



Ethics Commission

APPROVED FY20 BUDGET

\$467,326

FULL TIME EQUIVALENTS

3.00

ROBERT W. COBB, DIRECTOR

MISSION STATEMENT

The Ethics Commission exercises authorities granted to it under the Public Ethics Law to promote the public's trust of County government and to ensure the impartiality of County employees, including elected officials, in the execution of their responsibilities.

BUDGET OVERVIEW

The total approved FY20 Operating Budget for the Ethics Commission is \$467,326, an increase of \$4,043 or 0.87 percent from the FY19 Approved Budget of \$463,283. Personnel Costs comprise 91.68 percent of the budget for three full-time position(s) and no part-time position(s), and a total of 3.00 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 8.32 percent of the FY20 budget.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following is emphasized:

Effective, Sustainable Government

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY19 estimates reflect funding based on the FY19 Approved Budget. The FY20 and FY21 figures are performance targets based on the FY20 Approved Budget and funding for comparable service levels in FY21.

Measure	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Program Measures					
Percentage of Executive Branch public financial disclosure filers in compliance with ethics training requirement	NA	99%	99%	99%	99%
Number of financial disclosure statements required (calendar year)	1,768	1,786	1,786	1,786	1,786
Number of formal opinions, waivers and guidance (calendar year)	22	15	15	15	15
Number of lobbyists registered (calendar year)	270	172	172	172	172
Number of lobbyist activity reports (calendar year)	405	259	259	259	259
Number of outside employment requests processed (calendar year)	1,045	882	882	882	882

ACCOMPLISHMENTS

- ✓ Based on initiatives of the Ethics Commission, the County Council amended the County's public ethics law and approved regulations the Ethics Commission submitted addressing employee conduct and ethics program administration.
- ✓ More than 99% of executive branch public financial disclosure filers attended mandatory ethics training between May 17, 2017 and July 1, 2018.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ✦ The Commission worked with the Department of Technology Services (DTS) to develop and implement an electronic payment system to collect lobbying registration fees.
- ✦ With the assistance of the DTS, the Commission initiated changes to the outside employment online system and the lobbying registration and activity reporting system based on amendments to the ethics law and newly approved regulations. These changes will improve the operation of ethics programs and facilitate use of the online systems.

PROGRAM CONTACTS

Contact Robert Cobb, Director of the Ethics Commission at 240.777.6674 or Naem Mia of the Office of Management and Budget at 240.777.2776 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

✦ Ethics Program Compliance

Financial Disclosure: The Public Ethics Law requires filing of financial disclosure reports by certain County employees. The Ethics Commission administers the electronic filing system for reporting and coordinates with the Office of Human Resources and all County agencies regarding the status of filers. It resolves all anomalous circumstances and questions from filers that routinely arise associated with the filing of financial disclosure reports and the system designed for that purpose.

Outside Employment: The Public Ethics Law requires that County employees obtain approval from the Ethics Commission prior to engaging in any employment other than County employment. The Ethics Commission administers an online process pursuant to which requests are made and reviewed by the employee's agency. The Ethics Commission staff prepares all requests for consideration by the Ethics Commission, including obtaining additional information from requestors and County agencies and conducting preliminary legal analysis of requests. The Ethics Commission approves requests, as appropriate, setting conditions on approval as necessary to ensure compliance with ethics requirements, and staff notifies requestors by letter of the disposition of requests. The Ethics Commission publishes and updates approved outside employment information required to be made public by the Public Ethics Law.

Lobbying: The Public Ethics Law requires certain persons who spend or receive over \$500 to communicate with County officials and employees to register as lobbyists and to file semi-annual activity reports with the Ethics Commission. Annual registration fees are required and are paid to the Ethics Commission and processed and deposited in the General Fund. The Ethics

Commission publishes and updates information required to be made public by the Public Ethics Law.

Complaints, Investigations, and Hearings: Pursuant to the Public Ethics Laws, the Ethics Commission receives complaints and, as appropriate, conducts investigations, and/or hearings; makes findings; and imposes sanctions and penalties if warranted.

Advisory Opinions, Waivers, and Advice: In accordance with the Public Ethics Law, the Ethics Commission answers inquiries on the application of the Public Ethics Law, publishes opinions, and grants waivers of Ethics Law requirements, as appropriate.

Education: The Ethics Commission conducts public education and other information programs regarding the Public Ethics Law.

Legislative and Regulatory: The Ethics Commission recommends and prepares new ethics legislation and regulations.

Coordination and Outreach: The Staff of the Ethics Commission coordinates with the Office of the County Attorney and the Office of the Inspector General as necessary on legal and investigative matters. The staff also serves as the principal public resource on the County's Ethics Laws, including managing a website that reflects Ethics Commission programs, activities, and publications such as annual reports, approvals of outside employment requests, lobbying data, and waivers and opinions.

Administration: The staff of the Ethics Commission is responsible for ensuring that Ethics Commission meetings are conducted in accordance with the Open Meetings Act and other applicable law, and the Ethics Commission members are informed and advised as to all material matters under their jurisdiction, Ethics Commission staff is also responsible for budget, procurement, human resources, and resource management for the operation of the office in accordance with Montgomery County policies.

BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Approved FY20	%Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	320,982	325,812	332,662	342,874	5.2 %
Employee Benefits	77,054	78,588	81,500	85,569	8.9 %
County General Fund Personnel Costs	398,036	404,400	414,162	428,443	5.9 %
Operating Expenses	33,180	58,883	21,105	38,883	-34.0 %
County General Fund Expenditures	431,216	463,283	435,267	467,326	0.9 %
PERSONNEL					
Full-Time	3	3	3	3	—
Part-Time	0	0	0	0	—
FTEs	3.00	3.00	3.00	3.00	—
REVENUES					
Miscellaneous Revenues	23,875	30,000	30,000	30,000	—
County General Fund Revenues	23,875	30,000	30,000	30,000	—

FY20 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY19 ORIGINAL APPROPRIATION	463,283	3.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Annualization of FY19 Personnel Costs	13,638	0.00
Increase Cost: FY20 Compensation Adjustment	8,275	0.00
Increase Cost: Retirement Adjustment	2,130	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY19	(20,000)	0.00
FY20 APPROVED	467,326	3.00

FUTURE FISCAL IMPACTS

CC APPROVED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
COUNTY GENERAL FUND						
EXPENDITURES						
FY20 Approved	467	467	467	467	467	467
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	4	4	4	4	4
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	467	471	471	471	471	471