



ETHICS COMMISSION

FY2017

BUDGET RECOMMENDATION

TO COUNTY COUNCIL

May 9, 2016

ETHICS FY2017

MISSION

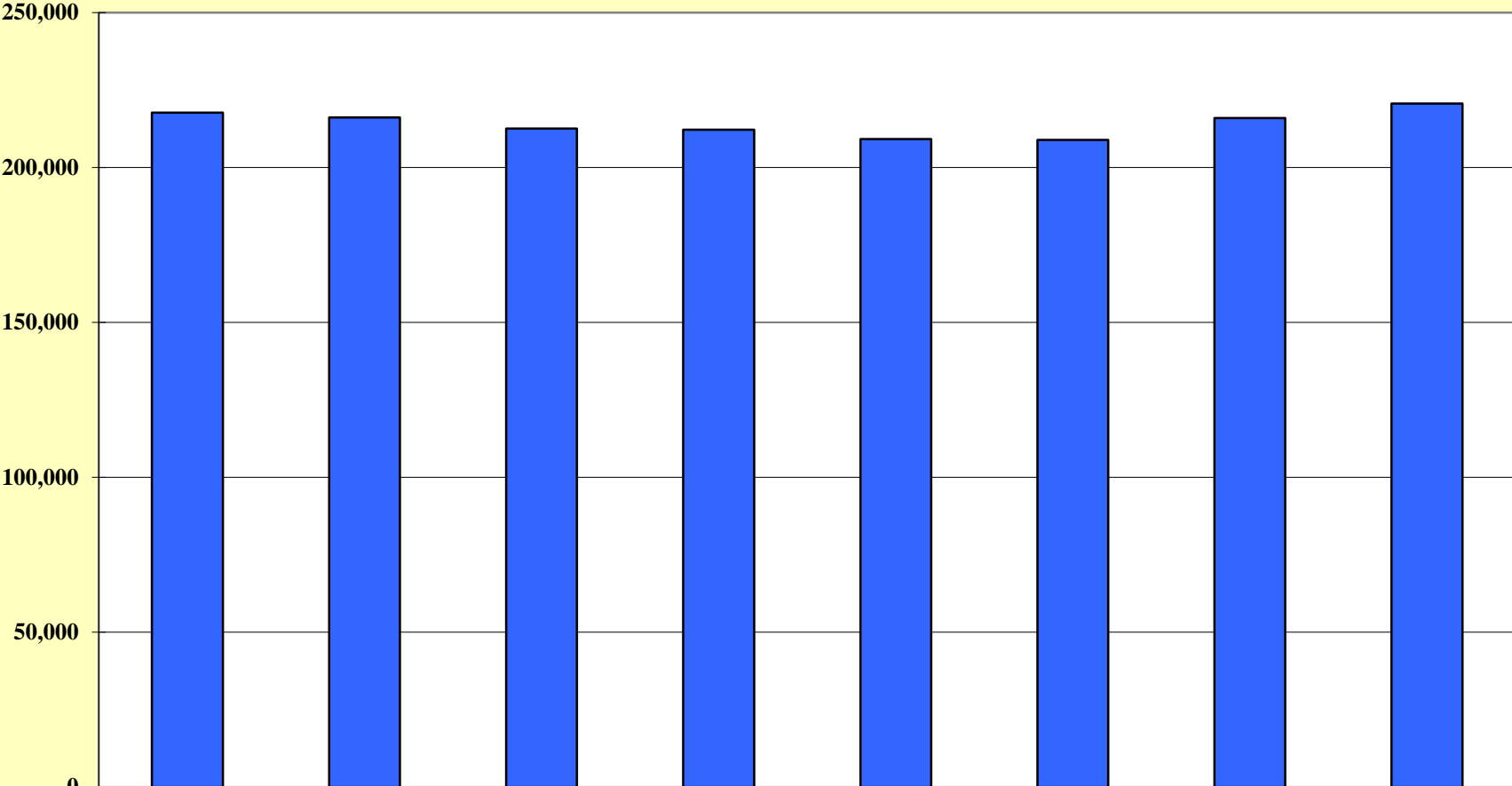
The New Castle County Ethics Commission is created by the New Castle County Code and is responsible for administering and enforcing the Code's ethics provisions. The Commission's duties include issuing advisory opinions, conducting preliminary inquiries, investigations and hearings concerning alleged Code violations, imposing sanctions, if appropriate, and administering the financial interests disclosure process.

Ethics Commission
Johanna Bishop, Chairperson
Council
Term Expires 4/12/17

Beatrice Patton Dixon Executive Term Expires 1/17/17	Sally Jensen Executive Term Expires 7/28/17	Eric Monzo Vice Chairperson Council Term Expires 9/8/17	Robert Ralston Council Term Expires 12/8/18	Christopher Simon Council Term Expires 4/26/17	Paula Jenkins-Massie Executive Term Expires 10/23/18
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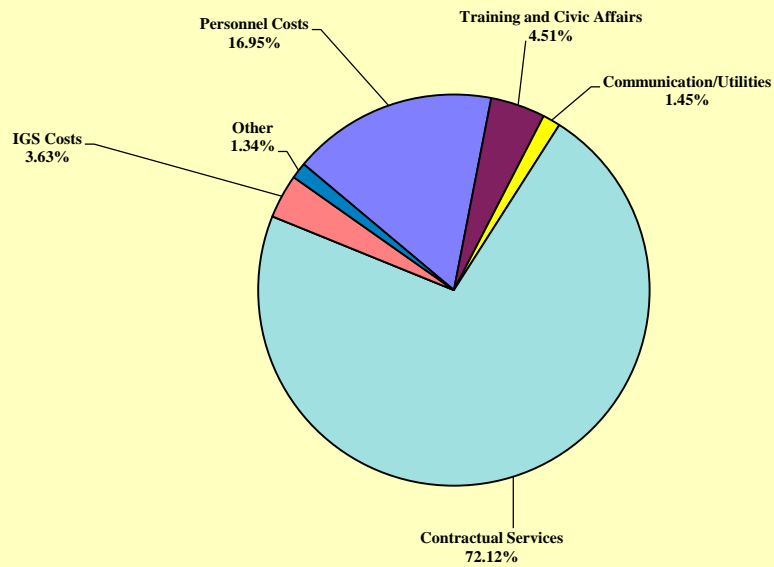
Julie Sebring - Attorney (Contractual)
Alison Lewis - Confidential Assistant (Part-Time)

Ethics



	FY2010 Approved	FY2011 Approved	FY2012 Approved	FY2013 Approved	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Recommended
Series2	217,690	216,094	212,503	212,184	209,098	208,910	215,924	220,608
Series1	-7.25%	-0.73%	-1.66%	-0.15%	-1.45%	-0.09%	3.36%	2.17%

FY2017 Recommended



<u>Object Level</u>	<u>FY2017 Recommended</u>
Personnel Costs	\$37,400
Training and Civic Affairs	9,950
Communication/Utilities	3,200
Contractual Services	159,105
IGS Costs	8,003
Other	2,950
Requested Budget	\$220,608

**ETHICS COMMISSION
FY2017 BUDGET RECOMMENDED**

Object Level	FY2016 Approved	FY 2017 Recommended	FY2016 Approved vs. FY2017 Recommended	% Incr./(Decr.) over FY2016 Approved
Salaries and Wages	\$30,000	\$34,000	\$4,000	13.33%
Employee Benefits	3,000	3,400	400	13.33%
Training and Civic Affairs	9,950	9,950	0	0.00%
Communication and Utilities	3,200	3,200	0	0.00%
Materials and Supplies	2,400	2,450	50	2.08%
Contractual Services	159,105	159,105	0	0.00%
Equipment Replacement	500	500	0	0.00%
Fixed Charges	-	-	0	
Land/Structures	-	-	0	
Contingency	-	-	0	
IGS Costs	7,769	8,003	\$234	3.01%
Intragovernment Service Credits	-	-	0	
Total:	\$215,924	\$220,608	\$4,684	2.17%

New Castle County
Ethics Commission
FY2017 Budget Details

Object Level	FY2017 Recommended	\$ Change	% Change
Salaries and Wages :	\$34,000	\$4,000	13.33%
Salary for one part-time confidential assistant.			
Employee Benefits:	\$3,400	\$400	13.33%
Reflects employee benefit costs.			
Training and Civic Affairs:	\$9,950	\$0	0.00%
The Commission determined that attendance at the Council of Governmental Ethics Law's (COGEL) annual conference was an important and necessary expense in order to educate and assist Counsel and the Commissioners to fulfill their obligations to the public. The request covers the COGEL annual conference and other local ethics training related expenses.			
Communication and Utilities:	\$3,200	\$0	0.00%
The Commission will contain these costs, despite postal service increases, for required communications with the public.			
Materials and Supplies:	\$2,450	\$50	2.08%
The Commission will contain these costs for Rules and Code books and subscriptions, office and computer supplies.			

**New Castle County
Ethics Commission
FY2017 Budget Details**

Object Level	FY2017 Recommended	\$ Change	% Change
Contractual Services:	\$159,105	\$0	0.00%
<p>Funding is primarily for independent investigators, outside Attorney Fees and Commission Counsel. The Commission cannot predict the number of complaints it will receive, or the number of investigations and hearings necessary to resolve them with the use of Ethics Counsel, however, a record number of complaints were filed in FY16 and such a trend is likely to continue into the near future. Additionally, the nature and complexity of the pending and probable future complaints requires unusually complicated and multi-faceted investigations and analyses. The Commission intends to use primarily its members and counsel to provide one or more seminars for managers and others, with the use of consultants as needed.</p>			
Equipment Replacement:	\$500	\$0	0.00%
<p>Maintaining and upgrading of equipment as needed.</p>			
IGS Costs:	\$8,003	\$234	3.01%
<p>IS Computer Support increased for FY2017 (\$234). Cross charges for FY2017 are IS (\$5,723), photocopying (\$1,280) and printing (\$1,000)</p>			

**NEW CASTLE COUNTY
ETHICS COMMISSION
FY2017 NEW/DELETED PROGRAMS/SERVICES**

NEW PROGRAMS/SERVICES:

The Commission plans to sponsor training on Ethics issues for the Commission and County government leaders.

DELETED PROGRAMS/SERVICES:

None.

ITEMS FOR CONSIDERATION (NOT INCLUDED IN BUDGET RECOMMENDATION):

None.

**NEW CASTLE COUNTY
ETHICS COMMISSION
FY2016 ACCOMPLISHMENTS**

FY2016

The Commission issued one newsletter which summarized information contained in the most recently published Advisory Opinions, Waivers and Orders.

The Commission hosted ethics seminars for County government leaders and employees conducted by members of the Commission, Ethics Counsel and former Ethics Counsel.

The Commission continues to offer ethics training for all new employees, Police recruits and County Boards.

The Commission processed 8 Advisory Opinion requests.

The Commission held 12 regular public meetings in FY2016, including an annual meeting in November 2015.

By December 2015, the Commission received 20 new sworn complaints.

All required Statement of Financial Interests forms were filed electronically.

Improved coordination with the Administration and Council for Statement of Financial Interests filings for nominees to Boards and Commissions.

The Annual Report was issued on January 31, 2016.

**NEW CASTLE COUNTY
ETHICS COMMISSION
FY2017 CHALLENGES**

FY2017

Improve attendance at the Ethics seminars for managers and government officials.

Optimize timeframes for inquiries and investigations.

Assist in the timely filing of the Statement of Financial Interests form by improving the compatibility of the electronic site with commonly used browsers, as well as further improvement of the form itself.

Maintain timely filing of annual Statement of Financial Interests at 90% or greater. Continue to provide timely assistance to filers of the newly revised Statement of Financial Interests form.

Meet the demands placed on the Ethics Commission office by the handling of a record number of complaints filed.

Draft an administrative guide for the Ethics Commission office and manual for Commissioners.

Provide interactive FOIA request form on Ethics Commission website.

**NEW CASTLE COUNTY
FY2017 ETHICS COMMISSION
PERFORMANCE MEASUREMENTS**

PERFORMANCE MEASUREMENTS

Electronic publication of Ethics Commission information made available to all employees, officials and the public in the form of website postings, emails, and/or newsletters.

Completion of ethics training for all new employees and officials within the timeframe requested by Human Resources and Police departments.

Annual update of regulations by September of 2016.

Investigations of all complaints performed under 260 days.

Maintain an average of 90% of Statement of Financial Interests forms filed electronically.

Issue written responses to Advisory Opinion requests within 30 days of request.

Annual Report issued by February 1, 2017.

Notices to annual Statement of Financial Interests filers mailed by March 31, 2017.

**New Castle County
Ethics Commission
FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Recommended	Explanation
110100	Ethics				
		5300	Printing & Related	\$ 5,500	Outside Printing
		5406	Other Professional Services	\$ 10,000	Outside investigatory and court stenography services
		5408	Attorney Fees	\$ 130,000	Use of Outside Counsel
		5409	Information System Support	\$ 10,000	Maintenance/improvement of electronic filing system, confidential databases, and opinions
		5502	Dupli./Reprod. Equip. Rental	\$ 3,105	Maintenance of Copier and eCopy
		5800	Advertising Services	\$ 500	The News Journal
			Subtotal Contractual Services	\$ 159,105	
	IGS Costs				
		5900	IS Contract - Data Processing	\$ 5,723	
		5901	IS Contract - Photocopies	\$ 1,280	
		5902	IS Contract - Printing & Dupli.	\$ 1,000	
			Subtotal IGS Costs	\$ 8,003	

***The Commission may be coming back to Council during FY2017 to add more funding to their request

Total Contractual Services				\$ 167,108	

**New Castle County
Ethics Commission
FY2017 Recommended**

FY2017 Recommended				
Department	Object Level 1	Object Level 3	Total	
Ethics	11 Salaries & Wages	1002 Salaries & Wages-Part-Time	34,000	
	11 Salaries & Wages Total		34,000	
	15 Employee Benefits	1520E/B-Regular-Part-Time	3,400	
	15 Employee Benefits Total		3,400	
	22 Training/Civic Affairs	2001 Airfare		3,000
		2003 Taxi and Shuttle		250
		2004 Mileage Reimbursements		100
		2006 Parking Fees		100
		2007 Tips, ATM charges, misc expense		100
		2010 Hotel Accommodations		2,000
		2020 Meals		350
		2030 Communication Charges		1,100
		2102 Seminar Fees		2,000
		2301 Membership Dues		450
		2310 Catering		500
	22 Training/Civic Affairs Total		9,950	
	23 Communication/Utilities	3100 Postage		2,600
		3200 Telephone Service		600
	23 Communication/Utilities		3,200	
	24 Materials/Supplies	4000 Books and Subscriptions		300
		4004 Miscellaneous Materials		100
		4101 Office Supplies		1,550
		4104 Computer Supplies		500
24 Materials/Supplies Total		2,450		
25 Contractual Services	5300 Printing & Related Costs		5,500	
	5406 Other Professional Services		10,000	
	5409 Information System Support		10,000	
	5408 Attorney Fees		130,000	
	5502 Duplicating & Reproduction		3,105	
	5800 Advertising Services		500	
25 Contractual Services Total		159,105		
26 Equipment	6105 Computer Printers		500	
26 Equipment Total		500		
30 IGS Charges	5900 IS Contract-Data Processing		5,723	
	5901 IS Contract-Photocopies		1,280	
	5902 IS Contract-Printing & Dupl.		1,000	
30 IGS Charges Total		8,003		
Ethics Total			220,608	