

**Ethics Commission**



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## Commission Description

Founded in 2001, the Ethics Commission is an independent City of San Diego entity responsible for monitoring, administering, and enforcing the City's governmental ethics laws which include the City's campaign 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 governmental ethics laws*

The Commission's vision is:

*To advance the principles of open government, transparency, and an informed citizenry through the timely disclosure of financial information by candidates, political committees, lobbyists, and City officials*

## Did you know?

- In Calendar Year 2015, the Ethics Commission conducted 15 training sessions and responded to nearly 450 requests for informal advice.
- There are approximately 50 fact sheets on the Ethics Commission's website with current information for lobbyists, candidates and City officials.
- City candidate and ballot measure committees are randomly selected for audit by the Ethics Commission every two years.
- The Ethics Commission has levied fines totaling \$175,000 in cases involving campaign money laundering in the past two years.
- Ethics Commission fines go to the City's general fund, not to the budget of the Ethics Commission.

# Ethics Commission

- The Ethics Commission does not regulate moral and ethical behavior by City employees; instead, the Ethics Ordinance governs the personal financial interests of high-level City officials.

## Goals and Objectives

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

- Provide prompt, informal advice via telephone, email, and in person
- Issue formal advisory opinions
- Prepare and disseminate educational materials such as fact sheets and manuals
- Provide live and online training courses on the Ethics Ordinance for City officials
- Provide 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***

- 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***

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

## Key Performance Indicators

Performance Indicator	Target <sup>1</sup> FY2015	Actual FY2015	Estimated FY2016	Target FY2017
1. Percentage of requests for technical assistance (informal advice regarding campaign, lobbying, and ethics laws) responded to within 24 hours	N/A	100	100	100
2. Percentage of educational materials updated within 30 days of legislative changes (both State and local)	N/A	100	100	100
3. Percentage of complaints reviewed within 30 calendar days	N/A	100	100	100
4. Percentage of authorized investigations completed within 180 calendar days	N/A	90	100	90
5. Percentage of authorized investigations completed within 360 calendar days	N/A	60	50 <sup>2</sup>	50

1. During Fiscal Year 2016, new department tactical plans and key performance indicators were developed. As such, Fiscal Year 2015 data may be unavailable.
2. Committees are selected for audit every two years at a random drawing conducted in September of odd-numbered years. Therefore, the target for each fiscal year is to complete 50 percent of the pending audits.

# Ethics Commission

## Department Summary

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
FTE Positions (Budgeted)	5.00	5.00	5.00	0.00
Personnel Expenditures	\$ 794,808	\$ 776,024	\$ 906,651	\$ 130,627
Non-Personnel Expenditures	148,257	271,753	274,074	2,321
<b>Total Department Expenditures</b>	<b>\$ 943,065</b>	<b>\$ 1,047,777</b>	<b>\$ 1,180,725</b>	<b>\$ 132,948</b>
<b>Total Department Revenue</b>	<b>\$ 94,949</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
Ethics Commission	\$ 943,065	\$ 1,047,777	\$ 1,180,725	\$ 132,948
<b>Total</b>	<b>\$ 943,065</b>	<b>\$ 1,047,777</b>	<b>\$ 1,180,725</b>	<b>\$ 132,948</b>

### Department Personnel

	FY2015 Budget	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
Ethics Commission	5.00	5.00	5.00	0.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	\$ 130,627	\$ -
Adjustments to reflect the annualization of the Fiscal Year 2016 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.			
<b>Equipment/Support for Information Technology</b>	0.00	3,867	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>Non-Discretionary Adjustment</b>	0.00	(1,546)	-
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>Total</b>	<b>0.00</b>	<b>\$ 132,948</b>	<b>\$ -</b>

### Expenditures by Category

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 456,860	\$ 507,586	\$ 499,085	\$ (8,501)
Fringe Benefits	337,948	268,438	407,566	139,128
<b>PERSONNEL SUBTOTAL</b>	<b>794,808</b>	<b>776,024</b>	<b>906,651</b>	<b>130,627</b>

# Ethics Commission

## Expenditures by Category (Cont'd)

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
<b>NON-PERSONNEL</b>				
Supplies	\$ 7,010	\$ 8,316	\$ 8,680	\$ 364
Contracts	128,180	240,689	238,779	(1,910)
Information Technology	9,113	16,811	20,678	3,867
Energy and Utilities	191	-	-	-
Other	3,763	5,000	5,000	-
Capital Expenditures	-	937	937	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>148,257</b>	<b>271,753</b>	<b>274,074</b>	<b>2,321</b>
<b>Total</b>	<b>\$ 943,065</b>	<b>\$ 1,047,777</b>	<b>\$ 1,180,725</b>	<b>\$ 132,948</b>

## Revenues by Category

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
Fines Forfeitures and Penalties	\$ 94,949	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 94,949</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000867	Accountant 2	1.00	0.00	0.00	\$54,059 - \$65,333	\$ -
20000024	Administrative Aide 2	1.00	0.00	0.00	42,578 - 51,334	-
20001220	Executive Director	1.00	1.00	1.00	46,966 - 172,744	143,438
20001234	Program Coordinator	0.00	1.00	1.00	23,005 - 137,904	75,000
20001222	Program Manager	1.00	3.00	3.00	46,966 - 172,744	280,647
20000933	Senior City Attorney Investigator	1.00	0.00	0.00	63,794 - 77,314	-
<b>FTE, Salaries, and Wages Subtotal</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>		<b>\$ 499,085</b>
		FY2015 Actual	FY2016 Budget	FY2017 Proposed		FY2016–2017 Change
<b>Fringe Benefits</b>						
Employee Offset Savings	\$	8,889	\$ 7,501	\$ 12,722	\$	5,221
Flexible Benefits		40,607	52,565	49,364		(3,201)
Insurance		96	-	-		-
Long-Term Disability		4,048	1,469	1,593		124
Medicare		6,588	6,540	7,237		697
Other Post-Employment Benefits		31,301	29,430	29,595		165
Retiree Medical Trust		109	502	-		(502)
Retirement 401 Plan		373	-	-		-
Retirement ADC		213,676	124,812	272,800		147,988
Risk Management Administration		4,520	5,250	5,115		(135)
Supplemental Pension Savings Plan		22,616	33,618	25,731		(7,887)
Unemployment Insurance		935	843	913		70
Workers' Compensation		4,188	5,908	2,496		(3,412)
<b>Fringe Benefits Subtotal</b>		<b>\$ 337,948</b>	<b>\$ 268,438</b>	<b>\$ 407,566</b>	<b>\$</b>	<b>139,128</b>
<b>Total Personnel Expenditures</b>				<b>\$ 906,651</b>		