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CITY OF SACRAMENTO



DEPARTMENT OF PLANNING AND DEVELOPMENT
1231 "I" Street Sacramento, Ca. 95814

Administration
Room 300 449-5571
Building Inspections
Room 200 449-5716
Planning
Room 200 449-5604

January 30, 1987

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: MINORITY BUSINESS ENTERPRISE/WOMEN'S BUSINESS ENTERPRISE PROCUREMENT WORK PLAN

SUMMARY: This first biannual report provides a status of the Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) Procurement Program established by City Council Resolution 85-328. This report is an update from July 11, 1986.

RECOMMENDATION: This item is for review only.

Respectfully submitted,

Leslie B. Palmer
Leslie B. Palmer
Economic Development Coordinator

Linda Tretheway
Linda Tretheway
Support Services Administrator

For Budget and Finance Committee information:

Jack R. Crist
JACK R. CRIST
Deputy City Manager

**Status on the
City of Sacramento
MBE/WBE Procurement Program**

1. MBE/WBE CERTIFICATIONS

As of January 15, 1987, a total of 99 businesses had been certified. The status of the MBE/WBE certification process of businesses is as follows:

278	Businesses have been sent Certification Questionnaires
99	Businesses have been certified
151	Businesses have pending applications
23	Businesses have not qualified for certification
5	Businesses have been certified but need to complete the Bidder's List Application

Between August 15, 1986 and January 15, 1987, 255 businesses indicated to the City Purchasing Department in the Bidder's List Application that they were minority or women-owned businesses. These businesses were sent the City Certification packet by the Economic Development Office. Another 23 businesses contacted the Economic Development Office directly for information.

Staff has made periodic follow-up phone calls to encourage businesses with pending applications to complete their Certification Questionnaires.

In June 1986 the Sacramento Housing and Redevelopment Agency (SHRA) was assigned to certify MBEs and WBEs for the City. This assignment was limited to a six-month trial basis, beginning September 1986 and ending March 1987. At the end of the trial period, SHRA will analyze the workload created by this task to determine if additional staff time is necessary, which will be reported in the year-end MBE/WBE report or sooner. The purpose of using the SHRA certification system is to eliminate duplication of efforts and confusion to the MBE/WBE business person.

2. MBE/WBE PROCUREMENT WORKSHOP

A MBE/WBE Procurement Workshop is scheduled for Friday, February 13, 1987 at the Sacramento Convention Center between the hours of 8 a.m. and 12 noon. The purpose of this Workshop is to educate the business community on the procedures the City uses to purchase goods and services. Representatives from each City Department will be in attendance to provide information on their department's purchasing needs.

Community outreach and publicity is underway. Flyers announcing the workshop have been distributed to 2300 businesses. In addition to this effort, Pauline Marzette of Marzette and Associates was hired as a consultant to help with the outreach. Linda Tretheway of the Department of Support Services appeared on the Jean LaMont Show,

Channel 10, at 6:00 a.m. on Friday, January 30, 1987 to talk about the City's Procurement Work Plan and the upcoming Workshop. Staff is expecting an attendance of 200.

3. COMMUNITY OUTREACH

In August, the brochures "How to do Business with the City of Sacramento" and "Opportunities for Businesses Owned by Minorities and Women" were printed for distribution. These pamphlets and the Certifications Questionnaires have been distributed through various channels. A total of 1445 have been sent to City Departments, Chambers of Commerce, Neighborhood Business Associations, Neighborhood Target Areas and to local businesses.

In addition to the distribution of these items, staff has attended meetings with the Hispanic Chamber of Commerce, the Black Chamber of Commerce and the Minority Business Development Week Conference to publicize the MBE/WBE Procurement Program.

4. ORIENTATION FOR DEPARTMENT PURCHASING STAFF

In August, the Economic Development and Purchasing Offices met with Department Heads and then held a follow-up orientation for department purchasing staff to explain their role in the implementation of the Procurement Program.

In December, a list of Certified Minority and Women-Owned Businesses was sent to each department purchasing contact in order to assist them in their efforts to purchase from Minority and Women-Owned Businesses. This list will be updated twice a year. In the future the information will be available by commodity code from the City's Local Government Financial System (LGFS) network.

5. ESTABLISHMENT OF BASELINES FOR CITY DEPARTMENTS

Economic Development Staff has worked with the City Purchasing Staff to establish departmental base lines. Staff has identified the total services and supplies budget for each department. Departmental budgets are further divided into each division's budget and the amount necessary to reach the 20 percent goal (see Appendix). Staff is presently in the process of finalizing these figures in order to establish base line expenditures.

6. UNITED STATES CONFERENCE OF MAYORS

Staff has responded to the United States Conference of Mayors' request for information on the MBE/WBE Procurement Program. This information will appear in their publication entitled "National City Profile Report on Minority Enterprise Development Programs." The purpose of the publication is to highlight the legislative initiatives used by various states and cities to devise special programs to aid minority and small business enterprises. The publication will feature the activities of 100 cities (including Sacramento) throughout the United States, with populations ranging from 30,000 to 350,000. The publication is

expected to be available in early April.

7. GOAL ATTAINMENT

In June 1987 staff will report back to Council on the City's purchasing performance. Using the departmental base lines, staff will determine each department's success in reaching their goal. If less than 20%, the department's current percent of contracts awarded to women and minority-owned business will be used as a benchmark from which to increase business with women and minority-owned firms. This report will also comment on vendor performance and obstacles to contract procurement.

8. DEPARTMENTAL COMPLIANCE

Economic Development staff has worked with other City department members to assist them in compliance with Resolution 85-328. To date, each department has chosen one member of their staff to be the designated MBE/WBE departmental representative. In addition, several departments have made efforts to have the consultants on their department's lists contacted to determine if they qualify for MBE/WBE status.

Their efforts are beginning to show results. For example, through the City Purchasing Office, City Council awarded a \$150,000 contract to Compatible Computer System, a Minority Business Enterprise, for citywide micro computer need.

DEPARTMENTAL MBE/WBE PROCUREMENT GOALS

DEPARTMENT	ORG. NO.	TOTAL APPLICABLE SERVICES AND SUPPLIES BUDGET	20% GOAL (DIVISION)	TOTAL DEPARTMENTAL 20% GOAL
MAYOR/COUNCIL	0100	55,275		11,055
CITY MANAGER	0300	155,924		31,185
ATTORNEY	0500	25,788		5,158
CITY CLERK	0700	53,771		10,754
CITY TREASURER	0900	24,430		4,886
FINANCE	1100	314,537		62,907
	1110	30,430	6,086	
	1121	9,865	1,973	
	1122	3,144	628	
	1123	26,453	5,291	
	1124	105,370	21,074	
	1125	29,387	5,877	
	1126	16,137	3,277	
	1131	41	8	
	1132	31,900	6,380	
	1134	19,520	3,904	
	1140	42,290	8,458	
DATA MANAGEMENT	1300	922,734		184,547
	1310	59,696	11,939	
	1320	3,146	629	
	1330	843,218	168,644	
	1340	16,674	3,345	
PERSONNEL	1500	351,870		70,374
	1510	96,705	19,341	
	1520	92,603	18,521	
	1530	162,562	32,512	
EMPLOYEE RELATIONS	1700	9,700		1,940
GENERAL SERVICES	1900	1,215,974		243,195
	1910	80,925	16,185	
	1921	5,500	1,100	
	1922	350	70	
	1923	2,695	539	
	1925	170,058	34,012	
	1931	11,065	2,213	
	1921	29,950	5,990	
	1933	162,550	32,510	
	1934	222,015	44,403	
	1935	89,544	17,909	
	1937	333,161	66,632	
	1938	83,250	16,650	
	1951	2,721	544	
	1952	22,190	4,438	

POLICE	2000	1,789,051		357,810
	2111	16,450	3,290	
	2112	47,950	9,590	
	2113	17,621	3,524	
	2114	2,160	432	
	2115	1,300	260	
	2116	650	130	
	2117	24,230	4,864	
	2118	240,400	48,080	
	2121	1,300	260	
	2122	35,130	7,026	
	2124	61,920	12,384	
	2125	24,210	4,842	
	2126	48,980	9,796	
	2127	2,325	465	
	2128	98,920	19,784	
	2129	8,840	1,768	
	2131	61,150	12,230	
	2132	14,140	2,828	
	2133	7,800	1,560	
	2134	21,830	4,366	
	2135	3,250	650	
	2136	12,700	2,540	
	2137	11,450	2,290	

FIRE	2500	522,333		104,467
	2510	30,018	6,004	
	2520	16,260	3,252	
	2530	378,171	75,634	
	2550	97,884	19,577	

PUBLIC WORKS	3000	3,792,777		758,555
	3110	64,885	12,977	
	3121	17,997	3,599	
	3122	246,021	49,204	
	3125	343,567	68,713	
	3127	1,072,978	214,596	
	3131	258,359	51,672	
	3132	148,660	29,732	
	3134	122,450	24,490	
	3135	18,900	3,780	
	3136	1,210,793	242,159	
	3170	65,472	13,094	
	3184	222,695	44,539	

PLANNING AND DEV.	3500	966,864		193,373
	3510	62,244	12,449	
	3521	16,049	3,210	
	3522	250,886	50,177	
	3523	79,452	15,890	
	3524	6,624	1,325	
	3525	56,525	11,305	
	3531	22,308	4,462	
	3532	32,558	6,512	
	3533	15,245	3,049	
	3535	4,794	959	
	3536	9,527	1,905	
	3537	3,542	708	
	3538	76,378	15,276	
	3540	330,732	66,146	

LIBRARY

4100	658,739		131,748
4110	102,336	20,467	
4120	36,858	7,372	
4130	20,000	4,000	
4141	148,620	29,724	
4142	24,753	4,951	
4143	11,899	2,380	
4144	5,060	1,012	
4145	6,636	1,327	
4146	1345	269	
4147	20,257	4,051	
4148	6,703	1,341	
4149	5,013	1,003	
4151	3,974	795	
4152	5,102	1,020	
4155	12,000	2,400	
4157	972	194	
4160	247,211	49,442	

PARKS & COMM SERV

4500	2,441,356		488,271
4511	50,184	10,037	
4512	64,400	12,880	
4513	25,850	5,170	
4514	12,200	2,440	
4521	8,225	1,645	
4522	42,103	8,421	
4523	281,560	56,312	
4524	113,640	22,728	
4527	34,515	6,903	
4528	51,120	10,224	
4550	19,555	3,911	
4581	5,616	1,123	
4582	567,422	113,484	
4583	116,946	23,389	
4584	99,199	19,840	
4585	105,276	21,055	
4590	234,822	46,964	
4621	272,542	54,508	
4622	17,506	3,501	
4630	90,855	18,175	
4641	21,115	4,223	
4642	6,409	1,282	
4643	53,094	10,619	

SAFETY BELT PROGRAM

7040	49,600		9,920
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TOTAL

13,350,7232,670,145

* Is your firm doing business in the city?
Why not do business for the city?

How to do business with the City of Sacramento

OPPORTUNITIES FOR MINORITY
AND
WOMEN-OWNED BUSINESSES

PROCUREMENT WORKSHOP

- Learn City Purchasing Procedures,
- Which Departments Need What and
- How Much They Have To Spend

MARK YOUR CALENDARS NOW.

Friday, February 13, 1987

Sacramento Convention Center

Yuba-Placer-Sutter Rooms

8 a.m. - 12 noon

Repeating Introductory Workshop

8:30, 9:30, 10:30, 11:30 a.m.

RSVP appreciated: 449-5551 or 449-1223
