



## 2023 Statement of Economic Interests (SEI) – Form 700 Filing Officer Informational Fact Sheet Cities and Counties

**\*\*Don't forget to continue to update FPPC system when filers leave and assume office\*\***


### **FPPC Contacts**

Cities A- M – Sonia Rangel  
[Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov) 916-323-6229

Cities N – Z – William Cameron  
[Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov) 916-324-3722

Counties – William Cameron  
[Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov) 916-324-3722

### **Annual Deadline: April 3, 2023**

- Late fine may be imposed if the statement is filed passed the due date. 
- Filers whose statements are forwarded to FPPC will use either their agency's FPPC certified electronic filing system or FPPC's electronic system to file their Form 700s.
- If a filer passes away, please notify your FPPC Contact. This way a notice will not be sent to the family.

### **Questions:**

Please send questions regarding electronic filing or questions if you need to file or received a letter to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).

Reporting:  
Call: 1-866-275-3772 or  
E-mail: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

### **Training Workshops and Webinars:**

Watch our on-demand video and sign up for workshops and webinars!

- [Training](#) video

- Continue to check for [dates and locations](#)

## **Gift Limit**

The gift limit is \$520 for 2022 which remains in effect until December 31, 2022. As of January 1, 2023, the gift limit is \$590 (2023-2024). For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on FPPC website.

## **All Electronic Filings:**

### **Your Checklist for Agencies Using FPPC's E-Filing System**

- **Keep filers' information current in the electronic system including assuming and leaving office information. (Regulation 18115, 18115.1 and 18115.2)**
- *Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)*

### **For statements retained by your agency:**

- *Supply filers disclosure categories and forms or a link to a website where filers can download a form.*
- *Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.*
- *Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.*

### **Your Checklist for Agencies Using Their Own E-Filing System**

- *Keep filer information current in both your agency's system and the FPPC system (system automatically notifies filers). **Please ensure the information in your system exactly matches FPPC's system. (Regulation 18115, 18115.1 and 18115.2).***
- *Communicate with FPPC regularly about filer status.*
- *Provide public access.*

### **For statements retained by your agency:**

- *Keep filer information current (system automatically notifies filers).*
- *Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.*
- *Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.*
- *Provide public access.*

## **Positions That Must Have Their Statements Forwarded to the FPPC:**

### **Cities**

*City Council Members*

*Mayor*

*Planning Commissioners (including alternates)*

*City Manager (only one)*

*City Attorney (only one)*

*City Treasurer (only forward the Finance Director's statement if your city does not have a treasurer) (only one)*

### **Counties**

*Supervisors*

*Chief Administrative Officer (only one)*

*District Attorney (only one)*

*County Counsel (only one)*

*County Treasurer (only forward the Finance Director's statement if your county does not have a treasurer) (only one)*

*Planning Commissioners (including alternates)*

## **Candidate Statements:**

**City: 87200 Elected Officials – Filed with your City Clerk**

- **County: 87200 Elected Officials – Filed with your County elections official**
- **Constitutional, Assembly, Senate: 87200 Elected Officials - Each candidate must file a Statement of Economic Interests with the county elections official of the candidate's county of residence.**

## **Do Not Forward Statements For The Following:**

- *Filers covered under your agency's conflict of interest code (be sure to always provide a copy of the filer's disclosure category to them when providing the form 700.)*
- *Public officials who manage public investments (e.g., retirement board members and investment officers).*

## **All Paper Filings:**

*Forward original Annual Form 700s to the FPPC **within 5 days of the due date.***

### **Send Paper Statements to:**

*Fair Political Practices Commission*

*1102 Q Street, Suite 3000*

*Sacramento, CA 95811*

## **Your Checklist - Paper**

*For statements that you forward to the FPPC:*

- *Keep copies for four years and originals for seven years. (Sec. 81009).*
- *Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)*
- *Continue to monitor when assuming, leaving, and candidate statements should be filed, and forward these to the FPPC within five days of the filing deadlines.*
- *Notify FPPC about 87200 nonfilers so we may follow up with them.*
- *Post a list on your agency's website of the filers whose statements are forwarded to the FPPC. Include both their names and position titles. (Sec. 87505)*

### ***Please Note:***

- ***Date stamp all paper filed statements.***
- ***Notify filers about the deadline.***
- ***Make sure you are giving out the correct year forms and amendments.***
- ***Please do not use acronyms when listing agency names.***

## **Other Forms**

### **Appointments – Form 806**

*Do your agency members receive \$250 or more to serve on other boards or commissions? Click [Form 806](#) for more information.*

### **New Positions – Form 804**

*Regulation 18734 requires an individual hired for a position not yet covered under your agency's conflict of interest code to file Form 700 if the individual serves in a position that makes or participates in making governmental decisions.*

*Use of the Form 804 helps agencies identify new positions and disclosure requirements for individuals serving in new positions. Form 804 is recommended as it promotes uniform reporting among agencies. [Form 804](#) is retained by your agency.*

### **Example:**

*Your agency recently hired an IT Specialist. This is a brand-new position, and thus is not yet included in your agency's conflict of interest code. Because this individual will make decisions on purchasing computer software, the position must be added to the code. In the meantime, this person will file Form 700 under the broadest disclosure category (or limited disclosure if provided for on Form 804) until the code is amended to include this position.*

### **Form 802 – New Rules**

*FPPC Regulation [18944.1](#) sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution.*

***The FPPC does not receive Campaign Forms. They are not filed with or forwarded to the FPPC.***

- Form 410 – Filed with the Secretary of State***
- Form 460/470 – Filed with the City or County***