# Gift to Agency Report

**A Public Document**

GIFT TO AGENCY REPORT

California Form **801**

For Official Use Only

Date Stamp

## 1. Agency Name

Twentynine Palms Water District

**Division, Department, or Region** *(if applicable)*

**Street Address**

72401 Hatch Road, Twentynine Palms, CA 92277

**Area Code/Phone Number**: 760-367-7546

**E-mail**: progers@29palmswater.org

**Agency Contact** *(name and title)*

Paula Rogers, District Secretary

☐ **Amendment** *(explain in comment section)*

**Date of Original Filing:** 02/04/10 *(month, day, year)*

## 2. Donor Name and Address

☐ Individual _____ Last Name _____ First Name

☒ Other Best Best & Krieger LLP — Name

3750 University Avenue, Suite 400 — Address

Riverside — City

CA — State

92502 — Zip Code

Law Firm

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

_____ Name $_____ Amount _____ Name $_____ Amount

## 3. Payment Information

**Date and Amount of Payment** *(other than travel)* 12/02/09 *(month, day, year)* $ 120.00 *(Round to whole dollars)*

**Travel Payment Information** *(Round to whole dollars)* **Location of Travel** _____

_____ Date(s) of Travel $_____ Transportation Expenses $_____ Lodging Expenses $_____ Meal Expenses $_____ Other Expenses $_____ Total Expenses

**Provide a specific description of the nature and use of the payment for official agency business:**

Dinner hosted by District's legal counsel during the ACWA 2009 Fall Conference in San Diego.

**Identify the officials for whom the payment was used:**

| Last Name | First Name | Title | Department/Division |
|---|---|---|---|
| Cisneros | Philip | Director | Board of Directors |
| | | | |

## 4. Verification

*I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.*

| Signature of Agency Head or Designee | Print Name | Title | *(month, day, year)* |
|---|---|---|---|
| | Mike Wright | General Manager | 02/04/10 |

Comment: *(Use this space or an attachment for any additional information.)*

Clear Form

Print Form

# Gift to Agency Report Instructions

A Public Document

**California Form 801**

This form is for use by all state and local government agencies to disclose payments made to the agency when the payments provide a personal benefit to an official of the agency. Examples may include travel, meals or other benefits. Under certain circumstances, these payments will not result in a gift to the official, but will be considered a gift to the agency. The payments must be used for official agency business and must meet other requirements that are set out in FPPC Regulation 18944.2, which is available on the FPPC website *www.fppc.ca.gov.*

## When to File

This form must be filed within 30 days of the use of the payment. Reports may be faxed, mailed, personally delivered or e-mailed.

## Where to File

**State Agencies:** File this form with the Fair Political Practices Commission ("FPPC"), 428 J Street, Suite 620, Sacramento, CA 95814. Fax: 916-322-0886
E-mail: Form 801@fppc.ca.gov

**Local Agencies:** File this form with the official that maintains the agency's statements of economic interests (Form 700).

**Website Posting**: Each agency that maintains a website must also post the form or the information contained on the form on its website within 30 days of the use of the payment. Local agencies that do not maintain a website must forward the form to the FPPC for posting on its website.

## Part 1. Agency Identification

List the agency's name and address and the name of an agency contact. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

## Part 2. Donor Information

Disclose the name and address of the donor. If the donor is not an individual, identify the business activity or nature and interests of the entity.

If the donor received payments from other sources that were used in connection with the activity, disclose the name and payment information for each source.

## Part 3. Payment Information

Report the date and amount of each payment. For travel payments, also disclose the location(s), and a breakdown of the expenses. Provide a specific description of the use of the payment and the intended purpose. List each agency official for whom the payment was used.

Example: A business entity paid for an agency employee to travel to attend an informational seminar on solar energy projects in Washington D.C. The description should read: "Travel to attend an EPA co-sponsored solar energy seminar held in Washington, D.C."

## Part 4. Verification

The agency head or his or her designee must sign the form.

## General Information

Gifts to agencies must meet the following requirements:

- The agency head or designee must determine and control the agency's use of the payment.
- The payment must be used for official agency business.
- The donor may identify a purpose for the gift but may not designate by name, title, class or otherwise, an official who may use the payment.
- The agency official who determines who will use the payment may not select himself or herself.

Travel payments must also meet these requirements:

- A payment for travel may not be used by a state or local elected officer or by the state, county, and city officials who hold positions listed in Government Code Section 87200.
- A payment for travel may not exceed the agency's own reimbursement rates for travel, or the State per diem or IRS reimbursement rates if the agency has no policy.
- The agency head or designee must preapprove travel paid for by a third party before travel commences.

Travel payments made by a federal government agency in connection with education, training, or other inter-agency programs are not reportable.

For further information on filing this report or for general information, contact the FPPC.