



**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE**  
**October 20, 2005**

**SUBJECT: DIVERSITY & ECONOMIC OPPORTUNITY DEPARTMENT  
BUDGET AND STAFFING LEVEL**

**ACTION: RECEIVE AND FILE**

**RECOMMENDATION**

Receive and file the Diversity & Economic Opportunity Department (DEOD) five-year history report.

**ISSUE**

At the July 2005 meeting, the Board requested the DEOD provide a five-year history of staffing levels, annual budgeted amounts, and amount of funds that were allocated each year to carry out outreach activities.

**DISCUSSION**

The following tables provide the Board adopted full time equivalent employees (FTEs) and approved budgets:

FISCAL YEAR (FY)	BOARD APPROVED FTEs	ADOPTED BUDGET	ACTUAL EXPENDITURES
FY06	22	2,071,000	N/A
FY05	25	2,195,000	2,248,000
FY04	25	2,179,000	2,208,000
FY03	25	2,251,000	1,940,000
FY02	24	2,274,000	2,194,000

DEOD is organized into six units: Management/Administration, Contract Compliance, Labor Compliance, Small Business Certification, Small Business Outreach, and Equal Employment Opportunity (EEO). DEOD units are currently staffed as follows:

BOARD APPROVED FTES	*FY06		*FY05		*FY04		*FY03		*FY02	
Management /Admin.	5	2	5	2	5	2	4	3	4	2
Contract Compliance	6	1	7	1	5	2	5	2	3	0
Labor Compliance	1	.5	2	.5	2	.5	2	.5	3	.5
Certification	1	1	1	1	2	.5	2	.5	3	.5
Outreach	1	.5	1	.5	1	0	1	1	1	1
EEO	3	0	3	1	4	1	3	1	5	1
Total	22		25		25		25		24	

\*First column represents technical staff. Second column represents support staff.

The Board also requested information about the amount of the annual DEOD budget that is dedicated to outreach activities. Prior to FY03, the outreach budget was tracked in account number 50904. Since FY03, DEOD internally tracks outreach activities in miscellaneous account number 50999. The allocation for outreach activities for the past five years is shown below:

FISCAL YEAR	ALLOCATED OUTREACH DOLLARS
FY06	3,000
FY05	3,000
FY04	47,500
FY03	65,000
FY02	50,000

The following table presents typical events Metro's outreach unit participates in during the course of a year in support of small business development. Also displayed is the average cost to attend the events:

EVENT TYPE	AVERAGE COST PER EVENT
Trade Fairs	100 – 250
Business Mixers	50 – 150
Prof. Org. Awards Banquets	1,000 – 25,000
Small Business Workshops	100 – 1000

In FY05, DEOD attended 26 of the 80 events that customarily occur each year, with further participation limited by available budget. Along with the City of Los Angeles, Metropolitan Water District, Los Angeles Unified School District, and the County of Los Angeles, Metro is a significant sponsor of the annual Greater Los Angeles Vendor Fair. When Metro is not able to participate as a sponsor in the above events, DEOD has participated in a portion of the events by providing in-kind support such as helping sign in attendees at events, participating on organizing committees, and facilitating presentations on Metro programs.

**FINANCIAL IMPACT**

DEOD's FY06 budget is \$2,071,000, and includes 22 FTEs in cost center 2130. A total of 98 percent of DEOD's budget consists of labor and fringe benefits costs. A total of \$3,000 from the non-labor budget is earmarked for FY06 outreach program activities.

Prepared by: Linda Wright  
Deputy Executive Officer



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Lonnie Mitchell  
Executive Officer  
Procurement & Material Management



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Roger Snoble  
Chief Executive Officer