

**PARISH ORDINANCE NO. PO-035-2024**

**AN ORDINANCE OF THE LAFAYETTE PARISH COUNCIL AMENDING THE FY 23/24 OPERATING BUDGET AND ADJUSTING THE MANNING TABLES OF THE LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT BY ADDING ONE (1) DIRECTOR, TO CREATE THE LAFAYETTE PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIVISION WITHIN THE OFFICE OF THE LAFAYETTE 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 and adjusted by increasing the use of Fund 105 Fund Balance in the amount of \$35,839.02 to add one (1) Director with associated O&M costs to create the Lafayette Parish Office of Homeland Security and Emergency Preparedness Division within the Office of the Lafayette Mayor-President. The annual recurring cost of this new position is \$124,867.80.

**SECTION 3:** 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 4:** All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.

**SECTION 5:** 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.

\* \* \* \* \*

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

AUTHORIZATION FOR BUDGETARY REVISIONS  
 Fund: Description: 105 GENERAL FUND - PARISH

REVISED FUND 105  
 Justification: Amending the FY 23/24 Operating Budget and naming jobs by adding (1) CHSEPP Director position to create the Office of Homeland Security and Emergency Preparedness Division within the Mayor-President's Office. Annual recurring cost = \$124,857,900. Effective Date: September 2, 2024

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ACCOUNTING UNIT	ACCOUNT	SUB ACCOUNT	ACCOUNT DESCRIPTION	ACTIVITY	ACTIVITY DESCRIPTION	ACCOUNT CATEGORY	ADJUSTMENT AMOUNT	CURRENT GL BUDGET	ADJUSTED BUDGET	CURRENT AC BUDGET	ADJUSTED BUDGET
1050999	49990		NET LOSS-USE OF FUND BALANCE				(35,839.02)	(3,164,613.38)	(3,200,454.40)		
1051203	50000		PERSONNEL SALARIES				15,923.08	0.00	15,923.08		
1051203	50500		RETIREMENT/MEDICARE TAX				2,062.04	0.00	2,062.04		
1051203	50400		GROUP HEALTH INSURANCE				1,834.30	0.00	1,834.30		
1051203	50415		GROUP LIFE INSURANCE				95.62	0.00	95.62		
1051203	50430		WORKERS COMPENSATION INSURANCE				85.98	0.00	85.98		
1051203	70907		CONTRACTUAL SERVICES				10,000.00	0.00	10,000.00		
1051203	50920		EXPENSE ALLOWANCE				126.00	0.00	126.00		
1051203	70200		POSTAGE/SHIPPING CHARGES				50.00	0.00	50.00		
1051203	70300		PRINTING & BINDING				150.00	0.00	150.00		
1051203	70400		PUBLICATION & RECORDDATION				50.00	0.00	50.00		
1051203	72700		SUPPLIES & MATERIALS				1,000.00	0.00	1,000.00		
1051203	70500		TELECOMMUNICATIONS				400.00	0.00	400.00		
1051203	50600		TRAINING OF PERSONNEL				250.00	0.00	250.00		
1051203	72600		TRANSPORTATION				262.00	0.00	262.00		
1051203	70800		TRAVEL & MEETINGS				50.00	0.00	50.00		
1051203	50925		VEHICLE SUBSIDY/LEASES				1,000.00	0.00	1,000.00		
1051203	89000		CAPITAL OUTLAY	105246001201203	COMPUTER HWDE & RELATED EQUIP	89000	2,500.00	0.00	2,500.00		2,500.00
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: \_\_\_\_\_

DIVISION HEAD \_\_\_\_\_ DATE \_\_\_\_\_ DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ BUDGET MANAGEMENT OFFICER \_\_\_\_\_ DATE \_\_\_\_\_ MAYOR-PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

*[Handwritten initials and date: 12/26/2024]*

EOPRESIDENT'S OFFICE/CHSEF DIVISION (1203)		EFFECTIVE DATE: 08/02/24		TO ADD (1) CHSEF DIRECTOR WITHIN THE CHSEF DIVISION IN THE MAYOR-PRESIDENT'S OFFICE										
DEPT	CLASS	QTY	EMP. OVER NAME	POSITION TITLE	NEW DATE	OLD DATE	Difference Amount	Difference Percent	SALARIES	RETIREMENT MEDICINE	GROSS ANNUAL RECURRING COST/(SAVINGS)	SALARIES NEEDED FOR REMAINING 4.14 PAYROLLS	RETIREMENT MEDICINE	GROSS BI-WEEKLY RECURRING COST
1203	NEW	1		CHSEF DIRECTOR	48,0769	0,0000	48,0769	100,00%	100,000.00	12,950.00	11,005.80	1,894.30	2,092.04	1,894.30
				TOTAL	48,0769	0,0000	48,0769	100,00%	100,000.00	12,950.00	11,005.80	1,894.30	2,092.04	1,894.30



## Internal Memorandum

Mayor-President's Office  
Administration Division (1200)

**TO:** Rachel Godeaux **DATE:** July 25, 2024

**THRU:** Karen Fontenot *JK*

**THRU:** Spencer Lormand *SL 7/26/24*

**FROM:** Christina Dayries

**SUBJECT:** Parish Council Agenda Item – Adding one (1) Director, 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, 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, August 6, 2024.

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

Sincerely,

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

**Christina Dayries**  
*Chief of Staff*

CD/dd

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 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: August 6, 2024

B) FINAL ADOPTION: August 20, 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 (Additional funding in the amount of \$35,839.02 is required for the remainder of FY 23/24 (September-October) for personnel services and operating costs)

No Fiscal Impact

RECOMMENDED BY:

  
CHRISTINA DAYRIES  
CHIEF OF STAFF

APPROVED FOR AGENDA:

  
RACHEL GODEAUX  
CHIEF ADMINISTRATIVE OFFICER