



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 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.

The vision is:

To advance the principles of open government, transparency, and an informed citizenry by monitoring 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 for those within the Commission's jurisdiction, including City officials, unclassified employees, candidates, and lobbyists
- Prepare and disseminate educational materials, such as fact sheets and manuals, to assist compliance with local laws
- Issue formal advisory opinions

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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 | |
|--|---|
| Budget Equity Lens Summary Base Budget | Budget Equity Lens Summary Budget Adjustment |
| <p><i>Is there an opportunity to adjust the department's ongoing Base Budget to address disparity?</i></p> <p>Yes</p> <p>Increased Staff Support for Education and Training: The Base Budget bolsters the Education and Training staff, by adding the new Legislative Program Manager position to assist in providing technical legal advice and education. This enhances the Commission's ability to provide advice and education to all in the regulated community. The Commission's goal is ensuring excellent and equitable education, training, and outreach to all who may benefit.</p> | <p><i>Do the Budget Adjustments address a disparity?</i></p> <p>No</p> <p>The Ethics Commission is not seeking a budget adjustment for FY24.</p> |

Ethics Commission

Key Performance Indicators

| Performance Indicator | FY2019 Actual | FY2020 Actual | FY2021 Actual | FY2022 Actual | FY2023 Estimate | Goal |
|--|---------------|---------------|---------------|---------------|-----------------|------|
| Percentage of authorized investigations completed within 180 calendar days ¹ | 100% | 90% | 92% | 63% | 89% | 90% |
| Percentage of authorized investigations completed within 360 calendar days ¹ | 100% | 100% | 100% | 88% | 100% | 100% |
| Percentage of complaints reviewed within 30 calendar days | 100% | 100% | 100% | 100% | 100% | 100% |
| Percentage of educational materials updated within 30 days of legislative changes (both State and local) | 100% | 100% | 100% | 100% | 100% | 100% |
| Percentage of requests for technical assistance (informal advice regarding campaign, lobbying, and ethics laws) responded to within 24 hours | 100% | 100% | 100% | 100% | 100% | 100% |

1. Complex investigations affect these percentages.

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Department Summary

| | FY2022 Actual | FY2023 Budget | FY2024 Proposed | FY2023-2024 Change |
|--------------------------------------|---------------------|---------------------|---------------------|-----------------------|
| FTE Positions (Budgeted) | 6.00 | 6.00 | 6.00 | 0.00 |
| Personnel Expenditures | \$ 1,082,662 | \$ 1,234,993 | \$ 1,345,152 | \$ 110,159 |
| Non-Personnel Expenditures | 93,734 | 235,901 | 232,089 | (3,812) |
| Total Department Expenditures | \$ 1,176,396 | \$ 1,470,894 | \$ 1,577,241 | \$ 106,347 |
| Total Department Revenue | \$ 8,603 | \$ - | \$ - | - |

General Fund

Department Expenditures

| | FY2022 Actual | FY2023 Budget | FY2024 Proposed | FY2023-2024 Change |
|-------------------|---------------------|---------------------|---------------------|-----------------------|
| Ethics Commission | \$ 1,176,396 | \$ 1,470,894 | \$ 1,577,241 | \$ 106,347 |
| Total | \$ 1,176,396 | \$ 1,470,894 | \$ 1,577,241 | \$ 106,347 |

Department Personnel

| | FY2022 Budget | FY2023 Budget | FY2024 Proposed | FY2023-2024 Change |
|-------------------|------------------|------------------|--------------------|-----------------------|
| Ethics Commission | 6.00 | 6.00 | 6.00 | 0.00 |
| Total | 6.00 | 6.00 | 6.00 | 0.00 |

Significant Budget Adjustments

| | FTE | Expenditures | Revenue |
|---|-------------|-------------------|-------------|
| Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations. | 0.00 | \$ 110,159 | \$ - |
| 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 | (209) | - |
| Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements. | 0.00 | (3,603) | - |
| Total | 0.00 | \$ 106,347 | \$ - |

Ethics Commission

Expenditures by Category

| | FY2022 Actual | FY2023 Budget | FY2024 Proposed | FY2023-2024 Change |
|--|---------------------|---------------------|---------------------|-----------------------|
| PERSONNEL | | | | |
| Personnel Cost | \$ 610,537 | \$ 766,179 | \$ 817,526 | \$ 51,347 |
| Fringe Benefits | 472,124 | 468,814 | 527,626 | 58,812 |
| PERSONNEL SUBTOTAL | 1,082,662 | 1,234,993 | 1,345,152 | 110,159 |
| NON-PERSONNEL | | | | |
| Supplies | \$ 5,081 | \$ 9,456 | \$ 9,107 | \$ (349) |
| Contracts & Services | 49,932 | 174,074 | 174,214 | 140 |
| <i>External Contracts & Services</i> | 40,716 | 163,007 | 163,007 | - |
| <i>Internal Contracts & Services</i> | 9,216 | 11,067 | 11,207 | 140 |
| Information Technology | 31,573 | 47,371 | 43,768 | (3,603) |
| Energy and Utilities | 3,548 | - | - | - |
| Other | 3,600 | 5,000 | 5,000 | - |
| NON-PERSONNEL SUBTOTAL | 93,734 | 235,901 | 232,089 | (3,812) |
| Total | \$ 1,176,396 | \$ 1,470,894 | \$ 1,577,241 | \$ 106,347 |

Revenues by Category

| | FY2022 Actual | FY2023 Budget | FY2024 Proposed | FY2023-2024 Change |
|---------------------------------|------------------|------------------|--------------------|-----------------------|
| Fines Forfeitures and Penalties | \$ 8,176 | \$ - | \$ - | - |
| Other Revenue | 427 | - | - | - |
| Total | \$ 8,603 | \$ - | \$ - | - |

Personnel Expenditures

| Job Number | Job Title / Wages | FY2022 Budget | FY2023 Budget | FY2024 Proposed | Salary Range | Total |
|--|---------------------|------------------|------------------|--------------------|---------------------|-------------------|
| FTE, Salaries, and Wages | | | | | | |
| 20001220 | Executive Director | 1.00 | 1.00 | 1.00 | \$ 62,941 - 231,483 | \$ 210,516 |
| 20001234 | Program Coordinator | 1.00 | 1.00 | 1.00 | 33,904 - 184,808 | 92,187 |
| 20001222 | Program Manager | 4.00 | 4.00 | 4.00 | 62,941 - 231,483 | 514,823 |
| FTE, Salaries, and Wages Subtotal | | 6.00 | 6.00 | 6.00 | | \$ 817,526 |

| | FY2022 Actual | FY2023 Budget | FY2024 Proposed | FY2023-2024 Change |
|-------------------------------------|-------------------|-------------------|---------------------|-----------------------|
| Fringe Benefits | | | | |
| Employee Offset Savings | \$ 8,500 | \$ 8,833 | \$ 9,398 | \$ 565 |
| Flexible Benefits | 68,092 | 75,410 | 85,310 | 9,900 |
| Long-Term Disability | 2,684 | 2,681 | 3,270 | 589 |
| Medicare | 9,234 | 11,109 | 11,853 | 744 |
| Other Post-Employment Benefits | 32,699 | 34,134 | 34,290 | 156 |
| Retiree Medical Trust | 822 | 1,179 | 1,261 | 82 |
| Retirement 401 Plan | - | 1,280 | 5,042 | 3,762 |
| Retirement ADC | 293,425 | 274,009 | 347,291 | 73,282 |
| Risk Management Administration | 5,829 | 6,990 | 7,758 | 768 |
| Supplemental Pension Savings Plan | 47,010 | 49,290 | 18,796 | (30,494) |
| Unemployment Insurance | 915 | 973 | 957 | (16) |
| Workers' Compensation | 2,913 | 2,926 | 2,400 | (526) |
| Fringe Benefits Subtotal | \$ 472,124 | \$ 468,814 | \$ 527,626 | \$ 58,812 |
| Total Personnel Expenditures | | | \$ 1,345,152 | |



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