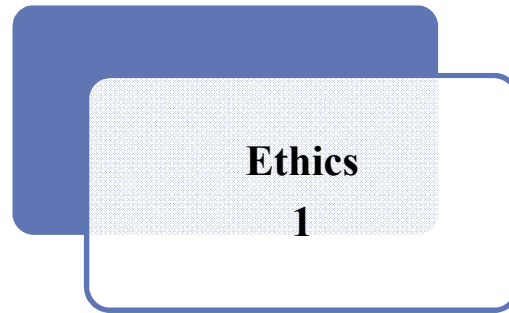




Fiscal Year 2020 Recommended Budget Presentation to County Council

ETHICS

FY2020 ORGANIZATIONAL CHART



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 and conduct provisions. The Commission's duties include advisory opinions, conducting preliminary inquiries, formal investigations and evidentiary hearings concerning alleged Code violations and imposing sanctions, if appropriate, as well as the financial interests disclosure process.

Ethics: The Ethics Commission conducts its meetings in accordance with the Delaware Code 29 Del. C10001-10005. The Delaware Code applies to a public body when it is engaged in a legislative or advisory function. The code does not apply to the Ethics Commission when it meets to consider a complaint or a request for an advisory opinion, waiver, or personnel issues because consideration of these matters is an executive function under the code. Therefore, although the commission may provide public notice of a meeting, the meeting itself may not be subject to the code. Even when the commission is engaged in a function subject to the code, the commission may conduct all or part of that meeting in closed session as permitted under Title 29.

ACCOMPLISHMENTS AND GOALS

The Ethics Commission has completed and/or is anticipated to complete the following accomplishments in Fiscal Year 2019.

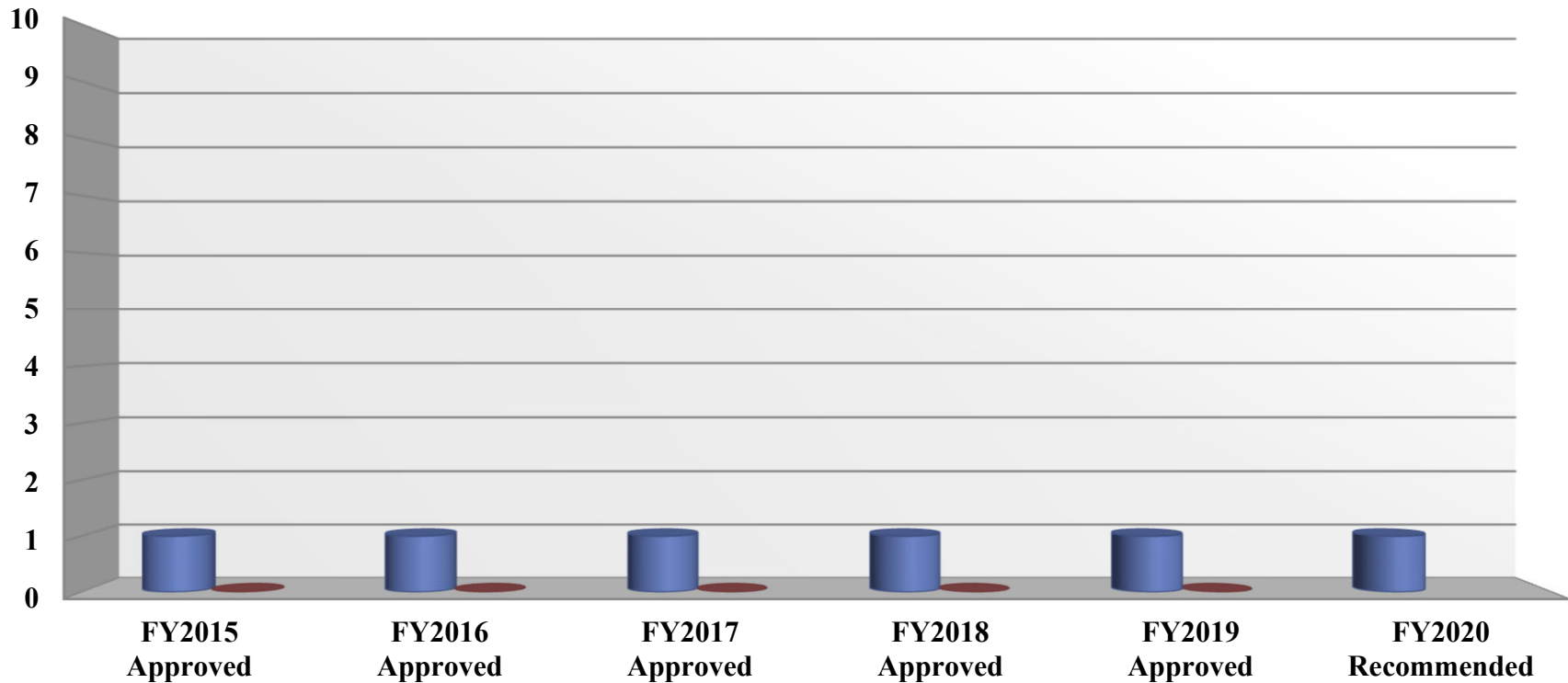
- *The Commission held 11 regular public meetings in 2018, including an annual public hearing in November 2018.*
- *By December 2018, the Commission received 6 sworn complaints since January 2018.*
- *The Commission processed 12 Advisory Opinion requests and responded to an increased number over last year of verbal or informal opinion or advice requests.*
- *The Annual Report was issued on February 1, 2019.*
- *All required Statement of Financial Interests forms were filed electronically.*

The Ethics Commission will achieve the following major goals in Fiscal Year 2020.

- *Notices to annual Statement of Financial Interests filers mailed by March 31, 2020.*
- *Investigation of all complaints performed per statutory requirements.*
- *Issue written responses to formal Advisory Opinion and Post-Employment waiver requests per statutory requirement.*
- *Annual Report issued by February 1, 2020.*
- *Completion of training on Ethics Code to all County employees and officials, new and current, on an annual basis in cooperation with the County Council and the County Administration.*

POSITION OVERVIEW

POSITION HISTORY



	FY2015 Approved	FY2016 Approved	FY2017 Approved	FY2018 Approved	FY2019 Approved	FY2020 Recommended
■ Number of Positions	1	1	1	1	1	1
■ Vacancies	0	0	0	0	0	

The Ethics Office has one Part-Time position.

**DIVERSITY SUMMARY
CALENDAR YEAR 2017-2018**

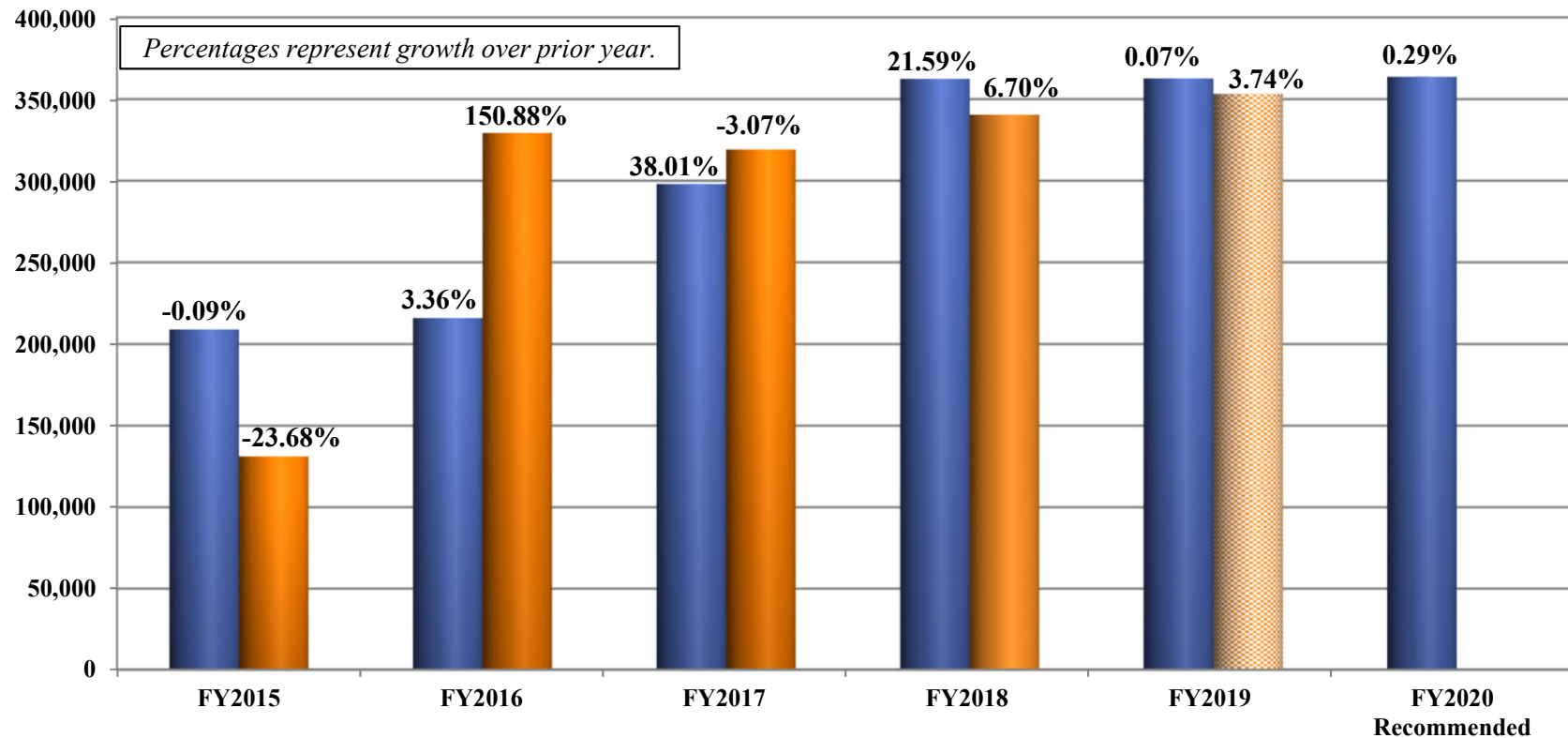
JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES															
		MALE							FEMALE							Totals	
		Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)		
Officials and Administrators	2018																
	2017																0
Professionals	2018																0
	2017																0
Technicians	2018																0
	2017																0
Paraprofessionals	2018																0
	2017																0
Administrative Support	2018									1							1
	2017									1							1
Skilled Craft Workers	2018																0
	2017																0
Service-Maintenance	2018																0
	2017																0
Certain Elected/Appointed Officials	2018																0
	2017																0
TOTAL	2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

CY 2018			
Category	Males	Females	Total
# Total	0	1	1
% Total	0%	100%	100%
# Non White	0	0	0
% Non White	#DIV/0!	0%	0%

CY 2017			
Category	Males	Females	Total
# Total	0	1	1
% Total	0%	100%	100%
# Non White	0	0	0
% Non White	#DIV/0!	0%	0%

BUDGET OVERVIEW

BUDGET / ACTUALS HISTORY



	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020 Recommended
■ Budget	208,910	215,924	298,003	362,341	362,606	363,658
■ Actuals	131,209	329,182	319,064	340,443	353,191	

**FY2019 Actuals reflect Departments projected expenditures through June 2019.*

In calendar years 2015, 2016 and 2017, there was a significant increase in the number of complaints received by the Ethics Office. The increase in the FY2018 budget was due to the cost to investigate and hold hearings for these matters which are still pending.

BUDGET CHANGES

Division or Section	FUND	Object Level 1	Amount	Reason for Adjustment (Include Corresponding Service Level Request #)
Ethics	General	Employee Benefits	\$ (59)	Benefit Rate Adjustment - PT 10.767%
Ethics	General	Communications/Utilities	\$ 429	VOIP Phone System
Ethics	General	Intergovernmental Service Charges	\$ 682	Cross Charges - Information Systems
			\$ 1,052	Total Adjustments to Budget
			\$ 362,606	Current Fiscal Year Budget
			\$ 363,658	FY2020 Fiscal Year Budget
			0.29%	% Change over Current Fiscal Year Budget

BUDGET SUMMARY

Budget Category	FY2017 Actuals	FY2018 Actuals	FY2019 Approved	FY2020 Recommended	FY2019 Approved vs. FY2020 Recommended	% Increase/ (Decrease) over FY2019 Approved
Salaries and Wages	\$29,942	\$29,813	\$38,000	\$38,000	\$0	0.00%
Employee Benefits	\$2,994	\$2,981	\$4,150	\$4,091	-\$59	-1.42%
Training and Civic Affairs	\$5,217	\$7,074	\$9,300	\$9,300	\$0	0.00%
Communications/Utilities	\$1,815	\$2,226	\$3,143	\$3,572	\$429	13.65%
Materials and Supplies	\$893	\$764	\$2,450	\$2,450	\$0	0.00%
Contractual Services	\$272,077	\$293,582	\$300,000	\$300,000	\$0	0.00%
Equipment Replacement	\$0	\$0	\$500	\$500	\$0	0.00%
Intergovernmental Service Charges	\$6,127	\$4,003	\$5,063	\$5,745	\$682	13.47%
Total:	\$319,064	\$340,443	\$362,606	\$363,658	\$1,052	0.29%

PROFESSIONAL SERVICES AND SERVICE CONTRACT DETAILS

Professional Services					
OCA	OCA Title	FY2019 Budget	FY2020 Recommended	Variance	Description of Service(s) Provided
110100	Other Professional Services	\$ 25,000	\$ 25,000	\$ -	Outside Legal Counsel and Presenter for Training
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
		\$25,000	\$25,000	\$0	

Service Contracts and Other					
OCA	OCA Title	FY2019 Budget	FY2020 Recommended	Variance	Description of Service(s) Provided
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
		\$0	\$0	\$0	