

**TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING**

**41911 C STREET
TEMECULA, CA 92592**

February 27, 2020 @ 8:00 a.m.

AGENDA- Estimated Time: 2 Hrs.

1. Call To Order:

2. Pledge of Allegiance: Led by Trustee Qualm

3. Roll Call

Chair Vanderhaak, Vice-Chair Qualm, Trustee Reese, Trustee Dugan, Trustee Davis, General Manager, Cindi Beaudet

Motions To Excuse:

Visitors:

Public Comments:

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Every person will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted on must be posted 72 hours in advance.

4. CLOSED SESSION ITEMS:

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION

Pursuant to Government Code of Section 54956.9 (d) (One potential case)

C. Closed Session Announcement:

5. Consent Calendar:

All matters on the Consent Calendar are considered routine and may all be approved by one motion. Any member of the Board or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

A. Approval of Minutes

Recommendation: That the Board approve the minutes of the Regular Board Meeting of January 16, 2020

B. Approval of Check Registers

Recommendation: That the Board approves the January 2020 Check Register Nos. 101100, 101200 and 101300.

C. Approval of Bookkeeper Report

Recommendation: That the Board receives and files the February Bookkeeper Reports.

6. Action Items

A. CSDA Directors Vacancy

Recommendation: The Trustees read the literature provided by CSDA and decide if they want to be considered for the position of Elections and Bylaws committee for the remainder of 2020-2022.

B. Statement of Economic Interests

Recommendation: That the BOT complete their 700 forms and return no later than the March 2020 board meeting.

C. Policy # 3040 Jury Duty

Recommendation: That the BOT approves the policy, the policy was rewritten to be more in alignment with the employee handbook.

D. CAPC Local Area Meeting

Recommendation: That the BOT reads the literature provided by Tim Deutsch and sees that the date of all future area meetings will now be Wednesday opposed to Thursdays. The next meeting is Wednesday, March 18, 2020 located at Murrieta Cemetery,

7. Financial Report:

- A. January 2020 Balance Sheet and Profit and Loss
- B. January 2020 Balance Sheet and Profit and Loss
- C. January 2020 Stifel Investments; principle and interest

8. General Managers Reports

- A. January 2020 Revenues
- B. January 2020 Plot Inventories
- C. January 2020 Depletion
- D. January 2020 Calendar

9. General Counsel Reports

10. Fiscal Year 2019-2020 Subcommittees

- A. 52-acre Cemetery Property (Dugan, Qualm) **GM. to report**
- B. Landscape Plan (Vanderhaak, Reese) **GM to report**
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Davis, Dugan)
- E. Conference Liaison (Vanderhaak, Reese)
- F. Policies (Dugan, Reese) #1055 Tickets and Passes
#1060- Electronic Data
- H. General Price List (Vanderhaak, Davis)

11. Future Trustee Agenda Items:

General Contractors
Dry Utilities
RCWD
Transportation
Stewart Title

12. Board Comment:

13. Announcements:

14. Adjournment Time:

1st Motion:

2nd Motion:

Next Regular Board Meeting – March 19, 2020

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 699-1630. Notification 72-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 8:00 a.m. – 4:30 p.m., Monday through Friday. Or at www.temeculacemetery.org posted February 24, 2020

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CA 92592

January 16, 2020 @ 8:00 a.m.

HAPPY NEW YEAR!

MINUTES

1. Call To Order : 8:00 a.m.
2. Pledge of Allegiance: Led by Trustee Reese
3. Roll Call
Chair Vanderhaak, Vice-Chair Qualm, Trustee Reese, Trustee Dugan, Trustee Davis, General Manager, Cindi Beaudet

Motions To Excuse: None

Visitors: None

Public Comments:

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Each individual will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted on must be posted 72 hours in advance.

4. CLOSED SESSION ITEMS: 8:02 a.m. - 8:49 a.m.

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION

Pursuant to Government Code of Section 54956.9 (d) (One potential case)

B. Public Employee Performance Evaluation

Pursuant to Government Code Section 54954.5

Title: General Legal Counsel

C. Closed Session Announcement: Nothing to Report

5. **Consent Calendar:** Motion was made by Trustee Davis to accept the Consent Calendar as presented, seconded by Trustee Reese and passed 5/0.

All matters on the Consent Calendar are considered routine and may all be approved by one motion. Any member of the Board or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

A. **Approval of Minutes**

Recommendation: That the Board approve the minutes of the Regular Board Meeting of November 21, 2019.

B. **Approval of Check Registers**

Recommendation: That the Board approves the November-December 2019 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

Recommendation: That the Board receives and files the November-December 2019 Bookkeeper Report

6. Action Items

A. Linda S Glau, Services provided

Recommendation: An engagement letter to the BOT from Linda Glau CPA outlining the terms and conditions of her services provided to the District for Fiscal Year ending June 30, 2020

Motion was made by Trustee Dugan to accept the written terms for 2020, seconded by Trustee Reese and passed 5/0.

B. Temecula Valley Chamber – Citizen of the year

Recommendation: That the BOT discuss the candidates biographies and choose one nominee. Have the GM forward the ballot to the chamber on or before January 24, 2020. Citizen of the year will be announced at the February 2020 Awards Gala.

Motion was made by Trustee Davis to nominate Becky Young, seconded by Trustee Reese and passed 5/0.

7. Financial Report:

- A. November 2019 Balance Sheet and Profit and Loss
- B. December- 2019 Balance Sheet and Profit and Loss
- C. November and December 2019 Wells Fargo/ Stifel Investments; principle and interest

Motion was made by Trustee Qualm to receive and file the November, December 2019 financials, seconded by Trustee Reese and passed 4/0.
Trustee Dugan stepped out during the vote.

8. General Managers Reports

- A. November-December 2019 Revenues
- B. November-December 2019 Plot Inventories
- C. November-December Depletion
- D. November-December Calendar
- E. November-December calendar

General Manager's report was discussed; there was nothing to act on.

9. General Counsel Reports

Nothing to report.

10. Fiscal Year 2019-2020 Subcommittees

- A. 52 acre Cemetery Property (Dugan, Qualm) **GM. to report**
- B. Landscape Plan (Vanderhaak, Reese) **GM to report.**
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Davis, Dugan)
- E. Conference Liaison (Vanderhaak, Reese)
- F. Policies (Dugan, Reese) #1050 Copying Public Documents and #1080- Brown Act Compliance.
- H. General Price List (Vanderhaak, Davis)

11. Future Trustee Agenda Items:

General Contractors
Dry Utilities
RCWD
Transportation
CAPC Conferences, clarify who's to go.
Auditor

12. Board Comment:

13. Announcements:

CAPC Annual Conference February 20, 2020, BOT motion to move regular board meeting, scheduled February 20, 2020 to February 27, 2020

Motion was made by Trustee Reese to move February 20th meeting to February 27th to accommodate managers conference date, seconded by Trustee Dugan and passed 5/0.

14. Adjournment Time: 9:39 a.m.

**1st Motion: Trustee Reese
2nd Motion: Trustee Dugan
Passed: 5/0**

Next Regular Board Meeting – February 27, 2020

Temecula Public Cemetery District

2/13/2020 11:23 AM

Register: 101100 - US Bank Checking

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/06/2020	011020	CalPers 457 Plan	201100	Accounts Pay...	4,720.66	X		61,298.11
01/06/2020			101200	US Bank Pay... Funds Transfer	25,049.76	X		36,248.35
01/07/2020	7672	Agape Construction	201100	Accounts Pay... VOID:		X		36,248.35
01/07/2020	7673	California Assoc of P...	201100	Accounts Pay...	620.00	X		35,628.35
01/07/2020	7674	County of Riverside I...	201100	Accounts Pay... IT 3589	192.82	X		35,435.53
01/07/2020	7675	Crowne Hill Consulti...	201100	Accounts Pay... 12862/12863/1...	347.02	X		35,088.51
01/07/2020	7676	EcoFert Inc	201100	Accounts Pay... 4399	490.00	X		34,598.51
01/07/2020	7677	Hank's Hardware & ...	201100	Accounts Pay... 69475	103.27	X		34,495.24
01/07/2020	7678	Nutrien Ag Solutions	201100	Accounts Pay... 392304	478.45	X		34,016.79
01/07/2020	7679	Protection One (corp)	201100	Accounts Pay... 132251699	305.61	X		33,711.18
01/07/2020	7680	Prudential Overall Su...	201100	Accounts Pay...	207.40	X		33,503.78
01/07/2020	7681	Sparkletts	201100	Accounts Pay... 5728175 -1229...	118.84	X		33,384.94
01/07/2020	7682	US Bank	201100	Accounts Pay...	4,437.58	X		28,947.36
01/07/2020	7683	Cindi Beaudet	201100	Accounts Pay...	101.18	X		28,846.18
01/07/2020	123119	Downs Energy	201100	Accounts Pay... CL28240	192.72	X		28,653.46
01/08/2020	AJE 73		515100	Life Insuranc... Automatic with...	35.64	X		28,617.82
01/11/2020	AJE 75		101200	US Bank Pay... Monthly autom...	411.30	X		28,206.52
01/12/2020			523290	Bank Charges Service Charge	21.00	X		28,185.52
01/13/2020	7684	American Mini Storage	201100	Accounts Pay...	115.00	X		28,070.52
01/13/2020	7685	California Assoc of P...	201100	Accounts Pay... Mike and Rena...	458.00	X		27,612.52
01/14/2020			101100G	Cash - Gen... Deposit		X	62,401.06	90,013.58
01/21/2020	012420	CalPers 457 Plan	201100	Accounts Pay...	1,273.50	X		88,740.08
01/21/2020	020120	California Public Em...	201100	Accounts Pay... 7490021932 ...	5,212.17	X		83,527.91
01/21/2020			101200	US Bank Pay... Funds Transfer	9,405.40	X		74,122.51
01/22/2020	7686	Amsterdam	201100	Accounts Pay... Pens	470.41	X		73,652.10
01/22/2020	7687	CR&R Incorporated	201100	Accounts Pay... 1152734	265.28	X		73,386.82
01/22/2020	7688	Digital Deployment I...	201100	Accounts Pay... 103297	50.00			73,336.82
01/22/2020	7689	Linda Glau CPA	201100	Accounts Pay...	750.00	X		72,586.82
01/22/2020	7690	Metlife	201100	Accounts Pay... KMO5754030-...	62.77	X		72,524.05
01/22/2020	7691	Nutrien Ag Solutions	201100	Accounts Pay... 392481	457.78	X		72,066.27
01/22/2020	7692	Shred and Go	201100	Accounts Pay...	31.00	X		72,035.27
01/22/2020	7693	Southern California ...	201100	Accounts Pay... 2-03-325-4707	242.79	X		71,792.48
01/22/2020	7694	Standard Insurance C...	201100	Accounts Pay... 160-513170-00...	429.76	X		71,362.72
01/22/2020	7695	Sun City Granite	201100	Accounts Pay... 14724	125.00	X		71,237.72
01/22/2020	7696	Thompson West	201100	Accounts Pay... 841648657	225.12	X		71,012.60
01/22/2020	7697	Verizon Wireless	201100	Accounts Pay... 9259790461	377.77	X		70,634.83
01/22/2020	7698	Wildlife Control Ser...	201100	Accounts Pay... WL3010	450.00	X		70,184.83
01/22/2020	7699	California Assoc of P...	201100	Accounts Pay... Membership D...	284.00	X		69,900.83
01/22/2020	7700	Public Cemetery Alli...	201100	Accounts Pay... Membership D...	200.00			69,700.83
01/22/2020	012020	Downs Energy	201100	Accounts Pay... CL29493	36.75	X		69,664.08

Temecula Public Cemetery District

2/13/2020 11:23 AM

Register: 101100 · US Bank Checking

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/22/2020	013020	Downs Energy	201100 · Accounts Pay...	CL30630	56.58	X		69,607.50
01/28/2020	7701	Mavis Bahde	201100 · Accounts Pay...		200.00			69,407.50
01/28/2020	013021	Intuit	523700 · Office Supplies	VOID: GJE, R...		X		69,407.50
01/28/2020	020620	Intuit	201100 · Accounts Pay...		418.65	X		68,988.85
01/29/2020	7702	Agape Construction,	201100 · Accounts Pay...	replacement ch...	4,010.00	X		64,978.85
01/30/2020			528140 · Conferences ...	Deposit		X	162.00	65,140.85

Temecula Public Cemetery District

2/13/2020 11:25 AM

Register: 101200 - US Bank Payroll

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/06/2020			101100 - US Bank Che...	Funds Transfer		X	25,049.76	27,151.99
01/10/2020	AJE 64		510040 - Regular Salar...	Green Cash Re...	15,054.81	X		12,097.18
01/10/2020	AJE 64		510040 - Regular Salar...	Green Cash Re...	9,668.55	X		2,428.63
01/10/2020	AJE 64		510040 - Regular Salar...	Monthly charg...	326.40	X		2,102.23
01/11/2020	AJE 75		101100 - US Bank Che...	Monthly autom...		X	411.30	2,513.53
01/15/2020	AJE 74		525030 - Paychex HR ...		445.33	X		2,068.20
01/21/2020			101100 - US Bank Che...	Funds Transfer		X	9,405.40	11,473.60
01/24/2020	AJE 76		510040 - Regular Salar...	Green Cash Re...	6,369.62	X		5,103.98
01/24/2020	AJE 76		510040 - Regular Salar...	Green Cash Re...	2,896.44	X		2,207.54
01/24/2020	AJE 76		510040 - Regular Salar...	Monthly charg...	139.34	X		2,068.20

Temecula Public Cemetery District

2/13/2020 11:26 AM

Register: 101300 · US Wash Account

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2020			100499 · Revenues to ...	Deposit		X	100.00	7,773.01
01/02/2020			-split-	Deposit		X	10,294.20	18,067.21
01/02/2020	2231	County of Riverside ...	-split-		10,085.00	X		7,982.21
01/30/2020			100499 · Revenues to ...	Deposit		X	750.00	8,732.21
01/30/2020			-split-	Deposit		X	12,725.00	21,457.21
01/30/2020	2233	County of Riverside ...	-split-		13,475.00			7,982.21

Date: 02/10/2020 *02/10/2020*

On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts
- X Enter Property Tax Deposits as Necessary
- X Balance Voucher to County

- X Journal activity and Reconcile two Stifel Accounts using Stifel Balancing spreadsheet.
- X Save the Stifel Account Statements for the auditor
- X Reconcile two Stifel interest receivable accounts
- X Print Stifel Snapshot– for Board Packets

- X Verify check sequence is intact.
- 7672- 7717

X Verify each check over \$2500 from the US Bank General account has two signatures. Note: US Bank Wash account checks to the county are exempt from this requirement.

- 7703 Arborquest Tree Service \$15,000 02/03/20 OK
- 7682 US Bank Credit Card \$4437.58 01/07/20 OK
- 7702 Agape Construction \$4010.00 01/07/2020 **See below

- X Verify all checks to the GM have two signatures.
- 7683 01/07/2020 Mileage December 2020 OK
7714 02/05/2020 Mileage January 2020 OK

X Check monthly credit card statements for receipts and reasonableness. Initial credit card. Note that receipts are attached and expenses are reasonable.

None this cycle

X Discuss Management Use Only financial statements with the GM - Profit and loss two month, Balance sheet with prior year figures, and Profit and Loss Budget Performance.

X For the GM – Add Difference to Balance Sheet. In Excel, change the difference column text to white. Then for all reasonable totals/subtotals, change it to black.

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting – No meeting in December

Items to note:

7702 Agape Construction \$4010.00 had only one signature. Two signatures are required for checks over \$2500. It is important to note that this was a replacement for check 7672 which was not received by the vendor. Check 7672 properly had two signatures.

Open items:



**California Special
Districts Association**
Districts Stronger Together

DATE: January 22, 2020

TO: CSDA Voting Member Presidents and General Managers –
Southern Network

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS VACANCY –
CALL FOR NOMINATIONS: SEAT B – SOUTHERN NETWORK**

The CSDA Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers from the Southern Network who are interested in leading the direction of the California Special Districts Association for the remainder of the 2020 - 2022 term, Seat B which is currently vacant.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Southern Network (see attached CSDA Network Map).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the summer/fall.
*(CSDA does **not** reimburse travel related expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however registration fees are covered)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

- Complete Annual Chief Executive Officer Evaluation.

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 6, 2020. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination.

CSDA Southern Network Board Members will conduct interviews of candidates that submitted nominations on March 9 – 13, 2020.

A Board appointment recommendation will be submitted by CSDA Southern Network Board Members for consideration by the full Board on March 27, 2020.

The newly appointed Board Member for the Southern Network Seat B will take office April 1, 2020.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

**2020-2022 BOARD APPOINTMENT
FOR SEAT B SOUTHERN NETWORK
NOMINATION FORM**

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: SOUTHERN

District Telephone: _____

Candidate Direct Telephone: _____

Best Time to Arrange a Call: AM PM

Monday Tuesday Wednesday Thursday Friday Saturday

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax
amberp@csgda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 6, 2020



California Special
Districts Association
Districts Stronger Together

**2020-2022 CSDA BOARD APPOINTMENT
SEAT B SOUTHERN NETWORK
CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/Minutes:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

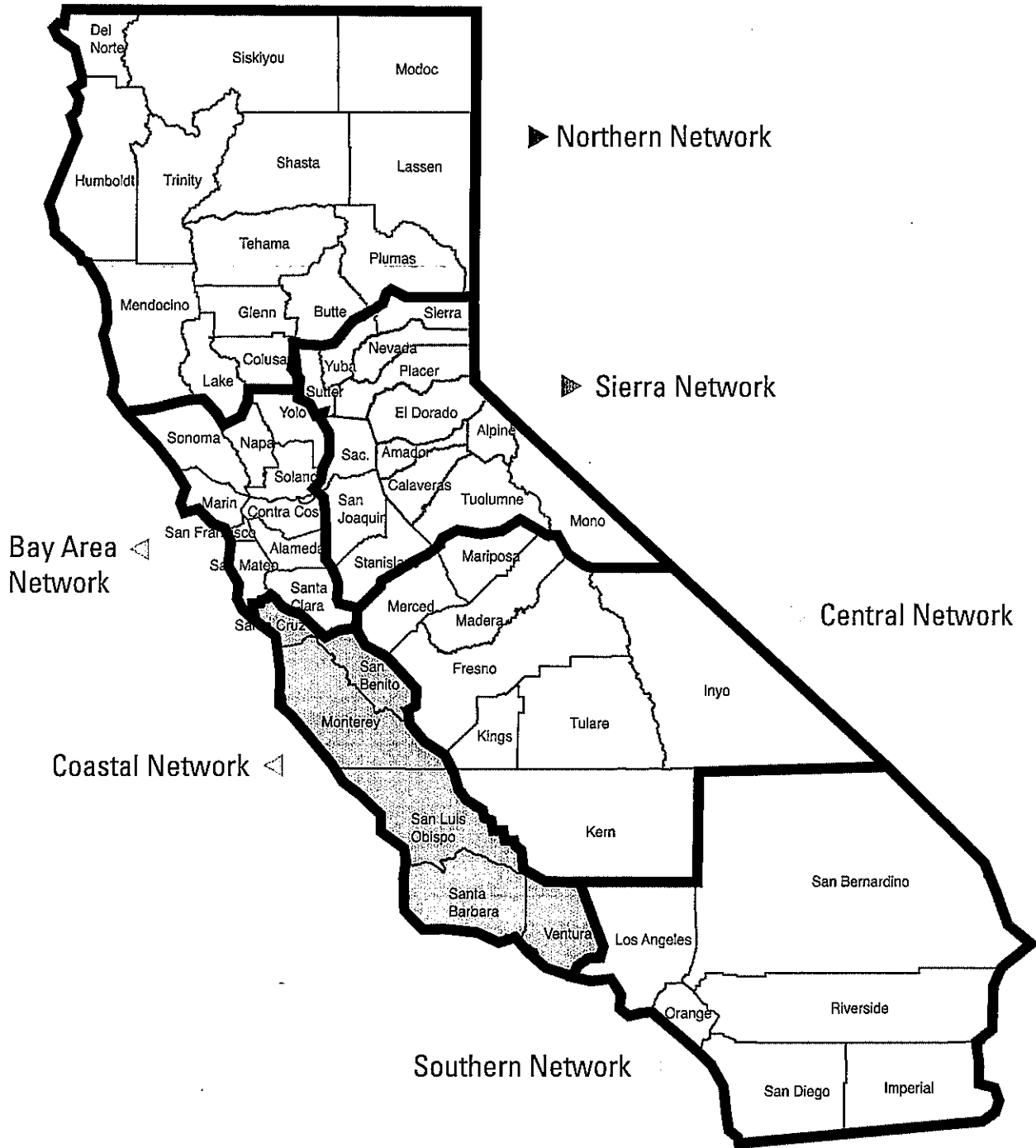
3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Additional Candidate Statement** – Please provide an additional statement that includes any personal or professional information that will assist the Board of Directors in making their selections. The preferred formatting for the statement is to be typed with 1-inch margins, 1.5 spacing, 12 pt. Times New Roman font, and no more than 2 pages.



California Special Districts Association
DISTRICT NETWORKS





2019-2020 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: 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

December 2019

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 2 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What's New

Gift Limit Increase

The gift limit increased to \$500 for calendar years 2019 and 2020.

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

For more information, see Reference Pamphlet, page 3, at 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. 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.

When to file:

Annual Statements

⇒ March 2, 2020

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

⇒ April 1, 2020

- 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.

Statements of 30 pages or less may be emailed or 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.

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, 2019, and December 31, 2019, and filed an assuming office statement, you are not required to file an annual statement until March 2, 2021, or April 1, 2021, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2020. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)

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.

Types of Statements

Assuming Office Statement:

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

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

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

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

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

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

Annual Statement:

Generally, the period covered is January 1, 2019, through December 31, 2019. If the period covered by the statement is different than January 1, 2019, through December 31, 2019, (for example, you assumed office between October 1, 2018, and December 31, 2018 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 2019.

- 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, 2019, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2019, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2018, and December 31, 2018, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2019.

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.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

COVER PAGE

A PUBLIC DOCUMENT

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, Retired Judge, Pro Tem 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, 2019, through
December 31, 2019.

Leaving Office: Date Left ____/____/_____
(Check one circle.)

-or-

The period covered is ____/____/_____, through
December 31, 2019.

The period covered is January 1, 2019, through the date of
leaving office.

-or-

Assuming Office: Date assumed ____/____/_____

The period covered is ____/____/_____, through
the date of leaving office.

Candidate: Date of Election _____ and office sought, if different than Part 1: _____

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 EMAIL 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 _____
(month, day, year)

Signature _____
(File the originally signed paper statement with your filing official.)

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 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:

Brian Bourne 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. Brian 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, Brian 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.

1. Office, Agency, or Court	
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:
2. Jurisdiction of Office (Check at least one box)	
<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 2019 annual statement, **do not** change the pre-printed dates to reflect 2020. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2020, through December 31, 2020, will be disclosed on your statement filed in 2021. 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. **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.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

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:
_____/_____/19 ____/____/19
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:
_____/_____/19 ____/____/19
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:
_____/_____/19 ____/____/19
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:
_____/_____/19 ____/____/19
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:
_____/_____/19 ____/____/19
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:
_____/_____/19 ____/____/19
ACQUIRED DISPOSED

Comments: _____

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 16, 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.) (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. (See page 20 for more information.)
- 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:

Frank Byrd holds a state agency position. His conflict of interest code requires full disclosure of investments. Frank 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.

Alice Lance is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice 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-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

▶ 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

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$0 - \$1,999	_____ / _____ / <u>19</u>	_____ / _____ / <u>19</u>
<input type="checkbox"/> \$2,000 - \$10,000	ACQUIRED	DISPOSED
<input type="checkbox"/> \$10,001 - \$100,000		
<input type="checkbox"/> \$100,001 - \$1,000,000		
<input type="checkbox"/> Over \$1,000,000		

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	

▶ 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 _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000	_____ / _____ / <u>19</u>	_____ / _____ / <u>19</u>
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED	DISPOSED
<input type="checkbox"/> \$100,001 - \$1,000,000		
<input type="checkbox"/> Over \$1,000,000		

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

▶ 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

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$0 - \$1,999	_____ / _____ / <u>19</u>	_____ / _____ / <u>19</u>
<input type="checkbox"/> \$2,000 - \$10,000	ACQUIRED	DISPOSED
<input type="checkbox"/> \$10,001 - \$100,000		
<input type="checkbox"/> \$100,001 - \$1,000,000		
<input type="checkbox"/> Over \$1,000,000		

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	

▶ 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 _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

<input type="checkbox"/> \$2,000 - \$10,000	_____ / _____ / <u>19</u>	_____ / _____ / <u>19</u>
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED	DISPOSED
<input type="checkbox"/> \$100,001 - \$1,000,000		
<input type="checkbox"/> Over \$1,000,000		

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 A-2

Investments, Income, and Assets of Business Entities/Trusts

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.)

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. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request 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.

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.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
 - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

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.

- 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:

Allison Gande is a city planning commissioner. During the reporting period, she received rental income of \$12,000, from a single tenant who rented property she owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	ACQUIRED <u>1/18</u> / <u>1/18</u> / <u>1/18</u>
<input type="checkbox"/> \$10,001 - \$100,000	DISPOSED
<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
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<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	
Henry Wells	
NAME OF LENDER*	
Sophia Petrollo	
ADDRESS (Business Address Acceptable)	
2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
Restaurant Owner	
INTEREST RATE	TERM (Months/Years)
8 % <input type="checkbox"/> None	15 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:	

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?

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

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.) 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.)
- 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 12.)

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.

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 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.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$500 limit in 2019. (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.

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 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 E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

Name _____

- 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. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they 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: _____

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" to read about travel payments under section 89506(a).)

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 nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email 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 MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for her travel to attend its meetings. Because MaryClaire 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 MaryClaire to attend other events for which she is not providing services are likely considered gifts. Note that the same payment from a 501(c)3 would NOT be reportable.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(if gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <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>	
▶ If Gift, Provide Travel Destination	

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as his meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose. Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People's Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St, CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(if gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
▶ If Gift, Provide Travel Destination	
Sichuan Sheng, China	

a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

Restrictions and Prohibitions

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. In 2019-2020, the gift limit is \$500 from a single source during a calendar year.

Additionally, 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. For example, a personal residence is often not reportable, but may be grounds for disqualification. 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 page at 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.
- 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.

Questions and Answers

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. 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.

- 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.

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.
- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.

Questions and Answers Continued

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. (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

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.)

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.)

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

Q. Julia and Jared 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 2019 the gift limit was \$500, so the Bensons may have given the supervisor artwork valued at no more than \$1,000. The supervisor must identify Jared and Julia 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.

TEMECULÁ PUBLIC CEMETERY DISTRICT
POLICY MANUAL

POLICY TITLE: Jury Duty
POLICY NUMBER: 3040

3040.01 This policy shall apply to introductory and regular full time employees in all classifications.

3040.02 When an employee is summoned for jury duty, they will give reasonable notice to the District office that they will need time off to serve jury duty. All employees will be granted paid leave in order to serve jury duty. The California Labor Code, section 230, outlaws any employer from firing or harassing an employee who is summoned to court for jury service.

3040.03 Employees summoned for jury duty are paid the difference between their normal rate of pay and jury duty pay, which is currently \$15.00 per day beginning on the second day of service, for up to one week. Thereafter, the leave is unpaid. Any other employees are granted an unpaid leave in order to serve.

3040.04 The District reserves the right to request proof of jury service issued by the Court upon return to work.

3040.05 Exempt employees may be provided time off to comply with state and federal wage and hour laws.

3040.06 Employee must make arrangements for jury duty with the District as soon as they receive their summons.

3040.07 Employees are expected to return to their job if they are excused from jury duty during their regular working hours

Cindi Beaudet

From: t.deutsch@orccd.com
Sent: Thursday, January 30, 2020 9:08 AM
To: t.deutsch@orccd.com
Subject: Spring CAPC Local Area Meeting - March 18, 2020

CAPC Local Area Representatives and Potential Attendees,

I wanted to let you know that the next CAPC local area meeting will take place on Wednesday, March 18th from 10:00 am to 1:00 pm and will be located at the Laurel Cemetery, located at 42800 Ivy Street, Murrieta, CA 92562. The Laurel Cemetery is managed by the Murrieta Valley Cemetery District. We are working on the program subject matter, but please feel free to let me know if there is a pressing topic that you may want discussed. There will be a part of the program for open questions/answers and district updates.

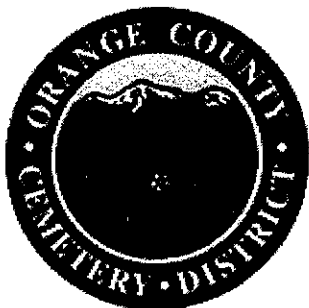
For our first time attendees, the program will be an educational session from 10:00 – 11:45/12:00 pm, followed by a hosted lunch and then an opportunity to stroll the Laurel Cemetery grounds and visit with the maintenance and office staff to learn about all the tools, equipment or software that is used to operate and maintain our cemetery. We will conclude around 1:00 pm.

Please discuss this with your staff and trustees and decide who will be attending and please RSVP to me, via email or phone by MONDAY, MARCH 2, 2020.

We look forward to seeing you and your representative from your district in Murrieta!

Sincerely,

Tim Deutsch
General Manager
Orange County Cemetery District
25751 Trabuco Road
Lake Forest, CA 92630
949.951.9102, ext. 112
www.occemeterydistrict.com



TRANSPARENCY NOTICE

Some or all of the content of this email and its attachments may be subject to disclosure pursuant to the California Public Records Act (Government Code Section 6250, et seq.)

Temecula Public Cemetery District Profit & Loss Budget Performance January 2020

	Jul '19 - Jan 20	Annual Budget
Ordinary Income/Expense		
Income		
700001 · Property Taxes		
700020 · Prop Tax Current Secured	340,470.83	600,500.00
701020 · Prop Tax Current Unsecured	10,298.39	25,000.00
703000 · Prop Tax Prior Unsecured	0.01	1,000.00
704000 · Prop Tax Curr Supplemental	0.59	10,000.00
705000 · Prop Tax Prior Supplemental	0.00	3,788.00
706000 · Teeter Settlement	0.00	10,000.00
707000 · RDV Apportionment	40,751.77	0.00
752800 · CA-Homeowners Tax Relief	3,155.58	7,000.00
770100 · Property Tax - SBE	0.00	10,000.00
Total 700001 · Property Taxes	394,677.17	667,288.00
740020 · Interest and Dividend Income		
740024 · Dividend Income - Stifel	3,157.32	3,664.00
740023 · Interest - Stifel	22,656.54	33,336.00
740020G · Interest on General Fnd at Cnty	9,374.67	14,500.00
740020E · Interest on Endow Fnd at County	1,510.31	3,000.00
740020O · Interest on ACO at County	20,958.83	22,000.00
740021 · Interest - Wells Fargo Advisors	14,890.91	16,668.00
740022 · Dividend Income - WFA	3,599.35	1,832.00
Total 740020 · Interest and Dividend Income	76,147.93	95,000.00
770001 · Other Revenue		
770100E · Endowment	68,275.00	175,000.00
777030 · Marker Setting	8,650.00	10,000.00
777040 · Open, Close Fees	16,650.00	38,000.00
777520 · Sale of Lots	19,025.00	70,000.00
777530 · Cremation	14,600.00	15,000.00
777600 · Cenotaph	0.00	300.00
780160 · Vaults, Flower Vases, etc.	6,055.00	12,000.00
781360 · Other Misc. Revenue	277.78	500.00
Total 770001 · Other Revenue	133,532.78	320,800.00
Total Income	604,357.88	1,083,088.00
Gross Profit	604,357.88	1,083,088.00

Temecula Public Cemetery District Profit & Loss Budget Performance January 2020

	Jul '19 - Jan 20	Annual Budget
Expense		
510000 · Salaries and Employee Benefits		
510040T · Regular Salaries.		
510040 · Regular Salaries	144,605.85	246,300.00
510330 · Year End Bonuses	4,190.54	5,000.00
515100 · Life Insurance Policy	249.48	450.00
Total 510040T · Regular Salaries.	149,045.87	251,750.00
513000T · Retirement - Miscellaneous		
518000 · Employer Contributions-457	11,675.89	12,500.00
551000 · Employee Contributions	566.17	0.00
Total 513000T · Retirement - Miscellaneous	12,242.06	12,500.00
513120T · Retirement - Social Security		
513120 · Social Security	9,462.56	16,000.00
513140 · Medicare Tax	2,213.14	4,000.00
Total 513120T · Retirement - Social Security	11,675.70	20,000.00
515080T · Health Insurance (eer share)		
515081 · Health Insurance	39,955.88	67,000.00
515082 · Vision Insurance	439.39	1,100.00
515083 · Dental Insurance	3,008.32	4,400.00
Total 515080T · Health Insurance (eer share)	43,403.59	72,500.00
515260T · Unemployment Insurance		
517000 · Workers Comp Insurance	12,640.19	19,100.00
515060 · State Unemployment Ins EDD	0.00	1,000.00
513130 · CA SUI	721.50	3,000.00
Total 515260T · Unemployment Insurance	13,361.69	23,100.00
Total 510000 · Salaries and Employee Benefits	229,728.91	379,850.00
520000 · Services and Supplies		
529540T · Utilities		
520320 · Telephone Service	0.00	2,400.00
520845 · Trash	1,856.96	3,300.00
529500 · Electricity	2,560.73	5,000.00
Total 529540T · Utilities	4,417.69	10,700.00
524520T · Administrative Expenses		
518160 · Board Stipend	3,600.00	12,000.00
520115 · Uniforms - Replacement Clothing	1,610.85	3,100.00
520230 · Cellular Phone	2,174.70	3,100.00
520705 · Food	236.88	1,100.00
520930 · Insurance - Liability	6,233.57	10,700.00
523100 · Memberships	1,970.00	2,600.00
523290 · Bank Charges	461.00	350.00
523621 · Subscriptions	845.12	2,000.00
523660 · Computer Service	2,647.97	8,000.00
523700 · Office Supplies	161.10	2,000.00
523720 · Photocopies	1,396.60	2,400.00

Temecula Public Cemetery District Profit & Loss Budget Performance January 2020

	<u>Jul '19 - Jan 20</u>	<u>Annual Budget</u>
523760 · Postage/Mailing	455.00	1,000.00
523840 · Computer Equip/Software/T1	4,233.52	3,500.00
524520 · County Journal Recording	18.64	2,000.00
524530 · Storage Fees	231.00	0.00
524540 · Payroll Processing Services	2,273.42	4,200.00
524560 · Auditing	0.00	12,000.00
524561 · Accounting	4,600.00	7,500.00
524566 · Temp for e-File	0.00	9,000.00
524800 · Drug Testing/Pre-Employment	0.00	200.00
525025 · Legal - General Counsel	11,588.49	30,000.00
525030 · Paychex HR Support	2,930.23	5,400.00
526420 · Advertising	0.00	1,800.00
527880 · Training/ Staff	590.00	3,500.00
528140 · Conferences and Meetings	16,961.60	47,000.00
528980 · Meals	342.57	2,000.00
528990 · Semi-Annual Team Dinner	4,316.18	3,600.00
529040 · Private Mileage Reimbursement	762.18	2,500.00
529050 · Website	350.00	1,000.00
529550 · Water	934.23	1,600.00
Total 524520T · Administrative Expenses	71,924.85	185,150.00
524500T · Operational Expenses.		
521420 · Maint-Field Equipment	1,488.60	10,000.00
522310 · Maint-Building Improvements	0.00	2,500.00
522320 · Maint - Grounds	6,691.23	17,000.00
522360 · Maintenance-Extermination	3,334.00	6,000.00
523250 · Repurchase	200.00	3,500.00
523800 · Engraving Expense	950.00	1,600.00
525320 · Security Guard Services	200.00	250.00
525600 · Security	2,141.28	3,600.00
527100 · Fuel	1,117.11	2,500.00
527180 · Operational Supplies	5,922.73	14,000.00
528020 · Inventory	1,696.72	10,500.00
Total 524500T · Operational Expenses.	23,741.67	71,450.00
Total 520000 · Services and Supplies	100,084.21	267,300.00
530000 · Other Charges		
530100 · Miscellaneous non-operating exp	2,515.40	4,000.00
Total 530000 · Other Charges	2,515.40	4,000.00

Temecula Public Cemetery District Profit & Loss Budget Performance January 2020

	Jul '19 - Jan 20	Annual Budget
540000 · Capital Assets		
542060T · Cemetery Grounds		
542040 · - Buildings, Capital Projects	0.00	135,000.00
542060 · Improvements -Building	0.00	6,000.00
542065 · Tree Renovaton	15,000.00	17,250.00
542075 · Grounds Improvements	0.00	6,000.00
548300 · Office Renovation	0.00	6,000.00
Total 542060T · Cemetery Grounds	15,000.00	170,250.00
540040T · Land, Purchase of Land		
540042 · Future Cemetery Property	3,343.75	150,000.00
Total 540040T · Land, Purchase of Land	3,343.75	150,000.00
546020T · Equipment, etc		
542070 · Well Motor	4,582.59	75,000.00
546020 · Equipment - Automotive	0.00	17,000.00
546240 · Mapping Software	1,850.00	7,000.00
Total 546020T · Equipment, etc	6,432.59	99,000.00
Total 540000 · Capital Assets	24,776.34	419,250.00
551100G · Contrib to Other Funds - Gen	0.00	175,000.00
551100E · Contrib to Other Funds - Endow	0.00	256,650.00
Total Expense	357,104.86	1,502,050.00
Net Ordinary Income	247,253.02	-418,962.00
Other Income/Expense		
Other Income		
731000 · Realized Gain (Loss) on Invest	2,055.19	0.00
731100 · Unrealized Gain (Loss) on Invst	14,587.57	0.00
Total Other Income	16,642.76	0.00
Net Other Income	16,642.76	0.00
Net Income	263,895.78	-418,962.00

Temecula Public Cemetery District
Balance Sheet
As of January 31, 2020

	Jan 31, 20	Jan 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	65,140.85	28,625.45	
101200 · US Bank Payroll	2,068.20	422.04	
101300 · US Wash Account	9,232.21	4,229.34	
101100C · Cash -Accumulative Outlay Func	1,905,977.76	1,933,031.44	
101100E · Cash - Endowment Fund	215,119.90	77,447.67	
1011004 · Cash - Retirement	180.00	182.70	
101100G · Cash - General	1,207,469.50	965,162.83	
Total Checking/Savings	3,405,188.42	3,009,101.47	396,086.95
Other Current Assets			
102200 · Stifel Investments			
102210 · Stifel Endowment Care	2,114,912.38	0.00	
102220 · Stifel Endowment Interest	760,951.66	0.00	
Total 102200 · Stifel Investments	2,875,864.04	0.00	2,875,864.04
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	0.00	2,062,211.57	
102020 · Wells Fargo Endowment Inter	0.00	682,411.64	
Total 102000 · Wells Fargo Investments	0.00	2,744,623.21	-2,744,623.21
112011 · Inventory Asset	34,680.00	33,999.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Pr	10,635.66	10,556.89	
116100I · Interest Receivable - End Int	5,204.46	3,958.10	
Total 116100 · Interest Receivable	15,840.12	14,514.99	
117000 · PrePaid Expenses	17,818.17	13,698.94	
Total Other Current Assets	2,944,202.33	2,806,836.14	137,366.19
Total Current Assets	6,349,390.75	5,815,937.61	533,453.14
Fixed Assets			
191650 · Intangible Assets	24,470.00	19,710.00	
191000 · Future Cemetery Property	2,743,823.98	2,652,800.20	
191100 · Buildings and Improvements	393,115.07	386,405.07	
191400 · Structures and Improvements	363,678.03	363,678.03	
191500 · Equipment	173,382.02	176,842.48	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	40,969.50	31,269.50	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-114,009.86	-98,718.10	
198400 · Accumulated Depr - Struct/Imp	-202,896.95	-185,025.62	
198500 · Accum Depr - Equipment	-163,008.57	-158,862.47	
198800 · Accum Depr- Grnd Imp	-2,160.78	-1,608.25	
198900 · Accum Depr-Pav 15	-29,704.02	-22,526.02	
Total Fixed Assets	3,448,779.44	3,385,085.84	
TOTAL ASSETS	9,798,170.19	9,201,023.45	597,146.74

Temecula Public Cemetery District
Balance Sheet
As of January 31, 2020

	Jan 31, 20	Jan 31, 19	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	22,754.41	7,676.07	
Total Accounts Payable	22,754.41	7,676.07	
Other Current Liabilities			
212200 · Accrued Vacation Pay	14,834.36	10,950.70	
2200 · Sales Tax Payable	-123.00	0.00	
Total Other Current Liabilities	14,711.36	10,950.70	
Total Current Liabilities	37,465.77	18,626.77	
Total Liabilities	37,465.77	18,626.77	18,839.00
Equity			
ce2 · Net Investment in Capital Asset	3,252,548.00	0.00	
ce1 · Legally Restricted Balance	2,249,789.00	0.00	
ce · Beginning Fund Balance	-5,503,526.00	-1,189.00	
308100 · General Reserve	1,397,927.00	180.00	
308135 · Reserve for Endowments	1,878,529.63	1,706,833.63	
325100E · Unreserved Fund Balance - End	415,197.04	586,893.04	
325100G · Unreserved Fund Balance - Gen	-735,558.08	662,188.92	
325100O · Unreserved Fund Balance - ACo	678,756.59	678,756.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	2,614,594.58	1,964,895.15	
Net Income	263,895.78	335,287.47	
Total Equity	9,760,704.42	9,182,396.68	578,307.74
TOTAL LIABILITIES & EQUITY	9,798,170.19	9,201,023.45	597,146.74

STIFEL

1 1 1 DB38674 SSNO001002
TEMECULA PUBLIC CEMETERY
DIST ENDOWMENT PRINCIPAL
41911 C ST
TEMECULA CA 92592-3053

Your Financial Advisor (LU04):
SANDRA WHEELER
 Telephone: (805) 783-2921

Office Serving Your Account:
 999 MONTEREY ST. STE. 360
 SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE
 On December 20, 2019, President Trump signed the SECURE Act into law. This legislation increases saving opportunities for many Americans. Please reach out to your Stifel Financial Advisor with questions on how this law may impact your financial situation.

ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

Stifel, Nicolaus & Company, Incorporated | Member SIPC & NYSE | www.stifel.com | One Financial Plaza | 501 North Broadway | St. Louis, Missouri 63102

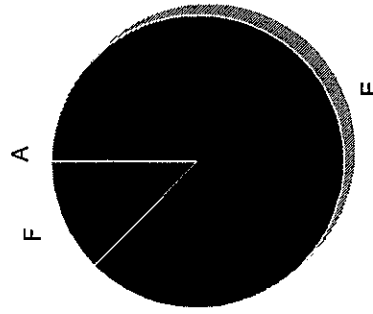
E-Mailed Statement

STIFEL PRESTIGE® ACCOUNT STATEMENT

YOUR STIFEL ACCOUNT SUMMARY		January 31	December 31
Cash Equivalents **		1,859.82	1,555.65
Net Portfolio Assets held at Stifel		2,113,052.56	2,100,967.04
Net Portfolio Assets not held at Stifel			
Net Portfolio Value	\$2,114,912.38	\$2,102,522.69	
YOUR CHANGE IN PORTFOLIO VALUE		January 31	December 31
Net Cash Flow (Inflows/Outflows) ²		-3,417.86	46,093.79
Securities Transferred In/Out			
Income and Distributions		6,620.12	2,896.24
Change in Securities Value		9,187.43	-8,447.82
Net Change in Portfolio Value	\$12,389.69	\$40,542.21	

** See the Stifel Insured Bank Deposit Program Disclosure Statement for additional information.
² Does not include cost or proceeds for buy or sell transactions.

YOUR ASSET SUMMARY



	Value on Percentage of January 31, 2020 (\$)	your account
A Net Cash Equivalents	1,859.82	0.09%
E Fixed Income-Other	1,846,138.13	87.29%
F Mutual Funds	266,914.43	12.62%
Total Assets	\$2,114,912.38	100.00%

STIFEL

1 1 1 DB38675 SSNO001002
**TEMECULA PUBLIC CEMETERY
 DIST ENDOWMENT INTEREST
 41911 C ST
 TEMECULA CA 92592-3053**

Your Financial Advisor (LU04):
 SANDRA WHEELER
 Telephone: (805) 783-2921

Office Serving Your Account:
 999 MONTEREY ST. STE. 360
 SAN LOUIS OBISPO, CA 93401

**PRIMARY INVESTMENT OBJECTIVE: Income
 RISK TOLERANCE: Moderate**

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, **IMPORTANT DISCLOSURES**, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

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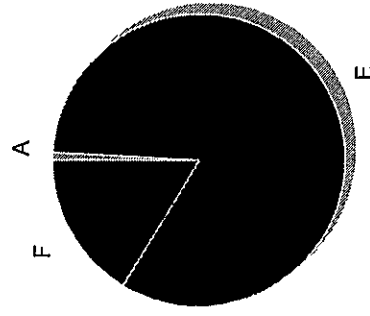
STIFEL PRESTIGE® ACCOUNT STATEMENT

YOUR STIFEL ACCOUNT SUMMARY		January 31	December 31
Cash Equivalents **		6,257.58	8,400.96
Net Portfolio Assets held at Stifel		754,694.08	744,010.29
Net Portfolio Assets not held at Stifel			
Net Portfolio Value	\$760,951.66	\$752,411.25	
YOUR CHANGE IN PORTFOLIO VALUE		January 31	December 31
Net Cash Flow (Inflows/Outflows) ²		3,417.86	4,081.21
Securities Transferred In/Out			
Income and Distributions		1,877.89	1,252.93
Change in Securities Value		3,244.66	-2,398.82
Net Change in Portfolio Value	\$8,540.41	\$2,935.32	

** See the Stifel Insured Bank Deposit Program Disclosure Statement for additional information.

² Does not include cost or proceeds for buy or sell transactions.

YOUR ASSET SUMMARY

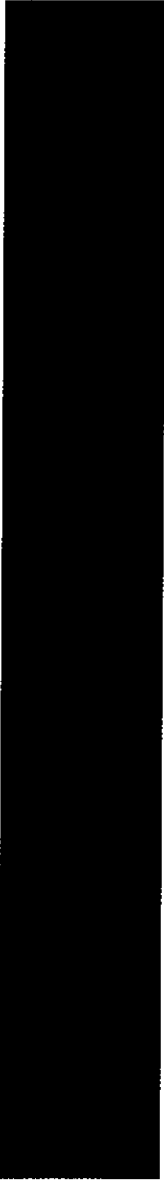


	Value on Percentage of January 31, 2020 (\$)	your account
A Net Cash Equivalents	6,257.58	0.82%
E Fixed Income-Other	629,706.15	82.75%
F Mutual Funds	124,987.93	16.43%
Total Assets	\$760,951.66	100.00%

A1 Monthly Revenues
July 2019-June 2020

FYE 06/30/20	July	August	September	October	November	December	January
Single	1,000.00	3,200.00	2,000.00	4,000.00	5,000.00	-	3,000.00
Single/End	1,500.00	3,000.00	1,500.00	3,000.00	4,500.00	-	3,000.00
Single/Dual	-	-	-	-	-	-	-
SD/End	-	-	-	-	-	-	-
Dual	1,500.00	-	1,000.00	1,000.00	4,000.00	1,000.00	-
Dual/End	2,500.00	-	2,000.00	2,000.00	5,500.00	2,000.00	-
Collum	1,800.00	500.00	-	1,800.00	900.00	400.00	400.00
Collum/End	4,800.00	1,200.00	-	4,800.00	2,400.00	1,200.00	1,200.00
conotaph	-	-	-	-	-	-	-
Ground Crem	-	-	-	-	-	200.00	-
G/Grm/End	-	-	-	-	-	1,300.00	-
O/C-B	1,300.00	750.00	3,700.00	1,850.00	1,850.00	1,100.00	1,100.00
O/C/C	800.00	1,300.00	-	1,100.00	300.00	-	1,100.00
Vault	182.00	182.00	364.00	182.00	182.00	182.00	-
Crem Vase	-	369.12	-	146.00	123.04	146.00	-
Grave Vase	64.50	21.50	107.50	64.50	43.00	64.50	43.00
Set Fee	700.00	2,000.00	1,250.00	1,250.00	250.00	1,250.00	950.00
Niche	-	-	-	-	-	-	-
Non-Res	3,000.00	-	3,000.00	-	-	-	-
Disinter	-	-	-	-	-	-	-
Graveside	1,000.00	1,500.00	2,000.00	1,500.00	1,000.00	500.00	1,000.00
Engaving	225.00	450.00	-	450.00	225.00	225.00	275.00
2nd/End	1,000.00	1,500.00	1,000.00	2,000.00	-	-	500.00
Handling	-	-	-	-	-	-	750.00
Taxes	21.56	47.32	41.24	34.33	29.60	34.33	3.76
Labor	456.94	400.06	837.26	483.17	412.36	483.17	153.24
Total	21,850.00	16,420.00	18,800.00	25,660.00	26,715.00	10,085.00	13,475.00
YTD Total	21,850.00	38,270.00	57,070.00	82,730.00	109,445.00	119,530.00	133,005.00

A2Cemetery Property
Fiscal Year 2019-2020

	19-20											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan					
Dual Lower	261	261	261	261	260	260	260					
Dual Upper	356	356	356	356	356	356	356					
Dual/ Single	58	58	58	59	59	59	59					
Sale Backs-Single	11	9	9	9	9	9	8					
Singles	144	144	143	142	144	144	143					
Dual Manager	34	34	33	32	32	31	31					
Sale Backs-Duals			0	0	0	0	0					
Grd Crem	34	34	34	34	30	29	29					
												
Tier 4	4	3	3	1	1	0	0					
Tier 5	13	13	13	11	11	10	9					
Tier F-1	28	28	28	28	28	28	28					
Tier F-2	29	29	29	29	29	29	29					
Tier F-3	29	29	29	29	29	29	29					
Tier F-4	29	29	29	29	29	29	29					
Tier F-5	10	10	10	10	10	10	10					
Cenotaph	48	48	48	48	48	48	48					
Ossuary	334	334	334	334	334	334	334					
Cremation Benches	9	7	7	7	7	7	6					

January 2020 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	
Wall	1
Cremation Ground	

At Need

Single Lots	2
Dual Lots	
Wall	
Cremation Ground	

January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 29	30	31	Jan 1, 20 Closed for New Year's	2	3	4
5	6 8:00am 11:00am Linda in	7	8	9	10	11
12	13 Kyle off 1:00pm 2:00pm Serrato-BU	14	15	16	17	18
19	20 Closed for MLK	21	22	23	24	25
26	27 10:00am 10:30am Villamor-APPT	28	29	30	31	Feb 1
Jan 26 - Feb 1					12:30pm 1:30pm Tadesse-BU	

Dec 29 - Jan 4

Jan 5 - 11

Jan 12 - 18

Jan 19 - 25

TEMECULA PUBLIC CEMETERY DISTRICT

POLICY TITLE: Tickets and Passes

POLICY NUMBER: 1055

Section A. Purpose of Policy

The purpose of this Policy is to ensure that any ticket or pass provided to the District by any third party or purchased or obtained directly by the District shall be distributed to District Officials by the District Manager in a manner that serves or promotes a public purpose of the District of Temecula (the "District").

Section B. Definitions

For purposes of this Policy, the following words, terms and phrases shall have the following meanings:

1. "District Official" shall mean any member, officer, employee or consultant of the District.
2. "Gift" shall mean anything that is received by a District Official that the District Official did not provide consideration of equal or greater value for or that represents a rebate or discount that is not provided in the regular course of business to members of the public without regard to official status.
3. "Third party" shall mean the source of any ticket or pass, other than the District.
4. "Ticket" or "pass" shall mean any ticket, pass, etc. that provides admission to a facility, event, show, or performance for entertainment, amusement, recreation or other similar purpose.

Section C. Administration of Policy

The District Manager shall be responsible for administering this Policy.

Section D. Tickets and Passes Distribution Policy

All tickets and passes offered or provided to the District by a third party or purchased or otherwise obtained directly by the District shall be subject to the following provisions:

1. The District shall not accept from any third party any ticket or pass that is specifically earmarked for use by a particular District Official whether by name or position, unless:

- a. The ticket or pass is offered or provided to the District pursuant to the terms of a contract for use of District owned property.
 - b. The ticket or pass is offered or provided to the District as a result of an official District event that the District controls.
 - c. The ticket or pass is purchased by the District from the third party for full market value.
2. The District Manager or his or her designee shall document in writing the receipt of all tickets and passes provided to the District by a third party.
 3. Tickets and passes shall only be provided to District officials by the District Manager or his or her designee for a legitimate public purpose of the District, as set forth in this Policy.
 4. The District Manager or his or her designee shall decide, consistent with this Policy, which District Officials should be provided with a ticket or pass.
 5. Within 30 days of distributing any ticket or pass pursuant to this Policy, the District Manager or his or her designee, shall complete and cause to be posted an FPPC Form 802 on the District's website, with such posting to remaining on the website for a period of at least 4 years and a hard-copy of said form shall be retained for a minimum of seven (7) years.

Section E. Legitimate Public Purposes

Any ticket or pass provided to a District Official by the District shall not constitute a gift if provided and used by the District Official for any of the following purposes:

1. Promotion of business activity, development, and/or redevelopment within the District.
2. Promotion of community resources and programs available to District residents including but not limited to those resources and programs involving charitable and non-profit organizations.
3. Promotion of District resources available to District residents.
4. Promotion of District-operated, sponsored or supported community programs.
5. Promotion of private facilities available for District residents' use including but not limited to those facilities involving charitable and non-profit organizations.
6. Promotion of District facilities available for District residents' use.

7. Promotion of District growth and development.
8. Promotion of District tourism on a local, state, national or worldwide scale.
9. Promotion of District recognition, visibility and/or profile on a local, state, national or worldwide scale.
10. Promotion of open government by District Official appearances, participation and/or availability at business and/or community events.
11. Promotion of the improvement of inter-governmental relations.
12. Attendance at events sponsored by other governmental agencies, industry groups and non-profit organizations for the purpose of meeting and conferring with other governmental officials or business representatives regarding issues of interest to, or affecting, the District.
13. Increasing public exposure to, and awareness of, the various recreational, cultural, and educational venues and facilities available to the public within the District.
14. Encouraging or rewarding significant academic, athletic, or public service achievements by District students, residents or businesses.
15. Recognizing contributions made to the District by former or current District Council members or other District employees.

Section F. Exemptions

The following tickets and passes shall be exempt from the provisions of this Policy:

1. A ticket or pass received by a District Official directly from a third party that the District Official uses to perform a ceremonial role or function on behalf of the District.
2. A ticket or pass received by a District Official from the District where both the District Official and the District treat and report the value of the ticket or pass as income consistent with applicable state and federal income tax laws and the ticket is reported as income pursuant to the provisions of this Policy.

Section F. Prohibition Against Transfer

A District Official who receives a ticket or pass pursuant to this Policy is prohibited from transferring or selling the ticket or pass to any other person, except to a member of the District Official's immediate family solely for their personal use.

Section G. Posting and Disclosure Requirements

This Policy shall be prominently posted on the District's website.

**TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL**

POLICY NAME: ELECTRONIC DATA POLICY

POLICY NUMBER: 1060

1060.01 The purposes of this Policy are as follows:

1. To minimize the risk of exposing the District's computer system to damage that may be caused by external sources, viruses, computer contaminants and unauthorized users;
2. To prevent the unauthorized release or distribution of confidential information; and
3. To aid in the efficient creation and transmission of District business-related information.

1060.02 The District's computer system includes the network server, computer hardware, program software (such as but not limited to computer virus and spam protection software), routers, modems, switches, Wi-Fi, internet, personal computers, lap top computers, notepads, smartphones, cellular phones, flash drives and thumb drives, licensed, leased or owned by the District.

1060.03 This Policy applies to all persons ("Users") who make use of District's computer system as part of their assigned official duties, including but not limited to the following:

1. Employees (full-time, part-time, and temporary);
2. District Volunteers; and
3. Contract support personnel and consultants.

1060.03 This Policy applies to all electronic data, including without limitation all electronic communications transmitted via the District's computer system and any electronic records created or stored on the District's computer system.

1060.04 The District's computer system and all electronic data contained therein is the exclusive property of the District and is provided to Users primarily for creating and transmitting District business-related information.

1060.05 The District reserves the right to inspect any component of the District's computer system and its related components for violations of this Policy or for violations of any other District rules, regulations or policies.

1060.06 All electronic data which contain confidential information such as those listed below shall not be disclosed to or shared with anyone unless such person is authorized by the General Manager, District Attorney or any applicable law to receive such information:

1. Attorney-client privileged information;
2. Confidential personnel information;
3. Confidential real estate negotiation/transactional information;
4. Confidential closed session information; and
5. Any other information deemed confidential by the General Manager or District Attorney.

1060.07 Users shall use their own District assigned e-mail addresses to identify themselves as the sender of any given e-mail pertaining to any District business-related matter.

1060.08 Users shall not disable or circumvent any District-installed computer virus or spam protection software from their District-issued computers, laptops, notepads, cellular phones or smart phones unless authorized to do so by the General Manager or his or her designee.

1060.09 All electronic data in the District's computer system which contain any records, documents or information pertaining to District business shall not be permanently deleted or otherwise destroyed unless such permanent deletion or destruction is consistent with the District's Records Retention Policy.

1060.10 All electronic data that is 120 days or older shall be transferred to the District's relevant storage file, after which they shall be deleted from the User's storage.

1060.11 The District shall have the right to inspect, delete or retain any or all electronic data that is contained in the District's computer system that was created, sent or received by any User who is no longer employed or retained by the District.

1060.12 Violations of this Policy by District employees are subject to discipline up to and including termination.

1060.13 Questions regarding the implementation of this Policy should be directed as follows:

- Legal questions, such as those concerning interpretations of the Public Records Act or the Brown Act, should be directed to the District's Legal Counsel.
- Questions regarding any records retention schedules should be directed to the General Manager or designee.
- Questions regarding technical issues related to the use of the District's electronic computer system should be directed to the General Manager or designee.

ACKNOWLEDGEMENTS

Electronic Mail and Text-Based Communications Policy

By Signing below, I hereby acknowledge receipt of the Temecula Public Cemetery District "Electronic Mail and Text-Based Communication Policy" (hereinafter, "Policy"). I further acknowledge that sending any District business-related messages via the District's email system using either District-owned equipment or non-District (personally) owned equipment may subject such messages to disclosure to non-District third parties under state and federal public records disclosures laws. In addition, I acknowledge that private and personal messages transmitted via the District's e-mail system may be subject to disclosure by the District to non-District third parties pursuant to subpoenas, search warrants and/or court orders, even if the subject proceedings do not involve the District as a named party in such proceedings.

Name: _____

Date: _____

Signature: _____