

Human Relations Commission

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Human Relations Department—Budget Overview

Description

The Human Relations Commission (HRC) is mandated by ordinance to ensure the fair and equal rights of all citizens of Topeka. HRC is empowered by law to accept and objectively investigate the civil rights complaints of all Topeka citizens, including City employees.

Budget Summary by Program

| | Actual 2004 | Actual 2005 | Adopted 2006 | Estimated 2006 | Adopted 2007 |
|---------------------------|----------------|----------------|-----------------|-------------------|-----------------|
| <i>Expenditures</i> | | | | | |
| Human Relations | 265,713 | 226,783 | 347,507 | 346,498 | 367,829 |
| Total Expenditures | 265,713 | 226,783 | 347,507 | 346,498 | 367,829 |
| Percent Change | | -14.7% | 53.2% | 52.8% | 5.8% |
| <i>Financing</i> | | | | | |
| General Fund | 265,713 | 226,783 | 264,147 | 263,207 | 299,867 |
| Fed Fair Housing | - | - | 83,360 | 83,291 | 67,962 |
| Total Financing | 265,713 | 226,783 | 347,507 | 346,498 | 367,829 |

Significant Features

- A total of \$77,000 and 1.0 FTE position were added to the HRC budget for 2006. The monies were added to address diversity issues in the community.
- Fair Housing expenditures are reduced to meet the estimated revenue level of \$67,962 for 2007. Continuation of the program in 2007 will have to be evaluated based on activity and generation of revenue in 2006.

Personnel Summary by Program (in Full-Time Equivalents)

| | Actual 2004 | Actual 2005 | Adopted 2006 | Estimated 2006 | Adopted 2007 |
|-------------------|----------------|----------------|-----------------|-------------------|-----------------|
| Human Relations | 4.00 | 4.00 | 5.00 | 5.00 | 6.00 |
| Total FTEs | 4.00 | 4.00 | 5.00 | 5.00 | 6.00 |

Human Relations Commission Program Details

Budget Summary by Expenditure Category

| | Actual 2004 | Actual 2005 | Adopted 2006 | Estimated 2006 | Adopted 2007 |
|----------------------|----------------|----------------|-----------------|-------------------|-----------------|
| Personnel Services | 138,355 | 151,661 | 244,771 | 243,762 | 287,815 |
| Contractual Services | 119,488 | 36,365 | 88,336 | 86,236 | 68,514 |
| Commodities | 7,870 | 38,757 | 11,900 | 16,500 | 11,500 |
| Capital Outlay | - | - | 2,500 | - | - |
| Total Program | 265,713 | 226,783 | 347,507 | 346,498 | 367,829 |

Discussion

The mission of the Human Relations Commission is to ensure fair and equal rights for all citizens of Topeka in the areas of employment, housing, and public accommodation. Its purpose is to enforce the Code of the City of Topeka by investigating complaints and by conducting educational programs to eliminate all forms of discrimination based on race, sex, creed, religion, color, national origin, age, ancestry or disability.

HRC is committed to taking proactive measures in combating naiveté and misinformation regarding Civil Rights, and ADA issues. Accordingly, staff is available to make presentations to schools, clubs, civic organizations, or professional staff.

The HRC ordinance was amended in 2001 to include responsibilities for fair housing investigation and enforcement to address housing discrimination.

Personnel Schedule (in Full-Time Equivalents)

| Position Title | Actual 2004 | Actual 2005 | Adopted 2006 | Estimated 2006 | Adopted 2007 |
|---------------------------|----------------|----------------|-----------------|-------------------|-----------------|
| ADA Coordinator | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Civil Rights Investigator | 2.00 | 2.00 | 3.00 | 3.00 | 3.00 |
| HRC Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Program FTEs | 4.00 | 4.00 | 5.00 | 5.00 | 6.00 |

Notes on Budget and Personnel

- The City Council added funding for a new ADA Coordinator position in 2007.
- For 2007, employees are provided a 2.0 percent cost of living increase plus step movement.

Human Relations Program Performance

| actual | actual | estimate | estimate |
|--------|--------|----------|----------|
| 2004 | 2005 | 2006 | 2007 |

Objectives and Performance Measures

Objective: Accept and process 100% of a minimum of 25 City employee and private civilian complaints concerned with discrimination and/or harassment and complete a formal investigation as to the validity of the alleged complaint within a 180 day period after the case is formally filed.

| | | | | |
|--|-----|--------|--------|--------|
| <i>Measure:</i> Percent of discrimination and/or harassment complaints filed that reach a determination within 180 days. | n/a | 100.0% | 100.0% | 100.0% |
|--|-----|--------|--------|--------|

Objective: Accept and process 100% of a minimum of 24 Fair Housing complaints from City residents concerned with landlord tenant disputes or discrimination and complete a formal investigation as to the validity of the alleged complaint within a 100 day period.

| | | | | |
|--|-----|-------|------|--------|
| <i>Measure:</i> Percent of housing complaints from City residents concerned with landlord tenant disputes or processed and resolved within a 100 day period. | n/a | 25.0% | 0.0% | 100.0% |
|--|-----|-------|------|--------|

Objective: Decrease by 5% annually the number of discrimination and/or harassment complaints filed by city employees

| | | | | |
|---|-----|-----|-----|--------|
| <i>Measure:</i> Percent change in complaints filed. | n/a | n/a | n/a | 100.0% |
|---|-----|-----|-----|--------|

Objective: Accept and assess 100% of intakes within a 2 to 24 hour period to determine if a formal investigation should be conducted or the intake client should be referred to another agency for assistance.

| | | | | |
|--|-----|--------|--------|--------|
| <i>Measure:</i> Percent of intakes accepted to determine if a formal investigation should be conducted or the intake client should be referred to another agency for assistance. | n/a | 100.0% | 100.0% | 100.0% |
|--|-----|--------|--------|--------|

Activity Indicators

| | | | | | |
|------------------|--|-----|-----|----|----|
| <i>Indicator</i> | Number of civil rights complaints assigned to an investigator | n/a | 35 | 25 | 25 |
| <i>Indicator</i> | Number of civil rights cases resolved in a 180 day time frame | n/a | 35 | 25 | 25 |
| <i>Indicator</i> | Number of landlord tenant cases assigned to an investigator | n/a | 24 | 19 | 24 |
| <i>Indicator</i> | Number of landlord tenant cases resolved in a 180 day time frame | n/a | 24 | 19 | 24 |
| <i>Indicator</i> | Number of Discrimination, harassment, workplace violence, and cultural diversity training sessions conducted | n/a | 6 | 12 | 18 |
| <i>Indicator</i> | Number of in-house discrimination and/or harassment complaints filed with HRC and/or HR | n/a | n/a | 10 | 8 |