

**EQUAL RIGHTS  
COMMISSION**

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COMMISSION

Assembly

Mayor

Equal Rights  
Commission  
1050

**DEPARTMENT SUMMARY**

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**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
EQUAL RIGHTS COMMISSION	395,130	402,180	7			7
OPERATING COST	395,130	402,180	7			7
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	395,130	402,180				
ADD INTRAGOVERNMENTAL CHARGES CHARGES FROM OTHERS	79,330	73,230				
TOTAL DEPARTMENT COST	474,460	475,410				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0				
FUNCTION COST	474,460	475,410				
LESS PROGRAM REVENUES	50,500	49,900				
NET PROGRAM COST	423,960	425,510				

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 PROGRAM PLAN

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

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 PROGRAM PLAN

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:  
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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

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

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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:  
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