

# **EQUAL RIGHTS COMMISSION**

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# EQUAL RIGHTS COMMISSION

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Assembly

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Mayor

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Equal Rights  
Commission  
1050

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## DEPARTMENT SUMMARY

### DEPARTMENT

### EQUAL RIGHTS COMMISSION

### MISSION

To enforce Title 5 (Equal Rights) of the Anchorage Municipal Code through screening, docketing, investigating and prosecuting complaints of discrimination; and, to eliminate illegal discrimination in the Municipality of Anchorage.

### MAJOR PROGRAMMING HIGHLIGHTS

- Receive and process approximately 1,000 inquiries regarding illegal discrimination.
- Screen, docket, review for adoption and investigate approximately 250 discrimination complaints.
- Continue outreach efforts with emphasis on education to prevent illegal discrimination.
- Provide support services throughout the year to the Equal Rights Commissioners.

### RESOURCES

	1988	1989
Direct Costs	\$ 395,130	\$ 402,180
Program Revenues	\$ 50,500	\$ 49,900
Personnel	7FT	7FT

1989 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1988 REVISED	1989 BUDGET	1988 REVISED				1989 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	395,130	402,180	7			7	7			7
OPERATING COST	395,130	402,180	7			7	7			7
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	395,130	402,180								
ADD INTRAGOVERNMENTAL CHARGES	79,330	73,320								
CHARGES FROM OTHERS										
TOTAL DEPARTMENT COST	474,460	475,500								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	474,460	475,500								
LESS PROGRAM REVENUES	50,500	49,900								
NET PROGRAM COST	423,960	425,600								

1989 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	354,520	4,210	41,690	7,800	408,220
DEPT. TOTAL WITHOUT DEBT SERVICE	354,520	4,210	41,690	7,800	408,220
LESS VACANCY FACTOR	6,040				6,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	348,480	4,210	41,690	7,800	402,180

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET
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DEPARTMENT: EQUAL RIGHTS COMMISSION

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1988 REVISED BUDGET:	\$ 395,130	7FT		
Amount Required to Continue Existing Programs in 1989:	11,260			
REDUCTIONS TO EXISTING PROGRAMS:				
None				
EXPANSIONS IN EXISTING PROGRAMS:				
None				
NEW PROGRAMS:				
None				
MISCELLANEOUS INCREASES (DECREASES):				
- Supplies	750			
- Other services	700			
- Capital outlay	(5,660)			
1989 BUDGET	\$ 402,180	7FT		

# 1989 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Agency Operations

## PURPOSE:

To manage the agency and monitor enforcement of the civil rights laws of the Municipality of Anchorage prohibiting discrimination.

## 1988 PERFORMANCES:

- Provide management of administrative, investigative and Commissioner actions
- Support Commissioner activities
- Budgeting, accounting and contract monitoring
- Docketing of co-filed complaints

## 1989 OBJECTIVES:

- Provide management of administrative, investigative and Commissioner actions
- Review for adoption co-filed complaints
- Support Commissioner activities
- Budgeting, accounting and contract monitoring
- Docketing of co-filed complaints

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	105,210		\$	110,200		\$	111,390	
SUPPLIES		3,590			3,010			3,010	
OTHER SERVICES		11,950			13,310			13,950	
CAPITAL OUTLAY		0			2,540			1,950	
TOTAL DIRECT COST:	\$	120,750		\$	129,060		\$	130,300	

## PERFORMANCE MEASURES:

- Discrimination complaints filed and co-filed 194 250 250
- Regular Commission meetings 5 5 5
- Commission Committee meetings 24 24 12

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

1

# 1989 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Legal

## PURPOSE:

Represent the agency in judicial proceedings

## 1988 PERFORMANCES:

- Represent the agency in judicial proceedings.

## 1989 OBJECTIVES:

- Represent the agency in Commission and judicial proceedings.  
- Review investigative work for legal sufficiency.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	63,390		\$	63,950		\$	63,630	
TOTAL DIRECT COST:	\$	63,390		\$	63,950		\$	63,630	

## PERFORMANCE MEASURES:

- Agency formal proceedings before Chair/Commission	30	30	30
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6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

6

## 1989 PROGRAM PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Code Enforcement

### PURPOSE:

To investigate assigned civil rights complaints as required by Anchorage Municipal Code, Title 5, by an average under 180 days and to provide receptionist service, legal/investigative secretarial support and agency information to the public.

### 1988 PERFORMANCES:

- Complete screening of intakes, complaint preparation, investigation, settlement and conciliation conference.
- Investigate complaints timely.
- To provide receptionist service to include distribution of agency handout information and intake questionnaire.
- To provide the staff attorney with legal secretary support for motion work before the Commission and in court.
- To provide the investigative staff with secretarial support.

### 1989 OBJECTIVES:

- Complete intake interviews, complaint preparation, investigation settlement, conciliation conference and compliance monitoring.
- Investigate complaints timely.
- To provide receptionist service to include distribution of agency handout information and intake questionnaire.
- To provide the staff attorney with legal secretary support for motion work before the Commission and in court.
- To provide the investigative staff with secretarial support.



# 1989 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION      DIVISION:  
 PROGRAM: Code Enforcement  
 RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	153,900		\$	163,070		\$	173,460	
SUPPLIES		1,200			450			1,200	
OTHER SERVICES		10,080			6,110			6,170	
CAPITAL OUTLAY		0			10,920			5,850	
TOTAL DIRECT COST:	\$	165,180		\$	180,550		\$	186,680	
PROGRAM REVENUES:	\$	48,600		\$	50,500		\$	49,900	

## PERFORMANCE MEASURES:

- Intake questionnaires received/reviewed/assigned	0	0	240
- Discrimination complaints assigned	92	146	150
- Investigations completed	148	146	144
- Completed legal typing actions	50	50	50
- Completed investigator typing actions	2,700	2,800	3,000

6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 2, 3

# 1989 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Commissioner Hearings and Legal Expenses

## PURPOSE:

To provide Commissioners with Hearing Examiners to conduct and prepare written recommendations regarding public hearings and to provide legal services for Commissioners and staff in case related issues.

## 1988 PERFORMANCES:

-

## 1989 OBJECTIVES:

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			16,340			19,090			19,090
TOTAL DIRECT COST:	\$		16,340	\$		19,090	\$		19,090

## PERFORMANCE MEASURES:

- Hearing Examiners and legal expenses for Commissioners	1	1	0
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6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

4

# 1989 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION    DIVISION:  
PROGRAM: Commissioner Expenses

PURPOSE:

1988 PERFORMANCES:

1989 OBJECTIVES:

RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			5,420			2,480			2,480
TOTAL DIRECT COST:	\$		5,420	\$		2,480	\$		2,480

PERFORMANCE MEASURES:

- Commission and Committee meetings	80	30	30
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6 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
5

BPAB010R  
09/21/88  
102222

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

Funding Line at Rank 6

DEPT: 02 -EQUAL RIGHTS COMMISSION  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

1   1050-EQUAL RIGHTS COMMISSION  
    0032-Agency Operations  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

1   Provide for management of the agency  
OF operations; provide the 9 member  
7   commission with support service in  
    preparing, conducting and reporting of  
    monthly meetings; and, to monitor  
    Federal and State contracts for  
    complaint investigation.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	111,390	3,010	13,950	0	1,950	130,300

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2   1050-EQUAL RIGHTS COMMISSION  
    0033-Code Enforcement  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

2   To provide for the completion of over  
OF 96 investigations within an average  
7   under 180 days; to provide for screening  
    of intakes, complaint preparation,  
    investigation and settlement conference.

PROGRAM REVENUES     49,900

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	97,290	1,200	6,170	0	3,900	108,560

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3   1050-EQUAL RIGHTS COMMISSION  
    0033-Code Enforcement  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

3   To provide for the completion of over  
OF 48 investigations with an average under  
7   180 days; to provide for screening of  
    intakes, complaint preparation, investi-  
    gation and settlement conferences; to  
    provide receptionist service, legal/  
    investigative secretarial support; to  
    provide information to the public prior  
    to appointment with investigative staff.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	76,170	0	0	0	1,950	78,120

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M U N I C I P A L I T Y O F A N C H O R A G E  
1989 DEPARTMENT RANKING

SVC  
LVL

4 To provide Hearing Examiners to conduct  
OF and prepare written recommendations  
7 regarding public hearings and to provide  
legal services for Commissioners.

5 1050-EQUAL RIGHTS COMMISSION  
0346-Commissioner Expenses  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

5 To provide Commissioners with stipends  
OF for commission meetings.  
7

6 1050-EQUAL RIGHTS COMMISSION  
0342-Legal  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

6 Provide legal representation and  
OF guidance for investigative staff,  
7 present cases at hearing and represent  
agency in judicial proceedings.

SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL	OTHER	DEBT	CAPITAL		
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
7	0	0	348,480	4,210	41,690	0	7,800	402,180

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION      FUNDING LINE -----  
 . . . . . 402,180

7 1050-EQUAL RIGHTS COMMISSION  
0498-Tie-in to Local Area Netw  
SOURCE OF FUNDS, THIS SVC LEVEL:

7 - To tie-in the Staff Attorney's PC to  
OF the remaining staff.  
7

TAX SUPPORT

BPAB010R  
09/21/88  
102222

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	0	1,950	1,950

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TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
7	0	0	348,480	4,210	41,690	0	9,750	404,130