

ETHICS COMMISSION

FY2015

BUDGET REQUEST

TO THE COUNTY COUNCIL

ETHICS FY2015

MISSION

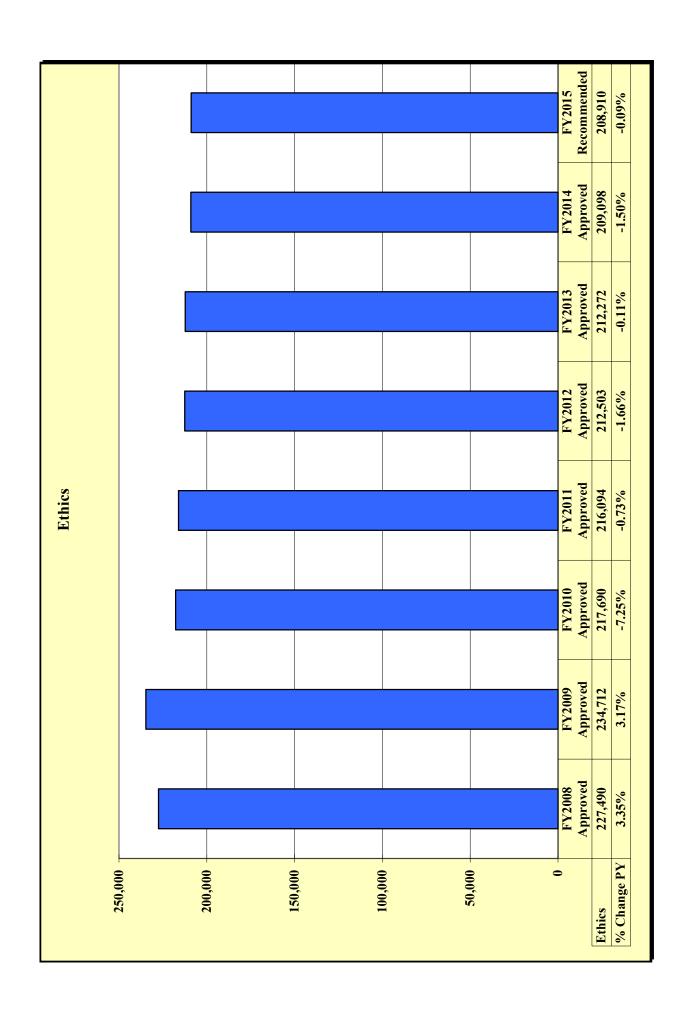
The New Castle County Ethics Commission is created by the New Castle County Code and is responsible for administering and enforcing the Code's ethics provisions. The Commission's duties include issuing advisory opinions, conducting preliminary inquiries, investigations and hearings concerning alleged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

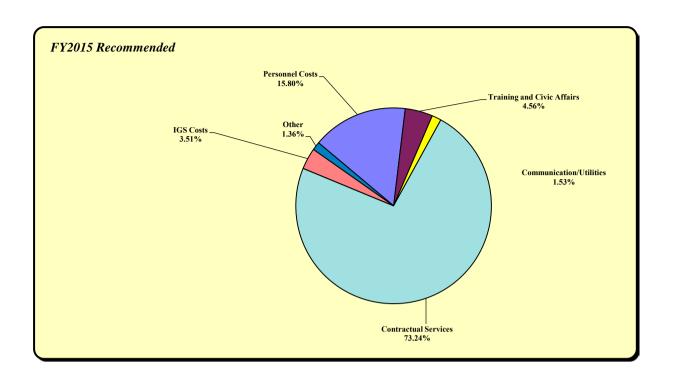
Ethics Commission Johanna Bishop, Chairperson Council

Paula Jenkins-Massie Executive Christopher Simon Executive James F. Keeley Vice Chairperson Council Vacant Council Gerald M. Turkel Executive Term Expires 1/27/14 Miguel Gonzalez Council

Rosemary Killian - Attorney (Contractual)

Gayle McGrath - Confidential Assistant (Part-Time)





| Object Level | FY2015 Recommended |
|----------------------------|--------------------|
| Personnel Costs | \$33,000 |
| Training and Civic Affairs | 9,525 |
| Communication/Utilities | 3,200 |
| Contractual Services | 153,004 |
| IGS Costs | 7,331 |
| Other | 2,850 |
| Recommended Budget | \$208,910 |

ETHICS COMMISSION FY2015 BUDGET RECOMMENDATION

| | | | FY2014 Approved vs. | % Incr./(Decr.) |
|---------------------------------|--------------------|--------------------------|------------------------|-------------------------|
| Object Level | FY2014 Approved | FY2015 Recommendation | FY2015 Recommended | over FY2013 Approved |
| Salaries and Wages | \$30,000 | \$30,000 | \$0 | 0.00% |
| Employee Benefits | 3,000 | 3,000 | 0 | 0.00% |
| Training and Civic Affairs | 9,525 | 9,525 | 0 | 0.00% |
| Communication and Utilities | 3,200 | 3,200 | 0 | 0.00% |
| Materials and Supplies | 2,350 | 2,350 | 0 | 0.00% |
| Contractual Services | 153,004 | 153,004 | 0 | 0.00% |
| Equipment Replacement | 500 | 500 | 0 | 0.00% |
| Fixed Charges | - | - | 0 | |
| Land/Structures | - | - | 0 | |
| Contingency | - | - | 0 | |
| IGS Costs | 7,519 | 7,331 | (\$188) | -2.50% |
| Intragovernment Service Credits | - | - | 0 | |
| Total: | \$209,098 | \$208,910 | -\$188 | -0.09% |

| | FY2015 | | % |
|--------------|-------------|-----------|--------|
| Object Level | Recommended | \$ Change | Change |

Salaries and Wages: \$30,000 \$0 0.00%

No change for 2015. Salary for one part-time confidential assistant.

Employee Benefits: \$3,000 **\$0** 0.00%

Reflects employee benefit costs.

Training and Civic Affairs: \$9,525 \$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 the Commissioners in accord with their obligations to the public. The request covers COGEL related expenses for three persons. This includes seminar fees (\$1,800), transportation (\$3,250), hotel (\$2,000) and meals (\$350).

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: \$2,350 \$0 0.00%

The Commission will contain these costs for Rules and Code books and subscriptions, office and computer supplies.

| | FY2015 | | % |
|--------------|-------------|-----------|--------|
| Object Level | Recommended | \$ Change | Change |

Contractual Services: \$153,004 \$0 0.00%

Funding is primarily for outside Attorney Fees and Commission Counsel which together total \$124,500. 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 outside Counsel.

The Commission intends to contract for outside professional and training services for a seminar for managers (\$10,000); it uses outside IS support (\$10,000) for its Opinion and filing websites, newspaper advertising (\$400), copier rental and services (\$3,104), and printing (\$5000) which cannot be accomplished by using the NCC print shop.

Equipment Replacement: \$500 \$0 0.00%

Maintaining and upgrading of equipment as needed.

IGS Costs: \$7,331 (\$188) -2.50%

IS Computer Support decreased from the FY2014 total of \$5,239. Charges for FY2015 are (\$5,051) computer support, photocopying (\$1,280) and printing (\$1,000) cross charges.

NEW CASTLE COUNTY ETHICS COMMISSION FY2015 NEW/DELETED PROGRAMS/SERVICES

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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| The Commission plans to sponsor | r training in Ethics | with a national | training facility | for |
|---------------------------------|----------------------|-----------------|-------------------|-----|
| the Commission and County gove | ernment leaders. | | | |

The Commission created a new electronic site to centralize the reporting of gifts which it intends to have in full implementation in FY2015.

DELETED PROGRAMS/SERVICES:

None.

ITEMS FOR CONSIDERATION (NOT INCLUDED IN BUDGET RECOMMENDATION):

None.

NEW CASTLE COUNTY ETHICS COMMISSION FY 2014 ACCOMPLISHMENTS

FY2014

The Commission issued two newsletters which summarized information contained in Advisory Opinions, Waivers and Orders published in 2013.

The Commission hosted an ethics seminar for County government leaders conducted by a nationally recognized trainers from the National Conference of State Legislatures.

The Commission completed ethics training for all new employees and continued training for Police recruits and some County Boards.

The Commission responded to ten Advisory Opinion requests and issued one postemployment Waiver decision in 2013.

The Commission held 12 regular public meetings in 2013, including the annual meeting.

The Commission received nine new sworn complaints and opened five investigations.

All required Statement of Financial Interests were filed electronically.

The Commission participated in eight public meetings to draft improvements to the financial interests reporting of elected and appointed officials, employees, and candidates for County office.

The Commission crafted legislation regarding changes to the New Castle County Code in the area of financial reporting.

NEW CASTLE COUNTY ETHICS COMMISSION FY2015 CHALLENGES

FY2015

Improve attendance at the Ethics seminar for managers.

Maintain decreased the timeframes for investigations.

Assist in the timely filing of the Statement of Financial Interests (SFI) form by improving the electronic site.

Maintain office efficiency.

Implement the centralized electronic Gift Log site.

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

Increase timely filing of annual Statement of Financial Interests to 85%.

NEW CASTLE COUNTY FY2015 ETHICS COMMISSION PERFORMANCE MEASUREMENTS

PERFORMANCE MEASUREMENTS

Production of at least two newsletters for electronic distribution to all employees and officials.

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

Annual update of regulations by September of 2015.

Revision of the Form and Sample Document Manual by June, 2015.

Investigations of all complaints performed in under 260 days.

Maintain an average of 99% of Statement of Financial Interests filed electronically.

New Castle County Ethics Commission FY2015 Contractual Services Details

| | | Object | | Buc | FY2015 Budgeted | |
|----------------------------|-----------|--------|---------------------------------|---------------|--------------------|--|
| 0CA | OCA Title | Level | Object Level 3 Title | An | Amount | Explanation |
| 110100 | Ethics | | | | | |
| | | 5300 | Printing & Related | S | 5,000 | Outside Printing |
| | | 5406 | Other Professional Services | \$ | 10,000 | Outside investigatory and court stenography services |
| | | 5408 | Attorney Fees | S | 124,500 | Use of Outside Counsel |
| | | | | , | | Maintenance/improvement of electronic filing system, |
| | | 5409 | Information System Support | ↔ | 10,000 | confidential databases, and opinions |
| | | 5502 | Dupli./Reprod. Equip. Rental | ∨ | 3,104 | 3,104 Maintenance of Copier and eCopy |
| | | 2800 | Advertising Services | 8 | 400 | The News Journal |
| | | | Subtotal Contractual Services | ↔ | 153,004 | |
| | IGS Costs | | | | | |
| | | 2900 | IS Contract - Data Processing | ⊗ | 5,051 | |
| | | 5901 | IS Contract - Photocopies | \$ | 1,280 | |
| | | 5902 | IS Contract - Printing & Dupli. | S | 1,000 | |
| | | | Subtotal IGS Costs | ↔ | 7,331 | |
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| Total Contractual Services | | | | € | 160,335 | |
| | | | | , | 6 | |

| FY2015 Recommended | | | Reduced & |
|--------------------|-----------------------------------|--------------------------------------|-----------|
| Budget | Object Level 1 | Object Level 3 | Current |
| Department | | | Total |
| Ethics | 11 Salaries & Wages | 1002 Salaries & Wages-Part-Time | 30,000 |
| | 11 Salaries & Wages Total | IAFOOF (D.D. I. D. I.T. | 30,000 |
| | 15 Employee Benefits | 1520E/B-Regular-Part-Time | 3,000 |
| | 15 Employee Benefits Total | 3,000 | |
| | 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 | 75 |
| | | 2010 Hotel Accommodations | 2,000 |
| | | 2020 Meals | 350 |
| | | 2030 Communication Charges | 1,100 |
| | | 2102 Seminar Fees | 1,800 |
| | | 2301 Membership Dues | 450 |
| | | 2310 Catering | 300 |
| | 22 Training/Civic Affairs Total | | 9,525 |
| | 23 Communications/Utilities | 3100 Postage | 2,600 |
| | | 3200 Telephone Service | 600 |
| | 23 Communications/Utilities Total | al | 3,200 |
| | 24 Materials/Supplies | 4000 Books and Subscriptions | 300 |
| | | 4004 Miscellaneous Materials | 50 |
| | | 4101 Office Supplies | 1,500 |
| | | 4104 Computer Supplies | 500 |
| | 24 Materials/Supplies Total | <u> </u> | 2,350 |
| | 25 Contractual Services | 5300 Printing & Related Costs | 5,000 |
| | | 5406 Other Professional Services | 10,000 |
| | | 5409 Information System Support | 10,000 |
| | | 5408 Attorney Fees | 124,500 |
| | | 5502 Duplicating & Reproduction | 3,104 |
| | | 5800 Advertising Services | 400 |
| | 25 Contractual Services Total | _ i | 153,004 |
| | 26 Equipment | 6105 Computer Printers | 500 |
| | 26 Equipment Total | <u>'</u> | 500 |
| | 30 IGS Charges | 5900 IS Contract-Data Processing | 5,051 |
| | | 5901 IS Contract-Photocopies | 1,280 |
| | | 5902 IS Contract-Printing & Dupl. | 1,000 |
| | 30 IGS Charges Total | | 7,331 |
| Ethics Total | J | | 208,910 |