Council Meeting of
June 22, 2010

Honorable Mayor and Members
Of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: **Ethics and Integrity Committee recommendation regarding a comprehensive Gift and Gratuity policy to be applicable to all persons serving on City Commissions and Advisory Boards**

RECOMMENDATION:

Recommendation of the Ethics and Integrity Committee that the City Council consider the creation of a procedure that is similar to Administrative Policy 30, which is currently applicable only to City Employees.

FUNDING:

Not applicable

BACKGROUND AND ANALYSIS:

At the City Council meeting of December 15, 2009, under the Oral Communications #2 portion of the agenda, Mayor Scotto stated that he was recently made aware that California regulations concerning the acceptance of gifts and gratuities by municipal commissioners applied only to certain types of commissions. With the concurrence of the City Council, he directed that the Ethics and Integrity Committee evaluate State regulations, City of Torrance Policies, and the policies of other local cities that address this issue and recommend for the Council's consideration a Gift and Gratuity Policy for the City of Torrance Commissioners in their entirety.

Staff conducted research on the practices of other local municipalities as well as legal considerations and a staff report was included on the Ethics and Integrity Committee agenda for March 24, 2010. However, because the Committee was in the process of their work plan development, the item was continued to the meeting held on April 28, 2010 (Staff Report is included and labeled as Attachment A).

In a memo to the Committee (see page 4 of Attachment A), Deputy City Attorney Tatia Strader outlined the relevant legal framework and she indicated that the applicable State regulations regarding the acceptance of gifts are contained in the Political Reform Act of 1974. Specifically, Government Code Section 81000 et seq. requires local governments such as the City of Torrance to adopt a Conflict of Interest Code (see page 28 of Attachment A) that designates the positions required to file Statements of Economic Interest (Form 700) and assigns disclosure categories specifying the types of interests to be reported (Form 700 is included in Attachment A, see page 10).

While the City Council and the Planning Commission are required by Government Code Section 87200 to file a Form 700, the City had the discretion to create a Conflict of Interest Code that included certain Commissions as "designated positions," or those Commissions that are charged with making decisions that may have a material effect on a financial interest (e.g. contract negotiations; making recommendations on purchases; conditions of employment; etc). Similarly, the Conflict of Interest Code need not cover those entities whose decision making powers have a lesser effect on the community at large.

The table below shows the current status of commissions and advisory boards as contained in the City's Conflict of Interest Code as well as the Gift disclosure requirement.

Advisory Boards currently covered by the City's Conflict of Interest Code (Annual gift limit per source $420.00; Minimum Reportable gift $50.00)	***Advisory Boards not currently covered by the City's Conflict of Interest Code or any other policy restricting acceptance of gifts and gratuities***
Airport Commission Cable Television Advisory Board Civil Service Commission Environmental Quality and Energy Conservation Commission Planning Commission	2010 Census Committee Commission on Aging Cultural Arts Commission Disaster Council Ethics and Integrity Committee Library Commission Parks and Recreation Commission Torrance Centennial Committee Traffic Commission Water Commission Youth Council

It should be noted that the Form 700 involves much more than the disclosure of gifts in accordance with parameters shown above. In fact, the Commissions that are currently subject to Form 700 reporting are required to disclose interests in real property, investments, income including gifts and loans, and business positions. Thus the City's Conflict of Interest Code, while requiring the disclosure

of gifts and sets limits for acceptance of gifts, is not a gift policy; instead, the form provides transparency into potential conflicts of interest that may affect an official's ability to make an unbiased decision on behalf of his or her constituency.

In contrast, the City of Torrance has developed a policy that specifically addresses the acceptance of gifts and it is applicable to all city employees (Administrative Policy 30 is also included in Attachment A, see page 53). Unlike the Torrance Conflict of Interest Code, this policy does not require any disclosure other than receipt of gifts and as a result, it less invasive but also provides less transparency. This policy does; however, contain more restrictive limits than the City's Conflict of Interest Code, limiting receipt of gifts to $25.00 from any one source and requiring all gifts, regardless of value, to be disclosed to the department head.

The main options considered by the Committee involved expanding the City's Conflict of Interest Code to include all advisory bodies; or to create a policy similar to Policy 30 that would impose the more restrictive limits on the acceptance of gifts. During the Committee's deliberations on this matter, the following issues emerged as key considerations for formulation of a gift policy:

1. All commissions and advisory bodies should be subject to the same limitations; and

2. Any policy recommendation should include very clear guidance regarding the requirements and to whom they apply

In reviewing the Policy 30 document, the majority of the Committee felt that the above issues would be adequately addressed by creating a similar policy to be applicable to all advisory bodies, even those Commissions that are currently covered by the City's Conflict of Interest Code.

RECOMMENDATION:
The Ethics and Integrity Committee respectfully recommends that the City Council set the following requirements for all City commissioners, committee and advisory board members: that all gifts received must be limited to $25.00 from any one source; and that all gifts received must be reported; and that the gift description in Torrance Administrative Policy 30 shall apply. Further, staff recommends that the City Council direct staff to develop a policy that will address the method in which all commissioners and/or advisory board members report gifts.

Respectfully submitted,

for

Charles Payne
Chairman of the Ethics and
Integrity Committee

Laura Lohnes
Staff Liaison to the Ethics and
Integrity Committee

NOTED:

LeRoy Jackson
City Manager

Attachment A: Ethics and Integrity Committee Staff Report dated April 28, 2010
(Limited Distribution)

Attachment A

April 5, 2010

Committee Meeting
April 28, 2010

Honorable Members
of the Torrance Ethics and Integrity Committee
City Hall
Torrance, California

Honorable Members:

SUBJECT: Commissioner Gift and Gratuity Policy

Background

At the City Council meeting of December 15, 2009, under the Oral Communications #2 Portion of the agenda, Mayor Scotto stated he was recently made aware that California regulations concerning the acceptance of gifts and gratuities by municipal commissioners applied only to certain types of commissions. With the concurrence of Council, he directed that the Ethics & Integrity Committee evaluate State regulations, City of Torrance policies, and the policies of other local cities addressing this issue and recommend for Council's consideration a Gift and Gratuity Policy for City of Torrance Commissioners in their entirety.

Boards and Commissions are appointed by City Council to conduct certain hearings, make preliminary judgments, and provide advice. The title "*Commissioner*" is frequently used to mean any member of a board or commission appointed by City Council, excluding Councilmembers. These bodies are referred to as boards, commissions, committees, and councils in the City of Torrance Charter, Municipal Code, and Council Resolutions. These bodies are hereafter referred to as *Commissions* and their members as *Commissioners*.

The table below summarizes the current differentiation identified by the Mayor.

Covered	Not Covered
• Airport Commission • Cable Television Advisory Board • Civil Service Commission • Environmental Quality and Energy Conservation Commission • Planning Commission	• 2010 Census Complete Count Committee • Commission on Aging • Cultural Arts Commission • Disaster Council • Ethics and Integrity Committee • Library Commission • Parks & Recreation Commission • Torrance Centennial Committee • Traffic Commission • Water Commission • Youth Council

Analysis

Deputy City Attorney Strader outlined the relevant legal framework for your consideration in her memo of January 22, 2010 (Attachment A). As she indicated, applicable state regulations are contained in the Political Reform Act of 1974 (*Act*) (GC §§81000 et seq). The Act limits gifts

and requires reporting of economic interests through Form 700 (Attachment B) as summarized below.

- **Gift**: *". . . any payment that confers a personal benefit on the recipient, to the extent that consideration of equal or greater value is not received (. . .)"* (Act §82028)

- **Annual Limits per Source**: *$420* (Form 700, Introduction, "Gift Prohibition")
- **Minimum Reportable Gift**: *$50* (Act §87202.(a).(1))

- **Disclosures**: (Act & Form 700)
  1. *Interests in Real Estate*
  2. *Income (incl. gifts)*
  3. *Investments & Business Positions*

The degree and nature of disclosure required of specified individuals may be limited in a city's conflict-of-interest code as explained below.

The relevant City of Torrance policies for your consideration are the Torrance Conflict of Interest Code (Attachment C) and Torrance Policy 30 (Attachment D). Conflict-of-interest codes are required of all cities by the Act, and must be revisited and updated every two years. Cities must identify and include individuals in their conflict-of-interest codes who hold positions, "which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest . . ." (Act §87302). Torrance also has authority as a charter city to impose constraints on Torrance commissioners who do not meet the criteria for mandatory inclusion in a conflict-of-interest code by including them voluntarily or enacting additional policies. The Torrance Conflict of Interest Code includes members of certain commissions (see table above) and requires them to disclose real property interests, income, and business positions on Form 700. The threshold and scope of reportable interests are defined in the reporting categories contained in the Conflict of Interest Code. All included Torrance commissioners are currently required to make full disclosure (all categories).

Torrance Policy 30 is imposed on all City employees by the City Manager under his authority to manage personnel (City of Torrance Charter Article 9 §§921, 930). It limits gifts to $25 per source, per year, requires all work-related gifts be reported to department heads before acceptance, forbids gifts of alcohol, and counsels employees to avoid gifts that present conflicts of interest and/or appearances of conflict.

It is important to identify a significant potential for conflicts of interest before imposing rules and requirements so that they can be crafted to adequately address the potential conflict without discouraging well-qualified individuals from serving. Each commission has a different role and the potential for conflicts of interest involving gifts and gratuities may also differ among them (Attachment E). Similar conflict-of-interest codes and polices from local cities are summarized in the attached tables (Attachment F, G). You will notice their conflict of interest codes vary widely in the types of commissions covered.

Deputy City Attorney Strader outlined the following options for the Committee in her memo of January 22, 2010.

1. Recommend that Council amend the Conflict of Interest Code to include additional commissions and/or boards; or

2. Recommend a new gift and gratuity policy which would cover commissions and/or boards not covered under the Conflict of Interest Code; or
3. Recommend that the City's current Gift and Gratuity Policy be revised to include public officials[1]; or
4. Recommend that the Council maintain the status quo.

Recommendation

It is the recommendation of staff that the Committee pursue option three (3): recommend that Council adopt a policy similar to Torrance Policy 30 and applicable to all Torrance commissioners. It is the opinion of staff that by adapting Policy 30 the City can impose a level of constraint that is beneficial without being overly invasive and deterring citizens who wish to serve their community. In addition, staff feels that this option is the most viable and responsive to the direction of Mayor and Council. Your honorable body may wish to direct staff to return with another item at a later date, should the Committee choose to pursue another option.

Respectfully Submitted,

LAURA LOHNES

By Jered J. Elmore
Staff Assistant

Concur:

Laura J. Lohnes
Staff Liaison to the Torrance Ethics & Integrity Committee

Attachments

A. Memo from Deputy City Attorney Strader dated January 22, 2010
B. Form 700 – Statement of Economic Interests
C. Torrance Conflict of Interest Code
D. Policy 30
E. Torrance Commissions with descriptions
F. Comparison of Area Cities' Conflict-of-Interest Codes
G. Comparison of Area Cities' Gift-and-Gratuity Policies

[1] The existing Torrance Gift-and-Gratuity Policy applies to City employees who fall under the exclusive authority of the City Manager (see City of Torrance Charter Article 9 §§921, 930). Commissions fall under the exclusive authority of City Council. The Committee would have to recommend a parallel policy under the authority of the City Council in order to impose the same or similar requirements on Commissioners.

CITY OF TORRANCE

INTEROFFICE COMMUNICATION

DATE: JANUARY 22, 2010

TO: MEMBERS OF THE ETHICS AND INTEGRITY COMMITTEE

CC: LAURA LOHNES, LIAISON TO THE ETHICS AND INTEGRITY COMMITTEE

FROM: TATIA Y. STRADER, DEPUTY CITY ATTORNEY

SUBJECT: GIFT AND GRATUITY POLICY FOR PUBLIC OFFICIALS

At the last meeting of the Ethics and Integrity Committee, Chairman Payne requested legal information to assist the Committee in recommending the appropriate gift and gratuity policy for public officials. This memorandum has been provided in response to that request.

As some of you may recall, on or about December 10, 2009 you received a memorandum regarding the acceptance of gifts by public officials. The memo provided a general overview of gift law. I have attached another copy of that memorandum for your convenience. Accordingly, since I previously highlighted the applicable laws regarding gifts, this memorandum provides supplemental information to assist the Committee.

The Political Reform Act, Government Code Section 81000, et seq. requires local government agencies such as the City of Torrance to adopt and promulgate a Conflict of Interest Code. The Code designates positions required to file Statements of Economic Interests (Form 700), and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public record designed to alert public officials and members of the public to types of financial interests that may create conflicts of interest. A copy of the City's Conflict of Interest Code is attached.

The Components of the Conflict of Interest Code include "designated positions" and "disclosure categories." Designated positions are those positions within the City that make or participate in making decisions. Positions that involve voting on matters, negotiating contracts, or making recommendations on purchases without substantive review must usually be included. Pursuant to California Government Code Section 87200, members of the City Council and Planning Commissioners are not required to be included in the City's Conflict of Interest Code because these positions must automatically file Form 700.[1]

The following commissions/boards are currently covered by the Conflict of Interest Code due to the nature of their positions:

Airport Commission
Civil Service Commission
Cable Television Advisory Board
Environmental and Energy Conservation Commission

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[1] The City's Conflict of Interest Code lists the Planning Commission as a designated position.

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The following commission/boards are not currently designated positions under the Code:

Commission on Aging
Cultural Arts Commission
Disaster Commission
Ethics and Integrity Committee
Library Commission
Parks and Recreation Commission
Traffic Commission
Water Commission

Disclosure Categories explain those types of investments, interests in real property, sources of income and business positions that may affect designated positions. Those individuals who make decisions that affect a wide range of interests such as a manager of an agency will generally be assigned full disclosure. On other hand, those individuals whose decision-making is limited will not be assigned full disclosure.

The commissions included in the current Conflict of Interest Code are all required to make full disclosure when reporting their financial interests.

In addition to the Conflict of Interest Code, the City has an internal Gift and Gratuity Policy which applies to all department heads and employees. A copy of the City's Gift and Gratuity Policy is attached. It is worth noting that the City's Gift and Gratuity Policy is significantly more restrictive than State law, i.e. department heads and employees may only accept meals, tickets or gifts cumulatively valued at less than $25 from the same entity in any 12 month period per employee. This is in contrast to State law which prohibits gifts from any single source totaling more than $420 in a calendar year.

Based upon the foregoing, the Committee may choose any one of the following options:

(1) recommend that Council amend the Conflict of Interest Code to include additional commissions and/or boards; or

(2) recommend a new gift and gratuity policy which would cover commissions and/or boards not covered under the Conflict of Interest Code; or

(3) recommend that the City's current Gift and Gratuity Policy be revised to include public officials[2]; or

(4) recommend that the Council maintain the status quo.

If you have any questions regarding this memo please let me know.

Very truly yours,

Tatia Y. Strader

[2] Since Torrance is a charter city it has the exclusive power to legislate over municipal affairs. Accordingly, it may enact a gift policy that is more restrictive than State law.

[47486_1.DOC]

CITY OF TORRANCE

INTEROFFICE COMMUNICATION

DATE: DECEMBER 10, 2009

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
CITY CLERK
CITY TREASURER
PLANNING COMMISSIONERS
AIRPORT COMMISSIONERS
CABLE TELEVISION ADVISORY BOARD MEMBERS
CIVIL SERVICE COMMISSIONERS
ENVIRONMENTAL QUALITY AND ENERGY CONSERVATION COMMISSIONERS
COMMISSION LIAISONS

CC: LEROY JACKSON, CITY MANAGER

FROM: TATIA Y. STRADER, DEPUTY CITY ATTORNEY

SUBJECT: ACCEPTANCE OF GIFTS BY PUBLIC OFFICIALS

Because we are in the holiday season, it seems appropriate to highlight briefly the laws governing gifts to public officials. Besides providing a general overview of gift law this memo focuses in particular on some recent changes to these laws.

Questions regarding the acceptance of gifts typically trigger three areas of the law: (1) the legality of accepting the gift; (2) the potential conflict of interest created by receipt of the gift; and (3) the reporting of the gift.

Legality of Accepting the Gift

Under the Political Reform Act, public officials may not accept gifts from any single source totaling more than $420 in a calendar year. Cal. Govt. Code Section 89503. This limit is adjusted for inflation every two years. A "gift" is any payment or other benefit that confers a personal benefit on the public official for which he or she did not provide goods or services of equal or greater value. A gift includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to an individual's public official status *e.g.*, frequent flyer miles).

The California Code of Regulations provides a list of gifts that are exempted from this prohibition. See Regulations 18940-18946.5. Some of the exceptions include: (1) gifts from close family members; (2) gifts of hospitality involving food, drink or occasional lodging in an individual's home while the individual is present; (3) gifts approximately equal in value exchanged between the public official and another individual (other than a lobbyist) on holidays, birthdays, etc.; (4) informational material; (5) inheritances; (6) campaign contributions; and (7) personalized plaques and trophies with a value of less than $250.

Gifts Creating Conflicts of Interest

In addition to the ban contained above, it is a conflict of interest for a public official to participate in making, or in any way attempt to use, his or her official position to influence a governmental decision that will have a material financial effect on any donor or agent for a donor of a gift of $420 or more provided to or promised to the public official within twelve months prior to the time when the decision is made (not calendar year). Cal. Govt. Code Section 87103(e). The gift limit is adjusted biennially. This conflict- of-interest prohibition applies primarily to city council members and planning commissioners, who are charged with making governmental decisions that do have material financial effects on applicants (such as real property entitlements).

Prohibition on Honoraria and Transportation Gifts

Other specific types of gifts addressed under California law include honoraria and airline passes and discounts from transportation companies. Most public officials are prohibited from accepting any honorarium. See Cal. Govt. Code Section 89502. An honorarium is a payment made in consideration for giving a speech, publishing an article or attending any public or private conference, meeting, social event, meal or like gathering. Payment or reimbursement for an official's transportation, lodging and meals is generally not considered an honorarium.

The California Constitution prohibits public officials from accepting free passes or discounts from a transportation company. See Article XII, Section 7 of the California Constitution. The rule does not apply to passes or discounts provided to a public official as a member of a larger group that is not related to the official's position as a public official (such as frequent flyer discounts).

Tickets to Fundraising Events

Tickets to 501(c)(3) Fundraisers

There is generally a "no value rule" for a single ticket to a fundraising event of a 501(c)(3) nonprofit organization, if the ticket is provided directly to the official by the organization. The value of the ticket is not reportable as a gift. The aggregate annual non-deductible value of single-event tickets received by a public official from a 501(c)(3) organization may not exceed $420 per calendar year.

Tickets to All Other Nonprofit Fundraisers

The value of a ticket to a fundraiser provided by all other types of nonprofits is generally the non-donation portion of the ticket. Again, it must be a single ticket to an event provided directly by the nonprofit host to the public official for his or her own use.

Tickets to Political Fundraisers

A candidate, political party or political action committee hosting an event may provide a single ticket to a public official without it resulting in a gift.

Tickets Purchased by Third Parties

A ticket to any fundraising event purchased by a third party and given to a public official is a gift valued at the ticket's full face value.

Tickets to Testimonial Dinners and Events, Invitation-Only Events and Ceremonial Functions

Tickets in these categories are gifts valued at the official's pro-rata share of the cost of the event, plus the value of any specific item presented to the official (and in this case, candidates) at the event. For officials performing an official or ceremonial function or making a drop-in visit, the value of the gift is limited to the cost of food and beverage consumed by the official and guests accompanying the official, plus the value of any specific item presented to the official.

Unwanted Gifts

There are several options for an official who receives an unwanted gift:

1. Return the gift unused, within 30 days of receipt of the gift;
2. Deliver the gift unused, within 30 days, to a nonprofit organization without claiming the gift as a tax deduction (the nonprofit must be a 501(c)(3));
3. Donate the gift, unused, within 30 days, to a state, local or federal government agency; or
4. Reimburse the gift-giver for the fair market value of the gift.

Gifts to an Agency

A payment or the provision of goods or services that benefits a public official may only be considered a gift to the agency if all of the following criteria are met:

1. The agency determines and controls the agency's use of the gift;

2. The payment is used for official agency business; and

3. The agency reports the gift using FPPC form 801 within thirty days of receiving the gift.

In the City of Torrance all gifts to the agency must go through the City Manager's Office for distribution.

Reporting Requirements

Lastly, gifts of $50 or more received during the calendar year must be reported on the public official's Form 700 - Statement of Economic Interests.

Penalties

Penalties for violation of any of the foregoing may range from civil sanctions, criminal sanctions or administrative fines. The penalty for violating the prohibition against accepting travel passes from transportation companies is an immediate forfeiture of office.

If you have any questions regarding this memo or would like to discuss the gift regulations further, please let me know.

Very truly yours,

Tatia Y. Strader

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Attachment A

2009/2010

FORM 700
Statement of Economic Interests

Also available on the FPPC website:
Form 700 Reference Pamphlet

a public document

Fair Political Practices Commission
428 J Street, Suite 620 • Sacramento, CA 95814
Toll-Free Advice Line: 866-ASK-FPPC • (866) 275-3772
Telephone: (916) 322-5660
www.fppc.ca.gov

Attachment B

What's New

- Effective January 1, 2010, an individual hired for a position not yet covered under an agency's conflict-of-interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Such individuals are referred to as "code filers." See Regulation 18734.
- New restrictions on receiving tickets to nonprofit and political fundraisers and other events.

More information is contained in the Reference Pamphlet.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200.
- Employees and appointed officials filing pursuant to a conflict-of-interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700.
- Candidates running for local elective offices that are designated in a conflict-of-interest code (for example, county sheriffs, city clerks, school board trustees, and water board members).
- Members of newly created boards and commissions not yet covered under a conflict-of-interest code.

(See Form 700 Reference Pamphlet, page 2, at *www.fppc.ca.gov* or obtain from your filing officer.)

Where to file:

87200 Filers

State offices	➲ Your agency
Judicial offices	➲ The clerk of your court
Retired Judges	➲ Directly with FPPC
Legislative Staff	➲ Directly with FPPC
County offices	➲ Your county filing official
City offices	➲ Your city clerk
Multi-County offices	➲ Your agency

Code Filers — State and Local Officials and Employees Designated in a Conflict-of-Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict-of-interest code. In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at *www.fppc.ca.gov*. Effective January 1, 2010, Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature. Instructions, examples, and a reference pamphlet are available.

When to file:

Annual Statements

➲ **March 1, 2010**

- Elected State Officers
- Judges and Court Commissioners
- State Board and Commission Members listed in Government Code Section 87200

➲ **April 1, 2010**

- Most other filers

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

Statements postmarked by the filing deadline are considered filed on time.

Assuming, Leaving, and Initial Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict-of-interest code.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at *www.fppc.ca.gov*.

Statements that are mailed are considered filed on the postmark date. There is no provision for filing deadline extensions. Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Attachment B

INSTRUCTIONS — COVER PAGE

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Since the Form 700 is a public document,** you may list your business/office address instead of your home address.

Part 1. Office, Agency, or Court

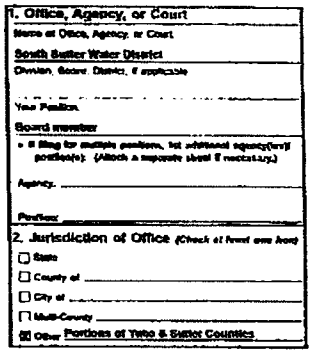
- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)
- If you hold multiple positions (for example, a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.

  To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing a statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

  Remember that if you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 12, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is not a state office, court, county office, city office, or multi-county office (for example, school districts and special districts), check the "other" box and enter the county or city in which the agency has jurisdiction.


1. Office, Agency, or Court
Name of Office, Agency, or Court
South Butte Water District
Division, Board, District, if applicable
Your Position
Board member
• If filing for multiple positions, list additional agency(ies) and position(s): (Attach a separate sheet if necessary.)
Agency
Position
2. Jurisdiction of Office (Check at least one box)
☐ State
☐ County of
☐ City of
☐ Multi-County
☒ Other Portions of Yuba & Sutter Counties

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2009 Annual Statement, **do not** change the pre-printed dates to reflect 2010. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2009, through December 31, 2009, will be disclosed on your statement filed in 2010. (See Reference Pamphlet, page 3.)

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Enter the total number of completed pages including the cover page and either:

  Check the "Yes" box for each schedule you use to disclose interests.

  - or -

  If you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. **An unsigned statement is not considered filed and you may be subject to late filing penalties.**

Attachment A

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

STATEMENT OF ECONOMIC INTERESTS

COVER PAGE

A Public Document

Date Received
Official Use Only

Please type or print in ink.

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER ( )
MAILING ADDRESS STREET *(Business Address Acceptable)*	CITY	STATE / ZIP CODE	OPTIONAL: E-MAIL ADDRESS

1. Office, Agency, or Court

Name of Office, Agency, or Court: _____

Division, Board, District, if applicable: _____

Your Position: _____

▸ If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: _____

Position: _____

2. Jurisdiction of Office *(Check at least one box)*

☐ State
☐ County of _____
☐ City of _____
☐ Multi-County _____
☐ Other _____

3. Type of Statement *(Check at least one box)*

☐ Assuming Office/Initial Date: ___/___/___

☐ Annual: The period covered is January 1, 2009, through December 31, 2009.

-or-

○ The period covered is ___/___/___, through December 31, 2009.

☐ Leaving Office Date Left: ___/___/___
(Check one)

○ The period covered is January 1, 2009, through the date of leaving office.

-or-

○ The period covered is ___/___/___, through the date of leaving office.

☐ Candidate Election Year: _____

4. Schedule Summary

▸ **Total number of pages including this cover page:** _____

▸ **Check applicable schedules or "No reportable interests."**

I have disclosed interests on one or more of the attached schedules:

Schedule A-1 ☐ Yes – schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 ☐ Yes – schedule attached
Investments (10% or Greater Ownership)

Schedule B ☐ Yes – schedule attached
Real Property

Schedule C ☐ Yes – schedule attached
Income, Loans, & Business Positions (Income Other than Gifts and Travel Payments)

Schedule D ☐ Yes – schedule attached
Income – Gifts

Schedule E ☐ Yes – schedule attached
Income – Gifts – Travel Payments

-or-

☐ No reportable interests on any schedule

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

FPPC Form 700 (2009/2010)
FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

Attachment B

WHICH SCHEDULE DO I USE?

COMMON REPORTABLE INTERESTS

Schedule A-1:	Stocks
Schedule A-2:	Business entities, partnerships, LLCs, corporations, trusts
Schedule B:	Rental property in the jurisdiction
Schedule C:	Non-government salaries of public official and spouse/registered domestic partner
Schedule D:	Gifts from non-family members (such as tickets to sporting or entertainment events)
Schedule E:	Travel payments from third parties (not your employer)

COMMON NON-REPORTABLE INTERESTS

Schedule A-1/A-2:	Diversified mutual funds registered with the SEC under the Investment Company Act of 1940 and certain retirement accounts invested in insurance policies or governmental bonds
Schedule A-1/A/2:	Savings and checking accounts
Schedule B:	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C:	Government salary (such as a school district)
Schedule D:	Gifts from family members
Schedule E:	Travel paid by your government agency

Remember:

- Mark the "No reportable interests" box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the cover page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- The Form 700 is a public document.
- Most individuals must consult their agency's conflict-of-interest code for reportable interests.
- Most individuals file the Form 700 with their agency.

Attachment B

QUESTIONS AND ANSWERS

Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?

A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?

A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the cover page as the agencies for which you will be filing. Report your economic interests using the broadest jurisdiction and disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement **before signing it**, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.

Q. I am classified as a department head but recently began acting as city manager. Should I file as the city manager?

A. Yes. File an assuming office statement as city manager. Persons serving as "acting", "interim", or "alternate" must file as if they hold the position.

Q. I left one state agency to work for another state agency. Must I file a leaving office statement?

A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?

A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office in your jurisdiction. (See Reference Pamphlet, page 12.)

Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?

A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.

Q. I am required to report all investments. I hold many stocks through an account managed by a brokerage firm. Must I disclose these stocks even though I did not decide which stocks to purchase?

A. Yes, you must disclose on Schedule A-1 or A-2 any stock worth $2,000 or more in a business entity located in or doing business in your jurisdiction.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 90's; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, if during the reporting period, you initially purchase a reportable investment worth $2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment. Note: If a previously reported investment falls below the $2,000 reporting threshold, you may note this in the comment section of the schedule.

QUESTIONS AND ANSWERS
Continued

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is $10,000 or more on Schedule A-2, Part 3?

A. No, only the clients doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is $10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure in which a client's name may not be disclosed if disclosure of the name would violate a legally recognized privilege under California law. This regulation may be obtained from our website at *www.fppc.ca.gov.*

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 7, for the definition of "business entity.")

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting $10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you.

Gift Disclosure

Q. If I received a gift of two tickets to a concert valued at $100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Q. Co-workers are hosting a retirement party for a public official before the official leaves office. Attendees will pay $45; $35 covers the event's costs (food, decorations, etc.) and $10 goes toward a gift. One co-worker is collecting the funds and making the expenditures. What does the official report on his Form 700?

A. The official discloses the amount that includes the total value of the gift, plus $35 (his pro rata share of the event's cost). The source can be identified as "office staff" or "co-workers." The names of individual donors are not required to be reported as long as no individual contributed $50 or more.

Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a close friend who is a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?

A. Yes, each spouse may make a gift valued at $420 during 2009-2010. Therefore, the Bensons may give the supervisor artwork valued at no more than $840. The supervisor must identify Joe and Mary Benson as the sources of the gift.

Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought $10 worth of raffle tickets and won a gift basket valued at $120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at $70. The quilt was donated by a coworker. Are these reportable gifts?

A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at $110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.

INSTRUCTIONS – SCHEDULES A-1 AND A-2
INVESTMENTS

"Investment" means a financial interest in any business entity which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling $2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 12.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 12.)
- Sole proprietorships
- Your own business or your spouse's or registered domestic partner's business (See Reference Pamphlet, page 7, for the definition of "business entity.")
- Your spouse's or registered domestic partner's investments that are legally separate property
- Partnerships (for example, a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 14.)
- If you, your spouse or registered domestic partner, or dependent children had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 14, for more information on disclosing trusts.)
- Business trusts

You are <u>not</u> required to disclose:

- Diversified mutual funds registered with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940
- Bank accounts, savings accounts, and money market accounts
- Insurance policies
- Annuities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (for example, insurance policies, diversified mutual funds, or government bonds) (See Reference Pamphlet, page 14.)

REMINDERS

- Do you know your agency's jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Government defined-benefit pension plans
- Interests held in a blind trust (See Reference Pamphlet, page 15.)

Use Schedule A-1 to report ownership of less than 10% (for example, stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (for example, a sole proprietorship).

TO COMPLETE SCHEDULE A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (for example, pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (for example, stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict-of-interest code requires full disclosure of investments. John must disclose his stock holdings of $2,000 or more in any company that does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth $5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of $500 or more received from the partnership on Schedule C.

SCHEDULE A-1
Investments
Stocks, Bonds, and Other Interests
(Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock ☐ Other _____ (Describe)
☐ Partnership ○ Income of $0 - $500
○ Income Received of $500 or More *(Report on Schedule C)*

IF APPLICABLE, LIST DATE:
___/___/ 09 ___/___/ 09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock ☐ Other _____ (Describe)
☐ Partnership ○ Income of $0 - $500
○ Income Received of $500 or More *(Report on Schedule C)*

IF APPLICABLE, LIST DATE:
___/___/ 09 ___/___/ 09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock ☐ Other _____ (Describe)
☐ Partnership ○ Income of $0 - $500
○ Income Received of $500 or More *(Report on Schedule C)*

IF APPLICABLE, LIST DATE:
___/___/ 09 ___/___/ 09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock ☐ Other _____ (Describe)
☐ Partnership ○ Income of $0 - $500
○ Income Received of $500 or More *(Report on Schedule C)*

IF APPLICABLE, LIST DATE:
___/___/ 09 ___/___/ 09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock ☐ Other _____ (Describe)
☐ Partnership ○ Income of $0 - $500
○ Income Received of $500 or More *(Report on Schedule C)*

IF APPLICABLE, LIST DATE:
___/___/ 09 ___/___/ 09
ACQUIRED DISPOSED

Comments: _____

FPPC Form 700 (2009/2010) Sch. A-1
FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

Attachment B

INSTRUCTIONS – SCHEDULE A-2
INVESTMENTS, INCOME, AND ASSETS OF BUSINESS ENTITIES/TRUSTS

Use Schedule A-2 to report investments in a business entity or trust (including a living trust) in which you, your spouse or registered domestic partner, or your dependent children had a 10% or greater interest, totaling $2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 12.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. You are not required to report a trust that contains no reportable interests. For example, if you have a trust containing only your personal residence, your savings account, and some municipal bonds, you would not report this trust because these interests are not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was $2,000 or more during the reporting period.

TO COMPLETE SCHEDULE A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the fair market value of your investment.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (for example, if you were a director, officer, partner, trustee, employee, or held any position of management).

Part 2. Check the box indicating **your pro rata** share of the **gross** income received by the business entity or trust. This amount includes your pro rata share of the **gross** income from the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was $10,000 or more during the reporting period. (See Reference Pamphlet, page 10, for examples.) Income from governmental sources may be reportable if not considered salary. (See Regulation 18232.) Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of $10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 7, for an explanation of commission income.)

  You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of $10,000 or more, must be disclosed.

Leave Part 3 blank if you do not have any reportable $10,000 sources of income to disclose. Adding phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. (See Reference Pamphlet, page 13, for details about privileged information.)

Part 4. Report any investments or interests in real property held **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was $2,000 or more during the reporting period.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the address or other precise location (for example, an assessor's parcel number).
- Check the box indicating the fair market value of your interest in the real property or investment. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

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

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name

1. BUSINESS ENTITY OR TRUST

Name

Address *(Business Address Acceptable)*

Check one
☐ Trust, *go to 2* ☐ Business Entity, *complete the box, then go to 2*

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/09 ACQUIRED ___/___/09 DISPOSED

NATURE OF INVESTMENT
☐ Sole Proprietorship ☐ Partnership ☐ _____ Other

YOUR BUSINESS POSITION _____

2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

☐ $0 - $499
☐ $500 - $1,000
☐ $1,001 - $10,000
☐ $10,001 - $100,000
☐ OVER $100,000

3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF $10,000 OR MORE (attach a separate sheet if necessary)

4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box:
☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property

Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/09 ACQUIRED ___/___/09 DISPOSED

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____ Yrs. remaining ☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

1. BUSINESS ENTITY OR TRUST

Name

Address *(Business Address Acceptable)*

Check one
☐ Trust, *go to 2* ☐ Business Entity, *complete the box, then go to 2*

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/09 ACQUIRED ___/___/09 DISPOSED

NATURE OF INVESTMENT
☐ Sole Proprietorship ☐ Partnership ☐ _____ Other

YOUR BUSINESS POSITION _____

2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

☐ $0 - $499
☐ $500 - $1,000
☐ $1,001 - $10,000
☐ $10,001 - $100,000
☐ OVER $100,000

3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF $10,000 OR MORE (attach a separate sheet if necessary)

4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box:
☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property

Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/09 ACQUIRED ___/___/09 DISPOSED

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____ Yrs. remaining ☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

Comments: _____

FPPC Form 700 (2009/2010) Sch. A-2
FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

Attachment B

INSTRUCTIONS – SCHEDULE B
INTERESTS IN REAL PROPERTY

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling $2,000 or more any time during the reporting period. (See Reference Pamphlet, page 12.)

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 13.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 14.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, or your dependent children had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are <u>not</u> required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Interests in real property held through a blind trust (See Reference Pamphlet, page 15, for exceptions.)

TO COMPLETE SCHEDULE B:

- Report the address or other precise location (for example, an assessor's parcel number) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

REMINDERS

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

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was $10,000 or more during the reporting period. If you received a total of $10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, leave this section blank.
- Loans from a private lender that total $500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

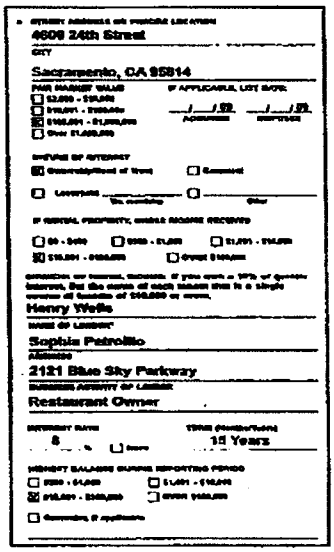
When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (for example, Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of $12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the $12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid $10,000 or more.


4600 24th Street
Sacramento, CA 95814
Henry Wells
Sophia Petrollio
2121 Blue Sky Parkway
Restaurant Owner
15 Years

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name

SCHEDULE B
Interests in Real Property
(Including Rental Income)

▶ STREET ADDRESS OR PRECISE LOCATION

CITY

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/09 ACQUIRED ___/___/09 DISPOSED

NATURE OF INTEREST
☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____ Yrs. remaining ☐ _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ $0 - $499 ☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of $10,000 or more.

▶ STREET ADDRESS OR PRECISE LOCATION

CITY

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/09 ACQUIRED ___/___/09 DISPOSED

NATURE OF INTEREST
☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____ Yrs. remaining ☐ _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ $0 - $499 ☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of $10,000 or more.

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

NAME OF LENDER*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE _____% ☐ None

TERM (Months/Years)

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

☐ Guarantor, if applicable

NAME OF LENDER*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE _____% ☐ None

TERM (Months/Years)

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

☐ Guarantor, if applicable

Comments:

FPPC Form 700 (2009/2010) Sch. B
FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

Attachment B

INSTRUCTIONS – SCHEDULE C
INCOME, LOANS, & BUSINESS POSITIONS
(Income Other Than Gifts and Travel Payments)

Report the source and amount of gross income of $500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 10.) Also report your job title with each reportable business entity, even if you received no income during the reporting period. You must also report the source of income to your spouse or registered domestic partner if your community property share was $500 or more during the reporting period.

A source of income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 12, for more information about doing business in the jurisdiction.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict-of-interest code.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 7.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others, including loan repayments from a campaign committee
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 9, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 11.)

REMINDERS

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency

See Reference Pamphlet, page 11, for more exceptions to income reporting.

TO COMPLETE SCHEDULE C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of $10,000 or more. (See Reference Pamphlet, page 7.)
- For income from rental property that is not required to be listed on Schedule B, enter "Rental Income" under "Name of Source," check the box indicating the gross income received, and, if you had a 10% or greater interest in the rental property, list the name of each tenant if your pro rata share of the gross income from that tenant was $10,000 or more during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (for example, Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

Attachment A

SCHEDULE C
Income, Loans, & Business Positions
(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name

1. INCOME RECEIVED

NAME OF SOURCE OF INCOME

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED
- ☐ $500 - $1,000
- ☐ $1,001 - $10,000
- ☐ $10,001 - $100,000
- ☐ OVER $100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
- ☐ Salary
- ☐ Spouse's or registered domestic partner's income
- ☐ Loan repayment
- ☐ Sale of _____ *(Property, car, boat, etc.)*
- ☐ Commission or
- ☐ Rental Income, *list each source of $10,000 or more*
- ☐ Other _____ *(Describe)*

1. INCOME RECEIVED

NAME OF SOURCE OF INCOME

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED
- ☐ $500 - $1,000
- ☐ $1,001 - $10,000
- ☐ $10,001 - $100,000
- ☐ OVER $100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
- ☐ Salary
- ☐ Spouse's or registered domestic partner's income
- ☐ Loan repayment
- ☐ Sale of _____ *(Property, car, boat, etc.)*
- ☐ Commission or
- ☐ Rental Income, *list each source of $10,000 or more*
- ☐ Other _____ *(Describe)*

2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

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

NAME OF LENDER*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF LENDER

HIGHEST BALANCE DURING REPORTING PERIOD
- ☐ $500 - $1,000
- ☐ $1,001 - $10,000
- ☐ $10,001 - $100,000
- ☐ OVER $100,000

INTEREST RATE _____% ☐ None

TERM (Months/Years) _____

SECURITY FOR LOAN
- ☐ None
- ☐ Personal residence
- ☐ Real Property _____ *Street address*
- _____ *City*
- ☐ Guarantor _____
- ☐ Other _____ *(Describe)*

Comments: _____

FPPC Form 700 (2009/2010) Sch. C
FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

Attachment B

INSTRUCTIONS – SCHEDULE D
INCOME – GIFTS

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is $50 or more. In addition, multiple gifts totaling $50 or more received during the reporting period from a single source must be reported. **Gifts are reportable regardless of where the donor is located.**

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over $50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering, where you did not give a speech, participate in a panel or seminar, or provide a similar service
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 15)
- An honorarium (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 9, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are not required to disclose:

- Gifts that were not used and which, within 30 days after receipt, were returned to the donor or delivered to a charitable organization without being claimed by you as a charitable contribution for tax purposes

REMINDERS

- Gifts from a single source are subject to a $420 limit. See Reference Pamphlet, page 9.
- See Reference Pamphlet, page 1, for rules on tickets.
- Code filers – you only need to report gifts from reportable sources.

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, or first cousin (Included in this exception are gifts from your spouse's or domestic partner's children, parents, brothers, sisters, and the spouse or registered domestic partner of the individuals listed above. The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.)
- Gifts of hospitality involving food, drink, or occasional lodging provided in an individual's home when the individual or a member of the individual's family was present
- Gifts of similar value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than $250
- Campaign contributions
- A single ticket to a 501(c)(3) or political fundraising event received for your own use from the organization or the committee holding the fundraiser (The gift limit applies to nonprofit tickets.)
- Gifts given to members of your immediate family unless you enjoy direct benefit of the gift, use the gift, or exercise discretion or control over the use or disposition of the gift (See Commission Regulation 18944.)
- A pass or ticket that provided a one-time admission to an event (e.g., theater performance or sporting event) that was not used and was not transferred to another person (Commission Regulation 18946.1 provides a method for determining the value of a ticket or pass that was used or transferred to another person and for determining the value of passes or tickets which provide repeated admission to facilities or services.)
- Food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service

TO COMPLETE SCHEDULE D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

SCHEDULE D
Income – Gifts

▶ NAME OF SOURCE

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
__/__/__	$_____	_____
__/__/__	$_____	_____
__/__/__	$_____	_____

▶ NAME OF SOURCE

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
__/__/__	$_____	_____
__/__/__	$_____	_____
__/__/__	$_____	_____

▶ NAME OF SOURCE

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
__/__/__	$_____	_____
__/__/__	$_____	_____
__/__/__	$_____	_____

▶ NAME OF SOURCE

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
__/__/__	$_____	_____
__/__/__	$_____	_____
__/__/__	$_____	_____

▶ NAME OF SOURCE

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
__/__/__	$_____	_____
__/__/__	$_____	_____
__/__/__	$_____	_____

▶ NAME OF SOURCE

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
__/__/__	$_____	_____
__/__/__	$_____	_____
__/__/__	$_____	_____

Comments: _____

Attachment B

INSTRUCTIONS – SCHEDULE E
TRAVEL PAYMENTS, ADVANCES, AND REIMBURSEMENTS

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at *www.fppc.ca.gov*.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C
- Payments or reimbursements for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar, or performed a similar service
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service (Note that payments for transportation outside of California are reportable.)
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration

TO COMPLETE SCHEDULE E:

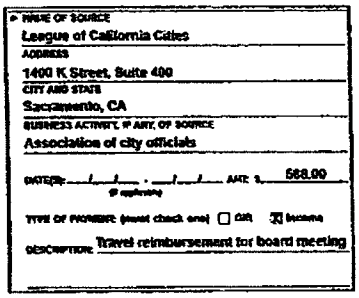
- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity, if any, of the source.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling $50 or more from a single source during the period covered by the statement. Gifts of travel are reportable without regard to where the donor is located.

    When reporting travel payments that are gifts, you must provide a description of the gift and the date(s) received.
  - **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling $500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts.

    When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is a board member of the League of California Cities. The League reimburses its board members for travel and lodging, as well as meals and other expenses associated with board meetings.


NAME OF SOURCE
League of California Cities
ADDRESS
1400 K Street, Suite 400
CITY AND STATE
Sacramento, CA
BUSINESS ACTIVITY, IF ANY, OF SOURCE
Association of city officials
DATE(S): / / - / / AMT: $ 568.00
TYPE OF PAYMENT (must check one) ☐ GIFT ☒ INCOME
DESCRIPTION: Travel reimbursement for board meeting

If Rick provides equal or greater consideration for the travel and lodging when he participates in the meeting, the reimbursements are reported as income. Note that the burden is on the official to determine whether he or she has provided equal or greater value for the payment.

Attachment B

Attachment A

1

Council Meeting of
December 23, 2008

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council:

SUBJECT: Revision of City of Torrance Conflict of Interest Code

RECOMMENDATION

Recommendation of the City Clerk that City Council adopt revisions to the City of Torrance Conflict of Interest Code

Funding **Not applicable**

BACKGROUND / ANALYSIS

The Political Reform Act requires public agencies to amend the adopted Conflict of Interest Code when reclassifications, consolidations, and restructuring occur. The City last reviewed the Conflict of Interest Code in December 2006.

There have been only minor changes in the past two years. The changes reflect titles changes and deletion of positions with the end of the Workforce Investment Network. The attached document reflects the current positions in each department with a specific level of disclosure.

Those covered by the Conflict of Interest Code are required to file Statements of Economic Interest (Form 700) annually in April to cover activity in each calendar year. These public documents are available for review in the City Clerk's office.

Respectfully submitted,

Sue Herbers
City Clerk

Noted:

LeROY J. JACKSON
CITY MANAGER

Attachment:
A. Conflict of Interest Code Revised for 2008
B. Conflict of Interest Code Exhibit A Redline Copy

8B

Attachment C

2

Attachment C

Attachment A

CONFLICT OF INTEREST CODE FOR THE CITY OF TORRANCE 2008

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Mayor and City Council, as the code reviewing body for the above named Agency, has adopted a standard Conflict of Interest Code for use by the above named Agency. Therefore, the provisions of the standard Conflict of Interest Code and FPPC Regulation 18730 and any amendments to it, duly adopted by the Mayor and City Council, are hereby incorporated by reference and, along with the attached Exhibit A (Categories) in which disclosure categories are set forth and the attached Exhibit B in which Commissioners, employees, and consultants are designated, constitute the Conflict of Interest Code of the above named Agency.

Individuals holding designated positions shall file statements of economic interests with their Agency's filing officer, the City Clerk.

CONFLICT OF INTEREST AND DISCLOSURE CODE

SECTION 100.
The Mayor and City Council (herein Agency) of the City of Torrance hereby adopts this Conflict of Interest and Disclosure Code. The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein or by reference (Section 18730, Provisions of Conflict of Interest Codes Title 2, Division 6, California Code of Regulations) and this code shall be interpreted in a manner consistent therewith.

SECTION 200. Designated Positions.
The positions listed on Exhibit B are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

SECTION 300. Economic Disclosure Statements.
Designated positions are assigned to one or more of the disclosure categories set forth on Exhibit A (Categories). Each person holding a designated position shall file a statement disclosing his/her interest in investments, business positions, real property, and income, designated as reportable under the category to which his/her position is assigned on Exhibit B.

SECTION 400. Place and Time of Filing.

A. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions.

C. Annual Statements. All designated employees shall file statements no later than April 1.

D. Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

SECTION 410. Statements of Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement. .

A. Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

SECTION 500. Contents of Economic Disclosure Statements.

Statements shall be made on forms prescribed by the Fair Political Practice Commission and supplied to the City Clerk's office, and shall contain that information required by the Section 18730 Provisions of the Conflict of Interest Codes (Title 2, Division 6, California Code of Regulations). This may include Investments and Real Property Disclosure, Personal Income Disclosure, Business Entity Income Disclosure, and Acquisition or Disposal During Reporting Period.

SECTION 510. Prohibition on Receipt of Honoraria.

A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

SECTION 520. Prohibition on Receipt of Gifts in Excess of $420.

A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

SECTION 530. Loans to Public Officials.

A. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

B. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

C. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the without regard to the elected officer's official status.

D. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

E. This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

SECTION 540. Loan Terms

A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

B. This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

C. Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

SECTION 550. Personal Loans

A. Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
   a. The date the loan was made.
   b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
   c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

B. This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

SECTION 600. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;
B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;
C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $320 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

SECTION 610. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

SECTION 700. Adoption by Incorporation.
Adoption by incorporation by reference of the terms of this code (Section 18730. Provisions of Conflict of Interest Codes Title 2, Division 6, California Code of Regulations) along with the designation of employees and the formulation of disclosure categories in the Exhibits referred to above constitute the adoption and promulgation of a Conflict of Interest and Disclosure Code.

EXHIBIT A

REPORTING CATEGORIES

Category 1.

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2.

Persons in this category shall disclose all investments and business positions. The Political Reform Act defines investment as follows:

> "Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars ($2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government Agency. Investments of an individual include pro rata share of investments of any business entity mutual fund or trust in which the individual or spouse owns directly, indirectly or beneficially, a 10 percent interest or greater.

According to the Political Reform Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

Category 3.

Persons in this category shall disclose all income and business positions.

The Political Reform Act defines income as follows:

> "Income" means a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness received by filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater.

Category 4.

Persons in this category shall disclose all business Positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the Agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 5.

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell service, supplies, provisions or other property of a type utilized by the Agency in an aggregate amount of $10,000 or more per annum.

Category 6.

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the Agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the City Manager of the Agency.

EXHIBIT B

Positions and Categories filing Conflict of Interest Statements

Department	*Categories*
City Attorney's Office	
City Attorney	
Assistant City Attorney	1,2,3,4,5
Deputy City Attorney	1,2,3,4,5
Law Office Administrator	1,2,3,4,5
Paralegal	1,2,3,4,5
Legal Counselor	1,2,3,4,5
City Clerk's Office	
City Clerk	1,2,3,4,5
Deputy City Clerk	1,2,3,4,5
City Manager's Office	
City Manager	1,2,3,4,5
Assistant City Manager	1,2,3,4,5
Assistant to City Manager	1,2,3,4,5
Senior Management Associate	1,2,3,4
Management Associate	1,2,3,4
Cable and Community Relations Manager	1,2,3,4
Cable TV Production Supervisor	1,2,3,4
Community Relations Specialist	1,2,3,4
City Treasurer's Office	
City Treasurer	1,2,3,4,5
Deputy City Treasurer	1,2,3,4,5
Civil Service Department	
Civil Service Manager	2,3,4,5
Communication and Information Technology Department	
Information Technology Director	1,2,3,4,5
Information Technology Manager	1,2,3,4,5
Communications Manager	1,2,3,4,5
Communications Supervisor/Telecom	4
Communications Supervisor/Radio	4
Systems Analyst	4
Administrative Analyst	4

Department	*Categories*
Community Services Department	
Community Services Director	1,2,3,4,5
Senior Business Manager	1,2,3,4,5
Administrative Analyst	1,2,3,4,5
Program Coordinator	2,3,4
City Librarian	1,2,3,4,5
Library Services Manager	2,3,4
Principal Librarian	2,3,4
Senior Librarian	2,3,4
Librarian	4
Park Services Manager	1,2,3,4,5
Park Services Supervisor	2,3,4
Cultural Services Manager	1,2,3,4,5
Senior Recreation Supervisor	2.3.4
Recreation Supervisor	2,3,4
Program Coordinator	2,3,4
Recreation Services Manager	1,2,3,4,5
Recreation Supervisor	2,3,4
Program Coordinator	2,3,4
Market Manager	2,3,4
Nature Center Manager	2,3,4
Finance Department	
Finance Director	1,2,3,4,5
Assistant Finance Director	1,2,3,4,5
Senior Accountant	1,2,3,4,5
Accounting Manager	1,2,3,4,5
Audit Manager	1,2,3,4,5
Budget Manager	1,2,3,4,5
Purchasing Agent	1,2,3,4,5
Buyer	1,2,3,4,5

Department	*Categories*
Fire Department	
Fire Chief	1,2,3,4,5
Division Fire Chief	1,2,3,4,5
Battalion Fire Chief (Admin & Hazmat	1,2,3,4
Fire Captain	4
Fire Fighter (Special Assignment = 40 hr assignment)	4
Senior Fire Prevention Officer	4
Senior Fire Inspector	4
Fire Prevention Officer	4
Hazardous Materials Analyst	4
Hazardous Materials Specialist	4
General Services Department	
General Services Director	1,2,3,4,5
Facility Services Manager	2,3,4,5
Fleet Services Manager	1,2,3,4,5
Building Maintenance Supervisor	2,3,4,5
Air Conditioning & Heating Supervisor	2,3,4,5
Facility Services Supervisor	2,3,4,5
Facility Operations Manager	2,3,4,5
Business Manager	2,3,4,5
Sr. Building Inspector	2,3,4,5
Fleet Services Supervisor	1,2,3,4,5
Warehouse Supervisor	2,3,4,5
Auto Parts Storekeeper	2,3,4,5
Administrative Analyst	2,3,4,5
Central Services Supervisor	2,3,4,5
Human Resources Department	
Human Resources Director	2,3,4
Human Resources Manager	2,3,4
Risk Manager	2,3,4
Workers Compensation Administrator	2,3,4
Workers Comp Claims Examiner	2,3,4
Home Improvement Instructor	2,3,4

Department	Categories
Police Department	
Chief of Police	1,2,3,4,5
Deputy Chief	1,2,3,4,5
Police Captain	1,2,3,4,5
Police Lieutenant	1,2,3,4,5
Police Records Administrator	1,2,3,4,5
Juvenile Diversion Coordinator	1,2,3,4,5
Public Works Department	
Public Works Director	1,2,3,4,5
Deputy Public Works Director	1,2,3,4,5
Sanitation Services Manager	1,2,3,4, 5
Operations Manager	1,2,3,4,5
Streetscape Manager	1,2,3,4
Senior Water Service Supervisor	1,2,3,4
Project Manager	1,2,3,4
Public Works Supervisor	1,2,3,4
Water Service Supervisor	1,2,3,4
Traffic & Lighting Supervisor	4
Administrative Analyst	1,2,3,4
Waste Management Coordinator	4
Airport Operations Supervisor	4
Associate Engineer	1,2,3,4
Assistant Engineer	1,2,3
Water Tech III	1,2,3,4
Transit Department	
Transit Director	1,2,3,4,5
Assistant Manager, Transit Administration	1,2,3,4,5
Assistant Manager, Transit Operations	1,2,3,4,5
Business Manager	2,3,4,5
Administrative Analyst	2,3,4,5
Staff Assistant	2,3,4
Fleet Services Manager	1,2,3,4,5
Fleet Services Supervisor	1,2,3,4,5
Auto Parts Storekeeper	2,3,4,5
Storekeeper	

Department	*Categories*
Community Development Department	
Community Development Director	1,2,3,4,5
Deputy Community Development Director	1,2,3,4,5
Building & Safety Manager	1,2,3,4,5
Structural Plans Examiner	1,2,3,4
Plans Examiner	1,2,3,4
Building Inspection Supervisor	1,2,3,4
Senior Mechanical and Plumbing Inspector	1,2,3,4
Senior Electrical Inspector	1,2,3,4
Senior Grading Inspector	1,2,3,4
Senior Building Inspector	1,2,3,4
Senior Public Works Inspector	1,2,3,4
Building Inspector	1,2,3,4
Public Works Inspector	1,2,3,4
Permits Technician	1,2,3,4
Planning Manager	1,2,3,4
Senior Planning Associate	1,2,3
Senior Housing Specialist	1,2,3
Planning Associate	1,2,3
Planning Assistant	1,2,3
Associate Engineer	1,2,3,4
Supervising Sr. Environmental Quality Officer	
Senior Environmental Quality Officer	1,2,3
Environmental Quality Officer	1,2,3
Revenue Inspector/Collector	1,2,3,4
Housing Specialist	1,2,3
Planning & Engineering Manager	1,2,3,4

COMMISSIONS (Full Disclosure – Categories 1-through 5)

Airport Commission
Cable Television Advisory Board
Civil Service Commission
Environmental Quality and Energy Conservation Commission
Planning Commission (GC 87200)

Attachment C

Attachment B

CONFLICT OF INTEREST CODE FOR THE CITY OF TORRANCE 2008

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Mayor and City Council, as the code reviewing body for the above named Agency, has adopted a standard Conflict of Interest Code for use by the above named Agency. Therefore, the provisions of the standard Conflict of Interest Code and FPPC Regulation 18730 and any amendments to it, duly adopted by the Mayor and City Council, are hereby incorporated by reference and, along with the attached Exhibit A (Categories) in which disclosure categories are set forth and the attached Exhibit B in which Commissioners, employees, and consultants are designated, constitute the Conflict of Interest Code of the above named Agency.

Individuals holding designated positions shall file statements of economic interests with their Agency's filing officer, the City Clerk.

CONFLICT OF INTEREST AND DISCLOSURE CODE

SECTION 100.
The Mayor and City Council (herein Agency) of the City of Torrance hereby adopts this Conflict of Interest and Disclosure Code. The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein or by reference (Section 18730, Provisions of Conflict of Interest Codes Title 2, Division 6, California Code of Regulations) and this code shall be interpreted in a manner consistent therewith.

SECTION 200. Designated Positions.
The positions listed on Exhibit B are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

SECTION 300. Economic Disclosure Statements.
Designated positions are assigned to one or more of the disclosure categories set forth on Exhibit A (Categories). Each person holding a designated position shall file a statement disclosing his/her interest in investments, business positions, real property, and income, designated as reportable under the category to which his/her position is assigned on Exhibit B.

Attachment C

SECTION 400. Place and Time of Filing.

A. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions.

C. Annual Statements. All designated employees shall file statements no later than April 1.

D. Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

SECTION 410. Statements of Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

A. Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

SECTION 500. Contents of Economic Disclosure Statements.

Statements shall be made on forms prescribed by the Fair Political Practice Commission and supplied to the City Clerk's office, and shall contain that information required by the Section 18730 Provisions of the Conflict of Interest Codes (Title 2, Division 6, California Code of Regulations). This may include Investments and Real Property Disclosure, Personal Income Disclosure, Business Entity Income Disclosure, and Acquisition or Disposal During Reporting Period.

SECTION 510. Prohibition on Receipt of Honoraria.

A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

SECTION 540. Loan Terms

A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

B. This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

C. Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

SECTION 550. Personal Loans

A. Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
   a. The date the loan was made.
   b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
   c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

B. This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

SECTION 600. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;
B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;
C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $320 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

SECTION 610. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

SECTION 700. Adoption by Incorporation.
Adoption by incorporation by reference of the terms of this code (Section 18730, Provisions of Conflict of Interest Codes Title 2, Division 6, California Code of Regulations) along with the designation of employees and the formulation of disclosure categories in the Exhibits referred to above constitute the adoption and promulgation of a Conflict of Interest and Disclosure Code.

EXHIBIT A

REPORTING CATEGORIES

Category 1.

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2.

Persons in this category shall disclose all investments and business positions. The Political Reform Act defines investment as follows:

> "Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars ($2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government Agency. Investments of an individual include pro rata share of investments of any business entity mutual fund or trust in which the individual or spouse owns directly, indirectly or beneficially, a 10 percent interest or greater.

According to the Political Reform Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

Category 3.

Persons in this category shall disclose all income and business positions.

The Political Reform Act defines income as follows:

> "Income" means a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness received by filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater.

Category 4.

Persons in this category shall disclose all business Positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the Agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 5.

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell service, supplies, provisions or other property of a type utilized by the Agency in an aggregate amount of $10,000 or more per annum.

Category 6.

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the Agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the City Manager of the Agency.

EXHIBIT B

Positions and Categories filing Conflict of Interest Statements

Department	*Categories*
City Attorney's Office	
City Attorney	
Assistant City Attorney	1,2,3,4,5
Deputy City Attorney	1,2,3,4,5
Law Office Administrator	1,2,3,4,5
Paralegal	1,2,3,4,5
Legal Counselor	1,2,3,4,5
City Clerk's Office	
City Clerk	1,2,3,4,5
Deputy City Clerk	1,2,3,4,5
City Manager's Office	
City Manager	1,2,3,4,5
Assistant City Manager	1,2,3,4,5
Assistant to City Manager	1,2,3,4,5
Senior Management Associate	1,2,3,4
Management Associate	1,2,3,4
Cable and Community Relations Manager	1,2,3,4
Cable TV Production Supervisor	1,2,3,4
Community Relations Specialist	1,2,3,4
City Treasurer's Office	
City Treasurer	1,2,3,4,5
Deputy City Treasurer	1,2,3,4,5
Civil Service Department	
Civil Service Manager	2,3,4,5
Communication and Information Technology Department	
Information Technology Director	1,2,3,4,5
Information Technology Manager	1,2,3,4,5
Communications Manager	1,2,3,4,5
Communications Supervisor/Telecom	4
Communications Supervisor/Radio	4
Systems Analyst	4
Administrative Analyst	4

Department	*Categories*
Community Services Department	
Community Services Director	1,2,3,4,5
Senior Business Manager	1,2,3,4,5
Administrative Analyst	1,2,3,4,5
Program Coordinator	2,3,4
City Librarian	1,2,3,4,5
Library Services Manager	2,3,4
Principal Librarian	2,3,4
Senior Librarian	2,3,4
Librarian	4
Park Services Manager	1,2,3,4,5
Park Services Supervisor	2,3,4
Cultural Services Manager	1,2,3,4,5
Senior Recreation Supervisor	2.3.4
Recreation Supervisor	2,3,4
Program Coordinator	2,3,4
Recreation Services Manager	1,2,3,4,5
Recreation Supervisor	2,3,4
Program Coordinator	2,3,4
Market Manager	2,3,4
Nature Center Manager	2,3,4
Finance Department	
Finance Director	1,2,3,4,5
Assistant Finance Director	1,2,3,4,5
Senior Accountant	1,2,3,4,5
Accounting Manager	1,2,3,4,5
Audit Manager	1,2,3,4,5
Budget Manager	1,2,3,4,5
Purchasing Agent	1,2,3,4,5
Buyer	1,2,3,4,5

Department	*Categories*
Fire Department	
Fire Chief	1,2,3,4,5
Division Fire Chief	1,2,3,4,5
Battalion Fire Chief (Admin & Hazmat	1,2,3,4
Fire Captain	4
Fire Fighter (Special Assignment = 40 hr assignment)	4
Senior Fire Prevention Officer	4
Senior Fire Inspector	4
Fire Prevention Officer	4
Hazardous Materials Analyst	4
Hazardous Materials Specialist	4
General Services Department	
General Services Director	1,2,3,4,5
Facility Services Manager	2,3,4,5
Fleet Services Manager	1,2,3,4,5
Building Maintenance Supervisor	2,3,4,5
Air Conditioning & Heating Supervisor	2,3,4,5
Facility Services Supervisor	2,3,4,5
Facility Operations Manager	2,3,4,5
Business Manager	2,3,4,5
Sr. Building Inspector	2,3,4,5
Fleet Services Supervisor	1,2,3,4,5
Warehouse Supervisor	2,3,4,5
Auto Parts Storekeeper	2,3,4,5
Administrative Analyst	2,3,4,5
Central Services Supervisor	2,3,4,5
Human Resources Department	
Human Resources Director	2,3,4
Human Resources Manager	2,3,4
Risk Manager	2,3,4
Workers Compensation Administrator	2,3,4
Workers Comp Claims Examiner	2,3,4
Home Improvement Instructor	2,3,4
~~Claims Technician~~	~~2,3,4~~
~~Career Center Supervisor~~	~~2,3,4~~
~~Senior Job Training Project Leader~~	~~2,3,4~~
~~Job Training Project Leader~~	~~2,3,4~~
~~Job Training Project Assistant~~	~~2,3,4~~

Department	Categories
Police Department	
Chief of Police	1,2,3,4,5
Deputy Chief	1,2,3,4,5
Police Captain	1,2,3,4,5
Police Lieutenant	1,2,3,4,5
Police Records Administrator	1,2,3,4,5
Juvenile Diversion Coordinator	1,2,3,4,5
Public Works Department	
Public Works Director	1,2,3,4,5
Deputy Public Works Director	1,2,3,4,5
Sanitation Services Manager	1,2,3,4, 5
Operations Manager	1,2,3,4,5
Streetscape Manager	1,2,3,4
Senior Water Service Supervisor	1,2,3,4
Project Manager	1,2,3,4
Public Works Supervisor	1,2,3,4
Water Service Supervisor	1,2,3,4
Traffic & Lighting Supervisor	4
Administrative Analyst	1,2,3,4
Waste Management Coordinator	4
Airport Operations Supervisor	4
Associate Engineer	1,2,3,4
Assistant Engineer	1,2,3
Water Tech III	1,2,3,4
Transit Department	
Transit Director	1,2,3,4,5
Assistant Manager, Transit Administration	1,2,3,4,5
Assistant Manager, Transit Operations	1,2,3,4,5
Business Manager	2,3,4,5
Administrative Analyst	2,3,4,5
Staff Assistant	2,3,4
Fleet Services Manager	1,2,3,4,5
Fleet Services Supervisor	1,2,3,4,5
Auto Parts Storekeeper	2,3,4,5
Storekeeper	

Department	*Categories*
Community Development Department	
Community Development Director	1,2,3,4,5
Deputy Community Development Director	1,2,3,4,5
Building & Safety Manager	1,2,3,4,5
Structural Plans Examiner	1,2,3,4
Plans Examiner	1,2,3,4
Building Inspection Supervisor	1,2,3,4
Senior Mechanical and Plumbing Inspector	1,2,3,4
Senior Electrical Inspector	1,2,3,4
Senior Grading Inspector	1,2,3,4
Senior Building Inspector	1,2,3,4
Senior Public Works Inspector	1,2,3,4
Building Inspector	1,2,3,4
Public Works Inspector	1,2,3,4
Permits Technician	1,2,3,4
Planning Manager	1,2,3,4
Senior Planning Associate	1,2,3
Senior Housing Specialist	1,2,3
Planning Associate	1,2,3
Planning Assistant	1,2,3
Associate Engineer	1,2,3,4
Supervising Sr. Environmental Quality Officer	
Senior Environmental Quality Officer	1,2,3
Environmental Quality Officer	1,2,3
Revenue Inspector/Collector	1,2,3,4
Housing Specialist	1,2,3
Planning & Engineering Manager	1,2,3,4
~~Building Regulations Administrator~~	~~1,2,3,4,5~~
~~Associate Engineer~~	~~1,2,3,4~~
~~Associate Engineer~~	~~1,2,3,4~~
~~Building Inspector~~	~~1,2,3,4~~
~~Building Inspector~~	~~1,2,3,4~~
~~Environmental Quality Officer~~	
~~Environmental Services Administrator~~	~~1,2,3,4~~
~~Planning Assistant~~	~~1,2,3~~
~~Planning Associate~~	~~1,2,3~~
~~Planning Associate~~	~~1,2,3~~
~~Public Works Inspector~~	~~1,2,3,4~~
~~Senior Building Inspector~~	~~1,2,3,4~~
~~Senior Planning Associate~~	~~1,2,3~~
~~Senior Planning Associate (Housing Administrator)~~	~~1,2,3~~
~~Transportation Planner~~	~~1,2,3,4~~

COMMISSIONS (Full Disclosure – Categories 1-through 5)

Airport Commission
Cable Television Advisory Board
Civil Service Commission
Environmental Quality and Energy Conservation Commission
Planning Commission (GC 87200)

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Chapter 30 **Gift and Gratuity Policy**

The City of Torrance shall have a uniform policy and procedure to guide department heads and City employees when accepting gifts or gratuities from public or private entities. All City employees must observe all federal and state laws and the regulations of the California Fair Political Practices Commission. As a government agency and custodian of public services, the City of Torrance is concerned that there be safeguards against any appearance of favoritism in its relationship with public and private entities. Therefore, neither employees nor departments may accept gift/ gratuities which are offered or appear to be offered in an attempt to influence the employee except as set forth in this policy. The department head must review any gifts that are bestowed to an employee or department before acceptance of the gift.

Article 30.05 **Definitions**

- *Gift or Gratuity:* Any payment or other benefit of value to a City employee. Gifts include, but are not limited to: merchandise, service, money, or entertainment, and any rebate or discount on merchandise, food, travel or services.
- *Conflict of Interest:* Soliciting or accepting "anything of value" which can lead to the perception or the reality that an employee's official action or judgment could be influenced.

30.10 **Acceptance of Gifts**

Gifts that may be accepted by employees or departments from a business entity or organization include:

- Meals, tickets or gifts cumulatively valued at less than $25 from the same entity in any 12 month period per employee.
- A rebate or discount that is available on an equal basis to other public or private agencies (i.e., amusement park discounts as provided by the City's Human Resources Department).
- A gift valued at more than $25 that is consumable or

usable by the office. If gifts are bestowed upon an employee, the department head must be notified before an employee can accept the gift. These gifts must remain on City premises at all times and should be reported immediately to the department head.

Employees offered a gift outside the realm of this policy should express appreciation for the thoughtful gesture and make reference to the City's policy when declining. The City Manager's Office may be contacted with questions regarding gifts and gratuities outside the scope of this policy. NOTE: Gifts of alcoholic beverages may not be accepted at any time.

Torrance Commissions with Descriptions

Part 1 - *Covered* by 2008 Torrance Conflict of Interest Code

Airport Commission

The Airport Commission advises the City Council on matters concerning the Torrance Airport in the areas of development of airport facilities, aeronautical leases of airport land, airport special events, and airport noise.

Cable Television Advisory Board

The Board advises and makes recommendations to the Cable Television Foundation and City Council in the area of policies and procedures in public access interests, scheduling public access programming, facilities, and equipment for the community and public access channels, and disbursement of Foundation funds.

Civil Service Commission

The Civil Service Commission, through its staff, is responsible for all examinations for the original selection and promotion of city employees; it acts as a board of review in all employee disciplinary matters when applicants dispute the results of employment tests or pre-employment medical examinations; it reviews complaints regarding employment matters where discrimination may be an issue. The Commission is advisory to the City Council.

Environmental Quality and Energy Conservation Commission

Duties of the Commission deal with commercial sign reviews, oil production and oil site maintenance, animal control, beautification awards, community noise control, energy conservation, property nuisances, and property maintenance.

Planning Commission

The Commission works with the Community Development Department in the preparation of master plans and zoning studies that affect the growth and development of Torrance.

Part 2 - *Not covered* by 2008 Torrance Conflict of Interest Code

2010 Census Complete Count Committee

The U.S. 2010 Census Bureau and the City of Torrance have established a partnership to generate public awareness to ensure a complete and accurate count for the 2010 Census. Part of this effort will be spearheaded by the 2010 Census Complete Count Committee that was established by the Torrance City Council on June 9, 2009. Its mission is to influence every member of the jurisdiction to complete the 2010 Census questionnaire in a timely and accurate manner. This body is ad-hoc in nature and will expire with the completion of the Census effort.

Commission on Aging

The Commission deals with the needs and issues confronting senior citizens in the community and provides a voice for senior citizens as a community group. The Commission has a direct liaison to the City Council.

Cultural Arts Commission

Assists the City Council in providing for and promoting opportunities for the artistic and cultural development of our citizens.

Disaster Council

The Council conducts regular surveys of disaster readiness in the City and disseminates alert information to the public. This Council may include individuals who are appointed for their unique expertise and have not civic connection to the City of Torrance other than their participation on the advisory board.

Ethics and Integrity Committee

The Committee shall perform any duties assigned to it by the City Council or the following Code Section concerning Ethics and Integrity in Government.

Library Commission

The Commission makes recommendations to the City Council regarding the operation of the library system by keeping in touch with the patrons; establishes strong lines of communication with the schools; supports the Historical Society and the Friends of the Torrance Library; promotes the use of the library; gives information on its activities and encourages public support as well as legislative support.

Parks & Recreation Commission

The Commission advises and makes recommendations to the Council on matters pertinent to a public park and recreation program, including acquisition of land, equipment, and facilities, and improvements in operations and administration.

Torrance Centennial Committee

The Torrance Centennial Committee is responsible for planning and recommending fun-filled and educational events in the City to celebrate the City's first 100 years. Events and activities will start on January 1, 2012 and will culminate on Sunday, October 21, 2012.

Traffic Commission

The Traffic Commission makes recommendations to the City Council on street and traffic improvement such as speed limits, transit and truck routes, the placement of crossing guards, and changes to the select street system.

Water Commission

The ultimate objectives of the Commission are to make recommendations for assuring high-quality non-interruptible water service at the lowest possible cost.

Youth Council

The Council is an advisory body to City Council on matters pertaining to youth in Torrance. This Council is composed primarily of minors, which could present legal challenges if reporting regulations are imposed.

Comparison of Area Cities' Conflict-of-Interest Codes

City	Covered Boards and Commissions		
Manhattan Beach	Cultural Arts Commission Parking and Public Improvements Commission	Parks and Recreation Commission Library Commission Harbor Commission Preservation Commission Environmental Quality and Energy Conservation Commission Planning Commission	Reportable interests in real property, investments, and income *
Redondo Beach	Board of Appeals Uniform Codes Handicapped Access Appeals Board		Reportable interests in real property, investments, income, and business positions *
Torrance	Airport Commission Cable Television Advisory Board Civil Service Commission		Reportable interests in real property, investments, income including gifts and loans, and business positions *
Beverly Hills	Architectural Commission Design Review Commission Fine Art Commission Health & Safety Commission Human Relations Commission	Planning Commission Public Works Commission Recreation and Parks Commission Solicitations Advisory Commission Traffic and Parking Commission	Reportable interests in real property, investments, and business positions *
El Segundo	Planning Commission Aviation Safety and Noise Abatement Committee Capital Improvement Program Advisory Community Cable Advisory Committee Economic Development Advisory Council	Environmental Committee Investment Advisory Committee Library Board of Trustees Recreation & Parks Commission Senior Housing Board	Form 700 (complete)
Santa Monica	Airport Commission Architectural Review Board Arts Commission Accessibility Board of Appeals Building and Safety Commission City Council Commission for Senior Community Commission on the Status of Women Disabilities Commission	Housing Commission Landmarks Commission Library Board Measure V Citizens Oversight Committee Personnel Board Planning Commission Recreation and Parks Commission Rent Control Board Commissioners Social Services Commission	All investments, business positions and sources of income which are subject to the regulatory, permit or licensing authority of the Board or Commission on which the member serves.

** "Reportable" is defined within the respective codes.*

Comparison of Area Cities' Conflict of Interest Codes (continued)

City	Agency Boards and Commissions		
Long Beach	Planning Commission Airport Advisory Commission Belmont Shore Parking & Business Improvement Area Advisory Commission Bixby Knolls Parking & Business Improvement Area Association Board of Examiners, Appeals and Condemnation Board of Health and Human Services Cable Communications Advisory Commission Citizen Police Complaint Commission Citizens Advisory Commission on Disabilities Civil Service Commission Commission on Youth and Children Community Development Advisory Commission Cultural Heritage Commission Disabled Access Appeals Board Downtown Long Beach Associates Economic Development Commission Harbor Commission Homeless Services Advisory Commission Housing Authority Improvement District Marine Advisory Commission	Housing Development Company Human Relations Commission Long Beach Area Convention and Visitor's Bureau Long Beach Transit Board of Directors Magnolia Industrial Group Property & Business Municipal Golf Commission Parks and Recreation Commission Pedestrian Safety Advisory Committee Public Corporation for the Arts (aka Arts Council for Long Beach) Public Safety Advisory Commission Redevelopment Agency Redevelopment Agency - Central Project Area Committee Redevelopment Agency - North Project Area Committee Redevelopment Agency - Westside Project Area Committee Relocation Appeals Board Senior Citizen Advisory Sustainable City Commission Water Commission	All interests in real property located in Long Beach or within two miles of any land owned or used by the City of Long Beach, as well as investments, business positions, and sources of income (including gifts, loans, and travel payments).

Comparison of Other Cities' Policies

City	Limits and Prohibitions	[illegible]
Torrance	Limit of $25 per year, per source. Consumables in excess of limit may be kept on city property and made available to city employees. No alcohol.	Report all gifts to department head immediately.
Beverly Hills	No gifts except: 1) meals at official functions; 2) honorary awards for performance; 3) non-cash diminimus tokens of appreciation	Report excepted gifts and transfer all other gifts to department head
Long Beach	Limit of $420 per year, per source. Employees may not accept passes or tickets to recreational or entertainment events, unless they are assigned to attend such events as part of their duties. They may not accept gifts of consumable goods, such as food, drink and other products provided by someone actually or potentially involved with business with the City.	Report all sources totalling $50 or more in a given year, or donate to charity within 30 days of receipt.
Santa Monica	May not accept anything of value for performing any services which are part of duties or responsibilities.	Decline graciously, return to sender, or drop off unused at local charity.