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SECTION 3: All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.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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Updated 10/28/21

AUTHORIZATION FOR BUDGETARY REVISIONS

Fiscal Year:	2023		Budget Adjustment Codes: Supplemental-Fund Balance	Fund: 101	Fund: Description: 101 GENERAL FUND - CITY	Justification: Division 1100:	Amending the FY22	123 Operating budge	et & Manning tables t	rage of contract o	(1) Clerk of
Ordinance #:						This pay increa	n (9006-1), (1) Asst ise should be effecti	City-Pansh Clerk (9) we December 11, 20	Counci position (sude-1), (1) Asst Crity-Parish Clerk (sude-1), and (1) Senior Admin Assistant position (1041-1). This pay increase should be effective December 11, 2022. Annual recurring cost = \$29,719,96	or Admin Assistant p g cost = \$29,719.96	osition (1041-1)
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ACCOUNTING	ACCOUNT	SUB	ACCOUNT DESCRIPTION	ACTIVITY	ACTIVITY DESCRIPTION	ACCOUNT	ADJUSTIMENT AMOUNT	CURRENT GL BUDGET	ADJUSTED	CURRENT AC	ADJUSTED
1011100	77000		NET INCOME-INCREASE IN FUND BALANCE				(26.144.00)	439,612,00	413.468.00		
1011100	20000		PERSONNEL SALARIES				19,965.00	452,308.00	472,273,00		
1011100	50500	0	RETIREMENT/MEDICARE TAX				6,179.00	120,225.00	126,404.00		
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Total Adjustments	s						000				
Note: Revenue i	s a credit acco	unt therefore an ir	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 debit (minus) and a debit	(plus). Expense is a debî	t account therefore an increase is a debit folu	S) and a docrease	h is a credit (minue)				
Reserve Balances (Budget Use Only)	se (Budget Use	9 Only)									
Opera	Operating Funds	;									
Accum Us	reserve Accum Use of P.Y. Fund Balance	nd Balance	Reserve Accum Use of P.Y. Fund Balance								
Transfe Balanc	Transfer No. Balance After This Transfer	nster									
DIVISION HEAD		DATE	DEPARTMENT HEAD	DATE	BUDGET MANAGEMENT OFFICER	DFFICER	DATE	1	MAYOR-PRESIDENT		DATE



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

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;
- O 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.

keyin Naquin, Budget Chair Lafayette Parish Council

Nanette Cook, Budget Chair Lafayette City Council

Phone: 337.291.8800 / Fax: 337.291.8822

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.
	saratics in the council Office.
2)	ACTION REQUESTED: Adoption of ordinance
3)	REQUESTED ACTION OF LAFAYETTE CITY COUNCIL:
	A) INTRODUCTION: <u>11-01-2022</u>
	B) FINAL ADOPTION: <u>11-15-2022</u>
4)	DOCUMENTATION INCLUDED WITH THIS REQUEST:
	A) Ordinance
	B) <u>Submittal Form</u>
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, DISTRICTS LAFAYETTE PARISH COUNCIL