STATEMENT OF ECONOMIC INTERESTS – FORM 700
2019 ANNUAL FILING

Filer Information Session
AGENDA

- Overview - Statement of Economic Interests
- Form 700 Schedules
- New Laws
- Filer Support and Resources
Overview

Statement of Economic Interests
STATEMENT OF ECONOMIC INTERESTS - FORM 700

- Political Reform Act
- Why Statement of Economic Interests Form 700s are filed
- How Form 700 disclosure supports Transparency and Accountability
WHO FILES FORM 700?

- Elected Officials, Departments Heads, Board Members and Commissioners
- Designated Employees
FORM 700 FILING REQUIREMENTS AND DUE DATES

- Assuming Office – Within 30 days
- Annual – Apr 2\textsuperscript{nd} 2019* (date change due to State holiday this year)
- Leaving Office – Within 30 days

*\textbf{Exception:} If you assumed office between Oct 1 2018 and April 1 2019, and filed an assuming office Form 700, you do not need to file annual Form 700 until April 1 2020.

Learn more online: Form 700 Filing Deadlines page
Elected Officials, Departments Heads, Board Members and Commissioners

- Login to the Ethics Commission E-filing system (NetFile)
- Complete and submit the form online by due date
Designated Employees

- Complete and sign Form 700 on paper
- Submit the completed form to the Filing Officer by due date

Learn more online:
2019 Annual Form 700 Filing Requirements page
ETHICS & SUNSHINE TRAINING

For Elected Officials, Departments Heads, Board Members and Commissioners

Ethics and Sunshine Ordinance Declaration Form

- **Due Monday, Apr 1st 2019**
- Filed Electronically via NetFile

Learn more online:
[Ethics and Sunshine Training page](#)
PUBLIC ACCESS TO FILED FORMS

- Form 700 statements filed electronically
  - Available at Form 700 Online Disclosure (with limited redactions)
  - Un-redacted forms are accessible to the public on request at the Ethics Commission
- Form 700 statements filed on paper
  - Retained with departmental filing officers and are accessible to the public on request
- Sunshine Ordinance Declarations and Certificates of Ethics Training
  - Available at Online Disclosure (with limited redactions)
  - Un-redacted forms are accessible to the public on request at the Ethics Commission
LATE FILING AND ENFORCEMENT

- No provision in the law to extend Form 700 due dates
- Late fees of $10/day up to a $100 for each required filing
- Non-filers may be subject to disciplinary and/or enforcement actions with potential fines of up to $5,000 per violation

Learn more online:
Late Filing and Enforcement page
Members of City Boards and Commissions who fail to file Form 700 and/or Sunshine/Ethics Declarations by the deadline are disqualified from participating in or voting on matters listed on their boards’ and commissions’ meeting agendas until the filing requirements are met.

Learn more online:
SF C&GCC Sec. 3.1-102.5(c)
AMENDMENTS TO FILED FORM 700

- Amend the form electronically or on paper depending on the original filing
- Amendments can be made to current or prior years’ filings
- Contact department’s filing officer or the Ethics Commission for questions
FORM 700 REVIEW
- Reporting period for 2019 annual filing: 1/1/2018 to 12/31/2018
- Filer’s position and disclosure category will determine reportable financial interests
- Reportable financial interests include filer’s own and those of filer’s spouse/partner. They also include interests of dependent children.
HOW TO FIND YOUR DISCLOSURE CATEGORY

- Visit San Francisco Campaign & Governmental Conduct Code
- Click on the section for your department
HOW TO FIND YOUR DISCLOSURE CATEGORY

- View the disclosure category and description for the position (Note: description for disclosure category 1 is under 3.1-107)
- Filing Officers/Department Heads are the points of contact for questions
- List business address
  - Contact information will not be redacted in the forms retained at departments
  - Electronic filers: Contact information will be redacted online but is available un-redacted at the Ethics Commission
- Select applicable schedules
- Sign the form
FORM 700 SCHEDULES

- Schedules
  - A-1: Investments - Stocks, Bonds, and Other Interests (Ownership <10%)
  - A-2: Investments, Income, and Assets of Business Entities/Trusts (Ownership >10%)
  - B: Interests in Real Property
  - C: Income, Loans, and Business Positions
  - D: Income - Gifts
  - E: Income - Gifts of Travel Payments, Advances, and Reimbursements
Investments - Stocks, Bonds, and Other Interests (Ownership <10%)

- Investments worth $2,000 or more
- Stocks/bonds chosen by the individual
- Mutual funds are not required to be disclosed
FORM 700 SCHEDULE A-2 REMINDERS

Investments, Income, and Assets of Business Entities/Trusts (Ownership >10%)

- Business ownership
- Must report any client that was a source of more than $10k of income
- Trust funds
Interests in Real Property

- Report interests (worth $2,000 or more) in real property owned within the city (personal home is generally excluded)
- Report rental income from properties owned within the city (including personal home, if a portion of it is rented out)
- Tenants names are also reported and not redacted on paper filings (names are redacted online for electronically filed forms)
- Personal mortgages are not reportable if they are at rates available to the general public
Income, Loans, and Business Positions

- Sources of income of $500 or more
- Need not report governmental salary
- Income from businesses and non-profits
- Income from sale of property (home, car etc.)
- Source of income consideration: Entity conducts business within the city
- Do not double report business ownership as employment
Income – Gifts

- Report gift(s) with cumulative value of $50 or more
- Gift limit – Not more than $470 in 2018 from a single source
- Common exceptions
  - Gifts from family members
  - Gifts of informational material (example: conference admission)

Learn more online: Gifts and Travel page
Income - Gifts of Travel Payments, Advances, and Reimbursements

- Need not report gifts from family members
- Need not report travel paid for by the City to carry out your official duties

Learn more online:
Gifts and Travel page
NEW LAWS
GIFTS AND CONFLICT OF INTEREST RULES

- Annual gift limit for City officials and employees
  - $470 until December 31, 2018 (for 2019 annual Form 700 reporting period)
  - Increases to $500 for 2019 and 2020
- New Conflict-of-Interest Rules for Elective Officers and Members of City Boards and Commissions
Elected Officials
- Per State law, officials must file FPPC Form 803 with their agency for payments of $5,000 or more, and forward a copy to the Ethics Commission.
- Per City law, officials must e-file SFEC Form 3610b with the Ethics Commission for certain payments of $1,000 or more (New filing requirement effective 1/1/2019).

Members of City Boards and Commissions
- Per City law, officials must e-file SFEC Form 3610b with the Ethics Commission for certain payments of $1,000 or more (New requirements effective 1/1/2019).

Additional filing requirements for Donors and Recipients of behested payments (New requirements effective 1/1/2019).

For details visit Behested Payments and SF Campaign & Governmental Conduct Code Sec. 3.600 et seq.
Any member of a City board or commission who has a conflict of interest or who must recuse himself or herself from a proceeding shall in the public meeting of the board or commission prior to the consideration of the matter:

- Publicly identify the circumstances, recuse himself or herself, and leave the room until after the consideration of the matter

Recusal Notification

- File a notification form for each recusal
- File the form along with a copy of the meeting agenda with the Ethics Commission
- File within 15 calendar days after the date of the meeting at which the recusal occurred

For more details visit SF Campaign & Governmental Conduct Code Sec. 3.209
FILER SUPPORT & RESOURCES
SUPPORT & RESOURCES

Filer Assistance

- Filing Officer for the department
- Ethics Commission – ethics.commission@sfgov.org or (415) 252-3100
- Fair Political Practices Commission (FPPC) - (866) 275-3772 (866-ASK-FPPC)
- Deputy City Attorney assigned to your department

Online Resources

- Ethics Commission website - www.sfethics.org
- Fair Political Practices Commission website - www.fppc.ca.gov/Form700.html
**NEXT FILER INFORMATION SESSION**

- **Session FI-2:** Monday, **March 20th 2019** – 1:30 PM to 2:30 PM
  
  City Hall, Room 421

**Online form** to sign up for the session
MORE INFORMATION ON OUR WEBSITE – SFETHICS.ORG
Thank you