

## **Equal Business Opportunity Commission Office**

### **Department Description**

The Equal Business Opportunity Commission Office (EBOCO) is mandated by city code to compile, review, and analyze minority and female business enterprise utilization, based upon city contract awards, contract payments, and vendor registration data. The office is also responsible for the production of annual quarterly utilization reports to the Mayor and City Council.

In addition, EBOCO develops and implements race and gender-neutral programs that encourage the use of a diverse pool of qualified minority and female contractors and service providers. EBOCO reviews informal purchasing policies and provides technical assistance to the minority, female and small business community. EBOCO also recommends and implements additional efforts necessary to further develop inclusiveness in the city's contracting practices, such as the monthly inclusion meetings (internal), Director's Business Roundtables (external), and partnering with agencies and/or organizations to reach targeted groups.

### **Department Mission**

The mission of the Equal Business Opportunity Commission Office is to promote inclusiveness of minority and female owned businesses within the city's procurement process and to facilitate equitable awarding of contracts to minority and female business enterprises.

## **Strategic Priorities for 2010**

### **From the Columbus Covenant:**

#### **Peak Performance**

- Encourage and promote the utilization of minority and female owned business enterprises (M/FBEs) by city agencies and departments. EBOCO will continue to implement the recommendations of the 2003 availability study and develop and recommend the creation of citywide policies that encourage a diverse supplier population.
- Monitor and review city contracts for compliance with city, state, and federal requirements. In addition to developing outreach activities that will inform customers (internal and external) about the importance of a diverse vendor base, EBOCO will continue to monitor and report M/FBEs' utilization and availability and establish procedures and policies to ensure that available M/FBEs are included in bid solicitations.
- Continue internal inclusion meetings, external roundtable forums and other educational training sessions as well as host "how to do business with the city" seminars to encourage minority and female businesses to seek opportunities with the city. EBOCO will continue to facilitate the creation of targeted outreach with city departments and special projects. EBOCO will continue the publication

and dissemination of a minority/female business enterprise directory, the ACCESS newsletter, the "Access to Opportunities" television program and the EBOCO annual report.

- Periodically recommend and implement additional efforts necessary to institutionalize processes and further develop inclusiveness in the city's contracting practices.
- Continue to market expertise to industry peers and to expand strategic partnerships, allowing pooling of services to have the greatest impact.

### **2010 Budget Notes**

- EBOCO continues to provide services as mentioned above, with a smaller staff than in years' past. Three less people are employed in the office than in 2007.

**Budget and Program Summary**

**EBOCO FINANCIAL SUMMARY**

<b>DIVISION SUMMARY</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
Equal Business Opportunity	\$ 942,818	\$ 812,813	\$ 658,705	\$ 641,599	\$ 642,271
<b>TOTAL</b>	<b>\$ 942,818</b>	<b>\$ 812,813</b>	<b>\$ 658,705</b>	<b>\$ 641,599</b>	<b>\$ 642,271</b>

**EBOCO SUMMARY BY CHARACTER**

<b>EBO COMMISSION EXPENDITURES SUMMARY</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
Personnel	\$ 808,344	\$ 788,359	\$ 641,662	\$ 625,862	\$ 613,481
Materials & Supplies	5,068	3,981	544	1,140	1,750
Services	129,406	20,473	16,499	14,597	27,040
<b>TOTAL</b>	<b>\$ 942,818</b>	<b>\$ 812,813</b>	<b>\$ 658,705</b>	<b>\$ 641,599</b>	<b>\$ 642,271</b>

**EBOCO SUMMARY BY FUND**

<b>FUND SUMMARY</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Original Appropriation</b>	<b>2009 Estimated Expenditures</b>	<b>2010 Proposed</b>
General	\$ 942,818	\$ 812,813	\$ 658,705	\$ 641,599	\$ 642,271
<b>TOTAL</b>	<b>\$ 942,818</b>	<b>\$ 812,813</b>	<b>\$ 658,705</b>	<b>\$ 641,599</b>	<b>\$ 642,271</b>

**EBOCO PERSONNEL SUMMARY**

<b>DIVISION</b>	<b>FT/PT*</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Budgeted</b>	<b>2010 Budgeted</b>
Equal Business Opportunity	FT	10	9	7	7
	PT	0	0	0	0
<b>TOTAL</b>		<b>10</b>	<b>9</b>	<b>7</b>	<b>7</b>

\*FT=Full-Time PT=Part-Time

**2010 Operating Budget  
Equal Business Opportunity Commission Office**

Program	Mission	<u>Financial History by Program</u>				<u>Personnel by Program</u>			
		2007 Budget	2008 Budget	2009 Budget	2010 Proposed	2007 FTEs	2008 FTEs	2009 FTEs	2010 FTEs
Equal Business Opportunity Commission Office	To promote inclusiveness in the city's procurement process and to facilitate equal access to contract opportunities.	\$ 1,118,636	\$ 750,689	\$ 658,705	\$ 642,271	10	10	7	7
		\$ 1,118,636	\$ 750,689	\$ 658,705	\$ 642,271	10	10	7	7

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