

OFFICE OF ETHICS AND ACCOUNTABILITY - 04

MISSION AND SERVICES

Mission - The Office of Ethics and Accountability enforces the Prince George's County Code of Ethics in order to ensure the ethical conduct of individuals who serve in County government.

Core Services -

- Administers the Public Ethics Law
- Provides ethics training and advice to County employees
- Reviews financial disclosure and lobbying records
- Investigates alleged violations of the Ethics Law

Strategic Focus in FY 2014 -

The office's top priorities in FY 2014 are:

- Reduce the number of ethical complaints that are found to be valid after investigation, and review all filings of financial disclosure forms to ensure completeness and compliance from required elected and appointed officials

FY 2014 BUDGET SUMMARY

The FY 2014 approved budget for the Office of Ethics and Accountability is \$349,800, a decrease of \$26,400 or 7.0% under the FY 2013 approved budget.

Budgetary Changes -

FY 2013 APPROVED BUDGET	\$376,200
Decrease in operating costs associated with office automation charges	(\$400)
Fringe benefit changes associated with staffing change	(\$5,200)
Decrease in compensation to reflect delayed hiring of an attorney	(\$20,800)
FY 2014 APPROVED BUDGET	\$349,800

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide enforcement of the County's Code of Ethics to County employees in order to mitigate ethical violations.

Objective 1.1 - Reduce the percent of ethical complaints that are found to be valid after investigation.

Trend and Analysis - This is a new office with no current or historical data available for performance measures because it is currently unstaffed. An array of performance measures has been constructed and will be published when the office begins to report data. Objective measure targets will be developed at a future date based on data collected.

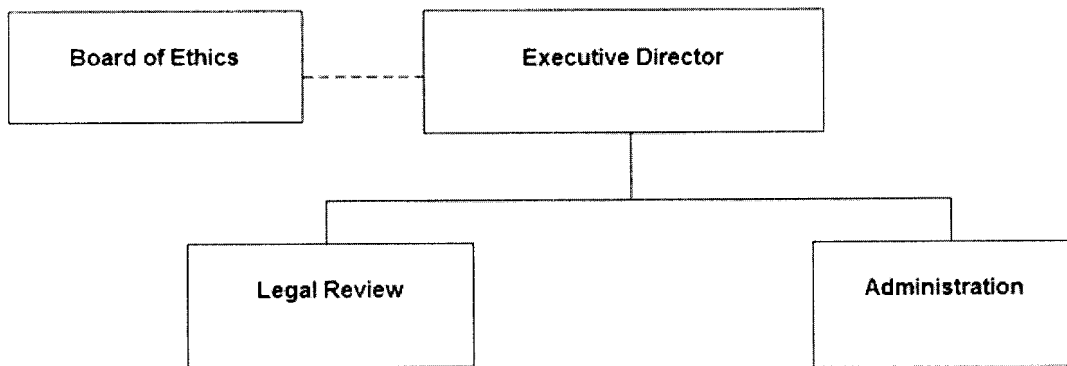
Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Generate educational materials and advertising strategies to best inform County employees through ethics training of their ethical responsibilities
- **Strategy 1.1.2** - Review all filings of financial disclosure forms to ensure completeness and total compliance from all required elected and appointed officials
- **Strategy 1.1.3** - Create an ethics tipline and develop processes to distribute case/complaint information to appropriate entities such as the State's Attorney's Office and the Human Relations Commission

FY 2013 KEY ACCOMPLISHMENTS

- Developed a strategy to address the requirements of Maryland Annotated Code, State Government §15-807 and §15-808 (2012).
- Successfully amended Prince George's County Code Section 2-298 through 2-309 via adoption of CB-63-2012 which formally establishes an Office of Ethics and Accountability; providing for the budget, powers and authority of the office and periodic reports and reviews of the activities of the office.

ORGANIZATIONAL CHART

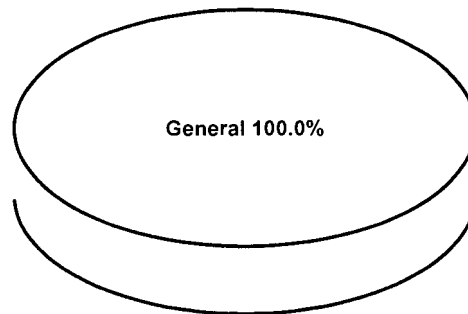


FUNDS SUMMARY

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
TOTAL EXPENDITURES	\$ 0	\$ 376,200	\$ 169,900	\$ 349,800	-7%
EXPENDITURE DETAIL					
Administration	0	376,200	169,900	349,800	-7%
Recoveries	0	0	0	0	0%
TOTAL	\$ 0	\$ 376,200	\$ 169,900	\$ 349,800	-7%
SOURCES OF FUNDS					
General Fund	\$ 0	\$ 376,200	\$ 169,900	\$ 349,800	-7%
Other County Operating Funds:					
TOTAL	\$ 0	\$ 376,200	\$ 169,900	\$ 349,800	-7%

FY2014 SOURCES OF FUNDS

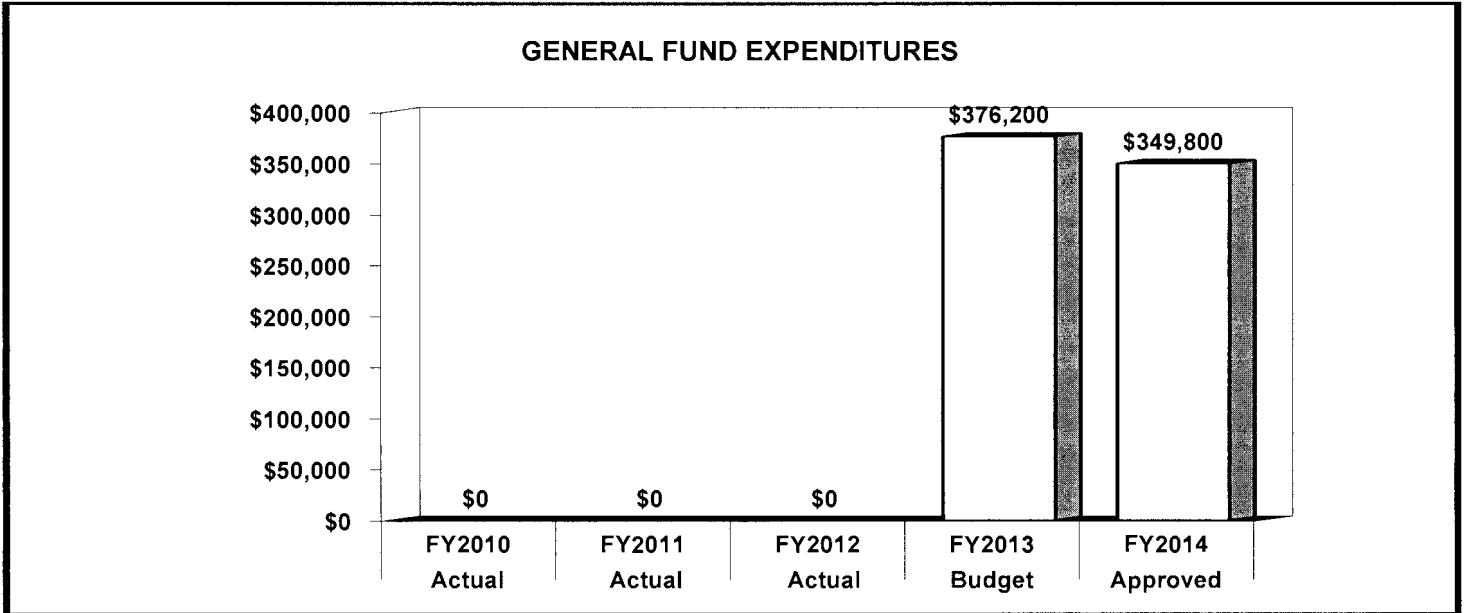
This agency's funding is derived solely from the County's General Fund.



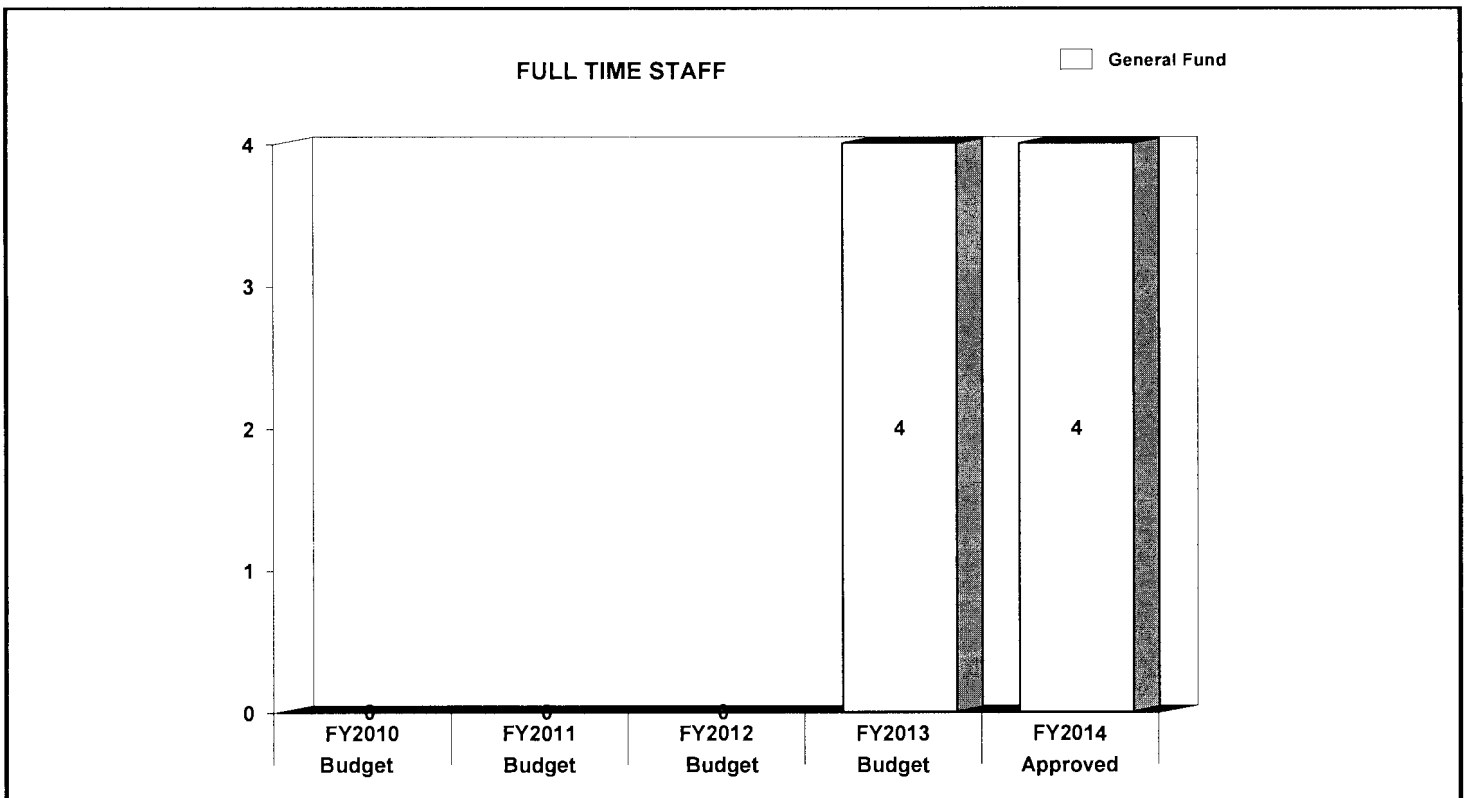
STAFF SUMMARY

	FY2012 BUDGET	FY2013 BUDGET	FY2014 APPROVED	CHANGE FY13-FY14
GENERAL FUND STAFF				
Full Time - Civilian	0	4	4	0
Full Time - Sworn	0	0	0	0
Part Time	2	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	0	4	4	0
Full Time - Sworn	0	0	0	0
Part Time	2	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrative Aide	1	0	0
Executive Director	1	0	0
Investigator	1	0	0
Attorney	1	0	0
TOTAL	4	0	0



The FY 2014 approved budget is 7.0% under the FY 2013 approved budget. The decrease is due to a change in the staff complement and organizational requirements necessary to meet the mission of the agency.



The FY 2014 staffing level includes an executive director, an administrative assistant, an attorney and one investigator.

GENERAL FUND

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 0	\$ 274,000	\$ 122,400	\$ 253,200	-7.6%
Fringe Benefits	0	67,700	30,200	62,500	-7.7%
Operating Expenses	0	34,500	17,300	34,100	-1.2%
Capital Outlay	0	0	0	0	0%
	\$ 0	\$ 376,200	\$ 169,900	\$ 349,800	-7%
Recoveries	0	0	0	0	0%
TOTAL	\$ 0	\$ 376,200	\$ 169,900	\$ 349,800	-7%
STAFF					
Full Time - Civilian	-	4	-	4	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

The adoption of CB-63-2012 formally established the functions of this agency. Compensation costs support four full-time positions: an executive director, administrative assistant, investigator and an attorney. The prior year staffing complement reflected an executive director, administrative assistant and two investigators.

In FY 2014, the compensation expenditures decrease 7.6% under the FY 2013 budget due to a delay in the anticipated hiring date of the attorney once workload demands are evaluated. This delay should have no negative impact to operations due to an established collaboration with the Office of the State's Attorney, should the investigative efforts of this office result in the need for prosecution. Fringe benefits associated with this position decrease accordingly.

Operating costs decrease 1.2% due to a reduction in office automation charges.

MAJOR OPERATING EXPENDITURES FY2014	
Training	\$ 9,000
Operating and Office Supplies	\$ 7,000
General and Administrative	\$ 5,400
Contracts	
Office Automation	\$ 4,100
Advertising	\$ 2,500

