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DEPARTMENT OF
GENERAL SERVICES

MINORITY AND WOMEN
BUSINESS ENTERPRISE PROGRAM

CITY OF SACRAMENTO
CALIFORNIA

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

916-449-8505

November 14, 1988

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: Addition of Limited-Term Student Trainee Position

SUMMARY

The attached report discusses adding a limited-term student trainee position to the Minority/Women Business Enterprise (M/WBE) Program through April 1989. It is requested that the Budget and Finance Committee recommend City Council approval of this limited-term staff augmentation.

RECOMMENDATION

It is requested that the Budget and Finance Committee recommend City Council approval of the attached resolution which amends the 1988-89 General Services Administration's personnel allocation by .16 FTE for a limited-term student trainee.

Respectfully submitted,

MONIKA HUDSON
Acting Purchasing Manager

RECOMMENDATION APPROVED:

JACK CRIST
Deputy City Manager

November 22, 1988
All Districts



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November 14, 1988

City Council
Sacramento, California

Honorable Members in Session:

Subject: Addition of Limited-Term Student Trainee Position

SUMMARY

The attached report discusses adding a limited-term student trainee position to the Minority/Women Business Enterprise (M/WBE) Program through April 1989. This item was heard by the Budget and Finance Committee at its November 22, 1988 meeting.

BACKGROUND

At the time that the M/WBE Program was established, an Administrative Assistant II and Typist Clerk II were assigned to work on this effort, in addition to the General Services Department's Senior Administrative Services Officer. The Typist Clerk II is currently handling vendor certifications; the Administrative Assistant is assisting in policy/procedure development for the cross-certification and demographic components of the program as well as assisting in Task Force support and internal outreach.

ANALYSIS

A student intern from California State University-Sacramento's Economic Department has been working with M/WBE staff, developing several statistical reports which analyze current operating budget progress. The student's unpaid internship would normally terminate at the end of the fall semester.

The student intern is now familiar with the details of the City's and the M/WBE program's automated systems. This training will be extremely valuable as automated M/WBE reports are developed for capital

improvement projects. Staff feels that it is important to retain the current student until these reports can be designed.

Staff would like to augment the M/WBE Program by .16 full time equivalent (FTE) or 340 hours for a limited-term student trainee position. At a rate of approximately 16 hours per week, this would allow the student to work from December 1988 through April 1989 which is her targeted graduation date. The 1988-89 costs associated with this augmentation would total \$2,097.

FINANCIAL

With the reassignment of the Senior Administrative Services Officer as the City's Acting Purchasing Manager, salary savings in excess of those required to meet mandated budget reductions have been achieved in the General Services Administration Division's budget (salary savings have been accumulating at the rate of \$4,050 per month). It is requested that the added .16 student trainee FTE be paid for from these salary savings. Since the M/WBE Program is currently part of General Services Administration's budget, no formal transfer of appropriations is required.

RECOMMENDATION

It is requested that the City Council approve the attached resolution which amends the 1988-89 General Services Administration's personnel allocation by .16 FTE for a limited-term student trainee.

Respectfully submitted,



MONIKA HUDSON
Acting Purchasing Manager

RECOMMENDATION APPROVED:

WALTER SLIPE
City Manager

November 29, 1988
All Districts

RESOLUTION No.

Adopted by The Sacramento City Council on date of

**RESOLUTION AMENDING THE 1988-89 BUDGET
FOR THE DEPARTMENT OF GENERAL SERVICES
ADDING .16 FTE FOR A LIMITED TERM STUDENT TRAINEE**

WHEREAS, student trainee assistance will allow the Minority/Women Business Enterprise program to achieve designated 1988-89 goals.

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

The 1988-89 allocation for the Administration Division of the Department of General Services is hereby augmented by .16 full time equivalent (FTE) positions for a limited-term student trainee.

MAYOR

ATTEST:

CITY CLERK