

## Affirmative Action

Agency Number:       **09**  
Budget Function:       **Administration**

The mission of the Affirmative Action Department is to ensure that the City of Madison takes pro-active steps to provide equal opportunity for all employees and citizens seeking access to employment, service and/or business opportunities, without regard to their race, religion, color, age, disability, sex or national origin. The Affirmative Action Department will strive to ensure that appropriate action is taken to eliminate policies, procedures and/or practices which in effect may create an adverse impact on any protected group.

<u>Major Service</u>	<u>1998 Actual</u>	<u>1999 Budget</u>	<u>1999 Projected</u>	<u>2000 Request</u>	<u>2000 Executive</u>	<u>2000 Adopted</u>
Affirmative Action	490,221	510,450	510,450	510,588	513,068	530,517
<b>Agency Total</b>	<u>\$ 490,221</u>	<u>\$ 510,450</u>	<u>\$ 510,450</u>	<u>\$ 510,588</u>	<u>\$ 513,068</u>	<u>\$ 530,517</u>

### Adopted Budget Highlights

The Budget includes:

1. Funding for the continuation of existing services.
2. Implementation of a city-wide Title VI Program to ensure that City services are provided equitably to all citizens.
3. Monitoring and enforcement of prevailing wage and hour requirements for City contracts covered by MGO 4.23.
4. Funding for reclassification of positions currently under review by Human Resources.
5. Funding for the purchase of materials to provide City employee diversity training obligations mandated by MGO 3.58(6).

In addition to the Requested Budget amount shown above, the agency submitted supplemental budget requests totaling \$14,159.

## Affirmative Action

### Budget Service Descriptions:

#### **Affirmative Action**

**AA/EEO Program.** Provides consultation and guidance for the development and implementation of a city-wide Equal Opportunity/Affirmative Action Plan with relevant goals and objectives for measuring progress and preventing discrimination. Compiles statistics and develops reports on workforce statistical data and trends, monitors personnel selection activities, and develops recruitment strategies for municipal vacancies. Coordinates development and implementation of a city-wide Title VI Program with relevant goals and objectives. Offers consultation and training to departmental/divisional managers and supervisors on AA plan development and program implementation procedures; Anti-Harassment in the Workplace; Diversity; and AA Issues for Supervisors. Represents the AAD at Police and Fire Commission meetings, Supervisor's Training Advisory group, Madison Fire Department Personnel Committee, Madison Employees Committee on Affirmative Action, and other Ad Hoc committees as deemed appropriate. Administers AASPIRE Program (summer college interns). Administers City's investigation process of informal complaints alleging discrimination, harassment and/or retaliation.

**Contract Compliance Program.** Monitors and enforces the City's equal opportunity policy for companies doing business with the City of Madison. Requires nonexempt entities to develop and maintain an approved affirmative action plan. Monitors and evaluates the compliance of non-exempt contractors, vendors and suppliers with MGO 3.58 and their AAP. Conducts desk audits, compliance reviews and on-site project monitoring. Administers and manages certification, outreach and recruitment, and contract compliance functions for various targeted business programs including: Small Business Enterprise (SBE) Program for Public Works projects, Minority Business Enterprise (MBE) Program for CDBG funded projects, and Disadvantaged Business Enterprise (DBE) Program for USDOT/FTA funded projects through the Transit Utility. Works with Purchasing Services and individual department/divisions to ensure Minority/Women Business Enterprises (M/WBEs) maximum feasible opportunity to compete for City contracting and procurement opportunities. Provides technical assistance to targeted businesses. Provides prevailing wage monitoring and enforcement for City-financed projects covered by MGO 4.23.

**Disability Rights Program.** Coordinates the City's efforts to prevent discrimination on basis of disability in the delivery of City programs and services in reference to requirements established under MGO 3.72, (S.504), federal, State and local legislation. In accordance with MGO 3.72, 504 and the Americans with Disabilities Act (ADA), identifies City department, agency and contractor accessibility issues through execution of self-evaluations and development of transition plans. Provides staff support to Citizen's Advisory Commission on People with Disabilities per MGO 3.62. Provides informational, outreach and advocacy services for applicants, employees and citizens with disabilities.

<b>Service Summary</b>			
	<b>1998</b>	<b>1999</b>	<b>2000</b>
	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
Total Expenditures	\$ 529,003	\$ 557,300	\$ 623,942
Less Inter-Agency Billings	<u>38,782</u>	<u>46,850</u>	<u>93,425</u>
Net Total	<u>\$ 490,221</u>	<u>\$ 510,450</u>	<u>\$ 530,517</u>

**Affirmative Action  
Summary by Major Object of Expenditure**

	<u>1998 Actual</u>	<u>1999 Budget</u>	<u>1999 Projected</u>	<u>2000 Request</u>	<u>2000 Executive</u>	<u>2000 Adopted</u>
Permanent Salaries	\$ 352,698	\$ 370,064	\$ 370,064	\$ 378,423	\$ 376,492	\$ 385,905
Hourly Employee Pay	12,824	24,322	24,322	26,310	26,310	41,037
Overtime Pay	10,834	0	0	0	0	0
Fringe Benefits	101,377	115,302	115,302	118,050	117,461	125,869
Purchased Services	17,466	15,132	15,132	15,750	15,750	27,632
Supplies	15,528	13,690	13,690	15,750	20,750	23,769
Inter-Departmental Charges	18,275	18,790	18,790	19,730	19,730	19,730
Debt/Other Financing Uses	0	0	0	0	0	0
Fixed Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$ 529,003	\$ 557,300	\$ 557,300	\$ 574,013	\$ 576,493	\$ 623,942
Inter-Agency Billings	<u>38,782</u>	<u>46,850</u>	<u>46,850</u>	<u>63,425</u>	<u>63,425</u>	<u>93,425</u>
Net Budget	<u>\$ 490,221</u>	<u>\$ 510,450</u>	<u>\$ 510,450</u>	<u>\$ 510,588</u>	<u>\$ 513,068</u>	<u>\$ 530,517</u>