

Ethics Commission



Page Intentionally Left Blank



Commission 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 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 Commission:

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

The Commission 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 and manuals
- 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

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

The Commission 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

Ethics Commission

- 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 Commission 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 49 complaints during Calendar Year 2013 and approved 31 of these matters for formal investigation. The investigations conducted by Commission staff resulted in 10 stipulated settlement agreements involving fines totaling \$25,650. With respect to its audit program, the Commission completed the audits of six remaining candidate and ballot measure committees from the 2010 election cycle, as well as four candidate and two ballot measure committees from the 2012 election cycle.

During Fiscal Year 2014, 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, political committees, and lobbyists.

The Commission's legislative activities included proposed amendments to the City's campaign laws concerning contributions from political parties to City candidates. The Commission worked closely with the City Attorney's Office and outside consultants on recommendations for political party contribution limits and associated aggregation rules. The City Council approved the recommendations on June 4, 2013, and political party contribution limits of \$10,000 (district candidates) and \$20,000 (citywide candidates) went into effect on August 1, 2013.

Ethics Commission

Department Summary

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014–2015 Change
FTE Positions (Budgeted)	5.00	5.00	5.00	0.00
Personnel Expenditures	\$ 671,764	\$ 707,153	\$ 727,659	\$ 20,506
Non-Personnel Expenditures	144,810	270,181	264,203	(5,978)
Total Department Expenditures	\$ 816,574	\$ 977,334	\$ 991,862	\$ 14,528
Total Department Revenue	\$ 29,650	\$ -	\$ -	\$ -

General Fund

Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014–2015 Change
Ethics Commission	\$ 816,574	\$ 977,334	\$ 991,862	\$ 14,528
Total	\$ 816,574	\$ 977,334	\$ 991,862	\$ 14,528

Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Adopted	FY2014–2015 Change
Ethics Commission	5.00	5.00	5.00	0.00
Total	5.00	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 2014 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	\$ 20,506	\$ -
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	1,525	-
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	(7,503)	-
Total	0.00	\$ 14,528	\$ -

Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014–2015 Change
PERSONNEL				
Personnel Cost	\$ 398,174	\$ 407,345	\$ 427,585	\$ 20,240
Fringe Benefits	273,591	299,808	300,074	266
PERSONNEL SUBTOTAL	671,764	707,153	727,659	20,506

Ethics Commission

Expenditures by Category (Cont'd)

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
NON-PERSONNEL				
Supplies	\$ 2,546	\$ 8,631	\$ 7,779	\$ (852)
Contracts	99,088	228,317	229,862	1,545
Information Technology	25,900	16,948	9,445	(7,503)
Other	3,681	5,000	5,000	-
Transfers Out	13,596	9,820	11,180	1,360
Capital Expenditures	-	1,465	937	(528)
NON-PERSONNEL SUBTOTAL	144,810	270,181	264,203	(5,978)
Total	\$ 816,574	\$ 977,334	\$ 991,862	\$ 14,528

Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Fines Forfeitures and Penalties	\$ 29,650	\$ -	\$ -	\$ -
Total	\$ 29,650	\$ -	\$ -	\$ -

Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000867	Accountant 2	1.00	1.00	1.00	\$54,059 - \$65,333	\$ 65,333
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	46,634
20001220	Executive Director	1.00	1.00	1.00	46,966 - 172,744	128,064
20001222	Program Manager	1.00	1.00	1.00	46,966 - 172,744	110,240
20000933	Senior City Attorney Investigator	1.00	1.00	1.00	63,794 - 77,314	77,314
FTE, Salaries, and Wages Subtotal		5.00	5.00	5.00		\$ 427,585
		FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 8,093	\$ 8,623	\$ 8,575	\$ (48)	
	Flexible Benefits	36,068	38,362	40,988	2,626	
	Insurance	229	-	-	-	
	Long-Term Disability	2,350	2,215	1,471	(744)	
	Medicare	5,950	6,002	6,200	198	
	Other Post-Employment Benefits	33,186	31,205	30,330	(875)	
	Retiree Medical Trust	105	118	117	(1)	
	Retirement 401 Plan	422	470	466	(4)	
	Retirement ADC	155,546	177,948	182,808	4,860	
	Retirement Offset Contribution	543	-	-	-	
	Risk Management Administration	5,317	4,735	4,735	-	
	Supplemental Pension Savings Plan	19,398	20,204	21,054	850	
	Unemployment Insurance	1,197	1,177	842	(335)	
	Workers' Compensation	5,187	8,749	2,488	(6,261)	
Fringe Benefits Subtotal		\$ 273,591	\$ 299,808	\$ 300,074	\$ 266	
Total Personnel Expenditures					\$ 727,659	