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DEPARTMENT OF  
GENERAL SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

MINORITY AND WOMEN  
BUSINESS ENTERPRISE PROGRAM

916-449-8505

October 12, 1988

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

Subject: 1988-89 Minority/Women Business Enterprise Program: First  
Quarter Progress Report

SUMMARY

The attached report summarizes first quarter progress for the City's Minority/Women Business Enterprise (M/WBE) Program. The analysis contains purchasing statistics as well as an overview of activities conducted during the program's first ninety days. This item will be heard by the City Council at their October 25, 1988 meeting.

In addition to accepting this report, it is requested that the Budget and Finance Committee recommend City Council approval of the attached ordinance and resolution which further define M/WBE policy issues which will be addressed by staff within the next quarter.

Respectfully submitted,

MONIKA HUDSON  
Acting Purchasing Manager

RECOMMENDATION APPROVED:

JACK CRIST  
Deputy City Manager

October 25, 1988  
All Districts



DEPARTMENT OF  
GENERAL SERVICES

MINORITY AND WOMEN  
BUSINESS ENTERPRISE PROGRAM

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#### SUMMARY

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#### BACKGROUND

In June 1988, the City Council established the M/WBE Program as a separate activity within the Department of General Services, with administrative direction provided by the City Manager's Office. In addition to handling internal and external program outreach, staff was directed to prepare quarterly reports which would keep the City Council abreast of progress toward meeting established M/WBE goals. This document covers the period from July 1, 1988 through September 30, 1988.

#### ANALYSIS

##### a. Initial Activities

The following program activities have been conducted during the last ninety days:

1. Program mission statement/workplan/promotional materials. A general mission statement, goals, and a ninety day workplan

were developed for the M/WBE program. These materials, including a "Ten Common Questions About M/WBE" handout and a M/WBE brochure (a copy of which will be presented at the City Council meeting), were combined in an orientation packet for information purposes. All of the activities identified in the first ninety day plan have been completed; a second quarter workplan has recently been developed.

2. **Departmental orientations.** All department directors will have received a general M/WBE briefing as of October 14, 1988. The Police, City Clerk, and Employee Relations Departments as well as all of the City Council Administrative Assistants were given more detailed presentations to clarify purchasing and/or vendor contact responsibilities. This pattern of departmental briefings will continue until December 30, 1988 when all departments will have been contacted.
3. **Mayor's Task Force.** A mission statement and general structure was established for the Mayor's Special Task Force on M/WBE; this organization was approved by the City Council on August 23, 1988. Applications were sent out, candidates screened, and twelve members of the thirteen member group were appointed. The Task Force's first meeting is set for October 17, 1988.
4. **M/WBE Certification process.** Staff has set up an internal certification process which began October 10, 1988. The procedures used mirror those followed by the Sacramento Housing and Redevelopment Agency (SHRA). With these new City procedures, M/WBE qualified vendors can be certified in as few as four hours which is a significant reduction from the former process which took approximately ten days.

As a part of this streamlining effort, staff revised the Bidders' Application and M/WBE Certification Forms. Information which was formerly gathered from two eleven page forms is now obtained from one four page form. A copy of the revised application will be presented at the October 20th meeting.

Additional certification streamlining procedures are discussed in greater detail in the "Future Actions" section of this report.

5. **External outreach.** Staff has appeared on Channel 3 and 10 and contacts are being established with other television outlets. A print campaign began in October. Staff members were actively involved in "MED Week" presentations and plan to attend other local conferences and/or make presentations before interested vendor groups.
6. **Staffing.** Staff was hired to handle program certification activities. In addition, a student intern has been obtained

from California State University-Sacramento and the program is in the process of getting a second from University of California-Davis.

The actual duties of M/WBE staff are now rather different from what was anticipated at the time that the City Council originally authorized the program. As a result, reclassification requests and revised job specifications have been submitted to the Personnel Department for the two M/WBE staff members to more closely reflect their actual responsibilities.

b. First Quarter Statistics

During the first ninety days of enhanced M/WBE monitoring, the City spent a total of \$175,424 with M/WBE firms; this represents 4.23% of the \$4,164,787 which was spent on all City goods and services purchased during the period ending September 30, 1988. If this rate of M/WBE purchasing can be maintained, the City should make significant progress toward meeting 1989 M/WBE goals.

1. Centralized Purchase Data

Of the \$4.1 million dollars in "baseline" purchases (defined as expenditure object codes against which M/WBE goals apply) made during the period from July 1, 1988 to September 30, 1988, \$1,747,774 were expenditures under the discretionary control of a particular department. \$2,417,013 of the total "baseline" purchases were handled on a centralized basis (otherwise known as "Category C" purchases). An average of 1.83% of all of these centralized purchases were made with vendors certified as either MBE's, WBE's, or both (for purposes of this report, these vendors have been classified as "WBE's".)

Table 1  
1988-89 First Quarter  
CATEGORY C - CENTRALIZED PURCHASES

<u>Classification</u>	<u>Amount</u>	<u>Percentage</u>
MBE Purchases	\$ 25,345	1.05%
WBE Purchases	18,777	.78%
Total MBE/WBE Purchases	\$ 44,122	1.83%
Total Purchases - Category C	\$2,417,013	

2. Discretionary Departmental Data

\$1,747,774 was spent on departmental "discretionary" purchases which are grouped as category "B"; of this amount

7.51% was spent with vendors certified as either MBE's or WBE's. This is a significant increase over 1988 M/WBE purchases for this category.

Table 2

1988-89 First Quarter  
 CATEGORY B - DEPARTMENTAL DISCRETIONARY PURCHASES

<u>Classification</u>	<u>Amount</u>	<u>Percentage</u>
MBE Purchases	\$ 8,626	.49%
WBE Purchases	122,676	7.20%
Total MBE/WBE Purchases	\$ 131,302	7.51%

3. Centralized/Discretionary Summary

A recap of category "B" and "C" purchases follows:

Table 3

1988-89 First Quarter  
 TOTAL CITY "BASELINE" PURCHASES

<u>Classification</u>	<u>Amount</u>	<u>Total Percentage</u>	<u>Average MBE/WBE Percentage</u>
Category B Total	\$ 1,747,774	41.97%	7.51%
Category C Total	2,417,013	58.03%	1.83%
Total City Purchases	\$ 4,164,787		

\*Total Percentage calculated against "Total City Purchases".

The detail for the information contained in these summary tables was compiled as Exhibits "A" and "B". A copy of these exhibits is on file in the City Clerk's Office.

Staff did not attempt to make any general trend projections based on first quarter M/WBE data. This was because while \$34,164,936 has been allocated for operating budget purchases subject to M/WBE goals and/or monitoring during fiscal year 1989, only \$4,164,787 has been spent as of September 30, 1988. This figure represents only 12.19% of the total 1989 dollars although 25% of the fiscal year has gone by. Staff will be exploring ways to develop trend data once the second quarter is complete.

c. Future Actions

Staff is requesting City Council support for the following program changes:

1. **Cross Certification.** Many M/WBE vendors do not understand that each of the various local governmental agencies has different procedures for certification. Under the current system, a vendor can be certified with SHRA, yet still be required to fill out an additional form for City certification purposes.

Staff proposes to eliminate this confusion by establishing a cross-certification process between the City and SHRA. With this procedural change, an M/WBE vendor may originally fill out a City or SHRA application and be certified. Certification will automatically be granted with the other governmental body. The attached resolution formalizes this change.

2. **Business Demographic Data.** The demographics of the small business market in the United States are rapidly changing. According to 1982 Census Data, women-owned businesses currently comprise almost 28% of the nation's small businesses; WBE's are the fastest growing segment of the small business market. Sacramento's business demographics most likely mirror national ones.

Local business demographics should be considered when the City's M/WBE goals are set. Unfortunately, no reliable data is currently being collected on the ethnicity and/or gender of local business owners. A good place to voluntarily collect this information is from City and/or County business licenses, however, there are currently no City Code provisions which would permit this data to be gathered.

The City Attorney's Office has indicated that it would be possible to modify City Code Chapter 23 to allow for the voluntary collection of business demographic information. What is being proposed is a process which is similar to the voluntary collection of employee data as a part of all City job applications. The information would be optional, confidential and would not be connected to a particular business license holder.

The attached ordinance revises Chapter 23 of the City Code to permit staff to collect this data. In addition, it directs staff to prepare a resolution which would establish what information would be requested. The resolution would be returned to the Council within the next ninety days.

3. **M/WBE Monitoring.** Based on a more detailed analysis of actual spending patterns, staff is recommending that M/WBE goals not be applied to the Mayor/Council Office and the

Employee Relations Department. All of the so-called "discretionary" purchases made by these departments are actually non-discretionary - for example, in the Mayor/Council Office, object code 4241 is totally obligated for existing multi-year service maintenance contracts while object code 4258 is used to reimburse Council members for their meeting expenses. Within the Employee Relations Department, the 4258 line is used for American Arbitration Association costs for arbitrator assistance. In this case, two arbitrators pick a third and there is no reasonable way to apply M/WBE participation criteria.

In addition, staff is recommending that (a) all of the City Clerk's object codes with the exception of 4258 and (b) the City Treasurer's object code 4321 (Banking Fees) be excluded from M/WBE participation. The rationale for these exclusions is the same as that used for the Mayor/Council Office and Employee Relations Department. As staff continues to examine departmental spending patterns, it is likely that various other object codes will need to be excluded on a department-by-department basis.

In establishing the program, the City Council did not indicate which of its committees should provide detailed policy review of M/WBE statistics. Staff is recommending that the Budget and Finance Committee be formally designated as the Council body who will receive and review the detail of the various M/WBE quarterly reports. On a routine basis, the City Council will receive copies of this material as agenda file items only, unless a detailed M/WBE statistical report is specifically requested by a Council member. The attached resolution formalizes this change.

4. **M/WBE Related issues.** The Mayor's Task Force on M/WBE will be asked to assist in the analysis of a number of M/WBE related issues including delineating methods for increasing capital sub-contracting opportunities, enhancing bonding options for small businesses, improving the city's external outreach efforts, etc. As these issues evolve into formal policy issues, they will be brought to the Council for consideration.
5. **Promotion.** The Public Information Officer (PIO) has already helped program staff develop many of the promotional materials which are currently being used. The PIO will be assisting in creating a broad-based M/WBE public information plan which should be completed within the next ninety days.

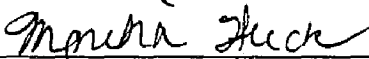
#### RECOMMENDATION

The first ninety days of the M/WBE Program have been extremely busy ones. It is recommended that the City Council accept this report and approve the attached ordinance and resolution which further define

First Quarter 1988-89 M/WBE Progress Report  
October 12, 1988  
Page 7

M/WBE policy issues which will be addressed by staff within the next quarter.

Respectfully submitted,

  
\_\_\_\_\_  
MONIKA HUDSON  
Acting Purchasing Manager

RECOMMENDATION APPROVED:

\_\_\_\_\_  
WALTER SLIPE  
City Manager

October 25, 1988  
All Districts



# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

## RESOLUTION REVISING VARIOUS POLICIES AND PROCEDURES FOR THE MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM

WHEREAS, the City Council has reviewed the first M/WBE quarterly monitoring report for the 1989 fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The first quarter 1989 M/WBE monitoring report is hereby accepted.
2. A M/WBE cross-certification program is hereby established with the Sacramento Housing and Redevelopment Agency (SHRA). As a part of this cross-certification program, staff from both agencies are hereby directed to further develop uniform M/WBE application and certification procedures which will (a) permit either agency to certify qualified minority and women-owned businesses and (b) have that certification apply to either program.
3. The Budget and Finance Committee is hereby designated as the Council body who will receive/review the detail of the various M/WBE quarterly reports. On a routine basis, the City Council will receive copies of this material as agenda file items only, unless a detailed M/WBE statistical report is specifically requested by a City Council member or staff is directed to provide this detail to the full Council by the Budget and Finance Committee.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# ORDINANCE NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

AN ORDINANCE AMENDING SECTION 23.301  
OF THE SACRAMENTO CITY CODE  
RELATING TO THE GATHERING OF  
BUSINESS OWNER DEMOGRAPHIC INFORMATION

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Section 23.301 of the Sacramento City Code is hereby amended to read as follows:

**Section 23.301 Application for First Certificate.**

A person making application for the first certificate to be issued hereunder, or for a newly established business or for a new ownership of a previously established business shall furnish to the administrator a sworn statement, on a form by the Administrator, setting forth the following information:

- (a) The exact nature or kind of business for which a certificate is requested;
- (b) The place where such business is to be carried on, and if the same is not to be carried on at any permanent place of business, the places of residence of the owners of same;
- (c) The fictitious name or names under which the business will be operated, if any, and the name of the person to whom the certificate is issued;
- (d) Such further information as the Administrator may deem necessary to enable him to issue the certificate applied for. (Ordinance 84-401, Section 2).

The Administrator may also collect demographic information from each applicant. This data shall be obtained on a voluntary basis. The nature of the demographic information to be requested from applicants

shall be approved and established by resolution of the City Council.

DATE PASSED FOR PUBLICATION:

DATE ENACTED:

DATE EFFECTIVE:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

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\_\_\_\_\_  
MAYOR

ATTEST:                    ~

\_\_\_\_\_  
CITY CLERK

Exhibit "A" - Category "B" Detail

CITY OF SACRAMENTO  
M/WBE GOAL SUMMARY FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
FISCAL YEAR 1989

Responsible Activity	Current Approved Budget	Revised MBE Goals	Revised WBE Goals	First Quarter MBE	First Quarter WBE	First Quarter Purchases	First Combined M/WBE Percents
Mayor/Council	36,900	N/A	N/A	0	0	523	.00%
City Manager	109,705	21,941	5,485	35	0	34,836	.10%
City Attorney	11,200	640	160	0	0	8,570	.00%
City Clerk	101,662	1,589	397	0	0	6,746	.00%
City Treasurer	16,610	3,322	831	0	0	3,333	.00%
Finance	687,459	82,940	20,735	0	1,313	72,633	1.81%
Data Management	578,835	28,324	7,081	5,295	0	206,948	2.56%
Personnel	310,554	30,973	7,743	0	750	32,778	2.29%
Employee Relations	7,818	N/A	N/A	0	0	24	.00%
General Services	1,266,756	193,231	48,308	2,064	28,927	233,851	13.25%
Police	722,107	77,947	19,487	281	2,116	85,730	2.80%
Fire	194,173	31,023	7,756	0	434	11,369	3.81%
Public Works	3,830,224	680,725	170,181	856	25,657	414,541	6.40%
Planning & Development	660,881	132,176	33,044	95	462	205,068	.27%
Community Center	421,396	57,329	14,332	0	5,167	62,196	8.31%
Library	1,232,338	246,468	61,617	0	479	26,619	1.80%
Parks & Community Services	1,614,990	326,647	81,662	0	57,371	342,009	16.77%
<b>TOTAL CITY CATEGORY B STATISTICS</b>	<b>11,803,608</b>	<b>1,915,275</b>	<b>478,819</b>	<b>8,626</b>	<b>122,676</b>	<b>1,747,774</b>	<b>7.51%</b>

CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Mayor/Council										
	4241 M&R REAL PRO	3,900	780	N/A	0	195	N/A	0	523	
	4258 OTR PROF SVC	33,000	6,600	N/A	0	1,650	N/A	0	0	
1989 Mayor/Council M/WBE Goals*:		36,900	N/A	N/A	0	N/A	N/A	0	523	.00%

\* The Mayor/Council Office makes no discretionary purchases in the listed object codes. 4241 represents their share for various maintenance contracts; 4258 incorporates Council member meeting reimbursements.

10/12/88



CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
City Manager								
	4212 PUB & LGL	400	80	35	20	0	0	
	4241 M&R REAL PRO	2,500	500	0	125	0	2,279	
	4258 OTR PROF SVC	104,605	20,921	0	5,230	0	27,556	
	4287 OTR SPEC SVC	2,200	440	0	110	0	5,000	
1989 City Manager M/WBE Goals*:		109,705	21,941	35	5,485	0	34,836	.10%

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
City Attorney										
	4212 PUB & LGL	200	40	40	0	10	10	0	8,545	
	4241 M&R REAL PRO	8,000	1,600	N/A	0	400	N/A	0	15	
	4258 OTR PROF SVC	3,000	600	600	0	150	150	0	10	
1989 City Attorney M/WBE Goals*:		11,200	2,240	640	0	560	160	0	8,570	.00%

\* The City Attorney's Office has been adjusted by removing \$8,000 for CPT maintenance (4241).

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
City Clerk										
070	4212 PUB & LGL	16,553	3,311	N/A	0	828	N/A	0	4,831	
070	4241 M&R REAL PRO	7,663	1,533	N/A	0	383	N/A	0	1,913	
070	4258 OTR PROF SVC	7,946	1,589	1,589	0	397	397	0	3	
070	4287 OTR SPEC SVC	69,500	13,900	N/A	0	3,475	N/A	0	0	
1989 City Clerk M/WBE Goals*:		101,662	N/A	1,589	0	N/A	397	0	6,746	.00%

\* The City Clerk's Office makes no discretionary purchases in most of the listed object codes. 4212 represents their share for legal ads; 4241 incorporates all xerox, typewriter, and Burroughs maintenance payments; and 4287 contains all county election payments.  
The clerk does control Code/Charter index services awarded through 4258.

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
City Treasurer								
090	4241 M&R REAL PRO	16,610	3,322	0	831	0	3,333	
1989 City Treasurer M/WBE Goals*:		16,610	3,322	0	831	0	3,333	.00%

10/12/88

CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Finance										
	4212 PUB & LGL	4,000	800	314	0	200	78	0	2,737	
	4241 M&R REAL PRO	18,497	3,699	2,685	0	925	671	0	3,574	
	4254 ACCTG & AUDT	143,876	28,775	6,775	0	7,194	1,694	0	11,500	
	4258 OTR PROF SVC	417,986	83,597	65,932	0	20,899	16,483	1,313	39,510	
	4287 OTR SPEC SVC	103,100	20,620	7,233	0	5,155	1,808	0	15,312	
1989 Finance M/WBE Goals*:		687,459	N/A	82,940	0	N/A	20,735	1,313	72,633	1.81%

\* The 1989 M/WBE goals for the Finance Department have been adjusted for the following 1988 expenses:

Daily Recorder expenses (\$2,432 in 4212); LGFS maintenance costs (\$5,070 in 4241); for the second year of the Touche Ross contract (\$110,000 in 4254); for payments to outside agencies (\$88,324 in 4258); and for costs associated with providing pay stations, veterinarian licensing, and sales tax audit expenses (\$66,935 in 4287).

CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Data Management										
	4241 M&R REAL PRO	568,835	113,767	26,324	0	28,442	6,581	0	199,910	
	4258 OTR PROF SVC	10,000	2,000	2,000	0	500	500	0	1,744	
	4287 OTR SPEC SVC	0	0	0	5,295	0	0	0	5,295	
1989 Data Management M/WBE Goals*:		578,835	N/A	28,324	5,295	N/A	7,081	0	206,948	2.56X

\* The total M/WBE goals for Data Management have been adjusted for by the following 1988 costs:  
expenses associated with the IBM, AMS, and UCCEL maintenance contracts (\$437,215 in 4241).

10/12/88

CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goal	First Quarter MBE	WBE Goal 5%	Revised WBE Goal	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Personnel										
150	4211 ADVERTISING	11,000	2,200	2,200	0	550	550	0	3,815	
150	4241 M&R REAL PRO	17,917	3,583	3,428	0	896	857	750	4,266	
150	4255 MEDICAL SVC	83,774	16,755	8,121	0	4,189	2,030	0	5,898	
150	4258 OTR PROF SVC	174,583	34,917	12,568	0	8,729	3,142	0	18,799	
150	4287 OTR SPEC SVC	23,280	4,656	4,656	0	1,164	1,164	0	0	
1989 Personnel M/WBE Goals*:		310,554	N/A	30,973	0	N/A	7,743	750	32,778	2.29%

\* The total M/WBE goals for Personnel have been adjusted for the following 1988 costs:  
 \$776 in Scantron, simplex, and typewriter maintenance costs (4241); special medical service costs of \$43,171 (4255); and service costs associated with administrative law judges, civil service attorneys, actuarial expenses, a training service contract, medical/legal consultants, and a special retirement study in the amount of \$111,743 (4258).

10/12/88

CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
<b>Employee Relations</b>										
170	4241 M&R REAL PRO	818	164	N/A	0	41	N/A	0	24	
170	4258 OTR PROF SVC	7,000	1,400	N/A	0	350	N/A	0	0	
1989 Employee Relations M/WBE Goals		7,818	N/A	N/A	0	N/A	N/A	0	24	.00%

\* Employee Relations has no discretion over the spending in these object codes; 4241 costs pay for their share of the Wang/xerox equipment and 4258 expenses are related to arbitration hearings using the American Arbitration Association (each side picks an arbitrator).

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
General Services										
190	4211 ADVERTISING	200	40	40	0	10	10	0	248	
190	4212 PUB & LGL	500	100	100	0	25	25	0	182	
190	4241 M&R REAL PRO	1,084,743	216,949	161,346	2,064	54,237	40,337	27,840	186,550	
190	4252 ENGR & ARCH	36,938	7,388	7,388	0	1,847	1,847	0	4,512	
190	4258 OTR PROF SVC	66,515	13,303	9,786	0	3,327	2,446	1,088	33,677	
190	4287 OTR SPEC SVC	77,860	15,572	14,572	0	3,893	3,643	0	7,532	
190	4399 MISC SERVICE	0	0	0	0	0	0	0	1,150	
1989 General Services M/WBE Goals*:		1,266,756	N/A	193,231	2,064	N/A	48,308	28,927	233,851	13.25X

\* The 1989 M/WBE goals for General Services have been adjusted by the following 1988 costs:  
amounts spent with the conservation corps on street pole painting, Miles Treaster furniture, elevator/pest control/janitorial services; and pager and radio maintenance contracts (\$278,012 in 4241); GSAP/computer service contracts (\$17,587 in 4258); and state procurement fees (\$5,000 in 4287).

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Police										
210	4211 ADVERTISING	970	194	194	0	49	49	0	581	
210	4212 PUB & LGL	250	50	50	0	13	13	0	0	
210	4241 M&R REAL PRO	547,009	109,402	48,592	281	27,350	12,148	2,116	62,391	
210	4257 VET SERVICE	4,500	900	900	0	225	225	0	1,365	
210	4258 OTR PROF SVC	89,600	17,920	12,675	0	4,480	3,169	0	4,662	
210	4287 OTR SPEC SVC	79,778	15,956	15,536	0	3,989	3,884	0	16,730	
1989 Police M/WBE Goals*:		722,107	N/A	77,947	281	N/A	19,487	2,116	85,730	2.80%

\*The 1989 M/WBE totals for Police have been adjusted by removing the following 1988 costs including:  
expenses associated with copy machine, microfiche, Harris/Lenier, AID equipment, traffic radar, Motorola radio, taser, Sperry/Burrough terminals, Kreonite lab equipment, DEC leased lines/VAX equipment, and dictaphone maintenance contracts in the amount of \$304,048 (4241); Retail Credit Association costs of \$2,100 (4287); and polygraph, fingerprint, transcription and badge refurbishment charges of \$26,225 (4258).

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Fire										
	4241 M&R REAL PRO	91,928	18,386	13,140	0	4,596	3,285	434	3,844	
	4255 MEDICAL SVC	5,745	1,149	1,149	0	287	287	0	25	
	4258 OTR PROF SVC	89,000	17,800	15,233	0	4,450	3,808	0	7,440	
	4287 OTR SPEC SVC	7,500	1,500	1,500	0	375	375	0	60	
	1989 Fire M/WBE Goals*:	194,173	N/A	31,023	0	N/A	7,756	434	11,369	3.81%

\* The total 1989 M/WBE goals for Fire have been adjusted by removing the following 1988 costs: Motorola radio maintenance costs of \$26,226 (4241) and Haz-Mat Info Handling Services of \$12,834 (4258).

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Public Works										
310	4211 ADVERTISING	14,500	2,900	2,760	0	725	690	0	2,162	
310	4212 PUB & LGL	8,500	1,700	1,316	0	425	329	0	572	
310	4241 M&R REAL PRO	2,304,972	460,994	411,661	856	115,249	102,915	11,639	289,589	
310	4252 ENGR & ARCH	235,645	47,129	42,625	0	11,782	10,656	0	54	
310	4257 VET SERVICE	26,200	5,240	5,240	0	1,310	1,310	0	1,869	
310	4258 OTR PROF SVC	820,857	164,171	144,742	0	41,043	36,186	14,019	78,329	
310	4287 OTR SPEC SVC	401,000	80,200	68,670	0	20,050	17,168	0	40,972	
310	4399 MISC SERVICE	18,550	3,710	3,710	0	928	928	0	994	
1989 Public Works M/WBE Goals*:		3,830,224	N/A	680,725	856	N/A	170,181	25,657	414,541	6.40%

\* The 1989 goals for Public Works have been adjusted for the following 1988 costs:  
 \$700 for billboard advertising (4211); \$1,919 in routine EIR advertising in the Sacramento Bee (4212); \$246,667 in equipment maintenance contracts, elevator/radio/computer maintenance contracts, as well as sewer balls/plus, and pipe leak locators (4241); \$22,518 for a water rights analyst as required by the City Attorney's Office (4252); \$97,147 in GSAP, records storage, Central Valley/rice herbicides/cross connection efforts, SACOG Metro Study, and the toxic commission study (4258); and \$57,649 in meter, computer legislative analyst, and channel cleaning services (4287).

CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Planning & Development								
350	4212 PUB & LGL	6,000	1,200	0	300	0	1,217	
350	4241 M&R REAL PRO	13,235	2,647	95	662	0	5,636	
350	4258 OTR PROF SVC	531,646	106,329	0	26,582	462	183,698	
350	4284 DEMOLITION	107,000	21,400	0	5,350	0	13,498	
350	4287 OTR SPEC SVC	3,000	600	0	150	0	1,019	
1989 Planning & Dev M/WBE Goals*:		660,881	132,176	95	33,044	462	205,068	.27X

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Community Center										
410	4211 ADVERTISING	326	65	65	0	16	16	0	44,214	
410	4241 M&R REAL PRO	207,783	41,557	41,557	0	10,389	10,389	5,167	0	
410	4258 OTR PROF SVC	92,387	18,477	15,708	0	4,619	3,927	0	1,250	
410	4287 OIR SPEC SVC	120,900	24,180	N/A	0	6,045	N/A	0	16,732	
1989 Community Center M/WBE Goals*:		421,396	N/A	57,329	0	N/A	14,332	5,167	62,196	8.31X

\*The total 1989 M/WBE goals for the Community Center have been adjusted by removing the following 1988 costs:  
\$13,849 in expenses which can only be provided by Sacramento Theatrical Lighting and \$120,900 in Convention & Visitors Bureau payments (4287).

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Library								
430	4211 ADVERTISING	7,500	1,500	0	375	0	0	
430	4241 M&R REAL PRO	205,670	41,134	0	10,284	0	22,271	
430	4252 ENGR & ARCH	500	100	0	25	0	0	
430	4258 OTR PROF SVC	87,000	17,400	0	4,350	479	4,317	
430	4287 OTR SPEC SVC	580,352	116,070	0	29,018	0	0	
430	4399 MISC SERVICE	351,316	70,263	0	17,566	0	32	
1989 Library M/WBE Goals:		1,232,338	246,468	0	61,617	479	26,619	1.80%

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY B (BY DEPT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	Revised MBE Goals	First Quarter MBE	WBE Goal 5%	Revised WBE Goals	First Quarter WBE	First Quarter Purchases	M/WBE Use Percent
Parks & Community Services										
	4211 ADVERTISING	30,295	6,059	6,059	0	1,515	1,515	0	7,241	
	4212 PUB & LGL	500	100	100	0	25	25	0	0	
	4241 M&R REAL PRO	631,462	126,292	126,992	0	31,573	31,248	55,636	115,024	
	4255 MEDICAL SVC	3,496	699	699	0	175	175	0	0	
	4257 VET SERVICE	26,514	5,303	5,303	0	1,326	1,326	0	379	
	4258 OTR PROF SVC	718,068	143,614	149,914	0	35,903	37,478	1,735	194,310	
	4284 DEMOLITION	9,600	1,920	1,920	0	480	480	0	0	
	4287 OTR SPEC SVC	9,650	1,930	1,280	0	483	320	0	4,280	
	4399 MISC SERVICE	185,405	37,081	36,381	0	9,270	9,095	0	20,776	
1989 Parks & Comm Sys M/WBE Goals*:		1,614,990	N/A	326,647	0	N/A	81,662	57,371	342,009	16.77%

\*The total 1989 M/WBE goals have been adjusted for the following 1988 costs:  
IBM system 36, typewriter, Miles Treaster, and computer line installations and/or  
maintenance costs of \$6,503 (4241).

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Exhibit "B" - Category "C" Detail

CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	Total Combined 1st Qtr Purchases	M/WBE Combined Percents
CENTRAL SVCS	4204 REPR-CEN SVC	225	45	0	11	0	0	
	4213 PRINT & BIND	313,229	62,646	1,208	15,661	0	46,919	
	4214 BLUEPRINT	140,025	28,005	0	7,001	0	20,224	
Total Central Services:		453,479	90,696	1,208	22,674	0	67,143	1.80%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress towards M/WBE goals.

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	Total Combined 1st Qtr Purchases	M/WBE Percents
DATA MGT	4253 DP SERVICES	226,537	45,307	0	11,327	0	40,111	
Total Data Management:		226,537	45,307	0	11,327	0	40,111	.00%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress towards M/WBE goals.

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current	MBE	First	WBE	First	Total Combined	
		Approved Budget	Goal 20%	Quarter MBE	Goal 5%	Quarter WBE	1st Qtr Purchases	M/WBE Percents
FINANCE	4261 TRANSPORTNT	232,193	46,439	0	11,610	10,055	28,090	
	4286 WEED ABATMT	247,722	49,544	0	12,386	0	25,131	
Total Finance:		479,915	95,983	0	23,996	10,055	53,221	18.89%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress towards M/WBE goals.

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	Total 1st Qtr Purchases	Combined M/WBE Percents
FLEET MGT	4481 VEHICLE ACCES	1,759,045	351,809	0	87,952	637	13,767	
	4482 FUEL	1,868,725	373,745	0	93,436	0	311,191	
	4483 LUBR & OILS	16,055	3,211	0	803	0	1,319	
	4484 TIRES & TUBE	200	40	0	10	0	21	
	4631 REPLACE VEH	5,637,078	1,127,416	0	281,854	0	146,733	
	4632 NEW VEHICLES	107,400	21,480	0	5,370	0	71,167	
Total Fleet Management:		9,388,503	1,877,701	0	469,425	637	544,198	.12%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress towards M/WBE goals.

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	Total Combined 1st Qtr Purchases	M/WBE Percents
MULTI-DEPT	4283 CONFID SVC	67,100	13,420	0	3,355	0	11,262	
Total Multi-departmental:		67,100	13,420	0	3,355	0	11,262	.00%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress towards M/WBE goals.

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	Total Combined 1st Qtr Purchases	Combined M/WBE Percents
PERSONNEL	4288 TEMP CLER SV	95,643	19,129	0	4,782	0	13,676	
Total Personnel:		95,643	19,129	0	4,782	0	13,676	.00%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress toward M/WBE goals.

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CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	Total Combined 1st Qtr Purchases	M/WBE Combined Percents
PROC SVCS	4273 COMMUN TRIPS	86,175	17,235	0	4,309	0	26,528	
	4275 TOW & STORGE	20,500	4,100	0	1,025	0	3,192	
	4281 FREIGHT	29,298	5,860	0	1,465	0	2,117	
	4282 LAUNDRY SVC	281,327	56,265	0	14,066	0	38,331	
	4285 SECURITY	634,775	126,955	0	31,739	0	106,121	
	4401 CHEM & GASES	783,085	156,617	0	39,154	0	141,013	
	4402 AGRIC SUPPLY	74,184	14,837	0	3,709	0	3,542	
	4403 FOOD (HUMAN)	99,216	19,843	0	4,961	0	51,430	
	4404 FEED & FORGE	141,348	28,270	0	7,067	0	31,125	
	4411 OFC SPY & MT	748,996	149,799	581	37,450	626	112,760	
	4412 ENGR & DRFT	28,700	5,740	731	1,435	0	1,979	
	4413 SCNCE & TECH	197,952	39,590	0	9,898	0	42,796	
	4421 PAINT SUPLS	206,231	41,246	0	10,312	108	13,320	
	4422 JANITORIAL	190,836	38,167	0	9,542	450	8,896	
	4423 WELDING SPLY	22,700	4,540	0	1,135	0	1,209	
	4424 MECH PARTS	495,814	99,163	0	24,791	49	84,413	
	4431 SAFETY EQUIP	397,123	79,425	385	19,856	385	53,851	
	4432 AMMUN & EXPL	61,910	12,382	0	3,096	0	1,048	
	4433 PHOTO SUPPLY	114,493	22,899	0	5,725	0	12,260	
	4434 COMM ASSEM	7,410	1,482	0	371	0	1,433	
	4435 AUDIO/VISUAL	43,970	8,794	0	2,199	0	17,431	
	4443 ELECT SUPPLY	520,482	104,096	0	26,024	1,220	48,460	
	4444 PLUMBING	601,741	120,348	0	30,087	4,007	58,398	
	4445 HOSE FITTING	48,950	9,790	0	2,448	0	2,754	
	4451 ATHL/CRFT/RC	100,725	20,145	1,737	5,036	0	36,522	
	4452 TROPHIES	40,860	8,172	0	2,043	0	7,774	
	4453 BOOKS & PHPL	501,937	100,387	0	25,097	127	7,891	
	4454 ANIMALS	31,350	6,270	0	1,568	0	1,147	
	4455 GALLERY/MUS	35,629	7,126	0	1,781	0	15,130	
	4461 SMAL TOOLS	717,756	143,551	865	35,888	882	91,247	
	4462 COMPTR SUPLY	363,258	72,652	5,116	18,163	0	50,556	
	4471 CONSTR SUPL	353,807	70,761	0	17,690	156	59,549	
	4472 ASPHALT/MAS	994,687	198,937	0	49,734	0	355,804	
	4491 LINENS & BLK	5,977	1,195	0	299	0	178	
	4492 CLOTHING	746,158	149,232	0	37,308	60	8,453	
	4493 ID SUPPLIES	17,968	3,594	0	898	14	1,310	
	4494 STORE MERCH	14,000	2,800	0	700	0	13,294	
	4499 MISC SUPPLS	53,517	10,703	0	2,676	0	19,223	
	4630 MACH & ECUP	1,795,691	359,138	14,723	89,785	0	149,899	
Total Procurement Services:		11,610,536	2,322,107	24,137	580,527	8,085	1,682,383	1.92%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress towards M/WBE goals.



CITY OF SACRAMENTO  
M/WBE GOALS FOR OBJECT CODES IN CATEGORY C (BY ACT)  
Fiscal Year 1989

Responsible Activity	Object Code	Current Approved Budget	MBE Goal 20%	First Quarter MBE	WBE Goal 5%	First Quarter WBE	Total 1st Qtr Purchases	Combined M/WBE Percents
TREASURER	4321 BANK FEES	39,675	7,935	0	1,984	0	5,019	
Total Treasurer:		39,675	7,935	0	1,984	0	5,019	.00%
Total Category C:		22,361,388	4,472,278	25,345	1,118,069	18,777	2,417,013	1.83%

NOTE: The column headed "Responsible Activity" refers to the activity through whom the centralized purchase is made. Both the using department and the responsible activity are charged with monitoring progress toward M/WBE goals.

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