

**Mission**

*The City of Clearwater Equity Services Department promotes the dignity and worth of all people by ensuring strong opposition to unlawful discrimination, providing training on the value of diversity and discrimination law, and engaging in positive community interactions.*

**Department Description**

There are three primary responsibilities of the Equity Services Department as follows:

- **Administration** - Responsible for the effective management of all programs, policies, and procedures related to departmental services. Coordinates the Communities for a Lifetime (Elder Ready) Community Program and administers lease agreements involving community service agencies and City-owned facilities. Oversees the City Equal Employment Opportunity Program, ensures accessibility to City facilities, services, and programs for differently-able members of the community, directs the services of the City's Community Relations Board, facilitates the City's Americans with Disabilities Act (ADA) Committee, and general communityrelations interactions.
- **Valuing Diversity** - Responsible for the management of the processes necessary to encourage a greater awareness and appreciation for the value of diversity within the organization of the City. Coordinates and conducts Valuing Diversity training for City employees. Participates in the City's Minority Focus Group and Hispanic Task Force. Coordinates the City's Leadership Program, and cooperates with Equal Employment Opportunity processes.
- **Equal Opportunity** - Responsible for the management of the processes necessary to safeguard the equal employment opportunity rights of City employees. Provides and/or coordinates management training needed to ensure full awareness and compliance with equal employment opportunity policy and law. Responds to internal employee complaints of alleged discrimination. Responds to external inquiries from regulating agencies regarding allegations of employment discrimination pertaining to City of Clearwater employees. Cooperates with the Valuing Diversity processes.

| <b>Department Summary</b>                 |                |                |               |                |              |                |              |
|---|----------------|----------------|---------------|----------------|--------------|----------------|--------------|
|   | <i>Actual</i>  | <i>Actual</i>  |               | <i>Budget</i>  |              | <i>Budget</i>  |              |
|   | <i>2000/01</i> | <i>2001/02</i> | <i>%</i>      | <i>2002/03</i> | <i>%</i>     | <i>2003/04</i> | <i>%</i>     |
| Personnel                                 | 250,888        | 266,805        | 6.3%          | 289,280        | 8.4%         | <b>289,890</b> | <b>0.2%</b>  |
| Operating                                 | 282,611        | 134,480        | -52.4%        | 154,120        | 14.6%        | <b>147,120</b> | <b>-4.5%</b> |
| Internal Services                         | 34,438         | 34,918         | 1.4%          | 39,250         | 12.4%        | <b>36,400</b>  | <b>-7.3%</b> |
| Capital                                   | 2,912          | -              | -100.0%       | -              | n/a          | <b>n/a</b>     | <b>n/a</b>   |
| Transfers                                 | 372            | -              | -100.0%       | -              | n/a          | <b>n/a</b>     | <b>n/a</b>   |
| <b>Total</b>                              | <b>571,221</b> | <b>436,203</b> | <b>-23.6%</b> | <b>482,650</b> | <b>10.6%</b> | <b>473,410</b> | <b>-1.9%</b> |
| Department Full-Time Equivalent Positions | 4.0            | 4.0            |               | 4.0            |              | <b>4.0</b>     |              |

### Program Highlights

- ❖ The Equity Services office is supported by four full-time equivalent positions, the same as the previous year's budget.
- ❖ Personal Services reflects the elimination of \$15,000 for an intern program budgeted in fiscal year 2002/03.
- ❖ The approved budget for Equity Services recommends contributions to other agencies in the amount of \$110,000. This reflects a contribution for the African American Leadership Council in the amount of \$100,000 and \$10,000 for the National Conference on Community and Justice. These are both funded at the same level as the 2002/03 budget.
- ❖ Funding for contractual services for events and speakers has been decreased by \$7,000 from the level in the 2002/03 budget.
- ❖ There have been no other significant changes in the Equity Services program in this fiscal year. The budget actually reflects a net decrease of 1.9% from the 2002/03 budget.