

**EQUAL RIGHTS
COMMISSION**

EQUAL RIGHTS COMMISSION

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COMMISSION

Assembly

Mayor

Equal Rights
Commission
1050

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

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1990 REVISED	1991 BUDGET	1990 REVISED				1991 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	421,620	462,910	7	1		8		8		8
OPERATING COST	421,620	462,910	7	1		8		8		8
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	421,620	462,910								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	76,360	83,060								
TOTAL DEPARTMENT COST	497,980	545,970								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	497,980	545,970								
LESS PROGRAM REVENUES	64,820	89,250								
NET PROGRAM COST	433,160	456,720								

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	421,090	4,210	39,200	4,450	468,950
DEPT. TOTAL WITHOUT DEBT SERVICE	421,090	4,210	39,200	4,450	468,950
LESS VACANCY FACTOR	6,040				6,040
ADD DEBT SERVICE					
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 Inflation	(1,960)			
- Projected 2% Contract Reduction	(380)			
- Projected Benefit Reduction	(10,310)			
1991 BUDGET	\$ 462,910	8FT	-0-	

1991 P R O G R A M P L A N

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

1991 P R O G R A M P L A N

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

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	5	5	0	0
PERSONAL SERVICES	\$	246,440		\$	261,740		\$	270,540	
SUPPLIES		4,210			4,210			4,210	
OTHER SERVICES		31,100			21,200			20,630	
CAPITAL OUTLAY		7,800			800			0	
TOTAL DIRECT COST:	\$	289,550		\$	287,950		\$	295,380	
PROGRAM REVENUES:	\$	40,150		\$	53,780		\$	38,000	

PERFORMANCE MEASURES:

- Discrimination complaints filed and co-filed		229		192		256
- Regular Commission meetings		4		5		5
- Commission Committee meetings		1		20		48
- Discrimination complaints assigned		144		156		158
- Investigations completed		165		156		174

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

1

1991 P R O G R A M P L A N

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 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	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
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5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

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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
1991 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

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

1 Ultimate responsibility for all case
OF activity, actions of subordinates; sets
6 office standards for quality/producti-
vity; support service to 9 member
commission; monitors federal revenue
contracts & federal & state investiga-
tions; provides commissioners with
stipends for meetings; responds to
inquiries; performs complaint intake
screening; conducts investigations

PROGRAM REVENUES 38,000

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	
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

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

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	
1	0	0	37,640	0	590	0	0	38,230

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.

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

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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
1991 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT BUDGET UNIT/ SVC
RANK PROGRAM LVL

4 1050-EQUAL RIGHTS COMMISSION
0625-Code Enforcement
SOURCE OF FUNDS, THIS SVC LEVEL:

4 Performs housing discrimination
OF complaint intake screening. Conducts
6 housing discrimination investigations.
Conducts housing discrimination
conciliations. Analyzes data. Writes up
conclusions and recommendations.
Exercises independent judgment. Provides
outreach and awareness to promote fair
housing.

PROGRAM REVENUES 51,250

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,010	0	950	0	4,450	46,410

5 1050-EQUAL RIGHTS COMMISSION
0626-Commissioner Hearings/Leg
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

5 Provides Hearing Examiners to conduct
OF and prepare written recommendations
6 after public hearings. Provides legal
services for Commissioners.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	17,030	0	0	17,030

SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
8	0	0	415,050	4,210	39,200	0	4,450	462,910

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION FUNDING LINE -----
. 462,910

6 1050-EQUAL RIGHTS COMMISSION
0626-Commissioner Hearings/Leg
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

6 Costs associated with hearings and/or
OF legal expenses for Commissioners.
6

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	2,000	0	0	2,000

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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
1991 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SVC
ANK	PROGRAM	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