

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, national origin or sexual orientation. 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>1999 Actual</u>	<u>2000 Budget</u>	<u>2000 Projected</u>	<u>2001 Request</u>	<u>2001 Executive</u>	<u>2001 Adopted</u>
Affirmative Action	504,204	530,517	530,517	530,112	522,547	0
Agency Total	<u>\$ 504,204</u>	<u>\$ 530,517</u>	<u>\$ 530,517</u>	<u>\$ 530,112</u>	<u>\$ 522,547</u>	<u>\$ 0</u>

Executive Budget Highlights

The Budget includes:

1. Funding for the continuation of existing services.

The agency submitted no supplemental budget requests.

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.

Service Summary			
	1999	2000	2001
	Actual	Budget	Executive
Total Expenditures	\$ 569,295	\$ 623,942	\$ 616,732
Less Inter-Agency Billings	65,091	93,425	94,185
Net Total	<u>\$ 504,204</u>	<u>\$ 530,517</u>	<u>\$ 522,547</u>

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

	<u>1999 Actual</u>	<u>2000 Budget</u>	<u>2000 Projected</u>	<u>2001 Request</u>	<u>2001 Executive</u>	<u>2001 Adopted</u>
Permanent Salaries	\$ 360,132	\$ 385,905	\$ 385,905	\$ 412,416	\$ 394,579	\$ 0
Hourly Employee Pay	23,916	41,037	41,037	28,000	27,720	0
Overtime Pay	6,745	0	0	0	0	0
Fringe Benefits	102,937	125,869	125,869	132,851	127,203	0
Purchased Services	23,463	27,632	27,632	25,200	25,200	0
Supplies	17,191	23,769	23,769	22,300	22,300	0
Inter-Departmental Charges	21,456	19,730	19,730	19,730	19,730	0
Debt/Other Financing Uses	0	0	0	0	0	0
Fixed Assets	<u>13,454</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$ 569,295	\$ 623,942	\$ 623,942	\$ 640,497	\$ 616,732	\$ 0
Inter-Agency Billings	<u>65,091</u>	<u>93,425</u>	<u>93,425</u>	<u>110,385</u>	<u>94,185</u>	<u>0</u>
Net Budget	<u>\$ 504,204</u>	<u>\$ 530,517</u>	<u>\$ 530,517</u>	<u>\$ 530,112</u>	<u>\$ 522,547</u>	<u>\$ 0</u>