



## Description

The Ethics Commission is an independent City entity responsible for monitoring, administering, and enforcing the City's governmental ethics laws, which include the City's campaign laws, lobbying laws, and ethics laws. The Ethics Commission conducts audits and investigations, provides formal and informal advice to persons who fall within its jurisdiction, conducts live training sessions, administers online training programs, and proposes governmental ethics law reforms.

The Commission's mission is:

*To preserve public confidence in City government through education, advice, and the prompt and fair enforcement of local government ethics laws*

## Goals and Objectives

The following goals and objectives represent the action plan for the Ethics Commission:

### ***Goal 1: Educate City officials, City candidates, and lobbyists about the various provisions in the City's governmental ethics laws***

The Department will move toward accomplishing this goal by focusing on the following objectives.

- Provide prompt informal advice via telephone and email
- Issue formal advisory opinions
- Prepare and disseminate educational materials such as fact sheets
- Conduct live and online training courses on the Ethics Ordinance for City officials
- Conduct live training courses on the Election Campaign Control Ordinance for City candidates
- Conduct live training courses on the Lobbying Ordinance for lobbyists

### ***Goal 2: Ensure Compliance with the City's governmental ethics laws through audit and enforcement activities***

The Department will move toward accomplishing this goal by focusing on the following objectives.

- Conduct efficient and thorough investigations into alleged violations of the City's ethics laws, campaign laws, and lobbying laws
- Conduct compliance audits of City candidate and ballot measure committees

# Ethics Commission

## *Goal 3: Propose legislative amendments to ensure that the City's governmental ethics laws are effective in preventing corruption and the appearance of corruption*

The Department will move toward accomplishing this goal by focusing on the following objectives.

- Review existing laws, receiving public input, and studying laws in other jurisdictions
- Prepare proposed legislative amendments for City Council approval

## Service Efforts and Accomplishments

The Ethics Commission received a total of 81 complaints during Calendar Year 2008 and approved 63 of these matters for formal investigation. The investigations conducted by Commission staff resulted in 10 stipulated settlement agreements involving fines totaling \$6,500. In addition, one investigation led to an Administrative Hearing which resulted in an Administrative Enforcement Order and a fine of \$68,243. With respect to its audit program, the Commission completed the audits of seven candidate committees and one ballot measure committee from the 2005-2006 election cycle.

During Fiscal Year 2009, the Commission continued to make education and outreach a priority. The Commission staff conducted numerous live training sessions for City officials, candidates, and lobbyists. In addition, the Commission staff responded to hundreds of requests for informal advice and issued eight formal advice letters. Finally, the staff prepared and updated various educational materials including fact sheets and manuals for candidates and lobbyists.

The Commission's legislative activities during Fiscal Year 2009 involved a proposal to increase the City's contribution limits which had effectively not been increased since they were first implemented in 1974. The Commission proposed several additional amendments to the City's campaign laws designed to increase transparency and ensure consistency with new State laws. The Commission also prepared several proposed amendments to the City's new lobbying laws (that went into effect on January 1, 2008) in order to correct unintended consequences, to clarify and/or simplify several disclosure provisions, and to otherwise improve several other aspects of the new laws.

# Ethics Commission

## Department Summary

Ethics Commission				
	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 FINAL	FY 2009-2010 CHANGE
Positions	8.00	8.00	<b>7.00</b>	(1.00)
Personnel Expense	\$ 978,481	\$ 963,685	\$ <b>832,519</b>	\$ (131,166)
Non-Personnel Expense	\$ 42,625	\$ 42,614	\$ <b>58,768</b>	\$ 16,154
<b>TOTAL</b>	\$ 1,021,106	\$ 1,006,299	\$ <b>891,287</b>	\$ (115,012)

## Department Staffing

	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 FINAL
<b>GENERAL FUND</b>			
<b>Ethics Commission</b>			
Ethics Commission	8.00	8.00	<b>7.00</b>
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>7.00</b>

## Department Expenditures

	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 FINAL
<b>GENERAL FUND</b>			
<b>Ethics Commission</b>			
Ethics Commission	\$ 1,021,106	\$ 1,006,299	\$ <b>891,287</b>
<b>Total</b>	\$ <b>1,021,106</b>	\$ <b>1,006,299</b>	\$ <b>891,287</b>

## Significant Budget Adjustments

### GENERAL FUND

Ethics Commission	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	\$ (39,452)	\$ 0

Adjustments to reflect the annualization of the Fiscal Year 2009 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and labor negotiation adjustments.

# Ethics Commission

## Significant Budget Adjustments

### GENERAL FUND

Ethics Commission	Positions	Cost	Revenue
<b>Equipment/Support for Information Technology</b> Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00 \$	19,024 \$	0
<b>Non-Discretionary Adjustment</b> Adjustments to expense allocations that are determined outside of the department's direct control. These adjustments are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00 \$	(22) \$	0
<b>Fiscal Year 2009 Budget Amendment</b> Adjustments to personnel and non-personnel expenses, and revenue as a result of the Fiscal Year 2009 Budget Amendment. These adjustments are further discussed in Volume 1: Budget Overview and Schedules.	(1.00) \$	(94,562) \$	0

## Expenditures by Category

	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 FINAL
<b>PERSONNEL</b>			
Salaries & Wages	\$ 656,647	\$ 650,622	\$ <b>569,858</b>
Fringe Benefits	\$ 321,834	\$ 313,063	\$ <b>262,661</b>
<b>SUBTOTAL PERSONNEL</b>	\$ 978,481	\$ 963,685	\$ <b>832,519</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 36,674	\$ 36,674	\$ <b>33,826</b>
Information Technology	\$ 1,241	\$ 1,230	\$ <b>17,549</b>
Energy/Utilities	\$ 245	\$ 245	\$ <b>2,928</b>
Equipment Outlay	\$ 4,465	\$ 4,465	\$ <b>4,465</b>
<b>SUBTOTAL NON-PERSONNEL</b>	\$ 42,625	\$ 42,614	\$ <b>58,768</b>
<b>TOTAL</b>	\$ 1,021,106	\$ 1,006,299	\$ <b>891,287</b>

## Salary Schedule

### GENERAL FUND

#### Ethics Commission

Class	Position Title	FY 2009 Positions	FY 2010 Positions	Salary	Total
1218	Assoc Management Analyst	1.00	<b>0.00</b>	\$ -	\$ -
1596	City Attorney Investigator	1.00	<b>1.00</b>	\$ 67,842	\$ 67,842
1842	Accountant II	1.00	<b>1.00</b>	\$ 59,767	\$ 59,767
1876	Executive Secretary	1.00	<b>1.00</b>	\$ 49,992	\$ 49,992
1885	Sr Attorney Investigator	1.00	<b>1.00</b>	\$ 74,335	\$ 74,335

# Ethics Commission

## Salary Schedule

### GENERAL FUND

#### Ethics Commission

<i>Class</i>	<i>Position Title</i>	<i>FY 2009 Positions</i>	<i>FY 2010 Positions</i>	<i>Salary</i>		<i>Total</i>
2197	Ethics Commission General Counsel	1.00	<b>1.00</b>	\$	126,100	\$ 126,100
2268	Executive Director	1.00	<b>1.00</b>	\$	106,941	\$ 106,941
2270	Program Manager	1.00	<b>1.00</b>	\$	91,179	\$ 91,179
	Furlough Savings	0.00	<b>0.00</b>	\$	-	\$ (6,298)
	<b>Total</b>	8.00	<b>7.00</b>			<b>\$ 569,858</b>
<b>ETHICS COMMISSION TOTAL</b>		8.00	<b>7.00</b>			<b>\$ 569,858</b>

