

**Title 2**

**ADMINISTRATION AND PERSONNEL**

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**Chapter 2.04**  
**CITY OFFICERS GENERALLY--**  
**BONDS AND OATHS**

**Sections:**

- 2.04.010**    **Governing officers.**
- 2.04.020**    **Qualifications and bonds of officers.**

**Section 2.04.010**    **Governing officers.**

The government of the city shall be vested in the following officers as provided for in State Government Code Section 36501 and thereafter:

- A. A city council of five members;
- B. A city clerk;
- C. A city treasurer;
- D. A chief of police;

E. Such subordinate officers or employees as deemed necessary by the council for the proper administration of the government. (Ord. 84-9 § 1 (part))

**Section 2.04.020**    **Qualifications and bonds of officers.**

Every person elected or appointed to an office in the city shall, within five days after such election or appointment, qualify by taking the constitutional oath of office before any officer competent to administer oaths. All elected or appointed officers and employees of the city shall be covered by a blanket faithful performance bond issued by a corporate surety in such penal sum as from time to time is established by resolution of the city council. All bonds shall be in a form which is acceptable to the city council and shall be endorsed as approved by the mayor before filing. All bonds shall be filed with the city clerk. The premiums on such bonds shall be paid by the city. (Ord. 94-10 § 1: Ord. 82-18 § 1: Ord. 4 § 2, 1946: prior code § 2040)

**Chapter 2.12**

**CITY COUNCIL**

**Sections:**

**2.12.010 City council rules and procedures.**

**2.12.020 Council salaries.**

**Section 2.12.010 City council rules and procedures.**

The City Council shall from time to time adopt by resolution a set of rules and procedures for the conduct of city council meetings. These rules and procedures shall address the authority of the City Council; rules of conduct for City Council meetings, including the time and location of City Council meetings; legal and ethical standards; and shall include such other rules and procedures as the City Council deems necessary and appropriate. (Ord. 2009-17, Repealed and Replaced, 11/17/2009)

**Section 2.12.020 Council salaries.**

Pursuant to the provisions of Section 36516 of the Government Code, each member of the city council shall receive a salary of three hundred dollars (\$300) per month and benefits as described in this section.

A. The city shall make available and fund medical, dental, vision, life and retirement insurance plans for its officers and employees, including, but not limited to the members of the city council, their spouses and eligible dependents who elect to accept such benefits in accordance with Government Code sections 53201, 53205, and 53205.1 The city will allow the city council members to enroll in the city's deferred compensation 457 plan, as long as it is provided by the city.

B. The city shall make available and fund medical, dental, life and retirement insurance benefits for those members of the city council who leave the city council after the effective date of the ordinance codified in this section, and who elect to accept such benefits, and who served in office after

January 1, 1981, and who left the city council prior to June 19, 1994, and whose total service was not less than twelve years.

C. The city shall continue to make available any of the group benefit plans as permitted and rated by the carrier, and retirement insurance benefits to those members of the city council who leave the city council after the effective date of the ordinance codified in this section, and who do not qualify for city-funded benefits under subsection B of this section, and who completed at least one term and who agree to pay the full costs for such benefits in accordance with Government Code section 53201.

D. The city shall make available any of the group benefit plans as permitted and rated by the carrier, and retirement insurance benefits to the spouses and dependents of eligible former members of the city council under subsection B and C of this section who agree to pay the full costs for such benefits, subject to the provisions of the applicable insurance policy and retirement program. (Ord. 2003-03, Amended, 02/18/2003; 98-06, Amended, 08/18/1998; Ord. 94-07 §§ 1--3; Ord. 90-19 § 1; Ord. 86-27 § 1)

## Chapter 2.16

### CITY MANAGER

**Sections:**

- 2.16.010 Position created.**
- 2.16.030 Absence.**
- 2.16.040 Removal.**
- 2.16.050 Removal after municipal election.**
- 2.16.060 Compensation.**
- 2.16.070 Powers and duties.**
- 2.16.080 Authorization to execute documents.**
- 2.16.090 Council-manager relations.**

**Section 2.16.010 Position created.**

The position of city manager of the city is created and established. The city manager shall be appointed by the city council solely on the basis of his/her executive and administrative qualifications and ability, and should hold office at and during the pleasure of the city council. (Ord. 81-9 § 2 (part): prior code § 2300)

**Section 2.16.030 Absence.**

In case of the absence or disability or suspension of the city manager, the city council may designate some duly qualified person to perform the duties of the city manager during the period of absence, disability, or suspension of the city manager, subject, however, to the person furnishing a corporate surety bond and conditioned on faithful performance of the duties required to be performed as set forth in section 2.16.070. (Ord. 81-9 § 2 (part): prior code § 2303)

**Section 2.16.040 Removal.**

The city council shall appoint the city manager for such length of time as may be determined by the city council, consistent with Section 2.16.010 of this code. The council may remove the city manager from that position at any time by a three-fifths vote of the city council. (Ord. 97-07 § 1: Ord. 81-9 § 2 (part): prior code § 2304)

**Section 2.16.050 Removal after municipal election.**

Notwithstanding the provisions enumerated above in this chapter, the city manager shall not be removed from office during or within a period of ninety days next succeeding any general municipal election held in the city at which election a member of the city council is elected. The purpose of this provision is to allow any newly elected member to the city council or a reorganized city council to observe the actions and ability of the city manager in the performance of the powers and duties of his office. After the expiration of the ninety-day period aforementioned, the provisions of Section 2.16.040 as to the removal of the city manager shall apply and be effective. (Ord. 81-9 § 2 (part): prior code § 2305)

**Section 2.16.060 Compensation.**

A. The city manager, or such person designated to perform his duties as provided in Section 2.16.070, shall receive such compensation as the city council shall from time to time determine and fix, and the compensation shall be a proper charge against such funds of the city that the city council shall designate.

B. The city manager shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties, or incurred when traveling on business pertaining to the city under the direction of the city council; reimbursement shall only be made, however, when a verified itemized claim, setting forth the sums expended for which reimbursement is requested, has been presented to the city council, and by the city council duly approved and allowed. (Ord. 81-9 § 2 (part): prior code § 2306)

**Section 2.16.070 Powers and duties.**

The city manager shall be the administrative head of the city government under the direction and control of the city council except as otherwise provided in this Chapter. He shall be responsible for the efficient administration of all the affairs of the city which are under his control. In

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addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the power:

A. To see that all laws and ordinances of the city are duly enforced, and that all franchises, permits and privileges granted by the city are faithfully observed;

B. To analyze the function, duties and activities of the various departments, divisions and services of the city government and of all employees thereof and to make such recommendations to the city council with reference thereto as in his judgment will result in the highest degree of efficiency in the overall operation of the city government;

C. It shall be the duty of the city manager and he shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the city under his jurisdiction except the city attorney and elected officials and their staffs;

D. The city manager shall have the power to appoint, and, when he or she deems necessary for the good of the city, in his or her sole discretion, to dismiss any employee of the city, subject to the personnel manual, except the city attorney and elected officials;

E. To recommend to the city council for adoption such measures and ordinances as he deems necessary or expedient;

F. To keep the city council at all times duly advised as to the financial conditions and needs of the city;

G. To cause to be prepared and submitted to him by each department, division or service of the city government, itemized annual estimates of income and expenditures required by any of them for capital outlay, salaries, wages and miscellaneous operating costs; to tabulate the same into a preliminary consolidated municipal budget and submit the same to the city council no later than August 1st of each year with his recommendations as to such changes which he deems advisable;

H. To prepare and to submit to the city council as of the end of the fiscal year a

complete report on the finances and administrative activities of the city for the preceding year, such financial report not to be confused with the city clerk's report to the State Controller;

I. To purchase or cause to be purchased all supplies for all of the department or divisions of the city;

J. To make investigation into the affairs of the city, and any department or division thereof, and any contract, or the proper performance of any obligations of the city;

K. To investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city;

L. To exercise general supervision over all public buildings, public parks and other public property which are under the control and jurisdiction of the city council;

M. To devote his entire time to the duties of his office and the interest of the city;

N. To provide leadership for civic movements designed to benefit the residents of the city when so authorized by the city council;

O. To supervise in general the operations of all departments of the city, securing special counsel as required;

P. To compile and keep up to date, a complete inventory of all property, real and personal, owned by the city and to recommend to the city council the purchase of new machinery, equipment and supplies whenever in his judgment the same can be obtained at the best advantage, taking into consideration trade-in value of machinery and equipment, etc., in use;

Q. In addition to the elective officers and their respective staffs, the planning commission, the personnel board, and the position of city attorney shall be excluded from the scope of the city manager's surveillance; however, the services and facilities of the city attorney, the planning commission, and the personnel board, shall be made available to the city manager;

R. To perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution of the city council;

S. It shall be the duty of the city manager to attend all meetings of the city council unless excused therefrom. (Ord. 2010-03, Amended, 04/06/2010; Ord. 95-08 § 1; Ord. 88-29 § 2; Ord. 88-22 § 1; Ord. 87-7 § 7; Ord. 81-9 § 2 (part): prior code § 2307)

**Section 2.16.080 Authorization to execute documents.**

The city council may by resolution authorize the city manager to execute or sign on behalf of the city any and all documents set forth and described in the resolution. (Ord. 81-9 § 2 (part): prior code § 2308)

**Section 2.16.090 Council-manager relations.**

The city council and its members shall deal with the administrative services of the city only through the city manager except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders to any subordinate of the city manager. The city manager shall take his orders and instructions from the city council only when sitting in a duly held meeting of the city council and no individual council person shall give any orders or instruction to the city manager. (Ord. 81-9 § 2 (part): prior code § 2309)

**Chapter 2.20**

**DIRECTOR OF FINANCE**

**Sections:**

- 2.20.010 Office created.**
- 2.20.030 Qualification.**
- 2.20.050 Compensation.**
- 2.20.060 Powers and duties.**
- 2.20.070 Absence.**

**Section 2.20.010 Office created.**

The office of director of finance is created and established. The director of finance shall be the chief accounting officer of the city and shall consolidate all accounting matters of the city in this office, as an entirely separate and distinct entity from all other departments. (Ord. 170 § 1, 1971: prior code § 2100)

**Section 2.20.030 Qualification.**

The director of finance shall be qualified by sufficient technical accounting training, skill and experience to be proficient in the office. The director of finance shall also show evidence of his executive ability. (Ord. 170 § 3, 1971: prior code § 2102)

**Section 2.20.050 Compensation.**

The director of finance shall receive as compensation as the city council shall from time to time determine and fix by budget or resolution, and said compensation shall be a proper charge against such funds of the city as the city council shall designate. (Ord. 170 § 5, 1971: prior code § 2104)

**Section 2.20.060 Powers and duties.**

The director of finance shall be the head of the finance department of the city and shall have the power and is required to do the following:

- A. Administration of Financial Affairs. Have charge of the administration of the financial affairs of the city under the direction of the city manager;
- B. Budget. Compile the budget expense and income estimates for the city manager;

C. Accounting System. Maintain a general accounting system for the city government and of each of the offices, departments and agencies;

D. Disbursements. Supervise and be responsible for the disbursement of all moneys and have control of all expenditures, audit all purchase orders before issuance; audit and approve before payment by the city council and treasurer all bills, invoices, payrolls, demands or other charges against the city government and with the advice of the city attorney, when necessary, determine the regularity, legality and correctness of such claim, demands or charges to insure that budget appropriations are not exceeded;

E. Financial Reports. Submit to the city council through the city manager, a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the city; and, as of the end of each fiscal year, submit a complete financial statement and report;

F. Property Inventory. Supervise the keeping of current inventories of all property of the city by all city departments, offices and agencies;

G. Other Delegated Duties. Perform all the financial and accounting duties heretofore imposed upon the city clerk, and the city clerk shall be, and he is, relieved of all such duties, including all such duties imposed upon the city clerk by Article 1 of Chapter 4, Part 2, Division 3, Title 4, and by Section 40802 through 40805 inclusive of the Government Code of the state;

H. Other Functions. Perform such other functions as the city administrator may from time to time specify, or such other functions as may be prescribed from time to time, by action of the city council;

I. License Collector. The finance director shall collect all business license taxes imposed by the city council pursuant to Chapter 5.04 and shall have the powers and the duties delegated to the tax collector in said chapter;

J. Office Manager. As additional duties, the finance director shall serve as office manager for the employees in the finance department and shall be responsible

for:

1. The maintenance of courtesy and work efficiency by all personnel so supervised,

2. The reduction of absenteeism and tardiness for all personnel so supervised,

3. The assignment of work to personnel so supervised so as to distribute overloads of work to available personnel. (Ord. 88-04 § 2, 1988; Ord. 82-15 § 2(B); Ord. 170 § 6, 1971; prior code § 2105)

**Section 2.20.070 Absence.**

Should the director of finance be absent or disabled, the city manager, or in his absence, the city council shall designate a temporary acting director of finance. (Ord. 170 § 7, 1971; prior code § 2106)

**Chapter 2.24**

**EMERGENCY SERVICES**

**Sections:**

- 2.24.00A Article I. city**
- 2.24.010 Purposes.**
- 2.24.020 Emergency defined.**
- 2.24.030 Director - office created.**
- 2.24.031 Local emergency defined.**
- 2.24.040 Director - powers and duties.**
- 2.24.050 Emergency organization.**
- 2.24.060 Emergency preparedness council - established - membership.**
- 2.24.070 Emergency preparedness council - powers and duties - meetings.**
- 2.24.080 Emergency plan.**
- 2.24.090 Expenditures.**
- 2.24.100 Violation.**
- 2.24.110A Article II - Sacramento area.**
- 2.24.120 Purpose.**
- 2.24.130 Scope.**

**Section 2.24.00A Article I. city**

(Ord. 2006-01, Amended, 02/07/2006)

**Section 2.24.010 Purposes.**

The declared purposes of this article are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency, the direction of the emergency organization, and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations and affected private persons. (Ord. 2006-01, Amended, 02/07/2006; Ord. 227 (part), 1975; prior code § 6000)

**Section 2.24.020 Emergency defined.**

As used in this article, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent

threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this city, requiring the combined forces of other political subdivisions to combat. (Ord. 2006-01, Repealed and Replaced, 02/07/2006)

**Section 2.24.030 Director - office created.**

There is created the office of director of emergency services. The city manager shall be the director of emergency services. (Ord. 2006-01, Repealed and Replaced, 02/07/2006; Ord. 227 (part), 1975; prior code § 6002)

**Section 2.24.031 Local emergency defined.**

A local emergency may be proclaimed by the local governing body or a duly authorized local official, as described in the California ESA and as provided for in its local emergency ordinance. A local emergency means the duly proclaimed existence of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. Local proclamations may authorize additional emergency authorities for local officials in accordance with their local ordinance. (Ord. 2006-01, Add, 02/07/2006)

**Section 2.24.040 Director - powers and duties.**

A. The director is empowered to:

1. Request the city council to proclaim the existence or threatened existence of a "local emergency" if the city council is in session, or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;

2. Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;

3. Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this article;

4. Direct cooperation between and coordination of services and staff of the emergency organization of this city, and resolve questions of authority and responsibility that may arise between them;

5. Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined in section 2.24.020;

6. In the event of the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency," the director is empowered:

a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council,

b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use,

c. To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers,

d. To requisition necessary personnel or material of any city department or agency, and

e. To execute all of his ordinary power as city manager, all of the special powers conferred upon him by this article or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statute, by any agreement approved by the city council, and by any other lawful authority.

B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the city council. (Ord. 2006-01, Amended, 02/07/2006; Ord. 227 (part), 1975; prior code § 6003)

**Section 2.24.050 Emergency organization.**

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, all groups, organizations and persons who may by agreement or operation of law, including persons impressed into service under the provisions of paragraph c of subdivision 6 of subsection A of section 2.24.040, be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city. (Ord. 2006-01, Amended, 02/07/2006; Ord. 227 (part), 1975; prior code § 6004)

**Section 2.24.060 Emergency preparedness council - established - membership.**

The Galt Emergency Preparedness Council is created and shall consist of the following:

A. The Mayor or a council member designee who shall be the Chairperson;

B. The Director of Emergency Services (City Manager), who shall serve as Vice Chairperson;

C. The Assistant Director of Emergency Services (Assistant City Manager);

D. Such chiefs of emergency services as are provided for in a current emergency plan of the City, adopted pursuant to the Chapter;

E. Such representatives of the Public Safety Committee, civic, business, labor, veterans, professional or other organizations, having an official emergency responsibility as may be appointed by the Director with the advice and consent of the City Council.

(Ord. 2006-01, Repealed and Replaced, 02/07/2006)

**Section 2.24.070 Emergency preparedness council - powers and duties - meetings.**

A. It shall be the duty of the Emergency Preparedness Council, and it is empowered, to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements, and such ordinances, resolutions, rules and regulations as are deemed necessary to implement such plans and agreements.

B. The Emergency Preparedness Council shall meet upon the call of the Chairperson, or, in their absence from the City or inability to call such a meeting, upon the call of the Vice Chairperson.

(Ord. 2006-01, Repealed and Replaced, 02/07/2006)

**Section 2.24.080 Emergency plan.**

The Emergency Preparedness Council shall be responsible for the development of the City of Galt Emergency Plan, which plan shall provide for the effective mobilization

of all of the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency or state of war emergency. Such plan shall take effect upon adoption by resolution of the City Council.

(Ord. 2006-01, Repealed and Replaced, 02/07/2006)

**Section 2.24.090 Expenditures.**

All expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city.

(Ord. 2006-01, Repealed and Replaced, 02/07/2006)

**Section 2.24.100 Violation.**

It shall be a misdemeanor for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this article, or in the performance of any duty imposed upon him by virtue of this article;

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this article, if such act is of such nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof;

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state. (Ord. 2006-01, Repealed and Replaced, 02/07/2006)

**Section 2.24.110A Article II - Sacramento area.**

(Ord. 2006-01, Add, 02/07/2006)

**Section 2.24.120 Purpose.**

The Sacramento Operational Area Plan addresses the Sacramento Operational Area's planned methods of coordination, communication, and prioritization of resources among local governments during

emergencies associated with natural and technological disasters. It provides an overview of operational concepts, identifies components of the Operational Area organization within the Standardized Emergency Management System (SEMS), and describes the overall responsibilities of the Operational Area lead agencies and participants. (Ord. 2006-01, Repealed and Replaced, 02/07/2006)

**Section 2.24.130 Scope.**

The Operational Area Plan applies to all local governments within Sacramento County including the cities, the county, and special districts. The plan is meant to be used in conjunction with the local government's Multi-Hazard Disaster Plan. (Ord. 2006-01, Repealed and Replaced, 02/07/2006)

## Chapter 2.28

### PLANNING COMMISSION

**Sections:**

- 2.28.010 Created.**
- 2.28.020 Composition - appointment of members.**
- 2.28.030 Powers and duties.**
- 2.28.040 Terms of members--Absence from meetings.**
- 2.28.050 Election of officers.**

**Section 2.28.010 Created.**

The planning commission of the city is created and shall be known as the "city planning commission of the city." (Ord. 110 § 1, 1965: prior code § 2700)

**Section 2.28.020 Composition - appointment of members.**

The planning commission shall consist of five members and one alternate member. The five members shall be appointed in the following manner: each council member shall appoint one commissioner who shall serve at the pleasure of the appointing council member with the term of office for each commissioner to be concurrent with that of the appointing council member. The alternate shall be appointed by the council as a whole and shall serve at the pleasure of the city council. The city manager shall assign the duties of secretary to the commission to an employee pursuant to section 2.16.070. (Ord. 2002-17, Amended, 12/17/2002, § 1 part; Ord. 92-05 § 1: Ord. 86-7 § 1: Ord. 79-15 § 1: Ord. 110 § 2, 1965: prior code § 2701)

**Section 2.28.030 Powers and duties.**

The planning commission shall have such powers and duties as set forth in the Conservation and Planning Law, Title 7, Planning, Section 65000, et seq., and any amendments thereto, of the State Government Code, and in addition, such specific powers and duties as may be designated or given to them in any

ordinance of the city relating to planning or zoning of the city. (Ord. 88-22 § 2, 1988: Ord. 81-1 § 3: Ord. 110 § 3, 1965: prior code § 2702)

**Section 2.28.040 Terms of members--absence from meetings.**

A. The five regular members and the alternate member of the planning commission shall serve for a period of four years in staggered terms. In the case of a vacancy, a successor shall be appointed by the appropriate council member for the remaining period of that member's term.

B. The alternate member will attend the meetings of the planning commission, without the right to vote unless a regular member of the planning commission is absent, in which case the alternate member has the right to vote as a regular member.

C. Commission members who are unable to attend a regularly scheduled or special meeting shall notify the planning commission chairperson or in that person's absence, the vice-chair or secretary to the planning commission, advising them of the reason for their absence.

D. The secretary to the commission shall record and transmit the attendance of all commission members for regular and special meetings on a quarterly basis or other specified period to the city council for informational purposes. (Ord. 2002-17, Amended, 12/17/2002, § 2 part; Ord. 88-03 § 1: Ord. 87-6 § 1: Ord. 79-15 § 2: Ord. 110 § 6, 1965: prior code § 2704)

**Section 2.28.050 Election of officers.**

Each planning commission of the city shall at the first regular meeting of the following year after a general municipal election elect a chairperson and vice chairperson from among the members other than the ex officio members. (Ord. 2003-08, Amended, 07/01/2003; Ord. 86-7 § 2: Ord. 110 § 7, 1965: prior code § 2705)

## **Chapter 2.32**

### **REDEVELOPMENT AGENCY**

**Sections:**

- 2.32.010** Need established.
- 2.32.020** Created--Powers and duties.
- 2.32.030** City council declared agency of city.
- 2.32.040** Serves needs of community.

**Section 2.32.010** Need established.

It is found, determined and declared that there is a need for a redevelopment agency to function in the city in accordance with the provisions of the community redevelopment law. (Ord. 81-5 § 1: prior code § 2710)

**Section 2.32.020** Created--Powers and duties.

The redevelopment agency is established pursuant to Section 33101 of the community redevelopment law, to be known as the redevelopment agency of the city. The redevelopment agency is authorized to transact business and exercise its powers under provisions of the community redevelopment law. (Ord. 81-5 § 2: prior code § 2711)

**Section 2.32.030** City council declared agency of city.

Pursuant to the provisions of Section 33200 of the community redevelopment law, the city council declares itself to be the redevelopment agency of the city. (Ord. 81-5 § 3: prior code § 2712)

**Section 2.32.040** Serves needs of community.

The city council finds and determines that the designation of the city council as the redevelopment agency will serve the public interest and promote the public health, safety and welfare in an effective manner in that this public body is best able to serve the needs of the community to implement the purposes of the community redevelopment law. (Ord. 81-5 § 4: prior code § 2713)

## **Chapter 2.44**

### **POLICE OFFICER TRAINING**

**Sections:**

**2.44.010 Declaration.**

**2.44.020 Acceptance of state requirements.**

**Section 2.44.010 Declaration.**

The city council declares that it desires to qualify to receive aid from the state under the provisions of Chapter 1, Title 4, Part 4, of the California Penal Code. (Ord. 82 § 1, 1963)

**Section 2.44.020 Acceptance of state requirements.**

Pursuant to Section 13522 of said Chapter 1, the city while receiving aid from the state pursuant to said Chapter 1 will adhere to standards for recruitment and training established by the California Commission on Peace Officer Standards and Training. (Ord. 82 § 2, 1963: prior code § 10000)

## **Chapter 2.45**

### **PUBLIC SAFETY DISPATCHERS**

**Sections:**

**2.45.010 Declaration.**

**2.45.020 Acceptance of state requirements.**

**2.45.030 State requirements for dispatchers.**

**Section 2.45.010 Declaration.**

The city declares that it desires to qualify to receive aid from the state under the provisions of Section 13522, Chapter 1, Title 4, Part 4, of the California Penal Code. (Ord. 90-15 § 1, 1990)

**Section 2.45.020 Acceptance of state requirements.**

Pursuant to Section 13510(c), Chapter 1, the commission on peace officers will adhere to standards for recruitment and training established by the California Commission on Peace Officer Standards and Training (POST). (Ord. 90-15 § 2, 1990)

**Section 2.45.030 State requirements for dispatchers.**

Pursuant to Section 13512, Chapter 1, the commission and its representatives may make such inquiries as deemed appropriate by the commission to ascertain that the Commission on Peace Officers public safety dispatcher personnel adhere to standards for selection and training established by the Commission on Peace Officer Standards and Training. (Ord. 90-15 § 3, 1990)

## Chapter 2.46

### DESTRUCTION OF RECORDS

**Sections:**

**2.46.010 Destruction of records without copying.**

**2.46.020 Destruction of records with copying.**

**Section 2.46.010 Destruction of records without copying.**

A. Any head of a city department, after receiving the approval of the city council by resolution and the written consent of the city attorney, may destroy any city record, document, instrument, book or paper, under his or her charge, without making a copy thereof, after the same is no longer required.

B. This section does not authorize the destruction of:

1. Records effecting title to real property or liens thereon;
  2. Court records;
  3. Records required to be kept by statute;
  4. Records less than two years old;
- and

5. The minutes, ordinances or resolutions of the city council or of a city board or commission. (Ord. 85-12 § 1 (part), 1985)

**Section 2.46.020 Destruction of records with copying.**

Notwithstanding the provisions of Section 2.46.010, the city officer having custody of public records, documents, instruments, books and papers, may without the approval of the city council and the written consent of the city attorney, cause to be destroyed any and all such records, documents, instruments, books and papers, if all of the following conditions are complied with:

A. The record, paper or document is photographed, microphotographed, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards;

B. The device used to reproduce such record, paper or document on film is one which accurately and legibly reproduces the original thereof in all details;

C. The photographs, microphotographs, or other productions on film are made as accessible for public reference as the book records were;

D. A true copy of archival quality of such film reproductions shall be kept in a safe and separate place for security purposes.

Provided, however, that no page of any record, paper or document shall be destroyed if any such page cannot be reproduced on film with full legibility. Every such unreproducible page shall be permanently preserved in a manner that will afford easy reference. (Ord. 85-12 § 1 (part), 1985)

## **Chapter 2.50**

### **GENERAL MUNICIPAL ELECTIONS**

**Sections:**

- 2.50.010 Date of general municipal elections.**
- 2.50.020 Consolidation with statewide general elections.**
- 2.50.030 Filing period for general municipal elections.**
- 2.50.040 Filing fee for candidate nominations and municipal elections.**

**Section 2.50.010 Date of general municipal elections.**

Pursuant to Government Code Section 36503.5, the general municipal election for the city shall be held on the same date as the date of the statewide general elections. (Ord. 88-18 § 1 (part), 1988)

**Section 2.50.020 Consolidation with statewide general elections.**

The general municipal election for the city shall be consolidated with the statewide general election. Pursuant to Government Code Section 36503.5, the consolidation shall be governed by Part 25 (commencing with 23300) of Division 14, except 23302, of the Elections Code. (Ord. 88-18 § 1 (part), 1988)

**Section 2.50.030 Filing period for general municipal elections.**

Pursuant to Government Code Section 36503.5, the period to file as a candidate for any general municipal election shall be the same nomination period to file as a candidate for the statewide general elections. (Ord. 88-18 § 1 (part), 1988)

**Section 2.50.040 Filing fee for candidate nominations and municipal elections.**

The city clerk shall collect a filing fee in the amount of twenty-five dollars at the time a candidate's nomination papers are filed. (Ord. 90-18 § 1)

**Chapter 2.54**

**CAMPAIGN CONTRIBUTION  
LIMITATIONS**

**Sections:**

- 2.54.010 Intent and purpose.**
- 2.54.020 Definitions.**
- 2.54.030 Limitations on contributions by persons to candidates.**
- 2.54.040 Limitations on contributions by persons to independent committees that support or oppose candidates.**
- 2.54.050 Committee statement of organization.**
- 2.54.060 Campaign statements.**
- 2.54.070 Notice of independent expenditure.**
- 2.54.080 Termination.**
- 2.54.090 Requirements for mass mailing and distribution of written materials.**
- 2.54.100 Education.**
- 2.54.110 Violations; criminal.**
- 2.54.120 Late filing of campaign statement.**
- 2.54.130 Non filing of campaign statement.**

**Section 2.54.010 Intent and purpose.**

A. The intent and purpose of the People of the City of Galt in enacting this Chapter is to:

1. Place realistic and enforceable limits on the amount individuals may contribute to political campaigns in municipal elections;
2. Supplement the requirements of state law with regard to the reporting of campaign contributions and expenditures in municipal elections;
3. Prevent the exercise of undue or improper influence, or its appearance, over elected officials by contributors to or independent supporters of political campaigns in municipal elections;
4. Inform the public of the sources and objects of campaign contributions and expenditures in municipal elections;

5. Encourage wide citizen participation in municipal elections; and

6. Limit the ever-increasing cost of municipal election campaigns.

7. Limit the applicability of this Chapter to City of Galt municipal elections.

B. In view of these purposes, the People of the City of Galt find:

1. That municipal elections are municipal affairs and the regulation of campaign expenditures and contributions in municipal elections is not preempted by general state law and is a proper subject of municipal regulation under the authority granted to cities by Article XI, section 7 of the California Constitution and Elections Code section 22808;

2. That the prohibition of large contributions serves to help minimize the overall cost of municipal election campaigns; and

3. That a contribution limit of one hundred dollars (\$100) per individual contributor per candidate or measure will advance the goals of preserving citizen confidence and participation in the municipal election process and minimize increases in the overall costs of municipal elections, while preserving the First Amendment rights of citizens to express support for particular candidates and points of view. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.020 Definitions.**

For the purposes of this chapter, the definitions set forth in the Political Reform Act (Gov. Code 81000 *et seq.*) shall govern, except as otherwise specified herein, as follows:

A. **Campaign statement** means an itemized report, prepared on a form provided by the city clerk, and containing the information required by this chapter.

B. **Candidacy period** means the period running from the day after an election until the day of the next election for the same.

C. **Candidate** means:

1. A person whose name is listed on a ballot for nomination for or election to any

elective city office; or

2. A person who is qualified to have write-in votes on his or her behalf counted by election officials; or

3. A person who receives a contribution or makes an expenditure with the intent of bringing about his or her nomination or election; or

4. A person who gives his or her consent to another person to receive a contribution or make an expenditure with the intent of bringing about his or her nomination or election; or

5. Any city office holder who is the subject of a recall election;

6. Subsections C. 3 and C. 4 of this section apply whether or not the specific elective office for which the person will seek nomination or election is known at the time the contribution is received or the expenditure is made, and whether or not the person has announced his or her candidacy or filed a declaration of candidacy at the time the contribution is received or the expenditure is made.

**D. Clerk** means the city clerk.

**E. Closing date** means the date through which any report or statement filed under this chapter is required to be complete.

**F. Committee** means any person or combination of persons who directly or indirectly:

1. Receives contributions totaling one hundred dollars (\$100) or more in a calendar year; or

2. Makes independent expenditures of one hundred dollars (\$100) or more in a calendar year; or

3. Makes contributions of one hundred dollars (\$100) or more in a calendar year to or at the behest of a candidate, a committee, or a measure.

**G. Contribution** means:

1. A payment, a gift, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment except to the extent that full and adequate consideration is received unless it is clear from the surrounding circumstances that the contribution is not made for political purposes;

2. An expenditure made at the behest of a candidate, committee or elected officer is a contribution to the candidate, committee, measure or elected officer unless full consideration is received for making the expenditure;

3. The term contribution includes:

a. The purchase of tickets for events such as dinners, luncheons, rallies, and similar fundraising events,

b. The candidate's own money or property used on behalf of his or her candidacy,

c. The granting of discounts or rebates not extended to the public generally or the granting of discounts or rebates by television or radio stations and newspapers not extended on an equal basis to all candidates for the same office,

d. The payment of compensation by any person for the personal services or expenses of any other person if such services are rendered or expenses incurred at the behest of a candidate or committee without payment of full consideration,

e. The transfer of anything of value received by a committee from another committee, unless full consideration is received;

4. The term contribution does not include:

a. Amounts received pursuant to an enforceable promise to the extent such amounts have been previously reported as a contribution and are limited in accordance with the terms of this chapter; however, the fact that such amounts have been received shall be indicated in the campaign statement,

b. Payments made by an occupant of a home for costs related to any meeting or fundraising event held in the occupant's home if such costs are two hundred dollars (\$200) or less,

c. Payments made by an owner of a business for costs related to any meeting or fundraising event held on the business premises if such costs are two hundred dollars (\$200) or less,

d. Volunteer personal services or payments made by an individual for his or

her own travel expenses if such payments are made voluntarily without any understanding or agreement that they shall be, directly or indirectly, repaid to him or her,

e. Use of a candidate's own home in furtherance of his or her own candidacy.

H. **Controlled committee** means a committee which is controlled directly or indirectly by a candidate, or which acts jointly with a candidate or controlled committee in connection with the making of expenditures. A candidate controls a committee if the candidate, his or her agent, or any other committee controlled by the candidate has a significant influence on the actions or decisions of the committee.

I. **Elected officer** means any person who holds an elective office or has been elected to an elective office but has not yet taken office. A person who is appointed to fill a vacant elective office is an elected officer.

J. **Election** means any city, general, special or recall election held in the city.

K. **Expenditure** means:

1. A payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment, unless it is clear from the surrounding circumstances that it is not made for political purposes;

2. An expenditure is made on the date the payment is made or on the date consideration, if any, is received, whichever is earlier.

L. **Fundraising event** means any political event organized for the purpose of raising funds to be used in support of or opposition to any candidate or measure.

M. **Gift** means:

1. Any payment to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status;

2. Goods or services received by or behested by a candidate or committee at no

charge or at a discount from the fair market value, unless the discount is given in the regular course of business to members of the public;

3. Notwithstanding subsections M.1 and M.2 of this section, the term gift does not include:

a. Informational material such as books, reports, pamphlets, calendars or periodicals. No payment for travel or reimbursement for any expenses shall be deemed informational material,

b. Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes,

c. Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person; however, a gift from any such person is a gift if the donor is acting as an agent or intermediary for any person not covered by this paragraph and must be reported under section 2.54.060, under this chapter, or if, considering all the surrounding circumstances, it is clear that the gift is made for political purposes,

d. Campaign contributions required to be reported under this chapter,

e. Any devise or inheritance,

f. Personalized plaques, trophies and awards with an individual value of less than two hundred fifty dollars (\$250),

g. Gifts from foreign governments,

h. Meals or incidental gifts from the same person not exceeding a total of ten dollars (\$10) in a calendar month.

N. **Independent expenditure** means an expenditure made by any person in connection with a communication which is not made to or at the behest of the affected candidate or committee and which:

1. Expressly advocates the election or defeat of a clearly identified candidate, or the qualification, passage or defeat of a clearly identified measure; or

2. Taken as a whole and in context, unambiguously urges a particular result in an election.

**O. Mass mailing** means two hundred or more identical or nearly identical pieces of mail. Mass mailing does not include a form letter or other mail sent in response to a request, letter or other inquiry.

**P. Measure** means any proposition submitted to a popular vote at any election by action of the city council, or which is submitted or is intended to be submitted to a popular vote at an election by initiative, referendum or recall procedure, whether or not it qualifies for the ballot.

**Q. Person** shall be as defined in Government Code section 82047.

**R. Slate mailer** means any mass mailing for or against one or more candidates or ballot measures. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.030 Limitations on contributions by persons to candidates.**

A. No person shall make and no candidate or committee shall solicit or accept any contribution which would cause the total amount contributed by that person to that candidate, committee, or measure, including contributions to all committees controlled by the candidate to exceed one hundred dollars (\$100) for any single candidacy period.

B. The provisions of this section shall not apply to a candidate's contribution of his or her personal funds to his or her own campaign. Any such contributions shall be disclosed in accordance with section 2.54.060.

C. Contributions by a husband and wife shall be treated as separate contributions and shall not be aggregated. Contributions by children under eighteen shall be treated as contributions by their parents and attributed either one-half to each parent or entirely to a single custodial parent.

D. No person shall make an anonymous contribution or contributions to a candidate or committee or any other person exceeding ten dollars (\$10) for any single candidacy

period. An anonymous contribution of more than ten dollars (\$10) shall not be kept by the intended recipient but instead shall, within fourteen days of receipt, be paid to the city clerk for deposit in the general fund of the city.

E. Contributions in excess of the maximum amount provided in the first paragraph of this section shall, within fourteen days of receipt, either be (1) returned to the donor, or (2) paid to the city clerk for deposit in the general fund of the city.

F. A contribution shall not be considered received if it is not negotiated, deposited or utilized, and, in addition, either returned to the donor or paid to the city clerk for deposit in the general fund of the city within fourteen days of receipt. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.040 Limitations on contributions by persons to independent committees that support or oppose candidates.**

A. No person shall make, and no person or committee shall solicit or accept, contributions in excess of one hundred dollars (\$100) from any person in any single candidacy period for or to a committee which makes independent expenditures of one hundred dollars (\$100) or more in support of or in opposition to any candidate or measure.

B. No committee which makes independent expenditures of one hundred dollars (\$100) or more in support of or in opposition to any candidate or measure shall accept any contribution in excess of one hundred dollars (\$100) from any person in any single candidacy period. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.050 Committee statement of organization.**

A. Every committee which is a committee by virtue of subsection F. 1 of

section 2.54.020 shall file with the city clerk a statement of organization within ten days after it has qualified as a committee.

B. The statement of organization shall include:

1. The name, street address and telephone number, if any, of the committee;

2. The full name, street address and telephone number, if any, of the treasurer and other principal officers;

3. The full name and office sought by any candidate and the title and ballot letter or number, if any, of any measure which the committee supports or opposes as its primary activity. A committee which does not support or oppose one or more candidates or ballot measures as its primary activity shall provide a brief description of its political activities, including whether it supports or opposes candidates or measures and whether such candidates or measures have common characteristics such as a political party affiliation;

4. The disposition of surplus funds which will be made in the event of dissolution.

C. Whenever there is a change in any of the information contained in a statement of organization, an amendment shall be filed with the city clerk within ten days to reflect the change. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.060 Campaign statements.**

A. Each candidate and committee shall file with the city clerk within the times specified in this section an original and one copy of campaign statements. When the city's technology allows, each candidate and committee shall have the option to file electronically. When electronic filing is available, the city clerk shall notify each candidate and committee with current filing obligations. Each campaign statement shall contain the following information:

1. The total amount of the contributions received during the period covered by the campaign statement and the total cumulative amount of contributions received;

2. The total amount of expenditures made during the period covered by the campaign statement and the total cumulative amount of expenditures made;

3. The total amount of contributions received during the period covered by the campaign statement from persons who have given a cumulative amount of more than twenty-five dollars (\$25);

4. The total amount of contributions received during the period covered by the campaign statement from persons who have given a cumulative amount of twenty-five dollars (\$25) or less;

5. The balance of cash and cash equivalents on hand at the beginning and end of the period covered by the campaign statement;

6. If the cumulative amount of contributions (including loans) received from a person is more than twenty-five dollars (\$25) for that candidacy period and a contribution or loan has been received from that person during the period covered by the campaign statement, all of the following:

a. His or her full name,

b. His or her street address,

c. His or her occupation,

d. The name of his or her employer or, if self-employed, the name of the business,

e. The date and amount received for each contribution received during the period covered by the campaign statement and if the contribution is a loan, the interest rate for the loan, and

f. The cumulative amount of contributions;

7. For each person, other than the filer, who is directly, indirectly or contingently liable for repayment of a loan received during the period covered by the campaign statement, all of the following:

a. His or her full name,

b. His or her street address,

c. His or her occupation,

d. The name of his or her employer or if self-employed, the name of the business, and

e. The amount of his or her maximum liability;

8. The total amount of expenditures made during the period covered by the campaign statement to persons who have received twenty-five dollars (\$25) or more;

9. The total amount of expenditures made during the period covered by the campaign statement to persons who have received less than twenty-five dollars (\$25);

10. For each person to whom an expenditure of twenty-five dollars (\$25) or more has been made during the period covered by the statement, all of the following:

a. His or her full name,  
b. His or her street address,  
c. The amount of each expenditure,

d. A brief description of the consideration for which each expenditure was made,

e. In the case of an expenditure which is a contribution, the date of the contribution; the cumulative amount of contributions made to a candidate, elected officer or committee; the full name of the candidate; and the office for which he or she seeks nomination or election. In the case of a contribution in support of or opposition to a measure, the number or letter of the measure to be voted upon, and

f. The information required in subsection 10. a. – e. of this section, for each person, if different from the payee, who has provided consideration for an expenditure or twenty-five dollars (\$25) or more during the period covered by the campaign statement.

11. For purposes of subsections 8., 9., and 10. only, in this section the term "expenditure" or "expenditures" means any individual payment or accrued expense, unless it is clear from surrounding circumstances that a series of payments or accrued expenses are for a single service or product;

12. The full name, residential or business address of the filer, or in the case of a committee, the name, street address and telephone number of the committee and of the committee treasurer.

B. In addition to the other information to be included on the campaign statements set

forth in this section, the pre-election campaign statement required to be filed pursuant to this section shall include an estimate of additional expenditures the candidate or committee reasonably expects be made on or before the date of the election. This section shall not be considered to be violated if the estimate is unintentionally at variance with the amount actually expended.

C. Campaign statements shall be filed at the following times:

1. Semi-annual statements: Each year no later than July 31st for the period beginning January 1st and ending June 30th, and no later than January 31st for the period beginning July 1st and ending December 31st.

2. Pre-election statements and special campaign statements and reports: In accordance with the times set forth in Sections 84200.5, 84200.6, 84200.7, 84200.8, 84202.5 and 84203 of the Government Code and the Friday immediately preceding the election.

3. At such additional times as may be determined, by the city clerk: If the clerk receives a statement of organization by a committee and there is at least forty-five (45) days between the date of the statement and when the next filing by the committee would be due, the clerk shall notify the committee in writing of the filing dates. Such dates, when set by the clerk, shall be consistent with the intent of this chapter and shall be at intervals of no more than one month.

D. A candidate or committee may use the forms for campaign statements required to be filed pursuant to the state Political Reform Act (Government Code § 81000 et seq.) in order to comply with the reporting requirements of this section; provided, however, that such campaign statements shall contain the additional information required by this section. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative;; 2000-07, Added, 10/17/2000)

**Section 2.54.070 Notice of independent expenditure.**

Any committee that makes independent expenditures of one hundred dollars (\$100) or more in support or in opposition to any candidate or measure shall notify the city clerk and all candidates running for the same seat within twenty-four hours by facsimile transmission, overnight delivery, or personal delivery each time this one hundred dollars (\$100) threshold is met. This notice shall include a copy of any mailing or advertisement produced, if applicable. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.080 Termination.**

Candidates and committees qualifying under subsection F. 1 of section 2.54.020 shall file statements of termination with the city clerk in order to terminate their filing obligations under this chapter. Such statements of termination shall contain information sufficient to ensure that the candidate or committee will have no activity which must be disclosed pursuant to this chapter subsequent to the termination. A candidate or committee may use the form statement of termination required to be filed pursuant to the state Political Reform Act (Government Code § 81000 *et seq.*) in order to comply with this section. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.090 Requirements for mass mailing and distribution of written materials.**

Requirements for mass mailing and distribution of written materials relating to a candidate or measure are as follows:

A. Except as provided in subsection B. of this section, if a candidate or committee sends a mass mailing or distributes written materials, the name of the candidate and/or committee sending the mass mailing or distributing the written materials, committee number (if applicable), address, and city of that candidate or committee must be shown

on the outside of each piece of mail in the mass mailing and on the written materials and on at least one of the inserts included within each piece of mail.

B. If the sender of the mass mailing or distributor of the written materials is a single candidate or committee, the name of the candidate and/or committee sending the mass mailing or distributing the written materials, committee number (if applicable), address, and city of that candidate or committee need only be shown on the outside of each piece of mail and on the written materials.

C. If the sender of a mass mailing or distributor of the written materials is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subsection A. of this section.

D. The information required by this section must appear on the envelope and insert and on the written materials in at least six-point type, and in a printed or drawn box set apart from any other printed matter.

E. If a candidate or committee sends a slate mailer, it must comply with the notice requirements set out in Government Code section 84305.5 and/or city code section 2.54.070.

F. Written materials, as used herein, shall include 200 or more similar or substantially similar writings, documents, flyers, or pieces of paper distributed within a single candidacy period. (Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.100 Education.**

The city clerk shall sponsor at least one training class for all candidates and committees whenever a municipal candidate or municipal measure is on a ballot. Each candidate shall be notified of the date, time and location of the class.

(Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.110 Violations; criminal.**

Any person who knowingly or willfully violates any provision of this chapter is guilty of a misdemeanor, punishable as provided by section 21.01.050. Prosecution for violation of this Chapter must be commenced within four (4) years after the date on which the violation occurred or four (4) years from discovery of the violation.

If a person is convicted of a violation of this Chapter after election, and is thereby made ineligible to hold public office under the laws of this state, the vacancy thus created will be filled in accordance with the procedures provided in the government code. The district attorney of Sacramento County and the Galt city attorney are responsible for enforcing the criminal provisions of this Chapter.

(Ord. 2006-07, Amended, 06/06/2006; 2006-07, Amended, 06/06/2006; Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.120 Late filing of campaign statement.**

If any person files a campaign statement after any deadline imposed by this Chapter, he or she may, in addition to any other penalties or remedies established by this Chapter, be liable to the city clerk in the amount of ten dollars (\$10) per day after the deadline until the statement is filed. Liability need not be enforced by the city clerk if, on an impartial basis, the clerk determines that the late filing was not willful and that enforcement of the liability will not further the purposes of this chapter, except that no liability shall be waived if a statement is not filed within three days for a pre-election campaign statement, and ten days for semi-annual campaign statements after the city clerk has sent specific written notice of the filing requirement. The city clerk shall deposit any funds received under this section into the general fund of the city. No liability under this section shall exceed the cumulative total amount of contributions

stated in the late campaign statement or fifty dollars (\$50), whichever is greater.

(Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)

**Section 2.54.130 Non filing of campaign statement.**

If any person files a campaign statement after any deadline imposed by this Chapter, he or she may, in addition to any other penalties or remedies established by this Chapter, be liable to the city clerk in the amount of ten dollars (\$10) per day or two thousand dollars (\$2000) whichever is greater, for non-filing of a statement after the deadline until the statement is filed. Liability need not be enforced by the city clerk if, on an impartial basis, the clerk determines that the non-filing was not willful and that enforcement of the liability will not further the purposes of this Chapter, except that no liability shall be waived if a statement is not filed within three days for a pre-election campaign statement, and ten days for semi-annual campaign statement after the city clerk has sent specific written notice of the filing requirement. The city clerk shall deposit any funds received under this section into the general fund of the city.

(Ord. 2002-18, Repealed and Replaced, 12/13/2002, established by initiative; 2000-07, Added, 10/17/2000)