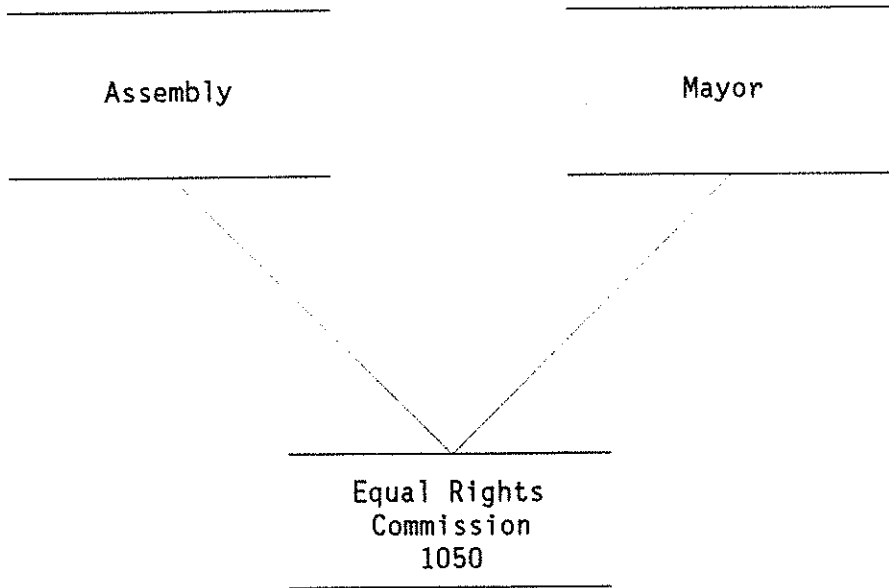


**EQUAL RIGHTS  
COMMISSION**

EQUAL RIGHTS COMMISSION



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 | \$ 436,250 |
| 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           | 436,250     | 9                 | 1  |   | 10    | 8           |    |   | 8     |
| OPERATING COST                           | 501,450           | 436,250     | 9                 | 1  |   | 10    | 8           |    |   | 8     |
| ADD DEBT SERVICE                         | 0                 | 0           |                   |    |   |       |             |    |   |       |
| DIRECT ORGANIZATION COST                 | 501,450           | 436,250     |                   |    |   |       |             |    |   |       |
| ADD INTRAGOVERNMENTAL CHARGES            | 91,370            | 84,760      |                   |    |   |       |             |    |   |       |
| CHARGES FROM OTHERS                      |                   |             |                   |    |   |       |             |    |   |       |
| TOTAL DEPARTMENT COST                    | 592,820           | 521,010     |                   |    |   |       |             |    |   |       |
| LESS INTRAGOVERNMENTAL CHARGES TO OTHERS | 0                 | 0           |                   |    |   |       |             |    |   |       |
| FUNCTION COST                            | 592,820           | 521,010     |                   |    |   |       |             |    |   |       |
| LESS PROGRAM REVENUES                    | 40,000            | 48,600      |                   |    |   |       |             |    |   |       |
| NET PROGRAM COST                         | 552,820           | 472,410     |                   |    |   |       |             |    |   |       |

1987 RESOURCES BY CATEGORY OF EXPENSE

| DIVISION                         | PERSONAL SERVICES | SUPPLIES | OTHER SERVICES | CAPITAL OUTLAY | TOTAL DIRECT COST |
|----------------------------------|-------------------|----------|----------------|----------------|-------------------|
| EQUAL RIGHTS COMMISSION          | 392,810           | 4,790    | 50,790         |                | 448,390           |
| LESS VACANCY FACTOR              | 12,140            |          |                |                | 12,140            |
| DEPT. TOTAL WITHOUT DEBT SERVICE | 380,670           | 4,790    | 50,790         |                | 436,250           |
| ADD DEBT SERVICE                 |                   |          |                |                |                   |
| TOTAL DIRECT ORGANIZATION COST   | 380,670           | 4,790    | 50,790         |                | 436,250           |

## RECONCILIATION FROM 1986 REVISED TO 1987 BUDGET

| Department   | EQUAL RIGHTS COMMISSION |          | Direct Costs | Positions |
|--|-------------------------|----------|--------------|-----------|
| 1986 Revised Budget:   |                         |          |              |           |
| Amount Required to Continue Existing Programs in 1987:   | \$                      | 501,450  | 9FT          | 1PT       |
|  |                         | 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 prsonnel 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) |              |           |
| <hr/>  |                         |          |              |           |
| 1987 BUDGET  | \$                      | 436,250  | 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 |   | \$          | 223,790 |   |
| 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 |   | \$          | 263,090 |   |

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:

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 |   | \$          | 156,880 |       |
| SUPPLIES           |              |         | 0 |              |         | 0 |             |         | 1,200 |
| OTHER SERVICES     |              |         | 0 |              |         | 0 |             |         | 8,080 |
| TOTAL DIRECT COST: | \$           | 162,796 |   | \$           | 171,376 |   | \$          | 166,160 |       |
| 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:

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 |             |    | 7,000 |
| TOTAL DIRECT COST: | \$           |    | 0 | \$           |    | 0 | \$          |    | 7,000 |

PERFORMANCE MEASURES:

Conduct quarterly theme meetings 0 0 4

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