

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>2001 Actual</u>	<u>2002 Budget</u>	<u>2002 Projected</u>	<u>2003 Request</u>	<u>2003 Executive</u>	<u>2003 Adopted</u>
Affirmative Action	496,968	577,217	577,217	565,673	581,673	0
Agency Total	<u>\$ 496,968</u>	<u>\$ 577,217</u>	<u>\$ 577,217</u>	<u>\$ 565,673</u>	<u>\$ 581,673</u>	<u>\$ 0</u>

Executive Budget Highlights

The Budget includes:

1. Funding for the continuation of existing services.

The agency submitted supplemental budget requests totaling \$20,265.

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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 (AAP) 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 Affirmative Action Department 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			
	2001 Actual	2002 Budget	2003 Executive
Total Expenditures	\$ 582,912	\$ 671,402	\$ 677,858
Less Inter-Agency Billings	85,943	94,185	96,185
Net Total	\$ 496,968	\$ 577,217	\$ 581,673

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

	<u>2001 Actual</u>	<u>2002 Budget</u>	<u>2002 Projected</u>	<u>2003 Request</u>	<u>2003 Executive</u>	<u>2003 Adopted</u>
Permanent Salaries	\$ 366,134	\$ 429,460	\$ 429,460	\$ 433,612	\$ 433,612	\$ 0
Hourly Employee Pay	26,769	18,540	18,540	2,750	13,068	0
Overtime Pay	10,320	0	0	0	0	0
Fringe Benefits	119,989	146,468	146,468	146,016	147,223	0
Purchased Services	18,020	24,675	24,675	17,876	22,351	0
Supplies	21,625	22,300	22,300	20,150	20,150	0
Inter-Departmental Charges	19,419	29,959	29,959	41,454	41,454	0
Debt/Other Financing Uses	0	0	0	0	0	0
Fixed Assets	637	0	0	0	0	0
Total Expenditures	\$ 582,912	\$ 671,402	\$ 671,402	\$ 661,858	\$ 677,858	\$ 0
Inter-Agency Billings	85,943	94,185	94,185	96,185	96,185	0
Net Budget	\$ 496,968	\$ 577,217	\$ 577,217	\$ 565,673	\$ 581,673	\$ 0