



CITY OF ATLANTA BOARD OF ETHICS 2016 ANNUAL ETHICS REPORT



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I. 2016 HIGHLIGHTS BY THE NUMBERS

a. Advice

- Provided timely ethics advice in 107 requests for written and/or verbal advice, issued one informal advisory letter, and responded to requests for general information on ethics.
- Responded to 100 percent of all requests for advice within seven days.

b. Financial Disclosure

- Recorded 29 financial disclosure cases involving delinquent or late filers for which enforcement was pursued. Of 11 late filers, administrative decisions were written in three cases and eight cases were closed administratively. Of 18 non-filers, administrative decisions were written in 16 cases imposing a \$500 fine for their failure to comply with the city financial disclosure laws. Conducted 15 board hearings (13 non-filers and 2 late filers). Assessed \$6,350 and collected \$1,525 in fines in financial disclosure cases.
- Achieved a timely filing rate of 94 percent of the 2,549 persons required to file the 2016 City Financial Disclosure Statement; a two percent increase over 2015 despite the addition of 442 required filers in 2016.
- Awarded the Transparent Diamond Award to 10 city departments and 38 city boards and commissions with exemplary financial disclosure filing records.

c. Investigations and Enforcement

- Received 109 reports on Integrity Line complaints;
- Referred 86 complaints to other departments for investigation;
- Dismissed 15 non-ethics complaints for lack of jurisdiction;
- Opened 14 new ethics cases;
- Closed 12 cases. Of the cases closed, two were closed after reaching a settlement agreement, one was closed following dismissal by the Board of Ethics, and nine were investigated and closed administratively;
- Issued one cease and desist order;
- Assessed \$650 and collected \$3,770 in fines in ethics cases;
- Investigations remain pending in four open cases



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d. Operations

- Held seven board meetings, one board retreat, and one staff retreat.
- Drafted legislation amending sections 2-801, 2-810, and 2-814 of the Code of Ethics; adopted by City Council and signed into law by the Mayor.

e. Public Education and Outreach

- Distributed 2,043 wallet cards, brochures, and other materials for the ongoing Integrity at Work campaign;
- Continued launch of e-Learning course for city officials and employees;
- Held lunch and learn session on conflicts of interest for city officials and employees;
- Published eight public news blasts on atlantaethics.org;
- Published two issues of the e-Newsletter *Ethics Matters*.

f. Training

- Provided ethics training to 3950 employees, a 13 percent increase from the previous year, which included classroom training of 899 employees and online training for 3051 employees through the Ethics e-Learning course.
- Received 634 signed ethics pledges.



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II. REPORT ON ETHICS ADVICE

The Ethics Office wrote 88 advisory emails, letters or memos, and provided advice over the telephone or in person 20 times in 2016.

Type of Advice Provided: 5-year Totals

All Advice	2012	2013	2014	2015	2016	5-year Total	5-year Total %
Verbal advice	43	60	45	17	20	185	36%
Written advice	54	41	54	81	87	317	62%
Informal advisory letter	0	0	1	4	1	6	1%
Formal advisory opinion	1	1	0	2	0	4	1%
Total	98	102	100	104	108	512	100%

Top Subjects for Advice: 2012 - 2016

Subjects	2012	2013	2014	2015	2016	2-year Total (2015-16)	2-year Total %
Conflict of interest	19 (2)	38 (1)	30 (1)	11 (3)	8 (7)	19 (5**)	9%
Gratuities/gifts	18 (3)	27 (2)	16 (2)	23 (1)	17 (3)	40 (1)	19%
Outside employment		13 (4)	3 (9)	5 (6)	6 (8)	11 (8)	5%
Use of city property		21 (3)	9 (4**)	20 (2)	19 (1)	39 (2)	19%
Food	11 (4)	6 (6**)	10 (3)	9 (4**)	10 (6)	19 (5**)	9%
Travel	10 (5)	1 (8)	7 (6**)	9 (4**)	13 (4)	22 (4)	10%
Contract participation			1 (11)	1 (8)		1 (11**)	1%
Doing business with city/post-employment	1 (7)	6 (6**)	7 (6**)	6 (5**)	18 (2)	24 (3)	11%
Ethics code, board, & forms	24 (1)		2 (10)	3 (7)	4 (9**)	7 (10)	3%
Financial Disclosure	2 (6)	6 (6**)			1 (10)	1 (11**)	1%
Solicitation		5 (7)	6 (8)	6 (5**)	4 (9**)	10 (9)	5%
Tickets		11 (5)	9 (4**)	6 (5**)	11 (5)	17 (7)	8%



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Written Advice of Note

EA16-003. The Atlanta Workforce Development Agency may not enter into a partnership with an AWDA consultant's outside business where the consultant's business seeks to offer its product at no cost to the Agency.

EA16-013. A city employee may not accept a personal invitation to attend an RSVP-only open house reception hosted by a city contractor.

EA16-018. Councilmembers running for office should not use city funds for constituent events conducted between the time of qualification for office and the election.

EA16-020. The Department of Parks and Recreation may accept a \$500 donation from a patron for a city program as long as the donation goes through the appropriate legislative process and the Department reports the gift electronically.

EA16-029. A city employee may not accept an offer to be a grant writer on retainer for a non-profit where the employee's office currently collaborates with the non-profit on urban agriculture projects because the City and non-profit may have competing interests on certain projects.

EA16-032. A team of Atlanta Information Management employees may not attend a free screening of a new movie offered by a city vendor following a presentation by the vendor to the city team and other clients.

EA16-041. A city employee whose former employer seeks to bid on a city contract for vehicle disposal services for Fleet Services may not evaluate the vendor or participate in the decision making process but may advise Fleet Services on its options for vehicle disposal services once the bidding process is completed.

EA16-057. An organization in New York City may provide ground transportation to a team of city employees visiting the organization on official city business as a Gift to the City.

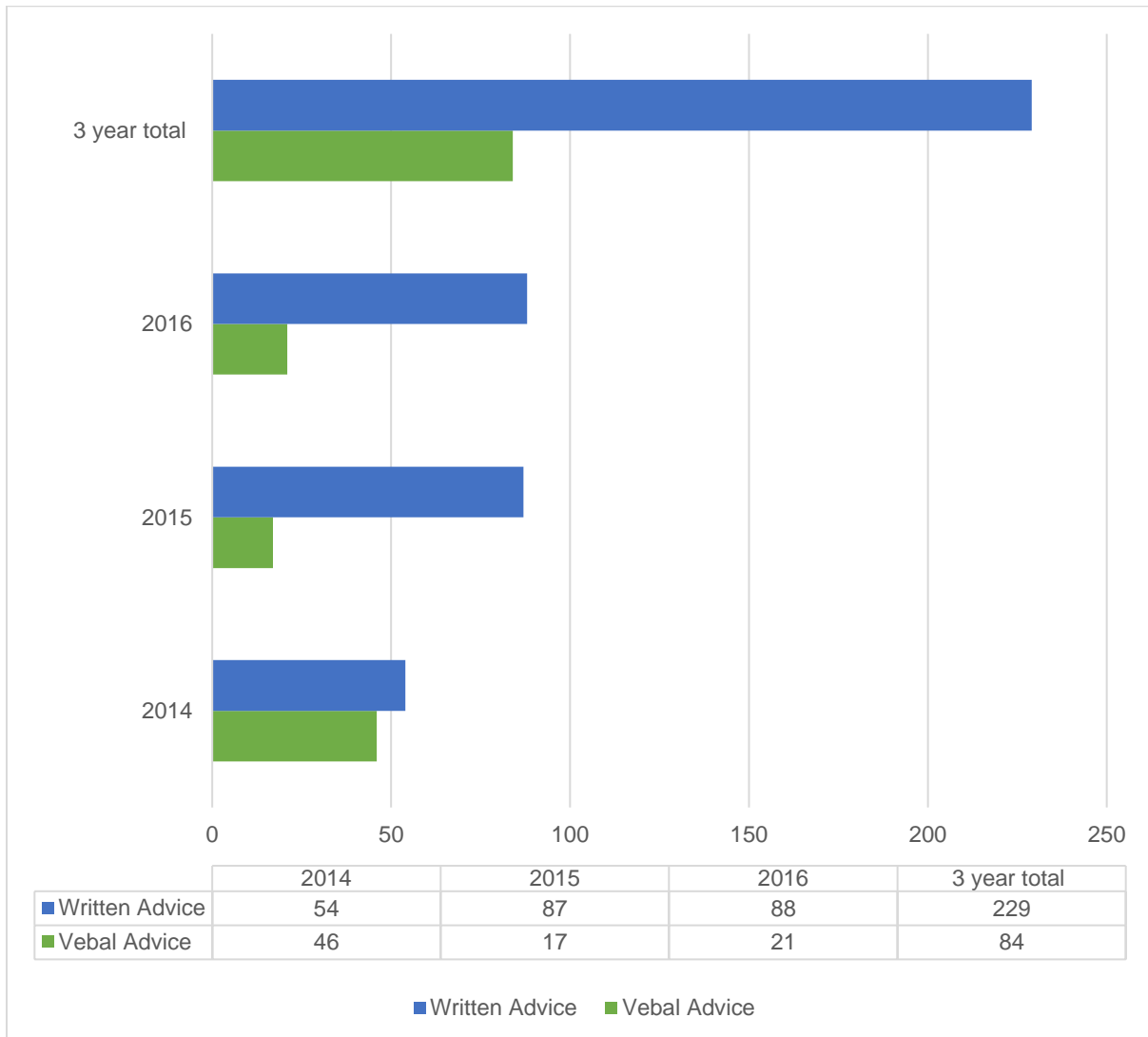
EA16-058. The Code of Ethics does not restrict political postings by city employees on social media so long as the postings do not originate from a city computer or device and the postings occur on the employee's personal time.

EA16-063. A citizen may not serve on the Elected Officials Compensation Commission where the citizen's firm provides community engagement services to the Council President's office.



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Written vs. Verbal Advice: 2014-2016

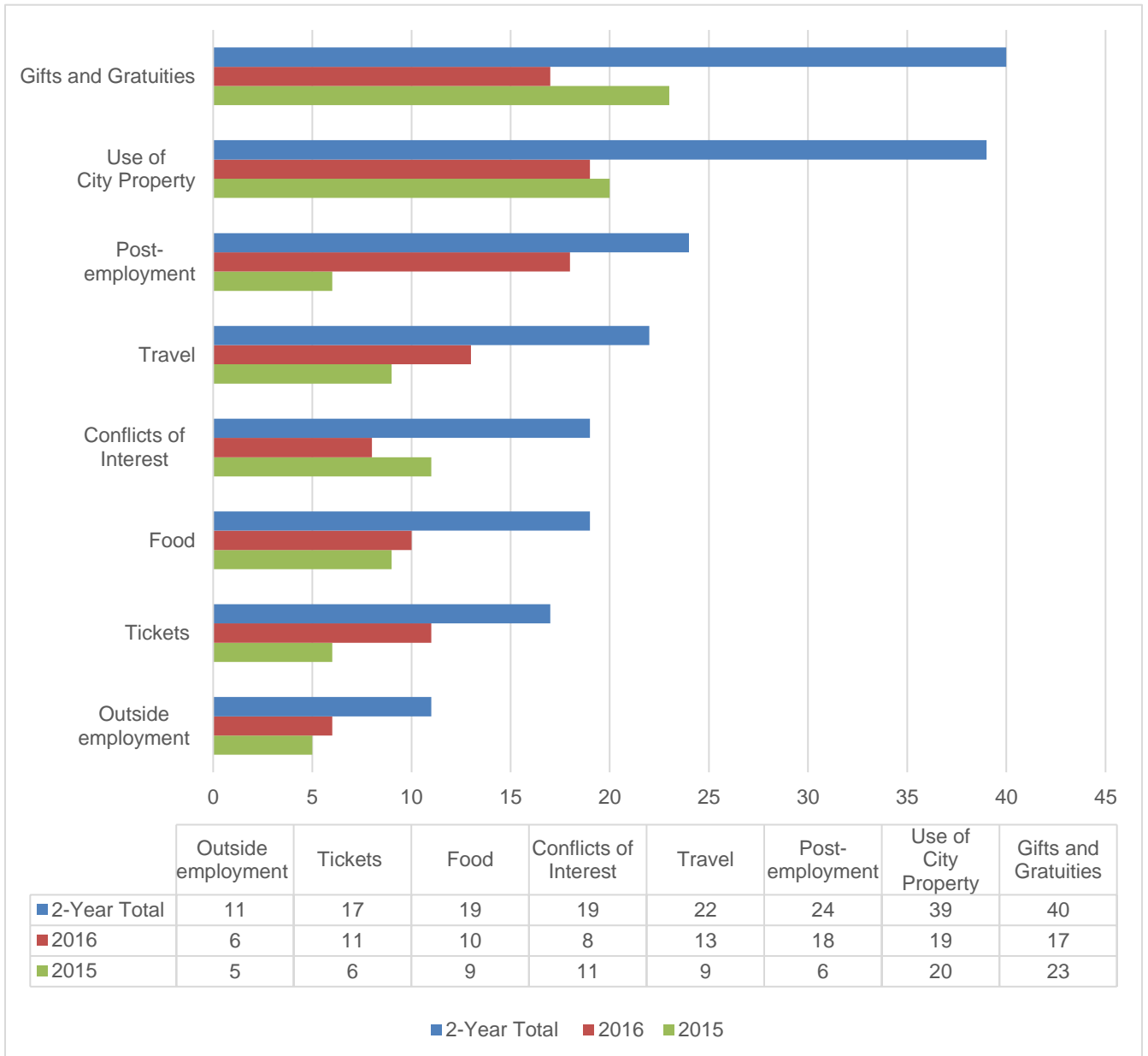


*Note: Written advice includes formal and informal advisory opinions



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Top Subjects for Advice: 2015 vs. 2016





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III. REPORT ON ETHICS COMPLAINTS & INVESTIGATIONS

2016 Summary of Ethics Cases¹

<u>Open Cases on January 1, 2016</u>	<u>2</u>
<u>New Cases Opened</u>	<u>14</u>
Major Cases ² (3)	
Non-major Cases (11)	
<u>Cases Closed</u>	<u>12</u>
No Violation (9)	
Violation (3)	
Complaints administratively dismissed for lack of jurisdiction – 15	
<u>Open Cases on December 31, 2016</u>	<u>4</u>

¹ Excludes financial disclosure cases and most Integrity Line cases

² Major cases involve city elected officials or employees who are department heads, deputy department heads, or bureau directors



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1. New Cases Opened since January 1, 2016

Major Cases (3)

CO-16-008. Sec. 2-811. Use of City Property and Services

Councilmember Michael Bond

The complaint alleges that the Councilmember's campaign used city email addresses to solicit for his campaign.

CO-16-013. Sec. 2-811. Use of City Property and Services

Mayor Kasim Reed

The complaint alleges that the Mayor misused his city vehicle and law enforcement personnel.

CO-16-014. Sec. 2-811. Use of City Property and Services

Mayor Kasim Reed

The complaint alleges that the Mayor misused his city vehicle by using the equipped sirens and blue lights in non-emergency situations and to transport his family members.

Non-major Cases (11)

CO-16-001. Sec. 2-817. Prohibition on Giving or Receiving Gratuities

Lanette Moore

The complaint alleges that a Municipal Clerk accepted and used two Atlanta Hawks tickets provided to her by an NBA security representative.

CO-16-002. Sec. 2-811. Use of City Property and Services

Todd Thomas

The complaint alleges that an employee failed to reconcile his outstanding official city travel advances with the Department of Finance as required by city law.

CO-16-003. Sec. 2-811. Use of City Property and Services

Tony Hill

The complaint alleges that an employee failed to reconcile his outstanding official city travel advances with the Department of Finance as required by city law.

CO-16-004. Sec. 2-811. Use of City Property and Services

Ronald Bohannon

The complaint alleges that an employee failed to reconcile his outstanding official city travel advances with the Department of Finance as required by city law.



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CO-16-005. Sec. 2-811. Use of City Property and Services

Timothy Quiller

The complaint alleges that an employee failed to reconcile his outstanding official city travel advances with the Department of Finance as required by city law.

CO-16-006. Sec. 2-811. Use of City Property and Services

Bernard Burns

The complaint alleges that an employee used his assigned city vehicle for personal use.

CO-16-007. Sec. 2-817; 2-818; 2-820. Gratuities, Solicitation, Incompatible Interests

Ronnell Collier

The complaint alleges that an employee solicited and received three loans from a permit expeditor, a prohibited source.

CO-16-009. Sec. 2-820. Conflicts of Interest

Roberta Caban

The complaint alleges that a board member used her city position to secure a design grant for her grassroots advocacy group.

CO-16-010. Sec. 2-811. Use of City Property and Services

Betty Roberts

The complaint alleges that an employee used city vehicles and time to drive to a salon to get her hair done.

CO-16-011. Sec. 2-811. Use of City Property and Services

Nicolas Deville

The complaint alleges that an employee is performing work on behalf of outside employer during assigned city work hours.

CO-16-012. Sec. 2-811; 2-814. Use of City Property and Services, Disclosure of Interests

Vincent Bursey

The complaint alleges that an employee used his city-issued phone number as the contact number for his personal business and failed to disclose his business on his City Financial Disclosure Statements.



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2. Cases Closed – No Violations (10)

Major (3)

Case	CO-16-008
Respondent	Councilmember Michael Bond
Violation	§ 2-811. Use of City Property and Services
Summary	The investigation found no evidence to support the claim that the Councilmember violated the City Ethics Code.
Action taken	Ethics Office dismissed administratively.

Case	CO-16-013
Respondent	Mayor Kasim Reed
Violation	§ 2-811. Use of City Property and Services
Summary	The investigation found no evidence to support the claim that the Mayor violated the City Ethics Code.
Action taken	Ethics Office dismissed administratively.

Case	CO-16-014
Respondent	Mayor Kasim Reed
Violation	§ 2-811. Use of City Property and Services
Summary	The investigation found no evidence to support the claim that the Mayor violated the City Ethics Code.
Action taken	Ethics Office dismissed administratively.

Non-major (6)

Case	CO-16-001
Respondent	Lanette Moore
Violation	§ 2-811. Use of City Property and Services
Summary	The complaint alleges that a Municipal Clerk accepted and used two Atlanta Hawks tickets provided to her by an NBA security representative.
Action taken	Board of Ethics dismissed case.

Case	CO-16-002
Respondent	Todd Thomas
Violation	§ 2-811. Use of City Property and Services
Summary	The employee reconciled all city travel expenses.
Action taken	Ethics Office dismissed administratively with recommendations.



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Case	CO-16-003
Respondent	Tony Hill
Violation	§ 2-811. Use of City Property and Services
Summary	The employee reconciled all city travel expenses.
Action taken	Ethics Office dismissed administratively with recommendations.

Case	CO-16-004
Respondent	Ronald Bohannon
Violation	§ 2-811. Use of City Property and Services
Summary	The employee reconciled all city travel expenses.
Action taken	Ethics Office dismissed administratively with recommendations.

Case	CO-16-005
Respondent	Timothy Quiller
Violation	§ 2-811. Use of City Property and Services
Summary	The employee reconciled all city travel expenses.
Action taken	Ethics Office dismissed administratively with recommendations.

Case	CO-16-009
Respondent	Roberta Caban
Violation	§ 2-820. Incompatible Interests
Summary	The complaint alleges that a board member used her city position to secure a design grant for her grassroots advocacy group.
Action taken	Ethics Office dismissed administratively.

Case Closed – Violations (3)

Case	CO-15-008
Respondent	Walter Jordan
Violation	§ 2-817. Prohibition on Giving or Receiving Gratuities
Summary	The complaint alleges that a permit expeditor provided a large delivery of pizzas to employees in the Office of Buildings and periodically buys and delivers lunch to city employees in that office.
Action taken	Ethics Office issued cease and desist letter with recommendations



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Case	CO-16-006
Respondent	Bernard Burns
Violation	§ 2-811. Use of City Property and Services
Summary	The complaint alleges that an employee used his assigned city vehicle for personal use.
Action taken	Settlement agreement reached; \$150 fine

Case	CO-16-007
Respondent	Ronnell Collier
Violation	§ 2-817; § 2-818; § 2-820. Gratuities; Solicitations; Incompatible Interests
Summary	The complaint alleges that an employee used his assigned city vehicle for personal use.
Action taken	Settlement agreement reached; \$150 fine



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IV. REPORT ON INTEGRITY LINE

- 2016 saw a substantial increase in call volume for the Integrity Line. Increased efforts by the Integrity Line Committee and other city departments to promote hotline awareness through new employee orientation, classroom training, and online training opportunities, likely contributed to the increased reporting volume.
- There were 109 Integrity Line Reports received by the Integrity Line Committee in 2016; a significant increase from the 35 Reports received in 2015.

The chart below reflects the overall change in reporting volume for the past five years:

