

Date: February 26, 2008

Item No. 18  
File No. \_\_\_\_\_

## SUNSHINE ORDINANCE TASK FORCE

### AGENDA PACKET CONTENTS LIST\*

- Administrator's Report for 2/08
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Completed by: Frank Darby

Date: February 20, 2008

**\*This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

\*\* The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

**SUNSHINE ORDINANCE  
TASK FORCE**



**City Hall**  
**1 Dr. Carlton B. Goodlett Place, Room 244**  
**San Francisco 94102-4689**  
**Tel. No. (415) 554-7724**  
**Fax No. 415) 554-7854**  
**TDD/TTY No. (415) 554-5227**

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**MEMORANDUM**

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**TO:** Sunshine Ordinance Task Force

**DATE:** February 26, 2008

**SUBJECT:** Administrators Report for February 2008

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1. Requests from community persons:
  - From January 16, 2008 through February 19, 2008, the Task Force's office responded to approximately 237 calls/e-mails/office visits from community persons requesting information regarding the Sunshine Ordinance, or to mediate request for records.
2. 2007/2008 – Complaint/Potential Complaint Logs.
3. Communications Received Log
4. Order of Determinations:
  - 07083\_John Darmanin vs. Fire Department
  - 07085\_Mr. Alvin vs. Grants for the Arts
  - 07093\_Patrick Monk vs. Supervisor Maxwell
  - 07097\_Steve Lawrence vs. Public Utilities Commission
5. Ethics Commissions response to referral re: #07023\_Crossman v. DTIS
6. Letter to Chief Hayes-White (2/8/08)
7. Application for Boards, Commissions, Committees, or Task Force and Form 700
8. Letter to the Board of Supervisors Rules Committee
9. 2007 SOTF Members Regular Meeting Attendance Report

# Complaint Log 2007

Date Received	Complainant	Department/Respondent	Status
1/4/2007	Debra Ward (07001)	Municipal Transportation Agency	Complaint Committee 2/13/07; Task Force 3/27/07 (Violation: Section 67.21) (Withdrawn: 5/22/07)
1/9/2007	Kimo Crossman (07002-A)	Mayor's Office	Complaint Committee 2/13/07; Task Force 2/27/07; 3/27/07 (Violation: Section 67.27); 5/17/07 = Referred to EC, DA and AG [will not intervene: referred to EC]
1/9/2007	Kimo Crossman (07002-B)	Mayor's Office	Complaint Committee 2/13/07; Task Force 2/27/07; 3/27/07 (Violation: Section 67.29-7) 5/17/07 = Referred to EC, DA and AG [will not intervene: referred to EC]
1/18/2007	Steven Lawrence (07003)	Public Utilities Commission	Complaint Committee 2/13/07; Task Force 2/27/07 (Withdrawn)
1/18/2007	Steven Lawrence (07004)	Public Utilities Commission	Complaint Committee 2/13/07; Task Force 2/27/07 (Withdrawn)
1/22/2007	Kimo Crossman (07005/07007)	Telecommunications and Information Services	Complaint Committee 2/13/07; Task Force 2/27/07 (Violation Section 67.25)
1/24/2007	Kimo Crossman (07006)	Sunshine Ordinance Task Force Administrator/COB	Complaint Committee 2/13/07; Task Force 2/27/07 (Withdrawn)
1/26/2007	Kimo Crossman (07007/07005)	Telecommunications and Information Services	Complaint Committee 2/13/07; Task Force 2/27/07 (Violation Section 67.25)
1/26/2007	Kimo Crossman (07008)	Public Utilities Commission	Complaint Committee 2/13/07; Task Force 3/27/07 (Violation: Section 67.21): 5/22/07 (No Action Taken)
2/1/2007	Kimo Crossman (07009)	Mayor's Office	Complaint Committee 3/13/07; Task Force 3/27/07 (Violation: Section 67.21) Referred to BOS, EC, DA and AG (6/26/07)
2/5/2007	Allen Grossman (07010)	City Attorney's Office	Complaint Committee 3/13/07; Task Force 3/27/07 (No Violation)
2/15/2007	Kimo Crossman (07011)	Sheriffs	Complaint Committee 3/13/07; Task Force 3/27/07; 4/24/07; (Violation: Section 67.21); 5/22/07: Referred to the BOS (6/5/07)
2/13/2007	Dave Tognotti (07012)	Supervisor Jake McGoldrick	Complaint Committee 3/13/07; (Withdrawn 3/9/07)
2/15/2007	Adam Aufdecamp (07013)	Mayor's Office	Complaint Committee 3/13/07; Task Force 3/27/07; 4/24/07 (Withdrawn 4/19/07)
2/21/2007	Dorothy Kleffner (07014)	SF Dept of Public Health; Marin DHHS-HIV/AIDS Care Council	Complaint Committee 4/10/07; (Withdrawn 5/3/07)
2/20/2007	Ming Lee (07015)	Dept. on the Status of Women / La Cosa De Las Madres	Complaint Committee 4/10/07; Task Force 4/24/07; 5/22/07 (Continued to the call of the Chair)
2/26/2007	Ming Lee (07016)	Dept. on the Status of Women / Mary Elizabeth Inn	Complaint Committee 4/10/07; Task Force 4/24/07 (No Action Taken)
3/9/2007	Anthony Faber (07017)	Western SOMA Citizens' Planning Task Force Arts & Entertainment Focus Group	Complaint Committee 4/10/07; (Withdrawn 4/10/07)
3/8/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07018)	Sunshine Ordinance Task Force Administrator/COB	Complaint Committee 4/10/07; Task Force 4/24/07 (Violation: 67.9 (e), 67.21 (h), and GC 54954.1)

# Complaint Log 2007

3/20/2007	Andrew Sisneros (07019)	Municipal Railway	Complaint Committee 4/10/07; Task Force 4/24/07 (Violation: 67.21)
3/20/2007	Patrick Monette-Shaw (07020)	Public Health	Complaint Committee 4/10/07; Task Force 4/24/07; 5/22/07 (Violation: 67.4(a)(5))
3/25/2007	Kimo Crossman (07021)	Sunshine Ordinance Task Force Administrator/COB	Complaint Committee 4/10/07; Task Force 4/24/07; 5/22/07 (No Violation)
3/26/2007	Kimo Crossman (07022)	City Attorney's Office	Complaint Committee 4/10/07; Task Force 4/24/07 (Withdrawn)
3/27/2007	Kimo Crossman (07023)	Telecommunications and Information Services	CAC; CAC 5/9/07; Task Force 5/22/07 (Referred to EC: 1/16/08 EC Dismissed the Complaint)
3/27/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07024)	Sunshine Ordinance Task Force Administrator/COB	Complaint Committee 4/10/07; Task Force 4/24/07 (Withdrawn)
3/29/2007	John Templeton (07025)	Mayor's Office - Historic Preservation Fund Committee	Complaint Committee 5/8/07; 6/12/07; Task Force 6/26/07 (Violation: 67.4 (a) and 67.6 (e))
4/16/2007	Robert Kowal (07026)	Recreation and Parks	Complaint Committee 5/8/07; (Withdrawn 4/30/07)
4/17/2007	Kimo Crossman (07027)	Small Business Commission	Complaint Committee 5/8/07; 5/22/07 (Withdrawn)
4/17/2007	Dan Hirsch (07028 & 07029)	Recreation and Parks	Complaint Committee 5/8/07; 6/12/07; Task Force 6/26/07 (No Violation)
4/19/2007	Kelly Saturno (07029 & 07028)	Recreation and Parks Commission	Complaint Committee 5/8/07; 6/12/07; Task Force 6/26/07 (No Violation)
4/24/2007	Michael Petrelis (07030)	Public Health	Complaint Committee 5/8/07; 6/12/07; Task Force 6/26/07 (Violation: 67.21)
4/30/2007	Patrick Monette-Shaw (07031)	Public Health	Complaint Committee 6/12/07; Task Force 6/26/07 (Violation: 67.21)
1/17/2007 (4/30/07)	James Chaffee (07032)	Library Commission	Complaint Committee 6/12/07 (Continued to the call of the Chair)
3/19/2007 (4/30/07)	James Chaffee (07033)	Library Commission	Complaint Committee 6/12/07 (Continued to the call of the Chair)
5/1/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07034 & 07035)	Sunshine Ordinance Task Force Administrator	Complaint Committee 6/12/07; Task Force 6/26/07; 7/24/07 (Withdrawn 7/17/07)
5/1/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07035 & 07034)	Clerk of the Board of Supervisors	Complaint Committee 6/12/07; Task Force 6/26/07; 7/24/07 (Withdrawn 7/17/07)
5/1/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07036)	City Attorney's Office	Complaint Committee 6/12/07; Task Force 6/26/07; 7/24/07 (Withdrawn 7/17/07)
5/1/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07037)	City Attorney's Office	Complaint Committee 6/12/07; Task Force 6/26/07; 7/24/07 (Withdrawn 7/17/07)
5/10/2007	Anonymous Person (07038 / 07043 / 07044)	Entertainment Commission Page 2	Complaint Committee 6/12/07; Task Force 8/28/07; 9/25/07; 10/23/07 (No Formal Action) 2/20/2008

# Complaint Log 2007

5/21/2007	Paul Graham (07039)	Public Health	Complaint Committee 6/12/07; Task Force 6/26/07 (Violation: 67.21)
5/21/2007	Ahimsa Porter Sumchai (07040)	Supervisor Sophie Maxwell	Complaint Committee 6/12/07; Task Force 6/26/07 (Violation: 67.15 (c) and (d))
5/23/2007	Ming Lee (07041)	Department On The Status of Women	Complaint Committee 6/12/07; Task Force 6/26/07 (No Violation)
5/23/2007	Francisco Da Costa (07042)	Supervisor Sophie Maxwell	Complaint Committee 6/12/07; Task Force 6/26/07 (No Action Taken)
5/26/2007	Anonymous Person (07043 / 07044 / 07038)	Entertainment Commission	Complaint Committee 7/10/07; Task Force 8/28/07; 9/25/07; 10/23/07 (No Formal Action)
5/26/2007	Anonymous Person (07044 / 04043 / 07038)	Entertainment Commission	Complaint Committee 7/10/07; Task Force 8/28/07; 9/25/07; 10/23/07 (No Formal Action)
5/27/2007	Patrick Monette-Shaw (07045)	SF Health Commission	Complaint Committee 7/10/07; Task Force 7/24/07 (No Action Taken)
6/4/2007	Kimo Crossman (07046)	City Attorney Dennis Herrera	Complaint Committee 7/10/07; 8/14/2007; 9/11/07 (Withdrawn 9/6/07)
6/4/2007	Kimo Crossman (07047)	Mayor Gavin Newsom	Complaint Committee 7/10/07; 8/14/2007; 9/11/07 (Withdrawn 9/6/07)
6/4/2007	Kimo Crossman (07048)	Sheriff Michael Hennessey	Complaint Committee 7/10/07; 8/14/2007; 9/11/07 (Withdrawn 9/6/07)
6/4/2007	Kimo Crossman (07049)	Telecommunications and Information Services - Chris Vein	Complaint Committee 7/10/07; 8/14/2007; 9/11/07 (Withdrawn 9/6/07)
6/4/2007	Kimo Crossman (07050)	Public Utilities Commission - Susan Leal	Complaint Committee 7/10/07; 8/14/2007; 9/11/07 (Withdrawn 9/6/07)
6/4/2007	Kimo Crossman (07051)	Clerk of the Board of Supervisors - Kay Gulbengay	Complaint Committee 7/10/07 (Withdrawn 7/11/07)
6/25/2007	Allen Grossman & Wayne Lanier (07052)	District Attorney	Complaint Committee 7/10/07; 8/14/07; Task Force 8/28/07 (Violation: 67.21 & 67.27)
6/26/2007	Kimo Crossman (07053)	Sheriff Michael Hennessey	Complaint Committee 8/14/07; 9/11/07 (Withdrawn 9/6/07)
6/26/2007	Kimo Crossman (07054)	Sheriff Michael Hennessey	Complaint Committee 8/14/07; 9/11/07 (Withdrawn 9/6/07)
7/5/2007	Kimo Crossman (07055)	District Attorney Kamela Harris	Complaint Committee 8/14/07; Task Force 8/28/07 (Violation: 67.21 & 67.21(c))
7/17/2007	Myrna Lim (07056)	Ethics Commission	Complaint Committee 8/14/07; Task Force 8/28/07; 9/25/07; 10/23/07 (Violation: 67.21); 1/8/08 (Referred to AG; Pending)
7/23/2007	Jeff Ente (07057)	Supervisor Aaron Peskin	Complaint Committee 8/14/07; Task Force 8/28/07 (Violation: 67.21, 67.21(e), 67.29-1, & 67.29-7); 1/8/08 (Referred to EC and AG; Sent 1/31/08)
7/24/2007	Hanley Chan (07058)	Police Department	Complaint Committee 8/14/07 (Withdrawn 8/3/07); 12/08

# Complain. Log 2007

7/30/2007	Paul Graham (07059)	Fire Department	Complaint Committee 8/14/07; Task Force 8/28/07 (Violation: 67.21 & 67.29-7(c))
8/23/2007	Alex Clark (07060)	Public Utilities Commission	Complaint Committee 10/9/07; Task Force 10/23/07 (No Formal Action)
8/27/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07061)	Library	Task Force 9/25/07 (Violation: 67.29-2; 67.29-6; 67.21); 1/8/08 (Referred to AG: Pending)
8/27/2007	Library Users Assoc. by Exec. Dir Peter Warfield (07062)	Library	Task Force 9/25/07 (Violation: 67.29-2; 67.29-6; 67.21); 1/8/08 (Referred to AG: Pending)
9/7/2007	Ray Hartz (07063 & 07064/07065)	City Attorney	Complaint Committee 10/9/07; Task Force 10/23/07 (No Formal Action)
9/10/2007	Ray Hartz (07064 & 07063/07065)	City Attorney	Complaint Committee 10/9/07; Task Force 10/23/07 (No Formal Action)
9/10/2007	Ray Hartz (07065 & 07063/07064)	City Attorney	Complaint Committee 10/9/07; Task Force 10/23/07 (No Formal Action)
9/10/2007	Charles Pitts (07066)	Human Services - Central City Hospitality House	Complaint Committee 10/9/07; Task Force 10/23/07; 11/27/07 (No Jurisdiction)
9/12/2007	Jodi Watson (07067)	Entertainment Commission	Complaint Committee 10/9/07; Task Force 10/23/07 (Violation: 67.25)
9/13/2007	Maxine Doogan (07068)	District Attorney	Complaint Committee 10/9/07; Task Force 10/23/07 (Violation: 67.21 & 67.25)
9/17/2007	Ray Hartz (07069)	Supervisor Aaron Peskin	Complaint Committee 10/9/07; Task Force 10/23/07; 11/27/07; 1/8/08 (Violation: 67.21 (e))
9/19/2007	Michael Vogl (07070)	Police Department	Complaint Committee 10/9/07 (Withdrawn 9/21/07)
9/20/2007	Dee Modglin (07071)	Mayor's Office of Housing	Complaint Committee 10/9/07; Task Force 10/23/07 (No Violation)
9/21/2007	Randell Evans (07072)	Redevelopment Agency & Mayor's WACAC	Complaint Committee 10/9/07; Task Force 10/23/07 (No Violation)
9/21/2007	Russell Albano (07073)	Human Resources - Workers Comp. Div	Complaint Committee 10/9/07; Task Force 10/23/07 (Violation: 67.21 & 67.25)
9/21/2007	Russell Albano (07074)	Fire Department	Complaint Committee 10/9/07; Task Force 10/23/07 (Referred to CAC with File# 07073 [No Action Taken])
9/25/2007	Laura Carroll (07075)	Mayor's Office of Housing	Complaint Committee 11/13/07; 11/27/07 (Violation: 67.21)
9/25/2007	Charles Bolton (07076)	Public Works	Complaint Committee 11/13/07; 11/27/07 (Violation: 67.21)
10/1/2007	Allen Grossman (07077)	District Attorney	Complaint Committee 11/13/07; 11/27/07 (Violations: 67.21, 67.21-1; 67.25, 67.26, 67.27, CPRA 6253 and 6253.9); 1/8/08 (Referred to EC and AG: Sent 1/31/08)
10/2/2007	John Chapman (07078)	Controllers Office	Complaint Committee 11/13/07; 11/27/07 (No formal action) 2/20/2008

# Complaint Log 2007

10/2/2007	John Chapman (07079)	Public Utilities Commission	Complaint Committee 11/13/07; 11/27/07 (No formal action)
10/9/2007	Dan Boreen (07080-A)	Fire Department	Complaint Committee 11/13/07; 11/27/07 (Violations: 67.26, 67.27)
10/9/2007	Dan Boreen (07080-B)	Fire Department	Complaint Committee 11/13/07; 11/27/07 (Violations: 67.26, 67.27)
10/9/2007	Dan Boreen (07080-C)	Fire Department	Complaint Committee 11/13/07; 11/27/07 (Violations: 67.25, 67.26, 67.27)
10/9/2007	Dan Boreen (07080-D)	Fire Department	Complaint Committee 11/13/07; 11/27/07 (Violations: 67.25)
10/10/2007	Hanley Chan (07081)	Police Department	Complaint Committee 11/13/07; 11/27/07 (No violation)
10/10/2007	Wayne Lanier (07082)	Telecommunications and Information Services	Complaint Committee 11/13/07; 12/11/07; Task Force 1/8/08 (Violation: 67.26)
10/17/2007	John Darmanin (07083)	Fire Commission	Complaint Committee 11/13/07; Task Force 11/27/07; 1/22/08 (No Violation)
10/17/2007	Marcus Santiago (07084)	City Attorney's Office	Complaint Committee 11/13/07 (Withdrawn 11/11/07)
11/2/2007	Mr. Alvin (07085)	Grants for the Arts	Complaint Committee 12/11/07; Task Force 1/8/08; 1/22/08 (No Violation)
11/2/2007	Hank Wilson (07086)	Police Department	Complaint Committee 12/11/07; (Withdrawn 12/4/07)
11/2/2007	Allen Grossman (07087)	Mayor's Office	Complaint Committee 12/11/07; Task Force 1/8/08 (Violation: 67.21 (b) (e), 67.25 (a), CPRA Sec 6253)
11/3/2007	Kimo Crossman (07088)	Assessor's Office	Complaint Committee 12/11/07; Task Force 1/8/08 (Violation: 67.25 (d))
11/5/2007	Kimo Crossman (07089)	District Attorney's Office	Complaint Committee 12/11/07; Task Force 1/8/08 (Violation: 67.24 (b) (iii), 67.26, 67.27)
11/5/2007	Kimo Crossman (07090)	SFMTA Agency, SFMTA Commission and City Attorney's Office	Complaint Committee 12/11/07; Task Force 1/8/08 (Violation: 67.24 (a) (2))
11/14/2007	Ahimsa Porter Sumchai (07091)	Supervisor Sophie Maxwell	Complaint Committee 12/11/07; Task Force 1/8/08 (Violation: 67.15 (a), 67.21 (e))
11/18/2007	Patrick Monette-Shaw (07092)	Board of Supervisors and Human Resources	Complaint Committee 12/11/07; Task Force 1/8/08; 1/22/08; 2/26/08
11/27/2007	Patrick Monk (07093)	Supervisor Sophie Maxwell	Complaint Committee 1/8/08; Task Force 1/22/08 (Violation: 67.15 (e), 67.21 (e))
11/29/2007	Kimo Crossman (07094)	City Attorney	Complaint Committee 1/8/08; Task Force 1/22/08; 2/26/08
11/29/2007	Kimo Crossman (07095)	City Attorney	Complaint Committee 1/8/08; Task Force 1/22/08 (Withdrawn: 1/18/2008)
11/29/2007	Kimo Crossman (07096)	Mayor's Office	Complaint Committee 1/8/08; Task Force 1/22/08; 2/26/08

# Complain Log 2007

11/29/2007	Steve Lawrence (07097)	Public Utilities Commission	Complaint Committee 1/8/08; Task Force 1/22/08 (Violation: 67.25)
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# Complaint Log 2008

Date Received	Complainant	Department/Respondent	Status
1/3/2008	Kimo Crossman (08001)	District Attorney	Complaint Committee 2/12/08; 2/26/08
1/7/2008	Hank Wilson (08002)	Public Health - HPPC	Complaint Committee 2/12/08 (Withdrawn: 2/6/2008)
1/10/2008	Christian Holmer (08003)	Mayor's Office	Complaint Committee 2/12/08; 2/26/08
1/10/2008	Kimo Crossman (08004, 08005, 08007)	City Attorney	Complaint Committee 2/12/08; 2/26/08
1/10/2008	Kimo Crossman (08005, 08004, 08007)	City Attorney	Complaint Committee 2/12/08; 2/26/08
1/10/2008	Kimo Crossman (08006)	City Attorney	Complaint Committee 2/12/08; 2/26/08
1/10/2008	Kimo Crossman (08007, 08004, 08005)	City Attorney	Complaint Committee 2/12/08; 2/26/08
1/14/2008	Stephen Worsley (08008)	Recreation and Park	Complaint Committee 2/12/08; 2/26/08
2/9/2008	Patrick Monett-Shaw (08009)	Board of Supervisors	Complaint Committee 3/11/08
2/11/2008	Patrick Monett-Shaw (08010)	Dept. of Health	Complaint Committee 3/11/08

COMMUNICATIONS RECEIVED LOG

January 16, 2008 through February 19, 2008

	DATE	FROM	DESCRIPTION
1	16-Jan	Kimo Crossman	James Maddison nomination
2	16-Jan	Christian Holmer	IDR for MOC (10)
3	17-Jan	SOTF	Letter from Llorente
4	17-Jan	Erica Craven	SOTF procedural matter
5	20-Jan	Dr Ahimsa Sumchai	Demand for materials and communications
6	22-Jan	Richard Knee	Ethics dismisses SOTF referral
7	22-Jan	Kimo Crossman	Ethics dismisses SOTF referral (6)
8	23-Jan	Allen Grossman	Ethics dismisses SOTF referral
9	23-Jan	Kimo Crossman	preserving emails
10	23-Jan	Kimo Crossman	Oil Spill test messages (3)
11	24-Jan	Mitchell	IDR for PUC (4)
12	24-Jan	Kimo Crossman	SOTF on calendars
13	25-Jan	Christian Holmer	IDR on DTIS
14	25-Jan	Kimo Crossman	CAO's advice on MOH meeting (2)
15	25-Jan	Kimo Crossman	SOTF packets online
16	26-Jan	Kimo Crossman	Suggestions to SOTF committees
17	26-Jan	Kimo Crossman	Time mag on White House emails
18	27-Jan	Kimo Crossman	IDR for DA calendars
19	27-Jan	Kimo Crossman	DTIS emergency plan redactions
20	27-Jan	Dr Wayne Lanier	DTIS emergency plan redactions
21	27-Jan	Kimo Crossman	LA Times on officials' calendars
22	29-Jan	Christian Holmer	IDR for DTIS network operations (3)
23	29-Jan	Kimo Crossman	CAO's Sunshine training
24	30-Jan	Christian Holmer	IDR for DA calendars
25	1-Feb	Kimo Crossman	SFGTV captioning fees
26	1-Feb	Kimo Crossman	cost for captioning (2)
27	2-Feb	Kimo Crossman	Pier's minimum qualifications proposal
28	3-Feb	Bruce Wolfe	email overflow (2)
29	3-Feb	Kimo Crossman	metadata
30	3-Feb	Kimo Crossman	Clear Channel contract
31	5-Feb	Dr Ahimsa Sumchai	SOTF determinations
32	5-Feb	Dr Ahimsa Sumchai	Environment justice
33	5-Feb	Kimo Crossman	Penalties for withholding, destroying documents
34	6-Feb	Christian Holmer	To CAO's Supervisors of Records (3)
35	12-Feb	Allen Grossman	Status of 07087
36	13-Feb	Kimo Crossman	Status of 07087
37	14-Feb	Michael Petrelis	Emails on Swiss study
38	14-Feb	Kimo Crossman	CAC agenda (3)
39	18-Feb	Bruce Wolfe	Annotated statutes

SUNSHINE ORDINANCE  
TASK FORCE



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San Francisco 94102-4689  
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TDD/TTY No. (415) 554-5227

**ORDER OF DETERMINATION**  
January 22, 2008

January 28, 2008

John Darmanin  
402 Edgewood Road  
Redwood City, CA 94062-1808  
[fdwatchdog@aol.com](mailto:fdwatchdog@aol.com)

Paul Conroy, President  
San Francisco Fire Commission  
698 Second Street,  
San Francisco, CA 94107

Re: Complaint #07083 filed by John Darmanin against the San Francisco Fire Commission for alleged failure to allow public comment on an action item at the October 11, 2007, Commission meeting.

Based on the information provided to the Task Force from the Respondent Capt. Andy Zanoloff, without representation from the complainant, and documents available to the members, the following Order of Determination is adopted:

The Sunshine Ordinance Task Force found no violation.

This Order of Determination was adopted by the Sunshine Ordinance Task Force on January 22, 2008 by the following vote. (Pilpel / Cauthen)  
Ayes: Craven, Cauthen, Chu, Comstock, Pilpel, Goldman, Williams  
Absent: Wolfe, Chan  
Excused: Knee

A handwritten signature in black ink, appearing to read "D. Comstock".

Douglas Comstock, Chair  
Sunshine Ordinance Task Force

cc: Ernie Llorente, Deputy City Attorney  
Andy Zanoloff, Fire Commission  
John Darmanin, Complainant

SUNSHINE ORDINANCE  
TASK FORCE



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**ORDER OF DETERMINATION**  
January 22, 2008

January 28, 2008

Mr. Alvin  
1325 Divisadero #103  
San Francisco, CA 94115  
[bvd384@aol.com](mailto:bvd384@aol.com)

Khan Wong, Program Manager  
Grants for the Arts  
City Hall, Room 347  
San Francisco, CA 94102

Re: Complaint #07085 filed by Mr. Alvin against the Grants for the Arts for alleged failure to provided requested records and information.

Based on the information provided to the Task Force from the complainant and the Respondent, Brett Conner, the following Order of Determination is adopted:

The Sunshine Ordinance Task Force found no violation.

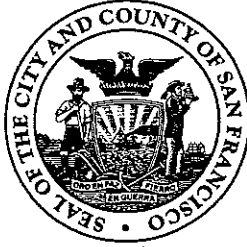
This Order of Determination was adopted by the Sunshine Ordinance Task Force on January 22, 2008 by the following vote. (Pilpel / Cauthen)  
Ayes: Craven, Cauthen, Chu, Comstock, Pilpel, Goldman  
Absent: Wolfe, Chan, Williams  
Excused: Knee

A handwritten signature in black ink, appearing to read "D. Comstock".

Douglas Comstock, Chair  
Sunshine Ordinance Task Force

cc: Ernie Llorente, Deputy City Attorney  
Brett Conner, Grants for the Arts

**SUNSHINE ORDINANCE  
TASK FORCE**



**City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-7724  
Fax No. (415) 554-7854  
TDD/TTY No. (415) 554-5227**

**ORDER OF DETERMINATION  
January 22, 2008**

January 28, 2008

Patrick Monk  
3854 24<sup>th</sup> Street  
San Francisco, CA 94114  
patnlisa@sbcglobal.net

Honorable Supervisor Sophie Maxwell  
Board of Supervisors, City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Re: Complaint #07093 filed by Patrick Monk against Supervisor Sophie Maxwell for allegedly violating Section 67.15 (e) of the Sunshine Ordinance by delaying public comment on an item at the October 29, 2007, Land Use and Economic Development Committee meeting.

Based on the information provided to the Task Force from the Complainant Patrick Monk, absent representation from the respondent, the following Order of Determination is adopted:

The Sunshine Ordinance Task Force finds that Supervisor Sophie Maxwell violated Sections 67.15 (e), and 67.21 (e) of the Sunshine Ordinance for failure to announce an agenda change and failure to send an authorized representative to the hearing to respond to the complaint.

This Order of Determination was adopted by the Sunshine Ordinance Task Force on January 22, 2008, by the following vote: (Craven / Goldman)  
Ayes: Craven, Cauthen, Chu, Comstock, Pilpel, Goldman, Williams  
Absent: Wolfe, Chan  
Excused: Knee

A handwritten signature in black ink, appearing to read "D. Comstock".

Doug Comstock, Chair  
Sunshine Ordinance Task Force

c: Ernie Llorente, Deputy City Attorney  
John Lau, Aide  
Emily Rogers, Aide

SUNSHINE ORDINANCE  
TASK FORCE



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**ORDER OF DETERMINATION**  
January 22, 2008

January 28, 2008

Steve Lawrence  
55 Montalvo Ave  
San Francisco, CA 94116  
[splawrence@sbcglobal.net](mailto:splawrence@sbcglobal.net)

Diane Parker  
Public Utilities Commission  
1155 Market St., 11th floor  
San Francisco CA, 94103

Re: Complaint #07097 filed by Steve Lawrence against the Public Utilities Commission for alleged violation of Sections 67.21 (a) and (d) of the Sunshine Ordinance for failure to respond to a request for records and failure to provide requested records.

Based on the information provided to the Task Force from the Respondent Diana Parker, the following Order of Determination is adopted:

The Sunshine Ordinance Task Force finds that the Public Utilities Commission violated Section 67.25 for failing to respond in a timely manner.

This Order of Determination was adopted by the Sunshine Ordinance Task Force on January 22, 2008 by the following vote: (Cauthen / Pilpel)

Ayes: Cauthen, Chu, Comstock, Pilpel, Wolfe, Goldman, Williams

Recused: Craven

Absent: Chan

Excused: Knee

A handwritten signature in black ink, appearing to read "Doug Comstock".

Doug Comstock, Chair  
Sunshine Ordinance Task Force

c: Ernie Llorente, Deputy City Attorney



# ETHICS COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SUSAN J. HARRIMAN  
CHAIRPERSON

EMI GUSUKUMA  
VICE-CHAIRPERSON

EILEEN HANSEN  
COMMISSIONER

JAMIENNE S. STUDLEY  
COMMISSIONER

CHARLES L. WARD  
COMMISSIONER

JOHN ST. CROIX  
EXECUTIVE DIRECTOR

Sent via U.S. Postal Service

January 16, 2008

Frank Darby Jr., Administrator  
Sunshine Ordinance Task Force  
1 Dr. Carlton B. Goodlett Place Room 244  
San Francisco, CA 94102-4689

**Re: Ethics Complaint No. 02-070801**

Dear Mr. Darby:

Pursuant to Section V.A.3. of the San Francisco Ethics Commission's Regulations for Investigations and Enforcement Proceedings ("the Regulations"), the Ethics Commission ("the Commission") conducted an investigation into the above-referenced complaint referred by the Sunshine Ordinance Task Force on August 1, 2007, regarding alleged official misconduct by the Department of Telecommunications and Information Services ("DTIS").

On October 5, 2007, DTIS responded to an immediate disclosure request by Kimo Crossman, stating:

*In accordance with 67.24 (e)(3) of the Administrative Code, DTIS is currently posting on its website...all documents exchanged between the City and EarthLink that relate to the positions of the parties or, if those records do not provide a meaningful representation of the parties' respective positions, a written summary of the respective positions. Section 67.24 (e)(3) states an exception to Section 67.24 (e)(1) which does not require records of communications between persons seeking contracts and City departments to be disclosed until after a contract has been awarded...*

Section 67.24 (e)(3) of the Sunshine Ordinance is not an "exception" to disclosure but rather a provision requiring disclosure. Similarly, the section concerns disclosures to be made during ongoing contract negotiations; it does not discuss disclosures to be made "after a contract has been awarded."

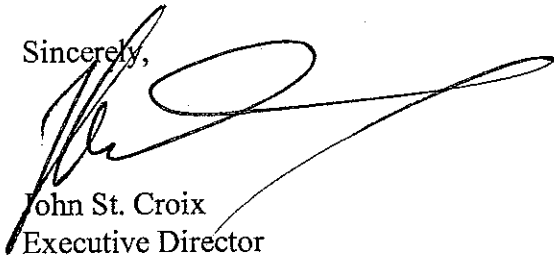
Nonetheless, any substantive features of contract negotiations between DTIS and Earthlink have been posted on the DTIS website. Any communication that did not reflect a meaningful representation of the parties' respective positions was also

summarized on the website pursuant to section 67.24(e)(3)(iii). DTIS fully reviewed the requests and sought continued legal advice from an assigned Deputy City Attorney.

While it is true that DTIS misquoted a section of the Sunshine Ordinance, it otherwise responded in a lawful fashion. Therefore, it did not willfully fail to discharge any duties imposed by the Sunshine Ordinance and, as a result, the Commission has dismissed the matter. Pursuant to the Regulations, no further action is contemplated in regard to this complaint.

If you have any questions regarding this matter, please call Paul Solis, staff investigator at (415) 252-3100.

Sincerely,

A handwritten signature in black ink, appearing to read "John St. Croix", with a long, sweeping horizontal stroke extending to the right.

John St. Croix  
Executive Director



SUNSHINE ORDINANCE  
TASK FORCE



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
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Fax No. 415) 554-7854  
TDD/TTY No. (415) 554-5227

February 8, 2008

Chief Hayes-White,  
San Francisco Fire Department  
698 2<sup>nd</sup> Street  
San Francisco, CA 94107

I write in response to a request, made at the Sunshine Ordinance Task Force's Compliance and Amendments Committee's December 12, 2007 meeting, that the Committee express in writing the Committee's concerns about the retention, release and redaction of employees' and officials' calendars so that the Department can better respond. With apologies for the delay, I respectfully submit the following analysis.

**Calendars in General.**

Employees and *most* city officials are not required to keep a calendar under open government laws. However, to the extent they do – any calendar used by a city employee or official for city business (under the definitions of both the California Public Records Act ("PRA") and the Sunshine Ordinance) is a public record that is subject to release. This does not mean that all information on every city employees' or officials' calendar must be released. Consistent with prior Orders of Determination made by the Task Force, appropriate and narrow redactions may be made, for example, for security concerns or information that is of a purely personal and private nature (*e.g.*, medical appointments, information about children and spouses).

Pursuant to section 67.29-5 of the Sunshine Ordinance:

The Mayor, The City Attorney, and every Department Head shall keep or cause to be kept a daily calendar wherein is recorded the time and place of each meeting or event attended by that official, with the exclusion of purely personal or social events at which no city business is discussed and that do not take place at City Offices or at the offices or residences of people who do substantial business with or are otherwise substantially financially affected by actions of the city. For meetings not otherwise publicly recorded, the calendar shall include a general statement of issues discussed. Such calendars shall be public records and shall be available to any requester three business days subsequent to the calendar entry date.

This requirement is often referred to as the "Prop. G" calendar by the City Attorneys' office and by officials. Officials who are covered by 67.29-5 are, therefore, required to keep a calendar that contains a certain *minimum* of information. This requirement establishes a *floor* of required information to be maintained and released within three business days. This requirement, however, does not mean that any *other* information maintained on an official's calendar is automatically exempt from disclosure. To the contrary, as described above, all calendars are public records and all information that is not specifically exempt under an express exemption must be released under the normal release provisions of the Ordinance.

For information that is expressly exempt from disclosure and subsequently redacted from calendars that are released for public review, the Department must explain to the requestor (by use of footnotes or other detailed and clear explanation) why each piece of information redacted has been withheld. *See, e.g.*, section 67.26. This can often be accomplished by redacting and adding notes to a hard copy document before it is released. Providing a detailed explanation of why each piece of information has been redacted (*i.e.*, personal privacy, security) often obviates any unwarranted "suspicion" a Sunshine requestor may have when provided with a calendar with numerous, unclear or unexplained redactions.

### **Employee Discipline**

At the Compliance and Amendments hearing there was also some discussion concerning when and whether it would be appropriate to redact the names of employees meeting with officials. Examples were given of potential whistleblowers who have a need for confidentiality and employees who were subject to complaints and potential discipline. With respect to whistleblowers or other for whom there is a demonstrated need for confidentiality, the Task Force has ruled that those names may be withheld.

With respect to meetings that involve discussing complaints and discipline, the Department indicated it was relying on section 67.24c(7) of the Ordinance which provides that the following employee records must be released:

The record of any confirmed misconduct of a public employee involving personal dishonesty, misappropriation of public funds, resources or benefits, unlawful discrimination against another on the basis of status, abuse of authority, or violence, and of any discipline imposed for such misconduct.

Therefore, not surprisingly, the Department felt that employees whose misconduct had not been confirmed should not be released. However, since this provision of the Ordinance was adopted and passed, the California Court of Appeal has confirmed a different standard for release of information regarding complaints and potential employee misconduct. Specifically:

Where complaints of a public employee's wrongdoing and resulting disciplinary investigation reveal allegations of a substantial nature, as distinct from baseless or trivial, and there is reasonable cause to believe the complaint is well founded, public employee privacy must give way to the public's right to know.

*Bakersfield City School Dist. v. Superior Court*, 118 Cal. App. 4th 1041, 1046 (Cal. Ct. App. 2004). The Bakersfield court confirmed that neither "a finding of the truth of the complaint contained in the personnel records or the imposition of employee discipline is a prerequisite to disclosure." *Id.*

As the Sunshine Ordinance specifically provides that Departments must follow laws (or legal opinions) that provide for greater access to public information, *see* section 67.36, the Bakersfield decision must be applied when determining whether the Department will release names of employees who have been the subject of complaints and potential disciplinary hearings.

### **Employee Vacation**

The last point discussed at the Committee meeting was the appropriateness of redacting the names of employees who were out on vacation. Based on the recent California Supreme Court decision, *International Federation of Professional & Technical Engineers, Local 21, AFL-CIO v. Superior Court*, 42 Cal. 4th 319 (Cal. 2007), public employees do not have a reasonable expectation of privacy regarding the accrual and use of vacation time. As demonstrated by numerous news articles regarding overtime and vacation accrual and use by public employees, the public also has a significant and strong right to know when public employees are on and off the job.

I believe I have covered each of the areas that were discussed in the Compliance and Amendments Committee discussion. Please let me know if you have any questions or concerns. In closing, I'd like to express our appreciation for the Fire Department's continued efforts to respond to Sunshine Requests with a considered and thoughtful approach and for continuing to send knowledgeable representatives – including yourself and Deputy Chief Massetani – to respond to our questions and concerns.

Chief Joanne Hayes-White  
February 7, 2008  
Page 4 of 4

Regards,



Erica L. Craven

c: Rhab Boughn  
Ernie Llorente  
Sunshine Ordinance Task Force



## Application For Boards, Commissions, and Committees Instructions/Information

San Francisco is a diverse city with a wide range of people and issues affecting it. In order to take advantage of the extensive experience and knowledge available in the city, various Boards, Commissions, Committees, and Task Forces have been formed to bring that knowledge together. These groups and their membership requirements are established through legislation from local, state, and/or federal government. In addition to setting up the purpose and goals of the various groups, the governing legislation outlines the type of person, in terms of desirable skills and/or knowledge, who can contribute his/her knowledge and perspective. In this manner, a group of San Franciscans, who are representative of the city, can be active participants in addressing issues affecting the entire city.

If you are interested in serving the City and County of San Francisco, please follow the following procedure:

1. A list of vacancies and expected vacancies with their qualifications are listed outside of the Board of Supervisors Office, in the SF Main Public Library, and online on the City's website. Please review this list for positions of interest for which you may qualify.
2. Submit an application.  
*(Be sure that you list the appropriate seat # and/or category for which you are applying.)*  
*(Applications must be received 10 days before the scheduled hearing.)*
3. If the seat(s) you are applying for are vacant, the Rules Committee will schedule your application for review.  
All applicants must appear before the Rules Committee.  
*(There are no set instructions on what you are expected to tell the Rules Committee. However, a brief description of your qualifications, reasons for interest in the subject, or a short discussion of why you feel you would make a good candidate is appropriate.)*
4. The Rules Committee may or may not make a recommendation for appointment. This recommendation is forwarded to the Board of Supervisors. If the Board of Supervisors approves the recommendation it is then forwarded to the Mayor for approval. It generally takes 23 days from the date the Rules Committee recommends a person for appointment for the appointment to become official.
5. Depending on the type of organization, a new appointee may need to take an Oath of Office.

If there are no vacancies, your application will be retained for one year. If any openings occur during this time, your application will be submitted to the Rules Committee for review.

If you have any further questions, please contact the Rules Committee Clerk at (415) 554-5184. However, if you require detailed information concerning the operations of a particular Board, Commission, Committee, or Task Force, please contact the organization in question directly.



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, California 94102-4689  
(415) 554-5184 FAX (415) 554-7714**

**Application For Boards, Commissions and Committees**

Application for Appointment to: \_\_\_\_\_  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If Applicable): \_\_\_\_\_

Print Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Are you a United States citizen?  Yes  No (Citizenship is a mandatory requirement for all appointments)  
Have you ever been convicted of a felony in this state, or convicted of any offense which, if committed in this state, would be a felony?  
 Yes  No. (If yes, please attach a statement describing the offense(s) for which you have been convicted, the date of those conviction(s), and the court(s) that convicted you.)

Education: \_\_\_\_\_

Business and/or professional experience: \_\_\_\_\_

Civic Activities: \_\_\_\_\_

Other Personal Information: (optional) \_\_\_\_\_

Ethnicity: (optional) \_\_\_\_\_ Sex: (optional)  M  F

Have you attended any meetings of the Board/Commission to which you wish appointment?  Yes  No  
Would you be able to attend night meetings? \_\_\_\_\_ Day meetings? \_\_\_\_\_ Either \_\_\_\_\_  
Please state your qualifications (attach supplemental sheet if necessary) \_\_\_\_\_

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. (Applications must be received 10 days before the scheduled hearing.)

Date: \_\_\_\_\_ Applicant's Signature: (required) \_\_\_\_\_

*Please Note:* Your application will be retained for one year.

**FOR OFFICE USE ONLY:**

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_



---

2006/2007

# FORM 700

## Statement of Economic Interests

Also available on the FPPC website:  
Form 700 Reference Pamphlet

a public document

---

### **Fair Political Practices Commission**

428 J Street, Suite 620 • Sacramento, CA 95814

Toll-Free Advice Line: 866-ASK-FPPC • (866) 275-3772

Telephone: (916) 322-5660

[www.fppc.ca.gov](http://www.fppc.ca.gov)

## Who must file:

- ♦ Elected and appointed officials listed in Government Code section 87200.
- ♦ Employees and appointed officials filing pursuant to a conflict-of-interest code. Obtain your disclosure categories, which describe the interests you must report, from your agency. They are not part of the Form 700.
- ♦ Members of newly created boards and commissions not yet covered under a conflict-of-interest code.

(See Form 700 Reference Pamphlet, page 2. The Reference Pamphlet is available on the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or from your filing officer.)

## Where to file:

### 87200 Filers

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

### Members of Boards/Commissions of Newly Created Agencies:

File with your newly-created agency or with your agency's code reviewing body as provided by the code reviewing body.

### Code Filers — State and Local Officials and Employees Designated in a Conflict-of-Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict-of-interest code. In most cases, the agency, board, or commission will retain the statements.

## How to file:

A Form 700 should be provided to you by your filing official. An interactive version of the Form 700 is available on our website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

You only have to report investments and business positions in business entities, real property, and income from sources that are located in or doing business in your agency's jurisdiction. However, reportable gifts must be disclosed regardless of the jurisdiction. See Form 700 Ref. Pamphlet, page 12 for more information.

## When to file:

### Annual Statements

#### ⇒ March 1, 2007

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

#### ⇒ April 2, 2007\*

- 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 officer.

\*Because April 1 is a Sunday, the deadline is extended. Statements postmarked by the filing deadline are considered timely filed.

### Assuming, Leaving and Initial 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.

### Candidate Statements

Section 87200 filers file no later than the filing date for their declaration of candidacy. All other candidates should consult with their agency's filing officer to determine whether candidate statements are required.

### Amendments

Statements may be amended at any time. Obtain amendment schedules from your filing official or interactively at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Statements that are mailed are considered filed on the postmark date. There is no provision for filing deadline extensions.** 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 officer within 24 hours.

See Form 700 Ref. Pamphlet, page 5 for more information.



## 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 which 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

Most state and local officials, employees, and candidates are prohibited from accepting gifts totaling more than \$390 (effective January 1, 2007) in a calendar year from a single source.

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 Ref. Pamphlet, page 9 for more detailed information.)

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

### 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 Ref. Pamphlet, page 9 for more detailed information.)

### Loan Prohibitions

Certain state and local public officials are subject to restrictions on loans. (See Ref. Pamphlet, page 13.)

### 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 (for example, a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (for example, city councilmembers, members of boards of supervisors and planning commissioners). These officials must orally 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 and regulation 18702.5, or refer to the booklet entitled "Can I Vote? Conflicts of Interest Overview," all of which are available on the FPPC website. Visit [www.fppc.ca.gov](http://www.fppc.ca.gov) and click on the Library & Publications icon.

### Post-Governmental Employment

Members of the State Legislature and certain state agency officials and employees who leave office are subject to restrictions on representing clients or employers before their former agencies. For more information, refer to the fact sheet entitled "Leaving Your State Job? Post-Employment Restrictions May Affect You," available on the FPPC website.

Local elected officials; county chief administrative officers; city managers, including the chief administrator of a city; general managers or chief administrators of a special district who hold a position with a local government agency as defined by Government Code section 82041 are also subject to restrictions on representing clients or employers before their former agencies, effective July 1, 2006. For more information, refer to regulation 18746.3. Revolving Door; Local Officials.

### Late Filing

The filing officer who retains originally signed 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 can 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:

- Call the FPPC toll-free at (866) ASK-FPPC.
- See the booklet entitled "Your Duty to File: A Basic Overview of State Economic Disclosure Law and Reporting Requirements for Public Officials."

### Form 700 Public Access

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

- Forms 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.
- 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.

## INSTRUCTIONS — COVER PAGE

Enter your name, mailing address, and daytime telephone number in the spaces provided. Because the Form 700 is a document available for public review, 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 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.)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)
- If you hold multiple positions (for example, 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. 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 a statement make a copy for each agency. Sign each copy with an original signature and file with each agency.

Remember that 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.

### 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 Ref. Pamphlet, page 12 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 (for example,

school districts and special districts), 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 a portion of Sutter County.

<b>1. Office, Agency, or Court</b>	
Name of Office, Agency, or Court: South Sutter Water District	
Division, Board, District, if applicable:	
Position: Board member	
<input type="checkbox"/> If filing for multiple positions, list additional agency(ies)/position(s): (Attach a separate sheet if necessary.)	
Agency:	
Position:	
<b>2. Jurisdiction of Office (Check at least one box)</b>	
<input type="checkbox"/> State	
<input type="checkbox"/> County of _____	
<input type="checkbox"/> City of _____	
<input type="checkbox"/> Multi-County _____	
<input checked="" type="checkbox"/> Other Sutter County	

### 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 2006 Annual Statement, **do not** change the pre-printed dates to reflect 2007. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2006, through December 31, 2006, will be disclosed on your statement filed in 2007. (See Ref. Pamphlet, page 3 for detailed information about types of statements.)

**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

- Enter the total number of completed pages including the cover page and, either:
- Check the "Yes" box for each schedule you use to disclose interests.

- or -

- If you have nothing to disclose on any schedules, 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. 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.**

**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**

Date Received  
*Official Use Only*

*A Public Document*

Please type or print in ink

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER		
MAILING ADDRESS (May use business address)			STREET	CITY	STATE ZIP CODE
					OPTIONAL: FAX / E-MAIL ADDRESS

**1. Office, Agency, or Court**

Name of Office, Agency, or Court: \_\_\_\_\_

Division, Board, District, if applicable: \_\_\_\_\_

Your Position: \_\_\_\_\_

➔ If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: \_\_\_\_\_

Position: \_\_\_\_\_

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

State

County of \_\_\_\_\_

City of \_\_\_\_\_

Multi-County \_\_\_\_\_

Other \_\_\_\_\_

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

Assuming Office/Initial Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Annual: The period covered is January 1, 2006, through December 31, 2006.

**-or-**

The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2006.

Leaving Office Date Left: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)

The period covered is January 1, 2006, through the date of leaving office.

**-or-**

The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.

Candidate

**4. Schedule Summary**

➔ Total number of pages including this cover page: \_\_\_\_\_

➔ Check applicable schedules or "No reportable interests."

I have disclosed interests on one or more of the attached schedules:

Schedule A-1  Yes – schedule attached  
*Investments (Less than 10% Ownership)*

Schedule A-2  Yes – schedule attached  
*Investments (10% or greater Ownership)*

Schedule B  Yes – schedule attached  
*Real Property*

Schedule C  Yes – schedule attached  
*Income, Loans, & Business Positions (Income Other than Gifts and Travel Payments)*

Schedule D  Yes – schedule attached  
*Income – Gifts*

Schedule E  Yes – schedule attached  
*Income – Travel Payments*

**-or-**

No reportable interests on any schedule

**5. Verification**

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

Date Signed \_\_\_\_\_ (month, day, year)

Signature \_\_\_\_\_ (File the originally signed statement with your filing official.)

## WHAT SCHEDULE DO I USE TO REPORT?

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Business positions .....	Schedule A-2 or Schedule C
Commission income .....	Schedule A-2 or Schedule C (see Ref. Pamphlet, page 7)
Gifts received by family members .....	Disclosure may not be required, see Schedule D
Gifts received from family members .....	Disclosure not required, see Schedule D
Income to my business .....	Schedule A-2
Individual Retirement Account .....	Schedule A-1 or Schedule B (see Ref. Pamphlet, page 14)
Investments .....	Schedule A-1 or Schedule A-2
Loans made to others .....	Disclosure not required, but report repayments on Schedule C
Loans received .....	Schedule B for real property or Schedule C
Loans to my business .....	Schedule A-2
Owning a business or partnership	
If I own less than 10% .....	Schedule A-1
If I own 10% or more .....	Schedule A-2
Real estate holdings .....	Schedule B (Schedule A-2 if held by a business entity/trust)
Rental income .....	Schedule B or Schedule C
Rental property .....	Schedule B (Schedule A-2 if held by a business entity/trust)
Sale of my home/automobile/boat .....	Schedule C
Sole proprietorship .....	Schedule A-2
Spouse's or registered domestic partner's income .....	Schedule A-2 or Schedule C
Stock holdings	
If I own less than 10% of a company's stock .....	Schedule A-1
If I own 10% or more of a company's stock .....	Schedule A-2
Tickets and passes .....	Schedule D
Travel reimbursements or payments .....	Schedule E
Trusts .....	Schedule A-2 (see Ref. Pamphlet, page 14)

## QUESTIONS AND ANSWERS

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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. However, you may complete one statement listing the county and the two boards on the cover page of the Form 700 as the agencies for which you will be filing. Report your economic interests using the broadest jurisdiction and 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 classified as a department head but 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" or "interim" or "alternate" must file as if they hold the position.

Q. I left one state agency to work for another state agency. Must I file a leaving office statement?

A. Yes.

### 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 in your jurisdiction. See Ref. Pamphlet, page 12 for guidance.

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 hold many stocks through an account managed by a brokerage firm. Must I disclose these stocks even though I did not decide which stocks to purchase?

A. Yes, you must disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located or doing business in your jurisdiction.

### Income Disclosure

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 in which a client's name may not be disclosed if disclosure of the name would violate a legally recognized privilege under California law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or 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 Ref. Pamphlet, page 7, which defines "business entity," for more information.

Q. How do I disclose my spouse's or registered domestic partner's income from an employer?

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

## QUESTIONS AND ANSWERS

Continued

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### Gift Disclosure

- Q. If I receive a 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.
- Q. Co-workers are hosting a retirement party for a public official before the official leaves office. Attendees will pay \$45; \$35 covers the event's costs (food, decorations, etc.) and \$10 goes towards a gift. One co-worker is collecting the funds and making the expenditures. What does the official report on his Form 700?
- A. The official discloses the amount that includes the value of the gift plus \$35 (his pro-rata share of the event's cost.) The source can be identified as "office staff" or "co-workers." The names of individual donors are not required to be reported as long as no individual contributed \$50 or more.
- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a close friend who is a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse is considered the source of the gift. Therefore, the Bensons may give the supervisor artwork valued at no more than \$780. The supervisor must identify Joe and Mary Benson as the source of the gift.

## INSTRUCTIONS – SCHEDULES A-1 AND A-2 INVESTMENTS

“Investment” means a financial interest in any business entity 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 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 Ref. Pamphlet, page 12.)

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Ref. Pamphlet, page 12.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Ref. Pamphlet, page 7 for the definition of business entity.)
- Your spouse’s or registered domestic partner’s investments that are legally separate property
- Partnerships (for example, a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Ref. Pamphlet, page 14.)
- If you, your spouse or registered domestic partner, or dependent children 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 Ref. Pamphlet, page 14 for more information on disclosing trusts.)
- Business trusts

### You are **not** required to disclose:

- Diversified mutual funds registered with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940
- Bank accounts, savings accounts, and money market accounts
- Insurance policies
- Annuities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (for example, insurance policies, diversified

mutual funds, or government bonds) (See Ref. Pamphlet, page 14.)

- Defined benefit pension plans and profit sharing plans qualified under Internal Revenue Code section 401(a)
- Interests held in a blind trust (See Ref. Pamphlet, page 15.)

**Use Schedule A-1** to report ownership of less than 10% (for example, 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 (for example, 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 (for example, 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 (for example, stocks, warrants, options, or bonds).
- If you initially acquired or disposed of your entire investment interest during the reporting period, enter the date acquired or disposed.

### Examples:

John Smith left his state position in February 2007. 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 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 require disclosure only of specific investments.

# 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 BUSINESS ACTIVITY \_\_\_\_\_

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)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/06      \_\_\_\_/\_\_\_\_/06  
ACQUIRED      DISPOSED

> NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF BUSINESS ACTIVITY \_\_\_\_\_

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)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/06      \_\_\_\_/\_\_\_\_/06  
ACQUIRED      DISPOSED

> NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF BUSINESS ACTIVITY \_\_\_\_\_

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)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/06      \_\_\_\_/\_\_\_\_/06  
ACQUIRED      DISPOSED

> NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF BUSINESS ACTIVITY \_\_\_\_\_

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)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/06      \_\_\_\_/\_\_\_\_/06  
ACQUIRED      DISPOSED

> NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF BUSINESS ACTIVITY \_\_\_\_\_

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)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/06      \_\_\_\_/\_\_\_\_/06  
ACQUIRED      DISPOSED

> NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF BUSINESS ACTIVITY \_\_\_\_\_

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)

IF APPLICABLE, LIST DATE:  
\_\_\_\_\_/\_\_\_\_\_/06      \_\_\_\_/\_\_\_\_/06  
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 or trust (including a living trust), in which you, your spouse or registered domestic partner, or your dependent children 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 Ref. Pamphlet, page 12.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. You are not required to report a trust that contains no reportable interests. For example, if you have a trust containing only your personal residence, your savings account, and some municipal bonds, you would not report this trust, because these interests are 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 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 fair market value of your investment.
- 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 (for example, if you were a director, officer, partner, trustee, employee, or held any position of management).

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

**Part 3.** Disclose the name of each source of income 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, 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 Ref. Pamphlet, page 10 for example.) 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 Ref. Pamphlet, page 7 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 but who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Leave Part 3 blank if you do not have any reportable \$10,000 sources of income to disclose. Adding 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 Ref. Pamphlet, page 13 for details about privileged information.)

**Part 4.** Report any investments or interests in real property held **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.

- 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 address or other precise location (for example, an assessor's parcel number).
- Check the box indicating the fair market value of your interest in the real property or investment.
- 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)

<b>CALIFORNIA FORM 700</b>
<small>FAIR POLITICAL PRACTICES COMMISSION</small>
Name _____

**> 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address \_\_\_\_\_

Check one  
 Trust, go to 2     Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

---

FAIR MARKET VALUE                          IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

NATURE OF INVESTMENT  
 Sole Proprietorship    Partnership    \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

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

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$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)

\_\_\_\_\_

\_\_\_\_\_

**> 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
 INVESTMENT                           REAL PROPERTY

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

\_\_\_\_\_

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

\_\_\_\_\_

FAIR MARKET VALUE                          IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

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

**> 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address \_\_\_\_\_

Check one  
 Trust, go to 2     Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

---

FAIR MARKET VALUE                          IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

NATURE OF INVESTMENT  
 Sole Proprietorship    Partnership    \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

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

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$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)

\_\_\_\_\_

\_\_\_\_\_

**> 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
 INVESTMENT                           REAL PROPERTY

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

\_\_\_\_\_

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

\_\_\_\_\_

FAIR MARKET VALUE                          IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>	<p style="text-align: center;">_____ / _____ / <b>06</b></p> <p style="text-align: center;"><small>ACQUIRED                          DISPOSED</small></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

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. (See Ref. Pamphlet, page 12.)

### 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 Ref. Pamphlet, page 13.)
- A mining lease
- An interest in real property held in a retirement account (See Ref. Pamphlet, page 14.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, or your dependent children 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 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.
- Interests in real property held through a blind trust (See Ref. Pamphlet, page 15 for exceptions.)

### TO COMPLETE SCHEDULE B:

- Report the address or other precise location (for example, an assessor's parcel number) 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.
- 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 (e.g., in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, leave this section blank.
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. Reportable loans may be disclosed on Schedule B or Schedule C. **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.**
  - Provide the name and address of the lender.
  - Describe the lender's business activity.
  - Disclose the interest rate and term of the loan. 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 entered into. For variable interest rate loans, disclose the conditions of the loan (for example, Prime + 2) or the average interest rate paid during the reporting period.
  - 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.

STREET ADDRESS OR PRECISE LOCATION	
4500 21st Street	
CITY	
Sacramento, CA 95814	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE
<input type="checkbox"/> \$0 - \$5000	<input type="checkbox"/> 2006
<input type="checkbox"/> \$5001 - \$10000	<input type="checkbox"/> 2007
<input type="checkbox"/> \$10001 - \$20000	<input type="checkbox"/> 2008
<input type="checkbox"/> OVER \$20000	
SOURCE OF RENTAL INCOME: IF YOU OWN A 10% OR GREATER INTEREST, LIST THE NAME OF EACH TENANT (IF A SINGLE SOURCE OF INCOME OF \$10,000 OR MORE)	
Joe Nelson	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Ownership of Full	<input type="checkbox"/> Leasehold
<input type="checkbox"/> Other	
IF RENTAL PROPERTY, CHECK INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$500	<input type="checkbox"/> \$501 - \$1000
<input type="checkbox"/> \$1001 - \$5000	<input type="checkbox"/> OVER \$5000
NAME OF LENDER	
Sophia Dennis	
ADDRESS	
2121 Blue Sky Parkway	
INDICATE AN ACTIVITY OF LENDER	
INTEREST RATE	
<input type="checkbox"/> 3	<input type="checkbox"/> 15 YEARS
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$0 - \$1000	<input type="checkbox"/> \$1001 - \$10000
<input type="checkbox"/> \$10001 - \$100000	<input type="checkbox"/> OVER \$100000
<input type="checkbox"/> NUMBER OF APPLICANTS	

FPPC Form 700 (2006/2007)  
FPPC Toll-Free Helpline: 866/ASK-FPPC

Instructions-7

**SCHEDULE B**  
**Interests in Real Property**  
(Including Rental Income)

Name \_\_\_\_\_

STREET ADDRESS OR PRECISE LOCATION \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000      \_\_\_\_\_ / \_\_\_\_\_ / **06**

\$10,001 - \$100,000      \_\_\_\_\_ / \_\_\_\_\_ / **06**

\$100,001 - \$1,000,000      ACQUIRED      DISPOSED

Over \$1,000,000

NATURE OF INTEREST

Ownership/Deed of Trust       Easement

Leasehold \_\_\_\_\_  \_\_\_\_\_

Yrs. remaining      Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499       \$500 - \$1,000       \$1,001 - \$10,000

\$10,001 - \$100,000       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.

\_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS OR PRECISE LOCATION \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000      \_\_\_\_\_ / \_\_\_\_\_ / **06**

\$10,001 - \$100,000      \_\_\_\_\_ / \_\_\_\_\_ / **06**

\$100,001 - \$1,000,000      ACQUIRED      DISPOSED

Over \$1,000,000

NATURE OF INTEREST

Ownership/Deed of Trust       Easement

Leasehold \_\_\_\_\_  \_\_\_\_\_

Yrs. remaining      Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499       \$500 - \$1,000       \$1,001 - \$10,000

\$10,001 - \$100,000       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.

\_\_\_\_\_

\_\_\_\_\_

\* 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 ACTIVITY OF LENDER \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)

\_\_\_\_\_ %       None      \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000       \$1,001 - \$10,000

\$10,001 - \$100,000       OVER \$100,000

Guarantor, if applicable

\_\_\_\_\_

NAME OF LENDER\* \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY OF LENDER \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)

\_\_\_\_\_ %       None      \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000       \$1,001 - \$10,000

\$10,001 - \$100,000       OVER \$100,000

Guarantor, if applicable

\_\_\_\_\_

Comments: \_\_\_\_\_

**INSTRUCTIONS – SCHEDULE C  
INCOME, LOANS, & BUSINESS POSITIONS  
(Income Other than Gifts and Travel Payments)**

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 Ref. Pamphlet, page 10.) Also report your job title with each reportable business entity, even if you received no income during the reporting period. You must also report the source of income to your spouse or registered domestic partner if your community property share is \$500 or more during the reporting period.

A source of 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 Ref. Pamphlet, page 12 for more information about doing business in the jurisdiction.) Reportable sources of income may be further limited by your agency's conflict-of-interest code.

**Commonly reportable income and loans include:**

- Salary/wages, per diem, 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 Ref. Pamphlet, page 7.)
- 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, including loan repayments from a campaign committee
- An honorarium received prior to becoming a public official (See Ref. Pamphlet, page 9 concerning your ability to receive future honoraria.)
- Incentive compensation (See Ref. Pamphlet, page 11.)

**REMINDERS**

- Code filers – Your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner is 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, 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

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

**TO COMPLETE SCHEDULE C:**

**1. Income Received**

- 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.
- Disclose the job title or business position, if any, you held with the business entity, even if you did not receive income during the reporting period.
- 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 Ref. Pamphlet, page 7.)
- For income from rental property that is not required to be listed on Schedule B, enter "Rental Income" under "Name of Source," check the box indicating the gross income received, and, if you had a 10% or greater interest in the rental property, list the name of each tenant if your pro rata share of the gross income from that tenant was \$10,000 or more during the reporting period.

**2. Loan Received**

- Disclose the name and address of each 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.
  - 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.
  - For variable interest rate loans, disclose the conditions of the loan (for example, Prime + 2) or the average interest rate paid during the reporting period.
- Identify the security, if any, for the loan.

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

<b>CALIFORNIA FORM 700</b> <small>FAIR POLITICAL PRACTICES COMMISSION</small> Name _____ 
----------------------------------------------------------------------------------------------------

**1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

YOUR BUSINESS POSITION \_\_\_\_\_

GROSS INCOME RECEIVED

\$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

Loan repayment

Sale of \_\_\_\_\_  
(Property, car, boat, etc.)

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

Other \_\_\_\_\_  
(Describe)

**1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

YOUR BUSINESS POSITION \_\_\_\_\_

GROSS INCOME RECEIVED

\$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

Loan repayment

Sale of \_\_\_\_\_  
(Property, car, boat, etc.)

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

Other \_\_\_\_\_  
(Describe)

**2. LOAN RECEIVED**

\* 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 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 \_\_\_\_\_%     None

TERM (Months/Years) \_\_\_\_\_

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. **Gifts are reportable regardless of where the donor is located.**

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 not known, 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.

### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering, where you did not give a speech, participate in a panel or seminar, or provide a similar service
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Ref. Pamphlet, page 15 to determine value.)
- An honorarium. 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 Ref. Pamphlet, page 9 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 which, within 30 days after receipt, were returned to the donor or delivered to a charitable organization without being claimed by you as a charitable contribution for tax purposes

### REMINDERS

- Gifts are limited by law to a value of \$390 from any one source in a calendar year.
- See Ref. Pamphlet, page 9 for additional gift and honoraria prohibitions.
- Code filers – You only need to report gifts from reportable sources.

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, or first cousin. Included in this exception are gifts from your spouse or domestic partner's children, parents, brothers and sisters, and the spouse or registered domestic partner of the individuals listed above. 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 hospitality involving food, drink, or occasional lodging provided in an individual's home when the individual or a member of the individual's family was present
- Gifts of similar value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (for example, books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A bequest or inheritance. However, inherited investments or real property may be reportable on other schedules.
- Personalized plaques and trophies with an individual value of less than \$250
- Campaign contributions
- Tickets to a fundraising event for an Internal Revenue Code section 501(c)(3) organization
- Tickets to political fundraisers
- Gifts given to members of your immediate family unless you enjoy direct benefit of the gift, use the gift or exercise discretion or control over the use or disposition of the gift. (See Commission regulation 18944.)
- A pass or ticket that provided a one-time admission to an event (theater performance, sporting event) that was not used and was not transferred to another person. Commission regulation 18946.1 provides a method for determining the value of a ticket or pass that was used or transferred to another person and for determining the value of passes or tickets which provide repeated admission to facilities or services
- Food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service

### 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.

FPPC Form 700 (2006/2007)  
FPPC Toll-Free Helpline: 866/ASK-FPPC

Instructions-9

# SCHEDULE D Income – Gifts

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

➤ NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

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

➤ NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

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

➤ NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

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

➤ NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

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

➤ NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

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

➤ NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

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 a \$390 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 may 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," which can be obtained from your filing officer or the FPPC at [www.fppc.ca.gov](http://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
- Travel payments received from your employer in the normal course of your employment that are required to be reported on Schedule C
- Payments or reimbursements for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar, or performed a similar service
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service. Note that payments for transportation outside of California are reportable
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code section 501(c)(3) for which you provided equal or greater consideration

**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 any, of the source.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s) if applicable.

-- 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. Gifts of travel are reportable without regard to where the donor is located.

When reporting travel payments that are gifts, you must provide a description of the gift and the date(s) received.

-- 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 a board member of the League of California Cities. The League reimburses its board members for travel and lodging, as well as meals and other

expenses associated with board meetings. If Rick provides equal or greater consideration for the travel and lodging when he participates in the meeting, the reimbursements are reported as income.

NAME OF SOURCE	
League of California Cities	
ADDRESS	
1400 K Street, Suite 400	
CITY AND STATE	
Sacramento, CA	
BUSINESS ACTIVITY (IF ANY) OF SOURCE	
Association of city officials	
DATE(S)	AMOUNT
9 / 16/06 - 9 / 17/06	\$ 588.00
<small>(IF APPLICABLE)</small>	
TYPE OF PAYMENT (must check one) <input type="checkbox"/> Gift <input checked="" type="checkbox"/> Income	
DESCRIPTION: Travel reimbursement for board meeting	

**SCHEDULE E**  
**Income – Gifts**  
**Travel Payments, Advances,**  
**and Reimbursements**

**CALIFORNIA FORM 700**  
 FAIR POLITICAL PRACTICES COMMISSION  
 Name \_\_\_\_\_

- **Reminder – you must mark the gift or income box.**
- **You are not required to report “income” from government agencies.**

> NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
(if applicable)

TYPE OF PAYMENT: (must check one)  Gift  Income

DESCRIPTION: \_\_\_\_\_

> NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
(if applicable)

TYPE OF PAYMENT: (must check one)  Gift  Income

DESCRIPTION: \_\_\_\_\_

> NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
(if applicable)

TYPE OF PAYMENT: (must check one)  Gift  Income

DESCRIPTION: \_\_\_\_\_

> NAME OF SOURCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
(if applicable)

TYPE OF PAYMENT: (must check one)  Gift  Income

DESCRIPTION: \_\_\_\_\_

**Comments:** \_\_\_\_\_

BOARD of SUPERVISORS



City Hall  
Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 544-5227

# MEMORANDUM

TO: Sunshine Ordinance Task Force  
FROM: Angela Calvillo, Clerk of the Board  
DATE: January 9, 2008  
SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS  
Rules Committee

The Rules Committee has received the following, which is being referred to the Sunshine Ordinance Task Force for comment and/or recommendations as to amendments or other changes that the Task Force may deem advisable.

**File: 071596**

Ordinance amending Section 67.14 of the Administrative Code to require that any public meeting held in a City Hall hearing room that is equipped with audio or video recording facilities be audio or video recorded and to further require that such audio or video recording be made available for review on the City's web site.

Please return this cover sheet with the Task force's response to **Gail Johnson, Committee Clerk, Rules Committee.**

\*\*\*\*\*

**RESPONSE FROM SOTF - Date: January 31, 2008**

No Comment  
 Recommendation Attached

\_\_\_\_\_  
Chairperson, Sunshine Ordinance Task Force

SUNSHINE ORDINANCE  
TASK FORCE



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-7724  
Fax No. (415) 554-7854  
TDD/TTY No. (415) 554-5227

January 31, 2008

Honorable Supervisor Tom Ammiano, Chair  
Board of Supervisors Rules Committee  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

RE: Proposed Ordinance Amendment – File #071596 re: Digital Recording of Meetings

The Sunshine Ordinance Task Force appreciates the opportunity to comment on the proposed amendment to the Sunshine Ordinance regarding audio recording of meetings in City Hall (file #071596), and enthusiastically recommends the Board approve the measure.

Some concern was expressed regarding the language requiring posting on the web within 48 hours. Some members felt that a clarification might be added to prevent confusion regarding weekends and holidays.

Thank you again,

A handwritten signature in black ink, appearing to read "Doug Comstock".

Doug Comstock, Chair  
Sunshine Ordinance Task Force

c: Supervisor Sean Elsbernd  
Supervisor Aaron Peskin  
Supervisor Ross Mirkarimi  
Sunshine Ordinance Task Force  
Ernie Llorente, Deputy City Attorney

## 2007 SOTF REGULAR MEETINGS MEMBER ATTENDANCE

Seat		1/9/07	1/23/07	2/27/07	3/27/07	4/24/07	5/22/07	6/26/07	7/24/07	8/28/07	9/25/07	10/23/07	11/27/07	TOTAL PRESENT
1	Craven	P	P	P	P	P	P	P	P	P	P	P	P	12
2	Knee	P	P	P	P	P	P	P	P	P	P	P	P	12
3	Cauthen	P	P	P	P	P	P	P	P	P	P	P	P	12
4	Vongs	E	P	V	V	V	V	V	V	V	V	V	V	1
5	Chu	P	P	P	P	P	P	P	P	P	P	P	P	12
6	Comstock	P	P	P	P	P	P	P	P	P	P	P	P	12
7	Pilpel	P	P	P	P	P	P	P	A	P	P	P	P	11
8	Wolfe	P	P	A	P	P	P	P	P	P	P	P	P	11
9	Chan	A	P	P	P	P	P	E	P	P	P	P	P	10
10	Goldman	P	P	E	P	P	P	P	P	P	P	P	P	11
11	Williams	E	P	P	E	P	P	P	E	P	P	P	P	9

COB rep	Young	A	A	A	A									0	
	Gulbengay					A	A	A							0
	Calvillo								A	A	A	A	A	0	
	Darby	P	P	P	P	P	P	P	P	A	P	P	P	11	
	Wong									P					1
Mayor rep	Sheppard	V	V	V	V	V	V	V	V	P	P	P	P	4	

Code Key: A = Absent  
E = Excused  
P = Present  
V = Vacant