

FY 2014 - 15 Proposed Budget and Multi-Year Capital Plan

Commission on Ethics and Public Trust

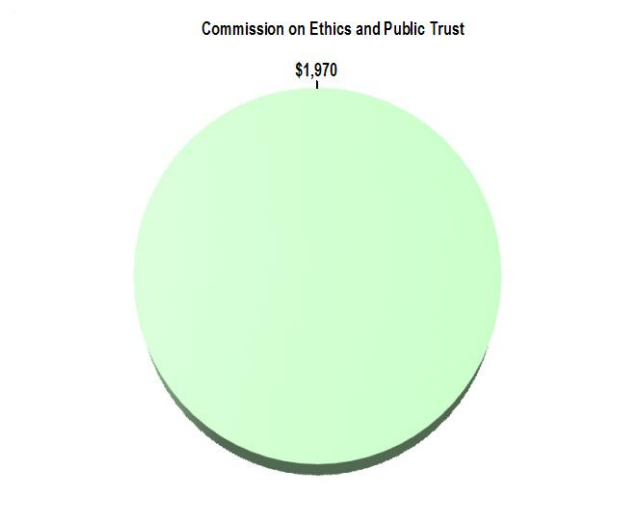
The Commission on Ethics and Public Trust (Ethics Commission) is an independent agency with advisory and quasi-judicial powers. The purpose of the Ethics Commission is to promote and enforce high standards of ethical conduct in government and to build and maintain confidence in public servants.

As part of the General Government strategic area, the Ethics Commission is dedicated to reinforcing public trust in the administration of government by informing the public and private sector about the Conflict of Interest and Code of Ethics laws and by seeking strict compliance with these laws. The Ethics Commission is authorized to investigate complaints and render advisory opinions related to the following County or municipal ordinances: Code of Ethics and Conflict of Interest, Lobbyist Registration and Reporting, Citizens' Bill of Rights, Ethical Campaign Practices, and Whistleblowing. Community outreach and educational programs are also crucial components of the Ethics Commission's mission. The Ethics Commission hosts a wide array of programs to educate the public on issues concerning ethics, good governance, and accountability through town hall meetings, panel discussions, and training workshops, as well as local and national conferences and forums.

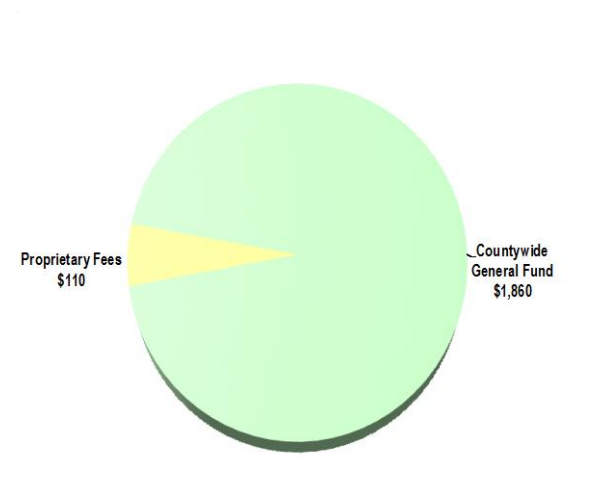
The Ethics Commission, by Board ordinance, has jurisdiction extending to municipalities within Miami-Dade County. Its jurisdiction also extends to certain lobbyists, contractors, and vendors.

FY 2014-15 Proposed Budget

Expenditures by Activity
(dollars in thousands)



Revenues by Source
(dollars in thousands)



FY 2014 - 15 Proposed Budget and Multi-Year Capital Plan

TABLE OF ORGANIZATION

| <u>OFFICE OF THE EXECUTIVE DIRECTOR</u> | |
|---|-----------------------|
| <ul style="list-style-type: none"> Provides administrative support to the Ethics Commission; recommends legislative and policy initiatives that promote ethical government and accountability; reviews ethics opinions recommended by the legal unit; supervises and participates in ethics training programs for public officials, employees, and candidates for elected office Provides training for government officials and personnel, candidates for office, students, and the business community regarding ordinances under the purview of the Ethics Commission and ethical practices in government Responds to requests for advisory opinions and handles legal matters that may impact the operations of the Ethics Commission Conducts investigations of official/employee misconduct in County and municipal governments | |
| <u>FY 13-14</u> 13 | <u>FY 14-15</u> 14 |

FINANCIAL SUMMARY

| (dollars in thousands) | Actual FY 11-12 | Actual FY 12-13 | Budget FY 13-14 | Proposed FY 14-15 |
|---------------------------|--------------------|--------------------|--------------------|----------------------|
| Revenue Summary | | | | |
| General Fund Countywide | 1,813 | 1,712 | 1,785 | 1,860 |
| Lobbyist Trust Fund | 0 | 119 | 60 | 70 |
| Transfer From Other Funds | 0 | 4 | 0 | 0 |
| Carryover | 17 | 34 | 20 | 0 |
| Fees and Charges | 71 | 53 | 40 | 40 |
| Total Revenues | 1,901 | 1,922 | 1,905 | 1,970 |

Operating Expenditures

Summary

| | | | | |
|------------------------------|-------|-------|-------|-------|
| Salary | 1,444 | 1,296 | 1,375 | 1,365 |
| Fringe Benefits | 278 | 253 | 326 | 397 |
| Court Costs | 0 | 0 | 0 | 0 |
| Contractual Services | 13 | 39 | 10 | 10 |
| Other Operating | 143 | 170 | 170 | 172 |
| Charges for County Services | 9 | 20 | 20 | 22 |
| Capital | 4 | 4 | 4 | 4 |
| Total Operating Expenditures | 1,891 | 1,782 | 1,905 | 1,970 |

Non-Operating Expenditures

Summary

| | | | | |
|---|---|---|---|---|
| Transfers | 0 | 4 | 0 | 0 |
| Distribution of Funds In Trust | 0 | 0 | 0 | 0 |
| Debt Service | 0 | 0 | 0 | 0 |
| Depreciation, Amortizations and Depletion | 0 | 0 | 0 | 0 |
| Reserve | 0 | 0 | 0 | 0 |
| Total Non-Operating Expenditures | 0 | 4 | 0 | 0 |

| (dollars in thousands) | Total Funding | | Total Positions | |
|---|--------------------|----------------------|--------------------|----------------------|
| Expenditure By Program | Budget FY 13-14 | Proposed FY 14-15 | Budget FY 13-14 | Proposed FY 14-15 |
| Strategic Area: General Government | | | | |
| Commission on Ethics and Public Trust | 1,905 | 1,970 | 13 | 14 |
| Total Operating Expenditures | 1,905 | 1,970 | 13 | 14 |

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SELECTED ITEM HIGHLIGHTS AND DETAILS

| Line Item Highlights | (dollars in thousands) | | | | |
|-------------------------|------------------------|--------------------|--------------------|------------------------|----------------------|
| | Actual FY 11-12 | Actual FY 12-13 | Budget FY 13-14 | Projection FY 13-14 | Proposed FY 14-15 |
| Advertising | 4 | 0 | 0 | 0 | 2 |
| Fuel | 1 | 1 | 2 | 1 | 1 |
| Overtime | 0 | 0 | 0 | 0 | 0 |
| Rent | 89 | 90 | 95 | 92 | 92 |
| Security Services | 1 | 1 | 1 | 1 | 1 |
| Temporary Services | 0 | 0 | 0 | 0 | 0 |
| Travel and Registration | 1 | 2 | 5 | 2 | 3 |
| Utilities | 20 | 10 | 17 | 8 | 17 |

DIVISION: COMMISSION ON ETHICS AND PUBLIC TRUST

The Commission on Ethics and Public Trust promotes and enforces high standards of ethical conduct in government and builds and maintains confidence in public servants

- Recommends legislative and policy initiatives that promote ethical government and accountability; liaises with the community through outreach activities, including speeches, media events, reports, and publications
- Tries cases before the Ethics Commission and refers cases for criminal prosecution or other disposition(s) with appropriate agencies
- Responds to requests for advisory opinions by officials, employees, and contractors under the authority of the Ethics Commission
- Conducts investigations of official and/or employee misconduct in County and municipal governments and processes complaints that are filed by the general public to be heard by the Ethics Commission
- Provides training for government officials and personnel, candidates for office, students, and the business community regarding ordinances under the purview of the Ethics Commission and ethical practices in government

Strategic Objectives - Measures

- GG1-3: Foster a positive image of County government

| Objectives | Measures | | | FY 11-12 | FY 12-13 | FY 13-14 | FY 13-14 | FY 14-15 |
|--|---|----|---|----------|----------|----------|------------|----------|
| | | | | Actual | Actual | Budget | Projection | Target |
| Improve the image of County Government | Number of complaints filed | IN | ↔ | 46 | 40 | 45 | 65 | 45 |
| | Number of requests for opinions and inquiries filed | IN | ↔ | 256 | 354 | 250 | 360 | 300 |
| | Number of investigations handled* | OP | ↔ | 187 | 186 | 150 | 215 | 190 |
| | Ethics trainings and workshops | OP | ↔ | 356 | 342 | 400 | 480 | 480 |
| | Number of Lobbyist Appeals | IN | ↔ | 70 | 32 | 50 | 70 | 45 |

* The number of investigations handled is directly related to number of investigators on staff.

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ADDITIONAL INFORMATION

- Each year the Ethics Commission conducts Ethical Governance Day, which involves placing hundreds of volunteer speakers in high school classrooms in the County to address students on citizenship ethics
- During FY 2013-2014, the Ethics Commission completed an Interlocal Agreement with the City of Miami Beach consisting of an intensive ethics "boot camp" comprising 12 hours of training for approximately 225 municipal regulatory employees
- During FY 2013-14, the Ethics Commission adopted an Honor Code Resolution which it is seeking to have the County implement for all of its employees, and which would be incorporated into its training programs
- During FY 2013-14, the Ethics Commission began the implementation of a County ordinance requiring all elected municipal officials to be provided with ethics training by the Commission within 90 days of each municipal election
- The FY 2014-15 Proposed Budget includes a transfer of \$100,000, as required under Ordinance 10-56, from the Office of the Clerk Lobbyist Trust Fund to support ethics training and conference expenditures including but not limited to educational materials, food and non-alcoholic beverages, and personnel expenditures
- In FY 2014-15, the Ethics Commission will continue to hold workshops for both County and municipal board members and executives of non-profit agencies receiving funding, as well as students and candidates for elected office
- The Ethics Commission will continue to pursue legislative changes to strengthen County ordinances and rules to promote greater accountability and transparency
- The FY 2014-15 Proposed Budget includes the conversion of two part-time positions to a full-time position

Department Operational Unmet Needs

| Description | (dollars in thousands) | | Positions |
|--------------------------------------|---------------------------------------|-----------------|-----------|
| | Startup Costs/ Non Recurring Costs | Recurring Costs | |
| Hire one part-time attorney position | \$3 | \$52 | 1 |
| Hire an investigator position | \$3 | \$49 | 1 |
| Total | \$6 | \$101 | 2 |