

Campaign Finance Ordinance

Los Angeles Municipal Code §§ 49.7.1 *et seq.*

Effective September 24, 2019

Los Angeles City
ETHICS COMMISSION

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**Campaign Finance Ordinance
TABLE OF CONTENTS**

SEC. 49.7.1. RELATION TO THE CITY CHARTER. 1

SEC. 49.7.2. DEFINITIONS. 1

SEC. 49.7.3. CHARTER-BASED ADJUSTMENTS. 4

SEC. 49.7.4. AGGREGATION OF CONTRIBUTIONS AND EXPENDITURES. 7

SEC. 49.7.5. FAMILY CONTRIBUTIONS. 8

SEC. 49.7.6. TEXT MESSAGE CONTRIBUTIONS. 8

SEC. 49.7.7. RECEIPT OF CONTRIBUTIONS. 8

SEC. 49.7.8. TREATMENT OF PAYMENTS. 8

SEC. 49.7.9. LOANS AND CREDIT. 8

SEC. 49.7.10. FUNDRAISING WINDOWS. 9

SEC. 49.7.11. SOLICITATION AND DELIVERY OF CAMPAIGN CONTRIBUTIONS. 10

SEC. 49.7.12. TRAINING FOR CANDIDATES AND TREASURERS. 11

SEC. 49.7.13. COMMITTEES TO OPPOSE RECALL PETITIONS. 11

SEC. 49.7.14. CAMPAIGN STATEMENT FILING DEADLINES. 11

SEC. 49.7.15. COMMITTEE INFORMATION. 12

SEC. 49.7.16. CONTRIBUTOR INFORMATION. 12

SEC. 49.7.17. FILING AND RECORDKEEPING REQUIREMENTS. 13

SEC. 49.7.18. REPRODUCTION OF MATERIALS. 14

SEC. 49.7.19. OFFICEHOLDER COMMITTEES. 14

SEC. 49.7.20. LEGAL DEFENSE COMMITTEES. 18

SEC. 49.7.21. DISCLOSURE BY OFFICEHOLDER AND LEGAL DEFENSE
COMMITTEES. 20

SEC. 49.7.22. ACCEPTANCE OR REJECTION OF MATCHING FUNDS.	22
SEC. 49.7.23. PARTICIPATION AND QUALIFICATION REQUIREMENTS.....	22
SEC. 49.7.24. EXPENDITURE CEILINGS.....	23
SEC. 49.7.25. EXPENDITURE CEILINGS LIFTED.	24
SEC. 49.7.26. NOTICE REGARDING EXPENDITURE CEILINGS.	24
SEC. 49.7.27. MATCHING FUNDS FORMULA.....	25
SEC. 49.7.28. REQUESTS FOR MATCHING FUNDS PAYMENTS.	25
SEC. 49.7.29. MAXIMUM MATCHING FUNDS.....	25
SEC. 49.7.30. MATCHING FUNDS PAYMENTS TO CANDIDATES.....	26
SEC. 49.7.31. DISCLOSURE OF INDEPENDENT EXPENDITURE COMMUNICATIONS.	26
SEC. 49.7.32. DISCLOSURE OF CAMPAIGN, OFFICEHOLDER, AND LEGAL DEFENSE COMMUNICATIONS.....	28
SEC. 49.7.33. DISCLAIMERS ON POLITICAL COMMUNICATIONS.	29
SEC. 49.7.34. SOCIAL MEDIA ACCOUNTS.	32
SEC. 49.7.35. BIDDER CONTRIBUTION AND FUNDRAISING RESTRICTIONS.	32
SEC. 49.7.36. UNDERWRITER CONTRIBUTION AND FUNDRAISING RESTRICTIONS.	38
SEC. 49.7.37. RECORDKEEPING.	42
SEC. 49.7.38. ENFORCEMENT.	42
SEC. 49.7.39. LATE FILING PENALTIES.....	44
SEC. 49.7.40. SEVERABILITY.	44

Campaign Finance Ordinance

Los Angeles Municipal Code Chapter IV, Article 9.7

Added by Ordinance No.165607, effective 4/21/90.

Amended in the entirety by Ordinance No.182264, effective 10/29/12.

SEC. 49.7.1. RELATION TO THE CITY CHARTER.

The provisions of this Article are in addition to and supplement the regulations contained in Charter Sections 470, 471, 609(e), and 700, et seq.

History:

Amended by Ord. No. 172942, effective 1/21/00.

Amended by Ord. No.175344, effective 8/16/03.

Amended by Ord. No. 183236, effective 10/30/14.

SEC. 49.7.2. DEFINITIONS.

The following terms have the meanings identified below. Other terms used in this Article have the meanings identified in the Political Reform Act.

A. “Behested” means made at the request of, at the suggestion of, with the cooperation of, in concert with, in consultation with, in coordination with, under the direction of, or under any arrangement with a candidate or candidate’s City controlled committee.

1. There is a rebuttable presumption that a communication is behested in any of the following circumstances:

- a. The communicator and the candidate retain the same individual or entity to provide non-ministerial, campaign-related professional services, including but not limited to polling, campaign research, media consultation or production, direct mail consultation, and

fundraising, in the same election cycle.

- b. The communication reproduces or redistributes, in whole or substantial part, a campaign, officeholder, or legal defense communication.
- c. The communication includes information about a candidate’s campaign plans, projects, or needs that is not generally available to the public or is provided directly or indirectly by the candidate.
- d. The communicator discusses or negotiates the communication with the candidate.
- e. The communicator is serving or has served in a formal advisory or policy-making position with the candidate or has participated in strategic or policy-making discussions with the candidate regarding the pursuit of nomination or election to office and, in the same election cycle, the candidate is pursuing the office that the campaign communication is intended to influence.
- f. The communication is made in connection with fundraising events or campaign activities co-sponsored by the candidate and the communicator.

2. None of the following circumstances is sufficient in and of itself to constitute a behested campaign, officeholder, or legal defense communication:
 - a. The communicator interviews the candidate regarding legislative or policy issues that affect the spender or discusses campaign-related issues with the candidate but does not communicate with the candidate regarding the communication.
 - b. The communicator solicits or obtains a photograph, biography, position paper, press release, or similar material from the candidate and, without the candidate's prior knowledge, uses that material in the communication.
 - c. The communicator made a contribution to the candidate or the candidate's City controlled committee.
 - d. The communicator communicates to the candidate the intent to make a communication but does not discuss or negotiate the communication with the candidate.
 - e. A member of a communicator organization provides volunteer services to or works for the affected candidate's campaign. This exception does not apply if the member was also involved in the activities of the communicator's political action committee, makes payments on behalf of the communicator, is serving or has served the candidate in a formal advisory or policy-making position, or is making or has engaged in strategic or policy-making discussions with the candidate.
 - f. The communication was made in response to an unsolicited request from a political party leader or an agent of the leader.
 - g. The communicator employs or is under contract with a political consultant or pollster who previously rendered services to the candidate.
3. "Communicator" means a person who makes or incurs an expenditure for a communication or causes a communication to be distributed or displayed. Reference to a communicator includes the communicator's agent. Reference to a candidate includes the candidate's agent and City controlled committees.
- B. "Campaign communication"** means a communication that expressly advocates the election or defeat of a clearly identified City candidate or ballot measure or, taken as a whole and in context, unambiguously urges a particular result in a City election and is authorized, distributed, paid for, or behested by a candidate for elected City office, or by a City controlled committee, a City recall committee, or a City ballot measure committee.
- C. "City controlled committee"** means a committee created for City purposes and controlled by an elected City officer or a candidate for elected City office. The term includes City campaign

committees, officeholder committees, legal defense committees, and recall and ballot measure committees. The term does not include a committee created for election to or the holding of a non-City office.

- D. **“City official”** has the same meaning as in Section 49.5.2(C).
- E. **“Citywide office”** means the offices of City Attorney, Controller, or Mayor.
- F. **“Communication”** means a message that conveys information or views in a scripted or reproduceable format, including but not limited to paper, audio, video, telephone, electronic, Internet, Web logs, and social media.
- G. **“Elected City office”** means the office of City Council member, City Attorney, Controller, or Mayor.
- H. **“Elected City officer”** means a person who holds elected City office, whether appointed or elected.
- I. **“Fiscal Year”** means the 12-month period beginning July 1 and ending June 30.
- J. **“Fundraising event”** means an event designed for political fundraising, at which contributions for an elected City officer, a candidate for elected City office, or a City controlled committee are solicited or received.
- K. **“General election”** means a regular or special general municipal election at which an elected City office or a City measure is on the ballot.
- L. **“Independent expenditure communication”** means a communication that expressly

advocates the election or defeat of a clearly identified City candidate or ballot measure or, taken as a whole and in context, unambiguously urges a particular result in a City election and is not authorized, distributed, paid for, or behested by the affected candidate or committee. The term includes member communications, as defined in the Political Reform Act, if any of the following applies:

1. The communication is not a type that is routinely distributed by the member organization;
2. The communication is not directed solely to and intended only for the member organization’s own members; or
3. The cost of the communication exceeds the amount that the member organization routinely spends for that type of communication.

- M. **“Legal defense communication”** means a communication authorized, distributed, paid for, or behested by a legal defense committee or the person who controls the committee.
- N. **“Non-participating candidate”** means a candidate for elected City office who has not agreed to participate in the public matching funds program, has subsequently declined to participate in the public matching funds program, or has been disqualified from participating in the public matching funds program.
- O. **“Officeholder communication”** means a communication authorized, distributed, paid for, or behested by an officeholder committee or the person who controls the committee.

P. “Participating candidate” means a candidate for elected City office who has agreed to participate in the public matching funds program, has filed a statement of acceptance of matching funds, has not subsequently declined to participate in the matching funds program, and has not been disqualified from participating in the matching funds program.

Q. “Political communication” means a campaign communication, an independent expenditure communication, a legal defense communication, or an officeholder communication.

R. “Political Reform Act” means the California Political Reform Act of 1974 (California Government Code Sections 81000 *et seq.*) and the related regulations of the California Fair Political Practices Commission.

S. “Primary election” means a regular or special primary nominating election at which an elected City office or a City measure is on the ballot.

T. “Qualified contribution” means a contribution that meets all of the following criteria:

1. The contribution is lawful under federal, state and City law.
2. The contribution was received by a participating candidate.
3. The contribution was not received from the participating candidate or the participating candidate’s immediate family.
4. The contribution was received from an individual residing within the City.

5. The contribution is monetary and is not a loan or pledge.
6. The contribution was received no later than three months after the date of the election, no earlier than the opening of the applicable fundraising window in Section 49.7.10, and no earlier than the date on which the candidate filed a Declaration of Intent to Solicit and Receive Contributions for that election.

History:

Added by Ord. No. 175344, effective 8/16/03.

Amended by Ord. No. 181972, effective 1/28/12.

Amended by Ord. No. 182264, effective 10/29/12.

Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.1.1).

Amended by Ord. No. 182362, effective 1/30/13.

Amended by Ord. No. 183236, effective 10/30/14.

Amended by Ord. No. 183414, effective 3/13/15.

Amended by Ord. No. 185923, effective 1/28/19.

SEC. 49.7.3. CHARTER-BASED ADJUSTMENTS.

The Ethics Commission has a duty under Charter Section 702(h) to annually adjust limitations and disclosure thresholds in City law to reflect changes in the Consumer Price Index (CPI).

A. The duty applies to the following provisions in the City’s campaign finance laws:

1. The per-person limits on campaign contributions in Charter Sections 470(c)(3) and 470(c)(4).
2. The per-person limits on loans in Charter Section 470(c)(8).
3. The aggregate limits on campaign contributions from non-individuals in Charter Section 470(c)(7).

4. The per-person limit on cash contributions in Charter Section 470(d).
 5. The aggregate limit on anonymous contributions in Charter Section 470(e).
 6. The limit on expressions of congratulations or condolences by officeholder committees in Section 49.7.19(D)(12).
 7. The aggregate limits on contributions and transfers to and expenditures by City Council officeholder committees in Sections 49.7.19(G)(1)-(3).
 8. The aggregate limits on contributions and transfers to and expenditures by Citywide officeholder committees in Sections 49.7.19(H)(1)-(3).
 9. The limits on the expenditure of personal funds in a campaign in Section 49.7.23(C)(5).
 10. The limits on expenditures by participating candidates in Section 49.7.24.
 11. The independent expenditure threshold that lifts the expenditure ceilings for participating candidates in Section 49.7.25.
 12. The maximum matching funds available to a participating candidate in a primary election in Section 49.7.29(A).
 13. The maximum matching funds available to a participating candidate in a general election in Section 49.7.29(B).
- B. Pursuant to Charter Sections 240, 470(f), and 702(h), the following apply to CPI adjustments.
1. The adjustments shall be automatically calculated and published by the Ethics Commission staff no later than March 1 of each year.
 2. Adjustments shall reflect the percent change in CPI for All Urban Consumers that is published by the United States Bureau of Labor Statistics for the region that includes the Los Angeles metropolitan area from December 2011 to the December immediately prior to the adjustment using the following formula: divide the CPI for the December immediately prior to the adjustment by 231.567 (the CPI for December 2011); multiply the resulting number by each value below; and round as specified in paragraph 3.
 - a. \$700 for the per-person limits on contributions and loans to a City Council candidate.
 - b. \$1,300 for the per-person limits on contributions and loans to a Citywide candidate.
 - c. The following aggregate limits on non-individual contributions:
 - i. \$202,300 to a City Council candidate.
 - ii. \$539,400 to a City Attorney and a Controller candidate.
 - iii. \$1,213,800 to a Mayoral candidate.
 - d. \$25 for the per-person limit on cash contributions.

- e. \$200 for the aggregate limit on anonymous contributions.
 - f. \$140 for the limit on expressions of congratulations or condolence by officeholder committees.
 - g. \$93,000 for the aggregate limits on contributions and transfers to and expenditures by City Council officeholder committees.
 - h. \$150,000 for the aggregate limits on contributions and transfers to and expenditures by Citywide officeholder committees.
 - i. The following limits on the expenditure of personal funds by participating candidates:
 - i. \$31,100 for a City Council candidate.
 - ii. \$124,500 for a Citywide candidate.
 - j. The following expenditure limits for participating candidates in a primary election:
 - i. \$480,000 for a City Council candidate.
 - ii. \$1,119,000 for a Controller candidate.
 - iii. \$1,259,000 for a City Attorney candidate.
 - iv. \$2,798,000 for a Mayoral candidate.
 - k. The following expenditure limits for participating candidates in a general election:
 - i. \$400,000 for a City Council candidate.
 - ii. \$840,000 for a Controller candidate.
 - iii. \$979,000 for a City Attorney candidate.
 - iv. \$2,237,000 for a Mayoral candidate.
 - l. The following independent expenditure thresholds that lift the expenditure limits for participating candidates:
 - i. \$77,000 in a City Council race.
 - ii. \$155,000 in a Controller and a City Attorney race.
 - iii. \$309,000 in a Mayoral race.
3. Adjustments shall be rounded as follows:
- a. To the nearest \$10 for the values in Subsections B(2)(d) and B(2)(f).
 - b. To the nearest \$100 for the values in Subsections B(2)(a), B(2)(b), B(2)(c) and B(2)(e).
 - c. To the nearest \$1,000 for the values in Subsections B(2)(g) through B(2)(n).
4. Adjustments that apply to limits and thresholds related to elections apply as of the next primary election for an elected City office for which no City fundraising window has opened. All other adjustments apply beginning July 1 of the same calendar year.

5. Adjustments may not exceed an applicable limit or threshold in state law.

History:

*Added by Ord. No. 182264, effective 10/29/12.
Amended by Ord. No. 183236, effective 10/30/14.
Amended by Ord. No. 183414, effective 3/13/15.
Amended by Ord. No. 185923, effective 1/28/19.*

SEC. 49.7.4. AGGREGATION OF CONTRIBUTIONS AND EXPENDITURES.

For purposes of the limitations, prohibitions, and requirements contained in Charter Section 470 and this Article, contributions and expenditures from the following sets of persons will be aggregated and considered to be made by a single person. An aggregated contribution may not exceed the lowest contribution allowed for either person:

- A. Two persons when one controls the other's contribution activity.
- B. A business entity and another person when the person participates in the business entity's decision to make a contribution, is personally prohibited from making the contribution, and holds an ownership interest of at least 20 percent in the business entity.
- C. A sponsored committee, as defined in Government Code Section 82048.7, and its sponsoring organization.
- D. A committee and another person when the person participates in the committee's decision to make a contribution, is personally prohibited from making the contribution, and provides (alone or in conjunction with other similarly prohibited persons) 20 percent or more of the committee's funding.

- E. Two entities when the same individuals constitute a majority of each entity's board of directors.
- F. Two entities that share the same officers or a majority of officers. For the purposes of this Subsection, an officer does not include an individual who serves only as a member of the entity's board of directors.
- G. A corporation or limited liability company that shares the same majority shareholders or members as or holds a majority of the voting rights in another corporation or limited liability company.
- H. Two corporations in a parent-subsidary relationship, provided that at least one of the corporations is not publicly traded.
- I. An individual and a corporation, limited liability company, firm, joint venture, syndicate, business trust, company, or other business entity other than a sole proprietorship or a general or limited partnership, in which the individual owns an investment of 50 percent or more, or holds a majority of the voting rights.
- J. An individual and a sole proprietorship owned by the individual.
- K. A general partner and a general or limited partnership in which the general partner owns an investment of 50 percent or more, or holds a majority of the voting rights.

History:

*Amended by Ord. No. 172942, effective 1/21/00.
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.2).
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.5. FAMILY CONTRIBUTIONS.

- A. Contributions by two spouses are separate contributions.
- B. There is a rebuttable presumption that contributions by children under 18 years of age are contributions by their parents. Unless sufficiently rebutted, the contributions will be attributed proportionately to each custodial parent or entirely to a single custodial parent.

History:
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.3).

SEC. 49.7.6. TEXT MESSAGE CONTRIBUTIONS.

- A. A contribution may be made via short message service (SMS), multimedia messaging service (MMS), or other similar text messaging technology.
- B. The following apply to a contribution made via SMS, MMS, or text messaging:
 1. The contribution shall be subject to the same disclosure and recordkeeping requirements and, for participating candidates, the same matching funds requirements that apply to contributions made by other means.
 2. The contribution may not exceed the applicable limitation on cash contributions.
 3. The contribution is treated as a pledge and is deemed received when a candidate for elected City office or the candidate’s controlled committee obtains control of the contribution.

- C. City equipment may not be used to make a contribution via SMS, MMS, or text messaging.

History:
 Added by Ord. No. 182264, effective 10/29/12.

SEC. 49.7.7. RECEIPT OF CONTRIBUTIONS.

A contribution shall not be considered to be received if it is not negotiated, deposited, or utilized, and is returned to the donor within 14 days of the date the candidate or committee takes possession or control or receives the benefit of the contribution.

History:
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.4).

SEC. 49.7.8. TREATMENT OF PAYMENTS.

[Repealed.]

History:
 Amended by Ord. No. 172942, effective 1/21/00.
 Amended by Ord. No. 175344, effective 8/16/03.
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.5).
 Repealed by Ord. No. 183414, effective 3/13/15.

SEC. 49.7.9. LOANS AND CREDIT.

- A. A loan is a contribution from the maker and the guarantor of the loan and is subject to any applicable contribution limitations of Charter Section 470 and this Article.
- B. A loan to a candidate or a City controlled committee shall be by written agreement and shall be filed with the campaign statement on which the loan is first reported.

- C. The proceeds of a loan made to a candidate by a commercial lending institution in the regular course of business on the same terms available to members of the public and which is secured or guaranteed is not a contribution within the meaning of the contribution limitations of Charter Section 470 and this Article.
- D. Credit (other than a loan referred to in Subsection C) that is extended for a period of more than 90 days is subject to the contribution limitations of Charter Section 470 and this Article. A creditor who demonstrates a commercially reasonable attempt to collect the debt is not subject to the contribution limits for that debt.
- E. Following an election, a candidate who is elected to City office and made a personal loan to the candidate's controlled committees for elected City office shall not repay the loan from those committees in excess of the limitations on personal funds in Section 49.7.23(C)(5).
- F. An elected City officer who was a participating candidate and made a personal loan to the candidate's controlled committees for elected City office shall not repay the loan from those committees if the candidate exceeded an applicable spending limit before the limit was lifted.

History:
 Amended by Ord. No. 172942, effective 1/21/00.
 Amended by Ord. No. 175344, effective 8/16/03.
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.6).
 Amended by Ord. No. 182362, effective 1/30/13.
 Amended by Ord. No. 186253, effective 9/24/19.

SEC. 49.7.10. FUNDRAISING WINDOWS.

- A. In regular City elections, the following fundraising windows apply:
 1. A candidate for City Council and the candidate's controlled committee for election to City office may not solicit or receive a contribution from another person or cause a contribution from another person to be solicited or received more than 18 months before the date of the primary election at which the candidate seeks office.
 2. A candidate for Citywide office and the candidate's controlled committee for election to City office may not solicit or receive a contribution from another person or cause a contribution from another person to be solicited or received more than 24 months before the date of the primary election at which the candidate seeks office.
- B. In special City elections, a candidate for elected City office and the candidate's controlled committee for election to City office may not solicit or receive a contribution from another person or cause a contribution from another person to be solicited or received before the election has been ordered under Charter Section 409(b).
- C. A candidate for elected City office and the candidate's controlled committee for election to City office may not solicit or receive a contribution from another person or cause a contribution from another person to be solicited or received more than 12 months after the date that the general election at which the candidate seeks City office either occurs or is scheduled to occur.

Contributions solicited or received or caused to be solicited or received following an election shall be used only to retire the candidate's or committee's campaign debt for that election, except to the extent prohibited by Section 49.7.9, or to pay the candidate's or committee's compliance, fundraising, or inauguration expenses for that election.

History:

Amended by Ord. No. 175344, effective 8/16/03.

Amended by Ord. No. 182264, effective 10/29/12.

Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.7).

Amended by Ord. No. 183236, effective 10/30/14.

Amended by Ord. No. 183414, effective 3/13/15.

SEC. 49.7.11. SOLICITATION AND DELIVERY OF CAMPAIGN CONTRIBUTIONS.

A. The following definitions apply to this Section.

1. "Personally deliver" means to deliver a contribution in person or to cause a contribution to be delivered in person by an agent or intermediary.
2. "Prohibited fundraising" means any of the following:
 - a. Requesting that another person make a contribution;
 - b. Inviting a person to a fundraising event;
 - c. Supplying names to be used for invitations to a fundraising event;
 - d. Permitting one's name or signature to appear on a solicitation for contributions or an invitation to a fundraising event;
 - e. Permitting one's official title to be used on a solicitation for

contributions or an invitation to a fundraising event;

- f. Providing the use of one's home or business for a fundraising event;
- g. Paying for at least 20 percent of the costs of a fundraising event;
- h. Hiring another person to conduct a fundraising event;
- i. Delivering a contribution, other than one's own, either by mail or in person to an elected City officer, a candidate for elected City office, or a City controlled committee; or
- j. Acting as an agent or intermediary in connection with the making of a contribution.

B. A person shall not do either of the following:

1. Solicit contributions from a City official or employee to support or oppose the candidacy of a person for elected City office, support or oppose the recall of an elected City officer, or to contribute to an officeholder committee or legal defense committee. This prohibition does not apply when a person makes a solicitation to multiple persons if the person unknowingly includes City officials or employees and City officials or employees do not make up more than five percent of the total number of persons included in that solicitation.
2. Solicit, receive, personally deliver, or attempt to personally deliver a contribution in a room or building that

is owned by the City or paid for or used by the City and occupied by a City official or agency employee in the discharge of City duties. This prohibition does not apply to the following:

- a. A City room or building that is available to the public for organized campaign activities, as long as its use does not violate Section 49.5.5.
- b. A contribution that is received by mail, if it is forwarded to the candidate, the candidate's campaign treasurer, or the candidate's controlled committee within seven working days of its receipt.

C. A member of a City board or commission who is required to file a statement of economic interests or a general manager or chief administrative officer of a City department shall not do either of the following:

- 1. Solicit, direct, or receive a contribution from a person who has or, in the preceding 12 months had, a matter involving City action pending before the board or commission member or general manager, or chief administrative officer.
- 2. Engage in prohibited fundraising on behalf of an elected City officer, a candidate for elected City office, or a City controlled committee. This prohibition does not apply to members of City boards or commissions or general managers, or chief administrative officers who are engaging in fundraising on behalf

of their own candidacies for elected office.

History:

*Amended by Ord. No. 172890, effective 12/16/99.
Amended by Ord. No. 172942, effective 1/21/00.
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 175817, effective 4/11/04.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. 182264, effective 10/29/12 (prev. 49.7.8).
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.12. TRAINING FOR CANDIDATES AND TREASURERS.

Every candidate for elected City office and every treasurer of a candidate's City controlled committee shall attend a training program conducted or sponsored by the Ethics Commission prior to the election at which the candidate's name will appear on the ballot.

History:

*Amended by Ord. No. 172890, effective 12/16/99.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.9).*

SEC. 49.7.13. COMMITTEES TO OPPOSE RECALL PETITIONS.

An elected City officer who is the subject of a recall petition may create a City ballot measure committee to oppose the recall petition. That committee is subject to the same contribution limitations and other requirements as the committee to support the recall petition.

History:

*Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.10).*

SEC. 49.7.14. CAMPAIGN STATEMENT FILING DEADLINES.

Every candidate for elected City office, every candidate's City controlled committee, and every City recall committee,

City ballot measure committee, City general purpose committee, committee primarily formed to support or oppose City candidates or City ballot measures, and every person who makes independent expenditure communications in City elections and qualifies as a committee under the Political Reform Act shall file the campaign statements required by the Political Reform Act and shall also file campaign statements by the following dates prior to an election in which the candidate or measure appears on the ballot:

- A. The Friday before an election, covering activity from the close of the reporting period for the previous campaign statement through the Wednesday before the election.
- B. October 10, covering activity from July 1 through September 30 in the year prior to a City primary election that is held in March.
- C. January 10, covering activity from October 1 through December 31 in the year prior to a City primary election that is held in March.

History:

*Amended by Ord. No. 172890, effective 12/16/99.
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12
(prev. 49.7.11(A)).
Amended by Ord. No. 183236, effective 10/30/14.
Amended by Ord. No. 186110, effective 6/13/19.*

SEC. 49.7.15. COMMITTEE INFORMATION.

- A. In addition to the information required by state law, every person identified in Subsection C shall file with the Ethics Commission, concurrently with the filing of the Declaration of Intent to Solicit and Receive Contributions, every non-government email address, website and

social media account the person maintains to communicate regarding City elections.

- B. If any of the information in Subsection A changes, the person shall file amended information within ten calendar days after the change occurs.
- C. This section applies to every candidate for elected City office, every candidate's City controlled committees, and every City recall committee, City ballot measure committee, City general purpose committee, committee primarily formed to support or oppose City candidates or City ballot measures, and every person who makes independent expenditure communications in City elections and qualifies as a committee under the Political Reform Act.

History:

*Added by Ord. No. 182264, effective 10/29/12.
Amended by Ord. No. 183236, effective 10/30/14.
Amended by Ord. No. 186253, effective 9/24/19.*

SEC. 49.7.16. CONTRIBUTOR INFORMATION.

- A. A contribution may not be deposited into the checking account of a City controlled committee unless the following is on file in the committee's records:
 - 1. For individuals, the contributor's name, address, occupation, employer (or name of business if self-employed) and certification in Subsection B.
 - 2. For non-individuals, the contributor's name, address and certification in Subsection B.
- B. A contributor shall certify the following information under penalty of perjury:

1. The contribution is not being made under a false name, is not being made under another person's name, and has not been and will not be reimbursed;
 2. The contribution does not cause the contributor to cumulatively or in the aggregate exceed the applicable contribution limit in Section 49.7.3(B)(2)(a), 49.7.3(B)(2)(b), 49.7.19(F) or 49.7.20(B)(3);
 3. The contribution is not from a person who is prohibited from contributing, including the following:
 - a. A lobbyist or lobbying firm who is prohibited from contributing under Charter Section 470(c)(11); and
 - b. A bidder, sub-contractor, principal, or underwriting firm that is prohibited from contributing under Charter Section 470(c)(12) or Charter Section 609(e).
 4. Whether the contribution is being made with business funds or an individual's personal funds.
 5. For an individual, whether the address provided is the contributor's residence address.
 6. The information provided regarding address, occupation and employer is correct.
- C. Obtaining the certification in Subsection B is evidence that the committee that received the contribution acted in good faith.

- D. This section does not apply to contributions limited by Section 49.7.3(B)(2)(e).

History:

*Amended by Ord. No. 172890, effective 12/16/99.
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12
 (prev. 49.7.11(B)).
 Amended by Ord. No. 182362, effective 1/30/13.
 Amended by Ord. No. 183236, effective 10/30/14.
 Amended by Ord. No. 185923, effective 1/28/19.*

SEC. 49.7.17. FILING AND RECORDKEEPING REQUIREMENTS.

- A. A person required by the Charter or this Article to file a document or other item with the Ethics Commission shall do so in a method prescribed by the Ethics Commission.
1. If an electronic filing is required, the Ethics Commission shall provide a unique identifier to the person who is required to file, to be used in place of a physical signature for submitting and verifying data under penalty of perjury. An electronic filing shall be presumed to be filed under penalty of perjury by the filer.
 2. If a paper filing is required, it shall contain the physical signature of the person who is required to file. It is considered filed on the earlier of the date of receipt by the Ethics Commission or the date of the postmark if it is mailed and bears the correct address and postage.
- B. A City campaign, officeholder, legal defense, recall, ballot measure, primarily formed, or general purpose committee shall file campaign statements electronically once the committee has received contributions or made expenditures of \$10,000 or more. This requirement continues until the

committee is no longer required to file campaign statements with the Ethics Commission. A person who is not required to file electronically, may do so voluntarily.

- C. A person required by the Charter or this Article to file a document or other item with the Ethics Commission, shall prepare and retain detailed records (including bills, receipts, and other documents) needed to comply with the filing requirement. The records shall be retained for at least four years following the filing deadline.

History:

*Amended by Ord. No. 174081, effective 8/11/01.
Amended by Ord. No. 182264, effective 10/29/12.
Amended by Ord. No. 182362, effective 1/30/13.
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.18. REPRODUCTION OF MATERIALS.

A person who reproduces, broadcasts, or distributes in whole or substantial part any material that is drafted, printed, prepared, or previously broadcast or distributed by a candidate or a committee has made a non-monetary contribution to the candidate or committee. If the material that is reproduced is that of a candidate or a City controlled committee, the person who reproduced the material shall notify the candidate or City controlled committee of the reproduction. A candidate or committee whose material was reproduced is not liable for any violations resulting from the reproduction if it provides sufficient evidence to show that it had no prior knowledge of the reproduction.

History:

*Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.25).
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.19. OFFICEHOLDER COMMITTEES.

- A. To effectively serve and fulfill their responsibilities to residents of the City, elected City officers communicate with constituents, undertake efforts to assure efficient City services, and engage in professional development activities. To accomplish these duties and responsibilities, an elected City officer may control one officeholder committee to pay for expenses that relate to carrying out the duties associated with holding elected City office.
- B. An individual may establish an officeholder committee once the City Clerk has certified election results indicating that the individual has been elected to City office.
- C. The committee shall establish one checking account at an office of a financial institution located in the City. All contributions received in connection with the officeholder committee shall be deposited into that account.
- D. An officeholder committee may not make or incur an expenditure unless it is related to assisting, serving, or communicating with constituents or otherwise made in connection with the official City duties of the elected City officer and it falls into one or more of the following categories:
 - 1. Fundraising for the officeholder committee.
 - 2. Office equipment, furnishings, supplies, and rent.
 - 3. Compensation of staff employed by the officeholder committee to provide services to the committee.

4. Consulting, research, polling, photography, video or audio recording, and similar services.
5. Events, including but not limited to meetings, meals, conferences, and receptions, that are attended in the performance of governmental duties by the elected City officer or a member of the elected City officer's staff. These expenditures may include the following:
 - a. Fees for materials, registration, or admission.
 - b. Transportation to and from the event.
 - c. Food and beverages during the event.
 - d. Lodging, food and beverages, and other travel-related expenditures the day prior to, the day of, and the day following the event if the attendee cannot reasonably be housed at home. These expenditures also may be incurred and made for members of the elected City officer's immediate family and household.
 - e. Site fees, advertising brochures, invitations, materials and refreshments distributed to attendees, equipment, services, and other incidental expenses for events that are officially hosted or sponsored by the elected City officer.
6. Donations to an organization that has received a federal tax exemption under Internal Revenue Code Section 501(c)(3) when a majority of the expenditure can be deducted as a charitable deduction for federal income tax purposes. A donation may be the purchase of tickets to a charitable event, provided that no substantial part of the proceeds from the event will personally benefit the elected City officer, a member of the elected City officer's immediate family or household, a member of the elected City officer's staff, the officeholder committee, or the officeholder committee's treasurer.
7. Membership of the elected City officer or a member of the elected City officer's staff to a civic or professional organization if the membership serves a governmental or legislative purpose.
8. An educational course or seminar that maintains or improves skills employed by the elected City officer or a member of the elected City officer's staff in the performance of governmental duties.
9. Advertisements and testimonials that do not support or oppose a ballot measure or the nomination, election, or recall of a candidate for elective office.
10. Officeholder communications that provide information related to City-sponsored events, government services, the requirements of the law, or the elected City officer's position on a City matter.
11. Admission to political events and related costs if both of the following apply:
 - a. No substantial part of the proceeds will personally benefit the elected City officer, a member

of the elected City officer's immediate family or household, a member of the elected City officer's staff, the officeholder committee, or the officeholder committee's treasurer; and

- b. The expenditure does not violate Subsection E(1).

- 12. Expressions of congratulations, appreciation, or condolence for constituents, employees, governmental officials, or other individuals with whom the elected City officer communicates in an official capacity. No more than \$140 may be expended per individual recipient per event. This amount is subject to adjustment under Section 49.7.3.
- 13. Celebrations held by the elected City officer to honor or thank members of the elected City officer's staff or in connection with a holiday that are attended primarily by the elected City officer's staff.
- 14. Tax liabilities incurred by the officeholder committee.
- 15. Accounting, legal, and administrative services provided to the officeholder committee.
- 16. Unforeseen obligations of the elected City officer's campaign committee that came to the attention of the elected City officer after the campaign committee was closed or redesignated.
- 17. An expenditure similar to the specified expenditures if, prior to making the expenditure, the elected City officer or the officeholder

committee has received advice from the Ethics Commission that the expenditure is permissible pursuant to this Subsection. The Ethics Commission shall respond to requests for approval within five business days after a request is received, unless the request is made under Charter Section 705(b).

- E. Officeholder committees may not make or incur expenditures for the following:
 - 1. Expenditures to support or oppose a ballot measure or a candidate for elective office.
 - 2. Membership in an athletic, social, fraternal, veteran, or religious organization.
 - 3. Supplemental compensation for City employees for performing an act required or expected of the employee in the regular course of City duties.
 - 4. Expenditures that would violate Article 3 or 4 of Chapter 9.5 of Title 9 of the Government Code.
- F. A person may not make, and an elected City officer or officeholder committee may not solicit or accept or cause to be solicited or accepted, a contribution to the officeholder committee from another person that, during a fiscal year, causes cumulative contributions from that person to exceed the per-person City campaign contribution limit that applies to the elected City officer's elected City office under Section 49.7.3(B)(2)(a) or Section 49.7.3(B)(2)(b).
 - 1. If the per-person City campaign contribution limit increases under Section 49.7.3, the new limit applies

to contributions to the officeholder committee during that fiscal year.

2. This Subsection does not prohibit an elected City officer from obtaining a personal loan of any amount and duration from a licensed financial lending institution in the regular course of business on the same terms available to members of the public.

G. The following limitations apply to City Council members and their officeholder committees.

1. A City Council member and a City Council member's officeholder committee may not solicit or accept or cause to be solicited or accepted a contribution from another person that would cause either of the following to exceed \$93,000 at any time during a fiscal year:
 - a. The amount of contributions from all persons to the officeholder committee; or
 - b. The total outstanding balance of the officeholder committee's funds.
2. Funds other than public matching funds that remain in another City campaign or officeholder committee controlled by a City Council member may be transferred into the City Council member's officeholder committee. The amount of funds transferred shall not exceed \$93,000 per fiscal year and shall reduce by an equal amount the contributions that may be solicited by or accepted for the officeholder committee during that fiscal year.

3. The officeholder committee may not make or incur expenditures that cumulatively exceed \$93,000 in a fiscal year.

4. Contributions solicited or received or caused to be solicited or received after the City Council member leaves City Council office shall be used only to retire the officeholder committee's debt.

5. The amounts in Paragraphs 1, 2, and 3 are subject to adjustment under Section 49.7.3.

H. The following limitations apply to Citywide office holders and their officeholder committees.

1. A Citywide office holder and a Citywide office holder's officeholder committee may not solicit or accept or cause to be solicited or accepted a contribution from another person that would cause either of the following to exceed \$150,000 at any time during a fiscal year:
 - a. The amount of contributions from all persons to the officeholder committee; or
 - b. The total outstanding balance of the officeholder committee's funds.
2. Funds other than public matching funds that remain in another City campaign or officeholder committee controlled by a Citywide office holder may be transferred into the Citywide office holder's officeholder committee. The amount of funds transferred shall not exceed \$150,000 per fiscal year and shall reduce by an equal amount the

contributions that may be solicited by or accepted for the officeholder committee during that fiscal year.

3. The officeholder committee may not make or incur expenditures that cumulatively exceed \$150,000 in a fiscal year.
4. Contributions solicited or received or caused to be solicited or received after the Citywide office holder leaves Citywide office shall be used only to retire the officeholder committee's debt.
5. The amounts in Paragraphs 1, 2, and 3 are subject to adjustment under Section 49.7.3.

I. From the date the elected City officer files a Declaration of Intention to Become a Candidate with the City Clerk's office through the date of the last election for which the declaration was filed and the elected City officer appears on the ballot or is a qualified write-in candidate, the officeholder committee may make or incur only the following types of expenditures:

1. Expenditures under Paragraphs (1), (2), (3), (6), (7), (8), (12), (13), (14), (15), (16), and (17) of Subsection D.
2. Expenditures under Paragraph (5) of Subsection D if the event is attended primarily by the officeholder's staff in the conduct of official City business.
3. Expenditures under Paragraph (10) of Subsection D if both of the following apply:
 - a. The officeholder communication does not consist of more than

200 substantially similar pieces;
and

- b. The officeholder communication does not contain the elected City officer's name or photograph. This does not apply if the elected City officer's name appears as part of an electronic mail or Internet address or only once on a letterhead or envelope.

History:

Amended by Ord. No. 170152, effective 1/12/95.

Amended by Ord. No. 172480, effective 4/10/99.

Amended by Ord. No. 175344, effective 8/16/03.

Amended by Ord. No. 182264, effective 10/29/12.

Renumbered by Ord. No. 182264, effective 10/29/12 (prev.49.7.12(A)).

Amended by Ord. No. 183414, effective 3/13/15.

SEC. 49.7.20. LEGAL DEFENSE COMMITTEES.

A. A current or former elected City officer or candidate for elected City office may control one or more legal defense committees.

1. A legal defense committee may be used solely to defray attorney's fees and other legal costs incurred in the legal defense of the current or former elected City officer or candidate for elected City office in a civil or criminal court case, an administrative proceeding, or an Ethics Commission matter arising directly out of the conduct of a City election campaign, the City's electoral process, or the performance of City duties.

2. The current or former elected City officer or candidate for elected City office shall file with the Ethics Commission a Statement of Purpose identifying the specific case, proceeding, or matter for which the

legal defense committee is established.

applies to contributions to the committee during that fiscal year.

3. The legal defense committee shall be named "The [name of the current or former elected City officer or candidate for elected City office] Legal Defense Committee for [number of the case, proceeding, or matter or, if a number does not exist, a brief description of the case, proceeding, or matter]."

- b. This paragraph does not prohibit the person who controls the committee from obtaining a personal loan of any amount and duration from a licensed financial lending institution in the regular course of business on the same terms available to members of the public.

B. Contributions to legal defense committees are subject to the following:

1. A current or former elected City officer or candidate for elected City office may not solicit or accept a contribution or cause a contribution to be solicited or accepted before the committee is established and the Statement of Purpose has been filed.
2. The committee shall establish a separate checking account at an office of a financial institution located in the City. All contributions received by the legal defense committee shall be deposited into that account.
3. A person may not make and the committee or the person who controls the committee may not solicit or accept or cause to be solicited or accepted contributions from another person that, during a fiscal year, cumulatively exceed the per-person campaign contribution limit that applies to candidates for Citywide office under Section 49.7.3(B)(2)(b).
 - a. If the per-person contribution limit applicable to candidates for Citywide office increases under Section 49.7.3, the new limit

C. Expenditures by a legal defense committee are subject to the following:

1. An expenditure must be related to the case, proceeding, or matter identified in the Statement of Purpose.
2. All expenditures by the committee must be made from the committee's checking account.
3. Within 180 days after the final conclusion of the case, proceeding, or matter and the payment of all debts incurred in connection with that case, proceeding, or matter, funds remaining in the committee's checking account shall be disposed of by repayment of contributions to contributors, by transfer to another legal defense committee, or by payment to the City's General Fund.

D. This Section is the sole authority for soliciting or accepting contributions for the defense of a current or former elected City officer or candidate for elected City office in a case, proceeding, or matter arising out of a City election campaign, the City's electoral process, or the performance of City duties.

History:

*Amended by Ord. No. 170152, effective 1/12/95.
 Amended by Ord. No. 172480, effective 4/10/99.
 Amended by Ord. No. 172481, effective 4/10/99.
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12
 (prev. 49.7.12(B)).
 Amended by Ord. No. 183414, effective 3/13/15.*

SEC. 49.7.21. DISCLOSURE BY OFFICEHOLDER AND LEGAL DEFENSE COMMITTEES.

In addition to the campaign statements required by the Political Reform Act and Section 49.7.14, an elected City officer or a candidate for elected City office who controls an officeholder or legal defense committee shall file campaign statements for that committee as follows:

A. Except as specified in Subsection B, quarterly statements shall be filed no later than the following dates:

1. April 30 for the quarter ending March 31;
2. July 31 for the quarter ending June 30;
3. October 31 for the quarter ending September 30; and
4. January 31 for the quarter ending December 31.

B. When the officeholder or candidate has filed a Declaration of Intent to Solicit and Receive Contributions for a City

election, quarterly statements shall be filed no later than the following dates:

1. During the year prior to the election:
 - a. April 30 for the quarter ending March 31;
 - b. July 31 for the quarter ending June 30;
 - c. October 10 for the quarter ending September 30; and
 - d. January 10 for the quarter ending December 31.
2. During the year of the election:
 - a. The Friday before the election, covering activity from the close of the reporting period for the previous campaign statement through the Wednesday before the election;
 - b. April 30, covering activity for the quarter ending March 31 but excluding any activity disclosed in a previous campaign statement; and
 - c. January 31 of the following year, covering activity for the quarter ending December 31 but excluding any activity disclosed in a previous campaign statement.

C. Statements for officeholder committees shall identify the following information.

1. For each individual for whom the committee pays or reimburses travel expenses totaling \$100 or more for a single event:
 - a. The name of the recipient;

- b. The legislative or governmental purpose of the travel;
 - c. The dates of the recipient's departure and return;
 - d. The event attended;
 - e. The dates of the event;
 - f. The location of the event, including city and state or country;
 - g. The date and amount of each expenditure; and
 - h. The name and address of the payee for each expenditure.
2. For each individual who receives food or beverage totaling \$50 or more paid for or reimbursed by the committee at a single event:
- a. The name of the recipient;
 - b. The government business conducted;
 - c. The date and amount of each expenditure;
 - d. The name and address of the payee for each expenditure; and
 - e. The name and address of each source of the food and beverage, if different from the payees.
3. For each individual who receives an expression of congratulations, appreciation, or condolence of \$50 or more paid for or reimbursed by the committee:
- a. The name of the recipient;
- b. The purpose of the expenditure;
 - c. The date and amount of the expenditure; and
 - d. The name and address of the payee for the expenditure.
4. For each event hosted or sponsored under Section 49.7.19(D)(5) and (13) for which the committee makes or incurs expenditures totaling \$100 or more:
- a. The purpose of the event;
 - b. The estimated number of event attendees;
 - c. The date of the event;
 - d. The location of the event, including city and state or country;
 - e. The date and amount of each expenditure of \$50 or more; and
 - f. The name and address of the payee for each expenditure of \$50 or more.
- D. Reporting is required until a committee is closed or redesignated.
- 1. An officeholder committee must be closed or redesignated within 180 days after the elected City officer leaves elected City office.
 - 2. A legal defense committee must be closed within 180 days after the final conclusion of the case, proceeding, or matter identified in the Statement of Purpose and all debts incurred in connection with that case,

proceeding, or matter have been paid.

History:

*Amended by Ord. No. 170152, effective 1/12/95.
Amended by Ord. No. 172480, effective 4/10/99.
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12
(prev.49.7.12(E)).
Amended by Ord. No. 183414, effective 3/13/15.
Amended by Ord. No. 186110, effective 6/13/19.*

SEC. 49.7.22. ACCEPTANCE OR REJECTION OF MATCHING FUNDS.

- A. Each candidate for elected City office shall file with the Ethics Commission a statement of acceptance or rejection of matching funds. The statement may not be filed earlier than the date the candidate files a Declaration of Intent to Solicit and Receive Contributions under Charter Section 470(c)(1) and may not be filed later than the final date to file a Declaration of Intention to Become a Candidate under City Election Code Section 301.
- B. A candidate who agrees to accept matching funds shall comply with the requirements of the program, including, but not limited to, the expenditure ceilings.
- C. A candidate who has filed a statement of acceptance of matching funds may subsequently reject matching funds up to five business days after the final filing date for the Declaration of Intention to Become a Candidate if another candidate in the same race has rejected matching funds. A candidate who subsequently rejects matching funds is a non-participating candidate, shall return to the City any matching funds payments received for that election, and may not receive any further matching funds payments for that election.

History:

*Amended by Ord. No.175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.18).
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.23. PARTICIPATION AND QUALIFICATION REQUIREMENTS.

- A. Agreeing to participate in the matching funds program is binding on the candidate for both the primary election and the general election.
- B. A participating candidate who qualifies to receive matching funds in the primary election automatically qualifies to receive matching funds in the general election. A participating candidate who does not qualify to receive matching funds in the primary election, may qualify to receive matching funds through the candidate's controlled committee for the general election.
- C. Qualification means that a participating candidate has met all of the following requirements:
 - 1. The candidate and the candidate's controlled committee received qualified contributions that meet the following criteria:
 - a. The contributions meet or exceed the following aggregate amounts:
 - i. For City Council candidates, an amount equal to 100 times the maximum per-contributor amount in Section 49.7.27;
 - ii. For City Attorney and Controller candidates, an amount equal to 150 times the maximum per-contributor amount in Section 49.7.27;

- iii. For Mayoral candidates, an amount equal to 300 times the maximum, per-contributor amount in Section 49.7.27.

Loans, pledges, and non-monetary contributions do not count toward the thresholds.

- b. The contributions are not from the candidate or the candidate's immediate family.
2. The candidate receives qualified contributions of at least five dollars each from 100 individuals residing within the City or, for City Council candidates, within the council district for which election is sought.
 3. The candidate is certified to appear on the ballot for the election and is not a write-in candidate.
 4. The candidate is opposed by a candidate running for the same office who has qualified to appear on the ballot for that election and is not a write-in candidate.
 5. The candidate does not contribute or lend more than the following aggregate amounts in personal funds per election:
 - a. \$31,100 for City Council candidates.
 - b. \$124,500 for Citywide candidates.

These amounts are subject to adjustment under Section 49.7.3.

6. The candidate has either participated in a debate with one or more opponents or, if no opponent agrees

to debate, conducted a town hall meeting with the public.

7. The candidate agrees in writing not to exceed the applicable expenditure ceilings.
 8. The candidate or the candidate's controlled committee has filed all previously due campaign statements required by the Political Reform Act, the Charter, this Code, or the Administrative Code.
 9. The candidate and the candidate's treasurer have attended the training required under Section 49.7.12.
 10. The candidate does not use matching funds in violation of federal, state or City law.
 11. The candidate does not use matching funds to pay fines, penalties, or inauguration expenses.
- D. A participating candidate who does not abide by the terms of the Matching Funds Program is disqualified from receiving matching funds for the remainder of the election cycle and may be required to return all matching funds received for that election cycle.

History:
 Added by Ord. No. 171498, effective 3/8/97.
 Amended by Ord. No. 175344, effective 8/16/03.
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.19).
 Amended by Ord. No. 183236, effective 10/30/14.
 Amended by Ord. No. 185923, effective 1/28/19.
 Amended by Ord. No. 186253, effective 9/24/19.

SEC. 49.7.24. EXPENDITURE CEILINGS.

- A. A participating candidate and the candidate's controlled committee for election to City office may not make or

incur campaign expenditures above the following amounts in a primary election:

1. \$480,000 for a City Council candidate.
2. \$1,119,000 for a Controller candidate.
3. \$1,259,000 for a City Attorney candidate.
4. \$2,789,000 for a Mayoral candidate.

B. A participating candidate and the candidate's controlled committee for election to City office may not make expenditures above the following amounts in a general election:

1. \$400,000 for a City Council candidate.
2. \$840,000 for a Controller candidate.
3. \$979,000 for a City Attorney candidate.
4. \$2,237,000 for a Mayoral candidate.

C. The expenditure ceilings are subject to adjustment under Section 49.7.3.

History:
Amended by Ord. No. 171498, effective 3/8/97.
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.13).
Amended by Ord. No. 182362, effective 1/30/13.
Amended by Ord. No. 183236, effective 10/30/14.
Amended by Ord. No. 185923, effective 1/28/19.

SEC. 49.7.25. EXPENDITURE CEILINGS LIFTED.

The applicable expenditure ceiling is no longer binding on a participating candidate in either of the following scenarios:

- A. A non-participating candidate in the same race makes or incurs campaign expenditures in excess of the expenditure ceiling; or
- B. Independent expenditure communications under Section 49.7.31(A)(1) in support of or opposition to any candidate in the same race exceed, in the aggregate, the following amounts:
 1. \$77,000 in a City Council election;
 2. \$155,000 in a City Attorney or Controller election;
 3. \$309,000 in a Mayoral election.

These amounts are subject to adjustment under Section 49.7.3.

History:
Amended by Ord. No. 168540, effective 3/5/93.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.14).
Amended by Ord. No. 182362, effective 1/30/13.
Amended by Ord. No. 183236, effective 10/30/14.

SEC. 49.7.26. NOTICE REGARDING EXPENDITURE CEILINGS.

A candidate shall notify the Ethics Commission in writing within one calendar day of the date the candidate has received more than 100 percent of the applicable expenditure ceiling and again on the day the candidate makes or incurs expenditures totaling more than 100 percent of the applicable expenditure ceiling. The Ethics Commission shall notify all other candidates for the same office within one business day of receiving the candidate's notice.

History:
Amended by Ord. No. 168540, effective 3/5/93.
Amended by Ord. No. 173874, effective 5/18/01.
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.

Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.15).
Amended by Ord. No. 182362, effective 1/30/13.
Amended by Ord. No. 183236, effective 10/30/14.

SEC. 49.7.27. MATCHING FUNDS FORMULA.

Six dollars in matching funds will be paid for each dollar of a qualified contribution, up to the following maximum per contributor: one-seventh of the per-person City campaign contribution limit applicable under Section 49.7.3(B)(2)(a) or 49.7.3(B)(2)(b) to the elected City office that the candidate seeks, rounded to the nearest dollar.

History:
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.20).
Amended by Ord. No. 182362, effective 1/30/13.
Amended by Ord. No. 183236, effective 10/30/14.
Amended by Ord. No. 185923, effective 1/28/19.

SEC. 49.7.28. REQUESTS FOR MATCHING FUNDS PAYMENTS.

A. A participating candidate may not request a single matching funds payment that represents less than \$10,000 in matchable portions of qualified contributions, as determined by the formula in Section 49.7.27(A), except in the following circumstances:

1. Beginning 14 days before an election and ending on the last day to submit requests for payment, as identified in Administrative Code Section 24.34(c)(3), a participating candidate may request a single matching funds payment that represents \$1,000 or more in matchable portions of qualified contributions.
2. A participating candidate may request a matching funds payment that represents any amount in

matchable portions of qualified contributions if the payment requested would result in the participating candidate receiving the maximum matching funds for that election.

- B. If a contribution that forms the basis of a request for a matching funds payment cannot be negotiated or is returned or refunded, the candidate must either return all matching funds received as a result of that contribution or submit an alternate qualified contribution.
- C. Requests for matching funds payments shall contain the information required by the Ethics Commission.
- D. A candidate who makes a request for matching funds payment and knows or should know that the request is false or that a contribution that forms the basis of the request is misrepresented is guilty of a misdemeanor and shall return all matching funds received as a result of the request. If the candidate holds or is elected to office, the false request constitutes a violation of official duties and, if it is deemed appropriate by a court under Charter Section 207(c), shall be removed from office.

History:
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.21).
Amended by Ord. No. 183236, effective 10/30/14.

SEC. 49.7.29. MAXIMUM MATCHING FUNDS.

- A. The following maximum amounts may be paid to a qualified participating candidate in a primary election:
 1. \$135,000 for a City Council candidate;

2. \$360,000 for a Controller candidate;
 3. \$405,000 for a City Attorney candidate; and
 4. \$900,000 for a Mayoral candidate.
- B. The following maximum amounts may be paid to a qualified participating candidate in a general election:
1. \$169,000 for a City Council candidate;
 2. \$405,000 for a Controller candidate;
 3. \$472,000 for a City Attorney candidate; and
 4. \$1,079,000 for a Mayoral candidate.
- C. The maximum amounts are subject to adjustment under Section 49.7.3.

History:

*Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.22).
Amended by Ord. No. 185923, effective 1/28/19.*

SEC. 49.7.30. MATCHING FUNDS PAYMENTS TO CANDIDATES.

- A. The Ethics Commission shall process each request for matching funds payment within four business days after the later of receiving all information necessary to process the request or determining that the participating candidate has met all qualification requirements.
- B. The Controller shall make matching funds payments in the amount certified by the Ethics Commission within two business days after receiving the

certification from the Ethics Commission.

- C. Except for the general election grant, a matching funds payment may not be made before the Ethics Commission determines the sufficiency of the Public Matching Funds Trust Fund under Administrative Code Section 24.33. If the Ethics Commission determines that the balance of the Public Matching Funds Trust Fund is not or may not be sufficient to pay the maximum matching funds to all qualified participating candidates, the Commission shall notify the Controller to withhold amounts sufficient to ensure that each qualified participating candidate will receive a pro rata share of the applicable maximum. The amounts withheld will be paid if the Ethics Commission subsequently determines that there is sufficient money to pay the maximum matching funds.

History:

*Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.23).
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.31. DISCLOSURE OF INDEPENDENT EXPENDITURE COMMUNICATIONS.

- A. A person shall notify the Ethics Commission of an independent expenditure communication when either of the following occurs:
 1. The person makes or incurs expenditures with an actual or fair market value of \$1,000 or more for one or more communications; or
 2. The person makes or incurs expenditures with an actual or fair market value of \$100 or more for one

or more communications and distributes the communications to the following number of persons:

- a. 200 or more persons, if the distributor is a person who qualifies as a committee under the Political Reform Act.
- b. 1,000 or more persons, if the distributor is not a person who qualifies as a committee under the Political Reform Act.

Once a notification threshold is met, every subsequent \$100 in expenditures made or incurred regarding that measure or candidate shall also be disclosed as required by Subsections B and C.

B. The notification shall be submitted to the Ethics Commission within the following time frames:

1. From the first date an individual may file a Declaration of Intention to Become a Candidate with the City Clerk through the date of the associated general election, or during the 90 days prior to an election if no City candidates will be on the ballot, within 24 hours after making or incurring the expenditures.
2. At all other times, within five business days after making or incurring the expenditures provided, however, in no event later than the first date an individual may file a Declaration of Intention to Become a Candidate.

C. The notification shall include the following:

1. A declaration under penalty of perjury signed by the person and, if applicable, the committee treasurer, specifying the following:
 - a. Each candidate or measure supported or opposed by the communication;
 - b. The dates and amounts of the expenditure and the amount spent to support or oppose each candidate or measure;
 - c. For disclosure under Subsection A(2), the number of distributions;
 - d. Whether each candidate or measure was supported or opposed;
 - e. That the communication was not behested by any of the candidates who benefited from it;
 - f. The dates the communication was distributed or displayed, if applicable;
 - g. A description of the type of communication;
 - h. The name and address of the person making or incurring the expenditures or causing the communication to be distributed or displayed;
 - i. The name and address of the payee, if applicable, and any vendor or subvendor that provided service for the communication;
 - j. For committees, contributions of \$100 or more received by the committee since the later of the

day after the close of the filing period for the last campaign or independent expenditure statement filed by the committee or the first day of the current calendar year. This disclosure requirement does not apply to contributions that are earmarked for a non-City candidate or ballot measure; and

- k. Contributions of \$100 or more that the person made in the current calendar year to City candidates, City controlled committees, City ballot measure committees, City recall committees, committees primarily formed to support or oppose City candidates or measures, and City general purpose recipient committees.

2. A copy of the communication.

- a. If the communication is a telephone call or similar communication, a copy of the script and, if the communication is recorded, the recording shall be provided.
- b. If the communication is audio or video, a copy of the script and an audio or video file shall be provided.

- D. If an independent expenditure communication supports or opposes a City candidate, the Ethics Commission staff will notify all candidates in the affected race within one business day after receiving the required notice. The notification will indicate the candidates supported or opposed by the independent expenditure communication, as indicated on the

signed declaration, and will include a copy of the independent expenditure communication that has been filed with the Ethics Commission.

- E. The Ethics Commission shall post on its website, without alteration, all copies of independent expenditure communications filed with the Ethics Commission. The Ethics Commission may not judge, comment upon, or edit the contents of an independent expenditure communication.
- F. This Section shall not apply to a news story, commentary, or editorial by a newspaper, radio station, television station, or other recognized news medium, unless the disclaimer is required for a payment or promise of a payment under Section 49.7.34.

History:

*Amended by Ord. No. 172890, effective 12/16/99.
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 178064, effective 1/15/07.
Amended by Ord. No. 178587, effective 5/20/07.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.26).
Amended by Ord. No. 182362, effective 1/30/13.
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.32. DISCLOSURE OF CAMPAIGN, OFFICEHOLDER, AND LEGAL DEFENSE COMMUNICATIONS.

- A. A person who makes or distributes a campaign, officeholder, or legal defense communication to 200 or more persons shall file a copy of the communication with the Ethics Commission.
- B. The copy shall be filed within the following time frames:
 - 1. From the first date an individual may file a Declaration of Intention to Become a Candidate with the City

Clerk through the date of the associated general election, or during the 90 days prior to an election if no City candidate will be on the ballot, within 24 hours after making or incurring the expenditures.

2. At all other times, within five business days after first distributing the communication.

C. If the campaign, officeholder, or legal defense communication is a telephone call or similar audio communication, a copy of the script and, if the communication is recorded, the recording shall be provided.

D. If the campaign, officeholder, or legal defense communication is audio or video, a copy of the script and an audio or video file shall be provided.

E. All copies of campaign, officeholder, and legal defense communications that are filed with the Ethics Commission shall be posted on the Ethics Commission's website without alteration. The Ethics Commission may not judge, comment upon, or edit the contents of a communication.

F. This Section shall not apply to the following:

1. A news story, commentary, or editorial by a newspaper, radio station, television station, or other recognized news medium, unless the disclaimer is required for a payment or promise of a payment under Section 49.7.34; or

2. Officeholder communications paid for by and distributed by a person other than a City agency or official to

advertise a City sponsored community or similar event.

History:

Amended by Ord. No. 172890, effective 12/16/99.

Amended by Ord. No. 175344, effective 8/16/03.

Amended by Ord. No. 178587, effective 5/20/07.

Amended by Ord. No. 182264, effective 10/29/12.

Renumbered by Ord. No. 182264, effective 10/29/12

(prev.49.7.26(E)).

Amended by Ord. No. 182362, effective 1/30/13.

Amended by Ord. No. 183236, effective 10/30/14.

Amended by Ord. No. 183414, effective 3/13/15.

SEC. 49.7.33. DISCLAIMERS ON POLITICAL COMMUNICATIONS.

A. A person shall incorporate the following statements in a campaign, officeholder, or legal defense communication:

1. "Paid for by" immediately followed by the name, address, and city of that candidate or committee. The address and city are not required in an audio communication.

a. If the communication is made by a controlled committee, the name of the person controlling the committee shall also be included.

b. If an acronym is used to specify a committee name, the full name of any sponsoring organization of the committee shall also be included.

2. "Additional information is available at ethics.lacity.org." A substantially similar statement that specifies the web site may be used as an alternative in audio communications.

B. A committee making an independent expenditure communication under Section 49.7.31(A)(1) or 49.7.31(A)(2) shall incorporate the following statements:

1. "Paid for by" immediately followed by the committee's name, address, and city. If an acronym is used to specify a committee name, the full name of the sponsoring committee shall also be included. The address and city are not required in an audio communication.
 2. "Not authorized by or coordinated with a City candidate or a committee controlled by a candidate." This statement is not required if the independent expenditure communication supports or opposes only a City ballot measure.
 3. "Major funding provided by [names of the two contributors who gave the most to the committee in the six months prior to the date of the payment for the independent expenditure communication], in the amount of [the total amount of contributions made by those contributors in the same six-month period]."
 - a. The amount of the contributions is not required in an audio communication.
 - b. If the committee had only one contributor of at least \$1,000 in the six months prior to the date of the payment for the independent expenditure communication, the statement may refer only to that contributor.
 - c. This statement is not required if the committee did not have any contributors of at least \$1,000 in the six months prior to the date of the payment for the independent expenditure communication.
 4. "Additional information is available at ethics.lacity.org." A substantially similar statement that specifies the Web site may be used as an alternative in audio communications.
- C. A person making an independent expenditure communication under Section 49.7.31(A)(2)(b) shall incorporate the following statements:
1. "Distributed by" immediately followed by the person's name, address, and city. The address and city are not required in an audio communication.
 2. "Not authorized by or coordinated with a City candidate or committee controlled by a candidate." This statement is not required if the independent expenditure communication supports or opposes only a City ballot measure.
 3. "Additional information is available at ethics.lacity.org." A substantially similar statement that specifies the Web site may be used as an alternative in audio communications.
- D. All disclaimers shall be presented in a clear and conspicuous manner to give the reader, observer, or listener adequate notice. Minimum requirements are specified below:
1. For written communications up to 24 inches by 36 inches, disclaimers shall be printed using a bold, sans serif typeface that is easily legible to an average reader and is not less than 14-point type in a color that contrasts with the background on which it appears.
 2. For written communications larger than 24 inches by 36 inches, the

total height of the disclaimer shall constitute at least five percent of the total height of the communication, be printed using a bold, sans serif typeface that is easily legible to an average reader, and be printed in a color that contrasts with the background on which it appears.

3. For video communications, the disclaimer shall be written in a bold, sans serif typeface that is easily legible to an average reader, in a color that contrasts with the background on which it appears, and shall appear for at least four seconds at either the beginning or the end of the communication. A spoken disclaimer is also required if the written disclaimer does not appear for at least five seconds of a communication that is 30 seconds or less or for at least ten seconds of a communication that is longer than 30 seconds. A spoken disclaimer shall be clearly audible and spoken at the same speed and volume as the rest of the communication.
4. For audio communications, disclaimers shall be spoken in a clearly audible manner at either the beginning or end of the communication. The disclaimers shall be spoken at the same speed and volume as the rest of the communication and shall last at least five seconds.

E. Disclaimers are required for all political communications that shall be disclosed under Section 49.7.31 or 49.7.32.

1. This does not apply to slate mailers, wearing apparel, small promotional items, such as pens, pencils, mugs, potholders, and other items on which

a disclaimer cannot be reasonably displayed in an easily legible typeface.

2. When the size limitations of an electronic communication render it impractical to include the full disclaimer, the disclaimer must state, at a minimum, "Paid for by" immediately followed by the committee identification number provided by the California Fair Political Practices Commission or, if the person is not a committee, the person's name. In addition, when a user interacts with the communication, the interaction must provide the user with the full disclaimer in a format that is easily legible and identifiable, such as through a rollover or pop-up or the landing page of a linked Web site or application.

F. A person shall amend political communications within five business days after any information in the disclaimer changes. A committee shall be deemed to have complied with this requirement if, within five business days, the amended communication is sent to all affected recipients with a request that the previous communication immediately be replaced. For written communications, disclaimers shall be amended to reflect accurate disclosure information every time the communication is reproduced.

History:

Amended by Ord. No. 175344, effective 8/16/03.

Amended by Ord. No. 178064, effective 1/15/07.

Amended by Ord. No. 182264, effective 10/29/12.

Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.15).

Amended by Ord. No. 182362, effective 1/30/13.

Amended by Ord. No. 183236, effective 10/30/14.

Amended by Ord. No. 183414, effective 3/13/15.

Amended by Ord. No. 185153, effective 10/15/17.

SEC. 49.7.34. SOCIAL MEDIA ACCOUNTS.

- A. If a candidate for elected City office, a City controlled committee, a City recall committee, a City ballot measure committee, a City general purpose committee, a committee primarily formed to support or oppose City candidates or ballot measures, or a person who makes independent expenditure communications in City elections and qualifies as a committee under the Political Reform Act that elects to use social media accounts to communicate regarding a City election, the candidate or committee shall include the following statement on each account's home page: "This account is being used for campaign purposes by [name of candidate or committee]."
 1. The statement shall be prominent, in a typeface that is easily legible to an average reader and in a color that contrasts with the background on which it appears.
 2. The statement shall be displayed from the time the candidate or committee first begins to use the account for campaign purposes until the election for which it is used is over.
- B. An elected City officer may not use a social media account or Web site for campaign purposes if the account or site is paid for, sponsored by, or hosted by the City. If an elected City officer communicates about campaign activity or City business using a social media account or Web site that is not City sponsored, the home page for the account or site shall include the following statement: "This [account or site] is not paid for, sponsored by, or

hosted by the City." This statement shall be prominent, in a typeface that is easily legible to an average reader and in a color that contrasts with the background on which it appears.

*History:
Added by Ord. No. 182264, effective 10/29/12.
Amended by Ord. No. 183236, effective 10/30/14.*

SEC. 49.7.35. BIDDER CONTRIBUTION AND FUNDRAISING RESTRICTIONS.

- A. **Definitions.** The following definitions apply for purposes of Charter Section 470(c)(12):
 1. **"Approval by an elected City office"** means approval of a contract or selection of a pre-qualified list of persons to contract with the City in any of the following circumstances:
 - a. The elected City officer or the elected City officer's office is the awarding authority;
 - b. The contract involves services provided directly to or under the supervision of the elected City officer; or
 - c. The contract requires approval of the elected City officer or the elected City officer's office pursuant to City law, executive directive, or City Council action.

The term does not include approval by an elected City officer that is required pursuant to Charter Section 262, 271(d), or 370 for non-proprietary departments, provided that City Council approval is not otherwise required and the elected City offices identified in those Sections are neither the awarding

authority nor supervising the services under the contract. The term does include approval by an elected City officer that is required pursuant to Charter Section 262, 271(d), or 370 for contracts with the Harbor, Water and Power, and Airport Departments.

2. **“Awarding Authority”** means the City Council, a City board, commission, authorized employee, or authorized officer, including those who have control of their own special funds but excluding the City Purchasing Agent when acting pursuant to Section 9.1 of the Los Angeles Administrative Code, who makes or enters into a contract for the provision of goods or services of any kind or nature whatsoever to, for, or on behalf of the City. References to the awarding authority shall include references to staff when working on a matter subject to this Section.
3. **“Bidder”** means a person who bids on or submits a proposal or other response to a City contract solicitation.
4. **“Contract”** means any agreement, franchise, lease, non-regulatory permit, land use license or easement, or concession, including any agreement for occasional professional or technical personal services, for the performance of any work or service or construction, the provision of any materials, goods, equipment, or supplies, the sale or purchase of property, the making of grants, or the rendering of any service to the City, including any proprietary department, or to the

public where all of the following apply:

- a. The contract is let, awarded, or entered into, with, or on behalf of the City or an awarding authority;
- b. The contract has an anticipated value of at least \$100,000, including exercising all anticipated options; and
- c. The contract requires approval by an elected City office.

The term includes any subsequent amendment that, by itself or in combination with the original contract and any other amendments, has an anticipated value of at least \$100,000 and requires approval by an elected City office. The term also includes the selection of a pre-qualified list of persons to contract with the City where the request for qualifications includes a not-to-exceed amount of at least \$100,000 and the list selection requires approval by an elected City office. The term does not include any contract with another government agency or a contract with an underwriting firm pursuant to Charter Section 609(e) for proprietary noncompetitive sales of revenue bonds.

5. **“Contract solicitation”** means a request for proposals, request for bids, request for qualifications, or any other request, whether written or verbal, for purposes of entering into a contract. The term does not include a request to enter into a contract that is based on a prior City contract that previously went through a competitive contracting process if

the prior contract was subject to the restrictions and the contractor fulfilled its obligations under this Section and Charter Section 470(c)(12).

6. “Principal” means the following with regard to persons who are bidders and sub-contractors:

- a. The person’s board chair, president, chief executive officer, chief operating officer, and an individual who serves in the functional equivalent of one or more of those positions;
- b. An individual who holds an ownership interest in the person of 20 percent or more; and
- c. An individual employee of the bidder or sub-contractor authorized by the bid or proposal to represent the person before the City.

7. “Prohibited fundraising” means the following activities:

- a. Asking the bidder, sub-contractor, or an employee, officer, or principal of the bidder or sub-contractor to make a contribution;
- b. Inviting the bidder, sub-contractor, or an employee, officer or principal of the bidder or sub-contractor to a fundraising event;
- c. Supplying the name of the bidder, sub-contractor, or an employee, officer or principal of the bidder or sub-contractor to be used for an invitation to a fundraising event;

- d. Permitting one’s name to appear on a solicitation for contributions or an invitation to a fundraising event sent to the bidder, sub-contractor, or an employee, officer, or principal of the bidder or sub-contractor;
- e. Providing the use of one’s home or business to hold a fundraising event if the bidder, sub-contractor or an employee, officer, or principal of the bidder or sub-contractor attends the event;
- f. Paying for at least 20 percent of the costs of a fundraising event if the bidder, sub-contractor, or an employee, officer, or principal of the bidder or sub-contractor attends the event;
- g. Hiring another person to conduct a fundraising event if the bidder, a sub-contractor, or an employee, officer, or principal of the bidder or sub-contractor attends the event;
- h. Delivering a contribution, either in person or by mail, of the bidder, a sub-contractor, or an employee, officer, or principal of the bidder or sub-contractor to the elected City officer, candidate for elected City office, or an agent of the officer or candidate; or
- i. Acting as an agent or intermediary in connection with the making of a contribution of the bidder, a sub-contractor, or an employee, officer, or principal of the bidder or sub-contractor to an elected City officer, a candidate for elected City office, or a City controlled committee.

8. **“Sub-contractor”** means a person who is expected to receive at least \$100,000 as a result of performing some or all of a bidder’s contract obligations and includes a subtenant where the subtenant is expected to receive at least \$100,000 as a result of performing a portion of the contract obligations of the contractor and is required to pay the contractor at least \$100,000.

B. For purposes of Charter Section 470(c)(12), the following apply:

1. **Timing of Fundraising and Contribution Restrictions.** In addition to the restrictions provided in Charter Section 470(c)(12), except as otherwise provided in Subsection B(5), bidders, sub-contractors, and principals may not make contributions to or engage in prohibited fundraising for elected City officers, candidates for elected City office, or City controlled committees from the date a bid is submitted until one of the following dates:

- a. For unsuccessful bidders, the date the contract is signed or the solicitation is withdrawn or canceled.
- b. For successful bidders, 12 months after the contract is signed.

2. **Contract Solicitations and Notifications.** Each awarding authority shall include in each contract solicitation the form identified in Subsection B(3) and a description of the prohibitions and requirements of Charter Section 470(c)(12).

- a. The awarding authority shall determine whether the form is complete for responsiveness purposes.
- b. The awarding authority may permit bidders to submit the form electronically and to use electronic signatures that comply with California’s electronic signature laws, but an awarding authority may not alter the content of the form.

c. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within ten business days of the bid due date. The awarding authority must also comply with the reporting requirements in Section 49.5.11(B).

d. The awarding authority shall either notify bidders who are not awarded a contract of the date that the contract was signed or the contract solicitation was terminated or withdrawn or notify the bidders how they may obtain or request the date that the contract was signed or the contract solicitation was terminated or withdrawn, unless that information is available on a City website.

3. **Disclosure Form.** As provided in Subsection B(2), every bidder shall file a form with the awarding authority, at the time the bid or other response is submitted, that contains

the following information and is submitted under oath:

- a. A description of the contract, including any City reference number associated with it, or if selection is of a pre-qualified list, a short description of the services to be provided, including any City reference number associated with it;
- b. The name of the awarding authority;
- c. The date the bid or other response was submitted to the awarding authority;
- d. The name of the bidder;
- e. The address of the bidder;
- f. The phone number of the bidder;
- g. The names and titles of the bidder's principals;
- h. The names of the bidder's sub-contractors;
- i. The names and titles of each sub-contractor's principals; and
- j. A certification that the bidder understands, will comply with, and will notify its principals and sub-contractors of the prohibitions and restrictions in this Section and Charter Section 470(c)(12).

4. Requirement to Amend Form. If the information submitted pursuant to Subsection B(3) or B(5) changes after the form is submitted, the bidder shall amend the form and

submit it to the awarding authority within ten business days of the change.

- a. The requirement to amend the form applies whenever the prohibitions and restrictions in Charter Section 470(c)(12) apply to the bidder, including after the contract approval for successful bidders.
- b. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within ten business days of receipt.

5. Contract Amendments. If a contract amendment requires approval by an elected City officer and, by itself or in combination with the original contract and any other amendments, makes the total anticipated value of the contract \$100,000, or more for the first time, the restrictions in Charter Section 470(c)(12) apply from the date the awarding authority first discusses the amendment and terminates 12 months after the date the amendment is approved, disapproved, or withdrawn. However, the restrictions in Charter Section 470(c)(12) do not apply to any subsequent amendments if the contract was previously subject to the restrictions and the contractor fulfilled its obligations under this Section and Charter Section 470(c)(12).

- a. The awarding authority shall notify contractors of the

requirements in this Section and Charter Section 470(c)(12) at the time the awarding authority first discusses the amendment with the contractor.

- b. A contractor shall submit the form identified in Subsection B(3) to the awarding authority within ten business days of the date the awarding authority first discusses the amendment with the contractor. The awarding authority shall determine whether the form is complete.
- c. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within ten business days of receiving the form from the contractor. The awarding authority must also comply with the reporting requirements in Section 49.5.11(B).
- d. This provision does not apply to the exercise of an option that has been previously approved in a written contract.

6. Business Assistance Virtual Network. In the event that the City's Business Assistance Virtual Network or similar electronic system is used by a bidder to submit the forms required by this Section to the awarding authority and the Business Assistance Virtual Network or similar electronic system sends the submitted data and the forms to the Ethics Commission, the awarding authority shall not be required to

submit the forms to the Ethics Commission.

C. Violations and Debarment.

1. In addition to any other penalties or remedies established by this Article, a person who is found to have violated or to have aided or abetted a violation of this Section or Charter Section 470(c)(12) shall not be eligible to bid on or be considered for a contract, extension, or amendment unless the Ethics Commission, as a body, determines that mitigating circumstances exist concerning such violation. Debarment also applies to an entity that has the same or similar management, ownership, or principal employees as the debarred person and is organized after the proceeding that results in the person's debarment has been initiated.
2. The Ethics Commission, as a body, shall determine whether mitigating circumstances apply whenever a violation of this Section or Charter Section 470(c)(12) is determined to have occurred. If the Ethics Commission determines that mitigating circumstances do not exist, the person found to be in violation shall be debarred for the following periods of time after the Ethics Commission's determination:
 - a. One year for the first violation;
 - b. Two years for the second violation;
 - c. Three years for the third violation; and

- d. Four years for the fourth and subsequent violations.
- 3. The Ethics Commission may adopt regulations regarding mitigating circumstances, including what constitutes mitigating circumstances and any other information determined to be necessary.
- 4. The Ethics Commission staff shall notify all agencies, departments, board and offices of a determination of debarment within ten business days of the determination. The Ethics Commission's determination regarding debarment is final as to all offices, departments, boards, and agencies and may not be waived.
- 5. If an awarding authority has an existing contract with a person who is identified in a debarment notice from the Ethics Commission staff, the awarding authority shall determine in writing and, if the awarding authority is a City board, commission, or City Council, at a public meeting whether it is the best interests of the City to terminate the contract.
- 6. An awarding authority shall not determine whether a violation of this Article or any other City law regarding campaign financing, lobbying, or governmental ethics has occurred.
- 7. A person who fails to submit a complete disclosure form as required by this Section shall be deemed nonresponsive. However, an awarding authority may award the contract to a bidder who did not submit a complete disclosure form under the following circumstances:
 - a. The contract is a sole source contract for work (as defined in U.S. copyright law) that is protected under an exclusive copyright interest or a subject matter (as defined in U.S. patent law) that is protected by a U.S. patent or a foreign patent that is enforceable in the United States; and
 - b. Before awarding the contract, the awarding authority does the following:
 - i. Makes a written finding that entering into the contract is in the best interests of the City; and
 - ii. Notifies the contractor that the contractor, sub-contractor, and principals that, notwithstanding the failure to complete the disclosure form, they are not relieved of their obligations to comply with the requirements of the Charter and this Section or the penalties that may result from failing to comply with those requirements.

History:
 Added by Ord. No. 181972, effective 1/28/12.
 Amended by Ord. No. 182264, effective 10/29/12.
 Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.30).
 Amended by Ord. No. 183236, effective 10/30/14.
 Amended by Ord. No. 183414, effective 3/13/15.
 Amended by Ord. No. 186109, effective 6/13/19.

SEC. 49.7.36. UNDERWRITER CONTRIBUTION AND FUNDRAISING RESTRICTIONS.

A. Definitions. For purposes of Charter Section 609(e), the definition of awarding authority in Section 49.7.35(A)

applies. The following definitions also apply:

1. **“Prohibited Fundraising”** means the following activities:
 - a. Asking the underwriting firm, sub-contractor, or an employee, officer, or principal of the underwriting firm or sub-contractor to make a contribution;
 - b. Inviting the underwriting firm, sub-contractor, or an employee, officer, or principal of the underwriting firm or sub-contractor to a fundraising event;
 - c. Supplying the name of the underwriting firm, sub-contractor, or an employee, officer, or principal of the underwriting firm or sub-contractor to be used for an invitation to a fundraising event;
 - d. Permitting one’s name to appear on a solicitation for contributions or an invitation to a fundraising event sent to the underwriting firm, sub-contractor, or an employee or officer of one of those persons;
 - e. Providing the use of one’s home or business to hold a fundraising event if the underwriting firm, sub-contractor, or an employee, officer, or principal of the underwriting firm or sub-contractor attends the event;
 - f. Paying for at least 20 percent of the costs of a fundraising event if the underwriting firm, sub-contractor, or an employee, officer, or principal of the

underwriting firm or sub-contractor attends the event;

- g. Hiring another person to conduct a fundraising event if the underwriting firm, sub-contractor, or an employee, officer, or principal of the underwriting firm or sub-contractor attends the event;
 - h. Delivering a contribution, either in person or by mail, of the underwriting firm, sub-contractor, or to an employee, officer, or principal of the underwriting firm or sub-contractor to an elected City officer, a candidate for elected City office, or an agent of the officer or candidate; or
 - i. Acting as an agent or intermediary in connection with the making of a contribution by the underwriting firm, sub-contractor, or to an or employee, officer, or principal of the underwriting firm or sub-contractor to an elected City officer, a candidate for elected City office, or a City controlled committee.
2. **“Sub-contractor”** means a person who is expected to receive at least \$100,000 as a result of performing some or all of the underwriting firm’s contract obligations but does not include an underwriting firm member of the syndicate in the applicable revenue bond sale.
3. **“Underwriting firm”** means any firm that seeks to provide underwriting services for noncompetitive sales of revenue bonds for the Airport, Harbor, or Water and Power

Departments as provided in Charter Section 609 in response to a solicitation from an awarding authority.

B. For purposes of Charter Section 609(e), the following apply:

1. Timing of Fundraising and Contribution Restrictions. In addition to the restrictions provided in Charter Section 609(e), underwriting firms, sub-contractors, and principals may not make any contributions to or engage in prohibited fundraising for elected City officers, candidates for elected City office, or City controlled committees from the date a response is submitted to a solicitation to be included on a pre-qualified list of underwriters or any subsequent solicitation for selection of an underwriter until one of the following dates:

- a. For underwriting firms that are not selected to be on the pre-qualified list, the date the list selection is made.
- b. For underwriting firms that are on the pre-qualified list, but not selected to contract after a subsequent solicitation, and are not members of the syndicate providing underwriting services on the sale of the revenue bonds, 12 months following the date of the list selection, and following the solicitation, on the date of the selection of the underwriting firm for a noncompetitive bond sale, or the date the solicitation is withdrawn or canceled.

- c. For underwriting firms that are on the pre-qualified list, and are selected to contract after a subsequent solicitation, or are members of the syndicate providing underwriting services on the sale of the revenue bonds, 12 months following the date of the list selection, and 12 months after the underwriter selection is made.

2. Contract Solicitations and Notifications. Each awarding authority shall include in each contract solicitation for underwriting firm services regarding a noncompetitive sale for revenue bonds, including selection of a pre-qualified list of underwriters, the form identified in Subsection B(3) and a description of the prohibitions and requirements in the City Charter Section 609(e) and this Section.

- a. The awarding authority shall determine whether the form is complete for responsiveness purposes.
- b. The awarding authority may permit bidders to submit the form electronically and to use electronic signatures that comply with California's electronic signature laws, but an awarding authority may not alter the content of the form.
- c. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within 10 business days of the bid due date. The

awarding authority must also comply with the reporting requirements in Section 49.5.11(B).

- d. The awarding authority shall notify each underwriting firm that is not selected as pre-qualified underwriter or not selected as the underwriter on a particular noncompetitive sale of revenue bonds, the date the selection was made, terminated, or withdrawn, unless that information is available on a City website.

3. Disclosure Form. Every underwriting firm seeking to provide services regarding noncompetitive sales of revenue bonds under Charter Section 609(e) shall file a form with the awarding authority, at the time the response is submitted, that contains the following information and is submitted under oath:

- a. A description of the contract, including any City reference number associated with it, or if selection is of a pre-qualified list, a short description of the services to be provided, including any City reference number associated with it;
- b. The name of the awarding authority;
- c. The date the bid or other response was submitted to the awarding authority;
- d. The name of the underwriting firm;

- e. The address of the underwriting firm;
- f. The phone number of the underwriting firm;
- g. The names and titles of the underwriting firm's principals;
- h. The names of the underwriting firm's sub-contractors;
- i. The names and titles of each sub-contractor's principals;
- j. A certification that the underwriting firm understands, will comply with, and will notify its principals and sub-contractors of the prohibitions and restrictions in this Section and Charter Section 609(e); and
- k. A certification that the underwriting firm and its principals have not made prohibited gifts or contributions during the 12 months prior to selection for a contract, unless the matter is only a selection of a pre-qualified list of underwriters.

4. Requirement to Amend Form. If the information submitted pursuant to Subsection B(3) changes after the form is submitted, the underwriting firm shall amend the form and submit it to the awarding authority within ten business days of the change.

- a. The requirement to amend the form applies whenever the prohibitions and restrictions in Charter Section 609(e) apply to the underwriting firm, including after the contract approval for underwriting firms that are

selected or are performing underwriting service as a member of a syndicate on the revenue bond sale.

- b. The awarding authority shall electronically submit the form to the Ethics Commission, in a Portable Document Format (PDF) or other electronic format pre-approved by the Ethics Commission, within 10 business days of receipt.

5. Business Assistance Virtual Network. In the event that the City's Business Assistance Virtual Network or similar electronic system is used by a bidder to submit the forms required by this Section to the awarding authority and the Business Assistance Virtual Network or similar electronic system sends the submitted data and the forms to the Ethics Commission, the awarding authority shall not be required to submit the forms to the Ethics Commission.

6. Violations and Debarment. The provisions of Section 49.7.35(C) shall also apply to violations of this Section and Charter Section 609(e).

History:
Amended by Ord. No. 175344, effective 8/16/03.
Amended by Ord. No. 181972, effective 1/28/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.31).
Amended by Ord. No. 182362, effective 1/30/13.
Amended by Ord. No. 183236, effective 10/30/14.
Amended by Ord. No. 183414, effective 3/13/15.
Amended by Ord. No. 186109, effective 6/13/19.

SEC. 49.7.37. RECORDKEEPING.

Persons subject to this Article shall keep records that demonstrate compliance with this Article and the related Charter and

Administrative Code provisions for four years.

History:
Added by Ord. No. 181972, effective 1/28/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.32).
Amended by Ord. No. 183236, effective 10/30/14.

SEC. 49.7.38. ENFORCEMENT.

A. Criminal Enforcement.

1. A person who knowingly or willfully violates a provision of this Article is guilty of a misdemeanor. Any person who knowingly or willfully causes another person to violate a provision of this Article, or who aids and abets another person in the violation of a provision of this Article, is liable under the provisions of this Section.
2. Prosecution of a violation of this Article shall be commenced within four years after the date of the violation.
3. A person convicted of a misdemeanor under this Article may not act as a City lobbyist or as a City contractor for four years following the date of the conviction, unless the court specifically determines at the time of sentencing that this provision should not be applied. For purposes of this Subsection, a plea of *nolo contendere* is a conviction.

B. Civil Actions.

1. A person who intentionally or negligently violates a provision of this Article is liable in a civil action brought by the City Attorney, the Ethics Commission, or a person residing within the City. The amount

of liability may not exceed the greater of \$5,000 per violation or three times the amount the person failed to properly report or unlawfully contributed, expended, gave, or received.

2. If two or more persons are responsible for a violation, they are jointly and severally liable.
3. Before filing a civil action pursuant to this Subsection, a person other than the City Attorney shall first file with the Ethics Commission a written request for the Ethics Commission to commence an action. The request shall contain a statement of the grounds for believing a cause of action exists. The Ethics Commission shall respond within 40 days after receiving the request and indicate whether it intends to file a civil action. If the Commission indicates in the affirmative and files an action within 40 days after the response, no other action may be brought unless the action brought by the Ethics Commission is dismissed without prejudice.
4. In determining the amount of liability, the court may take into account the seriousness of the violation and the degree of culpability of the defendant. If a judgment is entered against the defendant or defendants in an action, a private plaintiff shall receive 50 percent of the amount recovered. The remaining 50 percent shall be deposited into the City's General Fund. In an action brought by the City Attorney or the Ethics Commission, the entire

amount shall be paid to the City's General Fund.

5. An action alleging a violation of this Article may not be filed more than four years after the date the violation occurred.

C. Injunctive Relief. A person residing within the City, including the City Attorney, may sue for injunctive relief to enjoin violations or to compel compliance with the provisions of this Article.

D. Costs of Litigation. In a civil action, the court may award to a prevailing party, other than an agency, the party's costs of litigation, including reasonable attorneys' fees. If the costs or fees are awarded against the City, the payment of the award is the responsibility of the City, subject to City Council approval.

E. Administrative Penalties. The Ethics Commission may impose penalties and issue orders for violations of this Article pursuant to its authority under Charter Section 706(c).

F. Liability.

1. In addition to a committee itself, persons who qualify under the Political Reform Act as principal officers of the committee are jointly and severally liable for violations by the committee. For City committees controlled by a candidate for elected City office, the candidate and the committee treasurer are deemed to be principal officers.
2. In addition to a person whose conduct is required or prohibited under this Article, an agent acting on behalf of that person is jointly and

severally liable for a violation that arises out of the agent's actions. There is a rebuttable presumption that the following persons are agents of a committee:

- a. A current or former officer of the committee;
 - b. An employee of the committee;
 - c. A person who has received compensation or reimbursement from the committee; and
 - d. A person who holds or has held a position within the committee organization that reasonably appears to be able to authorize expenditures for committee activities.
3. This Subsection does not limit potential liability for persons who cause another person to violate this Article or who aids and abets another person in a violation as described in Charter Section 706.

History:
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.34).
Amended by Ord. No. 183236, effective 10/30/14.

SEC. 49.7.39. LATE FILING PENALTIES.

In addition to any other penalties, a person who files an original statement or report after a deadline imposed by this Article is liable to the Ethics Commission in the amount of \$25 per day after the deadline until the statement or report is filed, up to a maximum of \$500. Liability need not be enforced by the Ethics Commission if its Executive Officer determines that the late filing was not willful and that enforcement of the liability will not further the purposes of

the Article. Liability may not be waived if a statement or report is not filed within 30 days after receiving notice from the Ethics Commission staff that the statement or report is past due.

History:
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.35).
Amended by Ord. No. 183236, effective 10/30/14.

SEC. 49.7.40. SEVERABILITY.

The provisions of this Article are severable. If any provision of this Article or its application to any person or circumstance is held invalid by a court, the remainder of this Article and the application of the provision to other persons or circumstances is not affected by that determination, to the extent that the provision or its application can be given effect.

History:
Amended by Ordinance No. 175344, effective 8/16/03.
Amended by Ord. No. 182264, effective 10/29/12.
Renumbered by Ord. No. 182264, effective 10/29/12 (prev. 49.7.36).