

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