

# City of Gainesville

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## Inter-Office Communication

Office of the City Manager

Mail Station 6

334-5010

TO: Hon. Mayor and Members of  
The City Commission

DATE: June 18, 2002

FROM: Wayne Bowers  
City Manager

SUBJECT: Equal Opportunity Director Charter Amendment  
Fiscal Impact

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At the meeting of June 10, 2002, the City Commission requested that I prepare a fiscal impact for the proposed Equal Opportunity Director Charter Amendment. As reported to the Commission during the meeting, an amount of \$145,031 will be included as part of the City Manager's forthcoming budget proposal. This amount originates from a January 2000 report entitled "Blue Ribbon Committee Organizational Changes – New Staff Summary". This report was prepared by Larry McDaniel a member of the Blue Ribbon Committee in consultation with staff from the City's Office of Management and Budget (Attachment 1). On page one of this report under the FY 01 column for Total Increased Cost is the amount of \$179,208. This initial amount was adjusted upward by 1% to \$181,000 as a result of City Commission action during a budget session held on July 31, 2000. Based on the City Commission's approval the \$181,000 amount was included in the FY 02 Final Adopted Budget under the Contingency Accounts: Charter Issues line item (Attachment 2). The City Commission thus approved funding for the Charter Officer to become effective in FY 02 which was the second year of the two-year budget adopted on September 25, 2000.

As recommended by the Blue Ribbon Committee, during FY 01 the City Manager initiated the reclassification of the MBE Coordinator position to a department head position and added a staff assistant to the Small Business Development Department. In July 2001 the City Commission recognized these changes as part of the mid-budget cycle adjustments. The Commission amended the amount in the FY 02 budget for Charter Issues by deducting the amount needed to make the changes in the MBE/SBE Program. Referring to page one of Attachment 1 the Blue Ribbon Committee anticipated the costs of these changes to be \$37,992 in FY 01. The actual costs of the changes approved were \$35,969. When this amount was subtracted from the original \$181,000 appropriation a balance of \$145,031 remained. This figure was approved by the City Commission as part of the revised FY 02 adopted budget. This also is the same figure that will be included in the FY 03 and 04 proposed budgets.

On page three of Attachment 1 the specific new positions to be added under the Charter amendment proposal are delineated. The proposal included a total of three new positions – Human Relations Director, EEO Officer-Internal, and Staff Assistant I. Subsequently, when the Charter amendment was drafted the Charter Officer position was changed from Human Relations Director to Equal Opportunity Director. These three new positions were to be combined with two existing positions (Executive Assistant and Affirmative Action Officer) and one existing half time Staff Assistant I to create a new Equal Opportunity Charter Department of five and one half positions. The current Equal Opportunity Director position was proposed to be deleted. Since the January 2000 proposal was submitted by the Blue Ribbon Committee to the City Commission, another change in staffing has been approved. The existing one half Staff Assistant I position was upgraded in the FY 01 budget to a full time position. Technically, therefore, a part of the

Hon. Mayor and Members of  
The City Commission  
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Blue Ribbon Committee recommendation has already been implemented and the incremental cost of implementing the Charter Officer amendment would only be adding a one half Staff Assistant I as opposed to the originally proposed full time Staff Assistant I. This adjustment is illustrated in Attachment 3.

Attachment 3 is a current fiscal analysis of the proposed Equal Opportunity Charter Office budget as originally submitted by the Blue Ribbon Committee compared to the current Equal Opportunity Department budget as will be proposed in my FY 03 and FY 04 budget. The bottom portion of Attachment 3 compares the two proposals in order to determine the anticipated fiscal impact of implementing the Charter amendment. The budget proposed by the Blue Ribbon Committee is taken directly from the FY 03 and FY 04 projections included on page 3 of Attachment 1. The only adjustment to the Blue Ribbon Committee's figures is a change in the nonrecurring capital costs. The assumption note on page three of Attachment 1 indicates that nonrecurring capital expenses for the first year of implementation of the Charter Amendment were anticipated to be \$6,050 per additional employee. Although the proposal indicates an amount of \$18,150 representing three additional employees, the proposal actually contains only a net of two new employees. My analysis, therefore, adjusts the nonrecurring capital costs to \$12,100.

A comparison of the two budgets indicates that the difference for FY 03 is \$131,400. This figure can be considered the fiscal impact of implementing the Charter Amendment for the next fiscal year. This, however, is only a budget figure and the Commission would need to make certain decisions in order to accurately reflect the fiscal impact. For example, the implementation date of the Charter amendment and the hiring of the staff would impact the amount of funds required to operate the department during the coming fiscal year. Also, the Commission has previously discussed hiring an executive recruitment firm to assist with the hiring of the new Charter Officer. Funds would need to be made available for such an expense.

Should you have any questions concerning this fiscal analysis, please contact me.

Respectfully submitted,



Wayne Bowers  
City Manager

WB/jh  
Attachments  
Cc: Charter Officers  
Administrative Services Director

**BLUE RIBBON COMMITTEE ORGANIZATIONAL CHANGES - NEW STAFF  
SUMMARY**

<b>PROPOSED CHANGES</b>	<b>FY01</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
Total Expenses for Proposed Changes	\$ 562,398	\$ 524,950	\$ 541,769	\$ 559,270	\$ 577,484
<b>CURRENT STRUCTURE</b>	<b>FY01</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
Total Expenses for Current Structure	\$ 383,190	\$ 395,556	\$ 408,380	\$ 421,682	\$ 435,481
<b>INCREASED COST OF CHARTER OFFICE</b>	<b>\$ 141,216</b>	<b>\$ 96,141</b>	<b>\$ 98,767</b>	<b>\$ 101,539</b>	<b>\$ 104,465</b>
<b>INCREASED COST OF MBE/SBE</b>	<b>\$ 37,992</b>	<b>\$ 33,254</b>	<b>\$ 34,622</b>	<b>\$ 36,049</b>	<b>\$ 37,537</b>
<b>TOTAL INCREASED COST</b>	<b>\$ 179,208</b>	<b>\$ 129,395</b>	<b>\$ 133,389</b>	<b>\$ 137,588</b>	<b>\$ 142,003</b>
<b>% OF TOTAL GENERAL FUND SOURCES</b>	<b>0.281%</b>	<b>0.195%</b>	<b>0.206%</b>	<b>0.206%</b>	<b>0.205%</b>

1-24-00

**BLUE RIBBON COMMITTEE ORGANIZATIONAL CHANGES - NEW STAFF  
SUMMARY**

<b>PROPOSED CHANGES</b>	<b>FY01</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
<b>Personal Services</b>					
MBE/SBE - New/Existing Staff	\$ 69,711	\$ 72,848	\$ 76,127	\$ 79,552	\$ 83,132
Human Relations - New Staff	\$ 252,424	\$ 261,718	\$ 271,450	\$ 281,642	\$ 292,315
External Investigations - New/Existing Staff	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Personal Services</b>	<b>\$ 322,135</b>	<b>\$ 334,566</b>	<b>\$ 347,577</b>	<b>\$ 361,194</b>	<b>\$ 375,447</b>
<b>Operating Expenses</b>					
MBE/SBE - New/Existing Staff	\$ 10,131	\$ 10,334	\$ 10,540	\$ 10,751	\$ 10,966
Human Relations - New Staff	\$ 205,932	\$ 180,051	\$ 183,652	\$ 187,325	\$ 191,071
External Investigations - New/Existing Staff	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenses</b>	<b>\$ 216,063</b>	<b>\$ 190,384</b>	<b>\$ 194,192</b>	<b>\$ 198,076</b>	<b>\$ 202,037</b>
<b>Capital Expenses</b>					
MBE/SBE - New/Existing Staff	\$ 6,050	\$ -	\$ -	\$ -	\$ -
Human Relations - New Staff	\$ 18,150	\$ -	\$ -	\$ -	\$ -
External Investigations - New/Existing Staff	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	<b>\$ 24,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expense</b>	<b>\$ 562,398</b>	<b>\$ 524,950</b>	<b>\$ 541,769</b>	<b>\$ 559,270</b>	<b>\$ 577,484</b>

<b>CURRENT STRUCTURE</b>	<b>FY01</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
<b>Personal Services</b>					
MBE/SBE	\$ 42,801	\$ 44,727	\$ 46,739	\$ 48,843	\$ 51,040
Equal Opportunity	\$ 89,555	\$ 93,585	\$ 97,796	\$ 102,197	\$ 106,796
Affirmative Action	\$ 55,712	\$ 58,219	\$ 60,839	\$ 63,577	\$ 66,438
<b>Total Personal Services</b>	<b>\$ 188,067</b>	<b>\$ 196,530</b>	<b>\$ 205,374</b>	<b>\$ 214,616</b>	<b>\$ 224,274</b>
<b>Operating Expenses</b>					
MBE/SBE	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412	\$ 5,520
Equal Opportunity	\$ 150,753	\$ 153,768	\$ 156,843	\$ 159,980	\$ 163,180
Affirmative Action	\$ 39,270	\$ 40,055	\$ 40,857	\$ 41,674	\$ 42,507
<b>Total Operating Expenses</b>	<b>\$ 195,123</b>	<b>\$ 199,025</b>	<b>\$ 203,006</b>	<b>\$ 207,066</b>	<b>\$ 211,207</b>
<b>Capital Expenses</b>					
MBE/SBE	\$ -	\$ -	\$ -	\$ -	\$ -
Equal Opportunity	\$ -	\$ -	\$ -	\$ -	\$ -
Affirmative Action	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expense</b>	<b>\$ 383,190</b>	<b>\$ 395,556</b>	<b>\$ 408,380</b>	<b>\$ 421,682</b>	<b>\$ 435,481</b>

<b>INCREASED COST OF CHARTER OFFICE</b>	<b>\$ 141,216</b>	<b>\$ 96,141</b>	<b>\$ 98,767</b>	<b>\$ 101,539</b>	<b>\$ 104,465</b>
<b>INCREASED COST OF MBE/SBE</b>	<b>\$ 37,992</b>	<b>\$ 33,254</b>	<b>\$ 34,622</b>	<b>\$ 36,049</b>	<b>\$ 37,537</b>
<b>TOTAL INCREASED COST</b>	<b>\$ 179,208</b>	<b>\$ 129,395</b>	<b>\$ 133,389</b>	<b>\$ 137,588</b>	<b>\$ 142,003</b>

Human Relations - New Staff

	FY01 <sup>1</sup>	FY02	FY03	FY04	FY05
<b>Personal Services:</b>					
EO Director (Delete)	\$ -	\$ -	\$ -	\$ -	\$ -
Executive Assistant	\$ 33,939	\$ 35,466	\$ 37,062	\$ 38,730	\$ 40,473
Affirmative Action Officer	\$ 39,931	\$ 41,728	\$ 43,606	\$ 45,568	\$ 47,618
Human Relations Director (New)	\$ 80,975	\$ 85,023	\$ 89,275	\$ 93,738	\$ 98,425
EEO Officer - Internal (R) (New)	\$ 54,887	\$ 54,887	\$ 54,887	\$ 54,887	\$ 54,887
Staff Assistant I (New)	\$ 26,911	\$ 28,122	\$ 29,387	\$ 30,710	\$ 32,092
Staff Assistant I (.5) <sup>2</sup>	\$ 15,781	\$ 16,492	\$ 17,234	\$ 18,009	\$ 18,820
<b>Total Personal Services</b>	<b>\$ 252,424</b>	<b>\$ 261,718</b>	<b>\$ 271,450</b>	<b>\$ 281,642</b>	<b>\$ 292,315</b>
<b>Operating Expenses:</b>					
3010 - Materials/Supplies	\$ 2,817	\$ 2,873	\$ 2,931	\$ 2,989	\$ 3,049
3020 - Office Supplies	\$ 3,540	\$ 3,611	\$ 3,683	\$ 3,757	\$ 3,832
3030 - Printing/Binding	\$ 9,090	\$ 9,272	\$ 9,457	\$ 9,646	\$ 9,839
3110 - Telephone	\$ 2,220	\$ 2,264	\$ 2,310	\$ 2,356	\$ 2,403
3120 - Postage	\$ 1,515	\$ 1,545	\$ 1,576	\$ 1,608	\$ 1,640
3130 - Advertising	\$ 1,662	\$ 1,695	\$ 1,729	\$ 1,764	\$ 1,799
3240 - Books/Film	\$ 3,318	\$ 3,384	\$ 3,452	\$ 3,521	\$ 3,592
3209 - Minority Rec. Travel	\$ 21,930	\$ 22,369	\$ 22,816	\$ 23,272	\$ 23,738
3210 - Travel/Training	\$ 16,677	\$ 17,011	\$ 17,351	\$ 17,698	\$ 18,052
3250 - Dues/Memberships	\$ 7,284	\$ 7,430	\$ 7,578	\$ 7,730	\$ 7,884
3920 - Workshops	\$ 858	\$ 875	\$ 893	\$ 911	\$ 929
4110 - Professional Serv	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412	\$ 5,520
4120 - Contractual Srv.	\$ 129,921	\$ 102,519	\$ 104,570	\$ 106,661	\$ 108,794
<b>Total Operating</b>	<b>\$ 205,932</b>	<b>\$ 180,051</b>	<b>\$ 183,652</b>	<b>\$ 187,325</b>	<b>\$ 191,071</b>
<b>Capital Equipment:</b>					
6040 - Materials and Supplies	\$ 18,150	\$ -	\$ -	\$ -	\$ -
<b>Total Capital</b>	<b>\$ 18,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 476,506</b>	<b>\$ 441,768</b>	<b>\$ 455,102</b>	<b>\$ 468,967</b>	<b>\$ 483,386</b>

## Notes:

- 1) 3 additional FTEs added in FY 2001
- 2) Position not moved to External Investigations Division

## Assumptions:

- 1) \$5,131 increase in operating expenses per additional employee (recurring)
- 2) \$6,050 increase in capital expenses per additional employee (non-recurring)
- 3) Based on FY 2000 Current Operating Budget for Affirmative Action and Equal Opportunity  
% inflation rate
- 5) \$89,600 not deducted from FY02 operating expenses for Alachua County External Investigations contract.
- 6) \$30,000 still deducted from FY02 operating expenses for Internal Investigations.

CITY OF  
GAINESVILLE

General Fund

Contingencies and Transfers  
Financial Plan for FY 2001 & FY 2002  
With Comparative Data for Prior Two Years

	FY 1999 ADOPTED	FY 1999 ACTUAL	FY 2000 ADOPTED	FY 2001 ADOPTED	FY 2002 PLAN
<b>CONTINGENCY ACCOUNTS:</b>					
Commission Contingency	\$160,589	\$1,417	\$221,290	\$116,462	\$150,000
Contract Issues	\$0	\$0	\$0	\$400,000	\$416,000
Retirees Adjustments	\$68,800	\$1,915	\$51,920	\$0	\$0
Insurance Premium-PPC	\$0	\$0	\$0	\$70,000	\$70,000
Charter Issues	\$0	\$0	\$0	\$0	\$181,000
Personal Services Adjustment	\$75,000	\$0	\$65,382	\$75,000	\$75,000
<b>TOTAL CONTINGENCIES</b>	<b>\$304,389</b>	<b>\$3,332</b>	<b>\$338,592</b>	<b>\$661,462</b>	<b>\$892,000</b>
<b>TRANSFER TO OTHER FUNDS:</b>					
Ironwood Golf Course	\$323,366	\$323,366	\$320,836	\$146,986	\$96,879
FFGFC Bond of 1994	\$606,401	\$559,942	\$0	\$0	\$0
RTS-Campus Development Agreement	\$0	\$3,500,000	\$0	\$0	\$0
General Insurance	\$0	\$701,813	\$0	\$0	\$0
Arts in Public Places Trust	\$0	\$5,000	\$0	\$0	\$0
Fleet Service Fund - Replacement	\$1,128,100	\$2,128,518	\$1,397,700	\$1,500,000	\$1,900,000
Fleet Service Fund - Reserve	\$200,000	\$200,000	\$300,000	\$250,000	\$300,000
Regional Transit System	\$0	\$7,599	\$0	\$0	\$0
Tax Increment 5th Ave	\$24,585	\$27,113	\$28,369	\$31,631	\$32,905
Tax Increment College Park/Depot Ave	\$67,567	\$97,833	\$109,088	\$129,711	\$141,576
Tax Increment Downtown	\$100,076	\$107,496	\$114,268	\$118,262	\$179,802
FFGFC Bond of 1992	\$483,020	\$483,020	\$595,055	\$247,241	\$0
Miscellaneous Gifts & Grants	\$0	\$75,909	\$0	\$30,000	\$30,000
Solid Waste Collections	\$1,610	\$1,889	\$1,610	\$0	\$0
General Capital Projects	\$15,000	\$220,595	\$15,000	\$40,000	\$40,000
G.E.R.R.B. of 1994	\$13,000	\$13,000	\$0	\$0	\$0
FFGFC Bond of 1998	\$608,690	\$608,690	\$364,902	\$525,374	\$521,680
Economic Development Fund	\$100,000	\$350,000	\$75,000	\$275,000	\$25,000
FFGFC Bond of 1996	\$513,703	\$513,703	\$513,703	\$500,305	\$501,355
<b>TOTAL TRANSFERS</b>	<b>\$4,185,118</b>	<b>\$9,925,486</b>	<b>\$3,835,531</b>	<b>\$3,794,510</b>	<b>\$3,769,197</b>

## EO CHARTER OFFICE FISCAL ANALYSIS

<b>PROPOSED EO OFFICE BUDGET PER BLUE RIBBON COMMITTEE (BRC)</b>		
<u>Personal Services:</u>	<u>FY 03</u>	<u>FY 04</u>
Executive Assistant	\$ 37,062.00	\$ 38,730.00
Affirmative Action Officer	43,606.00	45,568.00
Human Relation Director (Charter)	89,275.00	93,738.00
EEO Officer - Internal	54,887.00	54,887.00
Staff Assistant I	29,387.00	30,710.00
Staff Assistant I (Part-time)	17,233.00	18,009.00
<b>Sub-Total</b>	<b>\$ 271,450.00</b>	<b>\$ 281,642.00</b>
Operating Expenses	<u>\$ 183,652.00</u>	<u>\$ 187,325.00</u>
<b>Total Recurring Costs</b>	<b>\$ 455,102.00</b>	<b>\$ 468,967.00</b>
Non-Recurring Capital Costs <sup>1</sup>	<u>\$ 12,100.00</u>	<u>\$ -</u>
<b>Total Costs - Proposed EO Office</b>	<b>\$ 467,202.00</b>	<b>\$ 468,967.00</b>

<b>CURRENT EO OFFICE BUDGET PER CITY MANAGER (CM)</b>		
<u>Personal Services:</u>	<u>FY 03</u>	<u>FY 04</u>
EO Director	\$ 64,111.00	\$ 67,348.00
Executive Assistant	36,481.00	38,693.00
Affirmative Action Officer	45,170.00	47,871.00
Staff Assistant I	28,144.00	29,855.00
<b>Sub-Total</b>	<b>\$ 173,906.00</b>	<b>\$ 183,767.00</b>
Operating Expenses	<u>\$ 161,896.00</u>	<u>\$ 165,124.00</u>
<b>Total Costs - Existing EO Office</b>	<b>\$ 335,802.00</b>	<b>\$ 348,891.00</b>

<b>COMPARISON OF BUDGETS</b>		
Proposed EO Budget per BRC	\$ 467,202.00	\$ 468,967.00
Existing EO Budget per CM	<u>(335,802.00)</u>	<u>(348,891.00)</u>
Difference	\$ 131,400.00	\$ 120,076.00
Contingency Amount	<u>(145,031.00)</u>	<u>(145,031.00)</u>
Budgeted Surplus	\$ (13,631.00)	\$ (24,955.00)

## NOTES:

- 1) An amount of \$6,050 for each of the two new positions in one-time capital expense for items such as PC's and office furniture has been added.