan		\$ 90.0	\$ -	\$ 240.0
LT Interest - 25%	\$ 13.2	\$ 9.0	\$ 15.7	\$ 13.2
Transfer to Lighting Fund - Annual	\$ 5.3	\$ 10.0	\$ 9.7	\$ 7.2
<b>SUB TOTAL CAPITAL EXPENDITURES &amp; TAX DISBURSEMENTS</b>	<b>\$ 232.7</b>	<b>\$ 306.2</b>	<b>\$ 223.2</b>	<b>\$ 460.3</b>
% of Total Expenses	<b>13.3%</b>	<b>12.6%</b>	<b>12.6%</b>	<b>17.2%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,755.9</b>	<b>\$ 2,430.3</b>	<b>\$ 1,775.8</b>	<b>\$ 2,683.7</b>
% of Total Expenses	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ (366.5)</b>	<b>\$ (20.0)</b>	<b>\$ 338.6</b>	<b>\$ (0.0)</b>



**INSTRUMENT 2022-012**

**AN ORDINANCE OF THE ABITA SPRINGS BOARD OF ALDERMEN TO AMEND THE CODE OF ORDINANCES, SECTION 2-102 RELATIVE TO THE BOARD OF ALDERMEN AND SPECIAL COMMITTEES, AND SECTION 2-103 REGULAR MEETINGS; TIME AND PLACE; MEETINGS WHICH FALL ON HOLIDAYS AND TO PROVIDE FOR RELATED MATTERS.**

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY ALDERMAN \_\_\_\_\_, SECONDED BY ALDERMAN \_\_\_\_\_; MOVED FOR ADOPTION BY ALDERMAN \_\_\_\_\_, AND SECONDED FOR ADOPTION BY ALDERMAN \_\_\_\_\_.

**NOW, THEREFORE, BE IT ORDAINED** BY THE BOARD OF ALDERMEN OF THE TOWN OF ABITA SPRINGS, AT ITS REGULAR SESSION CONVENED, THAT SECTION 2-102 AND 2-103 OF THE CODE OF ORDINANCES OF THE TOWN OF ABITA SPRINGS SHALL BE AMENDED AS FOLLOWS, TO WIT:

**Sec. 2-102. - Number of aldermen and special committee meetings.**

- (a) The board of aldermen of the town shall have five members.
- (b) The mayor pro tem or mayor with the consent of the board of aldermen may create special committees and determine their mission and composition.

**Sec. 2-103. - Work session and regular meetings; time and place; rules of procedure.**

- (a) A working session of the board of aldermen shall be held at the Abita Springs Town Hall on the first Tuesday of each month at 6:00 p.m. A second regular council meeting shall be held at the Abita Springs Town Hall on the third Tuesday of each month at 6:00 p.m.
- (b) Where the day for a meeting conflicts with a holiday, the meetings shall be rescheduled by a vote of the board.
- (c) The board of aldermen work session shall operate according to the applicable rules contained in the Town of Abita Springs Rules of Procedure with respect to membership, quorum, voting, attendance and other meeting procedures and shall be established through a resolution of the board.

**BE IT FURTHER ORDAINED** that all other sections of Section 2 shall remain the same and in full force.

**BE IT FURTHER ORDAINED** that if any provision of this Section shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this ordinance are hereby declared to be severable.

**BE IT FURTHER ORDAINED**, that the Clerk of this Board be, and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

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

- AYES:
- NAYS:
- ABSENT:
- ABSTENTIONS:

The ordinance was declared adopted this the \_\_\_\_\_, day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
ATTEST  
Janet Dufrene

\_\_\_\_\_  
Daniel J. Curtis

## Council Work Session Rules of Procedure

- a) **Scope:** The Council Work Session Rules of Procedure shall govern the Council Work Session meeting of the Board of Alderman of the Town of Abita Springs.
- b) **Robert's Rules of Order** shall govern deliberations of the Town of Abita Springs Board of Alderman except when in conflict with state or local laws.
- c) **Membership:** Elected Alderman of the Town of Abita Springs shall be subject to these Rules of Procedure at all Council Work Session meetings. Attendance is required each month.
- d) **Purpose:** The Council Work Session shall function as a working meeting for the Board of Aldermen, to inform and educate the board and public on existing town projects, programs, issues, and to provide an opportunity to explore the implications of policy alternatives as part of the policy development process. The board shall review items put before it by the town administration and shall take up matters referred to it for study by the board. The Council Work Session shall be concerned primarily with policy matters and matters vested in the legislative body of the town. In general, the purpose of this meeting shall be to review matters within the following subject areas:
  1. **Governmental:** Review, analysis and recommendations of laws affecting the process and procedures for town governance. Liaison with parish, state, and federal legislators. Including but not limited to Louisiana Municipal Gas Association, St. Tammany Municipal Association and Louisiana Municipal Association. Governmental commissioner shall be held by the Mayor Pro Tem.
  2. **Finance and Appropriations:** Review, analysis and recommendation of laws affecting budget approval, audit review, financial reports, and taxes. Shall remain apprised of parish, state and federal legislation that may be relevant to town legislation and operation.
  3. **Community Planning & Development:** Review, analysis and recommendations of laws affecting Planning, Zoning, Economic Development, events and. Liaison with parish, state, and federal economic, cultural, and business groups.
  4. **Infrastructure:** Review, analysis, and recommendations of laws affecting Public Works, Utilities, Cemetery, Parks & Recreation, and Environmental Sustainability.
  5. **Human & Community Services:** Review, analysis and recommendations of laws affecting public health, safety and welfare, including but not limited to law enforcement, and code enforcement.

**e) Process:**

1. The Mayor Pro Tem shall be chosen according to the provisions established in the Lawrason Act.
2. The Mayor Pro Tem, once chosen, shall determine the commissioners with the approval of the Board of Alderman. If a dispute for a commissioner position arises, the tie breaker order for commissioner position shall be seniority on the board of alderman and then total number of votes in the last election. No alderman shall be commissioner of two subject areas.
3. All ordinances shall be submitted to the town attorney prior to the town council public hearing.
4. The agenda of the Council Work Session must be submitted to the town clerk no later than Friday at 5:00 p.m. prior to the scheduled Council Work Session meeting and shall be distributed to the entire board of aldermen and town attorney on the next Monday in order to be put on the next regular meeting agenda. The agenda for the Council Work Session meeting shall be posted no later than 24 hours prior to the scheduled meeting and posted for public review on the location of the meeting.
5. Any proposed amendments or changes must be submitted to the town clerk by 5:00 p.m. Friday prior to the board of alderman meeting to be on the agenda. If not timely submitted, the ordinance may be referred to the next meeting. Aldermen shall report legislation favorably, without recommendation or unfavorably to the next scheduled meeting. A tie vote on an ordinance shall cause it to be reported without recommendation. Any proposed ordinances shall be sent for a vote within 90 days. The board of aldermen may then introduce, vote on, table, defer or send back for further amendments and/or recommendations.
  - a. Items reported favorably shall proceed as items of business to law.
  - b. Item reported without action may proceed as items of business according to law upon a positive vote of the membership of the board of alderman.
  - c. Items reported unfavorably shall be considered rejected by the board of alderman unless there is a vote by the majority of the membership of the board of alderman to override the committee. If such a vote is taken, then the item may proceed as an item of business according to law.