

Department of Civil Rights

Agency Number: **04**
 Budget Function: **Administration**

The mission of the Department of Civil Rights is to provide high-level management and coordination of City affirmative action, disability rights and equal opportunity functions, including oversight of the Divisions of Affirmative Action and Equal Opportunity and the Disability Rights and Services Program.

<u>Major Service</u>	<u>2005 Actual</u>	<u>2006 Budget</u>	<u>2006 Projected</u>	<u>2007 Request</u>	<u>2007 Executive</u>	<u>2007 Adopted</u>
Administration	6,038	125,732	125,732	0	0	0
Affirmative Action	0	0	0	616,873	632,038	649,601
Disability Rights and Services	0	0	0	153,422	153,422	163,325
Equal Opportunities	0	0	0	590,683	590,683	588,796
Agency Total	<u>\$ 6,038</u>	<u>\$ 125,732</u>	<u>\$ 125,732</u>	<u>\$ 1,360,978</u>	<u>\$ 1,376,143</u>	<u>\$ 1,401,722</u>

Adopted Budget Highlights

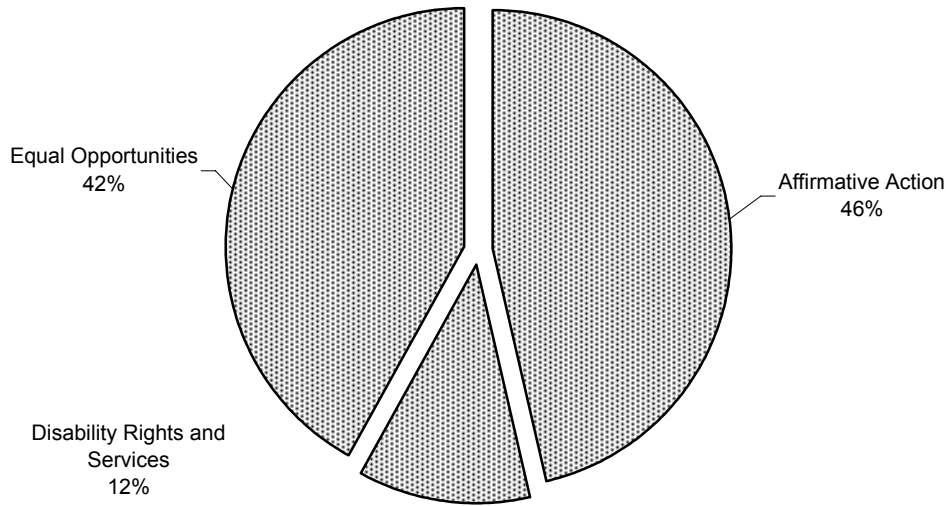
The Budget includes:

1. The first, full-year of the jointly budgeted Department of Civil Rights, which establishes three distinct service areas: the Affirmative Action Division; the Disability Rights and Services Program; and the Equal Opportunities Division. Costs for the Disability Rights and Services Program were previously included in the Affirmative Action budget.
2. Funding for the Affirmative Action Manager and Equal Opportunity Manager positions.
3. Total funding of \$34,536 for the AASPIRE Program, an increase of \$19,371 over the 2006 base level, enough to hire four or five additional AASPIRE interns.
4. Elimination of funding for fair housing testing in the 2007 budget. It should be noted that the Equal Opportunities Division is currently funding a contract using 2005 funds for fair housing testing services from the Fair Housing Center of Metropolitan Milwaukee. This contract expired in October 2006. The 2006 budget included \$30,000 for the continuation of this service effectively through 2007, so no additional funding is needed. Funding can be sought for 2008 to fund another contract, if funds are available, and allow this contract to run on a calendar/fiscal year basis in the future.
5. Small increases in funding for purchased services and supplies to support the work of the new Recruiter position.
6. An additional \$10,000 for sign language interpreters.
7. To improve the quality, delivery and coordination of City services to residents, Department of Civil Rights staff participate on neighborhood resource teams.

The agency submitted \$50,536 in supplemental requests, of which \$44,536 is included in the Adopted Budget.

Department of Civil Rights

AGENCY RESOURCE ALLOCATION



Budget Service Descriptions:

Affirmative Action

Affirmative Action Division. The mission of the Affirmative Action Division is to ensure that the City of Madison takes pro-active steps to provide equal opportunity for all employees and individuals seeking access to employment, service and/or business opportunities, without regard to their membership in a group protected by law. The Affirmative Action Division strives to ensure that appropriate action is taken to eliminate policies, procedures and/or practices that may create an adverse impact on any protected group.

AA/EEO PROGRAM: Provides consultation and guidance for the development and implementation of a city-wide Affirmative Action Plan (AAP) with relevant goals and objectives for measuring progress and preventing discrimination. Compiles statistics and develops reports on workforce data and trends; monitors personnel selection activities; and develops recruitment strategies for City positions. 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 Division at Police and Fire Commission meetings, Supervisor's Training Advisory group, Madison Fire Department Personnel Committee, Minority Affairs Committee, and other Ad Hoc committees as deemed appropriate. Administers the AASPIRE Program (summer college interns). Administers the 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.

Service Summary			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 0	\$ 0	\$ 728,351
Less Inter-Agency Billings	0	0	78,750
Net Total	\$ 0	\$ 0	\$ 649,601

Disability Rights and Services

Disability Rights and Services Program. Coordinates the City's efforts to prevent discrimination on the 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 the Commission on People with Disabilities per MGO 3.62. Provides information, outreach and advocacy services for applicants, employees and residents with disabilities.

Service Summary			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 0	\$ 0	\$ 163,325
Less Inter-Agency Billings	0	0	0
Net Total	\$ 0	\$ 0	\$ 163,325

Equal Opportunities

Equal Opportunities Division: The mission of the Division of Equal Opportunities is to enable individuals to live and work free of discrimination. The agency is the primary City entity that has the responsibility for the remedy of discrimination complaints brought by individuals. Any remedy pursued by the Division will be based on the enforcement authority of the Equal Opportunities Ordinance (MGO 3.23) which provides a fair and impartial process for resolving charges of discrimination. The Division has the responsibility to provide community education and technical assistance in order for people to know and understand their rights and responsibilities under the law.

COMPLAINT PROCESSING: Processes complaints alleging violations of MGO 3.23. This Ordinance currently includes 20 protected classes, including those found in the Civil Rights Act of 1964 (Title VII), the American with Disabilities Act (ADA), the Age Discrimination in Employment Act of 1967 (ADEA) and the Fair Housing Amendments of 1988 (Title VIII).

A case filed with the EOC must state at least one of these protected classes as the basis for the discrimination complaint and be in the area of employment, housing, public accommodations, credit and/or in certain cases city facilities or services.

Interpretations of Equal Opportunity laws are changing on the state and federal court levels. It remains a challenge for the staff to keep up-to-date on the changing interpretations that may impact agency determinations. Training and professional development remain a high priority for the unit.

EDUCATION AND OUTREACH: Education, outreach and training services are provided free of charge to Madison area businesses, community groups and City employees. Programs can also be designed to meet the individual training needs of a particular audience.

Some of the programs offered include: Overview of federal, state and local civil rights laws, equal employment practices, sexual harassment prevention and harassment-free work environment, fair housing laws and their application, fair treatment requirements for facilities serving the public, welcoming diversity and many more. In addition, one-on-one technical assistance is also provided.

The Education and Outreach Program is committed to reaching as many advocacy agencies, employers, property owners and managers, civic groups, etc. as possible. The agency sponsors booths at community festivals each summer, sponsors the Summer Celebration of Diversity Picnic, assists in planning the annual Dr. Martin Luther King, Jr. Celebration, Celebrate Madison and the Juneteenth Celebration. Staff members serve on neighborhood resource teams and community coalitions such as Communities United.

Service Summary			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 0	\$ 0	\$ 631,036
Less Inter-Agency Billings	0	0	42,240
Net Total	\$ 0	\$ 0	\$ 588,796

**Department of Civil Rights
Summary by Major Object of Expenditure**

	2005 Actual	2006 Budget	2006 Projected	2007 Request	2007 Executive	2007 Adopted
Permanent Salaries	\$ 0	\$ 91,375	\$ 91,375	\$ 942,851	\$ 942,851	\$ 945,593
Hourly Employee Pay	0	0	0	7,400	21,013	38,402
Overtime Pay	0	0	0	0	0	0
Fringe Benefits	0	34,357	34,357	355,356	356,908	352,356
Purchased Services	6,038	0	0	56,078	56,078	66,078
Supplies	0	0	0	30,666	30,666	30,666
Inter-Departmental Charges	0	0	0	89,617	89,617	89,617
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	\$ 6,038	\$ 125,732	\$ 125,732	\$ 1,481,968	\$ 1,497,133	\$ 1,522,712
Inter-Agency Billings	0	0	0	120,990	120,990	120,990
Net Budget	\$ 6,038	\$ 125,732	\$ 125,732	\$ 1,360,978	\$ 1,376,143	\$ 1,401,722