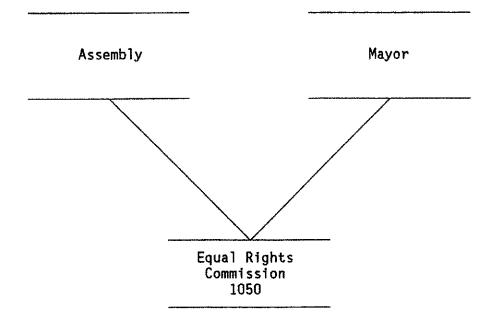
EQUAL RIGHTS COMMISSION

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

RESOURCES	1991	j	1992
Direct Costs	\$ 466,500	\$	451,000
Program Revenues	\$ 89,250	\$	94,530
Personnel	8FT	7FT	1PT

1992 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

1991 REVISED 1992 BUDGET 1993 REVISED 1994 REVISED 1994 REVISED 1995 REVI		FINANCIAL	. SUMMARY			PE	RSONNE	LS	UMMA	RY		
### EQUAL RIGHTS COMMISSION	DIVISION	1991 REVISED	1992 BUDGET		1991	REVIS	ED			1992	BUDG	ET
OPERATING COST 466,500 451,000 8 8 7 1 8 ADD DEBT SERVICE 0 0 0 DIRECT ORGANIZATION COST 466,500 451,000 ADD INTRAGOVERNMENTAL 82,660 78,960 CHARGES FROM OTHERS TOTAL DEPARTMENT COST 549,160 529,960 LESS INTRAGOVERNMENTAL 0 0 CHARGES TO OTHERS FUNCTION COST 549,160 529,960 LESS PROGRAM REVENUES 89,250 94,530] FT	PT	T	TOTAL	. 1	FT	PT	T	TOTAL
ADD DEBT SERVICE	EQUAL RIGHTS COMMISSION	466,500	451,000	1 8			8	I	7	1		8
ADD DEBT SERVICE 0 0 0 DIRECT ORGANIZATION COST 466,500 451,000 ADD INTRAGOVERNMENTAL 82,660 78,960 CHARGES FROM OTHERS TOTAL DEPARTMENT COST 549,160 529,960 LESS INTRAGOVERNMENTAL 0 0 0 CHARGES TO OTHERS FUNCTION COST 549,160 529,960 LESS PROGRAM REVENUES 89,250 94,530		Att City with with stay was now such atts see			day day side	化涂 松木 柳	ER- (807 1983)	1	On sets date	~~~		44 644 440
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CHARGES FROM OTHERS TOTAL DEPARTMENT COST 549,160 529,960 LESS INTRAGOVERNMENTAL CHARGES TO OTHERS FUNCTION COST 549,160 529,960 LESS PROGRAM REVENUES 89,250 94,530	DIRECT ORGANIZATION COST	466,500	451,000	1								
CHARGES FROM OTHERS TOTAL DEPARTMENT COST 549,160 529,960 LESS INTRAGOVERNMENTAL CHARGES TO OTHERS FUNCTION COST 549,160 529,960 LESS PROGRAM REVENUES 89,250 94,530	AND TATERAGOLIC DARKELT AS	92 446	79 040	1								
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LESS INTRAGOVERNMENTAL 0 0 1 CHARGES TO OTHERS	TOTAL DEPARTMENT COST	549,160	529,960	ì								
CHARGES TO OTHERS FUNCTION COST 549,160 529,960 LESS PROGRAM REVENUES 89,250 94,530		•		1								
FUNCTION COST 549,160 529,960	LESS INTRAGOVERNMENTAL	0	0	1								
LESS PROGRAM REVENUES 89,250 94,530	CHARGES TO OTHERS			1								
LESS PROGRAM REVENUES 89,250 94,530			****	1								
	FUNCTION COST	549,160	529,960	1								
				1								
NET PROGRAM COST 459,910 435,430	LESS PROGRAM REVENUES	89,250	94,530	1								
NET PROGRAM COST 459,910 435,430			هند شد	1								
	NET PROGRAM COST	459,910	435,430	1								

1992 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL	TOTAL DIRECT
EQUAL RIGHTS COMMISSION	419,810	2,000	35,230		457,040
	~~~~~~	40 Mg 400 Mg 140 MG 150 MG 445			
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

1992 BUDGET REQUEST

DEPAKIMENI: EQUAL KIGHTS		
	DIRECT COSTS	POSITIONS 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 - Non-Personal Services Inflation Adjustment	34,320 nt 35,500	8
TRANSFERS TO/FROM OTHER DEPARTMENTS: - None		
REDUCTIONS IN EXISTING PROGRAMS:  - Reduce Support Staff to Part-Time - Non-Personal Services Inflation Absorption	(31,960) on (35,500)	(1) 1
EXPANSIONS IN EXISTING PROGRAMS: - None		
NEW PROGRAMS: - None		
MISCELLANEOUS INCREASES (DECREASES): - Personal Services - Supplies - Other Services - Capital Outlay	(6,850) (2,210) (4,350) (4,450)	

\$ 451,000 7FT 1PT OT

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.
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- 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:

	1990 FT	REVI PT	(SED T	1991 FT	REVI PT	ISED T	1992 FT	BUDGET PT	r
PERSONNEL:	5	Ö	5	5	Ö	ò	5		ģ
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$		740 210 200 800	\$		,600 ,210 ,650 0	\$	280,980 2,000 15,250	)
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	;
<ul> <li>Regular Commission meetings</li> </ul>			5			5		5	
- Commission Committee meetings			20			48		48	ı
<ul><li>Discrimination complaints assigned</li></ul>			156			158		158	
- Investigations completed			156			174		174	

⁶ 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

#### 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:

RESOURCES.	1990 REVISED FT PT T			1991 REVISED FT PT T			1992 BUDGET FT PT T		
PERSONNEL:	FT 1	0	Ó	1	0	Ó	Ö	1	Ó
PERSONAL SERVICES	\$	63,	690	\$	66,	,330	\$	13,0	010
TOTAL DIRECT COST:	\$	63,	690	\$	66,	,330	\$	13,0	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

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 quesionnaire.
- 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	REV:	SED	1991	REVI	SED	1992	BUD	GET
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES OTHER SERVICES	\$	36,	360 0	\$	37,	970 600	\$	68,	070 600
TOTAL DIRECT COST:	\$	36,	360	\$	38,	570	\$	68,	670
PERFORMANCE MEASURES: - Intake questionnaires assigned			240		,	304		;	304

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

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		SED	1991 REVISED		SED	1992 BUDGE		GET
PERSONNEL:	FT O	PT O	0	FT 0	PT O	0	FT 0	PT O	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

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

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 quesionnaires 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		SED	1991		ISED	1992	BUDGET
Par feet gland play 1 kg prom 2	FŢ	PT	T	FT	PT	T	FT	PT T
PERSONNEL:	0	1	0	1	0	0	1	0 0
PERSONAL SERVICES OTHER SERVICES CAPITAL OUTLAY	\$	10,	850 190 0	\$		,360 950 ,450	\$	51,710 0 0
TOTAL DIRECT COST:	\$	11,	040	\$	46	,760	\$	51,710
PROGRAM REVENUES:	\$	11,	040	\$	51	250	\$	51,250
PERFORMANCE MEASURES:								
<ul> <li>Housing intake questionnaires assigned</li> </ul>			19			48		48
<ul> <li>Housing discrimination complaints assigned</li> </ul>			19			48		48
<ul> <li>Housing investigations completed</li> </ul>			19			48		48

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

## BPAB010R MUNICIPALITY OF ANCHORAGE

BPAB010R 09/19/91 152943	MUNICI	PALITY 1992 DEPA	OF A RTMENT RANK		G E
DEPT: 02 -EQUAL RIGHTS CO DEPT BUDGET UNIT/ RANK PROGRAM	MMISSION	SVC LVL			i ma
4 1050-EQUAL RIGHTS COM 0625-Code Enforcement SOURCE OF FUNDS, THIS PROGRAM REVENUES		OF	complaint housing di Conducts h conciliati conclusion Exercises	scrimination ousing discr ons. Analyze s and recomm independent	ening. Conducts n investigations. rimination es data. Writes up
PERSONNEL PERSONAL FT PT T SERVICE 1 0 0 51,710	SUPPLIES 0	OTHER SERVICES O	DEBT SERVICE 0	CAPITAL OUTLAY O	TOTAL 51,710
5 1050-EQUAL RIGHTS COM 0626-Commissioner Hea SOURCE OF FUNDS, THIS TAX SUPPORT	rings/leg	OF	and prepar after publ	e written re	ners to conduct ecommendations Provides legal eners.
PERSONNEL PERSONAL FT PT T SERVICE 0 0 0 0	SUPPLIES 0	OTHER SERVICES 17,380	DEBT SERVICE 0	CAPITAL OUTLAY 0	TOTAL 17,380
6 1050-EQUAL RIGHTS COM 0626-Commissioner Hea SOURCE OF FUNDS, THIS TAX SUPPORT	rings/Leg			ciated with nses for Com	hearings and/or missioners.
PERSONNEL PERSONAL FT PT T SERVICE 0 0 0 0	SUPPLIES 0	OTHER SERVICES 2,000	DEBT SERVICE 0	CAPITAL OUTLAY O	TOTAL 2,000
SUBTOTAL OF FUNDED SERVICE	LEVELS, EQUA	L RIGHTS COM	MISSION		
PERSONNEL PERSONAL FT PT T SERVICE 7 1 0 413,770	SUPPLIES 2,000	OTHER SERVICES 35,230	DEBT SERVICE 0	CAPITAL OUTLAY O	TOTAL 451,000

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION FUNDING LINE ------

BPAB010R
09/19/91
152943

## MUNICIPALITY OF ANCHORAGE 1992 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT BUDGET UNIT/ RANK PROGRAM SVC LVL

7 1050-EQUAL RIGHTS COMMISSION

7 Return clerical position to full time

0342-Legal

SOURCE OF FUNDS, THIS SVC LEVEL:

0F 7

PROGRAM REVENUES

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PE	RSONN	EL	PERSONAL		OTHER	OTHER DEBT			
FT	PT	T	SERVICE	CHOOLECA			CAPITAL		
	, ,		- · · · - <del>-</del>	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL	
Ü	0	0	31,960	0	0	0	0	31,960	

TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED . . . . . .

	CARTTAL	DEBT	OTHER		PERSONAL	PERSONNEL P		PE
	CAPITAL			CUDDI TEC	SERVICE	7	PT	FT
TOTAL	OUTLAY	SERVICE	SERVICES	SUPPLIES	SEKAICE	1	, ,	• •
LOIME	001541		75 070	2,000	445,730	0	1	7
482.960	0	. 0	35,230	2,000	442,130	•	_	