

# Ethics Commission

## MISSION STATEMENT

The mission of the Ethics Commission is to enforce the Montgomery County Code of Ethics by ensuring the ethical conduct of individuals who serve in County government.

## BUDGET OVERVIEW

The total approved FY11 Operating Budget for the Ethics Commission is \$218,250, a decrease of \$54,140 or 19.9 percent from the FY10 Approved Budget of \$272,390. Personnel Costs comprise 98.4 percent of the budget for two full-time positions for two workyears. Operating Expenses account for the remaining 1.6 percent of the FY11 budget.

## LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

❖ **A Responsive, Accountable County Government**

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below. The FY10 estimates incorporate the effect of the FY10 savings plan. FY11 and FY12 targets assume the approved FY11 budget and FY12 funding for comparable service levels.

Measure	Actual FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
<b>Program Measures</b>					
Average turnaround time for processing routine requests (days) <sup>1</sup>	13	15	35	40	40
Complaints received and investigated	3	5	6	7	7
Financial disclosure statements processed <sup>2</sup>	2,020	2,018	2,100	2,060	2,060
Lobbyist activity report filed	275	162	200	200	200
Lobbyists registrations processed <sup>3</sup>	275	162	250	350	350
Outside employment requests received and granted	1,080	1002	1,150	1,150	1,150
Training sessions conducted	55	75	85	80	80
Waiver requests reviewed and approved	5	3	3	3	3

<sup>1</sup> Reflects the increasing number of information requests received and processed after the loss of a full-time position.

<sup>2</sup> The number of financial disclosure statements processed by staff due to RIF (Reduction-in-Force) and retirements in FY10.

<sup>3</sup> The number of lobbyist registrations processed based upon the increase in the lobbying fee.

## ACCOMPLISHMENTS AND INITIATIVES

❖ **Productivity Improvements**

- **The Commission is receiving the Financial Disclosure Submissions on a more timely basis because of the collaborative efforts of DTS and OHR.**

## PROGRAM CONTACTS

Contact Barbara McNally of the Ethics Commission at 240.777.6670 or Phil Weeda of the Office of Management and Budget at 240.777.2780 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### **Ethics Program Compliance**

The Ethics Commission administers the County's Code of Ethics by encouraging and enforcing compliance and ensuring the ethical conduct of employees of the Executive Branch, County Council, selected Boards and Commissions, the Revenue Authority, the Housing Opportunities Commission, Fire Corporations, and Rescue Squads. The Commission also serves in an advisory capacity to the Washington Suburban Transit Commission. The compliance goal is achieved through the following activities:

Education – the Ethics Commission provides ethics education and training for County officials and employees and provides computer access to all reporting forms required under the Ethics law.

Financial Disclosure – the Ethics law requires specific public officials and employees to disclose financial information to avoid potential conflicts of interest.

Lobbying Registration – requires lobbyists to register and report lobbying activities involving the County government when income or expenditures exceed \$500.

Outside Employment – requires employees and officials to obtain approval from the Commission to be engaged in outside employment.

## BUDGET SUMMARY

	Actual FY09	Budget FY10	Estimated FY10	Approved FY11	% Chg Bud/App
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	193,550	184,990	198,190	143,340	-22.5%
Employee Benefits	77,348	83,930	85,170	71,310	-15.0%
<b>County General Fund Personnel Costs</b>	<b>270,898</b>	<b>268,920</b>	<b>283,360</b>	<b>214,650</b>	<b>-20.2%</b>
Operating Expenses	8,359	3,470	9,850	3,600	3.7%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>279,257</b>	<b>272,390</b>	<b>293,210</b>	<b>218,250</b>	<b>-19.9%</b>
<b>PERSONNEL</b>					
Full-Time	3	3	3	2	-33.3%
Part-Time	0	0	0	0	—
Workyears	3.0	3.0	3.0	2.0	-33.3%
<b>REVENUES</b>					
Lobbying Registration Fees As Permitted By Law	0	25,500	18,000	25,000	-2.0%
<b>County General Fund Revenues</b>	<b>0</b>	<b>25,500</b>	<b>18,000</b>	<b>25,000</b>	<b>-2.0%</b>

## FY11 APPROVED CHANGES

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY10 ORIGINAL APPROPRIATION</b>	<b>272,390</b>	<b>3.0</b>
<b><u>Changes (with service impacts)</u></b>		
Reduce: Program Specialist II	-59,380	-1.0
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Annualization of FY10 Personnel Costs	4,290	0.0
Increase Cost: Retirement Adjustment	3,260	0.0
Increase Cost: FY11 Compensation	2,280	0.0
Increase Cost: Group Insurance Adjustment	1,230	0.0
Increase Cost: Operating Expenses	260	0.0
Decrease Cost: Print and Mail Charges	-130	0.0
Technical Adj: Expedited Bill 16-10 - Imputed Compensation Limit	-2,850	0.0
Decrease Cost: Furlough Days	-3,100	0.0
<b>FY11 APPROVED:</b>	<b>218,250</b>	<b>2.0</b>