



## Department 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 Department'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

**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 102 complaints during Calendar Year 2009 and approved 84 of these matters for formal investigation. The investigations conducted by Commission staff resulted in 38 stipulated settlement agreements involving fines totaling \$21,050. With respect to its audit program, the Commission completed the audits of seven candidate committees and two ballot measure committees from the 2005-2006 election cycle, as well as two candidate committees and one ballot measure committee from the 2008 election cycle.

During Fiscal Year 2010, 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 several 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 2010 involved 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. The amendments were approved by the City Council and went into effect on January 1, 2010.

# Ethics Commission

## Department Summary

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Positions	7.00	6.00	(1.00)
Personnel Expenses	\$ 832,519	\$ 842,207	\$ 9,688
Non-Personnel Expenses	58,768	54,656	(4,112)
<b>Total Department Expenses</b>	<b>\$ 891,287</b>	<b>\$ 896,863</b>	<b>\$ 5,576</b>
<b>Total Department Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Ethics Commission	\$ 891,287	\$ 896,863	\$ 5,576
<b>Total</b>	<b>\$ 891,287</b>	<b>\$ 896,863</b>	<b>\$ 5,576</b>

### Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Ethics Commission	7.00	6.00	(1.00)
<b>Total</b>	<b>7.00</b>	<b>6.00</b>	<b>(1.00)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Adjustment to Contracts and Equipment Outlay</b>	0.00	\$ 18,291	\$ -
Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.			
<b>Total</b>	<b>0.00</b>	<b>\$ 18,291</b>	<b>\$ -</b>

### Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
<b>PERSONNEL</b>			
Salaries and Wages	\$ 569,858	\$ 514,568	\$ (55,290)
Fringe Benefits	262,661	327,639	64,978
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 832,519</b>	<b>\$ 842,207</b>	<b>\$ 9,688</b>
<b>NON-PERSONNEL</b>			
Supplies	\$ 5,000	\$ 8,000	\$ 3,000
Contracts	26,826	23,826	(3,000)
Information Technology	20,477	16,365	(4,112)
Other	5,000	5,000	-
Capital Expenditures	1,465	1,465	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 58,768</b>	<b>\$ 54,656</b>	<b>\$ (4,112)</b>
<b>Total</b>	<b>\$ 891,287</b>	<b>\$ 896,863</b>	<b>\$ 5,576</b>

# Ethics Commission

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000866	1842	Accountant 2	1.00	0.00	\$54,059 - \$65,333	\$ -
20000867	1842A	Accountant 2	0.00	1.00	54,059 - 65,333	61,298
20000610	1596	City Attorney Investigator	1.00	0.00	58,219 - 70,429	-
20001220	2268	Executive Director	1.00	1.00	46,966 - 172,744	106,941
20000924	1876	Executive Secretary	1.00	1.00	43,555 - 52,666	49,769
20001153	2197	General Counsel	1.00	1.00	17,805 - 204,214	130,000
20001222	2270	Program Manager	1.00	1.00	46,966 - 172,744	91,179
20000933	1885	Senior City Attorney Investigator	1.00	1.00	63,794 - 77,314	75,381
<b>Salaries and Wages Subtotal</b>			<b>7.00</b>	<b>6.00</b>		<b>\$ 514,568</b>
Employee Offset Savings						\$ 11,956
Flexible Benefits						42,720
Long-Term Disability						4,744
Medicare						7,644
Other Post-Employment Benefits						37,980
Retirement ARC						184,589
Retirement Offset Contribution						7,895
Risk Management Administration						5,880
Supplemental Pension Savings Plan						20,281
Unemployment Insurance						1,106
Unused Sick Leave						421
Workers' Compensation						2,423
<b>Fringe Benefits Subtotal</b>						<b>\$ 327,639</b>
<b>Total Personnel Expenses</b>						<b>\$ 842,207</b>

## Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Audits	1.00	\$ 101,221	\$ -
Education & Outreach	1.00	155,206	-
General Administration/Management	2.00	302,550	-
IT Non-Discretionary	0.00	16,365	-
Investigations	2.00	321,521	-
<b>Total</b>	<b>6.00</b>	<b>\$ 896,863</b>	<b>\$ -</b>