

Ethics Commission



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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 and lobbying 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

The following goals and objectives represent the action plan for the Department:

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:

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- 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

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

Service Efforts and Accomplishments

The Ethics Commission received a total of 64 complaints during Calendar Year 2012 and approved 47 of these matters for formal investigation. The investigations conducted by Commission staff resulted in 24 stipulated settlement agreements involving fines totaling \$23,700. In addition, one investigation led to an Administrative Hearing which resulted in an Administrative Enforcement Order and a fine of \$9,500. With respect to its audit program, the Commission completed the audits of six candidate committees and two ballot measure committees from the 2010 election cycle.

During Fiscal Year 2013, the Commission continued to make education and outreach a priority. The Commission staff conducted numerous live training sessions for City officials and candidates; responded to hundreds of requests for informal advice; and updated various educational materials including fact sheets and manuals for candidates and lobbyists.

The Commission's legislative activities included proposed amendments to the City's campaign laws, some of which were necessitated by recent litigation and others associated with public policy considerations. The proposed amendments were approved by City Council on November 13, 2012, and went into effect on January 1, 2013. They include an increase in contribution limits for citywide candidates (from \$500 to \$1,000), requirements for major donor identification on advertisements that support or oppose City candidates, expansion of billboard disclosures to include all large forms of advertising, and the elimination of paper filing for candidates and committees that file campaign disclosure statements electronically.

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Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
FTE Positions (Budgeted)	6.00	5.00	5.00	0.00
Personnel Expenditures	\$ 639,162	\$ 653,356	\$ 707,153	\$ 53,797
Non-Personnel Expenditures	141,714	275,567	270,181	(5,386)
Total Department Expenditures	\$ 780,875	\$ 928,923	\$ 977,334	\$ 48,411
Total Department Revenue	\$ 23,000	\$ -	\$ -	\$ -

General Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
Ethics Commission	\$ 780,875	\$ 928,923	\$ 977,334	\$ 48,411
Total	\$ 780,875	\$ 928,923	\$ 977,334	\$ 48,411

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
Ethics Commission	6.00	5.00	5.00	0.00
Total	6.00	5.00	5.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	\$ 53,797	\$ -
Non-Discretionary Adjustment 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.	0.00	(157)	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(5,229)	-
Total	0.00	\$ 48,411	\$ -

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
PERSONNEL				
Personnel Cost	\$ 392,263	\$ 389,489	\$ 407,345	\$ 17,856
Fringe Benefits	246,899	263,867	299,808	35,941
PERSONNEL SUBTOTAL	\$ 639,162	\$ 653,356	\$ 707,153	\$ 53,797

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Expenditures by Category (Cont'd)

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
NON-PERSONNEL				
Supplies	\$ 2,298	\$ 5,817	\$ 8,631	\$ 2,814
Contracts	115,401	228,317	228,317	-
Information Technology	19,624	32,096	23,763	(8,333)
Energy and Utilities	299	209	180	(29)
Other	4,090	7,663	7,825	162
Capital Expenditures	-	1,465	1,465	-
NON-PERSONNEL SUBTOTAL	\$ 141,714	\$ 275,567	\$ 270,181	\$ (5,386)
Total	\$ 780,875	\$ 928,923	\$ 977,334	\$ 48,411

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Fines Forfeitures and Penalties	\$ 23,000	\$ -	\$ -	\$ -
Total	\$ 23,000	\$ -	\$ -	\$ -

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
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FTE, Salaries, and Wages

20000867	Accountant 2	1.00	1.00	1.00	\$54,059 - \$65,333	\$ 64,516
20000024	Administrative Aide 2	0.00	1.00	1.00	42,578 - 51,334	45,036
20001220	Executive Director	1.00	1.00	1.00	46,966 - 172,744	118,745
20000924	Executive Secretary	1.00	0.00	0.00	43,555 - 52,666	-
20001153	General Counsel	1.00	0.00	0.00	17,805 - 204,214	-
20001222	Program Manager	1.00	1.00	1.00	46,966 - 172,744	102,700
20000933	Senior City Attorney Investigator	1.00	1.00	1.00	63,794 - 77,314	76,348

FTE, Salaries, and Wages Subtotal		6.00	5.00	5.00		\$ 407,345
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	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
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Fringe Benefits

Employee Offset Savings	\$ 8,071	\$ 8,279	\$ 8,623	\$ 344
Flexible Benefits	35,266	36,052	38,362	2,310
Insurance	238	-	-	-
Long-Term Disability	2,169	2,277	2,215	(62)
Medicare	6,237	5,792	6,002	210
Other Post-Employment Benefits	11,619	31,635	31,205	(430)
Retiree Medical Trust	18	-	118	118
Retirement 401 Plan	69	-	470	470
Retirement ARC	155,379	148,567	177,948	29,381
Retirement Offset Contribution	830	740	-	(740)
Risk Management Administration	4,870	5,210	4,735	(475)
Supplemental Pension Savings Plan	19,113	19,313	20,204	891
Unemployment Insurance	1,256	1,157	1,177	20
Workers' Compensation	1,764	4,845	8,749	3,904

Fringe Benefits Subtotal	\$ 246,899	\$ 263,867	\$ 299,808	\$ 35,941
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Total Personnel Expenditures			\$ 707,153	
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