

## **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 release of quarterly utilization reports to the Mayor and City Council.

In addition, EBOCO develops and implements race and gender-neutral programs that encourage a diverse pool of qualified suppliers of goods and services. EBOCO also reviews informal purchasing policies and provides technical assistance to the minority, female and small business community and periodically recommends and implements additional efforts necessary to further develop inclusiveness in the city's contracting practices, e.g., the EBOCO bi-monthly roundtables (internal), Director's Quarterly Business Forums (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 2008**

### **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 assure that available M/FBEs are included in bid solicitations.
- Continue internal and external roundtable forums and other educational training sessions as well as host a city procurement college to encourage communication between city agencies, EBOCO, and the business community. EBOCO will continue to facilitate the creation of targeted outreach programs for city

departments and special projects (i.e. Huntington Park, Rickenbacker Intermodal, and King Lincoln). 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 further develop inclusiveness in the city's contracting practices, i.e., the EBOCO bi-monthly roundtables (internal), Director's Quarterly Business Forums (external), partnering with agencies and/or organizations to reach targeted groups.
- Continue to market expertise to industry peers and to expand strategic partnerships, allowing pooling of services to have the greatest impact.

### **2008 Budget Notes**

- The office is budgeted for one fewer position in 2008 than 2007.

**Budget and Performance Measure Summary**

<b>EBOCO FINANCIAL SUMMARY</b>					
<b>DIVISION SUMMARY</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Original Appropriation</b>	<b>2007 Estimated Expenditures</b>	<b>2008 Proposed</b>
Equal Business Opportunity	\$ 899,290	\$ 962,940	\$ 1,118,636	\$ 977,088	\$ 750,689
<b>TOTAL</b>	<b>\$ 899,290</b>	<b>\$ 962,940</b>	<b>\$ 1,118,636</b>	<b>\$ 977,088</b>	<b>\$ 750,689</b>

NOTE: For the general fund, 2008 budget figures, unlike in preceding years, do not include technology expenditures, which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9.

<b>EBOCO SUMMARY BY CHARACTER</b>					
<b>EBO COMMISSION EXPENDITURES SUMMARY</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Original Appropriation</b>	<b>2007 Estimated Expenditures</b>	<b>2008 Proposed</b>
Personnel	\$ 822,747	\$ 842,749	\$ 825,075	\$ 808,568	\$ 724,293
Materials & Supplies	3,769	5,329	5,430	5,430	5,430
Services	72,774	114,862	288,131	163,089	20,966
<b>TOTAL</b>	<b>\$ 899,290</b>	<b>\$ 962,940</b>	<b>\$ 1,118,636</b>	<b>\$ 977,087</b>	<b>\$ 750,689</b>

EBOCO SUMMARY BY FUND					
<b>FUND SUMMARY</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Original Appropriation</b>	<b>2007 Estimated Expenditures</b>	<b>2008 Proposed</b>
General	\$ 899,290	\$ 962,940	\$ 1,118,636	\$ 977,088	\$ 750,689
<b>TOTAL</b>	<b>\$ 899,290</b>	<b>\$ 962,940</b>	<b>\$ 1,118,636</b>	<b>\$ 977,088</b>	<b>\$ 750,689</b>

EBOCO PERSONNEL SUMMARY					
<b>DIVISION</b>	<b>FT/PT*</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Budgeted</b>	<b>2008 Budgeted</b>
Equal Business Opportunity	FT	11	11	10	9
	PT	0	0	0	0
<b>TOTAL</b>		<b>11</b>	<b>11</b>	<b>10</b>	<b>9</b>

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

**2008 Operating Budget  
Equal Business Opportunity Commission Office**

Program	Mission	<u>Financial History by Program</u>				<u>Personnel by Program</u>			
		2005 Budget	2006 Budget	2007 Budget	2008 Proposed	2005 FTEs	2006 FTEs	2007 FTEs	2008 FTEs
Equal Business Opportunity Commission Office	To promote inclusiveness in the city's procurement process and to facilitate equal access to contract opportunities.	\$929,477	\$982,855	\$1,118,636	\$750,689	11	11	10	9
		\$929,477	\$982,855	\$1,118,636	\$750,689	11	11	10	9

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Some program data will not match department summary data due to differences in data being reported (i.e., budgeted versus actual). This is compounded in cases of departmental reorganizations during the timeframe.

<b>2008 Operating Budget</b> <b>Equal Business Opportunity Commission Office</b>
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**Performance History by Program**

<b>Program</b>	<b>Measure</b>	<b>2007</b>				<b>2008</b>
		<b>2005</b>	<b>2006</b>	<b>Mid-Year</b>	<b>Target</b>	
Equal Business Opportunity Commission Office	Percentage of legislation reviewed within 2 days	92%	94%	97%	96%	
	Percentage of contracts reviewed within 2 days	86%	91%	95%	92%	
	Evaluation committees served	n/a	n/a	15	27	

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