

## Item 10 - Disclosure Report



Ryan Micik, Chair  
Charlotte Hill, Vice Chair  
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Vincent Steele  
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Nicolas Heidorn, Executive Director

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TO: Public Ethics Commission  
FROM: Suzanne Doran, Lead Analyst  
Jelani Killings, Ethics Analyst  
Ana Lara Franco, Commission Analyst  
DATE: July 28, 2023  
RE: Disclosure and Engagement Monthly Report for the August 9, 2023, Meeting

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This memorandum provides a summary of major accomplishments in the Public Ethics Commission's (PEC or Commission) Disclosure and Engagement program activities since the last monthly meeting. Commission staff disclosure activities focus on improving online tools for public access to local campaign finance and other disclosure data, enhancing compliance with disclosure rules, and conducting data analysis for PEC projects and programs as required. Engagement activities include training and resources provided to the regulated community, as well as general outreach to Oakland residents to raise awareness of the Commission's role and services and to provide opportunities for dialogue between the Commission and community members.

### Filing Officer – Compliance

**Campaign finance disclosure** – July 31 marks the semi-annual campaign finance deadline for activity between January 1 and June 30. All Oakland registered committees must file. Campaign statements are available to view and download at the PEC's [Public Portal for Campaign Finance Disclosure](#).

**Lobbyist Registration and Reporting Program** – The Oakland Lobbyist Registration Act (LRA) requires lobbyists to submit quarterly reports disclosing their lobbying activities to ensure that the public knows who is trying to influence City decisions. July 30 is the upcoming deadline for quarterly lobbyist activity reports covering the period from April 1 through June 30, 2023. Lobbyist registration and activity reports may be viewed online at the [PEC's Lobbyist Dashboard and Data webpage](#).

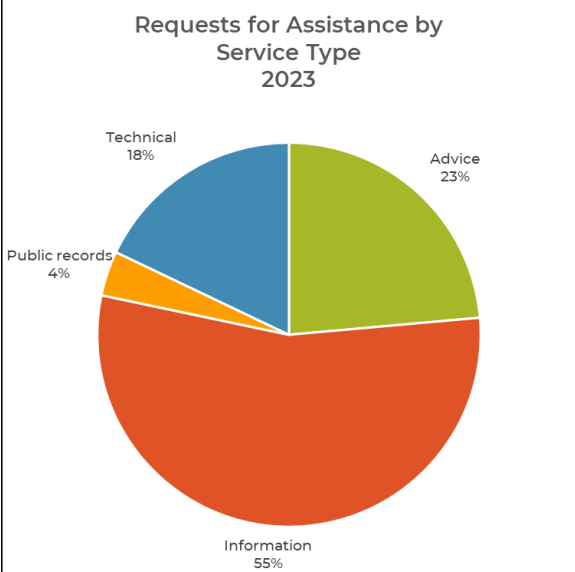
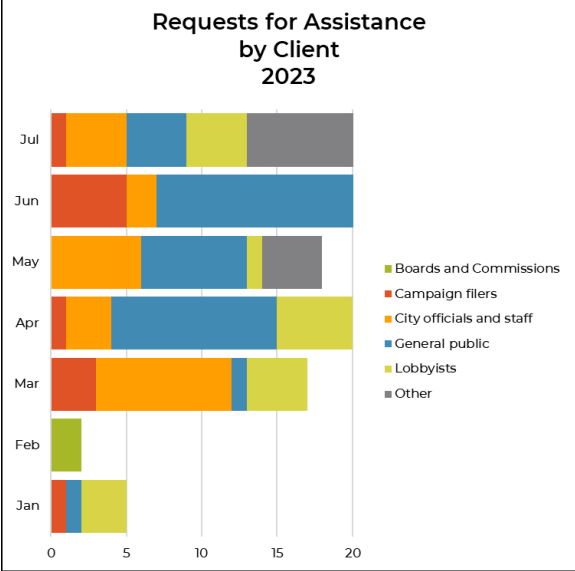
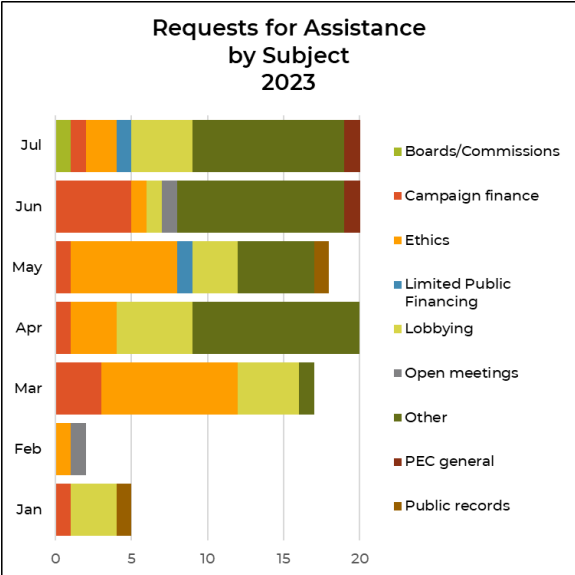
### Advice and Engagement

**Advice and Technical Assistance** – In the month of July, Commission staff responded to 22 requests for information, advice, or assistance regarding campaign finance, ethics, Sunshine law, or lobbyist issues, for a total of 106 in 2023 to date.

**Form 700 Compliance** – On July 11, Staff met with representatives from the City Clerk’s Office and the Department of Human Resources Management to get an update on efforts to improve the management of the City’s Form 700 filer database. The joint effort seeks to improve compliance among required filers by sharing data among departments, issuing joint communications, and updating the City’s Conflict of Interest Code. As a result of this project, Commission staff is reviewing its first report with data that that compiles employees assigned training and completion status along with employee position, department, and contact information. Next steps include reviewing data to assess department compliance with requirements to categorize employees by Form 700 filer status. In addition, PEC staff are partnering with Human Resources Management’s continued efforts to synchronize City data systems across departments to ensure a single, accurate Form 700 filer list.

**Candidates and Campaigns** – The nomination period for candidates seeking to qualify for the November 2023 Special Election ballot opened on July 17 and ends on August 11. As part of campaign education efforts, staff issues regular advisories to ensure that candidates and committees are aware of local rules during this election season. In July, staff issued an advisory to update candidates about the postponement of the Democracy Dollars program for the 2024 election.

**New Employee Orientation** – Staff continues to make presentations at the City’s monthly New Employee Orientation (NEO) providing new employees with an introduction to the PEC and overview of the Government Ethics Act (GEA). On July 19, new employees watched the PEC’s 10-minute Government Ethics Introductory



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Video. Employees required to file Form 700 were also assigned the PEC's mandatory online Government Ethics Training for Form 700 Filers.

### **Illuminating Disclosure Data**

**Filing Tools** – Changes to disclosure requirements enacted by recent legislation require support by IT to modify several internal systems, including the Ticket Distribution (Form 802) database, lobbyist app, and Oakland's open data portal. PEC-staff formed a project team with IT staff this month to coordinate and prioritize work on the various PEC-related projects and begin work on updates. With the addition of lobbyist registration and late fees to Oakland's master fee schedule, the initial focus is integrating assessment and collection of lobbyist fees into the PEC's online lobbyist registration app.

### **Online Engagement**

**Website** – In July, staff prioritized revisions to content related to the Democracy Dollars program and postponement of voucher distribution to the 2026 election cycle. In addition to online news items, Staff updated the "[Democracy Dollars](#)" and "[What Are Democracy Dollars](#)" webpages to reflect the new launch date.

**Social Media** – Each month Commission staff posts social media content to highlight specific PEC policy areas, activities, or client-groups. July posts focused on July meeting topics, postponement of the Democracy Dollars program for the 2024 election, Commission accomplishments highlighted in the 2022 annual report, and upcoming disclosure deadlines.