

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 1,000 inquiries regarding illegal discrimination.
- Screen, docket, review for adoption, and investigate approximately 225 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

	1989	1990
Direct Costs	\$ 406,540	\$ 421,620
Program Revenues	\$ 49,900	\$ 64,820
Personnel	7FT	7FT 1T

1990 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1989 REVISED	1990 BUDGET	1989 REVISED				1990 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	406,540	421,620	7			7	7		1	8
OPERATING COST	406,540	421,620	7			7	7		1	8
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	406,540	421,620								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	73,060	75,980								
TOTAL DEPARTMENT COST	479,600	497,600								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	479,600	497,600								
LESS PROGRAM REVENUES	49,900	64,820								
NET PROGRAM COST	429,700	432,780								

1990 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	378,680	4,210	43,970	800	427,660
DEPT. TOTAL WITHOUT DEBT SERVICE	378,680	4,210	43,970	800	427,660
LESS VACANCY FACTOR	6,040				6,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	372,640	4,210	43,970	800	421,620

RECONCILIATION FROM 1989 REVISED TO 1990 BUDGET

DEPARTMENT: EQUAL RIGHTS

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1989 REVISED BUDGET:	\$ 406,540	7FT		
Amount Required to Continue Existing Programs in 1990:	16,660			
REDUCTIONS TO EXISTING PROGRAMS:				
- None				
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Hire temporary clerical staff in lieu of contracting services	(1,580)			1T
1990 BUDGET	\$ 421,620	7FT		1T

1990 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
 PROGRAM: Agency Operations

PURPOSE:

To manage the agency and monitor enforcement of the civil rights laws of the Municipality of Anchorage prohibiting discrimination.

1989 PERFORMANCES:

- Provide management of administrative, investigative and Commissioner actions
- Review for adoption co-filed complaints
- Support Commissioner activities
- Budgeting, accounting and contract monitoring
- Docketing of co-filed complaints

1990 OBJECTIVES:

- Provide management of administrative, investigative and Commissioner actions
- Review for approval approximately 146 completed AERC investigations within 15 days of recommendation
- Review and assign approximately 225 intake questionnaires
- Docket approximately 125 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

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	110,200		\$	109,850		\$	118,100	
SUPPLIES		3,010			3,010			3,010	
OTHER SERVICES		13,310			12,700			10,890	
CAPITAL OUTLAY		2,540			1,950			800	
TOTAL DIRECT COST:	\$	129,060		\$	127,510		\$	132,800	
PROGRAM REVENUES:	\$	0		\$	0		\$	5,900	

PERFORMANCE MEASURES:

- Discrimination complaints filed and co-filed	238	250	287
- Regular Commission meetings	4	5	5
- Commission Committee meetings	3	12	12

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

1

1990 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

1989 PERFORMANCES:

- Represent the agency in Commission and judicial proceedings.
- Review investigative work for legal sufficiency.

1990 OBJECTIVES:

- Represent the agency in Commission and judicial proceedings
- Review for legal sufficiency approximately 140 draft AERC complaints
- Review approximately 108 completed investigations for dismissal or litigation based on investigator recommendation

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	63,950		\$	62,860		\$	63,690	
CAPITAL OUTLAY		0			1,300			0	
TOTAL DIRECT COST:	\$	63,950		\$	64,160		\$	63,690	

PERFORMANCE MEASURES:

- Formal proceedings before Chair/Commission /Judiciary
- | | | |
|----|----|----|
| 30 | 30 | 30 |
|----|----|----|

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

4

1990 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Code Enforcement

PURPOSE:

To screen and investigate assigned civil rights complaints alleging violations of Municipal Code, Title 5, and, to provide receptionist service, legal/investigative secretarial support and agency information to the public.

1989 PERFORMANCES:

- Complete intake interviews, complaint preparation, investigation settlement, conciliation conference and compliance monitoring.
- Investigate complaints timely.
- 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.

1990 OBJECTIVES:

- To complete intake interviews for approximately 225 assigned intake questionnaires within 5 days of assignment
- To prepare and file approximately 140 AERC complaints
- To complete approximately 70 of 125 AERC investigations within 180 days
- 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 work

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	163,070		\$	170,380		\$	185,490	
SUPPLIES		450			1,200			1,200	
OTHER SERVICES		6,110			15,920			7,830	
CAPITAL OUTLAY		10,920			5,850			0	
TOTAL DIRECT COST:	\$	180,550		\$	193,350		\$	194,520	
PROGRAM REVENUES:	\$	50,500		\$	49,900		\$	44,000	

PERFORMANCE MEASURES:

- Intake questionnaires assigned 211 225 225
- Discrimination complaints assigned 140 140 140
- Investigations completed 135 125 125

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

1990 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Code Enforcement

PURPOSE:

Funding for a 5 month part-time 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.

1989 PERFORMANCES:

1990 OBJECTIVES:

- To complete intake interviews for approximately 21 assigned intake questionnaires within 5 days of assignment
- To prepare and file approximately 21 housing discrimination complaints
- To complete approximately 21 housing discrimination complaints within 180 days

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	1
PERSONAL SERVICES	\$		0	\$		0	\$		5,360
OTHER SERVICES			0			9,750			190
TOTAL DIRECT COST:	\$		0	\$		9,750	\$		5,550
PROGRAM REVENUES:	\$		0	\$		0	\$		14,920

PERFORMANCE MEASURES:

Intake questionnaires assigned	0	0	21
Housing discrimination complaints assigned	0	0	21
Investigations completed	0	0	21

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

7

1990 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Commissioner Hearings and 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.

1989 PERFORMANCES:

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

1990 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:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			19,090			19,040			22,580
TOTAL DIRECT COST:	\$		19,090	\$		19,040	\$		22,580

PERFORMANCE MEASURES:

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

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

1990 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
 PROGRAM: Commissioner Expenses

PURPOSE:

Provide commissioners with stipends for commission meetings.

1989 PERFORMANCES:

1990 OBJECTIVES:

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			2,480			2,480			2,480
TOTAL DIRECT COST:	\$		2,480	\$		2,480	\$		2,480

PERFORMANCE MEASURES:

- Commission and Committee meetings			6			17			25
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7 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

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BPAB010R
09/19/89
092440

M U N I C I P A L I T Y O F A N C H O R A G E
1990 DEPARTMENT RANKING

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

SVC
LVL

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

PROGRAM REVENUES 5,900

1 Ultimate responsibility for all case activity, actions of subordinates; OF
8 provides leadership for office-wide planning and projection; sets office standards and climate for quality, productivity, motivation, and participation of staff; provides support service to 9 member commission; monitors federal revenue contracts and federal and state investigations.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
2	0	0	118,100	3,010	10,890	0	800	132,800

2 1050-EQUAL RIGHTS COMMISSION
0033-Code Enforcement
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

PROGRAM REVENUES 28,670

2 Responds to inquiries; performs OF
8 complaint intake screening; conducts investigations; conducts settlement conferences and conciliations; analyzes data; writes up conclusions/recommendations; researches and updates compliance information; coordinates with staff attorney; exercises independent judgment; identifies where outside assistance or guidance is needed.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
2	0	0	104,300	1,200	6,690	0	0	112,190

3 1050-EQUAL RIGHTS COMMISSION
0033-Code Enforcement
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

PROGRAM REVENUES 15,330

3 Responds to inquiries; performs OF
8 complaint intake screening; conducts investigations; conducts settlement conferences and conciliations; analyzes data; writes up conclusions/recommendations; coordinates with staff attorney; provide receptionist service; provide legal/investigative secretarial support; provide information to the public prior to appointment with investigative staff.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
2	0	0	81,190	0	1,140	0	0	82,330

BPAB010R
09/19/89
092440

M U N I C I P A L I T Y O F A N C H O R A G E
1990 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

4 1050-EQUAL RIGHTS COMMISSION
0342-Legal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

4 Recommends & conducts litigation with
OF respect to matters investigated by
8 AERC. Aids & consults with Executive
Director on compliance aspects of case
processing; as principal legal expert
advises Executive Director and staff
concerning unusual/non-routine questions
of jurisdiction interpretation and
procedures under the Ordinance; conducts
legal updates for enforcement staff.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,690	0	0	0	0	63,690

6 1050-EQUAL RIGHTS COMMISSION
0345-Commissioner Hearings and
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

5 Provides Hearing Examiners to conduct
OF and prepare written recommendations
8 after public hearings. Provides legal
services for Commissioners.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	22,580	0	0	22,580

7 1050-EQUAL RIGHTS COMMISSION
0557-Code Enforcement
SOURCE OF FUNDS, THIS SVC LEVEL:

7 Performs housing discrimination
OF complaint intake screening. Conducts
8 housing discrimination investigations.
Conducts housing discrimination
conciliations. Analyzes data. Writes up
conclusions and recommendations.
Exercises independent judgment.

PROGRAM REVENUES 14,920

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	1	5,360	0	190	0	0	5,550

BPAB010R
09/19/89
092440

M U N I C I P A L I T Y O F A N C H O R A G E
1990 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

7	1050-EQUAL RIGHTS COMMISSION	6	Provide Commissioners with stipends for
	0346-Commissioner Expenses	OF	commission meetings.
	SOURCE OF FUNDS, THIS SVC LEVEL:	8	
	TAX SUPPORT		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	2,480	0	0	2,480

SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	1	372,640	4,210	43,970	0	800	421,620

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

. 421,620

8	1050-EQUAL RIGHTS COMMISSION	8	Provide funding to sponsor activities
	0556-Martin Luther King Founda	OF	for Anchorage participation in Martin
	SOURCE OF FUNDS, THIS SVC LEVEL:	8	Luther King Foundation holiday
	TAX SUPPORT		activities in honor of Martin Luther
			King, Jr.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	3,000	0	0	3,000

TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	1	372,640	4,210	46,970	0	800	424,620