

1 Introduced by the Jacksonville Small and Emerging Business (JSEB)  
2 Special Committee (Council Members Arias, Amaro and Gay) and  
3 Co-Sponsored by Council Members Miller, Lahnen, Pittman and  
4 Clark-Murray:  
5  
6

7 **ORDINANCE 2024-294-E**

8 AN ORDINANCE APPROPRIATING \$61,582.35 FROM THE  
9 GENERAL FUND OPERATING OTHER PROFESSIONAL  
10 SERVICES ACCOUNT WITHIN THE EQUAL BUSINESS  
11 OPPORTUNITY OFFICE TO PROVIDE FUNDING FOR  
12 SALARIES AND BENEFITS FOR TWO NEW FULL TIME  
13 EQUIVALENT POSITIONS WITHIN THE EQUAL BUSINESS  
14 OPPORTUNITY OFFICE OF THE FINANCE AND  
15 ADMINISTRATION DEPARTMENT THROUGH SEPTEMBER 30,  
16 2024 AND TO PROVIDE FUNDING FOR PAY INCREASES  
17 FOR TWO CURRENT EMPLOYEES; APPROVING AND  
18 AUTHORIZING AN INCREASE TO THE EMPLOYEE CAP  
19 WITHIN THE EQUAL BUSINESS OPPORTUNITY OFFICE OF  
20 THE FINANCE AND ADMINISTRATION DEPARTMENT FROM  
21 SIX (6) POSITIONS TO EIGHT (8) POSITIONS TO  
22 ALLOW FOR ONE (1) NEW ADMINISTRATIVE AIDE AND  
23 ONE (1) NEW BUSINESS COMPLIANCE ANALYST;  
24 PROVIDING FOR AN EFFECTIVE DATE.  
25

26 **BE IT ORDAINED** by the Council of the City of Jacksonville:

27 **Section 1. Appropriation.** For the 2023-2024 fiscal year,  
28 within the City's budget, there is hereby appropriated the indicated  
29 sum from the account(s) listed in subsection (a) to the account(s)  
30 listed in subsection (b):

31 (The account information is attached hereto as **Exhibit 1** and

1 incorporated herein by this reference)

2 (a) Appropriated from:

3 See **Exhibit 1** \$61,582.35

4 (b) Appropriated to:

5 See **Exhibit 1** \$61,582.35

6 (c) Explanation of Appropriation:

7 The funding above is an appropriation of \$61,582.35 from  
8 the General Fund Operating Other Professional Services  
9 account within the Equal Business Opportunity Office of  
10 the Finance and Administration Department to provide  
11 funding for salaries and benefits for two new full-time  
12 equivalent positions and for salary increases for two  
13 current employees within the Equal Business Opportunity  
14 Office.

15 **Section 2. Purpose.** The purpose of the appropriation in  
16 Section 1 is to provide funding for one (1) new full-time  
17 Administrative Aide position and one (1) new full-time Business  
18 Compliance Analyst position within the Equal Business Opportunity  
19 Office of the Finance and Administration Department. In addition, a  
20 portion of these funds will be used to provide \$2,500 salary increases  
21 to two current employees within the Equal Business Opportunity Office.  
22 These positions are necessary to meet the growing needs of the Equal  
23 Business Opportunity Office.

24 **Section 3. Approval and Authorization of Increase to**  
25 **Employee Cap within the Equal Business Opportunity Office.** There is  
26 hereby approved an increase to the employee cap for the Equal Business  
27 Opportunity Office of the Finance and Administration Department from  
28 six (6) positions to eight (8) positions to allow for the addition  
29 of a full-time Administrative Aide and a full-time Business Compliance  
30 Analyst, as more fully described in the R.C. attached hereto as  
31 **Exhibit 2** and incorporated herein by this reference. Currently, the

1 Equal Business Opportunity Office utilizes part-time hours to assist  
2 with the responsibilities of one of these new positions. These  
3 part-time hours are being deleted with the creation of these new  
4 positions as reflected in **Exhibit 2**.

5 **Section 4. Effective Date.** This Ordinance shall become  
6 effective upon signature by the Mayor or upon becoming effective  
7 without the Mayor's signature.

8  
9 Form Approved:

10  
11           /s/ Mary E. Staffopoulos          

12 Office of General Counsel

13 Legislation Prepared By: Mary E. Staffopoulos

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