

# Ethics Commission



## Description

Founded in 2001, the Ethics Commission is an independent City entity responsible for monitoring, administering, and enforcing the City's governmental ethics, campaign, and lobbying laws. The Ethics Commission conducts audits and investigations, provides formal and informal technical legal advice to persons within its jurisdiction, conducts live training sessions, administers online training programs, and proposes reforms to the City's ethics laws. The Commission provides training to City officials, including elected officials and unclassified City employees, as well as candidates, campaigns, political committees, and lobbyists. For more information, please visit the Ethics Commission's website at [www.sandiego.gov/ethics](http://www.sandiego.gov/ethics).

### ***The vision is:***

To advance the principles of open government, transparency, and an informed citizenry by monitoring and enforcing compliance with City ethics laws, including the timely disclosure of required financial information by candidates, political committees, lobbyists, and City Officials.

### ***The mission is:***

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

## Goals and Objectives

### ***Goal 1: Educate City officials, unclassified employees, City candidates, campaigns, and lobbyists about the City's governmental ethics laws***

- Provide prompt informal advice regarding the City's ethics, campaign, and lobbying laws, by telephone, email, and in person
- Provide live and online training courses on the City's ethics, campaign, and lobbying laws for those within the Commission's jurisdiction, including City officials, unclassified employees, candidates, and lobbyists

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- Prepare and disseminate educational materials, such as fact sheets and manuals, to assist compliance with local laws
- Issue formal advisory opinions

***Goal 2: Ensure compliance with the City's governmental ethics laws through audits and enforcement activities***

- 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 committees and ballot measure committees

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

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

## Budget Equity Impact Statement

### Equity Highlights

*Examples from the current fiscal year.*

- Increased Campaign Law Training for Candidates and Campaign Staff. Commission staff offered and provided additional live training sessions and outreach to those seeking elective office and those working on their campaigns. This training advances the goal of empowering all who wish to run for elective office and their campaign staffs, by providing the best possible education regarding the City's campaign laws. The Commission's Education Program helps those who are new to the political process, as well as seasoned campaign officials who need a "refresher" course to avoid violating the law. The training works hand-in-hand with the Commission's "24/7" technical legal advice line, which candidates and campaign staff can call to seek individual advice before taking actions.

### Budget Equity Lens Summary

#### Ongoing Operations

*Is there an opportunity to adjust the department's ongoing operations to mitigate the impacts of existing or potential disparities?*

**No**

N/A

#### Budget Adjustment(s)

*Do the requests impact existing or potential disparities?*

**N/A**

N/A

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## Key Performance Indicators

Performance Indicator	Definition	Baseline	FY2025 Performance	Goal
Authorized Investigations - Time to complete	Percentage of investigations completed within 360 calendar days	96%	100%	90%
Complaint Reviews	Percentage of complaints reviewed within 30 calendar days	100%	100%	100%
Legislative Updates	Percentage of educational materials updated within 30 days of legislative changes (both State and local)	100%	100%	100%
Technical Legal Assistance Response Time	Percentage of requests for technical legal assistance (informal advice regarding campaign, lobbying, and ethics laws) responded to within 24 hours	100%	100%	100%
Ethics Law Training <sup>1</sup>	Percentage of regulated community due to attend required ethics law training that the Ethics Commission trained within 90 days of their due date.	N/A	90%	95%

1. New KPI for Fiscal Year 2025.

## Department Summary

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
FTE Positions (Budgeted)	6.00	6.25	6.00	(0.25)
Personnel Expenditures	\$ 1,534,087	\$ 1,589,669	\$ 1,809,662	\$ 219,993
Non-Personnel Expenditures	111,437	239,669	242,087	2,418
<b>Total Department Expenditures</b>	<b>\$ 1,645,524</b>	<b>\$ 1,829,338</b>	<b>\$ 2,051,749</b>	<b>\$ 222,411</b>
<b>Total Department Revenue</b>	<b>\$ 23,020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Ethics Commission	\$ 1,645,524	\$ 1,829,338	\$ 2,051,749	\$ 222,411
<b>Total</b>	<b>\$ 1,645,524</b>	<b>\$ 1,829,338</b>	<b>\$ 2,051,749</b>	<b>\$ 222,411</b>

### Department Personnel

	FY2024 Budget	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Ethics Commission	6.00	6.25	6.00	(0.25)
<b>Total</b>	<b>6.00</b>	<b>6.25</b>	<b>6.00</b>	<b>(0.25)</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	(0.25)	\$ 206,209	\$ -
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
<b>One-Time Additions and Annualizations</b>	0.00	13,784	-
Adjustment to reflect one-time revenues and expenditures, and annualization of revenues and expenditures implemented in Fiscal Year 2025.			
<b>Non-Discretionary Adjustment</b>	0.00	4,155	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
<b>Support for Information Technology</b>	0.00	(1,737)	-
Adjustment to expenditure allocations according to an annual review of information technology funding requirements.			
<b>Total</b>	<b>(0.25)</b>	<b>\$ 222,411</b>	<b>\$ -</b>

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## Expenditures by Category

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 961,638	\$ 1,042,981	\$ 1,144,510	\$ 101,529
Fringe Benefits	572,449	546,688	665,152	118,464
<b>PERSONNEL SUBTOTAL</b>	<b>1,534,087</b>	<b>1,589,669</b>	<b>1,809,662</b>	<b>219,993</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 3,829	\$ 7,757	\$ 9,342	\$ 1,585
Contracts & Services	61,575	173,813	176,383	2,570
<i>External Contracts &amp; Services</i>	53,055	157,507	157,507	-
<i>Internal Contracts &amp; Services</i>	8,520	16,306	18,876	2,570
Information Technology	40,338	44,999	43,262	(1,737)
Energy and Utilities	2,079	2,600	2,600	-
Other	3,616	10,500	10,500	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>111,437</b>	<b>239,669</b>	<b>242,087</b>	<b>2,418</b>
<b>Total</b>	<b>\$ 1,645,524</b>	<b>\$ 1,829,338</b>	<b>\$ 2,051,749</b>	<b>\$ 222,411</b>

## Revenues by Category

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Fines Forfeitures and Penalties	\$ 23,020	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 23,020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2024 Budget	FY2025 Budget	FY2026 Draft	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20001220	Executive Director	1.00	1.25	1.00	\$ 78,886 - 290,057	\$ 253,599
20001234	Program Coordinator	1.00	0.00	0.00	36,364 - 218,225	-
20001222	Program Manager	4.00	5.00	5.00	78,886 - 290,057	877,127
	Vacation Pay In Lieu					13,784
<b>FTE, Salaries, and Wages Subtotal</b>		<b>6.00</b>	<b>6.25</b>	<b>6.00</b>		<b>\$ 1,144,510</b>

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 10,306	\$ 9,706	\$ 11,970	\$ 2,264
Flexible Benefits	88,335	91,639	93,511	1,872
Long-Term Disability	3,980	3,776	5,732	1,956
Medicare	14,159	15,124	16,395	1,271
Other Post-Employment Benefits	26,987	25,862	24,618	(1,244)
Retiree Medical Trust	1,550	1,799	1,829	30
Retirement 401 Plan	6,161	7,195	7,317	122
Retirement ADC	385,275	358,050	464,829	106,779
Risk Management Administration	7,993	8,663	9,948	1,285
Supplemental Pension Savings Plan	20,227	19,412	23,940	4,528
Unemployment Insurance	1,083	1,073	1,075	2
Workers' Compensation	6,393	4,389	3,988	(401)
<b>Fringe Benefits Subtotal</b>	<b>\$ 572,449</b>	<b>\$ 546,688</b>	<b>\$ 665,152</b>	<b>\$ 118,464</b>
<b>Total Personnel Expenditures</b>			<b>\$ 1,809,662</b>	