



Sandoval County Ethics Board
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Quarterly Gift Disclosure
Gifts Under \$100 from any single restricted donor within a calendar year

This signed form must be filed with the Sandoval County Clerk, 1500 Idalia Road, Building D, Bernalillo, NM 87004. The form must be filed no later than the last day of the calendar quarter that follows the calendar quarter for which this form is filed (for example, if a gift is received in March, it should be disclosed by June 30).

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____
NAME OF DEPARTMENT _____
EMAIL ADDRESS _____
OFFICE OR TITLE _____
QUARTER ENDING (CHECK ONE): ☐ MARCH ☐ JUNE ☐ SEPTEMBER ☐ DECEMBER YEAR 20____

PART A: Please list below each gift received from any restricted donor accepted by you during the calendar quarter for which this statement is being filed. All fields are required. **You are not required to file this statement for any calendar quarter during which you did not receive a reportable gift.**

Date Received	Description of Gift	Market Value	Name of Restricted Donor Making Gift

☐ CHECK HERE IF CONTINUED ON SEPARATE SHEET

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

APPLICABLE LAW

Sandoval County Ethics Ordinance, Section 5

- (1) No public servant shall intentionally solicit or accept a gift or gifts with a market value greater than \$100.00 from any restricted donor within a calendar year. No public servant shall intentionally solicit or accept a gift or gifts in violation of any federal or state statute or regulation, or any ordinance, rule or regulation. This ban applies to and includes family member of the elected official, employee or volunteer. No restricted donor shall intentionally offer or make a gift that violates this restriction. Any public servant who accepts a gift subject to the execution or integrity of their official actions or decisions.
- (2) Disclosure. All gifts accepted by a public servant from a restricted donor, regardless of their value, shall be reported on a quarterly basis to the county clerk on a form approved by the board of review and in compliance with any requirements imposed by the county clerk's office for the filing of reports. The report shall include the market value of the gift, the name of the person(s) providing the gift, and the date the gift was received. Gifts of food and refreshments may be reported in estimated value if above \$25.00 in market value.

Sandoval County Ethics Ordinance, Section 4

Gift: any money, property, real property, personal property, service, license, permit, contract, authorization, loan, travel, entertainment, food, hospitality, gratuity, or any promise of these, or anything of value that is received or given without equivalent consideration or compensation. For purposes of this ordinance, "gift" does not include:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public;
- (2) Anything for which the elected or appointed official, employee or volunteer, or his or her spouse, or family member pays the market value;
- (3) Any (i) contribution that is lawfully made and reported in accordance with the election ordinance, or (ii) activities associated with fundraising event in support of a political organization or candidate, unless otherwise prohibited by this ordinance;
- (4) An award, plaque, certificate, or similar personalized item given in recognition of the official's public, civic, charitable, or professional service;
- (5) An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization;
- (6) The use of a public facility or public property made available by a governmental agency for a public purpose;
- (7) Gifts provided directly or indirectly by a state, regional, or national organization whose primary purpose is the promotion of the exchange of ideas between governmental officials or employees or to provide for the professional development or training of such governmental officials or employees;
- (8) Any gift accepted on behalf of and to be used by the county for the cost of attending public meetings or conferences where elected or appointed officials or employees are attending as part of their official duties, including local events and the cost of travel and related expenses associated with attending such events outside of the county;
- (9) Any gift given by a family member for personal reasons; and
- (10) Food or beverage with a value under \$25.00 per person.

Public servant: elected or appointed officials, employees and volunteers of Sandoval County.

Restricted donor: any person or entity who:

- (1) Is seeking official action (i) by an elected or appointed official or volunteer, or (ii) in the case of an employee by the employee or by an elected or appointed official, a county department or an employee's supervisor. Such official actions shall include, but are not limited to, the decision regarding legislation, employment decisions, contract approval, approval of permits or development plans or any other action or decision that is discretionary with an elected or appointed official or employee;
- (2) Does business with or seeks to do business (i) with the board of county commissioners, the county, an elected or appointed official or volunteer, or (ii) in the case of an employee, with an employee or his/her department, elected office or an employee's supervisor;
- (3) Conducts activities regulated (i) by an elected or appointed official or volunteer, or (ii) in the case of an employee or his/her department or the employee's supervisor.