

Ethics and Elections Commission

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<http://www.seattle.gov/ethics/>

Department Overview

The Seattle Ethics and Elections Commission (SEEC) helps foster public confidence in the integrity of Seattle city government by providing education, training, and enforcement of the City's Ethics Code, Whistleblower Code, and lobbying regulations. It also promotes informed elections through education, training, and enforcement of the City's Elections Code and Election Pamphlet Code. With the passage of [Initiative 122](#) in November 2015, the Commission now administers and funds the Democracy Voucher Program.

The Commission's work on behalf of the City of Seattle centers around five main lines of business:

Ethics Code: The Commission conducts ethics training for all City of Seattle employees upon request and through the City's New Employee and New Supervisor Orientation programs. It also provides ethics training information for City employees via the City's intranet site. The Commission issues advisory opinions regarding interpretations of the Code of Ethics and also investigates and rules upon alleged violations of the Code. More than thirty years of formal advisory opinions, organized and searchable by topic, are available on the Commission's website.

Whistleblower Code: The Commission helps to protect an employee's right to report improper governmental action and to be free from retaliation as a result of such reporting. The Commission either investigates allegations of improper governmental actions itself or refers allegations to the appropriate agency.

Elections Code and Election Pamphlets Code: The Commission fulfills the public's mandate of full campaign disclosure by:

- training organizations required to report campaign contributions and expenditures in proper reporting procedures;
- auditing campaign reports;
- working with organizations to correct errors; and
- making all campaign finance information available to the public.

Since 1993, the Commission has made summary reports of campaign financing information available to the public, and since 1995, the Commission has published campaign financing information on its website. The Commission also produces voters' pamphlets for City elections and ballot measures. It makes these pamphlets available in several languages and produces a video voters' guide with King County.

Lobbying Regulations: The Commission is charged with administering the City's lobbying regulations. The Commission collects and posts information so that residents know who is lobbying and how much they are being paid to lobby. The Commission also enforces compliance with the lobbying regulations.

Democracy Voucher Program: The Commission administers the Democracy Voucher Program which was approved with the passage of I-122 in November 2015. The primary goal of the program is to provide \$100 in vouchers to eligible Seattle residents so that they can contribute to candidates for City office who qualify to participate in the program.

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Budget Snapshot

| | 2020 Actuals | 2021 Adopted | 2022 Adopted |
|------------------------------|------------------|------------------|------------------|
| Department Support | | | |
| General Fund Support | 957,436 | 1,049,986 | 1,297,585 |
| Other Funding - Operating | 643,836 | 8,417,751 | 868,078 |
| Total Operations | 1,601,273 | 9,467,737 | 2,165,663 |
| Total Appropriations | 1,601,273 | 9,467,737 | 2,165,663 |
| | | | |
| Full-Time Equivalents Total* | 7.40 | 7.40 | 9.40 |

* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here

Budget Overview

The 2022 Adopted Budget for the Seattle Ethics and Elections Commission adds two positions. The first is to carry out new work related to recent amendments to the City's Lobbying Code and to assist with an expanding body of work with the administration of campaign finance and lobbying laws, and the second is a net-zero conversion of temporary staff in the Democracy Voucher program to full time to carry out the ongoing work of candidate engagement, ensuring voucher accountability, and managing the technical operating needs of the program.

The adopted budget also removes funding for Democracy Voucher program costs like voucher payments, printing and mailing, as 2022 is on off-year in the bi-annual election cycle.

City Council Changes to the Proposed Budget.

The Council made no changes to the 2022 Proposed Budget.

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Incremental Budget Changes

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| | Dollars | FTE |
|--|----------------------|-------------|
| 2021 Adopted Budget | 9,467,737 | 7.40 |
| Baseline | | |
| Baseline Adjustments for Personnel Costs | 19,482 | - |
| Citywide Adjustments for Standard Cost Changes | 117,749 | - |
| Proposed Operating | | |
| Lobbying Administration 1.0 FTE | 151,701 | 1.00 |
| Democracy Voucher Program 1.0 FTE Add | - | 1.00 |
| Resident Enrollment Project - One-Time | 75,000 | - |
| Proposed Technical | | |
| DEPT Balancing | - | - |
| Zero Out 2021 One Time Adjustments | (7,666,006) | - |
| Total Incremental Changes | \$(7,302,074) | 2.00 |
| Total 2022 Adopted Budget | \$2,165,663 | 9.40 |

Description of Incremental Budget Changes

Baseline

Baseline Adjustments for Personnel Costs

Expenditures \$19,482

This centrally administered change adjusts appropriations to restore the annual wage increase for non-represented Executives, Managers and Strategic Advisors, which was forgone in 2021 due to financial constraints.

Citywide Adjustments for Standard Cost Changes

Expenditures \$117,749

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

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Proposed Operating

Lobbying Administration 1.0 FTE

| | |
|---------------------|-----------|
| Expenditures | \$151,701 |
| Position Allocation | 1.00 |

This item creates one full-time Strategic Advisor 1, Exempt position in the Seattle Ethics and Elections Commission to address new work due to recent amendments to the City's Lobbying Code, and to assist with an expanding body of work related to the administration of campaign finance and lobbying laws.

Democracy Voucher Program 1.0 FTE Add

| | |
|---------------------|------|
| Expenditures | - |
| Position Allocation | 1.00 |

This net-zero adjustment uses temporary labor funding to add a permanent Management Systems Analyst (MSA) to the Democracy Voucher Program. The position was added in a temporary capacity in 2020 to improve candidate engagement, ensure voucher accountability and to help manage the technical operating needs of the program and it's been determined that the position will be needed in an ongoing capacity to successfully carry out program requirements.

Resident Enrollment Project - One-Time

| | |
|--------------|----------|
| Expenditures | \$75,000 |
|--------------|----------|

This one-time add funds research, testing, technology, and community input to improve the enrollment process in the Democracy Voucher Program for residents who are not registered voters (registered voters are automatically enrolled in the program).

Proposed Technical

DEPT Balancing

| | |
|----------|---------------|
| Revenues | \$(2,131,922) |
|----------|---------------|

This is a technical item to balance revenues and expenditures for the Funds managed by this department.

Zero Out 2021 One Time Adjustments

| | |
|--------------|---------------|
| Expenditures | \$(7,666,006) |
| Revenues | \$(5,417,751) |

This entry zeroes out the 2021 Use of Fund Balance adjustment and the election cycle increase for voucher disbursements.

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Expenditure Overview

| | 2020 Actuals | 2021 Adopted | 2022 Adopted |
|---|------------------|------------------|------------------|
| Appropriations | | | |
| ETH - BO-ET-V1T00 - Ethics and Elections | | | |
| 00100 - General Fund | 957,436 | 1,049,986 | 1,297,585 |
| Total for BSL: BO-ET-V1T00 | 957,436 | 1,049,986 | 1,297,585 |
| ETH - BO-ET-VT123 - Election Vouchers | | | |
| 12300 - Election Vouchers Fund | 643,836 | 8,417,751 | 868,078 |
| Total for BSL: BO-ET-VT123 | 643,836 | 8,417,751 | 868,078 |
| Department Total | 1,601,273 | 9,467,737 | 2,165,663 |
| Department Full-Time Equivalents Total* | 7.40 | 7.40 | 9.40 |

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Budget Summary by Fund Ethics and Elections Commission

| | 2020 Actuals | 2021 Adopted | 2022 Adopted |
|--------------------------------|------------------|------------------|------------------|
| 00100 - General Fund | 957,436 | 1,049,986 | 1,297,585 |
| 12300 - Election Vouchers Fund | 643,836 | 8,417,751 | 868,078 |
| Budget Totals for ETH | 1,601,273 | 9,467,737 | 2,165,663 |

Revenue Overview

2022 Estimated Revenues

| Account Code | Account Name | 2020 Actuals | 2021 Adopted | 2022 Adopted |
|--|-------------------------------------|------------------|------------------|------------------|
| 311010 | Real & Personal Property Taxes | 2,951,676 | 3,000,000 | 3,000,000 |
| Total Revenues for: 12300 - Election Vouchers Fund | | 2,951,676 | 3,000,000 | 3,000,000 |
| 400000 | Use of/Contribution to Fund Balance | - | 5,417,751 | (2,131,922) |
| Total Resources for: 12300 - Election Vouchers Fund | | 2,951,676 | 8,417,751 | 868,078 |
| Total ETH Resources | | 2,951,676 | 8,417,751 | 868,078 |

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Appropriations by Budget Summary Level and Program

ETH - BO-ET-V1T00 - Ethics and Elections

The purpose of the Ethics and Elections Budget Summary Level is to: 1) audit, investigate, and conduct hearings regarding non-compliance with, or violations of, Commission-administered ordinances; 2) advise all City officials and employees of their obligations under Commission-administered ordinances; and 3) publish and broadly distribute information about the City's ethical standards, City election campaigns, campaign financial disclosure statements, and lobbyist disclosure statements.

| Program Expenditures | 2020 Actuals | 2021 Adopted | 2022 Adopted |
|------------------------------|-------------------------|-------------------------|-------------------------|
| Ethics and Elections | 957,436 | 1,049,986 | 1,297,585 |
| Total | 957,436 | 1,049,986 | 1,297,585 |
| Full-time Equivalents Total* | 4.90 | 4.90 | 5.90 |

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ETH - BO-ET-VT123 - Election Vouchers

The purpose of the Election Voucher Budget Summary Level is to pay costs associated with implementing, maintaining and funding a program for providing one hundred dollars in vouchers to eligible Seattle residents that they can contribute to candidates for City office who qualify to participate in the Election Voucher program enacted by voters in November 2015.

| Program Expenditures | 2020 Actuals | 2021 Adopted | 2022 Adopted |
|------------------------------|-------------------------|-------------------------|-------------------------|
| Election Vouchers | 643,836 | 8,417,751 | 868,078 |
| Total | 643,836 | 8,417,751 | 868,078 |
| Full-time Equivalents Total* | 2.50 | 2.50 | 3.50 |

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