



# **SPECIAL DISTRICTS – FORM 700 ELECTRONIC FILING TRAINING SESSION**

## ***A G E N D A***

**July 30 & 31, 2015  
9:00 to 10:30am**

**Board of  
Supervisors  
Chambers**

**700 H Street  
Suite 1450  
Sacramento, CA**

- ❖ Welcome & Introductions**
- ❖ History**
- ❖ Legal Requirements**
- ❖ Conflict of Interest Code & Disclosure  
Categories**
- ❖ Roles of the Filing Officer, Filing Official &  
Filer**
- ❖ Electronic Filing**
- ❖ e-Disclosure Benefits**
- ❖ What we need**
- ❖ Important Dates**
- ❖ Additional Resources**
- ❖ Overview**
- ❖ Questions & Answers**



# **SPECIAL DISTRICTS FORM 700 FILING**

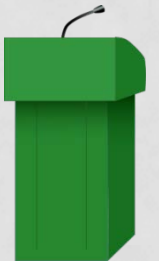
**CONFLICT OF INTEREST CODE UPDATE**

**JULY 30 & 31, 2015**

# WELCOME

## Presenters

- Krista Whitman, Assistant County Counsel
- Florence Evans, Assistant Clerk
- Dianna Richards, Assistant Chief Deputy Clerk
- Clarice Thomas, Deputy Clerk
- Stephanie Studdert, Deputy Clerk



# BACKGROUND

- Fair Political Practices Commission (FPPC)
- Conflict of Interest Code (COI)
- Updating the COI
- Board of Supervisors is the Code Reviewing Body
- eDisclosure System – reporting, filing & managing Statement of Economic Interests

# AGENDA

1. Legal Requirements (Political Reform Act)
2. Conflict of Interest Code & Disclosure Categories
3. Roles of Filing Officer, Filing Official & Filers
4. Electronic Filing
5. E-Disclosure
6. Information we need from you
7. Key Dates
8. Additional Resources
9. Overview
10. Questions & Answers





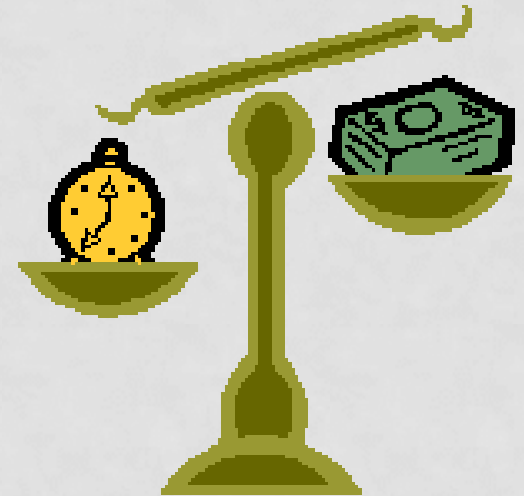
**SORRY  
IT'S THE  
LAW**

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

POLITICAL REFORM ACT OF 1974

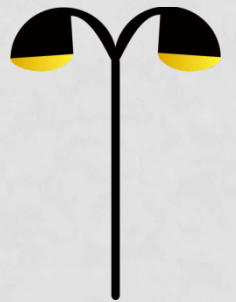
# LEGAL REQUIREMENTS

- FPPC REGULATION 18730
- GOVERNMENT CODE SECTION 87300 - 87314
- WHO IS THE CODE REVIEWING BODY
- THE COUNTY'S RESPONSIBILITY
- SPECIAL DISTRICTS' RESPONSIBILITY
- NONCOMPLIANCE COULD LEAD TO PAYING FINES OR DISTRICT ATTORNEY ACTIONS



# CONFLICT OF INTEREST CODE & DISCLOSURE CATEGORIES

- Biennial notices mailed on even years by July 1
- COI updates are due the same year by October 1
- Current list of positions
- Disclosure Categories





# FILING OFFICER & FILING OFFICIAL

- FPPC Regulation 18115 outlines the responsibilities of the Filing Officer and Filing Official
- The Filing Officer is the County of Sacramento (receives original Form 700 & sends Biennial Notices)
- The Filing Official is the liaison between the Filing Officer and Filer (manages admin tasks & membership information)
- Training is available through FPPC

# FILER'S ROLE

DESIGNATED  
POSITIONS MUST  
FILE A FORM 700  
STATEMENT

**ACTION  
IS  
REQUIRED**

- Complete the annual Form 700 before the deadline on April 1 or designated date.
- File assuming & leaving office statements within 30 days.
- Keep contact information current and notify Filing Official of changes.

# ELECTRONIC FILING

- Board of Supervisors approved SouthTech Systems eDisclosure
- Designated county employees filed electronically January 2015
- E-filing Training Sessions for Filing Officials and Filers December 2015
- Special District and Boards & Commissions Filers begin electronically filing January 2016



# ELECTRONIC FILING CONTINUED

- Invitations for Biennial Update training sessions  
March 2016
- Biennial Update training for Filing Officials April  
2016
- Biennial Updates will be processed  
electronically July 2016

# E-DISCLOSURE BENEFITS FOR FILING OFFICIALS

- Saves time and money
- Complies with reporting requirements
- Send annual notices and reminders electronically
- Securely file and submit FPPC Form 700 to the filing officer
- Run reports & track filers from the system



# E-DISCLOSURE FILER BENEFITS

- File and submit a Form 700 electronically, 24/7, in the privacy of own secured filing area to the filing officer
- Secured program with password protection
- Easily amend prior forms
- Copy information from prior years' forms
- Assists in accurately completing a Form 700
- Saves time and money



# WHAT WE NEED



1. Completed Information Request Form
2. Copy of current Conflict of Interest Code
3. Stay involved, keep the Conflict of Interest Code updated and Form 700 statements submitted timely

# KEY DATES

- Return Information Request Form by August 5, 2015
- Submit copy of current Conflict of Interest Code, approved by the Board of Supervisors by August 5, 2015
- Training information & invitation November 2015
- e-Filing training provided to Filing Officials & Filers December 2015
- Biennial Notice training provided to Filing Officials April 2016





# ADDITIONAL RESOURCES

Training materials, handouts and resources are available online:

<http://www.saccounty.net/form700/Pages/default.aspx>



# OVERVIEW

1. FPPC regulations requires the County to collect Form 700 statements from designated positions that are required to disclose economic interests
2. The Board of Supervisors is the Code Reviewing Body and approves the District's Conflict of Interest Code
3. eDisclosure System training for officials & filers will be available in December 2015
4. Members will file electronically January 2016





THANK  
YOU

# CONTACT INFORMATION

General Questions:

[CCR-Form700@saccounty.net](mailto:CCR-Form700@saccounty.net)

Primary Contact:

Clarice Thomas, Deputy Clerk  
(916) 874-8170