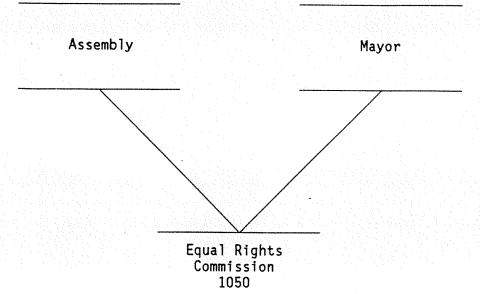
EQUAL RIGHTS COMMISSION

EQUAL RIGHTS COMMISSION



DEPARTMENT SUMMARY

DEPARTMENT

EQUAL RIGHTS COMMISSION

Mission

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

MAJOR PROGRAMMING HIGHLIGHTS

- Receive and process approximately 1,200 inquiries regarding illegal discrimination and agency operations.
- Docket and investigate approximately 256 discrimination complaints.
- Convert a part-time position to full time with revenue from Department of Housing and Urban Development.
- Continue outreach efforts with emphasis on education to prevent illegal discrimination.
- Provide support services throughout the year to the Equal Rights Commissioners.

RESOURCES	1990	1991
Direct Costs	\$ 421,620	\$ 462,910
Program Revenues	\$ 64,820	\$ 89,250
Personnel	7FT 1PT	8FT

1991 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

	FINANCIAL	SUMMARY			PE	RSONNEI	. s	UMMA	RY		
DIVISION	1990 REVISED	1991 BUDGET		1990	REVIS	ED			1991	BUDG	SET
			l FT	PT	T	TOTAL	I	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	421,620	462,910	7	1		8	1	8			8
			I				ı				
OPERATING COST	421,620	462,910	7	1		8	I	8			8
•			======	=====	=====	~~~~~	===	====	=====	====:	
ADD DEBT SERVICE	0	0	1								
			1								
DIRECT ORGANIZATION COST	421,620	462,910	l								
			I								
ADD INTRAGOVERNMENTAL	76,360	83,060	I								
CHARGES FROM OTHERS			I								
	CES CES CES - 1651 - 1651 - 1651 - 1652 - 1652 - 1652 - 1652 - 1652		1								
TOTAL DEPARTMENT COST	497,980	545,970	1								
			1								
LESS INTRAGOVERNMENTAL	0	0	I								
CHARGES TO OTHERS			ı								
	100 407 MM ME 400 ME 107 FEE 400 ME 100	***	ı								
FUNCTION COST	497,980	545,970	1								
			i								
LESS PROGRAM REVENUES	64,820	89,250									
		***	i								
NET PROGRAM COST	433,160	456,720	l								
**********************	=======================================	=========	=======	=====	=====	======	==	====	=====	=====	22222

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT
EQUAL RIGHTS COMMISSION	421,090	4,210	39,200	4,450	468,950
DEPT. TOTAL WITHOUT DEBT SERVICE LESS VACANCY FACTOR ADD DEBT SERVICE	421,090 6,040	4,210	39,200	4,450	468,950 6,040
	***	*** ** ** ** ** ** ** ** **			-
TOTAL DIRECT ORGANIZATION COST	415,050	4,210	39,200	4,450	462,910

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET

DEPARTMENT: EQUAL RIGHTS COMMISSION

	DIRECT COSTS	POSITIONS FT PT T
1990 REVISED BUDGET:	\$ 421,620	7FT 1PT
Amount Required to Continue Existing Programs in 1991:	29,510	
REDUCTIONS TO EXISTING PROGRAMS: - None		
EXPANSIONS IN EXISTING PROGRAMS:		
- Housing Specialist	24,430	1FT (1PT)
NEW PROGRAMS:		
- None		
MISCELLANEOUS INCREASES (DECREASES):		
Allowance for InflationProjected 2% Contract ReductionProjected Benefit Reduction	(1,960) (380) (10,310)	
1991 BUDGET	\$ 462,910	8FT -0-

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION PROGRAM: Agency Operations/Code Enforcement

PURPOSE:

To manage the agency and monitor enforcement of the civil rights laws of the Municipality of Anchorage prohibiting discrimination; to provide Commissioners with stipends for commission meetings; and, to investigate assigned civil rights complaints alleging violations of AMC. Title 5.

1990 PERFORMANCES:

- Provide management of administrative, investigative and Commissioner actions
- Review for approval approximately 156 completed AERC investigations within 15 days of recommendation
- Docket approximately 50 co-filed complaints within 10 days of receipt
- Review for adoption approximately 100 co-filed complaint investigations within 30 days of closure
- Support Commissioner activities
- Budgeting, accounting, and contract monitoring
- Provide Commissioners with stipends for commission meetings.
- To complete intake interviews for approximately 225 assigned intake questionnaires within 5 days of assignment
- To prepare and file approximately 140 AERC complaints
- To complete approximately 56% of AERC investigations within 180 days

1991 OBJECTIVES:

- Provide management of administrative, investigative and Commissioner actions
- Review for approval approximately 222 completed AERC investigations within 15 days of recommendation
- Docket approximately 50 co-filed complaints within 10 days of receipt
- Review for adoption approximately 100 co-filed complaint investigations within 30 days of closure
- Support Commissioner activities
- Budgeting, accounting, and contract monitoring
- Provide Commissioners with stipends for commission meetings
- To complete intake interviews for approximately 256 assigned intake questionnaires within 5 days of assignment
- To prepare and file approximately 206 AERC complaints
- To complete approximately 56% of AERC investigations within 180 days

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION: PROGRAM: Agency Operations/Code Enforcement

RESOURCES:

PERSONNEL:	1989 FT 5	REVIS PT 0	ED T 0	1990 FT 5	REVI PT 0	SED T 5	1991 FT 5	BUC PT 0	GET T 0
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	246,4 4,2 31,1 7,8	10 00	\$	21,	740 210 200 800	\$		540 210 630 0
TOTAL DIRECT COST:	\$	289,5	50	\$	287,	950	\$	295,	380
PROGRAM REVENUES:	\$	40,1	50	\$	53,	780	\$	38,	000
PERFORMANCE MEASURES: - Discrimination complaints filed and co-filed		2	29			192			256
- Regular Commission meetings			4			5			5
 Commission Committee 			1			20			48
meetings - Discrimination		1	44			156			158
<pre>complaints assigned - Investigations completed</pre>		1	65			156			174

⁵ SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:

PROGRAM: Legal

PURPOSE:

Represent the agency in judicial proceedings

1990 PERFORMANCES:

- Represent the agency in Commission and judicial proceedings

- Review for legal sufficiency approximately 144 draft AERC complaints

- Review approximately 165 completed investigations for dismissal or litigation based on investigator recommendation

1991 OBJECTIVES:

- Represent the agency in Commission and judicial proceedings

- Review for legal sufficiency approximately 206 draft AERC complaints

- Review approximately 222 completed investigations for dismissal or litigation based on investigator recommendation

RESOURCES:

	1989 FT	REVI PT	SED T	1990 FT	REVI PT	SED T	1991 FT	BUI PT	OGET T
PERSONNEL:	1	0	Ö	1	Ö	Ö	1	0	Ö
PERSONAL SERVICES CAPITAL OUTLAY	\$	62, 1,	860 300	\$	63,	,690 0	\$	65	,860 0
TOTAL DIRECT COST:	\$	64,	160	\$	63,	690	\$	65	,860
PERFORMANCE MEASURES: - Formal proceedings before Chair/Commission /Judiciary			42			72			72

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

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:

PROGRAM: Legal/Investigative Support

PURPOSE:

To provide receptionist service, legal/investigative secretarial support and agency information to the public.

1990 PERFORMANCES:

- 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
- To assign approximately 240 intake questionnaires

1991 OBJECTIVES:

- 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

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- To provide the investigative staff with secretarial support
- To assign approximately 304 intake questionnaires

RESOURCES:

	1989	i KEAT	2FD	1990	KEAT	SEU	1991	RUD	GEI
	FT	PT	T	FT	PT	T	FT	PT	Τ
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES OTHER SERVICES	\$	33,	790 0	\$	36,	360 0	\$		640 590
TOTAL DIRECT COST:	\$	33,	790	\$	36,	360	\$	38,	230
PERFORMANCE MEASURES: - Intake questionnaires assigned			205			240			304

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 2

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

PURPOSE:

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

1990 PERFORMANCES:

- Provide Commissioners with Hearing Examiners to conduct hearings and prepare written recommendations after hearings
- Provide Commissioners with legal services in case related issues

1991 OBJECTIVES:

- Provide Commissioners with Hearing Examiners to conduct hearings and prepare written recommendations after hearings
- Provide Commissioners with legal services in case related issues

RESOURCES:

	1989 FT	REVI	SED		REVI	SED	1991		OGET
PERSONNEL:	0	PT O	Ó	FT 0	PT O	0	FT 0	PT O	0
OTHER SERVICES		9,	290		22,	580		17	,030
TOTAL DIRECT COST:	\$	9,	290	\$	22,	580	\$	17	,030
PERFORMANCE MEASURES: - Conduct hearing & issue draft findings within 60 days of hearing			1			1			1

⁵ SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 5

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:

PROGRAM: Code Enforcement

PURPOSE:

Funding for a position to investigate assigned housing complaints alleging violations of Anchorage Municipal Code, Title 5, Section 5., and Title VIII of the Civil Rights Act of 1968

1990 PERFORMANCES:

- To complete intake interviews for approximately 19 assigned intake questionnaires within 5 days of assignment
- To prepare and file approximately 19 housing discrimination complaints
- To complete approximately 19 housing discrimination complaints within 180 days

1991 OBJECTIVES:

- To complete intake interviews for approximately 48 assigned intake questionnaires within 5 days of assignment
- To prepare and file approximately 48 housing discrimination complaints
- To complete approximately 48 housing discrimination complaints within 180 days

RESOURCES:

PERSONNEL:	1989 FT 0	PT T 0 0	1990 FT 0	PT T 1 0	1991 FT 1	PT T 0 0
PERSONAL SERVICES OTHER SERVICES CAPITAL OUTLAY	\$	9,750 0	\$	10,850 190 0	\$	41,010 950 4,450
TOTAL DIRECT COST:	\$	9,750	\$	11,040	\$	46,410
PROGRAM REVENUES:	\$	9,750	\$	11,040	\$	51,250
PERFORMANCE MEASURES: - Housing intake questionnaires assigned		19		19		48
 Housing discrimination complaints assigned 		19		19		48
 Housing investigations completed 		19		19		48

⁵ SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

BPAB010R 09/21/90 085056

M U N I C I P A L I T Y O F A N C H O R A G E 1991 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

PEPT BUDGET UNITAL ANK PROGRAM

SVC LVL

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

PROGRAM REVENUES 38,000

1 Ultimate responsibility for all case
OF activity, actions of subordinates; sets

office standards for quality/productivity; support service to 9 member commission; monitors federal revenue contracts & federal & state investigations; provides commissioners with stipends for meetings; responds to inquiries; performs complaint intake screening; conducts investigations

PE	RSONNI	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
5	0	0	270,540	4,210	20,630	0	0	295,380

2 1050-EQUAL RIGHTS COMMISSION
0033-Legal/Investigative Suppo
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

PROGRAM REVENUES 0

- 2 Provide legal/investigative secretarial
- OF support; provide information to the
- 6 public prior to appointment with investigative staff.

	OTHER	DEBT	CAPITAL	
SERVICE SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
37,640 0	590	0	0	38,230
		SERVICE SUPPLIES SERVICES	SERVICE SUPPLIES SERVICES SERVICE	SERVICE SUPPLIES SERVICES SERVICE OUTLAY

- 3 1050-EQUAL RIGHTS COMMISSION 0342-Legal SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT
- 3 Aids Executive Director on compliance OF aspects of case processing; advises
- 6 Executive Director/staff concerning unusual/non-routine questions of jurisdiction interpretation & procedure under the Ordinance.

PE	RSONNI	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	65,860	0	0	0	0	65,860

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MUNICIPALITY OF ANCHORAGE 1991 DEPARTMENT RANKING

DEPT DEPT RANK	BUDGET		MMISSION		VL				A W	
4	0625-Code	RIGHTS COM Enforcement FUNDS, THIS			0F	complaint housing dis Conducts he conciliati conclusions Exercises	ousing discrintake screescrimination ousing discrons. Analyzes and recommindependent awareness	ning. Condo investiga imination s data. Wri endations. judgment. P	tions. ites up Provides	
PEI FT . 1	RSONNEL PT T 0 0	PERSONAL SERVICE 41,010	SUPPLIES 0	OTHER SERVICES 950		DEBT SERVICE 0	CAPITAL OUTLAY 4,450	TOTAL 46,410		
5	0626-Comm	. RIGHTS COM issioner Hea FUNDS, THIS PORT	rings/Leg		0F	Provides Hearing Examiners to conduct and prepare written recommendations after public hearings. Provides legal services for Commissioners.				
FT	RSONNEL PT T 0 0	PERSONAL SERVICE 0	SUPPLIES 0	OTHER SERVICES 17,030		DEBT SERVICE 0	CAPITAL OUTLAY O	TOTAL 17,030		
SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION										
PEI FT 8	RSONNEL PT T 0 0	PERSONAL SERVICE 415,050	SUPPLIES 4,210	OTHER SERVICES 39,200		DEBT SERVICE 0	CAPITAL OUTLAY 4,450	TOTAL 462,910		
• •	DEP/	ARTMENT OF E	QUAL RIGHTS	COMMISSION	•	FUNDING LIN	· · · · ·	462,910)	
6	1050-EQUAL RIGHTS COMMISSION 0626-Commissioner Hearings/Leg SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT					Costs associated with hearings and/or legal expenses for Commissioners.				
PEF FT 0	RSONNEL PT T 0 0	PERSONAL SERVICE 0	SUPPLIES 0	OTHER SERVICES 2,000		DEBT SERVICE 0	CAPITAL OUTLAY O	TOTAL 2,000		

BPAB010R 09/21/90 085056

MUNICIPALITY OF ANCHORAGE 1991 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

TEPT BUDGET UNIT/ ANK

PROGRAM

SVC LVL

TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
8	0	0	415,050	4,210	41,200	0	4,450	464,910