



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday January 20th, 2026, at 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday January 17th, 2026, 6:30 p.m.

This meeting is accessible remotely via Zoom <https://us02web.zoom.us/j/3742372467> and phone-in @ 669-900-6833. Unless otherwise noted, all items on the agenda are subject to action by the Board of Directors. Time specific items (if any) are noted on the applicable agenda item and will be discussed at that time or as soon as practical. It is planned to record this meeting so that it is accessible by the public.

1) ROLL CALL, DETERMINE QUORUM:

2) APPROVE AGENDA:

3) PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS: *The public is invited to present petitions, make announcements, or provide other information to the Board on matters not on the agenda. The Board may uniformly impose a time limit of 3 minutes for individual presentation to ensure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

4) BUSINESS ITEMS:

- a. Receive for Discussion and Possible Action:** General Manager Contract Expiration/Extension.
- b. Review Policy on Board of Directors:** Meeting Schedule and Frequency (from Dec 16th, 2025)
- c. Receive for Discussion and Possible Action:** 2026 Mid-Year (Q2) Budget vs. Actual

5) INFORMATIONAL ITEMS:

- a. Goals and Objectives/Strategic Plan.**
- b. Training and Forms Updates (Ethics, 700)**

6) CONSENT CALENDAR: (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.

- a. Receive Disbursements:** December 17, 2025, - to date
- b. Draft Minutes of December 16, 2025**

7) BOARD DISCUSSION ITEMS:

- a. Committee Member Updates/Reports**
- b. General Manager's Report:**

8) INCOMING COMMUNICATIONS:

9) ADJOURNMENT:

If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting, or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids of services, may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, by contacting the Manila CSD General Manager at least 24 hours prior to commencement of the meeting.

Agenda Summary

Agenda Item: 4A

Receive for Discussion and Possible Action: General Manager Contract Expiration/Extension.

Summary:

The employment contract between the GM was approved September 20th, 2022 and expired January 18th, 2026 (last Sunday)

Pending a future performance evaluation/closed session, staff proposes a 90-day extension of the existing terms.

I move/second to approve a 90-day extension of the existing GM Contract.

Vote: _____

Attachments:

2022 GM contract

Manila Community Services District Employment Agreement

This Employment Agreement ("Agreement") is entered into this 20th day of September, 2022, by and between the Manila Community Services District, hereinafter called DISTRICT and Christopher Drop, hereinafter called MANAGER. This agreement supersedes and voids any previous Employment Agreement between the DISTRICT and MANAGER.

Section 1. Term:

This Agreement commences with an effective date of January 18th, 2021 and shall remain in effect for a period of five (5) years, or until terminated as provided in the following provisions:

1. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of DISTRICT to terminate the services of MANAGER, subject only to the provisions set forth in the Resignation/Termination/Discharge section below.
2. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of MANAGER to resign at any time from his position with DISTRICT, subject only to the provisions set forth in the Resignation/Termination/Discharge section below.

Section 2. Resignation/Termination/Discharge

MANAGER shall perform the duties of MANAGER as established from time to time by law, by the BOARD of the DISTRICT and as specified in the DISTRICT'S job description and will provide sixty (60) days notice prior to voluntary resignation. All salary and benefit payments will cease upon the effective date of voluntary resignation.

MANAGER shall serve at the pleasure of the Board of Directors and may be discharged at any time, with cause or without cause, subject to the following conditions:

1. In the event the Board of Directors of DISTRICT should choose to discharge MANAGER without cause, then MANAGER shall continue his entitlement to salary and benefits (or cash equivalent of benefits) for a period of one hundred-twenty (120) days from the date MANAGER received actual notice of discharge.
2. In the event the Board of Directors of DISTRICT should choose to discharge MANAGER with cause, then MANAGER's entitlement to salary and benefits (or cash equivalent of benefits) shall terminate the day following receipt of actual notice of discharge.
3. Cause shall include the failure to meet the standards of employee conduct and work schedules set forth in the sections 4.0 and 5.0 of the DISTRICT's Personnel Policies. Cause shall not include mere loss of support or confidence by a majority of the Board of Directors.
4. Nothing in the Agreement shall be construed to limit or waive any avenue of redress available to MANAGER in regards to any disciplinary action, performance evaluation or termination for cause.

Section 3.

Salary and Benefits

Subject to the early termination protocol set forth in Section 2, above, MANAGER shall be paid a monthly salary range of \$5,292 (\$63,500 per year) and \$6,000 per month (\$72,000 per year) during the terms of this Agreement as set forth in the below schedule:

<u>Year 1: January 18th, 2021 – January 18th, 2022:</u>	\$5,292 per month (\$63,500 per year)
<u>Year 2 (a): January 18th, 2022 – September 20th, 2022:</u>	\$5,292 per month (\$63,500 per year)
<u>Year 2 (b): September 21st, 2022 – January 18th, 2023:</u>	\$5,292 per month (\$63,500 per year)
<u>Year 3 January 18th, 2023 – January 18th, 2024:</u>	\$6,000 per month (\$72,000 per year)
<u>Year 4: January 18th, 2024 – January 18th, 2025:</u>	\$6,000 per month (\$72,000 per year)
<u>Year 5: January 18th, 2025 – January 18th, 2026:</u>	\$6,000 per month (\$72,000 per year)

The DISTRICT Board of Directors expressly seeks to recognize and approve a retroactive increase in salary for the MANAGER based on cost of living and inflationary considerations not afforded MANAGER during the above period of January 18th, 2021 through September 20th, 2022 (Years 1 through Year 2(a)). This period represents 43 payroll cycles for a total of \$14,058 as a one-time, retroactive payment to MANAGER and subject to standard payroll deductions.

In addition to the above-mentioned salary, MANAGER shall receive the following benefits:

1. Three days paid administrative leave per calendar year.
2. All personnel benefits, including but limited to insurance benefits made available to other full time, regular DISTRICT employees as outlined in DISTRICT policy with the modified provision that the DISTRICT shall provide for (1) fully-paid MANAGER dependent in lieu of paying 50% of any additional MANAGER dependents.
3. Paid vacation of three weeks per fiscal year.

The DISTRICT Board of Directors shall review the MANAGER's performance annually and may consider adjustments in compensation based on performance.

Salary and benefits will only be considered for reduction for the following reasons:

1. Poor job performance
2. Disciplinary action
3. Formally adopted DISTRICT cost reduction plan.

Section 4.

Miscellaneous

This Agreement sets forth the entire understanding of DISTRICT and MANAGER with respect to employment by DISTRICT and supersedes any previous Agreement, covenants or conditions, expressed or implied, oral or written, except as set forth by this Agreement. This contract may not be amended except by written amendment executed by both DISTRICT and MANAGER.

Meghan Ryan, President

Christopher Drop, General Manager

Attest:

Dave Jannetta, Secretary

Agenda Summary

Agenda Item: 4B (portions from december 2025)

Review Policy on Board of Directors Meeting Schedule

Summary:

Staff was asked to provide an item for discussions/consideration of the frequency of board meetings.

Ordinance 21-01 (adopted November 18th, 2021) specifies the third Tuesday of every month at 6:30pm:

“The regular meetings of the Board of Directors of Manila Community Services District will be held on the third Tuesday of each and every calendar month at the hour of 6:30 p.m.”

The concept of changing the meetings to quarterly was asked of our attorney on July 2021 and counsel’s advice was, in part:

“MCSD may change the monthly meeting schedule to a quarterly one, however, quarterly is the minimum number of meetings required to be in compliance with applicable law. Therefore, the new ordinance publicizing the new meeting schedule should include a protocol for a cancelled meeting to ensure at least one meeting is held every three months. In the alternative, MCSD could hold a meeting every other month, this would avoid any risk of violation of Cal. Gov. Code section 61044. In addition, a quorum is sufficient to hold a meeting, and an ordinance may be passed with a majority vote of the full membership (i.e., 3 out of 5).”

Should the board decide to change the frequency with which it meets, staff would recommend the authoring of a revised Ordinance or, at the board’s discretion, a formal Resolution depicting the desired changes.

Attachments:

ORD 21-01.

ORDINANCE NO. 21-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MANILA COMMUNITY SERVICES DISTRICT SUPERSEDING ORDINANCE NO. 93-01 AND DESIGNATING THE MEETING PLACE AND TIME OF THE MANILA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS.

WHEREAS, the Manila Community Services District (“District”) provides water and sewer services to properties within the District pursuant to the Community Services District Law (Government Code § 61000 *et seq.*);

WHEREAS, the District previously established a designated meeting time and place by way of Ordinance No. 93-01.

WHEREAS, the District wishes to establish a new designated meeting time and place by way of this Ordinance No. 21-01 thus superseding Ordinance No. 93-01.

NOW THEREFORE, the Board of Directors of the Manila Community Services District does ordain as follows:

Section 1. Time of regular meetings.

The regular meetings of the Board of Directors of Manila Community Services District will be held on the third Tuesday of each and every calendar month at the hour of 6:30 p.m.

Section 2. Place of regular meetings.

All meetings of the Board of Directors shall be held at the Manila Community Center, 1611 Peninsula Drive, Manila, California, unless adjourned to or scheduled for another place of meeting and written notice has been given, or unless the Manila Community Center site is unsafe because of an emergency or as otherwise permitted by law.

Section 3. Types of Meetings.

The Board of Directors may also hold Special and Emergency meetings. In addition, special and emergency meetings may be adjourned to a different time and place.

Section 4. Rules of Proceedings

All meetings and matters of business of the Board of Directors will be conducted in accordance with provisions of the Ralph M. Brown Act,

California Government Code, Sections 54950 through 54963, currently enacted and amended by the State of California.

Section 5. Ordinances

The enacting clause of all ordinances passed by the Board shall be in these words: “Be it ordained by the Board of Directors of the Manila Community Services District as follows.” All ordinances of the Board shall be signed by the Chairman of the Board of Directors and attested by the Secretary.

Section 6. Mailing Address

The official mailing address of Manila Community Services District shall be: 1901 Park Street, Arcata, CA 95521.

Section 7. Severability.

Should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this ordinance as hereby adopted shall remain in full force and effect.

Section 8. Repeal.

Ordinance 93-01 is repealed as of the effective date of this Ordinance.

Section 9. Effective Date.

This Ordinance shall go into effect and be in full force and operation 30 days after its final passage and adoption.

INTRODUCED AND FIRST READING PERFORMED on the 21st day of October, 2021, by the following vote:

AYES: Broderick, Faulk-Kellogg, Ryan, Janetta

NAYS:

ABSENT: Muniz

ABSTAIN:

ATTEST:

Secretary to the Board of Directors of the
Manila Community Services District

SECOND READING PERFORMED AND ADOPTED on the 18th day of November, 2021 by the following vote:

AYES: Broderick, Faulk-Kellogg, Ryan, Janetta, Muniz

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

ATTEST:

Secretary to the Board of Directors of the
Manila Community Services District

ATTEST:

President of the Board of Directors of the
Manila Community Services District



Manila Community Services District Board of Directors **Agenda Summary**

FY26 Q2 Budget Vs Actual

Summary:

Presented herein is the budget performance vs. actual as of December 31, 2025, or the close of Q2 for fiscal year 2026.

As we close 50% of the year, we would expect 50% reported in revenues and expenses – excepting those that are upfront or annualized (like property insurance and tax allocations and permit fees). These annualized amounts tend to flatten out the performance indicators as the year progresses. December's revenue data had not been recorded at the time of this report and manually added (avg).

There are also some manually adjusted entries noted in the report to be corrected in QuickBooks.

At the Q1 report October 21, 2025, the board postponed the below requested adjustments until the next fiscal quarter. Staff, at this time seeks to further postpone until Q3 or as needed.

***** Staff recommends board-approved budget adjustments as follows:**

Water Purchases from \$93,244 to \$101,981

P&L Insurance increase of \$853 total, distributed across depts as budgeted.

Recommended Motion:

The board receive and file as presented with budget amendments at a future meeting or as needed.

Vote:_____

Attachments:

FY26 Budget Vs Actual Q2

Manila Community Services District Profit & Loss Budget vs. Actual													10:39 AM		
														01/13/2026	
July through December 2025														Accrual Basis	
							Jul - Dec 25		Budget		\$ Over Budget		% of Budget		notes
Ordinary Income/Expense															
			Income												
			40000 · Water Income												
				40100 · Residential			117,028.07								added month (19.5k)
				40300 · Penalty - Late Charges			1,945.00								
				40500 · Miscellaneous			4,420.00	4,500.00		-80.00		98.22%			
				40000 · Water Income - Other			0.00	241,910.00		-241,910.00		0.0%			
				Total 40000 · Water Income			123,393.07	246,410.00		-123,016.93		50.08%			
			41000 · Sewer Income												
				41100 · Residential			101,141.67								added month (16.5k)
				41400 · Penalty - Late Charges			1,915.00								
				41500 · Miscellaneous			4,000.00	4,500.00		-500.00		88.89%			
				41700 · New Installation			2,927.59								GJE?
				41000 · Sewer Income - Other			0.00	199,618.00		-199,618.00		0.0%			
				Total 41000 · Sewer Income			109,984.26	204,118.00		-94,133.74		53.88%			
			D40800 · Drainage Income												
				D40850 · Drainage Income Tax Allocation			3,000.00	3,000.00		0.00		100.0%			
				D40800 · Drainage Income - Other											removed 668k
				Total D40800 · Drainage Income			3,000.00	3,000.00		0.00		100.0%			
			M40800 · Community Center Income												
				M40805 · Tenants			50,184.00								
				M40800 · Community Center Income - Other			0.00	100,869.00		-100,869.00		0.0%			
				Total M40800 · Community Center Income			50,184.00	100,869.00		-50,685.00		49.75%			
			P13500 · Per Capita Income				0.00	3,000.00		-3,000.00		0.0%			
			P40700 · Park Income												
				P40780 · Tax Allocation			18,500.00	18,500.00		0.00		100.0%			
				P40790 · Leases			1,500.00	1,500.00		0.00		100.0%			
				P40700 · Park Income - Other			0.00	500.00		-500.00		0.0%			
				Total P40700 · Park Income			20,000.00	20,500.00		-500.00		97.56%			
				PW40690 · PUBLIC WORKS INCOME (Tax Alloc)			2,500.00	2,500.00		0.00		100.0%			
			Total Income				309,061.33	580,397.00		-271,335.67		53.25%			
			Cost of Goods Sold												
				50000 · Water COG											

[illegible]

[illegible]

[illegible]

						Jul - Dec 25	Budget	\$ Over Budget	% of Budget	notes
Total P71000 · Park Payroll						7,133.44	8,118.00	-984.56	87.87%	
P72000 · Administration										
P72250 · License & Dues						587.00				
P72275 · Insurance P&L						2,398.96	2,314.00	84.96	103.67%	
P72300 · Office Supplies						509.53				
P72000 · Administration - Other						0.00	6,250.00	-6,250.00	0.0%	
Total P72000 · Administration						3,495.49	8,564.00	-5,068.51	40.82%	
P75000 · Professional Services						0.00	1,000.00	-1,000.00	0.0%	
P78000 · Utilities										
P78300 · Trash Removal						322.93				
P78000 · Utilities - Other						0.00	1,875.00	-1,875.00	0.0%	
Total P78000 · Utilities						322.93	1,875.00	-1,552.07	17.22%	
Total P70000 · Park Expense						10,951.86	19,557.00	-8,605.14	56.0%	
PW69000 · Public Works Expense										
PW69300 · Operating & Maintenance						0.00	2,180.00	-2,180.00	0.0%	
PW69400 · Public Works- MDRA						112.31				
PW69800 · Utilities						0.00	620.00	-620.00	0.0%	
Total PW69000 · Public Works Expense						112.31	2,800.00	-2,687.69	4.01%	
Total Expense						249,391.11	517,822.00	-268,430.89	48.16%	
Net Ordinary Income						16,413.17	-30,669.00	47,082.17	-53.52%	
Other Income/Expense										
Other Income										
90000 · Interest Earned						1,206.41				
90200 · Interest Income						0.00	8,863.00	-8,863.00	0.0%	
Total Other Income						1,206.41	8,863.00	-7,656.59	13.61%	
Other Expense										
96000 · Cash Over/Short						0.00				
Total Other Expense						0.00				
Net Other Income						1,206.41	8,863.00	-7,656.59	13.61%	
Net Income						17,619.58	-21,806.00	39,425.58	-80.8%	-25107 budgeted
water net						-594.41				
sewer net						-4,963.66				
mcc net						14,763.46				
park net						9,048.14				
						18,253.53				

Manila Community Services District

Strategic Plan V.13 Approved July 19th, 2018

MISSION

The District's mission is to contribute to the quality of life of the community by providing effective and efficient services, stewarding District-owned public facilities and natural resources, and providing for recreational opportunities through access to parklands, beach and bay properties. The District focuses on water and wastewater services and can represent Manila's interests to the wider community.

VISION

Our vision for the District:

- Affordable and reliable clean drinking water and efficient wastewater collection and treatment
- Financial solvency and sustainability, with adequate reserves
- Infrastructure maintenance, upgrades, improvements and necessary expansions
- Sound environmental stewardship of District resources
- Advocacy for the health and safety of residents and staff
- Safe and accessible parks, beaches, and dunes
- A high-functioning and professional organization (District board and staff)
- Residents have pride in our community, the natural resources in Manila, and the District
- Effective engagement and communication with the wider community, tenants, and other District partners
- Community access to a variety of recreation opportunities and community events

VALUES

We are transparent and responsive

- We uphold the requirements of public meeting processes, *and* actively work to cultivate authentic dialogue and conversation
- We bring open minds and listen to one another.
- We consider and value the views of all constituents
- We're transparent and honest

We are informed, educated, and consistent

- A flexible and responsive culture that takes our positions seriously and acts in the best interest of our constituents, including ratepayers and property owners

Manila Community Services District

Strategic Plan V.13 Approved July 19th, 2018

- We are thorough, analytical, review background information, data and reasoning before making decisions
- We consistently follow policies and procedures, or seek to revise them when necessary
- As Board members and Staff, we have a shared understanding of our roles and responsibilities to the public
- We maintain professionalism

We are fair, respectful and kind

- We strive to be fair and understanding and quick to accommodate special situations
- We speak to one another respectfully
- We actively work to build trust among board, staff and community constituents

We act as a team

- The Board and Staff act as a team
- We work to find common ground
- We raise concerns as needed, and when they're addressed we move on

Strategies MCSD will employ to support us to live these Values

Preventions

- Develop a clear evaluation process, which would measure our progress on the goals of the Strategic Plan and also our actions to uphold the Values we have established
- Board and staff uphold these Values
- Have our Values posted visibly during our meetings, and refer to them at the beginning of each meeting

Interventions

- During a meeting, where we may be straying from our posted values:
 - Any member may ask the board to pause and refer to our posted values
 - Ask for a motion/proposal/solution to get unstuck
 - Call for a break
 - Adjourn the meeting

Manila Community Services District

Strategic Plan V.13 Approved July 19th, 2018

GOALS & STRATEGIES

Goals (broad primary outcomes) Strategies (approaches the District will take to achieve the goals) Staff will take the lead in developing Objectives (measurable steps to achieve strategies)

A. MCSD effectively maintains and upgrades its water and wastewater infrastructure and makes appropriate infrastructure expansions when fiscally prudent.	A.1	The water and wastewater systems/facilities are updated with new technologies and thoroughly maintained on a continuous basis and meet water and sewer licensing requirements
	A.2	Determine feasibility of a comprehensive drainage plan for the entire community and develop a reliable funding source for such improvements
	A.3	Determine feasibility of road maintenance support
	A.4	Determine the feasibility of energy-saving improvements
	A.5	Prepare for potential disasters and catastrophic emergencies
	A.6	Fund and maintain a Capital Improvement Plan
	A.7	Determine feasibility of District mosquito abatement programs or powers
B. MCSD is financially solvent, has strong financial management, and stable rates.	B.1	Improve reporting tools so the Board can easily monitor the District's budget and financial reports
	B.2	Maintain a balanced budget (preferably with no debt, or with careful determination of when carrying debt is responsible and reasonable to achieve strategic District goals)
	B.3	Ensure the rate structure is able to support the needs of the District
	B.4	Improve bookkeeping and banking processes to be more efficient
	B.5	Develop dependable funding streams
	B.6	Build reserves for non-enterprise as well as enterprise endeavors
C. MCSD demonstrates environmental responsibility and stewardship, and enhances district-owned	C.1	Develop and implement a plan to reduce energy costs and increase efficiencies within the District, esp. wastewater (PG&E) costs for pumping as well as overall lighting
	C.2	Improve recycling and trash management on District properties and require users to clean up after themselves
	C.3	Develop low-maintenance, drought-tolerant, native landscaping throughout District properties

Manila Community Services District

Strategic Plan V.13 Approved July 19th, 2018

facilities, parks, beaches, and dunes.	C.4	Ensure dune and park lands are properly managed for their habitat and public access values
	C.5	Close after-hour vehicle access to the community center parking lot
D. MCSD is a high-functioning and professional organization (board and staff) with a positive work environment	D.1	Ensure there is alignment between District goals and objectives, and staffing capacity and organizational structure
	D.2	Offer training for Board members to successfully fulfill their role
	D.3	Demonstrate that the District values its employees
	D.4	Design and conduct Board meetings to invite and enable positive and productive engagement of board members, staff, and the public
	D.5	Evaluate the adopted Strategic Plan to monitor progress on the goals, and our actions to uphold the Values we have established for MCSD
E. MCSD effectively engages and communicates with the wider community.	E.1	Update and maintain the District's website to be more relevant, searchable, fresh, visually appealing, and user friendly
	E.2	Update the MDRA and community center signage to increase understanding of resources and access
	E.3	Develop a consistent communications plan to inform and engage the general community about the District (e.g. MCSD newsletter, annual community-based meeting, coordination with other local entities to keep up-to-date information)
	E.4	Collaborate with others (e.g. HSU, Redwood Coast Montessori, Peninsula CSD, Peninsula Community Collaborative, Peninsula Union Elementary, Samoa Community Services, area businesses) on common-interest projects that are consistent with the MCSD mission.
F. MCSD cultivates and maintains positive relationships and partnerships with	F.1	Work in partnership with the Redwood Coast Montessori and other tenants to help improve and maintain the appearance and safety of community center and playground
	F.2	Work together with Redwood Coast Montessori and the Manila Community Resource Center to strengthen the relationship between the MCRC and Manila residents.

Manila Community Services District

Strategic Plan V.13 Approved July 19th, 2018

leaseholders of District-owned facilities.		
G. Community has access to recreation opportunities, community events, and activities at the park, the community center and in the dunes.	G.1	Conduct a study to determine the best uses of the park, develop a feasible park master plan and identify and secure stable funding to implement the plan.
	G.2	Support the Family Resource Center in expanding its outreach to the broader community to increase participation in events and programs.
	G.3	Encourage community participation and solicit partners and work with them to hold more events and activities at District facilities with opportunities for the community to be involved as volunteers, participants, and supporters.
H. MCSD, in collaboration with partners, advocates for issues impacting resident's sense of safety in the community (e.g. walkability/transportation safety; community cleanup and abatement of abandon vehicles; crime; homelessness; impacts of climate change and disaster preparedness).	H.1	Collaborate with agencies and organizations seeking to increase safety, e.g. including lowering the speed limit, and roundabouts and trails along highway 255
	H.2	Develop a closer working relationship with county officials and law enforcement to determine how to best address issues of crime and safety
	H.3	Provide space for collaborating agencies to host meetings, forums and discussions on how to address issues affecting a sense of safety
	H.4	Provide support letters for efforts that advance community safety in Manila
	H.5	Review and possibly add or change ordinances which may improve the community's safety
	H.6	Coordinate with other agencies as appropriate to determine the feasibility of a functioning tsunami siren, sponsor bi-annual tsunami evacuation drills and ensure emergency procedures and resources are in place.



Manila Community Services District Board of Directors
Agenda Summary

Training and Forms

Summary:

FPPC Ethics Training (every 2 years):

<https://localethics.fppc.ca.gov/login.aspx>

- This has to take 2 hours and is required. * Please note the linked portal was unresponsive as of this writing.

Statement of Economic Interest (Form 700 every year, April 1):

https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2025-26/Form_700_2025.pdf

- (hard copy included with packet)

Sexual Harassment Prevention (every 2 years):

- The district has <5 employees and is exempt from this requirement.

2025-2026 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 3050 • 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 2025

Quick Start Guide
Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 2 – Elected State Officers, Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, 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. Certain filers are required to file electronically with the FPPC. (See next page). 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, cryptocurrency, 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-FILEING 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 to Know

What's New

Gift Limit Increase

The gift limit increased to **\$630** for calendar years **2025** and **2026**. The gift limit in calendar year 2024 was \$590.

Required Electronic Filing for FPPC (Section 87500) Filers

Certain candidates and officials specified in Section 87500 are now required to file their Form 700 electronically using the FPPC's e-filing system. Filers for the offices listed under Section 87500 should contact the FPPC at form700@fppc.ca.gov to obtain their login and password information.

Reporting Prospective Employment

Effective January 1, 2026, Section 87200 Filers must report any arrangement for prospective employment on attachment Form 700-P. Attachment Form 700-P is filed electronically via the FPPC's e-filing portal. (See Reference Pamphlet, page 16, for more information.)

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
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

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 Newly Created Boards and Commissions: File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

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.)

Multi-County Agencies, Boards, Commissions: File with your agency, board, or commission unless otherwise specified in your agency's code. Please review your agency's conflict of interest code as some multi-county offices are required to file electronically with the FPPC. In most cases, the agency, board, or commission will retain the statements.

87200 State Filers, for offices not specified in Section 87500, file as follows: File with your agency, board, or commission unless otherwise specified in your agency's code. Please review your agency's conflict of interest code as some 87200 state offices are required to file electronically with the FPPC. In most cases, the agency, board, or commission will retain the statements.

87200.5 Filers — Groundwater Sustainability Agency:

Members of the Board of Directors and Executives (e.g., Executive Director, General Manager, or other equivalent position) file electronically with the FPPC.

Officials and Candidates Specified in Section 87500, FPPC

Filers: The Act requires that the following officeholders and candidates for the positions listed below file electronically using the FPPC's e-filing system.

- Statewide elected officers and candidates for statewide elective office. (For a complete list of statewide elected officers please see Reference Pamphlet, Page 6.)
- Members and candidates for the Legislature and State Board of Equalization
- Designated employees of the Legislature directed to file with the FPPC by the house of the Legislature by which they are employed
- Members of the Public Utilities Commission, State Energy Resources Conservation and Development Commission, or California Coastal Commission
- Members of a state licensing or regulatory board, bureau, or commission
- Members of the Fair Political Practices Commission
- Appointed members to a state board, commission, or similar multimember body of the state if the FPPC has been designated as the filing officer in the conflict of interest code of the respective board, commission, or body. (Please contact your agency for a copy of your agency's conflict of interest code.)
- Designated employees of more than one joint powers insurance agency who elect to file a multiagency statement pursuant to Section 87350
- Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, court commissioners, or candidates for judge
- Officeholder or candidate for the office of district attorney, county counsel, county treasurer, or county board of supervisors
- Officeholder or candidate for the office of city council member, city treasurer, city attorney, or mayor
- County chief administrative officer, city manager, or if there is no city manager, the chief administrative officer
- County or city planning commissioner
- Head of a local government agency or member of a local government board or commission, if the FPPC has been designated as the filing officer in the conflict of interest code of the respective agency, board, or commission. (Please contact your agency for a copy of your agency's conflict of interest code.)
- A public official who manages public investments

Candidates, for offices not listed in Section 87500 above, file as follows:

- County offices (e.g., candidates running for local elective office that are designated in a conflict of interest code): File with your county elections official.
- City offices (e.g., candidates running for local elective office that are designated in a conflict of interest code): File with your City Clerk.
- Multi-county offices: File with your county elections official with whom you file your declaration of candidacy.

What to Know Continued

How to file:

The Form 700 is available at www.fppc.ca.gov. Additional PDF schedules of Form 700 are available on the FPPC's website. Form 700 schedules are also available in Excel format. Filers should always check with their filing officer to see if their agency requires a particular filing method. All statements are signed under penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements. Depending on your agency's requirements, statements can be required to be filed in the following formats:

Wet Signature ➡ Each Statement must have a handwritten "wet" signature. Wet signature statements can be filed either by hand delivery or mail.

Digital Signature ➡ Each statement must be signed with a verified digital signature via the filer's agency email address *if permitted by the filing officer*. The statement must be sent by email as a PDF with the digital signature affixed to the document. (See Regulations 18104 and 18757, as well as FPPC's Filing with a Digital Signature Fact Sheet for additional guidance).

Electronic Signature ➡ Each statement must be signed with a secure electronic signature submitted using an approved electronic filing system. Filers must be duly authorized by their filing officer to file electronically under Government Code Section 87500.2.

When to file:

Annual Statements

➡ March 2, 2026

- Elected State Officers
- Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

➡ April 1, 2026

- Most other filers

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

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, 2025, and December 31, 2025, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2027, or April 1, 2027, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2026. (See Reference Pamphlet, page 7, 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.

Certain candidates listed in Government Code Section 87500, FPPC Filers, are required to file their candidate statement electronically via the FPPC's e-filing system. Please refer to Page 3, Where to File section, for the list of offices required to file electronically with FPPC. Filers for the offices listed under Section 87500 should contact the FPPC at form700@fppc.ca.gov to obtain their login and password information.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 20 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. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at www.fppc.ca.gov. Filers authorized to file electronically amend their statements using their agency's electronic filing system. *Note:* If you are a candidate or officeholder listed under Government Code Section 87500, FPPC Filers, then you must amend your statements electronically using the FPPC's e-filing system.

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 Maria 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, 2025, through December 31, 2025. If the period covered by the statement is different than January 1, 2025, through December 31, 2025, (for example, you assumed office between October 1, 2024, and December 31, 2024 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 2025.
- 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, 2025, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2025, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2024, and December 31, 2024, 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 2025.

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.

Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

STATEMENT OF ECONOMIC INTERESTS
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 (Supreme, Appellate, Superior Court), 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, 2025, through December 31, 2025.

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

-or-

The period covered is / /, through December 31, 2025.

The period covered is January 1, 2025, 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 (required)

► 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

Attachment 700-P - Prospective Employment (87200 Filers Only) – 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 separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
 - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

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 their 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 the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

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 14, 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 2025 annual statement, **do not** change the pre-printed dates to reflect 2026. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2026, through December 31, 2026, will be disclosed on your statement filed in 2027. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position 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. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 4 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

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.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

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:

____/____/25	____/____/25
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:

____/____/25	____/____/25
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:

____/____/25	____/____/25
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:

____/____/25	____/____/25
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:

____/____/25	____/____/25
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:

____/____/25	____/____/25
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 14.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 14.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 9, 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 16.)
- 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 17, 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 14.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

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.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 16.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 17.)

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. Do not use acronyms for the name of the business entity, unless it is one that is commonly understood by the public.
- 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 21 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. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose 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 Frank’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice 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.

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

► 1. BUSINESS ENTITY OR TRUST	
Name _____	
Address (Business Address Acceptable) _____	
Check one Trust, go to 2 Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$0 - \$1,999	_____/_____/25
\$2,000 - \$10,000	_____/_____/25
\$10,001 - \$100,000	ACQUIRED DISPOSED
\$100,001 - \$1,000,000	
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)	
\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$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:
\$2,000 - \$10,000	_____/_____/25
\$10,001 - \$100,000	_____/_____/25
\$100,001 - \$1,000,000	ACQUIRED DISPOSED
Over \$1,000,000	
NATURE OF INTEREST	
Property Ownership/Deed of Trust	Stock Partnership
Leasehold _____	Other _____
Yrs. remaining	
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:
\$0 - \$1,999	_____/_____/25
\$2,000 - \$10,000	_____/_____/25
\$10,001 - \$100,000	ACQUIRED DISPOSED
\$100,001 - \$1,000,000	
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)	
\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$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:
\$2,000 - \$10,000	_____/_____/25
\$10,001 - \$100,000	_____/_____/25
\$100,001 - \$1,000,000	ACQUIRED DISPOSED
Over \$1,000,000	
NATURE OF INTEREST	
Property Ownership/Deed of Trust	Stock Partnership
Leasehold _____	Other _____
Yrs. remaining	
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 14.) 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 12, 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 9.)

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 15, 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.

SCHEDULE B
Interests in Real Property
(Including Rental Income)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

NATURE OF INTEREST

Ownership/Deed of Trust

Easement

Leasehold

Yrs. remaining

Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

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.

None

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

NATURE OF INTEREST

Ownership/Deed of Trust

Easement

Leasehold

Yrs. remaining

Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

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.

None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

_____%

None

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

Guarantor, if applicable

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

_____%

None

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

Guarantor, if applicable

Comments: _____

Instructions – Schedule B

Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 14.)

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 15.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 16.)
- 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 17.)
 - **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.

Reminders

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

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the first and last 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, Allison received rental income of \$12,000, from a single tenant who rented property 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 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED XX/XX/XX DISPOSED
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold <input type="checkbox"/> Yrs. remaining <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input 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 Petroillo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 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:	

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

► 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME	
ADDRESS <i>(Business Address Acceptable)</i>	
BUSINESS ACTIVITY, IF ANY, OF SOURCE	
YOUR BUSINESS POSITION	
GROSS INCOME RECEIVED \$500 - \$1,000 \$10,001 - \$100,000	No Income - Business Position Only \$1,001 - \$10,000 OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
Salary	Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)
Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)	
Sale of _____	<i>(Real property, car, boat, etc.)</i>
Loan repayment	
Commission or	Rental Income, list each source of \$10,000 or more
<i>(Describe)</i>	
Other _____	
<i>(Describe)</i>	

* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

INTEREST RATE _____ TERM (Months/Years) _____

_____ % None _____

SECURITY FOR LOAN

None _____ Personal residence _____

Real Property _____
_____ *Street address*

_____ *City*

Guarantor _____

Other _____
(Describe)

FPPC Form 700 - Schedule C (2025/2026)
advice@fppc.ca.gov • 866-275-3772 • www.fppc.ca.gov
Page - 14

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 12.) 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 14.) 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 9.)
- 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 11.)
- Incentive compensation (See Reference Pamphlet, page 13.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- 87200 Filers – if reporting prospective employment, use attachment Form 700-P available on the FPPC's e-filing portal. Do not use Schedule C to report prospective employment.
- 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 13.)

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 9.) **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

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name

<div>▶ NAME OF SOURCE <i>(Not an Acronym)</i> ADDRESS <i>(Business Address Acceptable)</i> BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) ____/____/____ \$____ _____ ____/____/____ \$____ _____ ____/____/____ \$____ _____</div>	<div>▶ NAME OF SOURCE <i>(Not an Acronym)</i> ADDRESS <i>(Business Address Acceptable)</i> BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) ____/____/____ \$____ _____ ____/____/____ \$____ _____ ____/____/____ \$____ _____</div>
<div>▶ NAME OF SOURCE <i>(Not an Acronym)</i> ADDRESS <i>(Business Address Acceptable)</i> BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) ____/____/____ \$____ _____ ____/____/____ \$____ _____ ____/____/____ \$____ _____</div>	<div>▶ NAME OF SOURCE <i>(Not an Acronym)</i> ADDRESS <i>(Business Address Acceptable)</i> BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) ____/____/____ \$____ _____ ____/____/____ \$____ _____ ____/____/____ \$____ _____</div>
<div>▶ NAME OF SOURCE <i>(Not an Acronym)</i> ADDRESS <i>(Business Address Acceptable)</i> BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) ____/____/____ \$____ _____ ____/____/____ \$____ _____ ____/____/____ \$____ _____</div>	<div>▶ NAME OF SOURCE <i>(Not an Acronym)</i> ADDRESS <i>(Business Address Acceptable)</i> BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) ____/____/____ \$____ _____ ____/____/____ \$____ _____ ____/____/____ \$____ _____</div>

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 17)
- 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 11.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$630 limit for calendar years 2025 and 2026. The gift limit in calendar year 2024 was \$590. (See Reference Pamphlet, page 11.)
- Code filers – you only need to report gifts from reportable sources.

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

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
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 <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: Gift -or- Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: Gift -or- Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: Gift -or- Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ 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 \$500 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 MaryClaire's 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 they are not providing services are likely considered gifts.

Note that the same payment from a 501(c)(3) would NOT be reportable.

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 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 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.)

▶ 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 Travel reimbursement for board meeting.	
▶ If Gift, Provide Travel Destination	

▶ 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 Travel reimbursement for trip to China.	
▶ If Gift, Provide Travel Destination	
Sichuan Sheng, China	

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 economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) 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 Act's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2025-2026, the gift limit increased to \$630 from a single source during a calendar year. The gift limit in calendar year 2024 was \$590.

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 11.

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 11.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 15.)

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 instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 4 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). 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 14.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers

Continued

- 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.
- 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 15.)

Questions and Answers Continued

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.

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 9.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their 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 spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse'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 15.)

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 that real property.

Questions and Answers Continued

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.
- 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 2025 the gift limit was \$630, so the Bensons may have given the supervisor artwork valued at no more than \$1,260. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- 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.
- 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.

Manila Community Services District

1/13/2026 2:05 PM

Register: 10117 · Coast Central Checking

From 12/17/2025 through 01/13/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/19/2025			12770 · Prop 1 Accoun...	Deposit			348,993.00	403,546.57
12/19/2025	2984	GHD	22000 · Accounts Paya...	INV 380-0079...	11,103.89			392,442.68
12/19/2025	2985	GHD	22000 · Accounts Paya...	INV 380-0074...	8,497.50			383,945.18
12/19/2025	2986	GHD	22000 · Accounts Paya...	INV 380-0034...	3,368.00			380,577.18
12/19/2025	2987	GHD	22000 · Accounts Paya...	INV 380-0079...	11,837.95			368,739.23
12/19/2025	2988	Wahlund Constructio...	22000 · Accounts Paya...	INV 14 Engine...	26,200.00			342,539.23
12/19/2025	2989	Wahlund Constructio...	22000 · Accounts Paya...	INV 15 Engine...	310,954.81			31,584.42
12/19/2025			10200 · Coast Central ...	Funds Transfer...			11,103.89	42,688.31
12/22/2025	2990	Wahlund Constructio...	22000 · Accounts Paya...	INV 3 Enginee...	77,390.61			-34,702.30
12/23/2025			12999 · Undeposited F...	Deposit			8,364.00	-26,338.30
12/23/2025			12000 · Accounts Rece...	Deposit			1,186.04	-25,152.26
12/23/2025			12000 · Accounts Rece...	Deposit			12,349.75	-12,802.51
12/23/2025		QuickBooks Payroll ...	-split-	Created by Pay...	6,520.75			-19,323.26
12/23/2025			10200 · Coast Central ...	Funds Transfer...			77,390.61	58,067.35
12/24/2025	DD2277	BRODERICK, JOHN J	-split-	Direct Deposit		X		58,067.35
12/24/2025	DD2278	DROP, CHRISTOP...	-split-	Direct Deposit		X		58,067.35
12/24/2025	DD2279	FAULK-KELLOGG,...	-split-	Direct Deposit		X		58,067.35
12/24/2025	DD2280	KITTLESON, KEN...	-split-	Direct Deposit		X		58,067.35
12/24/2025	DD2281	RYAN, MEGHAN	-split-	Direct Deposit		X		58,067.35
12/24/2025	DD2282	WATSON, ALISHA L	-split-	Direct Deposit		X		58,067.35
12/26/2025		EFTPS	-split-	94-1653492	2,428.22			55,639.13
01/05/2026			12000 · Accounts Rece...	Deposit			2,159.22	57,798.35
01/05/2026		EFTPS	-split-	94-1653492	2,126.62			55,671.73
01/06/2026			12750 · Prop 2 Accoun...	Deposit			109,480.00	165,151.73
01/06/2026		QuickBooks Payroll ...	-split-	Created by Pay...	4,268.52			160,883.21
01/06/2026	DD2283	DROP, CHRISTOP...	-split-	Direct Deposit		X		160,883.21
01/08/2026		EMPLOYMENT DE...	-split-	499-0210-9	2,735.44			158,147.77
01/08/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,828.56			151,319.21
01/08/2026		QuickBooks Payroll ...	-split-	Created by Pay...	3,800.36			147,518.85
01/09/2026			12750 · Prop 2 Accoun...	Deposit			66,078.00	213,596.85
01/09/2026			12750 · Prop 2 Accoun...	Deposit			170,019.00	383,615.85
01/09/2026		EFTPS	-split-	94-1653492	4,571.44			379,044.41
01/09/2026	2991	GHD	22000 · Accounts Paya...	INV 380-0075...	13,060.40			365,984.01
01/09/2026	2992	Wahlund Constructio...	22000 · Accounts Paya...	INV 7 Enginee...	85,940.00			280,044.01
01/09/2026	2993	GHD	22000 · Accounts Paya...	INV 380-0007...	5,845.05			274,198.96
01/09/2026	2994	Wahlund Constructio...	22000 · Accounts Paya...	INV 9 Enginee...	58,828.75			215,370.21
01/09/2026	DD2284	DROP, CHRISTOP...	-split-	Direct Deposit		X		215,370.21
01/09/2026	DD2285	KITTLESON, KEN...	-split-	Direct Deposit		X		215,370.21
01/09/2026	DD2286	WATSON, ALISHA L	-split-	Direct Deposit		X		215,370.21
01/09/2026	DD2287	KITTLESON, KEN...	-split-	Direct Deposit		X		215,370.21



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday December 16th, 2025

- 1) **ROLL CALL, DETERMINE QUORUM:** *Ryan, Broderick and Faulk-Kellogg present Staff GM Drop present. Bachemin and Muniz absent.*
- 2) **APPROVE AGENDA:** *there were no changes to the agenda*
- 3) **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *A member of the public commented on the sewer air valves.*
- 4) **BUSINESS ITEMS:**
 - a. **Annual Organizational Meeting to Appoint Board Officers** and representatives to outside agencies.
Ryan/Broderick to maintain status quo. Vote: 3-0
 - b. **Receive for Discussion and Possible Action:** Renewal of Tidelands Lease; Coast Seafoods.
Faulk/Broderick to approve lease. Vote: 3-0 with comments to keep an eye on the lease costs.
 - c. **Receive for Discussion and Possible Action:** Expanded Tidelands Lease; Humboldt Bay Oyster Co.
Broderick/Faulk to approve lease. Vote: 3-0.
 - d. **Review Policy on Board of Directors Meeting Schedule and Frequency**
Ryan/Broderick to continue item to next meeting. Vote: 3-0
- 5) **CONSENT CALENDAR:** (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.
 - a. **Receive Disbursements:** October 22, - to date
 - b. **Draft Minutes of October 21, 2025**
Broderick/Faulk to approve consent calendar. Vote: 3-0.
- 6) **BOARD DISCUSSION ITEMS:**
 - a. **Committee Member Updates/Reports**
 - b. **General Manager's Report:**
- 7) **INCOMING COMMUNICATIONS:** D. Dengler Letter
- 8) **ADJOURNMENT:** 7:30pm (recording terminated at 41' 44").

Thia Bachemin, Secretary

Date: _____

Meghan Ryan, Board President

Date: _____

General Manager's Report for January 2026

Water Project: Almost 100% complete. Some remaining minor punch list items, set point tuning and testing are still pending. The below valve is our 4" Pressure Reducing Valve that has been a bit troublesome and requires some calibration and a new position indicator.



Wastewater Project:

Our septage receiving station is installed adjacent to the holding tanks and plumbed to the pressure system. All that awaits is pump install and truck ramp completion. Dark-sky compliant lighting fixtures are still pending for both the new water pump house and the lift station.

Pond liner preparation requires draining of both oxidation ponds. We're clearing one at a time to maintain treatment and will attempt to clear accumulated sludge while accessible:



Water Main Breaks: A 6" mainline fractured on Park Street (before and after):



A ¾ poly service lateral ruptured on Holly Drive (before and after):



Office:

We've received our **Starlink** satellite setup and plan to gradually migrate everything over. Starlink remains online during extended power outages (considering we have an onsite generator) when Optimum/cable will fail from rapidly depleted batteries mounted at the poles. We also plan to install Ring cameras for live internal system monitoring and exterior security

Radio Meters:

We have achieved 100% radio installation, sans a couple of large units at MCC, the Park and (2) industrial units, which can be retrofitted as needed.

Drainage Grant:

The completed drainage features were put to the ultimate test with recent heavy rain and extreme tides. Massive improvements have been reported from all previously flooded areas. There remains some improvements at the north end of peninsula and some addressing of unexpected flow patterns elsewhere.

The district has yet to draw the board-approved drawdown for \$75,000 (retention gap funding) and has been approved our an advance of \$668,200.

Some of the spoils removed from the drainage channel in the park are to be hauled off in the coming days. The Fortuna Branch of the California Conservation Corps are currently clearing vegetation near Darin and Ward Street to improve drainage for the area.

Crews have also been clearing culverts and drain inlets related to the project.



Manila Community Center:

Staff is still awaiting a quote for the relocation of the propane tank to a more accessible location requested by propane supplier and is working with RCM. A delivery driver destroyed RCM's drinking fountain at the community center:

**Audit:**

We are still about 75% through the FY24 audit. The CPA has contacted us regarding the required FY25 FTR (State Controller's Office Financial Transactions Report) that is part of their contract.

Capital Improvements and Reserves:

Staff updates to our depreciation schedule are expected for the pending audits. This prompt will provide the necessary data to plan CIP projects and subsequent reserves planning. It is expected to take a few months to get these projects calculated and policies drafted. The board was advised February 2025 but more time may be needed as the wastewater project has been extended to mid-2026.