

**PARISH ORDINANCE NO. PO-032-2024**

**AN ORDINANCE OF THE LAFAYETTE PARISH COUNCIL AMENDING THE FY 23/24 OPERATING BUDGET AND ADJUSTING MANNING TABLES OF THE LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT BY ADDING ONE (1) DIRECTOR AND ONE (1) EMERGENCY MANAGEMENT OFFICER, TO CREATE THE LAFAYETTE PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIVISION WITHIN THE OFFICE OF THE MAYOR-PRESIDENT**

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

**WHEREAS**, La. R.S. 29:727 defines powers of the parish president and penalties for violations; and

**WHEREAS**, La. R.S. 29:727A states that each political subdivision within this state shall be within the jurisdiction of and served by the Governor’s Office of Homeland Security and Emergency Preparedness for purposes of homeland security and emergency preparedness and by a parish homeland security and emergency preparedness agency responsible for emergency or disaster mitigation, preparedness, response, and recovery; and

**WHEREAS**, La. R.S. 29:727B states that each parish president is authorized and directed to establish an office of homeland security and emergency preparedness for the respective parish; and

**WHEREAS**, La. R.S. 29:727C states that each parish president shall maintain a homeland security and emergency preparedness agency which, except as otherwise provided under this Chapter, has jurisdiction over and serves the entire parish; and

**WHEREAS**, La. R.S. 29:728 defines the Parish homeland security and emergency preparedness agency; and

**WHEREAS**, La. R.S. 29:728A states that each parish office of homeland security and emergency preparedness thus created shall have a director who shall be appointed by the parish president of the parish establishing such organization and each director shall be commissioned by the director of the Governor’s Office of Homeland Security and Emergency Preparedness, and, further that the parish director thus appointed and commissioned shall serve at the pleasure of the parish president; and

**WHEREAS**, La. R.S. 29:728B further states that nothing in that statutory section shall be construed to prevent the parish president from serving as the director; and

**WHEREAS**, La. R.S. 29:728C further states that the director of the parish office of homeland security and emergency preparedness shall have direct responsibility for the organization, administration, and operation of such local organization for homeland security and emergency preparedness subject to the direction and control of the parish president under the

general direction and control of the governor and the Governor’s Office of Homeland Security and Emergency Preparedness.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** by the Lafayette Parish Council, that:

**SECTION 1:** All of the aforescribed “Whereas” clauses are adopted as part of this ordinance.

**SECTION 2:** The FY 23/24 operating budget and manning tables of the Office of the Lafayette Mayor-President of the Lafayette City-Parish Consolidated Government is hereby amended by adding one (1) Director and one (1) Emergency Management Officer to create the Lafayette Parish Office of Homeland Security and Emergency Preparedness Division within the Office of the Lafayette Mayor-President.

**SECTION 3:** The FY 23/24 operating budget of the Office of the Lafayette Mayor-President of the Lafayette City-Parish Consolidated Government will fund these positions from the unexpended and unencumbered personnel salaries. The annual recurring cost of these new positions are \$186,133.88.

**SECTION 4:** This adjustment shall be as reflected in any pertinent documents which are attached hereto and made a part hereof and filed in the Office of the Clerk of the Council.

**SECTION 5:** All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.

**SECTION 6:** This ordinance shall become effective upon signature of 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.

\* \* \* \* \*

**AUTHORIZATION FOR BUDGETARY REVISIONS**

Fund: Description:

105 GENERAL FUND - PARISH

REVISED FUND 005

Page \_\_\_\_\_ of \_\_\_\_\_

Justification: Amending the FY 2024 Operating budget and naming tables by adding (1) OHSEP Director and (2) Emergency Management Officer position to create the Office of Homeland Security and Emergency Preparedness Division within the Mayor-President's Office. Annual recurring cost = \$186,133.88

Fiscal Year: 2024  
 Budget Adjustment Codes:  
 Supplemental-Fund Balance  
 Ordinance #: \_\_\_\_\_

ACCOUNTING UNIT	ACCOUNT	SUB ACCOUNT	ACCOUNT DESCRIPTION	ACTIVITY	ACTIVITY DESCRIPTION	ACCOUNT CATEGORY	ADJUSTMENT AMOUNT	CURRENT BUDGET	GL BUDGET	ADJUSTED BUDGET	CURRENT AC BUDGET	ADJUSTED BUDGET
1051203	50000		PERSONNEL SALARIES				45,101.00	0.00	0.00	45,101.00		
1051203	50500		RETIREMENT/MEDICARE TAX				5,841.00	0.00	0.00	5,841.00		
1051203	50400		GROUP HEALTH INSURANCE				7,338.00	0.00	0.00	7,338.00		
1051203	50415		GROUP LIFE INSURANCE				272.00	0.00	0.00	272.00		
1051203	50430		WORKERS COMPENSATION INSURANCE				244.00	0.00	0.00	244.00		
1051203	70907		CONTRACTUAL SERVICES				10,000.00	0.00	0.00	10,000.00		
1051203	50920		EXPENSE ALLOWANCE				126.00	0.00	0.00	126.00		
1051203	70200		POSTAGE/SHIPPING CHARGES				90.00	0.00	0.00	90.00		
1051203	70300		PRINTING & BINDING				150.00	0.00	0.00	150.00		
1051203	70400		PUBLICATION & REPRODUCTION				50.00	0.00	0.00	50.00		
1051203	72700		SUPPLIES & MATERIALS				1,500.00	0.00	0.00	1,500.00		
1051203	70500		TELECOMMUNICATIONS				300.00	0.00	0.00	300.00		
1051203	70900		TRAINING OF PERSONNEL				500.00	0.00	0.00	500.00		
1051203	72800		TRANSPORTATION				622.00	0.00	0.00	622.00		
1051203	70800		TRAVEL & MEETINGS				100.00	0.00	0.00	100.00		
1051203	50925		VEHICLE SUBSIDY LEASES				1,500.00	0.00	0.00	1,500.00		
1051203	89000		CAPITAL OUTLAY				5,000.00	0.00	0.00	5,000.00		5,000.00
Total Adjustments							0.00					

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)

Operating Funds  
 Reserve Accum Use of P.Y. Fund Balance Transfer No. \_\_\_\_\_ Balance After This Transfer \_\_\_\_\_

Capital Funds  
 Reserve Accum Use of P.Y. Fund Balance Transfer No. \_\_\_\_\_ Balance After This Transfer \_\_\_\_\_

*Handwritten signature and date: J.R. 6.17.24*

DIVISION HEAD *[Signature]* DATE 6/12/24

DEPARTMENT HEAD *[Signature]* DATE 6/17/24

BUDGET MANAGEMENT OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

MAYOR-PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

EO-PRESIDENTS OFFICER/1200		CALCULATE THE COST OF SALARIES & BENEFITS FOR (2) NEW POSITIONS FOR FY25																							
FY 23/24																									
EFFECTIVE DATE: 07/07/24																									
GROSS ANNUAL RECURRING COSTS(SAVINGS)																									
DIV	CLASS	QTY	EMPLOYEE NAME	POSITION TITLE	NEW RATE	OLD RATE	Difference Amount	Difference Percent	SALARIES	RETIREMENT	GROUP HEALTH	GROUP LIFE	WORKERS COMP	TOTAL											
DEPARTMENT/DIVISION										MEDICARE															
1200	NEW	1	VACANT	OHSEP DIRECTOR	48,076.9	0.0000	48,076.9	100.00%	100,000.00	12,950.00	11,005.80	372.00	540.00	124,867.80											
1200	NEW	1	VACANT	EMERGENCY MANAGEMENT OFFICER	21,180.0	0.0000	21,180.0	100.00%	44,054.40	5,705.04	11,005.80	262.94	237.89	61,266.08											
				TOTAL	69,256.9	0.0000	69,256.9	100.00%	144,054.40	18,655.04	22,011.60	634.94	777.89	186,133.88											
LCG Annual Transfer to 911																									
6,083.33 Monthly Amount																									
3 Months to Pro Rate																									
18,250.00 Pro Rate Monthly Amount																									
54,750.00 Total Pro Rate Amount																									
Sal + RB Monthly Amt.																									
3 Months																									
15,083.67																									
45,101.00 Salary																									
13,695.00																									
58,796.00																									
19,798.00																									
Operating Cost																									
78,594.00																									
Hourly																									
Title																									
Min																									
Mid																									
Max																									
Annual																									
Min																									
Mid																									
Max																									
Emergency Management Officer																									
OHSEP Director																									
21.18																									
40.00																									
39.90																									
26.47																									
48.08																									
83,200.00																									
83,000.00																									
55,057.60																									
100,000.00																									
66,060.80																									



## Internal Memorandum

Mayor-President's Office  
Administration Division (1200)

TO: Rachel Godeaux

DATE: June 17, 2024

THRU: Karen Fontenot

THRU: Spencer Lormand

FROM: Christina Dayries

**SUBJECT: Parish Council Agenda Item – Adding one (1) Director and one (1) Emergency Management Officer, to create the Lafayette Parish Office of Homeland Security and Emergency Preparedness Division within the Office of the Mayor-President**

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Attached is an ordinance & budget revision amending the FY 23/24 operating budget and adjusting the manning tables of the Lafayette City-Parish Consolidated Government by adding one (1) Director and one (1) Emergency Management Officer, to create the Lafayette Parish Office of Homeland Security and Emergency Preparedness Division within the Office of the Mayor-President.

If you approve, please place this on the Parish Council agenda to be introduced on Tuesday, July 2, 2024.

Please let me know if you should have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'CD', written over a horizontal line.

**Christina Dayries**  
Chief of Staff

CD/ds

Attachments

LAFAYETTE PARISH COUNCIL MEETING

AGENDA ITEM SUBMITTAL FORM

1) **JUSTIFICATION FOR REQUEST:** An ordinance of the Lafayette Parish Council amending the FY 23/24 Operating Budget and Manning Tables of the Lafayette City-Parish Consolidated Government by adding one (1) Director and one (1) Emergency Management Officer to create the Lafayette Parish Office of Homeland Security and Emergency Preparedness Division within the Office of the Mayor-President

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

3) **COUNCIL DISTRICT(S) (CIP PROGRAM/PROJECTS ONLY):** N/A

4) **REQUESTED ACTION OF COUNCIL:**

A) INTRODUCTION: July 2, 2024

B) FINAL ADOPTION: July 16, 2024

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

A) Cover Memo (1 page)

B) Submittal Item Justification Form (1 page)

C) Ordinance (2 pages)

D) Budgetary Revision (1 page)

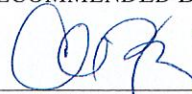
E) Salary Calculation (1 page)

6) **FISCAL IMPACT:**

                     Fiscal Impact (Explain)

  X   No Fiscal Impact

RECOMMENDED BY:



CHRISTINA DAYRIES  
CHIEF OF STAFF

APPROVED FOR AGENDA:



RACHEL GODEAUX  
CHIEF ADMINISTRATIVE OFFICER