



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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LEEANN PELHAM
EXECUTIVE DIRECTOR

February 22, 2021

By Electronic Mail Only

The Honorable London Breed, Mayor
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Ethics Commission FY22 Budget Request

Dear Mayor Breed:

Over the past year, San Francisco has witnessed the convergence of an unprecedented public health emergency, a public reckoning over longstanding systemic inequities, and a crisis of public trust that has rocked City government as federal corruption charges have alleged high-level corruption against a number of City officials and contractors. At a time when trust in the ability of public service to meet these challenges is paramount, as you have emphasized, “[n]othing matters more than restoring the public trust in our government. Our residents deserve it, and the hard-working men and women of our city deserve it.”

In shared commitment, the Ethics Commission has a unique duty in San Francisco to help ensure that public service builds the public trust. With a mission to practice and promote the highest standards of integrity in government, the Commission works to deliver impactful programs that promote fair, transparent, and accountable government for the benefit of all San Franciscans. Those entrusted to serve whose corrupt actions violate the law must be held publicly accountable for that public harm. The inequities corrupt actions perpetuate must not be allowed to take root and disenfranchise those whom we serve. To ensure that government works only in the public interest and that the public can trust it to do so, oversight systems must be focused, effective, and sustained.

To achieve these vital purposes, the Ethics Commission seeks an FY22 base operating budget of \$6.76 million that retains the Commission’s existing organizational capacity and also begins to address essential unmet needs. As detailed in the attached proposal, the Commission has prioritized core services that closely align with and are necessary to implement recommendations of Controller’s Office public integrity reports, and of the Budget and Legislative Analyst’s August 2020 performance audit report of the Ethics Commission. Those independent assessments only further underscore the critical significance of the Commission’s mission, the importance of investing fully in its mandate, and the urgent nature of its critical work.

Ensuring that there is no room in City government for corruption to take root requires the commitment of resources necessary for the seriousness and breadth of that work. It means investing in more than the status quo. New anti-corruption approaches require action now if the City is to begin to make crucially needed strides in restoring public confidence in our governmental institutions. Together, we must achieve in practice the high ethical standards in local government that San Franciscans demand and deserve. Toward that end, the Ethics Commission here submits its FY22 budget request and urges its adoption.

Sincerely,

LeeAnn Pelham

LeeAnn Pelham, Executive Director

I. Mission, Function, and Organization

Created directly by the City's voters with the passage of Proposition K in November 1993, the Ethics Commission is composed of five members, with one each appointed by the Mayor, the Board of Supervisors, City Attorney, District Attorney and the Assessor-Recorder. Unless appointed to fill a vacancy for an unexpired term with less than three years remaining, no Commissioner may serve more than one six-year term. The Commission appoints the Executive Director, who serves at the will of the Commission. As the department's chief executive, the Director has authority to appoint and remove other employees of the Commission subject to the civil service provisions of the Charter.

Through its staff, the Commission is responsible for the independent and impartial administration and enforcement of laws related to campaign finance, governmental ethics, conflicts of interests, and registration and public disclosure reporting by lobbyists, campaign consultants, permit consultants, and major developers. The Commission also administers a \$7 million Election Campaign Fund that provides partial public financing for qualified candidates for City elective office.

The Commission acts as filing officer for over 80 different types of public disclosure statements; audits statements for compliance with state and local laws; investigates complaints alleging ethics and political reform law violations; raises public awareness of these laws; researches and proposes legislative changes; and provides guidance and advice about the applicability of the City's political reform laws to City candidates, officeholders, officers, employees and the general public. Together with its staff, the Commission works to effectively implement the laws within its jurisdiction, and to ensure those laws are strong, workable in practice, and enforceable.

Structurally, the Commission's programs are organized into [five functional divisions](#), with the Commission's 25 current staff positions distributed as shown in attachment I. Notably, as a small department with little administrative overhead, the Commission has no positions dedicated solely for budget, finance, or human resource functions. Instead, those functions are absorbed within other existing staff roles that also have unique programmatic duties and are partially outsourced through annual budgeted work orders with the city's Department of Human Resources and the Controller's Office.

Beginning with its FY17 budget proposal, the Commission established a *Blueprint for Accountability* to bring its strategic, operational, and budgetary priorities into stronger alignment. Key to its *Blueprint* was the goal of rightsizing the organization to better achieve the broad range of mandates the Commission was established to serve. This has resulted in a period of significant organizational transformation for the Commission during the past several years as it restructured its organization, realigned staffing functions, and created new positions, while also implementing process improvements to strengthen core operations and programs. As it has continued to pursue this work, the Commission has remained committed to recruiting, hiring, and retaining a diverse, collaborative, and high performing staff of individuals whose individual experiences, knowledge, and talents collectively drive achievement of the Commission's unique mission in San Francisco city government.

In establishing the campaign finance ordinance known as Proposition O in November 2000, San Franciscans sought in part to "[e]nsure that all individuals and interest groups in our city have a fair opportunity to participate in elective and governmental processes." This is one way in which the Commission's very mission is based on recognizing and helping to address obstacles to fair and equal participation and on supporting the ability of people to participate effectively in decisions that affect their lives. The Commission also promotes this by fairly and equitably administering and enforcing governmental ethics laws that help prevent the securing of preferential outcomes from city government based on privilege, money, or connections. Its public disclosure programs promote informed participation by the public, and its whistleblower protections are designed to empower those inside city government to speak out about waste, fraud, and abuse without fear of reprisal.

Importantly, as an active steward and advocate for the City's public campaign financing system, the Commission is responsible for qualifying and disbursing public matching funds to candidates that can encourage new and diverse voices and help offset the fundraising barriers that could otherwise serve to prevent grassroots candidates from seeking office. By empowering the role of relatively small donors in City elections, public financing also serves to strengthen candidate ties to the communities they are elected to serve.

Like its programs that promote fair and equitable participation in governmental processes broadly, as a department of City government the Commission honors and values diversity, inclusion, and engagement in its own operations. The Commission is committed to promoting racial equity and to creating and sustaining a work environment that reflects and engages the diversity of our communities. In addition to providing equal employment opportunities (EEO) to all employees and applicants for employment, in December 2020 the Commission unanimously adopted an [Ethics Commission Racial Equity Action Plan](#) pursuant to [Ordinance No 188-19](#). The Commission's Plan highlights specific departmental strategies that reflect the City's comprehensive racial equity framework to "build a culture, space, and workplace that is accessible and welcoming to all current and future employees, and to actively build an environment in which all people, regardless of background, identity, or ability, can be equal participants." Key strategies addressed are:

Retention and Promotion. The Ethics Commission is committed to promoting an inclusive work environment and employee retention and promotion practices in alignment with overall departmental Racial Equity goals and that support, develop, and equitably advance the unique knowledge, skills, and abilities of a diverse staff, including paths to promotional opportunities and leadership roles.

Discipline and Separation. In actively managing employee performance and applying progressive discipline when warranted, the Commission seeks to ensure both individual and organizational accountability and achievement. Aligned with the department's overall racial equity goals, the Commission's administrative and personnel management practices are designed to accomplish that aim fairly and equitably, through clear expectations, regular feedback, and identified pathways for improvement, so that the service we provide is consistent with the values we express and the standards to which we hold others accountable.

Diverse and Equitable Leadership. The Commission seeks to ensure that its staff leadership reflects and fully engages the diversity of the Commission and the communities it serves in alignment with its overall departmental racial equity goals.

Mobility and Professional Development. The Commission seeks to provide meaningful, practical, and impactful support for the development, mobility, and advancement of its staff aligned with the department's overall racial equity goals.

Organizational Culture of Inclusion and Belonging. In alignment with its overall racial equity goals, the Commission seeks to be a dynamic and inclusive workplace of choice that attracts and retains high performing and collaborative teams that fully engage individuals with diverse experiences, perspectives, and talents to support the Commission's unique role in city government.

Boards and Commissions. Members appointed to the Ethics Commission serve independently with a sworn responsibility to uphold the public trust. As stewards of that trust, Commissioners work impartially for the benefit of all San Franciscans to ensure that the laws it shapes, administers, and enforces are effective, equitable, and uphold the highest standards of governmental integrity and accountability.

The Commission anticipates that its Plan will be a living document that continues to expand and evolve to reflect the full breadth of its commitments, experiences, aspirations, and practices as a Commission and staff team.

II. Ethics Commission FY22 Departmental Budget Request

The FY22 budget requested by the Ethics Commission reflects resources needed to meet the breadth of anti-corruption work for which it was established by San Francisco voters.

The Commission proposes a total FY22 base operating budget of \$6.76 million, which represents a 28 percent increase over the Commission's FY22 base operating budget of \$5.3 million. To right-size its staffing capacity, this total includes a proposed increase of eight staff positions, which is a 32 percent increase from the 25 authorized staff positions authorized in its FY21 operating budget.

Budget Proposed by Ethics Commission	FY22	FY23
Ethics@Work		
<i>Four Training Specialists - Salary, fringe, and operational costs</i>	600k	790K
Enforcement		
<i>Three Investigators - Salary, fringe, and operational costs</i>	480k	600k
Program Performance and Reporting		
<i>One Program Performance and Reporting Analyst - Salary, fringe, and operational costs</i>	144k	187k
Remove Attrition Savings	238k	246k
Proposed Funding	1.46M	1.82M
Operating Base Budget	5.3M	5.45M
Proposed Revised Operating Budget	6.76M	7.27M

In its departmental request, the Commission seeks **retention of its existing organizational capacity** through continuation of full departmental funding, including for all existing position authorities.

- This is essential to ensure a basic level of departmental service across program areas and avoid disruption of Commission services to the public and filers across core programs.
- Retention of existing capacity is also critical if the Commission is to pursue the findings and recommendations of the Controller's Public Integrity reports and continue to implement the performance audit recommendations of the Budget & Legislative Analyst (BLA).
 - In its public integrity reports issued to date to identify gaps in the law and limit future corruption risks in the City, the Controller's Office has identified a series of preliminary recommendations to strengthen the city's ethics laws and their day to day oversight. Building on those findings, the Ethics Commission has established the development of stronger ethics laws in identified areas as its top policy objective for the coming year. As the Controller reports also recommended, establishing new and regular post-filing compliance reviews will be essential for improved oversight and filer accountability. The Commission has also slated that work for priority focus in the year ahead.

- The Commission fully agreed with the 16 recommendations contained in the August 2020 BLA Audit and has initiated work to implement them and drive the Commission's programs to a new level of effectiveness and impact. In a [January 2021 implementation status report](#) on the recommendations, Commission staff identified two recommendations (13%) had been completed as of December 31; six recommendations (37%) were underway; and 8 others (50%) were planned for implementation in calendar year 2021. Retention of existing staffing levels is essential to enabling these key process improvements to proceed.

Building on existing capacity, the Commission's request also includes the following **essential new resources**:

- **Funding necessary to establish an ethics training and outreach team** to ensure employees and contractors throughout city government can be equipped with tools to effectively navigate ethical issues in public service and actively contribute to a citywide culture of integrity. Four training specialists are requested for a limited three-year project to pursue this core anti-corruption work with departments citywide.
 - Controller public integrity reports have cited the importance of 'tone at the top' in shaping organizational culture and preventing corruption risks. Equipping the city's workforce with practical tools and information to constructively deal with ethical issues that can emerge in their work is also essential to sustain and support the highest standards of integrity in city government.
 - As it also proposed last year, the Commission again requests funding to initiate a new *Ethics@Work* program. Unlike existing two-hour video training modules, this ethics training project would invest in training designed and delivered with a more specific focus to help ensure the tools and information are relevant and impactful. Development of training components would consider and assess unique areas of risk given the nature of the department's work, and *Ethics@Work* modules would be regularly evaluated to ensure the training is effective.
 - By supporting city employees with the knowledge and skills they need to effectively navigate uncertain ethical territory, the city will be making vital investments in the professional development, retention, and impact of its workforce. Initiating training for contractors on the city's standards of ethical conduct can also serve to ensure that potential breaches of those standards are surfaced and addressed before they can become embedded in practice and require significant enforcement resources to be exposed and resolved. These fundamental training investments, therefore, can yield significant benefits going forward by preserving both public resources and the public trust.
- **New investigative resources to enable case resolution times to be reduced to no more than 18 months on average** from the date the Enforcement Division identifies allegations to be investigated to the date of final action by the Commission. Three new Investigator positions are requested for this purpose.
 - Along with this 40% reduction in case resolution times, the number, proportion, and severity of cases investigated by the Commission would increase, as would the Commission's capacity to initiate proactive investigations into matters that result in the most severe public harm to fair and accountable government. Relying on the Commission's existing investigative staff levels will blunt the city's ability to conduct independent investigations into alleged violations of the laws for which

the Commission has jurisdiction and the Commission's ability to apply administrative enforcement remedies and hold wrongdoers publicly accountable.

- **Funding is necessary to ensure the Ethics Commission can develop and implement standardized methods to track and regularly report on the performance of the department's core functions.** One program performance and reporting analyst is required for this purpose.
 - Identifying effective program performance metrics and regularly evaluating and communicating them enables organizations and those they serve to consistently assess effectiveness of core functions. The BLA Audit, however, found that while the Commission uses planning tools to communicate its goals, it has not yet developed standardized tools to regularly report on progress toward identified organizational objectives. A lack of performance measurement and reporting can hinder an organization's effectiveness and result in inefficient resource allocation.
 - To better support data driven decision-making and better engage the public in understanding and helping to shape the Commission's work, the Commission has prioritized the development, tracking, and public reporting on standardized performance measures.

Citywide Integrity Fund. In developing its FY22 budget proposal, the Commission has sought to explore whether new revenue sources could be developed to provide the increased level of resources needed to meet the full breadth of the Commission's voter mandate. Identifying new mechanisms to support and sustain additional Commission funding across budget years would provide more stabilized funding streams that are essential to the planning and execution of its core projects and operations, such as ensuring its public disclosure system infrastructure can be adapted as laws and user needs continue to evolve. Potential areas for further exploration and possible legislation include the possibility of adding a fraction of a percent on city contracts (excluding small contracts for direct services provided to low-income San Franciscans) for improved Ethics Commission outreach, oversight, and monitoring. As budget discussions continue with the Mayor's Office and Board of Supervisors, the Commission will seek to identify specific methods that could be used to establish a Citywide Integrity Fund and allocate into it dedicated funding to be used toward the Ethics Commission's annual budget.

Election Campaign Fund

The Ethics Commission's current budget is comprised of two main components: an operating budget, discussed above in the Budget Proposal section (also referred to in the City's budget books as "non-grant funding"), and the Election Campaign Fund ("Fund"). The Fund is established in the City's Campaign Finance Reform Ordinance ("CFRO"). Under CFRO, the Fund is capped at a maximum of \$7 million. Allocations to the Fund are based on a formula of \$2.75 per resident, unless the Fund has already reached its maximum. Funds may need to be appropriated to the fund in FY22 up to the formula and caps provided in the law.

III. Addressing Mayoral Budget Instructions: Targeted Cuts and their Impact

As outlined in the Mayor's FY22 budget instructions, City departments were directed to submit annual budget requests that:

- identify mandatory reduction proposals of 7.5% in adjusted General Fund support;
- identify an additional 2.5% contingency;
- prioritize core services and present clear tradeoffs;
- include reduction proposals that can include contract savings, efficiencies, new revenue sources, and reduction in personnel costs, including reduction in filled positions;
- place an emphasis on racial equity in departmental proposals;
- describe budget proposals through an equity lens; and
- prioritize internal racial equity work within the department's existing budget.

For the Ethics Commission, the proposed 10% cuts would translate to the following budget reductions:

Ethics Commission Budget Reductions	FY22	FY23
Attrition savings target		
<i>Target amount</i>	\$237,792	\$246,120
<i>Two positions would have to be cut to meet salary & fringe reductions</i>	(\$237,792)	(\$246,120)
Mayor's proposed target reductions		
<i>7.5% Cut</i>	\$372,468	\$372,468
<i>2.5% Contingency cut</i>	\$124,156	\$124,156
<i>Total cut</i>	\$496,624	\$496,624
Meeting Mayor's target reductions		
<i>Three additional positions would have to be cut to meet salary & fringe reductions</i>	(\$422,498)	(\$471,610)
<i>Reductions in non-personnel services (technology support, Lobbyist system maintenance, and staff training)</i>	(\$74,126)	(\$25,014)
<i>Total reductions</i>	(\$496,624)	(\$496,624)
Total effective cuts (attritions savings + target reductions)	(\$734,416)	(\$742,744)

To address the level of cuts required by the Mayor's budget instructions in addition to the attrition savings target, the Commission would be faced with the following impacts.

1. Citywide Form 700 electronic filing project for the city's 3,500+ departmentally designated Statement of Economic Interests filers will need to be suspended, thereby impacting core public transparency and accountability. In addition, essential tools and systems necessary to enable public disclosure and effective governmental oversight will be impacted.

Cuts required: Two staff positions will need to be eliminated. Reductions to technology costs.

Budget impact: \$310,078 in FY22 and \$342,866 in FY23

- Without necessary technical and compliance staff needed to roll-out electronic filing of Form 700 for City employees this project will need to be put on hold until staffing capacity can be restored to continue this work.
 - Public transparency of potential conflicts of interest of designated City employees will be blunted as Form 700 statements continue to be filed on paper with the departments at a time when public's trust in government needs to be strengthened.
 - Program staff's ability to conduct oversight of City employees' financial disclosure forms (Form 700) will continue to be limited due to lack of availability of electronic disclosures and related data tools.
- The Commission's ability to develop and maintain essential tools and systems needed to enable public disclosure and exercise effective oversight will be impacted.
 - With a 25 percent reduction in the Electronic Disclosure and Data Analysis division staffing, the Commission will not be able to provide timely technical resolution to e-filing system issues experienced by filers on a day-to-day basis or promptly maintain its e-filing systems to ensure that they are updated to accommodate changes driven by its core technology service providers, which could lead to disruption of e-filing services.
 - With limited IT staffing, the Commission will not be able to implement any new technology changes based on the recommendations in the Controller's Public Integrity reports and the August 2020 Budget & Legislative Analyst performance audit report.
 - Commission will not be able to build essential tools to leverage technology to identify compliance issues for improved oversight and enforcement to support the new Streamlined Administrative Resolution Program.
 - Funding available to contract technology services from vendors to enhance electronic filing systems will be reduced.

2. Department's administrative support functions will be severely affected, leading to impacts on the Commission's core programmatic functions as that work will need to be absorbed by non-administrative program staff.

Cuts required: Three staff positions focused primarily on departmental administrative support functions will need to be eliminated. Temporary funding for seasonal hiring will need to be eliminated.

Budget impact: \$325,154 in FY22 and \$405,785 in FY23

- City officials, employees, candidates running for office, campaign committees, lobbyists and other filers would not receive the level of assistance needed to comply with the City's ethics, campaign, and other governmental laws.
 - As Commission's program staff will now need to absorb administrative support functions on a day-to-day basis, the compliance support hours available to filers will be

- drastically reduced. On-demand response to requests for compliance advice and one-on-one training to assist filers with their public disclosure obligations would be eliminated. In addition, program staff will be unable to provide pro-active outreach to filers regarding compliance laws, filing requirements, and deadlines. These changes will likely result in an increase in non-compliance, decrease in public disclosure, and affect City's ability to hold these filers accountable.
- The August 2020 Budget and Legislative Analyst performance audit of the Ethics Commission included a recommendation for the Commission to formalize and document procedures to provide training on ethics laws to City employees and officials that specify how training needs will be assessed; training goals; a process for tracking progress towards achieving training goals; and a process for routinely evaluating, updating, and revising training procedures. The Commission has developed a training plan aligned with this goal and has started taking steps to make progress towards achieving them. With reduced staffing, this effort will need to be put on hold until Commission's staffing can be restored.
 - Without the retention of existing staff capacity, the Commission will lack the ability to effectively implement the recommendations of the Controller's Public Integrity reports and August 2020 Budget & Legislative Analyst performance audit report. Enacting new policies will require programmatic bandwidth to ensure that the laws can be properly operationalized and communicated to the filers and the public. With limited bandwidth new changes cannot be effectively implemented.
 - With no funding for temporary seasonal hiring, the Commission will not be able to provide needed compliance assistance to filers during peak filing season if faced with staffing shortages.
- Commission's ability to perform post-compliance review, conduct audits, and enforce laws will be impacted.
 - As compliance staff will need to absorb administrative duties their ability to review disclosures post-filing, track late filers and non-filers, and request amendments to disclosures will be impacted thereby increasing the potential for non-filings and inaccurate filings, and impacting public's access to accurate information. This would also result in a disproportionately higher impact on candidates, committees, and other filers who do not have resources to secure professional private services to fulfil their compliance obligations.
 - Commission's existing fines collection process would be required to be absorbed by investigative staff, reducing staff hours that can be dedicated to proactively detecting violations. This coupled with the impact from reduced compliance support could compromise the ability of enforcement staff to sustain a primary focus on higher impact cases.
 - Commission's procurement processes will need to be absorbed by program staff, potentially requiring 25 percent of an Auditor's time to perform critical purchasing functions impacting the agency's ability to conduct timely audits.
 - Department's ability to timely comply with City's financial and procurement policies and procedures will be affected.
 - Eliminating administrative positions could lead to delays in revenue collection as new business processes are established and absorbed by program staff.

- City vendors who provide services to the Commission may face payment delays as procurement processes are absorbed by program staff which could lead to disruption of essential services needed to run departmental operations and maintain public disclosure systems.

3. All funding for training and professional development for Commission staff will be eliminated.

Cuts required: \$20,000 in FY22

- Training opportunities that enable staff to acquire and strengthen the skills required to meet changing organizational needs and achieve racial equity goals cannot be secured compromising the effectiveness of Commission operations and programs.
- Commission will not be able to establish and formalize training programs for investigators and auditors as recommended in the August 2020 Budget & Legislative Analyst performance audit report thereby impacting its ability to strengthen its foundation for improved oversight.
- Professional development to sustain and deepen subject matter expertise will be severely curtailed, placing at risk implementation of leading practices and staff retention.

ATTACHMENT – I: ORGANIZATIONAL CHARTS

Chart 1 – Current

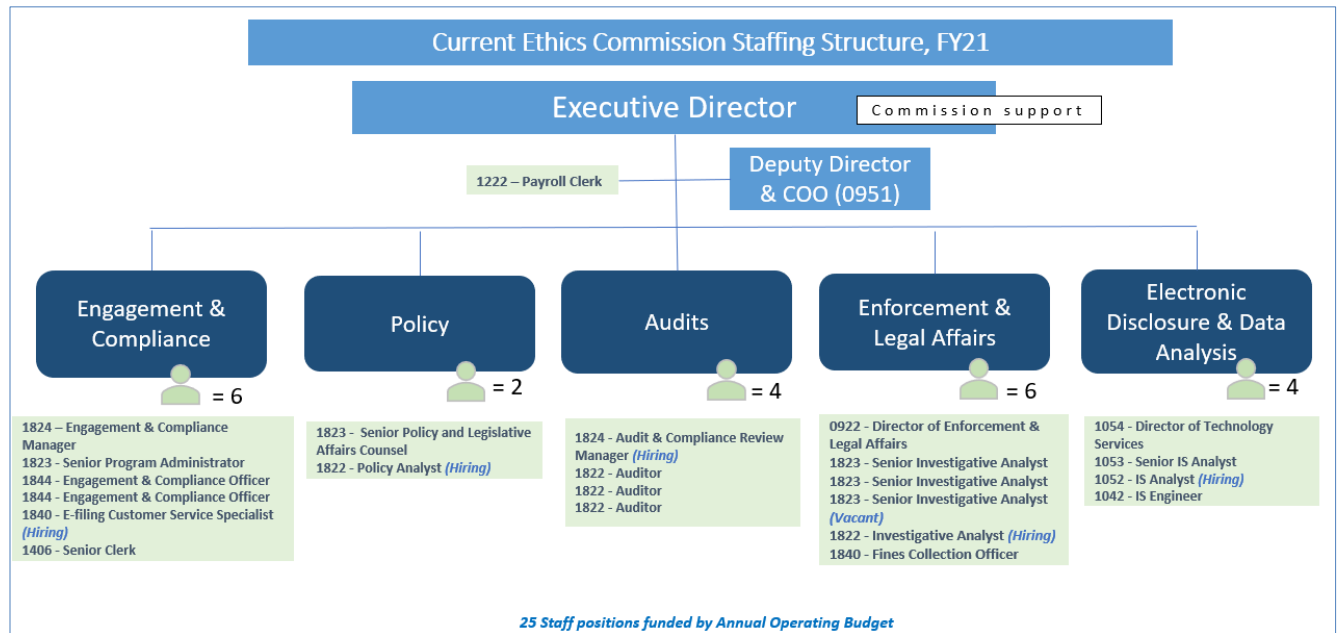
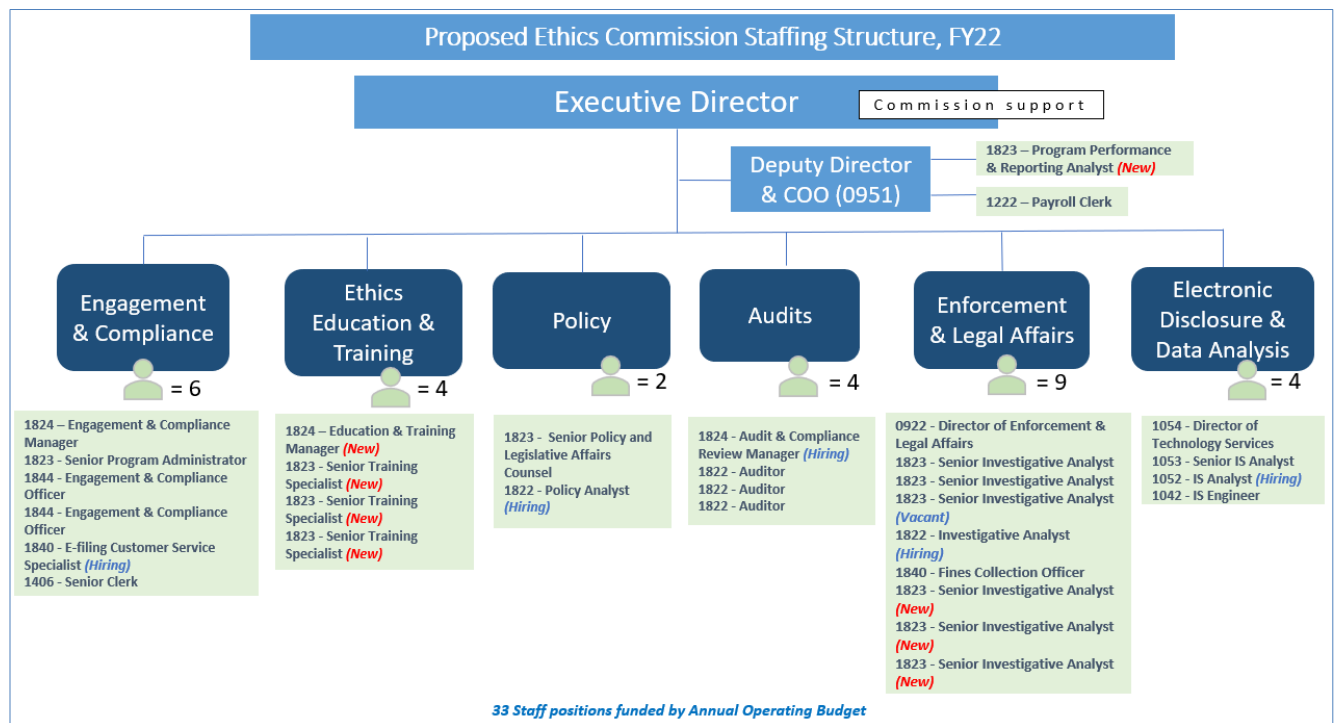


Chart 2 – Proposed



Department Budget Submission Checklist

Department Name: ETHICS COMMISSION

X Summary of Major Changes: Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.

X Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports: Completed "Form 1B: Target Proposal"

Printed report from GFS Target, reports 15.40.001 & 15.40.002.

X Department Budget Summary: Completed "Form 1C: Department Budget Summary"
Submission includes copy of report 15.50.012.

X IDS Detail: Completed "Form 1D: IDS Detail."

☐ **Revenue Report:** Completed "Form 2A: Revenue Report."

X Fees & Fines: Completed "Form 2B: Fees & Fines."

☐ **Cost Recovery:** Completed "Form 2C: Cost Recovery."

X Expenditure Changes: Completed "Form 3A: Expenditure Changes."

X Position Changes: Completed "Form 3B: Position Changes."

X Layoffs : Completed "Form 3C: Position Reductions Resulting in Layoffs."

X Contingency Reductions: Completed "Form 3D: Contingency Reductions."

☐ **Equipment & Fleet Requests:** Completed "Form 4A: New General Fund Equipment"; "Form 4B: Fleet".

☐ **Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.

☐ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js.

☐ **Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report from Enterprise Planning.

X Organizational Charts: Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.

☐ **New Legislation:**

☐ Included draft legislation that department would like to submit with the budget; or,

☐ Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 03/01/20.

☐ **Other Requests:** Submitted requests for the following items (through separate forms), if applicable:

☐ COIT

☐ Capital

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: LEEANN PELHAM, Executive Director

LeeAnn Pelham

Signature:

2ACC7A331FE7459

**BUDGET FORM 1A: Summary of Major Changes
FY 2021-22 and FY 2022-23**

ETHICS COMMISSION

Major Changes	Department Response to Major Changes	Equity Lens: Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.
1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.	<p>The Ethics Commission has requested the following funding for its FY22-FY23 budget as outlined in its February 22, 2021 letter to the Mayor.</p> <p>1) Ethics@Work initiative to partner closely with City departments to assess, develop, and deliver tailored knowledge tools and training to support and equip leadership teams, managers, supervisors and staff leads to effectively navigate ethical issues they encounter in practice. This request includes one three-year limited term PEX Principal Program Administrator (1824), three three-year limited term PEX Senior Administrative Analysts (1823s), and programmatic costs totaling approximately \$600k in FY22 and \$790k in FY23.</p> <p>2) Three three-year limited term exempt investigator positions, Senior Administrative Analysts-1823, to reduce case resolution times by 40%, to no more than 18 months on average from the date the Enforcement Division identifies allegations to be investigated to the date of final action by the Commission. At the same time, the number</p>	<p>As noted in the February 22 budget overview submitted to the Mayor, central to the mission of the Ethics Commission is the recognition and removal of obstacles to fair and equal participation in city government and supporting the ability of people to participate effectively in decisions that affect their lives. The Commission promotes this, for example, by fairly and equitably administering and enforcing governmental ethics laws that help prevent the securing of preferential outcomes from city government based on privilege, money, or connections. Its public disclosure programs promote informed participation by the public, and its whistleblower protections are designed to empower those inside city government to speak out about waste, fraud, and abuse without fear of reprisal. Importantly, as an active steward and advocate for the City's public campaign financing system, the Commission is responsible for qualifying and disbursing public matching funds from the City's \$7 million Election Campaign Fund to candidates. This program can encourage new and diverse voices and help offset the fundraising barriers that could otherwise serve to prevent grassroots candidates from seeking office. By empowering the role of relatively small donors in City elections, public financing also serves to strengthen candidate ties to the communities they are elected to serve.</p> <p>With a mission to practice and promote the highest standards of integrity in government, the Commission works to deliver impactful programs that promote fair, transparent, and accountable government</p>	<p>The Ethics Commission is presently staffed by 19 full time employees, with five additional position authorities that remained vacant in 2021. Since the beginning of the COVID-19 public health emergency, March 2020, nine members (45%) of its current staff have been deployed for Disaster Service Work and included staff whose services were requisitioned by COVID Command Center for extended DSW deployments from June through December 2020, with two extended into early 2021.</p> <p>Due to ongoing severe constraints on staffing resources in 2021, the Ethics Commission has not yet completed a Vulnerable Populations Engagement Assessment or submitted a Vulnerable Populations Served survey obtaining or evaluating the requested data. Prioritization of those steps will depend on availability of staff resources in FY22.</p>
2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?	<p>As requested of all departments, the Commission has identified targeted cuts by reflecting reduction in Salary and Benefits totalling \$372,468 to meet 7.5% target and \$124,156 as a 2.5% contingency. This will require the elimination of three staff positions in addition to the elimination of two staff positions to achieve attrition savings target. As a small department with roughly 87% percent of the Commission's funding attributable to personnel salaries and benefits and just 25 authorized full-time positions, the ability of the Ethics Commission to deliver on its existing mandates will be severely impacted by these cuts. Please review the February 22, 2021 letter to the Mayor for more details regarding the impact.</p>	<p>As a department with only 25 authorized positions and 87 of its overall budget attributable to salaries and benefits, the Commission is unable to identify any benefit accruing from the elimination of five staff positions and layoffs that may result from those cuts.</p>	<p>Elimination of five positions at the Ethics Commission would negatively impact persons seeking compliance assistance from the Commission. As detailed more fully in the Commission's February 22, 2021 budget submission letter and attachments, for example, these cuts could lead to additional costs to first time grassroots candidates to the extent those candidates are not as familiar with the regulatory framework that applies to election campaigns.</p> <p>Notably, to the extent the Commission's core oversight and accountability programs are impacted by the cuts, patterns of non-compliance and violations for the law can occur undetected or uncorrected. When enforcement actions are significantly delayed or not pursued, inequities perpetuated by corrupt actions can take root and service to disenfranchise those with less privilege and access. To ensure that government works only in the public interest and that the public can trust it to do so, oversight systems must be focused, effective, and sustained.</p> <p>With cuts to professional development resources for Commission staff, achievement of the department's staff retention goals, including to support, develop, and equitably advance a diverse staff that include paths to promotional opportunities and leadership roles will be impeded.</p> <p>In addition, as an historically vital sourcing pipeline for individuals with diverse backgrounds seeking permanent employment with the City, the Commission's temporary seasonal hiring program that provides needed seasonal positions would also be eliminated as no funding will be</p>
3. EXPENDITURE CHANGES. What major expenditure changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.	<p>Increase in DHR client services work order by \$5,907 to incorporate COLA increase as requested by DHR.</p>	<p>No identified impact.</p>	<p>No identified impact.</p>
4. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund. (This should match an Audit Trail, as shown in form 2A Revenue Report)	<p>There are no changes to the revenue estimates.</p>		
5. LEGISLATION. Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change? If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.	<p>No</p>		
6. PROP J. Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	<p>No</p>		
7. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	<p>No</p>		

<p>8. INTERIM EXCEPTIONS. Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are the request being made?</p>	<p>The department requests interim exceptions to allocate the following new positions at 1.0 FTE in FY22 and FY23 to start implementing programmatic improvements at the earliest.</p> <p>1) <i>Ethics@Work</i> initiative - One PEX (three-year limited term) <i>Principal Program Administrator (1824)</i> and three PEX (three-year limited term) <i>Senior Administrative Analysts (1823s)</i></p> <p>2) Three three-year limited term exempt positions, <i>Investigators - 1823</i></p> <p>3) A three-year limited term exempt position, <i>Program Performance & Reporting Analyst -</i></p>	
<p>9. FELLOWSHIP PROGRAMS. Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p>	<p>Commission did not apply for fellowships in FY21. The department applied for a San Francisco Fellow in FY20 and was selected.</p>	
<p>10. BUDGET EQUITY. How will your department support advancing racial equity through its services to the community and within your organization, including the goals and actions identified in the Racial Equity Action Plan?</p>	<p>Among the seven broad goal areas identified in the Racial Equity Plan adopted by the Ethics Commission on December 14, 2020, nearly three dozen action items identified by the Commission have been initiated and are underway. More than a dozen more are planned and pending the commitment of available staffing resources. Action on roughly three dozen objectives remains to be determined.</p> <p>The Ethics Commission is presently staffed by 19 full time employees, with five additional position authorities that remained vacant in 2021. Since the beginning of the COVID-19 public health emergency, March 2020, nine members (45%) of its current staff have been deployed for Disaster Service Work and included staff whose services were requisitioned by COVID Command Center for extended DSW deployments from June through December 2020, with two extended into early 2021. Due to ongoing severe constraints on staffing resources in 2021, the Ethics Commission has not yet completed a</p>	

**BUDGET FORM 1B: Target Proposal
FY 2021-22 and FY 2022-23**

*Only applicable for departments with General Fund Targets

Please run Oracle Business Intelligence Reports 15.40.001 & 15.40.002, aka "Target Reports" and include with budget submission to reflect Efficiency/Reduction Target proposal is loaded in the budget system.

[GFS Target](#) [Basic](#) [Positions](#) [FTE Cost Report](#) [Balancing](#) [Mayor's Budget Book](#) [Annual Appropriation](#) [Labor Negotiation](#) [F](#)

* Select a Report

- 15.40.001 GFS Target & Non GFS Balance - Dept Detail
- 15.40.002 GFS Target & Non-GFS Balance - Dept Summary

Select a Report
15.40.001 GFS Target & Non GFS Balance - Dept
Detail
CY 2021
Budget Year 2022
Snapshot Current
Department ETH
Phase BY 2020-2021
2021-2022
Phase BY+1 2022-2023

Department: ETH Ethics Commission (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	City Grant Program	0	0	0	0	0	0
	Mandatory Fringe Benefits	1,342,729	(104,987)	1,237,742	1,343,790	(110,652)	1,233,138
	Materials & Supplies	23,508	0	23,508	23,508	0	23,508
	Non-Personnel Services	215,433	0	215,433	215,433	0	215,433
	Programmatic Projects	0	0	0	0	0	0
	Salaries	3,186,258	(273,388)	2,912,870	3,340,136	(267,723)	3,072,413
	Services Of Other Depts	532,340	5,907	538,247	532,340	5,907	538,247
		5,300,268	(372,468)	4,927,800	5,455,207	(372,468)	5,082,739
REVENUE	Charges for Services	2,450	0	2,450	2,450	0	2,450
	Fines, Forfeiture, & Penalties	62,750	0	62,750	62,750	0	62,750
	Licenses, Permits, & Franchises	92,000	0	92,000	92,000	0	92,000
		157,200	0	157,200	157,200	0	157,200

Error generating document:

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(372,468)	4,770,600	4,770,600
			0

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(372,468)	4,925,539	4,925,539
			0

Select a Report
15.40.002 GFS Target & Non-GFS Balance - Dept
Summary
CY 2021
Budget Year 2022
Snapshot Current
Department ETH
Phase BY 2020-2021
2021-2022
Phase BY+1 2022-2023

Department: ETH Ethics Commission (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	City Grant Program	0	0	0	0	0	0
	Mandatory Fringe Benefits	1,342,729	(104,987)	1,237,742	1,343,790	(110,652)	1,233,138
	Materials & Supplies	23,508	0	23,508	23,508	0	23,508
	Non-Personnel Services	215,433	0	215,433	215,433	0	215,433
	Programmatic Projects	0	0	0	0	0	0
	Salaries	3,186,258	(273,388)	2,912,870	3,340,136	(267,723)	3,072,413
	Services Of Other Depts	532,340	5,907	538,247	532,340	5,907	538,247
		5,300,268	(372,468)	4,927,800	5,455,207	(372,468)	5,082,739
REVENUE	Charges for Services	2,450	0	2,450	2,450	0	2,450
	Fines, Forfeiture, & Penalties	62,750	0	62,750	62,750	0	62,750
	Licenses, Permits, & Franchises	92,000	0	92,000	92,000	0	92,000
		157,200	0	157,200	157,200	0	157,200

Error generating document:

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(372,468)	4,770,600	4,770,600
			0

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(372,468)	4,925,539	4,925,539
			0

BUDGET FORM 1C: Department Budget Summary
FY 2021-22 and FY 2022-23

Please run Oracle Business Intelligence Report 15.50.012 Department Total Budget Historical Comparison and include with budget submission.

[Balancing](#)
[Mayor's Budget Book](#)
[Annual Appropriation](#)
[Labor Negotiation](#)
[Fixed 2nd Year](#)

* Select a Report

- ☐ 15.50.001 Sources and Uses of Funds Excluding Fund Transfers
- ☐ 15.50.005 Uses by Service Area, Department and Division
- ☐ 15.50.007 Uses by Service Area and Department
- ☐ 15.50.008 Uses by Department
- ☐ 15.50.010 Authorized Positions, Grand Recap Detail
- ☐ 15.50.011 Funded Positions, Grand Recap by Major Service Area and Department Title
- ☒ 15.50.012 Department Total Budget Historical Comparison
- ☐ 15.50.014 Mayors Proposed Capital Projects and Facilities Maintenance
- ☐ 15.50.015 Major Fund Recap
- ☐ 15.50.016 Consolidated Schedule of Sources and Uses

ETH Ethics Commission

Authorized Positions	2020-2021 Original Budget	2021-2022 Proposed Budget	Change From 2020-2021	2022-2023 Proposed Budget	Change From 2021-2022
Total Authorized	22.78	22.12	(0.66)	22.27	0.15
Non-Operating Positions (cap/other)					
Net Operating Positions	22.78	22.12	(0.66)	22.27	0.15

Sources

Licenses, Permits, & Franchises	92,000	92,000		92,000	
Fines, Forfeiture, & Penalties	62,750	62,750		62,750	
Charges for Services	2,450	2,450		2,450	
General Fund Support	4,567,315	4,770,600	203,285	4,925,539	154,939
Sources Total	4,724,515	4,927,800	203,285	5,082,739	154,939

Uses - Operating Expenditures

Salaries	2,840,721	2,912,870	72,149	3,072,413	159,543
Mandatory Fringe Benefits	1,217,115	1,237,742	20,627	1,233,138	(4,604)
Non-Personnel Services	223,918	215,433	(8,485)	215,433	
Materials & Supplies	23,508	23,508		23,508	
Services Of Other Depts	419,253	538,247	118,994	538,247	
Uses Total	4,724,515	4,927,800	203,285	5,082,739	154,939

Uses - Division Description

ETH Ethics Commission	4,724,515	4,927,800	203,285	5,082,739	154,939
Uses by Division Total	4,724,515	4,927,800	203,285	5,082,739	154,939

BUDGET FORM 1D: IDS Detail	
FY 2021-22 and FY 2022-23	

Work Order Changes - If any departmental Inter-Departmental Service (IDS) changes are proposed within the mandatory reductions described in Form 1A, please highlight below

Proposed IDS Changes (486XXX) *If recovery changes will impact GF requesting department budgets, please specify that impact in columns B-C	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
Proposed IDS Changes (581XXX)	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
581470-GF-HR-Client Svc-Recrut-Assess (INCREASE)	5,907	5,907	DHR	Yes	Increase in work order costs to accommodate COLA as requested by DHR

Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges
DEPARTMENT: ETHICS COMMISSION

Inflation Factor for FY 2021-22 Fee Auto Increase as per Code Section: **
Inflation Factor for FY 2022-23 Fee Auto Increase as per Code Section: **

CPI will be updated in January 2021. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - MODIFIED AND NEW FEES																													
Item	Fee Status	Description	Code Authority/Section	Auto CPI Adjust Factor%	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g. per sq. ft.)	FY 2020-21 Fee	FY 2020-21 Units (Est.)	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Cost Recovery (Est.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase	
1																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
2																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
3																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
4																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
5																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
6																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
7																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
8																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
9																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
10																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -
11																		\$ -	\$ -		\$ -	\$ -			\$ -	\$ -			\$ -

TABLE 2 - CONTINUING FEES

Item	Fee Status	Description	Code Authority/Section	Auto CPI Adjust Factor%	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g., per sq. ft.)	FY 2020-21 Fee	FY 2020-21 Units (Est.)	FY 2020-21 Revenue (Est.)	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue (Est.)	FY 2021-22 Cost Recovery (Est.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue (Est.)	FY 2022-23 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase	
11	C	Unhappy Registration Fee Sec. 2.110	420710	Unhappy Registration	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			\$500 /notover	\$45,000.00	175	*****	N/A	*****	175	*****	N/A	*****	175	*****	N/A			\$ -
12	C	Unhappy Consultant Fee Sec. 3.111	420711	Unhappy Consultant Registration fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$7,000.00	82	*****	N/A	*****	82	*****	N/A	*****	82	*****	N/A			\$ -
13	C	Unhappy Disclosure Fee Sec. 1.100 and 1.100 (d)	420710	Unhappy Disclosure Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$150,000.00	60	*****	N/A	*****	60	*****	N/A	*****	60	*****	N/A			\$ -
14	C	Unhappy Fee Sec. 1.100 (d)	420710	Unhappy Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$2,200.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -
15	C	Unhappy Fee Sec. 1.100 (d)	420710	Unhappy Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$2,200.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -
16	C	Economic Interest Fee California Government Code Section	420710	Economic Interest Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$1,250.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -
17	C	Unhappy Fee Sec. 1.100 (d)	420710	Unhappy Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$2,200.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -
18	C	Unhappy Fee Sec. 1.100 (d)	420710	Unhappy Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$2,400.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -
19	C	Other Ethics Fee	N/A	Other Ethics Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$2,400.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -
20	C	Other General Government Charge	N/A	Other General Government Charge	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$2,400.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -
21	C	Unhappy Fee Sec. 1.100 (d)	420710	Unhappy Fee	10000	GF Annual Account Chf	10000	Operating	220907	ETH Ethics Commission	10020710	IC Ethics Oversight	0001	IC Ethics Oversight			Registration fee of \$10, \$20, \$30, \$40, \$50, \$60, \$70, \$80, \$90, \$100 per day	\$2,400.00	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A	*****	N/A			\$ -

Fee Status: C
M
N
D

Continuing
Modified
New
Discontinued

Note: ** If Auto CPI adjustment = Yes, FY 2021-22 and FY 2022-23 Fee will be automatically generated based on the inflation factor determined by the Controller. If Auto CPI adjustment = No, FY 2021-22 and FY 2022-23 Fee will remain the same as previous year or entered by best according to Code Authorization.

DEPARTMENT: ETHICS COMMISSION

Please identify proposed expenditure changes from the FY 2022-23 Base Budget at the account level.

Note: To submit this information, run the **15.1**

Select the following criteria before running the report:

Budget Year: 2022
Before Snapshot: Start of Dept

After Snapshot: **Current**
GFS Type: Do not select a value.
Select dropdown option "**Department Phase**" after report has loaded.

For any proposed changes, provide an explanation in the "Explanation of Change" for each Budget Year column.

All admissions must be formatted appropriately in the printed copies are easily available to the public															2019 Expenditures Summary: \$722,488.00 - \$911 Expenditures Summary: \$232,088.00										COMPARABLE		FULL																																																																																																																																																																																																																																																																																																																				
Subject Section Pages 16-30, 36-37 filtered on: Cross-Expenditure															2019 Expenditures Summary: \$722,488.00					2019 Expenditures Summary: \$232,088.00					COMPARABLE		FULL																																																																																																																																																																																																																																																																																																																				
Dept Type	Dept	Section	Device	Description	Dept Section	Dept Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Activity Title	Account List 1	Account List 2	Account List 3	Account List 4	Account List 5	Account List 6	Account List 7	Account List 8	Account List 9	Account List 10	Account List 11	Account List 12	Account List 13	Account List 14	Account List 15	Account List 16	Account List 17	Account List 18	Account List 19	Account List 20	Account List 21	Account List 22	Account List 23	Account List 24	Account List 25	Account List 26	Account List 27	Account List 28	Account List 29	Account List 30	Account List 31	Account List 32	Account List 33	Account List 34	Account List 35	Account List 36	Account List 37	Account List 38	Account List 39	Account List 40	Account List 41	Account List 42	Account List 43	Account List 44	Account List 45	Account List 46	Account List 47	Account List 48	Account List 49	Account List 50	Account List 51	Account List 52	Account List 53	Account List 54	Account List 55	Account List 56	Account List 57	Account List 58	Account List 59	Account List 60	Account List 61	Account List 62	Account List 63	Account List 64	Account List 65	Account List 66	Account List 67	Account List 68	Account List 69	Account List 70	Account List 71	Account List 72	Account List 73	Account List 74	Account List 75	Account List 76	Account List 77	Account List 78	Account List 79	Account List 80	Account List 81	Account List 82	Account List 83	Account List 84	Account List 85	Account List 86	Account List 87	Account List 88	Account List 89	Account List 90	Account List 91	Account List 92	Account List 93	Account List 94	Account List 95	Account List 96	Account List 97	Account List 98	Account List 99	Account List 100	Account List 101	Account List 102	Account List 103	Account List 104	Account List 105	Account List 106	Account List 107	Account List 108	Account List 109	Account List 110	Account List 111	Account List 112	Account List 113	Account List 114	Account List 115	Account List 116	Account List 117	Account List 118	Account List 119	Account List 120	Account List 121	Account List 122	Account List 123	Account List 124	Account List 125	Account List 126	Account List 127	Account List 128	Account List 129	Account List 130	Account List 131	Account List 132	Account List 133	Account List 134	Account List 135	Account List 136	Account List 137	Account List 138	Account List 139	Account List 140	Account List 141	Account List 142	Account List 143	Account List 144	Account List 145	Account List 146	Account List 147	Account List 148	Account List 149	Account List 150	Account List 151	Account List 152	Account List 153	Account List 154	Account List 155	Account List 156	Account List 157	Account List 158	Account List 159	Account List 160	Account List 161	Account List 162	Account List 163	Account List 164	Account List 165	Account List 166	Account List 167	Account List 168	Account List 169	Account List 170	Account List 171	Account List 172	Account List 173	Account List 174	Account List 175	Account List 176	Account List 177	Account List 178	Account List 179	Account List 180	Account List 181	Account List 182	Account List 183	Account List 184	Account List 185	Account List 186	Account List 187	Account List 188	Account List 189	Account List 190	Account List 191	Account List 192	Account List 193	Account List 194	Account List 195	Account List 196	Account List 197	Account List 198	Account List 199	Account List 200	Account List 201	Account List 202	Account List 203	Account List 204	Account List 205	Account List 206	Account List 207	Account List 208	Account List 209	Account List 210	Account List 211	Account List 212	Account List 213	Account List 214	Account List 215	Account List 216	Account List 217	Account List 218	Account List 219	Account List 220	Account List 221	Account List 222	Account List 223	Account List 224	Account List 225	Account List 226	Account List 227	Account List 228	Account List 229	Account List 230	Account List 231	Account List 232	Account List 233	Account List 234	Account List 235	Account List 236	Account List 237	Account List 238	Account List 239	Account List 240	Account List 241	Account List 242	Account List 243	Account List 244	Account List 245	Account List 246	Account List 247	Account List 248	Account List 249	Account List 250	Account List 251	Account List 252	Account List 253	Account List 254	Account List 255	Account List 256	Account List 257	Account List 258	Account List 259	Account List 260	Account List 261	Account List 262	Account List 263	Account List 264	Account List 265	Account List 266	Account List 267	Account List 268	Account List 269	Account List 270	Account List 271	Account List 272	Account List 273	Account List 274	Account List 275	Account List 276	Account List 277	Account List 278	Account List 279	Account List 280	Account List 281	Account List 282	Account List 283	Account List 284	Account List 285	Account List 286	Account List 287	Account List 288	Account List 289	Account List 290	Account List 291	Account List 292	Account List 293	Account List 294	Account List 295	Account List 296	Account List 297	Account List 298	Account List 299	Account List 300	Account List 301	Account List 302	Account List 303	Account List 304	Account List 305	Account List 306	Account List 307	Account List 308	Account List 309	Account List 310	Account List 311	Account List 312	Account List 313	Account List 314	Account List 315	Account List 316	Account List 317	Account List 318	Account List 319	Account List 320	Account List 321	Account List 3

DEPARTMENT: ETHICS COMMISSION

Select the following criteria before running the report:

Before Snapshot: Start of Dept
After Snapshot: Current

Select dropdown option "Departm

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Additionally, layoffs should be further detailed on form 3C.

GF5	Dept	Dept	Division	Dept	Section	Report
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[illegible]

BUDGET FORM 3C: Position Reductions Resulting in Layoffs
DEPARTMENT: ETHICS COMMISSION

If layoffs are required to meet target reductions, please outline below and describe the impact on the department's capacity to perform its core services.

*For planning purposes, assume that savings from the elimination of positions would commence on September 1, 2021 for FY 2021-22.

In addition to below positions the Commission will need to cut two additional positions to accommodate attrition savings targets. For more information please review February 22, 2021 letter to the Mayor submitted with this budget proposal.

Dept	Dept Division	Program or Role Description	Job Class	Title	Permanent or Exempt	2021-22 Layoffs			Annualized 2022-23 Layoffs			Briefly Describe the Impact of these Eliminations on the Department's Core Functions
						Dollar Value* (including fringe)	Head Count	FTE Count	Dollar Value (including fringe)	Head Count	FTE Count	
ETH	ETH	Senior Clerk	1406	Senior Clerk	Permanent	103,598	1	1	129,307	1	1	Department's administrative support functions will be severely affected leading to impact to the Commission's core functions as that work will need to be absorbed by non-administrative program staff. For more information refer to February 22, 2021 letter to the Mayor submitted with this budget proposal.
ETH	ETH	Personnel Clerk	1222	Senior Payroll And Personnel Clerk	Permanent	114,080	1	1	142,348	1	1	
ETH	ETH	Fines Collection Officer	1840	Junior Management Assistant	Permanent	107,476	1	1	106,720	1	1	
TOTALS:						325,154	3	3	378,375	3	3	

BUDGET FORM: Organizational Chart FY 2021-22 and FY 2022-23

