San Francisco Ethics Commission

STATEMENT OF ECONOMIC INTERESTS – FORM 700
2020 ANNUAL FILING

Filer Information Session
AGENDA

- Overview - Statement of Economic Interests
- Form 700 Schedules
- Additional Filing Requirements for City Officials
- Filer Support and Resources
Overview
Statement of Economic Interests
Form 700 disclosure supports Transparency and Accountability

- Provides necessary information to the public about an official’s personal financial interests
- Serves as a reminder to the public official of potential conflicts of interest
WHO FILES FORM 700?

- Elected Officials, Departments Heads, Board Members and Commissioners
- Designated Employees

Learn more online:
San Francisco Campaign & Governmental Conduct Code
FORM 700 FILING REQUIREMENTS AND DUE DATES

- Assuming Office – Within 30 days
- Annual – Apr 1st 2020*
- Leaving Office – Within 30 days

*Exception: If you assumed office between Oct 1 2019 and April 1 2020, and filed an assuming office Form 700, you do not need to file annual Form 700 until April 1 2021.
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
FILING 2020 ANNUAL FORM 700 ON PAPER

Designated Employees

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

Learn more online:
2020 Annual Form 700 Filing Requirements page
ETHICS & SUNSHINE TRAINING

Elected Officials, Departments Heads, Board Members and Commissioners

Complete training and file *Ethics and Sunshine Declaration Form* via NetFile

- Due Wednesday, Apr 1st 2020
- Within 30 days of Assuming Office

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

- Ethics and Sunshine Training Declaration Forms
  - 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.
AMENDMENTS TO FILED FORM 700

- Amend the form electronically or on paper depending on the original filing method
- Amendments can be made to current or prior years’ filings
  - Must use the same “year” version of Form 700 as the originally filed statement being amended
  - There are no penalties assessed for amendments
- Contact department’s filing officer or the Ethics Commission for questions

Learn more online:
How to File Form 700
FORM 700 REVIEW
FORM 700 GENERAL REMINDERS

- Reporting period for 2020 annual filing: 1/1/2019 to 12/31/2019
- **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 as well as 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
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
FORM 700 SCHEDULE C REMINDERS

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
**FORM 700 SCHEDULE D REMINDERS**

**Income – Gifts**

- Report gift(s) with cumulative value of $50 or more
- Gift limit – Not more than $500 in 2019 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
ADDITIONAL FILING REQUIREMENTS
FOR CITY OFFICIALS
BEHEested PAYMENTS REPORTING

- **Elected Officials**
  - Per State law, elected officials must file **FPPC Form 803** with their agency for payments of $5,000 or more made at the officials behest, and forward a copy to the Ethics Commission.
  - Per City law, elected officials must e-file **SFEC Form 3610b** with the Ethics Commission for certain behested payments of $1,000 or more.

- **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.
  - Additional filing requirements for [Donors and Recipients of behested payments](#).

- For details visit [Behested Payments](#) and [SF Campaign & Governmental Conduct Code Sec. 3.600 et seq.](#).
**RECUSAL NOTIFICATION**

- 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
  - Electronically file [Form SFEC-3.209](#) with the Ethics Commission for each recusal along with a copy of the meeting agenda
  - 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](#)
GIFTS AND CONFLICT OF INTEREST RULES

- Annual gift limit for City officials and employees
  - $500 until December 31, 2020 (for 2019 annual Form 700 reporting period)
- For more information regarding gifts, travel and conflict of interest rules, refer to:
  - [Conflict-of-Interest Rules](#) for Elective Officers and Members of City Boards and Commissions
  - City Attorney’s [Good Government Guide](#)
  - Your department’s [Statement of Incompatible Activities (SIA)](#)
  - [FPPC Local Gifts & Travel Fact Sheet](#)
  - [FPPC Form 700 FAQ](#)
  - [FPPC Statement of Economic Interests Reference Pamphlet](#)
FILER SUPPORT & RESOURCES
SUPPORT & RESOURCES

- Filer Assistance
  - Designated Filing Officer/Liaison 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
Statement of Economic Interests (Form 700)

City officers and designated employees are required to disclose reportable financial interests by filing Statement of Economic Interests (SEI), also known as Fair Political Practices Commission (FPPC) Form 700. These public filings help officials and employees monitor their financial interests; identify when those interests might conflict with their government duties; and take steps to avoid conflicts of interest. The Political Reform Act of 1974 prohibits public officials from using their official position to influence a governmental decision in which they have reason to know they have a financial interest (Gov. Code, § 87100).

2020 Annual Form 700 and Ethics and Sunshine Training Declaration Form due Wednesday, April 1, 2020. Learn More.

File SEI - FPPC Form 700

Designated Employees: File Hard Copy Form 700 with your filing officer.
Learn more about how to file Form 700.

Elected Officials, Department Heads, Board Members and Commissioners:
File your form 700 online. Learn more about how to file Form 700.

E-Filing Account Setup | Password Reset

Ethics & Sunshine Training

- Elected Officials, Department Heads, Board Members and Commissioners need to fulfill ethics and sunshine training requirements.
- Watch Ethics and Sunshine Online Training
- Edit Ethics and Sunshine Training Declaration Form

SEI Resources

- How to File Form 700 and FPPC FAQ Guides
- Filing Deadlines
- Late Filing and Enforcement
- Filing Officer Duties

Information Sessions

Attend upcoming information sessions to learn more about 2020 Annual Form 700 filing requirements.
Thank you