

Introduced by the Jacksonville Small and Emerging Business (JSEB)  
Special Committee (Council Members Arias, Amaro and Gay):

**ORDINANCE 2024-294**

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

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

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

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

(a) Appropriated from:

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

(b) Appropriated to:

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

(c) Explanation of Appropriation:

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

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

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

6  
7 Form Approved:

8  
9                 /s/ Mary E. Staffopoulos          

10 Office of General Counsel

11 Legislation Prepared By: Mary E. Staffopoulos

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