

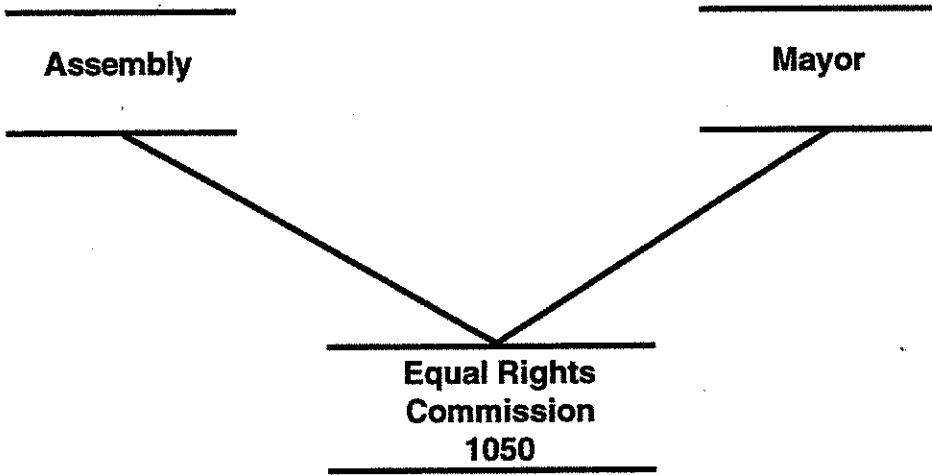
**EQUAL RIGHTS
COMMISSION**

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 Program Highlights

- Receive and process inquiries regarding illegal discrimination and agency operations.
- Docket and investigate discrimination complaints.
- Provide outreach efforts with emphasis on education to prevent illegal discrimination.
- Provide support services throughout the year to the Equal Rights Commissioners.

RESOURCES

	1995	1996
Direct Costs	\$ 391,930	\$ 439,720
Program Revenues	\$ 56,700	\$ 55,000
Personnel	6FT 1PT	6FT

1996 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1995 REVISED	1996 BUDGET	1995 REVISED				1996 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	391,930	439,720	6	1		7	6			6
OPERATING COST	391,930	439,720	6	1		7	6			6
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	391,930	439,720								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	94,540	100,990								
TOTAL DEPARTMENT COST	486,470	540,710								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	486,470	540,710								
LESS PROGRAM REVENUES	56,700	55,000								
NET PROGRAM COST	429,770	485,710								

1996 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	395,500	2,710	38,110	3,400	439,720
DEPT. TOTAL WITHOUT DEBT SERVICE	395,500	2,710	38,110	3,400	439,720
LESS VACANCY FACTOR					
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	395,500	2,710	38,110	3,400	439,720

RECONCILIATION FROM 1995 REVISED BUDGET TO 1996 BUDGET

DEPARTMENT: EQUAL RIGHTS COMMISSION

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1995 REVISED BUDGET:	\$ 391,930	6	1	0
1995 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1996:				
- Salaries and Benefits Adjustment	48,520			
- Non-Personal Services Inflation Adjustment	970			
1995 CONTINUATION LEVEL:	\$ 441,420	6	1	0
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Increase Legal Services and Public Hearing	10,680			
- Training for Commissioners and Commission Meetings	2,440			
UNFUNDED CURRENT SERVICE LEVELS:				
- Part-time Senior Office Associate	(25,790)		(1)	
MISCELLANEOUS INCREASES (DECREASES)				
- Salary Increase for Executives	12,860			
- Machinery and Equipment	(3,310)			
- Court Costs	(1,000)			
- Tuition and Registration	1,240			
- Miscellaneous Increases/Reductions	1,180			
1996 BUDGET REQUEST:	\$ 439,720	6 FT	0 PT	0 T

1996 PROGRAM PLAN

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

PURPOSE:

Manage the agency & monitor enforcement of the civil rights laws of the MOA prohibiting discrimination; provide support to Commissioners; investigate assigned civil rights complaints; represent agency in administrative hearings; draft proposed ordinances, resolutions & AIMS for commission.

1995 PERFORMANCES:

- Provided management of administrative & investigative actions and supported Commissioner activities. Provided Commissioners with Hearing Examiners to conduct hearings.
- Performed budgeting, accounting, contract monitoring & payroll duties. Docketed cases within 5 days of receipt, supported Executive Director & Commissioner activities.
- Reviewed new complaints & investigations & reviewed for adoption co-filed complaint investigations within 30 days of closure. Represented agency in administrative proceedings.
- Completed intake interviews for assigned questionnaires within 5 days of assignment; prepared & filed discrimination complaints. Completed AERC investigations within 180 days of filing of complaint.
- Provided community outreach.
- Provided AERC staff with secretarial support.
- Received and recorded inquiries. Maintained law library.

1996 PERFORMANCE OBJECTIVES:

- Provide management of administrative & investigative actions and support Commissioner activities. Provide Commissioners with Hearing Examiners to conduct hearings.
- Budgeting, accounting, contract monitoring & payroll. Docket cases within 5 days of receipt, support Executive Director & Commissioner activities.
- Review new complaints & investigations & review for adoption co-filed complaint investigations within 30 days of closure. Represent agency in administrative proceedings.
- Complete intake interviews for assigned questionnaires within 5 days of assignment; prepare & file discrimination complaints. Complete AERC investigations within 180 days of filing of complaint.
- Provide community outreach.
- Provide AERC staff with secretarial support.
- Receive and record inquiries. Maintain law library.

1996 PROGRAM PLAN

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

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	1	0	6	1	0	6	0	0
PERSONAL SERVICES	\$	371,170		\$	359,510		\$	395,500	
SUPPLIES		2,710			2,710			2,710	
OTHER SERVICES		29,960			22,070			38,110	
CAPITAL OUTLAY		0			7,640			3,400	
TOTAL DIRECT COST:	\$	403,840		\$	391,930		\$	439,720	
PROGRAM REVENUES:	\$	43,120		\$	56,700		\$	55,000	
WORK MEASURES:									
- Inquiries and telephone calls		1,452			1,475			1,500	
- Log/assign intake questionnaires		187			200			210	
- Discrimination complaints assigned		175			180			185	
- Investigations completed		175			180			185	
- Formal proceedings before commission		10			10			5	
- Docket and inventory co-filed cases		175			180			185	
- Conduct hearings and issue draft findings within 60 days		2			2			2	
- Draft proposed ordinances/resolutions/AIMs		1			2			2	
- Regular commission meetings		4			4			4	
- Outreach presentations		20			36			36	

4 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 2, 3, 4