

# Item #11 - Disclosure Report



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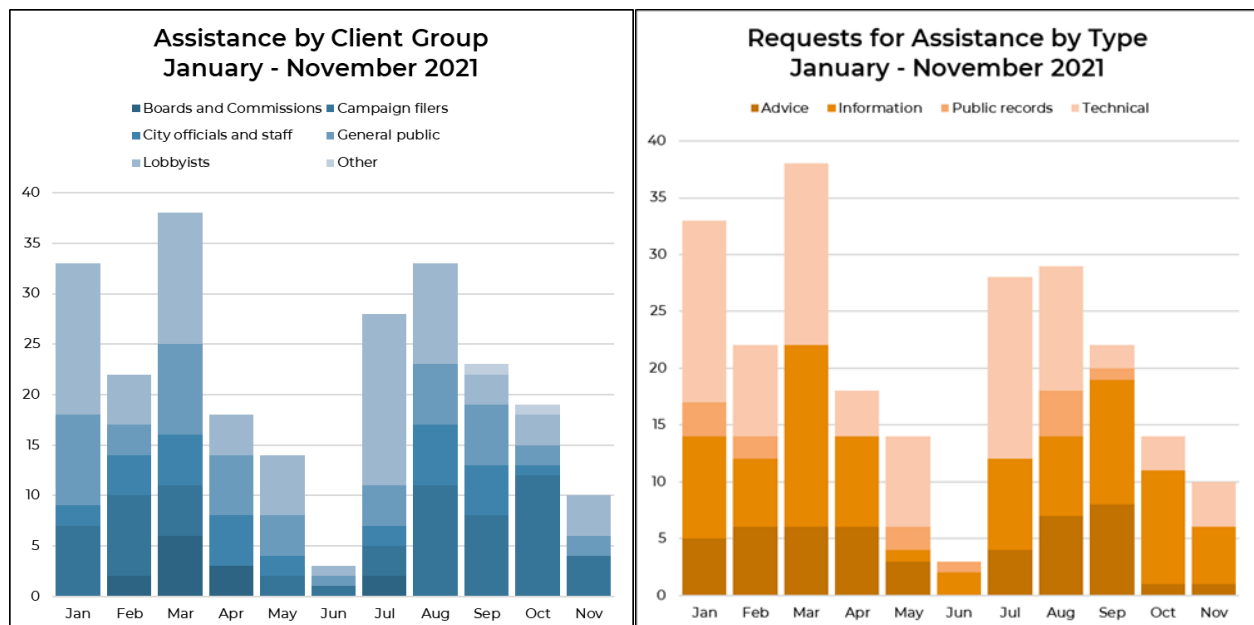
Whitney Barazoto, Executive Director

TO: Public Ethics Commission  
 FROM: Suzanne Doran, Lead Analyst  
 Jelani Killings, Ethics Analyst  
 Whitney Barazoto, Executive Director  
 DATE: November 19, 2021  
 RE: Disclosure and Engagement Report for December 6, 2021 meeting

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 needed. 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.

## Advice and Engagement

**Advice and Technical Assistance** – In November, Commission staff responded to ten requests for information, advice or assistance regarding campaign finance, ethics, lobbyist registration or public records issues, for a total of 231 requests fulfilled in 2021 to date.



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**Campaign Activity Advisory** – On November 1, staff issued an advisory regarding campaign activity by officeholders and City staff to inform City employees and officials who are engaging in campaign or ballot measure-related work about the laws that apply to them. As election season commences, Commission staff will continue providing advisories to City employees and officials, candidates, and campaign committees to ensure compliance with state and local campaign rules.

**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 November 15, staff trained 15 new employees on GEA provisions.

**Publications** – Staff is currently updating the Oakland Campaign Reform Act Guide and the Lobbyist Registration Act Guide for publication in early 2022. These comprehensive guides are intended to assist the regulated community in complying with local laws.

### **Sunshine Performance/Public Records Requests**

In May, the Commission approved steps outlined in its report [Spotlight on Oakland’s Public Records System](#) to continue its work to ensure that Oakland’s public records request system is effective and ensures departmental compliance with state and local law. Next steps included development of an ongoing evaluation tool to monitor the City’s records request performance. During the second half of 2021, Commission staff:

- Developed an initial set of key performance indicators (KPIs) to measure compliance with the requirements of the CA Public Records Act and Oakland Sunshine Ordinance in terms of timeliness, transparency, quality of service, and best practices.
- Collaborated with the IT department to automate extraction of the raw request data.
- Developed a process to clean and prepare the raw data and calculate department statistics and initial performance metrics.
- Prepared a quality of service satisfaction survey to issue to request system users.

In addition to determining and putting into operation technical requirements for the performance tool, discussions with other City staff to gather feedback and encourage collaboration from internal stakeholders are ongoing.

### **General Outreach**

**Social Media** – Communications in November focused on introducing new Commissioners and upcoming meetings.