Agency Report of: Consultants

A Public Document

California Form **805**

1. Agency Name (Also include, Division, Department, or Region (if applicable))

☐ Amendment

Date of Original Filing: ________________
(month, day, year)

Agency Contact

Phone Number

Email

2. Firm Information

Firm Name

Firm Address

Email (optional)

Email (optional)

Describe General Purpose of Contract

3. Consultant Information

Consultant Name	Assigned Category	OR Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
			Start ___/___/___ m / d / yr End ___/___/___ m / d / yr
			Start ___/___/___ m / d / yr End ___/___/___ m / d / yr
			Start ___/___/___ m / d / yr End ___/___/___ m / d / yr

4. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Signature	Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

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State and local government agencies may use this form to identify consultants that will make or participate in making governmental decisions on behalf of the agency. A consultant must file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form identifies the Statement of Economic Interests, Form 700, disclosure requirements for individuals serving in these positions. This form is for the agency's internal use and should be maintained by the agency in the same manner as the agency's conflict of interest code. For more information, refer to the FPPC website *www.fppc.ca.gov* and Regulation 18700.3 and 18734.

Disclosure Requirements

- Disclosure requirements should conform to the range of duties.
- Alternatively, the agency must require an individual to file under the broadest disclosure category in the agency's conflict of interest code or, if the agency does not have a conflict of interest code, full disclosure.

Full disclosure includes reporting all investments, business positions, and interests in real property held on the date of assuming office and income received during the 12 months immediately preceding assuming office.

Examples:

An agency hired a law firm to act as its general counsel. An individual will make recommendations to the agency's board and provide general legal services. The individual qualifies as a consultant and based on the indefinable duties will be assigned the broadest or full disclosure under the agency's conflict of interest code.

Not all outside contractors meet the consultant definition in FPPC Regulation 18700.3 requiring of the Form 700. When an agency determines that an individual is a consultant with limited duties, tailored disclosure should be used.

An agency hired a firm to prepare an environmental impact report ("EIR") on airport expansion. The individual at the firm who will prepare the EIR should be assigned a disclosure requirement that reflects the contract's scope of authority. An example might include real property, investments and business positions in business entities, and income from only those sources engaging in air traffic or aviation goods or services. Note: The agency can assign an existing disclosure category, if applicable.

Instructions

An individual must file the Form 700 within 30 days of assuming office and an annual statement for each calendar year of the contract. At the conclusion of services a leaving office statement is required.

Part 1

Identify the agency, contact information, and provide the amendment explanation in the comment section when applicable.

Part 2

Identify the consultant's firm name and address. Briefly describe the general purpose of the contract.

Part 3

Identify the name of those individuals that qualify as consultants and will file the Form 700. Identify the disclosure by:

- Assigning an existing category(s) in the agency's code, or
- Writing a disclosure requirement.

Provide the start and end dates of service if known.

Part 4

The Agency's conflict of interest code should identify the position that is responsible for the verification.

Example of Part 2 & 3

2. Firm Information

Firm Name		
ABC Company		
Firm Address 1010 Capital St., Sacramento, CA 95814	**Email (optional)** abcco@company.com	**Email (optional)**
Describe General Purpose of Contract Prepare an EIR on airport expansion.		

3. Consultant Information

Consultant Name	Assigned Category	OR Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
Hector Rodriguez	3		Start 7 / 7 / XX (m / d / yr) End 12 / 12 / XX (m / d / yr)