

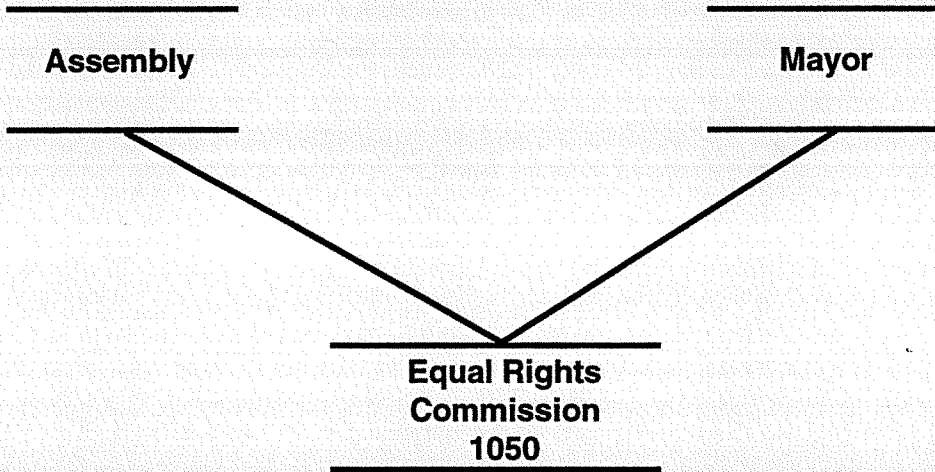
**EQUAL RIGHTS
COMMISSION**

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	104,730								
TOTAL DEPARTMENT COST	486,470	544,450								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	486,470	544,450								
LESS PROGRAM REVENUES	56,700	55,000								
NET PROGRAM COST	429,770	489,450								

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 PROPOSED BUDGET
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DEPARTMENT: EQUAL RIGHTS COMMISSION

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1995 REVISED BUDGET:	\$ 391,930	6	1	
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:	<u>\$ 441,420</u>	<u>6</u>	<u>1</u>	<u>0</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Increased 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:	<u>\$ 439,720</u>	<u>6FT</u>	<u>0PT</u>	<u>0T</u>

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 P R O G R A M P L A N

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

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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
1996 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

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

CB 1 Manage the agency and monitor enforce-
OF ment of the Civil Rights Laws of the
6 MOA prohibiting discrimination;
provide service support to 9-member
commission; provide commissioners with
stipends for meetings; monitor federal
contract; respond to inquiries; conduct
complaint in-take screening; conduct
investigations.

PROGRAM REVENUES 55,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
5	0	0	337,310	2,710	20,390	0	0	360,410

2 1050-EQUAL RIGHTS COMMISSION
0032-Agency Operations/Code En
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CO 2 Complete intake interviews for assigned
OF questionnaires within 5 days of assign-
6 ment. Prepare and file discrimination
complaints. Complete AERC investiga-
tions within 180 days of filing of
complaint.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	58,190	0	4,600	0	3,400	66,190

3 1050-EQUAL RIGHTS COMMISSION
0032-Agency Operations/Code En
SOURCE OF FUNDS, THIS SVC LEVEL:

ND 3 Increase contract for outside legal
OF services and one additional public
6 hearing.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	10,680	0	0	10,680

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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
1996 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

4	1050-EQUAL RIGHTS COMMISSION	ND	4	Budget required for Equal Employment
	0032-Agency Operations/Code En		OF	Opportunity development and training
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	for commissioners and staff. Increased
	IGC SUPPORT			funding required for boards and
				commissions account for two additional
				special commission meetings.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	2,440	0	0	2,440

SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	395,500	2,710	38,110	0	3,400	439,720

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION FUNDING LINE -----
. 441,420

5	1050-EQUAL RIGHTS COMMISSION	CL	5	Reinstate part-time senior office
	0032-Agency Operations/Code En		OF	associate to perform budgeting, contract
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	monitoring and payroll responsibilities;
	IGC SUPPORT			docketing cases within five days of
				receipt; supporting the executive
				director and commissioner activities.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	25,390	0	400	0	0	25,790

6	1050-EQUAL RIGHTS COMMISSION	ND	6	Reinstate full-time senior office
	0032-Agency Operations/Code En		OF	associate to perform budgeting,
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	accounting, contract monitoring and
	IGC SUPPORT			payroll; docketing cases within five
				days of receipt; supporting the
				executive director, staff and
				commissioner activities.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	15,310	0	0	0	0	15,310

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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
1996 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE 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
6	2	0	436,200	2,710	38,510	0	3,400	480,820