

# Department of Civil Rights Affirmative Action Division

## 2009 At-A-Glance Program Report

### Prevailing Wage\* Monitoring

This program applies professional and technical work in administering the City's Prevailing Wage ordinances. This work involves monitoring contractors' prevailing wage requirements; performing on-site compliance reviews; maintaining and overseeing the maintenance of necessary records; providing technical assistance; performing outreach and information dissemination; preparing audit and activity reports and recommendations; and providing input and recommendations relative to overall operations. This program area also:

- Analyzes documentation from contractors concerning payroll and payment requests
- Provides prevailing wage monitoring and enforcement for City-financed projects covered by Madison General Ordinances 4.23 and 23.01.

### 2009 Prevailing Wage Violations & Recoveries

Contract Type	Number of Violations	Dollar Value of Violations	Year-to-Date Wages Recovered
Public Works	11	\$18,316.68	\$12,694.33
CDA	Pending	TBD	TBD
Facade	1	\$3.63	\$3.63
<b>Totals</b>	12	<b>\$18,320.31</b>	<b>\$12,697.96</b>

This year, staff conducted 107 on-site prevailing wage interviews.

\* The term "prevailing wage rate" means the hourly basic rate of pay, plus the hourly contribution for benefits (i.e., health insurance, vacation, pension and any other bona fide economic benefit), paid directly or indirectly for a majority of the hours worked in a trade or occupation on projects in an area or contiguous county, city, village, town or state in which a proposed project is located.

### Targeted Business Programs

It is the official policy of the City of Madison that as an overall goal, ten percent (10%) of the City's public works funds be expended with certified small business enterprises (SBE). This policy is designed to stimulate economic growth, promote the establishment of new businesses and provide employment opportunities. In addition, when the City expends funds provided to it by federal agencies, the City requires that contractors comply with applicable federal regulations governing the participation of minority business enterprises (MBE), women business enterprises (WBE) and disadvantaged business enterprises (DBE). Applicant flow data for all targeted business programs is reported below:

<b>2009 Targeted Business Applications</b>		
	Number of Applications	Percentage
<b>Received</b>	53	100%
<b>Certified</b>	32	60%
<b>Recertified</b>	8	15%
<b>Referred</b>	0	0%
<b>Denied/Withdrawn</b>	12/1	23%/2%

Furthermore, it is the City's policy that all businesses, including those owned by minorities and women, be afforded the maximum feasible opportunity to do business with the City. For public works goal-eligible contracts, targeted business achievement as of December 31, 2009 is reported below:

<b>Total Contracts</b>	<b>SBE</b>	<b>MBE</b>	<b>WBE</b>	<b>DBE</b>
\$31,947,520.23	\$1,635,568.89	\$163,670.26	\$393,532.35	\$310,067.64
	5.12%	0.51%	1.23%	0.97%

### **Affirmative Action Plan Review**

The City of Madison has adopted an affirmative action plan and requires similar efforts from vendors, contractors and other firms with which it does business. The City has determined that it is not in the public interest to purchase goods and services from vendors and contractors unless they demonstrate that they have taken affirmative action to ensure equal employment and subcontracting opportunities for racial/ethnic (R/E) minorities, women and individuals with a disability. Protected class employment statistics as of December 31, 2009:

Public Works Contractors (Goals: 6% racial/ethnic, 7% women)

Firms with a Public Works contract with the City of Madison or firms otherwise providing construction services to a City agency.

<b>All Public Works Affirmative Action Plans</b>		
<b>11.59%</b>	<b>9.39%</b>	<b>0.22%</b>
<b>Overall R/E</b>	<b>Overall Female</b>	<b>Overall Disability</b>

<b>Contractors Doing Work for the City in 2009</b>		
<b>8.12%</b>	<b>8.96%</b>	<b>0.47%</b>
<b>Overall R/E</b>	<b>Overall Female</b>	<b>Overall Disability</b>

Community-Based Organizations (Goals: 7.44% racial/ethnic, 41.52% women)

Community-based or non-profit organizations which have a contract with or receive funds from Community Services, CDBG or another City agency.

<b>25.07%</b>	<b>72.64%</b>	<b>4.17%</b>
<b>Overall R/E</b>	<b>Overall Female</b>	<b>Overall Disability</b>

Vendors and Suppliers (Goals: 7.44% racial/ethnic, 41.52% women)

Firms providing goods or services to a City agency (e.g., Purchasing, IT, Police, etc.).

<b>18.39%</b>	<b>38.32%</b>	<b>0.90%</b>
<b>Overall R/E</b>	<b>Overall Female</b>	<b>Overall Disability</b>

**Red Flag Procedure**

“Red Flag” refers to a City of Madison Affirmative Action procedure that is triggered when a vacancy occurs within a job family where under-representation for women or racial/ethnic minorities is present and an opportunity exists to affirmatively hire from the targeted group. In 2009, Affirmative Action applicants were selected in 12 out of the 14 “Red Flagged” recruitments (86%).

**Applicant Flow 1/1/2009 – 12/31/2009 (Race/Ethnicity & Gender)**

Total Applicants

TOTAL	A	A%	B	B%	H	H%	AI	AI%	O	O%	W	W%	F	F%	M	M%
11,333	260	2.29%	1079	9.52	371	3.27%	67	.59%	195	1.72%	9,032	79.7%	4,865	42.9%	6,468	57.1%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M= Male

New Hires

TOTAL	A	A%	B	B%	H	H%	AI	AI%	O	O%	W	W%	F	F%	M	M%
303	11	3.63%	24	7.92	14	4.62%	2	.66%	3	.99%	249	82.18	108	35.64%	195	64.36%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2009 AASPIRE Program**

The City of Madison's Affirmative Action Division, in concert with City Managers, sponsors internships to attract members of Affirmative Action target groups who are engaged in college level studies compatible with a Public Administration career track. Individuals that are selected are hired as City employees in the hourly classification of Management Intern 1.

The purposes of this program are to:

1. Provide a beneficial mentoring experience to managers who are selected to supervise AASPIRE interns.
2. Provide a City-wide project that encourages interdepartmental cooperation toward the accomplishment of an optional Affirmative Action Initiative.
3. Provide Affirmative Action target group individuals who are selected for AASPIRE internships with a meaningful exposure to Public Administration careers.
4. Provide the City with a future professional applicant pool of highly qualified Affirmative Action Target Group members.

**2010 AASPIRE Applicant Breakdown**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
215	13	6.04%	39	18.13%	10	4.65%	0	0%	0	0%	151	70.23%	124	57.67%	91	42.32%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2010 AASPIRE Interns**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
10	2	20%	3	30%	0	0%	0	0%	0	0%	5	50%	3	30%	7	70%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2009 AASPIRE Applicant Breakdown**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
161	14	8.7%	38	23.6%	9	5.6%	0	0%	2	1.2%	97	60.2%	97	60.2%	64	39.8%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2009 AASPIRE Interns**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
8	0	0%	3	38%	1	12.5%	0	0%	0	0%	4	50%	7	87.5%	1	12.5%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2008 AASPIRE Applicant Breakdown**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
189	13	6.87%	28	14.81%	4	2.11%	15	7.94%	21	11.11%	108	57.14%	109	57.67%	80	42.32%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2008 AASPIRE Interns**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
10	1	10%	3	30%	0	0%	0	0%	1	10%	5	50%	6	60%	4	40%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2007 AASPIRE Applicant Breakdown**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
226	20	8.84%	32	14.15%	24	10.61%	1	0.44%	4	1.76%	145	64.15%	156	69.02%	70	30.97%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2007 AASPIRE Interns**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
12	1	8.33%	3	25%	1	8.33%	1	8.33%	1	8.33%	6	50%	9	75%	3	25%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2006 AASPIRE Applicant Breakdown**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	U	U %	W	W %	F	F %	M	M %
270	12	4.44%	69	25.55%	20	7.40%	4	1.48%	51	18.9%	114	42.22%	175	64.81%	95	35.18%

A=Asian B=Black H=Hispanic AI=American Indian U=Unknown W=White F=Female M=Male

**2006 AASPIRE Interns**

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
10	1	10%	3	30%	1	10%	0	0%	0	0%	5	50%	9	90%	1	10%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**Recruitment Funds - Diversity**

Department	Recruitment	Date	Cost
City Attorney's Office	Assistant City Attorney	Jan-09	\$175.00
City Channel	AASPIRE Intern	May-09	\$4,316.80
Civil Rights	EOC Investigator	April-09	\$119.00
Civil Rights	AASPIRE	April-09	\$152.50
Comm. Development	AASPIRE Intern	May-09	\$12,950.40
Comm. Development	Grants Administrator	Oct-09	\$136.00
Comm. Development	Grants Administrator LTE	Dec-09	\$93.50
Engineering	City Engineer	Oct-09	\$785.00
Human Resources	AASPIRE Intern	May-09	\$4,316.80
Information Technology	IT Director	Sept-09	\$1,090.99
Mayor's Office	MLK Recruitment	Jan-09	\$325.00
Mayor's Office	AASPIRE Intern	May-09	\$4,316.80
Parks	AASPIRE Intern	May-09	\$4,316.80

<b>Department</b>	<b>Recruitment</b>	<b>Date</b>	<b>Cost</b>
Planning	CDA Project Manager	May-09	\$1,047.50
Planning	AASPIRE Intern	May-09	\$4,316.80
		<b>TOTAL:</b>	<b>38,458.89</b>