


BOARD OF SUPERVISORS
Agenda Item

Meeting Date:	March 1, 2016
Title:	Authorize the County Administrator to Advertise a Public Hearing to Consider Amending the Stafford County Code regarding the Disclosure of Personal Interests
Department:	County Attorney
Staff Contact:	Charles L. Shumate 
Board Committee/ Other BACC:	N/A
Staff Recommendation:	Approval
Fiscal Impact:	N/A
Time Sensitivity:	See background report

ATTACHMENTS:

1.	Background Report	4.	Financial Disclosure Statement Form
2.	Proposed Resolution R16-86	5.	Statement of Economic Interests Form
3.	Proposed Ordinance O16-20		

<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Other Business	<input type="checkbox"/>	Unfinished Business
	Discussion		Presentation		Work Session
	New Business		Public Hearing		Add-On

REVIEW:

<input checked="" type="checkbox"/>	County Administrator	
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DISTRICT:	N/A
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BACKGROUND REPORT

Proposed Resolution R16-86 would authorize the County Administrator to advertise a public hearing to consider adopting an ordinance to amend and reordain the Stafford County Code regarding the disclosure of personal interests to require disclosures of personal interests by County officers and employees.

Under the State and Local Government Conflict of Interests Act (COIA), certain local government officers are required to file annual or semiannual disclosure statements, including the Board, constitutional officers, and the members of certain authorities. Under COIA, the Board may require specific County employees and appointed persons holding positions of trust, and nonsalaried citizen members of County boards, authorities, commissions, and committees (BACCs) to file semiannual or annual disclosure forms.

The proposed amendments are intended to update and clarify the COIA Ordinance, address inconsistencies between the County Code and the Virginia Code, and incorporate the COIA legislation adopted by the General Assembly during the 2014 and 2015 sessions.

The County's COIA Ordinance, Stafford County Code, Chapter 2, Article III, Division 2, has not been updated or amended since 1998. A number of the BACCs and County employment positions that are currently required to file disclosure forms no longer exist, or now have different names or titles. The Ordinance also does not separate which officers and employees are required to file the short financial disclosure statement form annually (Attachment 5), from the positions required to file the long statement of economic interest form semiannually (Attachment 6). This ambiguity causes confusion as to which County employees, officers and BACC members are required to file which disclosure forms and how often.

The next semiannual filing of the long statement of economic interest form is due on June 15, 2016. It is recommended the Ordinance be considered, adopted, and enacted by May 3, 2016, to allow staff, officers, employees, and BACC members adequate time to obtain and process the forms in line with the changes in the proposed Ordinance.

Staff recommends approval of proposed Resolution R16-86 which authorizes the County Administrator to advertise a public hearing to consider the proposed amendments.

PROPOSED

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 1st day of March, 2016:

MEMBERS:

Robert “Bob” Thomas, Jr., Chairman
Laura A. Sellers, Vice Chairman
Meg Bohmke
Jack R. Cavalier
Wendy E. Maurer
Paul V. Milde, III
Gary F. Snellings

VOTE:

On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ADVERTISE A PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE TO AMEND AND REORDAIN THE STAFFORD COUNTY CODE REGARDING THE DISCLOSURE OF PERSONAL INTERESTS

WHEREAS, the State and Local Government Conflict of Interests Act (COIA) requires certain local government officers and employees to annually or semiannually disclose their personal interests; and

WHEREAS, COIA authorizes the Board to designate certain persons occupying positions of trust appointed or employed by the Board, and members of boards, authorities, commissions, and committees (BACCs) to disclose their personal interests annually or semiannually, and

WHEREAS, the Board finds that Stafford County Code Chapter 2, Article III, Division 2, “Disclosure of Personal Interests,” should be updated to reflect changes in County employment positions and BACC members to be consistent with the Virginia Code; and

WHEREAS, the Board is required and desires to receiver public comments at a public hearing concerning the proposed ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 1st day of March, 2016, that the County Administrator be and he hereby is authorized to advertise a public hearing to consider amending and reordaining the Stafford County Code regarding the disclosure of personal interests.

AJR:CLS:jlg

PROPOSED

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

ORDINANCE

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the ___ day of _____, 2016:

MEMBERS:

- Robert "Bob" Thomas, Jr., Chairman
- Laura A. Sellers, Vice Chairman
- Meg Bohmke
- Jack R. Cavalier
- Wendy E. Maurer
- Paul V. Milde, III
- Gary F. Snellings

VOTE:

On motion of _____, seconded by _____, which carried by a vote of _____, the following was adopted:

AN ORDINANCE TO AMEND AND REORDAIN STAFFORD COUNTY CODE SEC. 2-97, "WHEN AND BY WHOM REQUIRED;" SEC. 2-98, "DISCLOSURE FORM;" SEC. 2-99, "FORM TO BE FILED WITH CLERK;" SEC. 2-100, "ADDITIONAL DISCLOSURE;" SEC. 2-101, "MAINTENANCE, AVAILABILITY FOR PUBLIC INSPECTION;" AND SEC. 2-102, "VIOLATION OF DIVISION;"

WHEREAS, the State and Local Government Conflict of Interests Act (COIA) requires certain local government officers and employees to annually or semiannually disclose their personal interests; and

WHEREAS, COIA authorizes the Board to designate certain persons occupying positions of trust appointed or employed by the Board, and members of boards, authorities, commissions, and committees (BACCs) to disclose their personal interests annually or semiannually, and

WHEREAS, the Board carefully considered the recommendations of staff, and public testimony, if any, received at the public hearing; and

WHEREAS, the Board finds that Stafford County Code Chapter 2, Article III, Division 2, "Disclosure of Personal Interests," should be updated to reflect changes in County employment positions and BACC members to be consistent with the Virginia Code;

NOW, THEREFORE BE IT ORDAINED, by the Stafford County Board of Supervisors, on this the ___ day of ____, 2016 that Stafford County Code Chapter 2, Article III, Division 2, "Disclosure of Personal Interests," be and it hereby is amended and reordained as follows, all other portions remaining unchanged:

DIVISION 2. - DISCLOSURE OF PERSONAL INTERESTS

Sec. 2-97. - When and by whom required.

~~Annually, on or before January 15 of each year or otherwise, prior to assuming office or employment the following individuals shall make complete disclosure of their personal interest, as required by law:~~

- ~~(1) Members of the board of supervisors.~~
- ~~(2) Members of the school board.~~
- ~~(3) Members of the planning commission.~~
- ~~(4) Members of the architectural review board.~~
- ~~(5) Members of the board of zoning appeals.~~
- ~~(6) Members of the community policy and management team for at risk youth and families.~~
- ~~(7) Members of the industrial development authority.~~
- ~~(8) Members of the regional airport commission.~~
- ~~(9) Members of the road viewers.~~
- ~~(10) Members of the utilities commission.~~
- ~~(11) Members of the wetlands board.~~
- ~~(12) Fire and EMS commission.~~
- ~~(13) County attorney.~~
- ~~(14) Deputy county attorney.~~
- ~~(15) Assistant county attorney.~~
- ~~(16) County administrator.~~
- ~~(17) Deputy county administrator.~~
- ~~(18) Assistant county administrator.~~
- ~~(19) Budget director.~~
- ~~(20) Policy and research manager.~~
- ~~(21) Director of economic development.~~
- ~~(22) Assistant director of economic development.~~
- ~~(23) Director of emergency management.~~
- ~~(24) Director of finance.~~

- ~~(25) Assistant director of finance.~~
- ~~(26) Purchasing officer.~~
- ~~(27) Director of parks and recreation.~~
- ~~(28) Assistant director of parks and recreation.~~
- ~~(29) Director of personnel.~~
- ~~(30) Assistant director of personnel.~~
- ~~(31) Director of planning and community development.~~
- ~~(32) Assistant director of planning and community development.~~
- ~~(33) Director of social services.~~
- ~~(34) Assistant director of social services.~~
- ~~(35) Director of solid waste management.~~
- ~~(36) Director of computer services.~~
- ~~(37) Director of utilities.~~
- ~~(38) Assistant director of utilities.~~
- ~~(39) Director of code administration.~~
- ~~(40) Assistant director of code administration.~~
- ~~(41) Zoning administrator.~~
- ~~(42) Chief building official.~~
- ~~(43) Building inspectors.~~
- ~~(44) Treasurer.~~
- ~~(45) Chief deputy treasurer.~~
- ~~(46) Deputy treasurer.~~
- ~~(47) Commissioner of the revenue.~~
- ~~(48) Chief deputy commissioner of the revenue.~~
- ~~(49) Deputy commissioner of the revenue.~~
- ~~(50) Real estate assessors.~~
- ~~(51) Clerk of the circuit court.~~
- ~~(52) Deputy clerk of the circuit court.~~
- ~~(53) Sheriff.~~
- ~~(54) Chief deputy sheriff.~~
- ~~(55) Commonwealth's attorney.~~
- ~~(56) Deputy commonwealth's attorney.~~
- ~~(57) Assistant commonwealth's attorney.~~

- ~~(58) Division superintendent of public schools.~~
- ~~(59) Deputy superintendent of public schools.~~
- ~~(60) Assistant superintendent of public schools.~~
- ~~(61) Assistant superintendent for administration/personnel.~~
- ~~(62) Assistant superintendent for finance.~~
- ~~(63) Assistant superintendent for instruction.~~
- ~~(64) Assistant superintendent for support services.~~
- ~~(65) Director of accounting.~~
- ~~(66) Director of alternative education.~~
- ~~(67) Director of central garage.~~
- ~~(68) Director of curriculum and staff development.~~
- ~~(69) Director of human resources.~~
- ~~(70) Director of maintenance.~~
- ~~(71) Director of planning and construction.~~
- ~~(72) Director of pupil transportation.~~
- ~~(73) Director of school nutrition.~~
- ~~(74) Director of special programs.~~
- ~~(75) Director of technology.~~
- ~~(76) Director of vocational education.~~

(a) As a condition of assuming office or employment, and semiannually thereafter by December 15 for the preceding six-month period complete through the last day of October, and by June 15 for the preceding six-month period complete through the last day of April, the following officers, employees, and appointed persons shall make disclosure of their personal interests and other information as required by this division, the State and Local Government Conflict of Interests Act, or other state law:

- (1) Members of the Board of Supervisors
- (2) County Administrator and Deputy County Administrators
- (3) County Attorney, Deputy County Attorney, and Assistant County Attorneys
- (4) Budget Director
- (5) Chief Financial Officer and Assistant Finance Director
- (6) Director of Communications
- (7) Chief Building Official and Building Inspectors
- (8) Director and Assistant Director of Economic Development
- (9) Director of Information Technology
- (10) Director and Assistant Director of Planning and Zoning
- (11) Director and Assistant Director of Parks, Recreation and Community Facilities
- (12) Director and Assistant Director of Public Works
- (13) Director and Assistant Director of Social Services

- (14) Director of Solid Waste
- (15) Director and Assistant Director of Utilities
- (16) Human Resources Manager
- (17) Assistant to County Administrator for Human Services
- (18) Purchasing Officers
- (19) Real Estate Assessors
- (20) Registrar
- (21) Zoning Administrator
- (22) Chief Deputy Commissioner of the Revenue
- (23) Deputy and Assistant Commonwealth's Attorneys
- (24) Chief Deputy Sheriff
- (25) Chief Deputy Treasurer
- (26) Members of the Planning Commission

(b) As a condition of assuming office and annually thereafter by December 15 for the previous 12-month period complete through the last day of October, nonsalaried citizen members of the following boards, authorities, commissions, and committees appointed by the board of supervisors shall make disclosure of their personal interests and other information as required by this division, the State and Local Government Conflict of Interests Act, or other state law:

- (1) Architectural Review Board
- (2) Board of Zoning Appeals
- (3) Community Policy and Management Team for At-risk Youth and Families
- (4) Parks and Recreation Commission
- (5) Stafford Regional Airport Authority
- (6) Utilities Commission
- (7) Wetlands Board
- (8) Celebrate Virginia Community Development Authority
- (9) Industrial Development Authority of Stafford County and Staunton, Virginia
- (10) Economic Development Authority
- (11) Embrey Mill Community Development Authority

(c) In addition to the disclosures required by subsections (a) and (b) above, members of the planning commission, members of the board of zoning appeals, the real estate assessors, and the county administrator shall disclose all interest in real estate located in Stafford County, Virginia as a condition of assuming office or employment, and annually thereafter by December 15, for the previous 12-month period complete through the last day of October.

(d) No person shall be mandated to file any disclosure not otherwise required by this division, the State and Local Government Conflict of Interests Act, or other state law.

State Law reference— Virginia Code § 2.2-3115.

Sec. 2-98. - Disclosure form.

(a) The statement of economic interests disclosures, as required by county code section 2-97 or the State and Local Government Conflict of Interests Act shall be on the applicable form(s) provided made available by the secretary of the commonwealth Virginia Conflict of Interest and Ethics Advisory Council.

(b) The clerk of the board of supervisors shall distribute the financial disclosure forms no later than December 10 of each year to each officer or person employee required to file such forms under county code section 2-97 or the State and Local Government Conflict of Interests Act at least 20 days prior to the filing deadline.

(c) The members of the board of supervisors, officers, employees, and appointed persons as designated in county code section 2-97(a) shall file the disclosure form set forth in Virginia Code § 2.2-3117.

(d) The members of boards, authorities, commissions, and committees as designated in county code section 2-97(b) shall file the disclosure form set forth in Virginia Code § 2.2-3118.

(e) The members of the planning commission and board of zoning appeals, the real estate assessors, and the county administrator as designated in county code section 2-97(c) shall file the real estate disclosure form set forth in Virginia Code § 2.2-3115(G).

State Law reference— Virginia Code §§ 2.2-3115, 2.2-3117, and 2.2-3118.

Sec. 2-99. - Form to be filed with clerk.

All persons required by this article to file semiannual or annual disclosure statement of their personal interests as provided in section 2-97 forms under this division, shall complete the form provided by the clerk of the board of supervisors and shall file a copy thereof the form with said clerk. Any member of the board of supervisors, officer, employee, or appointed person required to file the form prescribed in county code section 2-98(c), who fails to file his/her form with the clerk by the deadlines for filing shall be assessed a civil penalty in an amount equal to \$250. The clerk to the board of supervisors shall notify the Commonwealth's Attorney of any person's failure to file the required form within 30 days of the deadline for filing.

State Law reference— Virginia Code §§ 2.2-3115 and 2.2-3124.

Sec. 2-100. - Additional disclosure.

(a) Nothing contained in this division shall be deemed to relieve any person subject to the state and local government State and Local Government Conflicts of Interests Act from any requirement of disclosure of his or her personal interest in a transaction or a contract of specific application, not otherwise identified in the forms required hereby under this division.

(b) Nothing contained in this division shall be deemed to relieve any person or from the additional any disclosures required by Virginia Code § 2.2-3115, section 2.1-639.14 of the Code of Virginia (1950) as amended or any other requirement of the State and Local Government Conflict of Interests Act or other state law.

State Law reference— Virginia Code § 2.2-3115.

Sec. 2-101. - Maintenance, availability for public inspection.

The clerk of the board of supervisors shall be responsible for the maintenance of the forms referred to in ~~section 2-99~~ this division. Such forms shall be retained by the clerk for five (5) years and shall be available for public inspection, upon request, under ~~the provisions of~~ the Virginia Freedom of Information Act. Such forms shall be made public no later than six weeks after filing.

State Law reference— Virginia Code § 2.2-3115.

Sec. 2-102. - Violation of division.

In addition to any other fine or penalty provided by law, Any person who violates any of the provisions of this division, shall be subject to the penalties provided in Article VII, Chapter 40.1, of Title 2.1 of the Code of Virginia (1950), as amended Virginia Code Title 2.2, Chapter 31, Article 7.

Secs. 2-103—2-135. - Reserved.

CLS:jlg

(Revised 09/2015)

VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL**FINANCIAL DISCLOSURE STATEMENT**

Pursuant to subsection B of § [2.2-3114](#), members of designated boards, commissions, councils and authorities in the executive branch of state government are required to file this Financial Disclosure Statement as a condition of appointment and, then, annually while serving as an officeholder.

Pursuant to subsection B of § [2.2-3115](#), citizen members of local boards, commissions and councils as may be designated by the local governing body shall file this form.

For State Board Members: You must file this form with the Secretary of the Commonwealth as a requirement for appointment.

For Local Board Members: If you have been recently appointed, you must file this form with the Clerk of the appropriate governing body prior to attending your first meeting.

The information required on this form must be provided on the basis of the best knowledge, information and belief of the individual filing the form as of the date of this report unless otherwise stated. As a condition for assuming an office, this form constitutes a report of financial interests at the time of filing.

The annual filing is due by December 15. Local board members should file the annual report with the Clerk of the appropriate governing body. State board members will file with the Virginia Conflict of Interests and Ethics Advisory Council at the address below:

Virginia Conflict of Interest and Ethics Advisory Council
201 N. 9th Street, 2nd Floor
Richmond, VA 23219

You must sign and date this form upon completion.

This Financial Disclosure Statement is open for public inspection.

DEFINITIONS AND EXPLANATORY MATERIAL.

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Close financial association" means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. "Close financial association" does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has no communications with the state governmental agency.

"Contingent liability" means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

"Immediate family" means (i) a spouse and (ii) any child who resides in the same household as the filer, and who is a dependent of the filer.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office. Unless the context requires otherwise, "officer" includes members of the judiciary.

"Personal interest" means, for the purposes of this form only, a personal and financial benefit or liability accruing to a filer or a member of his immediate family. Such interest shall exist by reason of (i) ownership in real or personal property, tangible or intangible; (ii) ownership in a business; (iii) income from a business; or (iv) personal liability on behalf of a business; however, unless the ownership interest in a business exceeds three percent of the total equity of the business, or the liability on behalf of a business exceeds three percent of the total assets of the business, or the annual income, and/or property or use of such property, from the business exceeds \$10,000 or may reasonably be anticipated to exceed \$10,000, such interest shall not constitute a "personal interest."

VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL
Financial Disclosure Statement

Name:	
Office or position held or to be held:	
Address:	

I. FINANCIAL INTERESTS

My personal interests and those of my immediate family are as follows: Include all forms of personal interests held at the time of filing: real estate, stocks, bonds, equity interests in proprietorships and partnerships.

You may exclude:

1. Deposits and interest bearing accounts in banks, savings institutions and other institutions accepting such deposits or accounts;
2. Interests in any business, other than a news medium, representing less than three percent of the total equity value of the business;
3. Liability on behalf of any business representing less than three percent of the total assets of such business; and
4. Income (other than from salary) less than \$10,000 annually from any business.

You need not state the value of any interest. You must state the name or principal business activity of each business in which you have a personal interest.

A. My personal interests are:

1. Residence, address, or, if no address, location.

2. Other real estate, address, or, if no address, location.

3. Name or principal business activity of each business in which stock, bond or equity interests is held.

B. The personal interests of my immediate family are:

1. Real estate, address, or, if no address, location.

2. Name or principal business activity of each business in which stock, bond or equity interests is held.

II. OFFICES, DIRECTORSHIPS AND SALARIED EMPLOYMENTS

The paid offices, paid directorships and salaried employments which I hold or which members of my immediate family hold and the businesses from which I or members of my immediate family receive retirement benefits are as follows: (You need not state any dollar amounts.)

A. My paid offices, paid directorships and salaried employments are:

Position Held	Name of Business

B. The paid offices, paid directorships and salaried employments of members my immediate family are:

Position Held	Name of Business

III. BUSINESSES TO WHICH SERVICES WERE FURNISHED

A. The businesses I have represented, excluding activity defined as lobbying in § [2.2-419](#), before any state governmental agency, excluding any court or judge, for which I have received total compensation in excess of \$1,000 during the preceding year, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers, are as follows:

Identify businesses by name and name the state governmental agencies before which you appeared on behalf of such businesses.

Name of Business	Name of State Governmental Agency

B. The businesses that, to my knowledge, have been represented, excluding activity defined as lobbying in § [2.2-419](#), before any state governmental agency, excluding any court or judge, by persons with whom I have a close financial association and who received total compensation in excess of \$1,000 during the preceding year, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers, are as follows:

Identify businesses by type and name the state governmental agencies before which such person appeared on behalf of such businesses.

Type of Business	Name of State Governmental Agency

C. All other businesses listed below that operate in Virginia to which services were furnished pursuant to an agreement between you and such businesses and for which total compensation in excess of \$1000 was received during the preceding year:

Check each category of business to which services were furnished.	
	Electric utilities
	Gas utilities
	Telephone utilities
	Water utilities
	Cable television companies
	Interstate transportation companies
	Intrastate transportation companies
	Oil or gas retail companies

Check each category of business to which services were furnished.	
	Banks
	Savings institutions
	Loan or finance companies
	Manufacturing companies (state type of product, e.g., textile, furniture, etc.)
	Mining companies
	Life insurance companies
	Casualty insurance companies
	Other insurance companies
	Retail companies
	Beer, wine or liquor companies or distributors
	Trade associations
	Professional associations
	Association of public employees or officials
	Counties, cities or towns
	Labor organizations

IV. COMPENSATION FOR EXPENSES

The persons, associations, or other sources other than my governmental agency from which I or a member of my immediate family received remuneration in excess of \$200 during the preceding year, in cash or otherwise, as honorariums or payment of expenses in connection with my attendance at any meeting or other function to which I was invited in my official capacity are as follows:

Name of Source	Description of Occasion	Amount of Remuneration for Each Occasion

B. The provisions of Part III A and B of the disclosure form prescribed by this section shall not be applicable to officers and employees of local governmental and local advisory agencies.

C. Except for real estate located within the county, city or town in which the officer or employee serves or a county, city or town contiguous to the county, city or town in which the officer or employee serves, officers and employees of local governmental or advisory agencies shall not be required to disclose under Part I of the form any other interests in real estate.

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge.

Signature

Date

STATEMENT OF ECONOMIC INTERESTS

Virginia Conflict of Interest and Ethics Advisory Council

Contents

Instructions
Definitions and Explanatory Material

Statement of Economic Interests

Affirmation by Filers

Schedule A	Offices and Directorships
Schedule B	Personal Liabilities
Schedule C	Securities
Schedule D	Payments for Talks, Meetings, and Publications
Schedule E	Gifts
Schedule F	Business Interests
Schedule G-1	Payments for Representation by You
Schedule G-2	Payments for Representation by Associates
Schedule G-3	Payments for Other Services Generally
Schedule H-1	Real Estate (State Officers and Employees Only)
Schedule H-2	Real Estate (Local Officers and Employees Only)
Schedule I	Real Estate Contracts with Governmental Agencies

Instructions

Pursuant to Sections §2.2-3114 and §2.2-3115 of the *Code of Virginia*, employees of state agencies who have been designated by the Governor or the General Assembly, justices of the Supreme Court, judges and substitute judges, members of governing bodies and school boards, local constitutional officers and employees of local governments designated to file by the *Code of Virginia* or by their governing ordinance, are required to file this Statement of Economic Interests form, set forth in §2.2-3117. Members of certain boards of state and local governments are also required to file this form. Please note that within this form, the use of the words “office” and “officer” also apply to appointed board members.

Candidates for state and local offices are required to file this form pursuant to Section 24.2-502 of the *Code of Virginia*.

The filing of the Statement of Economic Interests is a requirement for employment in designated positions. Additionally, the statement is to be filed semiannually by June 15 and December 15.

The information required on this statement must be provided on the basis of the best knowledge, information and belief of the individual filing the statement as of the date of this report unless otherwise stated.

Schedules A through I are to be completed ONLY if you answer “Yes” to any of items 1 through 10 on the Statement of Economic Interests.

State employees and board members should return completed forms to the agency's Conflict of Interests coordinator.

Local employees and board members should return the completed forms to the Clerk of the appropriate governing body.

The Statement of Economic Interests is open for public inspection.

DEFINITIONS AND EXPLANATORY MATERIAL

“**Business**” means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

“**Close financial association**” means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. “Close financial association” does **NOT** mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed or (ii) compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has had no communications with the state governmental agency.

“**Contingent liability**” means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

“**Contract**” means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision thereof. “Contract” includes a subcontract only when the contract of which it is a part is with the officer's or employee's own governmental agency.

“**Employee**” means all persons employed by a governmental or advisory agency, unless otherwise limited by the context of its use.

“**Financial institution**” means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of §13.1-501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

“**Gift**” means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. “Gift” does not include (i) any offer of a ticket, coupon, or other admission or pass unless the ticket, coupon, admission, or pass is used; (ii) honorary degrees; (iii) any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution, or program's financial aid standards and procedures applicable to the general public; (iv) a campaign contribution properly received and reported pursuant to Chapter 9.3 (§ 24.2-945 et seq.) of Title 24.2; (v) any gift related to the private profession or occupation of an officer or employee or of a member of his immediate family; or (vi) gifts from relatives or personal friends.

For the purpose of this definition, “**relative**” means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse.

“Personal friend” does not include any person that the filer knows or has reason to know is (a) lobbyist registered pursuant to Article 3 (§2.2-418 et seq.) of Chapter 4 of Title 2.2; (b) a lobbyist’s principal as defined in §2.2-419; (c) for an officer or employee of a local government or advisory agency, a person, organization, or business who is a party to or is seeking to become a party to a contract with the Commonwealth. “Person, organization, or business” includes individuals who are officers, directors, or owners of or who have a controlling ownership interest in such organization or business.

“Governmental agency” means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are “governmental agencies” for purposes of this chapter.

“Immediate family” means (i) a spouse and (ii) any child who resides in the same household as the officer or employee and who is a dependent of the officer or employee.

“Officer” means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office. Unless the context requires otherwise, “officer” includes members of the judiciary.

“Personal interest” means a financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Such interest shall exist by reason of (i) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (ii) annual income that exceeds, or may reasonably be anticipated to exceed, \$5,000 from ownership in real or personal property or a business; (iii) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business that exceeds, or may reasonably be anticipated to exceed, \$5,000 annually; (iv) ownership of real or personal property if the interest exceeds \$5,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; or (v) personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or (vi) an option for ownership of a business or real or personal property if the ownership interest will consist of clause (1) or (iv) above.

“Personal interest in a contract” means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

“Personal interest in a transaction” means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or represents any individual or business and such property, business or represented individual or business (i) is the subject of the transaction or (ii) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction. Notwithstanding the above, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee, or elected member of a local governing body is appointed by such local governing body to serve on a governmental agency, or an officer, employee, or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in

the transaction of the governmental agency is the result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the officer, employee, elected member, or member of his immediate family.

“State and local government officers and employees” shall not include members of the General Assembly.

“Transaction” means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

TRUST. If you or your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust’s assets as if you own them directly. If you or your immediate family has a proportional interest in a trust, treat that proportion of the trust’s assets as if you own them directly. For example, if you and your immediate family have a one-third interest in a trust, complete your Statement as if you own one-third of each of the trust’s assets. If you or a member of your immediate family created a trust and can revoke it without the beneficiaries’ consent, treat its assets as if you own them directly.

REPORT TO THE BEST OF INFORMATION AND BELIEF. Information required on this Statement must be provided on the basis of the best knowledge, information, and belief of the individual filing the Statement as of the date of this report unless otherwise stated.

STATEMENT OF ECONOMIC INTERESTS

Virginia Conflict of Interest and Ethics Advisory Council

NAME		Candidate for Election to this office? ____ YES ____ NO	
OFFICE OR POSITION HELD OR SOUGHT			
AGENCY/BUSINESS NAME		PHONE	
AGENCY/BUSINESS ADDRESS			
CITY		STATE	ZIP
NAMES OF MEMBERS OF IMMEDIATE FAMILY			

COMPLETE ITEMS 1 THROUGH 10. REFER TO SCHEDULES ONLY IF DIRECTED.

Return Schedules only if needed to complete Statement.

You may attach additional explanatory information.

1. **Offices and Directorships.** YES NO
 Are you or a member of your immediate family a paid officer or paid director of a business?
If yes, complete Schedule A

2. **Personal Liabilities.** YES NO
 Do you or a member of your immediate family owe more than \$5,000 to any one creditor including contingent liabilities? (Exclude debts to any government and loans secured by recorded liens on property at least equal in value to the loan.)
If yes, complete Schedule B

3. **Securities.** YES NO
 Do you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of \$5,000 invested in one business? Account for mutual funds, limited partnerships and trusts.
If yes, complete Schedule C

4. **Payment for Talks, Meetings, and Publications.** YES NO
 During the past six months did you receive in your capacity as an officer or employee of your agency lodging, transportation, money, or anything else of value with a combined value exceeding \$200 (i) for a single talk, meeting, or published work or (ii) for a meeting, conference, or event where your attendance at the meeting, conference, or event was designed to (a) educate you on issues relevant to your duties as an officer or employee of your agency or (b) enhance your knowledge and skills relative to your duties as an officer or employee of your agency?
If yes, complete Schedule D

5. **Gifts.** YES NO
 During the past six months did a business, government, or individual other than a relative or personal friend (i) furnish you or a member of your immediate family with any gift or entertainment at a single event, and the value received exceeded \$50 or (ii) furnish you or a member of your immediate family with gifts or entertainment in any combination and the total value received exceeded \$100, and for which you or the member of your immediate family neither paid nor rendered services in exchange? Account for entertainment events only if the average value per person attending the event exceeded \$50. Account for all business entertainment (except if related to the private profession or occupation of you or the member of your immediate family who received such business entertainment) even if unrelated to your official duties.
If yes, complete Schedule E

6. Salary and Wages.

List each employer that pays you or a member of your immediate family salary or wages in excess of \$5,000 annually. (Exclude state or local government or advisory agencies.) If no reportable salary or wages, check here

7. Business Interests.

Do you or a member of your immediate family, separately or together, operate your own business, or own or control an interest in excess of \$5,000 in a business?

YES NO

If yes, complete Schedule F

8. Payments for Representation and Other Services.

8A. Did you represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agencies, excluding courts or judges, for which you received total compensation during the past six months in excess of \$1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-1.)

YES NO

If yes, complete Schedule G-1

8B. Subject to the same exceptions as in 8A, did persons with whom you have a close financial association (partners, associates or others) represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agency for which total compensation was received during the past six months in excess of \$1,000? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-2.)

YES NO

If yes, complete Schedule G-2

8C. Did you or persons with whom you have a close financial association furnish services to businesses operating in Virginia pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses for which total compensation in excess of \$1,000 was received during the past six months? Services reported under this provision shall not include services involving the representation of businesses that are reported under item 8A or 8B.

YES NO

If yes, complete Schedule G-3

9. Real Estate.

9A. State Officers and Employees.

Do you or a member of your immediate family hold an interest, including a partnership interest, valued at more than \$5,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust.

YES NO

If yes, complete Schedule H-1

9B. Local Officers and Employees.

Do you or a member of your immediate family hold an interest, including a partnership interest, or option, easement, or land contract, valued at more than \$5,000 in real property (other than your principal residence) for which you have not already listed in the full address on Schedule F? Account for real estate held in trust.

YES NO

If yes, complete Schedule H-2

10. Real Estate Contracts with Governmental Agencies

Do you or a member of your immediate family hold an interest valued at more than \$5,000 in real estate, including a corporate, partnership, or trust interest, option, easement, or land contract, which real estate is the subject of a contract, whether pending or completed within the past six months, with a governmental agency? If the real estate contract provides for the leasing of the property to a governmental agency, do you or a member of your immediate family hold an interest in the real estate valued at more than \$1,000? Account for all such contracts whether or not your interest is reported in Schedule F, H-1, or H-2. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership exceeds three percent of the total equity of the business.

YES NO

If yes, complete Schedule I

Statements of Economic Interests are open for public inspection.

AFFIRMATION BY ALL FILERS.

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge.

Signature

Date

SCHEDULE A

OFFICES AND DIRECTORSHIPS

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

Identify each business of which you or a member of your immediate family is a paid officer or paid director.

NAME OF BUSINESS	ADDRESS OF BUSINESS	POSITION HELD AND BY WHOM

SCHEDULE B

PERSONAL LIABILITIES

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

Report personal liability by checking each category. Report only debts in excess of \$5,000. Do not report debts to any government. Do not report loans secured by recorded liens on property at least equal in value to the loan. Report contingent liabilities below and indicate which debts are contingent.

1. My personal debts are as follows:

CHECK APPROPRIATE CATEGORIES:	CHECK ONE	
	\$5,001 TO \$50,000	MORE THAN \$50,000
Banks	<input type="checkbox"/>	<input type="checkbox"/>
Savings institutions	<input type="checkbox"/>	<input type="checkbox"/>
Other loan or finance companies	<input type="checkbox"/>	<input type="checkbox"/>
Insurance companies	<input type="checkbox"/>	<input type="checkbox"/>
Stock, commodity or other brokerage companies	<input type="checkbox"/>	<input type="checkbox"/>
Other businesses: (State principal business activity for each creditor and its name.)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Individual creditors: (State principal business or occupation for each creditor and its name.)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

2. The personal debts of the members of my immediate family are as follows:

CHECK APPROPRIATE CATEGORIES:	CHECK ONE	
	\$5,001 TO \$50,000	MORE THAN \$50,000
Banks	<input type="checkbox"/>	<input type="checkbox"/>
Savings institutions	<input type="checkbox"/>	<input type="checkbox"/>
Other loan or finance companies	<input type="checkbox"/>	<input type="checkbox"/>
Insurance companies	<input type="checkbox"/>	<input type="checkbox"/>
Stock, commodity or other brokerage companies	<input type="checkbox"/>	<input type="checkbox"/>
Other businesses: (State principal business activity for each creditor and its name.)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Individual creditors: (State principal business or occupation for each creditor and its name.)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Statement of Economic Interests
SCHEDULE C
 SECURITIES

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

“SECURITIES” INCLUDES stocks, bonds, mutual funds, limited partnerships, and commodity contracts.
“SECURITIES” EXCLUDES certificates of deposit, money market funds, annuity contracts, and insurance policies.

Identify each business or Virginia governmental entity in which you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of \$5,000. Name each issuer and type of security individually.

Do not list U.S. Bonds or other government securities not issued by the Commonwealth of Virginia or its authorities, agencies, or local governments. Do not list organizations that do not do business in this Commonwealth, but most major businesses conduct business in Virginia. Account for securities held in trust.

If no reportable securities, check here _____.

NAME OF ISSUER	TYPE OF SECURITY (STOCKS, BONDS, MUTUAL FUNDS, ETC.)	CHECK ONE		
		5,001 to 50,000	50,001 to 250,000	More than 250,000
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Statement of Economic Interests

SCHEDULE D

PAYMENT FOR TALKS, MEETINGS, AND PUBLICATIONS

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

List each source from which you received during the past six months in your capacity as an officer or employee of your agency lodging, transportation, money, or any other thing of value with combined value exceeding \$200 (i) for your presentation of a single talk, participation in one meeting, or publication of a work or (ii) for your attendance at a meeting, conference, or event where your attendance at the meeting, conference, or event was designed to (a) educate you on issues relevant to your duties as an officer or employee of your agency or (b) enhance your knowledge and skills relative to your duties as an officer or employee of your agency. Any lodging, transportation, money, or other thing of value received by an officer or employee that does not satisfy the provisions of clause (i), (ii) (a), or (ii) (b) shall be listed as a gift on Schedule E..

List payments or reimbursements by an advisory or governmental agency only for meetings or travel outside the Commonwealth.

List a payment even if you donated it to charity.

Do not list information about payment if you returned it within 60 days or if you received it from an employer already listed under Item 6 or from a source of income listed on Schedule F.

If no payment must be listed, check here ____.

PAYER	APPROXIMATE VALUE	CIRCUMSTANCES	TYPE OF PAYMENT (e.g. honoraria, travel reimbursement, etc.)

Statement of Economic Interests

SCHEDULE E

GIFTS

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

List each business, governmental entity, or individual that, during the past six months, (i) furnished you or a member of your immediate family with any gift or entertainment at a single event, and the value received exceeded \$50, or (ii) furnished you or a member of your immediate family with gifts or entertainment in any combination and the total value received exceeded \$100, and for which you or the member of your immediate family neither paid nor rendered services in exchange. List each such gift or event. Do not list entertainment events unless the average value per person attending the event exceeded \$50. Do not list business entertainment related to the private profession or occupation of you or the member of your immediate family who received such business entertainment. Do not list gifts or other things of value given by a relative or personal friend for reasons clearly unrelated to your public position. Do not list campaign contributions publicly reported as required by Chapter 9.3 (§ 24.2-900 et seq.) of Title 24.2 of the Code of Virginia.

NAME OF RECIPIENT	NAME OF BUSINESS, ORGANIZATION, OR INDIVIDUAL	CITY OR COUNTY AND STATE	EXACT GIFT OR EVENT	APPROXIMATE VALUE

SCHEDULE F

BUSINESS INTERESTS

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

Complete this Schedule for each self-owned or family-owned business (including rental property, a farm, or consulting work), partnership, or corporation in which you or a member of your immediate family, separately or together, own an interest having a value in excess of \$5,000.

If the enterprise is owned or operated under a trade, partnership, or corporate name, list that name; otherwise, merely explain the nature of the enterprise. If rental property is owned or operated under a trade, partnership, or corporate name, list the name only; otherwise give the address of each property. Account for business interests held in trust.

NAME OF BUSINESS, CORPORATION, PARTNERSHIP, FARM; ADDRESS OF RENTAL PROPERTY	CITY OR COUNTY AND STATE	NATURE OF ENTERPRISE (FARMING, LAW, RENTAL PROPERTY, ETC.)	GROSS INCOME		
			50,000 or less	50,001 to 250,000	More than 250,000
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCHEDULE G-1

PAYMENTS FOR REPRESENTATION BY YOU

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

List the businesses you represented, excluding activity defined as lobbying in § [2.2-419](#), before any state governmental agency, excluding any court or judge, for which you received total compensation during the past six months in excess of \$1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by you.

Identify each business, the nature of the representation and the amount received by dollar category from each such business. You may state the type, rather than name, of the business if you are required by law not to reveal the name of the business represented by you.

Only STATE officers and employees should complete this Schedule.

NAME OF BUSINESS	TYPE OF BUSINESS	PURPOSE OF REPRESENTATION	NAME OF AGENCY	AMOUNT RECEIVED				
				\$1,001 To \$10,000	\$10,001 To \$50,000	\$50,001 To \$100,000	\$100,001 To \$250,000	\$250,001 And Over
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have received \$250,001 or more from a single business within the reporting period, indicate the amount received, rounded to the nearest \$10,000. Amount Received: _____.

SCHEDULE G-2

PAYMENTS FOR REPRESENTATION BY ASSOCIATES

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

List the business(es) that have been represented, excluding activity defined as lobbying in § [2.2-419](#), before any state governmental agency, excluding any court or judge, by persons who are your partners, associates or others with whom you have a close financial association and who received total compensation in excess of \$1,000 for such representation during the past six months, excluding representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by your partners, associates or others with whom you have a close financial association.

Identify such business by type and also name the state governmental agencies before which such person appeared on behalf of such businesses.

Only STATE officers and employees should complete this Schedule.

TYPE OF BUSINESS	NAME OF STATE GOVERNMENTAL AGENCY

SCHEDULE G-3

PAYMENTS FOR OTHER SERVICES GENERALLY

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

Indicate below types of businesses that operate in Virginia to which services were furnished by you or persons with whom you have a close financial association pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses and for which total compensation in excess of \$1,000 was received during the past six months. Services reported in this Schedule shall not include services involving the representation of businesses that are reported in Schedule G-1 or G-2.

Identify opposite each category of businesses listed below (i) the type of business, (ii) the type of service rendered and (iii) the value by dollar category of the compensation received for all businesses falling within each category.

BUSINESS CATEGORY	CHECK IF SERVICES WERE RENDERED	TYPE OF SERVICE RENDERED	VALUE OF COMPENSATION				
			\$1,001 TO \$10,000	\$10,001 TO \$50,000	\$50,001 TO \$100,000	\$100,001 TO \$250,000	\$250,001 AND OVER
Electric Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cable Television Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interstate Transportation Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrastate Transportation Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil or Gas Retail Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banks	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savings Institutions	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan or Finance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing Companies (state type of product, e.g., textile, furniture, etc.)	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mining Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casualty Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retail Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beer, Wine or Liquor Companies or Distributors	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Associations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Associations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associations of Public Employees or Officials	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counties, Cities or Towns	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Organizations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCHEDULE H-1

REAL ESTATE—STATE OFFICERS AND EMPLOYEES ONLY

NAME:

OFFICE OR POSITION HELD OR SOUGHT:

List real estate other than your principal residence in which you or a member of your immediate family holds an interest, including a partnership interest, option, easement, or land contract, valued at more than \$5,000. Each parcel shall be listed individually.

LIST EACH LOCATION (STATE, AND COUNTY OR CITY) WHERE YOU OWN REAL ESTATE.	DESCRIBE THE TYPE OF REAL ESTATE YOU OWN IN EACH LOCATION (BUSINESS, RECREATIONAL, APARTMENT, COMMERCIAL, OPEN LAND, ETC.).	IF THE REAL ESTATE IS OWNED OR RECORDED IN A NAME OTHER THAN YOUR OWN, LIST THAT NAME.

SCHEDULE H-2

REAL ESTATE—LOCAL OFFICERS AND EMPLOYEES ONLY

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

List real estate other than your principal residence in which you or a member of your immediate family holds an interest, including a partnership interest or option, easement, or land contract, valued at more than \$5,000. Each parcel shall be listed individually. Also list the names of any co-owners of such property, if applicable.

LIST EACH LOCATION (STATE, AND COUNTY OR CITY) WHERE YOU OWN REAL ESTATE	DESCRIBE THE TYPE OF REAL ESTATE YOU OWN IN EACH LOCATION (BUSINESS, RECREATIONAL, APARTMENT, COMMERCIAL, OPEN LAND, ETC.)	IF THE REAL ESTATE IS OWNED OR RECORDED IN A NAME OTHER THAN YOUR OWN, LIST THAT NAME.	LIST THE NAMES OF ANY CO-OWNERS, IF APPLICABLE

SCHEDULE I

REAL ESTATE CONTRACTS WITH GOVERNMENTAL AGENCIES

NAME:

OFFICE OR POSITION HELD OR SOUGHT:

List all contracts, whether pending or completed within the past six months, with a governmental agency for the sale or exchange of real estate in which you or a member of your immediate family holds an interest, including a corporate, partnership or trust interest, option, easement, or land contract, valued at more than \$10,000. List all contracts with a governmental agency for the lease of real estate in which you or a member of your immediate family holds such an interest valued at more than \$1,000. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership interest exceeds three percent of the total equity of the business.

State officers and employees report contracts with state agencies.

Local officers and employees report contracts with local agencies.

List your real estate interest and the person or entity, including the type of entity, which is party to the contract. Describe any management role and the percentage ownership interest you or your immediate family member has in the real estate or entity.

List each governmental agency which is party to the contract and indicate the county or city where the real estate is located.

State the annual income from the contract, and the amount, if any, of income you or any immediate family member derives annually from the contract.

ATTACHMENTS