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TO: Alicia Skillman, Director
Board of Ethics

FROM: David Whitaker, Director 
Legislative Policy Division

DATE: March 6, 2019

RE: 2019-2020 Budget Analysis

Attached is our budget analysis regarding your department's budget for the 2019-2020 Fiscal Year.

Please be prepared to respond to the issues/questions raised in our analysis during your scheduled hearing on **Wednesday, March 13, 2018 at 2:00 p.m.** We would then appreciate a written response to the issues/questions at your earliest convenience subsequent to your budget hearing. Please forward a copy of your responses to the Council members and the City Clerk's Office.

Please contact us if you have any questions regarding our budget analysis.

Thank you for your cooperation in this matter.

Attachments:

Issues and Questions
Expenditures by Summary Category – All Funds
Financial Detail by Department, Fund, Appropriation, & Cost Center – Expenditures
FY 2020-2023 Positions

cc: Councilmembers
Auditor General's Office
Tanya Stoudemire, Budget Director
James George, Agency CFO for Governmental Operation Departments
Stephanie Washington, Mayor's Office

Board of Ethics
FY 2019-20 Budget Analysis by the Legislative Policy Division

Board of Ethics 2019-20 Budget

The Board of Ethics is an independent Charter created entity established by 1997 City Charter. The Ethics Ordinance was enacted by the City Council in 2000 and established disclosure requirements and standards of conduct applicable to all City of Detroit Public Servants. The Ethics Ordinance was amended in 2006, 2010 and 2012. The 2012 City Charter made changes to the Ethics Provisions, and the Ethics Ordinance amended in 2012 was made to comply with the Charter mandated revisions.

The Board of Ethics is charged with the responsibility for the implementation and administration of the Ordinance, which includes receiving complaint alleging violations of the Ordinance and issuing Advisory Opinions. The Board of Ethics role is to investigate and resolve complaints regarding alleged violations of the Ethics Ordinance by public servants, and to issue advisory opinions regarding the meaning and application of provisions of the Charter, City Ordinances, other laws, or regulations establishing standards of conduct for public servants.

Advisory opinions are rendered upon written request by a public servant. Advisory opinions are published by the Board annually in a report to the Mayor and City Council. The Board is charged with monitoring and recommending improvements in the disclosure requirements, and in the standards of conduct under the Ethics Ordinance, in order "to promote an ethical environment within City government, and to ensure the ethical behavior of public servants."

All meetings of the Board are open to the public unless an individual involved in the matter to be addressed requests in writing that the meeting be closed or unless otherwise provided by Ordinance or by statute.

Issues and Questions

1. Please briefly explain the Board of Ethic's new expense initiatives, new capital funding requests, operational reform and savings proposals, and new revenue initiatives/proposals to be implemented in FY 2020.
2. What are your number of vacancies as of January 31, 2019? Also, please briefly explain the department's strategy to fill any vacant positions.
3. The Mayor's FY 2020 recommended total appropriations for the Board of Ethics is \$418,228 an \$8,310 increase from the \$409,918 in FY 2019. The largest increase is the \$10,000 budgeted appropriations for other expenses. Please explain what the increase in other expenses is for.
4. How many ethics investigations were conducted and completed through January 31, 2019 for FY 2019? How many complaints were received in FY 2019 (through January 31, 2019)?
5. The total number of positions for FY 2020 is unchanged at 3. However, the Executive

Secretary II position is deleted and the Executive Secretary III position is added. Please explain the need for the upgrade in the Executive Secretary position.

6. Please provide the Board of Ethics' latest annual report to the Mayor and City Council.

CITY OF DETROIT
BUDGET DEVELOPMENT
EXPENDITURES BY SUMMARY CATEGORY - ALL FUNDS

Department # - Department Name Appropriation # - Appropriation Name Cost Center # - Cost Center Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
10397 - Non-Departmental Board of Ethics	409,918	418,228	418,716	419,213	419,720
350165 - Board of Ethics	409,918	418,228	418,716	419,213	419,720
Salaries & Wages	222,603	226,998	226,998	226,998	226,998
Employee Benefits	83,453	79,951	80,439	80,936	81,443
Professional & Contractual Services	10,000	10,000	10,000	10,000	10,000
Operating Supplies	28,800	26,110	26,110	26,110	26,110
Operating Services	32,062	32,169	32,169	32,169	32,169
Equipment Acquisition	-	-	-	-	-
Capital Outlays	-	-	-	-	-
Other Expenses	33,000	43,000	43,000	43,000	43,000
Grand Total	409,918	418,228	418,716	419,213	419,720

CITY OF DETROIT
 BUDGET DEVELOPMENT
 FINANCIAL DETAIL BY DEPARTMENT, FUND, APPROPRIATION, & COST CENTER
 EXPENDITURES

Department # - Department Name	FY2019 Adopted	FY2020 Recommended	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast
Fund # - Fund Name					
Appropriation # - Appropriation Name					
Cost Center # - Cost Center Name					
35 - Non-Departmental	409,918	418,228	418,716	419,213	419,720
1000 - General Fund	409,918	418,228	418,716	419,213	419,720
10397 - Non-Departmental Board of Ethics	409,918	418,228	418,716	419,213	419,720
350165 - Board of Ethics	409,918	418,228	418,716	419,213	419,720
Grand Total	409,918	418,228	418,716	419,213	419,720

CITY OF DETROIT
FY2020 - 2023 Positions - Mayor

35000-Non Departmental Appropriation Cost Center Job Code and Title	FY 2018-19 FTE Budget	FY 2019-20 FTE Mayor	FY 2020-21 FTE Forecast	FY 2021-22 FTE Forecast	FY 2022-23 FTE Forecast
10397-Non Dept Board of Ethics					
350165-Board of Ethics					
010126.Executive Director - Board of Ethics	1	1	1	1	1
011710.Investigator - Office of Inspector General	1	1	1	1	1
013366.Executive Secretary II	1	0	0	0	0
013367.Executive Secretary III	0	1	1	1	1
Total 350165-Board of Ethics	3	3	3	3	3
Total 10397-Non Dept Board of Ethics	3	3	3	3	3