



The San Diego County Board of Supervisors
is seeking applicants who wish to serve the
unexpired term of the elected
SAN DIEGO COUNTY DISTRICT ATTORNEY

The San Diego County District Attorney's Office prosecutes felony crimes throughout San Diego County. The jurisdiction covers 4,200 square miles. This area stretches from the northern areas of Oceanside and Vista to the eastern area of Alpine all the way to the U.S./Mexico border at Imperial Beach and Tecate. The District Attorney's Office also prosecutes misdemeanor crimes in unincorporated areas of the County, as well as all cities within the County other than the City of San Diego. The District Attorney assists victims and survivors of crime, protects families and children by making communities safer and protects the taxpayer by investigating and prosecuting consumer and insurance fraud.

The San Diego District Attorney's Office is the second largest in the state of California and the sixth largest in the nation. The District Attorney's Office consists of 943 full-time employees in five programs and serves a population of approximately three million residents.

The person appointed by the Board will be expected to complete the current term that expires January 7, 2019.

Applicants for this position must:

- be a registered voter of the County of San Diego;
- be a citizen of the United States and the State of California;
- be admitted to practice law in the Supreme Court of the State of California;
- not have been convicted of any crime disqualifying the applicant from holding elected office;
- complete the application process; and
- be able to formally assume the position not later than twenty (20) business days following the selection by the Board of Supervisors.

Finalists will be subject to a background check and the selected candidate will be required to pass the County's standard medical exam and full background investigation.

All candidates must obtain the application form in person at:

San Diego County Clerk of the Board of Supervisors
County Administration Center
1600 Pacific Highway, Room 402
San Diego, California, 92101

**Completed applications must be submitted in person to the
Clerk of the Board of Supervisors by Wednesday, May 31, 2017, at 5 p.m.**

www.sandiegocob.com



COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

GREG COX
First District

DIANNE JACOB
Second District

KRISTIN GASPAR
Third District

RON ROBERTS
Fourth District

BILL HORN
Fifth District

DATE: May 2, 2017, June 20, 2017, and June 27, 2017

05

TO: Board of Supervisors

SUBJECT: FILLING THE VACANCY OF THE SAN DIEGO COUNTY ELECTIVE
OFFICE OF DISTRICT ATTORNEY (DISTRICTS: ALL)

Overview

County of San Diego District Attorney, Bonnie Dumanis, will resign from office effective July 7, 2017. Board Policy A-105, "Process to Fill Vacancies of Elected Officers other than Board of Supervisors," establishes a procedure for appointment of Elected County Officers, other than Supervisors, for which the Board of Supervisors has the power to fill the vacancy and provides the procedure for an open process allowing for citizen participation.

The process to fill the upcoming District Attorney vacancy requires three steps: On May 2, 2017, the Board will approve the form of notice and application, and the deadline for acceptance of applications. On June 20, 2017, the Board will conduct the first public hearing during which the Board will select no more than five (5) finalists from among those who have applied. On June 27, 2017, a second public hearing will take place during which the Board will make a final selection from among the finalists. Pursuant to Board Policy A-105, the person so appointed shall be prepared to formally assume office no later than twenty (20) business days following selection by the Board.

Recommendation(s)

CHIEF ADMINISTRATIVE OFFICER

On May 2, 2017:

1. Approve the application packet for the position which includes the form of notice to advertise the position (Attachment A).
2. Set the application period to commence at 8 a.m. Wednesday, May 3, 2017, and to close at 5 p.m. Wednesday, May 31, 2017. Applications are available from and must be returned to the Clerk of the Board of Supervisors, by the close of the filing period. All applicants must personally appear to obtain and file the required application forms. Applications with required attachments must be completed fully for acceptance by the Clerk of the Board.

**SUBJECT: FILLING THE VACANCY OF THE SAN DIEGO COUNTY ELECTIVE
OFFICE OF DISTRICT ATTORNEY (DISTRICTS: ALL)**

3. Require the following with respect to this application process:
 - a. Each applicant must provide written responses to any questions the Board may ask the applicants to prepare during the process.
 - b. Each finalist must grant the County permission to conduct credit and criminal records background checks.
 - c. Inform the finalists that the appointment of the successful applicant will be contingent on that applicant passing the County's standard medical exam and background check.
4. Set Tuesday, June 20, 2017 at 2 p.m. as the first hearing for all applicants.
5. Set Tuesday, June 27, 2017 at 10 a.m. as the second hearing to consider finalists.

On June 20, 2017 at 2 p.m.:

1. Conduct a public hearing and hear from each of the applicants.
2. Select no more than five (5) finalists from among those who have applied or, if desired, waive Board Policy A-105 and select and appoint an applicant to complete the current term of the County office of the District Attorney, contingent upon passing the County's standard medical exam and background check.

On June 27, 2017 at 10 a.m.:

1. Conduct a public hearing and hear from each of the finalists.
2. Select and appoint one of the finalists to serve as, and complete the current term of the County office of the District Attorney, contingent upon passing the County's standard medical exam and background check.

Fiscal Impact

There is no fiscal impact as a result of the recommended actions. The position is budgeted in the Department of the District Attorney.

Business Impact Statement

N/A

Advisory Board Statement

N/A

Background

San Diego County Charter, Section 500.2, provides that the Board has the power to fill, by appointment, any vacancy that occurs in an elective office. The appointee holds office until the election and qualification of successor. The successor is elected at the next statewide primary election, or at the next statewide primary and general elections, to complete the term, if it does not expire the following January, or to begin a new term of office. The next statewide primary election is set for June 5, 2018. The June 2018 ballot will include the office of County District

**SUBJECT: FILLING THE VACANCY OF THE SAN DIEGO COUNTY ELECTIVE
OFFICE OF DISTRICT ATTORNEY (DISTRICTS: ALL)**

Attorney for a new four-year term. That new four-year term will commence at noon on January 7, 2019. Therefore, should the Board of Supervisors appoint a person to fill this vacancy, such appointee would serve until January 7, 2019, which would complete the current term of office prior to the elected successor assuming office at noon on January 7, 2019.

In accordance with Board Policy A-105, on May 2, 2017, the Board of Supervisors is asked to approve the deadline for acceptance of applications and determine dates for two public hearings. The Board is also asked to approve the form of notice the Clerk of the Board of Supervisors is to advertise for the position.

Applications will be obtained and filed at the Office of the Clerk of the Board of Supervisors. All applicants must personally appear to obtain and file the required application forms. All applicants shall be required to provide to the Board by the filing deadline:

- a) A statement of qualifications,
- b) Affidavit of applicants for appointment certifying, under the penalty of perjury, that the applicant is a California citizen, over the age of 18, is not disqualified from holding office because of conviction of crimes, and fulfills the residency and elector requirements established by the County Charter, and any other qualification required by law.

The application form will include the following:

- a) Full name, residence address for the past five years.
- b) Current resume containing, as a minimum, all employment for the previous five years.
- c) Date and place of birth.
- d) A written statement outlining the qualifications of the applicant for that office (500 words maximum).
- e) A written statement explaining the applicant's reasons for wishing to be appointed to the office.
- f) A Statement of Economic Interests form of the type required to be filed by the incumbent of the public office for which appointment is to be made.

The Clerk of the Board of Supervisors shall provide to each applicant copies of any pertinent State law, County Ordinance or policy relating to the vacancy.

Applicants may be requested to provide the Board with additional information, including answers to questions submitted by members of the Board of Supervisors.

The Clerk of the Board of Supervisors will make copies of all completed application forms at the close of each business day during the filing period. These will be consolidated into a packet, three (3) copies of which shall be distributed to the office of each Supervisor the morning of the next business day for their review. These packets will also be made available to the media after delivery to the Board offices.

At the first hearing before the Board on June 20, 2017, at 2 p.m., each applicant shall be given three (3) minutes to make an oral presentation. After all applicants have made their presentation to the Board, the Chair shall allow each Supervisor to ask questions of any applicant.

**SUBJECT: FILLING THE VACANCY OF THE SAN DIEGO COUNTY ELECTIVE
OFFICE OF DISTRICT ATTORNEY (DISTRICTS: ALL)**

After the presentation and question period has been concluded, the Board shall, on written ballots provided by the Clerk of the Board, select no more than five (5) finalists from among those who have applied.

Each Supervisor may vote for up to five (5) applicants. The Clerk shall announce the results, publicly recording each Supervisor's vote. The five applicants receiving the largest number of votes will be chosen as finalists. Any ties will be broken by subsequent vote among only the applicants tied for a remaining finalist(s) position(s). The Clerk shall announce the votes of each Board member after each round of balloting.

The following is required with respect to the application process:

- a) Applicants must provide written responses to any questions the Board may ask;
- b) Applicants must grant the County permission to conduct a credit check and criminal background investigation; and
- c) Finalists shall be informed that the appointment of the successful applicant will be contingent on that applicant passing the County's standard medical exam and background check.

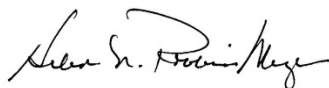
The second hearing, if needed, will be held on June 27, 2017, at 10 a.m. Each finalist shall make an oral presentation. After applicant presentations, the Chair shall allow each Board member to ask questions of the applicants. At the conclusion of the question period, each Board member shall, on written ballots provided by the Clerk of the Board, vote for one of the finalists to fill the unexpired term. Balloting shall continue at this or subsequent meetings until an appointment is made. The Clerk shall announce the vote of each Board member after each round of balloting.

Whenever any applicant receives three (3) or more votes, the Chair shall declare that at least three (3) members of the Board have concurred in the selection of such applicant and that such applicant shall be declared by the Chair to be appointed to fill the vacant office contingent upon passing the County's standard medical exam and background check. The person so appointed shall be prepared to formally assume the office no later than twenty (20) business days following the selection by the Board of Supervisors.

Linkage to the County of San Diego Strategic Plan

Today's proposed actions support the Safe Communities Strategic Initiative of the County of San Diego's 2016-21 Strategic Plan.

Respectfully submitted,



HELEN N. ROBBINS-MEYER
Chief Administrative Officer

ATTACHMENT(S)

Attachment A - Application Packet with Application and Form of Notice

Attachment B – Communications Plan to Fill the Vacancy of the County District Attorney

SUBJECT: FILLING THE VACANCY OF THE SAN DIEGO COUNTY ELECTIVE
OFFICE OF DISTRICT ATTORNEY (DISTRICTS: ALL)

AGENDA ITEM INFORMATION SHEET

REQUIRES FOUR VOTES: ☐ Yes ☒ No

WRITTEN DISCLOSURE PER COUNTY CHARTER SECTION 1000.1 REQUIRED
☐ Yes ☒ No

PREVIOUS RELEVANT BOARD ACTIONS:
N/A

BOARD POLICIES APPLICABLE:
A-105 – Process to Fill Vacancies of Elected Offices other than the Board of Supervisors

BOARD POLICY STATEMENTS:
N/A

MANDATORY COMPLIANCE:
N/A

**ORACLE AWARD NUMBER(S) AND CONTRACT AND/OR REQUISITION
NUMBER(S):**
N/A

ORIGINATING DEPARTMENT: Clerk of the Board of Supervisors

OTHER CONCURRENCES(S): N/A

CONTACT PERSON(S):

Andrew Potter

Name
619-531-5432

Phone
andrew.potter@sdcounty.ca.gov

E-mail

Name

Phone

E-mail



County of San Diego

CLERK OF THE BOARD OF SUPERVISORS
1600 PACIFIC HIGHWAY, ROOM 402, SAN DIEGO, CALIFORNIA 92101-2471

SAN DIEGO COUNTY DISTRICT ATTORNEY APPLICATION PACKET

The application packet consists of the following materials:

- Form of Notice
- Minute Order and Board Letter - "Filling the Vacancy of the San Diego County Elective Office of County District Attorney" dated May 2, 2017
- Board of Supervisors Policy A-105: Process to Fill Vacancies of Elected Offices other than Board of Supervisors
- Excerpt from County Charter regarding the Office of the County District Attorney
- Class Specifications of the County District Attorney
- Government Code §24002 regarding minimum qualifications to become District Attorney
- Rules for County District Attorney Regarding Incompatible Activities
- Application for Appointment of the Elective Office of the County District Attorney
- Conflict of Interest Code for the Office of the District Attorney
- Statement of Economic Interest Form (Form 700)

**Applications are due in person to the
Clerk of the Board of Supervisors by 5 p.m., May 31, 2017**



The San Diego County Board of Supervisors is seeking applicants who wish to serve the unexpired term of the elected SAN DIEGO COUNTY DISTRICT ATTORNEY

The San Diego County District Attorney's Office prosecutes felony crimes throughout San Diego County. The jurisdiction covers 4,200 square miles. This area stretches from the northern areas of Oceanside and Vista to the eastern area of Alpine all the way to the U.S./Mexico border at Imperial Beach and Tecate. The District Attorney's Office also prosecutes misdemeanor crimes in unincorporated areas of the County, as well as all cities within the County other than the City of San Diego. The District Attorney assists victims and survivors of crime, protects families and children by making communities safer and protects the taxpayer by investigating and prosecuting consumer and insurance fraud.

The San Diego District Attorney's Office is the second largest in the state of California and the sixth largest in the nation. The District Attorney's Office consists of 943 full-time employees in five programs and serves a population of approximately three million residents.

The person appointed by the Board will be expected to complete the current term that expires January 7, 2019.

Applicants for this position must:

- be a registered voter of the County of San Diego;
- be a citizen of the United States and the State of California;
- be admitted to practice law in the Supreme Court of the State of California;
- not have been convicted of any crime disqualifying the applicant from holding elected office;
- complete the application process; and
- be able to formally assume the position not later than twenty (20) business days following the selection by the Board of Supervisors.

Finalists will be subject to a background check and the selected candidate will be required to pass the County's standard medical exam and full background investigation.

All candidates must obtain the application form in person at:

San Diego County Clerk of the Board of Supervisors
County Administration Center
1600 Pacific Highway, Room 402
San Diego, California, 92101

**Completed applications must be submitted in person to the
Clerk of the Board of Supervisors by Wednesday, May 31, 2017, at 5 p.m.**

www.sandiegocob.com

**THIS PAGE RESERVED FOR A COPY OF THE BOARD
LETTER AND MINUTE ORDER –
“FILLING THE VACANCY OF THE SAN DIEGO COUNTY
ELECTIVE OFFICE OF DISTRICT ATTORNEY,”
DATED MAY 2, 2017**

COUNTY OF SAN DIEGO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject	Policy Number	Page
Process to Fill Vacancies of Elected Offices other than Board of Supervisors	A-105	1 of 3

Purpose

To establish a procedure for appointment of Elected County Officers other than Supervisors for which the Board of Supervisors has the power to fill the vacancy and which provides an open process allowing for citizen participation.

Background

Charter of the County of San Diego, Section 500.2, provides that the Board has the power to fill, by appointment, any vacancy that occurs in an elective office. The appointee holds office until the election and qualification of successor. The successor is elected at the next primary election, or at the next primary and general elections, to complete the term, if it does not expire the following January, or to begin a new term of office.

Policy

It is the policy of the Board of Supervisors that when a vacancy occurs in an elected office, other than a member of the Board of Supervisors, the following procedures shall be followed to fill that vacancy:

1. The Board of Supervisors shall approve the deadline for acceptance of applications and determine dates for two public hearings and adopt any additional procedures governing the appointment process. The Board shall also approve the form of notice the Clerk is to advertise for the position, including newspaper advertisements and news releases.
2. Applications will be obtained and filed at the Office of the Clerk of the Board of Supervisors. All applicants must personally appear to obtain and file the required application forms. All applicants shall be required to provide to the Board by the filing deadline:
 - (a) A statement of qualifications,
 - (b) Affidavit of applicants for appointment certifying, under the penalty of perjury, that the applicant is a California citizen, over the age of 18, is not disqualified from holding office because of conviction of crimes, and fulfills the residency and elector requirements established by the County Charter, and any other qualification required by law.

COUNTY OF SAN DIEGO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject	Policy Number	Page
Process to Fill Vacancies of Elected Offices other than Board of Supervisors	A-105	2 of 3

The application form will include the following:

- (a) Full name, residence address for the past five years.
- (b) Current resume containing, as a minimum, all employment for the previous five years.
- (c) Date and place of birth.
- (d) A written statement outlining the qualifications of the applicant for that office (500 words maximum).
- (e) A written statement explaining the applicant's reasons for wishing to be appointed to the office.
- (f) A Statement of Economic Interests form of the type required to be filed by the incumbent of the public office for which appointment is to be made.

The Clerk of the Board shall provide to each applicant copies of any pertinent State law, County Ordinance or policy relating to the vacancy.

Applicants may be requested to provide the Board with additional information, including answers to questions submitted by members of the Board of Supervisors.

3. The Clerk of the Board will make copies of all completed application forms at the close of each business day during the filing period. These will be consolidated into a packet, three (3) copies of which shall be distributed to the office of each Supervisor the morning of the next business day for their review. These packets will also be made available to the media after delivery to the Board offices.

4. At the first hearing before the Board, each applicant shall be given three minutes to make an oral presentation. After all applicants have made their presentation to the Board, the Chair shall allow each Supervisor to ask questions of any applicant.

After the presentation and question period has been concluded, the Board shall, on written ballots provided by the Clerk of the Board, select no more than five (5) finalists from among those who have applied.

5. Each Supervisor may vote for up to five (5) applicants. The Clerk shall announce the results, publicly recording each Supervisor's vote. The five applicants receiving the

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject	Policy Number	Page
Process to Fill Vacancies of Elected Offices other than Board of Supervisors	A-105	3 of 3

largest number of votes will be chosen as finalists. Any ties will be broken by subsequent vote among only the applicants tied for a remaining finalist(s) position(s). The Clerk shall announce the votes of each Board member after each round of balloting.

Supervisors may also require each finalist to provide the Board with a medical certification, permission to conduct credit and police checks and written responses to any questions of any applicant.

6. The second hearing shall be held not less than three days following the first hearing. Each finalist shall make an oral presentation.

After applicant presentations, the Chair shall allow each Board member to ask questions of the applicants. At the conclusion of the question period, the Board shall, on written ballots provided by the Clerk of the Board, vote for one of the finalists to fill the unexpired term. Balloting shall continue at this or subsequent meetings until an appointment is made. The Clerk shall announce the vote of each Board member after each round of balloting.

Whenever any applicant receives three (3) or more votes, the Chair shall declare that three (3) members of the Board have concurred in the selection of such applicant and that such applicant shall be declared by the Chair to be appointed to fill the vacant office. The person so appointed shall be prepared to formally assume the office not later than twenty (20) business days following the selection by the Board of Supervisors.

Sunset Date

This policy will be reviewed for continuance by 12-31-19.

Board Action

5-6-86 (44)
 3-3-92 (23)
 9-29-92 (36)
 5-11-04 (04)
 12-09-08 (33)
 10-30-12 (18)

CAO Reference

1. Clerk of the Board of Supervisors

Excerpts from the Charter of the County of San Diego regarding the Office of the District Attorney

**ARTICLE VI
ELECTIVE OFFICERS**

Section 600: Elective Officers. In addition to Supervisors, the elective officers are:

- (a) Assessor/Recorder/County Clerk
- (b) District Attorney
- (c) Sheriff,
- (d) Treasurer/Tax Collector, and
- (e) Members of the Board of Education,

each of whom is nominated and elected according to general law and this Charter.

(Amended, effective 8-7-86; amended, effective 12-26-90; amended, effective 11-2-93) (Amended, effective 3-17-10)

Section 604: Restrictions on the District Attorney. The District Attorney and the District Attorney's deputies may not engage in private law practice.

Section 709: District Attorney. The District Attorney is the public prosecutor of the County whose duties are prescribed by law. (Added, effective 8-7-86)



DISTRICT ATTORNEY

Bargaining Unit: Elected Officers

Class Code:
000140

COUNTY OF SAN DIEGO

Established Date: Apr 1, 2004

Revision Date: Jan 9, 2008

SALARY RANGE

\$127.61 Hourly

\$10,208.80 Biweekly

\$22,119.07 Monthly

\$265,428.80 Annually

⚡

The Charter of the County of San Diego, Article VI, provides for Elective Officers. The District Attorney is an elective officer who is nominated and elected according to general law.

The District Attorney is responsible for preserving public safety by prosecuting criminals and investigating crime.

District Attorney (Class No. 000140)
Entry: N

Union Code: EO

Variable

⚡

Reviewed: April 2004

District Attorney (Class No. 000140)

Union Code: EO

Variable Entry: N



State of California

GOVERNMENT CODE

Section 24002

24002. A person is not eligible to the office of district attorney unless he has been admitted to practice in the Supreme Court of the State.

(Added by Stats. 1947, Ch. 424.)

0000055

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

1995 MAY 15 PM 3:23

THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

RULES FOR OFFICE OF DISTRICT ATTORNEY
REGARDING INCOMPATIBLE ACTIVITIES

A. Incompatible Activities

According to Government Code section 1126(a) all officers and employees of the District Attorney's Office are prohibited from engaging in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to the duties, functions, and responsibilities of the officer or employee, or the District Attorney's Office.

Pursuant to Government Code section 1126(b) each appointing authority of the County of San Diego is authorized to formulate rules specifying those activities, outside of County duties, of the employees under its jurisdiction, which are inconsistent with, incompatible to, or in conflict with their duties as County employees. In exercise of this authority, the District Attorney of San Diego County has determined that the outside activities set forth in these rules are inconsistent with, incompatible to, or in conflict with the duties, functions, and responsibilities of employees of this department and are therefore prohibited.

I. Any outside employment, activity or enterprise for compensation which is inconsistent with, incompatible to, or in conflict with the duties, functions, and responsibilities of the employee, the District Attorney's Office, the District Attorney, officers or other employees of the District Attorney's Office.

- II. Any activity which involves the use, for private gain or advantage, of County time, facilities, equipment or supplies.
- III. Any activity which involves the use, for private gain or advantage, of the badge, identification card, prestige, or influence of the individual's County employment.
- IV. Any activity which involves the receipt or acceptance by the employee of money or other consideration from someone other than the County of San Diego for the performance of acts which the employee is expected to render in the regular course of his or her duties as a County employee.
- V. Any outside employment, activity, or enterprise in which a part of the employee's efforts therein may be subject directly or indirectly to the control, inspection, review, audit, or enforcement of another employee, officer, board or commission of the County of San Diego, except when specifically authorized by the District Attorney.
- VI. Any outside employment, activity, or enterprise for compensation which involves or includes any form of private security, private law enforcement, or private investigation.
- VII. Any activity which involves time demands which render the performance of the employee's County duties less efficient.

B. Service on Boards, Commissions, etc.

Pursuant to Government Code section 1128, service on an appointed or elected governmental board, commission, committee, or other body by an assistant or deputy district attorney shall not, by itself, be deemed to be inconsistent, incompatible, in conflict with, or inimical to the duties of that attorney as an assistant or deputy district attorney and shall not result in the automatic vacation of either such office.

C. Private Law Practice

Pursuant to Section 604 of Article VI of the San Diego County Charter, the District Attorney's deputies shall not engage in private law practice.

D. Disclosure of Outside Activities

Pursuant to the last paragraph of Government Code section 1126 each appointing authority of the County of San Diego is authorized to adopt procedures governing the application of the incompatible activities rules. In exercise of this authority, the District Attorney of San Diego County has established the following disclosure requirements.-----

- I. All employees of the District Attorney's Office must obtain prior approval from the District Attorney before accepting any outside employment, activity or enterprise for compensation.
 - a. Request for approval forms may be obtained from the Chief Investigator's Office. When completed, return for processing to the District Attorney.

II. All employees of the District Attorney's Office shall continue to twice annually report to the District Attorney the status of any outside employment, activity or enterprise.


(Form AUD 263).

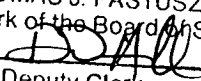
III. If any employee of the District Attorney's Office shall receive an assignment of County duties that relate to any organization, property, or activity in which the employee or any member of the employee's immediate family has an interest, the employee shall immediately disclose and report such interest in writing to the District Attorney.

E. Penalty for Violation

Participation in any prohibited activity by any officer or employee of the District Attorney's Office may be cause for disciplinary action, including dismissal, suspension, demotion, transfer or reprimand within the procedures set forth in the County Charter and the Rules of the Civil Service Commission.

Revised June 24, 1993


GREGORY THOMPSON
Assistant District Attorney

Approved and/or authorized by the Board
of Supervisors of the County of San Diego
Date: 11/10/98 Minute Order No. 42
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By: 
Deputy Clerk

REQUEST FOR APPROVAL OF OUTSIDE
EMPLOYMENT, ACTIVITY OR ENTERPRISE

Employee's Name _____ Position _____

Division _____ Location _____ MS/Tele# _____

Name of Outside Employment _____

Address _____ Telephone _____

Nature of Outside Employment _____

Hours Per Day _____ Days Per Week _____

Starting Date _____ Termination Date, if any _____

The information concerning outside employment is true and complete to the best of my knowledge. I understand that untruthfulness or misleading answers may be cause for rejection of this application.

This outside employment, activity or enterprise will not interfere with my duties as an employee of the District Attorney's Office.

Date _____ Employee's Signature _____

Chief Investigator _____ Date _____ Approve _____ Disapprove __________

District Attorney _____ Date _____ Approve _____ Disapprove _____



COUNTY OF SAN DIEGO

ATTACHMENT A

APPLICATION FOR APPOINTMENT OF THE
ELECTIVE OFFICE OF THE DISTRICT ATTORNEY

INSTRUCTIONS: *The Application for Appointment of the Elective Office of the District Attorney is composed of seven parts. All parts must be submitted in order for the application to be considered complete.*

(For Official Use Only)

Last Name

First Name

Middle
Initial

Application Requirements:

The following must be attached to this form in order for your application to be considered complete:

- ☐ Part I: Contact information (form provided)
- ☐ Part II: Certifications (form provided)
- ☐ Part III: Education Verification (form provided)
- ☐ Part IV: A current resume containing, as a minimum, all employment for the previous five years.
- ☐ Part V: A written statement outlining your qualifications for the County District Attorney position (500 word maximum)
- ☐ Part VI: A written statement explaining your reasons for wishing to be appointed to the position of County District Attorney
- ☐ Part VII: A completed Statement of Economic Interest Form (Form 700) (form provided)

I, _____, as a candidate for appointment of the County of San Diego District Attorney declare that all information provided on this form by me, including all attachments, is true and correct. If requested, I agree to provide written responses to any questions.

I have received the application packet and have read and understand Board of Supervisor's Policy A-105, which establishes the procedures for appointment to fill vacancies of elected offices other than Board of Supervisors, as well as the other codes and rules applicable to the County District Attorney.

I understand that finalists will be subject to a full background investigation and the selected candidate will be required to pass the County's standard medical exam.

I certify under penalty of perjury that the foregoing is true and correct.

Executed on this _____ day of _____, 2017, at _____, California.

Applicant's Signature

The completed application must be submitted in person, by 5 p.m., May 31, 2017, to:

Clerk of the Board of Supervisors
County Administration Center
1600 Pacific Highway, Room 402
San Diego, CA 92101

THIS IS A PUBLIC RECORD SUBJECT TO DISCLOSURE.

Note: Personal information may be withheld from public view as allowed by law.



COUNTY OF SAN DIEGO

APPLICATION FOR APPOINTMENT OF THE ELECTIVE OFFICE OF THE DISTRICT ATTORNEY

Part I. Contact Information

Please print.

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Last Name</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>First Name</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Middle Initial</i>
--	---	---

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Current Street Address</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>City</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>State</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Zip</i>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Home Phone #</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Business Phone #</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Date of Birth</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Place of Birth</i>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>E-Mail Address</i>			

Please list your residence addresses for the past five years:

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>From</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>To</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Street Address</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>City</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>State</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Zip</i>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>From</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>To</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Street Address</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>City</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>State</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Zip</i>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>From</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>To</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Street Address</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>City</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>State</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Zip</i>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>From</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>To</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Street Address</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>City</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>State</i>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <i>Zip</i>

I certify under penalty of perjury that the foregoing is true and correct.

Signed on this ____ day of _____, 2017, at _____, California.

Applicant's Signature

THIS IS A PUBLIC RECORD SUBJECT TO DISCLOSURE.

Note: Personal information may be withheld from public view as allowed by law.



COUNTY OF SAN DIEGO

APPLICATION FOR APPOINTMENT OF THE ELECTIVE OFFICE OF THE DISTRICT ATTORNEY

Part II. Certifications

Please print.

Last Name

First Name

*Middle
Initial*

As a candidate for appointment of the County of San Diego District Attorney, I declare the following:

- ☐ YES ☐ NO I am a registered voter of the County of San Diego.
- ☐ YES ☐ NO I am a citizen of the United States and of the State of California.
- ☐ YES ☐ NO I have been admitted to practice law in the Supreme Court of the State of California (pursuant to Government Code §24002).

California State Bar Number: _____

- ☐ YES ☐ NO I have not been convicted of a crime that disqualifies me from holding elected office.
If no, please explain (attach additional sheets if necessary):

- ☐ YES ☐ NO I am able to formally assume the position not later than twenty (20) business days following the selection by the Board of Supervisors.

- ☐ YES ☐ NO I am not involved in outside activities that may be in conflict with the functions and responsibilities of the County District Attorney as listed in the Rules for Incompatible Activities for the County District Attorney.
If no, please explain (attach additional sheets if necessary):

I certify under penalty of perjury that the foregoing is true and correct.

Signed on this _____ day of _____, 2017, at _____, California.

Applicant's Signature

THIS IS A PUBLIC RECORD SUBJECT TO DISCLOSURE.

Note: Personal information may be withheld from public view as allowed by law.



COUNTY OF SAN DIEGO

APPLICATION FOR APPOINTMENT OF THE ELECTIVE OFFICE OF THE DISTRICT ATTORNEY

Part III. Education Verification

Please print.

Last Name

First Name

*Middle
Initial*

Please list your educational experience:

Name of University

Degree Obtained

Date Graduated

Name of University

Degree Obtained

Date Graduated

Name of University

Degree Obtained

Date Graduated

Name of University

Degree Obtained

Date Graduated

I certify under penalty of perjury that the foregoing is true and correct.

Signed on this _____ day of _____, 2017, at _____, California.

Applicant's Signature

Conflict of Interest Code for the Office of the District Attorney

ATTACHMENT A

County of San Diego Departments	Designated Positions	Disclosure Categories
District Attorney	District Attorney	1, 2, 3
	Assistant District Attorney	1, 2, 3, 4
	Chief Deputy District Attorney	1, 2, 3, 4
	All Deputy District Attorneys	1, 2, 3, 4
	Chief of Administrative Services	1, 2, 3, 4

Approved and/or authorized by the
Board of Supervisors of the County of San Diego.
Meeting Date: 12/13/2016 Minute Order No. 15
By: [Signature] Date: 12/16/2016
Deputy Clerk of the Board Supervisors

58100 D421
DISTRICT ATTORNEY
330 WEST BROADWAY, SUITE 1320
SAN DIEGO, CA 92101

APPENDIX
TO
CONFLICT OF INTEREST CODE
FOR THE
OFFICE OF THE DISTRICT ATTORNEY
SAN DIEGO COUNTY

Designated Positions:

Disclosure Categories:

- | | |
|---|------------|
| 1. District Attorney | 1, 2, 3 |
| 2. Assistant District Attorney | 1, 2, 3, 4 |
| 3. Chief Deputy District Attorney | 1, 2, 3, 4 |
| 4. All Deputy District Attorneys,
Fraud Division | 1, 2, 3, 4 |
| 5. Chief of Administrative Services | 1, 2, 3, 4 |

Category 1 includes "Investments" as required by Government Code sections 87200 et seq (for the District Attorney) and 87302 (for designated employees) and as defined in Government Code section 82034.

Category 2 includes "Interests in Real Property" as required by Government Code sections 87200 et seq (for the District Attorney) and 87302 (for designated employees) and as defined in Government Code section 82033.

Category 3 includes "Income" as required by Government Code sections 87200 et seq (for the District Attorney) and 87302 (for designated employees) and as defined in Government Code section 82030.

Category 4 includes "Business Positions" as required by Government Code section 87302 (for designated employees) and as described in Government Code section 87103(d).

2016/2017 Statement of Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916)322-5660 • Website: www.fppc.ca.gov

What's New

Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

Gifts of Travel

If an individual receives a payment that is a reportable gift for travel taken on or after January 1, 2016, he or she must disclose the travel destination. (See Schedule E instructions for other details that must be disclosed.)

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").
Obtain your disclosure categories, which describe the interests you must report, from your agency; they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception: Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	➔	Your agency
Judicial offices	➔	The clerk of your court
Retired Judges	➔	Directly with FPPC
County offices	➔	Your county filing official
City offices	➔	Your city clerk
Multi-County offices	➔	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing Agencies:

File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

When to file:

Annual Statements

➔ March 1, 2017

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

➔ April 3, 2017

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2016, and December 31, 2016, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2018, or April 2, 2018, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2017. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2015 and 2016, the gift limit was \$460 from a single source per calendar year. For years 2017-2018, the limit increased to \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2016, through December 31, 2016. If the period covered by the statement is different than January 1, 2016, through December 31, 2016, (for example, you assumed office between October 1, 2015, and December 31, 2015 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2016.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2016, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2016, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2015, and December 31, 2015, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2016.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Instructions

Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name: <i>(Do not use acronyms)</i> Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
► If filing for multiple positions, list below or on an attachment. <i>(Do not use acronyms)</i>	
Agency: N/A	Position:
2. Jurisdiction of Office <i>(Check at least one box)</i>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of
<input type="checkbox"/> City of	<input type="checkbox"/> Other

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2016 annual statement, **do not** change the pre-printed dates to reflect 2017. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2017, through December 31, 2017, will be disclosed on your statement filed in 2018. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2016/2017)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 1

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

3. Type of Statement (Check at least one box)

- ☐ **Annual:** The period covered is January 1, 2016, through December 31, 2016.
-or- The period covered is / / , through December 31, 2016.
☐ **Assuming Office:** Date assumed / /
☐ **Candidate:** Election year and office sought, if different than Part 1:
☐ **Leaving Office:** Date Left / /
(Check one)
☐ The period covered is January 1, 2016, through the date of leaving office.
-or-
☐ The period covered is / / , through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached
☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached
☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☐ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed statement with your filing official)

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

Remember:

- ✓ Mark the “No reportable interests” box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency’s conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.
- Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?
- A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Questions and Answers Continued

- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2016 the gift limit was \$460, so the Bensons may have given the supervisor artwork valued at no more than \$920. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

FPPC Form 700 (2016/2017)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 8

SCHEDULE A-1**Investments****Stocks, Bonds, and Other Interests**

(Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
 ACQUIRED DISPOSED

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one

☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$0 - \$1,999
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
ACQUIRED DISPOSED

NATURE OF INVESTMENT

☐ Partnership ☐ Sole Proprietorship ☐ _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one

☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$0 - \$1,999
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
ACQUIRED DISPOSED

NATURE OF INVESTMENT

☐ Partnership ☐ Sole Proprietorship ☐ _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

- ☐ \$0 - \$499 ☐ \$10,001 - \$100,000
☐ \$500 - \$1,000 ☐ OVER \$100,000
☐ \$1,001 - \$10,000

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

- ☐ \$0 - \$499 ☐ \$10,001 - \$100,000
☐ \$500 - \$1,000 ☐ OVER \$100,000
☐ \$1,001 - \$10,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

☐ None or ☐ Names listed below

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

☐ None or ☐ Names listed below

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity, if Investment, or
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
ACQUIRED DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____
Yrs. remaining

☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity, if Investment, or
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/16 ____/____/16
ACQUIRED DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____
Yrs. remaining

☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule B

Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ____/____/16 ACQUIRED DISPOSED
NATURE OF INTEREST <input checked="" type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold <input type="checkbox"/> Other Yrs. remaining _____	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None Henry Wells	
NAME OF LENDER* Sophia Petroillo ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000 <input type="checkbox"/> Guarantor, if applicable	

FPPC Form 700 (2016/2017)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 12

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

See Reference Pamphlet, page 11, for more exceptions to income reporting.

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

ATTACHMENT A

SCHEDULE C
Income, Loans, & Business
Positions
(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

► **1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED ☐ No Income - Business Position Only

☐ \$500 - \$1,000

☐ \$1,001 - \$10,000

☐ \$10,001 - \$100,000

☐ OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

☐ Salary ☐ Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

☐ Partnership (Less than 10% ownership. For 10% or greater use
Schedule A-2.)

☐ Sale of _____
(Real property, car, boat, etc.)

☐ Loan repayment

☐ Commission or ☐ Rental Income, list each source of \$10,000 or more

(Describe)

☐ Other _____
(Describe)

► **1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED ☐ No Income - Business Position Only

☐ \$500 - \$1,000

☐ \$1,001 - \$10,000

☐ \$10,001 - \$100,000

☐ OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

☐ Salary ☐ Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

☐ Partnership (Less than 10% ownership. For 10% or greater use
Schedule A-2.)

☐ Sale of _____
(Real property, car, boat, etc.)

☐ Loan repayment

☐ Commission or ☐ Rental Income, list each source of \$10,000 or more

(Describe)

☐ Other _____
(Describe)

► **2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

HIGHEST BALANCE DURING REPORTING PERIOD

☐ \$500 - \$1,000

☐ \$1,001 - \$10,000

☐ \$10,001 - \$100,000

☐ OVER \$100,000

INTEREST RATE

TERM (Months/Years)

_____% ☐ None

SECURITY FOR LOAN

☐ None ☐ Personal residence

☐ Real Property _____
Street address

City

☐ Guarantor _____

☐ Other _____
(Describe)

Comments: _____

Instructions – Schedule D

Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

Reminders

- Gifts from a single source are subject to a \$460 limit during 2016. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name
_____**SCHEDULE D
Income – Gifts**► NAME OF SOURCE *(Not an Acronym)*_____
ADDRESS *(Business Address Acceptable)*_____
BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*_____
ADDRESS *(Business Address Acceptable)*_____
BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*_____
ADDRESS *(Business Address Acceptable)*_____
BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*_____
ADDRESS *(Business Address Acceptable)*_____
BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*_____
ADDRESS *(Business Address Acceptable)*_____
BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*_____
ADDRESS *(Business Address Acceptable)*_____
BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

Comments: _____

Instructions – Schedule E

Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at www.fppc.ca.gov.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
<small>DATE(S):</small> ____/____/____	<small>AMT: \$</small> 150.00
<small>(If gift)</small>	
<small>▶ MUST CHECK ONE:</small>	
<input type="checkbox"/> Gift <small>-or-</small> <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting</u>	

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift and the **date(s)** received. If the travel occurred on or after January 1, 2016, you must also disclose the **travel destination**.

Name _____

SCHEDULE E

Income – Gifts

Travel Payments, Advances, and Reimbursements

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE (Not an Acronym) _____

ADDRESS (Business Address Acceptable) _____

CITY AND STATE _____

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE (Not an Acronym) _____

ADDRESS (Business Address Acceptable) _____

CITY AND STATE _____

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE (Not an Acronym) _____

ADDRESS (Business Address Acceptable) _____

CITY AND STATE _____

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE (Not an Acronym) _____

ADDRESS (Business Address Acceptable) _____

CITY AND STATE _____

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

County of San Diego Clerk of the Board of Supervisors
**Communications Plan to Fill the Vacancy of the
San Diego County District Attorney**

Pursuant to Board of Supervisors Policy A-105, the following represents the Clerk of the Board of Supervisors' plan to inform interested individuals of the application process for the vacant District Attorney position.

1. The position will be noticed in the following print media:
 - a. *San Diego Union-Tribune*
2. The County Communications Office will post a County News Center story and send it to its media distribution list.
3. Information will be also be shared through the County's social media channels.
4. The Form of Notice and Board Letter will be e-mailed to all parties who currently receive an electronic copy of the Board of Supervisors agendas.
5. The Form of Notice and Board Letter will be provided to the County Library Director for posting at all County Libraries.
6. The County New Center TV (CNC TV) will develop and run a "still" to publicize the position on the CNC TV.
7. Submit the Form of Notice to the California District Attorneys Association.
8. A web page will be established on the Clerk of the Board Internet site to publicize the position.