ATTACHMENT 6

“SANTA CRUZ MUNICIPAL CODE §§ 2.10.010 et seq.”
Chapter 2.10 VOLUNTARY CAMPAIGN EXPENDITURE AND CONTRIBUTION LIMITATIONS FOR CITY COUNCIL CANDIDATES

Sections:

2.10.010 Purpose and intent.
2.10.020 Voluntary campaign expenditure and contribution limitation election.
2.10.030 Benefits and incentives.
2.10.040 Repealed by 2004-16 § 2.
2.10.050 Repealed by 2004-16 § 2.
2.10.055 Other city council candidates’ statements on city’s website.
2.10.060 Calculation of voluntarily limited campaign expenditures.
2.10.070 No limitation on fund raising/contributions.
2.10.075 Requirement for third pre-election campaign filing
2.10.080 Penalties.
2.10.090 Severability.

2.10.010 PURPOSE AND INTENT.

The city council, in consultation with the City of Santa Cruz Campaign Finance Reform Task Force, finds and declares:

(a) Monetary contributions to political campaigns are a legitimate form of participation in the American political process, but the financial strength of individuals or organizations should not permit them to exercise a controlling influence on the election of candidates. The rapidly increasing costs of political campaigns have forced many candidates to raise larger and larger percentages of money from interest groups with a specific financial stake in matters before government.

(b) The city council enacts this chapter to accomplish the following separate but related purposes:

(1) To ensure that individuals and interest groups have a fair and equitable opportunity to participate in the city’s electoral and governmental processes.

(2) To minimize the potentially corrupting influence and appearances of corruption caused by excessive contributions and expenditures in campaigns by providing for reasonable recommended voluntary campaign expenditure and contribution limitations for city council candidates.

(3) To limit overall expenditures in campaigns, thereby allowing city council candidates and incumbent city councilmembers to spend less of their time on fundraising and more of their time communicating on issues of importance to voters and constituents.

(4) To provide impartial and noncoercive incentives that encourage city council candidates to agree to voluntarily limit campaign expenditures. (Ord. 2002-14 § 1 (part), 2002: Ord. 2002-07 § 1 (part), 2002: Ord. 2000-11 § 1 (part), 2000).

2.10.020 VOLUNTARY CAMPAIGN EXPENDITURE AND CONTRIBUTION LIMITATION OPTION.

Each candidate for election to the city council in November, 2002, and for each city council election thereafter, shall, prior to the time he or she files
nomination papers with the city clerk, advise the city clerk in writing whether or not the candidate will opt to voluntarily limit his or her campaign expenditures and fund raising in accordance with the formula for voluntary campaign expenditure and contribution limitations set forth in this chapter. The agreement to voluntarily limit campaign expenditures shall pertain to all expenditures incurred by the candidate or the candidate’s committee in support of his or her candidacy and shall include such expenditures which a candidate or candidate’s committee is required to report pursuant to the California Political Reform Act of 1974, as amended in 2001, whether those expenditures are made before or after the filing of nomination papers.


2.10.030 BENEFITS AND INCENTIVES.

(a) The city council candidate will receive the benefits and incentives prescribed in subsection (b) when the city council candidate does each of the following:

(1) Voluntarily agrees to limit campaign expenditures and contributions in accordance with this chapter;
(2) Thereafter abides by that agreement;
(3) Forms a controlled campaign committee in accordance with California Government Code Section 84101 (without regard to whether or not the candidate intends to make campaign expenditures in the minimum amount called for by Political Reform Act of 1974, Chapter 4, Campaign Disclosure);
(4) Either spends $1,000.00 in support of his or her candidacy or procures 250 signatures of city electors;
(5) On behalf of the candidate and candidate’s campaign committee, agrees not to accept campaign contributions from an individual, corporation or other entity (other than an “organizational contributor” as defined below) of greater than $250.00 in value (other than contributions made by the candidate herself or himself) per election in support of his or her candidacy indexed by the applicable cost of living adjustment (“COLA”); and
(6) On behalf of the candidate or candidate’s committee, agrees to accept organizational contributions only under the following conditions:
   (i) Organizational contributions shall not exceed a total of $600.00 indexed by the applicable COLA;
   (ii) The organizational contributor has received no contributions from individuals which exceed the limitations established in this chapter for total contributions to candidates or committees by individuals;
   (iii) The organizational contributor has reported all individual contributions pursuant to the provisions of this chapter and any applicable provisions of state law. If the organizational contributor is not required to formally organize under the Political Reform Act of 1974, as amended in 2001, then the organizational contributor shall make complete contribution information available upon written request of the city.

(b) A city council candidate who performs each of the acts delineated in subsection (a) shall receive the following benefits and incentives at no cost to
themselves or their candidate’s campaign committee:

(1) Committees formed in support of a city council candidate may maintain electronic campaign finance records from July first through January thirty-first for each election. The city will provide the vendor, as approved by the Secretary of State and the city will pay for the cost of maintaining the required filings during that period.

(2) Candidates who agree to abide by the voluntary campaign expenditure and contribution limits shall be identified prominently on the city’s website with a 400 word written statement. The statement will be printed exactly as submitted with no editing by staff. Statements which exceed 400 words will be returned to the candidate who shall be responsible for editing the statement to comply with the 400 word limitation and resubmitting the statement. One photograph of the candidate supplied by the candidate shall be allowed as part of the statement.

(i) The candidate’s statement must be submitted on a computer diskette in a form compatible with the system employed by or approved by the city clerk’s department or alternatively by e-mail to the city clerk’s department.

(ii) The candidate’s statement must conform to candidate statement guidelines provided by the city clerk and the content shall be consistent with the requirements of Elections Code Section 13307(a)(1).

(iii) A disclaimer shall accompany all such website postings that city council candidate statements have been posted by the city in the form submitted by the candidate without editing, proofreading, or spell-checking by the city, that the opinions and statements set forth are those of the candidates to whom they are attributed and do not reflect the city’s official positions on issues addressed in the statement, that the candidate’s statement is not a city endorsement of any candidate’s candidacy, that the information is submitted to the voters by the city as a service to assist voters and for informational purposes only, and that the statement is not intended to, and does not, exempt any candidate or statement author from civil or criminal liability for any false, slanderous or libelous statements set forth on the city’s website.

(iv) The candidate’s statement may be printed in English and/or a foreign language of the candidate’s choice; however, the city will not provide translation services to the candidate and more than one statement in different languages will not be permitted if cumulatively the statements would exceed 400 words.

(v) Candidates may submit one statement at any time prior to the election. The city will post the statement within four business days of submittal.

(vi) Candidates will appear on the website in the alphabetical order drawn by the Secretary of State for the ballot.

(vii) The website will clearly identify whether each candidate has agreed to voluntary spending and contribution limits.

(c) Should a city council candidate agree to voluntary campaign expenditure and contribution limitations and thereafter, whether intentionally or inadvertently, fail to abide by that agreement, the candidate, upon discovering said failure, shall immediately notify the city clerk who shall then, to the extent feasible, cease conferring the benefits and incentives afforded by this chapter. Candidates who
fail to abide by their agreement shall be responsible for reimbursing the city for costs incurred by the city pursuant to this chapter in reliance upon the agreement.

(d)(i) As used in this section the term “applicable cost of living adjustment” or “COLA” shall refer to the Consumer Price Index (CPI) for all urban consumers for the San Francisco/Oakland Bay Area (all items) provided by the U.S. Bureau of Labor Statistics as indexed from a base year that commences as of November 2000. Updated COLA adjustment information shall be made available annually, and shall be rounded to the nearest increment of five dollars.

(ii) As used in this section the terms “organizational contributor” and “organizational contribution” shall refer to contributions made by non-commercial organizations such as political action committees or special interest groups formed by individuals or entities that have common interests with the objective, among others, to actively participate in the political/electoral process so as to advance and foster their organizational goals.

(e) Expenditures for legal fees and costs incurred in connection with any litigation arising out of an election campaign shall be exempt from the contribution and expenditure limitations of this chapter.

(f) In addition to any regular city council election, the benefits and incentives of this chapter shall also be available in any recall election.


2.10.040 Repealed by Ord. 2004-16 § 2.
2.10.050 Repealed by Ord. 2004-16 § 3.

2.10.055 OTHER CITY COUNCIL CANDIDATES’ STATEMENTS ON CITY’S WEBSITE.

City council candidates who do not agree to voluntary campaign expenditure and contribution limitations or who otherwise do not qualify for inclusion on the city’s website may appear on the website by tendering a fee to the city clerk. The amount of the fee shall be equivalent to the fee charged by the county elections office for the candidates’ inclusion in the sample ballot prepared by the county elections office pursuant to California Elections Code Section 13307.


2.10.060 CALCULATION OF VOLUNTARILY LIMITED CAMPAIGN EXPENDITURES.

(a) City council candidates who agree to adhere to voluntary campaign expenditure limitations in accordance with this chapter shall be allowed to spend on their city council campaign no more than the voluntary campaign expenditure limitation cap as established by the city clerk prior to the city council election. The voluntary campaign expenditure limitation cap shall be calculated at a rate which corresponds to $0.35 per city resident. In determining the appropriate number of city residents for purposes of this calculation, the city clerk shall use the most recent number established by the California Department of Finance. By way of example: If the city population is 50,000 residents, a candidate who agrees to voluntary campaign expenditure limitations will be authorized to spend a maximum of $17,500.00 ($0.35 x 50,000) on his or her city council campaign.
The $0.35 figure referenced in this section shall be adjusted by the city clerk each year for which a city council election is scheduled. For city council elections conducted with the city's general municipal election, the adjustment will be made on June 1. For special municipal elections called to fill a vacant seat on the city council, the adjustment will be made ninety days before the election. The adjustment called for by this section shall be the cost of living adjustment (COLA) computed by reference to the Consumer Price Index (CPI) for all urban consumers for the San Francisco/Oakland Bay Area (all items) provided by the U.S. Bureau of Labor Statistics as indexed from a base year that commences in November 2002.

(b) The voluntary campaign expenditure limitation called for by this section shall not include any expenditures made by the candidate or by the candidate's campaign committee in connection with the preparation and publication of the candidate's statement of qualifications in the sample ballot pamphlet published in accordance with California Elections Code Section 13307.

(c) Any campaign committee formed by or on behalf of an indigent candidate pursuant to Business and Professions Code Section 8030.4(f) and City of Santa Cruz Resolution No. NS-18,233 shall be responsible for reimbursing the city for any costs incurred by the city with regard to the preparation and publication of the candidate's statement of qualifications in the sample ballot pamphlet published in accordance with California Elections Code Section 13307. (Ord. 2004-16 § 5, 2004: Ord. 2002-14 § 1 (part), 2002: Ord. 2002-07 § 1 (part), 2002: Ord. 2000-11 § 1 (part), 2000).

2.10.070 NO LIMITATION ON FUND RAISING/CONTRIBUTIONS.
This chapter is not intended to, and shall not be construed to, limit the amount of money a city council candidate may raise in support of his or her candidacy. (Ord. 2002-14 § 1 (part), 2002: Ord. 2002-07 § 1 (part), 2002: Ord. 2000-11 § 1 (part), 2000).

2.10.075 REQUIREMENT FOR THIRD PRE-ELECTION CAMPAIGN FILING.
(a) In order to make certain that the voluntary campaign expenditure and contribution limitations established by this chapter will in fact be enforceable and be enforced, the city council determines that the reporting requirement contained in this section is necessary. The city council hereby determines that a third pre-election statement is necessary. The city council further determines that the requirement of this section and chapter do not prevent any person from complying with the requirements of the California Political Reform Act of 1974, as amended in 2002, or other provisions of state law relating to campaign disclosure.

(b) In addition to all campaign finance disclosure requirements otherwise imposed by law, city council candidate committees are hereby required to file a third pre-election statement. The third pre-election statement shall be filed with the city clerk on the Friday prior to a special or regular election for the period from sixteen days before the election through the Thursday before the election. This statement is required for all campaign finance committees, as defined by the Political Reform Act of 1974, as amended in 2001. (Ord. 2002-14 § 1 (part), 2002: Ord. 2002-07 § 1 (part), 2002).
2.10.080 PENALTIES.

(a) Willful violation of any provision of this chapter by any city council candidate, campaign worker, or any other person, including the acceptance of benefits conferred by this chapter to which the candidate is not entitled and including the filing of false reports which entitle the candidate to the benefits conferred by this chapter, shall constitute a misdemeanor.

(b) In addition to, or in lieu of, criminal penalties for violation of this chapter, the city may seek civil or administrative remedies as provided for in this code. (Ord. 2002-14 § 1 (part), 2002: Ord. 2002-07 § 1 (part), 2002: Ord. 2000-11 § 1 (part), 2000).

2.10.090 SEVERABILITY.

If any part or provision of this chapter, or the application thereof to any person or circumstance, is held invalid, the remainder of the chapter, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, the provisions of this chapter are severable. (Ord. 2002-14 § 1 (part), 2002: Ord. 2002-07 § 1 (part), 2002: Ord. 2000-11 § 1 (part), 2000).
ATTACHMENT 7

“MORRO BAY CODE OF ETHICS”
RESOLUTION NO. 20-03

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
ESTABLISHING ETHICS POLICY AND CREATING A
CODE OF ETHICS FOR THE CITY OF MORRO BAY

THE CITY COUNCIL
City of Morro Bay, California

WHEREAS, the maintenance of high ethical standards is a prerequisite for trust in public institutions; and

WHEREAS, it is the intent of the Morro Bay City Council to demonstrate the highest ethical standard by policy and example; and

WHEREAS, a valid demonstration of the ethical standards of the City would be for intent of the Morro Bay City Council to adopt an ethics policy for the City; and

WHEREAS, it is the desire of the Morro Bay City Council to establish a formal ethics policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, that the following statement is adopted by this Council as official policy of the City of Morro Bay superseding all other resolutions on the subject of ethics:

It is the policy of the City of Morro Bay that all elected and appointed officials, employees and volunteers in the City government operate on the highest ethical plane.

This means:
Always being truthful.
Scrupulously following the Ralph M. Brown Act and Fair Political Practices Commission regulations.
Making impartial decisions, free of bribes, improper gifts, or narrow political interests.
Obeying the law.
Never violating confidence, particularly Closed Session discussions or reports.
Not exceeding authority.
Acting in a respectful, fair, lawful, and responsible manner.
PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 14th day of April 2003 on the following vote:

AYES: Elliott, Peirce, Peters, Winholtz, Yates
NOES: None
ABSENT: None

WILLIAM YATES, Mayor

ATTEST:

BRIDGETT BAUER, City Clerk
ATTACHMENT 8

“PISMO BEACH CODE OF ETHICS”
CODE OF ETHICS
For City of Pismo Beach City Council, Boards and Commission Members

Adopted by the Pismo Beach City Council
Date approved October 4, 2005

Preamble
All citizens and businesses of Pismo Beach are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the City of Pismo Beach's commitment to excellence, the effective functioning of democratic government, therefore, requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for public good, not for personal gain;
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

This Code of Ethics, as adopted by the Pismo Beach City Council pertains to members of the City Council and of the city's boards and commissions and to those vendors doing business with our city, to assure public confidence in the integrity of local government and its effective and fair operation.

1. Acts in the Public Interest
Members will work for the common good of the people of Pismo Beach and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Pismo Beach City Council, boards and commissions.

2. Comply with the Law
Members shall comply with the laws of the nation, the State of California and the City of Pismo Beach in the performance of their public duties. These laws include but are not limited to: The United States and California constitutions, Fair Political Practices laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government and adopted City ordinances and policies.

3. Conduct of Members
The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the council, boards and commissions, the public and staff.
4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions of the City Council by staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, source of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or private interests.

11. Use of Public Resources

Members shall not use public resources unavailable to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Public Interests

In keeping with their role as stewards of the public interest, members shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions
appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy
Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Pismo Beach, nor will they allow inference that they do.

14. Policy Role of Members
Members shall respect and adhere to the council-manager structure of Pismo Beach City government as outlined by the Pismo Beach Municipal Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions and City staff.

Except as provided by the City Municipal Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement Council policy decisions.

15. Independence of Boards and Commissions
Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

16. Positive Workplace Environment
Members shall support the maintenance of a positive and constructive work place for the City employees and for the citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

17. Implementation
The Pismo Beach Code of Ethics is intended to be self-enforcing, and is an expression of standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the City of Pismo Beach Code of Ethics. The Code of Ethics shall be reviewed annually by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update as necessary.

18. Compliance and Enforcement
The chair of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Under the City's Municipal Code, the City Council may also remove members of boards and
commissions from office. A violation of this Code of Ethics shall not be considered as a basis for challenging the validity of a Council, board or commission decision.
CHAPTER 2

CODE OF ETHICS

2.1 PREAMBLE

The residents and businesses of Paso Robles are entitled to have fair, ethical and accountable local government. Such a government requires that:

- Public officials comply with both the letter and spirit of the laws and policies affecting operations of the government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Paso Robles City Council has adopted this Code of Ethics to encourage public confidence in the integrity of local government and its operation.

2.2 PUBLIC INTEREST

2.2.1 Council members will work for the common good of the people of Paso Robles and not for any private or personal interest, and they will endeavor to treat all persons, claims and transactions in a fair and equitable manner.

2.2.2 Council members shall comply with the laws of the nation, the State of California, and the City in the performance of their public duties.

2.3 CONDUCT

2.3.1 Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

2.3.2 Council members shall perform their duties in accordance with the processes and rules of order established by the City Council.

2.3.3 Council members shall inform themselves on public issues; listen attentively to public discussions before the body; and focus on the business at hand.

2.3.4 Council members shall base their decisions on the merits and substance of the matter at hand.
2.3.5 Council members shall publicly share substantive information that is relevant to a matter under consideration that they may have received from sources outside of the public decision-making process.

2.4 CONFLICT OF INTEREST

2.4.1 Council members shall not use their official positions to influence government decisions in which they have a financial interest, or where they have an organizational responsibility or personal relationship that would present a conflict of interest under applicable State law.

2.4.2 In accordance with the law, members shall file written disclosures of their economic interests and, if they have a conflict of interest regarding a particular decision, refrain from participating in that decision, unless otherwise permitted by law.

2.4.3 Council members shall not take advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting gifts, favors or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

2.4.4 Council members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

2.4.5 Council members shall not use public resources not available to the public for private gain or personal purposes.

2.4.6 Council members shall not appear on behalf of the private interests of third parties before the City Council or any board, commission, committee or proceeding of the City.

2.4.7 Council members shall represent the official policies and positions of the City Council to the best of their ability. When presenting their personal opinions and positions, members shall explicitly state they do not represent the Council or the City.

2.4.8 Council members shall refrain from using their position to unduly influence the deliberations or decisions of City commissions, boards or committees.

NOTE State laws governing conflicts of interest are written to ensure that actions are taken in the public interest. These laws are very complex. Council members should consult with the City Attorney or the Fair Political Practices Commission for guidance in advance.
2.5 POLICY ROLE

2.5.1 Council members shall respect and adhere to the Council-Manager structure of Paso Robles City government as provided in State law and the Municipal Code.

2.5.2 Council members shall support the maintenance of a positive and constructive environment for residents, businesses, and City employees.

2.6 COMPLIANCE & ENFORCEMENT

2.6.1 Council members themselves are primarily responsible for assuring they understand and meet the ethical standards set forth herein.
ATTACHMENT 10

"SAN LUIS OBISPO CODE OF ETHICS"
CITY OF SAN LUIS OBISPO CODE OF ETHICS

"The measure of a man's real character is what he would do if knew he would never be found out."

—Thomas Babington Macauley, Historian

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EXHIBITS

A. Personnel Rules/Ethical Regulations, Municipal Code § 2.36.380


C. City of San Luis Obispo Sexual Harassment Avoidance Policy

D. Excerpts of City of San Luis Obispo Affirmative Action Plan

E. Excerpts of City of San Luis Obispo Drug Free Workplace Policy

F. Excerpt of City of San Luis Obispo Purchasing Policy

G. Excerpt of City of San Luis Obispo Travel Guidelines
I. INTRODUCTION

We, as officials and employees of the City of San Luis Obispo, whether elected, appointed or employed, are guided by the following value statement:

"Ethical behavior is critical to this organization's ability to achieve its mission, goals, and objectives. The community's perception of and confidence in City employees and officials are fundamental to quality government. As public servants, we are accountable for high standards of conduct."

The Code of Ethics is an attempt to explain this value statement as it applies to our daily activities as City employees. In using this Code, several factors should be considered:

A. The Code of Ethics is an official administrative policy.

B. The use of the term "employee" in this document is intended to apply to all employees and officials whether elected, appointed, or employed.

C. The Code of Ethics is not the only policy related to employee conduct. Some conduct may be ethical without being efficient, safe, or practical. Therefore, the Code of Ethics may not be the only standard to which an employee is held.

D. Existing law and policy already address many areas of ethical conduct. Attached as Exhibits to this document are several of those additional laws and policies. (See excerpts from the City's Personnel Regulations, Sexual Harassment Avoidance Policy, Affirmative Action Plan, and Drug Free Workplace Policy, Purchasing Policy, and Travel Guidelines.) The Code of Ethics is not intended to supersede these other sources of guidance.

E. Not all conduct fits neatly under the Code of Ethics. The standards and examples are designed to clearly guide conduct in common situations. Special circumstances may not be easily resolved by simply referring to the Code of Ethics. Your supervisor, department head, or the Personnel Department can provide specific interpretation if necessary.

II. CODE OF ETHICS

A. General Rule with Respect to Conflicts-of-Interest.

As a general rule, employees should not engage in or hold any direct or indirect interest in any business or transaction which may conflict with their official duties. This includes any obligations (real or perceived) which may impair their independence of judgment in the discharge of their duties. Furthermore, employees should not engage in conduct which could reasonably give rise to the appearance of wrong-doing.
B. Actions and Conduct Designed to Build Public Confidence.

Employees should be impartial and dedicated to the best interests of the City. They should conduct themselves, both inside and outside the City's service, so as not to cause distrust of their impartiality or of their dedication to the City's best interests.

Perceived conflicts are actions of an employee that the public may consider preferential service or a lack of neutrality in dealing with department clientele. Employees should avoid perceived conflicts of interest.

Examples: The Code Enforcement Officer should not offer to do code compliance checks for his/her bowling partner.

A department head should not provide exceptional notification to a friend who has a project being reviewed by the department.

Planners should not coach their friends on how to critique a City project at a public hearing.

C. Acceptance of Favors and Gratuities.

Employees should not accept money or other consideration or favors from anyone other than the City for an act which they would be required or expected to perform in the regular course of their duties nor should employees accept any gifts, gratuities, including meals, or favors of any kind from individuals or firms doing business or proposing to do business with the City if, considering all the circumstances involved in a given situation, acceptance of said gifts, gratuities or favors would give the impression that possible preference or special privilege is being sought or given.

1. Individual employees should not accept gifts from department clientele. Gifts are objects or services that have a material value.

   Example: Individual employees should not accept gifts such as candy, flowers, food or liquor from people who deal with their department.

2. The department or division may accept small gifts when they can be consumed at the work place, are in keeping with the occasion and are made available to all personnel.

   Examples: The department could accept a box of candy at Christmas.

   The Fire Department could accept cake, fruit or candy from a citizen thanking the personnel for their response to a medical emergency (alcoholic gifts cannot be accepted because they cannot be consumed on the job or in the work place.)
3. Employees should not accept services from department clientele in return for providing exceptional levels of service.

Example: The Assistant CAO should not accept preferential seating at a local concert in return for rapidly processing a permit for the activity.

4. Employees should not attend events or functions paid for by department clientele unless the event is of a public nature.

Example: It is all right to attend a grand opening lunch sponsored by a client if City Council, the press, or the general public is invited.

5. When in doubt, thank the person for the kind thought and explain that it is department policy not to accept gifts.

Example: "It was kind of you to offer me a discount at your business-- but it is our department's policy not to accept gifts. And it really was not necessary. We are here to provide the service."

D. Use of Confidential Information.

Employees should not disclose confidential information acquired by or available to them in the course of their employment with the City or use such information for personal gain. This applies to improper disclosure within the organization as well as to the public.

Examples: A records clerk should not discuss a police report with friends.

A planner should not disclose or use information obtained in discussion with a developer except as pertinent to the public review of a project.

The accounting manager should not disclose payroll information to another City employee or to the public unless complying with a lawful request for such information.

E. Use of City Employment and Facilities for Private Gain.

Employees should not use, for private gain or advantage, their City time or the City's facilities, equipment or supplies, nor should they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

1. Employees may not be given priority use of City facilities and programs unless it is an explicit perquisite of employment (e.g., provided for by an employee group's MOA or an individual employee's contract).

Example: Employees may not be assigned a preferential tee-off time at the Municipal Golf Course. They may be assigned parking spaces according to established policy or practice.
2. Employees should not use heavy equipment for purposes unrelated to their official duties. Employees may be allowed limited use of office equipment or hand tools during off-duty hours for non-business purposes provided it does not conflict with any City use or represent a direct cost to the City and is done with supervisor approval. Equipment should not be taken out of City facilities for non-City purposes. All equipment used away from the City work place for City business must be authorized. Employees on 24-hour duty may use office and other light equipment during their assigned recreational periods with departmental approval.

   Examples: A treatment plant operator should not use his City vehicle to transport firewood on the weekend.

   An employee may type a personal letter on his or her lunch break.

   Employees may use City copiers to make a few copies if they pay for the copies.

   Employees may use City phones for limited personal calls and they must pay for the phone charges.

3. In general, employees should use lunch time to do personal business, make phone calls and run errands. However, limited personal business may be conducted during normal working hours if it is approved, in advance, if the time involved is made up and if it does not detract from job performance.

   Example: During breaks, an employee could make arrangements for some upcoming auto maintenance, provided the time for making the arrangements is short, does not detract from official duties and any phone charges are paid.

4. With supervisor approval, employees may take, for personal use, discarded or unnecessary materials that would otherwise be wasted. Employees may purchase surplus equipment like the general public if they have not been involved in the decision to declare it surplus.

   Examples: A secretary may take used computer paper for personal scratch paper.

   A secretary should not take an old stapler even if it is of no use to the department. Old equipment should be declared surplus.

   An employee may purchase surplus equipment, but an employee who was involved in the decision to surplus the equipment should not.

F. **Contracts with the City.**

   City officers and employees cannot be involved, in any way, with any contract or sale in which they have a financial interest. Government Code Section 1090 expressly
prohibits such involvement, and a violation of this statute can be punishable as a felony. (See Government Code Section 1097.) This means that an employee shall not exercise any discretionary powers for, nor make any recommendations on behalf of or to the City or any City Department with respect to any contract or sale involving the City if that employee is directly or indirectly financially interested in the contract or sale. If you have questions about this issue, you should consult with the City Attorney.

G. Outside Employment.

Employees should not engage in outside employment or business activities which involve such hours of work or physical effort that it would or could be reasonably expected to reduce the quality or quantity of such person's services to the City. Employees should not be engaged in any outside employment which involves the performance by them of any work which will come before them as officers or employees of the City, or under their supervision, for approval or inspection. Employees should not accept employment that is in conflict with provisions of Government Code Section 87000 (Conflict of Interest). Before accepting outside employment, an employee must review and comply with City Personnel Regulation 2.36.390, which is attached to this document as Exhibit B.

1. With approval of the CAO and Department Head, employees may be employed or conduct business outside City employment consistent with the limitations above.

Examples: With approval, an engineering technician could draw maps for developers who only work outside the City.

A building inspector could work for sponsors of projects in Paso Robles.

An accounting assistant could do the bookkeeping for a store in Paso Robles.

The planners can file a zone change application for a friend in Morro Bay.

A firefighter could service commercial fire extinguishers, but not within the City.

A secretary could work as a sales clerk at a retail store located in the City of San Luis Obispo.

2. Employees should not make decisions nor participate in decisions affecting projects sponsored in whole or in part by people or companies they have contracted or subcontracted with. Employees should not make decisions or participate in decisions concerning projects sponsored (in whole or in part) by people they have worked for within the past 12 months, are currently working for, or anticipate working for in the future.
Examples: Fire inspectors should not inspect projects when they have worked for the project's owner, developer, primary contractor or subcontractors within the past 12 months.

The Engineers should not accept an assignment for reviewing a project (any type of discretionary review including counter counseling) when they are working for the project's sponsor, owner, developer, real estate broker or contractors in any capacity.

Building inspectors should not inspect the work of people that they have previously hired as contractors or subcontractors for their own outside projects.

H. Personal Investments.

Employees should not make personal investments which could be expected to create a substantial conflict between their private interests and the public interests. If an employee has a financial interest in a matter coming before him, or before the department in which he is employed, he should disqualify himself from any participation in the matter.

1. Employees should not make decisions or participate in decisions affecting projects that may affect (either positively or adversely) their personal property.

Example: Planners or building officials should not critique or inspect construction projects that are in close proximity to their residences.

2. Conflicts of interest, as defined by state law and presented below, focus on public decision making and measurable "financial interests." Government Code Section 87100 states the following:

"No public official [which includes many City employees] shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

Government Code Section 87103 further defines "financial interest" as follows:

"An official has a financial interest within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official or his or her immediate family, or on:

"a. Any business entity in which the official has a direct or indirect investment worth $1,000 or more;

"b. Any real property in which the official has a direct or indirect interest worth $1,000 or more;"
"c. Any source of income of at least $250 received or promised within 12 months prior to the decision;

"d. Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any management position;

"e. Any donor of or any intermediary or agent for a donor of, a gift or gifts aggregating $250 or more received or promised within 12 months prior to the decision."

3. Employees should not participate in decisions that may significantly affect relatives or close personal friends.

Example: A planner should not review a subdivision proposal sponsored by her uncle.

I. **Behavior in the Workplace.**

Employees are responsible for conducting themselves professionally and lawfully in the workplace. Employees are expected to be aware of and conduct themselves in accordance with the following policies of the City of San Luis Obispo:

1. Sexual Harassment Avoidance Policy (see attached Exhibit C).

2. Affirmative Action Plan (see attached Exhibit D).

3. Drug Free Workplace Policy (see attached Exhibit E).

4. Purchasing Policy Ethics (see attached Exhibit F).

5. Travel Guidelines (see attached Exhibit G).

J. **Responsibility.**

Ethical behavior, consistent with the foregoing Value Statement and Code of Ethics, is the responsibility of each employee. Moreover, each employee is responsible for reporting ethical violations committed by fellow employees to a supervisor, department head, or the Personnel Department. Any employee who violates this Code of Ethics will be subject to disciplinary action in accordance with the City Personnel Regulations. If you have any questions about the appropriateness of an action, you should consult with your supervisor, department head or the Personnel Department or the City Attorney.
EXHIBITS

Exhibit F
Excerpt from the Purchasing Policy

Section 205
ETHICAL STANDARDS OF CONDUCT

OVERVIEW

The purpose of this policy is to set forth the ethical standards of professional behavior expected of all officials and employees conducting purchasing activities on behalf of the City.

STANDARDS OF CONDUCT

Any employee or official engaging in purchasing activities on behalf of the City is required to employ the following standards of conduct:

- Consider, first, the interests of the City in all transactions.
- Carry-out the established policies of the City.
- Buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- Subscribe to and work for honesty and truth in buying and selling, and to denounce all forms and manifestations of commercial bribery.
- Cooperate with all organizations and individuals engaged in activities designed to enhance the development of purchasing practices.
- Respect obligations to others, and require the same respect from others for their obligations.

PROHIBITED PRACTICES

The following practices are specifically prohibited in performing purchasing activities on behalf of the City:

- Having a financial or personal beneficial interest (directly or indirectly) in any contract or purchase order for supplies, equipment, services, or projects furnished to the City.
- Accepting or receiving (directly or indirectly) from any person, firm, or corporation to whom any contract or purchase order may be awarded (by rebate, gift or otherwise) any money or anything of value, or any promise, obligation or contract for future reward or compensation. Inexpensive advertising items bearing the name of the firm - such as pens, pencils,
paper weights, or calendars - are not considered articles of value or gifts in relation to this policy.

- Using information available to officials and employees, solely because of their City position, for personal profit, gain, or advantage.

- Directly or indirectly furnishing services or information not available to all prospective bidders to any person or firm bidding on, or who may reasonably be expected to bid on, a contract with the City.

- Providing confidential information to persons to whom issuance of such information has not been authorized.

- Using a position or status in the City to solicit (directly or indirectly) business of any kind; or to purchase products at special discounts or upon special concessions for personal private use from any person or firm who sells or solicits sales to the City.

- Serving the interests of any organization (either as an officer, employee, member of the board of directors, or in any capacity for consideration) which transacts or attempts to transact business with the City for profit when such employee holds a City position of review or control - even though remote - over such business transactions.

RESPONSIBILITY

- **Employee.** Each employee is responsible for following these practices. Violation of this policy may result in disciplinary action, termination of employment, or criminal prosecution.

- **Department Heads.** Department heads are responsible for ensuring that all employees of their department who conduct purchasing activities possess a thorough understanding of the above standards of ethical conduct and prohibited practices.

**EXHIBIT G**
Excerpt from Travel Guidelines

**Section 301**
TRAVEL GUIDELINES

**OVERVIEW**

These guidelines establish the basic policies and procedures for travel on City by all employees and officials. Everyone who travels on City business – or supervises someone who travels – is responsible for knowing and following these guidelines.

These guidelines are organized into seven sections:
- General standards
- Planning an official trip
- Submitting travel authorizations and cash advance requests
- Making the trip
- Incurring non-travel expenses
- Accounting for expenses
- Completing travel authorizations/expense reports

The key document in the administrative process is the Travel Authorization/Expense Report (TA). Besides ensuring that travel by City employees and officials is conducted in accordance with adopted policies, the TA summarizes the total cost of attending conferences, meetings, and seminars and provides documentation for cash advances and vendor payments. General instructions for completing and processing this form are also included in these guidelines.

GENERAL STANDARDS

These guidelines do not require you to take a bus, stay in a cheap motel, or eat only in fast food restaurants. A bus or a train may cost less than a plane, but the added time away from work can make these slower options more expensive to the City overall. The meal allowances established in these guidelines allow you to eat in moderately priced restaurants.

In all areas, not just economy, you are responsible for exercising good judgment in requesting, arranging, and making a trip. It should be thoroughly planned, well in advance. Personal business should not be mixed with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interests in any way.

These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources.
ATTACHMENT 11

"SANTA MARIA CODE OF ETHICS"
COUNCIL AGENDA REPORT

March 21, 2006

TO: City Council

FROM: City Manager
Prepared by: Assistant City Manager

SUBJECT: RESOLUTION ESTABLISHING A CITYWIDE ETHICS POLICY FOR CITY EMPLOYEES, ELECTED OFFICIALS, AND APPOINTED OFFICIALS

RECOMMENDATION:
That the City Council adopt a resolution establishing a Citywide Ethics Policy for City employees, elected officials, and appointed officials.

BACKGROUND:
On October 7, 2005, Governor Schwarzenegger approved Assembly Bill 1234 which, in part, requires all local agency officials to receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. In addition, the Board of Directors of the League of California Cities has been encouraging as many cities as possible to adopt an Ethics Policy – and a growing number of cities in the State have either done so or are in the process of adopting one.

While the City has a Mission Statement, which states that "high ethical and moral standards and uncompromising honesty" are among the City's core values, it has no official Ethics Policy. Consequently, in an attempt to create one, staff has contacted numerous agencies to obtain copies of their codes. From those contacts and a review of AB 1234, staff created a draft Ethics Policy and has shared it with management staff and each Union to get their feedback and comments.

Over the last several months, staff has been engaged in discussions with various managers and employee union representatives in an effort to craft a draft Ethics Policy. Staff has received constructive feedback and comments on the attached draft document from managers, the Fire Fighters' Union, and the Service Employees International Union. Staff has not received any constructive feedback from the Santa Maria Police Officers' Association (SMPOA), even though we have made repeated attempts over the last five months to solicit feedback and comments. Since October, staff has sent the SMPOA numerous emails, voice mails, and hand-delivered (via the police department chain of command) a copy of the draft policy requesting constructive comments on the proposed document. To date, there has been no constructive comments and feedback from the SMPOA. So as not to delay this matter any further, staff has contacted the SMPOA and has indicated to them that this item is coming before the City Council and should they have any concerns with the draft document, they will be provided an opportunity to air those concerns before Council at the March 21, 2006 City Council meeting.
DISCUSSION:
The attached Ethics Policy is designed to be a comprehensive document that sets forth ethical standards and addresses various policies found in different operating departments (ranging from conflicts of interest, gifts, and confidentiality issues) and bring them all together in one document for all City officials and employees to comply with. Additionally, these ethical standards would also be included in the regular orientation for newly elected and appointed officials, board members, commissioners, and for all City employees. Staff will also be coordinating the mandatory two hour training in general ethics principles and ethics laws in compliance with AB1234.

Fiscal Impact
While the fiscal impact of adopting this item is not significant, staff is proposing some funding be set-aside in the 2006-06 budget to cover costs associated with the mandatory training of AB1234.

Impact to the Community
City employees, as with elected officials, are in a position of public trust and have an obligation, even higher than those in the private sector, to do their jobs well in the spirit of public service. As such, all employees, elected and appointed officials should conduct themselves in an ethical manner, both on and off the job, and in a manner that does not present the appearance of a conflict of interest.

RICHARD J. HAYDON
Assistant City Manager

Cc: Union Presidents
SMPOA Board of Directors

Attachment: Draft Ethics Policy
RESOLUTION NO. 2006 - 42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA, ESTABLISHING AN ETHICS POLICY FOR CITY EMPLOYEES, ELECTED OFFICIALS AND APPOINTED OFFICIALS

WHEREAS, City employees, as with elected officials, are in a position of public trust and have an obligation, even higher than those in the private sector, to do their jobs well in the spirit of public service; and

WHEREAS, as such, all employees, elected and appointed officials should conduct themselves in an ethical manner, both on and off the job, and in a manner that does not present the appearance of a conflict of interest; and

WHEREAS, as such on October 7, 2005, Governor Schwarzenegger approved Assembly Bill 1234 which, in part, requires all local agency officials to receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years; and

WHEREAS, a growing number of cities in the State have either adopted an Ethics Policy or are in the process of adopting one; and

WHEREAS, over the last several months, staff has been engaged in discussions with various managers and employee union representatives in an effort to craft an Ethics Policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Santa Maria, California, as follows:

That the City Council establish and adopt an Ethics Policy (Exhibit “A”) for all City employees, elected officials, and appointed officials, excluding all members of the Santa Maria Police Officers Association.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Santa Maria held on this 21st day of March, 2006.

Mayor

ATTEST:

Chief Deputy City Clerk

APPROVED AS TO FORM:

BY: Philip F. Sandoz
Dep. CITY ATTORNEY

CONTENT:

BY:
DEPARTMENT HEAD

BY:
CITY MANAGER
City of Santa Maria Code of Ethics

Preamble

The residents and businesses in Santa Maria are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. The proper operation of democratic government requires that public officials be independent, impartial and responsible in their judgement and actions to the people.

City employees are also in a position of public trust and have an obligation, even higher than the private sector, to do their jobs well in the spirit of public service. As such, City officials and employees shall conduct themselves in an ethical manner, both on and off the job, and in a manner that does not present the appearance of a conflict of interest.

In recognition of these goals, the City Council has adopted the following Code of Ethics. For ease of reference, "City" shall refer to the City of Santa Maria; "officials" herein shall refer to any and all members of the City Council or any member of a City board or commission; and "employees" shall refer to all City employees.

The Code of Ethics

1. Act in the Public Interest
   Recognizing that stewardship of the public interest must be their primary concern, officials and employees will work for the common good of the people of Santa Maria and not for any private or personal financial business interest. Officials and employees will assure fair and equal treatment of all persons, claims and transactions.

2. Comply with the Law
   Officials and employees shall comply with the laws of the United States of America, the State of California and the City of Santa Maria in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; the Santa Maria Municipal Code; the Charter of the City of Santa Maria; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government, as well as other City resolutions and policies.

3. Conduct
   The professional and personal conduct of officials and employees must avoid the appearance of impropriety. Officials and employees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other officials, employees or the public.
Conduct (con't)
Officials and employees should conduct their official and private affairs so as not to give a reasonable basis for the impression that any such fellow official or employee can be improperly influenced in the performance of his/her duties. Officials and employees should not be a source of embarrassment to the City and should avoid even the appearance of conflict between their public duties and private interests. Officials and employees will make impartial decisions, free of bribes, unlawful gifts, narrow political interests and be truthful in what they say and do.

4. Use of Public Resources
Officials and employees shall not use public resources not available to the public in general, for private gain or campaign purposes.

Officials and employees shall use City or departmental letterhead for official City business-related purposes only.

Officials and employees will use their title(s) only when conducting official City business, for information purposes, or an indication of background and expertise, carefully considering whether they are exceeding or appearing to exceed their authority.

Public resources should only be used when authorized by the City Manager and/or his/her designee and when there is a benefit to the City for the use of such resources in a community event or activity.

5. Conflict of Interest
To assure their independence and impartiality on behalf of the common good, officials shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. Employees must avoid conflicts of private interests with public duties and responsibilities and shall not do indirectly what may not be done directly.

In accordance with the law, officials shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist. Employees occupying designated positions are required to file an annual statement of financial interests with the City as prescribed by the Conflict of Interest Code as adopted by the City.

Any official will disqualify him/herself from participating in the decision-making process in all matters where a conflict of interest arises. Officials may want to disqualify him/herself from participating in the decision-making process in matters where there is the appearance of a conflict of interest. This does not preclude, however, the right of any individual to participate in the deliberations as a member of the general public.
6. **Gifts and Favors**
Officials and employees shall not take special advantage of services or opportunities for personal gain, by virtue of their position with the City, which is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits that might compromise their independence of judgement or action or give the appearance of being compromised.

7. **Confidentiality**
Officials and employees shall respect the confidentiality of information and shall refrain from disclosing confidential information concerning litigation, personnel, property, or other affairs of the City, without proper legal authority, nor use such information to advance their financial or other private interests.

Confidential information means all information, whether transmitted verbally or in writing, which is of a nature that it is not, at that time, a matter of public record or public knowledge, including those items described in the California Public Records Act (Government Code 6254), items from closed sessions under the Brown Act (Government Code 54950 et seq.) and items subject to the attorney-client privilege.

8. **Outside Employment**
The City recognizes the rights of employees to engage in activities outside of their City employment that are of a private nature and unrelated to City work. However, employees are expected to devote their best efforts to the interests of the work of the City and to the conduct of its affairs. Therefore, employees are permitted to engage in outside employment provided that such employment is not detrimental, incompatible or an interference with his/her official City duties or performance.

Employees who have a second job or may take one in the future are to discuss it with their supervisor and complete a Request to Engage in Outside Employment Form. This full disclosure must be followed to assess and prevent potential conflicts of interest from arising.

9. **Cost Control**
To effectively conserve City resources, officials and employees will attempt to use the most reasonable, economical, direct and efficient cost of transportation, lodging, meals, telecommunication, and parking when conducting City business for which the City may reimburse them.

10. **Conduct of Public Meetings**
Officials and employees shall prepare themselves for public issues, listen courteously and attentively to all public discussions before them and focus
Conduct of Public Meetings (con't)

on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business before them or otherwise interfering with the orderly conduct of meetings. Officials shall also base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

11. Representation of Public Interests

In keeping with their role as stewards of the public interest, officials shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City. Officials shall also represent the official policies and positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state they do not represent their body or the City, nor will they allow inference that they do.

12. Compliance and Enforcement

Officials and employees have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. This Code of Ethics becomes most effective when officials and employees are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientation for newly elected and appointed officials, boardmembers and commissioners, as well as for all City employees.

The Mayor and chairs of boards and commissions have the additional responsibility to intervene when actions of fellow officials appear to be in violation of the Code of Ethics and are brought to their attention. If the Mayor is the subject of the complaint, the Mayor Pro Tem shall be responsible for completing the required investigation and report, and to present the report or findings to the City Council. If the chairperson of one of the City's boards or commissions is the suspect of a complaint, the vice chairperson shall be responsible for completing the required investigations and report, and to present the report or findings to their respective board/commission. The City Manager or his/her designee shall investigate alleged violations of the Code of Ethics when they involve City employees.

The City Council may impose sanctions on officials whose conduct does not comply with the City's ethics standards, such as formal censure; loss of committee, board or commission assignment; or budget restriction. The City Council may also remove members of boards and commissions from office based on such a finding. However, it should be noted that a violation
Compliance and Enforcement (con't)
of this Code of Ethics does not, by itself, necessitate the basis for challenging the validity of a Council, board or commission decision.

As with officials, employees too, shall comply with these ethics standards, as the City may impose discipline on employees whose conduct does not comply with this Code of Ethics. Employees are to be familiar with City standards and statutory provisions relating to ethical and other standards of conduct. Employees are expected to secure the advice from their department head or the City Manager when in doubt about the meaning or application of any conduct requirement applying to their particular situation.
ATTACHMENT 12

"GOLETA CODE OF ETHICS"
ORDINANCE NO. 04-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING CHAPTER 2 OF THE GOLETA MUNICIPAL CODE BY ADDING A NEW ARTICLE XX PERTAINING TO A CODE OF ETHICS.

THE CITY COUNCIL OF THE CITY OF GOLETA DOES ORDAIN AS FOLLOWS:

Section 1. AMENDMENT TO CHAPTER 2 OF THE GOLETA MUNICIPAL CODE. Article XX, entitled "Code of Ethics" is hereby added to Chapter 2, entitled "ADMINISTRATION" of the Goleta Municipal Code to read as follows:

"Article XX. Code of Ethics

Sec. 2-120. Declaration of Policy.

The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

Sec. 2-121. Definitions.

For purposes of this Article XX, the terms defined in this section shall have the meanings herein specified.

"Public official" or "official" means every member, officer or consultant of the City, including, without limitation, all elective officials of the city and the members of all official boards, commissions and committees of the city.

"Employee" means every employee of the city, including, without limitation, exempt employees, classified employees and contract employees.
Sec. 2-122. Responsibilities of public office.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the state of California and to carry out the laws of the nation, state and municipality. Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration, recognizing that conduct in both their official and private affairs should be above reproach.

Sec. 2-123. Dedicated service.

Public officials and employees should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

Sec. 2-124. Fair and equal treatment.

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

Sec. 2-125. Use of public property.

No official or employee shall request or permit the use of city-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available for the public generally or are provided as municipal policy for the use of such official or employee in the conduct of official business. No public official or employee shall use the time of any city employee during working hours for personal convenience or profit.

Sec. 2-126. Obligations to citizens.

No public official or employee in the course of his or her official duties shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen in the same circumstances.
Sec. 2-127. Conflict of interest—General.

(a) Conflict with proper discharge of duties -- No public official or employee, while serving as such, shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest and of his or her responsibilities as prescribed by the Constitution and laws of the State of California and the ordinances and resolutions of the City.

(b) Incompatible Employment or Financial Interests

(1) No public official or employee shall accept other employment which he or she has reason to believe will either impair his or her independence of judgment as to his or her official duties or require or induce him or her to disclose confidential information acquired in the course of and by reason of his or her official duties.

(2) No public official or employee shall acquire any financial interest in or accept any employment concerning any project which has been the subject of a discretionary approval by the city or any commission, board, department, or employee if such public official or employee participated in any manner in considering or recommending the approval or disapproval of such project and if such employee has reason to believe that interest will either impair his or her independence of judgment as to his or her official duties or require or induce him or her to disclose confidential information acquired in the course of and by reason of his or her official duties.

(c) Future Employment

(1) No official or employee subject to this article shall make, participate in making, or use his or her official position to influence any city governmental decision directly related to any person with whom he or she is negotiating or has any arrangement concerning prospective employment.
(2) No former official or employee shall, for a period of one year after termination of city service or employment, be employed by or otherwise receive compensation from a person or entity that negotiated or entered into a contract with the city within the 12 months prior to the officer or employee leaving city service or employment where the officer or employee personally and substantially participated in making decisions related to the negotiations or the award of the contract.

(3) No public official or employee shall acquire any financial interest in or accept any employment concerning any project which has been or will be the subject of a discretionary approval by the city or any commission, board, department, or employee thereof within two years previous to such interest or employment if such public official or employee participated in any manner in considering or recommending the approval or disapproval of such project.

(d) Disclosure of Confidential Information -- No public official or employee shall willfully and knowingly disclose for pecuniary gain to any other person confidential information acquired by him or her in the course of and by reason of his or her official duties nor shall any public official or employee use any such information for the purpose of pecuniary gain.

Sec. 2-129. Compliance with state law.

Public officials and employees shall comply with applicable provisions of state law relating to conflicts of interest and generally regulating the conduct of public officials and employees.

Sec. 2-130. Code establishes minimum standards.

This code shall be deemed to set forth the minimum ethical standards to be followed by all officials and employees.”

SECTION 6. SEVERABILITY.

If any section, subsection, subdivision, sentence, clause, or portion of this ordinance, is for any reason held to be invalid or unconstitutional by the decision
of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 8. PUBLICATION.

The City Clerk shall certify as to the adoption of this Ordinance and shall cause a summary thereof to be published within fifteen (15) days of the adoption and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with Government Code 36933.

PASSED, APPROVED, AND ADOPTED this 5th day of April, 2004.

[Signature]
CYNTHIA BROCK, MAYOR

ATTEST:

[Signature]
CYNTHIA M. RODRIGUEZ
CITY CLERK

APPROVED AS TO FORM:

[Signature]
JULIE HAYWARD BIGGS
CITY ATTORNEY
I, CYNTHIA M. RODRIGUEZ, City Clerk of the City of Goleta, do hereby certify that the foregoing Ordinance No. 04-03 was duly adopted by the City Council of the City of Goleta at a regular meeting, held on the 5th day of April, 2004, by the following vote of the Council:

AYES: COUNCILMEMBERS BLOIS, CONNELL, HAWXHURST, MAYOR PRO TEMPORE WALLIS AND MAYOR BROCK.

NOES: NONE.

ABSTAIN: NONE.

ABSENT: NONE.

CYNTHIA M. RODRIGUEZ
CITY CLERK
ATTACHMENT 13

“SANTA CLARITA CODE OF ETHICS”
CITY OF SANTA CLARITA       POLICY/PROCEDURE

NUMBER

SUBJECT
CODE OF ETHICS AND CONDUCT

ORIGINAL ISSUE       EFFECTIVE

CATEGORY

CURRENT ISSUE       EFFECTIVE

CITY COUNCIL

SUPERSEDES

RESPONSIBLE DEPARTMENT:
CITY MANAGER’S OFFICE

STANDARD MANAGEMENT PROCEDURE

PURPOSE

The City of Santa Clarita has developed the following policy for administration of a Code of Ethics and Conduct.

POLICY

I. Purpose
The City recognizes that the proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. At the City of Santa Clarita, we believe ethical conduct requires more than simply complying with the laws and regulations that govern our organization. As members of the City Council, boards, committees, commissions, and employees, we agree to uphold this Code of Ethics and Conduct.

The residents of the City of Santa Clarita are entitled to a fair, ethical and accountable local government which has earned the public’s full confidence for integrity. The City of Santa Clarita’s strong desire to fulfill this mission therefore requires that:
  ▪ Public officials, both elected and appointed, and employees comply with both the letter and spirit of the laws and policies affecting the operations of government
  ▪ Public officials be independent, impartial and fair in their judgment and actions
  ▪ Public office be used for the public good, not for personal gain and
  ▪ Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility

For these reasons, the City of Santa Clarita has adopted this Code of Ethics and Conduct for elected officials, and members of appointed boards, commissions, committees, and staff to assure public confidence in the integrity of local government and its effective and fair operation.

II. Persons Governed by Policy

This policy shall govern all elected officials of the City, appointed officials of the City, Commissions of the City, members of City committees, and employees of the City, whether serving for compensation or no compensation (“Covered Persons”). These persons are also guided by policies, principles and
guidelines established by the City and various organizations.

1. **Integrity/Honesty**
   Covered persons will be honest with fellow officials, the public and others. Covered persons shall be prepared to make unpopular decisions when the public’s interest requires it. Additionally, covered persons shall take responsibility for their actions and disclose suspected instances of corruption to the appropriate authorities.

2. **Accountability/Responsibility**
   Covered persons shall hold a high standard and be accountable to the public, stakeholders, and other institutions. Such persons are required to be an agent of the democratic process, thus receive input, explain actions, accept results of the body’s decisions, and engage in continuous improvement. Covered persons are prudent stewards of public resources and actively consider the impact of their decisions on the financial and social stability of the City and its residents.

3. **Respect**
   Covered persons shall treat fellow officials, staff and the public with courtesy and civility, even when there is disagreement on what is best for the community. Covered persons shall actively listen, ask questions, seek diverse opinions and participate in added value discussion for the purpose of consensus building, and make decisions and recommendations based upon research and facts involving staff and stakeholders, taking into consideration short and long-term goals. Furthermore, covered persons shall support a positive work environment for City staff and others who serve the City.

4. **Fairness**
   Covered persons shall be impartial when making decisions, avoiding the temptation to favor those who have supported the covered person and disfavor those who have not. They shall support the public’s right to know and will promote their meaningful participation in the conduct of the public’s business. Furthermore, covered persons shall treat all persons, claims, and transactions in a fair and equitable manner, and make decisions based on the merits of the issue, with attention to due process.

5. **Comply with the Law**
   Covered persons shall comply with the laws of the Nation, the State of California, and City in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; United States and California codes, regulations, interpretive administrative findings and relevant case law, City ordinances, and City personnel guidelines and philosophies. These laws include, but are not limited to, topics relating to ethics and conduct, including conflicts of interest, financial disclosure regulations, and campaign finance contribution limitations and reporting requirements. Additionally, certain City professionals are guided by particular rules regarding ethics provided by their professional organizations.

6. **Act in the Public Interest**
   Recognizing that stewardship of the public interest must be their primary concern, covered persons will work for the common good of the people of the City and not any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the City, including the City Council, boards, commissions, and committees.
7. Conflict of Interest
In order to assure their independence and impartiality on behalf of the common good, covered persons shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, covered persons shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decisions-making where conflicts may exist. (See California Government Code §§ 1090 et seq., 81000 et seq., 82000 et seq., 87100 et seq.; 87407; California Health & Safety Code §§ 33130 et seq.; California Penal Code §68; 2 Code of California Regulations §§ 18700 et seq.)

8. Regulations Regarding Personal Advantages and Perquisites
Covered persons shall comply with the requirements of the United States and California Constitutions; United States and California codes, regulations, interpretive administrative findings and relevant case law, relating to the acceptance and reporting of gifts, loans, and other possible perquisites of office. (See California Constitution, Art. XII, § 7; Gov. Code §§ 3204, 8314, 36501 et seq., 82000 et seq., 87200 et seq., 87400 et seq.; 89001, 89500 et seq.; Pen. Code § 424 et seq.; 2 Code of Cal. Regs. §§ 18700 et seq., 18930 et seq.)

9. Confidential Information
Covered persons shall respect the confidentiality of information concerning City property, personnel or proceedings of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests. (See Gov. Code §§54963, 82000 et seq.)

10. Use of Public Resources
Covered persons shall not use public resources not available to the public in general, such as City staff, time, equipment, supplies or facilities, for private gain. Covered persons shall not utilize the City's name or logo for the purpose of endorsing any political candidate. (See Gov. Code §§ 3204, 8314, 89001, 89500 et seq.; Pen. Code § 424 et seq.; 2 Code of Cal. Regs. §§ 18901.)

11. Representation of Private Interests
In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission, committee, or proceeding of the City, nor shall members of boards, commissions and committees appear before their own bodies or before the Council on behalf of the private interests of third parties related to the areas of service of their bodies.

12. Advocacy
Covered persons shall represent the official policies or positions of the City Council, board, commission, or committee to the best of their ability. When presenting their individual opinions and positions, covered persons shall explicitly state they do not represent their body or the City of Santa Clarita, nor will they allow the inference that they do.

13. Governmental Transparency Laws
Covered persons are governed by relevant government transparency laws, including, but not limited to, the California Brown Act (Gov. Code §§ 54950 et seq. and California Public Records Act (Gov. Code §§ 6250 et seq.).
14. Independence of Boards, Commissions, and Committees
Because of the value of the independent advice of boards, commissions, and committees to the public decision-making process, members of Council shall refrain from using their positions to influence unduly the deliberations or outcomes of board, commission, and committee proceedings.

15. Positive Work Place Environment
City Council Members, Commissioners and Committee Members shall support the maintenance of a positive and constructive work place environment for City employees, for persons dealing with the City, and for each other as well. These persons shall recognize their special role in dealings with City employees and refrain from creating the perception of inappropriate direction to staff.

16. Implementation
All covered persons should be familiar with this Code of Ethics and Conduct and embrace its provisions. For this reason, ethical standards shall be included in orientiations for City Council Members, Commissioners, Committee Members, and newly appointed officials and staff. Furthermore, copies of this Code of Ethics and Conduct shall be distributed at orientation sessions for all new City elected and appointed officials, and employees.

17. Compliance
The Santa Clarita Code of Ethics and Conduct expresses standards of ethical conduct expected for covered persons, and the public can continue to have full confidence in the integrity of government. The City of Santa Clarita will continue to comply with state and federal laws, and will continue conducting necessary trainings as mandated by the state and nation.

Any violations of applicable laws as referred to in this Code of Ethics and Conduct, which include, but are not limited to, violations of the United States and California Constitutions; United States and California codes, regulations, interpretive administrative findings and relevant case law, may be reported to the appropriate governing agencies. Any persons who believe that a City official or employee, has violated this Code of Ethics and Conduct shall report the allegation to the proper agency. Contact information for relevant agencies is as follows:

City of Santa Clarita City Manager’s Office
Ken Pulskamp, City Manager
23920 Valencia Blvd.
Santa Clarita, California 91355
Phone: (661) 255-4905
Fax: (661) 259-8125
kpulskamp@santa-clarita.com

Los Angeles District Attorney’s Office Public Integrity Division
320 West Temple St., Rm. 766
Los Angeles, CA. 90012
Phone: (213) 974-6501
http://da.co.la.ca.us/pid.htm

California Fair Political Practices Commission
1-866-ASK-FPPC
428 J Street, Suite 620
Sacramento, CA 95814
http://www.fppc.ca.gov/

Attorney General's Office
California Department of Justice
Attn: Public Inquiry Unit
P.O. Box 944255
Sacramento, CA 94244-2550
Phone: (916) 322-3360 or (800) 952-5225
Fax: (916) 323-5341
http://ag.ca.gov/

U.S. Department of Justice
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001
askDOJ@usdoj.gov
202-514-2000

EXCEPTION

There are no exceptions to the above stated guidelines without City Council approval.

AUTHORITY

By order of the City Council.
ATTACHMENT 14

“FPPC DECLARATION REGARDING CAMPAIGN CONDUCT”
CODE OF FAIR CAMPAIGN PRACTICES
(Division 20, Chapter 5, Elections Code.)

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. The Legislature hereby declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. As used in this Chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the Elections Official, shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of this chapter. The Elections Official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure within the meaning of Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with § 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the Code shall read, as follows: (See "CODE OF FAIR CAMPAIGN PRACTICES" on reverse side).

20442. The Elections Official shall accept, at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.
CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

1. I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.

2. I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

3. I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.

4. I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

5. I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

6. I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

7. I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

_____________________________  __________________________
Signature                                      Date

_____________________________
Printed Name

_____________________________
Date of Election
ATTACHMENT 15

"FORM 460 AND INSTRUCTIONS"
The Form 460 is for use by ALL recipient committees, including:

Candidates, Officeholders and Their Controlled Committees
- A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend $1,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if $1,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

Primarily Formed Ballot Measure Committees
- A person, entity, or organization that receives contributions totaling $1,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of a single ballot measure or two or more measures being voted on in the same city, county, multi-county or state election.

Primarily Formed Candidate/Officeholder Committees
- A person, entity, or organization that receives contributions totaling $1,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder(s).

General Purpose Committees
- A person, entity, or organization that receives contributions totaling $1,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).

Non-controlled committees that do not receive contributions, loans, or miscellaneous receipts totaling $100 or more from a single source during a calendar year may use Form 450 – Recipient Committee Campaign Statement – Short Form.

Use the Form 460 to file any of the following:
- Preelection Statement
- Semi-annual Statement
- Quarterly Statement
- Special Odd-Year Report
- Supplemental Preelection Statement
- Termination Statement
- Amendment to a previously filed statement

See reverse for general guidance on where to file this form.

Contribution Limits: Candidates for elective state office are subject to state contribution limits. Contributions received by committees for the purpose of making contributions to candidates for elective state office are also subject to limits. A chart identifying the limits is located at www.fppc.ca.gov. In addition, local candidates may be subject to contribution limits imposed by local ordinance. Questions concerning local limits should be addressed to election officials in the local jurisdiction.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee (available from your filing officer or the FPPC). Campaign filing deadlines, forms, and other informational materials are available on the FPPC website (www.fppc.ca.gov).
Where to File:

- Statewide candidates and officeholders, Supreme Court justices, state ballot measure committees, and other committees that support or oppose state candidates and ballot measures, or that support or oppose candidates and ballot measures in more than one county, file with:

  Secretary of State (original and one copy)
  Political Reform Division
  1500 11th Street, Room 495
  Sacramento, CA 95814
  Phone (916) 653-6224
  Fax (916) 653-5045
  www.ss.ca.gov

  Registrar-Recorder of Los Angeles County
  (two copies)
  Campaign Finance Disclosure Section
  12400 Imperial Highway
  Norwalk, CA 90650
  Phone (562) 462-2339
  Fax (562) 651-2548
  www.co.la.ca.us/regrec/main.htm

  Department of Elections-City and County of San Francisco (two copies)
  Campaign Statements
  1 Dr. Carlton B. Goodlett Place, City Hall - Rm 48
  San Francisco, CA 94102
  Phone (415) 554-4375
  Fax (415) 554-7344
  www.ci.sf.ca.us/election

  The election officials for the counties in which they are domiciled (two copies).

- State legislative officeholders and candidates, State Board of Equalization members and candidates, appellate court justices, and superior court judges and candidates file an original and one copy with Secretary of State, two copies with the election official for the county with the largest number of registered voters in the district and two copies with their counties of domicile.

- Elected officers and candidates for local agencies that have jurisdiction in two or more counties and committees that support or oppose candidates or local measures being voted on in one of these jurisdictions, file an original and one copy with the election official for the county with the largest number of registered voters in the district and two copies with their counties of domicile.

- Elected county officeholders and candidates for county offices, municipal court judges and candidates, and committees that support or oppose candidates or ballot measures being voted on within a single county, file an original and one copy with the election official for that county.

- Elected city officeholders and candidates for city offices, and committees that support or oppose candidates and ballot measures in a single city, file an original and one copy with the city clerk.

Electronic Filing:

State candidates and committees that receive contributions or make expenditures totaling $50,000 or more must also file Form 460 electronically with the Secretary of State. Some local jurisdictions also have electronic filing requirements for local candidates and committees.

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
**Recipient Committee**

**Campaign Statement**

**Cover Page**

(Government Code Sections 84200-84216.5)

**SEE INSTRUCTIONS ON REVERSE**

---

### 1. Type of Recipient Committee:

- [ ] Officeholder, Candidate Controlled Committee
  - [ ] State Candidate Election Committee
  - [ ] Recall
    - (Also Complete Part 5)
- [ ] General Purpose Committee
  - [ ] Sponsored
  - [ ] Small Contributor Committee
  - [ ] Political Party/Central Committee
- [ ] Primarily Formed Ballot Measure Committee
  - [ ] Controlled
  - [ ] Sponsored
    - (Also Complete Part 6)
- [ ] Primarily Formed Candidate/Officeholder Committee
  - (Also Complete Part 7)

### 2. Type of Statement:

- [ ] Preelection Statement
- [ ] Semi-annual Statement
- [ ] Termination Statement
  - (Also file a Form 410 Termination)
- [ ] Amendment (Explain below)

---

### 3. Committee Information

<table>
<thead>
<tr>
<th>I.D. NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS (NO P.O. BOX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
</tbody>
</table>

**Treasurer(s)**

<table>
<thead>
<tr>
<th>NAME OF TREASURER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF ASSISTANT TREASURER, IF ANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
</tbody>
</table>

---

### 4. Verification

I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**Executed on**

**Date**

**By**

**Signature of Treasurer or Assistant Treasurer**

**Executed on**

**Date**

**By**

**Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of Sponsor**

**Executed on**

**Date**

**By**

**Signature of Controlling Officeholder, Candidate, State Measure Proponent**

---

**FPCC Form 460 (January/05)**

**FPCC Toll-Free Helpline: 866/ASK-FPCC (866/275-3772)**

**State of California**
Period Covered by a Statement:
The "period covered" by a campaign statement begins the day after the closing date of the last campaign statement you filed. For example, if the closing date of the last statement was September 30, the beginning date of the next statement will be October 1.

If this is the committee's first campaign statement, begin with January 1 of the current calendar year.

The closing date of the statement depends on the type of statement you are filing.

Date of Election:
If you are filing this statement as a pre-election statement in connection with an election, enter the date of the election.

Type of Recipient Committee:
Check one box to indicate the type of committee filing the statement. General descriptions are provided on the cover sheet to this form, or contact your filing officer or the FPPC for assistance. Following are some additional guidelines:

Controlled Committee
• A controlled committee is one that is controlled by a candidate, officeholder or, in the case of a state ballot measure committee, by the proponent of the measure. A committee is "controlled" if the candidate, officeholder, or proponent, his or her agent, or any other committee he or she controls, has a significant influence on the actions or decisions of the committee.

Sponsored Committees
• A sponsored committee is one that has a sponsor—a business entity, organization, union, or other entity—that meets certain criteria. Sponsored ballot measure committees and general purpose committees must include the name of the sponsor in the name of the committee.

Small Contributor Committees
• This term is significant only if the committee makes contributions to candidates running for elective state office.

Type of Statement:
Check the appropriate box(es) to indicate the type of statement you are filing (or amending).

Amendments: If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment and list the schedules being amended. Include an amended summary page, if applicable. Be sure to enter the period covered of the statement you are amending.

Termination: A committee must continue filing campaign statements each year until it is eligible to terminate and files a Form 410 Termination. Most officeholders must continue filing campaign statements until they have terminated all controlled committees and have left office.

Committee I.D. Number:
If the committee has not yet received an identification number from the Secretary of State, enter “Not Yet Received.” File Form 410 to obtain an I.D. Number.

Verification:
The statement must be signed by the committee treasurer or the assistant treasurer named on the committee's Statement of Organization (Form 410). An officeholder, candidate, or state measure proponent who controls the committee must also sign the statement. If two or three officeholders, candidates, or proponents control the committee, each must sign the statement. If more than three control the committee, one may sign on behalf of the others.

Under certain circumstances, the responsible officer of a sponsoring organization must sign the statement.

Additional Important Information:
Refer to the FPPC Campaign Disclosure Manual for your type of committee for information about:
• When, where, and what type of statements the committee is required to file.
• Closing date of campaign statements.
• Sponsored committee criteria.
• Termination criteria.
• Recordkeeping requirements and prohibitions.
5. Officeholder or Candidate Controlled Committee

<table>
<thead>
<tr>
<th>NAME OF OFFICEHOLDER OR CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE SOUGHT OR HELD (INCLUDE LOCATION AND DISTRICT NUMBER IF APPLICABLE)</td>
</tr>
<tr>
<td>RESIDENTIAL/BUSINESS ADDRESS (NO. AND STREET)</td>
</tr>
</tbody>
</table>

Related Committees Not Included in this Statement:  

List any committees not included in this statement that are controlled by you or are primarily formed to receive contributions or make expenditures on behalf of your candidacy.

<table>
<thead>
<tr>
<th>COMMITTEE NAME</th>
<th>I.D. NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF TREASURER</td>
<td>CONTROLLED COMMITTEE?</td>
</tr>
<tr>
<td>COMMITTEE ADDRESS</td>
<td>STREET ADDRESS (NO P.O. BOX)</td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
</tbody>
</table>

6. Primarily Formed Ballot Measure Committee

| NAME OF BALLOT MEASURE |
| BALLOT NO. OR LETTER | JURISDICTION | SUPPORT | OPPOSE |

Identify the controlling officeholder, candidate, or state measure proponent, if any.

| NAME OF OFFICEHOLDER, CANDIDATE, OR PROPONENT |
| OFFICE SOUGHT OR HELD | DISTRICT NO. IF ANY |

7. Primarily Formed Candidate/Officeholder Committee  
List names of officeholder(s) or candidate(s) for which this committee is primarily formed.

<table>
<thead>
<tr>
<th>NAME OF OFFICEHOLDER OR CANDIDATE</th>
<th>OFFICE SOUGHT OR HELD</th>
<th>SUPPORT</th>
<th>OPPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF OFFICEHOLDER OR CANDIDATE</td>
<td>OFFICE SOUGHT OR HELD</td>
<td>SUPPORT</td>
<td>OPPOSE</td>
</tr>
<tr>
<td>NAME OF OFFICEHOLDER OR CANDIDATE</td>
<td>OFFICE SOUGHT OR HELD</td>
<td>SUPPORT</td>
<td>OPPOSE</td>
</tr>
<tr>
<td>NAME OF OFFICEHOLDER OR CANDIDATE</td>
<td>OFFICE SOUGHT OR HELD</td>
<td>SUPPORT</td>
<td>OPPOSE</td>
</tr>
</tbody>
</table>

Attach continuation sheets if necessary.
Officeholder or Candidate Controlled Committee:
Candidates must have a separate bank account and committee to run for different elective offices. A candidate who is required to file campaign statements in connection with more than one elective office but is only receiving contributions and making expenditures for one of the offices, may include both offices on one Form 460. In Part 5 of the cover page, enter the candidate's name and under “Office Sought or Held,” identify each office, and state whether the candidate is seeking or holding the office. The Form 460 must be filed with the appropriate filing officer(s) for each office.

For example, a city councilmember is raising funds to run for the county board of supervisors. She has no committee and is not raising or spending funds in connection with the city office, and has formed a controlled committee for the county office. To comply with the requirements to file campaign statements for both her city office and her county candidacy, she may complete one Form 460 each campaign reporting period, which she will file with the city clerk and the county elections department. In Part 5 of the Form 460 Cover Page, under “Office Sought or Held,” she will state that she is holding the office of city councilmember (including the name of the city) and that she is seeking a seat on the board of supervisors (including the name of the county).

Ballot Measure Committee:
Part 6 of the Form 460 Cover Page must be completed by committees that are primarily formed to support or oppose the qualification or passage of a single ballot measure or two or more measures being voted on in the same city, county, multicounty, or state election. A “general purpose” ballot measure committee (one that supports or opposes a variety of state and/or local ballot measures) is not required to complete Part 6.
# Campaign Disclosure Statement

**Summary Page**

Type or print in ink. Amounts may be rounded to whole dollars.

---

## Contributions Received

<table>
<thead>
<tr>
<th>Description</th>
<th>Schedule</th>
<th>Column A (TOTAL THIS PERIOD)</th>
<th>Column B (CALENDAR YEAR TOTAL TO DATE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monetary Contributions</td>
<td>Schedule A, Line 3</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Loans Received</td>
<td>Schedule B, Line 3</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>SUBTOTAL CASH CONTRIBUTIONS</td>
<td>Add Lines 1 + 2</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Nonmonetary Contributions</td>
<td>Schedule C, Line 3</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>TOTAL CONTRIBUTIONS RECEIVED</td>
<td>Add Lines 3 + 4</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

## Expenditures Made

<table>
<thead>
<tr>
<th>Description</th>
<th>Schedule</th>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments Made</td>
<td>Schedule E, Line 4</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Loans Made</td>
<td>Schedule H, Line 3</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>SUBTOTAL CASH PAYMENTS</td>
<td>Add Lines 6 + 7</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Accrued Expenses (Unpaid Bills)</td>
<td>Schedule F, Line 3</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Nonmonetary Adjustment</td>
<td>Schedule C, Line 3</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES MADE</td>
<td>Add Lines 8 + 9 + 10</td>
<td>$ ____________</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

## Current Cash Statement

<table>
<thead>
<tr>
<th>Description</th>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Cash Balance</td>
<td>Previous Summary Page, Line 16</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>Column A, Line 3 above</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Miscellaneous Increases to Cash</td>
<td>Schedule I, Line 4</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Cash Payments</td>
<td>Column A, Line 8 above</td>
<td>$ ____________</td>
</tr>
<tr>
<td>ENDING CASH BALANCE</td>
<td>Add Lines 12 + 13 + 14, then subtract Line 15</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

*If this is a termination statement, Line 16 must be zero.*

## Expenditure Limit Summary for State Candidates

<table>
<thead>
<tr>
<th>Description</th>
<th>Date of Election (mm/dd/yy)</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>22. Cumulative Expenditures Made*</td>
<td></td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

*Amounts in this section may be different from amounts reported in Column B.

---

## Cash Equivalents and Outstanding Debts

<table>
<thead>
<tr>
<th>Description</th>
<th>Column A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Equivalents</td>
<td>See instructions on reverse</td>
</tr>
<tr>
<td>Outstanding Debts</td>
<td>Add Line 2 + Line 9 in Column B above</td>
</tr>
</tbody>
</table>

---

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
The Summary Page provides an overview of the committee's financial activities and is completed for each filing.

**Column A** reflects activities during the current reporting period as reported on Schedules A through H. It is not necessary to attach a blank schedule if there has been no reportable activity during the period, but it is necessary to enter a zero or the word "none" on the appropriate line in Column A of the Summary Page.

**Column B** figures should reflect the cumulative total since January 1 of the current calendar year.* Add the totals from Column B of the committee's last campaign statement (if any) to the corresponding amounts in Column A. If this is the first report being filed for a calendar year, only carry forward the amounts reported on Lines 2, 7, and 9 of Column B (if any) from the committee's last statement. (Note: The amounts reported on Lines 2, 7, and 9 of Column B should be the same as the total outstanding amounts disclosed in column (d) of Schedules B, F, and H, respectively, of the current report.)

When loans (Schedules B and H) and accrued expenses (Schedule F) are paid, the figures to be carried from the schedules to Lines 2, 7, and 9 of Column A may be negative numbers. In this case, be sure to show them as negative figures on the Summary Page (e.g., with a minus sign - or in parentheses), and subtract them when totaling Columns A and B.

*There are exceptions to the calendar year "cumulation period" for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities. Consult the FPPC Campaign Disclosure Manual for your type of committee for additional information.

**Current Cash Statement:**
Lines 12-16 of the Summary Page should accurately reflect your current cash position. Beginning and ending cash balances should include the total amount of funds in your campaign checking and savings accounts, plus any investments that can be readily converted to cash, such as certificates of deposit, money market accounts, stocks and bonds, etc. (Officeholders and candidates are subject to bank account restrictions, and all committees should read the FPPC Campaign Disclosure Manual regarding appropriate uses of campaign funds.)

Line 12 (Beginning Cash Balance) must be the same as the ending cash balance reported on Line 16 of your previous statement's Summary Page. If this is your first campaign statement, enter zero on Line 12.

Line 16 (Ending Cash Balance) is the total of Lines 12, 13, and 14, minus Line 15.

If you are filing a termination statement, Line 16 must be zero.

**Cash Equivalents:**
"Cash equivalents" include investments that cannot be readily converted to cash, as well as the balance due on all outstanding loans the committee has made to others (from Line 7 of Column B of the Summary Page). Investments that can be readily converted to cash, such as certificates of deposit or money market funds, should be included in the cash on hand figures on Lines 12 and 16 of the Summary Page.

**Summary for Primary and General Elections (Lines 20 and 21):**
This section is only for committees that are:

- Controlled by a candidate who is being voted on in both the state primary and general elections (does not apply to controlled ballot measure committees); or
- Primarily formed to support or oppose candidates being voted on in both the state primary and general elections.

Complete this summary on the pre-election and semi-annual statements for the general election, covering periods during the last six months of the year (July 1-December 31).

**Expenditure Ceiling Summary for State Candidates (Line 22):**
Candidates for elective state office who have accepted the voluntary expenditure ceiling for a particular election must disclose the total amount of expenditures made through the end of the reporting period that are subject to the expenditure ceiling for the election. Report the date of the election and total amount expended for that election. Report totals for the primary and general elections separately. This information is no longer required if the expenditure ceiling has been lifted. (See FPPC Campaign Disclosure Manual 1.)
Schedule A
Monetary Contributions Received

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CONTRIBUTOR CODE #</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>AMOUNT RECEIVED THIS PERIOD</th>
<th>CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)</th>
<th>PER ELECTION TO DATE (IF REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>IND COM</td>
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<td></td>
<td></td>
<td>OTH PTY SCC</td>
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<td>IND COM</td>
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<td>OTH PTY SCC</td>
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<td>IND COM</td>
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<td>OTH PTY SCC</td>
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<td>IND COM</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>OTH PTY SCC</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

|               |                                           | IND COM            |                                                                                   |                           |                                               |                                  |
|               |                                           | OTH PTY SCC        |                                                                                   |                           |                                               |                                  |
|               |                                           | IND COM            |                                                                                   |                           |                                               |                                  |
|               |                                           | OTH PTY SCC        |                                                                                   |                           |                                               |                                  |

Schedule A Summary

1. Amount received this period — itemized monetary contributions.
   (Include all Schedule A subtotals.) ............................................................... $ __________________

2. Amount received this period — unitemized monetary contributions of less than $100 ......................... $ __________________

3. Total monetary contributions received this period.
   (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.) ....................... TOTAL $ __________________

*Contributor Codes
IND — Individual
COM — Recipient Committee
OTH — Other (e.g., business entity)
PTY — Political Party
SCC — Small Contributor Committee

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
Report monetary contributions (except loans) received during the reporting period on Schedule A. Also report on Schedule A if a contributor forgives a loan for you or a third party pays a loan for you. Loans received during the period are reported on Schedule B. Certain transfers between a state candidate's controlled committees are also disclosed on Schedule A. (See FPPC Campaign Disclosure Manual.)

If a total of $100 or more is received from a single contributor during a calendar year, report the name, street address, city, state and zip code of the contributor, the amount contributed this period, and the cumulative amount received from the contributor since January 1 of the current calendar year.* Include monetary and nonmonetary contributions and loans when reporting the cumulative amount.

Contributions totaling less than $100 received from a single contributor during a calendar year are reported as a lump sum on Line 2 of the Schedule A Summary.

*There are exceptions to the calendar year “cumulation period” for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities. (See the FPPC Campaign Disclosure Manuals for candidates and ballot measure committees.)

Date Received:
A monetary contribution has been received when the candidate or committee, or an agent of the candidate or committee, receives or obtains control of the check or other negotiable instrument. There are special rules for reporting the date contributions are received by a committee that collects contributions through employee payroll deductions or membership dues.

Contributor Codes:
For each itemized contributor, check the applicable contributor code:
IND—contributions from an individual’s personal funds.
COM—contributions from other committees that receive contributions. These committees will have an identification number assigned by the Secretary of State. Examples: political action committees, other candidates’ committees. (State committees should use PTY or SCC when appropriate.)
OTH—business entities and other contributors.
PTY—contributions from political parties (including state and county central committees).
SCC—contributions from small contributor committees (applicable only to state candidates and committees).

Contributions from Individuals:
When itemizing a contribution from an individual, also disclose the contributor's occupation and the name of his or her employer. If the contributor is self-employed, provide the name of his or her business. If the contributor is not employed, enter “none.”

It is not necessary to enter occupation and employer information for other types of contributors (such as business entities).

Missing Contributor Information: A contribution of $100 or more must be returned to the contributor within 60 days if the recipient does not obtain the contributor's address, occupation and employer.

Contributions from Committees:
When itemizing a contribution from another recipient committee, disclose the identification number assigned to that committee by the Secretary of State in addition to its name and address. If no ID number has been assigned, provide the name and address of that committee's treasurer.

Intermediaries:
If you receive a contribution through an intermediary (i.e., you have received a contribution check from a person other than the true source of the funds), disclose all of the required information for both the intermediary and the actual contributor.

Per Election to Date:
Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual.)

Additional Important Information:
Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about aggregating monetary and nonmonetary contributions, recordkeeping, prohibitions on cash contributions, returning contributions, and more.
Schedule A (Continuation Sheet)  
Monetary Contributions Received

Type or print in ink.  
Amounts may be rounded to whole dollars.

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CONTRIBUTOR CODE *</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>AMOUNT RECEIVED THIS PERIOD</th>
<th>CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)</th>
<th>PER ELECTION TO DATE (IF REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Contributor Codes**

IND – Individual  
COM – Recipient Committee  
(Other than PTY or SCC)  
OTH – Other (e.g., business entity)  
PTY – Political Party  
SCC – Small Contributor Committee

SUBTOTAL $
## Schedule B - Part 1
### Loans Received

- **Type or print in ink.** Amounts may be rounded to whole dollars.
- **Statement covers period**
  - from ____________
  - through ____________
- **Page ___ of ___**

---

### Full Name, Street Address and Zip Code of Lender
- If Committee, also enter I.D. number.

<table>
<thead>
<tr>
<th>Lender</th>
<th>Occupation and Employer (If self-employed, enter name of business)</th>
<th>Outstanding Balance Beginning This Period</th>
<th>Amount Received This Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **(c) Amount Paid or Forgiven This Period**
- **(d) Outstanding Balance at Close of This Period**
- **(e) Interest Paid This Period**
- **(f) Original Amount of Loan**
- **(g) Cumulative Contributions To Date**

---

### Schedule B Summary

1. Loans received this period ................................................................. $ ____________
   (Total Column (b) plus untitemed loans of less than $100.)

2. Loans paid or forgiven this period .................................................. $ ____________
   (Total Column (c) plus loans under $100 paid or forgiven.)
   (Include loans paid by a third party that are also itemized on Schedule A.)

3. Net change this period. (Subtract Line 2 from Line 1.) ........................ $ ____________
   Enter the net here and on the Summary Page, Column A, Line 2.
   **NET $** (May be a negative number)

---

*Amounts forgiven or paid by another party also must be reported on Schedule A.

** If required.

---

**Contributor Codes**
- IND - Individual
- COM - Recipient Committee (other than PTY or SCC)
- OTH - Other (e.g., business entity)
- PTY - Political Party
- SCC - Small Contributor Committee

---

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
All loans received or outstanding are reported on Schedule B. Loans include monetary loans and amounts drawn on lines of credit.

Report loan guarantors on Schedule B – Part 2. A "guarantor" is a third party that co-signs, endorses, or provides security for a loan, or establishes or provides security for a line of credit. A guarantor is also making a contribution.

When a state candidate guarantees a loan from a commercial lending institution in connection with his or her election, both the lending institution and the candidate are required to be disclosed as the lender.

For each loan of $100 or more that was received or was outstanding during the reporting period, disclose the lender's name and address. Report the original source of all loans received. E.g., for a loan from a commercial lending institution for which a candidate is personally liable, report the lending institution as the lender.

Column (a) – Enter the outstanding loan balance at the beginning of this period (Column (d) of last report). If the loan was received this period, this column will be blank.

Column (b) – Enter the amount received from the lender during this reporting period. If this loan was received in a previous reporting period, leave blank.

Column (c) – Enter the amount of any reduction of the loan during this reporting period. Check whether the loan was paid or forgiven. When the lender forgives a loan or a third party makes a payment on a loan, also report the lender or third party on Schedule A.

Column (d) – Enter the outstanding balance of the loan at the close of this reporting period. Enter the due date, if any.

Column (e) – Enter the interest rate and the amount of interest paid on the loan(s) during this reporting period. Interest paid is reported separately from payments made on the loan principal. Interest payments are also transferred to the Schedule E Summary.

Column (f) – Enter the original amount of the loan and date received. If this is the first time you are reporting the loan, this will be the same amount reported in Column (b).

Column (g) – Enter the cumulative amount of contributions (loans, monetary and nonmonetary contributions) received from the lender during the calendar year covered by this statement. Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual.)

Schedule B Summary:
The Schedule B Summary reflects the "net change" in your loan activity. That is, loan payments made during the period are subtracted from new loans received. When the loan payments number is larger than the amount of new loans received, Line 3 will be a negative figure. For example, if $200 is paid during the period and only $100 is received in new loans, report the net change on Line 3 as "-$100" or "($100)." Be sure to carry this figure to the Summary Page as a negative figure to be subtracted from Summary Page totals.

Additional Important Information:
Refer to the Instructions for Schedule A for important information about:

- Contributor Codes
- Contributions from Individuals
- Contributions from Committees
- Intermediaries

A loan received from a commercial lending institution in the normal course of business is reportable on Schedule B but is not considered a contribution. Contributor codes and cumulative amounts (Column (g)) are required only for loans that are contributions.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash contributions, returning contributions, and more.
## Schedule B – Part 2
### Loan Guarantors

Type or print in ink. Amounts may be rounded to whole dollars.

<table>
<thead>
<tr>
<th>FULL NAME, STREET ADDRESS AND ZIP CODE OF GUARANTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CONTRIBUTOR CODE</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>LOAN</th>
<th>AMOUNT GUARANTEED THIS PERIOD</th>
<th>CUMULATIVE TO DATE</th>
<th>BALANCE OUTSTANDING TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ IND</td>
<td>☐ COM</td>
<td>☐ OTH</td>
<td>☐ PTY</td>
<td>☐ SCC</td>
<td>LENDER</td>
<td>DATE</td>
</tr>
<tr>
<td>☐ IND</td>
<td>☐ COM</td>
<td>☐ OTH</td>
<td>☐ PTY</td>
<td>☐ SCC</td>
<td>LENDER</td>
<td>DATE</td>
</tr>
<tr>
<td>☐ IND</td>
<td>☐ COM</td>
<td>☐ OTH</td>
<td>☐ PTY</td>
<td>☐ SCC</td>
<td>LENDER</td>
<td>DATE</td>
</tr>
</tbody>
</table>

**SUBTOTAL $**

Enter on Summary Page, Line 17 only.
Guarantors of loans received or outstanding during the reporting period are reported on Schedule B – Part 2. A “guarantor” is a third party that co-signs, endorses, or provides security for a loan, or establishes or provides security for a line of credit. A guarantor is also making a contribution.

For each guarantor of $100 or more, enter the name and address of the guarantor and, if the guarantor is an individual, his/her occupation and employer or, if self employed, the name of his/her business.

Enter the name of the lender or the entity at which a line of credit was established and the date of the loan or the date the line of credit was established.

Enter the amount guaranteed this period, if applicable. For lines of credit, enter the full amount established or secured by the guarantor during the period. (Report amounts drawn on a line of credit on Schedule B – Part 1.)

Enter the cumulative amount guaranteed during the calendar year covered by the statement. Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Report the outstanding balance for which the guarantor is liable at the close of this reporting period.

Loan guarantees are not included in the Schedule B Summary, but are carried forward in a lump sum to Line 17 of the Summary Page.
## Schedule C
Nonmonetary Contributions Received

Type or print in ink. Amounts may be rounded to whole dollars.

### Statement covers period

from ________________

through ________________

Page ____ of ____

### I.D. NUMBER

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CONTRIBUTOR CODE</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>DESCRIPTION OF GOODS OR SERVICES</th>
<th>AMOUNT/FAIR MARKET VALUE</th>
<th>CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)</th>
<th>PER ELECTION TO DATE (IF REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Attach additional information on appropriately labeled continuation sheets.

### SUBTOTAL $ 

#### Schedule C Summary

1. Amount received this period – itemized nonmonetary contributions.
   (Include all Schedule C subtotals.) ................................................................. $ 

2. Amount received this period – unitemized nonmonetary contributions of less than $100 .................. $ 

3. Total nonmonetary contributions received this period.
   (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Lines 4 and 10.) ......................... TOTAL $ 

*Contributor Codes*

IND – Individual

COM – Recipient Committee (other than PTY or SCC)

OTH – Other (e.g., business entity)

PTY – Political Party

SCC – Small Contributor Committee

FPPC Form 460 (January/05)

FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
Instructions for
Schedule C
Nonmonetary Contributions Received

Report the receipt of nonmonetary contributions on Schedule C.

Nonmonetary contributions include:

- Goods and services for which you have not paid the fair market value, including items donated for auctions or garage sales, such as artwork or furniture.
- A discount that is not available to the public generally.
- Salary payments made by an employer for an employee who spends 10% or more of his or her compensated time in a calendar month working for your committee.

Volunteer personal services and payments voluntarily made by a person for his or her own campaign-related travel expenses are not reportable. The occupant of a home or office can host a fundraiser without making a nonmonetary contribution as long as the total cost of the fundraiser is $500 or less.

If a total of $100 or more is received from a single contributor during a calendar year, report the name, street address, city, state and zip code of the contributor, the amount contributed this period, and the cumulative amount received from the contributor since January 1 of the current calendar year. Include monetary and nonmonetary contributions and loans when reporting the cumulative amount.

Contributions totaling less than $100 received from a single contributor during a calendar year are reported as a lump sum on Line 2 of the Schedule C Summary.

Date Received:
A nonmonetary contribution has been received on the earlier of the following: 1) the date the contributor made an expenditure for goods or services at your behest (in consultation or coordination with you, or at your request or suggestion); or 2) the date you or your agent obtained possession or control of the goods or services.

Per Election to Date:
Candidates subject to state contribution limits (or if required by local ordinance) must disclose the cumulative amount received from each contributor during the limitation cycle in addition to the calendar year cumulative amount. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1.)

Fair Market Value:
The fair market value of a nonmonetary contribution is the amount it would cost to purchase the goods or services on the open market. The fair market value can be more than the amount it cost the contributor to provide the goods or services to you.

If you do not know the value of a nonmonetary contribution, you may request the contributor to provide you with a written statement of the value. If you make a request in writing and the value of the contribution is $100 or more, the contributor is required by law to provide the information.

Administrative Services:
Administrative overhead and start-up expenses paid by a sponsoring organization for its sponsored committee are not contributions to the committee but must be reported on Schedule C. Report the value of the services in the "Description of Goods or Services" column and a zero in the "Amount" and "Cumulative to Date" columns.

Nonmonetary Contributions as Expenditures:
The total of nonmonetary contributions is reported on the Summary Page as both contributions received and expenditures made. Enter the total on Lines 4 and 10 of the Schedule C Summary. (State Candidates: Most nonmonetary contributions also count for purposes of the voluntary expenditure limits.)

Additional Important Information:
Refer to the Instructions for Schedule A for important information about:

- Contributor Codes
- Contributions from Individuals
- Contributions from Committees
- Intermediaries

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about aggregating monetary and nonmonetary contributions, recordkeeping, and more.
Schedule D Summary

1. Itemized contributions and independent expenditures made this period. (Include all Schedule D subtotals.) ................................................................. $ __________

2. Unitemized contributions and independent expenditures made this period of under $100 ................................................................. $ __________

3. Total contributions and independent expenditures made this period. (Add Lines 1 and 2. Do not enter on the Summary Page.) .......... TOTAL $ __________
Schedule D is a summary of payments reported on Schedules E, F, and H that are contributions or independent expenditures to support or oppose candidates and committees. These include:

- A direct monetary contribution or loan made to another candidate or committee.
- A payment made to a vendor for goods or services for a candidate or committee (a nonmonetary contribution).
- A donation to a candidate or committee of goods on hand, or the payment of salary or expenses for a campaign employee who spends 10% or more of his or her compensated time working for another candidate or committee.
- A payment made for a communication (e.g., a mailing, billboard, radio ad) that expressly advocates the election, passage or defeat of a clearly identified candidate or ballot measure, but the payment is not made to–or at the behest of–the candidate or a ballot measure committee. These payments are “independent expenditures” and may trigger additional reports for your committee.

Note:
Campaign funds of a candidate or officeholder may not be used to make independent expenditures to support or oppose other candidates.

If a total of $100 or more is contributed or expended during a calendar year to support or oppose a single candidate, ballot measure, or a general purpose committee (e.g., a political party), disclose the name of the candidate and the office sought or held and the candidate’s district, if any, the number or letter and jurisdiction of the ballot measure, or the name of the general purpose committee. For each candidate or measure listed, indicate whether the payment was made to support or oppose the candidate or measure. For example, if you made a contribution to the Committee Against Measure A, check the “Oppose” box.

Disclose the date(s) and amount(s) of contributions or independent expenditures made this period relative to each candidate, measure, or committee, and the cumulative amount contributed or paid to date relative to the candidate, measure, or committee since January 1 of the current calendar year. Cumulate contributions and independent expenditures separately.

Contributions and expenditures of less than $100 to support or oppose a single candidate or measure during a calendar year are totaled and reported as a lump sum on Line 2 of the Schedule D Summary.

Per Election to Date:
If a contribution is made to a candidate that is subject to state contribution limits (or if required by local ordinance), disclose the total amount contributed to the committee in connection with each limitation cycle and identify the election year. The primary and general elections are separate elections. For example, a $3,300 contribution to a candidate for the primary election in 2006 would be disclosed as “$3,300 P-06.”

Description:
If you contributed goods on hand to another candidate or committee (e.g., office supplies), describe the goods or services in the “Description” column and disclose the fair market value of the contribution. The fair market value is the amount it would cost the recipient to purchase the goods or services. Because payments must be described when they are reported on Schedules E and F, you need not provide a description on Schedule D for payments reported on Schedules E or F that are nonmonetary contributions or independent expenditures.

Date of Contribution or Expenditure:
A monetary contribution is made on the date it is mailed, delivered, or otherwise transmitted it to the candidate or committee. A nonmonetary contribution is made on the earlier of the following: 1) the date you made an expenditure for goods or services at the behest of the candidate or committee; or 2) the date the candidate or committee obtained possession or control of the goods or services.

Additional Important Information:
Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash payments, restrictions on the use of campaign funds, and more.

<table>
<thead>
<tr>
<th>&quot;Per Election to Date&quot; Column</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limitation Cycle</strong></td>
</tr>
<tr>
<td>Primary P</td>
</tr>
<tr>
<td>General G</td>
</tr>
<tr>
<td>Special S</td>
</tr>
<tr>
<td>Runoff R</td>
</tr>
</tbody>
</table>

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
**Schedule D**
(Continuation Sheet)
Summary of Expenditures
Supporting/Opposing Other Candidates, Measures and Committees

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF CANDIDATE, OFFICE, AND DISTRICT, OR MEASURE NUMBER OR LETTER AND JURISDICTION, OR COMMITTEE</th>
<th>TYPE OF PAYMENT</th>
<th>DESCRIPTION (IF REQUIRED)</th>
<th>AMOUNT THIS PERIOD</th>
<th>CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)</th>
<th>PER ELECTION TO DATE (IF REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Support □ Oppose</td>
<td>Monetary Contribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>□ Support □ Oppose</td>
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<tr>
<td></td>
<td>□ Support □ Oppose</td>
<td>Independent Expenditure</td>
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<td>□ Support □ Oppose</td>
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<td>□ Support □ Oppose</td>
<td>Independent Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL $**
### Schedule E
**Payments Made**

**NAME OF FILER**

**CODES:** If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

- **CMP** campaign paraphernalia/misc.
- **CNS** campaign consultants
- **CTB** contribution (explain nonmonetary)*
- **CVC** civic donations
- **FIL** candidate filing/ballot fees
- **IND** fundraising events
- **INQ** independent expenditure supporting/opposing others (explain)*
- **LEG** legal defense
- **LIT** campaign literature and mailings
- **MBR** member communications
- **MTG** meetings and appearances
- **OFC** office expenses
- **PET** petition circulating
- **PHO** phone banks
- **POL** polling and survey research
- **POS** postage, delivery and messenger services
- **PRO** professional services (legal, accounting)
- **PRT** print ads
- **RAD** radio airtime and production costs
- **RFD** returned contributions
- **SAL** campaign workers' salaries
- **TEL** t.v. or cable airtime and production costs
- **TRC** candidate travel, lodging, and meals
- **TRS** staff/spouse travel, lodging, and meals
- **TSF** transfer between committees of the same candidate/sponsor
- **VOT** voter registration
- **WEB** information technology costs (internet, e-mail)

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CODE OR</th>
<th>DESCRIPTION OF PAYMENT</th>
<th>AMOUNT PAID</th>
</tr>
</thead>
</table>

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

**SUBTOTAL $**

### Schedule E Summary

1. Itemized payments made this period. (Include all Schedule E subtotals.) ........................................................................................................................ $  
2. Unitemized payments made this period of under $100 .................................................................................................................. $  
3. Total interest paid this period on loans. (Enter amount from Schedule B, Part 1, Column (e).) .......................................................... $  
4. Total payments made this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Column A, Line 6.) .................. TOTAL $  

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
Report payments on Schedule E (other than loans).

For each payment of $100 or more made during the period, report the name and street address, city, state, and zip code of the payee or creditor, and the amount paid during the period. Payments of less than $100 during the period are reported as a lump sum on Line 2 of the Schedule E Summary. However, if two or more payments under $100 were made for a single product or service and the total paid during the period was $100 or more, itemize the total amount paid during the period.

Report on Schedule E payments made on expenses that were reported on a previous statement as accrued expenses. Also report the required information on Schedule F.

Code or Description of Payment:
If one of the codes listed on Schedule E fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E-Continuation Sheet. If none of the codes fully explains the payment, leave the "Code" column blank and enter a brief description of the goods or services purchased in the "Description of Payment" column.

Candidates:
All payments in connection with your campaign must be made from the campaign bank account. To use personal funds for campaign purposes, you must first deposit the funds in the campaign bank account.

Credit Card Payments:
Disclose the name, address, and amount paid to the credit card company during the period. Also disclose the name, address, amount paid, and code or description of payment for each vendor paid $100 or more. You may disclose the vendor payments on Schedule E or Schedule G.

Payments by Agents and Independent Contractors:
When an agent or independent contractor (e.g., campaign worker, advertising agency, campaign management firm) makes payments on your behalf ("subvendor payments"), disclose the name, address, amount paid, and code or description of payment for each vendor paid $500 or more. Disclose payments to the agent or independent contractor on Schedule E. You may disclose the subvendor payments on Schedule E or Schedule G.

Ownership Interests or Business Employment:
A ballot measure committee that makes a payment to any business entity (1) which is owned 50 percent or more by any of the individuals listed below, or (2) in which any of the individuals listed below is an officer, partner, consultant or employee, must report that individual's name, relationship to the committee, and a description of the ownership interest or position with the business entity. Individuals covered by (1) and (2) above include:
- A candidate or person controlling the committee; or
- An officer or employee of the committee; or
- The spouse of any of the above.

Loans:
Report interest paid on loans received on Line 3 of the Schedule E Summary (from Schedule B, Part 1, Column (e)). Do not report payments made on loans received on Schedule E. Report loan repayments on Schedule B. Do not report loans made to others on Schedule E. Report loans made on Schedule H.

Savings Accounts/Certificates of Deposit/Money Market Accounts:
Do not report transfers of campaign funds into savings accounts, certificates of deposit, money market accounts, or the purchase of any other asset that can readily be converted to cash on Schedule E. Continue reporting these amounts as part of your cash on hand on the Summary Page.

Additional Important Information:
Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, returning contributions, prohibitions on cash expenditures, permissible uses of campaign funds, and more.
<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION OF PAYMENT</th>
<th>AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

SUBTOTAL $
Instructions for
Schedule E (Continued)
Payments Made

Codes:

CMP: Campaign paraphernalia/misc. Lawn signs, buttons, bumper stickers, T-shirts, portholders, etc. Includes costs of election night event.

CNS: Campaign consultants. Fees and commissions paid to professional campaign management or consulting firms.

CTB: Contributions. Contributions made to other candidates and committees. Use “CTB” for direct monetary contributions. For nonmonetary (in-kind) contributions, use “CTB” and, if one of the other codes accurately describes the expenditure, you may enter that code also. Otherwise, describe the payment. Also provide the name of the candidate or committee that received the nonmonetary contribution in the “Description of Payment” column.*

CVC: Civic donations. Donations to civic, nonprofit or education organizations; payments for community events.

FIL: Candidate Filing/Ballot Fees. Payments to election officials for candidate filing fees and fees charged for publication of a ballot statement.

FND: Fundraising events. Expenditures associated with holding a fundraising event, including payments for event space to hotels or halls, payments for food and beverages to restaurants, caterers and other vendors, and payments for speakers, entertainment, and decorations. Includes costs of house parties. (Use “LIT” for costs of invitations, brochures, and solicitation associated with fundraising events.)

IND: Independent expenditures. Payments for communications that support/oppose other candidates or measures that are not made in consultation or coordination with the candidates or a ballot measure committee. Use “IND” and, if one of the other codes accurately describes the independent expenditure, you may enter that code also. Otherwise, describe the payment. Also provide the name of the candidate or ballot measure supported or opposed by the expenditure.*

LEG: Legal Defense. Attorney or other fees paid for legal defense.

LIT: Campaign literature and mailings. Preparation, production, and distribution of campaign literature, direct mail pieces, fundraising solicitations, and door hangers. Includes costs of mailing lists, design/graphics, copy and layout, printing and photocopying. Includes payments to be on a slate mailer, and for absentee ballot mailers.

MBR: Member Communications. Payments for communications to members, employees, or shareholders of an organization, or their family members, for the purpose of supporting or opposing a candidate or ballot measure.

MTG: Meetings and appearances. Costs associated with meetings, press conferences, town halls, constituent meetings, etc.

OFC: Office expenses. Expenditures for office rent; utilities (including cellular phone service); purchase or rental of office equipment (computer, fax, photocopier, etc.) and furniture; office supplies, etc.

PET: Petition circulating. Includes payments for printing petitions and payments to signature gathering firms for ballot measure qualification drives.

PHO: Phone banks. Costs of phone banks.

POL: Polling and survey research. Costs of designing and conducting polls, reports on election trends, voter surveys, etc.

POS: Postage, delivery and messenger services. Includes U.S. Postal Service, Federal Express, United Parcel Service, and other delivery and courier services.

PRO: Professional services. Includes legal, accounting, and bookkeeping services.

PRT: Print space and production costs. Includes advertising space in newspapers, magazines and other publications, and billboard ads.

RAD: Radio airtime and production costs.

RFD: Returned contributions.

SAL: Campaign workers salaries. Includes state and federal payroll taxes.

TEL: Television or cable airtime and video production costs.

TRC: Candidate travel. Payments or reimbursements for travel, lodging, and meals of a candidate.

TRS: Staff/spouse travel. Payments or reimbursements for travel, lodging, and meals of a candidate’s representative (staff), or member of the candidate’s household.

TSF: Transfers. Only use this code to report the transfer of funds to another authorized committee of the same candidate or sponsoring organization. Report funds this committee gives to other committees on Schedule E, as contributions (“CTB”) to those committees, not as transfers.

VOT: Voter registration costs.

WEB: Information technology costs. Includes payments for website design, e-mail, internet access, production of website and e-mail advertising.

*Payments that are contributions or independent expenditures to support or oppose other candidates, measures, and committees must also be summarized on Schedule D.
Schedule F
Accrued Expenses (Unpaid Bills)

Type or print in ink.
Amounts may be rounded
to whole dollars.

<table>
<thead>
<tr>
<th>Statement covers period</th>
</tr>
</thead>
<tbody>
<tr>
<td>from _______ through____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I.D. NUMBER</th>
</tr>
</thead>
</table>

**CODES:** If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

- CMP campaign paraphernalia/misc.
- CNS campaign consultants
- CTB contribution (explain nonmonetary)*
- CVC civic donations
- FNL candidate filing/ballot fees
- FND fundraising events
- IND independent expenditure supporting/opposing others (explain)*
- LEG legal defense
- LIT campaign literature and mailings
- MBR member communications
- MTG meetings and appearances
- OFC office expenses
- PET petition circulating
- PHO phone banks
- POL polling and survey research
- POS postage, delivery and messenger services
- PRO professional services (legal, accounting)
- PRT print ads
- RAD radio airtime and production costs
- RFD returned contributions
- SAL campaign workers' salaries
- TEL t.v. or cable airtime and production costs
- TRC candidate travel, lodging, and meals
- TRS staff/spouse travel, lodging, and meals
- TSF transfer between committees of the same candidate/sponsor
- VOT voter registration
- WEB information technology costs (internet, e-mail)

| NAME AND ADDRESS OF CREDITOR |
| (IF COMMITTEE, ALSO ENTER I.D. NUMBER) |

<table>
<thead>
<tr>
<th>CODE OR DESCRIPTION OF PAYMENT</th>
<th>(a) OUTSTANDING BALANCE BEGINNING OF THIS PERIOD</th>
<th>(b) AMOUNT INCURRED THIS PERIOD</th>
<th>(c) AMOUNT PAID THIS PERIOD (ALSO REPORT ON E)</th>
<th>(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD</th>
</tr>
</thead>
</table>

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

| SUBTOTALS $ | $ | $ | $ |

**Schedule F Summary**

1. Total accrued expenses incurred this period. (Include all Schedule F, Column (b) subtotals for accrued expenses of $100 or more, plus total unitemized accrued expenses under $100.) .......................................................... INCURRED TOTALS $

2. Total accrued expenses paid this period. (Include all Schedule F, Column (c) subtotals for payments on accrued expenses of $100 or more, plus total unitemized payments on accrued expenses under $100.) .......................................................... PAID TOTALS $

3. Net change this period. (Subtract Line 2 from Line 1. Enter the difference here and on the Summary Page, Column A, Line 9.) .......................................................... NET $

*May be a negative number*

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
Instructions for
Schedule F
Accrued Expenses (Unpaid Bills)

Report unpaid bills for goods or services on Schedule F.

If the amount owed to a single vendor is $100 or more at the end of the reporting period, you must disclose the name and street address, city, state, and zip code of the payee or creditor and the amount incurred during the period that is outstanding at the end of the period (Column (b)). Continue reporting the accrued expense on each subsequent campaign statement until it is paid.

You are not required to report on Schedule F regular administrative overhead expenses, such as rent, utilities, phones, or employee salaries if you have not received a bill in the normal course of business or if the due date for the payment is after the closing date of the statement.

If you do not know the exact amount of a debt or obligation, provide an estimate. Once the exact amount is known, amend the estimated amount or note the correct amount on the next campaign statement.

Unpaid bills of less than $100 at the end of the reporting period are added together and included in the total reported on Line 1 of the Schedule F Summary.

When accrued expenses are paid, the payments are reported on Schedule E. Also report the payment on Schedule F, Column (c).

Code or Description of Payment:
If one of the expenditure codes listed on Schedule F fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E Continuation Sheet. If none of the codes fully explains the expenditure, enter a brief description of the goods or services instead.

There are special instructions on the back of the Schedule E Continuation Sheet for coding and describing nonmonetary contributions and independent expenditures to support/oppose other candidates, committees, and ballot measures.

Accrued expenses that are nonmonetary contributions and independent expenditures must also be summarized on Schedule D when incurred.

Credit Card Payments:
Disclose the name, address, and amount owed or paid to the credit card company during the period. Also disclose the name, address, amount paid, and code or description of payment for each vendor paid $100 or more. You may disclose the vendor payments on Schedule F or Schedule G.

Payments by Agents and Independent Contractors:
When an agent or independent contractor (e.g., campaign worker, advertising agency, campaign management firm) makes payments on your behalf ("subvendor payments"), disclose the name, address, amount paid, and code or description of payment for each vendor paid $500 or more. Disclose amounts owed to the agent or independent contractor on Schedule F. You may disclose the subvendor payments on Schedule F or Schedule G.

Note: It is not necessary to reitemize credit card vendors or agent subvendors on Schedule F or G when payments are made on accrued expenses, or if an accrued expense is itemized on more than one statement.

Forgiveness or Third Party Payment of an Accrued Expense:
If a creditor forgives or reduces an outstanding debt, or a third party pays a debt for you, report the transaction as follows:

- In the “Description of Payment” column, state that the debt was forgiven, reduced, or paid by a third party.
- Report the amount forgiven, reduced, or paid by a third party as a negative figure in the “Amount Incurred This Period” column (Column (b)).
- Report a nonmonetary contribution from the creditor or third party on Schedule C.

Do not report the forgiveness, reduction, or third party payment on Schedule E.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, cash expenditures, permissible uses of campaign funds, and more.

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
## Schedule F
(Continuation Sheet)
Accrued Expenses (Unpaid Bills)

Type or print in ink. Amounts may be rounded to whole dollars.

<table>
<thead>
<tr>
<th>CODES:</th>
<th>If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.</th>
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<tbody>
<tr>
<td>CMP</td>
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<td>campaign consultants</td>
</tr>
<tr>
<td>CTB</td>
<td>contribution (explain nonmonetary)*</td>
</tr>
<tr>
<td>CVC</td>
<td>civic donations</td>
</tr>
<tr>
<td>FIL</td>
<td>candidate filing/ballot fees</td>
</tr>
<tr>
<td>RND</td>
<td>fundraising events</td>
</tr>
<tr>
<td>IND</td>
<td>independent expenditure supporting/opposing others (explain)*</td>
</tr>
<tr>
<td>LEG</td>
<td>legal defense</td>
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<tr>
<td>LIT</td>
<td>campaign literature and mailings</td>
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<td>voter registration</td>
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<td>WEB</td>
<td>information technology costs (internet, e-mail)</td>
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</tbody>
</table>

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)</th>
<th>CODE OR DESCRIPTION OF PAYMENT</th>
<th>(a) OUTSTANDING BALANCE BEGINNING OF THIS PERIOD</th>
<th>(b) AMOUNT INCURRED THIS PERIOD</th>
<th>(c) AMOUNT PAID THIS PERIOD (ALSO REPORT ON E)</th>
<th>(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD</th>
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SUBTOTALS $          $          $          $          

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
# Schedule G
## Payments Made by an Agent or Independent Contractor (on Behalf of This Committee)

Type or print in ink. Amounts may be rounded to whole dollars.

<table>
<thead>
<tr>
<th>Statement covers period</th>
<th>CALIFORNIA FORM 460</th>
</tr>
</thead>
<tbody>
<tr>
<td>from __________________</td>
<td>Page _______ of ______</td>
</tr>
<tr>
<td>through __________________</td>
<td>I.D. NUMBER</td>
</tr>
</tbody>
</table>

## Codes:
If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

- **CMP** campaign paraphernalia/misc.
- **CMS** campaign consultants
- **CTB** contribution (explain nonmonetary)*
- **CVC** civic donations
- **FIL** candidate filing/ballot fees
- **FND** fundraising events
- **IND** independent expenditure supporting/opposing others (explain)*
- **LEG** legal defense
- **LIT** campaign literature and mailings
- **MBR** member communications
- **MTG** meetings and appearances
- **OFC** office expenses
- **PET** petition circulating
- **PHD** phone banks
- **POL** polling and survey research
- **POS** postage, delivery and messenger services
- **PRO** professional services (legal, accounting)
- **PRT** print ads
- **RAD** radio airtime and production costs
- **RFD** returned contributions
- **SAL** campaign workers' salaries
- **TEL** t.v. or cable airtime and production costs
- **TRC** candidate travel, lodging, and meals
- **TRS** staff/spouse travel, lodging, and meals
- **TSF** transfer between committees of the same candidate/sponsor
- **VOT** voter registration
- **WEB** information technology costs (internet, e-mail)

*Payments that are contributions or independent expenditures must also be summarized on Schedule D.*

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF PAYEE OR CREDITOR</th>
<th>CODE OR DESCRIPTION OF PAYMENT</th>
<th>AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Attach additional information on appropriately labeled continuation sheets.

*Do not transfer to any other schedule or to the Summary Page. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule E.*

TOTAL* $
Instructions for
Schedule G
Payments Made by an Agent or
Independent Contractor

Report payments made on your behalf during the reporting period by an agent or independent contractor (such as a campaign management firm or an advertising agency) on Schedule G.

Schedule G may be completed by the agent or independent contractor and provided to you or Schedule G may be completed by you from information provided by the agent or independent contractor.

Report expenditures of $500 or more (other than expenditures for the agent's or independent contractor's overhead and normal operating expenses) made on your behalf during the reporting period.

Once a subvendor payment has been itemized on Schedule E, F, or G, it does not need to be itemized again. For example, if a subvendor payment is reported on Schedule F or G as part of an accrued expense, the subvendor information does not need to be reported again on subsequent reports.

Important: Officeholders and candidates may reimburse an agent or independent contractor for expenditures made on their behalf only if all of the following criteria are met:

- There is a written contract between the officeholder or candidate and the agent or independent contractor that provides for the reimbursement;

- The treasurer is provided with a dated receipt and written description of each expenditure prior to reimbursement; and

- Reimbursement is paid within 45 calendar days after the agent or independent contractor makes the expenditures.

Generally, if reimbursement is not paid within 45 calendar days, report the expenditure as a nonmonetary contribution on Schedule C.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for additional instructions.

Code or Description of Payment:
If one of the expenditure codes listed on Schedule G fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E Continuation Sheet. If none of the codes fully explains the expenditure, enter a brief description of the payment instead.
Schedule H
Loans Made to Others*

<table>
<thead>
<tr>
<th>FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT</th>
<th>IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</th>
<th>(c) OUTSTANDING BALANCE BEGINNING THIS PERIOD</th>
<th>(d) AMOUNT LOANED THIS PERIOD</th>
<th>(e) REPAYMENT OR FORGIVENESS THIS PERIOD*</th>
<th>(f) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD</th>
<th>(g) INTEREST RECEIVED</th>
<th>(h) ORIGINAL AMOUNT OF LOAN</th>
<th>(i) CUMULATIVE LOANS TO DATE</th>
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*Loans that are contributions to another candidate or committee must also be summarized on Schedule D. Loans forgiven must also be reported on Schedule E.

SUBTOTALS $ $ $ $ $ 

(Enter (a) on Schedule 1, Line 3)

Schedule H Summary

1. Loans made this period ................................................................. $ __________________
   (Total Column (b) plus unitemized loans of less than $100.)

2. Payments received on loans .......................................................... $ __________________
   (Total Column (c) plus unitemized payments of less than $100.)

3. Net change this period. (Subtract Line 2 from Line 1.) ........................................... NET $ __________________
   (Enter the net here and on the Summary Page, Column A, Line 7.)

**If Required

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
Instructions for
Schedule H
Loans Made to Others

All loans made or outstanding are reported on Schedule H.

Generally, campaign funds may be used to make loans to other candidates, officeholders, or committees (unless otherwise prohibited) and to bona fide charitable, educational, civic, religious, or similar tax-exempt nonprofit organizations. There are restrictions on loans to any other person, including a candidate who controls the committee, or to a nonprofit organization that is affiliated with a candidate, the treasurer, or other committee officials.

For each loan of $100 or more that was made or was outstanding during the reporting period, disclose the recipient’s name and address and, if an individual, his/her occupation and employer or, if self employed, the name of the business.

Column (a) – Enter the outstanding loan balance at the beginning of this period (column (d) of last report.) If the loan was made this period, this column will be blank.

Column (b) – Enter the amount loaned to the recipient during this reporting period. If this loan was made in a previous reporting period, leave blank.

Column (c) – Enter the amount of any reduction of the loan during this reporting period. Check whether the loan was paid or forgiven. If the committee forgives a loan, also report the transaction on Schedule E.

Column (d) – Enter the outstanding balance of the loan(s) at the close of this reporting period. Enter the due date, if any.

Column (e) – Enter the interest rate and amount of interest received on the loan(s) during this reporting period. Interest received is reported separately from payments received on the loan principal. Interest payments are also transferred to the Schedule I Summary.

Column (f) – Enter the original amount of the loan and date made. If this is the first time you are reporting the loan, this will be the same amount reported in Column (b).

Column (g) – For each loan made during this reporting period that is a contribution,* enter the cumulative amount of contributions (loans, monetary and nonmonetary contributions) made to the recipient during the calendar year covered by the statement. If the recipient is a candidate subject to state contribution limits, or the information is required by local ordinance, also enter the total amount contributed to the candidate in connection with each limitation cycle and identify the election year. (For contributions to state candidates, see the Schedule D instructions.)

Schedule H Summary:

The Schedule H Summary reflects the "net change" in the committee's loan activity. That is, repayments received are subtracted from new loans made. When the repayment number is larger than the amount of the new loans made, Line 3 will be a negative figure. For example, if $200 is received by the committee during the period and only $100 is made in new loans, report the net change on Line 3 as "-$100" or "($100)." Be sure to carry this figure to the Summary Page as a negative figure to be subtracted from Summary Page totals.

Refer to the FPPC Campaign Disclosure Manual for your type of committee for important information about recordkeeping, prohibitions on cash contributions, loan restrictions, and more.

*Loans that are contributions to candidates or other committees must also be reported on Schedule D.

FPPC Form 460 (January/05)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
### Schedule I Summary

1. Itemized increases to cash this period. ................................................................. $ 
2. Unitemized increases to cash of under $100 this period. ................................. $ 
3. Total of all interest received this period on loans made to others. (Schedule H, Column (e).) ................................................................. $ 
4. Total miscellaneous increases to cash this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 14.) ................................................................. TOTAL $ 

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**FPPC Form 460 (January/05)**

FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)
Instructions for
Schedule I
Miscellaneous Increases to Cash

Report any transaction that increases the cash position of the officeholder, candidate, or committee, but is not a monetary contribution, loan, or loan repayment, on Schedule I.

Itemize the sources of $100 or more received during the reporting period.

Examples include:

- Interest received or credited to checking or savings accounts or other time deposits.
- Proceeds from the sale of property, such as paintings, furniture, or other items sold at garage sales or auctions, etc., when the amount received is the "fair market value" of the item. Amounts received over the fair market value are reported on Schedule A. (Report donated items as nonmonetary contributions on Schedule C.)
- Proceeds from the sale of campaign property, such as office furniture or equipment.
- Refunds received on deposits, such as telephone deposits.
- Refunds received from overpayment of bills.
- Transfers received from another authorized committee of the same candidate. (Candidates for elective state office should refer to FPPC Campaign Disclosure Manual 1 for information about reporting transferred funds that must be attributed to specific contributors of the committee making the transfer.)

Report on Line 3 of the Schedule I Summary the lump sum of interest payments received on loans made to others. Do not itemize. This amount is transferred from Schedule H, Column (g).
ATTACHMENT 16

“WEST HOLLYWOOD MUNICIPAL CODE”
WEST HOLLYWOOD MUNICIPAL CODE

Chapter 2.76 Election and Campaign Regulations

Note
* Editor's Note: Ord. 98-528 originally constituted the only section in this chapter, and was designated as prior code § 22000. Ord. 99-553 amended this chapter in its entirety; it did not specifically repeal Ord. 98-528, which was redesignated as prior code § 21105, and codified in this chapter as § 2.76.040.

Part A – Campaign Finance Limitations

2.76.010 Purpose and Findings.

The purpose of this chapter is to establish interim limits on the amounts of money that may be contributed to political campaigns in municipal elections for city council office pending the preparation and enactment of a more comprehensive campaign reform ordinance. It is the City Council's intent to address the perception that unregulated campaign contributions lead to improper influence over elected officials and to establish realistic, narrowly tailored and enforceable limits on the amounts which may be contributed to political campaigns consistent with rights of political expression protected by the United States Constitution.

The City Council finds that the establishment of campaign contribution limits is authorized by Section 22808 of the California Elections Code and Section 91013 of the California Government Code.

The Council further finds that the limit imposed herein is not so low as to infringe on candidates' ability to communicate with the voters, as evidenced by the research and report prepared by the City Clerk indicating that in recent municipal elections the large majority of contributions were in amounts at or lower than the limit imposed herein.

(Ord. 99-553 § 1 (part), 1999: prior code § 21100)

2.76.020 Definitions.

The definitions set forth in the Political Reform Act of 1974, as amended (California Government Code Sections 81000 et seq.) shall govern the interpretation of this chapter.

(Ord. 99-553 § 1 (part), 1999: prior code § 21101)

2.76.030 Contribution Limitations.

No person shall make a contribution to any candidate or any committee supporting or opposing a candidate for City Council that would cause the total amount contributed by such person to exceed one thousand dollars ($1,000.00) in connection with any single election. No candidate for City Council or any committee supporting or opposing a candidate for city council shall solicit or accept a contribution from any person that would cause the total amount received from such person to exceed one thousand dollars ($1,000.00) in connection with any single election.
For purposes of this section:

a. The word “candidate” shall include a candidate’s controlled committee.

b. Contributions by spouses or domestic partners shall be treated as separate contributions and shall not be aggregated.

c. Contributions by children under the age of eighteen shall be attributed equally to each parent or guardian.

This section shall not apply to expenditures by a candidate of his or her own funds in support of his or her own campaign.

(Ord. 99-553 § 1 (part), 1999: prior code § 21102)

Part B – Campaign Disclosure

2.76.040 Campaign Disclosure, Late Contributions and Expenditures.

Notwithstanding the provisions of Sections 82036 and 82036.5 of the California Government Code, any contribution received or independent expenditure made of one thousand dollars ($1,000.00) or more in connection with any election for the City Council or any city measure received or expended within forty-five days of the election shall be reported to the City Clerk within twenty-four hours on the form prescribed by the Fair Political Practices Commission for late contributions and independent expenditures as required by California Government Code Sections 84203 and 84204.

(Ord. 99-553 § 1 (part), 1999 prior code § 21105)
ATTACHMENT 17

"WHITTIER MUNICIPAL CODE"
CITY OF WHITTIER MUNICIPAL CODE

Chapter 2.54 CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

2.54.010 Application.
2.54.020 Citation.
2.54.030 Definitions.
2.54.040 Return of contributions.
2.54.050 Campaign disclosure requirements.
2.54.060 Campaign disclosure document.
2.54.070 Reporting form.
2.54.080 Public record.
2.54.090 Late filing of campaign disclosure statement.
2.54.100 City clerk review.
2.54.110 Enforcement.
2.54.120 Penalty.

2.54.010 Application.

The provisions of this chapter are applicable to persons, including candidates and committees, participating in a municipal election within the city and are in addition to the requirements of the Political Reform Act of 1974, as amended, whose provisions, definitions and interpretations are to be relied upon in administering this chapter. (Ord. 2611 § 1 (part), 1993)

2.54.020 Citation.

This chapter shall be cited as the "City of Whittier Election Campaign Finance Disclosure Requirements." (Ord. 2611 § 1 (part), 1993)

2.54.030 Definitions.

Definitions codified in the Political Reform Act, beginning at Section 82000 et seq., shall apply to this chapter notwithstanding the fact that the following words shall have the meanings ascribed to them by the definitions set forth in this particular section.

"Election" means any municipal election in the city, including elections to fill public offices, elections on measures and propositions, initiatives and referenda.

"Organization" means any entity other than an individual, political action committee or controlled committee of a candidate, but including any corporation, association, partnership, joint venture, syndicate, business trust, company, labor organization, labor union, political party, and any other organization or group of persons acting in concert, whether organized for profit or not.

"Political Action Committee" means any committee as defined under California state law, other than a controlled committee of a candidate. (Ord. 2611 § 1 (part), 1993)

2.54.040 Return of contributions.

A contribution shall not be considered to be received if it is not negotiated, deposited or utilized in any way, and in addition if it is returned to the donor within seven days of receipt or prior to the closing date of the campaign statement on which it would otherwise be reported, whichever is sooner. (Ord. 2638 § 1, 1994: Ord. 2611 § 1 (part), 1993)
2.54.050 Campaign disclosure requirements.

The purpose of this section is to further the city’s goal of an informed electorate. In addition to the campaign statements which every candidate, elected officer and committee involved in a city election is required to file under Government Code Section 84200 et seq., a campaign disclosure statement shall be filed with the city clerk no later than three p.m. on the Friday immediately preceding the city election date. The period covered by the statement shall be from sixteen days before the election through and including the seventh day before the election. (Ord. 2611 § 1 (part), 1993)

2.54.060 Campaign disclosure document.

Every candidate, political action committee or organization who receives campaign contributions or disburses funds on behalf of a campaign which is a city election shall file a campaign disclosure document with the city clerk disclosing all contributions, loans and/or disbursements received and made during the campaign disclosure period hereinabove described which are in excess of one hundred dollars including in kind services or donations per person, per political action committee or per organization. All such contributions or disbursements shall include all late contributions or late independent expenditures as defined under California Government Code Sections 82036 and 82036.5, except that the threshold requirement for reporting shall be one hundred dollars including in kind services or donations. (Ord. 2611 § 1 (part), 1993)

2.54.070 Reporting form.

The campaign disclosure document to be submitted to the city clerk shall be consistent with the requirements of California Government Code Section 84203 and all persons, committees or organizations shall comply consistent with and in the manner as required under Government Code Section 84203. (Ord. 2611 § 1 (part), 1993)

2.54.080 Public record.

Every campaign disclosure statement is a public record which shall be open to inspection at all times during normal city business hours. (Ord. 2611 § 1 (part), 1993)

2.54.090 Late filing of campaign disclosure statement.

If any person files a campaign statement after any deadline imposed by this chapter, he or she shall, in addition to any other penalties or remedies established in this chapter, be liable to the city clerk in amounts as set forth by state guidelines until the statement is filed. The city clerk shall deposit any funds received under this section into the general funds of the city to defray the cost of municipal elections. (Ord. 2611 § 1 (part), 1993)

2.54.100 City clerk review.

In addition to other duties required by law, the city clerk shall monitor all campaign disclosure statements filed pursuant to this chapter. The city clerk shall:
A. Determine whether the campaign disclosure statement required by this chapter has been timely filed with the city clerk; and, if so, whether they conform on their face with the requirements of this chapter;
B. The candidate or committee may correct any mistake made in the preparation of any
statement within forty-eight hours after receipt of the notice from the city clerk or attorney. The city clerk shall notify promptly all persons and known committees who have failed to file a document in the form and at the time required by this chapter;
C. The city clerk shall report to the city council, any apparent violations of this chapter which have not been corrected or cannot be corrected by the candidate or committee;
D. The city clerk shall compile and maintain, for seven years, a list of campaign disclosure statements, or portions of statements, which the city clerk is required to review. Each list shall be indexed by the candidate's or committee's name. (Ord. 2611 § 1 (part), 1993)

2.54.110 Enforcement.

The city attorney or the designated and appointed legal representative for the city shall investigate and where deemed appropriate prosecute any violation of this chapter. (Ord. 2611 § 1 (part), 1993)

2.54.120 Penalty.

Any person who violates any provision of this chapter is guilty of a misdemeanor and any person who violates a provision of this chapter shall be liable in a civil action for damages in the amount of two thousand dollars per offense. Upon collection, said sum shall be deposited into the general fund of the city. (Ord. 2611 § 1 (part), 1993)