

ORDINANCE NO. JO-082-2022

**A JOINT ORDINANCE OF THE LAFAYETTE CITY COUNCIL AND THE LAFAYETTE PARISH COUNCIL AMENDING THE FY 22/23 OPERATING BUDGET AND ADJUSTING THE MANNING TABLES OF THE LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT BY ADJUSTING SALARIES IN THE COUNCIL OFFICE**

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

**SECTION 1:** The FY 22/23 manning tables and operating budget are hereby adjusted and amended by increasing the pay rate for one (1) Senior Administrative Assistant, one (1) Assistant Clerk of the Council, and one (1) Clerk of the Council within the Council 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**SECTION 3:** All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.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:** 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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## Internal Memorandum

Lafayette Council Office (RTE 1100)

**TO:** Council Members

**DATE:** October 20, 2022

**FROM:** Kevin Naquin, Parish Budget Chair, District 2  
Nanette Cook, City Budget Chair, District 4

**SUBJECT:** COUNCIL ADJUSTMENTS

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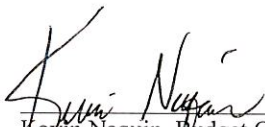
Council Members, we are recommending Pay Adjustments for certifications attained (merit-based) for the following Council staff positions:

- Assistant Clerk of the Council = +\$10,000
- Senior Administration Assistant = +\$7,500
- Clerk of the Council = +\$5,000

The adjustments are being recommended in conjunction with time devoted to attaining professional development credentials in order to enhance skillsets, which benefits the council operation and LCG as-a-whole, as follows:

- **Assistant Clerk of the Council** has attained the designation of Louisiana Certified Municipal Deputy Clerk, completing over 100 hours of course work, along with other professional development and college credentials;
- **Senior Administrative Assistant** has attained his certification from the Louisiana Institute of Administrative Assistants, completing over 100 hours of educational points, including 50 experience points and completing a project;
- **Clerk of the Council** is a Louisiana Certified Municipal Clerk, completing over 100 hours of educational credits. Along with additional educational credits, professional points and college credentials, she has also completed the entry level requirements for the Master Municipal Clerk Program. She also serves on the Louisiana Municipal Clerks Association Executive Board, which is a state-wide board.

We ask that you support the ordinance and reasonable adjustments for Council staff. If you have questions, please contact either of us.



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Kevin Naquin, Budget Chair  
Lafayette Parish Council



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Nanette Cook, Budget Chair  
Lafayette City Council

**CITY COUNCIL MEETING**  
**AGENDA ITEM SUBMITTAL FORM**

- 1) **JUSTIFICATION FOR REQUEST:** A joint ordinance of the Lafayette City Council and the Lafayette Parish Council amending the FY 22/23 operating budget and adjusting the manning tables of the Lafayette City-Parish Consolidated Government by adjusting salaries in the Council Office.
  
- 2) **ACTION REQUESTED:** Adoption of ordinance
  
- 3) **REQUESTED ACTION OF LAFAYETTE CITY COUNCIL:**
  - A) INTRODUCTION: 11-01-2022
  - B) FINAL ADOPTION: 11-15-2022
  
- 4) **DOCUMENTATION INCLUDED WITH THIS REQUEST:**
  - A) Ordinance
  - B) Submittal Form
  
- 5) **FISCAL IMPACT:**  
 Fiscal Impact (Explain)  
See budget revision  
  
 No Fiscal Impact

AUTHORED BY:  
/s/ Nanette Cook  
NANETTE COOK, CHAIR, DISTRICT 4  
LAFAYETTE CITY COUNCIL

/s/ AB Rubin  
AB RUBIN, CHAIR, DISTRICT 5  
LAFAYETTE PARISH COUNCIL