

# **EQUAL RIGHTS COMMISSION**

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EQUAL RIGHTS COMMISSION

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Assembly

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Mayor

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The diagram consists of two horizontal lines at the top, one on the left labeled 'Assembly' and one on the right labeled 'Mayor'. From the bottom center of each of these lines, a diagonal line extends downwards and inwards, meeting at a single point. From this point, a horizontal line extends to the left and right, framing the text 'Equal Rights Commission' and '1050' below it.

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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 and investigating complaints of discrimination, and to develop programs designed to eliminate illegal discrimination in the Municipality of Anchorage.

### Major Programming Highlights

- Screen, docket, review and investigate approximately 300 discrimination complaints.
- Sponsor training programs with emphasis on education to prevent illegal discrimination.
- Provide support services throughout the year to the Equal Rights Commission.
- Ensure continuation of the community-wide special programs to promote understanding and awareness of current civil rights issues.
- Conduct at least three (3) public hearings on discrimination cases.

### Resources

	1986	1987
Direct Costs	\$ 501,450	\$ 430,800
Program Revenues	\$ 40,000	\$ 48,600
Personnel	9FT 1PT	8FT

1987 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1986 REVISED	1987 BUDGET	1986 REVISED				1987 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	501,450	430,800	9	1		10	8			8
OPERATING COST	501,450	430,800	9	1		10	8			8
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	501,450	430,800								
ADD INTRAGOVERNMENTAL CHARGES	91,370	81,710								
CHARGES FROM OTHERS										
TOTAL DEPARTMENT COST	592,820	512,510								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	592,820	512,510								
LESS PROGRAM REVENUES	40,000	48,600								
NET PROGRAM COST	552,820	463,910								

1987 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	388,210	4,790	49,940		442,940
DEPT. TOTAL WITHOUT DEBT SERVICE	388,210	4,790	49,940		442,940
LESS VACANCY FACTOR	12,140				12,140
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	376,070	4,790	49,940		430,800

ASSEMBLY REVISION 12/16/86

# RECONCILIATION FROM 1986 REVISED TO 1987 BUDGET

Department    EQUAL RIGHTS COMMISSION

Direct Costs                      Positions

1986 Revised Budget:

\$    501,450            9FT       1PT

Amount Required to Continue

Existing Programs in 1987:

10,630

REDUCTIONS IN EXISTING PROGRAMS:

- Clerical support	(30,230)		(1PT)
- Reduce major educational/training community awareness program	(51,940)	(1FT)	

NEW/EXPANDED PROGRAMS:

- None

MISCELLANEOUS INCREASES/DECREASES:

- Reduction in personnel account	(12,030)		
- Copier supplies and maintenance previously paid for by the Municipal Manager's Office	4,130		
- Travel reimbursed by HUD	2,620		
- Professional services required for hearing officers	6,840		
- Professional services for legal services for the Commissioners	5,500		
- Professional services to provide for educational awareness programs due to deletion of training position	6,860		
- Boards and commissions	(80)		
- Tuition and registration	2,500		
- International Association of Human Rights Conference	(10,000)		
- PERS/overtime adjustment	(4,600)		
- Adjustment for contributions	(850)		

1987 BUDGET

\$    430,800            8FT

# 1987 PROGRAM PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Agency Operations

## PURPOSE:

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

## 1986 OBJECTIVES:

- Management of agency operations and investigative staff supervision
- To approve investigative plans for over 100 investigations
- Docket over 250 discrimination complaints
- To conduct 8 regular Commission meetings and coordinate 72 Commissioner committee meetings
- Agency representation in 12 formal proceedings before the Chair/Commission

## 1987 OBJECTIVES:

- Provide management of administrative, investigative and Commissioner actions
- Intake screening, complaint preparation, investigation and hearing preparation
- Monitor investigation of complaints
- Represent the agency in judicial proceedings
- Support Commissioner activities
- Budgeting, accounting and contract monitoring
- Docketing of co-filed complaints

## RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	1	0	4	1	0	4	0	0
PERSONAL SERVICES	\$	234,264		\$	247,844		\$	220,910	
SUPPLIES		3,780			2,000			3,590	
OTHER SERVICES		45,000			22,900			35,710	
CAPITAL OUTLAY		1,000			0			0	
TOTAL DIRECT COST:	\$	284,044		\$	272,744		\$	260,210	

## PERFORMANCE MEASURES:

Monitor completion of investigations	73	100	125
Discrimination complaints filed and co-filed	240	230	250
Agency formal proceedings before Chair/Commission	24	12	30
Regular Commission actions	12	6	8
Commission Committee Meetings	72	72	72

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

1

ASSEMBLY REVISION 12/16/86

# 1987 PROGRAM PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Code Enforcement

## PURPOSE:

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

## 1986 OBJECTIVES:

- To complete over 100 investigations within 180 days.

## 1987 OBJECTIVES:

- Complete screening of intakes, complaint preparation, investigation and settlement and conciliation conference.
- Investigate complaints timely.
- To provide receptionist service to include distribution of agency handout information and intake questionnaires.
- 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.

## RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	162,796		\$	171,376		\$	155,160	
SUPPLIES		0			0			1,200	
OTHER SERVICES		0			0			8,080	
TOTAL DIRECT COST:	\$	162,796		\$	171,376		\$	164,440	
PROGRAM REVENUES:	\$	42,130		\$	40,000		\$	48,600	

## PERFORMANCE MEASURES:

Investigations completed	83	110	125
Discrimination complaints assigned	142	120	140
Completed legal typing programs	50	25	50
Completed investigator typing actions	3,000	2,400	4,800

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

2

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# 1987 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Quarterly Theme Meetings

## PURPOSE:

To provide community-wide prevention and awareness training.

## 1986 OBJECTIVES:

- None

## 1987 OBJECTIVES:

- Contract services to develop, design, coordinate, promote and follow-up of four (4) Quarterly Theme meetings

## RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			0			0			6,150
TOTAL DIRECT COST:	\$		0	\$		0	\$		6,150

## PERFORMANCE MEASURES:

Conduct quarterly theme meetings	0	0	4
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3 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

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