



City of Gainesville

Office of Equity & Inclusion



Equal Opportunity Director Memorandum No. 22004

Date: 10/10/2022

To: Honorable Mayor and City Commission

From: Zeria K. Folston, Interim Equal Opportunity Director

Re: Update on GINI

The purpose of this memorandum is to provide an update on the work that has been completed related to GINI.

City staff have advanced multiple processes forward to support GINI. Below is a summary of what is accomplished to date:

1. The City Commission has approved \$300,000 dollars in initial funding for the GINI Initiative.
2. We are actively recruiting for our first Immigrant Affairs Manager, a full-time staff member that will work out of the Office of Equity and Inclusion.
3. A multi-service language translation provider has been selected and is under contract for in-person and phone translation.
4. Citywide document and sign translation is underway and will focus on the most commonly used forms and publicly facing signage.
5. Initial training for staff on how to use the language translation services has been designed and has started.

Below you will find the updated task list and budget for GINI. We look forward to your continued support on this important work.

cc: City Commission
Charter Officers

GINI Proposed Process Task List

Action Step	Status/Responsible Party	Target Completion Date
Complete fiscal analysis for: <ol style="list-style-type: none"> 1. Language line acquisition and training (Spanish only) 2. Inclusion and sensitivity training program for frontline staff 3. FTE and ambassadors <ul style="list-style-type: none"> • Create job descriptions to determine pay band for FTE and ambassadors 4. Document translation in Spanish and sign translation into Spanish 5. Additional languages for years 2 and 3 • Determine metrics for which languages are included 	<ol style="list-style-type: none"> 1. Complete 2. Discuss with procurement the best way to solicit this service. This service is a highly specialized service. Finding multiple vendors may be difficult. We have a vendor that is a possibility. 3. Position is currently being advertised. 4. In progress. 5. TBD once Immigrant Affairs Manager is hired. 	9/22/2022
Identify available funding sources <ol style="list-style-type: none"> 1. Year 2-3 2. Ongoing past year 3 3. Identify potential collaborative agencies 	TBD once Immigrant Affairs Manager is hired.	TBD
Prioritize each component based on available funding and anticipated impact for year 2-3	TBD once Immigrant Affairs Manager is hired.	TBD
Create a proposed implementation timeline based on prioritization for year 2-3	TBD once Immigrant Affairs Manager is hired.	TBD

GINI Proposed Budget

Description	Amount
Professional Development	\$8,000
Salary and Benefits (Immigrant Affairs Manager)	\$109,000
Startup tech	\$3,000
Misc. Supplies	\$1,000
Document Translation	\$13,407.90
Document Formating	\$2,681.58
Immigrant Liason Positions	\$46,800
Immigrant Inclusion Training	\$30,000
Mailing/Promotional Materials	\$5,000
GRU	\$18,410
Parks Signage	\$62,500
Total	\$299,799