



ETHICS COMMISSION

FY2016

BUDGET RECOMMENDATION

TO COUNTY COUNCIL

May 11, 2015

ETHICS FY2016

MISSION

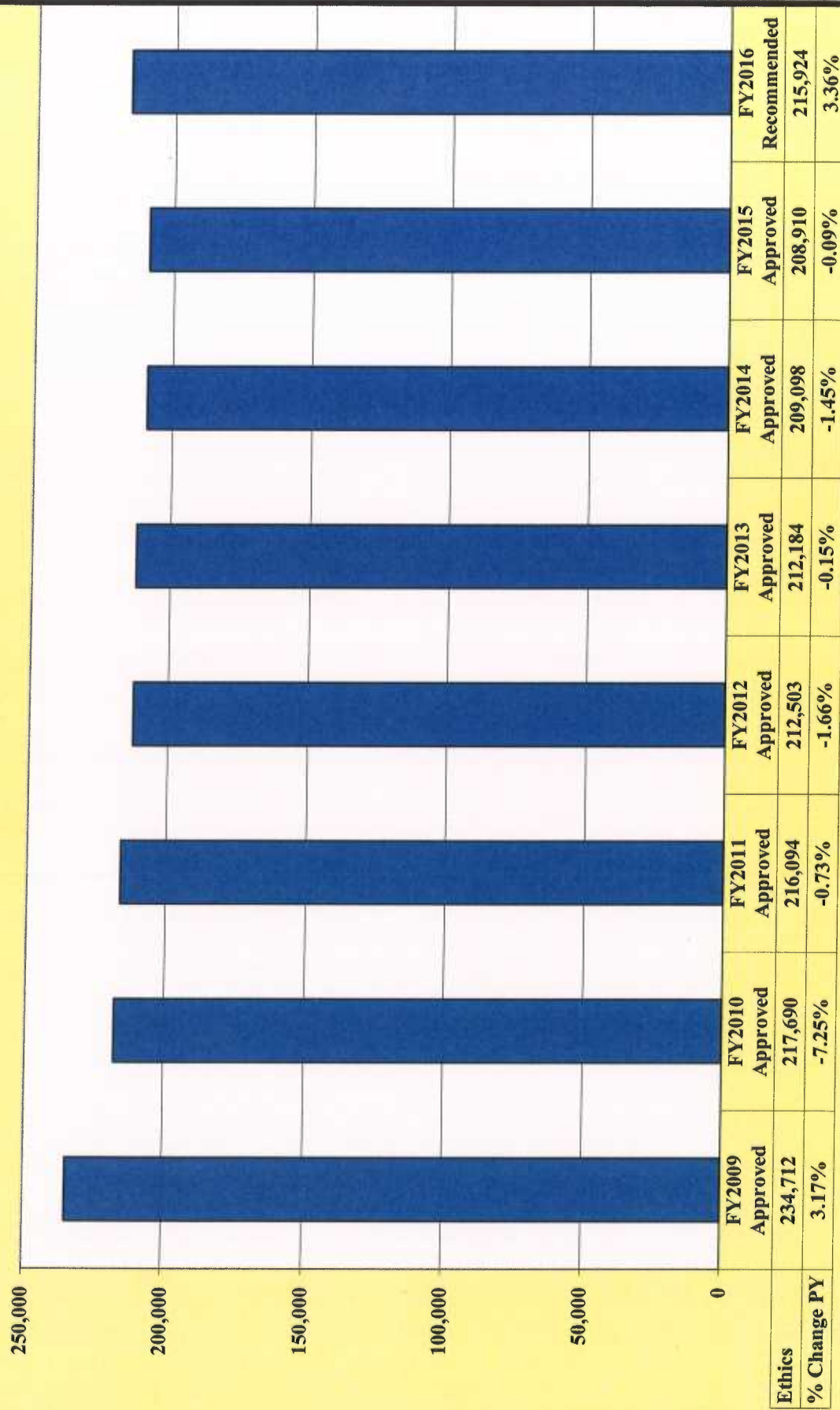
The New Castle County Ethics Commission is created by the New Castle County Code and is responsible for administering and enforcing the Code's ethics provisions. The Commission's duties include issuing advisory opinions, conducting preliminary inquiries, investigations and hearings concerning alleged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

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

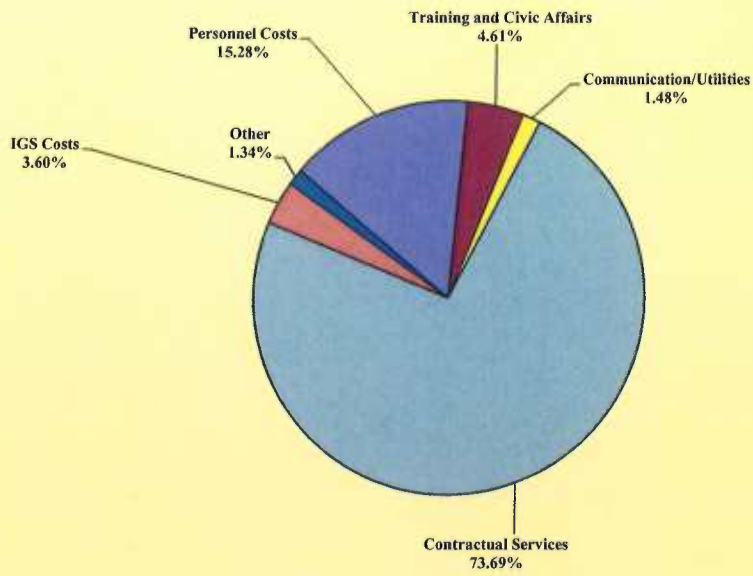
Beatrice Patton Dixon Executive Term Expires 1/17/17	Sally Jensen Executive Term Expires 7/28/17	Eric Morzso Council Term Expires 9/8/17	James F. Keeley Vice Chairperson Council Term Expires 2/3/16	Christopher Simon Council Term Expires 4/26/17	Paula Jenkins-Massie Executive Term Expires 10/23/15
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Julie Sebring - Attorney (Contractual)
 Alison Lewis - Confidential Assistant (Part-Time)

Ethics



FY2016 Recommended



<u>Object Level</u>	<u>FY2016 Recommended</u>
Personnel Costs	\$33,000
Training and Civic Affairs	9,950
Communication/Utilities	3,200
Contractual Services	159,105
IGS Costs	7,769
Other	2,900
Recommended Budget	\$215,924

**ETHICS COMMISSION
FY2016 BUDGET RECOMMENDATION**

Object Level	FY2015 Approved	FY2016 Recommended	FY2015 Approved vs. FY2016 Recommended	% Incr./(Decr.) over FY2015 Approved
Salaries and Wages	\$30,000	\$30,000	\$0	0.00%
Employee Benefits	3,000	3,000	0	0.00%
Training and Civic Affairs	9,525	9,950	425	4.46%
Communication and Utilities	3,200	3,200	0	0.00%
Materials and Supplies	2,350	2,400	50	2.13%
Contractual Services	153,004	159,105	6,101	3.99%
Equipment Replacement	500	500	0	0.00%
Fixed Charges	-	-	0	
Land/Structures	-	-	0	
Contingency	-	-	0	
IGS Costs	7,331	7,769	\$438	5.97%
Intragovernment Service Credits	-	-	0	
Total:	\$208,910	\$215,924	\$7,014	3.36%

Object Level	FY2016 Recommended	\$ Change	% Change
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Salaries and Wages :	\$30,000	\$0	0.00%
No change for 2016. Salary for one part-time confidential assistant.			

Employee Benefits:	\$3,000	\$0	0.00%
Reflects employee benefit costs.			

Training and Civic Affairs:	\$9,950	\$425	4.46%
<p>The Commission determined that attendance at the Council of Governmental Ethics Law's (COGEL) annual conference was an important and necessary expense in order to educate and assist the Commissioners to fulfill their obligations to the public. The request covers COGEL related expenses for three persons. This includes seminar fees (\$2,000), transportation (\$3,250), hotel (\$2,000) and meals (\$350).</p>			

Communication and Utilities:	\$3,200	\$0	0.00%
<p>The Commission will contain these costs, despite postal service increases, for required communications with the public.</p>			

Materials and Supplies:	\$2,400	\$50	2.13%
<p>The Commission will contain these costs for Rules and Code books and subscriptions, office and computer supplies.</p>			

Object Level	FY2016 Recommended	\$ Change	% Change
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Contractual Services:	\$159,105	\$6,101	3.99%
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Funding is primarily for outside Attorney Fees and Commission Counsel which together total \$130,000. The Commission cannot predict the number of complaints it will receive, or the number of investigations and hearings necessary to resolve them with the use of outside Counsel.

The Commission intends to contract for outside professional and training services for a seminar for managers (\$10,000); it uses outside IS support (\$10,000) for its opinion and filing websites, newspaper advertising (\$500), copier rental and services (\$3,105), and printing (\$5,500) which cannot be accomplished by using the NCC print shop.

Equipment Replacement:	\$500	\$0	0.00%
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Maintaining and upgrading of equipment as needed.

IGS Costs:	\$7,769	\$438	5.97%
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IS Computer Support increased for FY2016 (\$5,489.00). Cross charges for FY2016 are IS (\$5,489), photocopying (\$1,280) and printing (\$1,000).

**NEW CASTLE COUNTY
ETHICS COMMISSION
FY2016 NEW/DELETED PROGRAMS/SERVICES**

NEW PROGRAMS/SERVICES:

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

DELETED PROGRAMS/SERVICES:

None.

ITEMS FOR CONSIDERATION (NOT INCLUDED IN BUDGET RECOMMENDATION):

None.

**NEW CASTLE COUNTY
ETHICS COMMISSION
FY 2015 ACCOMPLISHMENTS**

FY2015

The Commission issued two newsletters which summarized information contained in Advisory Opinions, Waivers and Orders published in CY2014.

The Commission hosted an ethics seminar for County government leaders conducted by nationally recognized trainers Kathryn Denhardt and Jonathan Justice from the University of Delaware.

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

The Commission responded to five Advisory Opinion requests.

The Commission held regular monthly public meetings including the annual meeting, and one special meeting for confidential matters.

The Commission received no new sworn complaints and completed four carryover investigations.

All required Statement of Financial Interests forms were filed electronically.

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

The Annual Report was issued on February 1, 2015.

**NEW CASTLE COUNTY
ETHICS COMMISSION
FY2016 CHALLENGES**

FY2016

Improve attendance at the Ethics seminar for managers.

Maintain decreased the timeframes for investigations.

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

Maintain office efficiency.

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

Increase timely filing of annual Statement of Financial Interests to 90%.

Provide timely assistance to the filers of the newly revised Statement of Financial Interests form.

**NEW CASTLE COUNTY
FY2016 ETHICS COMMISSION
PERFORMANCE MEASUREMENTS**

PERFORMANCE MEASUREMENTS

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

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

Annual update of regulations by September of 2015.

Revision of the Form and Sample Document Manual by June, 2016.

Investigations of all complaints performed in under 260 days.

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

Annual Report issued by February 1, 2016.

Notices to annual Statement of Financial Interests filers mailed by March 31, 2016.

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

New Castle County
Ethics Commission
FY2016 Contractual Services Details

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Recommended	Explanation
110100	Ethics				
		5300	Printing & Related	\$ 5,500	Outside Printing
		5406	Other Professional Services	\$ 10,000	Outside investigatory and court stenography services
		5408	Attorney Fees	\$ 130,000	Use of Outside Counsel
		5409	Information System Support	\$ 10,000	Maintenance/improvement of electronic filing system,
		5502	Dupli./Reprod. Equip. Rental	\$ 3,105	confidential databases, and opinions
		5800	Advertising Services	\$ 500	Maintenance of Copier and eCopy
			Subtotal Contractual Services	\$ 159,105	The News Journal
	IGS Costs				
		5900	IS Contract - Data Processing	\$ 5,489	
		5901	IS Contract - Photocopies	\$ 1,280	
		5902	IS Contract - Printing & Dupli.	\$ 1,000	
			Subtotal IGS Costs	\$ 7,769	
Total Contractual Services				\$ 166,874	

FY2016 Recommended Budget				
Department	Object Level 1	Object Level 3	Total	
Ethics	11 Salaries & Wages	1002 Salaries & Wages-Part-Time	30,000	
	11 Salaries & Wages Total		30,000	
	15 Employee Benefits	1520E/B-Regular-Part-Time	3,000	
	15 Employee Benefits Total		3,000	
	22 Training/Civic Affairs	2001 Airfare		3,000
		2003 Taxi and Shuttle		250
		2004 Mileage Reimbursements		100
		2006 Parking Fees		100
		2007 Tips, ATM charges, misc expense		100
		2010 Hotel Accommodations		2,000
		2020 Meals		350
		2030 Communication Charges		1,100
		2102 Seminar Fees		2,000
		2301 Membership Dues		450
	2310 Catering		500	
	22 Training/Civic Affairs Total		9,950	
	23 Communication/Utilities	3100 Postage		2,600
		3200 Telephone Service		600
	23 Communication/Utilities		3,200	
	24 Materials/Supplies	4000 Books and Subscriptions		300
		4004 Miscellaneous Materials		100
		4101 Office Supplies		1,500
		4104 Computer Supplies		500
	24 Materials/Supplies Total		2,400	
	25 Contractual Services	5300 Printing & Related Costs		5,500
		5406 Other Professional Services		10,000
		5409 Information System Support		10,000
5408 Attorney Fees			130,000	
5502 Duplicating & Reproduction			3,105	
5800 Advertising Services			500	
25 Contractual Services Total		159,105		
26 Equipment	6105 Computer Printers		500	
26 Equipment Total		500		
30 IGS Charges	5900 IS Contract-Data Processing		5,489	
	5901 IS Contract-Photocopies		1,280	
	5902 IS Contract-Printing & Dupl.		1,000	
30 IGS Charges Total		7,769		
Ethics Total			215,924	