



## 2025 Statement of Economic Interests (SEI) – Form 700 Filing Officer Informational Fact Sheet Cities and Counties

### FPPC Contacts

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### **Annual Deadline: April 1, 2025**

- A late fine may be imposed if the statement is filed past the due date.
- Filers whose statements are filed with the FPPC must use the FPPC-certified electronic filing system or FPPC's electronic system to file their Form 700s.
- If a filer passes away or has medical, please notify your FPPC Contact. This way, a notice will not be sent to the family.
- **Don't forget to continue to update FPPC system when filers leave and assume office**



### Questions:

Please send questions regarding electronic filing or if you need to file or receive 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](#)

E-filing: [Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov)  
Advice E-mail: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
FPPC Toll-Free Helpline: 866/275-3772  
Jan/2025

## **Gift Limit**

The gift limit is \$590 for 2024, which will remain in effect until December 31, 2024. As of January 1, 2025, the gift limit is \$630 (2025-2026). Review the Gift, Honoraria, Travel & Loans fact sheet on the FPPC website for more information on gift limits and disclosure.

## **Positions That Must File Their Statements With the FPPC E-Filing System:**

### **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: (Attached is the instructions to add candidates)**

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

## **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.*

*The use of 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. Your agency retains form 804.*

### **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 who attend the function. In general, the agency must adopt a policy that 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***