

**Management Services**

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## Minority/Women Business Enterprise

*Organizational Code: 001-112-513*

### Mission Statement

The mission of the Minority/Women Business Enterprise Program is to improve business opportunities with Leon County Government for local minority and women-owned businesses.

### Advisory Board

Minority/Women Business Enterprise Citizens Advisory Committee

### Summary of Services Provided

1. Identify and work to eliminate barriers that inhibit M/WBE participation in Leon County's procurement process.
2. Establish realistic goals to increase M/WBE utilization.
3. Provide information and assistance to M/WBEs regarding procurement opportunities with Leon County.
4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors and staff.
5. Implement mechanisms to evaluate the program's progress and institute tracking mechanisms to attract M/WBE participation in the County's procurement process.

### Accomplishments

1. Entered into a consortium agreement with the City of Tallahassee to eliminate duplications of the certification process for M/WBE applicants.

### Current Year Notes

This program is recommended at an increased funding level. These recommendations include:

1. Routine salary, wage, and benefits adjustments.
2. Funding for the reclassification of 1 full-time employee as approved by Human Resources in the amount of \$3,164.
3. The decrease in operating is a result of the completion of a one time study that will be completed in FY 03/04.

### Out-Year Notes

There are no Budget Issues requested in FY 2006 thru FY 2009, with the exception of anticipated routine salary, wage, and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2003 Actual	FY 2004 Budget	FY 2005 Budget
• Number of preliminary requests for proposals analyzed.	Input	#	69	69	70
• Number of pre-bid conferences attended.	Input	#	28	30	30
• Number of submitted proposals reviewed.	Input	#	69	69	69
• Provide training to local businesses in utilization of the statewide database as an aid to identifying M/WBE firms	Input	#	20	30	35

**Leon County Government  
Fiscal Year 2005 Budget**

**Minority/Women Business Enterprise**

*Organizational Code: 001-112-513*

<b>Budgetary Costs</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Budget</b>
Personal Services	100,549	107,263	109,800	3,164	112,964	118,481
Operating	25,567	78,146	18,146	0	18,146	18,146
Total Budgetary Costs	<u>126,116</u>	<u>185,409</u>	<u>127,946</u>	<u>3,164</u>	<u>131,110</u>	<u>136,627</u>
<b>Funding Sources</b>			<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Budget</b>
001 General Fund			126,116	185,409	131,110	136,627
Total Revenues			<u>126,116</u>	<u>185,409</u>	<u>131,110</u>	<u>136,627</u>
<b>Staffing Summary</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Budget</b>
MWBE Analyst	1.00	1.00	1.00	0.00	1.00	1.00
MWBE Director	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>

