



The mission of OCFEC is...

**CELEBRATION OF ORANGE COUNTY'S
COMMUNITIES, INTERESTS, AGRICULTURE AND HERITAGE**
(with results justifying resources expended)

NOTICE OF MEETING

32ND District Agricultural Association
OCFEC Board of Directors
Thursday, February 22, 2018
9:00 a.m.

Administration Building
OC Fair & Event Center
88 Fair Drive
Costa Mesa, California

Board of Directors

Barbara Bagneris, Board Chair
Robert Ruiz, Vice Chair

Nick Berardino, Member
Gerardo Mouet, Member
Ashleigh Aitken, Member

Stan Tkaczyk, Member
Douglas La Belle, Member
Sandra Cervantes, Member
Newton Pham, Member

Secretary-Treasurer

Kathy Kramer CFE, CFEE, CMP
Chief Executive Officer, OCFEC

32nd DAA Counsel

Josh Caplan
Office of the California Attorney General

Those persons wishing to attend the meeting and who may require special accommodations pursuant to the provisions of the Americans with Disabilities Act are requested to contact the office of the 32nd District Agricultural Association (714) 708-1500, at least five working days prior to the meeting to insure the proper arrangements can be made.

At the discretion of the Board of Directors, all items appearing on this Agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board of Directors. The Board may convene to closed session pursuant to Government Code section 11126, subdivisions (a) and (e) to consider personnel evaluation and/or possible litigation. Items may not necessarily be taken up in the order shown on this Agenda. This agenda, and all notices required by the Bagley-Keene Open Meeting Act are available on the Internet at: www.ocfair.com

AGENDA

1. CALL TO ORDER

All matters noticed on this agenda, in any category, may be considered for action as listed. Any item not so noticed may not be considered. Items listed on this Agenda may be considered in any order, at the discretion of the chairperson.

2. THE MISSION OF OC FEC IS...

Celebration of Orange County's Communities, Interests, Agriculture and Heritage (with results justifying resources expended).

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL (Policy 4.5.2.B)

5. CEO'S OPERATIONAL ANNOUNCEMENTS AND UPDATES

6. MATTERS OF PUBLIC COMMENT

Public comment is allowed on issues NOT on the current Agenda. However, no debate by the Board shall be permitted on such public comments, and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on a docket item. Speakers are requested to sign in prior to the start of the meeting and are limited to three minutes.

Comments will be accepted on Agenda items during the meeting. Speakers wishing to address the Board on items on the agenda are requested to sign in prior to the start of the meeting and identify the agenda item(s) on which you desire to address the Board. Speakers are limited to three minutes.

7. MINUTES:

A. Board Meeting held January 25, 2018

Action Item

8. CONSENT CALENDAR: (Policy 4.3.4)

All matters listed under Consent Calendar are operational matters about which the Board has governing policies, implementation of which is delegated to the CEO. They will be enacted in one motion. There will be no discussion of these items prior to the time the Board of Directors votes on the motion, unless members of the board, staff or public request specific items to be discussed separately and/or removed from this section. Any member of the public who wishes to discuss Consent Calendar items should notify the Chair of the Board, at the time requested and be recognized by invitation of the Chair to address the Board.

A. Standard Agreements: SA-005-18SP; SA-006-18SP; SA-007-18SP; SA-008-18GE; SA-011-18HB; SA-012-18HB; SA-013-18HB; SA-014-18HB; SA-015-18HB; SA-016-18HB; SA-017-18HB; SA-018-18HB; SA-019-18HB; SA-026-18GE; SA-028-18HB; SA-029-18HB; SA-031-18AS; SA-032-18IO; SA-033-18IO; SA-034-18IO; SA-035-18IO; SA-036-18IO; SA-037-18IO; SA-038-18IO; SA-039-18IO; SA-040-18IO; SA-041-18IO; SA-042-18IO

- B. Amendments: SA-25-13CT (Amend. #4); SA-126-16FT (Amend. #1); SA-238-16WR (Amend. #3); SA-096-17YR (Amend. #1)
- C. Rental Agreements: R-028-18; R-034-18; R-041-18; R-046-18; R-071-18; R-072-18; R-074-18; R-077-18; R-078-18; R-086-18; 18 IO-FE 02; 18 IO-FE 03; 18 IO-FE 04; 18 IO-FE 05; 18 IO-FE 06; 18 IO-FE 07; 18 IO-FE 08; 18 IO-FE 09; 18 IO-FE 10; 18 IO-FE 11; 18 IO-FE 12; 18 IO-FE 13; 18 IO-FE 14; 18 IO-FE 15; 18 IO-FE 16; 18 IO-FE 17; 18 IO-FE 18; 18 IO-FE 19; 18 IO-FE 20; 18 IO-FE 21; 18 IO-FE 22; 18 IO-FE 23; 18 IO-FE 24; 18 IO-FE 25; 18 IO-FE 26; 18 IO-FE 27; 18 IO-FE 28; 18 IO-FE 29; 18 IO-FE 30; 18 IO-FE 31; 18 IO-FE 32; 18 IO-FE 33; 18 IO-FE 34; 18 IO-FE 35; 18 IO-FE 36; 18 IO-FE 37; 18 IO-FE 38; 18 IO-FE 39; 18 IO-FE 40; 18 IO-FE 41; 18 IO-FE 42; 18 IO-FE 43; 18 IO-FE 44; 18 IO-FE 45; 18 IO-FE 46; 18 IO-FE 47; 18 IO-FE 48; 18 IO-FE 49; 18 IO-FE 50; 18 IO-FE 51; 18 IO-FE 52
- D. Active Joint Powers Authority Agreements: None.
- E. Correspondence:
Communications to the Board from the public in response to Board discussion or to comments made before the Board are to be listed on the meeting agenda and included in the Board materials as an item of public disclosure.
 - i. Letter from Joseph Angelo of Angelo & White Law Firm
- F. CDFA Correspondence:
Communications to the Board from the California Department of Food & Agriculture Division of Fairs & Expositions regarding relevant topics at Fairs and Expositions.
 - i. none.

-End of Consent Calendar-

9. GOVERNANCE PROCESS

A. Committee / Task Force / Liaison Reports

Information Item

To assure compliance with the Bagley-Keene Act, Committee reports are only for the purpose of the Committee chair, Task Force members or Liaison to provide a verbal update. Should the Board want to discuss any Committee work item not already on the agenda; those would need to be agendized for a future Board meeting.

- i. Centennial Farm Foundation Board (Director Cervantes)
- ii. Heroes Hall Veterans Foundation Board (Director Berardino, Director La Belle)
- iii. Financial Monitoring Committee (Director Pham, Director Mouet)
- iv. 2018 OC Fair City Liaison Committee (Director La Belle, Director Cervantes)
- v. Legislative Monitoring Task Force (Director Berardino, Director Aitken)
- vi. Master Site Plan Task Force (Director La Belle, Vice Chair Ruiz)

- vii. Tenant Liaison Committee (Director Tkaczyk, Director Berardino)
- viii. Equestrian Center Task Force (Director Aitken, Director Tkaczyk)
- ix. Pacific Amphitheatre Operation Evaluation & Review Task Force (Director Berardino, Director Tkaczyk)

B. Unbudgeted Out-of-State Travel Request

Action Item

C. OCFEC Cannabis Event Policy Recommendations

Action Item

D. Emergency Property Usage Agreements

Information Item

E. Notification of Scheduled Board of Directors' Workshops for March, April and May Board of Directors Meetings

Information Item

F. OCFEC Public Records Request Fulfillment Process

Information Item

10. CLOSED SESSION (Closed to the Public)

- A. Pending Litigation – The Board will meet in closed session to consult with legal counsel regarding the following pending litigation. [Gov. Code section 11126(e).]
 - i. To confer with and receive advice from legal counsel regarding potential litigation involving the 32nd District Agricultural Association. Based on existing facts and circumstances, the Board of Directors will decide whether to initiate litigation. (Govt. Code, § 11126, subd. (e).)
 - ii. To confer with and receive advice from legal counsel regarding potential litigation involving the 32nd District Agricultural Association. Based on existing facts and circumstances, there is significant exposure to litigation against the 32nd District Agricultural Association. (Govt. Code, § 11126, subd. (e).)
 - iii. To confer with counsel, discuss, and consider the following pending litigation to which the 32nd District Agricultural Association is a party: The Official Committee of Unsecured Creditors on behalf of the bankruptcy estate of HH Liquidation, LLC, et al. v. 32nd District Agricultural Association, United States Bankruptcy Court, District of Delaware, Case No. 17-51212 (KG)

11. BOARD OF DIRECTORS MATTERS OF INFORMATION

12. NEXT BOARD MEETING: MARCH 22, 2018

13. ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy Kramer". The signature is written in a cursive style with a large, sweeping flourish at the end.

Kathy Kramer CFE, CFEE, CMP
Secretary-Treasurer
Chief Executive Officer, OCFEC

Date of notice: 4:00 p.m. February 12, 2018



The following financial reports as of December 31, 2017 are enclosed for your reference.

Income Statement

For the year ended December 31, 2017, year-to-date Net Proceeds were \$6.7M. This is favorable to the budget of \$4.8M by \$1.9M.

Total 2017 Revenue of \$46.2 is favorable to Total 2016 Revenue of 44.1M by \$2.1M. This is a 4.5% revenue increase over 2016. Gate Admissions, Concessions, Attractions and Other Rental Event Revenue were the largest contributors. Interest Income was favorable, due to rising interest rates.

Total year-to-date Operating Expenses of \$36.3M were favorable to budget of \$36.9 by \$.6M. Positive variances were payroll/benefits/taxes from unfilled positions and Event Production expenses.

Balance Sheet

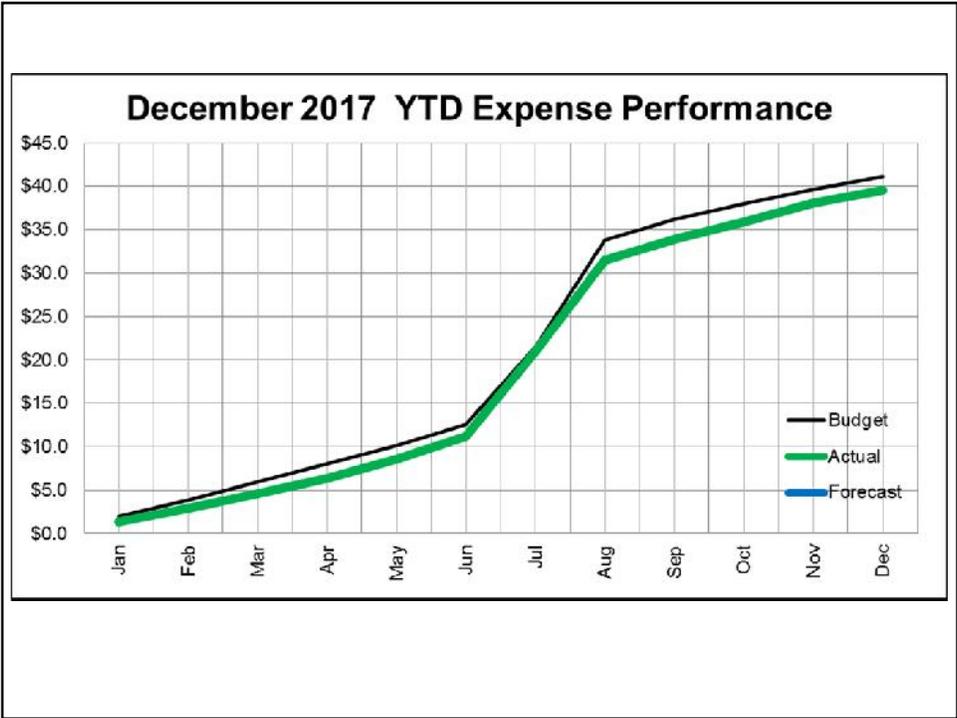
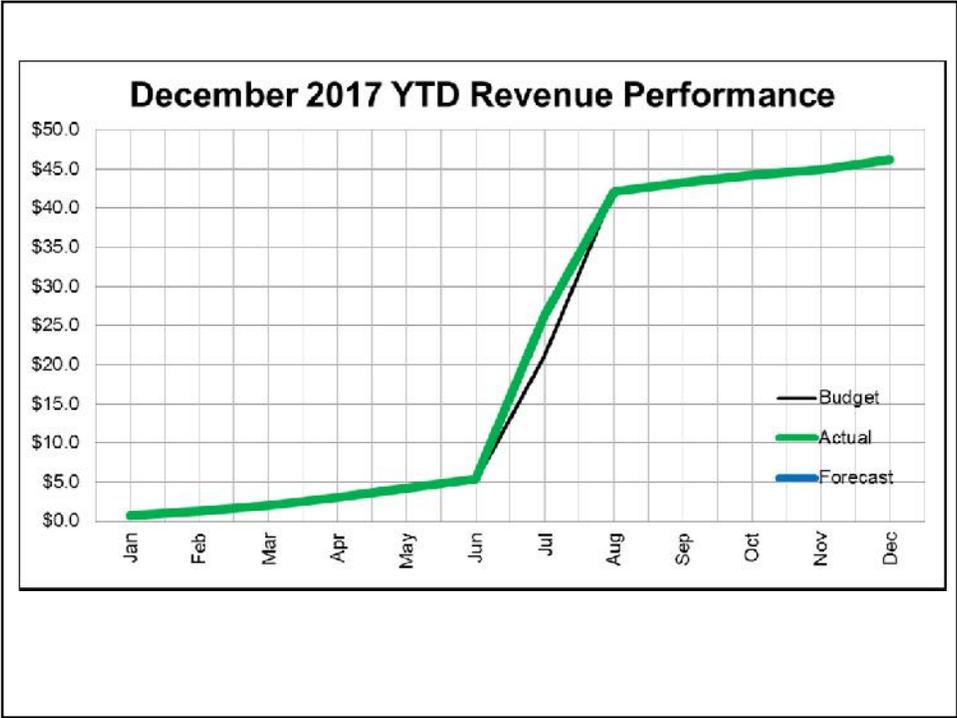
For December 2017 Accounts Receivable were \$.6M vs. \$.3M in prior year. This is due to additional December events and the accrual of estimated revenue. Deferred Revenues were \$.5 vs. \$.7M in prior year. These funds will be reclassified as Revenue per State and GAAP guidelines. The State's guidance for GASB 68 reduced net Pension Liability by \$930k, but did not affect cash on hand.

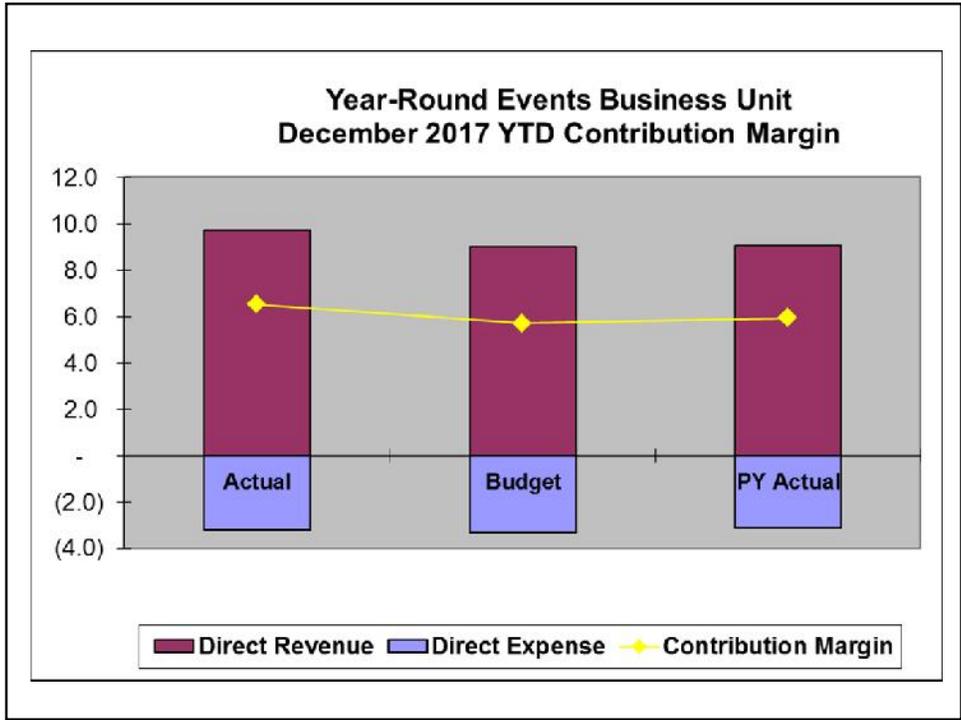
Statement of Cash Flows

As of December 31, 2017, OCFEC's Cash and Investments were \$43.6M vs. \$38.2M, a year over year increase of \$5.4M. Per State guidelines, all surplus cash is invested in the State LAIF account. Year-to-date 2017 Sources of Cash were primarily Earnings of \$6.6M and Depreciation of \$3.3M. Year-to-date uses of Cash were primarily Capital Improvements of \$3.8M. These projects include \$1.5M for the Arlington Beatification Project, \$275k for the Agricultural Workers Memorial, Heroes Hall Museum and other capital projects as noted.

32nd DAA
OC Fair & Event Center
Year to Date
Business Unit Financial Results
As of December 31, 2017

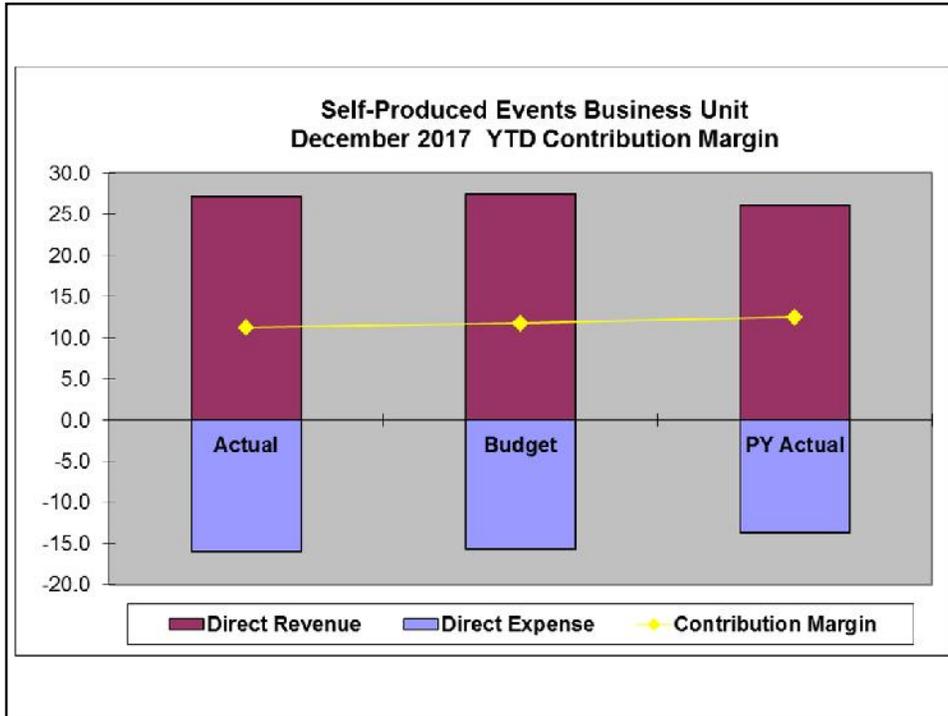






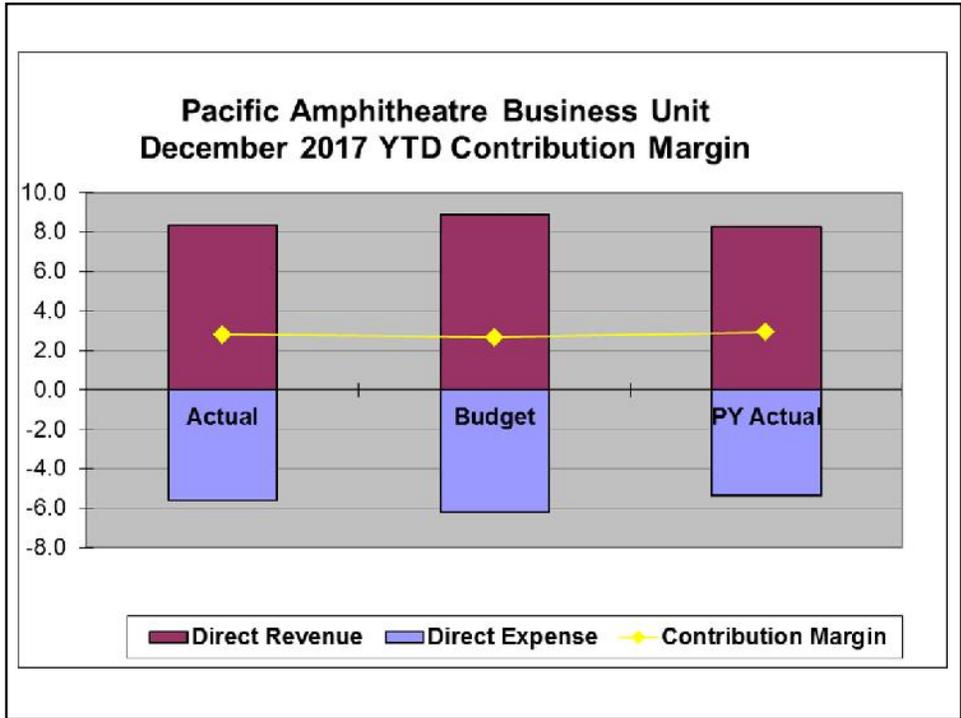
Year-Round Events Business Unit Contribution Margin Statement Year to Date as of December, 2017

	2017 Year to Date		2017 Year to Date		2016 Year to Date		2017 Full Year
	Actual	%	Budget	%	Actual	%	Budget
Rental of Facilities	3.4	93%	3.7	100%	3.5	96%	3.7
Personnel Services	1.8	123%	1.4	100%	1.5	104%	1.4
Concessions	1.2	113%	1.1	100%	1.0	97%	1.1
Equipment Rentals	0.7	108%	0.7	100%	0.8	110%	0.7
Admissions/Parking	2.3	112%	2.1	100%	2.2	104%	2.1
Other Revenue	0.2	457%	0.0	100%	0.1	111%	0.0
Total Direct Revenue	\$9.7	108%	\$9.0	100%	\$9.0	100%	\$9.0
Payroll/Related	2.2	96%	2.2	100%	2.0	89%	2.2
Outside Services	0.3	105%	0.3	100%	0.2	85%	0.3
Supplies/Equipment/Rentals	0.1	80%	0.1	100%	0.1	94%	0.1
Facility/Related	0.5	102%	0.5	100%	0.6	115%	0.5
Marketing/Related	0.1	98%	0.1	100%	0.1	122%	0.1
Other Expense	0.0	47%	0.1	100%	0.0	66%	0.1
Total Direct Expense	\$3.2	97%	\$3.3	100%	\$3.1	94%	\$3.3
Contribution to Overhead and CapEx	\$6.5	114%	\$5.7	100%	\$5.9	104%	\$5.7



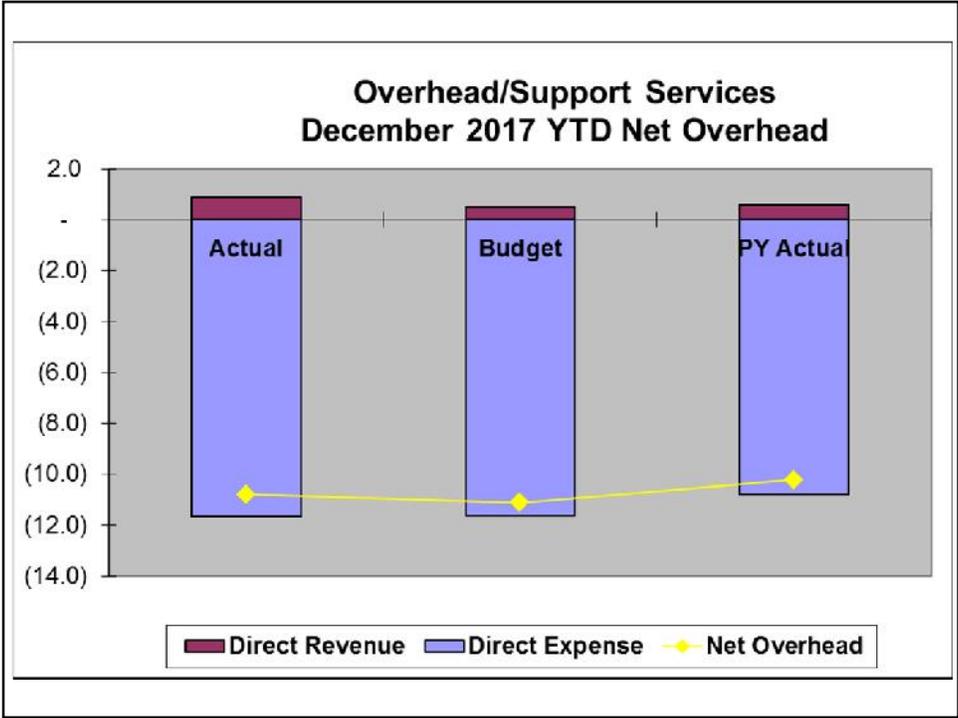
Self-Produced Events Business Unit Contribution Margin Statement Year to Date as of December, 2017

	2017 Year to Date		2017 Year to Date		2016 Year to Date		2017 Full Year
	Actual	%	Budget	%	Actual	%	Budget
Admissions	9.0	99.2%	9.1	100.0%	8.4	92.9%	\$9.1
Concessions	8.3	106.6%	7.8	100.0%	7.3	93.7%	7.8
Carnival	3.7	94.3%	3.9	100.0%	3.8	97.5%	3.9
Sponsorships	1.6	85.5%	1.9	100.0%	1.7	91.1%	1.9
Commercial Space	1.4	100.6%	1.4	100.0%	1.5	109.1%	1.4
Parking	2.1	88.9%	2.4	100.0%	2.3	98.5%	2.4
Other Revenue	1.1	103.9%	1.1	100.0%	1.1	98.1%	1.1
Total Direct Revenue	\$27.2	99.0%	\$27.5	100.0%	\$26.1	95.1%	\$27.5
Payroll/Related	5.7	100.8%	5.7	100.0%	4.9	85.9%	5.7
Outside Services	2.6	94.7%	2.8	100.0%	1.6	57.9%	2.8
Marketing/Related	1.6	99.3%	1.6	100.0%	1.6	97.1%	1.6
Supplies/Equipment/Rentals	2.7	102.0%	2.6	100.0%	2.5	94.4%	2.6
Attractions	1.2	100.8%	1.1	100.0%	1.2	102.0%	1.1
Other Expense	2.2	114.6%	1.9	100.0%	2.0	104.5%	1.9
Total Direct Expense	\$16.0	101.4%	\$15.7	100.0%	\$13.7	86.9%	\$15.7
Contribution to Overhead and CapEx	\$11.2	95.8%	\$11.7	100.0%	\$12.4	106.2%	\$11.7



Pacific Amphitheatre Business Unit Contribution Margin Statement Year to Date as of December, 2017

	2017		2017		2016		2017	
	Year to Date Actual	%	Year to Date Budget	%	Year to Date Actual	%	Full Year Budget	
Ticket Sales	6.3	97%	6.5	100%	6.0	92%	6.5	
Facility Fee	0.9	100%	0.9	100%	0.9	93%	0.9	
Concessions	0.2	32%	0.7	100%	0.6	97%	0.7	
Parking	0.7	102%	0.7	100%	0.7	93%	0.7	
Sponsorship	0.0	0%	0.0	0%	0.0	0%	0.0	
Other Revenue	0.3	193%	0.1	100%	0.1	94%	0.1	
Total Direct Revenue	\$8.4	94%	\$8.9	100%	\$8.3	93%	\$ 8.9	
Performers' Fees	3.7	89%	4.1	100%	3.5	85%	4.1	
Outside Services	0.9	92%	1.0	100%	0.7	64%	1.0	
Marketing/Related	0.2	71%	0.3	100%	0.2	74%	0.3	
Supplies/Equipment/Rentals	0.4	84%	0.4	100%	0.6	137%	0.4	
Payroll/Related	0.2	115%	0.1	100%	0.1	94%	0.1	
Other Expense	0.3	119%	0.2	100%	0.3	126%	0.2	
Total Direct Expense	\$5.6	90%	\$6.2	100%	\$5.4	86%	6.2	
Contribution to Overhead and CapEx	\$2.8	105%	\$2.7	100%	\$2.9	109%	\$2.7	



Support Services Business Unit Net Overhead Summary Year to Date as of December, 2017

	2017 Year to Date		2017 Year to Date		2016 Year to Date		2017 Full Year
	Actual	%	Budget	%	Actual	%	Budget
Interest	0.4	262%	0.1	100%	0.2	133%	0.1
Facility Rentals	0.1	98%	0.1	100%	0.1	80%	0.1
Other Revenue	0.4	161%	0.2	100%	0.3	119%	0.2
Total Revenue	\$0.9	171%	\$0.5	100%	\$0.6	112%	\$0.5
Payroll/Related	6.8	92%	7.4	100%	6.7	90%	7.4
Facility/Related	2.0	99%	2.0	100%	1.7	82%	2.0
Supplies/Telephone/Postage	1.0	124%	0.8	100%	0.8	101%	0.8
Outside Services	0.9	212%	0.4	100%	0.9	200%	0.4
Insurance	0.3	66%	0.4	100%	0.3	74%	0.4
Other Expense	0.7	124%	0.5	100%	0.5	88%	0.5
Total Expense	\$11.7	100%	\$11.6	100%	\$10.8	93%	\$11.6
Net Overhead	(\$10.8)	97%	(\$11.1)	100%	(\$10.2)	92%	(\$11.1)
Non-Cash Expenses:							
Depreciation Expense	\$3.3	106%	\$3.1	100%	\$3.1	101%	\$3.1
Total Non-Cash Expense	\$3.3	106%	\$3.1	100%	\$3.1	101%	\$3.1

**32nd D A A - OC Fair & Event Center
Balance Sheet (Unaudited)
December 31, 2017 and 2016**

	2017	2016
Assets		
Cash	\$ 1,393,825	\$ 2,330,871
Investments	42,183,671	35,876,117
Accounts Receivable	660,763	331,026
Reserve for Bad Debt	(22,192)	(19,379)
Prepaid Expenses	72,914	44,858
Deferred Outflows - Pension	4,332,393	2,061,693
Total Assets	48,621,374	40,625,186
Capital Projects in Process	1,643,369	4,045,961
Land	133,553	133,553
Buildings and Improvements	93,071,569	87,752,033
Equipment	7,326,656	7,340,068
Accumulated Depreciation	(51,018,981)	(47,717,850)
Total Capital	51,156,166	51,553,765
Total Assets	\$ 99,777,540	\$ 92,178,951
Liabilities		
Accounts Payable	757,259	1,076,813
Deferred Revenue	537,039	746,407
Payroll Liabilities	439,855	397,168
Deposits	32,102	5,000
Other Liabilities	436,674	436,674
Compensated Absences Liability	987,550	936,362
Deferred Inflows - Pension	36,550	437,969
Pension Liability	15,917,666	14,175,597
Total Liabilities	19,144,695	18,211,990
Net Resources		
Investment in Capital Assets	51,156,166	51,553,765
Net Resources - Designated Use	959,341	859,341
Net Resources - Available for Operations	33,468,979	27,667,630
Unrestricted Net Position - Pension	(11,621,823)	(13,761,357)
Net Resources - Auction Fund	4,299	13,502
	73,966,962	66,332,881
Net Proceeds from Operations	6,665,883	7,634,082
Total Net Resources	80,632,845	73,966,963
Total Liabilities and Net Resources	\$ 99,777,540	\$ 92,178,953

32nd D A A - OC Fair & Event Center
Statement of Operations - Detailed (Unaudited)
December 31, 2017 and 2016

	2017 Year to Date Amount	Budget Year to Date Amount	Budget Variance	2016 Year to Date Amount	Year over Year Variance	Full 2017 Budget
OCFEC-PRODUCED EVENT REVENUE						
ADMISSIONS TO GROUNDS						
Gate Admissions	\$ 7,657,350	\$ 7,971,730	\$ (314,379)	\$ 7,185,786	\$ 471,564	\$ 7,971,730
Advance Admissions	3,421,870	3,306,678	115,192	3,306,678	115,192	3,306,678
Subtotal	11,079,220	11,278,408	(199,188)	10,492,464	586,756	11,278,408
COMMERCIAL SPACE RENTALS						
	1,366,431	1,357,800	8,631	1,480,745	(114,314)	1,357,800
CARNIVAL & CONCESSIONS						
Carnival	3,676,213	3,900,000	(223,787)	3,800,659	(124,446)	3,900,000
Concessions	8,366,639	8,430,861	(64,222)	7,919,059	447,580	8,430,861
Subtotal	12,042,852	12,330,861	(288,008)	11,719,719	323,134	12,330,861
EXHIBITS REVENUE						
Entry Fees	80,127	69,563	10,564	76,272	3,855	69,563
Donations/Awards	4,616	5,160	(544)	5,028	(412)	5,160
Sales	20,589	42,494	(21,905)	19,919	670	42,494
Subtotal	105,332	117,217	(11,885)	101,219	4,113	117,217
ATTRACTIONS REVENUE						
	5,581,490	5,608,165	(26,675)	5,188,971	392,519	5,608,165
MISC OCFEC-PRODUCED EVENT REVENUE						
Parking	2,749,535	2,929,381	(179,846)	2,927,280	(177,746)	2,929,381
Sponsorships	1,642,276	1,949,745	(307,469)	1,749,457	(107,181)	1,949,745
Livestock Auction Receipts	291,846	320,663	(28,817)	319,957	(28,111)	320,663
Camping	95,178	91,780	3,398	84,565	10,613	91,780
Exhibitor Fees	45,890	28,300	17,590	38,800	7,090	28,300
Miscellaneous Other Self Produced Revenue	75,001	155,400	(80,399)	100,000	(24,999)	155,400
Subtotal	4,899,724	5,475,268	(575,544)	5,220,059	(320,335)	5,475,268
TOTAL OCFEC-PRODUCED EVENT REVENUE	35,075,050	36,167,719	(1,092,669)	34,203,177	871,873	36,167,719
RENTAL REVENUE						
RENTAL OF FACILITIES						
Facility Rental Fees	-	145,000	(145,000)	150	(150)	145,000
Grounds Wide Rentals	39,375	43,100	(3,725)	43,100	(3,725)	43,100
Building 10	350,750	315,500	35,250	309,836	40,914	315,500
Building 12	162,300	174,100	(11,800)	160,280	2,020	174,100
Building 14	122,780	109,000	13,780	122,850	(70)	109,000
Building 16	58,275	108,600	(50,325)	86,000	(27,725)	108,600
The Hangar	237,530	313,400	(75,870)	281,105	(43,575)	313,400
Parade of Products	92,725	101,400	(8,675)	95,753	(3,028)	101,400
Breezeway	34,493	73,300	(38,808)	70,800	(36,308)	73,300
Wine Courtyard	5,363	5,400	(38)	5,025	338	5,400
Silo Building	1,710	2,800	(1,090)	3,500	(1,790)	2,800
Millennium Barn	2,250	3,600	(1,350)	4,500	(2,250)	3,600
Little Theater	10,475	6,700	3,775	11,423	(948)	6,700
Baja Blues Restaurant	12,500	5,900	6,600	6,300	6,200	5,900
Livestock Office	-	-	-	5,640	(5,640)	-
Parking Lot	1,944,843	2,004,100	(59,257)	1,936,221	8,622	2,004,100
Lawns	8,750	11,400	(2,650)	46,640	(37,890)	11,400
Event Camping	84,215	56,300	27,915	66,505	17,710	56,300
Festival Grounds	35,575	36,800	(1,225)	49,885	(14,310)	36,800
Mall	53,250	45,200	8,050	51,600	1,650	45,200
Grandstand Arena	23,700	28,200	(4,500)	28,000	(4,300)	28,200
Trailer Rallies	3,490	1,700	1,790	2,230	1,260	1,700
Individual Camping	86,803	60,400	26,403	96,650	(9,847)	60,400
Pacific Amphitheater	67,075	35,100	31,975	47,750	19,325	35,100
Subtotal	3,439,026	3,687,000	(247,974)	3,531,742	(92,716)	3,687,000
OTHER RENTAL EVENT REVENUES						
Interim Admissions	317,483	273,900	43,583	274,292	43,191	273,900
Interim Parking	2,122,282	1,988,329	133,954	1,991,254	131,028	1,988,329
Revenue from Personnel Services	1,911,927	1,442,600	469,327	1,495,701	416,226	1,442,600
Equipment Rentals	830,284	770,400	59,884	836,661	(6,377)	770,400
Year-Round Concessions	1,080,836	854,000	226,836	787,800	293,035	854,000
Outside Caterers	265,149	220,500	44,649	251,676	13,472	220,500
Outdoor Signs	48,450	48,370	80	48,270	180	48,370
Subtotal	6,576,411	5,598,099	978,313	5,685,654	890,757	5,598,099
EQUESTRIAN CENTER REVENUES						
Stall Rentals	144,345	146,587	(2,242)	117,864	26,481	146,587
Subtotal	144,345	146,587	(2,242)	117,864	26,481	146,587

32nd D A A - OC Fair & Event Center
Statement of Operations - Detailed (Unaudited)
December 31, 2017 and 2016

	2017 Year to Date Amount	Budget Year to Date Amount	Budget Variance	2016 Year to Date Amount	Year over Year Variance	Full 2017 Budget
OTHER OPERATING REVENUES						
Discounts Earned	32,597	24,000	8,597	27,975	4,622	24,000
Miscellaneous	400,620	95,761	304,859	204,090	196,530	95,761
Subtotal	433,216	119,761	313,455	232,064	201,152	119,761
TOTAL RENTAL REVENUE	10,592,999	9,551,447	1,041,552	9,567,324	1,025,674	9,551,447
TOTAL OPERATING REVENUE	45,668,048	45,719,165	(51,117)	43,770,501	1,897,547	45,719,165
NON-OPERATING REVENUE						
Interest Earnings	374,189	143,000	231,189	190,893	183,297	143,000
Grants	159,423	95,308	64,114	8,970	150,453	95,308
Other Non-Operating Revenue	4,125	-	4,125	112,500	(108,375)	-
Prior Year Revenue	12,794	-	12,794	2,191	10,603	-
TOTAL NON-OPERATING REVENUE	550,531	238,308	312,223	314,554	235,978	238,308
TOTAL REVENUE	46,218,579	45,957,473	261,106	44,085,055	2,133,525	45,957,473
OPERATING EXPENSES						
Payroll and Related:						
Salaries/Wages - Permanents	5,678,432	5,994,323	315,891	5,247,469	(430,962)	5,994,323
Salaries/Wages - Overtime	113,228	68,660	(44,568)	103,122	(10,106)	68,660
Salaries/Wages - Temporaries	5,134,775	5,055,935	(78,840)	4,696,230	(438,544)	5,055,935
Employee Benefits	3,835,671	4,169,876	334,205	3,536,223	(299,448)	4,169,876
Travel Expense	65,545	116,505	50,960	52,396	(13,149)	116,505
Training and Recruiting Expense	81,003	109,341	28,338	69,561	(11,443)	109,341
Subtotal	14,898,921	15,514,640	615,719	13,701,737	(1,197,183)	15,514,640
Professional Services:						
Professional Services	4,776,036	4,500,000	(276,036)	3,356,007	(1,420,028)	4,500,000
Judges	36,470	29,993	(6,477)	33,559	(2,911)	29,993
Subtotal	4,812,505	4,529,993	(282,513)	3,389,566	(1,422,939)	4,529,993
Directors Expense:						
Directors Expense	10,161	7,000	(3,161)	3,568	(6,593)	7,000
Directors Mtg Expense	13,873	12,000	(1,873)	14,969	1,095	12,000
Subtotal	24,034	19,000	(5,034)	18,537	(5,497)	19,000
Insurance Expense	266,187	406,053	139,866	297,267	31,081	406,053
Telephone & Postage	196,875	185,646	(11,229)	182,300	(14,574)	185,646
Supplies and Equipment:						
Office Supplies	291,505	158,010	(133,495)	199,982	(91,523)	158,010
Signs/Banners	261,640	130,436	(131,204)	97,931	(163,708)	130,436
Decorations/Props	222,220	225,247	3,028	160,626	(61,594)	225,247
Small Equipment	54,669	38,552	(16,118)	43,641	(11,029)	38,552
Audio Visual	25,100	43,560	18,460	12,989	(12,112)	43,560
Software	43,377	55,691	12,314	61,473	18,095	55,691
Computer Hardware & Peripherals	44,380	40,455	(3,925)	26,558	(17,822)	40,455
Farm	85,757	81,748	(4,010)	81,454	(4,304)	81,748
Ticketing/Wristbands	48,929	53,232	4,303	91,828	42,900	53,232
Equipment Rental	2,454,403	2,628,389	173,986	2,673,983	219,581	2,628,389
Equipment Maintenance & Supplies	265,343	208,491	(56,852)	250,054	(15,290)	208,491
Uniforms & Laundry	100,021	89,654	(10,367)	63,596	(36,425)	89,654
Subtotal	3,897,345	3,753,465	(143,880)	3,764,114	(133,231)	3,753,465
Facility and Related:						
Maintenance of Buildings/Grounds	365,000	275,196	(89,804)	295,270	(69,730)	275,196
Utilities	1,250,084	1,352,814	102,730	1,145,684	(104,401)	1,352,814
Trash/Waste Removal	1,615,183	1,587,355	(27,828)	1,610,147	(5,036)	1,587,355
Rental of Facilities	-	1,000	1,000	-	-	1,000
Special Repairs	900,448	615,700	(284,748)	635,737	(264,712)	615,700
Subtotal	4,130,716	3,832,065	(298,651)	3,686,838	(443,878)	3,832,065
Publicity and Related:						
Photography	14,556	24,139	9,583	19,579	5,023	24,139
Contests	354	7,400	7,046	5,691	5,337	7,400
Printing	161,867	64,680	(97,188)	54,311	(107,557)	64,680
Advertising - Outdoor	252,980	214,250	(38,730)	216,760	(36,220)	214,250
Advertising - Radio	345,664	371,750	26,086	340,017	(5,647)	371,750
Advertising - TV	491,640	500,000	8,360	472,095	(19,545)	500,000

32nd D A A - OC Fair & Event Center
Statement of Operations - Detailed (Unaudited)
December 31, 2017 and 2016

	2017 Year to Date Amount	Budget Year to Date Amount	Budget Variance	2016 Year to Date Amount	Year over Year Variance	Full 2017 Budget
Advertising - Print	206,063	132,914	(73,149)	154,735	(51,328)	132,914
Advertising - Online	194,435	324,624	130,189	212,861	18,426	324,624
Promotional Expense	102,621	117,835	15,214	118,606	15,984	117,835
Brochure Printing	6,379	57,450	51,071	49,950	43,571	57,450
Buttons Printing	4,916	10,780	5,865	-	(4,916)	10,780
Media Relations	2,700	10,800	8,100	19,321	16,621	10,800
Public Relations Expense	106,662	109,174	2,512	80,455	(26,207)	109,174
Design & Production	6,238	16,200	9,962	492	(5,746)	16,200
Sponsorships	319,910	334,265	14,355	352,044	32,134	334,265
Special Projects	6,217	6,250	33	1,278	(4,939)	6,250
Subtotal	2,223,202	2,302,511	79,309	2,098,194	(125,008)	2,302,511
Self-Produced Events Attractions Expense:						
Arena/Hangar Acts	616,190	583,663	(32,527)	583,663	(32,527)	583,663
Grounds Acts	560,043	586,400	26,357	581,747	21,704	586,400
Major Acts	3,564,200	4,000,000	435,800	3,394,450	(169,750)	4,000,000
Attractions Hospitality	93,916	119,238	25,322	106,941	13,026	119,238
Subtotal	4,834,349	5,289,300	454,952	4,666,801	(167,547)	5,289,300
Other Self-Produced Event Expense:						
Competition Handbook	1,246	2,100	854	2,093	847	2,100
Jr. Livestock Auction Costs	277,238	299,842	22,604	300,107	22,869	299,842
Subtotal	278,484	301,942	23,458	302,200	23,716	301,942
Premium Expense:						
Cash Premiums	91,286	89,000	(2,286)	89,182	(2,104)	89,000
Trophies, Ribbons	20,985	22,752	1,767	28,482	7,497	22,752
Subtotal	112,271	111,752	(519)	117,664	5,393	111,752
Other Operating Expenses:						
Cash Shortages/(Overages)	12,232	14,468	2,236	11,669	(563)	14,468
Dues & Subscriptions	49,620	82,798	33,178	81,575	31,955	82,798
Bank Charges	403,567	386,927	(16,640)	392,690	(10,877)	386,927
Miscellaneous Expense	140,229	167,072	26,842	201,032	60,803	167,072
Subtotal	609,230	651,266	42,035	688,062	78,831	651,266
TOTAL OPERATING EXPENSE	36,284,118	36,897,631	613,513	32,913,281	(3,370,837)	36,897,631
Non-Operating Expenses						
Depreciation Expense	3,279,919	3,099,996	(179,923)	3,145,163	(134,755)	3,099,996
Major Projects	774,194	260,004	(514,190)	420,165	(354,029)	260,004
Net Pension Adjustment - GASB 68	(930,051)	900,000	1,830,051	(59,545)	870,506	900,000
Prior Year Expense	144,517	-	(144,517)	31,909	(112,608)	-
TOTAL NON-OPERATING EXPENSE	3,268,579	4,260,000	991,421	3,537,692	269,113	4,260,000
TOTAL EXPENSES	39,552,697	41,157,631	1,604,934	36,450,973	(3,101,724)	41,157,631
NET PROCEEDS	\$ 6,665,883	\$ 4,799,842	\$ 1,866,040	\$ 7,634,082	\$ (968,199)	\$ 4,799,842

32nd DAA - OC Fair & Event Center
Capital Expenditures & Major Projects Spending (Unaudited)
For the Year Ended December 31, 2017

<u>Description</u>	<u>2017 Budget</u>	<u>2017 Spending</u>	<u>2017 Variance</u>
Buildings and Improvements			
Migrant AG Worker Memorial - c/o 2016	\$46,199	\$46,199	\$0
Migrant AG Worker Memorial	250,000	\$203,003	\$46,997
Heroes Hall	0	\$465,789	(\$465,789)
Bldg 14: Roof - c/o 2016	50,000	\$50,228	(\$228)
Cent Farm: Pipe Corral - c/o 2016	80,000	\$68,692	\$11,308
Landscape Layout Redesign	0	\$11,953	(\$11,953)
Parking Lot: LED Conversion - c/o 2016	102,775	\$110,502	(\$7,727)
Plaza Pacific:Lobby Doors - c/o 2016	6,114	\$7,997	(\$1,883)
Plaza Pacifica: Turf	0	\$7,025	(\$7,025)
Bioswale - Arlington Beautification	1,800,000	\$1,500,000	\$300,000
Fall Protection - PacAmp	70,000	\$69,831	\$169
Tower Ladders - PacAmp	40,000	\$20,733	\$19,267
Chain Link Fence - Arlington	35,000	\$18,017	\$16,983
Building Improvement - Exhibits	70,000	\$67,502	\$2,498
Reroof - Courtyard	40,000	\$24,302	\$15,698
Restroom Remodel - Maintenance	32,000	\$0	\$32,000
Trailer Remodel - PacAmp	10,000	\$9,274	\$726
Hen House - Centennial Farm	18,000	\$0	\$18,000
HVAC Retrofit - Costa Mesa Bldg	100,000	\$89,249	\$10,751
(2) Irrigation Pumps - PacAmp Berm	80,000	\$23,311	\$56,689
New Asphalt - Ranch House	50,000	\$40,678	\$9,322
Furniture & Equip - Exhibits	45,000	\$73,941	(\$28,941)
Furniture & Equip - Heroes Hall	25,000	\$45,076	(\$20,076)
Furniture & Equip - Ranch House	45,000	\$17,193	\$27,807
Furniture & Equip - Administration	50,000	\$5,082	\$44,918
K-Rails (100)	50,000	\$70,060	(\$20,060)
Magnetometers (10)	45,000	\$46,047	(\$1,047)
2-Yard Dumpsters (10)	40,000	\$34,710	\$5,290
Electric Car Charging Stations	75,000	\$59,454	\$15,546
Centennial Barn Repair	30,000	\$28,394	\$1,606
Duct Sock - Baja Blues	15,000	\$17,631	(\$2,631)
Office Upgrade - Admin Bldg	25,000	\$0	\$25,000
Picnic Tables (30)	15,000	\$14,207	\$793
Gutter and Downspout - Maint	10,000	\$9,220	\$780
Custom Tables (Exhibit Display)	15,000	\$0	\$15,000
Fall Protection - Costa Mesa Bldg	10,000	\$0	\$10,000
Silo Renovation	52,000	\$47,970	\$4,030
Square Tube Fence Panel	15,000	\$0	\$15,000
Recycling/Garbage Cans (80)	20,000	\$19,964	\$36
Portable Staging	20,000	\$19,469	\$531
Total Buildings and Improvements	<u>\$3,482,088</u>	<u>\$3,342,703</u>	<u>\$139,385</u>

32nd DAA - OC Fair & Event Center
Capital Expenditures & Major Projects Spending (Unaudited)
For the Year Ended December 31, 2017

<u>Description</u>	<u>2017 Budget</u>	<u>2017 Spending</u>	<u>2017 Variance</u>
Carnival/Marketplace Improvements			
Lot G: Asphalt Repair - c/o 2016	\$150,614	\$119,129	\$31,485
Carnival: Asphalt Repair / Seal	0	\$44,720	(\$44,720)
Total Carnival/Marketplace Improvements	<u>\$150,614</u>	<u>\$163,849</u>	<u>(\$13,235)</u>
Furniture & Equipment			
Portable Electric Panels (6) - c/o 2016	\$30,000	\$29,181	\$819
Display Fixtures/Lighting - Heroes Hall	65,000	\$7,000	\$58,000
Taylor Dunn Carts (3) - Event Ops	36,000	\$30,667	\$5,333
LED Sign Upgrade	10,000	\$0	\$10,000
Facility AEDs	10,000	\$8,433	\$1,567
Trailer for "OC FAIR" Letters	16,000	\$4,995	\$11,005
Farm Truck - Stake Bed	13,000	\$0	\$13,000
Fair Material	12,000	\$4,632	\$7,368
AV Equipment	18,000	\$0	\$18,000
Total Furniture & Equipment	<u>\$210,000</u>	<u>\$84,908</u>	<u>\$125,092</u>
Major Projects			
Fence: Painting Perimeter	\$0	\$8,700	(\$8,700)
Master Plan	175,734	\$184,598	(\$8,864)
Asphalt Repairs - Livestock	40,000	\$0	\$40,000
Landscaping Upgrades - PacAmp	30,000	\$18,000	\$12,000
Sound Wall Repair - PacAmp	10,000	\$1,490	\$8,510
Total Major Projects	<u>\$255,734</u>	<u>\$212,788</u>	<u>\$42,946</u>
Contingency Fund	<u>\$143,000</u>	<u>\$25,455</u>	<u>\$117,545</u>
TOTALS	<u>\$4,241,436</u>	<u>\$3,829,703</u>	<u>\$411,733</u>

**32nd District Agricultural Association
OC Fair & Event Center
Costa Mesa, CA**

**Statement of Cash Flows (Unaudited)
For the Year Ended December 31, 2017 and 2016**

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of Expenses Over Revenues	\$ 6,665,883	\$ 7,634,082
Adjustment to Reconcile Excess of Revenue Over Expenses to Net Cash Provided by Operating Activities:		
Non-Cash Charges (Credits) to Net Income		
Depreciation Expense	3,279,919	3,145,163
Prior Year Depreciation Expense	21,210	0
(Increase) Decrease in Assets		
(Increase) Decrease in Accounts Receivable	(326,924)	(30,885)
(Increase) Decrease in Prepaid Expenses	(28,056)	0
(Increase) Decrease in Notes Receivable	0	253,158
(Increase) Decrease in Deferred Expenses	0	(25,275)
(Increase) Decrease in Deferred Outflows - Pension	(2,270,700)	(225,244)
Increase (Decrease) in Liabilities		
Increase (Decrease) in Accounts Payable	(319,552)	468,246
Increase (Decrease) in Deferred Revenue	(209,368)	534,048
Increase (Decrease) in Payroll Liabilities	42,687	29,079
Increase (Decrease) in Deposits	27,102	(25,127)
Increase (Decrease) in Compensated Absence Liability	51,188	519
Increase (Decrease) in Deferred Inflows - Pension	(401,419)	(1,944,682)
Increase (Decrease) in Net Pension Liability	1,742,069	2,110,381
Total Adjustments	1,608,156	4,289,381
Net Cash Provided (Used) by Operating Activities	8,274,039	11,923,463
CASH FLOWS FROM INVESTING ACTIVITIES		
(Increase) Decrease in Capital Projects in Progress	2,402,592	(3,779,084)
(Increase) Decrease in Building & Improvements	(5,319,536)	(3,017,543)
(Increase) Decrease in Equipment	13,412	(497,368)
Net Cash Provided (Used) by Investing Activities	(2,903,532)	(7,293,995)
CASH FLOWS FROM FINANCING ACTIVITIES		
Net Cash Provided (Used) by Financing Activities	0	0
NET INCREASE (DECREASE) IN CASH	5,370,507	4,629,468
Cash and Cash Equivalent - Beginning of Year	38,206,988	33,577,520
Cash and Cash Equivalent - End of Period	\$ 43,577,495	\$ 38,206,988

**OC Fair & Event Center
Accounts Payable Checks Summary
December 2017**

Check No.	Date	Vendor Name	Amount
82137	12/12/2017	VOID	-
82901	12/7/2017	VOID	-
82975	12/7/2017	VOID	-
83062	12/8/2017	VOID	-
83068	12/6/2017	Patricia Nicholl	477.52
83069	12/7/2017	CWF, Inc. dba A1 Event & Party Rental	15,138.81
83070	12/7/2017	Annie L. Makaena Morgan	1,200.00
83071	12/7/2017	Artistic Bronze, Inc.	3,125.00
83072	12/7/2017	B & L Productions	8,275.50
83073	12/7/2017	Brad's Concrete Cutting, Inc.	735.00
83074	12/7/2017	California Technology Agency	839.00
83075	12/7/2017	Carol Neal	80.00
83076	12/7/2017	Cart Mart, Inc.	200.78
83077	12/7/2017	California Fairs Financing Authority	65,155.50
83078	12/7/2017	Citi Bank	3,254.27
83079	12/7/2017	Citi Bank	809.58
83080	12/7/2017	CR&R Inc.	385.00
83081	12/7/2017	CR&A Custom, Inc.	585.94
83082	12/7/2017	Critical Mention, Inc.	1,249.75
83083	12/7/2017	DeltaCare USA	627.90
83084	12/7/2017	Delta Dental Plan Of California	5,005.05
83085	12/7/2017	Dan Gaines	29.98
83086	12/7/2017	Event Production Solutions, LLC	3,848.48
83087	12/7/2017	Evy Young	822.00
83088	12/7/2017	Global Tour Creatives, LLC	430.00
83089	12/7/2017	Haitbrink Asphalt Paving, Inc.	2,800.00
83090	12/7/2017	Herpetorama, Inc. DBA Repticon	802.50
83091	12/7/2017	Howard Sandler	143.95
83092	12/7/2017	Jeff Wilson	57.15
83093	12/7/2017	Jerry Liu & Associates	9,562.50
83094	12/7/2017	Johanna C. Svensson	23.12
83095	12/7/2017	Lisa Sexton	7,846.60
83096	12/7/2017	Nichole Grimes	15.30
83097	12/7/2017	Orange County Register - Advertising	11,921.01
83098	12/7/2017	CA Public Employees Retirement System	50,784.23
83099	12/7/2017	Ricoh Americas Corporation	894.79
83100	12/7/2017	Roxanne Hack	513.99
83101	12/7/2017	Quijote Corporation dba Sensis	15,812.50
83102	12/7/2017	SLR International Corporation	4,943.75
83103	12/7/2017	Southwest Material Handling, Inc.	3,956.68
83104	12/7/2017	Spectra	57,721.73
83105	12/7/2017	State Disbursement Unit	213.06
83106	12/7/2017	Sunbelt Rentals, Inc.	13,509.00
83107	12/7/2017	Terry Moore	499.00
83108	12/7/2017	Thane Bryenton	40.00

**OC Fair & Event Center
Accounts Payable Checks Summary
December 2017**

Check No.	Date	Vendor Name	Amount
83109	12/7/2017	The Showpros Group	811.81
83110	12/7/2017	Tribune Publishing Company, LLC	13,755.79
83111	12/7/2017	United Rentals (North America), Inc.	17,096.15
83112	12/7/2017	Warrior Foundation Freedom Station	974.00
83113	12/7/2017	Brook Furniture Rental, Inc.	13,670.57
83114	12/7/2017	Rarin' To Go Trailer Sales, Inc.	1,257.98
83115	12/14/2017	CWF, Inc. dba A1 Event & Party Rental	3,633.87
83116	12/14/2017	Alexandria McKay	1,500.00
83117	12/14/2017	Builders Surplus, Inc.	2,589.23
83118	12/14/2017	California Fairs Financing Authority	46,749.00
83119	12/14/2017	Christian Hackett	100.00
83120	12/14/2017	CCS Orange County Janitorial, Inc.	8,743.00
83121	12/14/2017	Moor+South/Pier Mngmt Co., LP (Tandem)	98,301.90
83122	12/14/2017	Dan Gaines	240.34
83123	12/14/2017	Employment Development Department	100.00
83124	12/14/2017	Employment Development Department	1,777.23
83125	12/14/2017	Elaine Kumamoto	40.79
83126	12/14/2017	Eleventyfour LP dba Sandbag USA	13,928.97
83127	12/14/2017	Franchise Tax Board	385.66
83128	12/14/2017	Fusco Engineering, Inc.	7,188.00
83129	12/14/2017	Hahn & Bowersock, Inc.	614.75
83130	12/14/2017	Haitbrink Asphalt Paving, Inc.	4,570.00
83131	12/14/2017	Heroes Hall Veteran's Foundation	548.73
83132	12/14/2017	Howard Sandler	119.05
83133	12/14/2017	Jeff Wilson	200.11
83134	12/14/2017	Joan Hamill	156.79
83135	12/14/2017	Kastl Amusements	353.00
83136	12/14/2017	Katie Hastings	29.98
83137	12/14/2017	KNX-AM/CBS Radio	18,623.50
83138	12/14/2017	Limbach Company LP	2,984.92
83139	12/14/2017	Linda Ali	1,500.00
83140	12/14/2017	Gravity Technologies Inc.	349.00
83141	12/14/2017	Orange County Register - Advertising	24,804.40
83142	12/14/2017	Orange Mirror and Glass	323.25
83143	12/14/2017	Pinnacle Landscape Company	4,094.00
83144	12/14/2017	Pinnacle Petroleum, Inc.	1,482.74
83145	12/14/2017	Roxanne Hack	157.29
83146	12/14/2017	Southern California Edison	9,807.76
83147	12/14/2017	State Disbursement Unit	244.00
83148	12/14/2017	Sunbelt Rentals, Inc.	1,864.00
83149	12/14/2017	Terry Moore	234.07
83150	12/14/2017	Texas Pride Trailers	4,995.00
83151	12/14/2017	The Activation Group	973.00
83152	12/14/2017	Trojan Painting Professional	3,100.00
83153	12/14/2017	Verizon Wireless	2,497.00

**OC Fair & Event Center
Accounts Payable Checks Summary
December 2017**

Check No.	Date	Vendor Name	Amount
83154	12/14/2017	West Coast Emergency Medical Services	510.00
83155	12/21/2017	CWF, Inc. dba A1 Event & Party Rental	2,020.00
83156	12/21/2017	AT&T	78.56
83157	12/21/2017	AT&T	4,489.72
83158	12/21/2017	AT&T	90.00
83159	12/21/2017	BurrellesLuce	188.90
83160	12/21/2017	California Concrete Ready Mix, Inc.	530.00
83161	12/21/2017	California Fair Services Authority	2,064.44
83162	12/21/2017	California Fair Services Authority	95.00
83163	12/21/2017	California Fair Services Authority	16,337.44
83164	12/21/2017	Community Action Partnership	465.25
83165	12/21/2017	CCS Orange County Janitorial, Inc.	970.71
83166	12/21/2017	CR&A Custom, Inc.	2,154.31
83167	12/21/2017	Electric Bike Association	766.25
83168	12/21/2017	Flying Miz Daisy	1,074.00
83169	12/21/2017	Gem Faire, Inc.	2,104.50
83170	12/21/2017	Hahn & Bowersock, Inc.	877.25
83171	12/21/2017	Haitbrink Asphalt Paving, Inc.	2,800.00
83172	12/21/2017	Jose Umali	172.34
83173	12/21/2017	Kaiser Permanente	42,692.02
83174	12/21/2017	Khavarian Enterprises, Inc. dba Vision C	3,300.00
83175	12/21/2017	KTWV-FM	2,966.50
83176	12/21/2017	Lisa Sexton	7,346.75
83177	12/21/2017	Lopez Works, Inc.	28,115.50
83178	12/21/2017	Malibu Kennel Club	1,161.50
83179	12/21/2017	Marie Torres	109.14
83180	12/21/2017	Mesa Water District	9,606.78
83181	12/21/2017	Michael Goulding	107.74
83182	12/21/2017	Modular Space Corporation / Modspace	1,170.25
83183	12/21/2017	Morpace International	1,307.00
83184	12/21/2017	National Car Charging, LLC	18,889.27
83185	12/21/2017	nQativ, LLC	437.50
83186	12/21/2017	Pinnacle Landscape Company	4,797.00
83187	12/21/2017	Ricoh Americas Corporation	433.08
83188	12/21/2017	Rocovitz Inc. dba Consolidated Office	21,479.02
83189	12/21/2017	Roy Englebrecht Promotions	696.75
83190	12/21/2017	Safeguard Health Plans	37.62
83191	12/21/2017	Quijote Corporation dba Sensis	8,575.00
83192	12/21/2017	Shoreline Dog Fancier Association	820.25
83193	12/21/2017	Southern California Edison	404,262.92
83194	12/21/2017	Southwest Holiday Party	189.00
83195	12/21/2017	State Disbursement Unit	71.62
83196	12/21/2017	TalentWise, Inc. dba Sterling Talent Solu	60.00
83197	12/21/2017	Thermal Concepts, Inc.	5,771.78
83198	12/21/2017	ThyssenKrupp Elevator Corporation	752.04

**OC Fair & Event Center
Accounts Payable Checks Summary
December 2017**

Check No.	Date	Vendor Name	Amount
83199	12/21/2017	Tribune Publishing Company, LLC	16,325.44
83200	12/21/2017	Vindustrial Supply aka Sharon Williamson	993.00
83201	12/21/2017	West Coast Emergency Medical Services	2,970.00
83202	12/21/2017	Xerox Corporation	610.41
83203	12/28/2017	Caddy Products, Inc.	344.45
83204	12/28/2017	Citi Bank	12.00
83205	12/28/2017	Citi Bank	4,610.47
83206	12/28/2017	CR&R Inc.	4,859.40
83207	12/28/2017	Department of Justice	3,145.00
83208	12/28/2017	Employment Development Department	100.00
83209	12/28/2017	Franchise Tax Board	360.00
83210	12/28/2017	Franchise Tax Board	367.62
83211	12/28/2017	Jonathan Adam Gray	10.00
83212	12/28/2017	Ruby Lau	216.53
83213	12/28/2017	SC Music LTD	4,575.00
83214	12/28/2017	Sectran Security, Inc.	105.00
83215	12/28/2017	State Disbursement Unit	244.00
83216	12/28/2017	The Gas Company	295.99
83217	12/28/2017	Jonathan Adam Gray	40.00
Total December 2017 AP Checks			1,254,935.56

**OC Fair & Event Center
Electronic Payments Summary
December 2017**

Reference No.	Date	Vendor Name	Amount
E15058276	12/1/2017	CA Public Employees Retirement System	1,329.10
ER9212	12/5/2017	Paypal, Inc.	59.95
E15086610	12/18/2017	CA Public Employees Retirement System	1,475.94
E15086590	12/22/2017	CA Public Employees Retirement System	169,328.16
E15086630	12/22/2017	CA Public Employees Retirement System	1,647.34
Ec6c4aafbdc	12/29/2018	US Bank	89,335.34
ACH Banking Fees / Credit Card Fees / Payroll Tax Transactions			
American Express Credit Card Fees			15.39
Authorize.Net Fees			61.60
Banking Analysis Fee			-
Chargebacks			350.00
Gateway Services Fees			10.00
Global Pay Fees			296.21
Merchant Service Bankcard Fees			2,629.58
Paymentech Credit Card Merchant Fees			855.55
Payroll Taxes			227,838.21
Uaccept.com			59.95
Total December 2017 Electronic Payments			495,292.32

**OC Fair & Event Center
Premium Checks Summary
December 2017**

Check No.	Date	Vendor Name	Amount
36539	12/28/2017	VOID	-
36556	12/28/2017	VOID	-
36580	12/28/2017	VOID	-
36670	12/28/2017	VOID	-
36832	12/28/2017	VOID	-
36938	12/28/2017	VOID	-
37106	12/28/2017	VOID	-
37275	12/28/2017	VOID	-
37393	12/28/2017	Bella Porretta	35.00
37394	12/28/2017	Brent Cannon	15.00
37395	12/28/2017	Caitlyn Quinn	80.00
37396	12/28/2017	David Domash	25.00
37397	12/28/2017	Jan Heistermann	75.00
37398	12/28/2017	Katherine Kan	45.00
37399	12/28/2017	Michele Pitt	75.00
37400	12/28/2017	Sheree Curoso	35.00
Total December 2017 Premium Checks			385.00

**OC Fair & Event Center
Junior Livestock Auction Checks Summary
December 2017**

Check No.	Date	Vendor Name	Amount
11969	12/18/2017	VOID	-
12387	12/18/2017	Mary McGovern	433.00
Total December 2017 Junior Livestock Auction Checks			433.00



The following financial reports as of January 31, 2018 are enclosed for your reference.

Income Statement

For the year ended January 31, 2018, year-to-date Net Proceeds were negative \$810k. This is favorable to the budget of negative \$1.8M by \$1.0M.

Total 2018 Revenue of \$.6M is favorable to Budget of .5 by \$.1M. Interim Parking, Personnel, Catering, Ticket Master contract extension and Interest Income, were the largest contributors.

Total year-to-date Operating Expenses of \$1.1M were favorable to budget of \$1.5 by \$.4M. Positive variances were related to payroll/benefits/taxes from unfilled positions and Advertising expenses. Non-Operating Expenses were favorable due to the timing of Major Projects and GASB 68 pension adjustment.

Balance Sheet

For January 2018 Accounts Receivable were \$1.1M vs. \$.6M in January of prior year. This is due to additional Q1 events. Deferred Revenues were unchanged steady at 1.4M compared to prior year. These funds will be reclassified as Revenue per State and GAAP guidelines.

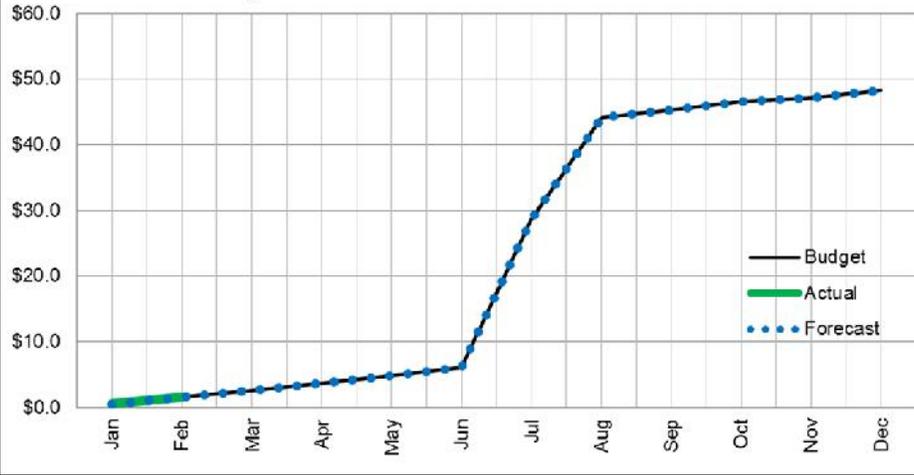
Statement of Cash Flows

As of January 31, 2018, OCFEC's Cash and Investments were \$42M vs. \$37M, a year over year increase of \$5M. Surplus cash is invested in the State LAIF account. Year-to-date 2018 Sources of Cash were primarily Depreciation of \$.3M. Year-to-date uses of Cash were primarily negative Net Proceeds of \$.8M. For 2018 Capital Expenditures are projected at \$2.9M vs. \$4.2M in prior year. Planned projects are primarily limited to repairs of facilities and completion of the Arlington Bioswale Project, pending completion of the Master Site Plan.

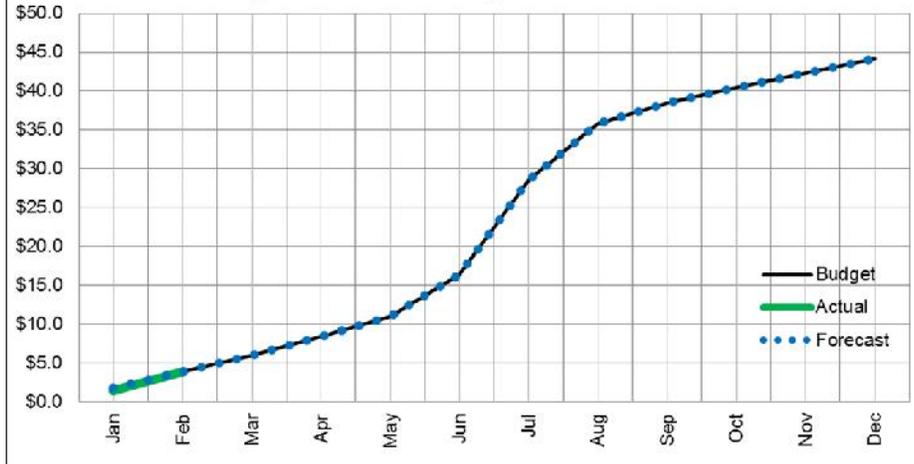
32nd DAA
OC Fair & Event Center
Year to Date
Business Unit Financial Results
As of January 31, 2018

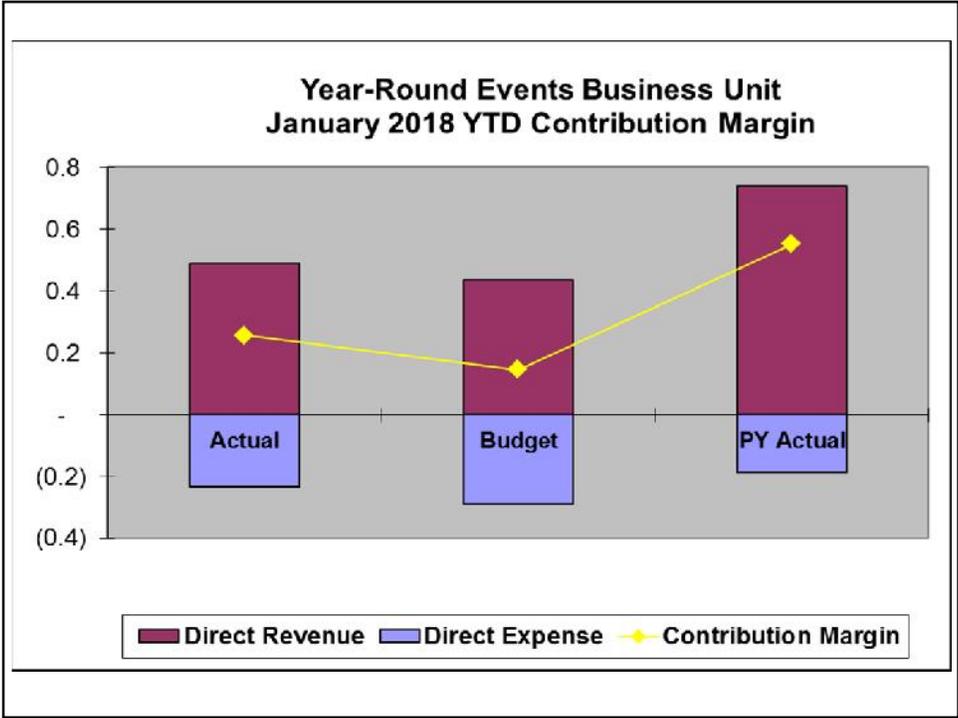


January 2018 YTD Revenue Performance



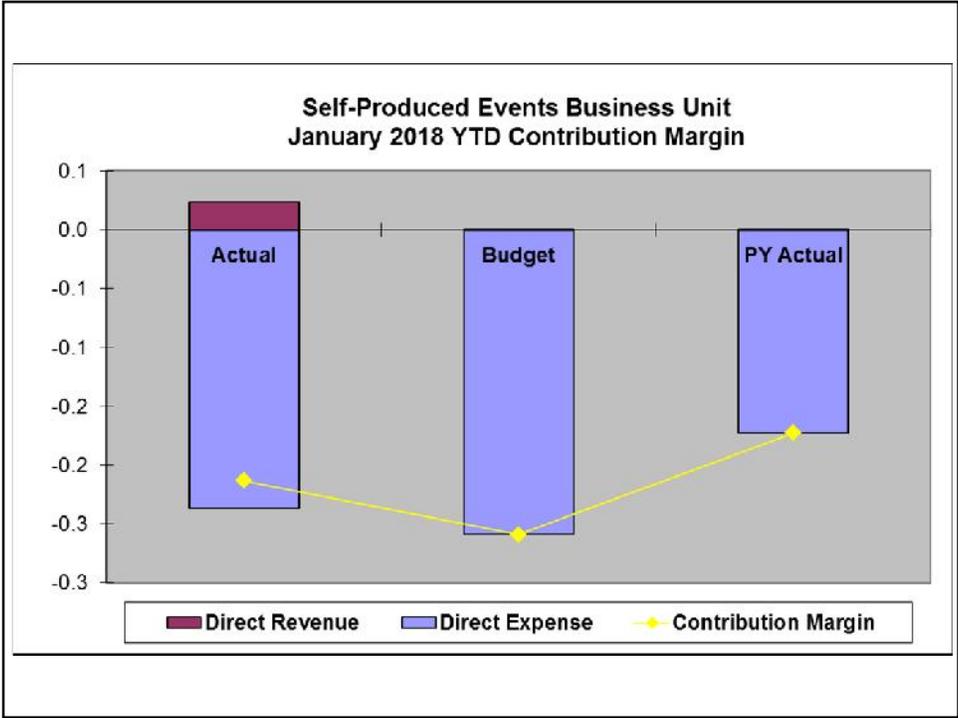
January 2018 YTD Expense Performance





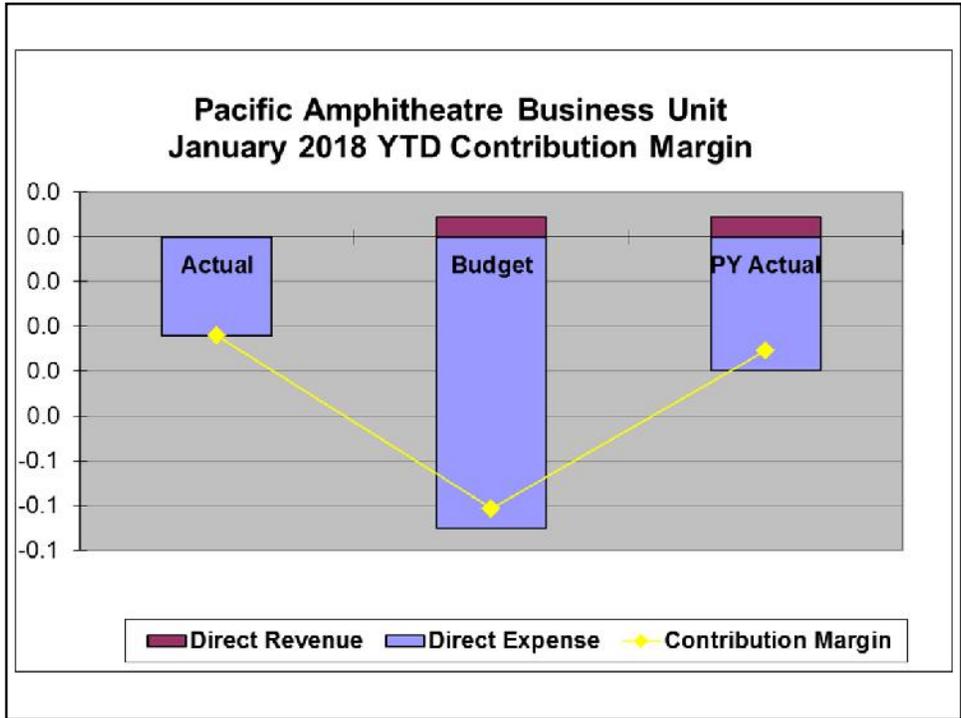
Year-Round Events Business Unit Contribution Margin Statement Year to Date as of January, 2018

	2018 Year to Date		2018 Year to Date		2017 % FY Year to Date		2018 Full Year	
	Actual	%	Budget	%	Actual	%	Budget	
Rental of Facilities	0.2	7%	0.3	7%	0.3	8%	3.5	
Personnel Services	0.1	4%	0.1	3%	0.1	8%	1.7	
Concessions	0.0	3%	0.0	2%	0.1	4%	1.3	
Equipment Rentals	0.0	5%	0.0	4%	0.0	6%	0.7	
Admissions/Parking	0.1	4%	0.1	2%	0.2	8%	2.6	
Other Revenue	0.0	2%	0.0	2%	0.0	2%	0.2	
Total Direct Revenue	\$0.5	5%	\$0.4	4%	\$0.7	7%	\$9.9	
Payroll/Related	0.2	7%	0.2	8%	0.1	5%	2.5	
Outside Services	0.0	0%	0.0	3%	(0.0)	0%	0.3	
Supplies/Equipment/Rentals	0.0	4%	0.0	5%	0.0	6%	0.1	
Facility/Related	0.0	4%	0.1	11%	0.0	6%	0.6	
Marketing/Related	0.0	22%	0.0	6%	-	0%	0.1	
Other Expense	0.0	1%	0.0	4%	0.0	29%	0.0	
Total Direct Expense	\$0.2	6%	\$0.3	8%	\$0.2	5%	\$3.8	
Contribution to Overhead and CapEx	\$0.3	4%	\$0.1	2%	\$0.6	9%	\$6.2	



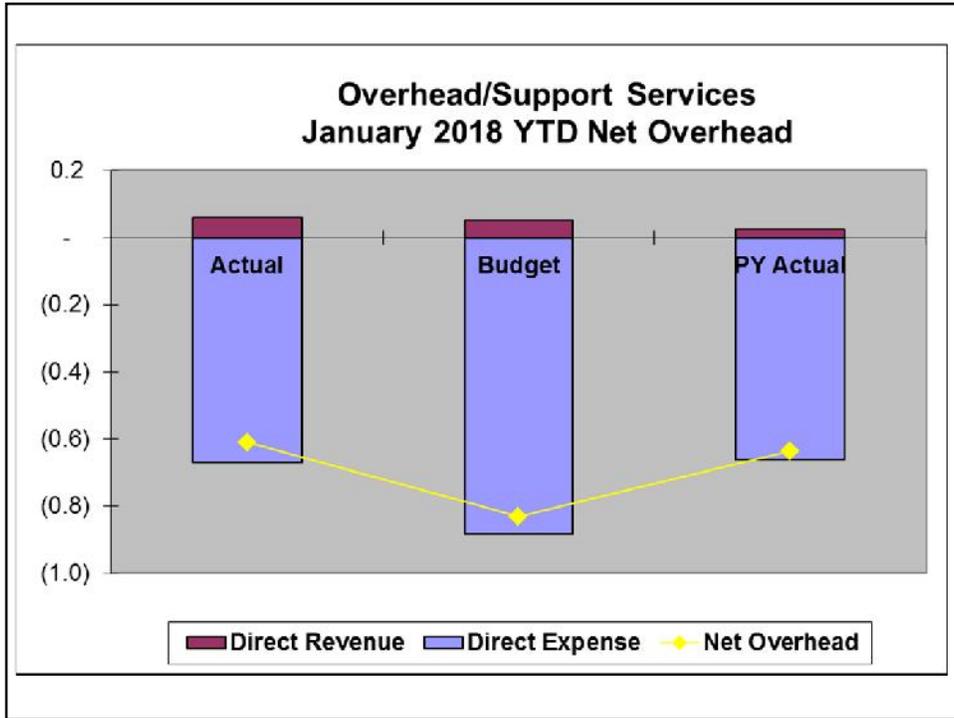
Self-Produced Events Business Unit Contribution Margin Statement Year to Date as of January, 2018

	2018 Year to Date Actual		2018 Year to Date Budget		2017 Year to Date Actual		2018 Full Year Budget	
		%		%		%		
Admissions	0.0	0.0%	0.0	0.0%	0.0	0.0%		\$9.1
Concessions	0.0	0.0%	0.0	0.0%	0.0	0.0%		8.3
Carnival	0.0	0.0%	0.0	0.0%	0.0	0.0%		3.9
Sponsorships	0.0	0.0%	0.0	0.0%	0.0	0.0%		1.8
Commercial Space	0.0	0.0%	0.0	0.0%	0.0	0.0%		1.4
Parking	0.0	0.0%	0.0	0.0%	0.0	0.0%		2.3
Other Revenue	0.0	1.9%	0.0	0.0%	0.0	0.0%		1.2
Total Direct Revenue	\$0.0	0.1%	\$0.0	0.0%	\$0.0	0.0%		\$28.0
Payroll/Related	0.2	3.1%	0.2	3.1%	0.2	2.5%		6.2
Outside Services	0.0	1.2%	0.0	0.8%	0.0	0.1%		2.9
Marketing/Related	0.0	0.1%	0.0	1.1%	0.0	0.6%		1.7
Supplies/Equipment/Rentals	0.0	0.3%	0.0	0.8%	0.0	0.2%		2.5
Attractions	0.0	0.0%	0.0	0.0%	0.0	0.0%		1.2
Other Expense	0.0	0.2%	0.0	0.4%	0.0	0.1%		1.9
Total Direct Expense	\$0.2	1.5%	\$0.3	1.6%	\$0.2	1.1%		\$16.3
Contribution to Overhead and CapEx	(\$0.2)	-1.8%	(\$0.3)	-2.2%	(\$0.2)	-1.5%		\$11.7



Pacific Amphitheatre Business Unit Contribution Margin Statement Year to Date as of January, 2018

	2018 Year to Date Actual		2018 Year to Date Budget		2017 Year to Date Actual		2018 Full Year Budget	
		%		%		%		
Ticket Sales	0.0	0%	0.0	0%	0.0	0%	7.1	
Facility Fee	0.0	0%	0.0	0%	0.0	0%	1.0	
Concessions	0.0	0%	0.0	0%	0.0	0%	0.3	
Parking	0.0	0%	0.0	0%	0.0	0%	0.8	
Sponsorship	0.0	0%	0.0	0%	0.0	0%	0.0	
Other Revenue	0.0	0%	0.0	0%	0.0	0%	0.1	
Total Direct Revenue	\$0.0	0%	\$0.0	0%	\$0.0	0%	\$ 9.3	
Performers' Fees	0.0	0%	0.0	0%	0.0	0%	4.5	
Outside Services	0.0	1%	0.0	1%	0.0	1%	1.5	
Marketing/Related	0.0	2%	0.0	13%	0.0	4%	0.3	
Supplies/Equipment/Rentals	0.0	0%	0.0	0%	0.0	0%	0.1	
Payroll/Related	0.0	0%	0.0	0%	0.0	0%	0.2	
Other Expense	0.0	0%	0.0	2%	0.0	1%	0.3	
Total Direct Expense	\$0.0	0%	\$0.1	1%	\$0.0	0%	7.0	
Contribution to Overhead and CapEx	(\$0.0)	-1%	(\$0.1)	-3%	(\$0.0)	-1%	\$2.3	



Support Services Business Unit Net Overhead Summary Year to Date as of January, 2018

	2018 Year to Date		2018 Year to Date		2017 Year to Date		2018 Full Year
	Actual	%	Budget	%	Actual	%	Budget
Interest	0.0	10%	0.0	9%	0.0	2%	0.4
Facility Rentals	0.0	9%	0.0	8%	0.0	9%	0.1
Other Revenue	0.0	2%	0.0	1%	0.0	1%	0.4
Total Revenue	\$0.1	7%	\$0.1	6%	\$0.0	3%	\$0.9
Payroll/Related	0.5	6%	0.6	7%	0.5	6%	8.1
Facility/Related	0.1	3%	0.1	6%	0.1	5%	1.8
Supplies/Telephone/Postage	0.0	3%	0.1	7%	0.0	5%	0.9
Outside Services	0.0	2%	0.1	10%	0.0	2%	0.7
Insurance	0.0	8%	0.0	8%	0.0	6%	0.4
Other Expense	0.0	1%	0.0	6%	0.0	3%	0.7
Total Expense	\$0.7	5%	\$0.9	7%	\$0.7	5%	\$12.6
Net Overhead	(\$0.6)	5%	(\$0.8)	7%	(\$0.6)	5%	(\$11.7)
Non-Cash Expenses:							
Depreciation Expense	\$0.3	8%	\$0.3	8%	\$0.3	8%	\$3.3
Total Non-Cash Expense	\$0.3	8%	\$0.3	8%	\$0.3	8%	\$3.3

**32nd D A A - OC Fair & Event Center
Balance Sheet (Unaudited)
January 31, 2018 and 2017**

	2018	2017
Assets		
Cash	\$ 1,239,980	\$ 4,135,706
Investments	40,814,777	32,930,839
Accounts Receivable	1,147,317	644,131
Reserve for Bad Debt	(22,192)	(19,379)
Prepaid Expenses	873,334	732,062
Deferred Outflows - Pension	4,332,393	2,061,693
Total Assets	48,385,609	40,485,052
Capital Projects in Process	1,697,832	4,160,205
Land	133,553	133,553
Buildings and Improvements	93,071,569	87,752,033
Equipment	7,326,656	7,340,068
Accumulated Depreciation	(51,293,981)	(47,989,743)
Total Capital	50,935,629	51,396,116
Total Assets	\$ 99,321,238	\$ 91,881,168
Liabilities		
Accounts Payable	484,536	657,512
Deferred Revenue	1,436,935	1,460,658
Payroll Liabilities	170,144	367,221
Deposits	28,802	6,000
Other Liabilities	436,674	436,674
Compensated Absences Liability	987,550	936,362
Deferred Inflows - Pension	36,550	437,969
Pension Liability	15,917,666	14,175,597
Total Liabilities	19,498,857	18,477,993
Net Resources		
Investment in Capital Assets	50,935,629	51,396,116
Net Resources - Designated Use	959,341	859,341
Net Resources - Available for Operations	40,355,399	35,459,361
Unrestricted Net Position - Pension	(11,621,823)	(13,761,357)
Net Resources - Auction Fund	4,299	13,502
	80,632,845	73,966,963
Net Proceeds from Operations	(810,464)	(563,787)
Total Net Resources	79,822,381	73,403,176
Total Liabilities and Net Resources	\$ 99,321,238	\$ 91,881,169

32nd D A A - OC Fair & Event Center
Statement of Operations - Detailed (Unaudited)
January 31, 2018 and 2017

	2018 Year to Date Amount	Budget Year to Date Amount	Budget Variance	2017 Year to Date Amount	Year over Year Variance	Full 2018 Budget
OCFEC-PRODUCED EVENT REVENUE						
ADMISSIONS TO GROUNDS						
Gate Admissions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,818,614
Advance Admissions	-	-	-	-	-	3,603,854
Subtotal	-	-	-	-	-	11,422,468
COMMERCIAL SPACE RENTALS						
	-	-	-	-	-	1,421,675
CARNIVAL & CONCESSIONS						
Carnival	-	-	-	-	-	3,871,050
Concessions	-	-	-	-	-	8,633,800
Subtotal	-	-	-	-	-	12,504,850
EXHIBITS REVENUE						
Entry Fees	-	-	-	-	-	80,127
Donations/Awards	-	-	-	-	-	2,766
Sales	1,846	645	1,201	645	1,201	19,192
Subtotal	1,846	645	1,201	645	1,201	102,085
ATTRACTIONS REVENUE						
	0	4,700	(4,700)	4,471	(4,471)	6,256,845
MISC OCFEC-PRODUCED EVENT REVENUE						
Parking	-	-	-	-	-	2,758,813
Sponsorships	-	-	-	-	-	1,803,000
Livestock Auction Receipts	-	-	-	-	-	292,000
Camping	-	-	-	-	-	98,000
Exhibitor Fees	-	-	-	-	-	40,700
Miscellaneous Other Self Produced Revenue	91,666	-	91,666	-	91,666	66,667
Subtotal	91,666	-	91,666	-	91,666	5,059,180
TOTAL OCFEC-PRODUCED EVENT REVENUE						
	93,512	5,345	88,167	5,116	88,396	36,767,103
RENTAL REVENUE						
RENTAL OF FACILITIES						
Facility Rental Fees	-	-	-	-	-	21,800
Grounds Wide Rentals	-	-	-	-	-	39,400
Building 10	18,150	16,100	2,050	26,250	(8,100)	367,500
Building 12	9,900	14,200	(4,300)	21,800	(11,900)	170,700
Building 14	13,050	11,600	1,450	22,400	(9,350)	122,900
Building 16	15,400	12,100	3,300	11,550	3,850	89,500
The Hangar	8,750	33,300	(24,550)	25,500	(16,750)	251,500
Parade of Products	5,700	5,700	-	5,400	300	106,800
Breezeway	-	-	-	-	-	54,300
Wine Courtyard	-	-	-	-	-	5,900
Silo Building	180	800	(620)	800	(620)	2,600
Millennium Barn	-	-	-	-	-	4,100
Little Theater	-	-	-	-	-	11,400
Baja Blues Restaurant	-	-	-	-	-	6,400
Livestock Office	-	-	-	-	-	-
Parking Lot	164,556	154,200	10,356	163,037	1,519	1,961,491
Lawns	250	200	50	250	-	11,900
Event Camping	-	-	-	700	(700)	58,700
Festival Grounds	-	500	(500)	450	(450)	33,000
Mall	4,000	4,000	-	3,875	125	51,200
Grandstand Arena	-	-	-	-	-	20,800
Trailer Rallies	-	-	-	-	-	1,700
Individual Camping	5,362	8,100	(2,738)	7,065	(1,703)	53,500
Pacific Amphitheater	-	-	-	-	-	52,800
Subtotal	245,298	260,800	(15,502)	289,077	(43,779)	3,503,491
OTHER RENTAL EVENT REVENUES						
Interim Admissions	-	-	-	-	-	287,600
Interim Parking	103,880	63,700	40,180	216,932	(113,052)	2,582,100
Revenue from Personnel Services	68,285	57,900	10,385	132,489	(64,204)	1,770,367
Equipment Rentals	32,836	30,400	2,436	42,531	(9,696)	798,000
Year-Round Concessions	19,668	15,400	4,268	36,808	(17,140)	1,016,600
Outside Caterers	15,300	3,600	11,700	15,835	(535)	237,600
Outdoor Signs	4,000	4,000	-	4,000	-	48,000
Subtotal	243,969	175,000	68,969	448,596	(204,627)	6,740,267
EQUESTRIAN CENTER REVENUES						
Stall Rentals	12,000	11,700	300	12,066	(66)	138,000
Subtotal	12,000	11,700	300	12,066	(66)	138,000

32nd D A A - OC Fair & Event Center
Statement of Operations - Detailed (Unaudited)
January 31, 2018 and 2017

	2018 Year to Date Amount	Budget Year to Date Amount	Budget Variance	2017 Year to Date Amount	Year over Year Variance	Full 2018 Budget
OTHER OPERATING REVENUES						
Discounts Earned	-	-	-	-	-	22,639
Miscellaneous	3,254	3,869	(615)	3,497	(243)	244,390
Subtotal	3,254	3,869	(615)	3,497	(243)	267,029
TOTAL RENTAL REVENUE	504,521	451,369	53,152	753,236	(248,715)	10,648,787
TOTAL OPERATING REVENUE	598,033	456,714	141,319	758,352	(160,318)	47,415,890
NON-OPERATING REVENUE						
Interest Earnings	42,141	35,000	7,141	9,966	32,176	407,000
Grants	-	-	-	-	-	153,804
Other Non-Operating Revenue	1,328	-	1,328	-	1,328	250,374
Prior Year Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	43,469	35,000	8,469	9,966	33,504	811,178
TOTAL REVENUE	641,503	491,714	149,789	768,317	(126,815)	48,227,068
OPERATING EXPENSES						
Payroll and Related:						
Salaries/Wages - Permanents	476,161	484,335	8,174	433,923	(42,237)	6,431,371
Salaries/Wages - Overtime	3,957	2,900	(1,057)	4,929	972	66,618
Salaries/Wages - Temporaries	98,855	127,828	28,973	34,479	(64,376)	5,612,938
Employee Benefits	293,554	330,518	36,964	258,431	(35,123)	4,726,472
Travel Expense	11,361	5,640	(5,721)	9,263	(2,098)	124,066
Training and Recruiting Expense	2,811	5,216	2,405	877	(1,934)	71,687
Subtotal	886,699	956,437	69,738	741,903	(144,797)	17,033,152
Professional Services:						
Professional Services	68,262	118,675	50,413	31,835	(36,427)	5,447,713
Judges	-	-	-	-	-	35,315
Subtotal	68,262	118,675	50,413	31,835	(36,427)	5,483,028
Directors Expense:						
Directors Expense	-	-	-	-	-	11,597
Directors Mtg Expense	-	935	935	232	232	12,300
Subtotal	-	935	935	232	232	23,897
Insurance Expense	28,979	30,117	1,138	22,312	(6,668)	362,954
Telephone & Postage	5,630	8,426	2,796	10,863	5,233	185,791
Supplies and Equipment:						
Office Supplies	9,273	5,247	(4,026)	3,414	(5,859)	168,213
Signs/Banners	-	3,475	3,475	3,638	3,638	228,315
Decorations/Props	521	6,746	6,225	2,738	2,216	225,269
Small Equipment	1,430	5,332	3,902	3,165	1,735	72,833
Audio Visual	2,455	450	(2,005)	9,003	6,548	21,700
Software	3,899	5,940	2,041	885	(3,014)	54,601
Computer Hardware & Peripherals	1,989	6,904	4,915	2,923	934	39,704
Farm	1,075	2,057	982	134	(942)	73,788
Ticketing/Wristbands	-	-	-	-	-	58,334
Equipment Rental	3,976	8,499	4,523	11,888	7,912	2,107,039
Equipment Maintenance & Supplies	7,271	18,390	11,119	10,415	3,144	242,638
Uniforms & Laundry	1,485	13,000	11,515	2,054	569	92,808
Subtotal	33,375	76,040	42,665	50,257	16,882	3,385,242
Facility and Related:						
Maintenance of Buildings/Grounds	14,738	30,315	15,577	35,555	20,817	299,502
Utilities	33,216	63,429	30,213	39,827	6,611	1,204,741
Trash/Waste Removal	30,511	70,575	40,064	47,023	16,512	1,822,112
Rental of Facilities	-	-	-	-	-	1,000
Special Repairs	13,246	19,200	5,954	18,697	5,451	558,700
Subtotal	91,711	183,519	91,808	141,101	49,390	3,886,055
Publicity and Related:						
Photography	-	-	-	-	-	15,446
Contests	-	-	-	-	-	780
Printing	898	10,898	10,000	2,506	1,608	185,616
Advertising - Outdoor	-	-	-	1,500	1,500	255,889
Advertising - Radio	3,400	29,150	25,750	12,283	8,883	414,050
Advertising - TV	-	-	-	-	-	526,389

32nd D A A - OC Fair & Event Center
Statement of Operations - Detailed (Unaudited)
January 31, 2018 and 2017

	2018 Year to Date Amount	Budget Year to Date Amount	Budget Variance	2017 Year to Date Amount	Year over Year Variance	Full 2018 Budget
Advertising - Print	460	21,059	20,599	-	(460)	164,688
Advertising - Online	440	4,386	3,946	4,264	3,824	217,125
Promotional Expense	2,219	7,928	5,709	6,837	4,618	112,936
Brochure Printing	-	-	-	-	-	20,500
Buttons Printing	-	-	-	-	-	12,416
Media Relations	-	78	78	-	-	5,328
Public Relations Expense	2,162	2,624	462	674	(1,488)	115,449
Design & Production	-	200	200	-	-	8,700
Sponsorships	27,850	2,700	(25,150)	-	(27,850)	293,700
Special Projects	-	12,500	12,500	750	750	237,538
Subtotal	37,428	91,523	54,095	28,814	(8,614)	2,588,550
Self-Produced Events Attractions Expense:						
Arena/Hangar Acts	-	-	-	-	-	610,000
Grounds Acts	-	-	-	-	-	567,530
Major Acts	-	-	-	-	-	4,400,000
Attractions Hospitality	-	-	-	-	-	119,098
Subtotal	-	-	-	-	-	5,701,628
Other Self-Produced Event Expense:						
Competition Handbook	-	-	-	-	-	1,246
Jr. Livestock Auction Costs	-	-	-	-	-	277,138
Subtotal	-	-	-	-	-	278,384
Premium Expense:						
Cash Premiums	-	-	-	-	-	99,386
Trophies, Ribbons	-	45	45	-	-	11,268
Subtotal	-	45	45	-	-	110,654
Other Operating Expenses:						
Cash Shortages/(Overages)	(443)	(9)	434	(3)	440	18,693
Dues & Subscriptions	3,967	23,376	19,409	7,139	3,172	69,420
Bank Charges	5,888	7,944	2,056	11,833	5,944	364,748
Miscellaneous Expense	791	265	(526)	860	69	161,185
Subtotal	10,203	31,576	21,373	19,829	9,626	614,046
TOTAL OPERATING EXPENSE	1,162,287	1,497,293	335,006	1,047,145	(115,142)	39,653,381
Non-Operating Expenses						
Depreciation Expense	275,000	275,000	-	271,893	(3,107)	3,300,000
Major Projects	14,483	448,000	433,517	8,700	(5,783)	340,000
Net Pension Adjustment - GASB 68	-	75,000	75,000	-	-	900,000
Prior Year Expense	196	-	(196)	4,365	4,170	8,156
TOTAL NON-OPERATING EXPENSE	289,679	798,000	508,321	284,958	(4,720)	4,548,156
TOTAL EXPENSES	1,451,966	2,295,293	843,327	1,332,104	(119,862)	44,201,537
NET PROCEEDS	\$ (810,464)	\$ (1,803,579)	\$ 993,115	\$ (563,787)	\$ (246,677)	\$ 4,025,531

32nd DAA - OC Fair & Event Center
Capital Expenditures & Major Projects Spending (Unaudited)
For the Month Ended January 31, 2018

Description	2018 Approved Budget	2018 Spending	2018 Remaining Budget
Buildings and Improvements			
Bioswale - Internal Storm Water Mgmt.	\$300,000		\$300,000
Heroes Hall - (Retention held)	20,000		20,000
AV equipment	18,000		18,000
(2) Irrigation Pumps - PacAmp Berm	0	41,442	(41,442)
Furniture & Equipment	25,000		25,000
Restroom Remodel - Maintenance	50,000		50,000
Chain Link Fence - Arlington	180,000		180,000
Staging - Hangar	50,000		50,000
Water Intrusion Repair - Admin Bldg.	30,000		30,000
HVAC Repair - Huntington Bldg.	50,000		50,000
ADA Sidewalk Access - Heroes Hall	20,000		20,000
Storage Expansion - Lot G	30,000		30,000
Chicken Coop - Centennial Farm	28,000		28,000
Replace Sikaflex - Main Mall	50,000		50,000
Property Site Survey	80,000		80,000
Master Site Plan	50,000		50,000
HVAC Retrofit - Costa Mesa Bldg.	60,000		60,000
Seal & Stripe - Parking Lot	150,000		150,000
Parking Lot Repairs - Exterior	100,000		100,000
Parking Lot Repairs - Interior	350,000		350,000
Store Front Doors - Bldg. 12,14,& 16	60,000		60,000
Asphalt Replacement - ASA	40,000		40,000
Property Signage	100,000		\$100,000
Total Buildings and Improvements	\$1,841,000	\$41,442	\$1,799,558
Furniture & Equipment			
Forklift	\$150,000		\$150,000
Hydraulic Power Lift	15,000		\$15,000
Utility Cart Cabs	5,000		\$5,000
Equip - Migrant Agricultural Memorial	50,000		\$50,000
TimeCenter Software	40,000		\$40,000
Time Scheduling Software	37,000		\$37,000
Wi-Fi Upgrade	60,000		\$60,000

32nd DAA - OC Fair & Event Center
Capital Expenditures & Major Projects Spending (Unaudited)
For the Month Ended January 31, 2018

Description	2018 Approved Budget	2018 Spending	2018 Remaining Budget
Umbrellas	10,000		\$10,000
Equipment - Exhibit	90,000		\$90,000
Storm Drain Catch System	15,000		\$15,000
Network & Server Upgrades	135,000		\$135,000
Cable Ramps	12,000		\$12,000
2-yard Trash Dumpsters	25,000		\$25,000
Electrical Storage Containers	8,000		\$8,000
Picnic Tables	15,000		\$15,000
Stantions	7,000		\$7,000
Total Furniture & Equipment	\$674,000	\$0	\$674,000
Major Projects			
Painting - Perimeter Fence	\$15,000		\$15,000
Master Plan	25,000		25,000
Asphalt Repairs - Livestock	7,000		7,000
Landscaping Upgrades - PacAmp	250,000		250,000
Total Major Projects	\$297,000	\$0	\$297,000
Contingency Fund	\$151,000	\$0	\$151,000
Total Capital Expenditures, Major Projects & Contingency Fund	\$2,963,000	\$41,442	\$2,921,558

**32nd District Agricultural Association
OC Fair & Event Center
Costa Mesa, CA**

**Statement of Cash Flows (Unaudited)
For the Month Ended January 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of Expenses Over Revenues	\$ (810,464)	\$ (563,787)
Adjustment to Reconcile Excess of Revenue Over Expenses to Net Cash Provided by Operating Activities:		
Non-Cash Charges (Credits) to Net Income		
Depreciation Expense	275,000	271,893
(Increase) Decrease in Assets		
(Increase) Decrease in Accounts Receivable	(486,554)	(313,105)
(Increase) Decrease in Prepaid Expenses	(800,420)	(687,204)
Increase (Decrease) in Liabilities		
Increase (Decrease) in Accounts Payable	(272,723)	(419,300)
Increase (Decrease) in Deferred Revenue	899,896	714,251
Increase (Decrease) in Payroll Liabilities	(269,711)	(29,947)
Increase (Decrease) in Deposits	(3,300)	1,000
Total Adjustments	<u>(657,812)</u>	<u>(462,412)</u>
Net Cash Provided (Used) by Operating Activities	<u>(1,468,276)</u>	<u>(1,026,199)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
(Increase) Decrease in Capital Projects in Progress	<u>(54,463)</u>	<u>(114,244)</u>
Net Cash Provided (Used) by Investing Activities	<u>(54,463)</u>	<u>(114,244)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Net Cash Provided (Used) by Financing Activities	<u>0</u>	<u>0</u>
NET INCREASE (DECREASE) IN CASH	(1,522,739)	(1,140,443)
Cash and Cash Equivalent - Beginning of Period	<u>43,577,496</u>	<u>38,206,988</u>
Cash and Cash Equivalent - End of Period	<u><u>\$ 42,054,757</u></u>	<u><u>\$ 37,066,545</u></u>

**OC Fair & Event Center
Accounts Payable Checks Summary
January 2018**

Check No.	Date	Vendor Name	Amount
83075	1/25/2018	VOID	-
83218	1/3/2018	CWF, Inc. dba A1 Event & Party Rental	11,518.26
83219	1/3/2018	Association of State CA Supervisors	72.00
83220	1/3/2018	AT&T	246.35
83221	1/3/2018	California Technology Agency	839.00
83222	1/3/2018	California Fair Services Authority	60.00
83223	1/3/2018	CR&A Custom, Inc.	646.08
83224	1/3/2018	James R. Glidewell Dental Ceramics Inc	1.39
83225	1/3/2018	Haagmade, Inc.	2,013.56
83226	1/3/2018	Impulso Hispanic Inc	150.00
83227	1/3/2018	IUOE, Craft/Maint. Division	1,248.72
83228	1/3/2018	KC Landscape Development, Inc.	1,760.00
83229	1/3/2018	Orange County Treasurer-Tax Collector	209.85
83230	1/3/2018	Pacific Coast Shavings, Inc.	3,665.70
83231	1/3/2018	Ruby Lau	104.19
83232	1/3/2018	SEIU Local 1000 CA State Employees Asso.	2,182.13
83233	1/3/2018	Sound Media Fusion, LLC	9,690.00
83234	1/3/2018	Spectra	35.56
83235	1/3/2018	State Disbursement Unit	198.63
83236	1/3/2018	The Gas Company	551.79
83237	1/3/2018	Treasure Electronics.dba Security Detect	10,872.00
83238	1/3/2018	United Site Services Of America	1,868.18
83239	1/11/2018	Alyssa Tyner	2,619.66
83240	1/11/2018	Aquatic Service, Inc.	500.00
83241	1/11/2018	AT&T	1,908.68
83242	1/11/2018	California Boring, Inc.	4,592.50
83243	1/11/2018	California Fair Services Authority	2,116.47
83244	1/11/2018	CCS Orange County Janitorial, Inc.	12,688.31
83245	1/11/2018	Moor+South/Pier Mngmt Co., LP (Tandem)	6,148.50
83246	1/11/2018	CR&A Custom, Inc.	887.07
83247	1/11/2018	DC Solar Distribution, Inc.	4,479.00
83248	1/11/2018	DeltaCare USA	504.48
83249	1/11/2018	Delta Dental Plan Of California	5,289.26
83250	1/11/2018	Department of General Services	2,422.50
83251	1/11/2018	Employment Development Department	100.00
83252	1/11/2018	Evelyn Hernandez	307.19
83253	1/11/2018	Franchise Tax Board	164.55
83254	1/11/2018	Gold Coast Ecology	1,582.75
83255	1/11/2018	Golden Rain Foundation	908.00
83256	1/11/2018	Hahn & Bowersock, Inc.	704.00
83257	1/11/2018	Haitbrink Asphalt Paving, Inc.	9,775.00
83258	1/11/2018	Howard Sandler	133.20
83259	1/11/2018	Jose Martinez Tree Service, Inc.	2,400.00
83260	1/11/2018	Joan Hamill	201.55
83261	1/11/2018	Joe A. Gonsalves & Son	5,000.00

**OC Fair & Event Center
Accounts Payable Checks Summary
January 2018**

Check No.	Date	Vendor Name	Amount
83262	1/11/2018	Jose Flores	16.00
83263	1/11/2018	Kaiser Permanente	45,481.92
83264	1/11/2018	Lisa Sexton	7,346.75
83265	1/11/2018	Melody Avena	17.75
83266	1/11/2018	Michele A. Richards	65.06
83267	1/11/2018	Modular Space Corporation / Modspace	1,170.25
83268	1/11/2018	Nick Buffa	119.30
83269	1/11/2018	nQativ, LLC	100.00
83270	1/11/2018	Orange County Treasurer-Tax Collector	8,072.05
83271	1/11/2018	Pasco Doors	4,740.35
83272	1/11/2018	Pinnacle Landscape Company	4,797.00
83273	1/11/2018	Pinnacle Petroleum, Inc.	686.39
83274	1/11/2018	Quinn Company dba Quinn Power Systems	8,973.32
83275	1/11/2018	Robertson's	676.67
83276	1/11/2018	Safeguard Health Plans	35.71
83277	1/11/2018	Southern California Edison	4,462.35
83278	1/11/2018	Sound Media Fusion, LLC	1,920.00
83279	1/11/2018	State Disbursement Unit	244.00
83280	1/11/2018	Teresa Dayton	13.00
83281	1/11/2018	Terry Moore	83.29
83282	1/11/2018	Ungerboeck Systems Inc.	20,366.75
83283	1/11/2018	West Coast Emergency Medical Services	1,432.50
83284	1/11/2018	West-Lite Supply Co., Inc.	418.92
83285	1/11/2018	Franchise Tax Board	3,117.86
83286	1/18/2018	Arnold Duong	33.35
83287	1/18/2018	AT&T	78.56
83288	1/18/2018	AT&T	3,924.29
83289	1/25/2018	VOID	-
83290	1/18/2018	CCS Orange County Janitorial, Inc.	2,494.57
83291	1/18/2018	CR&R Inc.	5,966.62
83292	1/18/2018	Evelyn Hernandez	1,500.00
83293	1/18/2018	Fire Sprinkler Inspections, Inc.	950.00
83294	1/18/2018	Franchise Tax Board	78.30
83295	1/18/2018	Haitbrink Asphalt Paving, Inc.	4,900.00
83296	1/18/2018	Imperial Sprinkler Supply, Inc.	41,442.32
83297	1/18/2018	Jason Jacobsen	116.12
83298	1/18/2018	Lopez Works, Inc.	22,015.00
83299	1/18/2018	Love Hertel	80.81
83300	1/18/2018	Marie Torres	396.73
83301	1/18/2018	McLaughlin Waste Equipment, Inc.	18,674.88
83302	1/18/2018	Michael Goulding	511.00
83303	1/18/2018	Nathan Rowley	30.00
83304	1/18/2018	Noise Group, LLC	1,641.00
83305	1/18/2018	Orange County Visitors Assoc	2,500.00
83306	1/18/2018	OutFront Media LLC	1,500.00

**OC Fair & Event Center
Accounts Payable Checks Summary
January 2018**

Check No.	Date	Vendor Name	Amount
83307	1/18/2018	Pacific Symphony	88,104.50
83308	1/18/2018	Pam Highwart	51.71
83309	1/18/2018	Saddleback Veterinary Services, Inc.	200.97
83310	1/18/2018	Shannon Kubitz	32.04
83311	1/18/2018	State Disbursement Unit	78.12
83312	1/18/2018	Sunbelt Rentals, Inc.	54,600.32
83313	1/18/2018	Tribune Publishing Company, LLC	7,919.12
83314	1/18/2018	Trojan Painting Professional	3,900.00
83315	1/18/2018	Ungerboeck Systems Inc.	437.50
83316	1/18/2018	Verizon Wireless	2,807.04
83317	1/18/2018	Video Voice Data Communications	1,617.00
83318	1/18/2018	Xerox Corporation	579.84
83319	1/25/2018	Adcom Publishing DbA Bride World Expo	175.00
83320	1/25/2018	AT&T	90.00
83321	1/25/2018	Bill Young Productions, Inc.	100.00
83322	1/25/2018	BurrellesLuce	156.25
83323	1/25/2018	California Boring, Inc.	4,000.00
83324	1/25/2018	Celebration Festivals	2,017.82
83325	1/25/2018	California Fair Services Authority	850,434.08
83326	1/25/2018	California Fair Services Authority	16,333.00
83327	1/25/2018	Christian Hackett	100.00
83328	1/25/2018	Costa Mesa Historical Society	325.00
83329	1/25/2018	Comspeq Consulting, Inc.	8,000.00
83330	1/25/2018	Courtney Le	20.24
83331	1/25/2018	E & L Electric, Inc.	1,581.94
83332	1/25/2018	Leslie Trasport	30.00
83333	1/25/2018	Lisa Sexton	7,346.75
83334	1/25/2018	Mariana Sanchez	21.55
83335	1/25/2018	Meltwater News US Inc.	24,746.00
83336	1/25/2018	Mesa Water District	9,585.35
83337	1/25/2018	Gravity Technologies Inc.	349.00
83338	1/25/2018	Nick Buffa	228.02
83339	1/25/2018	Orange County Register - Advertising	2,095.36
83340	1/25/2018	County of Orange	22,099.59
83341	1/25/2018	One Love Initiative, LLC	331.00
83342	1/25/2018	Renewable Energy Advantage, Inc.	73,276.55
83343	1/25/2018	Ricoh Americas Corporation	433.08
83344	1/25/2018	Rocovitz Inc. dba Consolidated Office	2,140.99
83345	1/25/2018	Sectran Security, Inc.	84.00
83346	1/25/2018	Quijote Corporation dba Sensis	8,527.50
83347	1/25/2018	Southern California Edison	39,603.39
83348	1/25/2018	TalentWise, Inc. dba Sterling Talent Solu	210.00
83349	1/25/2018	Ticketmaster LLC	9,166.67
83350	1/25/2018	United Rentals (North America), Inc.	6,701.36
83351	1/25/2018	Vy Phorn	18.32

**OC Fair & Event Center
Accounts Payable Checks Summary
January 2018**

Check No.	Date	Vendor Name	Amount
83352	1/25/2018	West Coast Emergency Medical Services	217.00
83353	1/25/2018	Woodworker West Magazine	250.00
83354	1/25/2018	Western Winter Sports	1,156.50
83355	1/31/2018	Association of State CA Supervisors	72.00
83356	1/31/2018	Bandsintown, LLC	400.00
83357	1/31/2018	Boyd & Associates, Inc.	2,163.50
83358	1/31/2018	California Technology Agency	839.00
83359	1/31/2018	California Fair Services Authority	35.00
83360	1/31/2018	Citi Bank	3,239.83
83361	1/31/2018	Department of Forestry & Fire Protection	3,419.52
83362	1/31/2018	Department of General Services	297.50
83363	1/31/2018	Department of Justice	4,352.50
83364	1/31/2018	Employment Development Department	100.00
83365	1/31/2018	AMFM Broadcasting Inc DBA iHeartMedia	18,853.00
83366	1/31/2018	IUOE, Craft/Maint. Division	1,248.72
83367	1/31/2018	McKinley Elevator Corporation	400.00
83368	1/31/2018	Michelin North America	3,365.00
83369	1/31/2018	Orange County Treasurer-Tax Collector	1,362.72
83370	1/31/2018	SEIU Local 1000 CA State Employees Asso.	2,246.99
83371	1/31/2018	State Disbursement Unit	319.18
83372	1/31/2018	Taller San Jose Hope Builders	750.00
83373	1/31/2018	Thermal Concepts, Inc.	2,955.41
83374	1/31/2018	The Gas Company	1,432.10
83375	1/31/2018	United Site Services Of America	4,825.32
Total January 2018 AP Checks			1,641,513.56

**OC Fair & Event Center
Electronic Payments Summary
January 2018**

Reference No.	Date	Vendor Name	Amount
EP0304	1/3/2018	Paypal, Inc.	59.95
E1547507	1/9/2018	CA Public Employees Retirement System	315.92
E15147508	1/9/2018	CA Public Employees Retirement System	6,227.78
E15147509	1/9/2018	CA Public Employees Retirement System	16,135.46
E15147510	1/9/2018	CA Public Employees Retirement System	796.73
E15147511	1/9/2018	CA Public Employees Retirement System	471.51
E15147512	1/9/2018	CA Public Employees Retirement System	6,904.97
E15147513	1/9/2018	CA Public Employees Retirement System	19,710.77
E15112337	1/16/2018	CA Public Employees Retirement System	825.93
E15112355	1/17/2018	CA Public Employees Retirement System	956.56
E49354582	1/17/2018	Pitney Bowes	3,000.00
E20180119	1/22/2018	Board Of Equalization	842.00
E15058273	1/23/2018	CA Public Employees Retirement System	159,247.31
E15058276	1/23/2018	CA Public Employees Retirement System	15,256.05
Ef3941fe87e	1/30/2018	US Bank	74,869.71
ACH Banking Fees / Credit Card Fees / Payroll Tax Transactions			
American Express Credit Card Fees			123.84
Authorize.Net Fees			62.60
Banking Analysis Fee			296.06
Chargebacks			-
Gateway Services Fees			10.00
Global Pay Fees			221.20
Merchant Service Bankcard Fees			4,049.87
Paymentech Credit Card Merchant Fees			1,060.02
Payroll Taxes			149,851.19
Uaccept.com			59.95
Total January 2018 Electronic Payments			461,355.38

**OC Fair & Event Center
Premium Checks Summary
January 2018**

Check No.	Date	Vendor Name	Amount
36349	1/8/2018	VOID	-
36449	1/17/2018	VOID	-
36451	1/8/2018	VOID	-
36571	1/17/2018	VOID	-
36661	1/17/2018	VOID	-
37022	1/8/2018	VOID	-
37146	1/8/2018	VOID	-
37334	1/8/2018	VOID	-
37401	1/8/2018	Aaron Chao	10.00
37402	1/8/2018	Abby Dodds	14.00
37403	1/8/2018	Linda Schulthess	75.00
37404	1/8/2018	Nina Ostensen	150.00
37405	1/8/2018	Tereza Nazer	125.00
37406	1/18/2018	Brianne Shannon	96.00
37407	1/18/2018	Danica Chen	35.00
37408	1/18/2018	Yuna Song	10.00
Total December 2017 Premium Checks			515.00

**MINUTES OF OCFEC BOARD OF DIRECTORS MEETING
HELD January 25, 2018**

1. CALL TO ORDER:

Chair Bagneris called the meeting to order at 9:00 a.m.

2. MISSION STATEMENT

3. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited by Director La Belle. Roll call was taken by Summer Angus.

4. DIRECTORS PRESENT:

Chair Bagneris, Director Berardino, Director Mouet, Director Aitken, Director Tkaczyk, Director La Belle, Director Cervantes and Director Pham.

DIRECTORS ABSENT/EXCUSED: Vice Chair Ruiz.

OTHERS PRESENT:

Kathy Kramer, OCFEC CEO; Michele Richards, OCFEC Vice President, Business Development, Ken Karns, OCFEC Vice President, Operations; Adam Carleton, OCFEC Vice President, Finance & Administration; Summer Angus, OCFEC Executive Assistant; Joan Hamill, OCFEC Director of Exhibits & Education; Nick Buffa, OCFEC Director Security & Traffic; Evy Young, OCFEC Agriculture Education Supervisor; Jeff Wilson, OCFEC Entertainment Supervisor; Josh Caplan, Office of the Attorney General; Luis Hernandez, Stenographer; Scott Bruno, Tandem; Molly Morley, Tandem, Marc Van Eden, Centennial Farm Foundation President; Tarquin Preziosi, Costa Mesa Deputy City Attorney; Barry Curtis, City of Costa Mesa Director of Economic Development Services; Stephen Clayton; Jay Humphrey; Reggie Mundekis; Mary Spandone; Roy Englebretch; Gibron Stout

5. CEO'S OPERATIONAL UPDATE

Kathy Kramer, OCFEC CEO, declared that December 2017 was a recorded breaking year-round event revenue month, generating over \$1 million.

Kramer reported that over twenty-five members of staff trained for more than 275 hours on a new version of Ungerboeck event management software to improve efficiencies aligned with OCFEC technology initiatives. She also added that staff is finalizing the scope of work for an RFP to secure software for robust labor management solutions.

Kramer announced that OCFEC has partnered with Culinary Lab to provide a culinary training program to underserved high school students in Orange County. She detailed that Culinary Lab is providing the training curriculum utilizing the Spectra industrial kitchen as a hand-on classroom.

Kramer also announced the new internship program with Hope Builders. She added that a student started working in the IT department.

Ken Karns, OCFEC VP Operations, gave an update on the Joint Health and Safety committee, that the committee met January 18th to establish goals and objectives for 2018. Karns reported the completed installation of electric car charging stations in front of Heroes Hall.

Karns detailed that 23 OCFEC Security Department staff completed three modules of Guard Card training required by California Bureau of Security & Investigated Services.

Kramer remarked that February will mark the one year anniversary of Heroes Hall and a celebration with cake will be held February 15th. She added that over the last year Heroes Hall has had over 52,000 visitors not including the school tours visits. She also announced that on March 22nd at 5:30 p.m. Heroes Hall will celebrate Women's History month celebrating women veterans and leaders in the community.

Director Tkaczyk asked if there is a charge to use the electric car charging station. Karns confirmed that there is a charge for using the stations.

Michele Richards, OCFEC VP of Business Development, provided an overview of upcoming events.

Richards announced that starting February 5th, Heroes Hall will be open for private tours and events on Mondays and Tuesdays and open to the public Wednesday-Sunday.

Director La Belle inquired about the few Pacific Amphitheatre shows that have been announced. Kramer said she will bring back an update at the February Board of Directors meeting.

6. PUBLIC COMMENTS

Chair Bagneris expressed her excitement for fair time. She proceeded to move to the public comment section of the agenda.

Reggie questioned why the RFP for the computerized ticketing services was cancelled.

Jay Humphrey criticized the amount of information released on the staff reports prior to the Board of Directors meetings.

Mary Spadone criticized comments made at the previous meeting by members of the Board of Directors regarding Reggie Mundekis.

Roy Englebretch announced the 50th anniversary of Fight Club OC will be in three weeks at the OCFEC Hangar. He mentioned the possibility of his partnering with Oscar De La Hoya's Golden Boy Promotions to bring an ESPN show to Orange County.

7. MINUTES:

A. Board Meeting held December 14, 2017

ACTION: Director Cervantes motioned and Director La Belle seconded to review and approve the minutes from the Board meeting held December 14, 2017. **MOTION CARRIED. AYES: Chair Bagneris, Director Berardino, Director Mouet, Director Aitken, Director Tkaczyk, Director La Belle, Director Cervantes and Director Pham. NAYES: None.**

8. CONSENT CALENDAR

- A.** Standard Agreements: SA-242-17WF; SA-001-18HB; SA-003-18GE; SA-004-18GE; SA-009-18FT; SA-010-18CF
- B.** Amendments: SA-241-16MS (Amend. #2); SA-239-17BP (Amend. #1)
- C.** Rental Agreements: R-175-17; R-181-17; R-184-17; R-185-17; R-186-17; R-187-17; R-006-18; R-013-18; R-016-18; R-017-18; R-018-18; R-027-18; R-044-18; R-047-18; R-050-18; R-054-18; R-055-18; R-057-18; R-063-18
- D.** Active Joint Powers Authority Agreements: None.
- E.** Correspondence:
Communications to the Board from the public in response to Board discussion or to comments made before the Board are to be listed on the meeting agenda and included in the Board materials as an item of public disclosure.
 - i. None.
- F.** CDFA Correspondence:
Communications to the Board from the California Department of Food & Agriculture Division of Fairs & Expositions regarding relevant topics at Fairs and Expositions.
 - i. California Department of Food & Agriculture Fall/Winter Newsletter

-End of Consent Calendar-

Reggie Mundekis asked for amendments SA-241-16MS (Amend. #2) and SA-239-17BP (Amend. #1) to be pulled and asked questions regarding each contract.

ACTION: Director Berardino motioned and Director La Belle seconded to review and approve the Consent Calendar with agreements SA-241-16MS (Amend. #2); SA-239-17BP (Amend. #1) pulled for discussion. **MOTION CARRIED. AYES: Chair Bagneris, Director Berardino, Director Mouet, Director Aitken, Director Tkaczyk, Director La Belle, Director Cervantes and Director Pham. NAYES: None.**

Kramer explained the Kelly Associates contract SA-239-17BP (Amend. #1) was an extension of time only, no change in scope of work or funding.

ACTION: Director Mouet motioned and Director La Belle seconded to review and approve agreement SA-239-17BP (Amend. #1) of the Consent Calendar. **MOTION CARRIED. AYES: Chair Bagneris, Director Berardino, Director Mouet, Director Aitken, Director Tkaczyk, Director La Belle, Director Cervantes and Director Pham. NAYES: None.**

Karns explained the Johnson Consulting contract SA-241-16MS (Amend. #2), for the Master Site plan, was amended for an extension of time to finish the project. Karns added that the Board previously approved additional funding for the same contract at the October 2017 Board of Directors meeting.

ACTION: Director Mouet motioned and Director La Belle seconded to review and approve agreement SA-241-16MS (Amend. #2) of the Consent Calendar. **MOTION CARRIED. AYES: Chair Bagneris, Director Berardino, Director Mouet, Director Aitken, Director Tkaczyk, Director La Belle, Director Cervantes and Director Pham. NAYES: None.**

9. GOVERNANCE PROCESS:

A. Committee/Task Force/Liaison Reports

- i. Centennial Farm Foundation Board (Director Cervantes)
- ii. Heroes Hall Veterans Foundation Board (Director Berardino, Director La Belle)
- iii. Financial Monitoring Committee (Director Pham, Director Mouet)
- iv. 2018 OC Fair City Liaison Committee (Director La Belle, Director Cervantes)
- v. Legislative Monitoring Task Force (Director Berardino, Director Aitken)
- vi. Master Site Plan Task Force (Director La Belle, Vice Chair Ruiz)
- vii. Tenant Liaison Committee (Director Tkaczyk, Director Berardino)
- viii. Equestrian Center Task Force (Director Aitken, Director Tkaczyk)
- ix. Pacific Amphitheatre Operation Evaluation & Review Task Force (Director Berardino, Director Tkaczyk)
- x. Community Outreach & Education Task Force (Chair Bagneris, Director Berardino)

Reggie Mundekis made comments and asked questions regarding the Master Site Plan process.

Gibron Stout, Equestrian Center tenant, spoke about her non-profit equestrian program. She also criticized the recent rental increase by the Equestrian Center Management. She suggested the Board consider offering subsidies to support non-profit programs for at-risk youth at the Equestrian Center.

Director Berardino, on behalf of the Heroes Hall Veterans Foundation Board, commented on the continued fundraising efforts to raise funds for the *Brave Minds* PTSD exhibit. Berardino praised the work done by Richards and team to acquire this exhibit for Heroes Hall. He commented on plans for an event at Heroes Hall to celebrate Women's History month with special guest speakers including Appellate Court Justice Eileen Moore and General Robin. Director Berardino and Director Tkaczyk discussed fees the Foundation and the Army paid for the Army Birthday celebration held at Heroes Hall. Richards clarified that OCFEC waived the facility rental fee for the Army event. Kramer added that through the 2018 budget process the Board approved a rental relief program for \$200K. Director La Belle stated that the next Heroes Hall Veterans Foundation meeting will be held February 7th.

Director Pham, on behalf of the Financial Monitoring Committee, stated that the committee did not meet in January, giving staff more time to close the 2017 year-end financials.

Director La Belle, on behalf of the 2018 OC Fair City Liaison Committee, asked Richards if the date for the City Managers Breakfast to kick off the fair had been set yet. Richard said that the date had not yet been set. Chair Bagneris asked for clarification on the role of the committee. Director La Belle explained that the committee works with various cities to develop specific programs for each of the cities to take place during the fair.

Director Berardino, on behalf of the Legislative Monitoring Task Force, stated that the Senate Bill SB741, 50-50 raffle legislation has a new author. Director Tkaczyk asked if the Bill will in place for the 2018 OC Fair. Director Berardino answered that it would most likely not be in place by the 2018 OC Fair.

Director La Belle, on behalf of the Master Site Plan Task Force, stated that the committee has asked the consultants through staff to develop some cost-benefit analysis on potential components for the Master Site Plan (MSP) workshop. He added that the committee is looking to recommend a MSP workshop for full Board to take place in March or April. Director La Belle stated that the committee decided not to do the CEQU until they have a draft MSP and have directed staff to prepare a

RFP for a CEQU consulting firm. Karns reported that staff is continuing the work the committee has asked for regarding cost-benefit analysis to move forward toward to develop a draft MSP.

Karns, on behalf of the Equestrian Center Task Force, reported that staff along with consultants from HPI architecture did a walkthrough of the Equestrian Center. He added that HPI will be preparing an overview and budget report. Karns stated that the staff is planning to schedule a walkthrough with the Equestrian Center Task Force in February.

Director Berardino, on behalf of the Pacific Amphitheatre Operation Evaluation & Review Task Force, reported that they will have a report next month.

Chair Bagneris, on behalf of the Community Outreach & Education Task Force, announced her decision to sunset the Community Outreach & Education Task Force. She shared that she is planning on looking at each committee and task force to determine whether or not to keep them active or to sunset them.

B. Centennial Farm Foundation Report from New Foundation President, Marc Van Eden
Information Item

Marc Van Eden introduced himself and shared that he is a biochemist and works at a biotechnology company. He praised Evy Young for her work at Centennial Farm. He thanked the Board of Directors for the opportunity to speak today. He shared that he is very happy to have been elected as the Centennial Farm Foundation President and is looking forward to supporting Centennial farm, as it is an important investment in the future. Van Eden stated that one of his goals is to reset and form a new relationship between the Centennial Farm Foundation and the OCFEC Board of Directors. He reported on pending grants and the total amount of grant money awarded to the Foundation being \$579K to date. Van Eden shared that the Foundation currently has vacancies on their Board of Directors that they are looking to fill.

Chair Bagneris asked for an update on the status of the Memorandum of Understanding (MOU) between OCFEC and the Centennial Farm Foundation.

Josh Caplan, Office of the Attorney General (Counsel), explained he was asked by the OCFEC Board and staff to inquire about the status of the MOU and was told that the Foundation was represented by counsel. Caplan explained that he has been unable to confirm if the Foundation is represented by counsel and asked the committee to

follow up and find out who the Foundation is represented by.

Director Aitken welcomed Van Eden and is excited about the new leadership, new ideas and a fresh perspective.

Director La Belle shared that his grandchildren have toured Centennial Farm through the Centennial Farm school tour program.

Chair Bagneris thanked Van Eden for the update.

C. Cannabis Event Guidelines Report and Policy Discussion

Action Item

Stephen Clayton, hospitality and events producer, spoke about the cannabis events industry. He spoke in favor of allowing cannabis events and offered his knowledge and experience as a resource to the Board of Directors.

Jay Humphrey reminded the Board of Directors that, as voted on by the people of Costa Mesa, cannabis could only be manufactured north of the 405 freeway and west of Harbor Blvd. He spoke opposition of cannabis events at OCFEC.

Director Berardino moved to table this agenda item for further review by counsel.

Chair Bagneris stated she would like to hear the staff report and presentation.

Richards presented staff report. She outlined the California Department of Food & Agriculture (CDFA) guidelines which recommends that the Board discussion and consideration:

- Community values and standards in regards to cannabis as reflected by local city and county cannabis ordinances
- Proximity to schools, youth recreation centers, parks and other areas where minors congregate
- Potential federal enforcement on cannabis law
- Relationship with local law enforcement

Barry Curtis, City of Costa Mesa Director of Economic Development Services, offered to answer questions regarding the City of Costa Mesa's marijuana ordinance.

Tarquin Preziosi, Costa Mesa Deputy City Attorney, explained that the City of Costa Mesa ordinance prohibits all marijuana activities in the City with the exception of a small area north of the 405 freeway and west of Harbor Blvd, strictly reserved to the manufacturing of cannabis products.

Director Berardino commented that the State guidelines for distributors are unclear.

Tarquin explained that cities have the right to ban or allow cannabis activities within their city limits.

Board discussion with Counsel continued around State and City regulations.

Richard explained that CDFA guidelines states that medical cannabis use areas cannot be located within 1,000 feet of a school, day care center, youth center or recreational area where minors congregate; cannabis smoking or use within this distance is illegal. She then showed OCFEC's proximity to schools and parks in the area to be within the 1000 feet prohibited area.

Director Berardino stated that Congress has established a cannabis committee that is working out new guidelines.

Richards continued to outline the remaining guidelines.

Board discussion continued.

Richards explained the recommendation for Board is to provide direction to staff to draft a policy to either allow or prohibit cannabis-related events at OC Fair & Event Center per the outcome of the public Board discussion.

Director Pham shared his support for prohibiting cannabis events because it does not support the OCFEC mission statement and the lack of community support.

Director La Belle stated he does not support allowing cannabis events.

Aitken agreed with Director Pham and Director La Bell.

Director Berardino stated he would like more information

Chair Bagneris stated that OCFEC needs a policy regarding these type of events.

Board and Counsel discussion continued about the pros and cons of having a policy in place.

Chair Bagneris motioned to direct staff to draft a policy to prohibit cannabis-related events at OC Fair & Event Center to bring back to the Board for approval.

ACTION: Chair Bagneris motioned and Director La Belle seconded to direct staff to draft a policy to prohibit cannabis-related events at OC Fair & Event Center to bring back to the Board for approval. **MOTION CARRIED. AYES: Chair Bagneris, Director Berardino, Director Mouet, Director Aitken, Director Tkaczyk, Director La Belle, Director Cervantes and Director Pham. NAYES: None.**

D. Board of Directors Governance Training Workshop at March Board of Directors Meeting
Information Item

Chair Bagneris presented staff report. She announce that a Board of Directors training workshop will take place at the March Board of Directors meeting, facilitated by Bill Kelly of Kelly Associates.

10. CLOSED SESSION

Chair Bagneris adjourned the meeting to closed session at 11:09 a.m. and resumed the meeting at 11:21 a.m.

11. BOARD OF DIRECTORS MATTERS OF INFORMATION

Director Berardino and Director Cervantes applauded the cannabis events discussion.

Director La Bell concurred with his fellow directors calling the discussion beneficial and productive.

Director Aitken suggested to agendize the formation of a property wide project labor agreement task force at a future Board meeting.

Chair Bagneris remarked how she enjoyed the WFA convention. She shared her appreciation to her fellow Board of Directors and staff for how much work they put in.

12. NEXT BOARD MEETING: JANUARY 25, 2017

13. ADJOURNMENT

Meeting adjourned at 11:29 a.m.

Barbara Bagneris, Chair

Kathy Kramer, Chief Executive Officer

**OC FAIR & EVENT CENTER
STANDARD AGREEMENTS FOR BOARD APPROVAL
FEBRUARY 2018**

CONTRACT #	CONTRACTOR	DESCRIPTION	EFFORT TYPE	TERM	RECEIPT AMOUNT	NOT TO EXCEED EXPENSE AMOUNT
SA-005-18SP	Hilton Irvine, OC Airport	Sponsorship	Year Round	1/1/18-12/31/18	\$22,680.00	
SA-006-18SP	Mesa Water District	Sponsorship	Year Round	1/1/18-12/31/18	\$10,500.00	
SA-007-18SP	Verizon Wireless	Sponsorship	Fair Time	7/1/18-8/14/18	\$23,000.00	
SA-008-18GE	The Magic of Frank Thurston	"The Magic of Frank Thurston" in the Explorium	Fair Time	07/13/18 - 08/12/18		\$15,700.00
SA-011-18HB	Music Zirconia f/s/o Rumours	"Rumours" performing in The Hangar	Fair Time	07/13/18		\$3,500.00
SA-012-18HB	Music Zirconia f/s/o Freedom	"Freedom" performing in The Hangar	Fair Time	07/20/18		\$3,300.00
SA-013-18HB	Music Zirconia f/s/o Elton - The Early Years	"Elton - The Early Years" performing in The Hangar	Fair Time	07/18/18		\$4,500.00
SA-014-18HB	Robert Elfaizy f/s/o Dead Man's Party	"Dead Man's Party" performing in The Hangar	Fair Time	07/14/18		\$6,250.00
SA-015-18HB	James Elliott Entertainment f/s/o Queen Nation	"Queen Nation" performing in The Hangar	Fair Time	07/25/18		\$4,000.00
SA-016-18HB	Jeffrey Larson f/s/o Journey Unauthorized	"Journey Unauthorized" performing in The Hangar	Fair Time	07/27/18		\$5,750.00
SA-017-18HB	Jeffrey Larson f/s/o Zeppelin Live	"Zeppelin Live" performing in The Hangar	Fair Time	07/28/18		\$5,750.00
SA-018-18HB	Lawrence Isenberg f/s/o Which One's Pink?	"Which One's Pink?" performing in The Hangar	Fair Time	08/04/18		\$6,500.00
SA-019-18HB	David Brock f/s/o Wild Child	"Wild Child" performing in The Hangar	Fair Time	08/08/18		\$8,000.00
SA-026-18GE	Daniel Maika Hamamoto	"Danny Maika" performing on the Meadows Sttage	Fair Time	08/01/18 - 08/05/18		\$1,750.00
SA-028-18HB	Music Zirconia f/s/o Noise Pollution	"Noise Pollution" performing in The Hangar	Fair Time	08/02/18		\$1,500.00
SA-029-18HB	Music Zirconia f/s/o Paradise City	"Paradise City" performing in The Hangar	Fair Time	08/02/18		\$1,500.00
SA-031-18AS	Johnson Gray Advertising Inc.	Advertising Services	Year Round	01/01/18-06/30/18		\$139,800.00
SA-032-18IO	Great American Entertainment Co. Inc.	Ag-ventureland" an Educational Exhibit	Imaginology	4/13/18-4/15/18		\$4,998.00
SA-033-18IO	Kruse Feed & Supply	Backyard Chicken Raising Display	Imaginology	4/13/18-4/15/18		\$0.00
SA-034-18IO	Heifer International	Heifer Project Exhibit	Imaginology	4/13/18-4/13/18		\$0.00
SA-035-18IO	Environmental Education Services and Programs	Vermiculture Display	Imaginology	4/13/18-4/13/18		\$0.00
SA-036-18IO	CAROL MANN	Goat Milk Demonstration	Imaginology	4/15/18-4/15/18		\$300.00
SA-037-18IO	Christian Hackett	Educational Blacksmithing Demonstrations	Imaginology	4/13/18-4/15/18		\$800.00
SA-038-18IO	Flory's Sheep Shearing	Educational Shearing Demonstrations	Imaginology	4/14/18-4/14/18		\$300.00

**OC FAIR & EVENT CENTER
STANDARD AGREEMENTS FOR BOARD APPROVAL
FEBRUARY 2018**

CONTRACT #	CONTRACTOR	DESCRIPTION	EFFORT TYPE	TERM	RECEIPT AMOUNT	NOT TO EXCEED EXPENSE AMOUNT
SA-039-18IO	Theresa Vargas	Educational Chicken Exhibit	Imaginology	4/13/18-4/15/18		\$800.00
SA-040-18IO	South Coast Weaver and Spinners	Weaving and Spinning Exhibit	Imaginology	4/13/18-4/13/18		\$0.00
SA-041-18IO	Orange County Beekeepers	Beekeeping Display	Imaginology	4/13/18-4/15/18		\$0.00
SA-042-18IO	CA Rare Fruit Growers	Fruit Display	Imaginology	4/13/18-4/15/18		\$0.00

Amendments

CONTRACT #	CONTRACTOR	DESCRIPTION	EFFORT TYPE	TERM	CHANGE IN RECEIPT AMOUNT	CHANGE IN NOT TO EXCEED EXPENSE
SA-25-13CT A#4	Ticketmaster LLC	Computerized Ticketing Services	Year round	12/1/17-11/30/2018	\$100,000.00	\$80,000.00
SA-126-16FT A#1	On hold					
SA-238-16WR A#3	On hold					
SA-096-17YR A#1	On hold					

Interagency Agreements

CONTRACT #	CONTRACTOR	DESCRIPTION	EFFORT TYPE	TERM	CHANGE IN RECEIPT AMOUNT	CHANGE IN NOT TO EXCEED EXPENSE

Letters of Understanding

LOU #	DEMONSTRATOR	DESCRIPTION	EFFORT TYPE	TERM	RECEIPT AMOUNT	NOT TO EXCEED EXPENSE AMOUNT

**OC FAIR & EVENT CENTER
RENTAL AGREEMENTS FOR BOARD APPROVAL
FEBRUARY 2018**

CONTRACT #	CONTRACTOR	EVENT	DESCRIPTION	FACILITIES	CONTRACT DATES	CONTRACT AMOUNT
R-028-18	Orange County Science and Engineering Fair	Orange County Science and Engineering Fair	Competition	Los Alamitos Building, 1/2 OC Promenade	03/12/18-03/14/18	\$15,839.50
R-034-18	Southern California Sanitary Supply Association	Sanitary Supply Association Cleaning Expo 2018	Consumer Show	The Hangar	05/16/18-05/17/18	\$8,949.50
R-041-18	Flying Miz Daisy	Flying Miz Daisy Vintage Market at The Hangar	Consumer Show	The Hangar	03/01/18-03/03/18	\$19,175.50
R-046-18	California Rare Fruit Growers, O.C. Chapter	CA Rare Fruit Growers, O.C. Chapter Meetings	Chapter Meeting	Silo Building	01/01/18-12/31/18	\$90.00 per Month, \$120 per additional meeting
R-071-18	Michelin North America	Michelin Prescreening	Ride and drive	Parking Lot A, Parking Lot B	01/16/18-01/17/18	\$10,388.00
R-072-18	One Love Initiative, LLC	G300 Launch	Church Conference	The Hangar	01/18/18-01/18/18	\$5,765.50
R-074-18	CARGO Projects GmbH	Auto Market Research	Auto Research	Huntington Beach	02/13/18-02/21/18	\$35,575.50
R-077-18	Vstar Entertainment LLC dba Vstar Exhibitions LLC	ZedTown	Competition	Anaheim Building, Main Mall, OC Promenade, Parking Lot I, The Hangar	03/28/18-04/02/18	\$55,950.50
R-078-18	Michelin North America	Michelin Prescreening	Ride and drive	Parking Lot B	01/31/18-02/01/18	\$7,428.00
R-086-18	Michelin North America	Michelin Ride & Drive	Ride & Drive	Festival Field Grass, Parking Lot A, Parking Lot B, Parking Lot C	02/08/18-02/16/18	\$41,960.00
18 IO-FE 02	Academy of Sustainability and Engineering at Edison High School	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 03	Orange County Aerial Arts/ Ruby Karen Project	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 04	American Cetacean Society	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 05	Arts & Learning Conservatory	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 06	California Homeschool	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 07	Drama Kids of OC	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 08	Environmental Nature Center	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 09	All American Boy Chorus	Imaginology	Exhibitor	Anaheim Bldg	4/12/18-4/15/18	\$0
18 IO-FE 10	Children's Museum at La Habra	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 11	Girl Scouts of Orange County	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 12	Google Fiber	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 13	Orange County Head Start, Inc	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 14	Healthy Smiles for Kids of OC	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 15	Inside the Outdoors	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 16	Job's Daughters	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 17	North Orange Continuing Education	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 18	Life's Toolbox	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 19	Mountain & Sea Adventures	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 20	Orange Coast Musical Arts	Imaginology	Exhibitor	Hanger	4/12/18-4/15/18	\$0

**OC FAIR & EVENT CENTER
RENTAL AGREEMENTS FOR BOARD APPROVAL
FEBRUARY 2018**

CONTRACT #	CONTRACTOR	EVENT	DESCRIPTION	FACILITIES	CONTRACT DATES	CONTRACT AMOUNT
18 IO-FE 21	OCSEF	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 22	Orangutan Conservancy	Imaginology	Exhibitor	Anaheim Bldg	4/12/18-4/15/18	\$0
18 IO-FE 23	Oui- Connect	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 24	Outdoor Journeys	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 25	The Energy Coalition's PEAK Student Energy Actions Program	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 26	Pretend City Children's Museum	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 27	Project Wipeout	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 28	Recess Revolution	Imaginology	Exhibitor	Livestock Lane	4/12/18-4/15/18	\$0
18 IO-FE 29	The Rinks	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 30	Serving Kids Hope	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 31	Splash! La Mirada Aquatics Center	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 32	Scholastic Book Fairs	Imaginology	Exhibitor	Anaheim Bldg	4/12/18-4/15/18	\$0
18 IO-FE 33	Valiant Prep	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 34	OC Vaulting	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 35	Orange County Mosquito and Vector Control	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 36	Western Antique Engineer Association	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 37	Wolf Corp Robotics	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 38	YMCA	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 39	Inspire Charter Schools	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 40	Academic Chess	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 41	American Opal Society	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 42	Searchers Gem and Mineral Society	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 43	Compass Charter School	Imaginology	Exhibitor	TBD	4/12/18-4/15/18	\$0
18 IO-FE 44	DeMolay International- Newport Beach	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0
18 IO-FE 45	OC Module Railroaders	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 46	The Lily Sanctuary	Imaginology	Exhibitor	Anaheim Bldg	4/12/18-4/15/18	\$0
18 IO-FE 47	ListoAmerica Inc	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 48	Oak Canyon	Imaginology	Exhibitor	OC Promenade	4/12/18-4/15/18	\$0
18 IO-FE 49	The Reptile Zoo	Imaginology	Exhibitor	Anaheim Bldg	4/12/18-4/15/18	\$0
18 IO-FE 50	Rock n' Roll Camp for Girls Orange Co	Imaginology	Exhibitor	Main Mall	4/12/18-4/15/18	\$0

**OC FAIR & EVENT CENTER
RENTAL AGREEMENTS FOR BOARD APPROVAL
FEBRUARY 2018**

CONTRACT #	CONTRACTOR	EVENT	DESCRIPTION	FACILITIES	CONTRACT DATES	CONTRACT AMOUNT
18 IO-FE 51	Segrestrom Center	Imaginology	Exhibitor	Anaheim Bldg	4/12/18-4/15/18	\$0
18 IO-FE 52	OC Scroll Saw Association	Imaginology	Exhibitor	Los Alamitos	4/12/18-4/15/18	\$0

**OC FAIR & EVENT CENTER
ACTIVE JOINT POWERS AUTHORITY AGREEMENTS
As of January 31, 2018**

JOINT POWERS AUTHORITY	PROJECT #	PROJECT DATE	PROJECT DESCRIPTION	PRIMARY CONTRACTOR	APPROVED PROJECT TOTAL
Continuing					
California Fair Financing Authority	03213031/B, Const	08/15/13	Pac Amp Berm Renovation - Phase II	CFFA	\$12,806,857.70
California Fair Financing Authority	03215042	12/01/15	Hero's Hall - Building Architecture Design & Construction Documents	CFFA	\$190,900.00
California Fair Financing Authority	03215042-Amndmnt	10/24/16	Hero's Hall - Building Architecture Design & Construction Documents	CFFA	\$96,036.00
California Fair Financing Authority	03215048-Amndmnt	06/17/16	Century Barn Replacement Project - Solicitation of Bids	CFFA	\$1,575.00
California Fair Financing Authority	03216012	02/24/16	Hero's Hall Renovation Project	CFFA	\$3,850,738.72
California Fair Financing Authority	03216001	03/11/16	Livestock Judging Arena Project Bid Solicitation	CFFA	\$6,050.00
California Fair Financing Authority	03217017	04/14/17	Costa Mesa Building HVAC Replacement	CFFA	\$8,957.00
California Fair Financing Authority	03217017-Amndmnt	05/18/17	Costa Mesa Building HVAC Replacement	CFFA	\$76,733.70
California Fair Financing Authority	03217408	11/10/17	Los Alamitos Bldg Roof Repair	CFFA	\$50,227.50
California Fair Financing Authority	03217027	11/17/17	Pac Amp Fall Protection	CFFA	\$66,155.50
New					
Revision/Amendment					

JOSEPH ANGELO
ALYSSA MILMAN WHITE

NICOLE R. MUCKLEY
J. MICHAEL ECHEVARRIA

ANGELO & WHITE
A PROFESSIONAL CORPORATION
LAWYERS
610 Newport Center Drive, Suite 830
Newport Beach, CA 92660-7614

TELEPHONE
(949) 640-0800
FACSIMILE
(949) 640-0887

January 26, 2018

Sent Via U. S. Mail

OC Fair & Event Center
Attn: Board of Directors
88 Fair Drive
Costa Mesa, CA 92626

RE: Prohibiting Marijuana-Related Activities at Fairgrounds

Dear Board Members,

I read the article in the Daily Pilot regarding prohibiting activities related to marijuana at the fairgrounds. I think that is an extremely wise decision.

Very truly yours,



JOE ANGELO
joe@angelowhitelaw.com

JA/nc
CC: Costa Mesa City Council
Newport Beach City Council



Board of Directors Agenda Report

MEETING DATE: FEBRUARY 22, 2018 ITEM NUMBER: 9A

SUBJECT: Committee / Task Force / Liaison Reports

DATE: February 16, 2018

FROM: Barbara Bagneris, Board Chair

PRESENTATION BY: Barbara Bagneris, Board Chair

RECOMMENDATION

Information item only.

BACKGROUND

To ensure compliance with the Bagley-Keene Act, Committee reports are only for the purpose of the Committee chair, Task Force members or Liaison to provide a verbal update. Should the Board want to discuss any Committee work item not already on the agenda, those would need to be agendaized for a future Board meeting.

- i. Centennial Farm Foundation Board (Director Cervantes)
- ii. Heroes Hall Veterans Foundation Board (Director Berardino, Director La Belle)
- iii. Financial Monitoring Committee (Director Pham, Director Mouet)
- iv. 2018 OC Fair City Liaison Committee (Director La Belle, Director Cervantes)
- v. Legislative Monitoring Task Force (Director Berardino, Director Aitken)
- vi. Master Site Plan Task Force (Director La Belle, Vice Chair Ruiz)
- vii. Tenant Liaison Committee (Director Tkaczyk, Director Berardino)
- viii. Equestrian Center Task Force (Director Aitken, Director Tkaczyk)
- ix. Pacific Amphitheatre Operation Evaluation & Review Task Force (Director Berardino, Director Tkaczyk)



Board of Directors Agenda Report

MEETING DATE: FEBRUARY 22, 2018 ITEM NUMBER: 9B

SUBJECT: Unbudgeted Out-of-State Travel Request

DATE: February 16, 2018

FROM: Kathy Kramer, CEO

PRESENTATION BY: Michele Richards, VP Business Development

RECOMMENDATION

Approve out-of-state Travel for an Exhibits & Education Department staff member to attend the 2018 ShoWorks Conference in Cody, Wyoming from April 4-6, 2017.

BACKGROUND

Board policy states that all out-of-state travel by District employees requires prior approval by the Board of Directors. All anticipated out-of-state travel plans and expenses were rolled into the 2018 budget and approved by the Board of Directors. Staff is seeking approval for an additional travel request which was inadvertently missed in the 2018 budget.

ShoWorks is the exhibitor and entries management software used by the OC Fair to process registrations, judging, premium payouts and auction payouts for the Visual Arts, Home Arts, Garden & Floral, Culinary and Livestock competitions at the annual OC Fair.

The District would like to send an Exhibits & Education Department staff member to attend the conference to learn about new features and recent updates to the ShoWorks software and bring that knowledge back to the staff.

The estimated travel expenses total \$1,170 and include conference registration, meals, hotel and airfare.

BUDGET IMPACT

None. The approved 2018 budget includes \$103,688 for staff and Board member travel and training. Staff will not be attending the International Association of Venue

Managers Annual Conference in 2018 as planned, leaving sufficient funds for travel to the ShoWorks conference.



Board of Directors Agenda Report

MEETING DATE: FEBRUARY 22, 2018 ITEM NUMBER: 9C

SUBJECT: OCFEC Cannabis Event Policy Recommendations

DATE: February 16, 2018

FROM: Kathy Kramer, CEO

PRESENTATION BY: Michele Richards, VP Business Development

RECOMMENDATION

Approve the Cannabis Event Policy language as presented by staff

BACKGROUND

At the January 25, 2017 meeting, the Board of Directors voted unanimously to prohibit cannabis-related events at OC Fair & Event Center and directed staff to work with counsel to develop a policy for Board approval.

Below is the policy language developed by staff and reviewed by our representative from the Attorney General's office.

"The 32nd District Agricultural Association (OC Fair & Event Center) does not book cannabis-related events at the OC Fair & Event Center for several reasons, including without limitation, the City of Costa Mesa's Marijuana Ordinance and the OC Fair & Event Center's close proximity to schools, parks, day care centers and other areas where minors gather. This policy also extends to existing events which are prohibited from including cannabis products or activities, cannabis-related products or activities or drug paraphernalia during events held at the OC Fair & Event Center. The OC Fair & Event Center does not permit any sponsor, vendor or exhibitor to include in any marketing, advertising or information for an event held at the OC Fair & Event Center, any promotion, information or advertisement from cannabis dispensaries or third-parties that sell or promote cannabis-related products or drug paraphernalia. Event sponsors, vendors and/or exhibitors may not distribute, sell or promote cannabis products, cannabis-related products or drug paraphernalia during any event at the OC Fair & Event Center."



Board of Directors Agenda Report

MEETING DATE: FEBRUARY 22, 2018 ITEM NUMBER: 9D

SUBJECT: Emergency Property Usage Agreements

DATE: February 16, 2018

FROM: Kathy Kramer, CEO

PRESENTATION BY: Ken Karns, VP - Operations

RECOMENDATION

Information item only.

BACKGROUND

The OC Fair & Event Center currently has four emergency property use agreements with the following agencies:

- Strategic National Stockpile (SNS) Program
- Orange County Major Emergency Mass Reception, Care and Shelter Site
- Orange County Bio-terrorism Decontamination Center
- OC Animal Care (County of Orange) Large Animal Evacuation Center

OCFEC does not have contracts in place for the following two agencies but is currently in discussions with these agencies:

- Fairview Developmental Center Temporary Displacement/Evacuation Center
- Costa Mesa Temporary Displacement Center/Emergency Equipment Staging Area

We are in the process of working with each agency and reviewing their agreements to ensure we have current contracts in place and appropriate communication notification system for activation.

We are also in conversation with California Department of Food & Agriculture to understand if there are any State requirements as it relates to a priority system for activation from these different agencies.

Staff will continue work to ensure we have valid contracts with all appropriate agencies and ongoing communications so all parties are prepared in case of any emergency situation.

The attached is a summary of these agreements.



OCFEC EMERGENCY PROPERTY USAGE AGREEMENTS

Strategic National Stockpile (SNS) Program (Contract 2005)

Pursuant to common-law and statutory authority, the State of California has the authority, in a situation such as fire, flood and public health emergency to contract for the use of property on an emergency basis when such property is required by emergency personnel in connection with the protection of life and property. (Rose v. State (1942) 19 Cal.3d 713, see also McKay Jewelers, Inc. v. Bowman 19 Cal. 2d 595: Cf Govt. c. 204.)

As part of the federal Centers for Disease Control and Prevention Emergency Preparedness and Response initiative established in 1999, large quantities of medicine and medical supplies have been packaged, stored and readied to be used in the event of an extreme public health emergency resulting from bio-terrorism attacks or other natural disaster(s).

As a California State property, the OCFEC is on a list of eligible properties to be potentially used for National Stockpile RSS - *Receiving, Storage & Staging* of National Stockpile supplies. If the OCFEC is chosen to be utilized as an RSS site, personnel, assets and equipment could begin to arrive in as little as 2 hours. Additional supplies would arrive within 24 to 36 hours if needed.

The decision to send SNS assets and use any particular site for RSS purposes is determined by the California State Department of Health Services and the Governor's Office of Emergency Services. A formal request will be submitted to the Governor's office to deploy SNS assets and in conjunction with the CDC, the Governor's Office of Emergency Services will decide which properties are to be used as RSS sites if deployment of SNS assets is warranted.

If the OCFEC is to be used for Strategic National Stockpile RSS purposes, a representative from the Governor's Office of Emergency Services will contact the OCFEC requesting that the OCFEC property be made available for RSS purposes. If chosen and activated as an RSS site, the California State Department of Health Services will be responsible for managing the facility while the SNS operation is on the premises.

For use of the contracted facility (OCFEC) as described in the DHS-SNS-01 agreement, for each 24-hour day or portion of a 24-hour day that the facility(ies) is(are) used, the DHS will pay according to the annually approved Facility Rental Rates of the OCFEC. These rates are subject to annual review by the OCFEC Board of Directors.

Orange County Bio-terrorism Decontamination Center (Contract 2016)

In the event of a biological/chemical public health issue or terrorist attack, per the parameters outlined in OCFEC rental agreement R-045-17, the OC Fair & Event Center could potentially be utilized by the County of Orange for decontamination purposes or as a public health assistance center.

If notified by the *Orange County Department of Health, Office of Emergency Services, County Fire Authority, Orange County Sheriff's Department* or other authorized county agency of the need to use OCFEC property for such an emergency, OCFEC management staff will determine which areas of the facility are available for use.

If the OCFEC is activated by county emergency staff for public health assistance needs as outlined in agreement R-045-17, the county agrees to provide: *staff, equipment, evidence of insurance and crowd control* for the duration of the event. The county also agrees to *reimburse the OCFEC for any out-of-pocket expenses, coordinate food service through Spectra unless provided by a non-profit agency and leave all property at the OCFEC in the same condition as it was found upon arrival.* The OCFEC will provide available parking lots for truck, supply and civilian parking as well as the Action Sports Arena if available. If any of these areas are unavailable, alternate available buildings or areas may be utilized.

Orange County Major Emergency Mass Reception, Care and Shelter Site (Contract 2018)

**Exhibit D, Section 3, Sub-Section 2 states that the "OCFEC may also be used as a long-term shelter site."*

In the event of temporary displacement of a large number of persons due to emergency, the OCFEC could potentially be utilized to support County of Orange Coroner's Department emergency operations. Uses include temporarily housing displaced persons when local shelter capacity or capabilities are impacted as requested by County of Orange Emergency personnel.

If notified by County of Orange Coroner's Office or other county emergency personnel of the need to use OCFEC property for such an emergency, OCFEC management staff will determine which areas of the facility are available for use.

If use of OCFEC property is requested by the County of Orange Coroner's Office, the county would provide: *staff, equipment, evidence of insurance and crowd control* if needed for the duration of the event. The County of Orange would also agree to reimburse the OCFEC for any out-of-pocket expenses, coordinate food service through Spectra unless provided by a non-profit agency and leave all property at the OCFEC in the same condition as it was found upon arrival.

OC Animal Care (County of Orange) Large Animal Evacuation Center (LOU 2011)

To support the operational needs for a large animal evacuation from the Orange County Canyon areas in case of Federal, State or County declared emergency, the OCFEC currently has an LOU (Letter of Understanding) with OC Animal Care, a County of Orange agency.

During a declared emergency or ordered mandatory evacuation of canyon areas, an evacuation of animals may be ordered by an emergency response agency such as the OC Fire Authority, OC Sheriff's Department or other authorized agency of the County of Orange. If an evacuation is ordered, owners of large animals (*horses & livestock only*) may be instructed to bring their animals to the OCFEC for temporary housing.

The OCFEC will provide available facilities to safely hold evacuated large animals subject to facility availability. The OCFEC will also provide staff required to set-up, tear-down and manage the intake of evacuated animals. Animal owners are responsible for daily feeding, cleaning and care of their animals for the duration of the animal's presence. The OCFEC will provide, at wholesale cost, food, water and waste cleanup in the absence of the animal's owner(s). OC Animal care will reimburse the OCFEC for any out-of-pocket expenses or damage to the facility related to this activity.

In the event of emergency that results in mandatory evacuation, the OCFEC Director of Security & Traffic and the Security & Traffic dispatch office are notified by OC Animal Care to begin preparations. The Security & Traffic Department will facilitate the intake and housing of large animals, the OCFEC Maintenance Department will assist as needed and the OCFEC Communications Department will manage all media & public inquiries.

If contacted by OC Animal Care in regard to possible large animal evacuations, the OCFEC Security & Traffic Department will immediately contact the OCFEC Equestrian Center to inquire about available stalls to potentially be utilized. If the number of stalls is not enough to support the number of arriving animals, temporary pens can be assembled in the AS Arena, Covered Judging Arena or in the Alaskan Pig Race area adjacent to the Ranch Building.

Fairview Developmental Center Temporary Displacement/Evacuation Center

**No LOU, MOU or contract currently in place.*

In the event of temporary displacement of a large number of residents (up to 350) and/or staff (up to 1,000) due to emergency, the OCFEC could potentially be utilized to support a full or partial evacuation of the Fairview DC property. If notified by Fairview Developmental Center of the need to use OCFEC property for such an emergency, OCFEC management staff will determine which areas of the facility are available for use.

If use of OCFEC property is requested by Fairview Developmental Center, Fairview DC would provide: staff, equipment, evidence of insurance and crowd control if needed for the duration of the event. Fairview DC would also agree to reimburse the OCFEC for any out-of-pocket expenses, coordinate food service through Spectra unless provided by a non-profit agency and leave all property at the OCFEC in the same condition as it was found upon arrival.

The OCFEC would agree to provide available parking lots for temporary housing usage, the parking and temporary storage of emergency, supply and civilian vehicles. If any of these areas are unavailable at the time of need, alternate available buildings or areas may be utilized.

Costa Mesa Temporary Displacement Center/Emergency Equipment Staging Area (TBD)

**No LOU, MOU or contract currently in place. Initial discussions only to date.*

In the event of temporary displacement of a large number of students (*OCC, Vanguard, CMHS, Davis Magnet School*), residents (*i.e. apartment complex fire*) or an emergency which requires significant 1st responder/mutual aid equipment staging, the OCFEC could potentially be utilized to support City of Costa Mesa emergency operations. Uses include *temporarily housing displaced city residents or staging equipment to support emergency operations* as requested by the Costa Mesa Fire or Police Departments.

If notified by the City of Costa Mesa of the need to use OCFEC property for such an emergency, OCFEC management staff will determine which areas of the facility are available for use.

If use of OCFEC property is requested by the City of Costa Mesa, the city would provide: staff, equipment, evidence of insurance and crowd control if needed for the duration of the event. The City of Costa Mesa would also agree to reimburse the OCFEC for any out-of-pocket expenses, coordinate food service through Spectra unless provided by a non-profit agency and leave all property at the OCFEC in the same condition as it was found upon arrival.

The OCFEC would agree to provide available parking lots for temporary housing usage, the parking and temporary storage of emergency, supply and civilian vehicles. If any of these areas are unavailable at the time of need, alternate available buildings or areas may be utilized.



Board of Directors Agenda Report

MEETING DATE: FEBRUARY 22, 2018 ITEM NUMBER: 9E

SUBJECT: Notification of Scheduled Board of Directors' Workshops for March, April and May Board of Directors Meetings

DATE: February 16, 2018

FROM: Barbara Bagneris, Board Chair

PRESENTATION BY: Barbara Bagneris, Board Chair

RECOMMENDATION

Information item only.

BACKGROUND

The next three Board of Directors meetings will require additional time due the following:

- { **March 22nd** - Board of Directors Training
- { **April 26th** - Master Site Plan Workshop
- { **May 24th** - Strategic Business Plan Workshop

We are proposing the following timeline for the March, April and May Board of Directors meetings:

9:00 a.m. – 10:30 a.m.	Agenda items 1-9 (including Call to Order through Governance Process, workshop/training to be last governance item)
10:30 a.m. – 10:45 a.m.	Short recess for room re-set (if necessary)
10:45 a.m. – 12:30 p.m.	Workshop/Training to commence
12:30 p.m. – 12:40 p.m.	Short recess as boxed lunches are delivered for Board of Directors and members of the public
12:40 p.m. – 2:00 p.m.	Workshop/Training to continue through working lunch
2:00 p.m. – 2:15 p.m.	Wrap up of final Agenda items (Board of Directors Matters of Information and Adjournment)



Board of Directors Agenda Report

MEETING DATE: FEBRUARY 22, 2018 ITEM NUMBER: 9F

SUBJECT: OCFEC Public Records Request Fulfillment Process

DATE: February 16, 2018

FROM: Barbara Bagneris, Board Chair

PRESENTATION BY: Kathy Kramer, CEO

RECOMMENDATION

Information item only.

BACKGROUND

To provide the Board of Directors and members of the public with the California Public Records Act (CPRA) requirements and fulfillment process.

Attached:

1. California Office of the Attorney General - Summary of the California Public Records Act 2004
2. Sample of OCFEC receipt and response email with standard letter and responsive records, fulfilling the requests within ten days.
3. Sample of OCFEC receipt and response standard letter with approximate release date of responsive records, if the request cannot be fulfilled within ten days.



Summary
of the
California Public Records Act 2004

California Attorney General's Office

SUMMARY
CALIFORNIA PUBLIC RECORDS ACT
GOVERNMENT CODE SECTION¹ 6250 ET SEQ.
August, 2004

I

OVERVIEW

Legislation enacting the California Public Records Act (hereinafter, “CPRA”) was signed in 1968, culminating a 15-year-long effort to create a general records law for California. Previously, one was required to look at the law governing the specific type of record in question in order to determine its disclosability. When the CPRA was enacted, an attempt was made to remove a number of these specific laws from the books. However, preexisting privileges such as the attorney-client privilege have been incorporated by reference into the provisions of the CPRA.

The fundamental precept of the CPRA is that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so. Most of the reasons for withholding disclosure of a record are set forth in specific exemptions contained in the CPRA. However, some confidentiality provisions are incorporated by reference to other laws. Also, the CPRA provides for a general balancing test by which an agency may withhold records from disclosure, if it can establish that the public interest in nondisclosure clearly outweighs the public interest in disclosure.

There are two recurring interests that justify most of the exemptions from disclosure. First, several CPRA exemptions are based on a recognition of the individual’s right to privacy (e.g., privacy in certain personnel, medical or similar records). Second, a number of disclosure exemptions are based on the government’s need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

If a record contains exempt information, the agency generally must segregate or redact the exempt information and disclose the remainder of the record. If an agency improperly withholds records, a member of the public may enforce, in court, his or her right to inspect or copy the records and receive payment for court costs and attorney’s fees.

1. All section references are to the Government Code unless otherwise indicated.

II

PUBLIC ACCESS v. RIGHTS OF PRIVACY

A. Right To Monitor Government

In enacting the CPRA, the Legislature stated that access to information concerning the conduct of the public's business is a fundamental and necessary right for every person in the State.¹ Cases interpreting the CPRA also have emphasized that its primary purpose is to give the public an opportunity to monitor the functioning of their government.² The greater and more unfettered the public official's power, the greater the public's interest in monitoring the governmental action.³

B. The Right Of Privacy

Privacy is a constitutional right and a fundamental interest recognized by the CPRA.⁴ Although there is no general right to privacy articulated in the CPRA, the Legislature recognized the individual right to privacy in crafting a number of its exemptions. Thus, in administering the provisions of the CPRA, agencies must sometimes use the general balancing test to determine whether the right of privacy in a given circumstance outweighs the interests of the public in access to the information. If personal or intimate information is extracted from a person (e.g., a government employee or appointee, or an applicant for government employment/appointments a precondition for the employment or appointment), a privacy interest in such information is likely to be recognized.⁵ However, if information is provided voluntarily in order to acquire a benefit, a privacy right is less likely to be recognized.⁶ Sometimes, the question of disclosure depends upon whether the invasion of an individual's privacy is sufficiently invasive so as to outweigh the public interest in disclosure.

III

SCOPE OF COVERAGE

A. Public Record Defined

1. Identifiable Information

The public may inspect or obtain a copy of identifiable public records.⁷ Writings held by state or local government are public records.⁸ A writing includes all forms of recorded information that currently exist or that may exist in the future.⁹ The essence of the CPRA is to provide access to information, not merely documents and files.¹⁰ However, it is not enough to provide extracted information to the requestor, the document containing the information must be provided. In order to invoke the CPRA, the request for records must be both specific and focused. The requirement of clarity must be tempered by the reality that

a requester, having no access to agency files or their scheme of organization, may be unable to precisely identify the documents sought. Thus, writings may be described by their content.¹¹

To the extent reasonable, agencies are generally required to assist members of the public in making focused and effective requests for identifiable records.¹² One legislatively-approved method of providing assistance is to make available an index of the agency's records.¹³ A request for records may be made orally or in writing.¹⁴ When an oral request is received, the agency may wish to consider confirming the request in writing in order to eliminate any confusion regarding the request.

2. Computer Information

When a person seeks a record in an electronic format, the agency shall, upon request, make the information available in any electronic format in which it holds the information.¹⁵ Computer software developed by the government is exempt from disclosure.¹⁶

B. Agencies Covered

All state and local government agencies are covered by the CPRA.¹⁷ Non-profit and for-profit entities subject to the Ralph M. Brown Act are covered as well.¹⁸ The CPRA is not applicable to the Legislature, which is instead covered by the Legislative Open Records Act.¹⁹ The judicial branch is not bound by the CPRA, although most court records are disclosable as a matter of public rights of access to courts.²⁰ Federal government agencies are covered by the Federal Freedom of Information Act.²¹

C. Member Of The Public

The CPRA entitles natural persons and business entities as members of the public to inspect public records in the possession of government agencies.²² Persons who have filed claims or litigation against the government, or who are investigating the possibility of so doing, generally retain their identity as members of the public.²³ Representatives of the news media have no greater rights than members of the public.²⁴ Government employees acting in their official capacity are not considered to be members of the public.²⁵ Individuals may have greater access to records about themselves than public records, generally.²⁶

D. Right To Inspect And Copy Public Records

Records may be inspected at an agency during its regular office hours.²⁷ The CPRA contains no provision for a charge to be imposed in connection with the mere inspection of records. Copies of records may be obtained for the direct cost of duplication, unless the Legislature has established a statutory fee.²⁸ The direct cost of duplication includes the pro rata expense of the duplicating equipment utilized in making a copy of a record and, conceivably, the pro rata expense in terms of staff time (salary/benefits) required to produce the copy.²⁹ A staff

person's time in researching, retrieving and mailing the record is not included in the direct cost of duplication. By contrast, when an agency must compile records or extract information from an electronic record or undertake programming to satisfy a request, the requestor must bear the full cost, not merely the direct cost of duplication.³⁰ The right to inspect and copy records does not extend to records that are exempt from disclosure.

IV

REQUEST FOR RECORDS AND AGENCY RESPONSE

A. Procedures

A person need not give notice in order to inspect public records at an agency's offices during normal working hours. However, if the records are not readily accessible or if portions of the records must be redacted in order to protect exempt material, the agency must be given a reasonable period of time to perform these functions.

When a copy of a record is requested, the agency shall determine within ten days whether to comply with the request, and shall promptly inform the requester of its decision and the reasons therefor.³¹ Where necessary, because either the records or the personnel that need to be consulted regarding the records are not readily available, the initial ten-day period to make a determination may be extended for up to fourteen days.³² If possible, records deemed subject to disclosure should be provided at the time the determination is made. If immediate disclosure is not possible, the agency must provide the records within a reasonable period of time, along with an estimate of the date that the records will be available. The Public Records Act does not permit an agency to delay or obstruct the inspection or copying of public records.³³ Finally, when a written request is denied, it must be denied in writing.³⁴

B. Claim Of Exemption

Under specified circumstances, the CPRA affords agencies a variety of discretionary exemptions which they may utilize as a basis for withholding records from disclosure. These exemptions generally include personnel records, investigative records, drafts, and material made confidential by other state or federal statutes. In addition, a record may be withheld whenever the public interest in nondisclosure clearly outweighs the public interest in disclosure. When an agency withholds a record because it is exempt from disclosure, the agency must notify the requester of the reasons for withholding the record. However, the agency is not required to provide a list identifying each record withheld and the specific justification for withholding the record.³⁵

C. Segregation Of Exempt From Nonexempt Material

When a record contains exempt material, it does not necessarily mean that the entire record may be withheld from disclosure. Rather, the general rule is that the exempt material may be withheld but the remainder of the record must be disclosed.³⁶ The fact that it is time consuming to segregate exempt material does not obviate the requirement to do it, unless the burden is so onerous as to clearly outweigh the public interest in disclosure.³⁷ If the information which would remain after exempt material has been redacted would be of little or no value to the requester, the agency may refuse to disclose the record on the grounds that the segregation process is unduly burdensome.³⁸ The difficulty in segregating exempt from nonexempt information is relevant in determining the amount of time which is reasonable for producing the records in question.

D. Waiver Of Exemption

Exempt material must not be disclosed to any member of the public if the material is to remain exempt from disclosure.³⁹ Once material has been disclosed to a member of the public, it generally is available upon request to any and all members of the public. Confidential disclosures to another governmental agency in connection with the performance of its official duties, or disclosures in a legal proceeding are not disclosures to members of the public under the CPRA and do not constitute a waiver of exempt material.⁴⁰

V

EXEMPTION FOR PERSONNEL, MEDICAL OR SIMILAR RECORDS
(Gov. Code, § 6254(c))

A. Records Covered

A personnel, medical or similar record generally refers to intimate or personal information which an individual is required to provide to a government agency frequently in connection with employment.⁴¹ The fact that information is in a personnel file does not necessarily make it exempt information.⁴² Information such as an individual's qualifications, training, or employment background, which are generally public in nature, ordinarily are not exempt.⁴³

Information submitted by license applicants is not covered by section 6254(c) but is protected under section 6254(n) and, under special circumstances, may be withheld under the balancing test in section 6255.⁴⁴

B. Disclosure Would Constitute An Unwarranted Invasion Of Privacy

If information is intimate or personal in nature and has not been provided to a government agency as part of an attempt to acquire a benefit, disclosure of the information probably would constitute a violation of the individual's privacy. However, the invasion of an individual's privacy must be balanced against the public's need for the information. Only where the invasion of privacy is unwarranted as compared to the public interest in the information does the exemption permit the agency to withhold the record from disclosure. If this balancing test indicates that the privacy interest outweighs the public interest in disclosure, disclosure of the record by the government would appear to constitute an unwarranted invasion of privacy.

Courts have reached different conclusions regarding whether the investigation or audit of a public employee's performance is disclosable.⁴⁵ The gross salary and benefits of high-level state and local officials are a matter of public record. However, a recent case indicated that absent a showing that the name of a particular civil service employee is important in monitoring government performance, civil service employees have an expectation of privacy in individually identifiable salary information.⁴⁶

VI

EXEMPTION FOR PRELIMINARY NOTES, DRAFTS AND MEMORANDA

(Gov. Code, § 6254(a))

Under this exemption, materials must be (1) notes, drafts or memoranda (2) which are not retained in the ordinary course of business (3) where the public interest in nondisclosure clearly outweighs the public interest in disclosure. This exemption has little or no effect since the deliberative process privilege was clearly established under the balancing test in section 6255 in 1991, but is mentioned here because it is in the Act.⁴⁷

VII

**EXEMPTION FOR INVESTIGATIVE RECORDS
AND INTELLIGENCE INFORMATION**

(Gov. Code, § 6254(f))

A. Investigative Records

Records of complaints, preliminary inquiries to determine if a crime has been committed, and full-scale investigations, as well as closure memoranda are investigative records.⁴⁸ In addition, records that are not inherently investigatory may be covered by the exemption where they pertain to an enforcement proceeding that has become concrete and definite.⁴⁹

Investigative and security records created for law enforcement, correctional or licensing purposes also are covered by the exemption from disclosure. The term “law enforcement” agency refers to traditional criminal law enforcement agencies.⁵⁰ Records created in connection with administrative investigations unrelated to licensing are not subject to the exemption. The exemption is permanent and does not terminate once the investigation has been completed.⁵¹

Even though investigative records themselves may be withheld, section 6254(f) mandates that law enforcement agencies disclose specified information about investigative activities.⁵² However, the agency’s duty to disclose information pursuant to section 6254(f) only applies if the request is made contemporaneously with the creation of the record in which the requested information is contained.⁵³ This framework is fundamentally different from the approach followed by other exemptions in the Public Records Act and in federal law, in which the records themselves are disclosable once confidential information has been redacted.

Specifically, section 6254(f) requires that basic information must be disclosed by law enforcement agencies in connection with calls for assistance or arrests, unless to do so would endanger the safety of an individual or interfere with an investigation.⁵⁴ With respect to public disclosures concerning calls for assistance and the identification of arrestees, the law restricts disclosure of address information to specified persons.⁵⁵ However, section 6254(f) expressly permits agencies to withhold the analysis and conclusions of investigative personnel. Thus, specified facts may be disclosable pursuant to the statutory directive, but the analysis and recommendations of investigative personnel concerning such facts are exempt.

B. Intelligence Information

Records of intelligence information collected by the Attorney General and state and local police agencies are exempt from disclosure. Intelligence information is related to criminal activity but is not focused on a concrete prospect of enforcement.

VIII

EXEMPTIONS FOR LITIGATION AND ATTORNEY RECORDS

(Gov. Code, § 6254 (b), (k))

A. Pending Claims And Litigation

Section 6254(b) permits documents specifically prepared in connection with filed litigation to be withheld from disclosure.⁵⁶ The exemption has been interpreted to apply only to documents created after the commencement of the litigation.⁵⁷ For example, it does not apply to the claim that initiates the administrative or court process. Once litigation is

resolved, this exemption no longer protects records from disclosure, although other exemptions (e.g., attorney-client privilege) may be ongoing.⁵⁸

Nonexempt records pertaining to the litigation are disclosable to requestors, including prospective or actual parties to the litigation.⁵⁹ Generally, a request from actual or prospective litigants can be barred only where an independent statutory prohibition or collateral estoppel applies. If the agency believes that providing the record would violate a discovery order, it should bring the matter to the attention of the court that issued the order.⁶⁰

In discovery during civil litigation unrelated to the Public Records Act, Evidence Code section 1040 (as opposed to the Act's exemptions) governs.⁶¹

B. Attorney-Client Privilege

The attorney-client privilege covers confidential communications between an attorney and his or her client. The privilege applies to litigation and nonlitigation situations.⁶² The privilege appears in section 954 of the Evidence Code and is incorporated into the CPRA through section 6254(k). The privilege lasts forever unless waived. However, the privilege is not waived when a confidential communication is provided to an opposing party where to do so is reasonably necessary to assist the parties in finalizing their negotiations.⁶³

C. Attorney Work Product

The attorney work product rule covers research, analysis, impressions and conclusions of an attorney. This confidentiality rule appears in section 2018 of the Code of Civil Procedure and is incorporated into the CPRA through section 6254(k). Records subject to the rule are confidential forever. The rule applies in litigation and nonlitigation circumstances alike.⁶⁴

IX

OTHER EXEMPTIONS

A. Official Information

Information gathered by a government agency under assurances of confidentiality may be withheld if it is in the public interest to do so. The official information privilege appears in Evidence Code section 1040 and is incorporated into the CPRA through section 6254(k). The analysis and balancing of competing interests in withholding versus disclosure is the same under Evidence Code section 1040 as it is under section 6255.⁶⁵ When an agency is in litigation, it may not resist discovery by asserting exemptions under the CPRA; rather, it must rely on the official information privilege.⁶⁶

B. Trade Secrets

Agencies may withhold confidential trade secret information pursuant to Evidence Code section 1060 which is incorporated into the CPRA through section 6254(k). However, with respect to state contracts, bids and their resulting contracts generally are disclosable after bids have been opened or the contracts awarded.⁶⁷ Although the agency has the obligation to initially determine when records are exempt as trade secrets, a person or entity disclosing trade secret information to an agency may be required to assist in the identification of the information to be protected and may be required to litigate any claim of trade secret which exceeds that which the agency has asserted.

C. Other Express Exemptions

Other express exemptions include records relating to: securities and financial institutions;⁶⁸ utility, market and crop reports;⁶⁹ testing information;⁷⁰ appraisals and feasibility reports;⁷¹ gubernatorial correspondence;⁷² legislative counsel records;⁷³ personal financial data used to establish a license applicant's personal qualifications;⁷⁴ home addresses;⁷⁵ and election petitions.⁷⁶

The exemptions for testing information and personal financial data are of particular interest to licensing boards which must determine the competence and character of applicants in order to protect the public welfare.

X

THE PUBLIC INTEREST EXEMPTION

(Gov. Code, § 6255)

A. The Deliberative Process Privilege

The deliberative process privilege is intended to afford a measure of privacy to decision makers. This doctrine permits decision makers to receive recommendatory information from and engage in general discussions with their advisors without the fear of publicity. As a general rule, the deliberative process privilege does not protect facts from disclosure but rather protects the process by which policy decisions are made.⁷⁷ Records which reflect a final decision and the reasoning which supports that decision are not covered by the deliberative process privilege. If a record contains both factual and deliberative materials, the deliberative materials may be redacted and the remainder of the record must be disclosed, unless the factual material is inextricably intertwined with the deliberative material. Under section 6255, a balancing test is applied in each instance to determine whether the public interest in maintaining the deliberative process privilege outweighs the public interest in disclosure of the particular information in question.⁷⁸

B. Other Applications Of The Public Interest Exemption

In order to withhold a record under section 6255, an agency must demonstrate that the public's interest in nondisclosure clearly outweighs the public's interest in disclosure. A particular agency's interest in nondisclosure is of little consequence in performing this balancing test; it is the public's interest, not the agency's that is weighed. This "public interest balancing test" has been the subject of several court decisions.

In a case involving the licensing of concealed weapons, the permits and applications were found to be disclosable in order for the public to properly monitor the government's administration of concealed weapons permits.⁷⁹ The court carved out a narrow exemption where disclosure would render an individual vulnerable to attack at a specific time and place. The court also permitted withholding of psychiatric information on privacy grounds.

In another case, a city sought to maintain the confidentiality of names and addresses of water users who violated the city's water rationing program. The court concluded that the public's interest in disclosure outweighed the public's interest in nondisclosure since disclosure would assist in enforcing the water rationing program.⁸⁰ The court rejected arguments that the water users' interests in privacy and maintaining freedom from intimidation justified nondisclosure.

The names, addresses, and telephone numbers of persons who have filed noise complaints concerning the operation of a city airport are protected from disclosure where under the particular facts involved, the court found that there were less burdensome alternatives available to serve the public interest.⁸¹

In a case involving a request for the names of persons who, as a result of gifts to a public university, had obtained licenses for the use of seats at an athletic arena, and the terms of those licenses, the court found that the university failed to establish its claim of confidentiality by a "clear overbalance." The court found the university's claims that disclosure would chill donations to be unsubstantiated. It further found a substantial public interest in such disclosure to permit public monitoring and avoid favoritism or discrimination in the operation of the arena.⁸²

XI

LITIGATION UNDER THE ACT

A requester, but not a public agency, may bring an action seeking mandamus, injunctive relief or declaratory relief under sections 6258 or 6259.⁸³ To assist the court in making a decision, the documents in question may be inspected at an in-camera hearing (i.e. a private hearing with a judge). An in-camera hearing is held at the court's discretion, and the parties have no right to such a hearing. Prevailing plaintiffs shall be awarded court costs and attorney's fees. A plaintiff need not obtain all of the requested records in order to be the prevailing party in litigation.⁸⁴ A plaintiff is also considered the prevailing party if the lawsuit ultimately motivated the agency to provide the requested records.⁸⁵ Prevailing defendants may be awarded court costs and attorney fees only if the requestor's claim is clearly frivolous. There is no right of appeal, but the losing party may bring a petition for extraordinary relief to the court of appeal.

If you wish to obtain additional copies of this pamphlet, they may be ordered or downloaded via the Attorney General's Home Page, located on the World Wide Web at <http://caag.state.ca.us>. You may also write to the Attorney General's Office, Public Inquiry Unit, P.O. Box 944255, Sacramento, CA 94244-2550 or call us at (800) 952-5225 (for callers within California), or (916) 322-3360 (for callers outside of California); the TTY/TDD telephone numbers are (800) 952-5548 (for callers within California), or (916) 324-5564 (for callers outside of California).

Deputy Attorney General Ted Prim, Editor

Special thanks to Neil Gould, Senior Staff Counsel, Department of Water Resources, for his assistance.

1. Government Code section 6250.
2. *U.S. Dept. of Justice v. Reporters Committee for Freedom of Press* (1989) 489 U.S. 749; *Times Mirror Co. v. Superior Court* (1991) 53 Cal.3d 1325; *CBS, Inc. v. Block* (1986) 42 Cal.3d 646.
3. *New York Times Co. v. Superior Court* (1997) 52 Cal.App.4th 97, involving public's rights to acquire names of officers using deadly force; *CBS, Inc. v. Block* (1986) 42 Cal.3d 646, involving public's right to monitor Sheriff's unfettered power to award concealed weapons permits.
4. Article 1, section 1 of the California Constitution; Government Code sections 6254(c), 6254(k), and 6255; *New York Times Co. v. Superior Court* (1990) 218 Cal.App.3d 1579.
5. *California First Amendment Coalition v. Superior Court* (1998) 67 Cal.App.4th 159; *Wilson v. Superior Court* (1996) 51 Cal.App.4th 1136; *Braun v. City of Taft* (1984) 154 Cal.App.3d 332, but see *Braun v. City of Taft, supra*, 154 Cal.App.3d at p. 344, where disclosure of personal information was not found to constitute invasion of privacy; *San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762, 777.
6. *CBS, Inc. v. Block* (1986) 42 Cal.3d 646, where information provided to government in order to obtain concealed weapon permit; *Register Div. Freedom Newspapers, Inc. v. County of Orange* (1984) 158 Cal.App.3d 893, 902, where litigant submitted medical information to induce settlement of law suit; *San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762, 781, where contractor sought to modify existing contract.
7. Government Code section 6253.
8. Government Code section 6252(e).
9. Government Code section 6252(f); 71 Ops.Cal.Atty.Gen. 235, 236 (1988).
10. *San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762, 774; *Cook v. Craig* (1976) 55 Cal.App.3d 773, 782.
11. *California First Amendment Coalition v. Superior Court* (1998) 67 Cal.App.4th 159; *Rogers v. Superior Court* (1993) 19 Cal.App.4th 469.
12. Government Code section 6253.1.
13. Government Code section 6253.1(d)(3).
14. *Los Angeles Times v. Alameda Corridor Transp. Auth.* (2001) 88 Cal.App.4th 1381, 1392.
15. Government Code section 6253.9.
16. Government Code section 6254.9.
17. Government Code section 6252(a) and (b); *Michael J. Mack v. State Bar of California* (2001) 92 Cal.App.4th 957, 962, CPRA inapplicable to State Bar.

18. Government Code section 6252(b) as amended by AB 2937, Stats. 2002, Ch. 1073. A nongovernmental auxiliary association is not a state agency; *California State University, Fresno Assn., Inc. v. Superior Court* (2001) 90 Cal.App.4th 810, 829; 85 Ops.Cal.Atty.Gen. 55 (2002). A nonprofit corporation designated by a city to provide programming to a cable television channel set aside for educational purposes is subject to the Public Records Act because it qualifies as a local legislative body under the Brown Act.
19. Government Code section 9071.
20. *Estate of Hearst v. Leland Lubinski, et al.* (1977) 67 Cal.App.3d 777.
21. 5 U.S.C. 552.
22. Government Code sections 6252(c), (e) and 6253; *Connell v. Superior Court* (1997) 56 Cal.App.4th 601.
23. *Wilder v. Superior Court* (1998) 66 Cal.App.4th 77; *Fairley v. Superior Court* (1998) 66 Cal.App.4th 1414.
24. *San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762, 774.
25. Government Code section 6252(g).
26. Civil Code section 1798 (Information Practices Act), which applies to persons referenced in state government records.
27. Government Code section 6253(a).
28. Government Code section 6253(b).
29. *North County Parents Organization v. Department of Education* (1994) 23 Cal.App.4th 144, 148; Informal opinion from Attorney General to Senator Gary K. Hart, dated April 11, 1991.
30. Government Code section 6253.9(b)(2).
31. Government Code section 6253(c).
32. Government Code section 6253(c).
33. Government Code section 6253(c).
34. Government Code section 6255(b).
35. *Haynie v. Superior Court* (2001) 26 Cal.4th 1061, 1074-1075.
36. Government Code section 6253(a); *American Civil Liberties Union Foundation v. Deukmejian* (1982) 32 Cal.3d 440, 447; *Connell v. Superior Court* (1997) 56 Cal.App.4th 601; *State Bd. of Equalization v. Superior Court* (1992) 10 Cal.App.4th 1177, 1187.

37. *State Bd. of Equalization v. Superior Court* (1992) 10 Cal.App.4th 1177, 1190, fn. 14.
38. *American Civil Liberties Union Foundation v. Deukmejian* (1982) 32 Cal.3d 440, 447.
39. Government Code section 6254.5; *Black Panther Party v. Kehoe* (1974) 42 Cal.App.3d 645.
40. Government Code section 6254.5(b) and (e).
41. *Register Div. of Freedom Newspapers, Inc. v. County of Orange* (1984) 158 Cal.App.3d, 893; *San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762.
42. *New York Times Co. v. Superior Court* (1997) 52 Cal.App.4th 97, 103.
43. *Eskaton Monterey Hospital v. Myers* (1982) 134 Cal.App.3d 788.
44. *CBS, Inc. v. Block* (1986) 42 Cal.3d 646, applied the balancing test to protect certain privacy information in concealed weapons permits from disclosure. Protection for the particular information exempted by the Court in that decision was later codified in section 6254, subdivision (u).
45. *Bakersfield City School District v. Superior Court* 2004 WL 1120036 (Cal.App. 5 Dist.); *Payton v. City of Santa Clara* (1982) 132 Cal.App.3d 152, disciplinary records were not disclosable unless the state could demonstrate a compelling interest in disclosure; *AFSCME v. Regents of University of California* (1978) 80 Cal.App.3d 913, performance audit was disclosable unless charges were found to be groundless.
46. Government Code section 6254.8; *Teamsters Local 856 v. Priceless, LLC* (2003) 112 Cal.App.4th 1500; 68 Ops.Cal.Atty.Gen.73 (1985).
47. *Times Mirror Co. v. Superior Court* (1991) 53 Cal.3d 1325.
48. *Haynie v. Superior Court* (2001) 26 Cal.4th 1061; *Rackauckas v. Superior Court* (2002) 104 Cal.App.4th 169.
49. *Haynie v. Superior Court* (2001) 26 Cal.4th 1061, 1068-1072.
50. *State of California ex rel. Division of Industrial Safety v. Superior Court* (1974) 43 Cal.App.3d 778.
51. *Dick Williams v. Superior Court* (1993) 5 Cal.4th 337, 354-362.
52. *Dick Williams v. Superior Court* (1993) 5 Cal.4th 337, 348-354.
53. *County of Los Angeles v. Superior Court (Kusar)* (1993) 18 Cal.App.4th 588.
54. 86 Ops.Cal.Atty.Gen. 132 (2003), release of mug shot is one way for a law enforcement agency to fulfill its obligation to provide information.
55. *Los Angeles Police Dept. v. United Reporting Publishing Corp.*, 528 U.S. 32 (1999).

56. *Fairley v. Superior Court* (1998) 66 Cal.App.4th 1414; *City of Hemet v. Superior Court (Press-Enterprise)* (1995) 37 Cal.App.4th 1411.
57. *Fairley v. Superior Court* (1998) 66 Cal.App.4th 1414; 71 Ops.Cal.Atty.Gen. 235 (1988).
58. *City of Los Angeles v. Superior Court (Axelrad)* (1996) 41 Cal.App.4th 1083.
59. *County of Los Angeles v. Superior Court (Axelrad II)* (2000) 82 Cal.App.4th 819, 826; *Wilder v. Superior Court* (1998) 66 Cal.App.4th 77; *Fairley v. Superior Court* (1998) 66 Cal.App.4th 1414; *City of Hemet v. Superior Court (Press-Enterprise)* (1995) 37 Cal.App.4th 1411, 1420-1421, fn. 11; but see dicta in *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363, 372.
60. *County of Los Angeles v. Superior Court (Axelrad II)* (2000) 82 Cal.App.4th 819, 830.
61. *Marylander v. Superior Court* (2000) 81 Cal.App.4th 1119, 1124-25.
62. *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363, 371.
63. *STI Outdoor v. Superior Court* (2001) 91 Cal.App.4th 334, 341.
64. *County of Los Angeles v. Superior Court (Axelrad II)* (2000) 82 Cal.App.4th 819, 833.
65. *California State University, Fresno Assn., Inc. v. Superior Court* (2001) 90 Cal.App.4th 810, 832.
66. *Michael P. v. Superior Court* (2001) 92 Cal.App.4th 1036, 1042; *Marylander v. Superior Court* (2000) 81 Cal.App.4th 1119, 1125.
67. Public Contract Code sections 10305 and 10342.
68. Government Code section 6254(d).
69. Government Code section 6254(e).
70. Government Code section 6254(g).
71. Government Code section 6254(h).
72. Government Code section 6254(l); *California First Amendment Coalition v. Superior Court* (1998) 67 Cal.App.4th 159; *Times Mirror Co. v. Superior Court* (1991) 53 Cal.3d 1325.
73. Government Code section 6254(m).
74. Government Code section 6254(n).
75. State employees, Government Code section 6254.3; Registered voters, Government Code section 6254.4; Persons appearing in records of DMV, Government Code section 6254.1(b).

76. Government Code section 6253.5.

77. *Times Mirror* and *First Amendment Coalition*, established this general principle but, in light of special circumstances, an agency may withhold information that is essentially factual in nature.

78. The California Supreme Court's decision in *Times Mirror Co. v. Superior Court* (1991) 53 Cal.3d 1325 is the source of the above information concerning deliberative process privilege. See also *Rogers v. Superior Court* (1993) 19 Cal.App.4th 469.

79. *CBS, Inc. v. Block* (1986) 42 Cal.3d 646.

80. *New York Times Co. v. Superior Court* (1990) 218 Cal.App.3d 1579; but see Government Code section 6254.16 adopted subsequently.

81. *City of San Jose v. Superior Court* (1999) 74 Cal.App.4th 1008.

82. *California State University, Fresno Assn., Inc. v. Superior Court* (2001) 90 Cal.App.4th 810, 834-835.

83. *Filarsky v. Superior Court* (2002) 28 Cal.4th 419, 423.

84. *Los Angeles Times v. Alameda Corridor Transp. Auth.* (2001) 88 Cal.App.4th 1381, 1391-1392.

85. *Roberts v. City of Palmdale* (1993) 19 Cal.App.4th 469, 482; *Belth v. Garamendi* (1991) 232 Cal.App.3d 896, 898.

APPENDIX

CALIFORNIA PUBLIC RECORDS ACT

Government Code Sections 6250-6276.48

(January 2004)

6250. In enacting this chapter, the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

6251. This chapter shall be known and may be cited as the California Public Records Act.

6252. As used in this chapter:

(a) "State agency" means every state office, officer, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.

(b) "Local agency" includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Section 54952.

(c) "Person" includes any natural person, corporation, partnership, limited liability company, firm, or association.

(d) "Public agency" means any state or local agency.

(e) "Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975.

(f) "Writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

(g) "Member of the public" means any person, except a member, agent, officer, or employee of a federal, state, or local agency acting within the scope of his or her membership, agency, office, or employment.

6252.5. Notwithstanding the definition of “member of the public” in Section 6252, an elected member or officer of any state or local agency is entitled to access to public records of that agency on the same basis as any other person. Nothing in this section shall limit the ability of elected members or officers to access public records permitted by law in the administration of their duties.

This section does not constitute a change in, but is declaratory of, existing law.

6252.6. Notwithstanding paragraph (2) of subdivision (a) of Section 827 of the Welfare and Institutions Code, after the death of a foster child who is a minor, the name, date of birth, and date of death of the child shall be subject to disclosure by the county child welfare agency pursuant to this chapter.

6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

(b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.

(c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, “unusual circumstances” means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

(1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

(3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

(4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

(d) Nothing in this chapter shall be construed to permit an agency to delay or obstruct the inspection or copying of public records. The notification of denial of any request for records required by Section 6255 shall set forth the names and titles or positions of each person responsible for the denial.

(e) Except as otherwise prohibited by law, a state or local agency may adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards set forth in this chapter.

6253.1. (a) When a member of the public requests to inspect a public record or obtain a copy of a public record, the public agency, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, shall do all of the following, to the extent reasonable under the circumstances:

(1) Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated.

(2) Describe the information technology and physical location in which the records exist.

(3) Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

(b) The requirements of paragraph (1) of subdivision (a) shall be deemed to have been satisfied if the public agency is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the record or records.

(c) The requirements of subdivision (a) are in addition to any action required of a public agency by Section 6253.

(d) This section shall not apply to a request for public records if any of the following applies:

(1) The public agency makes available the requested records pursuant to Section 6253.

(2) The public agency determines that the request should be denied and bases that determination solely on an exemption listed in Section 6254.

(3) The public agency makes available an index of its records.

6253.2. (a) Notwithstanding any other provision of this chapter to the contrary, information regarding persons paid by the state to provide in-home supportive services pursuant to Article 7 (commencing with Section 12300) of Chapter 3 of Part 3 of Division 9 of the Welfare and Institutions Code or personal care services pursuant to Section 14132.95 of the Welfare and Institutions Code, shall not be subject to public disclosure pursuant to this chapter, except as provided in subdivision (b).

(b) Copies of names, addresses, and telephone numbers of persons described in subdivision (a) shall be made available, upon request, to an exclusive bargaining agent and to any labor organization seeking representation rights pursuant to subdivision (c) of Section 12301.6 or Section 12302 of the Welfare and Institutions Code or Chapter 10 (commencing with Section 3500) of Division 4 of Title 1. This information shall not be used by the receiving entity for any purpose other than the employee organizing, representation, and assistance activities of the labor organization.

(c) This section shall apply solely to individuals who provide services under the In-Home Supportive Services Program (Article 7 (commencing with Section 12300) of Chapter 3 of Part 3 of Division 9 of the Welfare and Institutions Code) or the Personal Care Services Program pursuant to Section 14132.95 of the Welfare and Institutions Code.

(d) Nothing in this section is intended to alter or shall be interpreted to alter the rights of parties under the Meyers-Milias-Brown Act (Chapter 10 (commencing with Section 3500) of Division 4) or any other labor relations law.

6253.4. (a) Every agency may adopt regulations stating the procedures to be followed when making its records available in accordance with this section.

The following state and local bodies shall establish written guidelines for accessibility of records. A copy of these guidelines shall be posted in a conspicuous public place at the offices of these bodies, and a copy of the guidelines shall be available upon request free of charge to any person requesting that body's records:

- Department of Motor Vehicles
- Department of Consumer Affairs
- Department of Transportation
- Department of Real Estate
- Department of Corrections
- Department of the Youth Authority
- Department of Justice
- Department of Insurance
- Department of Corporations
- Department of Managed Health Care
- Secretary of State

State Air Resources Board
Department of Water Resources
Department of Parks and Recreation
San Francisco Bay Conservation and Development Commission
State Board of Equalization
State Department of Health Services
Employment Development Department
State Department of Social Services
State Department of Mental Health
State Department of Developmental Services
State Department of Alcohol and Drug Abuse
Office of Statewide Health Planning and Development
Public Employees' Retirement System
Teachers' Retirement Board
Department of Industrial Relations
Department of General Services
Department of Veterans Affairs
Public Utilities Commission
California Coastal Commission
State Water Resources Control Board
San Francisco Bay Area Rapid Transit District
All regional water quality control boards
Los Angeles County Air Pollution Control District
Bay Area Air Pollution Control District
Golden Gate Bridge, Highway and Transportation District
Department of Toxic Substances Control
Office of Environmental Health Hazard Assessment

(b) Guidelines and regulations adopted pursuant to this section shall be consistent with all other sections of this chapter and shall reflect the intention of the Legislature to make the records accessible to the public. The guidelines and regulations adopted pursuant to this section shall not operate to limit the hours public records are open for inspection as prescribed in Section 6253.

6253.5. Notwithstanding Sections 6252 and 6253, statewide, county, city, and district initiative, referendum, and recall petitions, petitions circulated pursuant to Section 5091 of the Education Code, petitions for the reorganization of school districts submitted pursuant to Article 1 (commencing with Section 35700) of Chapter 4 of Part 21 of the Education Code, petitions for the reorganization of community college districts submitted pursuant to Part 46 (commencing with Section 74000) of the Education Code and all memoranda prepared by the county elections officials in the examination of the petitions indicating which registered voters have signed particular petitions shall not be deemed to be public records and shall not be open to inspection except by the public officer or public employees who have the duty of receiving, examining or preserving the petitions or who are responsible for the preparation of that memoranda and, if

the petition is found to be insufficient, by the proponents of the petition and the representatives of the proponents as may be designated by the proponents in writing in order to determine which signatures were disqualified and the reasons therefor. However, the Attorney General, the Secretary of State, the Fair Political Practices Commission, a district attorney, a school district or a community college district attorney, and a city attorney shall be permitted to examine the material upon approval of the appropriate superior court.

If the proponents of a petition are permitted to examine the petition and memoranda, the examination shall commence not later than 21 days after certification of insufficiency.

(a) As used in this section, “petition” shall mean any petition to which a registered voter has affixed his or her signature.

(b) As used in this section “proponents of the petition” means the following:

(1) For statewide initiative and referendum measures, the person or persons who submit a draft of a petition proposing the measure to the Attorney General with a request that he or she prepare a title and summary of the chief purpose and points of the proposed measure.

(2) For other initiative and referenda on measures, the person or persons who publish a notice of intention to circulate petitions, or, where publication is not required, who file petitions with the elections official.

(3) For recall measures, the person or persons defined in Section 343 of the Elections Code.

(4) For petitions circulated pursuant to Section 5091 of the Education Code, the person or persons having charge of the petition who submit the petition to the county superintendent of schools.

(5) For petitions circulated pursuant to Article 1 (commencing with Section 35700) of Chapter 4 of Part 21 of the Education Code, the person or persons designated as chief petitioners under Section 35701 of the Education Code.

(6) For petitions circulated pursuant to Part 46 (commencing with Section 74000) of the Education Code, the person or persons designated as chief petitioners under Sections 74102, 74133, and 74152 of the Education Code.

6253.6. (a) Notwithstanding the provisions of Sections 6252 and 6253, information compiled by public officers or public employees revealing the identity of persons who have requested bilingual ballots or ballot pamphlets, made in accordance with any federal or state law, or other data that would reveal the identity of the requester, shall not be deemed to be public records and shall not be provided to any person other than public officers or public employees who are responsible for receiving those requests and processing the same.

(b) Nothing contained in subdivision (a) shall be construed as prohibiting any person who is otherwise authorized by law from examining election materials, including, but not limited to, affidavits of registration, provided that requests for bilingual ballots or ballot pamphlets shall be subject to the restrictions contained in subdivision (a).

6253.8. (a) Every final enforcement order issued by an agency listed in subdivision (b) under any provision of law that is administered by an entity listed in subdivision (b), shall be displayed on the entity's Internet website, if the final enforcement order is a public record that is not exempt from disclosure pursuant to this chapter.

(b) This section applies to the California Environmental Protection Agency and to all of the following entities within the agency:

(1) The State Air Resources Board.

(2) The California Integrated Waste Management Board.

(3) The State Water Resources Control Board, and each California regional water quality control board.

(4) The Department of Pesticide Regulation.

(5) The Department of Toxic Substances Control.

(c) (1) Except as provided in paragraph (2), for purposes of this section, an enforcement order is final when the time for judicial review has expired on or after January 1, 2001, or when all means of judicial review have been exhausted on or after January 1, 2001.

(2) In addition to the requirements of paragraph (1), with regard to a final enforcement order issued by the State Water Resources Control Board or a California regional water quality control board, this section shall apply only to a final enforcement order adopted by that board or a regional board at a public meeting.

(d) An order posted pursuant to this section shall be posted for not less than one year.

(e) The California Environmental Protection Agency shall oversee the implementation of this section.

(f) This section shall become operative April 1, 2001.

6253.9. (a) Unless otherwise prohibited by law, any agency that has information that constitutes an identifiable public record not exempt from disclosure pursuant to this chapter that is in an electronic format shall make that information available in an electronic format when requested by any person and, when applicable, shall comply with the following:

(1) The agency shall make the information available in any electronic format in which it holds the information.

(2) Each agency shall provide a copy of an electronic record in the format requested if the requested format is one that has been used by the agency to create copies for its own use or for provision to other agencies. The cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format.

(b) Notwithstanding paragraph (2) of subdivision (a), the requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies:

(1) In order to comply with the provisions of subdivision (a), the public agency would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals.

(2) The request would require data compilation, extraction, or programming to produce the record.

(c) Nothing in this section shall be construed to require the public agency to reconstruct a record in an electronic format if the agency no longer has the record available in an electronic format.

(d) If the request is for information in other than electronic format, and the information also is in electronic format, the agency may inform the requester that the information is available in electronic format.

(e) Nothing in this section shall be construed to permit an agency to make information available only in an electronic format.

(f) Nothing in this section shall be construed to require the public agency to release an electronic record in the electronic form in which it is held by the agency if its release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

(g) Nothing in this section shall be construed to permit public access to records held by any agency to which access is otherwise restricted by statute.

6254. Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

(a) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.

(b) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810), until the pending litigation or claim has been finally adjudicated or otherwise settled.

(c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

(d) Contained in or related to any of the following:

(1) Applications filed with any state agency responsible for the regulation or supervision of the issuance of securities or of financial institutions, including, but not limited to, banks, savings and loan associations, industrial loan companies, credit unions, and insurance companies.

(2) Examination, operating, or condition reports prepared by, on behalf of, or for the use of, any state agency referred to in paragraph (1).

(3) Preliminary drafts, notes, or interagency or intra-agency communications prepared by, on behalf of, or for the use of, any state agency referred to in paragraph (1).

(4) Information received in confidence by any state agency referred to in paragraph (1).

(e) Geological and geophysical data, plant production data, and similar information relating to utility systems development, or market or crop reports, that are obtained in confidence from any person.

(f) Records of complaints to, or investigations conducted by, or records of intelligence information or security procedures of, the office of the Attorney General and the Department of Justice, and any state or local police agency, or any investigatory or security files compiled by any other state or local police agency, or any investigatory or security files compiled by any other state or local agency for correctional, law enforcement, or licensing purposes, except that state and local law enforcement agencies shall disclose the names and addresses of persons involved in, or witnesses other than confidential informants to, the incident, the description of any property involved, the date, time, and location of the incident, all diagrams, statements of the parties involved in the incident, the statements of all witnesses, other than confidential informants, to the victims of an incident, or an authorized representative thereof, an insurance carrier against which a claim has been or might be made, and any person suffering bodily injury or property damage or loss, as the result of the incident caused by arson, burglary, fire, explosion, larceny, robbery, carjacking, vandalism, vehicle theft, or a crime as defined by subdivision (b) of Section 13951, unless the disclosure would endanger the safety of a witness or other person involved in the investigation, or unless disclosure would endanger the successful

completion of the investigation or a related investigation. However, nothing in this division shall require the disclosure of that portion of those investigative files that reflect the analysis or conclusions of the investigating officer.

Customer lists provided to a state or local police agency by an alarm or security company at the request of the agency shall be construed to be records subject to this subdivision.

Notwithstanding any other provision of this subdivision, state and local law enforcement agencies shall make public the following information, except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation:

(1) The full name and occupation of every individual arrested by the agency, the individual's physical description including date of birth, color of eyes and hair, sex, height and weight, the time and date of arrest, the time and date of booking, the location of the arrest, the factual circumstances surrounding the arrest, the amount of bail set, the time and manner of release or the location where the individual is currently being held, and all charges the individual is being held upon, including any outstanding warrants from other jurisdictions and parole or probation holds.

(2) Subject to the restrictions imposed by Section 841.5 of the Penal Code, the time, substance, and location of all complaints or requests for assistance received by the agency and the time and nature of the response thereto, including, to the extent the information regarding crimes alleged or committed or any other incident investigated is recorded, the time, date, and location of occurrence, the time and date of the report, the name and age of the victim, the factual circumstances surrounding the crime or incident, and a general description of any injuries, property, or weapons involved. The name of a victim of any crime defined by Section 220, 261, 261.5, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, or 646.9 of the Penal Code may be withheld at the victim's request, or at the request of the victim's parent or guardian if the victim is a minor. When a person is the victim of more than one crime, information disclosing that the person is a victim of a crime defined by Section 220, 261, 261.5, 262, 264, 264.1, 273a, 273d, 286, 288, 288a, 289, 422.6, 422.7, 422.75, or 646.9 of the Penal Code may be deleted at the request of the victim, or the victim's parent or guardian if the victim is a minor, in making the report of the crime, or of any crime or incident accompanying the crime, available to the public in compliance with the requirements of this paragraph.

(3) Subject to the restrictions of Section 841.5 of the Penal Code and this subdivision, the current address of every individual arrested by the agency and the current address of the victim of a crime, where the requester declares under penalty of perjury that the request is made for a scholarly, journalistic, political, or governmental purpose, or that the request is made for investigation purposes by a licensed private investigator as described in Chapter 11.3 (commencing with Section 7512) of Division 3 of the Business and Professions Code, except that the address of the victim of any crime defined by Section 220, 261, 261.5, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, or 646.9 of the Penal Code shall

remain confidential. Address information obtained pursuant to this paragraph shall not be used directly or indirectly to sell a product or service to any individual or group of individuals, and the requester shall execute a declaration to that effect under penalty of perjury.

(g) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination, except as provided for in Chapter 3 (commencing with Section 99150) of Part 65 of the Education Code.

(h) The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the state or local agency relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. However, the law of eminent domain shall not be affected by this provision.

(i) Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information.

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

(k) Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

(l) Correspondence of and to the Governor or employees of the Governor's office or in the custody of or maintained by the Governor's Legal Affairs Secretary, provided that public records shall not be transferred to the custody of the Governor's Legal Affairs Secretary to evade the disclosure provisions of this chapter.

(m) In the custody of or maintained by the Legislative Counsel, except those records in the public database maintained by the Legislative Counsel that are described in Section 10248.

(n) Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with the licensing agency to establish his or her personal qualification for the license, certificate, or permit applied for.

(o) Financial data contained in applications for financing under Division 27 (commencing with Section 44500) of the Health and Safety Code, where an authorized officer of the California Pollution Control Financing Authority determines that disclosure of the financial data would be competitively injurious to the applicant and the data is required in order to obtain guarantees from the United States Small Business Administration. The California Pollution Control Financing Authority shall adopt rules for review of individual requests for confidentiality under

this section and for making available to the public those portions of an application that are subject to disclosure under this chapter.

(p) Records of state agencies related to activities governed by Chapter 10.3 (commencing with Section 3512), Chapter 10.5 (commencing with Section 3525), and Chapter 12 (commencing with Section 3560) of Division 4 of Title 1, that reveal a state agency's deliberative processes, impressions, evaluations, opinions, recommendations, meeting minutes, research, work products, theories, or strategy, or that provide instruction, advice, or training to employees who do not have full collective bargaining and representation rights under these chapters. Nothing in this subdivision shall be construed to limit the disclosure duties of a state agency with respect to any other records relating to the activities governed by the employee relations acts referred to in this subdivision.

(q) Records of state agencies related to activities governed by Article 2.6 (commencing with Section 14081), Article 2.8 (commencing with Section 14087.5), and Article 2.91 (commencing with Section 14089) of Chapter 7 of Part 3 of Division 9 of the Welfare and Institutions Code, that reveal the special negotiator's deliberative processes, discussions, communications, or any other portion of the negotiations with providers of health care services, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy, or that provide instruction, advice, or training to employees.

Except for the portion of a contract containing the rates of payment, contracts for inpatient services entered into pursuant to these articles, on or after April 1, 1984, shall be open to inspection one year after they are fully executed. In the event that a contract for inpatient services that is entered into prior to April 1, 1984, is amended on or after April 1, 1984, the amendment, except for any portion containing the rates of payment, shall be open to inspection one year after it is fully executed. If the California Medical Assistance Commission enters into contracts with health care providers for other than inpatient hospital services, those contracts shall be open to inspection one year after they are fully executed.

Three years after a contract or amendment is open to inspection under this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

Notwithstanding any other provision of law, the entire contract or amendment shall be open to inspection by the Joint Legislative Audit Committee and the Legislative Analyst's office. The committee and the office shall maintain the confidentiality of the contracts and amendments until the time a contract or amendment is fully open to inspection by the public.

(r) Records of Native American graves, cemeteries, and sacred places maintained by the Native American Heritage Commission.

(s) A final accreditation report of the Joint Commission on Accreditation of Hospitals that has been transmitted to the State Department of Health Services pursuant to subdivision (b) of Section 1282 of the Health and Safety Code.

(t) Records of a local hospital district, formed pursuant to Division 23 (commencing with Section 32000) of the Health and Safety Code, or the records of a municipal hospital, formed pursuant to Article 7 (commencing with Section 37600) or Article 8 (commencing with Section 37650) of Chapter 5 of Division 3 of Title 4 of this code, that relate to any contract with an insurer or nonprofit hospital service plan for inpatient or outpatient services for alternative rates pursuant to Section 10133 or 11512 of the Insurance Code. However, the record shall be open to inspection within one year after the contract is fully executed.

(u) (1) Information contained in applications for licenses to carry firearms issued pursuant to Section 12050 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department that indicates when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of members of his or her family.

(2) The home address and telephone number of peace officers, judges, court commissioners, and magistrates that are set forth in applications for licenses to carry firearms issued pursuant to Section 12050 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department.

(3) The home address and telephone number of peace officers, judges, court commissioners, and magistrates that are set forth in licenses to carry firearms issued pursuant to Section 12050 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department.

(v) (1) Records of the Major Risk Medical Insurance Program related to activities governed by Part 6.3 (commencing with Section 12695) and Part 6.5 (commencing with Section 12700) of Division 2 of the Insurance Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with health plans, or the impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) (A) Except for the portion of a contract that contains the rates of payment, contracts for health coverage entered into pursuant to Part 6.3 (commencing with Section 12695) or Part 6.5 (commencing with Section 12700) of Division 2 of the Insurance Code, on or after July 1, 1991, shall be open to inspection one year after they have been fully executed.

(B) In the event that a contract for health coverage that is entered into prior to July 1, 1991, is amended on or after July 1, 1991, the amendment, except for any portion containing the rates of payment, shall be open to inspection one year after the amendment has been fully executed.

(3) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto, until the contract or amendments to a contract is open to inspection pursuant to paragraph (3).

(w) (1) Records of the Major Risk Medical Insurance Program related to activities governed by Chapter 14 (commencing with Section 10700) of Part 2 of Division 2 of the Insurance Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with health plans, or the impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) Except for the portion of a contract that contains the rates of payment, contracts for health coverage entered into pursuant to Chapter 14 (commencing with Section 10700) of Part 2 of Division 2 of the Insurance Code, on or after January 1, 1993, shall be open to inspection one year after they have been fully executed.

(3) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto, until the contract or amendments to a contract is open to inspection pursuant to paragraph (2).

(x) Financial data contained in applications for registration, or registration renewal, as a service contractor filed with the Director of the Department of Consumer Affairs pursuant to Chapter 20 (commencing with Section 9800) of Division 3 of the Business and Professions Code, for the purpose of establishing the service contractor's net worth, or financial data regarding the funded accounts held in escrow for service contracts held in force in this state by a service contractor.

(y) (1) Records of the Managed Risk Medical Insurance Board related to activities governed by Part 6.2 (commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with health plans, or the impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) (A) Except for the portion of a contract that contains the rates of payment, contracts entered into pursuant to Part 6.2 (commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code, on or after January 1, 1998, shall be open to inspection one year after they have been fully executed.

(B) In the event that a contract entered into pursuant to Part 6.2 (commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code is amended, the amendment shall be open to inspection one year after the amendment has been fully executed.

(3) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto until the contract or amendments to a contract are open to inspection pursuant to paragraph (2) or (3).

(5) The exemption from disclosure provided pursuant to this subdivision for the contracts, deliberative processes, discussions, communications, negotiations with health plans, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff shall also apply to the contracts, deliberative processes, discussions, communications, negotiations with health plans, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of applicants pursuant to Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code.

(z) Records obtained pursuant to paragraph (2) of subdivision (c) of Section 2891.1 of the Public Utilities Code.

(aa) A document prepared by or for a state or local agency that assesses its vulnerability to terrorist attack or other criminal acts intended to disrupt the public agency's operations and that is for distribution or consideration in a closed session.

(bb) (1) Records of the Managed Risk Medical Insurance Board related to activities governed by Part 8.7 (commencing with Section 2120) of Division 2 of the Labor Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with entities contracting or seeking to contract with the board, or the impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) (A) Except for the portion of a contract that contains the rates of payment, contracts entered into pursuant to Part 8.7 (commencing with Section 2120) of Division 2 of the Labor Code on or after January 1, 2004, shall be open to inspection one year after they have been fully executed.

(B) In the event that a contract entered into pursuant to Part 8.7 (commencing with Section 2120) of Division 2 of the Labor Code is amended, the amendment shall be open to inspection one year after the amendment has been fully executed.

(3) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto until the contract or amendments to a contract are open to inspection pursuant to paragraph (2) or (3).

Nothing in this section prevents any agency from opening its records concerning the administration of the agency to public inspection, unless disclosure is otherwise prohibited by law.

Nothing in this section prevents any health facility from disclosing to a certified bargaining agent relevant financing information pursuant to Section 8 of the National Labor Relations Act.

6254.1. (a) Except as provided in Section 6254.7, nothing in this chapter requires disclosure of records that are the residence address of any person contained in the records of the Department of Housing and Community Development, if the person has requested confidentiality of that information, in accordance with Section 18081 of the Health and Safety Code.

(b) Nothing in this chapter requires the disclosure of the residence or mailing address of any person in any record of the Department of Motor Vehicles except in accordance with Section 1808.21 of the Vehicle Code.

(c) Nothing in this chapter requires the disclosure of the results of a test undertaken pursuant to Section 12804.8 of the Vehicle Code.

6254.2. (a) Nothing in this chapter exempts from public disclosure the same categories of pesticide safety and efficacy information that are disclosable under paragraph (1) of subsection (d) of Section 10 of the federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. Sec. 136h(d)(1)), if the individual requesting the information is not an officer, employee, or agent specified in subdivision (h) and signs the affirmation specified in subdivision (h).

(b) The Director of Pesticide Regulation, upon his or her initiative, or upon receipt of a request pursuant to this chapter for the release of data submitted and designated as a trade secret by a registrant or applicant, shall determine whether any or all of the data so submitted is a properly designated trade secret. In order to assure that the interested public has an opportunity to obtain and review pesticide safety and efficacy data and to comment prior to the expiration of the public comment period on a proposed pesticide registration, the director shall provide notice to interested persons when an application for registration enters the registration evaluation process.

(c) If the director determines that the data is not a trade secret, the director shall notify the registrant or applicant by certified mail.

(d) The registrant or applicant shall have 30 days after receipt of this notification to provide the director with a complete justification and statement of the grounds on which the trade secret privilege is claimed. This justification and statement shall be submitted by certified mail.

(e) The director shall determine whether the data is protected as a trade secret within 15 days after receipt of the justification and statement or, if no justification and statement is filed, within 45 days of the original notice. The director shall notify the registrant or applicant and any party who has requested the data pursuant to this chapter of that determination by certified mail. If the director determines that the data is not protected as a trade secret, the final notice shall also specify a date, not sooner than 15 days after the date of mailing of the final notice, when the data shall be available to any person requesting information pursuant to subdivision (a).

(f) "Trade secret" means data that is nondisclosable under paragraph (1) of subsection (d) of Section 10 of the federal Insecticide, Fungicide, and Rodenticide Act.

(g) This section shall be operative only so long as, and to the extent that, enforcement of paragraph (1) of subsection (d) of Section 10 of the federal Insecticide, Fungicide, and Rodenticide Act has not been enjoined by federal court order, and shall become inoperative if an unappealable federal court judgment or decision becomes final that holds that paragraph invalid, to the extent of the invalidity.

(h) The director shall not knowingly disclose information submitted to the state by an applicant or registrant pursuant to Article 4 (commencing with Section 12811) of Chapter 2 of Division 7 of the Food and Agricultural Code to any officer, employee, or agent of any business or other entity engaged in the production, sale, or distribution of pesticides in countries other than the United States or in countries in addition to the United States, or to any other person who intends to deliver this information to any foreign or multi-national business or entity, unless the applicant or registrant consents to the disclosure. To implement this subdivision, the director shall require the following affirmation to be signed by the person who requests such information:

AFFIRMATION OF STATUS

This affirmation is required by Section 6254.2 of the Government Code.

I have requested access to information submitted to the Department of Pesticide Regulation (or previously submitted to the Department of Food and Agriculture) by a pesticide applicant or registrant pursuant to the California Food and Agricultural Code. I hereby affirm all of the following statements:

(1) I do not seek access to the information for purposes of delivering it or offering it for sale to any business or other entity, including the business or entity of which I am an officer, employee, or agent engaged in the production, sale, or distribution of pesticides in countries other than the United States or in countries in addition to the United States, or to the officers, employees, or agents of such a business or entity.

(2) I will not purposefully deliver or negligently cause the data to be delivered to a business or entity specified in paragraph (1) or its officers, employees, or agents.

I am aware that I may be subject to criminal penalties under Section 118 of the Penal Code if I make any statement of material facts knowing that the statement is false or if I willfully conceal any material fact.

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Name of Requester		Name of Requester's Organization
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Signature of Requester		Address of Requester
<hr/>		<hr/>
Date	Request No.	Telephone Number of Requester

Name, Address, and Telephone Number of Requester's Client, if the requester has requested access to the information on behalf of someone other than the requester or the requester's organization listed above.

(i) Notwithstanding any other provision of this section, the director may disclose information submitted by an applicant or registrant to any person in connection with a public proceeding conducted under law or regulation, if the director determines that the information is needed to determine whether a pesticide, or any ingredient of any pesticide, causes unreasonable adverse effects on health or the environment.

(j) The director shall maintain records of the names of persons to whom data is disclosed pursuant to this section and the persons or organizations they represent and shall inform the applicant or registrant of the names and the affiliation of these persons.

(k) Section 118 of the Penal Code applies to any affirmation made pursuant to this section.

(l) Any officer or employee of the state or former officer or employee of the state who, because of this employment or official position, obtains possession of, or has access to, material which is prohibited from disclosure by this section, and who, knowing that disclosure of this material is prohibited by this section, willfully discloses the material in any manner to any person not entitled to receive it, shall, upon conviction, be punished by a fine of not more than ten thousand dollars (\$10,000), or by imprisonment in the county jail for not more than one year, or by both fine and imprisonment.

For purposes of this subdivision, any contractor with the state who is furnished information pursuant to this section, or any employee of any contractor, shall be considered an employee of the state.

(m) This section does not prohibit any person from maintaining a civil action for wrongful disclosure of trade secrets.

(n) The director may limit an individual to one request per month pursuant to this section if the director determines that a person has made a frivolous request within the past 12-month period.

6254.20. Nothing in this chapter shall be construed to require the disclosure of records that relate to electronically collected personal information, as defined by Section 11015.5, received, collected, or compiled by a state agency.

6254.21. (a) No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual.

(b) No person shall knowingly post the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child on the Internet knowing that person is an elected or appointed official and intending to cause imminent great bodily harm that is likely to occur or threatening to cause imminent great bodily harm to that individual. A violation of this subdivision is a misdemeanor. A violation of this subdivision that leads to the bodily injury of the official, or his or her residing spouse or child, is a misdemeanor or a felony.

(c) For purposes of this section "elected or appointed official" includes, but is not limited to, all of the following:

- (1) State constitutional officers.
- (2) Members of the Legislature.
- (3) Judges and court commissioners.
- (4) District attorneys.
- (5) Public defenders.
- (6) Members of a city council.
- (7) Members of a board of supervisors.
- (8) Appointees of the Governor.

- (9) Appointees of the Legislature.
- (10) Mayors.
- (11) City attorneys.
- (12) Police chiefs and sheriffs.
- (13) A public safety official as defined in Section 6254.24.

(d) Nothing in this section is intended to preclude punishment instead under Sections 69, 76, or 422 of the Penal Code, or any other provision of law.

6254.22. Nothing in this chapter or any other provision of law shall require the disclosure of records of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors, whether paper records, records maintained in the management information system, or records in any other form, that relate to provider rate or payment determinations, allocation or distribution methodologies for provider payments, formulae or calculations for these payments, and contract negotiations with providers of health care for alternative rates for a period of three years after the contract is fully executed. The transmission of the records, or the information contained therein in an alternative form, to the board of supervisors shall not constitute a waiver of exemption from disclosure, and the records and information once transmitted to the board of supervisors shall be subject to this same exemption. The provisions of this section shall not prevent access to any records by the Joint Legislative Audit Committee in the exercise of its powers pursuant to Article 1 (commencing with Section 10500) of Chapter 4 of Part 2 of Division 2 of Title 2. The provisions of this section also shall not prevent access to any records by the Department of Corporations in the exercise of its powers pursuant to Article 1 (commencing with Section 1340) of Chapter 2.2 of Division 2 of the Health and Safety Code.

6254.24. As used in this chapter, “public safety official” means the following:

- (a) An active or retired peace officer as defined in Sections 830 and 830.1 of the Penal Code.
- (b) An active or retired public officer or other person listed in Sections 1808.2 and 1808.6 of the Vehicle Code.
- (c) An “elected or appointed official” as defined in subdivision (c) of Section 6254.21.
- (d) Attorneys employed by the Department of Justice, the State Public Defender, or a county office of the district attorney or public defender.
- (e) City attorneys and attorneys who represent cities in criminal matters.

(f) Specified employees of the Department of Corrections, the California Youth Authority, and the Prison Industry Authority who supervise inmates or are required to have a prisoner in their care or custody.

(g) Nonsworn employees who supervise inmates in a city police department, a county sheriff's office, the Department of the California Highway Patrol, federal, state, and local detention facilities, and local juvenile halls, camps, ranches, and homes.

(h) Federal prosecutors and criminal investigators and National Park Service Rangers working in California.

(i) The surviving spouse or child of a peace officer defined in Section 830 of the Penal Code, if the peace officer died in the line of duty.

6254.25. Nothing in this chapter or any other provision of law shall require the disclosure of a memorandum submitted to a state body or to the legislative body of a local agency by its legal counsel pursuant to subdivision (q) of Section 11126 or Section 54956.9 until the pending litigation has been finally adjudicated or otherwise settled. The memorandum shall be protected by the attorney work-product privilege until the pending litigation has been finally adjudicated or otherwise settled.

6254.3. (a) The home addresses and home telephone numbers of state employees and employees of a school district or county office of education shall not be deemed to be public records and shall not be open to public inspection, except that disclosure of that information may be made as follows:

(1) To an agent, or a family member of the individual to whom the information pertains.

(2) To an officer or employee of another state agency, school district, or county office of education when necessary for the performance of its official duties.

(3) To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home addresses and home telephone numbers of employees performing law enforcement-related functions shall not be disclosed.

(4) To an agent or employee of a health benefit plan providing health services or administering claims for health services to state, school districts, and county office of education employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents.

(b) Upon written request of any employee, a state agency, school district, or county office of education shall not disclose the employee's home address or home telephone number pursuant to paragraph (3) of subdivision (a) and an agency shall remove the employee's home address and

home telephone number from any mailing list maintained by the agency, except if the list is used exclusively by the agency to contact the employee.

6254.4. (a) The home address, telephone number, e-mail address, precinct number, or other number specified by the Secretary of State for voter registration purposes, and prior registration information shown on the voter registration card for all registered voters is confidential, and shall not be disclosed to any person, except pursuant to Section 2194 of the Elections Code.

(b) For purposes of this section, “home address” means street address only, and does not include an individual’s city or post office address.

(c) The California driver’s license number, the California identification card number, the social security number, and any other unique identifier used by the State of California for purposes of voter identification shown on a voter registration card of a registered voter, or added to the voter registration records to comply with the requirements of the Help America Vote Act of 2002 (P.L. 107-252), are confidential and shall not be disclosed to any person.

6254.5. Notwithstanding any other provisions of the law, whenever a state or local agency discloses a public record which is otherwise exempt from this chapter, to any member of the public, this disclosure shall constitute a waiver of the exemptions specified in Sections 6254, 6254.7, or other similar provisions of law. For purposes of this section, “agency” includes a member, agent, officer, or employee of the agency acting within the scope of his or her membership, agency, office, or employment.

This section, however, shall not apply to disclosures:

(a) Made pursuant to the Information Practices Act (commencing with Section 1798 of the Civil Code) or discovery proceedings.

(b) Made through other legal proceedings or as otherwise required by law.

(c) Within the scope of disclosure of a statute which limits disclosure of specified writings to certain purposes.

(d) Not required by law, and prohibited by formal action of an elected legislative body of the local agency which retains the writings.

(e) Made to any governmental agency which agrees to treat the disclosed material as confidential. Only persons authorized in writing by the person in charge of the agency shall be permitted to obtain the information. Any information obtained by the agency shall only be used for purposes which are consistent with existing law.

(f) Of records relating to a financial institution or an affiliate thereof, if the disclosures are made to the financial institution or affiliate by a state agency responsible for the regulation or supervision of the financial institution or affiliate.

(g) Of records relating to any person that is subject to the jurisdiction of the Department of Corporations, if the disclosures are made to the person that is the subject of the records for the purpose of corrective action by that person, or if a corporation, to an officer, director, or other key personnel of the corporation for the purpose of corrective action, or to any other person to the extent necessary to obtain information from that person for the purpose of an investigation by the Department of Corporations.

(h) Made by the Commissioner of Financial Institutions under Section 1909, 8009, or 18396 of the Financial Code.

(i) Of records relating to any person that is subject to the jurisdiction of the Department of Managed Health Care, if the disclosures are made to the person that is the subject of the records for the purpose of corrective action by that person, or if a corporation, to an officer, director, or other key personnel of the corporation for the purpose of corrective action, or to any other person to the extent necessary to obtain information from that person for the purpose of an investigation by the Department of Managed Health Care.

6254.6. Whenever a city and county or a joint powers agency, pursuant to a mandatory statute or charter provision to collect private industry wage data for salary setting purposes, or a contract entered to implement that mandate, is provided this data by the federal Bureau of Labor Statistics on the basis that the identity of private industry employers shall remain confidential, the identity of the employers shall not be open to the public or be admitted as evidence in any action or special proceeding.

6254.7. (a) All information, analyses, plans, or specifications that disclose the nature, extent, quantity, or degree of air contaminants or other pollution which any article, machine, equipment, or other contrivance will produce, which any air pollution control district or air quality management district, or any other state or local agency or district, requires any applicant to provide before the applicant builds, erects, alters, replaces, operates, sells, rents, or uses the article, machine, equipment, or other contrivance, are public records.

(b) All air or other pollution monitoring data, including data compiled from stationary sources, are public records.

(c) All records of notices and orders directed to the owner of any building of violations of housing or building codes, ordinances, statutes, or regulations which constitute violations of standards provided in Section 1941.1 of the Civil Code, and records of subsequent action with respect to those notices and orders, are public records.

(d) Except as otherwise provided in subdivision (e) and Chapter 3 (commencing with Section 99150) of Part 65 of the Education Code, trade secrets are not public records under this section. "Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

(e) Notwithstanding any other provision of law, all air pollution emission data, including those emission data which constitute trade secrets as defined in subdivision (d), are public records. Data used to calculate emission data are not emission data for the purposes of this subdivision and data which constitute trade secrets and which are used to calculate emission data are not public records.

(f) Data used to calculate the costs of obtaining emissions offsets are not public records. At the time that an air pollution control district or air quality management district issues a permit to construct to an applicant who is required to obtain offsets pursuant to district rules and regulations, data obtained from the applicant consisting of the year the offset transaction occurred, the amount of offsets purchased, by pollutant, and the total cost, by pollutant, of the offsets purchased is a public record. If an application is denied, the data shall not be a public record.

6254.8. Every employment contract between a state or local agency and any public official or public employee is a public record which is not subject to the provisions of Sections 6254 and 6255.

6254.9. (a) Computer software developed by a state or local agency is not itself a public record under this chapter. The agency may sell, lease, or license the software for commercial or noncommercial use.

(b) As used in this section, "computer software" includes computer mapping systems, computer programs, and computer graphics systems.

(c) This section shall not be construed to create an implied warranty on the part of the State of California or any local agency for errors, omissions, or other defects in any computer software as provided pursuant to this section.

(d) Nothing in this section is intended to affect the public record status of information merely because it is stored in a computer. Public records stored in a computer shall be disclosed as required by this chapter.

(e) Nothing in this section is intended to limit any copyright protections.

6254.10. Nothing in this chapter requires disclosure of records that relate to archeological site information maintained by the Department of Parks and Recreation, the State Historical Resources Commission, or the State Lands Commission.

6254.11. Nothing in this chapter requires the disclosure of records that relate to volatile organic compounds or chemical substances information received or compiled by an air pollution control officer pursuant to Section 42303.2 of the Health and Safety Code.

6254.12. Any information reported to the North American Securities Administrators Association/National Association of Securities Dealers' Central Registration Depository and compiled as disciplinary records which are made available to the Department of Corporations through a computer system, shall constitute a public record. Notwithstanding any other provision of law, the Department of Corporations may disclose that information and the current license status and the year of issuance of the license of a broker-dealer upon written or oral request pursuant to Section 25247 of the Corporations Code.

6254.13. Notwithstanding Section 6254, upon the request of any Member of the Legislature or upon request of the Governor or his or her designee, test questions or materials that would be used to administer an examination and are provided by the State Department of Education and administered as part of a statewide testing program of pupils enrolled in the public schools shall be disclosed to the requester. These questions or materials may not include an individual examination that has been administered to a pupil and scored. The requester may not take physical possession of the questions or materials, but may view the questions or materials at a location selected by the department. Upon viewing this information, the requester shall keep the materials that he or she has seen confidential.

6254.14. (a) Except as provided in Sections 6254 and 6254.7, nothing in this chapter shall be construed to require disclosure of records of the Department of Corrections that relate to health care services contract negotiations, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations, including, but not limited to, records related to those negotiations such as meeting minutes, research, work product, theories, or strategy of the department, or its staff, or members of the California Medical Assistance Commission, or its staff, who act in consultation with, or on behalf of, the department.

Except for the portion of a contract that contains the rates of payment, contracts for health services entered into by the Department of Corrections or the California Medical Assistance Commission on or after July 1, 1993, shall be open to inspection one year after they are fully executed. In the event that a contract for health services that is entered into prior to July 1, 1993, is amended on or after July 1, 1993, the amendment, except for any portion containing rates of payment, shall be open to inspection one year after it is fully executed.

Three years after a contract or amendment is open to inspection under this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

Notwithstanding any other provision of law, the entire contract or amendment shall be open to inspection by the Joint Legislative Audit Committee and the Bureau of State Audits. The Joint Legislative Audit Committee and the Bureau of State Audits shall maintain the confidentiality of the contracts and amendments until the contract or amendment is fully open to inspection by the public.

It is the intent of the Legislature that confidentiality of health care provider contracts, and of the contracting process as provided in this subdivision, is intended to protect the competitive nature of the negotiation process, and shall not affect public access to other information relating to the delivery of health care services.

(b) The inspection authority and confidentiality requirements established in subdivisions (q), (v), and (w) of Section 6254 for the Legislative Audit Committee shall also apply to the Bureau of State Audits.

6254.15. Nothing in this chapter shall be construed to require the disclosure of records that are any of the following: corporate financial records, corporate proprietary information including trade secrets, and information relating to siting within the state furnished to a government agency by a private company for the purpose of permitting the agency to work with the company in retaining, locating, or expanding a facility within California. Except as provided below, incentives offered by state or local government agencies, if any, shall be disclosed upon communication to the agency or the public of a decision to stay, locate, relocate, or expand, by a company, or upon application by that company to a governmental agency for a general plan amendment, rezone, use permit, building permit, or any other permit, whichever occurs first.

The agency shall delete, prior to disclosure to the public, information that is exempt pursuant to this section from any record describing state or local incentives offered by an agency to a private business to retain, locate, relocate, or expand the business within California.

6254.16. Nothing in this chapter shall be construed to require the disclosure of the name, credit history, utility usage data, home address, or telephone number of utility customers of local agencies, except that disclosure of name, utility usage data, and the home address of utility customers of local agencies shall be made available upon request as follows:

- (a) To an agent or authorized family member of the person to whom the information pertains.
- (b) To an officer or employee of another governmental agency when necessary for the performance of its official duties.
- (c) Upon court order or the request of a law enforcement agency relative to an ongoing investigation.

(d) Upon determination by the local agency that the utility customer who is the subject of the request has used utility services in a manner inconsistent with applicable local utility usage policies.

(e) Upon determination by the local agency that the utility customer who is the subject of the request is an elected or appointed official with authority to determine the utility usage policies of the local agency, provided that the home address of an appointed official shall not be disclosed without his or her consent.

(f) Upon determination by the local agency that the public interest in disclosure of the information clearly outweighs the public interest in nondisclosure.

6254.17. (a) Nothing in this chapter shall be construed to require disclosure of records of the State Board of Control that relate to a request for assistance under Article 1 (commencing with Section 13959) of Chapter 5 of Part 4 of Division 3 of Title 2.

(b) This section shall not apply to a disclosure of the following information, if no information is disclosed that connects the information to a specific victim, derivative victim, or applicant under Article 1 (commencing with Section 13959) of Chapter 5 of Part 4 of Division 3 of Title 2:

(1) The amount of money paid to a specific provider of services.

(2) Summary data concerning the types of crimes for which assistance is provided.

6255. (a) The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.

(b) A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing.

6257.5. This chapter does not allow limitations on access to a public record based upon the purpose for which the record is being requested, if the record is otherwise subject to disclosure.

6258. Any person may institute proceedings for injunctive or declarative relief or writ of mandate in any court of competent jurisdiction to enforce his or her right to inspect or to receive a copy of any public record or class of public records under this chapter. The times for responsive pleadings and for hearings in these proceedings shall be set by the judge of the court with the object of securing a decision as to these matters at the earliest possible time.

6259. (a) Whenever it is made to appear by verified petition to the superior court of the county where the records or some part thereof are situated that certain public records are being improperly withheld from a member of the public, the court shall order the officer or person

charged with withholding the records to disclose the public record or show cause why he or she should not do so. The court shall decide the case after examining the record in camera, if permitted by subdivision (b) of Section 915 of the Evidence Code, papers filed by the parties and any oral argument and additional evidence as the court may allow.

(b) If the court finds that the public official's decision to refuse disclosure is not justified under Section 6254 or 6255, he or she shall order the public official to make the record public. If the judge determines that the public official was justified in refusing to make the record public, he or she shall return the item to the public official without disclosing its content with an order supporting the decision refusing disclosure.

(c) In an action filed on or after January 1, 1991, an order of the court, either directing disclosure by a public official or supporting the decision of the public official refusing disclosure, is not a final judgment or order within the meaning of Section 904.1 of the Code of Civil Procedure from which an appeal may be taken, but shall be immediately reviewable by petition to the appellate court for the issuance of an extraordinary writ. Upon entry of any order pursuant to this section, a party shall, in order to obtain review of the order, file a petition within 20 days after service upon him or her of a written notice of entry of the order, or within such further time not exceeding an additional 20 days as the trial court may for good cause allow. If the notice is served by mail, the period within which to file the petition shall be increased by five days. A stay of an order or judgment shall not be granted unless the petitioning party demonstrates it will otherwise sustain irreparable damage and probable success on the merits. Any person who fails to obey the order of the court shall be cited to show cause why he or she is not in contempt of court.

(d) The court shall award court costs and reasonable attorney fees to the plaintiff should the plaintiff prevail in litigation filed pursuant to this section. The costs and fees shall be paid by the public agency of which the public official is a member or employee and shall not become a personal liability of the public official. If the court finds that the plaintiff's case is clearly frivolous, it shall award court costs and reasonable attorney fees to the public agency.

6260. The provisions of this chapter shall not be deemed in any manner to affect the status of judicial records as it existed immediately prior to the effective date of this section, nor to affect the rights of litigants, including parties to administrative proceedings, under the laws of discovery of this state, nor to limit or impair any rights of discovery in a criminal case.

6261. Notwithstanding Section 6252, an itemized statement of the total expenditures and disbursement of any agency provided for in Article VI of the California Constitution shall be open for inspection.

6262. The exemption of records of complaints to, or investigations conducted by, any state or local agency for licensing purposes under subdivision (f) of Section 6254 shall not apply when a request for inspection of such records is made by a district attorney.

6263. A state or local agency shall allow an inspection or copying of any public record or class of public records not exempted by this chapter when requested by a district attorney.

6264. The district attorney may petition a court of competent jurisdiction to require a state or local agency to allow him to inspect or receive a copy of any public record or class of public records not exempted by this chapter when the agency fails or refuses to allow inspection or copying within 10 working days of a request. The court may require a public agency to permit inspection or copying by the district attorney unless the public interest or good cause in withholding such records clearly outweighs the public interest in disclosure.

6265. Disclosure of records to a district attorney under the provisions of this chapter shall effect no change in the status of the records under any other provision of law.

6267. All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term “registration records” includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term “circulation records” includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

6268. Public records, as defined in Section 6252, in the custody or control of the Governor when he or she leaves office, either voluntarily or involuntarily, shall, as soon as is practical, be transferred to the State Archives. Notwithstanding any other provision of law, the Governor, by written instrument, the terms of which shall be made public, may restrict public access to any of the transferred public records, or any other writings he or she may transfer, which have not already been made accessible to the public. With respect to public records, public access, as otherwise provided for by this chapter, shall not be restricted for a period greater than 50 years or the death of the Governor, whichever is later, nor shall there be any restriction whatsoever with respect to enrolled bill files, press releases, speech files, or writings relating to applications for clemency or extradition in cases which have been closed for a period of at least 25 years. Subject to any restrictions permitted by this section, the Secretary of State, as custodian of the

State Archives, shall make all such public records and other writings available to the public as otherwise provided for in this chapter.

Except as to enrolled bill files, press releases, speech files, or writings relating to applications for clemency or extradition, this section shall not apply to public records or other writings in the direct custody or control of any Governor who held office between 1974 and 1988 at the time of leaving office, except to the extent that that Governor may voluntarily transfer those records or other writings to the State Archives.

Notwithstanding any other provision of law, the public records and other writings of any Governor who held office between 1974 and 1988 may be transferred to any educational or research institution in California provided that with respect to public records, public access, as otherwise provided for by this chapter, shall not be restricted for a period greater than 50 years or the death of the Governor, whichever is later. No records or writings may be transferred pursuant to this paragraph unless the institution receiving them agrees to maintain, and does maintain, the materials according to commonly accepted archival standards. No public records transferred shall be destroyed by that institution without first receiving the written approval of the Secretary of State, as custodian of the State Archives, who may require that the records be placed in the State Archives rather than being destroyed. An institution receiving those records or writings shall allow the Secretary of State, as custodian of the State Archives, to copy, at state expense, and to make available to the public, any and all public records, and inventories, indices, or finding aids relating to those records, which the institution makes available to the public generally. Copies of those records in the custody of the State Archives shall be given the same legal effect as is given to the originals.

6270. (a) Notwithstanding any other provision of law, no state or local agency shall sell, exchange, furnish, or otherwise provide a public record subject to disclosure pursuant to this chapter to a private entity in a manner that prevents a state or local agency from providing the record directly pursuant to this chapter. Nothing in this section requires a state or local agency to use the State Printer to print public records. Nothing in this section prevents the destruction of records pursuant to law.

(b) This section shall not apply to contracts entered into prior to January 1, 1996, between the County of Santa Clara and a private entity for the provision of public records subject to disclosure under this chapter.

6275. It is the intent of the Legislature to assist members of the public and state and local agencies in identifying exemptions to the California Public Records Act. It is the intent of the Legislature that, after January 1, 1999, each addition or amendment to a statute that exempts any information contained in a public record from disclosure pursuant to subdivision (k) of Section 6254 shall be listed and described in this article. The statutes listed in this article may operate to exempt certain records, or portions thereof, from disclosure. The statutes listed and described may not be inclusive of all exemptions. The listing of a statute in this article does not itself create an exemption. Requesters of public records and public agencies are cautioned to review

the applicable statute to determine the extent to which the statute, in light of the circumstances surrounding the request, exempts public records from disclosure.

6276. Records or information not required to be disclosed pursuant to subdivision (k) of Section 6254 may include, but shall not be limited to, records or information identified in statutes listed in this article.

6276.02. Accident Reports, Admissibility as Evidence, Section 315, Public Utilities Code.

Acquired Immune Deficiency Syndrome, blood test results, written authorization not necessary for disclosure, Section 121010, Health and Safety Code.

Acquired Immune Deficiency Syndrome, blood test subject, compelling identity of, Section 120975, Health and Safety Code.

Acquired Immune Deficiency Syndrome, confidentiality of personal data of patients in State Department of Health Services programs, Section 120820, Health and Safety Code.

Acquired Immune Deficiency Syndrome, confidentiality of research records, Sections 121090, 121095, 121115, and 121120, Health and Safety Code.

Acquired Immune Deficiency Syndrome, confidentiality of vaccine volunteers, Section 121280, Health and Safety Code.

Acquired Immune Deficiency Syndrome, confidentiality of information obtained in prevention programs at correctional facilities and law enforcement agencies, Sections 7552 and 7554, Penal Code.

Acquired Immune Deficiency Syndrome, confidentiality of test results of person convicted of prostitution, Section 1202.6, Penal Code.

Acquired Immune Deficiency Syndrome, disclosure of results of HIV test, penalties, Section 120980, Health and Safety Code.

Acquired Immune Deficiency Syndrome, personal information, insurers tests, confidentiality of, Section 799, Insurance Code.

Acquired Immune Deficiency Syndrome, public safety and testing disclosure, Sections 121065 and 121070, Health and Safety Code.

Acquired Immune Deficiency Syndrome Research and Confidentiality Act, production or discovery of records for use in criminal or civil proceedings against subject prohibited, Section 121100, Health and Safety Code.

Acquired Immune Deficiency Syndrome Public Health Records Confidentiality Act, personally identifying information confidentiality, Section 121025, Health and Safety Code.

Acquired Immune Deficiency Syndrome, test of criminal defendant pursuant to search warrant requested by victim, confidentiality of, Section 1524.1, Penal Code.

Acquired Immune Deficiency Syndrome, test results, disclosure to patient's spouse and others, Section 121015, Health and Safety Code.

Acquired Immune Deficiency Syndrome, test of person under Youth Authority, disclosure of results, Section 1768.9, Welfare and Institutions Code.

Acquired Immune Deficiency Syndrome Research and Confidentiality Act, definitions, Section 121125, Health and Safety Code.

Acquired Immune Deficiency Syndrome Research and Confidentiality Act, financial audits or program evaluations, Section 121085, Health and Safety Code.

Acquired Immune Deficiency Syndrome Research and Confidentiality Act, violations, Section 121100, Health and Safety Code.

Acquired Immune Deficiency Syndrome Research and Confidentiality Act, personally identifying research records not to be disclosed, Section 121075, Health and Safety Code.

Acquired Immune Deficiency Syndrome Research and Confidentiality Act, permittee disclosure, Section 121080, Health and Safety Code.

Administrative procedure, adjudicatory hearings, disclosure of ex parte communication to administrative law judge, Section 11430.40, Government Code.

Administrative procedure, adjudicatory hearings, interpreters, Section 11513, Government Code.

Adoption records, confidentiality of, Section 102730, Health and Safety Code.

6276.04. Aeronautics Act, reports of investigations and hearings, Section 21693, Public Utilities Code.

Agricultural producers marketing, access to records, Section 59616, Food and Agricultural Code.

Aiding disabled voters, Section 14282, Elections Code.

Air pollution data, confidentiality of trade secrets, Section 6254.7, Government Code, and Sections 42303.2 and 43206, Health and Safety Code.

Air toxics emissions inventory plans, protection of trade secrets, Section 44346, Health and Safety Code.

Alcohol and drug abuse records and records of communicable diseases, confidentiality of, Section 123125, Health and Safety Code.

Apiary registration information, confidentiality of, Section 29041, Food and Agricultural Code.

Arrest not resulting in conviction, disclosure or use of records, Sections 432.7 and 432.8, Labor Code.

Arsonists, registered, confidentiality of certain information, Section 457.1, Penal Code.

Artificial insemination, donor not natural father, confidentiality of records, Section 7613, Family Code.

Assessor's records, confidentiality of information in, Section 408, Revenue and Taxation Code.

Assessor's records, confidentiality of information in, Section 451, Revenue and Taxation Code.

Assessor's records, display of documents relating to business affairs or property of another, Section 408.2, Revenue and Taxation Code.

Assigned risk plans, rejected applicants, confidentiality of information, Section 11624, Insurance Code.

Attorney applicant, investigation by State Bar, confidentiality of, Section 6060.2, Business and Professions Code.

Attorney-client confidential communication, Section 6068, Business and Professions Code and Sections 952, 954, 956, 956.5, 957, 958, 959, 960, 961, and 962, Evidence Code.

Attorney, disciplinary proceedings, confidentiality prior to formal proceedings, Section 6086.1, Business and Professions Code.

Attorney, disciplinary proceeding, State Bar access to nonpublic court records, Section 6090.6, Business and Professions Code.

Attorney, investigation by State Bar, confidentiality of, Section 6168, Business and Professions Code.

Attorney, law corporation, investigation by State Bar, confidentiality of, Section 6168, Business and Professions Code.

Attorney, State Bar survey information, confidentiality of, Section 6033, Business and Professions Code.

Attorney work product confidentiality in administrative adjudication, Section 11507.6, Government Code.

Attorney, work product, confidentiality of, Section 6202, Business and Professions Code.

Attorney work product, discovery, Section 2018, Code of Civil Procedure.

Auditor General, access to records for audit purposes, Sections 10527 and 10527.1, Government Code.

Auditor General, disclosure of audit records, Section 10525, Government Code.

Automobile Insurance Claims Depository, confidentiality of information, Section 1876.3, Insurance Code.

Automobile insurance, investigation of fraudulent claims, confidential information, Section 1872.8, Insurance Code.

Automotive repair facility, fact of certification or decertification, Section 9889.47, Business and Professions Code.

Automotive repair facility, notice of intent to seek certification, Section 9889.33, Business and Professions Code.

Avocado handler transaction records, confidentiality of, Sections 44982 and 44984, Food and Agricultural Code.

6276.06. Bank and Corporation Tax, disclosure of information, Article 2 (commencing with Section 19542), Chapter 7, Part 10.2, Division 2, Revenue and Taxation Code.

Bank employees, confidentiality of criminal history information, Sections 777.5 and 4990, Financial Code.

Bank reports, confidentiality of, Section 1939, Financial Code.

Basic Property Insurance Inspection and Placement Plan, confidential reports, Section 10097, Insurance Code.

Beef Council of California, confidentiality of fee transactions information, Section 64691.1, Food and Agricultural Code.

Bids, confidentiality of, Section 10304, Public Contract Code.

Birth, death, and marriage licenses, confidential information contained in, Sections 102100 and 102110, Health and Safety Code.

Birth defects, monitoring, confidentiality of information collected, Section 103850, Health and Safety Code.

Birth, live, confidential portion of certificate, Sections 102430, 102475, 103525, and 103590, Health and Safety Code.

Blood tests, confidentiality of hepatitis and AIDS carriers, Section 1603.1, Health and Safety Code.

Blood-alcohol percentage test results, vehicular offenses, confidentiality of, Section 1804, Vehicle Code.

Bureau of Fraudulent Claims, investigations or publication of information, Section 12991, Insurance Code.

Business and professions licensee exemption for social security number, Section 30, Business and Professions Code.

6276.08. Cable television subscriber information, confidentiality of, Section 637.5, Penal Code.

California AIDS Program, personal data, confidentiality, Section 120820, Health and Safety Code.

California Apple Commission, confidentiality of lists of persons, Section 75598, Food and Agricultural Code.

California Apple Commission, confidentiality of proprietary information from producers or handlers, Section 75633, Food and Agricultural Code.

California Asparagus Commission, confidentiality of lists of producers, Section 78262, Food and Agricultural Code.

California Asparagus Commission, confidentiality of proprietary information from producers, Section 78288, Food and Agricultural Code.

California Avocado Commission, confidentiality of information from handlers, Section 67094, Food and Agricultural Code.

California Avocado Commission, confidentiality of proprietary information from handlers, Section 67104, Food and Agricultural Code.

California Cherry Commission, confidentiality of proprietary information from producers, processors, shippers, or grower-handlers, Section 76144, Food and Agricultural Code.

California Cut Flower Commission, confidentiality of lists of producers, Section 77963, Food and Agricultural Code.

California Cut Flower Commission, confidentiality of proprietary information from producers, Section 77988, Food and Agricultural Code.

California Date Commission, confidentiality of proprietary information from producers and grower-handlers, Section 77843, Food and Agricultural Code.

California Egg Commission, confidentiality of proprietary information from handlers or distributors, Section 75134, Food and Agricultural Code.

California Forest Products Commission, confidentiality of lists of persons, Section 77589, Food and Agricultural Code.

California Forest Products Commission, confidentiality of proprietary information from producers, Section 77624, Food and Agricultural Code.

California Iceberg Lettuce Commission, confidentiality of information from handlers, Section 66624, Food and Agricultural Code.

California Kiwifruit Commission, confidentiality of proprietary information from producers or handlers, Section 68104, Food and Agricultural Code.

California Navel Orange Commission, confidentiality of proprietary information from producers or handlers and lists of producers and handlers, Section 73257, Food and Agricultural Code.

California Pepper Commission, confidentiality of lists of producers and handlers, Section 77298, Food and Agricultural Code.

California Pepper Commission, confidentiality of proprietary information from producers or handlers, Section 77334, Food and Agricultural Code.

California Pistachio Commission, confidentiality of proprietary information from producers or processors, Section 69045, Food and Agricultural Code.

California Salmon Commission, confidentiality of fee transactions records, Section 76901.5, Food and Agricultural Code.

California Salmon Commission, confidentiality of request for list of commercial salmon vessel operators, Section 76950, Food and Agricultural Code.

California Seafood Council, confidentiality of fee transaction records, Section 78553, Food and Agricultural Code.

California Seafood Council, confidentiality of information on volume of fish landed, Section 78575, Food and Agricultural Code.

California Sheep Commission, confidentiality of proprietary information from producers or handlers and lists of producers, Section 76343, Food and Agricultural Code.

California State University contract law, bids, questionnaires and financial statements, Section 10763, Public Contract Code.

California Table Grape Commission, confidentiality of information from shippers, Section 65603, Food and Agricultural Code.

California Tomato Commission, confidentiality of lists of producers, handlers, and others, Section 78679, Food and Agricultural Code.

California Tomato Commission, confidentiality of proprietary information, Section 78704, Food and Agricultural Code.

California Walnut Commission, confidentiality of lists of producers, Section 77101, Food and Agricultural Code.

California Walnut Commission, confidentiality of proprietary information from producers or handlers, Section 77154, Food and Agricultural Code.

California Wheat Commission, confidentiality of proprietary information from handlers and lists of producers, Section 72104, Food and Agricultural Code.

California Wheat Commission, confidentiality of requests for assessment refund, Section 72109, Food and Agricultural Code.

California Wine Commission, confidentiality of proprietary information from producers or vintners, Section 74655, Food and Agricultural Code.

California Wine Grape Commission, confidentiality of proprietary information from producers and vintners, Section 74955, Food and Agricultural Code.

6276.10. Cancer registries, confidentiality of information, Section 103885, Health and Safety Code.

Candidate for local nonpartisan elective office, confidentiality of ballot statement, Section 13311, Elections Code.

Charter-Party Carriers, unauthorized disclosures by commission, Section 5412.5, Public Utilities Code.

Child abuse information, exchange by multidisciplinary personnel teams, Section 830, Welfare and Institutions Code.

Child abuse information reported to Department of Justice, confidentiality of, Sections 11107.5 and 11169, Penal Code.

Child abuse report and those making report, confidentiality of, Sections 11167, 11167.5, and 11174.3, Penal Code.

Child care liability insurance, confidentiality of information, Section 1864, Insurance Code.

Child concealer, confidentiality of address, Section 277, Penal Code.

Child custody investigation report, confidentiality of, Section 3111, Family Code.

Child day care facility, nondisclosure of complaint, Section 1596.853, Health and Safety Code.

Child health and disability prevention, confidentiality of health screening and evaluation results, Section 124110, Health and Safety Code.

Child support, confidentiality of income tax return, Section 3552, Family Code.

Child support, promise to pay, confidentiality of, Section 7614, Family Code.

Childhood lead poisoning prevention, confidentiality of blood lead findings, Section 124130, Health and Safety Code.

Children and families commission, local, confidentiality of individually identifiable information, Section 130140.1, Health and Safety Code.

Cigarette tax, confidential information, Section 30455, Revenue and Taxation Code.

Civil actions, delayed disclosure for 30 days after complaint filed, Section 482.050, Code of Civil Procedure.

Closed sessions, meetings of local governments, pending litigation, Section 54956.9, Government Code.

Closed sessions, multijurisdictional drug enforcement agencies, Section 54957.8, Government Code.

Colorado River Board, confidential information and records, Section 12519, Water Code.

Commercial fishing licensee, confidentiality of records, Section 7923, Fish and Game Code.

Commercial fishing reports, Section 8022, Fish and Game Code.

Community care facilities, confidentiality of client information, Section 1557.5, Health and Safety Code.

Community college employee, candidate examination records, confidentiality of, Section 88093, Education Code.

Community college employee, notice and reasons for nonreemployment, confidentiality, Section 87740, Education Code.

6276.12. Conservatee, confidentiality of the conservatee's report, Section 1826, Probate Code.

Conservatee, estate plan of, confidentiality of, Section 2586, Probate Code.

Conservatee with disability, confidentiality of report, Section 1827.5, Probate Code.

Conservator, confidentiality of conservator's birthdate and driver's license number, Section 1834, Probate Code.

Conservator, supplemental information, confidentiality of, Section 1821, Probate Code.

Conservatorship, court review of, confidentiality of report, Section 1851, Probate Code.

Consumer credit report information prohibited from being furnished for employment purposes, Section 1785.18, Civil Code.

Consumer fraud investigations, access to complaints and investigations, Section 26509, Government Code.

Consumption or utilization of mineral materials, disclosure of, Section 2207.1, Public Resources Code.

Contractor, evaluations and contractor responses, confidentiality of, Section 10370, Public Contract Code.

Contractor, license applicants, evidence of financial solvency, confidentiality of, Section 7067.5, Business and Professions Code.

Controlled Substance Law violations, confidential information, Section 818.7, Government Code.

Controlled substance offenders, confidentiality of registration information, Section 11594, Health and Safety Code.

Cooperative Marketing Association, confidential information disclosed to conciliator, Sections 54453 and 54457, Food and Agricultural Code.

Coroner, inquests, subpoena duces tecum, Sections 27491.8 and 27498, Government Code.

Corporations, commissioner, publication of information filed with commissioner, Section 25605, Corporations Code.

County alcohol programs, confidential information and records, Section 11812, Health and Safety Code.

County Employees' Retirement, confidential statements and records, Section 31532, Government Code.

County mental health system, confidentiality of client information, Section 5610, Welfare and Institutions Code.

County social services, investigation of applicant, confidentiality, Section 18491, Welfare and Institutions Code.

County social services rendered by volunteers, confidentiality of records of recipients, Section 10810, Welfare and Institutions Code.

Court files, access to, restricted for 60 days, Section 1161.2, Code of Civil Procedure.

Court reporters, confidentiality of records and reporters, Section 68525, Government Code.

Court-appointed special advocates, confidentiality of information acquired or reviewed, Section 105, Welfare and Institutions Code.

Crane employers, previous business identities, confidentiality of, Section 7383, Labor Code.

Credit unions, confidentiality of investigation and examination reports, Section 14257, Financial Code.

Credit unions, confidentiality of employee criminal history information, Section 14409.2, Financial Code.

Credit unions, confidentiality of financial reports, Section 16120, Financial Code.

Criminal defendant, indigent, confidentiality of request for funds for investigators and experts, Section 987.9, Penal Code.

Criminal felon placed in diagnostic facility, confidentiality of report of diagnosis and recommendation, Sections 1203.3 and 1543, Penal Code.

Criminal offender record information, access to, Sections 11076, 11077, 11081, 13201, and 13202, Penal Code.

Criminal records information, disclosure by vendor, Section 11149.4, Penal Code.

Criminal statistics, confidentiality of information, Section 13013, Penal Code.

Crop reports, confidential, subdivision (e), Section 6254, Government Code.

Customer list of employment agency, trade secret, Section 16607, Business and Professions Code.

Customer list of telephone answering service, trade secret, Section 16606, Business and Professions Code.

6276.14. Dairy Council of California, confidentiality of ballots, Section 64155, Food and Agricultural Code.

Data processing systems contracts with state agencies, confidentiality of information, Section 11772, Government Code.

Death, report that physician's or podiatrist's negligence or incompetence may be cause, confidentiality of, Section 802.5, Business and Professions Code.

Dentist advertising and referral contract exemption, Section 650.2, Business and Professions Code.

Dentist, alcohol or dangerous drug rehabilitation and diversion, confidentiality of records, Section 1698, Business and Professions Code.

Department of Consumer Affairs licensee exemption for alcohol or dangerous drug treatment and rehabilitation records, Section 156.1, Business and Professions Code.

Developmentally disabled conservatee confidentiality of reports and records, Sections 416.8 and 416.18, Health and Safety Code.

Developmentally disabled or mentally disordered person as victim of crime, information in report filed with law enforcement agency, Section 5004.5, Welfare and Institutions Code.

Developmentally disabled person, access to information provided by family member, Section 4727, Welfare and Institutions Code.

Developmentally disabled person and person with mental illness, access to and release of information about, by protection and advocacy agency, Section 4903, Welfare and Institutions Code.

Developmentally disabled person, confidentiality of patient records, state agencies, Section 4553, Welfare and Institutions Code.

Developmentally disabled person, confidentiality of records and information, Sections 4514 and 4518, Welfare and Institutions Code.

Diesel Fuel Tax information, disclosure prohibited, Section 60609, Revenue and Taxation Code.

Disability compensation, confidential medical records, Section 2714, Unemployment Insurance Code.

Disability insurance, access to registered information, Section 789.7, Insurance Code.

Discrimination complaint to Division of Labor Standards Enforcement, confidentiality of witnesses, Section 98.7, Labor Code.

Dispute resolution participants confidentiality, Section 471.5, Business and Professions Code.

District Agricultural Association Board, records, public inspection, Section 3968, Food and Agricultural Code.

Domestic violence counselor and victim, confidentiality of communication, Sections 1037.2 and 1037.5, Evidence Code.

Driver arrested for traffic violation, notice of reexamination for evidence of incapacity, confidentiality of, Section 40313, Vehicle Code.

Driver's license file information, sale or inspection, Section 1810, Vehicle Code.

Driving school and driving instructor licensee records, confidentiality of, Section 11108, Vehicle Code.

6276.16. Educational psychologist-patient, privileged communication, Section 1010.5, Evidence Code.

Electronic and appliance repair dealer, service contractor, financial data in applications, subdivision (x), Section 6254, Government Code.

Electronic data processing, data security and confidentiality, Sections 11771 and 11772, Government Code.

Emergency Medical Services Fund, patient named, Section 1797.98c, Health and Safety Code.

Eminent domain proceedings, use of state tax returns, Section 1263.520, Code of Civil Procedure.

Employee personnel file, confidential preemployment information, Section 1198.5, Labor Code.

Employment agency, confidentiality of customer list, Section 16607, Business and Professions Code.

Employment application, nondisclosure of arrest record or certain convictions, Sections 432.7 and 432.8, Labor Code.

Employment Development Department, furnishing materials, Section 307, Unemployment Insurance Code.

Equal wage rate violation, confidentiality of complaint, Section 1197.5, Labor Code.

Equalization, State Board of, prohibition against divulging information, Section 15619, Government Code.

Escrow Agents' Fidelity Corporation, confidentiality of examination and investigation reports, Section 17336, Financial Code.

Escrow agents' confidentiality of reports on violations, Section 17414, Financial Code.

Escrow agents' confidentiality of state summary criminal history information, Section 17414.1, Financial Code.

Estate tax, confidential records and information, Sections 14251 and 14252, Revenue and Taxation Code.

Excessive rates or complaints, reports, Section 1857.9, Insurance Code.

Executive Department, closed sessions and the record of topics discussed, Sections 11126 and 11126.1, Government Code.

Executive Department, investigations and hearings, confidential nature of information acquired, Section 11183, Government Code.

6276.18. Family counselor and client, confidential information, Section 4982, Business and Professions Code.

Family Court, records, Section 1818, Family Law Code.

Farm product processor license, confidentiality of financial statements, Section 55523.6, Food and Agricultural Code.

Farm product processor licensee, confidentiality of grape purchases, Section 55601.5, Food and Agricultural Code.

Fee payer information, prohibition against disclosure by Board of Equalization and others, Section 55381, Revenue and Taxation Code.

Financial institutions, issuance of securities, reports and records of state agencies, subdivision (d), Section 6254, Government Code.

Financial records, confidentiality of, Sections 7470, 7471, and 7473, Government Code.

Financial statements of insurers, confidentiality of information received, Section 925.3, Insurance Code.

Financial statements and questionnaires, of prospective bidders for the state, confidentiality of, Section 10165, Public Contract Code.

Financial statements and questionnaires, of prospective bidders for California State University contracts, confidentiality of, Section 10763, Public Contract Code.

Firearm license applications, subdivision (u), Section 6254, Government Code.

Firearm sale or transfer, confidentiality of records, Section 12082, Penal Code.

Firefighters Service Award, confidentiality of data filed with the Board of Administration of the Public Employees' Retirement System, Section 50955, Government Code.

Fish and wildlife law enforcement agreements with other states, confidentiality of information, Section 391, Fish and Game Code.

Fish and wildlife taken illegally, public record status of records of case, Section 2584, Fish and Game Code.

Food stamps, disclosure of information, Section 18909, Welfare and Institutions Code.

Foreign marketing of agricultural products, confidentiality of financial information, Section 58577, Food and Agricultural Code.

Forest fires, anonymity of informants, Section 4417, Public Resources Code.

Foster homes, identifying information, Section 1536, Health and Safety Code.

Franchise Tax Board, access to Franchise Tax Board information by the State Department of Social Services, Section 11025, Welfare and Institutions Code.

Franchise Tax Board, auditing, confidentiality of, Section 90005, Government Code.

Franchises, applications, and reports filed with Commissioner of Corporations, disclosure and withholding from public inspection, Section 31504, Corporations Code.

Fur dealer licensee, confidentiality of records, Section 4041, Fish and Game Code.

6276.22. Genetic test results in medical record of applicant or enrollee of specified insurance plans, Sections 10123.35 and 10140.1, Insurance Code.

Governor, correspondence of and to Governor and Governor's office, subdivision (l), Section 6254, Government Code.

Governor, transfer of public records in control of, restrictions on public access, Section 6268, Government Code.

Grand juror, disclosure of information or indictment, Section 924, Penal Code.

Grand jury, confidentiality of request for special counsel, Section 936.7, Penal Code.

Grand jury, confidentiality of transcription of indictment or accusation, Section 938.1, Penal Code.

Group Insurance, Public Employees, Section 53202.25, Government Code.

Guardian, confidentiality of report used to check ability, Section 2342, Probate Code.

Guardianship, confidentiality of report regarding the suitability of the proposed guardian, Section 1543, Probate Code.

Guardianship, disclosure of report and recommendation concerning proposed guardianship of person or estate, Section 1513, Probate Code.

6276.24. Harmful matter, distribution, confidentiality of certain recipients, Section 313.1, Penal Code.

Hazardous substance tax information, prohibition against disclosure, Section 43651, Revenue and Taxation Code.

Hazardous waste control, business plans, public inspection, Section 25506, Health and Safety Code.

Hazardous waste control, notice of unlawful hazardous waste disposal, Section 25180.5, Health and Safety Code.

Hazardous waste control, trade secrets, disclosure of information, Sections 25511 and 25538, Health and Safety Code.

Hazardous waste control, trade secrets, procedures for release of information, Section 25358.2, Health and Safety Code.

Hazardous waste generator report, protection of trade secrets, Sections 25244.21 and 25244.23, Health and Safety Code.

Hazardous waste licenseholder disclosure statement, confidentiality of, Section 25186.5, Health and Safety Code.

Hazardous waste management facilities on Indian lands, confidentiality of privileged or trade secret information, Section 25198.4, Health and Safety Code.

Hazardous waste recycling, duties of department, Section 25170, Health and Safety Code.

Hazardous waste recycling, list of specified hazardous wastes, trade secrets, Section 25175, Health and Safety Code.

Hazardous waste recycling, trade secrets, confidential nature, Sections 25173 and 25180.5, Health and Safety Code.

Healing arts licensees, central files, confidentiality, Section 800, Business and Professions Code.

Health authorities, special county, protection of trade secrets, Sections 14087.35, 14087.36, and 14087.38, Welfare and Institutions Code.

Health Care Provider Central Files, confidentiality of, Section 800, Business and Professions Code.

Health care provider disciplinary proceeding, confidentiality of documents, Section 805.1, Business and Professions Code.

Health care service plans, review of quality of care, privileged communications, Sections 1370 and 1380, Health and Safety Code.

Health commissions, special county, protection of trade secrets, Section 14087.31, Welfare and Institutions Code.

Health facilities, patient's rights of confidentiality, Sections 128735, 128755, and 128765, Health and Safety Code.

Health facility and clinic, consolidated data and reports, confidentiality of, Section 128730, Health and Safety Code.

Health personnel, data collection by the Office of Statewide Health Planning and Development, confidentiality of information on individual licentiates, Sections 127775 and 127780, Health and Safety Code.

Health planning and development pilot projects, confidentiality of data collected, Section 128165, Health and Safety Code.

Hereditary Disorders Act, legislative finding and declaration, confidential information, Sections 124975 and 124980, Health and Safety Code.

Hereditary Disorders Act, rules, regulations, and standards, breach of confidentiality, Section 124980, Health and Safety Code.

Higher Education Employee-Employer Relations, findings of fact and recommended terms of settlement, Section 3593, Government Code.

Higher Education Employee-Employer Relations, access by Public Employment Relations Board to employer's or employee organization's records, Section 3563, Government Code.

HIV, disclosures to blood banks by department or county health officers, Section 1603.1, Health and Safety Code.

Home address of public employees and officers in Department of Motor Vehicles, records, confidentiality of, Sections 1808.2 and 1808.4, Vehicle Code.

Horse racing, horses, blood or urine test sample, confidentiality, Section 19577, Business and Professions Code.

Hospital district and municipal hospital records relating to contracts with insurers and service plans, subdivision (t), Section 6254, Government Code.

Hospital final accreditation report, subdivision (s), Section 6254, Government Code.

Housing authorities, confidentiality of rosters of tenants, Section 34283, Health and Safety Code.

Housing authorities, confidentiality of applications by prospective or current tenants, Section 34332, Health and Safety Code.

6276.26. Improper obtaining or distributing of information from Department of Motor Vehicles, Sections 1808.46 and 1808.47, Vehicle Code.

Improper governmental activities reporting, confidentiality of identity of person providing information, Section 8547.5, Government Code.

Improper governmental activities reporting, disclosure of information, Section 8547.6, Government Code.

Industrial accident reports, confidentiality of information, Section 129, Labor Code.

Industrial loan companies, confidentiality of financial information, Section 18496, Financial Code.

Industrial loan companies, confidentiality of investigation and examination reports, Section 18394, Financial Code.

In forma pauperis litigant, rules governing confidentiality of financial information, Section 68511.3, Government Code.

Initiative, referendum, recall, and other petitions, confidentiality of names of signers, Section 6253.5, Government Code.

Inspector General, Youth and Adult Correctional Agency, confidentiality of records of employee interviews, Section 6127, Penal Code.

Insurance claims analysis, confidentiality of information, Section 1875.16, Insurance Code.

Insurance Commissioner, confidential information, Sections 735.5, 1077.3, and 12919, Insurance Code.

Insurance Commissioner, informal conciliation of complaints, confidential communications, Section 1858.02, Insurance Code.

Insurance Commissioner, information from examination or investigation, confidentiality of, Sections 1215.7, 1433, and 1759.3, Insurance Code.

Insurance Commissioner, report to Legislature, confidential information, Section 12961, Insurance Code.

Insurance Commissioner, writings filed with nondisclosure, Section 855, Insurance Code.

Insurance fraud reporting, information acquired not part of public record, Section 1873.1, Insurance Code.

Insurance Holding Company System Regulatory Act, examinations, Section 1215.7, Insurance Code.

Insurance licensee, confidential information, Section 1666.5, Insurance Code.

Insurer application information, confidentiality of, Section 925.3, Insurance Code.

Insurer financial analysis ratios and examination synopses, confidentiality of, Section 933, Insurance Code.

Insurer, request for examination of, confidentiality of, Section 1067.11, Insurance Code.

Integrated Waste Management Board information, prohibition against disclosure, Section 45982, Revenue and Taxation Code.

Intervention in regulatory and ratemaking proceedings, audit of customer seeking and award, Section 1804, Public Utilities Code.

Investigative consumer reporting agency, limitations on furnishing an investigative consumer report, Section 1786.12, Civil Code.

6276.28. Joint Legislative Ethics Committee, confidentiality of reports and records, Section 8953, Government Code.

Judicial candidates, confidentiality of communications concerning, Section 12011.5, Government Code.

Jurors' lists, lists of registered voters and licensed drivers as source for, Section 197, Code of Civil Procedure.

Juvenile court proceedings to adjudge a person a dependent child of court, sealing records of, Section 389, Welfare and Institutions Code.

Juvenile criminal records, dissemination to schools, Section 828.1, Welfare and Institutions Code.

Juvenile delinquents, notification of chief of police or sheriff of escape of minor from secure detention facility, Section 1155, Welfare and Institutions Code.

Labor dispute, investigation and mediation records, confidentiality of, Section 65, Labor Code.

Lanterman-Petris-Short Act, mental health services recipients, confidentiality of information and records, mental health advocate, Sections 5540, 5541, 5542, and 5550, Welfare and Institutions Code.

Law enforcement vehicles, registration disclosure, Section 5003, Vehicle Code.

Legislative Counsel records, subdivision (m), Section 6254, Government Code.

Library circulation records and other materials, subdivision (i), Section 6254 and Section 6267, Government Code.

Life and disability insurers, actuarial information, confidentiality of, Section 10489.15, Insurance Code.

Litigation, confidentiality of settlement information, Section 68513, Government Code.

Local agency legislative body, closed sessions, disclosure of materials, Section 54956.9, Government Code.

Local government employees, confidentiality of records and claims relating to group insurance, Section 53202.25, Government Code.

Local summary criminal history information, confidentiality of, Sections 13300 and 13305, Penal Code.

Local agency legislative body, closed session, nondisclosure of minute book, Section 54957.2, Government Code.

Local agency legislative body, meeting, disclosure of agenda, Section 54957.5, Government Code.

Long-term health facilities, confidentiality of complaints against, Section 1419, Health and Safety Code.

Long-term health facilities, confidentiality of records retained by State Department of Health Services, Section 1439, Health and Safety Code.

6276.30. Major Risk Medical Insurance Program, negotiations with health plans, subdivisions (v) and (w) of Section 6254, Government Code.

Mandated blood testing and confidentiality to protect public health, prohibition against compelling identification of test subjects, Section 120975, Health and Safety Code.

Mandated blood testing and confidentiality to protect public health, unauthorized disclosures of identification of test subjects, Section 120980, Health and Safety Code.

Mandated blood testing and confidentiality to protect public health, disclosure to patient's spouse, sexual partner, needle sharer, or county health officer, Section 121015, Health and Safety Code.

Manufactured home, mobilehome, floating home, confidentiality of home address of registered owner, Section 18081, Health and Safety Code.

Marital confidential communications, Sections 980, 981, 982, 983, 984, 985, 986, and 987, Evidence Code.

Market reports, confidential, subdivision (e), Section 6254, Government Code.

Marketing of commodities, confidentiality of financial information, Section 58781, Food and Agricultural Code.

Marketing orders, confidentiality of processors or distributors' information, Section 59202, Food and Agricultural Code.

Marriage, confidential, certificate, Section 511, Family Code.

Medi-Cal Benefits Program, confidentiality of information, Section 14100.2, Welfare and Institutions Code.

Medi-Cal Benefits Program, Evaluation Committee, confidentiality of information, Section 14132.6, Welfare and Institutions Code.

Medi-Cal Benefits Program, Request of Department for Records of Information, Section 14124.89, Welfare and Institutions Code.

Medi-Cal Fraud Bureau, confidentiality of complaints, Section 12528, Government Code.

Medical information, disclosure by provider unless prohibited by patient in writing, Section 56.16, Civil Code.

Medical information, types of information not subject to patient prohibition of disclosure, Section 56.30, Civil Code.

Medical and other hospital committees and peer review bodies, confidentiality of records, Section 1157, Evidence Code.

Medical or dental licensee, action for revocation or suspension due to illness, report, confidentiality of, Section 828, Business and Professions Code.

Medical or dental licensee, disciplinary action, denial or termination of staff privileges, report, confidentiality of, Sections 805, 805.1, and 805.5, Business and Professions Code.

Meetings of state agencies, disclosure of agenda, Section 11125.1, Government Code.

Mental institution patient, notification to peace officers of escape, Section 7325.5, Welfare and Institutions Code.

Mentally abnormal sex offender committed to state hospital, confidentiality of records, Section 4135, Welfare and Institutions Code.

Mentally disordered and developmentally disabled offenders, access to criminal histories of, Section 1620, Penal Code.

Mentally disordered persons, court-ordered evaluation, confidentiality of reports, Section 5202, Welfare and Institutions Code.

Mentally disordered or mentally ill person, confidentiality of written consent to detainment, Section 5326.4, Welfare and Institutions Code.

Mentally disordered or mentally ill person, voluntarily or involuntarily detained and receiving services, confidentiality of records and information, Sections 5328, 5328.01, 5328.02, 5328.05, 5328.1, 5328.15, 5328.2, 5328.3, 5328.4, 5328.5, 5328.7, 5328.8, 5328.9, and 5330, Welfare and Institutions Code.

Mentally disordered or mentally ill person, weapons restrictions, confidentiality of information about, Section 8103, Welfare and Institutions Code.

Milk marketing, confidentiality of records, Section 61443, Food and Agricultural Code.

Milk product certification, confidentiality of, Section 62121, Food and Agricultural Code.

Milk, market milk, confidential records and reports, Section 62243, Food and Agricultural Code.

Milk product registration, confidentiality of information, Section 38946, Food and Agricultural Code.

Milk equalization pool plan, confidentiality of producers' voting, Section 62716, Food and Agricultural Code.

Mining report, confidentiality of report containing information relating to mineral production, reserves, or rate of depletion of mining operation, Section 2207, Public Resources Code.

Minor, criminal proceeding testimony closed to public, Section 859.1, Penal Code.

Minority and women's business data possessed by state agencies, confidentiality of, Section 15339.30, Government Code.

Minors, material depicting sexual conduct, records of suppliers to be kept and made available to law enforcement, Section 1309.5, Labor Code.

Misdemeanor and felony reports by police chiefs and sheriffs to Department of Justice, confidentiality of, Sections 11107 and 11107.5, Penal Code.

Monetary instrument transaction records, confidentiality of, Section 14167, Penal Code.

Missing persons' information, disclosure of, Sections 14201 and 14203, Penal Code.

Morbidity and mortality studies, confidentiality of records, Section 100330, Health and Safety Code.

Motor vehicle accident reports, disclosure, Sections 16005, 20012, and 20014, Vehicle Code.

Motor vehicles, department of, public records, exceptions, Sections 1808 to 1808.7, inclusive, Vehicle Code.

Motor vehicle insurance fraud reporting, confidentiality of information acquired, Section 1874.3, Insurance Code.

Motor vehicle liability insurer, data reported to Department of Insurance, confidentiality of, Section 11628, Insurance Code.

Multijurisdictional drug law enforcement agency, closed sessions to discuss criminal investigation, Section 54957.8, Government Code.

6276.32. Narcotic addict outpatient revocation proceeding, confidentiality of reports, Section 3152.5, Welfare and Institutions Code.

Narcotic and drug abuse patients, confidentiality of records, Section 11977, Health and Safety Code.

Native American graves, cemeteries and sacred places, records of, subdivision (r), Section 6254, Government Code.

Newspaper, radio, or television employee, nondisclosure of source of information, Section 1070, Evidence Code.

Notary public, confidentiality of application for appointment and commission, Section 8201.5, Government Code.

Nurse, alcohol or dangerous drug diversion and rehabilitation records, confidentiality of, Section 2770.12, Business and Professions Code.

Obscene matter, defense of scientific or other purpose, confidentiality of recipients, Section 311.8, Penal Code.

Occupational safety and health investigations, confidentiality of complaints and complainants, Section 6309, Labor Code.

Occupational safety and health investigations, confidentiality of trade secrets, Section 6322, Labor Code.

Official information acquired in confidence by public employee, disclosure of, Sections 1040 and 1041, Evidence Code.

Oil and gas, confidentiality of proposals for the drilling of a well, Section 3724.4, Public Resources Code.

Oil and gas, disclosure of onshore and offshore exploratory well records, Section 3234, Public Resources Code.

Oil and gas, disclosure of well records, Section 3752, Public Resources Code.

Oil and gas leases, surveys for permits, confidentiality of information, Section 6826, Public Resources Code.

Oil spill feepayer information, prohibition against disclosure, Section 46751, Revenue and Taxation Code.

Older adults receiving county services, providing information between county agencies, confidentiality of, Section 9401, Welfare and Institutions Code.

Organic food certification organization records, release of, Section 110845, Health and Safety Code, and Section 46009, Food and Agricultural Code.

Osteopathic physician and surgeon, rehabilitation and diversion records, confidentiality of, Section 2369, Business and Professions Code.

6276.34. Parole revocation proceedings, confidentiality of information in reports, Section 3063.5, Penal Code.

Passenger fishing boat licenses, records, Section 7923, Fish and Game Code.

Paternity, acknowledgement, confidentiality of records, Section 102760, Health and Safety Code.

Patient-physician confidential communication, Sections 992 and 994, Evidence Code.

Patient records, confidentiality of, Section 123135, Health and Safety Code.

Payment instrument licensee records, inspection of, Section 33206, Financial Code.

Payroll records, confidentiality of, Section 1776, Labor Code.

Peace officer personnel records, confidentiality of, Sections 832.7 and 832.8, Penal Code.

Penitential communication between penitent and clergy, Sections 1032 and 1033, Evidence Code.

Personal Income Tax, disclosure of information, Article 2 (commencing with Section 19542), Chapter 7, Part 10.2, Division 2, Revenue and Taxation Code.

Personal information, information practices act, prohibitions against disclosure by state agencies, Sections 1798.24 and 1798.75, Civil Code.

Personal information, subpoena of records containing, Section 1985.4, Code of Civil Procedure.

Personal representative, confidentiality of personal representative's birth date and driver's license number, Section 8404, Probate Code.

Personnel Administration, Department of, confidentiality of pay data furnished to, Section 19826.5, Government Code.

Petition signatures, Section 18650, Elections Code.

Petroleum supply and pricing, confidential information, Sections 25364 and 25366, Public Resources Code.

Pharmacist, alcohol or dangerous drug diversion and rehabilitation records, confidentiality of, Section 4436, Business and Professions Code.

Physical therapist or assistant, records of dangerous drug or alcohol diversion and rehabilitation, confidentiality of, Section 2667, Business and Professions Code.

Physical or mental condition or conviction of controlled substance offense, records in Department of Motor Vehicles, confidentiality of, Section 1808.5, Vehicle Code.

Physician and surgeon, rehabilitation and diversion records, confidentiality of, Section 2355, Business and Professions Code.

Physician assistant, alcohol or dangerous drug diversion and rehabilitation records, confidentiality of, Section 3534.7, Business and Professions Code.

Physician competency examination, confidentiality of reports, Section 2294, Business and Professions Code.

Physicians and surgeons, confidentiality of reports of patients with a lapse of consciousness disorder, Section 103900, Health and Safety Code.

Physician Services Account, confidentiality of patient names in claims, Section 16956, Welfare and Institutions Code.

Podiatrist, alcohol or drug diversion and rehabilitation records, confidentiality of, Section 2497.1, Business and Professions Code.

Pollution Control Financing Authority, financial data submitted to, subdivision (o), Section 6254, Government Code.

Postmortem or autopsy photos, Section 129, Code of Civil Procedure.

6276.36. Pregnancy tests by local public health agencies, confidentiality of, Section 123380, Health and Safety Code.

Pregnant women, confidentiality of blood tests, Section 125105, Health and Safety Code.

Prehospital emergency medical care, release of information, Sections 1797.188 and 1797.189, Health and Safety Code.

Prenatal syphilis tests, confidentiality of, Section 120705, Health and Safety Code.

Presiding Officer, Section 11430.40, Government Code.

Prisoners, behavioral research on, confidential personal information, Section 3515, Penal Code.

Prisoners, confidentiality of blood tests, Section 7530, Penal Code.

Prisoners, medical testing, confidentiality of records, Sections 7517 and 7540, Penal Code.

Prisoners, transfer from county facility for mental treatment and evaluation, confidentiality of written reasons, Section 4011.6, Penal Code.

Private industry wage data collected by public entity, confidentiality of, Section 6254.6, Government Code.

Private railroad car tax, confidentiality of information, Section 11655, Revenue and Taxation Code.

Probate referee, disclosure of materials, Section 8908, Probate Code.

Probation officer reports, inspection of, Section 1203.05, Penal Code.

Produce dealer, confidentiality of financial statements, Section 56254, Food and Agricultural Code.

Products liability insurers, transmission of information, Sections 1857.7 and 1857.9, Insurance Code.

Professional corporations, financial statements, confidentiality of, Section 13406, Corporations Code.

Property on loan to museum, notice of intent to preserve an interest in, not subject to disclosure, Section 1899.5, Civil Code.

Property taxation, confidentiality of change of ownership, Section 481, Revenue and Taxation Code.

Property taxation, confidentiality of property information, Section 15641, Government Code and Section 833, Revenue and Taxation Code.

Proprietary information, availability only to the director and other persons authorized by the operator and the owner, Section 2778, Public Resources Code.

Psychologist and client, confidential relations and communications, Section 2918, Business and Professions Code.

Psychotherapist-patient confidential communication, Sections 1012 and 1014, Evidence Code.

Public employees' home addresses and telephone numbers, confidentiality of, Section 6254.3, Government Code.

Public Employees' Retirement System, confidentiality of data filed by member or beneficiary with board of administration, Section 20134, Government Code.

Public school employees organization, confidentiality of proof of majority support submitted to Public Employment Relations Board, Sections 3544, 3544.1, and 3544.5, Government Code.

Public social services, confidentiality of digest of decisions, Section 10964, Welfare and Institutions Code.

Public social services, confidentiality of information regarding child abuse or elder or dependent persons abuse, Section 10850.1, Welfare and Institutions Code.

Public social services, confidentiality of information regarding eligibility, Section 10850.2, Welfare and Institutions Code.

Public social services, confidentiality of records, Section 10850, Welfare and Institutions Code.

Public social services, disclosure of information to law enforcement agencies, Section 10850.3, Welfare and Institutions Code.

Public social services, disclosure of information to law enforcement agencies regarding deceased applicant or recipient, Section 10850.7, Welfare and Institutions Code.

Public utilities, confidentiality of information, Section 583, Public Utilities Code.

Pupil, confidentiality of personal information, Section 45345, Education Code.

Pupil drug and alcohol use questionnaires, confidentiality of, Section 11605, Health and Safety Code.

Pupil, expulsion hearing, disclosure of testimony of witness and closed session of district board, Section 48918, Education Code.

Pupil, personal information disclosed to school counselor, confidentiality of, Section 49602, Education Code.

Pupil record contents, records of administrative hearing to change contents, confidentiality of, Section 49070, Education Code.

Pupil records, access authorized for specified parties, Section 49076, Education Code.

Pupil records, disclosure in hearing to dismiss or suspend school employee, Section 44944.1, Education Code.

Pupil records, release of directory information to private entities, Sections 49073 and 49073.5, Education Code.

6276.38. Radioactive materials, dissemination of information about transportation of, Section 33002, Vehicle Code.

Real estate broker, annual report to Department of Real Estate of financial information, confidentiality of, Section 10232.2, Business and Professions Code.

Real property, acquisition by state or local government, information relating to feasibility, subdivision (h), Section 6254, Government Code.

Real property, change in ownership statement, confidentiality of, Section 27280, Government Code.

Reciprocal agreements with adjoining states, Section 391, Fish and Game Code.

Records of contract purchasers, inspection by public prohibited, Section 85, Military and Veterans Code.

Registered public obligations, inspection of records of security interests in, Section 5060, Government Code.

Registration of exempt vehicles, nondisclosure of name of person involved in alleged violation, Section 5003, Vehicle Code.

Rehabilitation, Department of, confidential information, Section 19016, Welfare and Institutions Code.

Reinsurance intermediary-broker license information, confidentiality of, Section 1781.3, Insurance Code.

Rent control ordinance, confidentiality of information concerning accommodations sought to be withdrawn from, Section 7060.4, Government Code.

Report of probation officer, inspection, copies, Section 1203.05, Penal Code.

Repossession agency licensee application, confidentiality of information, Sections 7503, 7504, and 7506.5, Business and Professions Code.

Residence address in any record of Department of Housing and Community Development, confidentiality of, Section 6254.1, Government Code.

Residence address in any record of Department of Motor Vehicles, confidentiality of, Section 6254.1, Government Code, and Section 1808.21, Vehicle Code.

Residence and mailing addresses in records of Department of Motor Vehicles, confidentiality of, Section 1810.7, Vehicle Code.

Residential care facilities, confidentiality of resident information, Section 1568.08, Health and Safety Code.

Residential care facilities for the elderly, confidentiality of client information, Section 1569.315, Health and Safety Code.

Respiratory care practitioner, professional competency examination reports, confidentiality of, Section 3756, Business and Professions Code.

Restraint of trade, civil action by district attorney, confidential memorandum, Section 16750, Business and Professions Code.

Reward by governor for information leading to arrest and conviction, confidentiality of person supplying information, Section 1547, Penal Code.

6276.40. Sales and use tax, disclosure of information, Section 7056, Revenue and Taxation Code.

Savings association employees, disclosure of criminal history information, Sections 6525 and 8012, Financial Code.

Savings associations, inspection of records by shareholders, Section 6050, Financial Code.

School district governing board, disciplinary action, disclosure of pupil information, Section 35146, Education Code.

School employee, merit system examination records, confidentiality of, Section 45274, Education Code.

School employee, notice and reasons for hearing on nonreemployment of employee, confidentiality of, Sections 44948.5 and 44949, Education Code.

School meals for needy pupils, confidentiality of records, Section 49558, Education Code.

Sealed records, arrest for misdemeanor, Section 851.7, Penal Code.

Sealed records, misdemeanor convictions, Section 1203.45, Penal Code.

Sealing and destruction of arrest records, determination of innocence, Section 851.8, Penal Code.

Search warrants, special master, Section 1524, Penal Code.

Sex change, confidentiality of birth certificate, Section 103440, Health and Safety Code.

Sex offenders, registration form, Section 290, Penal Code.

Sex offenders, specimen and other information, unauthorized disclosure, Section 290.2, Penal Code.

Sexual assault forms, confidentiality of, Section 13823.5, Penal Code.

Sexual assault victim counselor and victim, confidential communication, Sections 1035.2, 1035.4, and 1035.8, Evidence Code.

Shorthand reporter's complaint, Section 8010, Business and Professions Code.

Small business information compiled by state agencies, confidentiality of, Section 15331.2, Government Code.

Small family day care homes, identifying information, Section 1596.86, Health and Safety Code.

Social security number, applicant for driver's license or identification card, disclosure of, Section 1653.5, Vehicle Code.

6276.42. State agency activities relating to unrepresented employees, subdivision (p) of Section 6254, Government Code.

State agency activities relating to providers of health care, subdivision (a) of Section 6254, Government Code.

State Auditor, access to barred records, Section 8545.2, Government Code.

State Auditor, confidentiality of records, Sections 8545, 8545.1, and 8545.3, Government Code.

State civil service employee, confidentiality of appeal to state personnel board, Section 18952, Government Code.

State civil service employees, confidentiality of reports, Section 18573, Government Code.

State civil service examination, confidentiality of application and examination materials, Section 18934, Government Code.

State Contract Act, bids, questionnaires and financial statements, Section 10165, Public Contract Code.

State Contract Act, bids, sealing, opening and reading bids, Section 10304, Public Contract Code.

State Energy Resources Conservation and Development Commission, confidentiality of proprietary information submitted to, Sections 25223 and 25321, Public Resources Code.

State hospital patients, information and records in possession of Superintendent of Public Instruction, confidentiality of, Section 56863, Education Code.

State information security officer, implementation of confidentiality policies, Section 11771, Government Code.

State Long-Term Care Ombudsman, access to government agency records, Section 9723, Welfare and Institutions Code.

State Long-Term Care Ombudsman office, confidentiality of records and files, Section 9725, Welfare and Institutions Code.

State Long-Term Care Ombudsman office, disclosure of information or communications, Section 9715, Welfare and Institutions Code.

State Lottery Evaluation Report, disclosure, Section 8880.46, Government Code.

State summary criminal history information, confidentiality of information, Sections 11105, 11105.1, 11105.3, and 11105.4, Penal Code.

Sterilization of disabled, confidentiality of evaluation report, Section 1955, Probate Code.

Strawberry marketing information, confidentiality of, Section 63124, Food and Agricultural Code.

Structural pest control licensee records relating to pesticide use, confidentiality of, Section 15205, Food and Agricultural Code.

Student driver, records of physical or mental condition, confidentiality of, Section 12661, Vehicle Code.

Student, community college, information received by school counselor, confidentiality of, Section 72621, Education Code.

Student, community college, records, limitations on release, Section 76243, Education Code.

Student, community college, record contents, records of administrative hearing to change contents, confidentiality of, Section 76232, Education Code.

Student, sexual assault on private higher education institution campus, confidentiality of information, Section 94385, Education Code.

Student, sexual assault on public college or university, confidentiality of information, Section 67385, Education Code.

Student in public college or university, record of disciplinary action for sexual assault or physical abuse, access by alleged victim, Section 67134, Education Code.

Student, release of directory information by public college or university, Section 67140, Education Code.

Sturgeon egg processors, records, Section 10004, Fish and Game Code.

6276.44. Taxpayer information, confidentiality, local taxes, subdivision (i), Section 6254, Government Code.

Tax preparer, disclosure of information obtained in business of preparing tax returns, Section 17530.5, Business and Professions Code.

Teacher, credential holder or applicant, information provided to Commission on Teacher Credentialing, confidentiality of, Section 44341, Education Code.

Teacher, certified school personnel examination results, confidentiality of, Section 44289, Education Code.

Teacher, information filed with Teachers' Retirement Board, confidentiality of, Section 22221, Education Code.

Telephone answering service customer list, trade secret, Section 16606, Business and Professions Code.

Timber yield tax, disclosure to county assessor, Section 38706, Revenue and Taxation Code.

Timber yield tax, disclosure of information, Section 38705, Revenue and Taxation Code.

Title insurers, confidentiality of notice of noncompliance, Section 12414.14, Insurance Code.

Tow truck driver, information in records of California Highway Patrol, Department of Motor Vehicles, or other agencies, confidentiality of, Sections 2431 and 2432.3, Vehicle Code.

Toxic substances, Department of, inspection of records of, Section 25152.5, Health and Safety Code.

Trade secrets, Section 1060, Evidence Code.

Trade secrets, confidentiality of, occupational safety and health inspections, Section 6322, Labor Code.

Trade secrets, disclosure of public records, Section 3426.7, Civil Code.

Trade secrets, food, drugs, cosmetics, nondisclosure, Sections 110165 and 110370, Health and Safety Code.

Trade secrets, protection by Director of the Department of Pesticide Regulation, Section 6254.2, Government Code.

Trade secrets and proprietary information relating to pesticides, confidentiality of, Sections 14022 and 14023, Food and Agricultural Code.

Trade secrets, protection by Director of Industrial Relations, Section 6396, Labor Code.

Trade secrets relating to hazardous substances, disclosure of, Sections 25358.2 and 25358.7, Health and Safety Code.

Traffic violator school licensee records, confidentiality of, Section 11212, Vehicle Code.

Traffic offense, dismissed for participation in driving school or program, record of, confidentiality of, Section 1808.7, Vehicle Code.

Transit districts, questionnaire and financial statement information in bids, Section 99154, Public Utilities Code.

Trust companies, disclosure of private trust confidential information, Section 1582, Financial Code.

6276.46. Unclaimed property, Controller records of, disclosure, Section 1582, Code of Civil Procedure.

Unemployment compensation, disclosure of confidential information, Section 2111, Unemployment Insurance Code.

Unemployment compensation, information obtained in administration of code, Section 1094, Unemployment Insurance Code.

Unemployment compensation, purposes for which use of information may be authorized, Section 1095, Unemployment Insurance Code.

Unemployment fund contributions, publication of annual tax rate, Section 989, Unemployment Insurance Code.

Unsafe working condition, confidentiality of complainant, Section 6309, Labor Code.

Use fuel tax information, disclosure prohibited, Section 9255, Revenue and Taxation Code.

Utility systems development, confidential information, subdivision (e), Section 6254, Government Code.

Vehicle registration, financial responsibility verification study, confidentiality of information, Sections 4750.2 and 4750.4, Vehicle Code.

Vehicle accident reports, disclosure of, Sections 16005, 20012, and 20014, Vehicle Code and Section 27177, Streets and Highways Code.

Vehicular offense, record of, confidentiality five years after conviction, Section 1807.5, Vehicle Code.

Veterans Affairs, Department of, confidentiality of records of contract purchasers, Section 85, Military and Veterans Code.

Veterinarian or animal health technician, alcohol or dangerous drugs diversion and rehabilitation records, confidentiality of, Section 4871, Business and Professions Code.

Victim, statements at sentencing, Section 1191.15, Penal Code.

Victims' Legal Resource Center, confidentiality of information and records retained, Section 13897.2, Penal Code.

Victims of crimes compensation program, confidentiality of records, subdivision (d), Section 13968, Government Code.

Voter, registration by confidential affidavit, Section 2194, Elections Code.

Voter registration card, confidentiality of information contained in, Section 6254.4, Government Code.

Voting, secrecy, Section 1050, Evidence Code.

Wards and dependent children, inspection of juvenile court documents, Section 827, Welfare and Institutions Code.

6276.48. Wards and dependent children, release of description information about minor escapees, Section 828, Welfare and Institutions Code.

Wards, petition for sealing records, Section 781, Welfare and Institutions Code.

Welfare, statewide automated system work plan, confidentiality of data on individuals, Section 10818, Welfare and Institutions Code.

Wills, confidentiality of, Section 6389, Probate Code.

Winegrowers of California commission, confidentiality of producers' or vintners' proprietary information, Sections 74655 and 74955, Food and Agricultural Code.

Workers' Compensation Appeals Board, injury or illness report, confidentiality of, Section 6412, Labor Code.

Workers' compensation insurance, dividend payment to policyholder, confidentiality of information, Section 11739, Insurance Code.

Workers' compensation insurance fraud reporting, confidentiality of information, Sections 1877.3 and 1877.4, Insurance Code.

Workers' compensation insurer or rating organization, confidentiality of notice of noncompliance, Section 11754, Insurance Code.

Workers' compensation insurer, rating information, confidentiality of, Section 11752.7, Insurance Code.

Workers' compensation, notice to correct noncompliance, Section 11754, Insurance Code.

Workers' compensation, release of information to other governmental agencies, Section 11752.5, Insurance Code.

Workers' compensation, self-insured employers, confidentiality of financial information, Section 3742, Labor Code.

Workplace inspection photographs, confidentiality of, Section 6314, Labor Code.

Youth Authority, parole revocation proceedings, confidentiality of, Section 1767.6, Welfare and Institutions Code.

Youth Authority, release of information in possession of Youth Authority for offenses under Sections 676, 1764.1, and 1764.2, Welfare and Institutions Code.

Youth Authority, records, policies, and procedures, Section 1905, Welfare and Institutions Code.

Youth Authority, records, disclosure, Section 1764, Welfare and Institutions Code.

Youth Authority parolee, disclosure of personal information in revocation proceedings, Section 1767.6, Welfare and Institutions Code.

Youth service bureau, confidentiality of client records, Section 1905, Welfare and Institutions Code.

Sample A: Sample of receipt/response email and attachments

From: Staff
Sent: Date of email
To: Name of Requester
Subject: RE: MM, DD, 2018 Public Records Act request | Name of Requestor
Attachment: Response/Receipt letter (See Sample A1); Responsive Document #1; Responsive Document #2

Mr. Requester,

Attached is the District's response to your MM, DD, 2018 Public Records Act request. Also attached are the responsive documents.

Regards,

Staff Member



32nd District Agricultural Association, State of California
88 Fair Drive, Costa Mesa, Calif. 92626
<http://www.ocfair.com>



Sample A1:

Sample of receipt/response letter with release of responsive records *(attached to Sample A email)*

Date

Via Email

Name of Requester

Email address of Requester

Re: MM, DD, 2018 Public Records Act Request

Dear Name of Requester:

The 32nd District Agricultural Association (District) is in receipt of your MM, DD, 2018 request made under the California Public Records Act (Govt. Code, § 6250, *et seq.*). This letter constitutes the District's response under Government Code section 6253.

The District is authorized by law to dispose of documents after specified time periods, and under certain circumstances. Therefore, some of the records you seek may no longer be available as they have been disposed of consistent with law and the District's document retention policy. Additionally, in many instances, the description of the documents sought in the request is vague and imprecise and it is therefore unclear to the District as to the nature of the records requested. To the extent the request seeks documents that are in the custody or control of another state or local agency, and not in the custody or control of the District, you will need to direct its request to that agency.

Subject to the foregoing, the District will permit access to all records in the District's custody or control and in the public domain, subject to the following objections.

The District will not produce documents statutorily exempt from disclosure. The District will not produce preliminary drafts, notes, intra-agency or interagency memoranda not retained in the ordinary course of business. (Govt. Code, § 6254, subd. (a).) The District will not produce personnel, medical, or similar files and/or information, the disclosure of which would constitute an unwarranted invasion of personal privacy. The District will not produce records whose disclosure is exempted or prohibited pursuant to state or federal law (Govt. Code, § 6254, subd. (k)), including, but not limited to, documents protected by Government Code sections 6275 through 6276.48, the attorney-client privilege (Evid. Code, § 952), the attorney work product doctrine (Code Civ. Proc., § 2018.030, Govt. Code, § 6254, subd. (k)), minutes of closed sessions held by bodies subject to the Bagley-Keene Open Meeting Act (Gov. Code, § 11126.1),

the right to privacy guaranteed by the United States and California Constitutions (California Constitution Article 1, Section 1), the deliberative process privilege (Govt. Code, § 6255), the official information privilege (Evid. Code, § 1040), and other provisions of Federal and state law relating to privilege. The District will not produce correspondence of and to the Governor or employees of the Governor's Office or in the custody of or maintained by the Governor's legal affairs secretary.

The District will not produce records pertaining to pending litigation to which the Board is a party, or to claims made until such litigation or claim has been finally adjudicated or otherwise settled.

Moreover, the District will redact from the records it provides certain private identifying information, if any, such as non-commercial addresses, email addresses, and telephone numbers, along with other sensitive personal information such as social security numbers and credit card numbers, on the basis of the right to personal privacy. (Cal. Const., art. I, §1, as incorporated into the Public Records Act by Gov. Code, § 6254, subd. (k); Gov. Code, § 6255.)

Finally, Government Code section 6253(b) entitles the District to charge for the direct cost of duplication, for both hard copies and electronic copies. If you require hard copies of the electronic documents, please let us know. When the documents are available, we will advise you they are ready and will also advise you of the cost, which must be paid before your receipt of the documents.

Sincerely yours,

A handwritten signature in black ink that reads "Kathy Kramer". The signature is written in a cursive style with a large, sweeping flourish at the end.

32nd District Agricultural Association
Kathy Kramer, CFE, CMP
Chief Executive Officer



Sample B:

Sample of receipt/response letter with approximate responsive records fulfillment date.

Date

Via Email

Name of Requester

Email address of Requester

Re: MM, DD, 2018 Public Records Act Request

Dear **Name of Requester:**

The 32nd District Agricultural Association (District) is in receipt of your **MM, DD, 2018** request made under the California Public Records Act (Govt. Code, § 6250, *et seq.*). This letter constitutes the District's response under Government Code section 6253.

The District is authorized by law to dispose of documents after specified time periods, and under certain circumstances. Therefore, some of the records you seek may no longer be available as they have been disposed of consistent with law and the District's document retention policy. Additionally, in many instances, the description of the documents sought in the request is vague and imprecise and it is therefore unclear to the District as to the nature of the records requested. To the extent the request seeks documents that are in the custody or control of another state or local agency, and not in the custody or control of the District, you will need to direct its request to that agency.

Subject to the foregoing, the District will permit access to all records in the District's custody or control and in the public domain, subject to the following objections.

The District will not produce documents statutorily exempt from disclosure. The District will not produce preliminary drafts, notes, intra-agency or interagency memoranda not retained in the ordinary course of business. (Govt. Code, § 6254, subd. (a).) The District will not produce personnel, medical, or similar files and/or information, the disclosure of which would constitute an unwarranted invasion of personal privacy. The District will not produce records whose disclosure is exempted or prohibited pursuant to state or federal law (Govt. Code, § 6254, subd. (k)), including, but not limited to, documents protected by Government Code sections 6275 through 6276.48, the attorney-client privilege (Evid. Code, § 952), the attorney work product doctrine (Code Civ. Proc., § 2018.030, Govt. Code, § 6254, subd. (k)), minutes of closed sessions held by bodies subject to the Bagley-Keene Open Meeting Act (Gov. Code, § 11126.1),

the right to privacy guaranteed by the United States and California Constitutions (California Constitution Article 1, Section 1), the deliberative process privilege (Govt. Code, § 6255), the official information privilege (Evid. Code, § 1040), and other provisions of Federal and state law relating to privilege. The District will not produce correspondence of and to the Governor or employees of the Governor's Office or in the custody of or maintained by the Governor's legal affairs secretary.

The District will not produce records pertaining to pending litigation to which the Board is a party, or to claims made until such litigation or claim has been finally adjudicated or otherwise settled.

Moreover, the District will redact from the records it provides certain private identifying information, if any, such as non-commercial addresses, email addresses, and telephone numbers, along with other sensitive personal information such as social security numbers and credit card numbers, on the basis of the right to personal privacy. (Cal. Const., art. I, §1, as incorporated into the Public Records Act by Gov. Code, § 6254, subd. (k); Gov. Code, § 6255.)

The District anticipates that it will take approximately **XX days** from the receipt of this letter to compile, review, and redact (where necessary) the public records not exempt from disclosure that are responsive to your **MM, DD, 2018** Public Records Act request. The District will make every effort, however, to provide these records at an earlier date, if at all possible.

Finally, Government Code section 6253(b) entitles the District to charge for the direct cost of duplication, for both hard copies and electronic copies. If you require hard copies of the electronic documents, please let us know. When the documents are available, we will advise you they are ready and will also advise you of the cost, which must be paid before your receipt of the documents.

Sincerely yours,

A handwritten signature in black ink that reads "Kathy Kramer". The signature is written in a cursive style with a large, sweeping flourish at the end.

32nd District Agricultural Association
Kathy Kramer, CFE, CMP
Chief Executive Officer