

1 Introduced by the Jacksonville Small and Emerging Business (JSEB)  
2 Special Committee (Council Members Arias, Amaro and Gay):  
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5 **ORDINANCE 2024-294**

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

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

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

29 (The account information is attached hereto as **Exhibit 1** and  
30 incorporated herein by this reference)

31 (a) Appropriated from:

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

2 (b) Appropriated to:

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

4 (c) Explanation of Appropriation:

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

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

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

1 part-time hours are being deleted with the creation of these new  
2 positions as reflected in **Exhibit 2**.

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

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7 Form Approved:

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9           /s/ Mary E. Staffopoulos          

10 Office of General Counsel

11 Legislation Prepared By: Mary E. Staffopoulos

12 GC-#1621716-v2-EBO\_Positions-Employee\_Cap\_Approval\_(Arias).docx