

Office of Ethics and Accountability - Fiscal Year 2021 Budget Review Summary

Proposed FY 2021 Operating Budget

Expenditures by Fund Type

Fund	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	\$ Change	% Change
General Fund	\$ 864,100	\$ 845,100	\$ 928,900	\$ (24,400)	\$ 904,500	\$ 40,400	4.7%
Total	\$ 864,100	\$ 845,100	\$ 928,900	\$ (24,400)	\$ 904,500	\$ 40,400	4.7%

Authorized Staffing - All Classifications

Fund	FY 2020 Approved	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change	% Change
General Fund	6	6	0	6	0	0.0%
Total	6	6	0	6	0	0.0%

FY 2021 Proposed Budget – Key Highlights

- Increased Operating Cost: Office Automation based on the new technology cost allocation methodology (\$23,500) and Mileage Reimbursement (\$1,200)
- Vacancies (As of 2/29/20): The Office reported one vacancy - an Attorney III position
- The Office cites the key factor contributing to the current attrition level is staff seeking promotional opportunities.
- The five-member board is appointed by the County Executive and confirmed by the Council. There is currently one vacancy on the Board.

County Executive's Recommended Adjustments

- Reduce Compensation: Remove proposed Merits/COLAs that were originally included in the FY 2021 Proposed Budget (net change \$19,000)
- Reduce Fringe Benefits: As a result of the above adjustment to compensation (\$5,400)

Category	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change Amount	% Change
Compensation	\$ 603,800	\$ 590,900	\$ 636,400	\$ (19,000)	\$ 617,400	\$ 13,600	2.3%
Fringe Benefits	172,700	166,600	182,600	(5,400)	177,200	4,500	2.6%
Operating Expenses	87,600	87,600	109,900	-	109,900	22,300	25.5%
Total	\$ 864,100	\$ 845,100	\$ 928,900	\$ (24,400)	\$ 904,500	\$ 40,400	4.7%





THE PRINCE GEORGE'S COUNTY GOVERNMENT
Office of Audits and Investigations

April 29, 2020

MEMORANDUM

TO: Todd M. Turner, Chair
 Committee of the Whole (COW)

THRU: David H. Van Dyke, County Auditor 
 Turkessa M. Green, Deputy County Auditor

FROM: Isabel Williams, Policy Analyst 

RE: Office of Ethics and Accountability
 Fiscal Year 2021 Budget Review

Budget Overview

The FY 2021 Proposed Budget for the Office of Ethics and Accountability is \$928,900. This is an increase of \$64,800, or 7.5%, above the FY 2020 Approved Budget. The increase is largely due to an increase in compensation for anticipated cost-of-living adjustments, merit increases, and an increase in office automation.

Budget Comparison - General Fund

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change - Est vs App	FY 2021 Proposed	\$ Change	% Change
Compensation	\$ 543,820	\$ 603,800	\$ 590,900	-2.1%	\$ 636,400	\$ 32,600	5.4%
Fringe Benefits	150,524	172,700	166,600	-3.5%	182,600	9,900	5.7%
Operating Expenses	95,203	87,600	87,600	0.0%	109,900	22,300	25.5%
Total	\$ 789,547	\$ 864,100	\$ 845,100	-2.2%	\$ 928,900	\$ 64,800	7.5%

Authorized Staffing Count - General Fund

	FY 2020 Approved	FY 2021 Proposed	Change Amount	Percentage Change
Full-Time	6	6	0	0.0%
Total	6	6	0	0.0%

Staffing Changes and Compensation

- General Funds are provided for six (6) full-time positions – an Executive Director, Attorney, Investigator, Administrative Aide, Administrative Specialist, and a Quality Assurance Analyst. FY 2021 Proposed Staffing remains unchanged compared to FY 2020. Funding is also provided for anticipated merit increases and cost-of-living adjustments in FY 2021.
- As of February 29, 2020, the Office reported one vacancy, which was an Attorney III position.
- The current rate of attrition for the Office is 17%. The Office cites the key factor contributing to the current attrition level is staff seeking promotional opportunities.

Fringe Benefits

- FY 2021 fringe benefit expenditures are proposed to increase by \$9,900, or 5.7%, as a result of an increase in compensation and a change in the fringe benefit rate.
- A five-year trend analysis of fringe benefit expenditures is included below.

Fringe Benefits Historical Trend					
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Proposed
Fringe Benefit Expenditures	\$ 119,031	\$ 144,463	\$ 150,524	\$ 166,600	\$ 182,600
As a % of Compensation	28.5%	27.2%	27.7%	28.2%	28.7%

Operating Expenses

- FY 2021 operating expenses are proposed at \$109,900 and are comprised of the following major items:
 - Office Automation \$45,900
 - Operating Contracts 34,900
 - Training 10,000
 - General Office Supplies 8,000
 - Mileage Reimbursement 5,300
- Overall, operating expenses are increasing by \$22,300, or 25.5%, above the approved FY 2020 level. The accompanying table compares the FY 2021 Proposed Budget operating expenditures with the FY 2020 Approved Budget operating expenditures. In two (2) of the categories, the FY 2021 Proposed Budget increases planned spending over the FY 2020 level. In two (2) of the categories, the FY 2021 Proposed Budget reduces planned spending from the FY 2020 budget.

In six (6) of the categories, the FY 2021 Proposed Budget level remains unchanged compared to the FY 2020 approved level.

Operating Objects	FY 2020 Budget	FY 2021 Proposed	FY 2020 - FY 2021	
			\$ Change	% Change
Office Automation	\$ 22,400	\$ 45,900	\$ 23,500	104.9%
Postage	200	200	-	0.0%
Advertising	200	200	-	0.0%
Printing	1,300	400	(900)	-69.2%
Membership Fees	1,500	1,500	-	0.0%
Telephone	3,500	3,500	-	0.0%
Mileage Reimbursement	4,100	5,300	1,200	29.3%
General Office Supplies	8,000	8,000	-	0.0%
Training	10,000	10,000	-	0.0%
Operating Contracts	36,400	34,900	(1,500)	-4.1%
TOTAL	\$ 87,600	\$ 109,900	\$ 22,300	25.5%

- The only increases between the FY 2021 Proposed Budget and the FY 2020 Approved Budget are in Office Automation (\$23,500 increase) due to an increase in Technology Cost Allocation charges, and in Mileage Reimbursement (\$1,200 increase) due to the addition of a pool car.
- The only decreases are in Operating Contracts (\$1,500 decrease) due to a new Xerox lease, and in Printing (\$900 decrease) based on actuals.

Highlights

- The Office of Ethics and Accountability provides enforcement of the Prince George’s County Code of Ethics, to ensure the ethical conduct of individuals who serve in County Government.
- Core services of the Office include administering public ethics laws, providing ethics training and advice to County employees, reviewing financial disclosure and lobbying records, investigating alleged ethical violations, providing administrative support to the County’s Board of Ethics, and providing analysis and recommendations to the Executive and Legislative Branches.
- In FY 2020, the Office conducted in-person ethics training sessions, continued to meet its objective of providing global ethics education to officials and employees, and developed compliance reporting and procedures for the County’s mandated ethics training.
- The Board of Ethics is a five-member board established to administer the County’s Code of Ethics. Members of the Board are appointed by the County Executive and confirmed by the Council. There is currently one vacancy on the Board. The current Board members are as follows:
 - Cassandra Burckhalter, Chair
 - The Honorable Covette Rooney, Member
 - Sharon I. Theodore-Lewis, Esq., Member
 - Curtis Eugene, Member

- The Office of Ethics and Accountability reported that recommendations made to executive management in prior fiscal years are being implemented, resulting in process improvements that assist in promoting efficiency, accountability and integrity in County government.
- The Office reported the following key accomplishments for FY 2020:
 - Processed approximately 1,100 Financial Disclosure Statements filed for the 2018 calendar year.
 - Processed over 400 requests for ethics advice, information provision or review, investigations and financial disclosure fee waivers.
 - Provided twenty-three (23) recommendations to Executive leadership prescribing corrective action(s) and/or identifying opportunities to affect process improvement(s) throughout County government and promote efficiency and accountability in County government.
- The Office reports its top priority for FY 2021 is to continue to sustain and effectively administer the County's electronic filing/case management system. This system allows County residents, County government employees, and elected/appointed officials 24/7/365 access to online filing of complaints and required financial disclosure statements, as well as access to lobbyist registrations and annual reports. The system also allows the Office to efficiently investigate all complaints in accordance with applicable laws to ensure timely responses, analysis, reporting and recommendations to management.
- Other goals for FY 2021, as reported by the Office, include:
 - To provide comprehensive intake, processing, investigation, management, adjudication, analysis, reporting of allegations of waste, fraud, abuse and illegal acts in County government and make necessary recommendations to executive and legislative officials to promote efficiency and accountability.
 - To encourage employees and officials to disclose outside business and monetary interests; and
 - To ensure entities and individuals that interact with the County government through lobbying activities are registered and are reporting their lobbying activities in accordance with the County's Code of Ethics.