

CODE OF ETHICS HEARINGS
FISCAL IMPACT, STAFF RESOURCES, AND VOLUNTEER HOURS
JULY 21, 2017

COMPLAINT TO BOARD OF ETHICS HEARING PANEL			
TASK	POSITION	STAFF HOURS	COSTS
Review complaint for completeness	City Clerk	.5	\$57.13
Complaint Received (Scan and email complaint to public official, City Council, City Attorney, City Manager and place in LaserFiche)	Assistant City Clerk	2.0	\$141.34
Create Check-off list, time tables, and updating of list	Assistant City Clerk	2.0	\$141.34
Preparation, execution, and notification of COE Hearing Panel Lottery	Assistant City Clerk	.5	\$35.33
Coordination of Hearing Panel, City Attorney, City Clerk, public official, complainant, and Council Chamber calendars for hearing date (emails, phone calls, Outlook calendar)	Assistant City Clerk	3.0	\$212.01
Copy, email, and mail copy of complaint to Hearing Panel	Assistant City Clerk	1.5	\$106.00
Draft, email, and mail letter notifying complainant and official of hearing date with copy of RMC Chapter 2.78	Assistant City Clerk	.5	\$35.33
Scan and distribute written response from public official to complainant, hearing panel and City Attorney	Assistant City Clerk	1.0	\$70.67
Review of complaint's evidence and meeting preparation	Asst. City Attorney	6.0	\$704.16
Meeting with Panel Chair, City Clerk and City Attorney, if requested	City Clerk	.5	\$57.13
	Asst. City Attorney	.5	\$58.68
COE Hearing Panel agenda preparation and distribution	Deputy City Clerk	6.2	\$319.76
Review of agenda materials	City Clerk	.2	\$22.84
Print agenda materials for hearing			\$550
Hearing set-up in Council Chamber	Deputy City Clerk	.5	\$25.79
Staff attendance at hearing	City Clerk	3.5	\$399.91
	Asst. City Attorney	3.5	\$410.76
	Deputy City Clerk	3.5	\$180.53
Audio/video staff time	Communications Div.	4.5	\$174.42
Prepare and distribute Notice of Determination, including appeal procedures to parties	Assistant City Clerk	1.5	\$106.00
Prepare Statement of Findings	City Clerk	.1	\$11.41
Draft and finalize minutes	City Clerk	.5	\$57.13
Staff/Hearing Panel Consultations	City Clerk	2.0	\$228.52
	Asst. City Attorney	2.0	\$234.72
	Assistant City Clerk	2.0	\$141.34
TOTAL		48.0 HOURS	\$4,483

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APPEAL TO CITY COUNCIL			
TASK	POSITION	STAFF HOURS	COSTS
Draft letter and copy, email, and mail copy of appeal to City Council, public official or complainant, City Attorney, City Manager	Assistant City Clerk	1.0	\$70.67
Process request for transcript	Assistant City Clerk	.3	\$21.20
Transcript preparation	Outsourced		\$1,729
Print, review, and correct draft transcript	City Clerk	3.0	\$342.78
City Council agenda preparation and distribution	Deputy City Clerk	2.0	\$103.16
Review of agenda material	City Clerk	.2	\$22.84
Hearing set-up in Council Chamber	Deputy City Clerk	.5	\$25.79
Print agenda materials for hearing			\$1,220
Audio/video staff time	Communications Div.	.5	\$19.38
Staff attendance at hearing	City Clerk	.5	\$57.13
	Clerk Attorney	.5	\$85.96
	Deputy City Clerk	.5	\$25.79
TOTAL		9.0 HOURS	\$3,724
STAFF TIME AND HARD COSTS			
City Clerk		11.0	\$1,256.86
City Attorney		.5	\$85.96
Assistant City Attorney		12.0	\$1,408.32
Assistant City Clerk		15.3	\$1,081.51
Deputy City Clerk		13.2	\$680.85
Communication Division Staff		5.0	\$193.80
Printing and Transcript			\$3,499
TOTAL		57.0 HOURS	\$8,207

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BOARD OF ETHICS HEARING PANEL (VOLUNTEER POSITIONS)	
TASK	TIME
Review of complaint and evidence	39.0 hours (6.5 hours x 6 members)
Board of Ethics Hearing Panel Meeting	21.0 hours (3.5 hours x 6 members)
TOTAL	60.0 HOURS

PUBLIC OFFICIALS	
TASK	TIME
Review of complaint materials	7.3 hours
Preparation of response	1.6 hours
Hearing preparation	1.6 hours
Attendance at hearing	3.5 hours
TOTAL	14.0 HOURS

TOTALS FOR SEVEN (7) COMPLAINTS FILED	
Staff and hard costs	\$57,449
Staff time	399 hours
Board of Ethics Members time	420 hours
Public Official's time	98 hours

Compiled by City Clerk's Office

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CODE OF ETHICS COMPLAINTS

DATE	COMPLAINT SUBMITTED BY	NATURE OF COMPLAINT	OFFICIAL	HEARING
12-27-2016	Jason Hunter	Resolution No. 22318 II(D)	Mike Gardner	BOE Hearing 2-10-17 cont. to 5-5-17 - Determined Code of Ethics was not violated; Appeal filed 5-19-17; CC Hearing 6-27-17 – Upheld COE Hearing Panel determination that the Code of Ethics was not violated
12-27-2016	Jason Hunter	Resolution No. 22318 II(D)	Andy Melendrez	BOE Hearing 2-10-17 Requested CC release closed session recording and continued the hearing; CC denied request to release closed session recordings on 3-14-17; BOE Hearing 4-21-17 - Requested CC to request review by Attorney General of possible Brown Act violation; CC declined request on 5-9-17; BOE Hearing Panel Meeting scheduled for 8-21-17
12-27-2016	Jason Hunter	Resolution No. 22318 II(D)	Mayor Bailey	BOE Hearing 2-10-17 cont. to 6-2-17; BOE Hearing 6-2-17 Continued to date uncertain
12-27-2016	Jason Hunter	Resolution No. 22318 II(D)	Jim Perry	BOE Hearing 4-18-17 - Determined Code of Ethics was not violated; Appeal filed 5-2-17; CC hearing on 6-13-17 - Upheld COE Hearing Panel determination that the Code of Ethics was not violated
12-27-2016	Jason Hunter	Resolution No. 22318 II(D)	Chris Mac Arthur	BOE Hearing 4-24-17 - Determined Code of Ethics was not violated; Appeal filed 5-8-17; CC hearing on 6-13-17 - Upheld COE Hearing Panel determination that the Code of Ethics was not violated
06-02-2017	Jason Hunter	RMC 2.78.060(M)	William R. Bailey, III	BOE Hearing Panel Meeting scheduled for 7-20-17
06-20-2017	Jason Hunter	RMC 2.78.060(M)	David Austin	BOE Hearing Panel Meeting scheduled for 8-3-17
07-20-2017	Jason Hunter	RMC 2.78.060(M)	Erin House	BOE Hearing Panel Meeting to be scheduled
07-20-2017	Jason Hunter	RMC 2.78.060(M)	Wendel Tucker	BOE Hearing Panel Meeting to be scheduled
07-20-2017	Jason Hunter	RMC 2.78.060(M)	Dave Stahovich	BOE Hearing Panel Meeting to be scheduled