



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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EXECUTIVE DIRECTOR

December 10, 2020

To: Members of the Ethics Commission

From: LeeAnn Pelham, Executive Director

Subject: **Agenda Item 5 – Form 700 E-Filing for All Project Update**

Summary This report provides an update on the Form 700 project and work currently underway.

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

Form 700 E-filing Project Status

Since the October 1 adoption of the City's Fiscal Year 2021 budget and essential staffing resources for the project secured with partial FY21 funding, Staff were able to resume priority work on the Form 700 "e-filing for all" project. Resumption of the project will now allow for the City's roughly 3,500 designated departmental filers to submit their public Statement of Economic Interests (Form 700) in an electronic format beginning in January 2022. Electronic filing will require City employees to cease filing paper forms with their department's filing officer and to begin using the same electronic system to file the Form 700 that is already being used by elected officials, board and commission members, and department heads.

To support this transition, Departmental filing officers will be using the system to create new filer accounts working in coordination with their human resources staff and assigning and monitoring filing requirements for employees. Information systems staff will be responsible for migrating employee data into the Form 700 e-filing system so that the designated City employees are able to file the correct filing required to be filed by law. Ethics Commission staff will provide training and support to departmental filing officers so that they may serve as a resource to filers and properly administer the system and will also provide direct training and ongoing support to Form 700 designated filers directly. This training will help ensure that filers and filing officers have the time and resources to successfully commence electronic filing and will be designed to minimize any difficulties experienced by new users. Ultimately, these efforts will help ensure the accuracy and completeness of information that is disclosed online to the public.

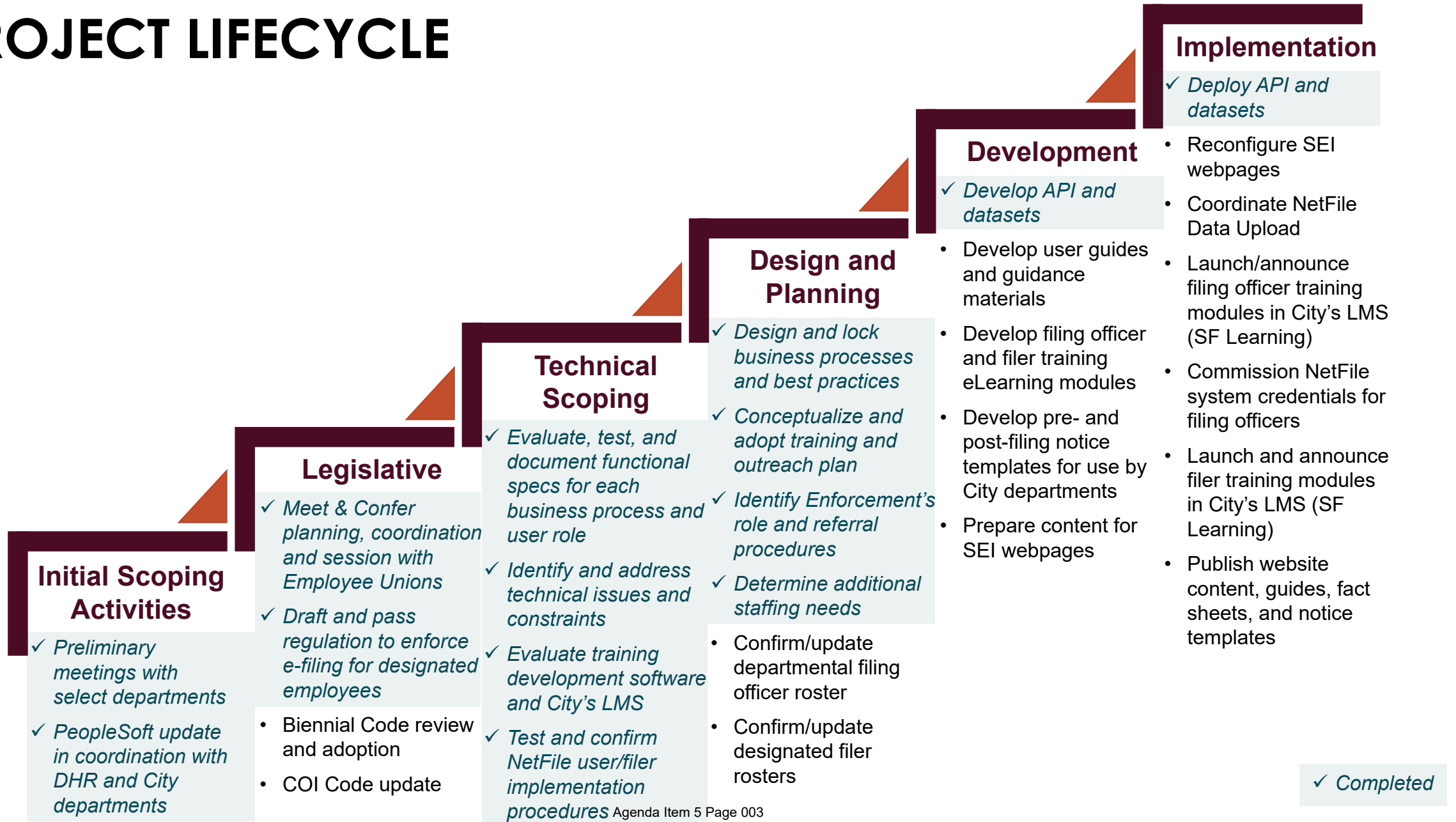
Engagement and Compliance Manager, Rachel Gage, has prepared the attached presentation on the Form 700 project to provide an overview of the project and an update on the work currently underway. She will provide a summary of these activities and will be available for any questions you may have about the project.



FORM 700 E-FILING FOR ALL PROJECT UPDATE

December 10, 2020

PROJECT LIFECYCLE



TRAINING PLAN

eLearning Curriculum

- Series of micro “how-to” tutorials
- Interactive and intuitive
- Hosted in City’s Learning Management System

Instructor-Led Q&A Sessions

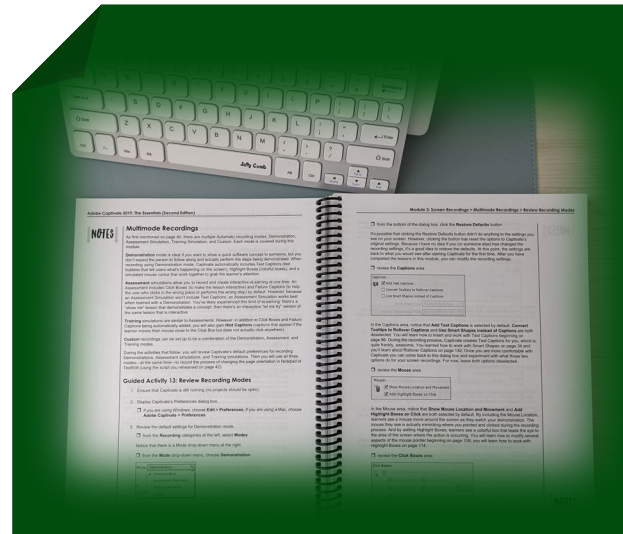
- Adaptable
- Focused attention to participant needs
- Real-time feedback

User Guides

- User-defined
- Comprehensive – when, why and how
- Visual aides and logical organization

Fact Sheets

- Refined focus
- Easy to read and digestible
- Supplements user guides



PROJECTED TIMELINE | 2021

