



City of Tampa
Ethics Office
2011 Annual Report

The Ethics Office

The duties of the Ethics Office and the Ethics Officer were created as a result of the revised City of Tampa Code of Ethics, effective January 1, 2004. The duties and responsibilities of the office are set forth in Division 7 as well as other sections of the Code of Ethics.

The Ethics Office is a part of the Department of Human Resources with existing staff absorbing the additional work tasks to administer the ordinance. Other departments continue to have substantial responsibility for enforcement of various aspects of the ordinance. This includes the Purchasing, City Clerk, and Legal departments.

Accomplishments

Highlights of the accomplishments of the Ethics Office for the reporting period (June 2010-June 2011) are as follows:

➤ **Department Ethics Liaison Program**

- ✧ Assisted Department Directors in the selection of Departmental Ethics Liaisons by providing instructions and guidance. The Departmental Ethics Liaisons selected during this report period were replacements for liaisons who were no longer employed by the city, with the applicable department, and/or moved to other positions for which serving as the liaison was not practical. Maintenance of the roster of liaisons is important and permanent reference for employees continues on the city INET.
- ✧ Updated the Ethics Notebooks for each Departmental Ethics Liaison as needed. These notebooks contain a copy of the Code of Ethics, the annotated version, copies of referenced state laws, related legal opinions, and other material as needed for their responsibilities.

➤ **Financial Disclosure**

- ✧ Designed and distributed the Financial Disclosure forms for the July 15, 2011 reporting for calendar year 2010. These two forms, one for elected officials and one for appointed employees, were sent with instructions directly to the persons required to complete them. Newly appointed employees complete the form as part of their employee orientation in order to comply with the Code. All Financial Disclosure forms have been filed in the employee's or elected official's personnel file.

- ✧ Preparation for the July 15, 2011 disclosure was completed with distribution of the updated forms in mid-May.

➤ **Real Estate Disclosure**

- ✧ Newly appointed employees complete the Real Estate Disclosure form as part of their employee orientation in order to comply with the Code. All forms have been filed in the employee's personnel file.
- ✧ Based on the prior determination from the Legal Department defining which Boards or Commissions of the city include "appointed officials" required to complete the disclosure requirement, the Ethics Office is notified of new appointments in order to distribute and obtain completed disclosure forms. All forms are maintained by the Ethics Office. A review of any outstanding forms is done on a monthly basis to ensure compliance.

➤ **Approval of Non-City Employment/Private Business Entity**

- ✧ The Request for Approval of Non-City Employment/Private Business Entity form is provided to all new employees as part of their employee orientation and replaces the prior disclosure form.
- ✧ As specified in the ordinance, employees who do not receive approval from their department director for their Request for Approval of Non-City Employment/Private Business Entity form receive an appeal hearing with the Ethics Commission. The Ethics Office continues to be responsible for the scheduling of the hearings and presenting information to the Commission as part of the appeal process.

➤ **Ethics Commission Support**

- ✧ Commission Meetings - The Ethics Commission held five meetings during this period. The Ethics Office supported the Ethics Commission with the drafting and issuance of all meeting agendas, public notice of the Commission meetings, meeting minutes, and correspondence. The Ethics Office also drafted the Ethics Commission's 2011 Annual Report for their approval.
- ✧ Updated Ethics Notebooks for each Commissioner - These notebooks contain a copy of the Code of Ethics, the annotated version, copies of referenced state laws, related legal opinions, and other material as needed for their responsibilities. The Commissioners each have a notebook at the Ethics Office in addition to their personal copy to avoid the need for them to retrieve and bring the notebook to Commission meetings. Any newly issued legal opinions along with an updated index were provided to each commissioner during the 2010-2011 reporting period.

- ✧ Commission Rules & Regulations - The Ethics Office continues to maintain the Commission's Rules & Regulations, updated immediately upon amendment, on the City's INET and the City's web site.
- ✧ Ethics Complaints – The Ethics Office is responsible for the processing and investigation of ethics complaints. Three complaints were received during the 2010-2011 reporting period.

➤ **Lobbyist Disclosure**

- ✧ The Ethics Office staff reconciled information from the Lobbyist Sign-In Sheets with the Lobbyist Disclosure forms through December 31, 2010. Notification reminders of the requirement for the Lobbyist Annual Expenditure Report form were sent to all persons that had completed information on a sign-in sheet and/or submitted a Lobbyist Disclosure form. Reports regarding compliance/non-compliance have been provided to the Ethics Commission. This is a significant task for the Ethics Office and revisions to recording and maintaining data during this year resulted in improved ability to report information to the Commission. For this reporting period, 84% compliance was received.

➤ **Ethics Training**

- ✧ Since May 11, 2009, the Ethics in Government training has been provided to all new employees in “Successful Beginnings,” the City of Tampa's updated new employee orientation program.
- ✧ Effective Supervisory Practices (ESP) is a six session course and the final section offered provides an intensive, hands-on approach to ethics in the workplace. This section is provided by the Ethics Office.