

# Minority/Women Business Enterprise

The mission of the Minority/Women Business Enterprise Program is to improve business opportunities in Leon County Government for local minority and women-owned businesses so that parity with non-minority male-owned business may be achieved.

## PROGRAM HIGHLIGHTS

- The total expenditures after adjustments for 1999/2000 were \$19,499,420.21 with 26.83% or \$5,231,832.63 being spent with M/WBE firms. The breakout for the M/WBE areas were as follows:  
Blacks: (14.13%; \$2,755,110.12);  
Women: (12.11%; \$2,361,308.76);  
Hispanics: (0.32%; 61,682.31);  
Asians: (0.24%; \$47,068.50); and  
Native Americans: (0.03%; \$6,662.94).
- The Board of County Commissioners authorized contract approval for MGT of America to update the M/WBE Program Disparity Study.

## ADVISORY BOARD

Minority/Women Business Enterprise Citizens Advisory Committee.

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statute, Chapter 287  
Leon County Minority/Women Business Enterprise Program Policy (amended 01-20-98)  
Leon County Purchasing Policy (adopted 01/16/96)

## SUMMARY OF KEY SERVICE FUNCTIONS

- Identify and work to eliminate barriers that inhibit M/WBE participation in Leon County's procurement process.
- Establish realistic goals to increase M/WBE utilization.
- Provide information and assistance to M/WBEs regarding procurement opportunities with Leon County.
- Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors and staff.
- Implement mechanisms to evaluate the program's progress.
- Provide administrative support to the M/WBE Citizens Advisory Committee.
- Implement tracking mechanisms to track M/WBE participation in the County's procurement process.
- Provide administrative support to the MBE Citizens Advisory Committee.

## PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Analyze preliminary requests for proposals; prepare M/WBE participation goals (# reviewed)	30	35	35	40
2) Attend pre-bid conferences; discuss M/WBE goals and prime/subcontracting opportunities (# conferences)	14	19	15	15
3) Review submitted proposals and calculate M/WBE points (# reviewed)	57	57	57	57
4) Provide training to local businesses in utilization of the statewide database as an aide to identifying M/WBE firms	15	15	15	15
5) Prepare M/WBE utilization report	1	1	1	1

## Minority/Women Business Enterprise

ACCOUNT NUMBER: 001-112-513

### FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$52,171	\$90,325	\$96,403	\$99,295	\$102,274	\$105,342	\$108,502
Operating	6,393	103,146	18,146	18,146	18,146	18,146	18,146
Capital Outlay		3,350					
Grants & Aid							
TOTAL	\$58,564	\$196,821	\$114,549	\$117,441	\$120,420	\$123,488	\$126,648
<u>STAFFING</u>							
Full Time	1.00	2.00	2.00	2.00	2.00	2.00	2.00
O.P.S.							

### FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at a decreased funding level. These recommendations are:

1. Disparity Study decrease. (\$85,000)
2. Routine salary and wages adjustments.
3. Reclassification of Coordinator to Director . \$2,739

### FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

# Minority/Women Business Enterprise

ACCOUNT NUMBER: 001-112-513

## PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
		Actual	Adopted	NIT	Change	Total	NIT	Change	
51200	Salaries & Wages	\$42,814	\$68,652	\$70,573	\$2,349	\$72,922	\$70,573	\$2,349	\$72,922
52100	FICA Taxes	3,240	5,251	5,398	179	5,577	5,398	179	5,577
52200	Retirement	3,325	5,448	4,065	171	4,236	4,065	171	4,236
52300	L & H Insurance	2,544	10,700	12,924	31	12,955	12,924	31	12,955
52400	Workers' Comp.	249	274	704	9	713	704	9	713
TOTAL PERSONAL SERVICES		\$52,171	\$90,325	\$93,664	\$2,739	\$96,403	\$93,664	\$2,739	\$96,403
53100	Prof. Services		85,000						
54000	Travel & Per Diem	68	3,389	3,389		3,389	3,389		3,389
54100	Communication	480	1,078	1,078		1,078	1,078		1,078
54200	Postage	116	402	402		402	402		402
54700	Printing & Binding	392	1,700	1,700		1,700	1,700		1,700
54800	Promo. Activities	4,184	8,645	8,645		8,645	8,645		8,645
55100	Office Supplies	130	910	910		910	910		910
55200	Operating Supplies	411	770	770		770	770		770
55400	Bks, Pubs, & Memb.	260	552	552		552	552		552
55401	Training	352	700	700		700	700		700
TOTAL OPERATING EXPENSES		\$6,393	\$103,146	\$18,146		\$18,146	\$18,146		\$18,146
56400	Mach. & Equip.		3,350						
TOTAL CAPITAL OUTLAY			\$3,350						
PROGRAM TOTAL		\$58,564	\$196,821	\$111,810	\$2,739	\$114,549	\$111,810	\$2,739	\$114,549

## PROGRAM STAFFING DETAIL

STAFFING TABLE	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
	Actual	Adopted	NIT	Change	Total	NIT	Change	
M/WBE Director	1.00	1.00	1.00		1.00	1.00		1.00
M/WBE Analyst		1.00	1.00		1.00	1.00		1.00
Total	1.00	2.00	2.00		2.00	2.00		2.00