

Ethics Commission



Page Intentionally Left Blank

Ethics Commission



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 technical legal 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 and enforcing 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 on the City's ethics, campaign, and lobbying laws for those within the Commission's jurisdiction, including City officials, unclassified employees, candidates, and lobbyists

Ethics Commission

- Prepare and disseminate educational materials, such as fact sheets and manuals, to assist compliance with local laws
- Issue formal advisory opinions

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

Equity Highlights
<p><i>Examples from the current fiscal year.</i></p> <ul style="list-style-type: none">• In Fiscal Year 2024: Increased Campaign Law Training for Candidates and Campaign Staffs Commission staff offered and provided additional live training sessions and outreach to those seeking elective office and those working on their campaigns. This training advances the goal of empowering all who wish to run for elective office and their campaign staffs, by providing the best possible education regarding the City's campaign laws. The Commission's Education Program helps those who are new to the political process, as well as seasoned campaign officials who need a "refresher" course to avoid violating the law. The training works hand-in-hand with the Commission's "24/7" technical legal advice line, which candidates and campaign staff can call to seek individual advice before taking actions.
Budget Equity Lens Summary
<p>Ongoing Operations <i>Is there an opportunity to adjust the department's ongoing operations to address a disparity?</i> No</p>
<p>Budget Adjustment(s) <i>Do the Budget Adjustments address a disparity?</i> No The adjustments are designed to ensure that the core principles of the office are maintained and supported, serving the needs of the regulatory community and the public at large. This includes the core goal of working to prevent corruption and the appearance of corruption in City government, and providing fair, prompt, and transparent regulation and enforcement of the City's ethics, campaign, and lobbying laws. Goals are to ensure that the public will not experience any loss of services during the transition between directors, and that the fair, just, and transparent practices of the office are maintained after the transition in leadership. The adjustment for a director's training period will also assist the successful applicant for the position, as it will help to ensure their success in the role.</p>

Ethics Commission

Key Performance Indicators

Performance Indicator	Definition	Baseline	FY2024 Performance	Goal
Authorized Investigations - Time to Complete ¹	Percentage of authorized investigations completed within 180 calendar days	81%	87%	90%
Authorized Investigations - Time to Complete ¹	Percentage of authorized investigations completed within 360 calendar days	96%	100%	90%
Complaint Reviews	Percentage of complaints reviewed within 30 calendar days	100%	100%	100%
Legislative Updates	Percentage of educational materials updated within 30 days of legislative changes (both State and local)	100%	100%	100%
Technical Legal Assistance Response Time	Percentage of requests for technical legal assistance (informal advice regarding campaign, lobbying, and ethics laws) responded to within 24 hours	100%	100%	100%

¹ Complex investigations affect these percentages.

Ethics Commission

Department Summary

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
FTE Positions (Budgeted)	6.00	6.00	6.25	0.25
Personnel Expenditures	\$ 1,330,321	\$ 1,363,977	\$ 1,589,669	\$ 225,692
Non-Personnel Expenditures	119,851	232,089	239,669	7,580
Total Department Expenditures	\$ 1,450,173	\$ 1,596,066	\$ 1,829,338	\$ 233,272
Total Department Revenue	\$ 11,555	\$ -	\$ -	-

General Fund

Department Expenditures

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Ethics Commission	\$ 1,450,173	\$ 1,596,066	\$ 1,829,338	\$ 233,272
Total	\$ 1,450,173	\$ 1,596,066	\$ 1,829,338	\$ 233,272

Department Personnel

	FY2023 Budget	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Ethics Commission	6.00	6.00	6.25	0.25
Total	6.00	6.00	6.25	0.25

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	\$ 186,939	\$ -
Ethics Commission Director Succession Plan Addition of 0.25 Ethics Commission Director to support interim succession planning period of three months.	0.25	38,753	-
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	3,749	-
Support for Mobile Services Addition of mobile services and equipment to support remote department operations.	0.00	2,600	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	1,231	-
Total	0.25	\$ 233,272	\$ -

Ethics Commission

Expenditures by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
PERSONNEL				
Personnel Cost	\$ 786,757	\$ 837,964	\$ 1,042,981	\$ 205,017
Fringe Benefits	543,564	526,013	546,688	20,675
PERSONNEL SUBTOTAL	1,330,321	1,363,977	1,589,669	225,692
NON-PERSONNEL				
Supplies	\$ 5,147	\$ 9,107	\$ 7,757	(1,350)
Contracts & Services	61,321	174,214	173,813	(401)
<i>External Contracts & Services</i>	49,657	163,007	157,507	(5,500)
<i>Internal Contracts & Services</i>	11,663	11,207	16,306	5,099
Information Technology	47,635	43,768	44,999	1,231
Energy and Utilities	2,148	-	2,600	2,600
Other	3,600	5,000	10,500	5,500
NON-PERSONNEL SUBTOTAL	119,851	232,089	239,669	7,580
Total	\$ 1,450,173	\$ 1,596,066	\$ 1,829,338	\$ 233,272

Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Charges for Services	\$ 25	\$ -	\$ -	-
Fines Forfeitures and Penalties	11,530	-	-	-
Total	\$ 11,555	\$ -	\$ -	-

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20001220	Executive Director	1.00	1.00	1.25	\$ 72,886 - 268,057	\$ 293,759
20001234	Program Coordinator	1.00	1.00	0.00	36,814 - 214,004	-
20001222	Program Manager	4.00	4.00	5.00	72,886 - 268,057	749,222
FTE, Salaries, and Wages Subtotal		6.00	6.00	6.25		\$ 1,042,981

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fringe Benefits				
Employee Offset Savings	\$ 63,857	\$ 9,633	\$ 9,706	73
Flexible Benefits	83,145	85,310	91,639	6,329
Long-Term Disability	4,013	2,960	3,776	816
Medicare	11,809	12,150	15,124	2,974
Other Post-Employment Benefits	34,386	34,134	25,862	(8,272)
Retiree Medical Trust	1,210	1,291	1,799	508
Retirement 401 Plan	4,730	5,168	7,195	2,027
Retirement ADC	307,247	344,943	358,050	13,107
Risk Management Administration	8,396	7,722	8,663	941
Supplemental Pension Savings Plan	18,889	19,266	19,412	146
Unemployment Insurance	1,015	957	1,073	116
Workers' Compensation	4,866	2,479	4,389	1,910
Fringe Benefits Subtotal	\$ 543,564	\$ 526,013	\$ 546,688	\$ 20,675
Total Personnel Expenditures			\$ 1,589,669	