

**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	\$ 451,000
Program Revenues	\$ 89,250	\$ 94,530
Personnel	8FT	7FT 1PT

1992 R E S O U R C E P L A N

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	451,000	8			8	7	1		8
OPERATING COST	466,500	451,000	8			8	7	1		8
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	466,500	451,000								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	82,660	78,960								
TOTAL DEPARTMENT COST	549,160	529,960								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	549,160	529,960								
LESS PROGRAM REVENUES	89,250	94,530								
NET PROGRAM COST	459,910	435,430								

1992 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	419,810	2,000	35,230		457,040
DEPT. TOTAL WITHOUT DEBT SERVICE	419,810	2,000	35,230		457,040
LESS VACANCY FACTOR	6,040				6,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	413,770	2,000	35,230		451,000

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

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
1991 REVISED BUDGET:	\$ 466,500	8		
1991 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1992:				
- Salaries and Benefits Adjustment	34,320			
- Non-Personal Services Inflation Adjustment	35,500			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- None				
REDUCTIONS IN EXISTING PROGRAMS:				
- Reduce Support Staff to Part-Time	(31,960)	(1)	1	
- 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>\$ 451,000</u>	<u>7FT</u>	<u>1PT</u>	<u>0T</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		\$	280,980	
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		\$	298,230	
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	

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

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 22 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	0	1	0
PERSONAL SERVICES	\$	63,690		\$	66,330		\$	13,010	
TOTAL DIRECT COST:	\$	63,690		\$	66,330		\$	13,010	

PERFORMANCE MEASURES:

- Formal proceedings before Chair/Commission /Judiciary

72

72

72

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

2

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

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

1992 PROGRAM PLAN

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		\$	51,710	
OTHER SERVICES		190			950			0	
CAPITAL OUTLAY		0			4,450			0	
TOTAL DIRECT COST:	\$	11,040		\$	46,760		\$	51,710	
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

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

4

BPAB010R
09/19/91
152943

M U N I C I P A L I T Y O F A N C H O R A G E
1992 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT BUDGET UNIT/

RANK PROGRAM

SVC

LVL

4 1050-EQUAL RIGHTS COMMISSION

0625-Code Enforcement

SOURCE OF FUNDS, THIS SVC LEVEL:

PROGRAM REVENUES 51,250

4 Performs housing discrimination

OF complaint intake screening. Conducts

7 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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	51,710	0	0	0	0	51,710

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

7 after public hearings. Provides legal

services for Commissioners.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	17,380	0	0	17,380

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.

7

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

SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
7	1	0	413,770	2,000	35,230	0	0	451,000

DEPARTMENT OF EQUAL RIGHTS COMMISSION

FUNDING LINE

451,000

M U N I C I P A L I T Y O F A N C H O R A G E
1992 DEPARTMENT RANKING

SVC
LVL

7 Return clerical position to full time
OF
7

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	31,960	0	0	0	0	31,960

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
7	1	0	445,730	2,000	35,230	0	0	482,960