



# San Francisco Ethics Commission

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February 22, 2022

*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 FY23 Budget Request**

Dear Mayor Breed:

The corruption scandals that have unfolded over the past two years have served to severely undermine public confidence in the City and County of San Francisco and its ability to deliver services that are equitable, transparent, and accountable to the public. At a time when San Francisco continues to grapple with multiple public crises of immense complexity, including the COVID19 pandemic, restoring confidence in local government institutions is paramount to addressing these issues effectively.

Restoring confidence takes a focused and sustained long-term effort to strengthen workplace culture and change key aspects of how we collectively do the public's business. With its voter-mandated mission to practice and promote the highest standards of integrity in government and its unique duty to promote public service that builds public trust, the Ethics Commission shares your goals for the FY23 budget to continue to address both accountability and equity in the delivery of programs, services, and spending.

Toward that end, the Commission's proposed FY23 budget seeks to ensure the continuity of core transparency, compliance, and oversight functions of the department that are essential for promoting governmental accountability. Importantly, the budget also prioritizes building the capacity necessary for the Commission to deepen civic and community engagement with its programs and policy initiatives to magnify the reach, effectiveness, and impact of that work citywide. To do this, the proposed budget would provide dedicated new resources to create and sustain new methods to ensure broad stakeholder perspectives are consistently engaged and integrated into the development and evaluation of data disclosure tools, compliance guidance approaches, and policy analysis and review processes.

To ensure this work can be undertaken, the Commission seeks an operational budget for FY23 totaling \$7.6 million, which represents a 10.4 percent growth over its current base operating budget.

The Ethics Commission remains energetically committed to doing its part to tackle the challenges of the current moment and to advance public trust in the coming year to help ensure that the City is an organization in which corrupt practices cannot take root.

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, 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 six functional divisions, with the Commission's 33 current staff positions distributed as shown in Attachment A.

The Commission's ongoing departmental priorities are:

- Strong laws, well implemented, with timely and effective oversight and accountability to enhance the impact of core Commission programs.
- Heightened awareness of the laws through organization-wide focus on practical tools and information, essential outreach, and accessible public disclosure to enhance understanding, promote improved compliance, and foster equitable and meaningful public engagement.
- Organizational excellence through continuous improvement, transparency, and accountability for the Commission's work. Implement program and business process improvements and re-calibrate services as needed to maximize impact.

II. **Ethics Commission FY23-FY24 Departmental Budget Proposal Overview**

<b>ETH Annual Operating Budget Requests</b>	<b>FY23</b>	<b>FY24</b>
<b>Position Related Requests</b>		
<b>Reclassify</b> existing 1042 <i>IS Engineer</i> position to 1043 <i>Senior IS Engineer</i> position in FY23 <b>Continue funding</b> this position, which expires in FY24, as a three-year limited term exempt reclassified 1043 position starting in FY24	\$20,226	\$232,312
<b>Continue funding</b> 1840 <i>Client Support Specialist</i> position, which expires in FY24, as a three-year limited term exempt position starting in FY24	-	\$132,860
<b>Reclassify</b> existing 1823 <i>Senior Policy Analyst</i> position to 1824 <i>Policy and Legislative Affairs Manager</i> position starting in FY23	\$25,401	\$25,240
<b>Reclassify</b> existing 1822 <i>Policy Analyst</i> position to 1823 <i>Senior Policy Analyst</i> position starting in FY23	\$24,137	\$23,996
<b>New</b> 1823 <i>Civic and Community Engagement Specialist</i> as a three-year limited term exempt position starting in FY23	\$145,364	\$183,823
<b>New</b> 1823 <i>Policy Implementation Specialist</i> as a three-year limited term exempt position starting in FY23	\$145,364	\$183,823
<b>New</b> 1823 <i>Senior Auditor</i> as a three-year limited term exempt position starting in FY23	\$145,364	\$183,823
<b>New</b> 1454 <i>Executive Secretary</i> as an exempt position starting in FY23 to function as <i>Commission Secretary</i>	\$99,880	\$161,044
<b>Total</b>	<b>\$605,736</b>	<b>\$1,126,921</b>
<b>Non-Position Related Requests</b>		
Non-Personnel Services - Software Licenses	\$25,936	\$33,936
Non-Personnel Services - Systems Consulting Services	\$3,510	\$7,125
Materials and Supplies	\$66,812	\$42,612
<b>Total</b>	<b>\$96,258</b>	<b>\$83,673</b>
<b>Services of Other Departments</b>		
Department of Technology Contracts	\$19,652	\$23,652
Office of Contract Administration Contracting Services	-	\$50,551
<b>Total</b>	<b>\$19,652</b>	<b>\$74,203</b>
<b>ETHICS COMMISSION (ETH) REQUESTS TOTAL</b>	<b>\$721,645</b>	<b>\$1,284,798</b>
<b>ALLOCATED BASE OPERATING BUDGET</b>	<b>\$6,956,814</b>	<b>\$6,555,296</b>
<b>OPERATING BUDGET WITH ETH REQUESTS</b>	<b>\$7,678,460</b>	<b>\$7,840,094</b>
<b>INCREASE TO OPERATING BUDGET</b>	<b>10.4%</b>	<b>19.6%</b>

### III. Ethics Commission FY23-FY24 Departmental Budget Request

As proposed, the Commission's FY23-FY24 budget will allow for the following specific needs to be addressed:

- **Enable continuity of essential public disclosure functions by reclassifying and retaining *Information Systems (IS) Engineer* position**

In its FY21 budget proposal, the Ethics Commission requested a three-year limited term 1042 *Information Systems (IS) Engineer* position in the Electronic Disclosure & Data Analysis (EDDA) division to provide the public with robust access to key disclosure data, enable electronic filing of public disclosures, create data analysis and visualization tools for the public on campaign finance information for city elections, conduct outreach and training for the public on disclosure tools, and automate business processes to maximize operational efficiencies. This position was approved in the Commission's FY21 budget effective January 1, 2021, with funding set to expire on June 30, 2023.

As the Commission continues to make progress on those identified priorities, there is an increased need to perform technical work that is more complex in nature and beyond the scope of the original duties that were envisioned for the 1042 position. This is partly due to lack of capacity in the City's Open Data team to support the Commission's critical disclosure infrastructure, which was previously maintained by that team, and has required the Commission staff to absorb related business processes and provide ongoing monitoring to avoid service disruption for the public. In addition, to comply with the City's growing cybersecurity mandates, the Commission has embarked on an effort to migrate its technology where needed to new platforms that are compliant with City's requirements, including website infrastructure and applications that enable electronic filing. These systems migration efforts are complex and require a significant level of technical planning and implementation to avoid service disruption. The Commission is also in the process of building a complaint case management system to enhance its enforcement operations and facilitate its public reporting on caseloads and the status of complaints. The election campaign dashboards which provide essential campaign finance data to the public also need to be redesigned to provide better data that is more user-friendly. The expanded scope of technology projects required of the EDDA division will require a senior level position with specialized technical and functional expertise to perform work that involves greater level of technical engineering and strategic decision-making. To address these critical and time-sensitive needs, the Commission requests to reclassify the 1042 *IS Engineer* position to 1043 *Senior IS Engineer* position starting in FY23.

As funding for this position is set to expire at the end of FY23, the Commission also requests continued funding for a three-year limited term exempt 1043 *Senior IS Engineer* position starting in FY24. Without this position, the Commission's ability to create campaign dashboard tools for elections, automate and maintain electronic filing processes, enable disclosure data integration

with City's open data platform, implement mandated technology migration projects, maintain new complaint case management system, and conduct community outreach to ensure broad stakeholder perspectives are consistently engaged and integrated into the development and evaluation of data disclosure tools will be severely impacted. To ensure that the Commission can serve its core public disclosure functions with effective technology solutions, this position is critical to retain in the Commission's operating budget for a full three-year term.

**Investments:**

- Reclassify existing 1042 *IS Engineer* position to 1043 *Senior IS Engineer* in FY23
  - Continue funding this position, which expires in FY24, as a three-year limited term exempt reclassified 1043 position starting in FY24
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- **Strengthen direct support for filing compliance and guidance across all program areas by creating dedicated *Client Support Services Unit***

In its FY21 budget proposal, the Ethics Commission requested and received authorization for a new 1840 *Client Support Specialist* position in the Engagement and Compliance division to support the implementation of electronic filing for all Conflict of Interest Code-designated filers of Form 700 – Statement of Economic Interests, which successfully launched in January 2022. This new process enables roughly 4,000 'designated' City employees who previously filed the form on paper with their respective departments to use the City's online filing system to submit their required financial disclosure statements. This position played a crucial role in the successful roll-out of this system and continues to provide critical technical assistance, compliance guidance, educational materials, and support to departmental filers and to the departmental filing officers responsible for coordinating those filings annually and throughout the year. The funding for this position is set to expire on June 30, 2023.

As a part of the Form 700 e-filing launch, this position was instrumental in establishing and facilitating new business processes and practices in the compliance division that enabled direct streamlined support to filers resulting in better compliance services and greater operational tracking. To address similar needs across program areas and provide focused and streamlined filer assistance to a broader segment of the public with faster and more efficient filer support services, the Commission seeks to establish a dedicated *Client Support Services* unit within the Engagement and Compliance division. This unit will require a new 1840 *Client Support Specialist* starting July 1, 2023 as a three-year limited exempt position to deliver critical technical training, direct filing assistance, educational materials, and outreach to 4700+ Form 700 filers, 80+ departmental filing officers, 200+ lobbyists, 300+ active committees, and other members of the public with Ethics Commission filing obligations to enhance stakeholder understanding of e-filing requirements and processes for effective compliance. This position will also track incoming support requests, resolve issues, help gather stakeholder feedback, and generate ongoing operational data for the program administration team to evaluate programmatic areas that require improvements and make data-driven decisions.

**Investments:**

- Continue funding 1840 *Client Support Specialist* position, which expires in FY24, as a three-year limited term exempt position starting in FY24
- **Ensure complex policy and legislative work necessary to achieve strong, workable, and effective political reform laws is supported by job classifications that reflect the full nature and level of that work**

Since the 2017 creation of a dedicated Ethics Commission Policy division, the duties of its two policy positions, an 1823 *Senior Policy Analyst* and an 1822 *Policy Analyst*, have significantly expanded to have much broader City-wide responsibility, engagement, and impact. The Policy division performs complex policy analysis, policy development, legislative drafting, and broad stakeholder engagement to support the Commission's core goal of strong and effective laws over which it has jurisdiction to administer and enforce. As the pace and breadth of the Commission's policy and legislative work have only increased, so too have the demands required of this division. This work requires exercise of highly specialized legal and research skills, increasingly necessitated by the complex issues addressed in the Commission's policy work. It also requires application of significant strategic planning and thinking skills, independent sound judgement, strong negotiating and program management skills that have impact on the Commission's operations and others Citywide, beyond the scope of duties that existed when the positions were initially created. It has increasingly become necessary to rely upon these positions for duties that appropriately fall within the scope of higher classifications, including the longer-term planning and coordination of more cross-functional activities related to timely and effective legislative affairs, interdepartmental policy outreach and City-wide coordination, and media communications.

As the level and impact of the work of these positions exceed their current classification levels the Commission seeks to reclassify the existing 1823 position to 1824 *Policy and Legislative Affairs Manager* position and reclassify the existing 1822 position to 1823 *Senior Policy Analyst* position starting in FY23. Rightsizing these positions will ensure effective, comprehensive, and timely planning and execution of multi-faceted initiatives to develop, implement, and evaluate highly complex policy and legislation with broad City-wide impact.

**Investments:**

- Reclassify the existing 1823 *Senior Policy Analyst* position to 1824 *Policy and Legislative Affairs Manager* position starting in FY23
- Reclassify the existing 1822 *Policy Analyst* position to 1823 *Senior Policy Analyst* position starting in FY23

- **Deepen community engagement in shaping practical and effective public policy solutions by funding a position dedicated to civic and community participation**

To expand the Commission's ability to conduct community engagement and outreach in its policy development process to inform policy outcomes and achieve their strongest impact, the Commission proposes to add a new 1823 *Civic & Community Engagement Specialist* position as a three-year limited term exempt position starting in FY23. Embedded within the Policy division and collaborating as a key member of the policy analysis and legislative development team, this position will create and lead consistent and sustainable community engagement strategies and approaches to promote regular participation by community and civic stakeholders in assessing the impact of existing, newly enacted, or proposed regulations and legislation in developing recommendations for the Commission. It will ensure the development and effective implementation of a strategic multi-layered stakeholder engagement plan for the Commission's high-priority policy and legislative initiatives.

This role will take a lead in the Commission's public-facing efforts to establish and maintain relationships with community stakeholders and proactively create opportunities for outreach and feedback to timely seek their input in developing policy solutions. It will engage in community events to heighten awareness of the Ethics Commission's mission and its ongoing policy initiatives and develop new communications and online materials on policy initiatives, proposed laws, and adopted legislation to share with community organizations as a platform for further inquiry and engagement. This role will help improve accountability with a focus on engaging broader civic and community organizations as key participants in the Commission's policy-making processes.

**Investments:**

- One new 1823 *Civic & Community Engagement Specialist* in the Policy Division as a three-year limited term exempt position starting in FY23
- **Expand community engagement in shaping how new programs and policies are implemented by funding a position in the Engagement & Compliance Division focused on policy implementation practices and communications to maximize policy awareness and impact**

The Commission proposes to add a new 1823 *Policy Implementation Specialist* position in the Engagement & Compliance Division as a three-year limited term exempt position starting in FY23 to provide priority-level operational focus across the Commission's functional areas to help evaluate proposed new laws and implement new policy projects in close collaboration with Policy staff. Embedded within the Engagement & Compliance Division and collaborating closely with the division's team of compliance officers and program administrators, this position will create and proactively sustain new opportunities to engage with local communities in raising

awareness of the new programs, policy, and regulations being implemented by the Commission and to expand the impact of the Commission's programs and services. It will develop communications, web content, and online materials to inform the public regarding roll-out of new laws and regulations. It will act as a lead to ensure programmatic and operational insights and stakeholder feedback are consistently integrated into ongoing policy development processes. It will collaborate cross-functionally across divisions, with other City departments, and community stakeholders to identify, design, and implement business process changes, disclosure requirements, and e-filing solutions to maximize the effectiveness of those new initiatives.

**Investments:**

- One new 1823 *Policy Implementation Specialist* in the Engagement & Compliance Division as a three-year limited term exempt position starting in FY23
- **Strengthen reach and impact of Audit programs by adding a new *Senior Auditor* position to ensure fuller, more timely oversight**

Performing mandatory and discretionary campaign audits, lobbying audits, and candidate public campaign financing qualification and disbursement reviews are all Audit division duties. In the wake of federal and local public corruption investigations, the Controller's June 2020 report on Public Works Contracting recommended, in part, that the Ethics Commission create an annual post-filing review program for the economic interest filings of city officials (Form 700s). This oversight duty is assigned to the Audit division and establishing and conducting that review is an Audit division priority for FY22.

Separately, in its August 2020 audit report on the Ethics Commission, the Budget and Legislative Analyst (BLA) noted the usefulness of the Commission's campaign audits as a significant "tool to detect violations of campaign finance laws...." The report also found that "long review timelines for discretionary audits compromise the effectiveness of this tool." The Commission shares the concern noted in the BLA finding that "a lengthy audit process reduces the relevancy of potential findings for the public, as audits are completed long after the election occurred and also hinders the Department's ability to take enforcement action within the statute of limitations." The BLA report recommended in part that audits from the previous election cycle should be completed before the next election cycle candidate filing period begins, when auditors are needed to determine qualification for the public financing election program.

At present, however, due to ongoing competing priorities and staffing assignments, and the need to also manage the public financing review and disbursement program for the upcoming November 2022 election, the division's current work plan does not allow for discretionary audits to be conducted in connection with the 2020 election. The Audit division has initiated mandatory lobbying audits and is continuing to conduct work on two mandatory campaign



audits from the November 2019 election. Mandatory campaign audits from the November 2020 cycle are slated to begin in March 2022.

The division's capacity to perform more timely audits, conduct discretionary audits, and establish post compliance reviews of Commission programs remains limited with only three 1822 *Auditor* positions. The breadth of projects required of the division requires staffing aligned with the Commission's auditing and growing post-compliance and review responsibilities, including the more senior level position to perform more complex duties that appropriately fall within the scope of that job classification. To help address unmet and emerging programmatic needs and ensure that relevant oversight work can be developed for improved impact and timely execution, a new *Senior Auditor* staff position is necessary as a three-year limited term exempt position.

**Investments:**

- One new 1823 *Senior Auditor* position as a three-year limited term exempt position starting in FY23
- **Executive Secretary position to help facilitate Commission meetings and perform other Commission support related duties**

The Commission proposes to add a new position authority, an exempt 1454 *Executive Secretary*, to function as its *Commission Secretary* per San Francisco Charter Section 4.102(9). The Commission has not to date had a position dedicated solely to perform administrative and meeting support functions of the five-member Commission. Instead, the department has historically absorbed these functions by distributing them across its staff divisions. In an organization undergoing transformation over the past several years, the Commission took this approach as a conscious step to allow departmental resources to focus first on direct program support and service delivery needs. At the same time, with the continued growth in both the department's programmatic responsibilities and its staffing levels, ensuring a full level of administrative support that provides consistency in coverage can be operationally challenging. Adding this new position will help centralize Commission support responsibilities to achieve operational and programmatic efficiencies across the department. The essential duties of this role are to:

- Coordinate preparation, posting, and distribution of Commission meeting Agenda, Meeting Summary, and Minutes of the Commission's monthly meetings
- Provide Commissioner support for onboarding, training, and technology
- Serve as clerk at regular and special meetings by supporting meeting facilitation, calling out agenda items, monitoring time allotments for public comment, and providing parliamentary support
- Act as a point of contact for the public to provide information regarding the Commission
- Maintain Commission records, information, and correspondence, including notes for preparation of Meeting Summary and Minutes

**Investments:**

- One new exempt 1454 *Executive Secretary III* position starting in FY23

- **Maintain core business systems by funding essential technology and professional services**

To ensure continuity of critical business operations, the Commission requests funding for essential software tools which includes a ticketing application to track operational and programmatic support issues reported by staff and filers, a software application to build user-friendly electronic forms to enable public disclosures, and a new data visualization tool to re-design and improve campaign dashboards to provide better and user-friendly data to the public. This requires an increase in the *Non-Personnel Services-Software License* account of \$25,936 in FY23 and \$33,936 in FY24.

This proposal also identifies additional funding necessary to meet maintenance cost increases for NetFile e-filing system per consumer price index adjustment. The NetFile system serves critical e-filing and public disclosure functions for the Commission's Form 700, Campaign Finance, and Lobbyist programs. It also supports the administration of the public financing program and campaign consultant program. This request will require an increase in the *Non-Personnel Services-Systems Consulting Services* account of \$3,510 in FY23 and \$7,125 in FY24.

The Commission also requests funding to replace end-of-support laptops and accessories for staff and procure back-up equipment for business continuity. This will require an increase in the *Materials and Supplies* account of \$66,812 in FY23 and \$42,612 in FY24.

**Investments:**

- Provide funding to procure software tools, professional services, and technology equipment estimated to be a total increase of \$96,258 in FY23 and \$83,673 in FY24

- **Provide necessary support for Commission's core business functions by funding essential services provided by other departments**

This includes funding for technology contracts supported by the Department of Technology (DT) to cover software licensing cost increases as a result of staffing level increase, for office software tools provisioned by DT that are essential for staff to perform their day to day duties. It also includes increase in costs to support DocuSign usage fee for public disclosure e-filings received, and licensing charges for the new complaint case management system and website hosting infrastructure. This request will require an increase of \$19,652 in FY23 and \$23,652 in FY24.

The Commission also proposes to establish a new workorder agreement with the Office of Contract Administration (OCA) to avail support and assistance from OCA regarding City's contracting policies and procedures to secure external auditing contracts in the future as necessary for mandatory audits of publicly financed campaign audits, and for contracts related to technology services. The Commission does not have internal expertise or staffing dedicated to support these contracting functions. With this new work order, the Commission will have the needed resources to secure a timely and consistent level of support from OCA to address its contracting needs. The funding required for work related to audits of publicly-financed candidates is requested to be allocated from the Election Campaign Funds as administrative expenses per Section 1.138(b)(2) in the San Francisco Campaign and Governmental Conduct Code. This is estimated to be \$50,601.38 in FY23. The work related to supporting technology contracts will need to be funded from the operating budget in FY24 which is estimated to be an increase of \$50,551.

**Investments:**

- Provide necessary funding for DT technology contracts and OCA contracting services estimated to be a total increase of \$19,652 in FY23 and \$74,203 in FY24 to the annual operating budget
- Allocate \$50,601.38 in FY23 from Election Campaign Funds for OCA contracting services

**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, 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. Depending on the balance of the Fund in any fiscal year, additional funds may need to be appropriated up to the formula and caps provided in the law.

## ATTACHMENT A: ORGANIZATIONAL STRUCTURE AND FUNCTIONAL DIVISIONS

Chart 1 – Current

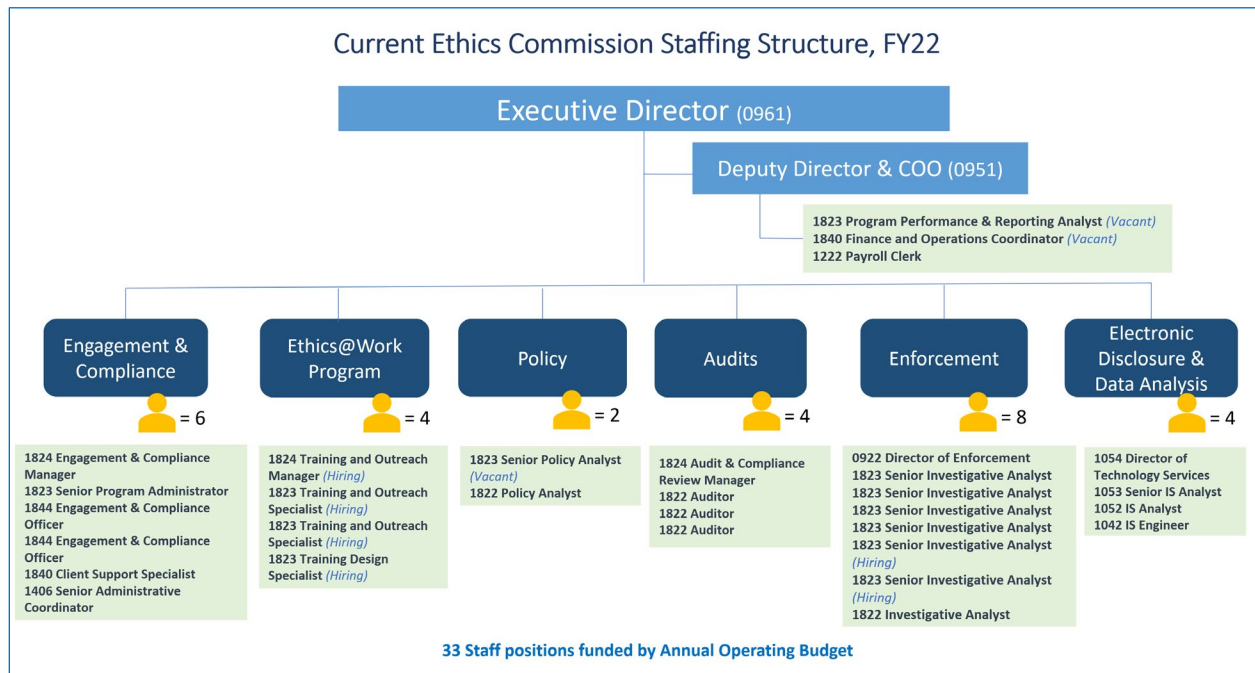
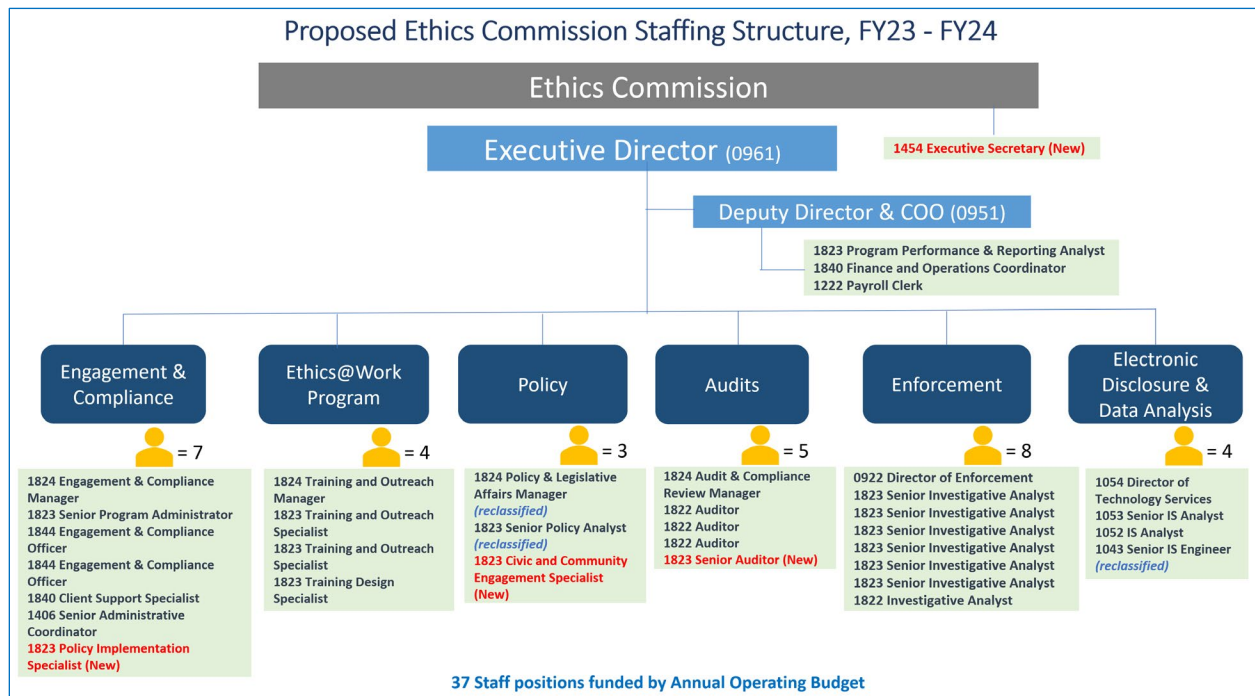


Chart 2 – Proposed



**Engagement & Compliance:** As part of its duty to promote governmental accountability, the Ethics Commission provides information and guidance to city officers and employees, candidates for public office, the public, and others to help them understand and comply with their responsibilities under the law. The Engagement and Compliance Division publishes compliance materials and provides informal advice that applies the City's ethics, campaign finance, and lobbying laws to circumstances faced in practice. The Commission also acts as filing officer for a wide range of public disclosure statements filed by designated local officials, candidates seeking local office, and lobbyists who seek to influence governmental decisions in the city and County of San Francisco.

**Ethics@Work Program:** This Division will implement the new Ethics@Work program by creating training and outreach resources necessary to deliver practical education on navigating ethical issues across City departments based on an assessment of specific training needs to promote and support ethical leadership at all levels of departmental decision making.

**Electronic Disclosure & Data Analysis (EDDA):** This Division serves filers, Commission staff, and the public by providing integrated and effective technology solutions for compliance, agency operations, and access to electronic disclosure records and data. The EDDA Division develops integrated technology solutions to support the Commission's various programs. The Division maintains the electronic disclosure platforms for campaign finance, lobbyist, Form 700, and other filings. The Division also ensures that the public has complete and timely access to the disclosures, such as through the campaign finance data dashboards and the City's open data portal.

**Policy:** This Division leads the Commission's public policy research, analysis, and legislative work. It is responsible for analyzing how well current laws and programs are achieving their intended purposes and formulating new regulatory and legislative approaches to ensure the City's political reform laws are strong, workable, and enforceable. Related duties assigned to the Division include media relations, interpreting and advising on the law, and stakeholder outreach and engagement. The Division also administers the Commission's opinion and waiver programs.

**Audits:** To help fulfill the Ethics Commission's oversight function, the Audit Division is responsible for conducting campaign audits pursuant to the Commission's Charter authority and mandate under City law to determine whether committees have materially complied with applicable requirements of State and local laws. The Division also administers the Public Campaign Financing Program qualification and claim review process to determine candidate eligibility and public funds disbursements. In addition, the Audit Division is responsible for conducting audits required under City law related to the lobbyist registration and reporting and for conducting post-filing compliance reviews of other disclosures, such as public economic interest filings by City officials.

**Enforcement:** To fulfill the Ethics Commission's oversight mandate as an independent administrative enforcement agency, the Enforcement Division is charged with ensuring fair, thorough, and timely investigations and case outcomes that serve as an effective deterrent and promote accountability in government. The Division has responsibility to identify, investigate, and remedy unlawful conduct within the scope of the Commission's jurisdiction. The Division's investigators are responsible for investigating alleged violations of the law to ensure allegations are fully and objectively evaluated and that those who violate the law are held publicly accountable for their actions. This can include imposition of monetary penalties levied by the five-member Ethics Commission as provided for under the law.

# Department Budget Submission Checklist

**Department Name:** ETHICS COMMISSION

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

☒ **Proposed GF cost neutral proposal**

☒ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary"

Submission includes copy of report 15.50.012.

☒ **Budget Equity:** Completed "Form 1C: Budget Equity"

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

☒ **Fees & Fines:** Completed "Form 2B: Fees & Fines."

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

☒ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes."

☐ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A

☒ **Position Changes:** Completed "Form 3B: Position Changes."

☐ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms 4B.1 and 4B.2) to be made in BFM.

☐ **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 Department - IDS Form Balancing Report from BFM Reporting.

☒ **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 03/01/22.

☐ **Other Requests:** Submitted requests for the following item (through a separate form), 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

**Signature:**

DocuSigned by:

*LeeAnn Pelham*

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BUDGET FORM 1A: Summary of Major Changes FY 2022-23 and FY 2023-24	
ETHICS COMMISSION	
Major Changes	Department Response to Major Changes
<b>1. SUMMARY.</b> What major changes is the department proposing? Include a description of changes intended to improve core service delivery. Clearly describe each change and the department’s proposal to fund each change without increased General Fund support (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in the Expenditure Changes section below.	The Ethics Commission has proposed the following for its FY23-FY24 budget as detailed in its February 22, 2022 letter to the Mayor. <ul style="list-style-type: none"><li>• Enable continuity of essential public disclosure functions by reclassifying and retaining Information Systems (IS) Engineer position (Totaling approximately \$20K in FY23 and \$232K in FY24)</li><li>• Strengthen direct support for filing compliance and guidance across all program areas by creating dedicated Client Support Services Unit (Totaling approximately \$132K in FY24)</li><li>• Ensure complex policy and legislative work necessary to achieve strong, workable, and effective political reform laws is supported by job classifications that reflect the full nature and level of that work (Totaling approximately \$49K in FY23 and \$49K in FY24)</li><li>• Deepen community engagement in shaping practical and effective public policy solutions by funding a position dedicated to civic and community participation (Totaling approximately \$145K in FY23 and \$183K in FY24)</li><li>• Expand community engagement in shaping how new programs and policies are implemented by funding a position in the Engagement &amp; Compliance Division focused on policy implementation practices and communications to maximize policy awareness and impact (Totaling approximately \$145K in FY23 and \$183K in FY24)</li><li>• Strengthen reach and impact of Audit programs by adding a new Senior Auditor position to ensure fuller, more timely oversight (Totaling approximately \$145K in FY23 and \$183K in FY24)</li><li>• Executive Secretary position to help facilitate Commission meetings and perform other Commission support related duties (Totaling approximately \$99K in FY23 and \$161K in FY24)</li><li>• Maintain core business systems by funding essential technology and professional services (Totaling approximately \$96K in FY23 and \$83K in FY24)</li><li>• Provide necessary support for Commission’s core business functions by funding essential services provided by other departments (Totaling approximately \$19K in FY23 and \$74K in FY24)</li></ul>
<b>2. TARGET.</b> How did the department meet its General Fund cost neutral target?	The Commission seeks an operational budget for FY23 totaling \$7.6 million and for FY24 totalling \$7.8 million, which includes an addition of \$721K in FY23 and \$1.2 million in FY24 representing a 10.4 percent and 19.6 percent growth over its current base operating budgets.
<b>3. EXPENDITURE CHANGES.</b> What major spending 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. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	The Ethics Commission's budget proposal includes the following major spending changes: <ul style="list-style-type: none"><li>•Additional 605K in FY23 and \$1.1 million in FY24 for Salary and Fringe accounts to enable reclassification of three positions, continued funding of two existing positions, and funding for four new positions.</li><li>•Additional \$96K in FY23 and \$83K in FY24 for Non-Personnel Services and Materials and Supplies</li><li>•Additional \$19K in FY23 and \$74K in FY24 for Services of Other Departments</li></ul> Details regarding these expenditure changes are included in Sections II and III in the Ethics Commission's letter to the Mayor.
<b>4. REVENUE.</b> What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	There are no changes to revenue estimates.
<b>5. LEGISLATION.</b> 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?	No
<b>6. PROP J.</b> 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.	No
<b>7. TRANSFER OF FUNCTION.</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	No
<b>8. INTERIM EXCEPTIONS.</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	The department requests interim exceptions to allocate the following new positions at 1.0 FTE in FY23 and FY24 to enable quicker programmatic impact and continuity of the Commission's core business functions. <ul style="list-style-type: none"><li>•New 1823 Civic and Community Engagement Specialist as a three-year limited term exempt position starting in FY23</li><li>• New 1823 Policy Implementation Specialist as a three-year limited term exempt position starting in FY23</li><li>• New 1823 Senior Auditor as a three-year limited term exempt position starting in FY23</li><li>• New 1454 Executive Secretary as an exempt position starting in FY23 to function as Commission Secretary</li><li>• Continue funding IS Engineer position, which expires in FY24, as a three-year limited term exempt reclassified 1043 Senior IS Engineer position starting in FY24</li><li>• Continue funding 1840 Client Support Specialist position, which expires in FY24, as a three-year limited term exempt position starting in FY24</li></ul>
<b>9. BUDGET EQUITY.</b> How has the department advanced racial equity through its services to the community? Please provide a high level summary in this form and all details in Form 1D.	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. A top Commission priority in the past year has been to closely examine recent criminal corruption charges brought against multiple city officials, employees, and contractors, in which individuals seeking favorable outcomes from City government provided things of value to City officials in an attempt to influence the actions of those officials. By evaluating existing laws and pursuing stronger laws that better promote fair and equitable governmental decision making, corrupt actions that serve to perpetuate inequities and systemically disenfranchise those with less privilege and access have less a chance of taking root.

**BUDGET FORM 1B: Department Budget Summary**  
**FY 2022-23 and FY 2023-24**

Below report has been generated from City's budget system. It does not incorporate Ethics Commission's budget requests to increase its existing base operating budget for FY23 and FY24 as detailed in the letter to the Mayor, as Mayor's Budget Office (MBO) has asked departments not to enter any increases to existing budgets in the budget system.

**Department Total Budget Historical Comparison**

**ETH Ethics Commission**

Authorized Positions	2021-2022 Original Budget	2022-2023 Proposed Budget	Changes from 2021-2022	2023-2024 Proposed Budget	Changes from 2022-2023
Total Authorized	30.50	32.33	1.83	30.34	(2.00)
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
<b>Net Operating Positions</b>	<b>30.50</b>	<b>32.33</b>	<b>1.83</b>	<b>30.34</b>	<b>(2.00)</b>

**Sources**

Charges for Services	2,450	2,450	0	2,450	0
Fines, Forfeiture, & Penalties	62,750	62,750	0	62,750	0
Licenses, Permits,& Franchises	92,000	92,000	0	92,000	0
General Funds	6,393,878	7,252,984	859,106	6,857,808	(395,176)
<b>Sources Total</b>	<b>6,551,078</b>	<b>7,410,184</b>	<b>859,106</b>	<b>7,015,008</b>	<b>(395,176)</b>

**Uses - Operating Expenditures**

Salaries	4,043,216	4,432,204	388,988	4,283,341	(148,863)
Mandatory Fringe Benefits	1,631,980	1,676,143	44,163	1,471,488	(204,655)
Non-Personnel Services	272,433	263,433	(9,000)	215,433	(48,000)
City Grant Program	0	446,860	446,860	446,860	0
Materials & Supplies	59,508	23,508	(36,000)	23,508	0
Services Of Other Depts	543,941	568,036	24,095	574,378	6,342
<b>Uses Total</b>	<b>6,551,078</b>	<b>7,410,184</b>	<b>859,106</b>	<b>7,015,008</b>	<b>(395,176)</b>

**Uses - By Division Description**

ETH Ethics Commission	6,551,078	7,410,184	859,106	7,015,008	(395,176)
<b>Uses by Division Total</b>	<b>6,551,078</b>	<b>7,410,184</b>	<b>859,106</b>	<b>7,015,008</b>	<b>(395,176)</b>



## **BUDGET FORM 1C: BUDGET EQUITY**

### **FY 2022-23 and FY 2023-24**

#### **1. What is the department's approach to advancing racial equity in the services provided to the residents of San Francisco?**

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.

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. 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.

#### **2. What are the department's top racial equity priorities for the upcoming budget cycle? Are there any existing programs that the department is proposing to modify or recommending new initiatives in order to fulfill racial equity priorities?**

With its unique duty to promote public service that builds public trust, the Ethics Commission's budget priorities continue to address both accountability and equity in the delivery of programs, services, and spending. The Commission's proposed FY23 budget prioritizes building the capacity necessary to deepen civic and community engagement with its programs and policy initiatives to magnify the reach, effectiveness, and impact of that work citywide. To do this, the proposed budget would provide dedicated new resources to create and sustain new methods to ensure broad stakeholder perspectives are consistently engaged and integrated into the development and evaluation of data disclosure tools, compliance guidance approaches, and policy analysis and review processes.



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

Inflation Factor for FY 2022-23 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2023-24 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2022. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - MODIFIED AND NEW FEES

	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	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 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)		FY 2022-23 Fee	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2023-24 Fee **	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
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TABLE 2 - CONTINUING FEES

	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	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 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 Cost Recovery (Est.)		FY 2022-23 Fee	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2023-24 Fee **	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
11	C	Lobbyist Registration Fees	S.F. C&GC Code Sec. 2.110	No	420710	Lobbyist Registration Fee	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	\$500 / lobbyist	\$85,000.00	170	\$85,000.00	N/A		\$85,000.00	170	\$85,000.00	N/A		\$85,000.00	170	\$85,000.00	N/A			\$ -
12	C	Campaign Consultant Registration Fees	S.F. C&GC Code Sec. 1.515	No	420711	Campagn Consltrt Registrtn Fee	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	Registration fee of \$50, \$200, or \$400 plus \$50 per client fee.	\$ 7,000.00	33	\$ 7,000.00	N/A		\$ 7,000.00	33	\$ 7,000.00	N/A		\$ 7,000.00	33	\$ 7,000.00	N/A			\$ -
13	C	Campaign Disclosure Fines	S.F C&GC Code 1.106 and 1.170 (d)	No	425510	Campaign Disclosure Fines	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	Late fees of \$10 per day for paper filings and \$25 per day for electronic filings.	\$50,000.00	60	\$50,000.00	N/A		\$50,000.00	60	\$50,000.00	N/A		\$50,000.00	60	\$50,000.00	N/A			\$ -
14	C	Lobbyist Fines	S.F. C&GC Code Sec. 2.145	No	425520	Lobby Fines	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	Late fees of \$50 per day.	\$ 2,000.00	N/A	\$ 2,000.00	N/A		\$ 2,000.00	N/A	\$ 2,000.00	N/A		\$ 2,000.00	N/A	\$ 2,000.00	N/A			\$ -
15	C	Campaign Consultant Fines	S.F. C&GC Code Sec. 1.525 (a)	No	425521	Campaign Consultant Fines	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	Late fees of \$50 per day.	\$ 2,000.00	N/A	\$ 2,000.00	N/A		\$ 2,000.00	N/A	\$ 2,000.00	N/A		\$ 2,000.00	N/A	\$ 2,000.00	N/A			\$ -
16	C	Economic Interest Fines	California Government Code Section 91013	No	425530	Economic Interest Fines	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	Late fees of \$10 per day up to \$100.	\$ 1,250.00	N/A	\$ 1,250.00	N/A		\$ 1,250.00	N/A	\$ 1,250.00	N/A		\$ 1,250.00	N/A	\$ 1,250.00	N/A			\$ -
17	C	Other Ethics Fines	N/A	No	425590	Other Ethics Fines	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	N/A	\$ 7,500.00	N/A	\$ 7,500.00	N/A		\$ 7,500.00	N/A	\$ 7,500.00	N/A		\$ 7,500.00	N/A	\$ 7,500.00	N/A			\$ -
18	C	Other General Government Charges	N/A	No	460199	Other General Government Chrges	10000	GF Annual Account Ctrl	10000	Operating	229997	ETH Ethics Commission	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	N/A	\$ 2,450.00	N/A	\$ 2,450.00	N/A		\$ 2,450.00	N/A	\$ 2,450.00	N/A		\$ 2,450.00	N/A	\$ 2,450.00	N/A			\$ -
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Fee Status:           C Continuing  
                          M Modified  
                          N New  
                          D Discontinued

Note:  
\*\* If Auto CPI adjustment = Yes, FY 2022-23 and FY 2023-24 Fee will be automatically generated based on the inflation factor determined by the Controller.  
  If Auto CPI adjustment = No, FY 2022-23 and FY 2023-24 Fee will remain the same as previous year or entered by dept according to Code Authorization.

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT ETHICS COMMISSION

Please identify proposed expenditure changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level.

Note: To submit this information, run the 15.30.005c - Snapshot to Current Comparison by Stage (Audit Trail) report from BFM Reporting.

Select the following criteria before running the report:

Snapshot: Start of Dept

Budget Stages: M2 Department Phase

GFS Type: Do not select a value.

Account Lvl 5: Filter for all Expenditure Account Lvl 5 codes beginning with "5"

Do not select values for any other prompts.

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

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

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

Below changes reflect the Ethics Commission's budget requests to increase its operating budget as detailed in the letter to the Mayor. These requests have not been entered in the budget system per MBO's intructions.																			Total BY Expenditure Variance: (115,910.08)			Total BY+1 Expenditure Variance: (157,876.73)			FORMULA	FILL IN		
Budget System Report 15.30.005 filtered on Gross Expenditures																			FY 2022-23			FY 2023-24						
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account - Title	TRIO	TRIO Title		Agency Use	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	ETH	229997	ETH Ethics Commission	229997	ETH Ethics Commission	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5210NP5vcs	535960-Software Licensing Fees		Unspecified			\$8,000	\$33,936	(\$25,936)	\$0	\$33,936	(\$33,936)	YES	Essential software tools to enable the Commission's core business functions
GFS	ETH	229997	ETH Ethics Commission	229997	ETH Ethics Commission	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5210NP5vcs	527610-System Consulting Services		Unspecified			\$117,000	\$120,510	(\$3,510)	\$117,000	\$124,125	(\$7,125)	YES	E-filing system maintenance cost increase per consumer price index adjustment
GFS	ETH	229997	ETH Ethics Commission	229997	ETH Ethics Commission	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5400Mat&Su	540000-Materials & Supplies-Budget		Unspecified			\$23,008	\$89,820	(\$66,812)	\$23,008	\$65,620	(\$42,612)	YES	To replace end-of support technology equipment for staff for business continuity
GFS	ETH	229997	ETH Ethics Commission	229997	ETH Ethics Commission	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	58100HhDep	581325- DT Enterprise Tech Contracts		Unspecified			\$19,755	\$39,407	(\$19,652)	\$19,755	\$43,407	(\$23,652)	YES	Software licensing cost increases due to staffing level increase, higher volume of DocuSign e-filings received for public disclosures, and technology implementations
GFS	ETH	229997	ETH Ethics Commission	229997	ETH Ethics Commission	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	58100HhDep	OCA work order - Contracting Services		Unspecified			\$0	\$0	\$0	\$0	\$50,551	(\$50,551)	YES	For assistance regarding City's contracting policies and procedures to secure external auditing contracts and technology contracts
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## DEPARTMENT ETHICS COMMISSION

**Note:** To submit this information, run the **15.30.004 Position Snapshot Comparison (Audit Trail)** report from the BFM Reporting. Select the following criteria before running the report:

Snapshot: **Start of Dept**

Budget Stages: M2 Department

GFS Type: Do not select a value.

Do not select values for any other prompts.

For any proposed changes, provide an explanation.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report

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

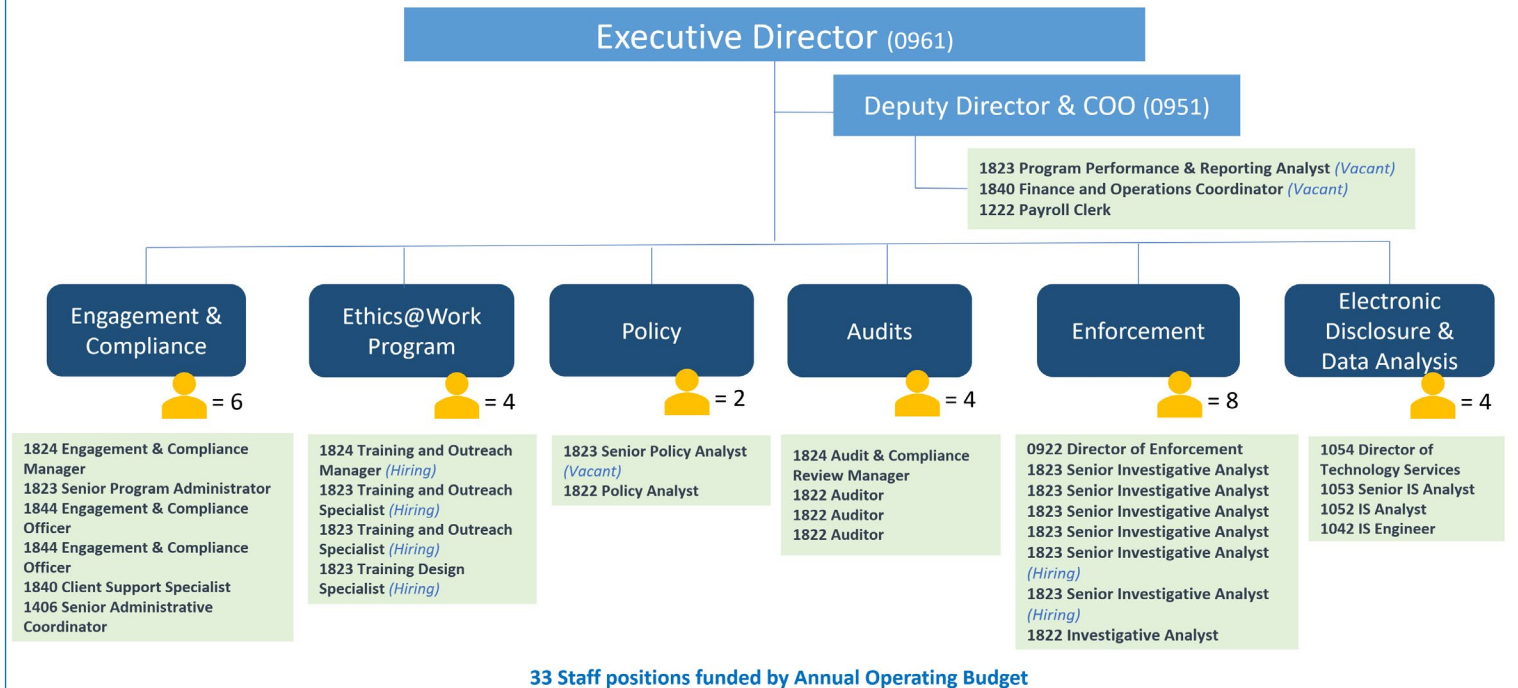
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Changes reflect the Ethics Commission's budget requests to increase its operating budget as detailed in the letter to the Mayor. These requests have not been entered in the budget system per MBO's instructions.																											Total BY FTE Variance: (3.16) Total BY Amount Variance: (605,735.70)				Total BY+1 FTE Variance: (6.00) Total BY+1 Amount Variance: (1,126,920.59)				FORMULA		FILL IN					
Budget System Report 15.30.004 filtered on Gross Expenditures																											FY 2022-23				FY 2023-24											
GFS Type	Dept	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	Agency Use	Class	Job Class Title	Employee Org Title	Employee Org Code	Ret	Status	Action	Start FTE	End FTE	Var FTE	Start Amt	End Amt	Var Amt	Start BY+1 FTE	End BY+1 FTE	Var BY+1 FTE	Start BY+1 Amt	End BY+1 Amt	Var BY+1 Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change		
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1043	Senior IS Engineer	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	L	S/N	0	1	-1	\$0	\$17,873	(\$17,873)	0	1	-1	\$0	\$177,085	(\$177,085)	YES		Request to reclassify 1042 to 1043 in FY23 and fund 1043 as a 3-year limited term exempt position starting in FY24.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1043	Senior IS Engineer	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	L	S/N	0	0	0	\$0	\$59,265	(\$59,265)	0	0	0	\$0	\$55,227	(\$55,227)	NO		Request to reclassify 1042 to 1043 in FY23 and fund 1043 as a 3-year limited term exempt position starting in FY24.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1042	IS Engineer	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	L	S	1	0	1	\$153,977	\$0	\$155,977	0	0	0	\$0	\$0	\$0	50	YES	Request to reclassify 1042 to 1043 in FY23 and fund 1043 as a 3-year limited term exempt position starting in FY24.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1042	IS Engineer	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	L	S	0	0	0	\$0	\$56,655	\$56,655	0	0	0	\$0	\$0	\$0	50	NO	Request to reclassify 1042 to 1043 in FY23 and fund 1043 as a 3-year limited term exempt position starting in FY24.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1840	Junior Management Assistant	790	790 - LOCAL 790, SEU	C	L	N	0	1	3	0	\$92,134	\$92,134	\$0	0	1	-1	\$0	\$94,380	(\$94,380)	YES		Request to fund 1840 Client Support Specialist position as a 3-year limited term exempt position starting in FY24.
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1840	Junior Management Assistant	790	790 - LOCAL 790, SEU	C	L	N	0	0	0	\$40,577	\$40,577	\$0	0	0	\$0	\$38,480	(\$38,480)	NO		Request to fund 1840 Client Support Specialist position as a 3-year limited term exempt position starting in FY24.		
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1824	Principal Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	0	1	-1	\$0	\$153,281	(\$153,281)	0	1	-1	\$0	\$157,055	(\$157,055)	YES		Request to reclassify existing 1823 Senior Policy Analyst position to 1824 Policy and Legislative Affairs Manager position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026718	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1824	Principal Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	0	0	0	\$0	\$56,124	(\$56,124)	0	0	0	\$0	\$52,048	(\$52,048)	NO		Request to reclassify existing 1823 Senior Policy Analyst position to 1824 Policy and Legislative Affairs Manager position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1823	Senior Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	1	0	1	\$132,396	\$0	\$132,396	1	0	1	\$135,621	\$0	\$135,621	50	YES	Request to reclassify existing 1823 Senior Policy Analyst position to 1824 Policy and Legislative Affairs Manager position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026718	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1823	Senior Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	0	0	0	\$0	\$51,609	\$51,609	0	0	0	\$0	\$48,202	\$0	\$48,202	50	YES	Request to reclassify existing 1823 Senior Policy Analyst position to 1824 Policy and Legislative Affairs Manager position starting in FY23.
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1823	Senior Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	0	1	-1	\$0	\$132,396	(\$132,396)	0	1	-1	\$0	\$135,621	(\$135,621)	YES		Request to reclassify existing 1822 Policy Analyst position to 1823 Senior Policy Analyst position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1823	Senior Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	S	0	0	0	\$0	\$51,609	(\$51,609)	0	0	0	\$0	\$48,202	(\$48,202)	NO		Request to reclassify existing 1822 Policy Analyst position to 1823 Senior Policy Analyst position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1822	Administrative Analyst	790	790 - LOCAL 790, SEU	C	A	S	1	0	1	\$113,634	\$0	\$113,634	1	0	1	\$116,382	\$0	\$116,382	50	YES	Request to reclassify existing 1822 Policy Analyst position to 1823 Senior Policy Analyst position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1822	Administrative Analyst	790	790 - LOCAL 790, SEU	C	A	S	0	0	0	\$46,253	\$0	\$46,253	0	0	0	\$43,445	\$0	\$43,445	50	YES	Request to reclassify existing 1822 Policy Analyst position to 1823 Senior Policy Analyst position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1823	Senior Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	L	N	0	2.37	-2.37	\$0	\$313,779	(\$313,779)	0	3	-3	\$0	\$406,863	(\$406,863)	YES		Request to add three new 1823 positions - Civic and Community Engagement Specialist, Policy Implementation Specialist, and Senior Auditor as a 3-year limited term exempt positions starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1823	Senior Administrative Analyst	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	L	N	0	0	0	\$0	\$122,312	(\$122,312)	0	0	0	\$0	\$144,605	(\$144,605)	NO		Request to add three new 1823 positions - Civic and Community Engagement Specialist, Policy Implementation Specialist, and Senior Auditor as a 3-year limited term exempt positions starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	010Salary					1454	Executive Secretary III	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	N	0	0	0.79	\$0	\$71,317	(\$71,317)	0	1	-1	\$0	\$117,734	(\$117,734)	YES		Request to add one 1454 Executive Secretary as an exempt position starting in FY23.	
GFS	ETH	229997	ETH Ethics Commission	229987	ETH Ethics Commission	229987	ETH Ethics Commission	10000	G Annual Account Cntl	10026728	EC Ethics Oversight	EC Ethics Oversight	10000	Operating	5130Fringe					1454	Executive Secretary III	021	021 - LOCAL 21, PROFESSIONAL AND TECHNICAL ENG	C	A	N	0	0	0	\$0	\$26,564	(\$26,564)	0	0	0	\$0	\$43,310	(\$43,310)	NO		Request to add one 1454 Executive Secretary as an exempt position starting in FY23.	

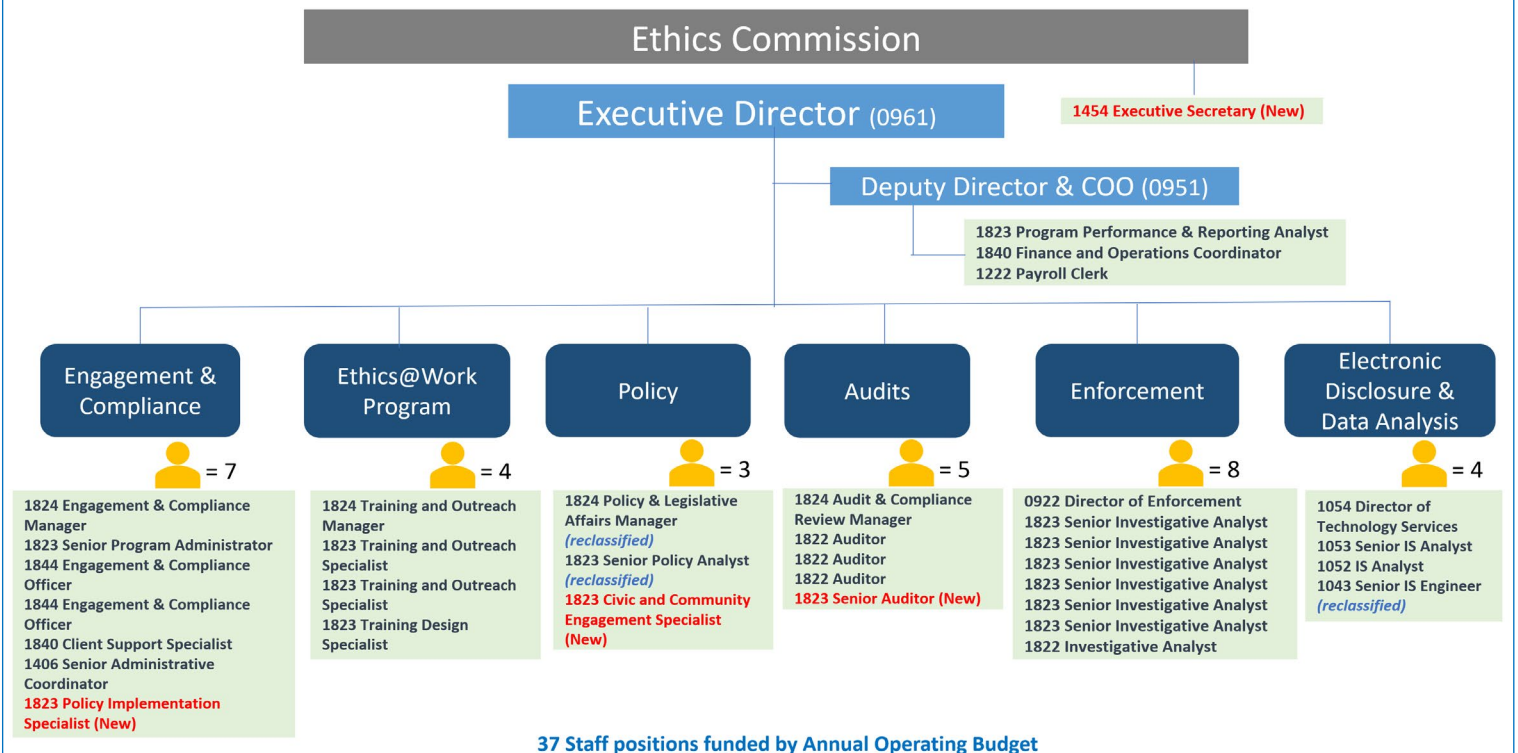
# BUDGET FORM: Organizational Chart

## FY 2022-23 and FY 2023-24

### Current Ethics Commission Staffing Structure, FY22



### Proposed Ethics Commission Staffing Structure, FY23 - FY24



ETHICS COMMISSION- DEPARTMENT IDS FORM BALANCING REPORTS

Below report has been generated from City's budget system. It does not incorporate Ethics Commission's FY23-FY24 budget requests to increase funding for Services of Other Departments as detailed in the letter to the Mayor, as Mayor's Budget Office (MBO) has asked departments not to enter any increases to existing budgets in the budget system.

WO Form Balance by Dept Pair

ETH-CON

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2022-23 Requesting Proposal 8000	FY 2022-23 Performing Proposal 8100	FY 2022-23 Imbalanced 8000 vs 8100	FY 2023-24 Requesting Proposal 8000	FY 2023-24 Performing Proposal 8100	FY 2023-24 Imbalanced 8000 vs 8100
CON-FASTTEAM	486280	Y	Y	57,200	57,200	0	57,200	57,200	0
	581180	Y	Y	-57,200	-57,200	0	-57,200	-57,200	0
CON-FASTTEAM				0	0	0	0	0	0
ETH-CON				0	0	0	0	0	0

ETH-HRD

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2022-23 Requesting Proposal 8000	FY 2022-23 Performing Proposal 8100	FY 2022-23 Imbalanced 8000 vs 8100	FY 2023-24 Requesting Proposal 8000	FY 2023-24 Performing Proposal 8100	FY 2023-24 Imbalanced 8000 vs 8100
HRD-EMPLOYMENTSERVICES	486280	Y	Y	209,317	209,317	0	215,659	215,659	0
	581470	Y	Y	-209,317	-209,317	0	-215,659	-215,659	0
HRD-EMPLOYMENTSERVICES				0	0	0	0	0	0
ETH-HRD				0	0	0	0	0	0

ETH-TIS

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2022-23 Requesting Proposal 8000	FY 2022-23 Performing Proposal 8100	FY 2022-23 Imbalanced 8000 vs 8100	FY 2023-24 Requesting Proposal 8000	FY 2023-24 Performing Proposal 8100	FY 2023-24 Imbalanced 8000 vs 8100
TIS-SFGOVTV	486280	Y	Y	30,998	30,998	0	30,998	30,998	0
	581280	Y	Y	-30,998	-30,998	0	-30,998	-30,998	0
TIS-SFGOVTV				0	0	0	0	0	0

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2022-23 Requesting Proposal 8000	FY 2022-23 Performing Proposal 8100	FY 2022-23 Imbalanced 8000 vs 8100	FY 2023-24 Requesting Proposal 8000	FY 2023-24 Performing Proposal 8100	FY 2023-24 Imbalanced 8000 vs 8100
TIS-TECHCONTRACTS	486280	Y	Y	19,755	19,755	0	19,755	19,755	0
	581325	Y	Y	-19,755	-19,755	0	-19,755	-19,755	0
TIS-TECHCONTRACTS				0	0	0	0	0	0

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2022-23 Requesting Proposal 8000	FY 2022-23 Performing Proposal 8100	FY 2022-23 Imbalanced 8000 vs 8100	FY 2023-24 Requesting Proposal 8000	FY 2023-24 Performing Proposal 8100	FY 2023-24 Imbalanced 8000 vs 8100
TIS-TECHPROJ	486280	Y	Y	3,671	3,671	0	3,671	3,671	0
	581140	Y	Y	-3,671	-3,671	0	-3,671	-3,671	0
TIS-TECHPROJ				0	0	0	0	0	0

ETH-TIS				0	0	0	0	0	0
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ETHICS COMMISSION- DEPARTMENT IDS FORM BALANCING REPORTS

Changes and Proposals

Dept Pair	Requesting	Performing	WO Ref ID	Dept ID	Fund	Project	Activity	Authority	Account	Agency Use	FY 2021-22 Original	FY 2022-23 Rollover	FY 2022-23 Requesting Changes	FY 2022-23 Performing Changes	FY 2022-23 Requesting Proposal	FY 2022-23 Performing Proposal	FY 2023-24 Rollover	FY 2023-24 Requesting Changes	FY 2023-24 Performing Changes	FY 2023-24 Requesting Proposal	FY 2023-24 Performing Proposal	Requesting Comments	Performing Comments
ETH-CON	ETH	CON	CON-FASTTEAM	229227	10000	10001644	0003	10000	486280		0	57,200	-57,200	-57,200	0	0	57,200	-57,200	-57,200	0	0		ETH to zero out budget
ETH-CON	ETH	CON	CON-FASTTEAM	229227	10020	10038740	0001	22135	486280		0	0	57,200	57,200	57,200	57,200	0	57,200	57,200	57,200	57,200	Fund code changed to 10020 per CON request	ETH to adjust to match CON
ETH-CON	ETH	CON	CON-FASTTEAM	229997	10000	10026728	0001	10000	581180		0	-57,200	0	0	-57,200	-57,200	-57,200	0	0	-57,200	-57,200		
ETH-HRD	ETH	HRD	HRD-EMPLOYMENTSERVICES	232025	10000	10026742	0001	10000	486280		0	202,807	12,852	6,510	209,317	209,317	202,807	12,852	12,852	215,659	215,659	Inflationary adjustments per DHR request	Employment Services Work Order COLA increases
ETH-HRD	ETH	HRD	HRD-EMPLOYMENTSERVICES	229997	10000	10026728	0001	10000	581470		0	-202,807	-12,852	-6,510	-209,317	-209,317	-202,807	-12,852	-12,852	-215,659	-215,659	Inflationary adjustments per DHR request	
ETH-TIS	ETH	TIS	TIS-SFGOVTV	207938	10000	10024777	0001	10000	486280		0	30,998	0	0	30,998	30,998	30,998	0	0	30,998	30,998		
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	207921	28070	10024810	0008	17608	486280		0	0	0	0	0	0	0	0	0	0	0		
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	207921	28070	10024810	0018	17608	486280		0	0	0	0	0	0	0	0	0	0	0		
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	210699	28070	10024810	0008	17608	486280		0	1,491	0	0	1,491	1,491	1,491	0	0	1,491	1,491		
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	210699	28070	10024810	0018	17608	486280		0	9,120	0	0	9,120	9,120	9,120	0	0	9,120	9,120		
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	210699	28070	10024810	0384	17608	486280		0	9,144	0	0	9,144	9,144	9,144	0	0	9,144	9,144		
ETH-TIS	ETH	TIS	TIS-TECHPROJ	207921	28070	10024810	0112	17608	486280		0	3,671	0	0	3,671	3,671	3,671	0	0	3,671	3,671		
ETH-TIS	ETH	TIS	TIS-TECHPROJ	207921	28070	10024810	0737	17608	486280		0	0	0	0	0	0	0	0	0	0	0		
ETH-TIS	ETH	TIS	TIS-TECHPROJ	229997	10000	10026728	0001	10000	581140		0	-3,671	0	0	-3,671	-3,671	-3,671	0	0	-3,671	-3,671		
ETH-TIS	ETH	TIS	TIS-SFGOVTV	229997	10000	10026728	0001	10000	581280		0	-30,998	0	0	-30,998	-30,998	-30,998	0	0	-30,998	-30,998		
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	229997	10000	10026728	0001	10000	581325		0	-19,755	0	0	-19,755	-19,755	-19,755	0	0	-19,755	-19,755	In the letter to the Mayor, the Ethics Commission has requested to increase this DT account by \$19,652 in FY23 and \$23,652 in FY24. These changes have not been entered in the budget system.	

In the letter to the Mayor, the Ethics Commission has also requested to allocate \$50,601.38 in FY23 from Election Campaign Funds and \$50,551 in FY24 in its operating budget for a workorder with OCA for assistance regarding City’s contracting policies and procedures to secure external auditing contracts and technology contracts.

ETHICS COMMISSION- DEPARTMENT IDS FORM BALANCING REPORTS  
Changes and Proposals with Title

Dept	Pair	Requesting	Performing	WO Ref ID	Dept ID	Dept ID Title	Fund	Fund Title	Project	Project Title	Activity	Activity Title	Authority Lvl 1	Authority Title	Account	Account Title	Agency Use	Agency Use Title	FY 2021-22 Original	FY 2022-23 Rollover	FY 2022-23 Requesting Changes	FY 2022-23 Performing Changes	FY 2022-23 Requesting Proposal	FY 2022-23 Performing Proposal	FY 2022-23 Form Spread	FY 2023-24 Rollover	FY 2023-24 Requesting Changes	FY 2023-24 Performing Changes	FY 2023-24 Requesting Proposal	FY 2023-24 Performing Proposal	FY 2023-24 Form Spread	Requesting Comments	Performing Comments		
ETH-CON	ETH	CON	CON-FASTTEAM	229227	CON Accounting	10000	GF Annual Account Ctrl	10001644	CO Operations	0003	AOSD-FAST	10000	Operating	10000	Operating	486280	Exp Rec Fr Ethic Comsnn AAO		0	57,200	-57,200	-57,200		0	0	0	0	57,200	-57,200	-57,200	0	0	0	ETH to zero out budget	ETH to zero out budget
ETH-CON	ETH	CON	CON-FASTTEAM	229227	CON Accounting	10020	GF Continuing Authority Ctrl	10038740	CO Department Financial Assist	0001	FAST Services	22135		22135	CO Department Financial Assist	486280	Exp Rec Fr Ethic Comsnn AAO		0	0	57,200	57,200		57,200	57,200	0	0	57,200	57,200	57,200	57,200	0	0 Fund code changed to 10020 per CON request	ETH to adjust to match CON	
ETH-CON	ETH	CON	CON-FASTTEAM	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	10000	Operating	10000	Operating	581180	GF-Con-Fast Team		0	-57,200	0	0	-57,200	-57,200		0	-57,200	0	0	-57,200	-57,200	0			
ETH-HRD	ETH	HRD	HRD-EMPLOYMENTSERVICES	232025	HRD Recruit-Assess-Client Svc	10000	GF Annual Account Ctrl	10026742	HR Administration	0001	HR Administration	10000	Operating	10000	Operating	486280	Exp Rec Fr Ethic Comsnn AAO		0	202,807	12,852	6,510	209,317	209,317		0	202,807	12,852	12,852	215,659	215,659	0	Inflationary adjustments per DHR request	Employment Services Work Order COLA increases	
ETH-HRD	ETH	HRD	HRD-EMPLOYMENTSERVICES	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	10000	Operating	10000	Operating	581470	GF-HR-Client Svc-Recrut-Assess		0	-202,807	-12,852	-6,510	-209,317	-209,317		0	-202,807	-12,852	-12,852	-215,659	-215,659	0	Inflationary adjustments per DHR request		
ETH-TIS	ETH	TIS	TIS-SFGOVTV	207938	DT Communications SFGovTV	10000	GF Annual Account Ctrl	10024777	DT Dt Operating Master Project	0001	DT Operating Master Project	10000	Operating	10000	Operating	486280	Exp Rec Fr Ethic Comsnn AAO		0	30,998	0	0	30,998	30,998		0	30,998	0	0	30,998	30,998	0			
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0008	EAs - Adobe -01	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486280	Exp Rec Fr Ethic Comsnn AAO		0	0	0	0	0	0		0	0	0	0	0	0	0			
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0018	EAs - Microsoft	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486280	Exp Rec Fr Ethic Comsnn AAO		0	0	0	0	0	0		0	0	0	0	0	0	0			
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	210699	DT Adm ELA Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0008	EAs - Adobe -01	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486280	Exp Rec Fr Ethic Comsnn AAO		0	1,491	0	0	1,491	1,491		0	1,491	0	0	1,491	1,491	0			
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	210699	DT Adm ELA Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0018	EAs - Microsoft	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486280	Exp Rec Fr Ethic Comsnn AAO		0	9,120	0	0	9,120	9,120		0	9,120	0	0	9,120	9,120	0			
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	210699	DT Adm ELA Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0384	EAs - DocuSign	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486280	Exp Rec Fr Ethic Comsnn AAO		0	9,144	0	0	9,144	9,144		0	9,144	0	0	9,144	9,144	0			
ETH-TIS	ETH	TIS	TIS-TECHPROJ	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0112	DT ETH 240 IT Support Services	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486280	Exp Rec Fr Ethic Comsnn AAO		0	3,671	0	0	3,671	3,671		0	3,671	0	0	3,671	3,671	0			
ETH-TIS	ETH	TIS	TIS-TECHPROJ	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0737	DT Depts' IT Misc Procurements	17608	Dt Work Order Projects	17608	Dt Work Order Projects	486280	Exp Rec Fr Ethic Comsnn AAO		0	0	0	0	0	0		0	0	0	0	0	0	0			
ETH-TIS	ETH	TIS	TIS-TECHPROJ	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	10000	Operating	10000	Operating	581140	DT Technology Projects		0	-3,671	0	0	-3,671	-3,671		0	-3,671	0	0	-3,671	-3,671	0			
ETH-TIS	ETH	TIS	TIS-SFGOVTV	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	10000	Operating	10000	Operating	581280	DT SFGov TV Services		0	-30,998	0	0	-30,998	-30,998		0	-30,998	0	0	-30,998	-30,998	0			
ETH-TIS	ETH	TIS	TIS-TECHCONTRACTS	229997	ETH Ethics Commission	10000	GF Annual Account Ctrl	10026728	EC Ethics Oversight	0001	EC Ethics Oversight	10000	Operating	10000	Operating	581325	DT Enterprise Tech Contracts		0	-19,755	0	0	-19,755	-19,755		0	-19,755	0	0	-19,755	-19,755	0	In the letter to the Mayor, the Ethics Commission has requested to increase this DT account by \$19,652 in FY23 and \$23,652 in FY24. These changes have not been entered in the budget system.		

In the letter to the Mayor, the Ethics Commission has also requested to allocate \$50,601.38 in FY23 from Election Campaign Funds and \$50,551 in FY24 in its operating budget for a workorder with OCA for assistance regarding City's contracting policies and procedures to secure external auditing contracts and technology contracts.