

ORDINANCE NO. JO-039-2022

A JOINT ORDINANCE OF THE LAFAYETTE CITY COUNCIL AND THE LAFAYETTE PARISH COUNCIL AMENDING THE FY 21/22 OPERATING BUDGET AND ADJUSTING THE MANNING TABLES OF THE LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT BY INCREASING THE USE OF THE CITY GENERAL FUND PRIOR YEAR FUND BALANCE TO INCREASE THE PAY RATE FOR ONE (1) ADMINISTRATIVE SPECIALIST AND ADDING ONE (1) DIGITAL COMMUNICATIONS SPECIALIST WITHIN THE MAYOR-PRESIDENT'S OFFICE

BE IT ORDAINED by the Lafayette City Council and the Lafayette Parish Council, that:

SECTION 1: The FY 21/22 manning tables and operating budget are hereby amended by increasing the use of the City General Fund Prior Year Fund Balance in the amount of \$22,221 increasing the pay rate for one (1) Administrative Specialist and adding one (1) Digital Communications Specialist position within the Lafayette Mayor-President's Office.

SECTION 2: This transfer of funds shall be reflected in any pertinent documents which are attached and made a part hereof and filed in the Office of the Lafayette Clerk of the Council.

SECTION 3: All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.

SECTION 4: EFFECTIVE DATE. After first having been adopted by a majority of the authorized membership of both the Lafayette Parish Council and the Lafayette City Council, this joint ordinance shall become effective upon signature of this joint ordinance by the Lafayette Mayor-President, the elapse of ten (10) days after receipt by the Lafayette Mayor-President without signature or veto, or upon an override of a veto, whichever occurs first.

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Fund: Description:
101 GENERAL FUND - CITY

Justification: Amending the FY 2122 operating budget and adjusting the meeting tables of the Lafayette City-Parish Consolidated Government by increasing the pay rate for one (1) ADMINISTRATIVE SPECIALIST and adding one (1) Digital Communications Specialist position with the Mayor-President's Office increasing the use of Fund Balance in the amount of \$52,221. Effective Date = 06/26/22 Annual recurring cost = \$62,221

Ordinance #: _____

[illegible]

00.00

Note: Revenue is a credit account therefore an increase is a credit (minus) and a decrease is a debit (plus). Expense is a debit account therefore an increase is a debit (plus) and a decrease is a credit (minus)

Reserve Balances (Budget Use Only)	
<u>Operating Funds</u>	<u>Capital Funds</u>
<input type="checkbox"/> Reserve	<input type="checkbox"/> Reserve
Accum Use of P. Y. Fund Balance	Accum Use of P. Y. Fund Balance
Transfer No. _____	Transfer No. _____
Balance After This Transfer _____	Balance After This Transfer _____

$$f_{\text{log}} + f_{\text{log-log}}$$

CM 5/20/22

DIVISION HEAD

DATE

DEPARTMENT HEAD

DATE

BUDGET MANAGEMENT OFFICER

DATE _____

MAYOR-PRESIDENT

DATE _____

[illegible]



RECEIVED

MAY 19 2022

Lafayette Consolidated Government
Chief Administrative Officer

Internal Memorandum

Elected Officials - Executive
Mayor-President's Office (1200)

TO: Cydra Wingerter

DATE: May 16, 2022

FROM: Josh Guillory

SUBJECT: *Ordinance for Joint Council – June 7, 2022
Budget Amendment*

It is hereby requested that the attached budget amendment ordinance be placed on the next Joint Council Agenda for consideration by the Parish and City Councils.

This ordinance will reduce the prior year's fund balance by \$22,221 to increase the pay rate for one (1) Administrative Specialist and create a full-time position for one (1) Digital Communications Specialist within the Mayor-President's Office.

The Administrative Specialist has taken on additional duties, including achieving a Notary commission. An on-staff Notary has been very beneficial to the Mayor-President's office, Human Resources, and the Lafayette Animal Shelter and Care Center to reduce the need for attorneys to notarize documents.

The creation of the Digital Communication Specialist is to move a current part-time employee to full-time to accommodate for an increased capacity need in communication and public outreach. This position will increase our ability to communicate with our citizens via traditional and digital media and allow for greater management and organization of day-to-day operations. If the ordinance is approved, we will reduce our current Temporary Employee line item accordingly.

A handwritten signature in black ink, appearing to read 'Josh Guillory', written over a horizontal line.

Josh Guillory
Mayor-President

jm

LAFAYETTE JOINT COUNCIL MEETING

AGENDA ITEM SUBMITTAL FORM

1) **JUSTIFICATION FOR REQUEST:** A joint ordinance of the Lafayette City Council and Lafayette Parish Council amending the FY 21/22 Operating Budget and adjusting the Manning Tables of the Lafayette City-Parish Consolidated Government by increasing the use of the City General Fund Prior Year Balance to increase the pay rate for Administrative Specialist and add Digital Communications Specialist within the Mayor-President's office

2) **ACTION REQUESTED:** Adoption of ordinance

3) **COUNCIL DISTRICT(S)** (if applicable): _____

4) **REQUESTED ACTION OF COUNCIL:**

A) **INTRODUCTION:** June 7, 2022

B) **FINAL ADOPTION:** June 21, 2022

5) **DOCUMENTATION INCLUDED WITH THIS REQUEST:**

A) Cover Memo from Director (1 page)

B) Submittal Item Justification Form (1 page)

C) Ordinance (1 page)

D) Budget Revision (1 page)

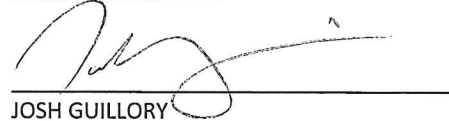
E) Salary Calculation (1 page)

6) **FISCAL IMPACT:**

X Fiscal Impact:
Increase the use of the City General Fund Prior Year Fund Balance by \$22,221.

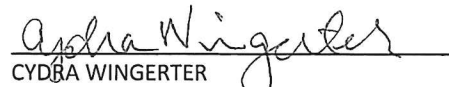
 No Fiscal Impact

RECOMMENDED BY:



JOSH GUILLORY
MAYOR-PRESIDENT

APPROVED FOR AGENDA:



CYDBA WINGERTER
CHIEF ADMINISTRATIVE OFFICER