



# ETHICS COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

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LEEANN PELHAM  
EXECUTIVE DIRECTOR

Date: October 11, 2019  
To: Members of the Ethics Commission  
From: Pat Ford, Senior Policy and Legislative Affairs Counsel  
Re: **AGENDA ITEM 6 – Discussion of Monthly Staff Policy Report**

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**Summary:** This memorandum provides updates on ongoing policy projects, pending local legislation, and other operational projects involving the Policy Division to assist the Commission, the public, and Staff in engaging with the Commission's policy work.

**Action Requested:** That the Commission review the updates provided in this report.

Section I of this memorandum provides status reports about ongoing policy projects that the Commission has identified as policy priorities as part of its Policy Prioritization Plan. Section II provides information about ongoing operations and projects that, while not a part of the Commission's Policy Prioritization Plan, regularly require ongoing attention and resources of the Policy Division.

### I. Policy Prioritization Plan – Status of Ongoing Initiatives

This section describes the status of the Commission's current policy priorities.

#### A. Review of the City's Public Financing System

As part of the second phase of the Commission's review of the City's public campaign financing program, the Commission approved an ordinance at its May meeting to increase the amount of funds available to participants, increase the matching rate, and increase the initial spending limits, among other changes. Supervisor Mar introduced the ordinance (File No. 190660) before the Board of Supervisors on June 4<sup>th</sup>. The ordinance was heard by the Government Audit and Oversight Committee on September 5<sup>th</sup>, and the committee forwarded the legislation to the full Board with a positive recommendation. The Board unanimously approved the ordinance on September 17<sup>th</sup> and 24<sup>th</sup>, and the Mayor signed the ordinance on October 4<sup>th</sup>. Supervisors Fewer, Safai, Ronen, Mandelman, and Haney joined as cosponsors of the ordinance.

The ordinance will become operative on January 1, 2020. Policy will begin supporting other divisions in implementing the provisions of this ordinance.

B. Electronic Filing of the Form 700

All elected officials, board and commission members, department heads, and designated employees of the City must file the Form 700 Statement of Economic Interests to publicly disclose their personal financial interests. Under current regulations, elected officials, board and commission members, and department heads must file the form electronically through the Commission's NetFile system, allowing the disclosed information to be easily searched by the public. However, designated employees file the Form 700 in paper form with their departments.

As reported in the previous Policy Reports, Staff is in the process of planning the project needs and requirements to allow all designated filers to use electronic filing for their required Statements of Economic Interests. While other divisions are in the process of assessing and planning the technology and compliance aspects necessary for implementation of this project, Policy is working with the Department of Human Resources to notify employee bargaining units of the potential change so that they will have the opportunity to meet and discuss the new requirements with Staff. After any discussions with bargaining units is concluded, Policy will draft regulations to implement the e-filing project and will present the regulations at a future meeting of the Commission.

**II. Miscellaneous Policy Administrative Projects**

This Section describes some of the ongoing work by the Policy division that does not fall within the policy projects identified under the Policy Prioritization Plan. This work includes: advice to Staff and the regulated community regarding the laws administered by the Commission; legislative affairs; media relations; and general program support for various office functions. Some of the larger ongoing initiatives are described below.

A. Departmental Training

Following the Executive Director's recent presentation to all City department heads regarding the new rules and requirements created by the Anti-Corruption and Accountability Ordinance, multiple department heads have requested on-site training for their employees to help them understand and comply with ethics laws. Policy has developed a departmental training presentation that provides an overview of state and local ethics laws that apply to City employees, officers, and departments. The first training is scheduled for October 16<sup>th</sup> at the Contract Monitoring Division. Policy will deliver the training in conjunction with Engagement and Compliance.

B. ACAO Implementation

Provisions of the Anti-Corruption and Accountability Ordinance (ACAO), which was approved by the Commission, the Board, and the Mayor in 2018, became operative on January 1, 2019. As the Engagement and Compliance and EDDA Divisions implement these new provisions, Policy continues to provide guidance and advice. The implementation process includes new disclosure forms, updates to the Commission's website and candidate guides, and development of regulations to provide more clarity about the new law.