**ANNUAL REPORT 2016-7**

**OFFICE OF ETHICS, COMPLIANCE AND OVERSIGHT**

We are happy to report that in the last year, we were able to conduct 43 training sessions across the City involving over 903 people. We have trained people in the Executive Departments of the City, City Council, and members of Boards and Commissions of the City.  There were over 600 requests for advice on various ethics issues during the year that we addressed.   These are the most important activities of our office.

Thank you for taking time to read the brief information below and please call me if you have any questions or input.

Regards,

Carla Miller

Director, OECO

Office of Ethics, Compliance and Oversight

(904) 630-1476

**STAFF**.  The ECO Office has three (3) staff members: Carla Miller, Director (part time) and Kirby Oberdorfer, Deputy Director (full time) and as of December, 2016, a new part time office assistant, Deborah Melvin.

**ADVICE.** The main function of the ECO Office is to advise City elected officials and employees on all ethics related matters, including gifts, travel, secondary employment, sunshine and public records law and conflicts of interest.   In the past twelve (12) months, over 600 inquiries were handled by the ECO Office.  The most common and frequent issues are currently being generically summarized into an Ethics Handbook that will be available online for reference.

**TRAINING.**  The other major function of the ECO Office is delivering training on various ethics laws to all City employees, officials, and Boards & Commissions members.  During June 2016-June 2017, the ECO Office provided forty-three (43) different training sessions to over 903 people.

The Jacksonville Code  requires standardized ethics training for all members of City Boards and Commissions.  The Ethics Office conducts this training which covers ethics laws and disability and human rights issues.  The ethics training program for Boards and Commissions members is offered every other month.

Additionally, the ECO Office provides City Council members annual ethics training in June each year, as well as supplemental training throughout the calendar year to comply with the State of Florida Ethics law which requires 4 hours of annual ethics training. This year, we worked with the State Ethics Commission Executive Director to deliver the June training session.

Several additional training sessions were provided by the ECO Office to the Executive Council Aides (ECAs) on various ethics issues, including gifts, Sunshine Law, Public Records and compliance with financial and gift disclosure requirements.

The ECO Office also provides ethics training to all new City employees on a monthly basis during the New Employee Orientation sessions.

**COMPLIANCE.**  Several state ethics laws require the compliance of City employees and officials with various ethics laws, such as financial disclosure  filings with the State Ethics Commission.  The Ethics Office works to ensure compliance with these laws.  There was 100% compliance with the filing of financial disclosure statements in 2016 and 2017.

**INSPECTOR GENERAL OFFICE**.  The Ethics Office continued to work with the Inspector General’s office on coordination of cases involving fraud, waste and mismanagement.

**INDEPENDENT AUTHORITIES**. The jurisdiction of the ECO Office was expanded in March, 2015 by a citizen referendum extending the jurisdiction of the Ethics Office to the entire consolidated City of Jacksonville, including all of the Independent Authorities and other Constitutional officers (School Board and Sheriff).  Since that time, the ECO Office has worked with the Independent Authorities and Constitutional Officers and their Ethics Officials on their ethics initiatives and trained Boards of Directors of the Authorities.

**ETHICS OFFICER SYSTEM**.  The ECO Office also continues to work with the “Ethics Officer” system for all agencies and departments in the consolidated City of Jacksonville.  All agencies and departments of the City now have a designated “Ethics Officer,” and each “Ethics Officer” has a dedicated City email address to facilitate communication about ethics issues with employees.  All agency and department “Ethics Officers” have met to work on the future online citywide ethics training modules.

**ETHICS COORDINATION COUNCIL (“ECC”).**  The Jacksonville Ethics Code encourages the coordination of anti-corruption and ethics efforts for the City through the ECC, which is spearheaded by the ECO Director. The ECC consists of ethics representatives from each Independent  Authority and Constitutional Officer, as well as the Executive Branch and Legislative Branch.

**ETHICS COMMISSION**.  The ECO Director, per the Jacksonville Ethics Code, also acts as the Director of the Jacksonville Ethics Commission, a volunteer Board of nine (9) citizens.  The ECO Director prepares for and attends all monthly Ethics Commission meetings and subcommittee meetings and assists the members in fulfilling their duties under the Jacksonville Ethics Code. The various activities of the citizen Ethics Commission will be reported on separately.

**LOBBYIST REGISTRATION SYSTEM**.  The online lobbyist registration system has been monitored.

**ADMINISTRATIVE**. The ECO Director is responsible for all administrative functions of the ECO Office, such as budget preparation and compliance with inventory controls and Employee Services directives.