



TO: T.C. Broadnax, City Manager
FROM: Marya Gingrey, Human Rights Manager, Neighborhood and Community Services
Tansy Hayward, Director of Neighborhood and Community Services
COPY: City Council and City Clerk
SUBJECT: Resolution– Designating the Discrimination Investigation Administrative Support Program as a Special Project of Limited Duration Allowing for the Hiring of One Special Project Position through December 31, 2014 – September 24, 2013
DATE: September 9, 2013

SUMMARY:

The City Council is being requested to designate the Discrimination Investigation Administrative Support Program as a special project of limited duration allowing for the hiring of one special project position through December 31, 2014 for the intake, investigation and reporting of discrimination complaints filed pursuant to Chapter 1.29 of the Tacoma Municipal Code pursuant to the provisions of the Tacoma Municipal Code Section 1.24.187 and the City Charter Section 6.1(h).

BACKGROUND:

The project term will be from October 2013 to December 31, 2015. It is necessary to establish a project of limited duration to allow for the hiring of a 1.0 FTE temporary project employee to perform the implementation tasks associated with a pilot program related to the intake, investigation and reporting of discrimination complaints filed pursuant to Chapter 1.29 of the Tacoma Municipal Code, as amended and/or discrimination complaints investigated pursuant to the City of Tacoma’s contracts with the United States Department of Housing and Urban Development (HUD) and the Equal Employment Opportunity Commission (EEOC). The Public Safety, Human Services and Education Committee reviewed this proposal at its meeting on August 8, 2013 and recommended adoption to the full City Council.

ISSUE:

In January of 2013, the City began to evaluate its service delivery model for the investigation of employment and public accommodation discrimination cases. As a result of that preliminary evaluation, the City implemented a short-term pilot whereby the City contracted with Consultants for the provision of investigation services and hired a temporary administrative staff person to perform the administrative functions related to the investigation of cases that would have been performed by a full-time Investigator. This model has resulted in a significant cost savings to the City while increasing the level of customer service and support for those members of the community who seek the City’s services.

In March of 2013, the City was informed of new administrative requirements pursuant to its contract with HUD. As a result, the city utilized the services of the temporary administrative staff person mentioned above to ensure compliance with the new requirements.

Thus far, the pilot project has produced remarkable results. The City has closed its backlog of discrimination cases, met the HUD contract and is on track to meet the EEOC contract. Additionally, since the inception of the pilot project, the City continues to receive a high level of complaints of discrimination.

Additionally, in July, 2013, the City entered into partnership with the Washington State Human Rights Commission (WSHRC) whereby the WSHRC has co-located a full-time staff person in the



Neighborhood and Community Services Department. While the staff person does not provide investigative services for the City, the staff person is able to respond to inquiries that the Department often receives from employers, employees, and housing providers who do not fall within the jurisdiction of Chapter 1.29 because they are located within Pierce County, but not the City limits of Tacoma. The partnership enhances the WSHRC service delivery model while allowing the City to benefit from the technical assistance and expertise of a larger civil rights enforcement agency.

ALTERNATIVES:

Under this pilot project, the Department assumes that there is internal staff to supplement contract staff for the investigation of discrimination complaints. The Department utilized the assistance of temporary administrative support staff during the initial implementation of the pilot project. The Department is nearing the limit for the use of temporary administrative support staff and will need to establish a special project position to continue providing administrative support for the pilot. Failure to adopt this special project of limited duration would lead to reducing the level of service provided in the investigation of complaints of discrimination or the Department would need to identify a way to reallocate administrative staffing to support the pilot.

RECOMMENDATION:

The Neighborhood and Community Service Department is recommending that the City implement a pilot project of limited duration to assist with the investigation of discrimination complaints filed pursuant to Chapter 1.29 of the City of Tacoma Municipal Code and to assist in the performance of the City's contractual duties pursuant to the City's Agreements with EEOC and HUD. The project would consist of hiring a full-time 1.0 FTE Human Rights Program Assistant to perform the administrative duties related to the enforcement of Chapter 1.29 and the City's contracts with EEOC and HUD. These duties, including intake and reporting, were previously conducted by full-time Investigators. With this pilot methodology of contracted services and a Human Rights Program Assistant, we believe there will be a cost savings to the City without a reduction in services delivery to the community.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 General Fund	092200	5110100	29,903.33
1185 HRHS Grants Fund	GRT – 03002	5110100	21,950.83
1185 HRHS Grants Fund	GRT – 03000	5110100	21,950.84
TOTAL			73,805.00

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 General Fund	Various	Various	29,903.33
1185 HRHS Grants Fund	GRT – 03002	4331250	21,950.83
1185 HRHS Grants Fund	GRT – 03000	4331280	21,950.84
TOTAL			73,805.00

POTENTIAL POSITION IMPACT:

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
Human Rights Program Assistant	Project	1.0 FTE	12/31/2014
TOTAL		1.0 FTE	

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$73,805

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes