

City of Alameda

Interdepartment Memorandum

Date: March 2, 2015

To: Boards and Commissions

From: Irma Glidden, Assistant City Clerk

Annual Statements of Economic Interest Form 700

The Political Reform Act requires officials who are designated in the City's Conflict of Interest Code to file a Statement of Economic Interests, Form 700. As an individual covered by the Conflict of Interest Code, you are required to file an Annual Statement for the period January 1 - December 31, 2014.

When completing the form, remember to:

- Check the "Annual" box under Section 3 (Type of Statement). If you assumed office during 2014, the reportable period covered is your start date through December 31, 2014.
- Attach a schedule for any reportable investments in the City of Alameda. If you do not have any reportable investments, check the "No reportable interests on any schedule" box under Section 4 (Schedule Summary).
- Date, sign and return the form to the City Clerk's Office by April 1, 2015. Please do not email the form back as we will need to have an original signature. Mail the hard copy to 2263 Santa Clara Avenue, Room 380, Alameda, CA 94501.

Officials filing a Form 700 must also annually declare that they have read the Sunshine Ordinance and have attended, or will attend when next offered, a training session on the Sunshine Ordinance. The Sunshine Ordinance Declaration form is attached and due to the City Clerk's office by April 1, 2015.

If you have any questions, please feel free to contact the Office of the City Clerk at (510) 747-4800.

Attachment (2)

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