



# CONTRA COSTA COUNTY

## AGENDA

### Measure X Community Advisory Board

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Wednesday, October 15, 2025

5:00 PM

1025 Escobar St, Martinez |  
<https://cccounty-us.zoom.us/j/88618441439?> | Call in: (888) 278-0254 Access  
Code: 3149674

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**Zoom Link:** <https://cccounty-us.zoom.us/j/88618441439?>

**Toll-free Telephone:** USA 888-278-0254

**Conference code:** 3149674

**Meeting ID:** 886 1844 1439

MXCAB Operating Principles Document

[25-4289](#)

**Attachments:** [MXCAB Operating Principles - rev 9.18.24](#)

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Receive and approve the Record of Action for the July 16, 2025 MXCAB meeting. [25-4290](#)

**Attachments:** [Draft MXCAB Record of Action 7.16.25.pdf](#)

- 4 Receive Conflicts of Interest Overview and Netfile Training on Form 700 - [25-4291](#)  
Statements of Economic Interests

**Attachments:** [Attachment 1 – MXCAB Guidance to Avoid Conflicts of Interest](#)  
[Attachment 2 – MXCAB Roster as of September 9, 2025](#)  
[Attachment 3 – Approved Conflict of Interest Code](#)  
[Attachment 4 – NetFile UserGuide](#)  
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[Reference Pamphlet](#)  
[Attachment 6 – Fair Political Practices Commission Form 700 FAQs](#)  
[Attachment 7 – MXCAB Member Self-Attestation of No Conflicts of](#)  
[Interest](#)

- 5 Receive update on submission of Proposed Evaluation Framework [25-4292](#)

**Attachments:** [Proposed MX Evaluation Framework email\\_Redacted](#)  
[MXCAB Proposed Evaluation Framework](#)  
[Appendix - Strategic Plan Sample](#)

The next meeting is currently scheduled for January 21, 2026.

Adjourn

#### GENERAL INFORMATION:

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access.

#### HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phones. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Jessica Shepard  
Deputy County Administrator  
[Jessica.Shepard@cao.cccounty.us](mailto:Jessica.Shepard@cao.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4289

**Agenda Date:** 10/15/2025

**Agenda #:**

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Advisory Board: MEASURE X COMMUNITY ADVISORY BOARD  
Subject: Operating Principles Document (Attached for Reference Only)

**Information:**

On September 18, 2024, the Measure X Community Advisory Board updated and adopted the attached Operating Principles Document, following extensive discussion at the August 21, 2024 MXCAB Retreat meeting. The document is attached for reference and will be posted in the meeting room.

## **Measure X Community Advisory Board**

### **Operating principles**

#### **VISION STATEMENT**

Contra Costa County will have the necessary funds to invest in and sustain a robust system of care and the social and public services necessary to support a vibrant community and ensure that all county residents have equitable opportunities to thrive.

#### **OPERATING PRINCIPLES**

##### **Assumptions and commitments that inform our work together:**

1. Shared responsibility to practice the values of equity, justice, inclusion and compassion.
2. Sustaining a strong social safety net is important for the health and prosperity of all.
3. Investments will prioritize prevention as well as addressing current system gaps.
4. Investments will help leverage other funding sources when feasible.
5. Needs and issues are intersectional and interconnected. Think about needs and services from the point of view of residents.
6. Name inequities and disparities, and be specific in naming and recognizing those who are most harmed by them, especially Black and Latinx residents. Additional areas of focus include residents with mental health needs, indigenous people, Asian American/Pacific Islander American residents, seniors, disabled people, children and youth (prenatal to adult), immigrants, unsheltered and homeless residents, rural communities, LGBTQ+ residents, and poor people.
7. Economic opportunity and equity are at the heart of our purpose.
8. Seek transformative solutions, in addition to filling current service gaps.
9. Fostering a culture of inclusion, welcoming, and belonging demonstrates our commitment to equity and will improve our work process and outcomes.

## **How we work together in meetings:**

1. Empower the chair to lead successful meetings:
  - a. Use appropriate discretion in setting the agenda, including limiting the number of agenda items as needed to allow for depth of discussion.
  - b. Establish guidelines for how long individual members and the body as a whole can speak on a given issue/item.
  - c. Utilize methods to invite input from MXCAB members whose voices have not yet been heard on an item, such as round-robin input (in which each member is asked to weigh in).
  - d. Move the discussion along if it becomes too lengthy.
2. Commit to adhering to the following MXCAB member participation guidelines:
  - a. Come to meetings prepared (read the agenda packet).
  - b. Stay on topic; speak about the matter at hand.
  - c. Avoid repeating a point someone else has already made (or briefly agree).
  - d. Treat each other and all participants with mutual respect.
  - e. Practice active listening; be curious; seek to understand.
  - f. Assume good intention, while accepting and encouraging accountability for impact.
3. Center community voices
  - a. Set time limits for individual MXCAB members' comments and/or for members' comments as a group on a particular agenda item, in order to reserve ample time for public comment.
  - b. Adjust public comment time limit for each agenda item as needed, e.g., if there are a lot of public speakers (while recognizing that we must allow every speaker the same amount of time on each agenda item).

## **Other strategies to support inclusive and productive meetings:**

- Inclusion and access:
  - Explore ways to provide interpretation for languages beyond Spanish and ASL. (We noted this should be accompanied by sustained outreach to the communities/residents who speak a particular language, to encourage and welcome them to participate.)
  - Support the accessibility needs of all participants beyond language inclusion, such as technical support and visual/audio support.
- Onboarding & support for new MXCAB members:
  - Create and maintain a robust onboarding process, including key background materials from the 8/21 retreat packet.
  - Implement a buddy system to mentor new members.
- Clarify key roles

- Identify MXCAB member roles & volunteer opportunities (e.g., establishing a position of MXCAB archivist).
  - Clarify MXCAB staff roles and expectations.
- Create an annual Measure X timeline that describes key upcoming dates and decision points.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4290

**Agenda Date:** 10/15/2025

**Agenda #:** 3

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Advisory Board: MEASURE X COMMUNITY ADVISORY BOARD  
Subject: Receive and Approve Record of Action for July 16, 2025 Meeting

### **Information:**

Receive and approve the Record of Action for the Measure X Community Advisory Board (MXCAB) meeting held July 16, 2025.

County Ordinance requires that each County body keep a record of its meetings.

Attached for the Measure X Community Advisory Board's information and review is the draft Record of Action for its July 16, 2025 meeting.

### **Recommendation(s)/Next Step(s):**

Receive and approve the Record of Action for the Measure X Community Advisory Board meeting, held July 16, 2025.



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Measure X Community Advisory Board

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Wednesday, July 16, 2025

5:00 PM

1025 Escobar St, Martinez |

<https://cccouny-us.zoom.us/j/88618441439?> |

Call in: (888) 278-0254 Access Code: 3149674

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**Zoom Link:** <https://cccouny-us.zoom.us/j/88618441439?>

**Toll-free Telephone:** USA 888-278-0254

**Conference code:** 3149674

**Meeting ID:** 886 1844 1439

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

**Present**

Sam Alley, Nancy Benavides, Kathryn Chiverton, Gigi Crowder, Jim Donnelly, Roxanne Carrillo Garza, Beatriz Lainez, Mark Miller, Nishi Moonka, Mariana Moore, Natalie Oleas, Rachel Rosekind, Don Seta, and Patrick Walsh

**Absent**

Joseph Grupalo, Gene Jackson, Odessa Lefrancois, Dennisha Marsh, Vinoy Mereddy, Omar Rascon, Warren Ritter, and Willie Robinson

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

Public comment was received by one (1) member of the public.

3 Receive and approve the Record of Action for the June 18, 2025 MXCAB meeting.

[25-2821](#)

**Attachments:**

[DRAFT MXCAB Record of Action 6.18.25](#)

Nancy Benavides requested that the May and June 2025 record of action be updated to include her attendance. The record of action was approved with noted correction.

There were no requests for public comment.



- 4 Discuss the Board of Supervisors' direction on Measure X Community Advisory Board Bylaws provided at the July 8, 2025 meeting. [25-2823](#)

**Attachments:** [MXCAB Bylaws Revisions - Approved by BOS 7.8.25](#)  
[Revised Measure X Community Advisory Board Bylaws - July 8, 2025](#)

Jessica Shepard, Deputy County Administrator, provided an overview of the direction given by the Board of Supervisors at the July 8, 2025 meeting regarding the revised Measure X Community Advisory Board Bylaws, followed by discussion from the MXCAB.

Public comment was received by seven (7) members of the public.

- 5 Receive update on Results Based Accountability Framework [25-2822](#)

**Attachments:** [RBA Impact Evaluation Framework\\_MXCAB\\_7.16.2025\\_FINAL](#)

The Chair reviewed the Measure X Community Advisory Board Proposed Evaluation Framework document.

Patrick Walsh motioned for the MXCAB to accept the document . The motion was seconded by Natalie Oleas. After discussion, the Chair agreed to include examples of other counties using Results Based Accountability in the document. The motion passed with 9 yes votes and 1 abstention (Seta).

There were no requests for public comment.

The next meeting is currently scheduled for October 15, 2025.

Adjourn

The meeting adjourned at 7:10 PM.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4291

**Agenda Date:** 10/15/2025

**Agenda #:** 4

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**Advisory Board:** MEASURE X COMMUNITY ADVISORY BOARD

**Subject:** Receive an overview of the MXCAB conflict of interest requirements followed by a training presentation from Netfile on completing and submitting Form 700 Statements of Economic Interests.

**Presenter:** Jessica Shepard, Deputy County Administrator

### Information:

In accordance with the MXCAB bylaws, members are required to disclose financial interests and avoid any real or perceived conflicts in their advisory role. Staff will provide a brief summary of these requirements and the impacts of the revised bylaws on membership composition, followed by a live Netfile training.

The Board of Supervisors approved the Conflict of Interest Code for the Measure X Community Advisory Board on September 9, 2025. The code requires Committee Members and their Alternates to file statements of economic interests with the County Administrator's Office staff assigned to support MXCAB. Statements will be made available for public inspection and reproduction.

The Conflict of Interest Code requires members to report a wide range of financial interests, including investments, real property, business positions, sources of income, gifts, loans, and travel payments. Reporting applies to any role in a business entity as a director, officer, partner, trustee, employee, or holder of a management position if the entity is located in, does business within, or plans to do business with Contra Costa County. Members must also report interests in entities that have, within the past two years, contracted with the County or any public agency within the County to provide goods, services, or equipment.

The Netfile training will demonstrate how to complete and submit Form 700 electronically and will address member questions. This session is intended to promote full compliance with disclosure requirements and reinforce the Board's commitment to transparency and accountability.

The California Fair Political Practices Commission website provides reference materials related to Form 700 reporting requirements. The Form 700 Reference Pamphlet and Form 700 Disclosure FAQ are attached to this staff report and are also available online at: <https://www.fppc.ca.gov/Form700.html>

MXCAB members are required to complete the MXCAB Member Self-Attestation of No Conflicts of Interest form and return it to MXCAB support staff within 90 days.

MXCAB members are also required to comply with the Brown Act, Ethics, and Implicit Bias requirements outlined in the bylaws.

### Attachments:

- Attachment 1 - MXCAB Conflicts of Interest PowerPoint
- Attachment 2 - MXCAB Roster as of September 9, 2025
- Attachment 3 - Approved Conflict of Interest Code
- Attachment 4 - Netfile User Guide
- Attachment 5 - Fair Political Practices Commission Form 700 Reference Pamphlet
- Attachment 6 - Fair Political Practices Commission Form 700 FAQs
- Attachment 7 - MXCAB Member Self-Attestation of No Conflicts of Interest

# Measure X Community Advisory Board - Guidance to Avoid Conflicts of Interest

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Jessica Shepard, Deputy County Administrator  
County Administrator's Office

October 15, 2025





# Agenda

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1. MXCAB Membership
2. Ensuring No Conflicts of Interest
3. Required Disclosures
4. MXCAB Action Items



# MXCAB Membership

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## 1. Advisory Board Composition

- a. 22 total seats
  - i. 10 District appointed members + 5 alternates
  - ii. 7 At-Large members
- b. Either live or work in Contra Costa County
- c. No Public Officials: Elected officials and County department heads are not eligible to serve on the Advisory Board.
- d. District seats are coterminous with the appointing supervisor – term dates for existing members were revised to December 31, 2026 from March 31, 2027

## 2. Eligible and interested At-Large Alternate members were placed in vacant At-Large seats



# Vacancies

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## 1. Current vacancies

- a. Three (3) District alternate seats (II, IV, V)
- b. Three (3) At-Large seats

## 2. Unscheduled vacancies

- a. The Board of Supervisors directs the Clerk of the Board to announce vacancies and collect applications
- b. The Clerk of the Board transmits applications to the:
  - i. Supervisorial District responsible for making appointments for their respective vacancies
  - ii. Finance Committee considers nominations for appointment to be referred to the Board of Supervisors



# No Conflicts of Interest

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1. MXCAB Bylaws state members must:
  - a. Avoid conflicts of interest, even when MXCAB decisions are advisory
  - b. Recuse from discussions or decisions that would financially benefit oneself, one's family, employer, or affiliated organization.
  - c. Have no affiliation with Measure X grantees, including roles as employees, contractors, or board members of recipient organizations.
  - d. Complete Form 700 Statements of Economic Interests.
2. The MXCAB Conflict of Interest Code was approved by the Board of Supervisors on September 9, 2025.





# Required Disclosures

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1. Must report investments, real property, business positions, income, gifts, loans, and travel payments
2. Reporting required if the business entity:
  - a. Is located in or does business within Contra Costa County
  - b. Plans to do business with the County, if known by the employee
  - c. Has done business with the County or a local public agency in the past two years
3. Includes any role as director, officer, partner, trustee, employee, or manager in the entity



# MXCAB Action Items

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1. Members shall complete the Self-Attestation of No Conflicts of Interest form to confirm bylaw requirements
2. Electronically submit Form 700 Statements of Economic Interests
  - a. Receive training from Netfile on form submission
  - b. Review the California Fair Political Practices Commission Form 700 Reference Pamphlet and Disclosure FAQ for information regarding disclosures.
3. Mandatory trainings
  - a. Brown Act, Ethics, and Implicit Bias trainings must be renewed every two (2) years and within three (3) months for new members
  - b. Members not in compliance will be referred to the Board of Supervisors for appropriate action

## Measure X Community Advisory Board Membership

### Effective September 9, 2025

Incumbent	Seat Title	Term Start Date	Term End Date
<b>Supervisory Seats</b>			
Rachel Rosekind	District I Seat 1	4/1/2025	12/31/2026
Roxanne Carrillo Garza	District I Seat 2	4/1/2025	12/31/2026
Kathryn Chiverton	District II Seat 1	4/1/2025	12/31/2026
Nishi Moonka	District II Seat 2	4/1/2025	12/31/2026
Odessa LeFrancois	District III Seat 1	4/1/2025	12/31/2026
Nancy Benavides	District III Seat 2	4/1/2025	12/31/2026
Beatriz Lainez	District IV Seat 1	4/1/2025	12/31/2026
Don Seta	District IV Seat 2	4/1/2025	12/31/2026
Sam Alley	District V Seat 1	8/12/2025	12/31/2026
Dennisha Marsh	District V Seat 2	4/1/2025	12/31/2026
<b>At-Large Seats</b>			
Mark Miller	At-large Seat 1	9/9/2025	3/31/2027
VACANT	At-large Seat 2	4/1/2024	3/31/2027
VACANT	At-large Seat 3	4/1/2024	3/31/2027
Joseph Grupalo	At-large Seat 4	4/1/2024	3/31/2027
Omar Rascon	At-large Seat 5	4/1/2024	3/31/2027
Gene Jackson	At-large Seat 6	4/1/2024	3/31/2027
VACANT	At-large Seat 7	4/1/2024	3/31/2027
<b>Alternates</b>			
Willie Robinson	District I Alternate	4/1/2025	12/31/2026
VACANT	District II Alternate	4/1/2025	12/31/2026
Vinoy Mereddy	District III Alternate	4/1/2025	12/31/2026
VACANT	District IV Alternate	4/1/2025	12/31/2026
VACANT	District V Alternate	4/1/2025	12/31/2026



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Legislation Details (With Text)

C.31

**File #:** 25-3551      **Version:** 1      **Name:**  
**Type:** Consent Item      **Status:** Passed  
**File created:** 8/15/2025      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 9/9/2025      **Final action:** 9/9/2025  
**Title:** APPROVE Conflict of Interest Code for the Measure X Community Advisory Board.  
**Attachments:** 1. Exhibit A - Conflict of Interest Code for the Measure X Community Advisory Board

Date	Ver.	Action By	Action	Result	Tally
9/9/2025	1	BOARD OF SUPERVISORS	approved	Pass	

**To:** Board of Supervisors

**From:** Thomas L. Geiger, County Counsel

**Report Title:** Conflict of Interest Code for the Measure X Community Advisory Board

☒ Recommendation of the County Administrator    ☐ Recommendation of Board Committee

### RECOMMENDATIONS:

APPROVE Conflict of Interest Code for the Measure X Community Advisory Board.

### FISCAL IMPACT:

None.

### BACKGROUND:

This is the first Conflict of Interest Code for the Measure X Community Advisory Board (MXCAB), which is submitted to the Board for approval pursuant to Government Code sections 87303, 87306, and 87306.5, and attached as Exhibit A. The adoption of this new conflict of interest code for the MXCAB satisfies the requirements for such a code under state law by incorporating the provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission and by specifying disclosure categories and designated positions that must file statements of economic interests.

The MXCAB Bylaws, adopted by the Board on July 8, 2025, require all MXCAB members, including alternates, to annually complete and file California Form 700 - Statement of Economic Interests.

### CONSEQUENCE OF NEGATIVE ACTION:

None.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED:**

*Tuesday, September 9, 2025*

Monica Nino, County Administrator and Clerk of the  
Board of Supervisors

By: Antonia Welty, Deputy



CONFLICT OF INTEREST CODE OF THE  
MEASURE X COMMUNITY ADVISORY BOARD OF  
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg., § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix of designated positions and disclosure categories, shall constitute the conflict of interest code of the Measure X Community Advisory Board (MXCAB).

Persons holding designated positions shall file their statements of economic interests with the County Administrator's Office assigned staff support for the MXCAB, who will make the statements available for public inspection and reproduction. The County Administrator's staff for the MXCAB will retain a copy of each statement of economic interests and will forward each original statement to the Clerk of the Board of Supervisors, which shall be the filing officer.

APPENDIX A  
DESIGNATED POSITIONS

<u>Designated positions</u>	<u>Disclosure Categories</u>
Committee Member	1
Committee Member's Alternate	1

APPENDIX B  
DISCLOSURE CATEGORIES

1. Persons holding designated positions in Category “1” must report:

(a.) All investments, interests in real property, business positions, sources of income, including gifts, loans, and travel payments, in which the employee is a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing business within Contra Costa County, or if the business entity is doing business or plans to do business with the County of Contra Costa (and such plans are known by the person holding a designated position) or if the business entity has done business within the County at any time during the two years prior to the close of the filing period for which the statement is made.

(b.) Investments in any business entity, income from any source, and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the County of Contra Costa, or with any public agency within Contra Costa County, to provide services, supplies, materials, machinery or equipment to either party.



# Statement of Economic Interests System

Form 700 E-Filer Guide - 2024/2025

*Version 2*

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## **NetFile**

2707-A Aurora Rd.  
Mariposa, CA 95338  
USA

Support e-mail    [filerhelp@netfile.com](mailto:filerhelp@netfile.com)  
WWW                [www.netfile.com](http://www.netfile.com)

## **Version History**

Date Created            May 8, 2013  
Last Date Modified    December 20, 2024

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# Introduction

## The NetFile Form 700 (SEI) E-Filing System

The Form 700 E-Filer Guide - 2024/2025 is designed to allow users to enter all the transactions needed to complete disclosure statements for filing electronically as well as on paper.

Once e-filed, the system provides users with the ability to print an exact duplicate of an e-filed document.

## Requirements

The NetFile Form 700 (SEI) E-Filing System is a web-based service and you must have a modern web browser and Internet access to use the system.

# Users Guide - Conventions

This help manual uses the following conventions:

## NOTE ICON



The note icon at left highlights information that can provide time saving tips or point out information that you may need to remember for future use.

## CAUTION ICON



The caution icon at left warns of situations that can cause problems that may require time-consuming work to correct.

## TIP ICON



The tip icon at left indicates helpful tips and short-cuts for using the system.

## LINKS

Words that are in color and underlined are links to:

- Other areas of the help documentation e.g. [“E-Filing” on page 11-29](#).
- Links to other helpful web sites e.g. [WinZip](#) (This link opens a new window to the software home page for this compression utility software).
- A link to your e-mail program to send an e-mail to NetFile Technical Support at [filerhelp@netfile.com](mailto:filerhelp@netfile.com).

## Terminology

The following labels, terms and concepts help you better understand the Form 700 E-Filer Guide - 2024/2025.

## PAGE HELP

Every page in the system displays the **Get help For this Page** button that opens a floating window containing information that is written specifically for the page you are viewing. The window allows you to move it, resize it and to interact with the page under it.


 Get Help for this Page

Figure 1

## REQUIRED FIELD

A red asterisk (\*) on a field label or section denotes that the system requires you to enter information in the field or section.

Amount \*

Figure 2

## CONDITIONALLY REQUIRED FIELDS

A blue asterisk (\*) on a field or section label denotes that the system requires you to enter information in the field or section when certain conditions are present. See the section's Page Help or view the relevant section in this document for details.

## NUMERIC TEXT BOX

In a numeric text box you usually enter a dollar amount. You may use the increment and decrement icons (small triangles on the far right) to increase or decrease the amount.

Amount \*

Figure 3

## CALENDAR POP-UP

The pop-up calendar provides an easy way to select a date as an alternative to typing in a date. Click the calendar icon to view the calendar. Use the forward and back arrows to move between months.



Date \*

December 2012						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Figure 4

## Getting Started

### LOGGING IN TO YOUR ACCOUNT

Using your web browser, browse to the [NetFile Log In](https://netfile.com/Filer) page at <https://netfile.com/Filer>.

1. **E-Mail Address** - Enter your e-mail address.
2. **Password** - Enter your password.
3. **Log In** - Click the Log In button. Your account opens to your SEI home page

### LOGGING OUT OF YOUR ACCOUNT

To log out of your account, click the **Log Out** link on the main menu.

# SEI Home Page

Once you log in, the system always opens to your account's home page. Your account's home page contains the following sections.

## Menu System

### MAIN MENU

The main menu displays on all pages in the system and contains three links:

- Home - Click this link to move back to this page - your account's home page.
- Log Out - Click this link to log out of your account.
- NetFile User - Displays your name. Click on your name to open the NetFile User Home page where you may change your NetFile User password and NetFile User e-mail address.

### LINKS MENU

This section appears in the system on the right side of every page. The areas that appear in this section display links to videos, documentation and user information including:

- NetFile Video Tutorials - Lists links to short videos about the page you are viewing. The content of this area changes as you move through the system.
- NetFile Help Files - Lists links to download NetFile-produced documentation as PDF files and also displays information about how to get help with questions about the software.
- FPPC Help Files - Lists links to download FPPC-produced documentation as PDF files and also displays information about how to get help with reporting questions.
- NetFile User Links - Lists links to open your NetFile User Home page and to change your NetFile User password and e-mail address.

## Main Content

### YOUR FILING CATEGORY INFORMATION

This section lists information about the category or categories that define the level of disclosure you must meet when filing for the position or positions you occupy. Some agencies do not post this information. If you have questions about categories, contact your filing authority.

## FILINGS TO COMPLETE

This section lists the filings your agency requires you to complete. You may combine some filing requirements into a single filing. Check with your filing authority before combining filing requirements or if you have questions about the filings your agency lists in this area.

### Starting a Filing

To start a filing:

1. Select the filing's Create check box.
2. Click the Start Selected 700 Document button. The filing opens to the Cover Page.

### COMBINING FILING TYPES

Consult your agency representative before you combine filing types.

To combine filing types into a single statement:

1. Select the first filing's Create check box.
2. Select the second filing's Create check box.
3. Click the Start Selected 700 Document button. The filing opens to the Cover Page. In the Type of Statement section, both filing types are selected.

### Continuing a Filing

When you start a filing the system retains all the information in the statement when you log out of the system before completing the filing. To continue an incomplete filing, click the filing's Edit link in the Filings to Complete table on the Home page. The Cover Page opens and you may continue the filing as you require.

### Deleting a Filing

You may find that you need to delete a filing that you have started. If so, go to the Home page and then click the filing's Delete button. Click the OK button on the dialog. The system deletes the filing, but does not delete the filing requirement.

## IN-PROGRESS AMENDMENTS

This section appears only when you amend a previous filing. It lists all in-progress amendments. See [“Amending an E-Filed Statement” on page 7](#) for information about creating an amendment.

## Continue an In-Progress Amendment

When you start an amendment the system retains all the information in the amendment when you log out of the system before completing the amendment. To continue an incomplete amendment, click the amendment's **Edit** link in the In-Progress Amendment table on the Home page. The Cover Page opens and you may continue the amendment as you require.

## E-FILING HISTORY

This section lists your e-filed documents along with the history of the document. The history displays:

- the Filing Date
- your agency Filer ID
- the filing's ID

## Viewing an E-Filed Statement

To view an e-filed statement, click the statement's View link in the Filing History table. The system opens your e-filed statement as a PDF file.

## Amending an E-Filed Statement

Before you create an amendment to a previously e-filed statement you need to know that the system will not create an amendment when you have any other in-progress draft either in the Filings to Complete table or in the In-Progress Amendment table.

To amend a previously e-filed statement:

1. Click the statement's **Amend** link in the Filing History table on the Home page. The Amend a Previous Filing page opens.
2. Review the information on the page before proceeding.
3. Click the **Yes - Proceed with Amendment** button. The system creates the amendment and opens the amendment.

## View Full Filing History

The "View Full Filing History" link above the E-Filing History table on the right opens the Full Filing History page containing the All Filed Statements table. This table contains all previously paper-filed and e-filed statements. For paper-filed statements, your agency must have previously uploaded the paper-filed statements into your account. If your agency has not uploaded the statements, you will not see them listed in the All Filed Statements table. Contact your agency if you have questions about your paper-filed statements.

## NetFile User Home Page

The NetFile User Home page allows filers to change the e-mail address and the password they use to log in to the system.

You open the NetFile User Home page in two ways:

- Click **your name** on the right-hand side of the main menu.
- Click the **Open NetFile User Home Page** link in the **NetFile User Links** menu at the bottom of the side menu.

## CHANGE YOUR NETFILE USER PASSWORD

NetFile Users who use a valid, working e-mail address to log in to the system may change the password that they use to log in.



Filers who log in to the system using an “@bogus.zzz” e-mail address cannot use this feature. Contact your agency with questions.

You open the Change Your NetFile Password page in two ways:

- Go to the NetFile User Home page and then click the **Change Your NetFile User Password** link.
- Click the **Change NetFile User Password** link in the **NetFile User Links** menu at the bottom of the side menu.

To change your password:

1. **Current Password** - Enter your current NetFile User password.
2. **New Password** - Enter your new NetFile User password. The new password must be at least 6 characters long. It may contain both upper-case and lower-case letters, numbers and special characters (e.g., !, #, {, \*, etc.) Note: NetFile passwords are case-sensitive.
3. **Confirm Password** - Enter your new password again as confirmation. The password you enter in this field must match the password you entered in the New Password field.
4. **Change Password** - Click the Change password button to change your password.



The system displays a password suggestion at the bottom of the page. This password is a suggestion only. It is NOT your current password, nor has the system changed your password to the password it displays. You may choose to use the suggested password or not as you desire.


## CHANGE YOUR NETFILE USER E-MAIL ADDRESS

You open the [Change Your NetFile E-Mail Address](#) page in two ways:

- Go to the NetFile User Home page and then click the **Change Your NetFile User E-Mail** link.
- Click the **Change NetFile User E-Mail** link in the **NetFile User Links** menu at the bottom of the side menu.

To change your e-mail address:

1. **Current E-Mail Address** - The system displays the current e-mail address of your NetFile User profile. This is the e-mail address you currently use to log in to the NetFile system.
2. **User Password** - Enter your NetFile User password.
3. **New E-Mail Address** - Enter the new e-mail address for your NetFile User profile. This is the new e-mail address you want to use to log in to the NetFile system. See [“Merging NetFile User Profiles” on page 9](#) if the new e-mail address is associated with a different NetFile User profile that you own.
4. **Confirm New E-Mail Address** - Enter the new e-mail address for your NetFile User profile again to confirm.
5. **Save Changes** - Click the Save Changes button to update your NetFile User e-mail address. The system sends a confirmation e-mail to the new e-mail address and the old e-mail address. You must confirm the change from both of the e-mail addresses. Follow the directions in the e-mail message.

 The system sends only one e-mail to users who change their bogus (ending in “@bogus.zzz”) e-mail address to a valid, working e-mail address.

## Merging NetFile User Profiles

If you have multiple NetFile User profiles and want to merge them so that you have access to all of your Form 700 Filer accounts (or any other NetFile Filer account type including Campaign, Lobbyist, etc.) with just one e-mail address, you follow the directions listed in [“Change Your NetFile User E-Mail Address” on page 9](#). The *New E-Mail Address* must be associated with a valid NetFile User that you control.

When you save the changes, the system recognizes that the *New E-Mail Address* belongs to a different NetFile User profile than the one you are currently logged in with and opens the *Merge NetFile User Profiles* page. The page lists:

- The *Source E-Mail* address for the NetFile User profile you are currently logged into.
- The *Target E-Mail* address that you want to use as your main NetFile User profile e-mail address and the profile that you want all accounts from the Source Netfile User profile merged into.

You must enter the password for the *Source E-Mail* address along with the password for the *Target E-Mail* address. Click the *Merge NetFile User Profiles* button to merge the Source profile into the Target profile. The system merges the profiles, deletes the Source profile and logs you out. You must then log in with the e-mail address and password for the Target NetFile User profile.

## Validation Errors

The system requires you to enter information in all fields that display a red asterisk (\*) at the end of the field's label. The system requires other fields when you meet a certain condition. These conditionally required fields display a blue asterisk (\*) at the end of the field's label. For example, on the Schedule A-2 if you select the entity type "Business Entity", you must further define the business entity by completing several additional fields.

If you do not enter required or conditionally required information, the system displays a list of validation errors in red text above the form. You must then enter the information in the corresponding fields and save the form.

## Cover Page

You must complete the cover page before the system allows you to continue with your statement. Each area of the cover page contains either a red “X” image or a green check mark image. When you complete the information in an area displaying a red “X” image, the system changes the image to a green check mark.

## Filer Information

Review your personal information:

- **First Name** - Verify or enter your first name.
- **Middle Name** - This is an optional field. If you use your middle name or middle initial, verify or enter it in this field.
- **Last Name** - Verify or enter your last name.
- **Mailing Address** - Verify or enter your address. The FPPC recommends that you use your business or agency mailing address.
- **Daytime Telephone Number** - Verify or enter your daytime telephone number.
- **E-Mail Address** - As of the 2014/2014 form, the e-mail address field is now a required. The system automatically populates this field with your NetFile User e-mail address — your log-in e-mail address. If you entered an e-mail address on your most recently e-filed Form 700, the system uses that e-mail address instead of your NetFile User e-mail address.

If you add or change any of your personal information, click the **Save Filer Information** button.

## Office, Agency, or Court

Review your positions. Delete duplicate and extraneous positions. Add positions.

### POSITIONS

Positions listed in this table reflect your positions as recorded by your agency's staff and positions that you have reported on your most recently e-filed Form 700 statement. You may add positions to this table, and you may edit or delete the positions that you add, but you may not edit or delete positions recorded by your agency's staff.



## ASSUMING, LEAVING, AND CANDIDATE STATEMENTS

You may now add assuming, leaving and candidate statement dates for all positions *that you add*. Only your agency staff adds these dates to positions that your agency staff tracks.

### Primary Position

You may have only one primary position and only positions defined by your agency may be marked as primary. This is the position that prints on the cover page of the Form 700. When you have multiple positions, the system displays the primary position on the cover page and all additional positions on an attachment.

Edit your primary position and make sure that the “Is this your Primary Position?” section is set to “Yes, this is my Primary Position”.

### Editing a Position You Added

To edit a position, click the position’s **Edit** link. The system displays an edit field in each of the position’s three columns. Edit the fields as you require and then click the position’s **Update** button to save the changes. Do not use acronyms.

### Deleting a Position You Added

To delete a position, click the position’s **Delete** button and then click the **OK** button on the resulting dialog. The system removes the position from the table.



You must have at least one position in the Office, Agency, or Court section.

### Adding a Position

To add a new position:

1. Click the **Add new record** button above the table. A dialog opens.
2. **Agency** - Enter the name of your agency. Do not use acronyms.
3. **Division/Board/Department/District** - Enter the Division, Board, Department, or District to which the new position belongs. Do not use acronyms.
4. **Position** - Enter the name of your position.
5. **Is this your Primary Position** - You may not set a position that you add as the Primary Position. See [“Primary Position” on page 12](#) for more information.
6. **Assuming Office Date** - If you have an assuming office filing requirement for the position, enter the date you are assuming the position.
7. **Leaving Office Date** - If you have a leaving office filing requirement for the position, enter the date you are leaving the position.

8. **Candidate - Election Year** - If you need to file a Candidate Statement for this position, select the Election Year.
9. **Update** - Click the new position's Update button to save the new position.

## APPROVE POSITIONS

Click the **Approve Positions** button to mark the Office, Agency, or Court section as approved. The red X icon changes to the green check mark icon.

## Jurisdiction of Office

Select at least one of the jurisdictions. If your filing covers multiple jurisdictions, select all that apply.

- Select **State** if at least one of your positions is a state jurisdiction position.
- Select **Judge or Court Commissioner (Statewide Jurisdiction)** if at least of your positions is a judge or court commissioner with a statewide jurisdiction.
- If you select **Multi-County**, you must also enter the name of the multi-county jurisdiction.
- If you select **City of**, you must also enter the name of the city.
- If you select **County of**, you must also enter the name of the county.
- If you select **Other**, you must also define the other jurisdiction.

Some agencies automatically select and enter the city or county jurisdiction.

Click the **Save Jurisdiction Information** button to save the jurisdiction(s).

## Type of Statement

Review the statement type and the period that the statement covers.



**Warning:** Do not edit the information without the permission of your filing officer/liaison (an official representative of your city or county). If your filing officer/liaison gives you permission to edit the information, click the Allow Editing button to enable the form. Make sure to click the **Save Statement Information** button if you edit your Type of Statement section.

When you have completed the cover page, click the **Next** button at the bottom of the page to continue with your statement.


# Schedule A-1

## Investments - Stocks, Bonds, and Other Interests

### Entering Schedule A-1 Transactions

To enter a Schedule A-1 transaction:

1. **Name of Business Entity** - Enter the name of the business entity in which you have an ownership interest of less than 10%.
2. **General Description of this Business** - Enter a general description of the business entity.
3. **Fair Market Value** - Select the fair market value of your ownership interest in the business entity.
4. **Nature of Investment** - Select the nature of your investment in the business entity.
  - a. If **Other**, enter a description.
  - b. If **Partnership**, select the amount of income you received. If you select *Income Received of \$500 or More* you must also report the income of \$500 or more received from the partnership on the Schedule C, Part 1. The *Name of Source of Income* on the Schedule C, Part 1 must match exactly the *Name of Business Entity* on the Schedule A-1. If you do not report the income on the Schedule C, Part 1, you will receive a validation error when you click the *Review Draft & E-File* link in the *Form 700 Links* menu.
5. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.
6. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule A-1 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

 **Tip:** Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

### Editing Schedule A-1 Transactions

To edit a Schedule A-1 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule A-1 Transactions list. The Schedule A-1 - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule A-1 page opens.

 **Tip:** Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

## Deleting Schedule A-1 Transactions

To delete a Schedule A-1 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule A-1 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule A-1 Transactions list updates to remove the transaction.

## Entering Schedule A-1 Comments

To enter comments for the Schedule A-1:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule A-1 Comments field.
3. Click the **Save Comments** button to save the comments.

# Schedule A-2


## Investments, Income, Assets of Business Entities/Trusts

### Entering Schedule A-2 Transactions

To enter a Schedule A-2 transaction:

1. **Name of Business Entity or Trust** - Enter the name of the business entity or trust in which you have an ownership interest of 10% or greater.
2. **Address** - Enter address of the business entity or trust (business address acceptable).
3. **Business Type** - Select the business type. If you select **Business Entity**, complete the business entity information section:
  - a. **General Description of this Business** - Enter a general description of the business entity.
  - b. **Your Business Position (if any)** - Enter your business position, if any, in the business entity's organization.
  - c. **Fair Market Value** - Select the fair market value of your ownership interest in the business entity.
  - d. **Nature of Investment** - Select the nature of your investment in the business entity.
    - i. If you select **Other**, provide a description.
  - e. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.
4. **Gross Income Received** - Select the gross income you received from your investment in the trust of business entity.
5. **Reportable Sources of \$10,000 or More** - To add a source of income of \$10,000 or more:
  - a. **Add new record** - Click the Add new record button. A dialog opens.
  - b. **Income Source Name** - Enter the name of the source if income.
  - c. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of \$10,000 or more as needed following the same steps.
6. **Investments and Interests in Real Property Held or Leased by the Business Entity or Trust** - To add an investment in real property:
  - a. **Add new record** - Click the Add new record button. The Edit dialog opens.
  - b. **Investment Type** - Select the investment type.
  - c. **Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property** - Enter the name of the business entity if you selected the Investment option as the Investment type. Enter the assessor's parcel number or street address if you selected the Investment option of Real Property.


- d. **Description of Business Activity or City or Other Precise Location of Real Property** - Enter a general description of the business entity's business activity or enter the city of the real property.
- e. **Fair Market Value** - Select the fair market value of your investment in the business entity or real property.
- f. **Dates Acquired or Disposed** - Enter the date you acquired or disposed of the investment if it was within the reporting period.
- g. **Nature of Investment** - Select the nature of your investment.
  - i. If **Leasehold**, enter the number of years remaining on the lease.
  - ii. If **Other**, enter a description.
- h. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add investments and interests as needed following the same steps.
7. **Save Transaction** - Click the Save Transaction button to save the transaction. The Schedule A-2 Transactions List updates to display the transaction. Continue to add transactions as needed following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

## Editing Schedule A-2 Transactions

To edit a Schedule A-2 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule A-2 Transactions list. The Schedule A-2 - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule A-2 page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

## Deleting Schedule A-2 Transactions

To delete a Schedule A-2 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule A-2 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule A-2 Transactions list updates to remove the transaction.

## Entering Schedule A-2 Comments

To enter comments for the Schedule A-2:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule A-2 Comments field.
3. Click the **Save Comments** button to save the comments.

# Schedule B

## Interests in Real Property

### Entering Schedule B Transactions

To enter a Schedule B transaction:

1. **Street Address or Assessor's Parcel Number** - Enter either the street address or the assessor's parcel number of the real property.
2. **City** - Enter name of the city in which the property exists.
3. **Fair Market Value** - Select the fair market value of your in the real property.
4. **Nature of Interest** - Select the nature of your interest in the real property.
  - a. If **Leasehold**, enter the number of years remaining on the lease.
  - b. If **Other**, enter a description.
5. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.
6. **Gross Income Received** - Select the amount of gross income you received if the property is a rental property.
  - a. **Source of Rental Income** - If you own a 10% or greater interest and select \$1,001 - \$10,000, \$10,001 - \$100,000, or Over \$100,000, list the name of each tenant that is a single source of income of \$10,000 or more:
    - i. **Add new record** - Click the Add new record button. A dialog opens.
    - ii. **Income Source Name** - Enter the name of the source if income.
    - iii. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of \$10,000 or more as needed following the same steps.
7. **Loans** - You are not required to report 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.


To report a loan click *Need to report a Loan? - Yes, open the Loan section.*

Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

- a. **Name of Lender** - Enter the name of the lender.
- b. **Business Activity of Lender** - Enter the business activity of the lender, if any. This is an optional field.
- c. **Address** - Enter the address of the lender.
- d. **Highest Balance During the Reporting Period** - Select the highest balance of the loan during the reporting period.




- e. **Term** - Enter the numeric term of the loan and then select the term type (*Month(s)* or *Year(s)*). If there is no term, select *No Term* as the term type.
- f. **Interest Rate** - Enter the interest rate of the loan. Do not include the “%” (percent) sign. If there is not interest rate, select *None*.
- g. **Guarantor** - Enter the name of the loan guarantor, if any.
8. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule B Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

## Editing Schedule B Transactions

To edit a Schedule B transaction:

1. Click the transaction’s **Edit** link in the Saved Schedule B Transactions list. The Schedule B - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule B page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

## Deleting Schedule B Transactions

To delete a Schedule B transaction:

1. Click the transaction’s **Delete** link in the Saved Schedule B Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule B Transactions list updates to remove the transaction.

## Entering Schedule B Comments

To enter comments for the Schedule B:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule B Comments field.
3. Click the **Save Comments** button to save the comments.


# Schedule C, Part 1

## Income Received

### Entering Schedule C, Part 1 Transactions

To enter a Schedule C, Part 1 transaction:

1. **Name of Source of Income** - Enter the name of the income source.
2. **Business Activity of Source** - Enter business activity of the source, if any. This is an optional field.
3. **Your Business Position (if any)** - Enter your business position, if any, with the source of the income.
4. **Address** - Enter the address of the source of income.
5. **Gross Income Received** - Select the amount of gross income you received from the source of income. Use the new option *No Income - Business Position only* if you have a business position with the source, but have received less than \$500 of income from the source in the reporting period.
6. **Consideration for which Income was Received** - Select the consideration for which the income was received.
  - a. If you select **Sale**, enter the item sold.
  - b. If you select **Other** describe the other consideration.
  - c. If you select **Commission or Rental Income**, list each source of \$10,000 or more using the controls in the Commission or Rental Income Sources table:
    - i. **Add new record** - Click the Add new record button. A dialog opens.
    - ii. **Income Source Name** - Enter the name of the source of income.
    - iii. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of \$10,000 or more as needed following the same steps.
7. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule C, Part 1 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

 **Tip:** Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

### Editing Schedule C, Part 1 Transactions

To edit a Schedule C, Part 1 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule C, Part 1 Transactions list. The Schedule C, Part 1 - Edit page opens.

2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule C, Part 1 page opens.



Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

## Deleting Schedule C, Part 1 Transactions

To delete a Schedule C, Part 1 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule C, Part 1 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule C, Part 1 Transactions list updates to remove the transaction.

## Entering Schedule C Comments

To enter comments for the Schedule C:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule C Comments field. This field is shared with the Schedule C, Part 2.
3. Click the **Save Comments** button to save the comments.


## Schedule C, Part 2

### Loans Received or Outstanding During the Reporting Period

### Entering Schedule C, Part 2 Transactions

To enter a Schedule C, Part 2 transaction:


1. **Name of Lender** - Enter the name of the lender.
2. **Business Activity of Lender** - Enter the business activity of the lender, if any.
3. **Address** - Enter the address of the lender.
4. **Highest Balance During Reporting Period** - Select the highest balance of the loan during the reporting period.
5. **Term** - Enter the numeric term of the loan and then select the term type (*Month(s)* or *Year(s)*). If there is no term, select *No Term* as the term type.
6. **Interest Rate** - Enter the interest rate of the loan. Do not include the “%” (percent) sign. If there is not interest rate, select *None*.
7. **Security for Loan** - Select the type of security for the loan.
  - a. **None** is selected by default.
  - b. Select **Personal Residence**, if the security for the loan is your personal residence.
  - c. If **Guarantor**, enter the name of the guarantor.
  - d. If **Other**, enter a description.
  - e. If **Real Property**, enter the address of the property.
8. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule C, Part 2 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

### Editing Schedule C, Part 2 Transactions

To edit a Schedule C, Part 2 transaction:

1. Click the transaction’s **Edit** link in the Saved Schedule C, Part 2 Transactions list. The Schedule C, Part 2 - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule C, Part 2 page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

## Deleting Schedule C, Part 2 Transactions

To delete a Schedule C, Part 2 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule C, Part 2 Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule C, Part 2 Transactions list updates to remove the transaction.

## Entering Schedule C Comments

To enter comments for the Schedule C:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule C Comments field. This field is shared with the Schedule C, Part 1.
3. Click the **Save Comments** button to save the comments.


# Schedule D

## Gifts

### Entering Schedule D Transactions

To enter a Schedule D transaction:


1. **Name of Source** - Enter the name of the source of the gift(s).
2. **Business Activity of Source** - Enter the business activity of the source of the gift(s), if any. This is an optional field.
3. **Address** - Enter the address of the source of the gift(s).
4. **Gifts** - Enter the gift(s) you received from the source:
  - a. **Add new record** - Click the Add new record button to define a gift. The top row of the Gifts table displays fields for defining a gift.
  - b. **Date of Gift** - Enter the date the source gave you the gift.
  - c. **Amount of Gift** - Enter the fair market value of the gift.
  - d. **Description of Gift** - Enter a description of the gift.
  - e. **Update** - Click the Update button to save the gift. Continue entering gifts for the source as you require.
5. **Save Transaction** - Click the Save Transaction button to save the transaction from the source. The Saved Schedule D Transactions list updates to display the transaction. Continue entering gifts from other sources as you require, following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

### Editing Schedule D Transactions

To edit a Schedule D transaction:

1. Click the transaction's **Edit** link in the Saved Schedule D Transactions list. The Schedule D - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule D page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

### Deleting Schedule D Transactions

To delete a Schedule D transaction:

1. Click the transaction's **Delete** link in the Saved Schedule D Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule D Transactions list updates to remove the transaction.

## Entering Schedule D Comments

To enter comments for the Schedule D:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule D Comments field.
3. Click the **Save Comments** button to save the comments.


# Schedule E

## Income or Gifts of Travel Payments, Advances or Reimbursements

### Entering Schedule E Transactions

To enter a Schedule E transaction:


1. **Name of Source** - Enter the name of the source of the income or gift. Do not use an acronym.
2. **Business Activity of Source** - Enter the business activity of the source of the income or gift, if any. This is an optional field.
3. **Non-Profit** - Select the check box if the source of the income or gift is a non-profit entity exempt from taxations under Internal Revenue Code Section 501(c)(3).
4. **Address** - Enter the address of the source of the income or gift.
5. **Date(s) (if gift)** - Enter the date(s) if the payment was a gift.
6. **Payment Amount** - Enter the amount of the income or gift.
7. **Type of Payment** - Select either Gift or Income as the payment type. You may describe the payment by selecting one or more of the appropriate options:
  - a. **Made a Speech/Participated in a Panel** - Select this option if you made a speech or participated in a panel.
  - b. **Other** - If you select this option, enter a description.
8. **If Gift, Enter Travel Destination** - If the travel was a gift, enter the destination.
9. **Save Transaction** - Click the Save Transaction button to save the transaction from the source. The Saved Schedule E Transactions list updates to display the transaction. Continue entering income or gifts from other sources as you require, following the same steps.

 Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

### Editing Schedule E Transactions

To edit a Schedule E transaction:

1. Click the transaction's **Edit** link in the Saved Schedule E Transactions list. The Schedule E - Edit page opens.
2. Edit the transaction as you require.
3. Click the **Save Changes** button to update the transaction. The Schedule E page opens.

 Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.



## Deleting Schedule E Transactions

To delete a Schedule E transaction:

1. Click the transaction's **Delete** link in the Saved Schedule E Transactions list. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The Saved Schedule E Transactions list updates to remove the transaction.

## Entering Schedule E Comments

To enter comments for the Schedule E:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.
2. Enter your comments in the Schedule E Comments field.
3. Click the **Save Comments** button to save the comments.

## E-Filing

### Reviewing Your Draft Statement of Economic Interests

**STEP 1 - Review Draft** - The system displays your draft statement in a PDF viewer on the page. Carefully review the draft and then select one of the buttons at the bottom of the page in answer to the question, “Are you ready to e-file your statement?”:

- a. **No - I want to make changes** - Click this button if you are **not** satisfied with the contents of the draft. The system opens the cover page if you have recorded no economic interests on any schedule. The system opens the Review Transactions page if you have recorded economic interests on any schedule. Make your changes and then click the Review Draft & E-File link in the Form 700 links menu to update your draft and review again.
- b. **Yes - Take me to the last step** - Click this button If you are satisfied with the contents of the draft. The STEP 2 - E-File Statement page opens.

### E-Filing Your Statement of Economic Interests

**STEP 2** - To e-file your statement:

1. Verify the information in the pre-populated fields. Change the information if necessary:
  - a. **Signature Date** - Enter the date you are signing the statement.
  - b. **Signature** - Enter your name as signed.
  - c. **Response E-Mail** - Enter the e-mail address you want to use to receive information about your e-filing.
2. **E-File Statement** - Click the E-File Statement button to e-file your statement. The E-File Statement page opens displaying the status of your e-filing.

# Returning Filers

## Returning Filers with Transactions

For your convenience, this page displays a summary of all of the transactions that you reported on your most recent filing. These transactions are automatically included in your current filing, so you should review these previous transactions with the following in mind:

- Edit the previous transactions that require changes for the current reporting period.
- Delete the previous transactions that are not relevant in the current reporting period.
- Keep the previous transactions that require no changes and are still relevant in the current reporting period.
- Add new transactions that you need to report for the current reporting period. Use the links above each table to add a transaction, or use the links on the Form 700 Links menu to add transactions.

### EDITING PREVIOUS TRANSACTIONS

To edit a previous transaction:

Click the transaction's **Edit** link to open the Schedule's edit page. Make sure to click the **Save Changes** button after changing the details of the transaction.

### DELETING PREVIOUS TRANSACTIONS

To delete a previous transaction that is not relevant in the current reporting period:

1. Click the transaction's **Delete** link. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The list updates to remove the transaction.

### ADDING NEW TRANSACTIONS

You have two options for adding new transaction:

- Click the link above the table for the schedule for which you want to add a transaction.
- Click the link in the **Form 700 Links** menu for the schedule for which you want to add a transaction.

### REVIEW DRAFT & E-FILE

If you are ready to e-file, click the **Review Draft & E-File** button.

## **NEXT BUTTON**

If you want to step through each schedule, click the **Next** button to open the Schedule A-1.

## **Returning Filers with No Transactions**

When your most recent filing contains no transactions on any of the Form 700 Schedules the system opens to Returning Filers, No Previous Transactions page.

Use the links in the **Form 700 Links** menu at right to:

## **EDIT PERSONAL INFORMATION**

If you need to change your personal information on the cover page, click the **Cover Page** link.

## **ADD TRANSACTIONS**

If you need a transaction, click the link for the appropriate schedule.

## **REVIEW DRAFT & E-FILE**

If you have no transactions to report and your personal information has not changed since you last e-filed, click the **Review Draft & E-File** button.

## **NEXT BUTTON**

If you want to step through each schedule, click the **Next** button to open the Schedule A-1.

# Uploading an Ethics Training Certificate

If your agency uses NetFile's Ethics Training Tracking system and has elected to allow you to upload a PDF of your Ethics Training Certificate, the following directions lead you through that process.

## Upload Your Ethics Certificate

To upload your Ethics Training Certificate:

1. Log in to your account at <https://netfile.com/filer>.
2. Locate the Ethics training requirement in the *Filings to Complete* table on your filer account Home page.

### Filings to Complete

This table lists the filings you need to complete. **Select** the filing(s) in the **Create** column and then click the **Start Selected Document** button.

Period Start	Period End	Deadline	Form	Type	Departments	Positions	Create	Edit	Delete
3/18/2019	9/17/2019	09/17/19	Training PDF	Ethics Training Assuming	All known	All known	<input type="checkbox"/> Select		
3/19/2018	3/18/2019	04/17/19	Fppc700	Assuming Office	Admin Services	Assistant	<input type="checkbox"/> Select		

[Start Selected Document](#)

Figure 5

3. Click the *Select* check box for the filing and then click the *Start Selected Document* button. The *Upload a PDF of Your Training Certificate* page opens (see Figure 6 on page 33).
4. *Training Date* - Enter the date you completed the Ethics Training.
5. *Upload the Training Certificate PDF* - Click the *Select files...* button. Your computer opens a window that allows you to locate and select the PDF of your training certificate.
  - a. Locate and select the PDF you want to upload.
  - b. Click the *Open* button on the window.
6. *Signature* - Next, enter your name as you would sign it in the *Signature* field.
7. Make sure the *Response E-mail* address is listed. This will be pre-populated with the e-mail address you use to log in with. You may change the response e-mail address.
8. Click the *E-File Certificate* button to e-file the PDF of your training certificate to your agency.

## Upload a PDF of Your Training Certificate

[Get Help for this Page](#)

\* Required

### Requirement Information

Deadline 9/17/2019 (3/18/2019 - 9/17/2019)

Form CA Required Ethics Training

### Additional Required Information

Training Date \*

### Upload the Training Certificate PDF

Maximum allowed file size is 50MB.

Select files...

### Filing Period

Although the fields below can be edited, you should not change them unless instructed by your filing officer.

Start Date \*

03/18/2019

End Date \*

09/17/2019

### Sign and Complete

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 \*

03/18/2019

Signature (your name as signed) \*

Response E-Mail \*

jim.philpot@bogus.zzz

Click the *E-File Certificate* button below to electronically file your training certificate with your agency.

*E-File Certificate*

Figure 6

# Redevelopment Agency Disclosure Statement

Except for the interests described below, I do not have any direct or indirect financial interest in any property or business within any of the following Redevelopment Project Areas:

1. Airport Area Revitalization Redevelopment Project
2. Central Business District Project Urban Renewal Area
3. Central City, Commercial Revitalization
4. Chinatown Expanded Redevelopment Project Area
5. Convention Center Redevelopment Project Area
6. Fresno Air Terminal Redevelopment Project Area
7. Fruit/Church Redevelopment Project Area
8. Fulton Redevelopment Project Area
9. Freeway 99- Golden State Corridor Redevelopment Project Area
10. Jefferson Redevelopment Project Area
11. Mariposa Project Urban Renewal Project Area
12. Roeding Business Park Redevelopment Project Area
13. South Van Ness Industrial Revitalization Redevelopment Project Area
14. Southeast Fresno Revitalization Redevelopment Project Area
15. South Fresno Industrial Revitalization Redevelopment Project Area
16. Southwest Fresno General Neighborhood Renewal Area
17. West Fresno Project I Urban Renewal Project Area
18. West Fresno Project II Urban Renewal Project Area
19. West Fresno Project III Urban Renewal Project Area

Should this information change, I will immediately disclose the change to the Successor Agency to the Redevelopment Agency of the City of Fresno and the City Council.

## No Financial Interests to Report

Select the box for **No Financial Interests to Report**, if you have no financial interests to report. Then click the **Complete** button to continue.

## Adding Financial Interests

To add financial interests:

1. **Financial Interests** - Enter your direct or indirect financial interest in any property or business within any of the Redevelopment Project Areas:
  - a. **Add a Financial Interest** - Click the blue (+) button to add a new interest. A section below the title opens. Click in the section to display the input fields.
  - b. **Project Area** - Select the redevelopment project area in which you hold a direct or indirect financial interest.
  - c. **Nature of Financial Interest** - Enter the nature of your financial interest (e.g., property owner/tenant, business, income).
  - d. **Address** - Enter the full address of the financial interest.
  - e. **Update** - The system saves the financial interest automatically. Continue adding financial interests using the information starting in step “a” above.
  - f. **Complete** - When you are finished adding financial interests, click the Complete button.

## Editing a Financial Interest

To edit a financial interest:

1. In the **Disclosure Statement** section, click the name of the project area for the financial interest you want to edit.
2. Edit the information for the financial interest as needed. The system saves your changes automatically.
3. Continue editing financial interests as needed.
4. Click the **Complete** button to continue with your RDA filing.

## Deleting a Financial Interest

To delete a financial interest:

1. In the **Disclosure Statement** section, click the financial interest’s **Trash** icon to delete.
2. Continue to delete financial interest as needed.
3. Click the **Complete** button to continue with your RDA filing.

## E-Filing Your RDA

1. **Complete** - Click the Complete button to open the **Verification** section.
1. **Department, Board or Commission Name** - Enter the name of your department, board or commission.
2. **Digital Signature** - Enter your full name as you sign it.
3. **Date** - Enter the date you are completing your filing.
4. **Submit** - Click the Submit button to e-file the RDA



# **2024/2025 Form 700 Statement of Economic Interests**

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## **Reference Pamphlet**

### **California Fair Political Practices Commission**

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

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

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

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# Who Must File

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## 1. Officials and Candidates Specified in Gov. Code Section 87200 and Members of Boards and Commissions of Newly Created Agencies

The Act requires the following individuals to fully disclose their personal assets and income described in Form 700, Statement of Economic Interests:

### State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State public officials (including employees and consultants) who manage public investments
- Elected members of and candidates for the Board of Administration of the California Public Employees' Retirement System
- Elected members of and candidates for the Teachers' Retirement Board
- Members of the High Speed Rail Authority

Other officials and employees of state boards, commissions, agencies, and departments file Form 700 as described in Part 2 on this page.

### Judicial Offices

- Supreme, Appellate, and Superior Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

### County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and city public officials (including employees and consultants) who manage public investments

### Members of Newly Created Boards and Commissions

Generally, such a member must file an assuming office statement within 30 days as well as subsequent statements until the member's position is designated in a conflict of interest code. See Regulation 18754.

## 2. State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of Interest Code ("Code Filers")

The Act requires every state and local government agency to adopt a unique conflict of interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests.

The code requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests as determined by the code's "disclosure categories." These individuals are called "designated employees" or "code filers."

Obtain your disclosure categories from your agency – they are not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments and business positions in or income (including loans, gifts, and travel payments) from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

In addition, certain consultants to public agencies may qualify as public officials because they make, participate in making, or act in a staff capacity for governmental decisions. Agencies determine who is a consultant and the level of disclosure and may use Form 805.

Note: An official who holds a position specified in Gov. Code Section 87200 is not required to file statements under the conflict of interest code of any agency that has the same or a smaller jurisdiction (for example, a state legislator who also sits on a state or local board or commission).

### Employees in Newly Created Positions of Existing Agencies

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the agency's broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. The Form 804 may be used to satisfy this requirement.

# Types of Form 700 Filings

## Assuming Office Statement:

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

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

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

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

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

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

## Annual Statement:

Generally, the period covered is January 1, 2024, through December 31, 2024. If the period covered by the statement is different than January 1, 2024, through December 31, 2024, (for example, you assumed office between October 1, 2023, and December 31, 2023 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2024.

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

## Leaving Office Statement:

Generally, the period covered is January 1, 2024, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2024, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2023, and December 31, 2023, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2024.

## Candidate Statement:

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

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

## Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

# Where to File

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## 1. Officials Specified in Government. Code Sections 87500 (See Form 700, page 3) and 87200 (See Reference Pamphlet, page 3):

Depending upon the office, some filing officials listed below will retain a copy of your statement and forward the original to the FPPC. Certain filers listed under Section 87500 are required to file electronically with the FPPC.

Please see the next page for a list of officials specified in Sections 87500 and 87200 and where they should file.

**Note:** Individuals that invest public funds for a city or county agency must file Form 700 with the agency. Unlike most other 87200 filers, the original statement will **not** be forwarded to the FPPC pursuant to Regulation 18753.

## 2. Code Filers — State and Local Officials, Employees, Candidates, and Consultants 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.

Candidates for local elective offices designated in a conflict of interest code file with the elections office where the declaration of candidacy or other nomination documents are filed.

## 3. Members of Newly Created Boards and Commissions:

File with your agency or with your agency's code reviewing body. See Regulation 18754.

State Senate and Assembly staff members file statements directly with the FPPC.

Exceptions:

- Elected state officers are not required to file statements under any agency's conflict of interest code.
- Filers listed in Section 87200 are not required to file statements under any agency's conflict of interest code in the same jurisdiction. For example, a county supervisor who is appointed to serve in an agency with jurisdiction in the same county has no additional filing obligations.

## 4. Positions Not Yet Covered Under a Conflict of interest Code

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for this disclosure. Such individuals are referred to as "code filers." See Regulation 18734.

## Where to File - (continued)

Filers	Where to File
<b>87500 Filers - Statewide Elective Officers and Candidates:</b> <ul style="list-style-type: none"> <li>Governor</li> <li>Lieutenant Governor</li> <li>Attorney General</li> <li>Insurance Commissioner</li> <li>Controller</li> <li>Secretary of State</li> <li>Treasurer</li> <li>Superintendent of Public Instruction</li> <li>Member of the Board of Equalization</li> </ul>	Electronically with FPPC
<b>87500 Filers - State Officeholders and Candidates:</b> <ul style="list-style-type: none"> <li>Members of and candidates for the Legislature</li> <li>Designated employees of the Legislature directed to file directly with the FPPC by the house of the Legislature by which they are employed</li> <li>Members of the Public Utilities Commission, State Energy Resources Conservation and Development Commission, or California Coastal Commission</li> <li>Members of a state licensing or regulatory board, bureau, or commission</li> <li>Members of the Fair Political Practices Commission</li> <li>Member of the Board of Administration of the Public Employees Retirement System (CalPERS)</li> <li>Member of the Teachers' Retirement Board (CalSTRS)</li> <li>Appointed members to a state board, commission, or similar multimember body of the state if the FPPC has been designated as the filing officer in the conflict of interest code of the respective board, commission, or body. (Please contact your agency for a copy of your agency's conflict of interest code.)</li> </ul>	Electronically with FPPC
<b>87500 Filers - County, City, and Multi-County Officeholders and Candidates:</b> <ul style="list-style-type: none"> <li>Judges, court commissioners, or candidates for judge</li> <li>Officeholder or candidate for the office of district attorney, county counsel, county treasurer, or county board of supervisors</li> <li>Officeholder or candidate for the office of city council member, city treasurer, city attorney, or mayor</li> <li>County chief administrative officer, city manager, or if there is no city manager, the chief administrative officer</li> <li>County or city planning commissioner</li> <li>Head of a local government agency or member of a local government board or commission, if the FPPC has been designated as the filing officer in the conflict of interest code of the respective agency, board, or commission. (Please contact your agency for a copy of your agency's conflict of interest code.)</li> <li>Designated employees of more than one joint powers insurance agency who elect to file a multiagency statement pursuant to Section 87350</li> </ul>	Electronically with FPPC

Filers	Where to File
<b>87200 Filers (Not Listed in Section 87500)</b> <p>State offices</p> <p>Multi-County offices</p>	<p>File with your agency, board, or commission unless otherwise specified in your agency's code. Some filers may be required to file their statements directly with the FPPC. Please contact your agency for a copy of your agency's conflict of interest code.</p>
<b>Candidates, for offices not listed in Section 87500:</b> <p>County offices (e.g., candidates running for local elective office that are designated in a conflict of interest code)</p> <p>City offices (e.g., candidates running for local elective office that are designated in a conflict of interest code)</p> <p>Multi-county offices</p>	<p>File with your county elections official</p> <p>File with your City Clerk</p> <p>File with your county elections official with whom you file your declaration of candidacy</p>

# When to File

## Assuming Office Statements:

Filer	Deadline
Elected officials	<b>30 days</b> after assuming office
Appointed positions specified in Gov. Code Section 87200  <b>or</b> Members of newly created boards and commissions not covered by a conflict of interest code	<b>30 days</b> after assuming office  <b>or</b> <b>10 days</b> after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including those held by newly-hired employees) that are or will be designated in a conflict of interest code	<b>30 days</b> after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly added to a new or amended conflict of interest code	<b>30 days</b> after the effective date of the code or code amendment

### Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.
- If a due date falls on a weekend or an official state holiday, the due date is the next regular business day.

**Late statements are subject to a late fine of \$10 per day per position up to \$100 for each day the statement is late.**

## Annual Statements:

- Elected state officers (including members of the state legislature, members elected to the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board);  
Judges and court commissioners; and  
Members of state boards and commissions specified in Gov. Code Section 87200:  
File no later than **Monday, March 3, 2025**.
- County and city officials specified in Gov. Code Section 87200:  
File no later than **Tuesday, April 1, 2025**.
- Multi-County officials:  
File no later than **Tuesday, April 1, 2025**.
- State and local officials and employees designated in a conflict of interest code:  
File on the date prescribed in the code (April 1 for most filers).

### Exception:

If you assumed office between October 1, 2024, and December 31, 2024, and filed an assuming office statement, you are not required to file an annual statement until March 2, 2026, or April 1, 2026, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2025.

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

# When to File - (continued)

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## Leaving Office Statements:

Leaving office statements must be filed no later than 30 days after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

## Candidate Statements:

All candidates (including incumbents) for offices specified in Gov. Code Section 87200 must file statements no later than the final filing date for their declaration of candidacy.

Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents.

Exception:

A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction **within 60 days** before filing a declaration of candidacy or other nomination documents.

## Late Statements:

Late statements should be submitted as soon as possible after the filing deadline, in the same manner and place as a timely filed statement.

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

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



# Terms & Definitions

The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this section is to explain other terms used in Form 700 that are not defined in the instructions to the schedules or elsewhere.

**Blind Trust:** See Trusts, Reference Pamphlet, page 17.

**Business Entity:** Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes (for example, a small business operated in your home). When reporting a business entity on the Form 700, do not use acronyms for the name of entity, unless it is one that is commonly understood by the public.

**Code Filer:** An individual who has been designated in a state or local agency's conflict of interest code to file statements of economic interests.

An individual hired on or after January 1, 2024 for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for such disclosure. See Regulation 18734.

**Commission Income:** "Commission income" means gross payments of \$500 or more received during the period covered by the statement as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

In addition, you may be required to disclose the names of sources of commission income if your pro rata share of the gross income was \$10,000 or more from a single source during the reporting period. If your spouse or registered domestic partner received commission income, you would disclose your community property share (50%) of that income (that is, the names of sources of \$20,000 or more in gross commission income received by your spouse or registered domestic partner).

Report commission income as follows:

- If the income was received through a business entity in which you and your spouse or registered domestic partner had a 10% or greater ownership interest (or if you receive commission income on a regular basis as an independent contractor or agent), use Schedule A-2.

- If the income was received through a business entity in which you or your spouse or registered domestic partner **did not receive commission income on a regular basis** or you had a less than 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

Examples:

- You are a partner in Jameson and Mulligan Insurance Company and have a 50% ownership interest in the company. You sold two American Insurance Company policies to XYZ Company during the reporting period. You received commission income of \$5,000 from the first transaction and \$6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Jameson and Mulligan Insurance Company in Parts 1 and 2. In Part 3, list both American Insurance Company and XYZ Company as sources of \$10,000 or more in commission income.
- You are a stockbroker for Prince Investments, but you have no ownership interest in the firm. You receive commission income on a regular basis through the sale of stock to clients. Your total gross income from your employment with Prince Investments was over \$100,000 during the reporting period. On Schedule A-2, report your name as the name of the business entity in Part 1 and the gross income you have received in Part 2. (Because you are an employee of Prince Investments, you do not need to complete the information in the box in Part 1 indicating the general description of business activity, fair market value, or nature of investment.) In Part 3, list Prince Investments and the names of any clients who were sources of \$10,000 or more in commission income to you.
- You are a real estate agent and an independent contractor under Super Realty. On Schedule A-2, Part 1, in addition to your name or business name, complete the business entity description box. In Part 2, identify your gross income. In Part 3, for each transaction that resulted in commission income to you of \$10,000 or more, you must identify the brokerage entity, each person you represented, and any person who received a finder's or other referral fee for referring a party to the transaction to the broker.

Note: If your pro rata share of commission income from a single source is \$500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income. (See Reference Pamphlet, page 13.)

# Terms & Definitions - (continued)

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**Conflict of Interest:** A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses their official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally.

**Conflict of Interest Code:** The Act requires every state and local government agency to adopt a conflict of interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance, resolution, or other document.

An agency's conflict of interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict of interest code for a particular designated official or employee should include only the kinds of personal economic interests they could significantly affect through the exercise of their official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests they hold that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

**Consultant:** An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions. The agency determines who is a consultant. Consultants may be required to file Form 700. Such consultants would file under full disclosure unless the agency provides in writing a limited disclosure requirement. Agencies may use FPPC Form 805 to assign such disclosure. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm that employs the individual.

FPPC Regulation 18700.3 defines "consultant" as an individual who makes a governmental decision whether to:

- Approve a rate, rule, or regulation
- Adopt or enforce a law

- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract
- Grant agency approval to a plan, design, report, study, or similar item
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any of its subdivisions

A consultant also is an individual who serves in a staff capacity with the agency and:

- participates in making a governmental decision; or
- performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's conflict of interest code.

**Designated Employee:** An official or employee of a state or local government agency whose position has been designated in the agency's conflict of interest code to file statements of economic interests or whose position has not yet been listed in the code but makes or participates in making governmental decisions. Individuals who contract with government agencies (consultants) may also be designated in a conflict of interest code.

A federal officer or employee serving in an official federal capacity on a state or local government agency is not a designated employee.

**Digital Signature:** Under the Act and Commission regulations, the Form 700s may be filed with a "digital signature," which may be used to sign documents electronically, if permitted by the filing officer. A digital signature is a type of certificate-based electronic signature that offers increased security to ensure the identity of the signer and prevent the alteration of documents after signing. For more information on how to use a digital signature, please refer to the Filing with a Digital Signature Fact Sheet on the FPPC's website.

For filing officers required to forward original statements filed via digital signature to the FPPC, the filing officer must verify the signature on the statement, and forward the statement via email to the FPPC at [Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov). Do not mail the FPPC a copy of a Form 700 with a digital signature affixed.

## Terms & Definitions - (continued)

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**Disclosure Categories:** The section of an agency's conflict of interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict of interest code. Contact your agency to obtain a copy of your disclosure categories.

**Diversified Mutual Fund:** Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 are exempt from disclosure.* In addition, Regulation 18237 provides an exception from reporting other funds that are similar to diversified mutual funds. (See Reference Pamphlet, page 14.)

**Elected State Officer:** Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, members of the State Legislature, members of the State Board of Equalization, elected members of the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board.

**Enforcement:** The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that could result in fines of up to \$5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act also may be subject to agency discipline, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties that may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

**Expanded Statement:** In some circumstances, an official or an employee who holds multiple positions subject to filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission) may complete one expanded statement for all those positions. The expanded statement must disclose all reportable interests for all jurisdictions and list all positions for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

**Fair Market Value:** When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value – the price at which the item would sell for on the open market. This is particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be \$10, but the fair market value may be \$25 or more. In addition, there are special rules for valuing free tickets and passes. Call or email the FPPC for assistance.

### Gift and Honoraria Prohibitions

#### Gifts:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict of interest code were prohibited from accepting a gift or gifts totaling more than \$630 in a calendar year from a single source in 2025-2026. The gift limit in calendar year 2024 was \$590.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a \$10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

# Terms & Definitions - (continued)

## Honoraria:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

### Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions, but are reportable. For detailed information, 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 website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).
- The gift limit and the honorarium prohibitions do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency’s conflict of interest code, the gift limit and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code Section 87200 (See Reference Pamphlet, page 3.)
- For state agency officials and employees, the \$10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.
- Payments for articles published as part of the practice of a bona fide business, trade, or profession, such as teaching, are not considered honoraria. A payment for an “article published” that is customarily provided in connection with teaching includes text book royalties and payments for academic tenure review letters. An official is presumed to be engaged in the bona fide profession of teaching if they are employed to teach at an accredited university.

### Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure. Court commissioners are subject to the gift limit under the Political Reform Act.

**Income Reporting:** Reporting income under the Act is different than reporting income for tax purposes. The Act requires **gross** income (the amount received before deducting losses, expenses, or taxes, as well as income reinvested in a business entity) to be reported.

**Pro Rata Share:** The instructions for reporting income refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income to the business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received. When reporting your community property interest in your spouse’s or registered domestic partner’s income, your pro rata share is 50% of their income. You must also report the name of your spouse’s or registered domestic partner’s employer as the source of income, not the name of spouse or registered domestic partner.

**Separate Property Agreement:** Generally, a public official is required to disclose their community property share of their spouse’s income. But, when a public official and their spouse have a legally separate property agreement (e.g., prenuptial agreement), the official is not required to report the spouse’s community property share of income, unless the funds are commingled with community funds or used to pay for community expenses or to produce or enhance the separate income of the official.

**Note:** This reporting exception does not apply to investments and interests in real property. Even if a public official and their spouse have a separate property agreement, the spouse’s investments and interests in real property must still be disclosed because the definitions of reportable investments and interests in real property include those held by the official’s immediate family (spouse, registered domestic partner, and dependent children). These definitions are not dependent on community property law.

**Income to a Business Entity:** When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of \$10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report them.

### Examples:

- Alice Ruiz is a partner in a business entity. Alice has a 25% interest. On Schedule A-2, Alice must disclose 25% of the fair market value of the business entity; 25% of the gross income to the business entity (even though all of the income received was reinvested in

## Terms & Definitions - (continued)

the business and Alice did not personally receive any income from the business); and the name of each source of \$40,000 or more to the business.

- Pat and Mark Johnson, a married couple, own Classic Autos. Income to this business was \$200,000. In determining the amount to report for income on Schedule A-2, Part 2, Mark must include Mark's 50% share (\$100,000) and 50% of Mark's spouse's share (\$50,000). Thus, Mark's reportable income would be \$150,000 and Mark will check the box indicating \$100,001-\$1,000,000. (See Reference Pamphlet, page 14, for an example of how to calculate the value of this investment and interest in real property.)
- Renee Smith is an employee of a private company. Renee's employer offers the option of receiving a stipend in lieu of healthcare insurance provided by the employer. Since Renee Smith receives payments from their employer instead of healthcare insurance, Renee is required to report the gross income from the stipend payments. Renee would aggregate and report the total gross income received from both their stipend and salary on Schedule C.

### 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
- 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, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.
- Campaign contributions
- A cash bequest or cash inheritance
- Returns on a security registered with the Securities and Exchange Commission, including dividends, interest, or proceeds from a sale of stocks or bonds unless the purchaser can be identified.
- Redemption of a mutual fund
- Payments received under an insurance policy, such as life insurance policy payments, including an annuity
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency
- Your spouse's or registered domestic partner's income that is legally "separate" income so long as the funds are not commingled with community funds or used to pay community expenses
- Income of dependent children

- Automobile trade-in allowances from dealers
- Loans and loan repayments received from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless they were acting as an intermediary or agent for any person not covered by this provision
- Alimony or child support payments
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a)
- Any loan from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status
- Loans made to others. However, repayments may be reportable on Schedule C
- A loan you co-signed for another person unless you made payments on the loan during the reporting period

**Incentive Compensation:** "Incentive compensation" means income over and above salary that is either ongoing or cumulative, or both, as sales or purchases of goods or services accumulate. Incentive compensation is calculated by a predetermined formula set by the official's employer which correlates to the conduct of the purchaser in direct response to the effort of the official.

Incentive compensation does not include:

- Salary
- Commission income (*For information regarding disclosure of "commission income," see Reference Pamphlet, page 9.*)
- Bonuses for activity not related to sales or marketing, the amount of which is based solely on merit or hours worked over and above a predetermined minimum
- Executive incentive plans based on company performance, provided that the formula for determining the amount of the executive's incentive income does not include a correlation between that amount and increased profits derived from increased business with specific and identifiable clients or customers of the company
- Payments for personal services which are not marketing or sales

## Terms & Definitions - (continued)

The purchaser is a source of income to the official if all three of the following apply:

- the official's employment responsibilities include directing sales or marketing activity toward the purchaser; and
- there is direct personal contact between the official and the purchaser intended by the official to generate sales or business; and
- there is a direct relationship between the purchasing activity of the purchaser and the amount of the incentive compensation received by the official.

Report incentive compensation as follows:

- In addition to salary, reimbursement of expenses, and other income received from your employer, separately report on Schedule C the name of each person who purchased products or services sold, marketed or represented by you if you received incentive compensation of \$500 or more attributable to the purchaser during the period covered by the statement.
- If incentive compensation is paid by your employer in a lump sum, without allocation of amounts to specific customers, you must determine the amount of incentive compensation attributable to each of your customers. This may be based on the volume of sales to those customers.

(See Regulations 18700.1 and 18728.5 for more information.)

**Investment Funds:** The term "investment" no longer includes certain exchange traded funds, closed-end funds, or funds held in an Internal Revenue Code qualified plan. These non-reportable investment funds (1) must be bona fide investment funds that pool money from more than 100 investors, (2) must hold securities of more than 15 issuers, and (3) cannot have a stated policy of concentrating their holdings in the same industry or business ("sector funds"). In addition, the filer may not influence or control the decision to purchase or sell the specific fund on behalf of their agency during the reporting period or influence or control the selection of any specific investment purchased or sold by the fund. (See Regulation 18237.)

**Investments and Interests in Real Property:** When disclosing investments on Schedules A-1 or A-2 and interests in real property on Schedules A-2 or B, you must include investments and interests in real property held by your spouse or registered domestic partner, and those held by your dependent children, as if you held them directly.

Examples:

- Julia Pearson, spouse, and two dependent children each own \$600 in stock in General Motors. Because the total value of their holdings is \$2,400, Julia must disclose the stock as an investment on Schedule A-1.

- Pat and Mark Johnson, a married couple, jointly own Classic Autos. Mark must disclose Classic Autos as an investment on Schedule A-2. To determine the reportable value of the investment, Mark will aggregate the value of each of their 50% interest. Thus, if the total value of the business entity is \$150,000, Mark will check the box \$100,001 - \$1,000,000 in Part 1 of Schedule A-2. (Also see Reference Pamphlet, page 13, for an example of how to calculate reportable income.)

The Johnsons also own the property where Classic Autos is located. To determine the reportable value of the real property, Mark will again aggregate the value of each of their 50% interest to determine the amount to report in Part 4 of Schedule A-2.

- Katie Lee rents out a room in their home. Katie receives \$6,000 a year in rental income. Katie will report the fair market value of the rental portion of the residence and the income received on Schedule B.

**Jurisdiction:** Report disclosable investments and sources of income (including loans, gifts, and travel payments) that are either located in or doing business in your agency's jurisdiction, are planning to do business in your agency's jurisdiction, or have done business during the previous two years in your agency's jurisdiction, and interests in real property located in your agency's jurisdiction.

A business entity is doing business in your agency's jurisdiction if the entity has business contacts on a regular or substantial basis with a person who maintains a physical presence in your jurisdiction.

Business contacts include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. Business contacts do not include marketing via the Internet, telephone, television, radio, or printed media.

The same criteria are used to determine whether an individual, organization, or other entity is doing business in your jurisdiction.

Exception:

Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees/code filers should consult their disclosure categories to determine if the donor of a gift is of the type that must be disclosed.)

When reporting interests in real property, if your jurisdiction is the state, you must disclose real property located within the state of California unless your agency's conflict of interest code specifies otherwise.

## Terms & Definitions - (continued)

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For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

See the following explanations to determine what your jurisdiction is:

**State Offices and All Courts:** Your jurisdiction is the state if you are an elected state officer, a state legislator, or a candidate for one of these offices. Judges, judicial candidates, and court commissioners also have statewide jurisdiction. (*In re Baty* (1979) 5 FPPC Ops. 10) If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is the state.

**County Offices:** Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

**City Offices:** Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

**Multi-County Offices:** If you are an elected officer, candidate, official or employee of, or a consultant to a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

**Other (for example, school districts, special districts and JPAs):** If you are an elected officer, candidate, official or employee of, or a consultant to an agency not covered above, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

**Leasehold Interest:** The term “interest in real property” includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is \$2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or, for a candidate or assuming office statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than \$2,000 or a month-to-month tenancy.

**Loan Reporting:** Filers are not required to report loans from commercial lending institutions or any indebtedness created as part of retail installment or credit card transactions that are made in the lender’s regular course of business, without regard to official status, on terms available to members of the public.

**Loan Restrictions:** State and local elected and appointed public officials are prohibited from receiving any personal loan totaling more than \$250 from an official, employee, or consultant of their government agencies or any government agency over which the official or the official’s agency has direction or control. In addition, loans of more than \$250 from any person who has a contract with the official’s agency or an agency under the official’s control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials are also prohibited from receiving any personal loan of \$500 or more unless the loan agreement is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the \$250 and \$500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC for further information, or 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 website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

**Original Statement:** A statement containing either a handwritten “wet” signature or a “secure electronic signature” signed under the penalty of perjury and verified by the filer pursuant to Gov. Code Section 81004. A “secure electronic signature” means either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer’s agency email address. (See Regulations 18104 and 18757.)

**Privileged Information:** FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income. Under this regulation, you are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California

## Terms & Definitions - (continued)

or Federal law. However, you must provide an explanation for nondisclosure, separately stating for each undisclosed person: the legal basis for the assertion of the privilege, facts demonstrating why the privilege is applicable, and that to the best of your knowledge you have not and will not make, participate in making, or use your official position to influence a governmental decision affecting the undisclosed person in violation of Government Code Section 87100. This explanation may be included with, or attached to, the public official's Form 700.

We note that the name of a source of income is privileged only to a limited extent under California law. For example, a name is protected by attorney-client privilege only when facts concerning an attorney's representation of an anonymous client are not publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability. A patient's name is protected by physician-patient privilege only when disclosure of the patient's name would also reveal the nature of the treatment received by the patient. A patient's name is also protected if the disclosure of the patient's name would constitute a violation by an entity covered under the Federal Health Insurance Portability and Accountability Act (also known as HIPAA).

### **Public Officials Who Manage Public Investments:**

Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines for asset allocations. FPPC Regulation 18700.3 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments (for example, chief or principal investment officers or chief financial managers); and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

**Registered Domestic Partners:** Filers must report investments and interests in real property held by, and sources of income to, registered domestic partners. (See Section 82048.8.)

**Retirement Accounts (for example, deferred compensation and individual retirement accounts (IRAs)):** Assets held in retirement accounts must be disclosed if the assets are reportable items, such as

common stock (investments) or real estate (interests in real property). For help in determining whether your investments and real property are reportable, see the instructions to Schedules A-1, A-2, and B.

If your retirement account holds reportable assets, disclose only the assets held in the account, not the account itself. You may have to contact your account manager to determine the assets contained in your account.

**Schedule A-1:** Report any business entity in which the value of your investment interest was \$2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

**Schedule B:** Report any piece of real property in which the value of your interest was \$2,000 or more during the reporting period.

Examples:

- Anaya Tiwari deposits \$500 per month into the employer's deferred compensation program. Anaya has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because Anaya's funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Anaya has no disclosure requirements with regard to the deferred compensation program.
- Earl James Jones has \$6,000 in an individual retirement account with an investment firm. The account contains stock in several companies doing business in his jurisdiction. One of the stock holdings, Misac Computers, reached a value of \$2,500 during the reporting period. The value of the investment in each of the other companies was less than \$2,000. Earl must report Misac Computers as an investment on Schedule A-1 because the value of the stock in that company was \$2,000 or more.
- Adriane Fisher has \$5,000 in a retirement fund that invests in real property located in Adriane's jurisdiction. The value of Adriane's interest in each piece of real property held in the fund was less than \$2,000 during the reporting period. Although this retirement fund holds reportable assets, there is no disclosure requirement because it did not have a \$2,000 or greater interest in any single piece of real property. If, in the future, the value of Adriane's interest in a single piece of real property reaches or exceeds \$2,000, it will be required to be disclosed on Schedule B for that reporting period.



## Terms & Definitions - (continued)

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**Trusts:** Investments and interests in real property held and income received by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was \$2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income (see Gov. Code Section 82030); or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Examples:

- Sarah Murphy has set up a living trust that holds Sarah's principal residence, stock in several companies that do business in the jurisdiction, and a rental home in the agency's jurisdiction. Since Sarah is the trustor and can revoke or terminate the trust, Sarah must disclose any stock worth \$2,000 or more and the rental home on Schedule A-2. Sarah's residence is not reportable because it is used exclusively as a personal residence.
- Chao Yee is listed as a beneficiary in a family's trust. However, Chao does not presently receive income from the trust, nor an irrevocable future right to receive income or principal. Therefore, Chao is not required to disclose any assets contained in the family trust.

### **Blind Trusts:**

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet the standards set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income from those original assets on Schedule A-2 until they have been disposed of by the trustee.

### **Trustees:**

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

**Wedding Gifts:** Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at \$50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of \$100 or more.

For example, you receive a place setting of china valued at \$150 from a reportable source as a wedding gift. Because the value to you is \$50 or more, you must report the gift on Schedule D, but may state its value as \$75.

Wedding gifts are not subject to the \$630 gift limit in calendar years 2025 and 2026 (\$590 gift limit in 2024), but they are subject to the \$10 lobbyist/lobbying firm gift limit for state officials.

### **Privacy Information Notice**

Information requested on all FPPC forms is used by the FPPC to administer and enforce the Political Reform Act (Gov. Code Sections 81000-91014 and California Code of Regulations Sections 18110-18997). All information required by these forms is mandated by the Political Reform Act. Failure to provide all of the information required by the Act is a violation subject to administrative, criminal, or civil prosecution. All reports and statements provided are public records open for public inspection and reproduction.

If you have any questions regarding this Privacy Notice or how to access your personal information, please contact the FPPC at:

General Counsel  
Fair Political Practices Commission  
1102 Q Street, Suite 3050  
Sacramento, CA 95811  
(916) 322-5660  
(866) 275-3772

## Frequently Asked Questions: Form 700 Disclosure

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The FAQs listed below are selected from questions often asked about the Statement of Economic Interests (Form 700). Because it is not possible to address all of the unique variables and circumstances related to disclosure, individuals are encouraged to contact the FPPC with specific facts. Most officials must also consult their agency's conflict of interest code to determine their disclosure level and their reportable interests. The Form 700 is a public document. Form 700s filed by State Legislators and Judges, members of the FPPC, County Supervisors, and City Council Members are available on the FPPC's website.

### General Questions

1. Q. Do officials have to complete all schedules of the Form 700?
  - A. Not necessarily. The majority of individuals who file the Form 700 must do so by following the rules set forth in their agency's conflict of interest code ("designated employees"). Before completing the Form 700, an official should be familiar with the disclosure category for their position. For example, since job duties differ from agency to agency and even unit to unit within the same agency, an analyst for one agency, or unit of that agency, may not have the same reporting requirements as an analyst from another agency, or even another unit of the same agency. **Designated employees should obtain a copy of their agency's conflict of interest code from the agency.**

Officials listed in Government Code Section 87200 (e.g., boards of supervisors, city council members, planning commissioners, elected state officials, etc.) must report investments, business positions, and sources of income, including receipt of gifts, loans, and travel payments, from sources located in or doing business in their agency's jurisdiction. All interests in real property within the agency's jurisdiction must also be reported. For local officials, real property located within two miles of the boundaries of the jurisdiction or any real property that the agency has an interest in is deemed to be "within the jurisdiction."

2. Q. Is it necessary to read all of the information before completing the Form 700?
  - A. Each individual must verify the Form 700's content under penalty of perjury. Therefore, every effort must be made to understand what the form requires. When necessary, you may contact the FPPC for specific guidance. You may only obtain immunity from a potential enforcement action when you receive formal written advice.
3. Q. Where are the Form 700s filed?
  - A. Filers should refer to page 3 of the FPPC's Form 700 and page 5 of the Reference Pamphlet for general information on where to file Form 700 depending upon the office held or sought. Certain filers under Section 87500 are required to file their statements electronically with the FPPC. Additionally, if the agency has a conflict of interest code, please refer to the incorporation page for information on where to file your Form 700.

4. Q. If the Form 700 is postmarked by the due date, is it considered filed on time?
  - A. Yes.
5. Q. If an official holds multiple positions subject to filing obligations, is a statement required for each position?
  - A. Yes. However, in some circumstances, such an official may file an expanded statement instead. The expanded statement must cover all reportable interests for all jurisdictions and list all positions for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.
6. Q. Do individuals need to file a complete Form 700 when they leave office?
  - A. Yes. The same requirements apply for the assuming office, the annual, and the leaving office filings.
7. Q. An individual is hired into a newly created management position in their agency's Information Technology Department. How do they complete the Form 700?
  - A. Because it is a newly created position, the law requires that economic interests be reported under the broadest disclosure category in the agency's conflict of interest code unless the agency sets interim disclosure that is tailored to the limited range of duties of the position. An individual may request that the agency complete the Form 804 (Agency Report of New Positions) to tailor the disclosure category to the job duties of the new position. Generally, the Form 700 must be filed with the agency within 30 days of the date of hire.
8. Q. Must board members of a non-profit public benefit corporation that operates California charter schools file Form 700?
  - A. Yes. Members of charter schools are public officials and must file the Form 700.

## **Income Questions**

9. Q. Must an official report a spouse's or registered domestic partner's salary?
  - A. Generally an official is required to report their community property share (50%) of their spouse's or registered domestic partner's salary. The disclosure lists the employer's name as the source of income on Schedule C of the Form 700. If the spouse or registered domestic partner is self-employed, the business entity is reported on Schedule A-2. Officials should check their disclosure category, if applicable, to determine if the income is reportable. A spouse or registered domestic partner's government salary is not reportable (e.g., spouse is a teacher at a public school).
10. Q. If an official receives income as a gig worker for companies such as Uber, Lyft, DoorDash, Instacart, etc., is that income reportable on the Form 700?
  - A. Yes, this income is reportable if the source of income is doing business in the official's jurisdiction. If the official is an independent contractor of the company, the official will report the income on Schedule A-2. If the official is an employee of the company, the official will report the income on Schedule C.

11. Q. If an official and their spouse have a legally separate property agreement (e.g., prenuptial), must the official still report their community property share (50%) in their spouse's income?
- A. No. If there is a legally separate property agreement, the official is not required to report their community property share in their spouse's income so long as the funds are not commingled with community funds or used to pay for community expenses or to produce or enhance the official's separate income. This reporting exception does not apply to investments and interests in real property. Even if a public official and their spouse have a separate property agreement, the spouse's investments and interests in real property must still be disclosed because the definitions of reportable investments and interests in real property include those held by the official's immediate family (spouse, registered domestic partner, and dependent children). These definitions are not dependent on community property law.
12. Q. If an official owns a business in which they have received income of \$10,000 or more from a client, is the official required to disclose the client's name on Schedule A-2, Part 3?
- A. Yes, except for under rare circumstances where disclosure of the identity would violate a legally recognized privilege under California or federal law. In these cases, the FPPC may authorize an exemption. (See Regulation 18740.)
13. Q. When an official purchases a new car and trades in the old car as credit toward the purchase price, is the trade-in allowance considered reportable income on the Form 700?
- A. No. A trade-in allowance is not considered income and is not reportable on an official's Form 700. However, income received from the sale of an auto may be reportable.
14. Q. An official owns a rental property that they are required to report. The renter/tenant pays a property management company and the company deposits the funds into the official's checking account. Would the source of rental income be listed as the property management company or the person living at the residence who is paying the property management company?
- A. The source of the rental income is the person living at the residence (renter/tenant). The property management company does not need to be disclosed.

### **Investment Questions**

15. Q. An official holds various stocks through an account managed by an investment firm. The account manager decides which stocks to purchase with no input from the official. Are the stocks subject to disclosure?
- A. Yes. Unless the stocks are in a diversified mutual fund registered with the SEC or in a fund similar to a diversified mutual fund (e.g., exchange traded fund (ETF)) if the similar fund meets the specific criteria outlined in Regulation 18237. Any investments worth \$2,000 or more in a business entity located in or doing business in the jurisdiction must be disclosed on Schedule A-1 or A-2 if the official's disclosure category requires that the investments be reported.
16. Q. Are funds invested in a retirement account required to be disclosed?
- A. Investments held in a government defined-benefit pension program plan (e.g., CalPERS) are not reportable. Investments held in a fund such as a defined contribution plan 401(k) or exchange traded fund (ETF) are not required to be disclosed if the fund meets the specific criteria outlined in Regulation 18237. An official may need to contact their account manager for assistance in determining what assets are held in the account.

17. Q. If an official reported stocks that were acquired last year on their annual Form 700, must the stocks be listed again on the official's next Form 700?
- A. Yes. Stocks that are worth \$2,000 or more during the reporting period must be reported every year that they are held. The "acquired" and "disposed" dates are only required if the stocks were initially acquired or entirely disposed of during the period covered by the Form 700.
18. Q. How are interests in a living trust reported if the trust includes: (1) rental property in the official's jurisdiction; (2) a primary residence; and (3) investments in diversified mutual funds? Are there different disclosure rules?
- A. The name of the trust is reported, along with the rental property and its income, on Schedule A-2. The official's primary residence, if used exclusively as a personal residence, and investments in diversified mutual funds registered with the SEC, are not reportable. Although the official's primary residence is not required to be disclosed on the Form 700, it is still considered an economic interest for conflict of interest purposes. (See Question 18.) A secondary residence not used exclusively for personal purposes may be reportable. (See Question 19.)
19. Q. A Form 700 filer has a 10% or greater ownership interest in a company that provides uncompensated, pro-bono, or volunteer services within the filer's jurisdiction. Must this investment be disclosed on Schedule A-2 of the Form 700?
- A. Yes. An investment must be disclosed if there is any financial interest in a business entity that does business or plans to do business within the jurisdiction. (See Government Code 82034.) Although the services are uncompensated, "doing business in the jurisdiction" is defined as having business contacts on a regular or substantial basis, including those providing services or goods. (See Regulation 18230.)
20. Q. An official holds an investment (stocks, partnership, etc.) or receives income from a business entity. How is the name of the business entity reported?
- A. An official must report the full name of the business entity interest. Do not use acronyms for the name of the business entity unless it is one that is commonly understood by the public.

### **Real Property Questions**

21. Q. Is an official's personal residence reportable?
- A. Generally, any personal residence occupied by an official or their family is not reportable if used exclusively as a personal residence. However, a residence for which a business deduction is claimed is reportable if the portion claimed as a tax deduction is valued at \$2,000 or more. In addition, any residence for which an official receives rental income is reportable if it is located in the jurisdiction.
22. Q. When an official is required to report interests in real property, is a secondary residence reportable?
- A. It depends. First, the residence must be located in the official's jurisdiction. If the secondary residence is located in the official's jurisdiction and rental income is received (including from a family member), the residence is reportable. However, if the residence is used exclusively for personal purposes and no rental income is received, it is not reportable. Although the secondary residence may not be reportable, it is still considered an economic interest for conflict of interest purposes.

23. Q. If a primary or secondary personal residence is required to be reported, is the street address required to be disclosed?

A. No. The assessor's parcel number may be listed instead of the street address.

### **Enforcement Question**

24. Q. What is the penalty for not filing the Form 700 on time or not reporting all required economic interests?

A. A late fine of \$10 per day up to a maximum of \$100 may be assessed. If an individual does not pay a late fine, the matter may be referred to the Franchise Tax Board for collection. In addition, if a matter is referred to the FPPC's Enforcement Division for failure to file or failure to include all required economic interests, the fine may be substantially higher.

Eligible non-filers may be referred from the FPPC's Enforcement Division to the FPPC's Political Reform Education Program (PREP). The program allows persons with little to no experience with the Act to resolve minor violations by completing an online educational course in lieu of paying a monetary penalty. Those who complete the program will have their Enforcement cases closed with no action and, in many circumstances, will be exempted from paying late filing fees assessed by their filing officer.

### **Gift/Travel Questions**

25. Q. What is the gift limit for 2025-2026?

A. **\$630:** This means that gifts from a single, reportable source, other than a lobbyist or lobbying firm (see below), may not exceed \$630 in a calendar year. For officials and employees who file the Form 700 under an agency's conflict of interest code ("designated employees"), this limit applies only if the official or employee would be required to report income or gifts from that source on the Form 700, as outlined in the "disclosure category" portion of the agency's conflict of interest code. For conflict of interest purposes, the gift must be under \$630 to avoid consideration under the conflict rules.

#### **State Lobbyist & Lobbying Firm Limit:**

**\$10:** State candidates, state elected officers, and state legislative officials may not accept gifts aggregating more than **\$10 in a calendar month that are made or arranged by a registered state lobbyist or lobbying firm**. The same rule applies to state agency officials, including members of state boards and commissions, if the lobbyist or firm is registered to lobby, or should be registered to lobby, the official's or employee's agency.

26. Q. During the year, an official received several gifts of meals from the same reportable source. Each meal was approximately \$35. Is the source reportable?

A. Yes. Gifts from the same reportable source are aggregated, and the official must disclose the source when the total value of all meals reaches or exceeds \$50.

27. Q. How does an individual return a gift so that it is not reportable?

- A. Unused gifts that are returned to the donor or reimbursed within 30 days of receipt are not reportable. The recipient may also donate the unused item to a charity or a governmental agency within 30 days of receipt or acceptance so long as the donation is not claimed as a tax deduction. An individual may not, however, reimburse a charity for the value (or partial value) of a gift from another source, in order to not report the gift, unless the charity was the original source of the gift.

28. Q. Two people typically exchange gifts of similar value on birthdays. Are these items reportable?

- A. No. Gift exchanges with individuals, other than lobbyists, on birthdays, holidays, or similar occasions, are not reportable or subject to gift limits. The gifts exchanged must be similar in value.

29. Q. Must an official report gifts received from an individual whom the official is dating?

- A. No. Gifts of a personal nature exchanged because the individuals are in a bona fide dating relationship are not reportable or subject to gift limits. However, the official remains subject to the conflict of interest rules and some matters may require recusal from voting.

30. Q. If an official makes a speech related to national public policy and their spouse attends the dinner at the event, is the spouse's meal considered a gift to the official?

- A. Yes. The official's meal is not a reportable gift; however, their spouse's meal is a gift and reportable on the official's Form 700 if the value is \$50 or more.

31. Q. A vendor that does business with the agency provided entertainment tickets to the spouse of one of the agency members. Must the member report the tickets as gifts?

- A. Yes. Unless an exception applies, the tickets are a reportable gift. A gift to an official's spouse is a gift to the official when there is no established working, social, or similar relationship between the donor/vendor and the spouse or there is evidence to suggest that the donor had a purpose to influence the official.

32. Q. An agency received two free tickets to a concert from a local vendor. The agency has a policy governing the reporting of tickets and passes distributed to persons for use in ceremonial roles or other agency related activities. The agency had discretion to determine who in the agency received the tickets. Each ticket was valued at \$140. If the agency director used the tickets, how are they reported?

- A. Assuming the tickets meet the agency's policy as an appropriate use of public funds, the agency may report the tickets (worth \$280) on the Form 802 (Agency Report of Ceremonial Role Events and Ticket/Pass Distributions), which is a public record. The director does not need to report the tickets on the Form 700.

33. Q. An agency received a large box of chocolates as a holiday gift from a local merchant. It was addressed to the agency and not to a particular employee. Is there a reporting requirement?
- A. No. There is no reporting requirement if the value received by each agency employee is less than \$50.
34. Q. An agency official receives a gift basket specifically addressed to the official worth more than \$50 from a local merchant. Is there a reporting requirement?
- A. If the source of the gift basket is reportable by the official, the official must report the gift, even if they share the gift with other agency employees.
35. Q. Do prizes donated to a governmental agency by an outside source constitute gifts under the Act if they were received by city employees in a drawing conducted by the city for all city employees participating in the city's charitable food drive?
- A. Yes. The prizes are gifts if donated by an outside source and subject to the Act's limits and reporting requirements.
36. Q. An official won a scholarship in a raffle at a software update training class. The scholarship covered the cost of the class. All attendees, including other public officials and members of the public, were eligible to apply for the scholarship. Is the official required to report the scholarship as a gift?
- A. A scholarship received in a "bona fide" competition may be reported as income instead of a gift. Whether or not a competition or contest is "bona fide" depends on specific facts, such as the nature of the pool of contestants. Contact the FPPC for assistance.
37. Q. Is a ticket provided to an official for their admission to an event at which the official performs a ceremonial role or function on behalf of their agency reportable on the official's Form 700?
- A. No, so long as the organization holding the event provides the ticket and so long as the official's agency completes the Form 802 (Agency Report of Ceremonial Role Events and Ticket/Pass Distributions). The form will identify the official's name and explain the ceremonial function. (See Regulation 18942.3 for the definition of "ceremonial role.")
38. Q. An official makes an annual donation to an educational organization that has a 501(c)(3) tax-exempt status. The organization is holding a two-hour donor appreciation event, which will include wine, appetizers, and music. Free access to the event is being provided to all donors to the organization. Must the official report the event as a gift from the organization?
- A. Because free access to the event is offered to all of the organization's donors, without regard to official status, access to the event is not a reportable gift.
39. Q. Are frequent flyer miles reportable?
- A. No. Discounts received under an airline's frequent flyer program that are available to all members of the public are not required to be disclosed.



**IMPORTANT NOTE: See Regulation 18950.1 for additional information on reporting travel payments. In some circumstances the agency may report the travel in lieu of the official reporting the travel.**

40. Q. If a non-profit organization pays for an official to travel to a conference after receiving the funds to pay for the travel from corporate sponsors, specifically for the purpose of paying for the official's travel, is the non-profit organization or the corporate sponsors the source of the gift?
- A. The corporate sponsors are the source of the gift if the corporate sponsors donated funds specifically for the purpose of the official's travel. Thus, the benefit of the gift received by the official would be pro-rated among the donors. Each reportable donor would be subject to the gift limit and identified on the official's Form 700. The FPPC should be contacted for specific guidance to determine the true source of the travel payment.
41. Q. May an official accept travel, lodging and subsistence from a foreign sister city while representing the official's home city?
- A. Yes. If the travel and related lodging and subsistence is paid by a foreign government and is reasonably related to a legislative or governmental purpose, it is not subject to the gift limit. However, the payments must be disclosed as gifts on the Form 700 for this exception to apply. While in the foreign country, any personal excursions not paid for by the official must also be disclosed and are subject to the gift limit. If private entities make payments to the foreign government to cover the travel expenses, the gift limit will apply and travel payments will likely be prohibited. Please contact the FPPC for more information.
42. Q. An analyst for a state or local agency attends a training seminar on the new federal standards related to the agency's regulatory authority. If the analyst's travel payments are paid by the federal agency, must the analyst report the payment on the Form 700?
- A. No. A payment for travel and related per diem received from a government agency for education, training, or other inter-agency programs or purposes, is not considered a gift or income to the official who uses the payment.
43. Q. A state legislator and a planning commissioner were guest speakers at an association's event. Travel expenses were paid by the association, and the event was held in the United States. Is this reportable?
- A. Yes. The payment is reportable, but not subject to the gift limits. In general, an exception applies to payments for travel within the United States that are provided to attend a function where the official makes a speech. These payments are not limited, but are reportable as gifts. The rules require that the speech be reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy; and the travel payment must be limited to actual transportation and related lodging and subsistence the day immediately preceding, the day of, and the day immediately following the speech. (See Government Code Section 89506. Other rules may be applicable if this exception is not used.)

44. Q. An official serves as a board member for two organizations – one has a 501(c)(3) tax-exempt status and the other has a 501(c)(6) tax-exempt status. The organizations pay the official's travel expenses to attend board meetings. Must the official report these travel payments?
- A. Under the Act, travel payments provided to an official by a 501(c)(3) organization are exempt from the definition of "income" and therefore, not reportable. However, travel payments from other organizations, including a 501(c)(6) organization, are likely required to be reported. Designated employees must report such travel payment if the organization is reportable pursuant to the official's disclosure category in their agency's conflict of interest code.
45. Q. The local airport authority issues a certain number of airport parking cards to the County to allow the cardholders to use the parking facilities at the airport at no charge, provided the cardholder is on official business. Must the officials who use the parking cards report a gift on the Form 700?
- A. No. As long as the parking cards are used for official business only, the parking cards do not provide a personal benefit, so no gift is received. If a parking card is used for *personal* purposes, a gift must be reported.

### **Tickets to Non-Profit and Political Fundraisers Questions**

46. Q. An official is offered a ticket from a 501(c)(3) organization to attend its fundraising event. The face value (price) of the ticket is \$500, and the ticket states that the tax deductible portion is \$350. If the official accepts the ticket, what must be reported?
- A. Nothing is required to be reported on the Form 700, so long as the ticket is provided directly by the 501(c)(3) organization for its own fundraising event and is used for the official's own attendance at the fundraiser. In this case, the ticket is deemed to have no value. The official may also accept a second ticket provided directly by the 501(c)(3) organization for their guest attending the event, without a reporting obligation by either the official or the guest.
47. Q. What if someone purchases a table at a non-profit fundraiser and offers an official a seat at the table?
- A. If another person or entity provides a ticket, it is a gift and subject to the gift limit. The value is the non-deductible portion on the ticket. If there is no declared face value, then the value is the pro-rata share of the food, catering service, entertainment, and any additional item provided as part of the event. The "no value" exception only applies if the official receives no more than two tickets for their own use directly from the 501(c)(3) organization and it is for the organization's fundraising event.
48. Q. A 501(c)(3) organization provides a ticket to an official for its fundraising event. The organization seats the official at a table purchased by a business entity. Does the official have to report the ticket?
- A. No. So long as the ticket is provided directly by the 501(c)(3) organization and is used for the official's own attendance at the fundraiser, the ticket is not reportable regardless of where the official is seated.

49. Q. An agency employee who holds a position designated in their agency's conflict of interest code receives a ticket to a fundraiser from a person not "of the type" listed in the agency's code. Is the agency employee required to report the value?
- A. No. A ticket or any other gift may be accepted under these circumstances without limit or reporting obligations. Agencies must ensure the conflict of interest code adequately addresses potential conflicts of interests but not be so overbroad as to include sources that are not related to the employee's official duties.
50. Q. An official receives a ticket to attend a political fundraiser held in Washington D.C. from a federal committee. Is the official required to disclose the ticket as a gift, and is it subject to the gift limit?
- A. No. The value of the ticket is not a gift, so long as the ticket is provided to the official directly by the committee holding the fundraiser and the official personally uses the ticket. (See Regulation 18946.4.) Separate rules apply for travel provided to attend the fundraiser. Regulation 18950.3 covers issues on travel paid by or for a campaign committee.
51. Q. A political party committee is holding a political fundraiser at a golf course and a round of golf is included. If the committee provides an elected official a ticket, is the ticket reportable by the official?
- A. No, so long as the official uses the ticket for their own use. If someone other than the political party provides a ticket, the full cost of the ticket is a gift. The political party must report the total amount spent on the fundraiser on its campaign statement.
52. Q. If a business entity offers an official a ticket or a seat at a table that was purchased for a political fundraiser, what is the value?
- A. Because the ticket was not offered by the campaign committee holding the fundraiser, it is a gift to the official. The value is either the face value of the ticket or the pro-rata share of the food, catering services, entertainment, and any additional benefits provided to attendees.
53. Q. If an official attends an event that serves only appetizers and drinks, does the "drop-in" exception apply no matter how long the official stays or how many appetizers or drinks are consumed?
- A. No. The focus of the "drop-in" exception is on the official's brief attendance and limited consumption, not on the nature of the event as a whole. If an official attends an event that serves only appetizers and drinks, the "drop-in" exception applies only if the official just "drops in" for a few minutes and consumes only a "de minimis" amount of appetizers and drinks. The "drop-in" exception does not automatically apply just because the event does not serve more than appetizers and drinks.

54. Q. An organization, which is not a 501(c)(3) organization, is holding a fundraiser at a professional sporting event. Tickets to this sporting event are sold out and it appears that tickets are only available at a substantially higher price than the face value amount of the ticket provided to the official by the organization. If the official attends the event, what is the value of the gift?
- A. The value is the face value amount of the ticket to the sporting event. This valuation rule applies to all tickets to such events that are not covered by a separate valuation exception, such as non-profit and political party fundraisers.
55. Q. An official receives a ticket to a fundraiser, and if accepted, the ticket will result in a reportable gift or a gift over the current gift limit. What are the options?
- A. The official may reimburse the entity or organization that provided the ticket for the amount over the gift limit. Alternatively, the official may pay down the value of the ticket to under the \$50 gift reporting threshold if the official does not want to disclose the ticket. Reimbursement and/or pay down must occur within 30 days of receipt of the ticket. A candidate or elected official may use campaign funds to make the reimbursement if the official's attendance at the event is directly related to a political, legislative, or governmental purpose. A ticket that is not used and not given to another person is not considered a gift to the official and therefore is not reportable.

## Measure X Community Advisory Board Member

### Self-Attestation of No Conflicts of Interest

The Measure X Community Advisory Board (MXCAB) Bylaws outline eligibility requirements and conflict of interest disclosures for members. To support compliance with these provisions, members are asked to complete this self-attestation form at the beginning of their term and as requested by MXCAB support staff. This process helps maintain the integrity and transparency of the MXCAB.

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Please review each statement and check the box to confirm.

- ☐ I am not an elected official or a County department head.
  - ☐ I live and/or work in Contra Costa County.
  - ☐ I understand that as a member of the MXCAB, I must avoid any real or perceived conflict of interest.
  - ☐ I will recuse myself from MXCAB discussions and decisions that could financially benefit me, my family, my employer, or any affiliated organization.
  - ☐ I am not employed by, contracted with, or serving as a board member for any organization that has received Measure X funds in the past two years.
  - ☐ My immediate family members are not employed by, contracted with, or serving as board members for any organization that receives Measure X funds.
  - ☐ I will file California Form 700 – Statement of Economic Interests annually and also immediately upon leaving the Advisory Body.
  - ☐ I will notify the MXCAB support staff immediately if my circumstances change and I, or any of my relatives, become affiliated in any way with a Measure X funded organization.
- 

### Certification

By signing below, I confirm that I have read and understood the conflict of interest requirements outlined above and that I will comply with the MXCAB Bylaws.

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4292

**Agenda Date:** 10/15/2025

**Agenda #:** 5

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**Advisory Board:** MEASURE X COMMUNITY ADVISORY BOARD  
**Subject:** Receive update on submission of MXCAB Proposed Evaluation Framework  
**Presenter:** Roxanne Carrillo Garza, Chair

### Information:

The MXCAB formed a Results-Based Accountability (RBA) Workgroup in January 2025. The workgroup held its first meeting on January 30, 2025. On February 26, 2025, the MXCAB received a presentation on Results-Based Accountability from Equity and Results, delivered by Ronak Okoye, Co-Principal and Facilitator.

On March 19, 2025, the RBA Workgroup presented the Performance & Impact Measures Workgroup Work Plan to the MXCAB. On April 16, 2025, the workgroup provided the committee with a summary of the framework they developed, and on May 21, 2025, they presented a draft framework and solicited input on outcomes and/or operating principles.

On June 18, 2025, the RBA Workgroup made its final presentation to the MXCAB. A draft outline of the RE RBA Framework and an updated draft of the MXCAB RE RBA Commitments, Conditions and Indicators were shared for feedback.

The Chair will present a draft Measure X RE RBA Summary and request that the MXCAB provide recommendations for revisions or additions, followed by a request for approval.

On July 16, 2025 the MXCAB voted to accept the document with a request to include examples of other counties using Results Based Accountability in the document.

### Attachments:

Proposed MX Evaluation Framework email\_Redacted.pdf  
MXCAB Proposed Evaluation Framework  
Appendix - Strategic Plan Sample

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**From:** Roxanne Garza [REDACTED]  
**Sent:** Thursday, October 2, 2025 7:20 PM  
**To:** Candace Andersen; Diane Burgis; John Gioia; Ken Carlson; Shanelle Scales-Preston  
**Cc:** Adam Nguyen; Sonia Bustamante; Jill Ray; Alicia Nuchols; Peter Myers; Lisa Chow; Alejandra Sanchez; Monica Nino; rachel; David Fraser; Jessica Shepard; Jen Quallick  
**Subject:** Re: Proposed MX Evaluation Framework  
**Attachments:** Measure X-Funded Projects - Impact Evaluation Framework\_MXCAB\_FINAL\_10.2.2025.docx; STRATEGIC PLAN SAMPLE.pdf

Good evening Chair Andersen and Board Members,

On behalf of the MX Community Advisory Board, (MXCAB) we would like to present a Proposed Evaluation Framework for MX programs and projects. It was approved by the MXCAB at our July 16, 2025 meeting.

This evaluation framework is the result of months of deliberation by the MXCAB and a dedicated workgroup that steered this effort. We propose that the County implement a Measure X results-based accountability approach to develop data-informed processes that assess progress, outcomes, and success. This methodology centers the experiences and needs of the County's most vulnerable communities. It will assist in answering two vital questions: (1) What is the lived and human impact of the millions of dollars invested through Measure X and (2) Are Measure X investments achieving intended results, and if not, how can we refine our strategies and investments to promote better outcomes for **all** residents? MXCAB is providing this initial framework for consideration to the Board of Supervisors.

We hope this framework can be considered as a tool for the upcoming evaluation to more actionably and accountably address a longer-term goal to review the data, determine opportunities to interrupt root causes or outcomes, clarify whether we are achieving Measure X priorities (e.g., all Contra Costa residents are healthy), and create concrete strategies to address the gaps between intent and impact. As always, we commit to partnering with the Board of Supervisors to help create a culture of equity and excellence throughout Contra Costa County.

Please feel free to reach out to me if you or your staff have any questions or would like to schedule a briefing.

Respectfully submitted,

Roxanne Carrillo Garza, MX CAB Chair  
Rachel Rosekind, MX CAB Vice Chair

Measure X Community Advisory Board  
Proposed Evaluation Framework  
July 16, 2025

## Introduction

This evaluation framework is the result of months of deliberation by the Measure X Community Advisory Board (MXCAB) and a dedicated workgroup that steered this effort. We propose that the County implement a Measure X results-based accountability approach to develop data-informed processes that assess progress, outcomes, and success. This methodology centers the experiences and needs of the County's most vulnerable communities. It will assist in answering two vital questions: (1) What is the lived and human impact of the millions of dollars invested through Measure X and (2) Are Measure X investments achieving intended results, and if not, how can we refine our strategies and investments to promote better outcomes for **all** residents? MXCAB is providing this initial framework for consideration to the Board of Supervisors.

## MXCAB Role

As a community asset, the Measure X Community Advisory Board (MXCAB) strives to expand our county's collective capacity to address entrenched inequities; resource, opportunity, and outcomes gaps; and sustained generational harms. We seek to work in collaboration with Supervisors, County staff, community service providers, and residents to support thriving, healthy, fulfilled individuals, families, and communities.

The MXCAB is committed to elevating the safety, health, and well-being of all Contra Costa County residents. We activate this commitment through prioritizing resident voice and transparent discussion, making well-informed and strategic funding recommendations to the Board of Supervisors, and holding ourselves accountable to the ballot measure's priorities and our shared values of inclusive belonging, equity, and transformative action.

We believe that Contra Costa County residents cannot experience safety, health, and well-being when communities of color and low-income residents experience it at disproportionately lower rates. Therefore, we have consistently sought to maximize the impact of limited funds by targeting resources to the priority populations and areas identified in the ballot measure and elevating equity to address urgent issues, service gaps, and outcomes disparities.

The MXCAB continues to elevate the core values and operating principles that have guided the body's work since its inception. These inform both internal conduct and external decision-making and are reflected in the evaluation framework we propose below.

These values and principles include:



1. Holding a shared responsibility to practice core values of equity, justice, inclusion, and compassion
2. Recognizing the importance of a strong safety net
3. Addressing prevention as well as current system gaps
4. Actively seeking transformational ideas
5. Leveraging other funding sources
6. Prioritizing the perspectives of residents most impacted by community needs, with a recognition that solutions must be interconnected and intersectional
7. Naming inequities and disparities, and recognizing those most harmed
8. Recognizing that economic opportunity and equity are at the heart of our work
9. Creating a culture of inclusion, welcoming, and belonging

## The Framework

The evaluation framework draws from MXCAB’s expertise in needs assessment, shared learning on results-based accountability methodology, experience developing Measure X priority funding recommendations, and deep connections to various communities.

This rubric fuses the ballot measure’s named priorities with the MXCAB operating principles to create an accountable and actionable assessment framework that applies rigor to a person-centered process. It seeks to help us discern whether Measure X’s strategies and investments are working, or not, and pushes us to explore how we can collaborate to ensure that the measure’s public benefits are apparent and experienced.

The framework proposes a set of population-level (or community-level) high-level indicators that help assess progress toward desired conditions of well-being and equitable outcomes. These indicators can be tracked through readily available data sources coupled with more intentional, disaggregated, and deep information collection that provides targeted, real-time, and/or longitudinal evaluation of a given issue or intended outcome. Overall, our proposed indicators are accessible, accurate, and relevant to Measure X’s priorities and principles.

### A Framework for Assessing and Elevating the Equity Impacts of Measure X-Funded Projects

Operating Principle/Ballot Language	Condition of Well-being	Population-level Indicators
Shared practice of equity, justice, inclusion, and compassion	All residents—especially those historically excluded and/or impacted by structural racism—have access to preventative and emergency care that is	<b>Equity, Justice, Inclusion, and Compassion</b> <ol style="list-style-type: none"> <li>1. % of County Departments with active race equity implementation plans.</li> </ol>

<p>Sustain strong social safety net = health and prosperity for all</p> <p>Fund emergency response</p>	<p>affordable, culturally responsive, trauma-informed, and geographically accessible. All residents receive equitable and rapid response in crisis situations (health, fire, disaster, etc.). Attention is paid to humanizing processes and eliminating barriers.</p>	<ol style="list-style-type: none"> <li>2. % of residents reporting positive experience with public systems (health, housing, justice).</li> <li>3. % of County-funded programs contracting with BIPOC-led and BIPOC-operated CBOs.</li> </ol> <p><b>Strong Social Safety Net &amp; Hospital Access</b> (Strengthen programs that serve low-income, marginalized populations across sectors - health, housing, mental health, etc. and track continued outcomes and staffing of Contra Costa Regional Medical Center, especially for users of Medi-Cal)</p> <ol style="list-style-type: none"> <li>4. Preventable emergency room visit rates by zip code.</li> <li>5. % of Medi-Cal patients with consistent primary care.</li> <li>6. % of Black mothers that receive first trimester care that leads to better outcomes for those mothers and their babies.</li> <li>7. Ensure hospital staffing reflects community and patient demographics and carry cultural values to promote the best outcomes.</li> <li>8. Track access by race/language/insurance status.</li> <li>9. Prioritize services that reach high-need census tracts.</li> <li>10. Track racial disparities in who receives services and outcomes.</li> </ol> <p><b>Prioritize Prevention</b></p> <ol style="list-style-type: none"> <li>11. Number and % of 5150 holds diverted to community care.</li> <li>12. Suicide ideation/hospitalization rates (youth, by race &amp; geography).</li> <li>13. % of residents connected to culturally responsive health, mental health and social services, disaggregated by race, economic status, geography, age group, housing status, education levels, and other meaningful dimensions.</li> </ol> <p><b>Fund Community Health Centers – Equity Lens: Preventative, Community-based care in Underserved Areas</b></p> <ol style="list-style-type: none"> <li>14. Fund community-based care as upstream prevention by supporting Federally Qualified Health Centers (FQHC),</li> </ol>
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		<p>mobile clinics, and integrated behavioral health.</p> <p>15. # of residents served at FQHCs and clinics in high-need census tracts.</p> <p>16. % of residents who report a health home and access to primary care provider.</p> <p>17. Community Health Center utilization rates, disaggregated by race and income.</p> <p>18. # of culturally competent providers serving identified priority populations.</p> <p><b>Emergency Response</b></p> <p>19. Ensure emergency services are available and equitable in their response across communities.</p> <p>20. % of mental health crisis calls diverted to non-police response models.</p> <p>21. % of low-income neighborhoods with fire prevention programming or community resilience plan.</p> <p>22. Households in climate-vulnerable zones with access to fire mitigation and community awareness on house hardening practices.</p>
<p>Investments prioritize prevention and address current system gaps</p> <p>Name inequities and those most harmed, especially Black and Latinx. Additionally, residents with mental needs, Indigenous peoples, Asian American Pacific Islanders, seniors, people with disabilities, children and youth, immigrants, unsheltered, rural communities, LGBTQ+, and people in poverty.</p> <p>Economic opportunity and equity are at the heart of MXCAB purpose</p> <p>Seek transformative solutions, in addition to filling current service gaps</p> <p>Invest in early childhood services</p>	<p>All residents have access to educational, housing, and employment opportunities that foster positive development, redress structural inequities, and disrupt generational poverty. Public investments shift root causes, not just address symptoms, by delivering targeted support and resources to those who have been historically under-resourced and most harmed. Holistic and high-quality services and supports are provided for children's development and family well-being.</p>	<p><b>Economic Opportunity &amp; Equity</b></p> <ol style="list-style-type: none"> <li>1. Unemployment rates by race and census tract.</li> <li>2. Education levels/degree completion by race and census tract.</li> <li>3. Median household income increase in priority equity zones.</li> <li>4. % of MX-funded programs that hire from high-barrier communities.</li> <li>5. Eviction filings per 1,000 residents in priority census tracts.</li> <li>6. % of Black, Latinx, Indigenous, older adult, and other vulnerable households in stable, long-term housing.</li> <li>7. Youth and young adult homelessness rate in County districts.</li> <li>8. Reductions in school disciplinary actions for BIPOC youth.</li> <li>9. % of programs designed for disability access or language justice.</li> </ol>

		<p>10. % of MX contracts awarded to BIPOC-led grassroots community organizations.</p> <p><b>Integrate Transformative Solutions</b></p> <p>11. % of County-funded programs investing in innovative and transformative initiatives, e.g., healing justice, community land trusts, diversion, etc.</p> <p>12. % of MX funding supporting multi-sector partnerships or place-based pilots.</p> <p>13. % of programs demonstrating structural change (e.g. policy change, co-governance models).</p> <p><b>Protect the Vulnerable – Support Programs for People at Risk: Unsheltered, Disabled, LGBTQIA+, Elders, Youth, Justice-involved, and Immigrants and Refugees</b></p> <p>14. Ensure investments reach those disproportionately harmed by systemic racism (reentry, senior services, housing navigation, LGBTQIA+ affirming programs).</p> <p>15. Track safety, housing, transportation, environmental health and climate justice and stability outcomes across demographic lines.</p> <p>16. Require partnerships with residents and organizations from impacted communities.</p> <p><b>Invest in Early Childhood Services</b></p> <p>17. Availability of child care for working parents.</p> <p>18. Attendance in early learning settings for children ages 3+ in the most marginalized county zip codes, identified as those with <a href="#">low child opportunity scores</a>.</p> <p>19. % of Medi-Cal enrollees (in Contra Costa Health Plan and Kaiser) who receive a valid developmental screening between 0-3 years of age.</p> <p>20. Childhood immunization rates.</p> <p>21. Well-child visits in first 30 months.</p> <p>22. Lead screening.</p>
Needs and issues are intersectional and interconnected. Take the resident point of view.	Community members are given a meaningful opportunity to voice their needs and propose solutions for how they can be met. Residents are engaged as thought partners, decision makers, and lived experience experts, as reflected in a	Residents are engaged as thought partners, decision makers, and lived experience experts, as reflected in a significant percentage of MX-funded programs co-designed with community input, inclusion of residents in request for proposals processes, and evaluations conducted with

	significant percentage of MX-funded programs co-designed with community input, inclusion of residents in request for proposals processes, and evaluations conducted with success metrics defined by lived experience experts.	success metrics defined by lived experience experts identified by the community.
Foster a culture of inclusion, welcoming, and belonging demonstrates our commitment to equity and will improve our work progress and outcomes	All communities see themselves reflected in the County's processes, advisory bodies, and outcomes (e.g., % of programs demonstrating structural change, influencing policy change, and/or led by co-governance models)	<ol style="list-style-type: none"> <li>1. % of programs demonstrating structural change, influencing policy change, and/or led by co-governance models.</li> <li>2. % of programmatic and funding decisions made in response to CAB recommendations.</li> <li>3. % of public comment participants from high-need zip codes.</li> <li>4. % of MX programs with community advisory or feedback loops.</li> </ol>

## Conclusion

We offer this framework as a tool to help all County stakeholders—elected officials, department staff, community service providers, and residents—identify, celebrate, and scale up successful Measure X-funded programs and strategies; refine implementation and investment when outcomes aren't being met; and cultivate a culture of collective reflection that pushes us to create systems and services that are more responsive and robust.

Bay Area Counties that have successfully implemented the RBA framework include Alameda County, Santa Cruz County, and Sonoma County. Alameda County began embedding performance measures into all Measure A projects in 2013, and as of 2020, performance measures are in place in 100% of all contracts. Santa Cruz County applied RBA to contracts over \$50,000, but now the vast majority of all departments' contracts include this evaluation process and set of metrics. Sonoma County Board of Supervisors adopted a set of contracting principles for safety-net services, and RBA was identified by safety-net department leadership as the best approach to operationalize the principles. As a companion to this document, we have included a case study that illustrates how different departments can identify the root causes of service inequities, develop strategies to reduce them, and create relevant and impactful performance measures to track their progress (see appendix).

We hope this framework can be considered as a tool for the upcoming evaluation to more actionably and accountably address a longer-term goal to review the data, determine opportunities to interrupt root causes or outcomes, clarify whether we are achieving Measure X priorities (e.g., all Contra Costa residents are healthy), and create concrete strategies to address the gaps between intent and impact. As always, we

commit to partnering with the Board of Supervisors to help create a culture of equity and excellence throughout Contra Costa County.

# Departmental Racial Equity Action Frameworks

MAYOR'S OFFICE OF DIVERSITY, EQUITY & INCLUSION

# Water Department

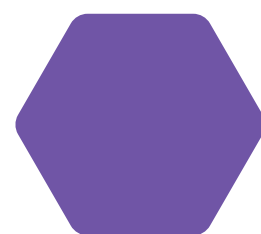
PHILADELPHIA  
WATER



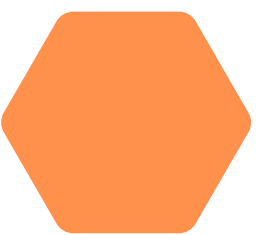
# Racial Equity Impact Framework

All people experience and feel pride in their City

## Hot Roots



**Lack of diversity in STEM/PWD workforce,** which is perpetuated by our focused partnership with Drexel. This partnership primarily serves white, privileged students from outside of the City.



**Lack of diversity in trade unions.** Women and POCs make up less than 3% and 34% of city government's construction jobs, respectively.

## Strategies

- **Shift resources and attention to internship & apprenticeship program that services BIPOC college and high school graduates.** Create better mentorship/support for interns and apprentices. Train all managers in mentorship and career path guidance.
- **Add contractual mechanisms to Public Works contract procurement that incentivizes BIPOC and women from project area resident pool.** Train and provide TA to contractors on hiring project area residents. Build community relationships to recruit residents into project staff.

## Performance Measures

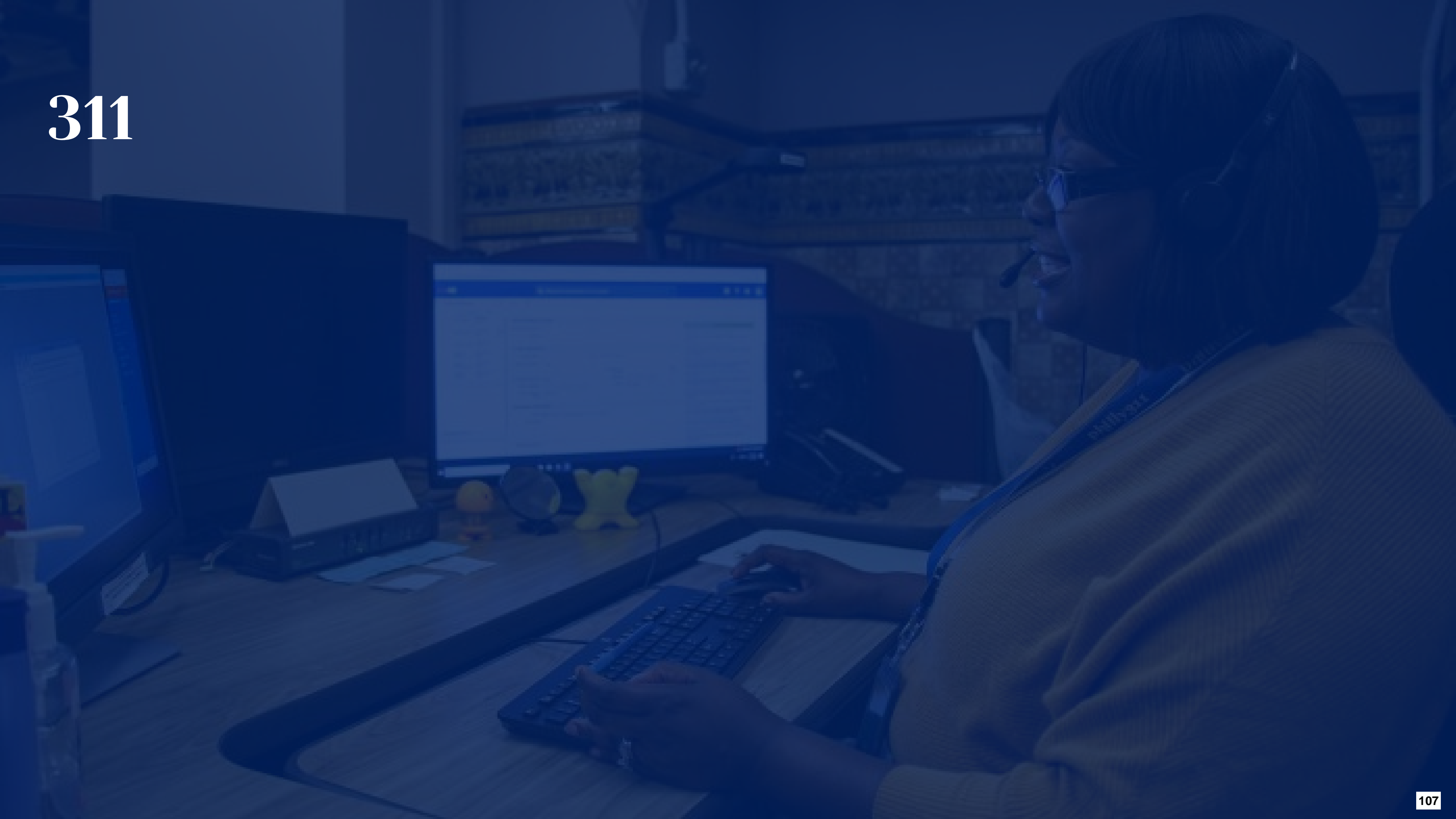
- % BIPOC interns and apprentices hired annually
- % BIPOC apprentices that are promoted to civil servant status
- Increase number of PWD skilled trades employees who want to become mentors
- % Increase in BIPOC and female recruited and placed into City's constructions projects within their respective communities
- % Increase in ownership of trade-skills businesses among BIPOC over time
- Increased level of trust with project area residents regarding benefits of Public Work activities in their communities.

# EMERGENT PRIORITY STRATEGY

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Root Cause	Initial Priority Recommendation	Next Steps
<p><b>Lack of diversity in STEM/PWD workforce</b>, which is perpetuated by our focused partnership with XXX. This partnership primarily serves white, privileged students from outside of the City.</p>	<p><b>Shift resources and attention to internship &amp; apprenticeship program that services BIPOC college and high school graduates.</b> Create better mentorship/support for interns and apprentices. Train all managers in mentorship and career path guidance.</p>	<p>Establish recruitment relationships with Temple, CCP, public high schools and professional organizations that support POCs in STEM (10/22)</p> <p>Train all managers and supervisors in mentorship, career path guidance and supervising of interns/apprentices/co-ops. (12/22)</p> <p>Create general intern/apprentice requests to give more apprentices opportunities for positions that are typically only requested for Drexel co-ops. (2/23)</p>

311



## Racial Equity Impact Framework

All People live in clean and safe neighborhoods.

### Hot Roots

### Strategies

### Performance Measures

#### "Effective Service if White."

External perception of black and brown community service disregard despite thousands of calls. Overwhelming lack of BIPOC trust/belief in service focused on their problems.

**Race Equity Re-envisioning Project.** Internal and external education and mission redesign through quarterly community engagement sessions, City Council walkthroughs, and consistent surveying, all in collaboration with BIPOC community stakeholders.

% resolution rate improvement in targeted community (by race/ethnicity)  
% of BIPOC trust/believe in 311 as service focused on their problems

**Community Racial Competence Gap.** Lack of universal cultural competence and understanding across department staff and leadership of BIPOC community needs and solutions, especially North and West Philly.

**Internal Racial Competencies Expansion Project.** Targeted executive and staff training series, leveraging staff meetings, and additional DEI professional development for supervisors.

% resolution rate improvement in targeted community  
# of incidents staff/leaders utilize equity principles to resolve resident needs

**BIPOC Recruitment Project.** Targeted outreach and recruiting for Philly cultural competency, including through HBCU and CCP job fair, and internal promotional targets.

% BIPOC callers sense of connectedness to staff/311

# EMERGENT PRIORITY STRATEGY

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Root Cause	Initial Priority Recommendation	Next Steps
<p><b>"Effective Service if White."</b> External perception of black and brown community service disregard despite thousands of calls. Overwhelming lack of BIPOC trust/belief in service focused on their problems.</p>	<p><b>Race Equity Re-envisioning Project.</b> Internal and external education and mission redesign through quarterly community engagement sessions, City Council walkthroughs, and consistent surveying, all in collaboration with BIPOC community stakeholders.</p>	<p>Establish re-envisioning and outreach team (8/22)</p> <p>Establish community partnership(s) for pilot engagement sessions (10/22)</p> <p>Launch re-envisioned and branded items in community through walkthroughs and engagement sessions (11/22)</p>



# Fire Department



CITY OF XXX FIRE DEPARTMENT

# Racial Equity Impact Framework

All people feel safe.

## Hot Roots



**Community Racial Empathy Gap.** Perceived lack of understanding and empathy for the continual impact of fire on BIPOC communities, including sudden cardiac arrests of black men.



**Department culture of white male predominance.** History of negative culture and traditions, inequalities, and members unaccountable for disrespectful and/or unprofessional behavior towards BIPOC.



**BIPOC Community Perception of Unappealing/ Unobtainable Career.**

## Strategies

- Strategic Transfer Policy. Captain submission of Community Action Plans with transfer requests, and staff assignment policy preference in areas where considered relatable, competent, and effective from community perspective.
- DEI Fire Division. Under the supervision of an Assistant Deputy Commissioner (uniformed), with adequate staffing of all ranks for implementation.
- Increase EMS Capabilities. Recruitment and retention of paramedics through a scholarship program. More paramedics enhances our ability to increase our rate of successful outcomes of cardiac arrests.

## Performance Measures

- % decrease in fire related deaths in BIPOC communities
- % increase in perceived feeling of community safety
- % improvement in BIPOC staff morale
- % increase in retained BIPOC staff members
- % increase in Philadelphia BIPOC interest in applying to work in department

# EMERGENT PRIORITY STRATEGY

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Root Cause	Initial Priority Recommendation	Next Steps
<p><b>Community Racial Empathy Gap.</b> Perceived lack of understanding and empathy for the continual impact of fire on BIPOC communities, including sudden cardiac arrests of black men.</p>	<p><b>Strategic Transfer Policy.</b> Captain submission of Community Action Plans with transfer requests, and staff assignment policy preference in areas where considered relatable, competent, and effective from community perspective.</p>	<p>Research collective bargaining implications, if any, for policy change (8/22)</p> <p>Draft and distribute transfer policy (9/22)</p> <p>Beta test initial policy in key BIPOC communities, in partnership with community (10/22)</p>





# Human Capital Policy Changes

**EQUITY &  
RESULTS**

# Office of Human Resources

## Racial Equity Impact Framework

All people are financially secure and enjoy a high quality of life



### Hot Roots



#### **Limitations of hiring and promotions "rules."**

Certain rules dictate job descriptions and qualification requirements, which limits job access for BIPOC.

OHR can own its enforcement role in Civil Services, but partnerships with departments and resources are required to address the 900+ job titles.

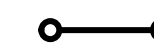
### Strategies



#### **Develop Civil Service Hiring & Promotions Racial Equity Strategy. Develop plan to identify, assess, and change Civil Service job descriptions & qualifications that result in racial inequities. The strategy must:**

- Avoid changes that inhibit advancement of BIPOC in the future,
- Acknowledge the necessity of citywide partnerships & stakeholder involvement,
- Duplicate processes that have led to increases in racial equity in hiring & promotions,
- Involve collaboration with ODEI to include Civil Service reporting measures in future DEI plan templates

### Performance Measures



%/# increase in diverse hires and promotions in racially inequitable Civil Service positions



%/# increase number of BIPOC candidates eligible for hiring and promotions



TBD

# EMERGENT PRIORITY STRATEGY

## Root Cause

### **Limitations of hiring and promotions**

**"rules."** Certain rules dictate job descriptions and qualification requirements, which limits job access for BIPOC. OHR can own this work for Civil Services positions, but partnerships with other departments is required to address the 900+ job titles.

## Initial Priority Recommendation

### **Develop Civil Service Hiring & Promotions**

**Racial Equity Strategy.** Develop plan to identify, assess, and change Civil Service job descriptions that result in racial inequities. The strategy must:

- Avoid changes that inhibit advancement of BIPOC in the future,
- Acknowledge the necessity of citywide partnerships & stakeholder involvement,
- Duplicate processes that have led to increases in racial equity in hiring & promotions,
- Involve collaboration with ODEI to include Civil Service hiring and reporting measures in future DEI plan templates

## Next Steps

Determine strategy leads and preliminary resources needed (8/22)

Develop & document Civil Service hiring review strategy (10/22)

Establish cross-department partnership for job requirement review/updates (TBD)

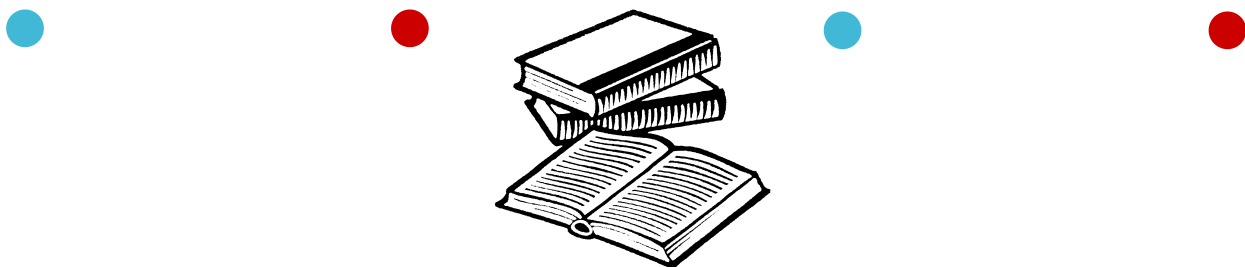
# Free Library



CITY OF XXX FREE LIBRARY

Racial Equity Impact Framework

All people are able to experience a full and enriched life, and use the library free of barriers.



Hot Roots

**Safety in Opposition to Library Usage for BIPOC.**  
Culture and practice of mitigating victimization by closing and limiting spaces of literacy for the safety of staff and residents.

Strategies

- **Targeted Staff Expansion Project.**  
Enhancing safety and access of libraries to BIPOC by (a) equipping library staff to de-escalate and provide safe customer care, (b) deepening a community partnership model in target neighborhoods, (c) convening cross-departmental safety anchors, and (d) recruitment and hiring of new culturally competent staff.

Performance Measures

- \*% increase in fully open and operational hours in BIPOC communities
- % number of increases in visits in BIPOC communities
- #/% increase in BIPOC sense of safe utilization of Free Library





# EMERGENT PRIORITY STRATEGY

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Root Cause	Initial Priority Recommendation	Next Steps
<p><b>Safety in Opposition to Library Usage for BIPOC.</b> Culture and practice of mitigating victimization by closing and limiting spaces of literacy for the safety of staff and residents.</p>	<p><b>Targeted Staff Expansion Project.</b> Enhancing safety and access of libraries to BIPOC by (a) equipping library staff to de-escalate and provide safe customer care, (b) deepening a community partnership model in target neighborhoods, (c) convening cross-departmental safety anchors, and (d) recruitment and hiring of new culturally competent staff.</p>	<p>Meet with Mayor's policy team re: priority library staffing to support equity (on-going)</p> <p>Convene cross-department safety partners (8/22)</p> <p>Outline and socialize staff safety training series withi key stakeholder partners (10/22)</p>

# Office of Criminal Justice – Managing Director's Office



## Racial Equity Impact Framework

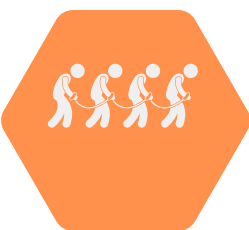
Every person is safe and healthy in their community.



### Hot Roots



**Overcriminalization through Implicit Bias.** Philadelphia decision-makers in criminal justice system unaccountable to implicit racial biases.



**Purposeful Criminal Legal System.** Mutually reinforcing systems of "solutions" not designed to address root causes or mitigate racialized circumstances of those most impacted.

### Strategies



**Lived Experience Power Project.** Enhancing social/cultural competency of across the Criminal Legal System (CLS) and elevating lived experience internal to City to more accurately reflect our values through: (a) MDO criminal legal system language training, (b) minimum qualifications redesign, (c) lived experience performance review prioritization (HR), (d) targeted enhanced professional development, and (e) vendor / contractor CLS audit.

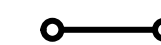


**Essential Community Services Reconciliation Project.** Policy directive establishing clarity and justification for what essential BIPOC-focused city services are provided and by whom, including through examination of block party management, embedding of 911 systems into a third-party space, and targeted housing subsidies and employment resources for formerly incarcerated persons.

### Performance Measures



% increase in MDO staff with CLS lived experience (disaggregated by race/ethnicity)



% increase in sense of self-efficacy/power for staff with lived experience in CLS



% of formerly incarcerated persons stably housed and employed (disaggregated by race/ethnicity)



% BIPOC self-reported sense of belonging or feeling of connectedness to City

# EMERGENT PRIORITY STRATEGY

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Root Cause	Initial Priority Recommendation	Next Steps
<p><b>Overcriminalization through Leadership Implicit Bias.</b></p> <p>Philadelphia decision-makers in criminal justice system unaccountable to implicit racial biases.</p>	<p><b>Lived Experience Power Project.</b></p> <p>Enhancing social/cultural competency of across the Criminal Legal System (CLS) and elevating lived experience internal to City through: (a) MDO criminal legal system language training, (b) minimum qualifications redesign, (c) lived experience performance review prioritization (HR), (d) targeted enhanced professional development, and (e) vendor / contractor CLS audit.</p>	<p>Identification of cross-department design team (8/22)</p> <p>Launch and pilot test language guide and training (10/22)</p> <p>Outline and socialize CLS professional development series with key stakeholder partners (11/22)</p>

# Office of Sustainability



## Racial Equity Impact Framework

All people are equitably protected from environmental harms and benefit from environmental investments and opportunities.

### Hot Roots



Environmental oppression due to structural and institutional racism has **excluded BIPOC communities from the political standing and educational and professional opportunities** to shape the environmental conditions in which they live, learn, work, and play.



The **design and delivery of City programs and services** fail to recognize and address the root causes and impacts of climate vulnerability and environmental injustice.

### Strategies

- **Strengthen BIPOC leadership in climate policy and environmental governance.** Continue inclusive & equitable hiring practices, expand fellowship program, and create a talent management strategy.
- **Use inclusive and diverse education approaches to increase the capacity of impacted voices to influence decision-makers and drive change.** Replicate FPAC's work on political education training, strengthen resident leadership development.
- **Strengthen engagement and planning processes to address the uneven power dynamics that reinstitute the status quo or deepens inequity.** Collaborate to replicate place-based initiatives, co-convene equity & accountability teach-ins with EJAC.
- **Resource impacted residents to implement community-driven actions that build community assets and address trauma caused by historical and ongoing oppression.** Launch micro-grant program.

### Performance Measures

- # of OOS staff identifying as BIPOC
- % staff identifying as BIPOC promoted in OOS leadership positions
- # BIPOC residents collaborating and working together on community-driven solutions to environmental injustice
- # of participatory community dialogue events held
- # / amount of community resilience and environmental justice microgrants awarded to BIPOC communities
- # of place-based initiative in BIPOC communities

# EMERGENT PRIORITY STRATEGY

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## Root Cause

The **design and delivery of City programs and services** fail to recognize and address the root causes and impacts of climate vulnerability and environmental injustice.

## Initial Priority Recommendation

- **Strengthen engagement and planning processes to address the uneven power dynamics that reinstitute the status quo or deepens inequity.** Collaborate to replicate place-based initiatives, co-convene equity & accountability teach-ins with EJAC.
- **Resource impacted residents to implement community-driven actions that build community assets and address trauma caused by historical and ongoing oppression.** Launch micro-grant program.

## Next Steps

Host environmental justice community dialogue series in overburdened communities (9/22)

Establish an evaluation system for monitoring the impact of existing place-based initiatives (12/22)

Launch application cycle for the first round of microgrants (2/23)



# Law Department

# CITY OF XXX LAW DEPARTMENT

## Racial Equity Impact Framework

All people receive the benefits of a diverse government that reflects and respects the population it serves.

Law Department retention, hiring, and advancement rates disaggregated by race.

### Hot Roots



**There are educational and access inconsistencies in BIPOC communities entering the law pipeline, which negatively impacts our recruitment efforts.**

**BIPOC communities disproportionately experience wealth gaps and must make decisions to leave Law Department positions based on pay. This negatively impacts our ability to retain talent.**



### Strategies

○—○ **Build and strengthen pipelines with BIPOC high school to law students and affinity bar groups through outreach:**

1. Develop a comprehensive marketing campaign on the benefits of working for the Law Department.
2. Maintain a robust internship program to spread the word about the work of the Department and find talent early.

○—○ **Embrace value of experiences Law Department employees can gain while advocating for pay increases.**

1. Aggregate resources (City & Department-wide) and circulate
2. Communicate and amplify the value of the Law Department for ALL departments, funding Law means growing efficiencies/effectiveness across City government.

### Performance Measures

- Increase in awareness of the work of the Law Department among students and legal professionals.
- Increase in awareness of the benefits of working at the Law Department among students and legal professionals.
- Increased pay of Law Department employees, increased awareness among City employees of importance of the Law Department.

# EMERGENT PRIORITY STRATEGY

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Root Cause	Initial Priority Recommendation	Next Steps
<p><b>BIPOC communities disproportionately experience wealth gaps and must make decisions to leave Law Department positions based on pay. This negatively impacts our ability to retain talent.</b></p>	<p><b>Embrace value of experiences Law Department employees can gain while advocating for pay increases.</b> (retention)</p> <ul style="list-style-type: none"><li>• Aggregate resources (City &amp; Department-wide) and circulate.</li><li>• Communicate and amplify the value of the Law Department for ALL departments, funding Law means growing efficiencies/effectiveness across City government.</li></ul>	<p>Get internal website launched by 9/19/22 increasing transparency &amp; communication.</p> <p>Publish core competency guides by 9/5/22.</p> <p>Prioritize management training for BIPOC employees and mentorship program by end of 2022.</p>



# Finance Department

# CITY OF XXX FINANCE DEPARTMENT

## Racial Equity Impact Framework

All people are financially secure and safe

### Hot Roots



**No accountability mechanisms** within the budget-setting process for department's failure to meet racial equity goals.

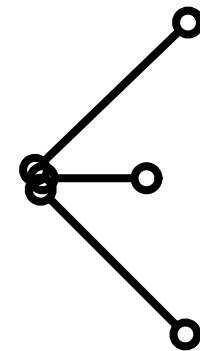


**Lack of transparency** in budget-making process and budget decisions.



**"Keep your head down" finance culture** that keeps staff focused on their siloed workstreams

### Strategies



Requirement for departments to develop **racial equity performance measures**.

Proposed department **budgets are evaluated and allocated** based on success or failure to meet racial equity goals and reducing indemnity claims.

**Institutionalize accountability mechanism** by memorializing requirements in written finance policies & procedures



Develop an **education and outreach arm** of the Finance Department



Institutionalize **citizen participatory budget-making** process



**Address Finance's culture by incentivizing sustained participation in collective reparations, education, and outreach.** Allocates times for staff to participate, funds a compliance unit for Procurement to determine compliance with reparations ordinance, and develop a reparations Community of Practice

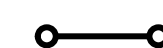
### Performance Measures



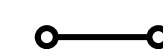
City departments achieve racial equity goals, receive beneficial budget treatment



BIPOC residents understand and have a voice in budget process



BIPOC budget priorities addressed



BIPOC staff feel empowered & sense of belonging



Staff understand relationship between city finance functions & racial equity work

# EMERGENT PRIORITY STRATEGY

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## Root Cause

**No accountability mechanisms** within the budget-setting process for department's failure to meet racial equity goals. While departments are asked to include a racial equity justification statement with their proposed budget, it is unclear how departments are held accountable for what they put in the budget racial equity justification.

## Initial Priority Recommendation

Implement a **racial equity performance measurement program** that requires **racial equity goal achievement** for budget increase/decrease decisions **as an accountability mechanism**.

- Proposed department budgets are evaluated and allocated based on success or failure to meet racial equity goals and reducing indemnity claims.
- Institutionalize accountability mechanism by memorializing requirements in written finance policies & procedures

## Next Steps

Outline structure of racial equity performance measurement program

Train finance/budget teams in performance measurement program

Support departments to develop racial equity measures (ONGOING)