

MINUTES OF A REGULAR MEETING OF THE MAYOR AND COUNCIL, TOWN OF
SORRENTO, TUESDAY JUNE 13, 6:00 P.M., SORRENTO COMMUNITY CENTER,
SORRENTO, LOUISIANA

Members Present:

Councilmen: Duane Humphrey, Darnell Gilbert, Chad Domingue

Mayor: Christopher Guidry

Town Clerk: Paige Robert

Absent: Wanda Bourgeois, Randy Anny

Motion by Councilman Chad Domingue and seconded by Councilman Duane Humphrey to approve the minutes of the meeting of the mayor and council taken Tuesday, May 9, 2023.

Motion carried. Vote as follows:

YEAS: Chad Domingue, Darnell Gilbert, Duane Humphrey

NAYS: None ABSENT: Wanda Bourgeois, Randy Anny

Motion by Councilman Chad Domingue and seconded by Councilman Duane Humphrey to adopt the millage rate 6.21 mils. Motion carried. Vote as follows:

YEAS: Darnell Gilbert, Duane Humphrey, Chad Domingue

NAYS: None ABSENT: Wanda Bourgeois, Randy Anny

RESOLUTION

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2023 tax roll on all property subject to taxation by the Town of Sorrento:

General Alimony

MILLAGE
6.210 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Ascension, 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 2023, 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; the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: Chad Domingue, Darnell Gilbert, Duane Humphrey

NAYS: None

ABSTAINED: None

ABSENT: Wanda Bourgeois, Randy Anny

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on June 13, 2023, at which meeting a quorum was present and voting.

Sorrento, Louisiana, this 13th day of June 2023.

Budget to actual reports were presented by Jacob Waguespack from Faulk and Winkler to the Mayor and Council for the month of April 2023. A copy is available at the town hall for review.

Mayor Chris Guidry opened a public hearing to discuss Ordinance #23-09, An Amendment to Ordinance #19-06, Zoning Code, to add Mobile Home Park, RV Park and Campground Regulations.

Mayor Chris Guidry closed the public hearing.

Motion by Councilman Chad Domingue and seconded by Councilman Duane Humphrey to adopt ordinance #23-09. Motion carried. Vote as follows:

YEAS: Duane Humphrey, Chad Domingue, Darnell Gilbert

NAYS: None

ABSENT: Wanda Bourgeois, Randy Anny

ORDINANCE #23-09

An Amendment to Ordinance #19-06, Zoning Code, to add Mobile Home Park, RV Park and Campground Regulations

**APPENDIX VIII
MOBILE HOME PARK, RV PARK and CAMPGROUND REGULATIONS**

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ORDINANCE HISTORY		

- 17-801. **Mobile Home Park General Provisions**
- A. TITLE: These regulations shall be known, cited and referred to as the Mobile Home, RV Park and Campground Regulations of the Town of Sorrento, Louisiana, and may hereinafter be referred to simply as the "Regulations."
 - B. Authority: These Regulations are adopted in accordance with the provisions of the **Louisiana Revised Statutes of 1950, Title 33, as amended.**
 - C. Purpose: These Regulations are adopted for the following purposes: To protect and promote the health, safety, and general welfare of the Town; to prevent overcrowding and undue congestion of the population; to provide adequate and convenient open space for vehicular traffic and parking, utilities, access for emergency and service apparatus by;
 - 1. Establishing minimum standards and requirements for the design, construction and maintenance of mobile home parks RV parks,

campgrounds and related utilities and facilities which are subject to the jurisdiction of these regulations as hereinafter set forth.

2. Authorizing the licensing of owners and/or operators and inspection of mobile home parks, RV parks and campgrounds which are subject to this ordinance and by defining duties and responsibilities of owners and/or operators in making them safe, sanitary, and fit for human habitation;
 3. Specifying a period for compliance for all nonconforming mobile home parks and by fixing penalties for violations.
- D. Jurisdiction: These Regulations shall govern mobile home parks, RV parks and campgrounds, which are operated as a business for the purpose of renting space or lots for mobile homes or RV's within the Town of Sorrento.
- E. Enforcement: It shall be unlawful for any person to construct, maintain or operate any mobile home park, RV park or campground within the Town of Sorrento, Louisiana, as set forth in Paragraph D of this ordinance unless he holds a valid license issued by the Council of the Town of Sorrento in the name of such person for the specific mobile home park, RV park or campground. Before a license and building permit can be issued for the construction, alteration or extension of a mobile home park, RV park or campground, comments and recommendations of all plans, construction drawings and other requested material shall be required for the Town Engineering Review Agency as directed by the Regulations herein.
1. A sworn statement shall be filed with the Secretary of the Town of Sorrento by the owner and/or developer of any mobile home park, RV park or campground signifying the purpose of the development of the lots to be either (1) for the sale of lots (2) for lease, rent or letting of said lots or "(3) a combination of sale and/or lease, rent or let of said lots.
 2. The regulations adopted by this ordinance shall only apply to those mobile home parks, RV parks or campgrounds which shall have for its purpose either (1) the lease, rent or letting of said lots or (2) a combination of sale and/or lease, rent or let of any lots in said mobile home park.
 3. The development of a mobile home park which shall have for its purpose the sale only of lots for use by mobile homes shall be governed by the Subdivision Regulations now in effect for the Town of Sorrento, Louisiana.

17-802.

Application Procedure and Approval Process

- A. Application for a new license:
The licensing of mobile home parks, RV parks or campgrounds within the Town of Sorrento, Louisiana, within the jurisdiction set forth in Section 17-803(D) herein above shall be the sole responsibility of the Secretary of the Town of Sorrento upon authorization by the Town Council at its regularly scheduled public meeting. Prior to the approval and issuance of a license and building permit for the construction, alteration, or extension, the Office of the Secretary

must receive from the E.R.A. recommendations and comments on all plans, construction drawings and other required documents.

B. Location

The site for a mobile home park, RV park or campground shall be subject to all applicable regulations of the Town of Sorrento, Louisiana.

C. Application Procedure for a Mobile Home Park, RV park or campground

1. Pre-application Consideration

Before the submittal of the preliminary plan, the applicant is encouraged to meet with the Engineering Review Agency or their authorized representative to unofficially review and discuss the application and the compliance of the proposed project to regulations, submittal procedures, fees, penalties, etc., contained herein. A Sketch Plan shall be submitted at this time and shall show the proposed layout of streets, lots, and other features, in relation to existing conditions.

2. Submittal Procedure for Preliminary Plan

- a. The applicant shall submit to the E.R.A. or its authorized representative two (2) copies of both the application for approval of mobile home parks and the Preliminary Plan a least thirty (30) calendar days prior to the Planning Commission Meeting at which it is to be considered. After the E.R.A.'s decision on the Preliminary Plan is determined, the remaining copy shall be returned to the applicant with any comments from the E.R.A.
- b. Before meeting with the Planning Commission for review and recommendation for approval, the developer and his consulting engineer must meet with the E.R.A., a representative of the Town of Sorrento, the Chairman of the Planning Commission and the Town staff for a pre-application meeting, providing the same information as specified in **Section 17-406** of the Town of Sorrento Subdivision Regulations. Prior to the issuance of a permit, the site plan shall be subject to a hearing held by the Planning Commission with the Town staff mailing notices by certified mail to the adjacent property owners. The site plan shall be reviewed by the E.R.A., the chief of the fire department responsible for providing fire protection services and the Town of Sorrento prior to the Planning Commission hearing. After approval of the site plan by the Planning Commission and the Town Council, the construction plans shall be reviewed and approved by the E.R.A. With the submittal of the construction plans, the wetlands determination, delineation and permit shall also be submitted. Construction of the improvements shall be reviewed and inspected by the E.R.A.
- c. The Town of Sorrento shall mail notices to the owners of land immediately adjoining the plan as their names and addresses appear on the preliminary plan. The notices shall state the time and place of the Town of Sorrento Planning Commission meeting and the subsequent Town Council meeting, at which the preliminary plan will be presented, not less than ten (10) days before such date.
- d. The Town of Sorrento Planning Commission shall recommend approval or disapproval of the application for preliminary plan to the Town Council at the meeting at which it is considered or may

take same under advisement until the next regularly scheduled meeting unless such time is extended by mutual consent of the Town of Sorrento Planning Commission chairman, and the owner or developer of the park or campground. If the Planning Commission recommends approval of the plan as is, or subject to conditions, it shall so indicate this recommendation and the nature of any required conditions on the plan and in the Town of Sorrento Planning Commission minutes. If it disapproves such plan, it shall furnish the applicant with a written statement setting forth the reasons for disapproval and specifying with particularity the aspects in which the proposed plan fails to conform to these regulations; this process will likewise be entered into the Town of Sorrento Planning Commission minutes.

- e. Subsequent to the Planning Commission recommendation, the Town Council shall render a decision on the plan. Approval of the preliminary plan by the Town of Sorrento shall constitute authorization to prepare and submit a final plat in compliance with these regulations and with all preliminary plan comments addressed. Approval of the preliminary plan shall not constitute an acceptance of the final plat. The Town of Sorrento Council may require additional changes as a result of further study of the preliminary plan in final form.
- f. The approval of the preliminary plan shall lapse within six (6) months from the date of such approval unless a final plat has been submitted and approved during this same six (6) month period or unless an extension of time is applied for and granted by the Town of Sorrento Council.

3. Preliminary Plan Requirements

The Preliminary Plan shall meet the minimum standards and requirements set forth in these Regulations for mobile home parks **Section and Sub-section of 17-8040** and shall give the following information:

- a. A site plan at a scale of 1" = 100 ft
- b. A location map, to scale, showing general location of the proposed project, property boundaries, true north, and significant natural and manmade features of the site and immediate surroundings.
- c. The proposed project's name and location, the name(s) and addressees) of the owner or owners and the name of the designer of the plan who shall be a competent engineer, or land surveyor.
- d. Date, approximate north point, and graphic scale as well as the section, range, township, and total acreage.
- e. The location of existing streets, buildings, water courses, culverts, and any public utility easements.
- f. The location and dimensions of all proposed streets, sidewalks, alleys, easements, parks, and other open spaces.
- g. Typical cross section of the proposed grading of roadways and sidewalks and topographic conditions drawn to a scale of not less than one (1) inch equals one hundred (100) feet horizontal and one (1) inch equals twenty (20) feet vertical.

- h. The number, location, and site of all existing and proposed mobile home or RV spaces, tents, cabins or other inhabitable spaces including the location of minimum setback lines, buildings, utilities, and all other improvements. Typical plat plans for individual mobile homes at a scale of 1" = 10'.
 - i. Plans of proposed utility servitude layouts (sewer, water, and electricity) showing feasible connections, where possible, to existing and proposed utility systems along with letter from utility companies stating availability of proposed utilities.
 - j. Contour intervals to sea level datum of not more than two (2) feet when the slope is less than or equal to four (4) percent, and contour intervals of not more than five (5) feet when the slope is greater than four (4) percent. Show spot elevations of all breaks in grades along drainage channels or swales and at selected points not more than two hundred (200) feet apart in all directions for slopes less than two (2) percent. If any portion of the land being developed is below the elevation of the flood zone as designated on the latest adopted Flood Insurance Administration (F.I.A.) flood hazard boundary maps or flood insurance rate maps, the limits of such flood prone areas or zones shall be shown.
 - k. Drainage and grading plans.
 - l. The location, size and type (material) of automobile parking spaces, screening, fencing, and landscaping existing or proposed for construction.
 - m. Such further information as may be requested by the E.R.A. or the Town of Sorrento Planning & Zoning Commission to enable them to determine that the proposed mobile home park will comply with legal requirements.
4. Submittal Procedure for Final Plat
- a. Within six (6) months after approval of the preliminary plan by the Town of Sorrento Council, the applicant shall submit to the Town of Sorrento Planning & Zoning Commission or its authorized representative at least fourteen (14) calendar days prior to the meeting of the Town of Sorrento Planning & Zoning Commission at which it is to be considered: Two (2) copies of the Application for Approval of Mobile Home Parks; One (1) print of the final plat; and all supporting data and materials required under Final Plat Requirements. The final plat shall retain the design characteristics of the approved preliminary plan and shall address and comply with all comments cited by the Town of Sorrento Council in its review of the preliminary plan and shall conform to the requirements and standards as set forth in these regulations.
 - b. In case application for approval of the final plat is made for a part or parts of an approved preliminary plan, the Town of Sorrento Council may extend the time for other parts of the approved preliminary plan until dates beyond the foregoing six (6) month period,
 - c. The final plat will be thoroughly evaluated at the regular Town of Sorrento Council meeting for which the final plat is placed for

consideration and which shall be not later than sixty (60) days from the date the application for approval of the final plat was sent to the Town of Sorrento Council or its authorized representative. If said plat is said to be in conformity with the approved preliminary plan and other requirements of these regulations. The Town of Sorrento Council shall approve or disapprove the final plat as submitted.

- d. Upon approval by the Town of Sorrento Council and receipt of all remaining required documents, the Town of Sorrento Planning Commission or its authorized representative shall have the plat recorded in its final form as approved by the Town of Sorrento Council in the conveyance records of Town of Sorrento with the Clerk of Court and in the records of the Town of Sorrento Planning Commission.
 - e. If the Town of Sorrento Council receives a recommendation by the E.R.A. to disapprove the reviewed mobile home park it may at its next regular meeting require the applicant to address and comply with the E.R.A.'s comments and recommendations.
 - f. Upon satisfactory compliance with these regulations, the Town of Sorrento Planning Commission may authorize issuance of a building permit through the Parish of Ascension and approve application for a license to operate and maintain the proposed project.
5. Final Plat Requirements: Review of the Final Plat shall require the following information:
- a. All requirements listed in **Section 17-804(C)(3)**, Preliminary Plan Requirements
 - b. A letter from the Office of Health Services and Environmental Quality, State of Louisiana, or the Town of Sorrento approving water and sewerage plans for the proposed project.
 - c. One (1) full set of construction drawings and specifications of the proposed project for purposes of review and comment by the E.R.A.
 - d. Requested information. The applicant shall submit all information requested by the Town of Sorrento Council recorded in the preliminary plan comments.
 - e. Certificates. The final certificate shall be on the final plat when submitted:
 - i Owner's certificate;
 - ii Surveyor's certificate;
 - iii Town of Sorrento Council certificate of approval.

The application for approval of the final plat shall not be deemed completed until all certificates, have been duly executed and placed on the final plat.

- f. *Supporting documents.* The final plat shall be complete plans, specifications and cost estimates of the improvements to be installed, prepared by a registered professional engineer and based on the renditions of approval of the preliminary plans and specifications. Such plans and specifications shall be approved

by the Town of Sorrento E.R.A. and shall be certified on the final plat.

D. Prerequisite to issuance of license and building permit:

1. Prior to approval and issuance of a license by the Town of Sorrento Council and a building or construction permit by the Town of Sorrento for the construction, alteration or extension of a mobile home park, RV park or campground, the Town of Sorrento Council must receive from the E.R.A. recommendations and comments on all plans, construction, drawings and other requirements.
2. A sworn statement shall be given to the Secretary of The Town of Sorrento Planning & Zoning Commission by the owner and/or developer of any mobile home park, RV park or campground signifying the purpose of the development of the lots to be either:
 - a. For the sale of lots;
 - b. For lease, rent or letting of said lots; or
 - c. A combination of sale and/or lease, rent or let of said lots.

E. Permits Required / Fees

1. It shall be unlawful for any individual to construct, alter or extend a mobile home park, RV park or campground including but not limited to buildings and utilities without a building permit issued by the Parish of Ascension Building Official or his authorized representative. Such work shall be inspected and must comply with the codes and regulations of the parish and state. The building permit fee shall be in accordance with a schedule published by the Town of Sorrento Council.

F. Licenses

1. License Requirements
 - a. It shall be unlawful for any person to operate a mobile home park, RV park or campground within the Town of Sorrento unless he holds a valid license issued by the Secretary of the Town of Sorrento Council in the name of such person for the specific mobile home park, RV park or campground. No new license or renewal license shall be issued by the Town Council until the mobile home park, RV park or campground has been inspected by the E.R.A. and found to be in compliance with health standards of the Town of Sorrento, the Sanitary Code for the State of Louisiana as administered by the Office of Health Services and Environmental Quality and all other applicable local and legal requirements.
2. License Fees
 - a. For each license issued under the provisions of these regulations, there shall be paid to the Town of Sorrento, an annual fee as listed in the approved fee schedule for Town of Sorrento. The Town of Sorrento Council shall have authority to amend this fee and establish a schedule of fees. This schedule shall be present in the office of the Town of Sorrento, Louisiana and may be altered or amended by the Town of Sorrento Council by ordinance. Until all applicable fees have been paid in full, no action can be taken on any application or appeal.

3. New Licenses
 - a. *Recommendations, Issuance.* Any person making application for a new mobile home park, RV park or campground shall first comply with the requirements of **Sections and subsections of 17-803 and 17-8040** and receive the approval of the Town of Sorrento Council on all plans, construction drawings and other required documents. After the building permit has been issued, and after the construction, alteration, or extension has been completed, and upon compliance with these regulations and the approval of the Town of Sorrento Council, the applicant will be issued a license.
4. License Term and Renewal
 - a. A license for a mobile home park, RV park or campground shall be valid for the calendar year in which it was issued. Such license shall be renewed annually upon request and after a satisfactory inspection is found to be in compliance with these regulations. Each license renewal must be obtained by the owner and/or operator on or before January 31, of each year.
5. Transferal of License
 - a. Every person holding a license to operate and maintain a mobile home park, RV park or campground shall give notice in writing to the Town of Sorrento Council no later than three (3) calendar days after having sold, transferred, given away or otherwise disposed of interest in or control. Such notice shall include the name and address of the person succeeding to the ownership or control. Upon application in writing of transfer of the license, the Town of Sorrento will transfer the license which will remain valid until its expiration.
6. Inspections
 - a. It shall be the duty of the E.R.A. to inspect each mobile home park, RV park or campground to insure compliance with these regulations prior to the issuance of any license.
7. License Revocation or Suspension
 - a. *Revocation upon conviction.* The Town of Sorrento Council may revoke any license to maintain and operate a mobile home park, RV park or campground; When the licensee has been found guilty by the Parish court or the 23rd Judicial District Court of the Parish for violating any provision of these regulations. After such conviction, the license may be reissued if the circumstances leading to conviction have been remedied and the park is being maintained and operated in full compliance with the law.
 - b. *Suspension or revocation after show-case hearing.* When the Town of Sorrento or its authorized representative determines that any person holding a license under these regulations has or may have violated any of the provisions of these regulations or any health regulation of the state, a written notice shall be served on such licensee. in person or by registered mail, specifying the violations and requiring correction within thirty (30) days; the licensee must appear before the Town of Sorrento Council within ten (10) days after the expiration of this time and show cause why such license should not be suspended or revoked. At

such time the chairman of the Town of Sorrento Council and the appropriate health official (as applicable) and licensee will present such evidence as may be relevant to determine whether or not the violations specified have been committed and other pertinent facts. If, in the opinion of the Town of Sorrento Council, sufficient evidence is produced to establish that a violation of these regulations has been committed and still exists, then the Town of Sorrento Council may revoke or suspend the subject's license. The owner and/or operator of any license revoked or suspended may appeal the decision of the Town of Sorrento Council to a court of competent jurisdiction within ninety (90) days of date of such decision. It shall be unlawful for any person whose license has been revoked or suspended to operate the mobile home park in question after the date of such revocation or during the term of suspension until a new license is issued or until the terms for suspension have expired and deficiencies have been corrected.

G. Fines

1. Any person who violates any provision of these regulations shall upon conviction by a court of competent jurisdiction be punished by a fine of not less than \$50.00; nor more than \$100.00; and each day's failure of compliance with any such provision shall constitute a separate violation. All fines and penalties shall be paid to the Town of Sorrento, Louisiana.

H. Utility Service - Requirement of Permit Issuance

1. Any Public Service Utility Company providing public utility service to any park who has not received a building permit as requested by these regulations for the construction and development of said park shall be deemed in violation of this ordinance and shall be subject to the fines imposed by **Section 17-8090** of this ordinance.

I. Discontinuance of Utility Service - Lapse or Revocation of License

1. Any public service utility company providing electric service to any mobile home park whose owner or operator does not possess a valid license for the operation of said park shall discontinue said electric service to the customers of said park within ninety (90) days after request from the Town of Sorrento Council of notice in writing that the owner or operator of said park no longer holds a valid license required by these regulations. Upon receipt of said written notice from the Town of Sorrento Council, the public service utility company shall promptly notify each customer of said park receiving electric service that said service shall be discontinued at the time required by this chapter and the reason for this discontinuance of electric utility service. Should the owner or operator receive a valid license issued by the Town of Sorrento Council within the said ninety-day period, the Town of Sorrento Council shall notify the public service utility company thereof, and thereafter, no interruption or discontinuance of electric service shall occur.

17-8040.

Responsibilities of the Park Owner or Operator

- A. The owner and/or operator of the park shall be responsible for the supervision, operation, and maintenance of the park. The owner and/or operator designee shall be available or on call at all times in the event of an emergency. A copy of these

regulations shall be kept available by the park manager in the park office at all times for use as guidelines by the park occupants and the park manager.

- B. The owner or licensee shall be responsible for insuring that each unit within their park complies with the provisions of these regulations.
- C. It shall be the duty of each licensee to keep a register containing a record of all owners and occupants located within the park. The register shall contain the following information:
 - 1. The name and address of the owner of each unit;
 - 2. The name and address of the occupant of each unit, if different from the owner;
 - 3. The make, model, year and current license number of each unit;
 - 4. The state issuing such licenses; and
 - 5. The date of arrival and of departure of each unit.
- D. The park licensee shall keep the register available for inspection at all times by law enforcement officers, public health officials, and other officials whose duties necessitate acquisition of the information contained in the register. The register record for each occupant registered shall not be destroyed for a period of one (1) year following the date of departure of the registrant from the park.
- E. The park management shall notify park occupants of all applicable provisions of these regulations and inform them of their duties and responsibilities under these regulations.
- F. The park management shall notify the health authority immediately of any suspected communicable or contagious disease within the park.
- G. The park owner and/or operator shall furnish the Secretary of the Town Council a copy of its current annual and complete register record at any time upon request, which request shall not be made more than twice in any one calendar year and not be made more than once within anyone six (6) month period of any calendar year.

17-8041.

Design Standards – Mobile Home Park

- A. A Mobile Home Park means two or more mobile homes located on the same tract of land occupying such space as required by the following regulations. These regulations apply to mobile homes which are inhabited by persons who are not related by blood, marriage or legal adoption. These regulations apply to mobile home parks in all districts or areas where permitted. No mobile home park shall be developed until the developer has secured approval of the Louisiana Department of Health and Hospitals and the Town of Sorrento on the method of sewage treatment and disposal and on the public water supply. All mobile home parks shall be built in accordance with the following minimum construction standards.
 - 1. Site Standards
 - a. Individual trailer sites may be leased or rented but not subdivided or sold.
 - 2. Park Density
 - a. A minimum site of 3 acres would be required, with a minimum frontage of 200 feet on a publicly maintained street.
 - b. Maximum density would be 6.5 trailer sites per acre.
 - 3. Setbacks
 - a. Any mobile home park developed under these standards shall provide a 20 ft. side and rear yard buffer. No mobile home shall

be located closer than 25 feet from a public street right-of-way or 20 feet from the private access servitude for the mobile home park drive. No mobile home may be located closer than 20 feet to another mobile home within the park.

- b. Mobile home accessory buildings shall be no closer than five feet from a mobile home or mobile home lot line. Fences shall not be located closer than five (5) feet to any mobile home or accessory building structure.
- c. No mobile home shall be parked in such a manner as to obstruct any roadway or walkway within the mobile home park.
- d. Unless the mobile home is situated on a mobile home space, it shall be unlawful to allow any mobile home to be occupied within the mobile home park.

4. **Mobile Home Lot Area**

- a. Each minimum trailer lot or site shall be 40 feet in width and 145 feet in length. The private drives can be included in the lot area of the individual trailer lots or sites.
- b. The area of a mobile home lot occupied by a mobile home and accessory structures shall not exceed seventy-five (75) percent of the lot's total area.
- c. Each trailer site shall have a 4-inch-thick, 18 ft. by 24 ft. concrete parking pad to be measured from the edge of the pavement of the private drive at the front of the site.

5. **Lot Standards**

- a. All lots shall front on a public street or park street having a width of at least forty (40') feet.
- b. In an attempt to avoid pointed or very irregular lots, side lines of lots should be at approximate right angles to straight streets and on radial lines on curved streets.
- c. Lots of double frontage should not be platted, except that where desired along major streets, lots may face on an interior street and back on such thoroughfare.

6. **Individual Mobile Homes in Place**

- a. To secure a mobile home against uplifting, sliding, over-turning, shifting or uneven settling, mobile homes shall be installed on a mobile home stand which must provide a sound structural support.
- b. Whenever any mobile home shall be placed upon a permanent foundation or on foundation piers and the wheels have been removed, the unit shall be made to comply with all of the requirements, codes, ordinances, etc., for single-family dwellings.
- c. All mobile home stands shall have, as a minimum for support, eight (8) 18-inch by 18-inch concrete pads four (4) inches in thickness for every five hundred (500) square feet of floor area; or two (2) four (4)-inch thick concrete runners; or one large concrete pad sufficient enough to provide adequate footing for all the mobile home's blockings or jacks.

- d. All owners of mobile units shall be required to place on all sides at the base of the unit a skirting or a rigid type material to prevent unauthorized access beneath the unit. Openable doors or access panels shall be installed as part of the skirting to permit convenience access to the water, gas, and sewer connections.
7. **Stabilizing Devices or Piers, Ground Anchors, and Diagonal Ties.**
- a. No mobile home shall be permanently attached to a foundation. Piers or stabilizing devices may be used. Where specified by the manufacturer, they shall be installed according to his specifications.
 - b. Ground anchors shall be installed at each mobile home stand when a mobile home is located thereon to permit tie-downs of mobile homes.
 - c. The capability of resistance of each ground anchor shall be an allowable working load exceeding or equal to 3,150 pounds applied in the direction of the tie-down. Each ground anchor shall also be capable of withstanding a fifty (50) percent overload without failure of either the anchoring equipment or the mobile home's attachment point.
 - d. Ground anchors shall be resistant to weathering and deterioration at least equivalent to that provided by a coating of zinc on steel strapping of not less than 0.30 ounces per square foot of surface coated.
 - e. Unless the entire system of ground anchors is designed by a registered professional engineer or architect, ground anchors shall not be placed more than twelve (12) feet on centers beginning from the front line of the mobile home stand (congruent with the front wall of the mobile home). Not more than six (6) feet open-end spacing shall be provided at the rear line of the mobile home stand unless additional tie-downs are installed.
 - f. When vertical ties consist of continuous straps, such ties shall be positioned at studs and rafters. Where a vertical tie and a diagonal tie are located at the same place, both ties may be connected to a single ground anchor, if the anchor used is capable of handling both loadings.
 - g. Diagonal ties only are required on double-wide mobile homes. These shall be provided along the main frame and below the outer side walls.
8. **Service Buildings**
- a. In the event a service building is constructed, it shall provide for emergency use sanitary facilities for each sex. The building shall not be located further than two-hundred (200) feet from the furthest mobile home lot. The interior of the toilet buildings shall be kept clean, properly lighted and adequately ventilated. These facilities shall consist of no less than one flush type toilet and one lavatory; and for each toilet building for males, one urinal.
9. **Accessory Structures and Buildings**
- a. All mobile home accessory structures and buildings shall be designed and constructed according to the applicable

specifications of the Town of Sorrento building, plumbing and electrical codes. As required, building permits shall be obtained and inspections by proper authorities shall be conducted.

17-8042.

Design Standards – Recreational Vehicle Parks

- A. RV parks are camp grounds for recreational vehicles. These parks are designed specifically to provide parking spaces with electricity, water, sanitation and health facilities required by campers, motor homes and travel trailers. These regulations apply to RV parks in all districts or areas where permitted. No recreational vehicle park shall be developed until the developer has received approval from the Louisiana Department of Health and Hospitals on the method of sewage treatment and on the public water supply.
1. Site Standards
 - a. Individual trailer sites may be leased or rented but not subdivided or sold.
 2. Park Density
 - a. A minimum site of 3 acres would be required, with a minimum frontage of 200 feet on a publicly maintained street.
 - b. Maximum density would be 12 RV sites per acre.
 3. Lot Standards
 - a. Each recreational vehicle site shall be a minimum size of 30 feet in width and 50 feet in length. The private drives cannot be included in the lot area of the individual RV sites or lots.
 - b. Each RV site shall have a 9 ft. by 20 ft. concrete parking pad, 4 inches in thickness; the parking pad shall be measured from the edge of the pavement of the private drive.
 - c. Yards: There shall be a 20 ft. side and rear yard buffer wherever a recreational vehicle park is developed. No RV shall be closer than 25 feet from a public street right-of-way or 20 feet from the private access servitude for the RV park drive. There shall be a minimum spacing of 10 ft. between recreational vehicles or between recreational vehicles and other structures.
 - d. Where recreational vehicle parks are established, a recreational area shall be provided at a rate of 10% of the gross park area.
 - e. Laundry facilities shall be provided at a minimum rate of 10% of the total number of spaces (for every 10 spaces there shall be 1 washer and 1 dryer)

17-8043.

Design Standards – Mobile Home and RV Parks

The following standards shall apply to both Mobile Home and RV Parks.

- A. Site Selection Standards
1. No hazards to the property, to the health, or to the safety of the occupants shall be created by soil condition, water level of the ground, or drainage and topography, no site shall be subjected to adverse and objectionable influences (i.e. smoke, odors, noise), no portion of any site shall be subject to sudden and/or unpredictable flooding, and erosion or subsidence shall not be used for any purpose that would expose any person or his property to hazards.
- B. Site Drainage Criteria

1. The park shall be drained, graded and surfaced where necessary to facilitate drainage and prevent earth movement, and shall be free from depressions in which water collects and stagnates.
- C. Park Maintenance Standards**
1. The park shall be maintained in a clean sanitary condition at all times. Grasses, weeds and other such vegetation which is not part of the ornamental landscape, shall not exceed a height of six (6) inches.
 2. Garbage hoppers with a minimum capacity of .5 cu. yards per family per week must be provided and must be enclosed with a 6 foot solid fence.
- D. Access and Interior Park Streets**
1. Access of a safe and convenient nature shall be provided for pedestrian and vehicular traffic as well as emergency and service vehicles at all times. All park streets within a park shall have a right of way of at least 50 feet.
 2. Vehicular park streets shall be clearly named and identified and all lots shall bear a number clearly visible.
 3. All streets shall comply with the roadway grades and design standards specified by the Town of Sorrento Subdivision Regulations.
 4. Access to each home site shall be provided by 20 foot wide private drives located within private servitudes of access having a minimum width of 50 feet. All drives shall be constructed of 8.5 inches of soil cement base with 1.5 inches of asphaltic wearing surface.
 5. Where only one drive is to be provided, each park shall include an adequate circular turnaround at the rear of the property with a minimum inside radius of 30 feet for garbage trucks and other vehicles.
 6. The street layout of park streets shall discourage through traffic use. All dead end streets in parks shall have a cul-de-sac so as to provide a turnaround approved by the E.R.A.
 7. Streets designed for the general use of the residents of the park shall be adequately lighted during darkness hours with a street lighting system of vapor lights or LED fixtures spaced on light poles not more than 400 feet apart and at subdivision height as recommended by the Electric Public Utility providing the Electric Utility service for the park.
 8. All drives shall be named and street signs and traffic control signs shall be provided. Street signs and traffic control signs are to be installed per Town of Sorrento Guidelines.
 9. Street lights shall be provided along the private drives within the park, as dictated by the illumination design.
- E. Parking of Vehicles**
1. The design of parks shall include two automobile spaces per lot as off-street parking. An adequate parking space surface of gravel or shell shall be required. (These spaces may be hard surfaced at the owner's option.)
- F. Servitudes**
1. Servitudes across the front of lots or centered on rear or side lot lines shall be provided for utilities where necessary. These servitudes shall be no less than ten (10) feet wide at ground level.
 2. Where servitudes intersect or sharp changes in alignment are necessary, corners shall be sufficiently cut off to permit equipment access.
 3. No permanent structures will be permitted within utility or drainage servitudes.

4. Any overhanging limbs, shrubbery, or vegetation of any kind may be removed from within the servitude at the sole discretion of the maintenance personnel of the utilities installed above or in the servitude.
5. Every servitude shall terminate at both ends upon a street, alley, or another servitude, except dead end servitudes which will be permitted if not more than 150 feet in length and with no turns or bends.
6. All servitudes and rights-of-way as required by the Town of Sorrento and/or the E.R.A. shall be dedicated

G. Lots Along Drainage Course

1. No lot created along a drainage channel shall encroach upon the drainage servitude. All such servitudes shall be excluded from the lot area.
2. The proposed park shall comply with drainage requirements set forth in the subdivision regulations for the Town of Sorrento, unless deemed by the E.R.A. not to be applicable.

H. Flood Plain Provision

1. Any park or portion thereof which is located within the special flood plain hazard area defined by the Federal Insurance Administration (FIA) shall be required to comply with the provisions of the Flood Insurance Act of 1968, the Flood Disaster Act of 1973 and all applicable FIA Regulations.
2. The Town of Sorrento Council may attach conditions including, but not limited to the following for the approval of plans for areas subject to development hazards:
 - a. Construction and modification of sewage, water supply and drainage facilities to meet the standards of this article and to promote the health, safety, and general welfare.
 - b. Requirements for construction of channel modification dikes, levees, and various other protective measures.
 - c. Installation of flood warning systems.
 - d. Imposition of operational controls enforceable by the Town of Sorrento Council to restrict the types and design of uses. Such restrictions may include flood proofing of intended uses, subject to the individual approval of the E.R.A. at the time such uses are constructed through:
 - i. Anchorage to resist flotation in lateral movement.
 - ii. Installation of watertight doors, bulkheads, and shutters, or similar construction methods.
 - iii. Reinforcement of walls to resist water pressures.
 - iv. Use of paints, membranes, or mortars to reduce seepage of water through walls.
 - v. Addition of mass or weight to structures to resist flotation.
 - vi. Installation of pumps to lower water levels in structures.
 - vii. Construction of water supply and waste treatment systems so as to prevent the entrance of flood waters.
 - viii. Pumping facilities or comparable practices for subsurface drainage systems for buildings to

- relieve external foundation wall and basement flood pressures.
- ix. Construction to resist rupture or collapse caused by water pressure of floating debris.
 - x. Installation of valves or controls on sanitary and storm drains which will permit the drains to be closed to prevent backup of sewage and storm waters into buildings or structures. Gravity drainage basements may be eliminated by mechanical devices.
 - xi. Location of all electrical equipment, circuits and installed electrical appliances in a manner which will assure they are not subject to flooding and to provide protection from inundation by the regional flood.
 - xii. Location of any structural storage facilities for chemicals, explosives, buoyant materials, flammable liquids or other toxic materials, which could be hazardous to public health, safety and welfare in a manner which will assure that the facilities are situated at elevations above the height associated with the flood protection elevation or are adequately flood-proofed to prevent flotation of storage containers, or damage to storage containers which could result in the escape of toxic materials into flood waters.

I. Fire Protection

- 1. Each park's location and arrangement shall meet the approval of the Chief of the Fire Department responsible for providing the necessary fire protection services.
- 2. For fire protection purposes, access to a unit shall be such as to allow fire apparatus to approach within one-hundred (100) feet of each unit in the park.
- 3. Every park shall be equipped at all times with fire extinguishing equipment in good working order of such type, size and number, and so located within the park as prescribed by the local fire prevention authority, or to satisfy other applicable fire regulations.

J. Landscaping

- 1. Trees shall be planted or existing within each park, in the manner, type, size and location required by the Town Council. Longitudinal spacing shall not exceed one-hundred (100) feet along access streets.
- 2. Where parks are established, a recreational area shall be provided at a rate of 10 % of the overall park area, but shall not be required to exceed one acre in size.
- 3. Each park shall be landscaped in accordance with a landscape plan approved by the Town Council. Trees are required to be planted along the interior access drives and within the recreational area. Landscaping is required across the front of the mobile home park. All plant material shall be labeled with the name and size of each plant indicated on the plan which has been drawn to scale.

K. Fences

1. Fences shall be constructed of wood along the boundaries of the park common with any adjoining property owner and shall be six (6) feet in height and shall be placed on and along the said common boundary property line so as not to create an encroachment upon the adjoining property owner's property. Said fences shall be properly maintained by the owner and/or operator of the park.
2. Where parks are established, a solid fence or wall at least 6 ft. high shall be provided along all sides and rear property lines) around the sewage treatment plant and the garbage hoppers.

L. Storage Areas

1. Outdoor storage area surfaced with gravel, shell, asphalt, concrete or similar such substances for boat trailers, camping units, and horse trailers shall be provided for within the park in an amount equal to fifty (50) square feet per unit.
2. An outdoor storage area, either common or individual, for the personal use of park occupants shall be provided in an amount equal to fifty (50) square feet per unit. (Space beneath the unit shall not fulfill this requirement.)

M. Refuse Disposal

1. The storage, collection and disposal of household garbage or other refuse in the park shall be conducted so as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards or air pollution. The park shall comply with the applicable codes and regulations by the Town of Sorrento.
2. All household garbage or refuse shall be stored in watertight, fly tight, rodent proof containers, at least one for each mobile home lot, and placed within five (5) feet of the curb of the fronting public street or park street. Where refuse service is not provided, the owner and/or operator of the park shall provide a depository within one hundred (100) feet of each mobile home lot and provide service for disposal of the household garbage or refuse.
3. The park owner and/or operator shall provide, as part of the rental, that household garbage or refuse shall be routinely collected and removed from the premises not less than once weekly. All refuse shall be disposed of at lawful disposal sites in a manner complying with the Sanitary Code of the State of Louisiana.

N. Insect and Rodent Control

1. All grounds, buildings, and structures shall be maintained free of insect and rodent harborage and infestation. Methods of extermination and other measures to control insects and rodents shall conform with the requirements of the Parish Health Authority and shall be the obligation of the park owner and/or operator.
2. The growth of weeds, brush, and grass shall be controlled to prevent harborage of chiggers, ticks and other noxious insects. Parks shall be maintained so as to prevent the growth of ragweed, poison ivy, poison oak, poison sumac and other noxious weeds considered detrimental to health. Open areas shall be maintained free of heavy undergrowth of any

type or description. This maintenance shall be the obligation of the park owners and/or operator.

O. Park Water System

1. All units, service buildings and other facilities shall be provided at all times with an adequate supply of water, and shall be served by a water system designed, constructed, and protected in accordance with current health standards, codes and ordinances adopted and administered by the State of Louisiana and the Town of Sorrento.
2. The water distribution system shall be so designed and maintained as to provide a pressure for normal operating conditions at each unit stand. Also, the system shall be capable of supplying up to fifty (50) units with a demand load of 100 gpm, one hundred (100) units with 180 gpm, and three-hundred (300) units with 370 gpm for basic water supply needs. Greater design values may be required when the system is to provide fire protection.
3. The inlet water pressure per unit stand shall be designed not to exceed eighty (80) pounds per square inch.
4. The water piping system shall not be connected with questionable or non-potable water supplies and shall be protected against the hazards of backflow or back siphonage.
5. Water service lines, including valves, riser pipes and connections shall be installed in compliance with ERA's requirement to waive compliance with this provision and the codes and regulations adopted by the State Fire Marshal for mobile home parks.
6. Water-riser pipes shall extend at least four (4) inches above ground elevation. The pipe diameter shall be at least 3/4 inch. The riser shall terminate with two (2) threaded valve outlets which provide connections for mobile home piping and for a garden hose. Each mobile home shall be connected to the park water service outlet by a flexible connector, such as copper tubing, not less than 1/2-inch interior diameter.
7. A shutoff valve shall be provided on the water-riser pipe on each lot. Where frost conditions occur, the shutoff valve shall be located below the frost line. Surface drainage shall be diverted *from* the location of the riser pipe.
8. Underground stop and waste valves shall not be installed on any water service.
9. An adequate supply of hot water shall be provided at all times in service buildings if constructed.

P. Park Sewage Disposal System

1. Each unit shall be provided with a sanitary sewer connection and each park shall be provided with a collection and treatment system and a public water supply in compliance with the standards of the Louisiana Department of Health and Hospitals.
2. An adequate and safe sewage collection system shall be provided in all parks for conveying and disposing of all sewage. Wherever feasible, connection shall be made to the public system if one exists. All sewage disposal apparatus, including appurtenances thereto, shall be designed, constructed and maintained in compliance with applicable codes and regulations of the Town of Sorrento, Louisiana.

3. Where the sewage collection lines of the park are not connected to a public sewer, all proposed sewage disposal facilities shall be approved by the Town of Sorrento prior to construction.
4. All sewage collection lines shall be located in trenches of sufficient depth to be free of breakage from traffic or other movements. Sewerage collection lines shall be at a grade which will insure a velocity of two feet per second when flowing full. The system shall be designed for a minimum flow of two-hundred (200) gallons per day per unit.
5. The drain inlet shall not be smaller than the piping to which it is connected and shall be equipped with a water-tight cap or plug matching the drain inlet. The drain inlet shall not be less than three (3) inches inside diameter. Surface drainage shall be diverted away from the riser pipe. The rim of the riser pipe shall extend at least four inches above ground elevations.
6. All materials used for sewer connections between a unit and the inlet shall be semi-rigid, approved pipe, corrosive-resistant, non-absorbent and durable. The inner surface shall be smooth.
7. The Sewer Treatment Apparatus for a park which is not connected to a public system must comply with the following specific requirements in addition to the requirements set forth in **Sections 17-8065(A) through (F)** herein above.
 - a. The Sewer Treatment Facility or Apparatus shall be a Package Treatment Plant of such specifications required by the State of Louisiana. Said facility shall be enclosed with a wood fence at least six (6) feet in height and shall provide for a gate for access to be secured by lock and key for entrance only by authorized personnel for maintenance.
 - b. The Sewer Treatment Facility or Apparatus may be a sewer treatment pond or cell facility of such specifications required by the State of Louisiana. The outer perimeters of the sewer treatment pond or cell facility shall not be located nearer than 200 feet from any mobile home park lot or from any boundary property line of adjoining property owners. The sewer treatment pond or cell facility shall be enclosed with a wood fence or storm wire fence at least six (6) feet in height and shall provide for a gate for access to be secured by lock and key for entrance only by authorized personnel for maintenance.

Q. Park Electrical Systems

1. All electrical installations in parks shall be designed and constructed according to applicable provisions of the Town of Sorrento building and electrical code as amended and/or ordinances pertaining to such.
2. At least one electrical single-phase outlet supplying a minimum of 115/230 volts shall be provided per unit.
3. All exposed noncurrent carrying metal parts of mobile homes and RV's and all other equipment shall be grounded by means of an approved grounding conductor with branch circuit conductors or other approved methods of grounded metallic wiring. The neutral conductor shall not be used as an equipment ground.

R. Park Gas Systems

1. Gas equipment and installations within a park shall be designed and constructed in accordance with the applicable codes adopted by the

authority having jurisdiction. Where the State or other political subdivision does not assume jurisdiction, such installations shall be designed and constructed in accordance with the appropriate provisions of the Parish of Ascension, Louisiana, as amended.

2. Each unit supplied with piped gas shall have an approved manual shutoff valve installed upstream of the gas outlet. The outlet shall be provided with an approved "quick-disconnect" device, which shall be designed to provide a positive seal on the supply side of the gas system to prevent the accidental discharge of gas when the outlet is disconnected or not in use.
3. Piping shall be buried to a sufficient depth or covered in a manner so as to protect the piping system from physical damage. Piping shall not be installed underground beneath mobile homes with an enclosing foundation.
4. Piping systems in mobile homes and RV's shall be tested for leakage by an authorized agent of the Parish of Ascension prior to approving connections to the existing gas system. Piping systems shall stand a pressure of at least six inches mercury or three PSI gage for a period of not less than ten (10) minutes without showing any drop in pressure. Pressure shall be measured with a mercury manometer or slope gage calibrated so as to read in increments of not greater than one-tenth (1/10) pound, or an equivalent device. The source of normal operating pressure shall be isolated before the pressure tests are made. Before a test is begun, the temperature of the ambient air and of the piping shall be approximately the same, and constant air temperature be maintained throughout the test. After all connections have been completed, the piping system shall be pressurized to not less than ten (10) inches nor more than fourteen (14) inches water column and the connections tested for leakage with soapy water or bubble solution.

17-8044.

Design Standards – Campgrounds

- A. Campgrounds are short-term stay parks (2 weeks or less) that may include RV sites, cabins, yurts, glamping tents, tents, tree houses, etc. . These parks are designed specifically to provide options for the guests that may include parking spaces with electricity and water, sanitation and health facilities required by campers, motor homes and travel trailers. These regulations apply to RV parks in all districts or areas where permitted. No recreational vehicle park shall be developed until the developer has received approval from the Louisiana Department of Health and Hospitals on the method of sewage treatment and on the public water supply.
- B. Any spaces designated for RV's shall meet the standards as per sections **17-8042 & 17-8043.**
- C. Campgrounds shall include an amenity building, laundry facilities, restroom/shower facilities and recreational amenities.
- D. Campground shall be ADA accessible throughout the park.
- E. All drives shall be permanent, dust-free paving.
- F. Maximum density shall be 6 units per acre.

17-8090.

Non-Conforming Uses and Structures

- A. Nonconformance
 1. Certain parks may be found in existence at the time of passage of these regulations which are in conflict or incompatible with the requirements

set forth herein. It is the intent of this ordinance that parks shall hereafter comply with the following minimum requirements to insure and protect the health, safety, and general welfare of the public.

B. Mobile Home Parks

1. Within sixty (60) days of enactment of these regulations, parks existing in operation prior to the day of enactment shall have been inspected by the authorized personnel of the Town of Sorrento or its designated representative, for a current permit issued by the Parish of Ascension to operate and maintain said park. Within a reasonable time thereafter not to exceed sixty (60) days, an inspection by authorized representatives from the state health services and environmental quality, as requested by Town of Sorrento Council, shall have been conducted of the park for compliance with the sanitary code of the state. Upon receipt of a letter from the office of health services and environmental quality indicating the park is in compliance with all codes and regulations, the owner may have filed an application to obtain a license, upon approval from the Town of Sorrento Council authorizing the owner to operate and maintain said mobile home park.
2. The owner or operator of a park shall have, within ninety (90) days of enactment of these regulations, been required to prepare and present to the Town of Sorrento Council a drawing of the park with the following information:
 - a. The location of each existing lot with construction utilities;
 - b. The location of all rights-of-way, including private roads and streets;
 - c. Overall dimension of the park and each lot;
 - d. The location of main utility lines and hydrants;
 - e. North arrow, graphic scale, name and address of park and names of owners and operators and their addresses.

C. Mobile Home Parks Constructed After Date

1. No park shall be altered, extended or constructed after the day of enactment of this ordinance without complying with the procedures and regulations of this ordinance. Failure to comply shall subject the owner to a penalty as defined herein.

D. Special Regulations to be Complied with By Existing Mobile Home Parks

1. Any and all parks in operation as such as of the effective date of these regulations shall be requested to comply with the procedures of Paragraphs: Sections and Subsections to 17-804(E), 17-804(F), 17-8044, 17-8055, 17-8056, 17-8062, 17-8063, 17-8064(A), 17-8065(B), 17-8065(C), 17-8068, and 17-8097 in order to obtain and maintain a license to operate a park as provided for by these regulations.

17-8091.

Variances

- A. The Town Council shall have the authority to grant a variance of these requirements for the development of a park, if, in the opinion of the Council, a departure can be made without destroying the intent of these regulations.
- B. Where it can be shown by the owner or his designated representative that any provision(s) of these regulations would cause any unnecessary hardship if strictly adhered to because of topographical or other conditions peculiar to the site, then a variance must be petitioned for in writing and submitted to the Town Council. The petition shall state fully the petitioner's reasoning for the variance.

- C. The Town of Sorrento Council will study the variance requested and all comments, and approve or disapprove the variance. If, in the opinion of the Town of Sorrento Council, a departure, can be made without destroying the intent of these regulations, the requested variance shall be approved, unless the Town of Sorrento Council finds that it would not be in the best interest and welfare of the Town to approve the requested variance, and the reasons for the approval or disapproval shall be entered into the minutes of the meeting; with the party requesting the variance being informed of the decision in writing. If the requested variance is disapproved, the reasons for disapproval shall be entered in the minutes of the meeting and the party requesting the variance shall be informed of such in writing.
- D. In no case shall any variance, modification or waiver be more than a minimum easing of the requirements.

17-8092. Amendments

- A. These Regulations may be amended by ordinance at any time by the Town of Sorrento Council after notice and public hearing has been completed on such amendment.

17-8093. Separability Clause

- A. If any part or provision of these regulations or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of these regulations or the application thereof to other persons or circumstances.

17-8094. Repeal of Conflicting Ordinances

- A. All ordinances or parts of ordinances in conflict herewith are hereby repealed, except any ordinances that impose more restricting regulations that are imposed herein.

17-8095. Effective Date

- A. This ordinance shall be in full force and effect ten (10) days after its Publication in the Official Journal of the Town Council after adoption by the Town Council of Sorrento, Louisiana.

17-80100. Definitions

Accessory Building: A detached subordinate structure, the use of which is clearly incidental and related to that of the principal structure (mobile home), and which is located on the same lot.

Diagonal Tie: A tiedown intended to primarily resist horizontal forces, but which may also be used to resist vertical forces.

Ground Anchor: Any device of the mobile home stand designed to transfer mobile home anchoring loads to the ground.

Health Authority: The Louisiana State Office and Environmental Quality and the Town of Sorrento Health Unit.

Individual Mobile Home Site: A parcel of land which has been so designated and improved for the placement of one and only one mobile home for residential occupancy and any accessory buildings, structures, and equipment for the exclusive use of the occupants.

License: A written document issued by the Police Jury or its authorized representative permitting the operation and maintenance of a mobile home park under these Regulations.

Lot: A parcel of land occupied by one mobile home and the accessory buildings or used customarily incident to it including such open spaces as are arranged and designed to be used in connection with the mobile home.

Mobile Home: A structure, transportable in one or more sections, which is eight (8) body feet or more in width and is thirty-two (32) body feet or more in length, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent stand when connected to the required utilities. Also, a recreational vehicle when used as a permanent residence shall be included in the definition of a mobile home.

Mobile Home Park: A parcel or tract of land under single ownership which is or has been used and/or planned and/or improved for the placement thereon of ' mobile homes on individual mobile home lots and operated as a business for rental or lease of lots therein for the placement of mobile homes for dwelling purposes.

Mobile Home Space or Lot: A parcel of land in a mobile home park or subdivision designated for the accommodation of one mobile home, its accessory buildings or structures and accessory equipment for the exclusive use of the occupants.

Mobile Home Stand: That part of an individual mobile home space which has been planned and improved for placement of the mobile home and additions or attachments thereto.

Mobile Home Subdivision: A residential subdivision designed exclusively for and occupied only by mobile homes in which the homes and land are owned by the occupants. Such a subdivision shall not be included in the definition of a Mobile Home Park and shall be regulated by the Town of Sorrento Subdivision Regulations and not by this ordinance.

Parish: The Parish of Ascension, State of Louisiana.

Permit: A written document issued by the health authority permitting the maintenance and operation of a mobile home park under the provisions of the Sanitary Code of the State of Louisiana.

Person: An individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, business trust, receiver, syndicate, or any group or combination acting as a unit.

Structure: That which is built or constructed an office or building of any piece or work artificially built up or composed of parts joined together in some definite manner.

Tiedown: A strap, cable, or security device used to connect the mobile home to ground anchors.

This ordinance was introduced on May 9, 2023, by Councilman Chad Domingue. A public hearing having been duly held, the title read, and the ordinance considered, on motion by Councilman Chad Domingue, seconded by Councilman Duane Humphrey, a record vote was had as follows:

YEAS: Duane Humphrey, Chad Domingue, Darnell Gilbert

NAYS: None

ABSTAINED: None

ABSENT: Wanda Bourgeois, Randy Anny

Whereupon the presiding officer declared the ordinance duly adopted on the 13th day of June 2023.

Mayor Chris Guidry opened a public hearing to discuss Ordinance #23-10, An Ordinance to Amend Chapter 2 Section 2-27 of the Code of Ordinances with respect to increasing the compensation of the Mayor and Town Council.

Mayor Chris Guidry closed the public hearing.

Motion by Councilman Chad Domingue and seconded by Councilman Duane Humphrey to adopt ordinance #23-10. Motion carried. Vote as follows:

YEAS: Chad Domingue, Darnell Gilbert, Duane Humphrey

NAYS: None

ABSENT: Wanda Bourgeois, Randy Anny

ORDINANCE 23-10

An Ordinance to Amend Chapter 2 Section 2-27 of the Code of Ordinances with respect to increasing the compensation of the Mayor and Town Council.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SORRENTO THAT:

Chapter 2 Section 2-27 of the Code of Ordinances for the Town of Sorrento is hereby amended to read as follows:

An Ordinance setting the compensation of the mayor effective July 1, 2023.

SECTION 1. The compensation of the mayor shall be the sum of \$1,500.00 per month.

SECTION 1.1. Additionally, in the event of a disaster or other emergency declaration is made by a federal, state, or parish governing official(s), or governing body(is), which effects any area within the municipal limits of the Town of Sorrento, the Mayor shall be compensated at a rate of \$25.00 per hour for hours worked in addition to the monthly compensation as outlined in Section 1, upon the approval of the Town Council.

This ordinance was introduced on May 9, 2023, by Councilman Randy Anny. A public hearing having been duly held, the title read, and the ordinance considered, on motion by Councilman Chad Domingue, seconded by Councilman Duane Humphrey, a record vote was had as follows:

YEAS: Chad Domingue, Darnell Gilbert, Duane Humphrey

NAYS: None

ABSTAINED: None

ABSENT: Wanda Bourgeois, Randy Anny

Whereupon the presiding officer declared the ordinance duly adopted on the 13th day of June 2023.

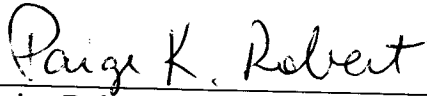
Motion by Councilman Chad Domingue and seconded by Councilman Duane Humphrey to appoint Jaimie Reeves to the planning and zoning board. Motion carried. Vote as follows:

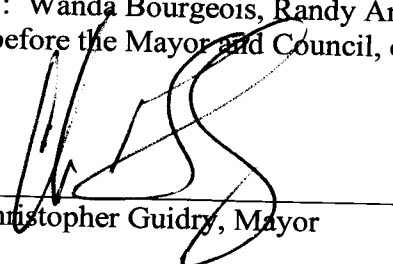
YEAS: Darnell Gilbert, Duane Humphrey, Chad Domingue

NAYS: None

ABSENT: Wanda Bourgeois, Randy Anny

There being no further business to be brought before the Mayor and Council, on motion duly made and seconded, the meeting was adjourned.


Paige Robert, Town Clerk


Christopher Guidry, Mayor

Mayor and City Council Report

City Calls and Arrest

Sorrento, Louisiana

	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023
Veh. Accidents	9	14	18	11	15			
Burglaries	0	1	2	0	1			
Thefts	4	6	7	8	5			
Armed Robbery	0	0	0	0	0	0	0	
Simple Robbery	0	0	0	0	0	0	0	
Alarms	12	10	8	11	9			
Narcotics	1	2	0	1	1	0	0	
Shooting	0	0	0	1	0	0	0	
Total Service C	88	95	166	100	100			
SCO/Loud Musi	0	0	0	0	0	0	0	

Traffic Citations	10	15	12	13	10			
Adult Arrests	10	7	4	5	7			


 Cpt. Rosevelt Hampton

Row Labels	Count of Incident Number
911 Investigation	1
Accident	15
Alarm	9
Animal Complaint	3
Assault	2
Assist	7
Burglary	1
Check on Welfare	6
Civil Dispute	1
Damage to Property	2
Disturbance	10
Narcotics	1
School Walk Thru	7
Suspicious Person/Vehicle	10
Theft	5
Traffic Incident	18
Trespassing	1
Weapons Violations	1
Grand Total	100

Sorrento[®]

LOUISIANA

FINANCIAL STATEMENTS

April 30, 2023

Town of Sorrento
Key stats
April 30, 2023

1) Cash position

	<u>Total</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Change from June 30th</u>	
				<u>Restricted</u>	<u>Unrestricted</u>
April 30, 2023	\$ 1,536,901	\$ 399,519	\$ 1,137,383		
June 30, 2022	730,632	109,571	621,061	\$ 289,948	\$ 516,322
June 30, 2021	682,588	253,713	428,875	145,806	708,508

Restricted breakdown

American Rescue Plan Grant	
Recreation	268,600
Senior citizen programs	44,657
Public safety - fire	53,978
Public safety - police - restricted	9,892
Other	2,651
	19,741

2) Revenue trends

<u>Sales tax</u>	<u>FYE</u>	<u>General Fund</u>		<u>Rest. Fund</u>	
		<u>Collections</u>		<u>Collections</u>	
	2023	\$ 719,711		\$ 127,008	
	2022	827,475	27%	146,025	27%
	2021	606,952	5%	107,109	5%
	2020	576,720		101,774	
	2023 budget	\$ 650,000	110.7%	\$ 105,000	121.0%

Utility charges

<u>FYE</u>	<u>Sewer</u>		<u>Garbage</u>	
2023	\$ 57,448		\$ 130,572	
2022	63,961	9%	136,752	7%
2021	58,482	1%	127,022	2%
2020	57,862		124,896	
2023 budget	\$ 71,100	80.8%	\$ 158,500	82.4%

3) Utility receivable aging

	<u>Total</u>	<u>Current</u>	<u>30 days</u>	<u>60 days</u>	<u>90 days</u>	<u>120 days</u>
Amount owed - 04/30/2023	\$ 10,313	\$ 18,862	\$ (4,049)	\$ 55	\$ (40)	\$ (4,515)
Amount owed - 06/30/2022	7,981	14,441	(1,772)	(355)	(37)	(4,295)
Amount owed - 06/30/2021	14,684	13,104	(2,723)	(501)	(93)	4,896
Amount owed - 06/30/2020	19,200	14,984	(2,140)	981	768	4,608

4) Profitability - operating cash flows

	<u>General Fund</u>	<u>Restricted</u>				
FYE 2023						
Surplus (deficit)	\$ 284,014	\$ 29,491				
Capital outlay activity, net of grants and proceeds	(69,086)	-				
Depreciation	-	-				
Operating cash flows	\$ 214,928	\$ 29,491				
<u>Utility</u>						
	2023B	YTD 2023	2022	2021	2020	
Operating deficit	\$ (83,000)	\$ (65,396)	\$ (67,509)	\$ 37,722	\$ 36,969	
Capital outlay activity, net of grants and proceeds	20,000	(47,028)	(19,805)	(126,392)	(130,198)	
Proceeds from Legal Settlement	-	-	(77,500)	-	(981)	
Depreciation	85,000	70,833	85,000	80,000	(13,500)	
Net	\$ 22,000	\$ (41,590)	\$ (79,814)	\$ (8,669)	\$ (107,710)	

**Town of Sorrento
Overview
April 30, 2023**

	YTD as of	Current Year - FYE 2022/2023			% of budget
	April 30, 2022	Actual	Budget	Remaining	
General:					
Sales tax	674,667	719,711	\$ 650,000	\$ (69,711)	
Property tax	84,786	83,635	75,000	(8,635)	
Franchise fees	90,507	105,580	105,000	(580)	
Beer Tax	2,278	2,887	3,000	113	
Licenses and permits	103,757	108,439	101,200	(7,239)	
Charges for Services	5,155	5,155	10,300	5,145	
Fines	2,253	1,141	3,000	1,859	
Planning & Zoning	22,938	745	-	(745)	
Intergovernmental grants - Operational	14,083	32,100	10,000	(22,100)	
Intergovernmental grants - Capital	-	-	-	-	
Highway & Streets State Grants	-	-	-	-	
FEMA	111,272	34,066	-	(34,066)	
Transfers In	24,500	21,833	26,200	4,367	
Proceeds from sale of assets	23,564	2,920	-	(2,920)	
Other	205	11,506	100	(11,406)	
Total revenue	1,159,965	1,129,718	983,800	(145,918)	115%
Administration	230,514	241,619	286,500	44,881	
Police	305,055	326,184	394,000	67,816	
Streets	203,390	277,900	278,100	200	
Capital outlay	-	-	-	-	
Total expenditures	738,958	845,703	958,600	112,897	88%
Restricted:					
Sales tax	119,059	127,008	105,000	(22,008)	
Other	27,078	29,529	25,500	(4,029)	
Total revenue	146,137	156,537	130,500	(26,037)	120%
Fire	46,121	41,810	35,000	(6,810)	
Senior citizen programs	28,029	32,921	30,000	(2,921)	
Recreation - Community Center	24,510	41,067	28,700	(12,367)	
Transfer Out	12,250	10,917	13,100	2,183	
Other	748	331	500	169	
Capital outlay	-	-	-	-	
Total expenditures	111,659	127,045	107,300	(19,745)	118%
Utility Fund:					
Garbage	113,172	130,478	158,500	28,022	
Sewer	52,603	57,359	71,100	13,741	
Sewer Grant	82,183	47,028	-	(47,028)	
Proceeds from Legal Settlement	77,500	-	-	-	
Other	5,199	17,966	11,000	(6,966)	
Total revenue	330,657	252,831	240,600	(12,231)	105%
Garbage	108,410	125,405	130,000	4,595	
Sewer maintenance	80,440	92,029	30,000	(62,029)	
Sewer operating costs	19,112	15,413	40,500	25,087	
Sewer Grant expenses	-	-	-	-	
Depreciation	70,833	70,833	85,000	14,167	
Transfer Out	12,250	10,917	13,100	2,183	
Capital outlay	-	-	20,000	20,000	
Other	3,939	3,630	5,000	1,370	
Total expenditures	\$ 294,984	\$ 318,227	\$ 323,600	\$ 5,373	98%
Total:					
Inflows	1,636,759	1,539,085			
Outflows	1,145,602	1,290,976			
Net	491,157	248,110			
Depreciation	70,833	70,833			
Capital outlay, net of grants and proceeds	(82,183)	(113,194)			
Proceeds from Legal Settlement	(77,500)	-			
Proceeds from Sale of Assets	(23,564)	(2,920)			
Operating, net	\$ 378,743	\$ 202,829			

Town of Sorrento
Sales and use tax collections
Monthly analysis

<u>General Fund</u>	2021/2022	2022/2023	% change
July	\$ 68,212	\$ 65,027	-4.7%
August	62,855	82,943	32.0%
September	59,544	68,893	15.7%
October	50,149	71,233	42.0%
November	65,519	74,175	13.2%
December	70,344	86,706	23.3%
January	79,636	71,067	-10.8%
February	88,549	73,920	-16.5%
March	70,394	67,952	-3.5%
April	59,465	57,794	-2.8%
May	81,130		-100.0%
June	71,678		-100.0%
	<u>\$ 827,475</u>	<u>\$ 719,711</u>	
Prior year to date		<u>\$ 674,667</u>	6.7% YoY Change
FYE 2022/2023 Budget		<u>\$ 650,000</u>	110.7% % of Budget

<u>Restricted Fund</u>	2021/2022	2022/2023	% change
July	\$ 12,037	\$ 11,475	-4.7%
August	11,092	14,637	32.0%
September	10,508	12,158	15.7%
October	8,850	12,571	42.0%
November	11,562	13,090	13.2%
December	12,414	15,301	23.3%
January	14,053	12,541	-10.8%
February	15,626	13,045	-16.5%
March	12,422	11,992	-3.5%
April	10,494	10,199	-2.8%
May	14,317		-100.0%
June	12,649		-100.0%
	<u>\$ 146,025</u>	<u>\$ 127,008</u>	
Prior year to date		<u>\$ 119,059</u>	6.7% YoY Change
FYE 2022/2023 Budget		<u>\$ 105,000</u>	121.0% % of Budget

Town of Sorrento
Utility charges & collections
Monthly analysis

<u>Sewer fees</u>	<u>Users</u>	<u>Charges</u>	<u>Collections</u>	<u>Variance</u>
July	207	\$ 5,623	\$ 5,772	\$ 149
August	208	5,623	4,987	(636)
September	207	5,579	4,629	(950)
October	207	5,483	6,671	1,188
November	209	5,535	5,189	(346)
December	210	5,557	6,375	818
January	211	5,989	6,374	385
February	212	6,012	5,346	(666)
March	211	6,035	6,541	506
April	211	6,012	5,702	(310)
May				-
June				-
		<u>\$ 57,448</u>	<u>\$ 57,588</u>	<u>\$ 140</u>
FYE 2022/2023 Budget			<u>\$ 71,100</u>	<u>81% % of Budget</u>

<u>Garbage fees</u>	<u>Users</u>	<u>Charges</u>	<u>Collections</u>	<u>% Variance</u>
July	566	\$ 11,616	\$ 10,556	\$ (1,060)
August	570	11,688	9,882	(1,806)
September	570	13,524	12,758	(766)
October	573	13,496	12,022	(1,474)
November	574	13,412	13,021	(392)
December	574	13,356	15,064	1,708
January	574	13,328	17,817	4,489
February	575	13,356	12,126	(1,230)
March	572	13,356	14,840	1,484
April	574	13,440	12,796	(644)
May				-
June				-
		<u>\$ 130,572</u>	<u>\$ 130,881</u>	<u>\$ 309</u>
FYE 2022/2023 Budget			<u>\$ 158,500</u>	<u>82% % of Budget</u>
Collection rate		<u>\$ 188,020</u>	<u>\$ 188,469</u>	<u>100%</u>

General Fund

Apr 30, 23

ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank Accounts	
10100 · Hancock Whitney Bank General	282,673.26
10200 · LAMP Savings Account	820,850.78
Total 10000 · Bank Accounts	<u>1,103,524.04</u>
Total Checking/Savings	<u>1,103,524.04</u>
Accounts Receivable	
12000 · Grants Receivable	47,254.45
13000 · Accounts Receivable	2,085.00
Total Accounts Receivable	<u>49,339.45</u>
Other Current Assets	
13100 · Accounts Receivable-Manual	
13200 · Allowance for Accounts Receivab	-100,000.00
13100 · Accounts Receivable-Manual - Other	149,276.00
Total 13100 · Accounts Receivable-Manual	<u>49,276.00</u>
14000 · Cash Drawer	
14100 · Cash Box	150.00
Total 14000 · Cash Drawer	<u>150.00</u>
Total Other Current Assets	<u>49,426.00</u>
Total Current Assets	<u>1,202,289.49</u>
Other Assets	
18000 · Due from other gov't agencies	65,027.00
Total Other Assets	<u>65,027.00</u>
TOTAL ASSETS	<u>1,267,316.49</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	13,880.86
Total Accounts Payable	<u>13,880.86</u>
Other Current Liabilities	
20100 · Accounts Payable-Manual	3,140.92
20300 · Deferred Inflows - Grants	19,600.00
21000 · Payroll Liabilities	-134.09
24000 · Accrued Payroll Expense	782.31
25000 · Bail Bonds Payable	14,011.50
27000 · Due to/from Restricted Fund	81,310.98
28000 · Due to/from Utility account	-88,808.77
Total Other Current Liabilities	<u>29,902.85</u>
Total Current Liabilities	<u>43,783.71</u>
Total Liabilities	<u>43,783.71</u>
Equity	
31000 · Fund Balance - Unreserved	939,518.59
Net Income	284,014.19
Total Equity	<u>1,223,532.78</u>
TOTAL LIABILITIES & EQUITY	<u>1,267,316.49</u>

General Fund

Ordinary Income/Expense	Apr 23	Jul '22 - Apr 23
Income		
40000 · Fines & Forfeits		
40100 · Court Costs	11.00	252.82
40200 · Fines	132.00	887.92
Total 40000 · Fines & Forfeits	143.00	1,140.74
41000 · General Gov. Misc. Income		
41300 · FEMA Public Assistance Grant		34,066.47
41500 · State LGAP Grant		19,600.00
41600 · State Tourism Grant		12,500.00
Total 41000 · General Gov. Misc. Income		66,166.47
42000 · Grass Cutting Revenue		5,155.00
44000 · Licenses & Permits		
44100 · Beer & Liquor Licenses	125.00	1,000.00
44200 · Occupational Licenses	9,476.30	107,288.71
44300 · Permits		150.00
Total 44000 · Licenses & Permits	9,601.30	108,438.71
45000 · Planning & Zoning Fees		745.00
46000 · Taxes		
46100 · Advalorem Taxes	455.18	83,634.95
46200 · Beer Tax	563.99	2,887.14
46300 · Franchise Tax	9,365.71	105,579.64
46400 · Sales and Use Tax	57,794.49	719,710.70
Total 46000 · Taxes	68,179.37	911,812.43
48000 · Interest Income	2,116.97	11,506.11
Total Income	80,040.64	1,104,964.46
Expense		
50000 · General Government		
50200 · Conventions and Training		710.98
50300 · Dues		1,032.00
50400 · Insurance		
50410 · Liability Ins	703.69	6,805.73
50420 · Property and bonds		3,753.07
50430 · Workers Comp.	129.63	1,297.85
Total 50400 · Insurance	833.32	11,856.65
50500 · Miscellaneous		932.25
50600 · Office Expense		
Travel		17.50
50610 · Planning & Zoning		140.39
50615 · Planning & Zoning-Orange Grove		2,830.00
50620 · Repairs & Maintenance	65.00	2,662.33
50630 · Supplies	875.96	12,449.45
50640 · Telephone	238.53	2,403.42
50650 · Utilities	231.55	3,294.89
50660 · Other	205.00	1,734.38
Total 50600 · Office Expense	1,616.04	25,532.36

General Fund

	<u>Apr 23</u>	<u>Jul '22 - Apr 23</u>
50700 · Professional Services		
50710 · Accounting Fees	5,200.00	56,710.00
50720 · Attorney Fees	1,250.00	11,250.00
50730 · Building Inspector	2,575.00	3,625.00
50740 · IT Services	650.17	8,582.70
50750 · Payroll Fees	157.00	1,692.50
50760 · Professional Services - Other		2,498.00
Total 50700 · Professional Services	<u>9,832.17</u>	<u>84,358.20</u>
50800 · Office P/R Expense		
50810 · Admin	8,884.13	91,729.11
50820 · Medicare	128.82	1,330.04
50830 · Social Securiry	550.82	5,687.20
Total 50800 · Office P/R Expense	<u>9,563.77</u>	<u>98,746.35</u>
50900 · Tourism and Promotion		12,690.60
50999 · Bank Service fee	551.19	5,760.01
Total 50000 · General Government	<u>22,396.49</u>	<u>241,619.40</u>
51000 · Highway & Streets		
51400 · Drainage maintenance	21,990.00	41,301.00
51500 · Engineering Fees		37,704.50
51600 · Insurance		
51610 · Auto		3,113.06
51620 · Liability Ins.	557.06	6,099.74
51630 · Tractors		125.82
51640 · Workers Comp	506.57	5,143.22
Total 51600 · Insurance	<u>1,063.63</u>	<u>14,481.84</u>
51700 · Operating		
51710 · Fuel Expense		10,748.27
51720 · Repairs	100.00	26,527.69
51730 · Supplies	828.76	21,936.55
51740 · Telephone	79.51	1,983.02
51750 · Utilities	132.02	2,490.23
Total 51700 · Operating	<u>1,140.29</u>	<u>63,685.76</u>
51800 · P/R Expense		
51810 · Salaries	3,712.50	31,551.37
51820 · Medicare	53.83	457.52
51830 · Social Security	230.17	1,956.18
51850 · Contract Expense	5,451.00	54,874.98
Total 51800 · P/R Expense	<u>9,447.50</u>	<u>88,840.05</u>
51900 · Road Maintenance and repairs		1,935.00
51950 · Street Lights	1,631.93	29,952.26
Total 51000 · Highway & Streets	<u>35,273.35</u>	<u>277,900.41</u>

General Fund

	<u>Apr 23</u>	<u>Jul '22 - Apr 23</u>
52000 · Public Safety		
52100 · Telephone	477.06	4,806.81
52200 · Utilities		1,782.05
52800 · P/R Expense		
52835 · Judge's Supplemental Pay	243.92	2,439.20
52840 · Judges Retirement	104.89	1,048.90
52850 · Contract Labor	31,576.47	316,106.70
Total 52800 · P/R Expense	<u>31,925.28</u>	<u>319,594.80</u>
Total 52000 · Public Safety	<u>32,402.34</u>	<u>326,183.66</u>
Total Expense	<u>90,072.18</u>	<u>845,703.47</u>
Net Ordinary Income	<u>-10,031.54</u>	<u>259,260.99</u>
Other Income/Expense		
Other Income		
71000 · Proceeds from sale of assets		2,920.00
71400 · Transfers In	2,183.32	21,833.20
Total Other Income	<u>2,183.32</u>	<u>24,753.20</u>
Net Other Income	<u>2,183.32</u>	<u>24,753.20</u>
Net Income	<u>-7,848.22</u>	<u>284,014.19</u>

General Fund

Ordinary Income/Expense	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · Fines & Forfeits				
40100 · Court Costs	252.82	500.00	-247.18	50.56%
40200 · Fines	887.92	2,500.00	-1,612.08	35.52%
Total 40000 · Fines & Forfeits	<u>1,140.74</u>	<u>3,000.00</u>	<u>-1,859.26</u>	<u>38.03%</u>
41000 · General Gov. Misc. Income				
41300 · FEMA Public Assistance Grant	34,066.47		34,066.47	100.0%
41500 · State LGAP Grant	19,600.00		19,600.00	100.0%
41600 · State Tourism Grant	12,500.00	10,000.00	2,500.00	125.0%
Total 41000 · General Gov. Misc. Income	<u>66,166.47</u>	<u>10,000.00</u>	<u>56,166.47</u>	<u>661.67%</u>
42000 · Grass Cutting Revenue	5,155.00	10,300.00	-5,145.00	50.05%
44000 · Licenses & Permits				
44100 · Beer & Liquor Licenses	1,000.00	1,000.00		100.0%
44200 · Occupational Licenses	107,288.71	100,000.00	7,288.71	107.29%
44300 · Permits	150.00	200.00	-50.00	75.0%
Total 44000 · Licenses & Permits	<u>108,438.71</u>	<u>101,200.00</u>	<u>7,238.71</u>	<u>107.15%</u>
45000 · Planning & Zoning Fees	745.00		745.00	100.0%
46000 · Taxes				
46100 · Advalorem Taxes	83,634.95	75,000.00	8,634.95	111.51%
46200 · Beer Tax	2,887.14	3,000.00	-112.86	96.24%
46300 · Franchise Tax	105,579.64	105,000.00	579.64	100.55%
46400 · Sales and Use Tax	719,710.70	650,000.00	69,710.70	110.73%
Total 46000 · Taxes	<u>911,812.43</u>	<u>833,000.00</u>	<u>78,812.43</u>	<u>109.46%</u>
48000 · Interest Income	11,506.11	100.00	11,406.11	11,506.11%
Total Income	<u>1,104,964.46</u>	<u>957,600.00</u>	<u>147,364.46</u>	<u>115.39%</u>
Expense				
50000 · General Government				
50120 · Capital Outlay-equipment		10,000.00	-10,000.00	
50200 · Conventions and Training	710.98	4,000.00	-3,289.02	17.78%
50300 · Dues	1,032.00	1,500.00	-468.00	68.8%
50400 · Insurance				
50410 · Liability Ins	6,805.73	12,000.00	-5,194.27	56.71%
50420 · Property and bonds	3,753.07	3,000.00	753.07	125.1%
50430 · Workers Comp.	1,297.85	2,000.00	-702.15	64.89%
Total 50400 · Insurance	<u>11,856.65</u>	<u>17,000.00</u>	<u>-5,143.35</u>	<u>69.75%</u>
50500 · Miscellaneous	932.25	500.00	432.25	186.45%
50600 · Office Expense				
Travel	17.50			
50610 · Planning & Zoning	140.39	1,000.00	-859.61	14.04%
50615 · Planning & Zoning-Orange Grove	2,830.00			
50620 · Repairs & Maintenance	2,662.33	7,500.00	-4,837.67	35.5%
50630 · Supplies	12,449.45	10,000.00	2,449.45	124.5%
50640 · Telephone	2,403.42	2,800.00	-396.58	85.84%
50650 · Utilities	3,294.89	8,000.00	-4,705.11	41.19%
50660 · Other	1,734.38	500.00	1,234.38	346.88%
Total 50600 · Office Expense	<u>25,532.36</u>	<u>29,800.00</u>	<u>-4,267.64</u>	<u>85.68%</u>

General Fund

	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50700 · Professional Services				
50710 · Accounting Fees	56,710.00	60,000.00	-3,290.00	94.52%
50720 · Attorney Fees	11,250.00	15,000.00	-3,750.00	75.0%
50730 · Building Inspector	3,625.00	5,000.00	-1,375.00	72.5%
50740 · IT Services	8,582.70	6,000.00	2,582.70	143.05%
50750 · Payroll Fees	1,692.50	2,500.00	-807.50	67.7%
50760 · Professional Services - Other	2,498.00		2,498.00	100.0%
Total 50700 · Professional Services	<u>84,358.20</u>	<u>88,500.00</u>	<u>-4,141.80</u>	<u>95.32%</u>
50800 · Office P/R Expense				
50810 · Admin	91,729.11	107,000.00	-15,270.89	85.73%
50820 · Medicare	1,330.04	1,500.00	-169.96	88.67%
50830 · Social Securiry	5,687.20	8,200.00	-2,512.80	69.36%
Total 50800 · Office P/R Expense	<u>98,746.35</u>	<u>116,700.00</u>	<u>-17,953.65</u>	<u>84.62%</u>
50900 · Tourism and Promotion	12,690.60	10,000.00	2,690.60	126.91%
50995 · Public Notice Fees		3,000.00	-3,000.00	
50999 · Bank Service fee	5,760.01	5,500.00	260.01	104.73%
Total 50000 · General Government	<u>241,619.40</u>	<u>286,500.00</u>	<u>-44,880.60</u>	<u>84.34%</u>
51000 · Highway & Streets				
51400 · Drainage maintenance	41,301.00	25,000.00	16,301.00	165.2%
51500 · Engineering Fees	37,704.50	9,000.00	28,704.50	418.94%
51600 · Insurance				
51610 · Auto	3,113.06	2,000.00	1,113.06	155.65%
51620 · Liability Ins.	6,099.74	9,500.00	-3,400.26	64.21%
51630 · Tractors	125.82	4,000.00	-3,874.18	3.15%
51640 · Workers Comp	5,143.22	8,500.00	-3,356.78	60.51%
Total 51600 · Insurance	<u>14,481.84</u>	<u>24,000.00</u>	<u>-9,518.16</u>	<u>60.34%</u>
51700 · Operating				
51710 · Fuel Expense	10,748.27	15,000.00	-4,251.73	71.66%
51720 · Repairs	26,527.69	10,000.00	16,527.69	265.28%
51730 · Supplies	21,936.55	15,000.00	6,936.55	146.24%
51740 · Telephone	1,983.02	2,500.00	-516.98	79.32%
51750 · Utilities	2,490.23	2,500.00	-9.77	99.61%
Total 51700 · Operating	<u>63,685.76</u>	<u>45,000.00</u>	<u>18,685.76</u>	<u>141.52%</u>
51800 · P/R Expense				
51810 · Salaries	31,551.37	110,000.00	-78,448.63	28.68%
51820 · Medicare	457.52	1,700.00	-1,242.48	26.91%
51830 · Social Security	1,956.18	8,400.00	-6,443.82	23.29%
51850 · Contract Expense	54,874.98			
Total 51800 · P/R Expense	<u>88,840.05</u>	<u>120,100.00</u>	<u>-31,259.95</u>	<u>73.97%</u>
51900 · Road Maintenance and repairs	1,935.00	25,000.00	-23,065.00	7.74%
51950 · Street Lights	29,952.26	30,000.00	-47.74	99.84%
Total 51000 · Highway & Streets	<u>277,900.41</u>	<u>278,100.00</u>	<u>-199.59</u>	<u>99.93%</u>

General Fund

	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
52000 · Public Safety				
52100 · Telephone	4,806.81	5,700.00	-893.19	84.33%
52200 · Utilities	1,782.05	1,800.00	-17.95	99.0%
52300 · Other		500.00	-500.00	
52800 · P/R Expense				
52835 · Judge's Supplemental Pay	2,439.20	3,000.00	-560.80	81.31%
52840 · Judges Retirement	1,048.90	3,000.00	-1,951.10	34.96%
52850 · Contract Labor	316,106.70	380,000.00	-63,893.30	83.19%
Total 52800 · P/R Expense	<u>319,594.80</u>	<u>386,000.00</u>	<u>-66,405.20</u>	<u>82.8%</u>
Total 52000 · Public Safety	<u>326,183.66</u>	<u>394,000.00</u>	<u>-67,816.34</u>	<u>82.79%</u>
Total Expense	<u>845,703.47</u>	<u>958,600.00</u>	<u>-112,896.53</u>	<u>88.22%</u>
Net Ordinary Income	<u>259,260.99</u>	<u>-1,000.00</u>	<u>260,260.99</u>	<u>-25,926.1%</u>
Other Income/Expense				
Other Income				
71000 · Proceeds from sale of assets	2,920.00		2,920.00	100.0%
71400 · Transfers In	21,833.20	26,200.00	-4,366.80	83.33%
Total Other Income	<u>24,753.20</u>	<u>26,200.00</u>	<u>-1,446.80</u>	<u>94.48%</u>
Net Other Income	<u>24,753.20</u>	<u>26,200.00</u>	<u>-1,446.80</u>	<u>94.48%</u>
Net Income	<u><u>284,014.19</u></u>	<u><u>25,200.00</u></u>	<u><u>258,814.19</u></u>	<u><u>1,127.04%</u></u>

Restricted Fund

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank accounts	
10100 · Hancock Whitney Rest. Oper.	111,416.34
10200 · Hancock Whitney SCC Deposit	19,502.48
10300 · Savings Account-LAMP	0.16
Total 10000 · Bank accounts	<u>130,918.98</u>
Total Checking/Savings	130,918.98
Other Current Assets	
12000 · Due from other govt. units	11,485.02
14000 · Due to/from General Fund	81,310.98
Total Other Current Assets	<u>92,796.00</u>
Total Current Assets	<u>223,714.98</u>
TOTAL ASSETS	<u><u>223,714.98</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	953.65
Total Accounts Payable	<u>953.65</u>
Other Current Liabilities	
21000 · Accounts Payable - Manual	11,057.00
23000 · Community Center Deposit	19,100.00
25000 · Unclaimed Forfeitures	2,650.69
Total Other Current Liabilities	<u>32,807.69</u>
Total Current Liabilities	<u>33,761.34</u>
Total Liabilities	33,761.34
Equity	
30000 · Fund Balance - Reserved	160,462.23
Net Income	29,491.41
Total Equity	<u>189,953.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>223,714.98</u></u>

Restricted Fund

	<u>Apr 23</u>	<u>Jul '22 - Apr 23</u>
Ordinary Income/Expense		
Income		
40000 · Restricted Fund Income		
41000 · Community Center Income		
41010 · Community Center Rental Income	2,800.00	28,900.00
Total 41000 · Community Center Income	<u>2,800.00</u>	<u>28,900.00</u>
43000 · Holiday Celebration Income	0.00	600.00
44000 · Interest Income	4.95	29.02
46000 · Sales & Use Taxes		
46010 · Fire Department	3,399.68	42,335.92
46020 · Recreation	3,399.67	42,335.92
46030 · Senior Citizens	3,399.68	42,335.92
Total 46000 · Sales & Use Taxes	<u>10,199.03</u>	<u>127,007.76</u>
Total 40000 · Restricted Fund Income	<u>13,003.98</u>	<u>156,536.78</u>
Total Income	<u>13,003.98</u>	<u>156,536.78</u>
Gross Profit	<u>13,003.98</u>	<u>156,536.78</u>
Expense	13,003.98	156,536.78
50000 · Restricted Fund Expense		
51000 · Fire Department		
51010 · Operating Expense	2,046.64	22,332.20
51040 · Personnel Reimbursement	5,417.25	19,477.50
Total 51000 · Fire Department	<u>7,463.89</u>	<u>41,809.70</u>
52000 · Recreation		
52010 · Operating Expense	335.00	556.99
52030 · Engineering Expense	0.00	1,526.25
52040 · Insurance - Community Center	0.00	17,535.00
52045 · Maintenance & Repairs	0.00	4,370.53
52050 · Supplies	614.72	1,854.18
52060 · Utilities	1,414.09	15,224.15
Total 52000 · Recreation	<u>2,363.81</u>	<u>41,067.10</u>
53000 · Senior Citizen	4,564.00	32,920.61
Total 50000 · Restricted Fund Expense	<u>14,391.70</u>	<u>115,797.41</u>
54000 · Holiday Celebration Expense	0.00	331.36
56000 · Transfers Out - Personnel	1,091.66	10,916.60
Total Expense	<u>15,483.36</u>	<u>127,045.37</u>
Net Ordinary Income	<u>-2,479.38</u>	<u>29,491.41</u>
Net Income	<u><u>-2,479.38</u></u>	<u><u>29,491.41</u></u>

Restricted Fund

Ordinary Income/Expense	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Income				
40000 · Restricted Fund Income				
41000 · Community Center Income				
41010 · Community Center Rental Income				
Total 41000 · Community Center Income	<u>31,900.00</u>	<u>25,000.00</u>	<u>6,900.00</u>	<u>127.6%</u>
43000 · Holiday Celebration Income	31,900.00	25,000.00	6,900.00	127.6%
44000 · Interest Income	600.00			
45000 · Miscellaneous	34.02			
46000 · Sales & Use Taxes	0.00	500.00	-500.00	0.0%
46010 · Fire Department				
46020 · Recreation	46,991.50	35,000.00	11,991.50	134.26%
46030 · Senior Citizens	46,991.51	35,000.00	11,991.51	134.26%
Total 46000 · Sales & Use Taxes	<u>46,991.50</u>	<u>35,000.00</u>	<u>11,991.50</u>	<u>134.26%</u>
Total 40000 · Restricted Fund Income	<u>140,974.51</u>	<u>105,000.00</u>	<u>35,974.51</u>	<u>134.26%</u>
Total Income	<u>173,508.53</u>	<u>130,500.00</u>	<u>43,008.53</u>	<u>132.96%</u>
Gross Profit	<u>173,508.53</u>	<u>130,500.00</u>	<u>43,008.53</u>	<u>132.96%</u>
Expense	173,508.53	130,500.00	43,008.53	132.96%
50000 · Restricted Fund Expense				
51000 · Fire Department				
51010 · Operating Expense	23,903.33	17,000.00	6,903.33	140.61%
51040 · Personnel Reimbursement	19,477.50	18,000.00	1,477.50	108.21%
Total 51000 · Fire Department	<u>43,380.83</u>	<u>35,000.00</u>	<u>8,380.83</u>	<u>123.95%</u>
52000 · Recreation				
52010 · Operating Expense	5,366.99			
52030 · Engineering Expense	1,526.25			
52040 · Insurance - Community Center	17,535.00	6,000.00	11,535.00	292.25%
52045 · Maintenance & Repairs	4,370.53	7,500.00	-3,129.47	58.27%
52050 · Supplies	2,145.61	1,200.00	945.61	178.8%
52060 · Utilities	16,478.77	14,000.00	2,478.77	117.71%
Total 52000 · Recreation	<u>47,423.15</u>	<u>28,700.00</u>	<u>18,723.15</u>	<u>165.24%</u>
53000 · Senior Citizen	37,568.61	30,000.00	7,568.61	125.23%
Total 50000 · Restricted Fund Expense	<u>128,372.59</u>	<u>93,700.00</u>	<u>34,672.59</u>	<u>137.0%</u>
54000 · Holiday Celebration Expense	331.36	500.00	-168.64	66.27%
55000 · Transfers Out - Debt Service	0.00	13,100.00	-13,100.00	0.0%
56000 · Transfers Out - Personnel	12,008.26			
Total Expense	<u>140,712.21</u>	<u>107,300.00</u>	<u>33,412.21</u>	<u>131.14%</u>
Net Ordinary Income	<u>32,796.32</u>	<u>23,200.00</u>	<u>9,596.32</u>	<u>141.36%</u>
Net Income	<u>32,796.32</u>	<u>23,200.00</u>	<u>9,596.32</u>	<u>141.36%</u>

Utility Fund

Apr 30, 23

ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank Accounts	
10100 · Hancock Whitney Operating	12,750.48
10200 · Hancock Whitney Utility Deposit	24,094.80
10300 · LAMP Savings Account	265,512.79
Total 10000 · Bank Accounts	<u>302,358.07</u>
10400 · Cash on hand	100.00
Total Checking/Savings	<u>302,458.07</u>
Accounts Receivable	
13000 · Accounts Receivable	
13100 · Accounts Receivable	7,427.00
13000 · Accounts Receivable - Other	11,426.06
Total 13000 · Accounts Receivable	<u>18,853.06</u>
14000 · Allowance for Bad Debts	-2,200.00
Total Accounts Receivable	<u>16,653.06</u>
Other Current Assets	
15000 · Construction In Progress	373,084.87
Total Other Current Assets	<u>373,084.87</u>
Total Current Assets	<u>692,196.00</u>
Fixed Assets	
15100 · Fixed Assets	1,204,083.39
15200 · Land	60,366.00
15300 · Water Tower	773,283.00
15400 · Accum. Depreciation-Water Tower	-1,218,124.14
Total Fixed Assets	<u>819,608.25</u>
TOTAL ASSETS	<u><u>1,511,804.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	13,400.69
Total Accounts Payable	<u>13,400.69</u>
Other Current Liabilities	
21000 · Accounts Payable-Audit	1,500.00
24000 · Customer Prepayments	5,722.00
25000 · Due to General Fund	88,808.77
26000 · Garbage Deposits Liabilty	24,380.12
28000 · Unearned Revenue - ARPA Grant	268,599.56
Total Other Current Liabilities	<u>389,010.45</u>
Total Current Liabilities	<u>402,411.14</u>
Total Liabilities	<u>402,411.14</u>
Equity	
30000 · Retained Earnings	1,174,788.76
Net Income	-65,395.65
Total Equity	<u>1,109,393.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,511,804.25</u></u>

Utility Fund

	<u>Apr 23</u>	<u>Jul '22 - Apr 23</u>
Ordinary Income/Expense		
Income		
40000 · Utility Income		
40100 · Garbage Fee	13,440.00	130,477.60
40200 · Grant		
40210 · Federal Grant	17,028.00	47,028.00
Total 40200 · Grant	<u>17,028.00</u>	<u>47,028.00</u>
40300 · Late Payment Penalties	253.10	3,155.20
40400 · Return Fee	25.00	1,425.00
40500 · Sewer Fee	6,035.00	57,359.00
40700 · Water Franchise fees	1,712.00	6,753.00
Total 40000 · Utility Income	<u>38,493.10</u>	<u>246,197.80</u>
41000 · Interest Income		
42000 · LAMP Account	1,083.18	6,584.14
41000 · Interest Income - Other	4.08	49.07
Total 41000 · Interest Income	<u>1,087.26</u>	<u>6,633.21</u>
Total Income	<u>39,580.36</u>	<u>252,831.01</u>
Expense		
50000 · Bank Service charges	101.00	163.00
52000 · Depreciation Expense	7,083.33	70,833.30
53000 · Garbage Department Expenses		
53010 · Garbage Service	12,707.19	125,404.70
Total 53000 · Garbage Department Expenses	<u>12,707.19</u>	<u>125,404.70</u>
54000 · General Administrative		
54010 · Billing Supplies	0.00	425.63
54020 · Dues & Memberships	0.00	1,387.00
54030 · Postage	157.44	1,654.32
Total 54000 · General Administrative	<u>157.44</u>	<u>3,466.95</u>
55000 · Sewer Department Expenses		
55010 · Engineering	0.00	555.00
55030 · Other	0.00	0.00
55040 · Sewer Supplies	0.00	347.59
55050 · Sewer System Maintenance	15,863.50	92,029.28
55070 · Utility Bills	1,203.46	14,510.24
Total 55000 · Sewer Department Expenses	<u>17,066.96</u>	<u>107,442.11</u>
61000 · Transfers Out - Payroll	1,091.66	10,916.60
Total Expense	<u>38,207.58</u>	<u>318,226.66</u>
Net Ordinary Income	<u>1,372.78</u>	<u>-65,395.65</u>
Net Income	<u>1,372.78</u>	<u>-65,395.65</u>

Utility Fund

Ordinary Income/Expense	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · Utility Income				
40100 · Garbage Fee	130,477.60	158,500.00	-28,022.40	82.32%
40200 · Grant				
40210 · Federal Grant	47,028.00			
Total 40200 · Grant	<u>47,028.00</u>			
40300 · Late Payment Penalties	3,155.20	3,500.00	-344.80	90.15%
40400 · Return Fee	1,425.00	1,000.00	425.00	142.5%
40500 · Sewer Fee	57,359.00	71,100.00	-13,741.00	80.67%
40700 · Water Franchise fees	6,753.00	6,500.00	253.00	103.89%
Total 40000 · Utility Income	<u>246,197.80</u>	<u>240,600.00</u>	<u>5,597.80</u>	<u>102.33%</u>
41000 · Interest Income				
42000 · LAMP Account	6,584.14			
41000 · Interest Income - Other	49.07			
Total 41000 · Interest Income	<u>6,633.21</u>			
Total Income	<u>252,831.01</u>	<u>240,600.00</u>	<u>12,231.01</u>	<u>105.08%</u>
Expense				
50000 · Bank Service charges	163.00			
51000 · Capital Outlay - Sewer	0.00	20,000.00	-20,000.00	0.0%
52000 · Depreciation Expense	70,833.30	85,000.00	-14,166.70	83.33%
53000 · Garbage Department Expenses				
53010 · Garbage Service	125,404.70	130,000.00	-4,595.30	96.47%
Total 53000 · Garbage Department Expenses	<u>125,404.70</u>	<u>130,000.00</u>	<u>-4,595.30</u>	<u>96.47%</u>
54000 · General Administrative				
54010 · Billing Supplies	425.63	1,000.00	-574.37	42.56%
54020 · Dues & Memberships	1,387.00	2,000.00	-613.00	69.35%
54030 · Postage	1,654.32	2,000.00	-345.68	82.72%
Total 54000 · General Administrative	<u>3,466.95</u>	<u>5,000.00</u>	<u>-1,533.05</u>	<u>69.34%</u>
55000 · Sewer Department Expenses				
55010 · Engineering	555.00	18,000.00	-17,445.00	3.08%
55015 · Fire Hydrant Maintenance	0.00	9,000.00	-9,000.00	0.0%
55040 · Sewer Supplies	347.59			
55050 · Sewer System Maintenance	92,029.28	30,000.00	62,029.28	306.76%
55070 · Utility Bills	14,510.24	13,500.00	1,010.24	107.48%
Total 55000 · Sewer Department Expenses	<u>107,442.11</u>	<u>70,500.00</u>	<u>36,942.11</u>	<u>152.4%</u>
61000 · Transfers Out - Payroll	10,916.60	13,100.00	-2,183.40	83.33%
Total Expense	<u>318,226.66</u>	<u>323,600.00</u>	<u>-5,373.34</u>	<u>98.34%</u>
Net Ordinary Income	<u>-65,395.65</u>	<u>-83,000.00</u>	<u>17,604.35</u>	<u>78.79%</u>
Net Income	<u>-65,395.65</u>	<u>-83,000.00</u>	<u>17,604.35</u>	<u>78.79%</u>