

# FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

## Commission on Ethics and Public Trust

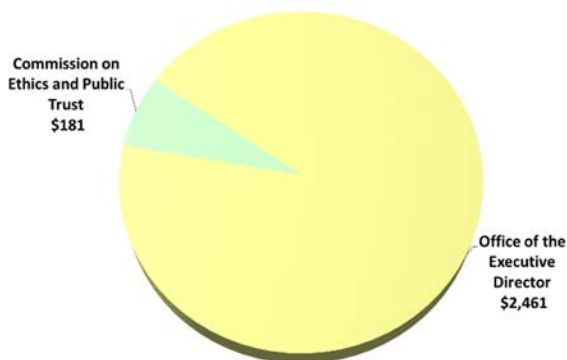
The Commission on Ethics and Public Trust (Ethics Commission) is an independent agency with advisory and quasi-judicial powers. The purpose of the Ethics Commission is to promote and enforce high standards of ethical conduct in government and to build and maintain confidence in public servants.

As part of the General Government strategic area, the Ethics Commission is dedicated to reinforcing public trust in the administration of government by informing County and municipal elected officials, employees, the public and the private sector about the County Conflict of Interest and Code of Ethics Ordinance (County Ethics Code). The Ethics Commission is authorized to investigate complaints and render advisory opinions related to the following County or municipal legislation: the County Ethics Code including sections related to Lobbyist Registration and Cone of Silence, the Citizens' Bill of Rights, Ethical Campaign Practices, the Employee Protection Ordinance and the Public Service Honor Code. It also provides guidance on State of Florida Public Records and Government in the Sunshine laws. Community outreach and educational programs are 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.

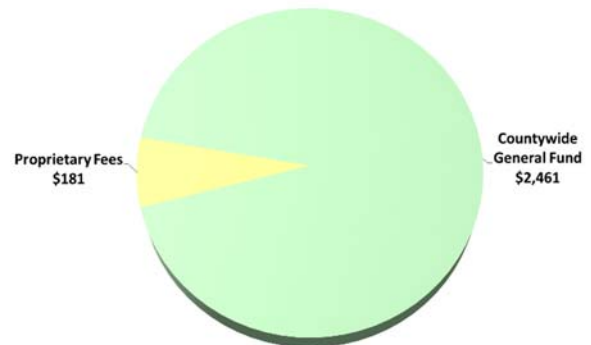
The Ethics Commission, by Board ordinance, has jurisdiction extending to municipalities within Miami-Dade County. Its jurisdiction also extends to certain lobbyists, contractors and vendors. The Ethics Commission works closely with the Office of the Inspector General and the State Attorney's Office, as well as other criminal law enforcement agencies.

## FY 2019-20 Adopted Operating Budget

**Expenditures by Activity**  
(dollars in thousands)



**Revenues by Source**  
(dollars in thousands)



## FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

---

### TABLE OF ORGANIZATION

<u>OFFICE OF THE EXECUTIVE DIRECTOR</u>	
Provides administrative support to the Ethics Commission; recommends legislative and policy initiatives that promote ethical government and accountability; issues and approves ethics opinions; supervises and participates in ethics training programs for public officials, employees and candidates for elected office.	
<u>FY 18-19</u>	<u>FY 19-20</u>
13	16

The FY 2019-20 total number of full-time equivalent positions is 16 FTE.

## FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

### **DIVISION: OFFICE OF THE EXECUTIVE DIRECTOR**

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
- Manages, assigns and reviews enforcement actions undertaken by the Ethics Commission investigators and the Commission Advocate
- Responsible for the day-to-day operation of the agency including budget and personnel functions

### **Key Department Measures, Strategic Objectives, and Resiliency Drivers**

Measures	SO	RD	Type	Good	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20
					Actual	Actual	Budget	Actual	Target
Number of complaints filed	GG1-2	LS-2	IN	↔	29	51	35	52	40
Number of requests for opinions and inquiries filed*	GG1-2	LS-2	IN	↔	386	353	365	350	400
Number of investigations handled	GG1-2	LS-2	OP	↔	83	92	95	125	130
Number of Ethics trainings and workshops**	GG1-2	LS-2	OP	↔	389	393	410	400	410
Percentage of County employees trained within the past three years	GG1-2	LS-2	OC	↑	97%	100%	100%	100%	100%

\* FY 2018-19 Actual shown is an estimate; informal e-mail ethics “opinions” are no longer provided by the Commission on Ethics and all opinions are now issued in a formal hard-copy legal memorandum format; e-mail ethics guidance or exchanges between COE staff and requesting parties are no longer included in opinion totals; the methodology of this measure to include only formal written opinions will be updated in the FY 2020-21 Proposed Budget

\*\* FY 2018-19 Actual shown is an estimate; volunteers that made presentations on behalf of the COE were previously included in trainings and workshops totals; going forward, these volunteer presentations will no longer be included and only the numbers of trainings and workshops hosted by COE staff will be included in these totals; the methodology of this measure to include only trainings and workshops provided by COE staff will be updated in the FY 2020-21 Proposed Budget

### **DIVISION COMMENTS**

- ☛ **The FY 2019-20 Adopted Budget includes the conversion of two part-time Attorneys to full-time to provide additional legal opinions and briefings and the addition of one General Counsel to separate current legal responsibilities from various existing positions and clearly delineate duties for the COE Board (\$265,000)**
- ☛ As part of the FY 2019-20 Adopted Budget, the Office has reorganized its activities by eliminating one investigative position and one Director of Communications position and adding an Executive Assistant position and one Outreach Specialist position to more effectively address office support and better align outreach resources

## FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

### SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual FY 16-17	Actual FY 17-18	Budget FY 18-19	Actual FY 18-19	Budget FY 19-20
Advertising	0	0	0	0	1
Fuel	1	1	1	0	0
Overtime	0	0	0	0	0
Rent	94	96	97	96	102
Security Services	0	1	1	1	1
Temporary Services	0	0	0	0	0
Travel and Registration	2	5	6	1	6
Utilities	14	18	13	19	27

### OPERATING FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 16-17	Actual FY 17-18	Budget FY 18-19	Adopted FY 19-20
<b>Revenue Summary</b>				
General Fund Countywide	1,883	1,978	2,162	2,461
Carryover	320	140	0	14
Fees and Charges	82	99	85	93
Lobbyist Trust Fund	65	75	70	74
Total Revenues	2,350	2,292	2,317	2,642
<b>Operating Expenditures Summary</b>				
Salary	1,506	1,526	1,587	1,804
Fringe Benefits	477	477	531	597
Court Costs	0	0	0	0
Contractual Services	1	1	1	1
Other Operating	199	164	138	201
Charges for County Services	25	101	55	34
Capital	2	0	5	5
Total Operating Expenditures	2,210	2,269	2,317	2,642
<b>Non-Operating Expenditures Summary</b>				
Transfers	0	0	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	0	0	0

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 18-19	Adopted FY 19-20	Budget FY 18-19	Adopted FY 19-20
<b>Strategic Area: General Government</b>				
Commission on Ethics and Public Trust	155	181	0	0
Office of the Executive Director	2,162	2,461	13	16
Total Operating Expenditures	2,317	2,642	13	16