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Date: February 21, 2017

To: Members of the Ethics Commission

From: Pat Petersen, Education and Compliance Officer

Subject: **AGENDA ITEM 6**
Education and Compliance Report for the February 27, 2017 Meeting

Summary: This report highlights programmatic information and operational updates related to the Education and Compliance Program

Action Requested: No action is required by the Commission as this item is for informational purposes only.

Outreach

Statement of Economic Interests (Form 700) Annual Filings

Annual Statement of Economic Interests (Form 700) filings are due April 3, 2017. While April 1 is the regular filing deadline, because that date falls on a weekend this year, the state requires forms to be submitted no later than Monday, April 3.

To help departments with their Filing Officer duties, Commission staff held the first of two trainings for Filing Officers on February 8; a second is scheduled for March 8. New this year are two trainings that are geared toward designated employees who file their Form 700s on paper at the departmental level. In addition, staff will be meeting with individual departments to discuss their unique sets of filing requirements. As we prepare to move toward e-filing for all Form 700 filers in the coming year, these discussions will provide helpful information about the most effective information and resources filers will need in that process.

New Website

With the rollout of our new website in December, we now have a new communication tool to provide visitors to the website with a consolidated source for information about a single activity. Featured prominently on our home page is space that can be used to highlight key deadlines or other upcoming activities. In January, a new "banner" message focused on a filing reminder about the semi-annual disclosure statements that were due January 31. Banners remind visitors about imminent deadlines, and directs them to a new Landing Page that presents relevant information in one location. The landing page, in turn, provides direct access to specific filing reminders, campaign finance data visualizations and datasets, or connect to

the Commission's open data web services (Application Programming Interface) to analyze campaign finance activity using third-party research tools.

In mid-February, we updated the banner and landing page to place focus to the upcoming filing deadline for the Statement of Economic Interests (Form 700) filings, due April 3, 2017. From one page, visitors to the Ethics Commission's home page can learn why the Form 700 is important for ensuring transparency among City officers, find out about the available training resources, research how to comply with filing requirements, and learn more about late filings and enforcement.

We plan to regularly gather and assess feedback on our new website. We believe it will help us better understand the information needs of our web users, and knowing that will help us shape the content of our compliance notices and compliance guidance going forward.

Staff look forward to answering any questions you might have at the upcoming Commission meeting.