

**EQUAL RIGHTS
COMMISSION**

EQUAL RIGHTS 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.
- Continue outreach efforts with emphasis on education to prevent illegal discrimination.
- Provide support services throughout the year to the Equal Rights Commissioners.

RESOURCES

	1991	1992
Direct Costs	\$ 466,500	\$ 484,820
Program Revenues	\$ 89,250	\$ 94,530
Personnel	8FT	8FT OPT

1992 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1991 REVISED	1992 BUDGET	1991 REVISED				1992 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	466,500	484,820	8			8	8	0		8
OPERATING COST	466,500	484,820	8			8	8	0		8
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	466,500	484,820								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	82,660	81,260								
TOTAL DEPARTMENT COST	549,160	566,080								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	549,160	566,080								
LESS PROGRAM REVENUES	89,250	94,530								
NET PROGRAM COST	459,910	471,550								

1992 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	453,630	2,000	35,230		490,860
DEPT. TOTAL WITHOUT DEBT SERVICE	453,630	2,000	35,230		490,860
LESS VACANCY FACTOR	6,040				6,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	447,590	2,000	35,230		484,820

RECONCILIATION FROM 1991 REVISED TO 1992 BUDGET REQUEST
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DEPARTMENT: EQUAL RIGHTS COMMISSION

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1991 REVISED BUDGET:	\$ 466,500	8		
1991 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1992:				
- Salaries and Benefits Adjustment	36,180			
- Non-Personal Services Inflation Adjustment	35,500			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- None				
REDUCTIONS IN EXISTING PROGRAMS:				
- Non-Personal Services Inflation Absorption	(35,500)			
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Personal Services	(6,850)			
- Supplies	(2,210)			
- Other Services	(4,350)			
- Capital Outlay	(4,450)			
1992 BUDGET REQUEST	<u>\$ 484,820</u>	<u>8FT</u>	<u>OPT</u>	<u>OT</u>

1992 PROGRAM PLAN

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.

1991 PERFORMANCES:

- 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.

1992 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.

1992 P R O G R A M P L A N

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

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	5	5	0	0	5	0	0
PERSONAL SERVICES	\$	261,740		\$	272,600		\$	282,260	
SUPPLIES		4,210			4,210			2,000	
OTHER SERVICES		21,200			20,650			15,250	
CAPITAL OUTLAY		800			0			0	
TOTAL DIRECT COST:	\$	287,950		\$	297,460		\$	299,510	
PROGRAM REVENUES:	\$	53,780		\$	38,000		\$	43,280	
PERFORMANCE MEASURES:									
- Discrimination complaints filed and co-filed			192			256			256
- Regular Commission meetings			5			5			5
- Commission Committee meetings			20			48			48
- Discrimination complaints assigned			156			158			158
- Investigations completed			156			174			174

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

1

1992 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

1991 PERFORMANCES:

- 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.

1992 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:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	63,690		\$	66,330		\$	45,010	
TOTAL DIRECT COST:	\$	63,690		\$	66,330		\$	45,010	

PERFORMANCE MEASURES:

- Formal proceedings before Chair/Commission /Judiciary
- | | | |
|----|----|----|
| 72 | 72 | 72 |
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7 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
2, 7

1992 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Legal/Investigative Support

PURPOSE:

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

1991 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 304 intake questionnaires.

1992 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.
- To provide the investigative staff with secretarial support.
- To assign approximately 304 intake questionnaires.

RESOURCES:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES			\$ 36,360			\$ 37,970			\$ 68,390
OTHER SERVICES			0			600			600
TOTAL DIRECT COST:			\$ 36,360			\$ 38,570			\$ 68,990

PERFORMANCE MEASURES:

- Intake questionnaires assigned 240 304 304

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

3

1992 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.

1991 PERFORMANCES:

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

1992 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:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			22,580			17,380			19,380
TOTAL DIRECT COST:	\$		22,580	\$		17,380	\$		19,380

PERFORMANCE MEASURES:

- Conduct hearing & issue draft findings within 60 days of hearing
- 1
- 1
- 2

7 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
5, 6

1992 P R O G R A M P L A N

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.

1991 PERFORMANCES:

- 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.

1992 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:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	1	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	10,850		\$	41,360		\$	51,930	
OTHER SERVICES		190			950			0	
CAPITAL OUTLAY		0			4,450			0	
TOTAL DIRECT COST:	\$	11,040		\$	46,760		\$	51,930	
PROGRAM REVENUES:	\$	11,040		\$	51,250		\$	51,250	

PERFORMANCE MEASURES:

- Housing intake questionnaires assigned	19	48	48
- Housing discrimination complaints assigned	19	48	48
- Housing investigations completed	19	48	48

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

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