

## AGENDA

### 1052<sup>nd</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

JANUARY 10TH, 2018

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TIME: 5:00 P.M.  
PLACE: Office of the District, 23187 Connecticut Street, Hayward  
TRUSTEES: Kathy Narum, President, City of Pleasanton  
Elisa Marquez, Vice-President, City of Hayward  
Wendi Poulson, Secretary, City of Alameda  
Humberto Izquierdo, County-at-Large  
P. Robert Beatty, City of Berkeley  
Betsy Cooley, City of Emeryville  
George Young, City of Fremont  
James N. Doggett, City of Livermore  
Eric Hentschke, City of Newark  
Jan O. Washburn, City of Oakland  
Robert Dickinson, City of Piedmont  
Ed Hernandez, City of San Leandro  
City of Dublin, vacant  
City of Union City, vacant

1. Call to order.
2. Roll call.
3. President Narum invites any member of the public to speak at this time on any issue relevant to the District. (Each individual is limited to five minutes).
4. Approval of the minutes of the 1051<sup>st</sup> meeting held December 13th, 2017 (**Board action required**).
5. Election of Board Officers. Gavel transferred from President Narum to the newly elected President. (**Board action required**)
6. Review of 2017 Board Meeting dates and possible changes. (**Possible board action required**)
7. Review and update of Committee Assignments for 2018 (Information only)
8. Report from the Strategic Planning Committee (Information only)
9. Financial Reports:
  - a. Review of warrants dated December 15, 2017 numbering 030218 through 032718 amounting to \$116,627.16 and warrants dated December 31, 2017 numbering 032818 through 035418 amounting to \$1,390,093.94 (Information only).
  - b. Review of Budget as of December 31, 2017. (Information only).

- c. Investments, Reserves, and Cash Balance as of December 31, 2017.
10. Presentation of the Monthly Staff Report for December 2017 (Information only).
11. Presentation of the Manager's Report for December 2017 (Information only).
  - a. Form 700 FFPP Conflict of Interest Report
  - b. CSDA Annual Dinner March 22<sup>nd</sup>, 2018. Redwood Canyon Golf Course, Castro Valley.
  - c. Special District Leadership Academy: April; 15-18, Monterey & July 8-11, Napa
  - d. AB 1234: Poulson, Young, Hentschke; AB 1825: Marquez
  - e. Policy committee to begin receiving updates to review and recommend
12. Board President asks for reports on conferences and seminars attended by Trustees.
13. Board President asks for announcements from members of the Board.
14. Board President asks trustees for items to be added to the agenda for the next Board meeting.
15. Adjournment.

RESIDENTS ATTENDING THE MEETING MAY SPEAK ON ANY AGENDA ITEM AT THEIR REQUEST.

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## MINUTES

### 1051<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

DECEMBER 13<sup>TH</sup>, 2017

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TIME: 5:00 P.M.  
PLACE: Office of the District, 23187 Connecticut Street, Hayward  
TRUSTEES: Kathy Narum, President, City of Pleasanton  
Elisa Marquez, Vice-President, City of Hayward  
Wendi Poulson, Secretary, City of Alameda  
Humberto Izquierdo, County-at-Large  
P. Robert Beatty, City of Berkeley  
Richard Guarienti, City of Dublin  
Betsy Cooley, City of Emeryville  
George Young, City of Fremont  
James N. Doggett, City of Livermore  
Eric Hentschke, City of Newark  
Jan O. Washburn, City of Oakland  
Robert Dickinson, City of Piedmont  
Ed Hernandez, City of San Leandro  
City of Union City, vacant

Board President Narum called the regularly scheduled Board meeting to order at 5:02 P.M.

Trustees Narum, Marquez, Izquierdo, Beatty, Guarienti, Cooley, Young, Doggett, and Hentschke were present; Trustees Poulson and Washburn were absent. Trustee Dickinson arrived at 5:10 P.M. Trustee Hernandez arrived at 5:15 P.M.

Board President Narum invited members of the public to speak on any issue relevant to the District. Mosquito Control Technician Jeremy Sette was present to record the minutes.

The General Manager paid respects to Trustee Ronald Quinn of Union City, recently deceased.

The Board approved the minutes of the 1050<sup>th</sup> meeting held November 8<sup>th</sup>, 2017. (Guarienti, Hentschke)—unanimous.

Board President Narum presented Resolution 1051-1 honoring the service of Richard Guarienti, trustee for the City of Dublin who is not seeking another term.

The Nominating Committee nominated and approved Vice President Marquez, Trustee Poulson and Trustee Hentschke for 2018 District President, Vice President and Secretary, respectively. Vice President Marquez commented that due to future engagements, she would not be able to attend the MVCAC Annual Conference in January 2018. (Cooley, Beatty)—unanimous.

Vice President Marquez, Trustee Poulson, and Trustee Hentschke were appointed to the Personnel Committee. Trustee Beatty asked if this committee is responsible for the Manager's evaluation (no, that is a separate committee). Trustee Beatty also volunteered himself as an additional member of the Personnel Committee. (Beatty, Cooley)—unanimous.

Board President Narum reported on behalf of the Finance Committee on the use of PARS (Public Agency Retirement Services) as a pension rate stabilization fund. Trustee Beatty asked if PARS allows for more control of funds (yes) and how much money will be invested with PARS (\$500,000 is initially proposed in a later agenda action item).

The Board passed Resolution 1051-2 authorizing participation in the PARS Post-Employment Benefits Trust Program to be administered by PARS and U.S. Bank, appointing the General Manager as the District's Plan Administrator, and authorizing the General Manager to execute the documents to implement the Program. Trustee Guarienti asked if this Resolution gives sole authority of the PARS funds to the General Manager (adjustments to reserve fund levels will require board approval via the annual budget approval process). (Guarienti, Cooley)—unanimous.

Board President Narum reported on behalf of the Finance Committee regarding the execution of reserve funding goals for 2017-18. Trustee Beatty asked to clarify CAMP's services (they are the recently approved fund manager of the District's interest-earning reserve accounts). Trustee Dickinson commented on the need for improved fund level justifications, (this is currently underway as part of the District policy updating process). Vice President Marquez asked if GASB rules cover reserve funding goals (most funds are justified through 3<sup>rd</sup> party actuarial reports, others will be justified through depreciation schedules, financial projections, and during the strategic planning process) (Beatty, Cooley)—unanimous.

The Board approved the updated monthly financial reports. Trustee Dickinson asked who was the consultant working on the audit and this project (Rick Wood from the CSDA) (Beatty, Dickinson)—unanimous.

The General Manager reported on the conclusion of the storage shed replacement project. Trustee Beatty asked why an architect was needed for the project (professional expertise is needed to know the building codes, draft the plans, and file the appropriate permit fees). Trustee Hernandez commented that cost increase of 136% was a typo and should be adjusted to 36%.

The Board reviewed warrants dated November 15, 2017 numbering 024718 through 026918 amounting to \$104,787.37 and warrants dated November 30, 2017 numbering 027018 through 030118 amounting to \$133,437.79. The Board reviewed the Budget, as well as Investments, Reserves, and Cash Balance as of November 30, 2017. Trustee Hernandez asked about using Docusign as an option (will look into). Trustee Dickinson asked about the concern with the public over dash-cams and if they were going to be implemented in all District vehicles (currently dash-cams are only optional). Trustee Hernandez asked about the District's data retention policy (currently undergoing review) and asked if there was a specific dash cam policy (there is not).

The General Manager presented the Staff report for November 2017. Trustee Beatty provided more information on the CEND "Tech Show and Tell" at UC Berkeley. Trustee Dickinson asked if the talk will focus on diseases from the developing world (Trustee Beatty answered it would most likely have a world-wide focus). Trustee Hernandez asked if the

district uses paid advertisements on social media, such as on Facebook or Google (the district has used adwords on Google in the past, but will report back with more information at a future meeting).

The General Manager presented the Manager's report for November 2017. The General Manager commented on a typo: the CSDA Annual Dinner will be on March 22<sup>nd</sup>, not the 23<sup>rd</sup>, of 2018, not 2017. Trustee Beatty asked if the Lab Director could send him his coastal region continuation education seminar (yes). Vice President Marquez asked if the Board could get an updated list of personnel on each committee (yes, to be included in the proposed minutes email), and suggested that Trustees contribute a token gift to be included in the ACSDA annual dinner gift basket from each city in District to be collected at the February and March board meetings.

Board President Narum asked for reports on conferences and seminars attended by Trustees, there were none.

Board President Narum asked for announcements from the Board. Trustee Hernandez recognized Vice President Marquez who had recently been honored in a local news article.

Board President Narum asked trustees for items to be added to the agenda for the next Board meeting. Vice President Marquez is requesting a current committee list, and Trustee Hernandez would like more information regarding the District's record retention policy, specifically electronic records.

The meeting adjourned at 6:23 P.M.

**Respectfully submitted,**

Approved as written and/or corrected  
at the 1052<sup>th</sup> meeting of the Board of  
Trustees held January 10th, 2018

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Elisa Marquez, President  
BOARD OF TRUSTEES

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Eric Hentschke, Secretary  
BOARD OF TRUSTEES



# ACMAD Calendar 2018

**January**

S	M	T	W	T	F	S
	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			

**February**

S	M	T	W	T	F	S
				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			

**March**

S	M	T	W	T	F	S
				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

**April**

S	M	T	W	T	F	S
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					

**May**

S	M	T	W	T	F	S
		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		

**June**

S	M	T	W	T	F	S
				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

**July**

S	M	T	W	T	F	S
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				

**August**

S	M	T	W	T	F	S
			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	

**September**

S	M	T	W	T	F	S
						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						

**October**

S	M	T	W	T	F	S
	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			

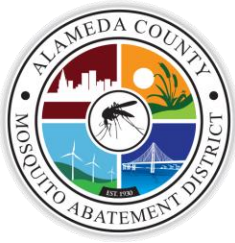
**November**

S	M	T	W	T	F	S
				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	

**December**

S	M	T	W	T	F	S
						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					

- Board Meetings
- Holidays
- Other meetings (MVCAC Annual: 1/29-1/31; AMCA Annual: 2/26-3/2; MVCAC Leg Day: 3/6-3/7; CSDA Leg: 5/22-5/23; CSDA Annual: 9/24-9/27)



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## Committee Assignments for 2018

### Board of Trustees

#### **President**

Kathy Narum

#### **Pleasanton**

#### **Vice-President**

Elisa Marquez

#### **Hayward**

#### **Secretary**

Wendi Poulson

#### **Alameda**

Humberto Izquierdo

#### **County at Large**

P. Robert Beatty

#### **Berkeley**

Betsy Cooley

#### **Emeryville**

vacant

#### **Dublin**

George Young

#### **Fremont**

James N. Doggett

#### **Livermore**

Eric Hentschke

#### **Newark**

Eric Hentschke

#### **Oakland**

Robert Dickinson

#### **Piedmont**

Ed Hernandez

#### **San Leandro**

vacant

#### **Union City**

#### **Ryan Clausnitzer**

*General Manager*

### Financial Committee

**Purpose:** The Finance Committee is a standing committee tasked with reviewing the annual budget, assessing the District's long term capital needs, making recommendations for designating reserves and evaluating the allocation of the OPEB Trust.

**Membership:** Cooley, Dickinson, Hernandez, Narum, Young

### Policy Committee

**Purpose:** The Policy Committee evaluates the District's Policies and updates and adds policies as needed. All District policies must be approved by a majority of the Board.

**Membership:** Doggett, Hernandez, Marquez

### Manager Evaluation Committee

**Purpose:** The primary task of this committee is to review the performance of the District Manager, annually by the June board meeting. Compensation changes and contract adjustments will be based on this evaluation.

**Membership:** Past, present, and future Board Presidents: Narum, Marquez, Poulson

### Public Health Emergency Committee

**Purpose:** To meet with the District Manager &/or Staff to review District surveillance and treatment information pertaining to current or emerging public health threats and make recommendations to the board if necessary.

**Membership:** Washburn, Doggett, Poulson

**Status:** This committee only meets on an as needed basis.

### **Personnel Committee**

**Purpose:** To meet as needed if personnel issues rise to the level of an appeal to the board.

**Membership:** Current Board Officers: Marquez, Poulson, Hentschke, Beatty

**Status:** This committee only meets on an as needed basis.

### **Sustainability Committee**

**Purpose:** To evaluate areas the District can improve its sustainability such as solar energy, refuse reduction, and fuel efficiency.

**Membership:** Izquierdo, Marquez, Poulson, Washburn

**Status:** This committee only meets on an as needed basis.

### **Strategic Planning Committee**

**Purpose:** To assess the future opportunities and challenges facing the District, the committee will review the current Mission and Vision and develop a five-year strategic plan that aligns the Mission and Vision with forecasted challenges in finance, technology, infrastructure, regulation, climate change and personnel.

**Membership:** Beatty, Hernandez, Poulson, Washburn, Young

**Status:** This committee only meets on an as needed basis.



ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED **DECEMBER 15, 2017.**

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
030218	Biological Specialist	Total salary less deductions for payroll period	600001	2,785.06	
030218	Mosq Control Tech	"	600001	2,426.33	
030218	Lab Seasonal	"	600001	921.08	
030218	Lab Seasonal	"	600001	1,028.73	
030218	Vector Biologist	"	600001	2,938.45	
030218	Vector Biologist	"	600001	2,965.55	
030218	Mosq Control Tech	"	600001	2,301.50	
030218	Regulatory & Public Affairs Director	"	600001	2,922.67	
030218	District Manager	"	600001	3,778.38	
030218	Asst Mosq Control Tech	"	600001	2,325.44	
030218	IT Director	"	600001	3,120.98	
030218	Lab Director	"	600001	3,180.94	
030218	Outreach seasonal	"	600001	974.27	
030218	Field Operations Supervisor	"	600001	3,664.09	
030218	Lab Seasonal	"	600001	548.88	
030218	Accounting Associate	"	600001	1,801.13	
030218	Vector Biologist	"	600001	3,694.61	
030218	Lab Seasonal	"	600001	985.51	
030218	Mosq Control Tech	"	600001	2,758.95	
030218	Mosq Control Tech	"	600001	2,469.78	
030218	Mechanical Specialist	"	600001	3,401.73	
030218	IRS	Federal tax withheld (payroll)	600001	8,525.77	
030218		Medicare Tax Withheld (payroll)	600001	958.91	
030218		District Contribution to Medicare (payroll)	600401	958.91	
030218	State of California	State Tax withheld (payroll)	600001	2,621.76	
030218	EDD	Ca Disability	600001	505.11	64,564.52
030318	Public Employees' Retirement System	Employee Contributions	600001	16.00	
		Employee Paid Member Contributions, 7% & 6.5%	600001	4,600.34	
		Employer Contribution 9.599% & 6.908%	600201	5,789.44	10,405.78
030418	Aetna Life & Annuity	Employee Contributions	600001		150.00
030518	CALPERS 457 Plan	Employee Contributions - PERS 457	600001		2,530.00
030618	Delta Dental Plan	Monthly Premium	600601		4,411.85
030718	Vision Service Plan	Health premium	600601		651.36
030818	The Hartford	Life Insurance	600601		78.71
030918	Airgas	Dry ice cut block slab	620141.1		898.55
031018	All-Ways Green Services	Janitorial Service	620021.1		410.00
031118	Alco Sheet Metal and Heating	Service 6 roof top hvac's	610122.2		405.00
031218	Branan, Thomas	Dental Reimbursement	600601		139.00
031318	Bay Area Distributing	Shop supplies	610141		874.33
031418	Cintas	Laundry service	610011	287.44	
		Personal supplies	610001	0.00	287.44
031518	Corporate Park Landscaping	Landscape maintenance	610122.1		590.00
031618	Grainger	Shop supplies	610141	575.97	
		Shop supplies	610122.2	73.89	649.86
031718	G.A Goodman Inc	Work done on V-21	610141		917.45
031818	Kimball Midwest	Shop supplies	610141		606.44
031918	Mar-Len Supply	Shop supplies	610461.6		302.50
032018	NBC Supply Corp	Shop supplies	610461.7		329.25
032118	PFM Asset Management	Investment advisory services	610261.11		1,776.73
032218	PG & E	Utilities	610021.2		169.22
032318	Regional Government Services	Contract services for Month	610261.1		936.25
032418	Treds	Tire disposal	610141		521.88
032518	Verizon	Communication expense	610022.4		1,288.62
032618	Waste Management	Garbage Service	610021.1		436.44

WAR NO	PAYEE	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
032718	U.S Bank			
	Steel Toe Shoes - Work boots for D.A	610001	100.00	
	Amazon - Office supplies	620041	29.45	
	Anchor Paper - Lab supplies	620141.1	150.34	
	Jameco - Volt DC Motor	620141.1	96.89	
	The Home Depot - Sterling	620141.1	37.66	
	Amazon - Soldering station	620141.1	123.90	
	Amazon - Prime membership	620141.1	12.06	
	Apple Store - Apple Computer	620141.5	1,078.35	
	Mikuni - Dinner for E.H & J.H	610191.3	78.76	
	Indo - Lunch for E.H, R.F & E.C	610191.3	43.31	
	Embassy Suites - Hotel for conference E.H	610191.3	743.85	
	MVCAC - Registration for E.H	610191.3	340.00	
	Marriott - Hotel for E.H	610191.3	218.49	
	Marriott - Hotel for J.R& R.L	610191.3	218.49	
	Marriott - Hotel for M.B & D.A	610191.3	218.49	
	UCSF - Parking	610191.3	8.00	
	Embassy - Lunch for E.H	610191.3	16.80	
	Target - Ziploc	620141.1	24.33	
	Target - Lab supplies	620141.1	32.44	
	Stericycle - Waste Pick up	620141.3	197.47	
	Amazon - Ice Maker	620141.3	547.65	
	Lifetech - Taqman MGB Probe	620141.3	501.88	
	Amazon - Exam gloves	620141.3	138.00	
	Amazon - Exam gloves	620141.3	148.48	
	Lifetech - Lab supplies	620141.3	1,063.50	
	Lifetech - Taqman osy probe	620141.3	248.86	
	Amazon - Wireless mouse	620141.5	21.94	
	Amazon - Prime membership	620141.5	108.65	
	Amazon - Wireless keyboard	620141.5	62.33	
	Smart N Final - Water	620141.7	13.08	
	Fisher Scientific - Molecular Biology Grade	620141.7	251.62	
	Fisher Scientific -Matrix Reservoir	620141.7	177.78	
	Lifetech - Taqman Universal	620141.7	454.53	
	Lifetech - DNA Oligo	620141.7	13.90	
	Lampire - Chicken blood	620141.7	240.00	
	Lifetech - DNA Polymerase	620141.8	533.88	
	City of Sac - Parking	610191.3	15.00	
	Capitol Parking - Parking	610191.3	19.00	
	Southwest - Flight for conference	610191.3	157.98	
	Alaska - Flight for conference E.C	610191.3	191.20	
	Constant Contract - Contract	610451	20.00	
	CA Dept of Fish and Game - Permit	610461.52	3,376.00	
	Troxell - Software	620042	815.66	
	Mikuni - Dinner for J.H & E.S	610191.3	60.00	
	Embassy Suites - Hotel for conference	610191.3	305.45	
	Embassy Suites - Lunch for J.H	610191.3	16.06	
	Embassy Suites - Hotel for conference J.H	610191.3	435.90	
	Office Depot - Planner, hang files	620041	48.82	
	The Home Depot - Shop sink	610122.2	32.74	
	Amazon - (6) Air filters	610141	53.22	
	Amazon - (2) Oil Engine filters	610141	28.52	
	The Ford Store - Work done on V-21	610141	103.79	
	Water Cannon - Engine parts, spark plugs	610141	63.42	
	Amazon - (4) Air filters, (2) Air filter	610141	71.48	
	Amazon - Sensor	610141	20.42	
	The Ford Store - Sensor Asy	610141	50.50	
	(20) Flange Gasket	610141	59.99	
	Al Afendi - Lunch for conference M.W	610191.3	10.30	
	St Stans - Lunch for conference M.W	610191.3	25.61	

WAR NO	PAYEE	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
	City of Modesto - Parking	610191.3	8.00	
	Fred pryor - Shop seminar	610191.7	199.00	
	Amazon - Household items	620021.2	9.40	
	Amazon - Household items	620021.2	52.67	
	Amazon - Tool/Sprayer	620261	235.86	
	Lyft - Transportation to hotel	610191.3	16.15	
	BJ Annex - Dinner for CalPERS Conference M.M	610191.3	16.86	
	Westin Hotel - Dinner for CalPERS Conference M.M	610191.3	17.09	
	Lyft - Transportation to Airport (MM)	610191.3	14.62	
	Lyft - Transportation to Airport (MM)	610191.3	0.81	
	Westin Hotel - Dinner for conference M.M	610191.3	18.62	
	Westin Hotel - Hotel for Conference M.M	610191.3	577.59	
	Office Depot - Tax forms	620041	56.17	
	Office Depot - IT supplies	620042	34.97	
	Embassy Suites - Parking	610191.3	30.00	
	JAMF - Software	620042	32.00	
	Amazon - HDMI Display Adaptor	620042	328.15	
	Amazon - Large TV Mount	620042	187.98	
	Comcast - Internet	620042	172.77	
	Best Buy - (will be refunded)	620042	199.99	
	Amazon - (4) HDMI Cables	620042	39.60	
	Troxell - Software	650031.1	3,954.71	
	MVCAC - Registration for conference R.C	610191.3	290.00	
	Marriott - Hotel for conference R.C	610191.3	218.49	
	CKE - Lunch for R.C (RC & Trustee Narum)	610191.3	58.21	
	Amtrak - Transportation to conference R.C	610191.3	29.00	
	Buddy's - Lunch for R.C	610191.3	17.56	
	Travelocity -	610191.3	274.62	
	Alaska - Flight for conference R.C	610191.3	382.40	
	Franklin - Parking	610191.3	9.00	
	AMCA - Registration	610191.3	395.00	
	Priority Parking - Parking	610191.3	10.00	
	McDonalds - Food for R.C	610191.3	8.07	
	Safeway - Board supplies	610191.4	58.68	
	Nob Hill - Board supplies	610191.4	7.99	
	Harvard Hks - School	610191.7	3.95	
	Amazon - Prime membership	620041	53.78	
				22,295.98
	<b>Total Warrants December 15th</b>			<b>116,627.16</b>

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED **DECEMBER 31, 2017**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
032818	Biological Specialist	Total salary less deductions for payroll period	600001	2,871.72	
032818	Mosq Control Tech	"	600001	2,426.32	
032818	Lab Seasonal	"	600001	969.21	
032818	Lab Seasonal	"	600001	1,156.63	
032818	Vector Biologist	"	600001	3,013.36	
032818	Vector Biologist	"	600001	2,965.53	
032818	Mosq Control Tech	"	600001	2,301.50	
032818	Regulatory & Public Affairs Director	"	600001	2,994.07	
032818	District Manager	"	600001	4,275.22	
032818	Asst Mosq Control Tech	"	600001	2,325.43	
032818	IT Director	"	600001	3,231.74	
032818	Lab Director	"	600001	3,351.53	
032818	Outreach/ Office Seasonal	"	600001	1,176.89	
032818	Field Operations Supervisor	"	600001	3,710.94	
032818	Lab Seasonal	"	600001	486.97	
032818	Accounting Associate	"	600001	1,801.14	
032818	Vector Biologist	"	600001	3,694.61	
032818	Lab Seasonal	"	600001	1,089.35	
032818	Mosq Control Tech	"	600001	2,758.96	
032818	Mosq Control Tech	"	600001	2,388.84	
032818	Mechanical Specialist	"	600001	3,488.78	
032818	IRS	Federal Tax Withheld	600001	8,994.61	
032818		Medicare Tax Withheld	600001	990.40	
032818		District Contribution to Medicare	600401	990.40	
032818	State of California	State Tax Withheld	600001	2,795.46	
032818	EDD	Ca Disability	600001	512.69	
032818	Bank of America	Transfer to Bank of America (Change in Salary for EE)	600001	158.84	66,603.46
032818A	Alameda County Mosquito Abatement District	Transfer funds to Bank of the West for CalPERS Retirement	600201	42,000.00	
		Transfer funds to Bank of the West for CalPERS Health	600601	198,000.00	
		Transfer funds to Bank of the West to transfer to CAMP	800007	500,000.00	
		Transfer funds to Bank of the West to transfer to PARS	800008	500,000.00	1,240,000.00
032918	CalPERS	Employee/ Employer contributions	600001	16.00	
		Employee paid member contributions, 7%, 6.5%	600001	4,580.44	
		District contribution 9.559%, 6.908%	600201	5,768.29	10,364.73
		Employee contributions	600001		150.00
033018	Aetna Life & Annuity	Employees contributions - PERS 457	600001		2,530.00
033118	CalPERS 457 Plan	Health insurance	600601		32,943.53
033218	CalPERS	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
033318	P. Robert Beatty	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
033418	Elizabeth Cooley	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
033518	James Doggett	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
033618	Robert Dickinson	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
033718	Richard Guarienti	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
033818	Eric Hentschke	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
033918	Ed Hernandez	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
034018	Humberto Izquierdo	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
034118	Elisa Marquez	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
034218	Katherine Narum	Trustee in lieu expenses - 1051st meeting	610191.5		100.00
	Wendi Poulson	Trustee in lieu expenses - 1051st meeting	610191.5		-
	Jan Washburn	Trustee in lieu expenses - 1051st meeting	610191.5		-
034418	Airgas	Dry ice pellets	620141.1		37.40
034518	All-Ways Green Services	Floor cleaning	620021.1		300.00
034618	Adapco	Vectobac	610461.1		4,688.52
034718	Cintas	Laundry Service	610011		295.87
034818	Grainger	Shop supplies	61022.2		374.33
034918	MAZE & ASSOCIATES	Audit	610261.1		7,840.00
035018	Matthes, Michelle	Reimbursement for business class/book	610191.7		315.50
035118	Regional Government Services	Contract services for month	620141.1		4,178.65
035118A	PG & E	Utilities	610021.2		1,563.23
035218	Sonitrol	Monitoring charges and CCTV Fees	620021.3		750.00
035318	UC Regents	Invoice for R.C	610191.7		12,153.25
035418	Wright Express	Fuel expenses, statement ended 12-15-17	610191.1		2,588.55
		<b>Total Warrants December 31st</b>			<b>1,390,063.94</b>
		<b>Total Warrants December 15th</b>			<b>116,627.16</b>
		<b>Total December Warrants</b>			<b>1,506,691.10</b>

**Alameda County Mosquito Abatement District Budget Summary**  
**As of December 31, 2017. (6 of 12 mth, 50%)**

Account #		EXPENDED IN (November)	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPEN DED
<b>SALARY &amp; BENEFITS</b>						
600001	Salary and Wages	\$ 143,791.45	\$ 907,013.26	\$ 1,761,305.00	\$ 854,291.74	51%
600401	Contribution to Medicare	\$ 1,949.31	\$ 10,922.54	\$ 25,881.00	\$ 14,958.46	42%
600201	Contribution to Retirement <sup>1</sup>	\$ 53,557.73	\$ 244,342.48	\$ 253,662.20	\$ 9,319.72	96%
600601	Contribution to Health Care <sup>2</sup>	\$ 236,224.45	\$ 420,572.85	\$ 506,368.08	\$ 85,795.23	83%
<b>SERVICE AND SUPPLIES</b>						
610001	<b>Clothing and personal supplies</b>	\$ 100.00	\$ 1,981.07	\$ 8,500.00	\$ 6,518.93	23%
610011	<b>Laundry services and supplies</b>	\$ 583.31	\$ 3,952.19	\$ 9,000.00	\$ 5,047.81	44%
610021	<b>Utilities</b>					
610021.1	Garbage	\$ 436.44	\$ 1,327.68	\$ 3,000.00	\$ 1,672.32	44%
610021.2	PG & E	\$ 1,732.45	\$ 10,821.60	\$ 24,000.00	\$ 13,178.40	45%
610021.3	Hayward Water & Sewage	\$ -	\$ 1,834.15	\$ 7,000.00	\$ 5,165.85	26%
610021.4	Biohazard and Chemical Waste Disposal	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0%
<b>Communications</b>						
610022.1	Telephone Service & Internet	\$ -	\$ 4,626.26	\$ 14,000.00	\$ 9,373.74	33%
610022.3	Website and email hosting	\$ -	\$ 205.37	\$ 1,200.00	\$ 994.63	17%
610022.4	Cell phone service (Verizon)	\$ 2,575.54	\$ 7,639.63	\$ 17,000.00	\$ 9,360.37	45%
610022.5	Microsoft Office 365	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	45%
610141	<b>Maintenance of equipment</b>	\$ 3,947.41	\$ 11,070.27	\$ 45,000.00	\$ 33,929.73	25%
610122	<b>Maintenance of structure and improvements</b>					
610122.1	Landscaping service	\$ 590.00	\$ 1,565.00	\$ 3,600.00	\$ 2,035.00	43%
610122.2	Facility Maintenance	\$ 885.96	\$ 6,354.03	\$ 25,000.00	\$ 18,645.97	25%
<b>Transportation, travel, &amp; training</b>						
610191.1	Fuel and GPS (WexMart)	\$ 2,588.55	\$ 21,185.14	\$ 45,000.00	\$ 23,814.86	47%
610191.3	Meetings, conferences, & travel	\$ 5,514.78	\$ 11,595.63	\$ 35,000.00	\$ 23,404.37	33%
610191.4	Board meeting expenses	\$ 66.67	\$ 294.93	\$ 800.00	\$ 505.07	37%
610191.5	Board payments in lieu	\$ 1,100.00	\$ 7,100.00	\$ 16,800.00	\$ 9,700.00	42%
610461.53	Continuing Education fees	\$ -	\$ -	\$ 4,210.00	\$ 4,210.00	0%
610191.7	Staff Training (automotive, IT, staff development)	\$ 12,671.70	\$ 28,775.47	\$ 55,000.00	\$ 26,224.53	52%
<b>Professional services</b>						
610261.1	Audit	\$ 7,840.00	\$ 7,840.00	\$ 13,000.00	\$ 5,160.00	60%
610261.2	Actuarial reports	\$ -	\$ 700.00	\$ 5,500.00	\$ 4,800.00	13%
610261.3	Helicopter service	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	0%
610261.4	Legal services	\$ -	\$ 496.57	\$ 13,000.00	\$ 12,503.43	4%
610261.5	MVCAC Research Foundation	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0%
610261.7	Tax collection service - SCI	\$ -	\$ 16,048.77	\$ 35,000.00	\$ 18,951.23	46%
610261.8	Payroll service	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0%
610261.9	Environmental consultant services for regulatory issues	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0%
610261.1	HR Services (Municipal Resource Group)	\$ 5,114.90	\$ 7,427.58	\$ 15,000.00	\$ 7,572.42	50%
610261.11	OPEB service (PFM)	\$ 1,776.73	\$ 8,865.89	\$ 22,000.00	\$ 13,134.11	40%
610261.12	Financial advising	\$ -	\$ 2,642.17	\$ 16,270.00	\$ 13,627.83	16%
610351	<b>Annual memberships and dues total</b>	\$ -	\$ 15,606.00	\$ 22,130.00	\$ 6,524.00	71%
610378	<b>Insurance total</b>	\$ -	\$ 128,758.93	\$ 133,810.00	\$ 5,051.07	96%
610451	<b>Community education total</b>	\$ 20.00	\$ 15,413.65	\$ 53,000.00	\$ 37,586.35	29%
<b>Special expenses</b>						
610461.1	Pesticides	\$ 4,688.52	\$ 41,115.84	\$ 200,000.00	\$ 158,884.16	21%
610461.2	Field supplies (dippers etc)	\$ -	\$ -	\$ 2,200.00	\$ 2,200.00	0%
610461.4	Fish and Fish Maint.	\$ -	\$ 963.14	\$ 6,000.00	\$ 5,036.86	16%
610461.51	Aerial Pool Survey	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0%
610461.52	Permits <sup>3</sup>	\$ 3,376.00	\$ 6,893.38	\$ 100.00	\$ (6,793.38)	6893%
610461.54	Board plaques and nameplates	\$ -	\$ -	\$ 500.00	\$ 500.00	0%
610461.6	Spray equipment	\$ 302.50	\$ 3,073.38	\$ 30,000.00	\$ 26,926.62	10%
610461.7	Safety	\$ 329.25	\$ 2,385.91	\$ 2,000.00	\$ (385.91)	119%
620021.1	Janitorial service	\$ 710.00	\$ 2,760.00	\$ 6,500.00	\$ 3,740.00	42%
620021.2	Supplies	\$ 62.07	\$ 687.94	\$ 2,000.00	\$ 1,312.06	34%
620021.3	Alarm Service- Sonitrol	\$ 750.00	\$ 4,516.00	\$ 11,000.00	\$ 6,484.00	41%
620021.4	Drinking Water system & filter	\$ -	\$ 117.98	\$ 510.00	\$ 392.02	23%
620041	<b>Office supplies</b>	\$ 188.22	\$ 6,119.83	\$ 13,050.00	\$ 6,930.17	47%
620042	<b>Information technology</b>	\$ 1,811.12	\$ 9,649.64	\$ 73,400.00	\$ 63,750.36	13%
620141	<b>Laboratory total</b>	\$ 7,215.47	\$ 42,256.60	\$ 105,000.00	\$ 62,743.40	40%
620261	<b>Small tools and instruments</b>	\$ 235.86	\$ 661.85	\$ 8,500.00	\$ 7,838.15	8%
650031.1	<b>Capital expenditures</b>	\$ 3,954.71	\$ 90,163.16	\$ 240,000.00	\$ 149,836.84	38%
<b>TOTAL EXPENDITURES</b>		\$ 506,691.10	\$ 2,118,343.76	\$ 4,013,802.28	\$ 1,895,458.52	53%
<b>TOTAL WARRANTS</b>		\$ 1,506,691.10				
<b>TOTAL RESERVES EXPENDITURES</b>		\$ 1,000,000.00				
<b>AMOUNT DEPRECIATED</b>		\$ 18,241.75				
Discrepancy from Expenditures and Warrant list		\$ -				

**Notes**

1 - A/C 600201 is at 96% because funds have already been transferred from the County to Bank of the West

2 - A/C 600601 is at 83% because funds have already been transferred from the County to Bank of the West

3 - Overage to be taken from contingency budget

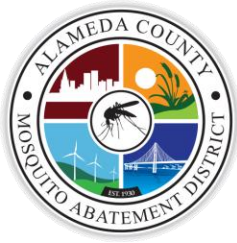
**Investments, Reserves, and Cash Balance**

Account #	Activity in December	Activity to Date	Beginning Balance 7/1/17	Current Balance
<b><u>Budget Reserves</u></b>				
800001	Working Capital (Dry Period Cash) \$	-	\$ 2,391,220.00	\$ 2,391,220.00
800002	Capital Replacement \$	183,553.12	\$ 500,000.00	\$ 316,446.88
800003	Public Health \$	-	\$ 500,000.00	\$ -
800004	Contingency \$	15,600.00	\$ 25,000.00	\$ 9,400.00
<hr/>				
	<b>November Balance</b>	<b>Activity</b>		<b>December Balance</b>
<b><u>Investment Accounts</u></b>				
800005	LAIF \$	1,502,955.33	\$(1,500,000.00)	\$ 2,955.33
	OPEB Fund \$	4,181,278.38		\$ 4,273,095.30
800006	VCJPA Contingency \$	334,557.00		\$ 334,557.00
800007	CAMP: Repair and Replace \$	-	500,000.00	\$ 500,187.42
800007	CAMP: Public Health Emergency \$	-	500,000.00	\$ 500,187.42
800007	CAMP: Operating Reserve <sup>1</sup> \$	-	-	\$ 500,000.00
800007	CAMP: Public Health Emergency \$	-	-	\$ -
800008	PARS: Pension Stabilization <sup>2</sup> \$			\$ 500,000.00
<hr/>				
	<b>November Balance</b>	<b>December Expenditures</b>	<b>Deposits <sup>3</sup></b>	<b>December Balance</b>
<b><u>Cash Balances</u></b>				
	Bank of America (Payroll Account)			\$ 131,931.28
	Bank of The West (Transfer account)			\$ 1,748,019.45
	County Account \$	2,909,485.49	\$ 1,506,691.10	\$ (2,087,883.30) \$ 3,511,448.20
<hr/>				
	<b>Activity</b>			
<b><u>Interfund transfers</u></b>				
	ACH Transfers to CalPERS \$	20,770.51		
	ACH Transfers to CAMP \$	1,000,000.00		
	ACH: LAIF to Bank of the West \$	500,000.00		

1- \$500,000 transferred to Bank of the West, awaiting to make transfer to CAMP (system down at time of report)

2- \$500,000 transferred to Bank of the West, awaiting to make transfer to PARS after completion of set-up

3 - Amount Deposited in the County



23187 Connecticut Street  
Hayward, CA 94545

T: (510) 783-7744  
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[acmad@mosquitoes.org](mailto:acmad@mosquitoes.org)

MONTHLY STAFF REPORT –January 2018

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District Manager

## 1. OPERATIONS REPORT FOR THE MONTH OF DECEMBER 2017

The low rainfall pattern of November continued through the month of December; almost no measurable rain events occurred during the entire month. As a result, larval and adult mosquito abundance was lower than has been observed in many years.

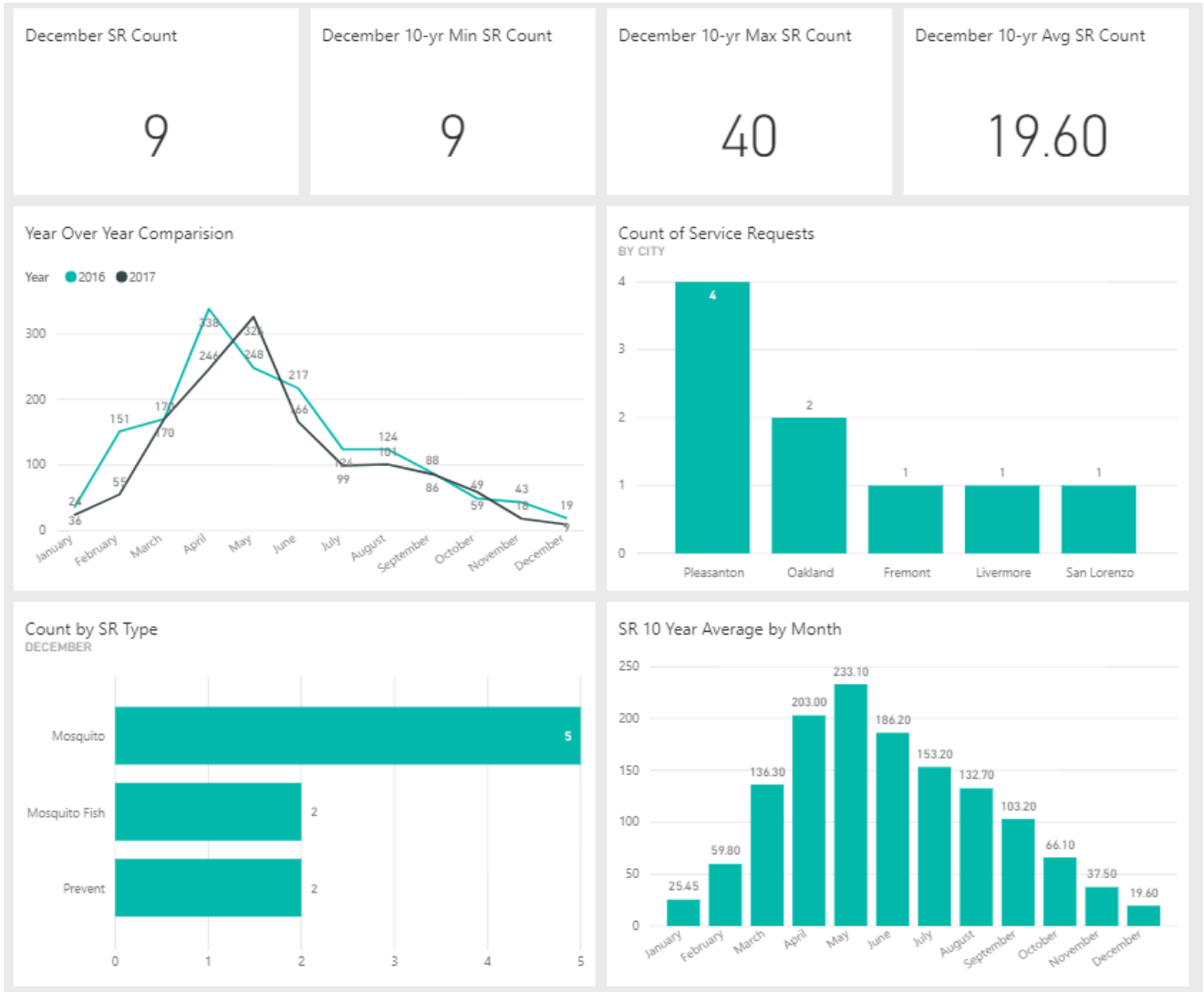
Operations staff continued to treat where larval mosquitoes were collected. Almost all were concentrated in smaller bodies of water due to lack of rain. All of ACMAD's winter species were identified and larval treatments for *Aedes squamiger*, *Aedes washinoi*, *Aedes sierrensis*, and *Culiseta inornata* were conducted. The reasoning behind this treatment approach is based around the life histories of most of our winter species. All three species of the aforementioned *Aedes* tend to remain in larval states until mid to late March when they pupate and emerge as adults, if left untreated. This occurs regardless of when the eggs were inundated with rain-water and hatched. *Aedes* larvae that hatch later in the season move through their instars faster and catch up with larvae that hatched earlier in the cycle. The result is that the larvae of these *Aedes* species sync up with each other and emerge as adults together, in mass, toward the beginning of spring. Treating all larvae collected in all sources not only reduces overall larval abundance it also makes for fewer later instar larvae that have the potential to spread into larger, expanding bodies of water if there is significant rainfall in January, February, and early March. With *Cs. inornata* breeding in rain-filled areas, consistent larval treatments allow operations staff to continue focus on *Aedes* larvae should there be significant rain events in the first months of 2018.

Operations staff also continued to encounter larvae of *Culex tarsalis* and *Culex pipiens* during the month of December. To see these species still actively breeding in December is uncharacteristic of what would be expected during this time of year. This has directed operations staff to monitor and treat various sources that would not normally require much attention during this time of year. December service request numbers were lower than at any corresponding period in the last decade. Only nine requests for service were received in the month of December. Certainly, this reflects the low numbers of adult and larval mosquitoes in the environment. This has also allowed operations staff the opportunity to focus inspections and treatments on both typical winter sources as well as sources for *Cx. tarsalis*, *Cx. pipiens*, and *Culiseta. incidens* that would typically be inactive during this time of year.

Joseph Huston  
Field Operations Supervisor

## A. Operational Data

### 1. Service Requests



### 2. Other

Number of all injuries during 2017 = 4

### 3. Activity Report

Vacation Hours Used	268
Sick Hours Used	78
Workers Comp.	0
ETO Used	57
<b>Total Leave</b>	<b>403</b>
ETO Hours Accrued	8



## 2. LAB

### Arbovirus Surveillance

- No additional detection of arboviruses in birds during December 2017. No mosquitoes have been found to contain WNV during 2017.

### Native Mosquito Abundance

- Cool weather with limited rainfall during December 2017 was associated with low adult mosquito abundance for the month (average temperature of 51°F, 53 growing degree days, 0.05 inches of precipitation). Because similar weather and low mosquito abundance were observed at the end of November 2017, EVS CO<sub>2</sub> traps were not placed during the month of December 2017. New Jersey Light Traps (NJLT) were monitored throughout the month of December 2017, with low mosquito abundance recorded relative to the prior month (not shown). When the most prevalent mosquito species collected in NJLT was assessed, there was no substantial difference in abundance relative to December of the prior two years (Figure 1).

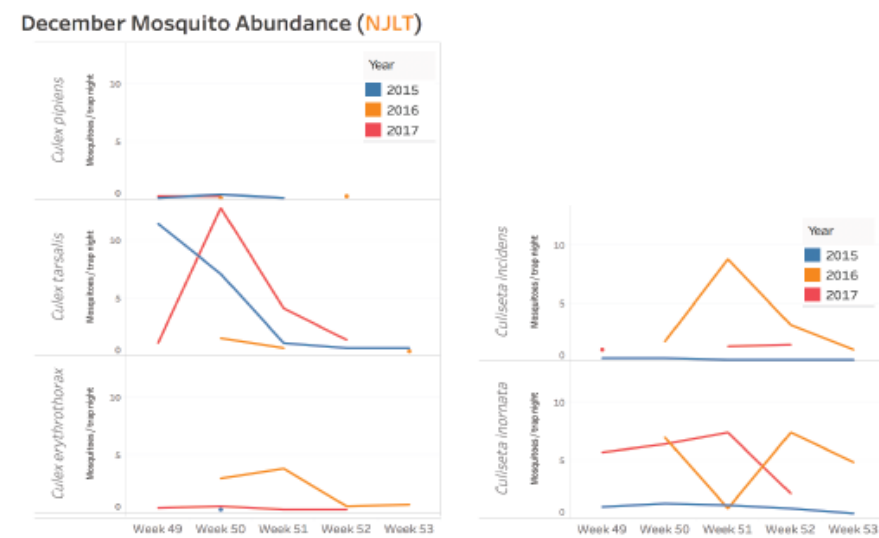
### Invasive Aedes Surveillance

- Invasive *Aedes* mosquitoes have not been detected in any mosquito trap placed in Alameda County during 2017.
- ACMAD was awarded an additional \$15,000 to support invasive *Aedes* mosquito surveillance and public education.

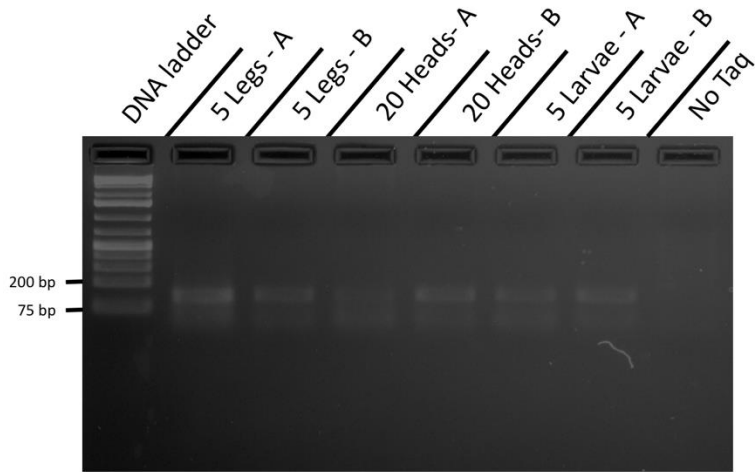
### Research

- Fires in southern California delayed shipment of supplies needed for isolating nucleic acids, resulting in delays in the preparation of samples for mosquito genome sequencing by CZ Biohub.
- The lab successfully implemented the quantitative PCR assay (QPCR) for detecting permethrin resistance that is mediated by a single nucleotide polymorphism (SNP) in the knockdown resistance (*kdr*) gene. Gel electrophoresis of PCR products generated using template DNA from lab colony *Culex pipiens* (legs, heads, or whole larvae) and primers that amplify the *kdr* gene showed bands of the correct molecular weight (approximately 120 bp; Figure 2A). QPCR using the *kdr* primers and probes to detect the wild type susceptible and insecticide resistant SNP showed the lab colony to have only the susceptible *kdr* SNP (Figure 2B). In contrast, *Cx. pipiens* collected from the East Bay Municipal Utility District (EBMUD) facility in Oakland were heterozygous for the susceptible and mutant *kdr* SNP (Figure 2C). The results suggest that mosquitoes in the area around EBMUD may display increased resistance to permethrin-based insecticides. In contrast, *Cx. pipiens* collected from the Oro Loma Sanitary District had only the wild type susceptible *kdr* SNP (not shown), suggesting the *Cx. pipiens* near the waste water treatment plant would more likely be susceptible to permethrin insecticides.

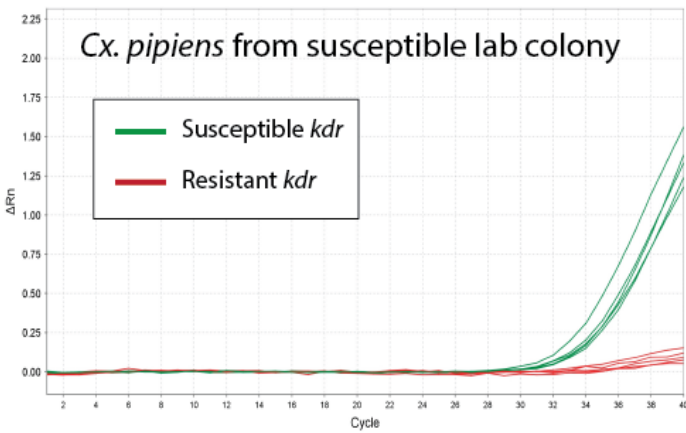
## FIGURES



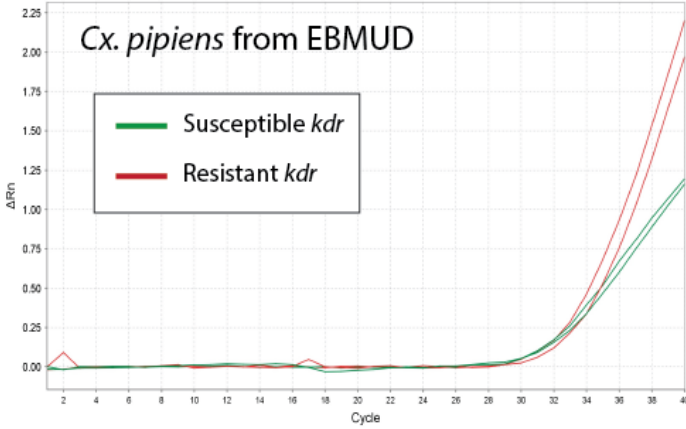
**Figure 1.** Abundance of the most prevalent mosquito species collected in Alameda County using NJLT during the month of December for 2015 (blue line), 2016 (orange line), and 2017 (red line).



B



C



**Figure 2. Quantitative PCR assay to detect SNP in *kdr* gene of *Cx. pipiens* that is associated with pyrethroid resistance.** (A) Gel electrophoresis analysis of PCR products generated using *kdr* primers and template DNA isolated from lab colony *Cx. pipiens* (5 legs, 20 heads, or 5 whole larvae). Bands are present at the predicted molecular weight of approximately 120 bp. PCR reactions with template DNA but no Taq polymerase did not produce a PCR product. (B) QPCR *kdr* amplification plot of DNA isolated from *Cx. pipiens* from the susceptible lab colony showed them to have only the wild type susceptible SNP (green line). (C) QPCR *kdr* amplification plot of DNA isolated from *Cx. pipiens* that were collected from EBMUD were heterozygous for wild type and resistant SNP (green and red lines).

Submitted respectfully by Eric Haas-Stapleton, PhD on January 3, 2018.

### 3. PUBLIC EDUCATION

#### A. Events

##### i. Upcoming

- **Center of Emerging and Neglected Diseases (CEND) at UC Berkeley “Tech Show & Tell”** – Friday, January 12<sup>th</sup>, 11:30am-1pm (UC Berkeley, Li Ka Shing Center Auditorium, Room 245)
- **STEAM Night** – Thursday, January 18<sup>th</sup>, 6pm-8pm (Thomas Hart Middle School, Pleasanton)
- **Spring Home & Garden Show** - Friday, February 16<sup>th</sup> to Sunday, February 18<sup>th</sup> (Alameda County Fairgrounds, Pleasanton)

#### B. Google Analytics

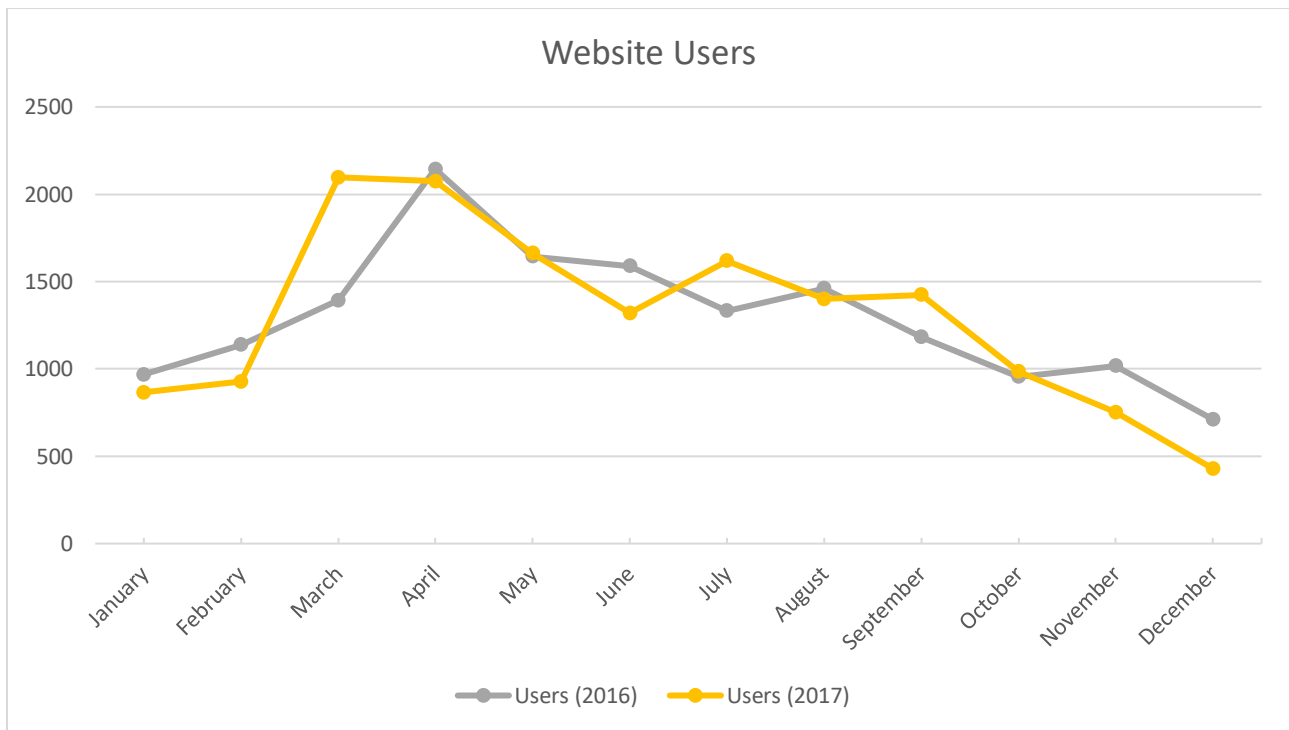
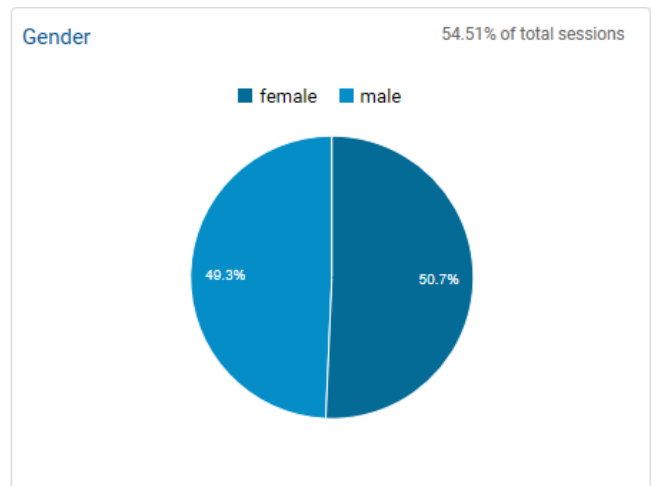
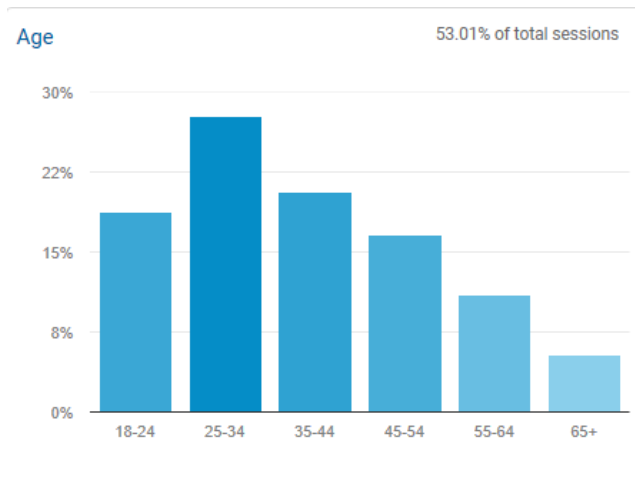
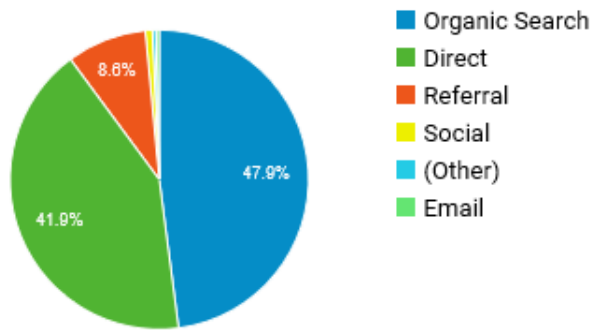


Figure 1. Comparison of website users over the past two years



Figures 2 and 3. Total number of users in the month of December by age and gender

## Top Channels



- **Organic Search** - The website was found through a search engine, such as Google.
- **Direct** - The website URL was typed directly into the search bar.
- **Referral** - The website was accessed through another website.
- **Social** - The website is accessed through links on our social media accounts.
- **Email** - The website is accessed through a link sent in an email.

Figure 4. Top channels to our website in December

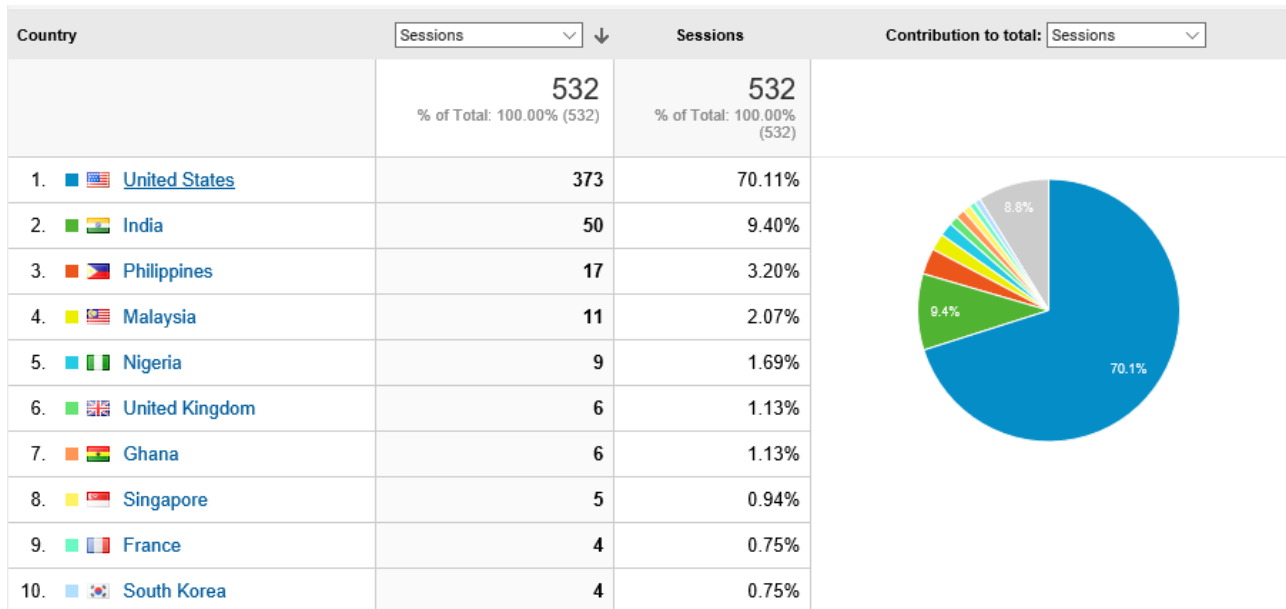


Figure 5. December visits to the website by country

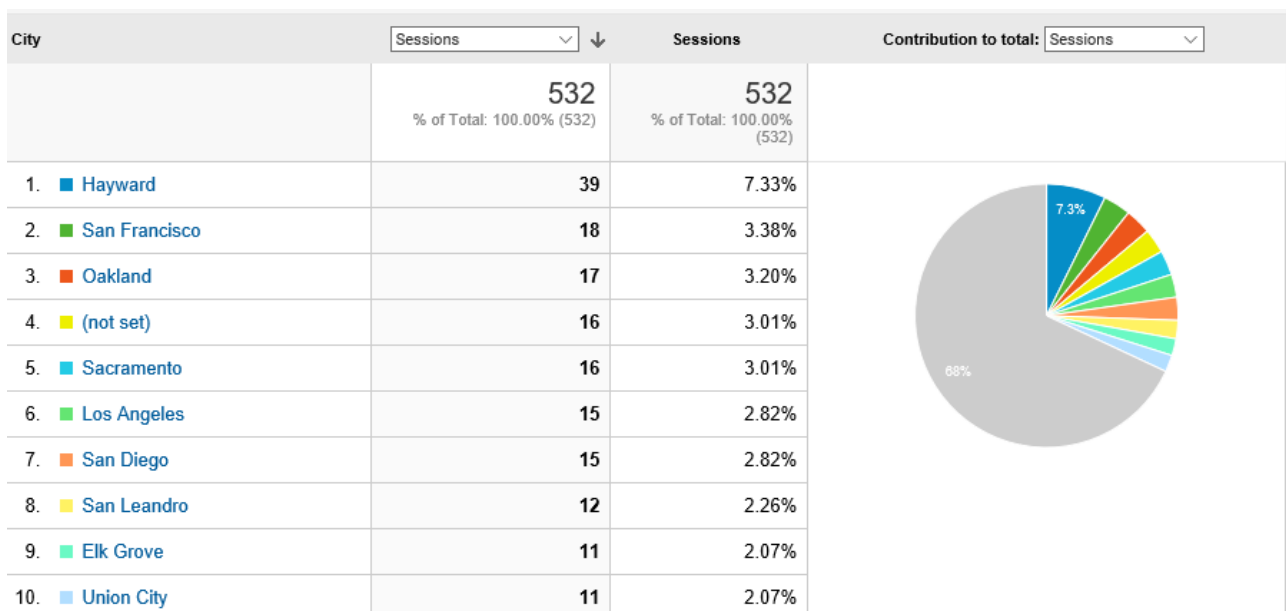


Figure 6. December visits to the website by city

Sessions

532

% of Total: 100.00% (532)

Pageviews

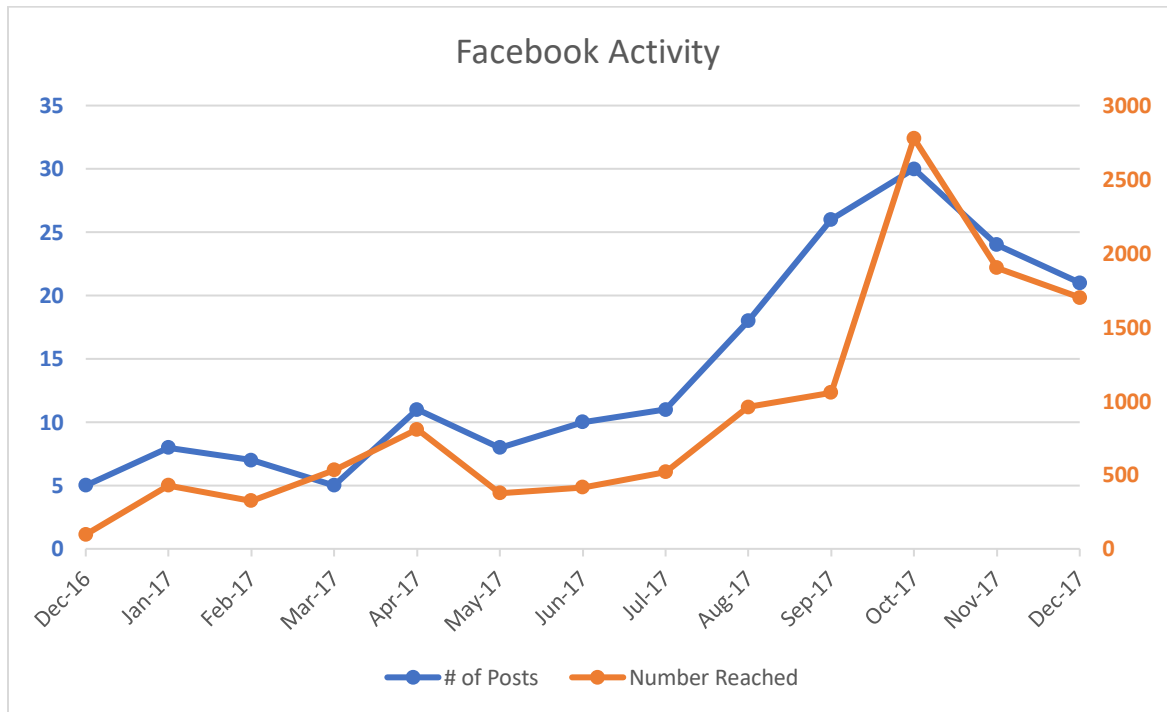
1,076

% of Total: 100.00% (1,076)

Page Depth ?	Sessions ?	Pageviews ?
1	332	332
2	86	172
3	52	156
4	18	72
5	12	60
6	11	66
7	4	28
8	5	40
9	1	9
10	5	50
11	1	11
12	2	24
14	1	14
20+	2	42

Figure 7. December breakdown of how many pages were viewed during each session

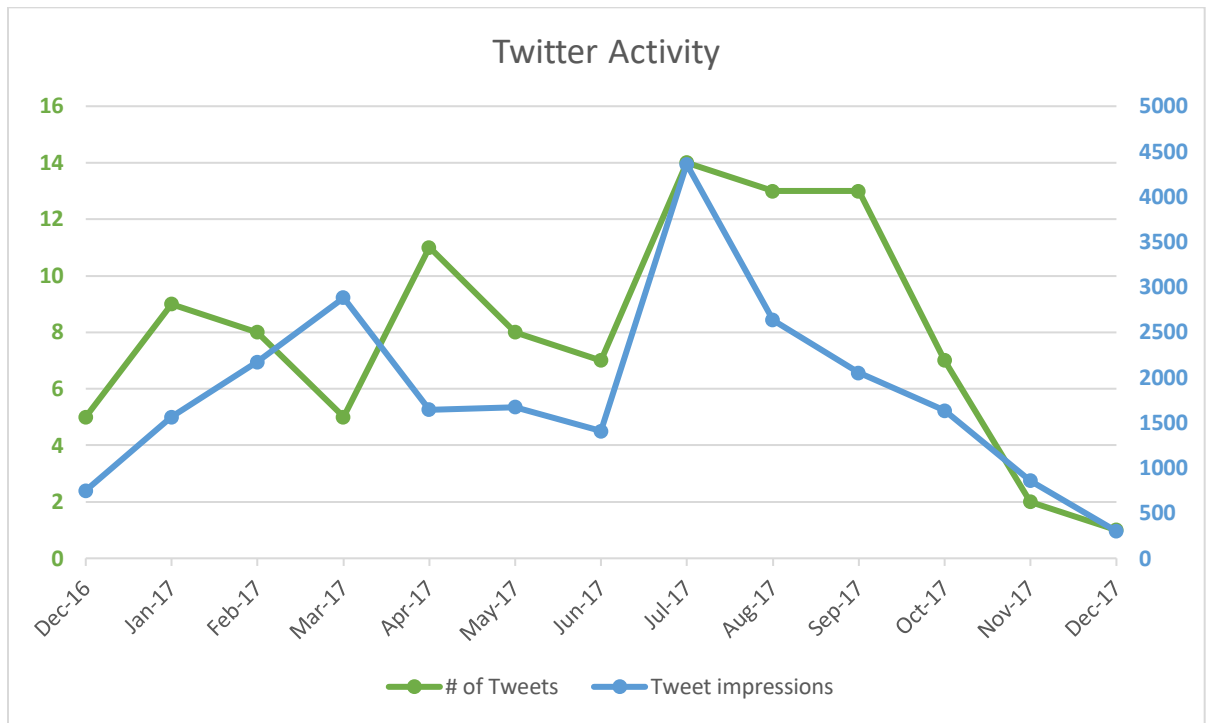
### C. Facebook



**Total Number of Followers:** 151 (up from 144 in November)

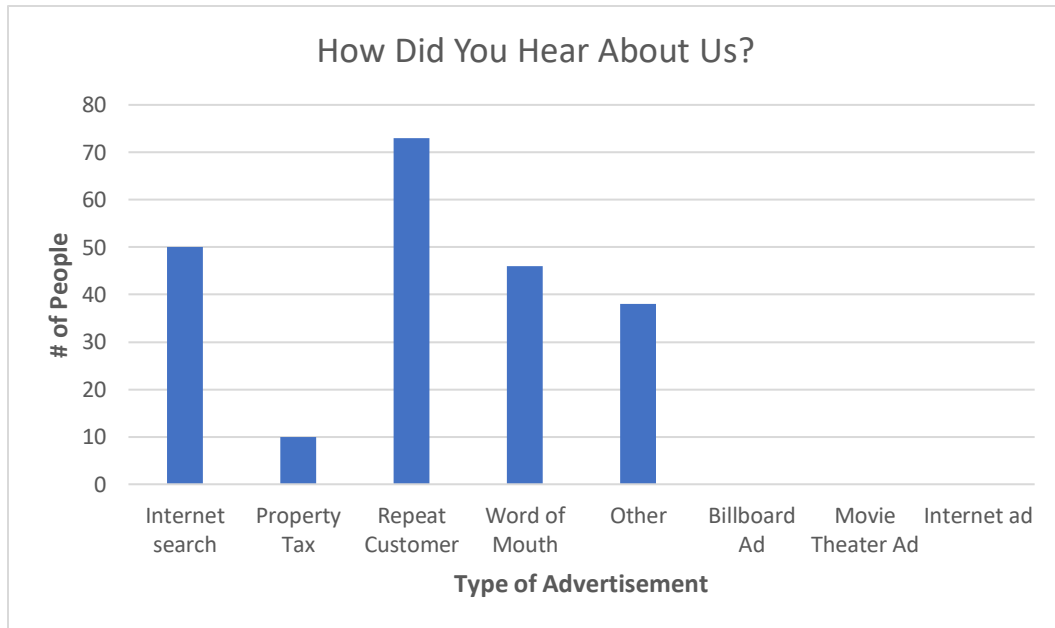
**December's Most Popular Post:** If you had any rain in your area last night, there could be containers with standing water in your yard now. Make sure to inspect your yard and dump water so that unwanted mosquito bites don't ruin your holidays! [Picture]

**D. Twitter**



**Number of Profile Visits in December:** 103  
**Total Number of Followers (New This Month):** 548 (3)  
**Top December Tweet:** Your quarterly newsletter is here! [conta.cc/2q1EQQz](http://conta.cc/2q1EQQz)

**E. Service Request Referral Summary**



The question “How did you hear about us?” was added to our online service request form starting on June 15, 2017 and was recorded through December 31, 2017. This data is only from the online service request as we did not ask this question to callers.

# 2017/2018 Statement of Economic Interests



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## Form 700

A Public Document

*Also available on the FPPC website:*

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

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

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

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

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## What's New

### Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").  
**Obtain your disclosure categories, which describe the interests you must report, from your agency; they are not part of the Form 700**
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

**Exception:** Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

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

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

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

File with your newly created agency or with your agency's code reviewing body.

#### Employees in Newly Created Positions of Existing Agencies:

File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

**Candidates:** File with your local elections office.

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

### When to file:

#### Annual Statements

##### ⇒ March 1, 2018

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

##### ⇒ April 2, 2018

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2017, and December 31, 2017, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2019, or April 1, 2019, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2018. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

#### There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.



## Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2017 and 2018, the gift limit is \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

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

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

### Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

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, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

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

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

## Types of Form 700 Filings

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### 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.

- 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 is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, 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.

- 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 is reportable.

### Annual Statement:

Generally, the period covered is January 1, 2017, through December 31, 2017. If the period covered by the statement is different than January 1, 2017, through December 31, 2017, (for example, you assumed office between October 1, 2016, and December 31, 2016 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 2017.

- 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, 2017, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2017, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2016, and December 31, 2016, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- 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 2017.

### 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. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

# Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

## Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

### Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

## Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

<b>1. Office, Agency, or Court</b>	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position: _____
<b>2. Jurisdiction of Office (Check at least one box)</b>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

## Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2017 annual statement, **do not** change the pre-printed dates to reflect 2018. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2018, through December 31, 2018, will be disclosed on your statement filed in 2019. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

## Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

## Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2017/2018)

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

FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

Instructions – 1

**COVER PAGE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

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

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

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

- State  Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County \_\_\_\_\_  County of \_\_\_\_\_
- City of \_\_\_\_\_  Other \_\_\_\_\_

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

- Annual:** The period covered is January 1, 2017, through December 31, 2017.  
-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2017.
- Assuming Office:** Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_
- Candidate:** Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_
- Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)
  - The period covered is January 1, 2017, through the date of leaving office.
  - or-  The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- Schedule A-1 - Investments** – schedule attached  **Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule A-2 - Investments** – schedule attached  **Schedule D - Income – Gifts** – schedule attached
- Schedule B - Real Property** – schedule attached  **Schedule E - Income – Gifts – Travel Payments** – schedule attached

- or-  **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS  
( )

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 acknowledge this is a public document.

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

Date Signed \_\_\_\_\_ Signature \_\_\_\_\_  
(month, day, year) (File the originally signed statement with your filing official.)

## Which Schedule Do I Use?

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### Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

### Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

#### Remember:

- ✓ Mark the “No reportable interests” box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency’s conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

## Questions and Answers

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### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

## Questions and Answers Continued

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Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). See Reference Pamphlet, page 14.

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

## Questions and Answers Continued

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Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

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

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

### Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.



## Questions and Answers Continued

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- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2017 the gift limit was \$470, so the Bensons may have given the supervisor artwork valued at no more than \$940. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

## Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

### Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

### Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

# SCHEDULE A-1

## Investments

### Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

Name \_\_\_\_\_

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)  
 Partnership     Income Received of \$0 - \$499  
    Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)  
 Partnership     Income Received of \$0 - \$499  
    Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)  
 Partnership     Income Received of \$0 - \$499  
    Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)  
 Partnership     Income Received of \$0 - \$499  
    Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)  
 Partnership     Income Received of \$0 - \$499  
    Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED                      DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

FAIR MARKET VALUE  
 \$2,000 - \$10,000       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000       Over \$1,000,000

NATURE OF INVESTMENT  
 Stock       Other \_\_\_\_\_  
(Describe)  
 Partnership     Income Received of \$0 - \$499  
    Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:  
\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
ACQUIRED                      DISPOSED

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

## Instructions – Schedule A-2

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

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Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

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

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

# SCHEDULE A-2

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

(Ownership Interest is 10% or Greater)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

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

GENERAL DESCRIPTION OF THIS BUSINESS

---

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17    ____/____/17</p> <p style="text-align: center;">ACQUIRED                  DISPOSED</p>
--	--

NATURE OF INVESTMENT

 Partnership     Sole Proprietorship     \_\_\_\_\_ Other

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

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

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

GENERAL DESCRIPTION OF THIS BUSINESS

---

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17    ____/____/17</p> <p style="text-align: center;">ACQUIRED                  DISPOSED</p>
--	--

NATURE OF INVESTMENT

 Partnership     Sole Proprietorship     \_\_\_\_\_ Other

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

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

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

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

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

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or     Names listed below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or     Names listed below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Check one box:  
 INVESTMENT     REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

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

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17    ____/____/17</p> <p style="text-align: center;">ACQUIRED                  DISPOSED</p>
--	--

NATURE OF INTEREST

 Property Ownership/Deed of Trust     Stock     Partnership

Leasehold \_\_\_\_\_ Yrs. remaining     Other \_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

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

Check one box:  
 INVESTMENT     REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

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

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17    ____/____/17</p> <p style="text-align: center;">ACQUIRED                  DISPOSED</p>
--	--

NATURE OF INTEREST

 Property Ownership/Deed of Trust     Stock     Partnership

Leasehold \_\_\_\_\_ Yrs. remaining     Other \_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

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

## Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

### Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

### You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

**Please note:** A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

### To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

### Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

### Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS <b>4600 24th Street</b>	
CITY <b>Sacramento</b>	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	ACQUIRED <b>1/17</b> DISPOSED
<input type="checkbox"/> \$10,001 - \$100,000	
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
Yrs. remaining _____	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
<input type="checkbox"/> None	
<input checked="" type="checkbox"/> <b>Henry Wells</b>	
NAME OF LENDER*	
<b>Sophia Petroillo</b>	
ADDRESS (Business Address Acceptable)	
<b>2121 Blue Sky Parkway, Sacramento</b>	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
<b>Restaurant Owner</b>	
INTEREST RATE	TERM (Months/Years)
<b>8</b> % <input type="checkbox"/> None	<b>15</b> Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	
Comments:	



# Instructions – Schedule C

## Income, Loans, & Business Positions

### (Income Other Than Gifts and Travel Payments)

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#### Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

#### Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

#### Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

#### Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

#### You are not required to report:

- Salary, reimbursement for expenses or per diem, or 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.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

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

#### To Complete Schedule C:

##### Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

##### Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.





## Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

### Reminders

- Gifts from a single source are subject to a \$470 limit during 2017. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

**SCHEDULE D**  
**Income – Gifts**

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

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

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

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

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

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

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

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

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

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

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

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

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

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

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

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_  
 ADDRESS *(Business Address Acceptable)*

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

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

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

## Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**You are not required to disclose:**

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit 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.

**Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.**

**To Complete Schedule E:**

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

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

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

**Example:**

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
<small>DATE(S):</small> ____/____/____	<small>AMT: \$</small> 150.00
<small>(if gift)</small>	
<small>▶ MUST CHECK ONE:</small> <input type="checkbox"/> Gift <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting</u>	

Name \_\_\_\_\_

## SCHEDULE E

### Income – Gifts

### Travel Payments, Advances, and Reimbursements

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

CITY AND STATE

\_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:     Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

\_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

\_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

CITY AND STATE

\_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:     Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

\_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

\_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

CITY AND STATE

\_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:     Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

\_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

\_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

CITY AND STATE

\_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:     Gift **-or-**  Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

\_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

\_\_\_\_\_

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