

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**REVIEW AND CONSIDER RENEWAL OF THE AGREEMENT FOR BUSINESS RETENTION SERVICES WITH THE APPLE VALLEY CHAMBER OF COMMERCE**

**Summary Statement:**

This matter was placed on the Council agenda at the request of Mayor Pro Tem Sagona, such request being made at the Council's June 8, 2010 meeting. The Town has a business retention professional services agreement with the Apple Valley Chamber of Commerce. The current agreement expires on June 30, 2010, but funds have been budgeted for this purpose in the adopted FY 2010/2011 Redevelopment Agency budget. On June 22, 2010, the Town Council requested that this item be placed on the July 13, 2010 Council agenda. At this time it is appropriate that the Council consider renewal of its business retention agreement with the Chamber. Based upon the foregoing, staff recommends adoption of the form motion.

A copy of the current professional services agreement is attached for your review and information. The Chamber has also provided the following documents for your information: Cover Letter, 2009 Year End Report, 2009 Year End Review, 2010 - 2011 Summary of Goals, 2010 – 2011 Proposed Budget, and a Report on Political Action Committee. In addition, the Chamber proposes to increase the amount of funding for 2010 – 2011 from \$34,500 to \$36,600, based on the formula outlined in Exhibit "A" of the agreement.

**Recommendation:**

That the Town Council approve the renewal of the business retention professional services agreement between the Town and the Apple Valley Chamber of Commerce for the period July 1, 2010 through June 30, 2010, and authorize the Town Manager to execute the agreement on behalf of the Town.

**Proposed by:** Economic and Community Development Department

**Item Number** \_\_\_\_\_

**Town Manager Approval:** \_\_\_\_\_ Budgeted Item  Yes  No  N/A

Agreement for Business Retention Services

THIS AGREEMENT, effective July 1, 2008 is entered into by and between the Town of Apple Valley, a municipal corporation (hereinafter referred to as "The Town") and the Apple Valley Chamber of Commerce, anon-profit corporation (hereinafter referred to as "Chamber").

WITNESSETH:

WHEREAS, The Town desires to promote its advantages as a business, retail, commercial, recreational and residential center, disseminating information relative thereto, and to properly follow up and give consideration to inquiries made from time to time relative to the various activities of the Town and its opportunities; and

WHEREAS, The Town desires Chamber to perform certain promotional and other services for The Town, which The Town believes will be of great advantage and benefit to The Town, and to the citizens, residents, property owners, and taxpayers thereof, and will promote the general welfare; and

WHEREAS, Chamber represents it is organized for such promotional activities on behalf of The Town, and is in a position to accomplish such aims and purposes of The Town in an efficient and economical manner; and

WHEREAS, Section 37110 of the Government Code of the State of California authorizes the expenditure of public funds by a municipal corporation for advertising or publicity as therein and herein provided;

NOW, THEREFORE, in consideration of the covenants and promises hereinafter set forth, the parties hereto hereby agree as follows:

1. That the foregoing recitals are true and correct and constitute statements of fact herein upon which the parties rely and are incorporated herein by this reference.
2. Chamber shall carry on promotional activities as follows:
  - a. Maintain an office available to the public to be identified by suitable sign that will be readily identifiable by members of the public, and provide information to visitors, tourists, businesses, commercial interests, professional people and residents. A staff member or members of Chamber will be available daily during regular office hours by the Town, Monday through Friday. If additional office hours are required, The Town agrees to pay separately for those hours, and for the reasonable cost for such hours, and upon such terms and hours as are agreed to by the parties.
  - b. Employ competent personnel to carry on promotional activities herein enumerated.

c. Answer promptly all correspondence to the Chamber and as may be referred to the Chamber by the Town relative to the business, industrial, residential, educational, cultural and recreational advantages and opportunities in The Town and disseminate information by correspondence, newspaper publicity and personal contacts, favorably advertising such advantages and opportunities.

d. Prepare articles and news releases and stories, compile data, gather and assemble news items, photographs, literature and demographic and historical articles descriptive of The Town's resources, and develop proper surveys whereby outside interests and individuals may be induced to locate in the Town, in reliance on and based upon the Town's General Plan or specific Council direction.

e. Supply maps and promotional literature about The Town and maintain files on economic conditions, commercial and industrial sites, tourist information and general business information about the community. Chamber will be responsible for updating published information included in Chamber literature, although The Town agrees to cooperate with Chamber in sharing information. These materials will be available to visitors, tourists and potential commercial interest who are seeking information.

f. Aid in promoting the development and use of unoccupied and vacant properties.

g. Interview business and industrial executives with the view of urging the establishment of their business activities in The Town, in reliance on and based upon the Town's General Plan or specific Council direction.

h. Promote and invite trade and business meetings, celebrations and conferences whereby outside interests and individuals may become acquainted with the advantages and opportunities in The Town.

i. Carry on such other duties as may be requested by The Town to promote the business, industrial and residential development of the Town.

3. Chamber shall furnish semi-annual reports of its promotional activities to The Town, which shall consist of the activities scheduled for the next six succeeding months and a review of the activities accomplished during the preceding six months. Said reports shall include a detailed breakdown of all amounts expended and expected to be expended by Chamber for said activities.

4. Chamber will submit to The Town a budget request and program for each fiscal year (July to June 30) in the manner, at the time, and in the form requested the Town Manager. The amount of the budget request shall be based upon a formula approved by the Town Council, attached to this agreement as Exhibit "A", and as amended at the discretion of and by Resolution of the Council from time to time. The amount shall be allocated as follows: one-half shall be paid in advance in July (or immediately after the Town's annual budget is adopted, whichever is later) and the balance due in January of the same fiscal year.

5. This Agreement shall become effective on the date of execution hereof by both parties, and shall continue in effect until June 30, 2009; provided, however, that this Agreement will be renewed each fiscal year thereafter, for periods of one year, commencing July 1 through June 30 of the succeeding year, upon action of the Town Council budgeting funds as provided in Paragraph 4 hereof, and upon Chamber's written acceptance of said final budget allocation.

6. The Town reserves the right to award separate bids for more specific advertising and promotional projects approved the Town Council during the term of this Agreement.

7. In the event, in the opinion of the majority of the Town Council, Chamber is not functioning effectively, The Town may give Chamber notice of this fact, specifying in detail the alleged default(s) or problem(s), and Chamber must forthwith correct said default(s) or problem(s) within [30] days; this Agreement may be terminated by action of the majority of the Town Council if the Town Council in its discretion determines the alleged default(s) or problem(s) has (have) not been effectively corrected.

8. This agreement may be amended signed by both parties, with the exception of the procedure outlined in Paragraph 4. Failure on the part of either party to enforce any provision of this Agreement shall be construed as a waiver of the right to compel enforcement of such provision or provisions at that time, but shall not be construed as a waiver to enforce such provision or provisions with respect to future occurrences; if the parties intend thereby to modify any provisions for future purposes, that modification should be made by said written amendment thereto.

9. It is understood that the contractual relationship of Chamber to The Town is that of independent contractor.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate on the date indicated below.

By: Janice Moore Date: 6/19/08  
Chamber of Commerce

By: Timothy J. Jasper Date: 6-24-08  
Timothy J. Jasper, Mayor  
Town of Apple Valley

Exhibit "A"

Performance Based Formula for  
Calculating Annual Chamber of Commerce Fee

1. A weighted average shall be used to calculate the annual fee. The fee will be calculated as follows:
  - a. Ten percent (10%) of the prior year's business license fee receipts; plus
  - b. Six and one-half percent (6.5%) of the prior year's Transient Occupancy Tax (Bed Tax) receipts; plus
  - c. One quarter percent (0.25%) of the prior year's sales tax receipts.
2. the first semi-annual installment due in July will be based upon the Town's latest estimates for the above three revenues; the second installment due in January will reflect the audited figures and may be more or less than the first installment, due to any variance between estimated and actual figures.
3. The annual fee will be rounded to the nearest hundred.
4. The above formula may be amended by Resolution of the Apple Valley Town Council.
5. The formula, outlined above, results in the sum of \$34,500 to be available to be paid to the Apple Valley Chamber of Commerce for Business Retention Services.

July 7, 2010

Town of Apple Valley  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

Dear Honorable Mayor Allan and Members of the Town Council,

We present to you our proposal from our Chamber of Commerce to perform Business Retention Services to businesses located within the Town of Apple Valley. Using proven strategies to help build business especially in a soft economy, the Chamber will utilize the media, local vendors, business leaders, and unique community partnerships.

Understanding the Council's focus on working with business owners in a soft economy you will be pleased to see a priority in our proposal that invests in technology for business owners at little or not cost to the local business. We have the capability to assist businesses in designing a web site within minutes, launch an e-commerce shopping program and quickly introduce social marketing techniques.

Additionally, the Chamber has launched two additional web sites: "HighDesertEconomy.com" and "HighDesertBusinessDirectory.com" to regionally promote the Town and all businesses located in the Town. Expanding our on air radio shows in 2010 – 2011 will include "All Things Business" on TALK 960 AM as well as continuing our "Profiles In Business" radio show which began in 2007.

Thank you for the invitation to submit this proposal to you on behalf of our business community. I look forward to our partnership and to providing these essential services to our Town.

Sincerely,

Janice H. Moore  
CEO / President

Apple Valley Chamber of Commerce Year End Report to Council

|   |             |
|---|-------------|
|   | 2009        |
| <b>New Members</b>  | 52          |
|   |             |
| <b>Dropped Members</b>  | 79          |
|   |             |
| <b>Membership Count</b>   | 394         |
|   |             |
| <b>Relocation Packets</b>   | 113         |
|   |             |
| <b>Grand Openings</b>   | 28          |
|   |             |
| <b>Ambassador Hours</b>   | 1,909       |
|   |             |
| Radio Hours   | 48 Hours    |
| Radio Spots   | 1,352 spots |
|   |             |
| <b>Classes</b>  |             |
|   |             |
| CBS Radio "How To Grow Your Business In A Declining Market"           | July        |
| Leadership  | 20 people   |
| Quick Books for Beginners   | July        |
| Business Owners Club - "Company Assessment"                           | July        |
| Business Owners Club - "Strategic Analysis"                           | August      |
| Business Owners Club - "Marketing, Communications & Target Marketing" | September   |
| Business Owners Club - "Forecasting & Cash Flow"                      | September   |
| Business Owners Club - "Human Resources & Time Management"            | October     |
| Business Owner's Club - "Business Plan & Financing"                   | October     |
| St. Mary Medical Center - "Health Care Reform"                        | August      |
| American Red Cross - "10th Annual Economic Summit"                    | September   |
| Arbonne International - "Michael Clouse In the High Desert"           | September   |
| CBS Radio "Business Building Seminar"                                 | September   |
| Capstone Consulting - Ben Elect Webinar                               | Jan-10      |
| Small Business Financial Forum & Expo                                 | February    |
| Small Business Assistance Day   | March       |
| El Dorado Broadcasters - "How To Survive and Thrive"                  | May         |
| San Joaquin Valley College Health Career Training                     | May         |
| Capstone Consulting Educational Seminar                               | June        |
|   |             |

Apple Valley Chamber of Commerce Year End Report to Council (Continued)

| <b>Ribbon Cuttings / Ground Openings &amp; Mixers</b>                               |                 |
|---|-----------------|
| UltraStar Cinemas All Chamber Mixer   | July            |
| Ultrastar media and Business Mixer  | July            |
| AV Chamber Quick Connect  | July            |
| DCUW "School Tools Supply Drive"  | August          |
| Desert Communities United Way Kick Off  | August          |
| Parkway Dental Group Community BBQ  | September       |
| Victor Valley College Eastside Public Safety Training Center Neighborhood Reception | September       |
| AV Chamber Quick Connect  | September       |
| Ross Dress for Less Grand Opening   | October         |
| Walgreen's Grand Opening  | October         |
| Big Mike's Country Palace Grand Opening   | October         |
| Apple Valley Farmers Market Grand Opening   | October         |
| Dr. Mike's Family Practice Grand Opening  | November        |
| Don's Baseball Card Store Ribbon Cutting  | December        |
| JR's Catering Service Grand Opening   | December        |
| Best Choice Animal Clinic Ribbon Cutting  | January 1, 2010 |
| Desert Communities United Way Open House  | January         |
| San Joaquin Valley College Ribbon Cutting Open House                                | January         |
| AV Chamber Quick Connect  | January         |
| Dollar Tree Ribbon Cutting  | February        |
| Round Table Pizza Mixer   | February        |
| Alaska USA Federal Credit Union Grand Opening                                       | February        |
| Azusa Pacific University High Desert Center Grand Opening                           | March           |
| Dr. Mungcal - Choice Medical Group Ribbon Cutting                                   | March           |
| AV Chamber Quick Connect  | March           |
| Coldwell Banker Commercial Anniversary Celebration                                  | April           |
| Victorville Veteran's Assistance Clinic Open House                                  | April           |
| Handy Equipment Tool and Party Rentals Ribbon Cutting                               | April           |
| Victor Valley Women's Club Afternoon Tea  | April           |
| Print Mart Joint Chamber Mixer  | April           |
| Dr. Hansen Choice Medical Group Grand Opening                                       | April           |
| Pipkin Dental Ribbon Cutting  | April           |
| Alaska USA Mortgage Company Open House  | April           |
| Town of Apple Valley Animal Shelter Grand Opening                                   | May             |
| Lee & Associates Mardi Gras in May Mixer  | May             |
| Athena Jean Salon & Day Spa Ribbon Cutting  | May             |
| Victor Valley College Solar Power Plant Grand Opening                               | May             |
| AV Chamber Quick Connect  | May             |
| Physicians of Choice Medical Group Meet & Greet                                     | May             |
| High Desert Plastic Surgery Associates Ribbon Cutting                               | May             |
| Spring Valley Lake Country Club Open House  | June            |
| Rock Springs Retirement Home BBQ  | June            |
| Don's Baseball Card Store Grand Opening   | June            |



Apple Valley Chamber of Commerce Year End Report to Council (Continued)

|  |  |
|--|--|
| <b>Businesses and Organizations Using Chamber Facilities</b> |  |
| Qual Valley Estates  |  |
| PEO Women's Group  |  |
| Apple Valley American Legion                                 |  |
| Apple Valley American Legion Women's Auxillary               |  |
| Desert Ranch Realty  |  |
| Inland Empire Small Business Development Center              |  |
| Bickford & Covington   |  |
| St. Mary Medical Center                                      |  |
| Century 21   |  |
| AV Rotary Interact Club                                      |  |
| Apple Valley Rotary Club                                     |  |
| Victor Valley College  |  |
| Desert Communities United Way                                |  |
| High Desert Republican Women                                 |  |
| High Desert Resource Network                                 |  |
| Apple Valley American Little League                          |  |
| High Desert Therapuetic Massage                              |  |
| Extreme Skin Rejuvenation                                    |  |
| Exit Realty Blaine & Associates                              |  |
| Mitsubishi Cement Company                                    |  |
| Victor Valley Women's Club                                   |  |
| Axiom Media  |  |
| The Heart Link Network Meeting                               |  |
| St. Mary Leadership Team                                     |  |
| Healthy Apple Valley Classes                                 |  |
|  |  |
| <b>Professional Development - Janice Moore</b>               |  |
| Economic Development 101                                     |  |
| Business Retention and Expanson                              |  |
| Economic Development Credit Analysis                         |  |

Apple Valley Chamber of Commerce

2009 -2010 Business Retention Contract Year End Review

- Twelve Monthly Luncheons
- Apple Valley Leadership Connection Program
- Chairman Awards Dinner
- Citizen of the Year Program
- Ground Breakings and Grand Openings
- Quick Connect and Business Mixers
- Apple Valley Village
  - Custom website skin to match new marketing materials
  - Record 30 minute radio show on Stardust 910 AM and 20 ads of promo
  - Associate Membership in two professional economic development organizations IEDC and CALED
  
- “All Things Business” Educational Series
- Scholarship to the AV Police Street Survival Training
- “Bringing Trigger Home to Apple Valley” FaceBook Site
- Apple Valley Leadership Connection Program
- Gathered signatures on petition for initiative to qualify on the November Ballot that “Prohibits State From Taking Funds Used for Transportation or Local Government Projects and Services”
- Professional Memberships in the International Economic Development Council (IEDC) and the California Association for Local Economic Development (CALED)
- Janice Moore, CEO attended professional development classes:
  - Economic Development 101
  - Economic Development Credit Analysis Course
  - Business Retention and Expansion
- Stardust 910 AM “Profiles In Business” Radio Show weekly
- Assisting the Apple Valley Country Club in promotions of weekly specials
- Presented Candidate Forum for 59<sup>th</sup> State Assembly Candidates
- Provide advocacy issues and education on vital issues to the Town
- Operate [www.yuccalomabridge.com](http://www.yuccalomabridge.com) web site
- Constant Contact email blast service

**Apple Valley Chamber of Commerce**

**2009 -2010 Business Retention Contract Year End Review**

- **High Desert Franchise Fair**
- **“All Things Business” Talk 960 AM Weekly Talk Show**
- **Stardust 910 AM “Profiles In Business” Weekly Radio Show**
- **High Desert Economy.com**
- **HighDesertOnLineBusinessDirectory.com**
- **“Triggers Corral” Fun Raiser at HAN Event**
- **Apple Valley Village Support**
  - **Continue Associate Memberships for Professional Development training in the IEDC and CALED**
  - **Offer free WebPac Websites to all businesses in the Village**
  
- **Participating in VVEDA’s application for an Enterprise Zone designation for all industrial and commercial areas in Apple Valley**
- **Continue Professional Development Training for Certification in Economic Development**

**Apple Valley Chamber of Commerce**  
**2010 -2011 Business Retention Contract**

- **High Desert Franchise Fair**
  
- **“All Things Business” Talk 960 AM Weekly Talk Show**
  
- **Stardust 910 AM “Profiles In Business” Weekly Radio Show**
  
- **High Desert Economy.com**
  
- **HighDesertOnLineBusinessDirectory.com**
  
- **“Triggers Corral” Fun Raiser at HAN Event**
  
- **Apple Valley Village Support**
  - **Continue Associate Memberships for Professional Development training in the IEDC and CALED**
  - **Offer free WebPac Websites to all businesses in the Village**
  
- **Participating in VVEDA’s application for an Enterprise Zone designation for all industrial and commercial areas in Apple Valley**
  
- **Continue Professional Development Training for Certification in Economic Development**

| <b>Apple Valley Chamber of Commerce</b>  |  |                             |                       |
|--|--|-----------------------------|-----------------------|
| <b>Budget Proposal for 2010 - 2011 Budget Year</b>   |  |                             |                       |
| <b>General Revenues to be determined by the Town Finance Director Based on Previous Year Audit</b> |  |                             |                       |
| <b>Below is a weighted average example based on the Town's 2009 Audit</b>                          |  |                             |                       |
|  |  |                             |                       |
| <b>WEIGHTED AVERAGE FORMULA:</b>   |  | <b>Town Revenue</b>         | <b>Chamber Budget</b> |
| 10% of Business License Fees   |  | \$231,000                   |                       |
| Home Occupation Permit   |  | \$8,700                     | \$23,900              |
|  |  |                             |                       |
| 6.5% of Transient Occupancy Taxes  |  | \$10,960                    | \$700                 |
|  |  |                             |                       |
| .0025% of Sales Tax and Sales Tax-In Lieu  |  | \$4,835,976                 | \$12,000              |
| <b>Total (Rounded to the nearest 100)</b>  |  |                             | <b>\$36,600</b>       |
|  |  |                             |                       |
| <b>Budget Proposal Based on \$36,772 Statement of Work for Business Retention Services</b>         |  |                             |                       |
|  |  |                             |                       |
| <b>Business Community Planning &amp; Advocacy</b>  |  |                             |                       |
| On-going Education & Training Opportunities  |  |                             | \$10,000              |
|  |  |                             |                       |
| <b>Media Buy to Promote Existing Businesses</b>  |  |                             |                       |
| "Profile In Business"  |  |                             |                       |
| Stardust 910 AM Radio  |  | \$125 per week for 52 weeks | \$6,500               |
| "All Things Business"  |  |                             |                       |
| TALK 960 AM Radio  |  | \$150 per week for 52 weeks | \$7,800               |
|  |  |                             |                       |
| <b>Technology and Marketing</b>  |  |                             |                       |
| "HighDesertBusinessDirectory.com"  |  |                             | \$3,075               |
| Free on-line business listing for all Apple Valley Businesses                                      |  |                             |                       |
| "Web Pacs" for Apple Valley Village Businesses   |  |                             | \$3,075               |
| "HighDesertEconomy.com"  |  |                             | \$3,075               |
| Marketing of our Region  |  |                             |                       |
|  |  |                             |                       |
| <b>Business Retention Staff</b>  |  |                             | <b>\$3,075</b>        |
| <b>Total</b>   |  |                             | <b>\$36,600</b>       |

## CHAMBERS AND POLITICAL ACTION

February 2008

### **“IF YOU’RE NOT AT THE TABLE, YOU ARE PROBABLY ON THE MENU”**

#### INTRODUCTION

One of the most often talked about subjects for a local chamber is what role a chamber should play in local and state elections. There are legitimate discussions about the pros and cons of chambers endorsing candidates and forming political action committees to support those candidates. A very important aspect of that discussion though should be based on sound facts. The discussion should also answer the question: **“Does who is elected to office have the ability to influence the business climate of the members of your chamber of commerce?”** If the answer is yes, then a chamber should look at the menu of opportunities they have to influence the election. This paper will attempt to answer frequently asked questions about chambers involvement in the election process and provide the resources to get specific questions answered.

#### RESEARCH

The Western Area Chamber Executives is one of the largest Chamber Associations in the United States. A recent poll of Chambers showed a growing trend toward Chamber involvement in the political process:

- Of 295 Chambers surveyed, 87 endorse candidates for public office.
- Of 294 Chambers surveyed, 71 have a PAC.

## FREQUENTLY ASKED QUESTIONS

1. **Does a Chamber need to form a Political Action Committee (PAC) to endorse a candidate or issue?** No! Chambers can endorse candidates and issues without a PAC and can communicate their endorsement to their membership, and to the public through a press release or press conference. If the chamber intends to go beyond this and spend more than \$1,000.00 in doing so then the Chamber should form a PAC.
2. **Does a Chamber need to form a Political Action Committee to spend money to promote the candidate or issue that they have endorsed?** If you are going to spend dollars to promote your endorsement beyond your membership, the answer is yes, it is recommended that you form the appropriate PAC for your state. It is not appropriate to spend Chamber dollars directly to support your endorsement later in this report we will give you the contact information for your state. Also understand that there is a difference in the type of PAC you form if it is for candidates or issues only.
3. **Are there different rules for a Chamber involvement in Federal, State or Local elections?** There are definite differences. This report will deal with State elections only but do not assume that there are not different rules for local elections. Generally the City Clerks Office for City elections, The County Clerk for County elections and the School Board offices for School related issues is a great place to check. Almost all governmental websites now have their election regulations on line now.
4. **Can a Chamber contribute to a PAC formed by someone else?** Yes. Chambers can contribute to other PACs. As an example, in California, if Chamber uses member dues/donations (as opposed to using interest or other income) to make the contribution, they must apply the so-called "first bite" rule, which says they may only make one political contribution each 5 years or risk turning the chamber into a political recipient committee, with reporting obligations. The best way around this is to attribute the contribution to interest or other income. Moreover, if they make contributions of \$10,000 or more in a calendar year, they trigger Major Donor reporting obligations.
5. **What is the difference between a PAC and an Independent Expenditure Committee?** A Political Action Committee is a committee that receives contributions from two or more persons in order to make contributions directly to candidates or issues that they support. There are rules in each state the limit the amount of money that can be contributed to a PAC or that a PAC may spend in a race either for a candidate or issue.

An Independent Expenditure Committee or IEC is technically considered a PAC but has very different rules on how much it can collect and spend. The main caveat for an IEC is that the expenditures must be done totally independent of the candidate. There are very stiff penalties for

violating that rule. An IEC may accept unlimited contributions from any source, and may make unlimited expenditures, but must file the appropriate disclosure reports.

6. **The Chamber is a not for profit. I thought not for profits were forbidden from political activities?**  
No. All nonprofits are not created equal. Chambers are nonprofits but have different rules about involvement than charitable nonprofits or 501C-3s.
  
7. **Are there different kinds of PACS?** Yes, almost every state has provisions for PACs that fund candidates and those PACs that only are involved in issues. There are also provisions to have PACs that do both. Different states have different requirements so you may need to form separate PACs if you plan on funding candidates and issues.



## RESOURCES

### National Campaign Disclosure & Reporting Information:

| Source   | Web Address  |
|--|--|
| IRS Political Organization Filing Requirements | <a href="http://www.irs.gov/newsroom/article/0,,id=103480,00.html">www.irs.gov/newsroom/article/0,,id=103480,00.html</a> |

### National PAC Internet Resources:

| Source                                     | Web Address  |
|--|--|
| Federal Election Commission Disclosure     | <a href="http://www.fec.gov/finance/disclosure/disclosure_data_search.shtml">www.fec.gov/finance/disclosure/disclosure_data_search.shtml</a> |
| Federal Election Committee                 | <a href="http://www.fec.gov/">www.fec.gov/</a>   |
| National Conference of State Legislatures: | <a href="http://www.ncsl.org/programs/legismgt/ABOUT/contriblimits.htm">http://www.ncsl.org/programs/legismgt/ABOUT/contriblimits.htm</a>    |

### Arizona Campaign Disclosure & Reporting:

| Source                     | Web Address  |
|----------------------------|--|
| Arizona Secretary of State | <a href="http://www.azsos.gov/">www.azsos.gov/</a> |

### Arizona PAC Internet Resources:

| Source   | Web Address  |
|--|--|
| Arizona Secretary of State<br>Campaign Contribution Limits | <a href="http://www.azsos.gov/election/2008/info/campaign_contribution_limits_2008.htm">www.azsos.gov/election/2008/info/campaign_contribution_limits_2008.htm</a> |

### California Campaign Disclosure & Reporting:

| Source  | Web Address  |
|---|--|
| California Automated Lobbyist and Campaign Contribution and Expenditure Search System | <a href="http://cal-access.ss.ca.gov">http://cal-access.ss.ca.gov</a>      |
| Fair Political Practices Committee (FPPC)   | <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>                       |
| Secretary of State Political Reform   | <a href="http://www.sos.ca.gov/prd/prd.htm">www.sos.ca.gov/prd/prd.htm</a> |

**California PAC Internet Resources:**

| Source                         | Web Address  |
|--------------------------------|--|
| California Chamber of Commerce | <a href="http://www.calchamber.com">www.calchamber.com</a> |

**Colorado Campaign Disclosure & Reporting:**

| Source  | Web Address  |
|---|--|
| Colorado Secretary of State                                     | <a href="http://www.sos.state.co.us/">www.sos.state.co.us/</a>   |
| Secretary of State Rules Concerning Fair Campaign Practices Act | <a href="http://www.sos.state.co.us/pubs/rule_making/campaign_adopt.htm">www.sos.state.co.us/pubs/rule_making/campaign_adopt.htm</a> |

**Nevada Campaign Disclosure & Reporting:**

| Source             | Web Address   |
|--------------------|---|
| Secretary of State | <a href="http://sos.state.nv.us/elections/party/ped/PACRegForm.pdf">http://sos.state.nv.us/elections/party/ped/PACRegForm.pdf</a> |

**Oregon Campaign Disclosure & Reporting:**

| Source | Web Address |
|--------|-------------|
|--------|-------------|

|  |  |
|--|--|
| Campaign Finance Manual for Candidates and Political Committees: | <a href="http://www.sos.state.or.us/elections/publications/cf_2007.pdf">www.sos.state.or.us/elections/publications/cf_2007.pdf</a> |
|--|--|

**Washington PAC Internet Resources:**

| Source                                    | Web Address  |
|---|--|
| Washington Chamber of Commerce            | <a href="http://www.awb.org/index.asp">www.awb.org/index.asp</a> |
| Washington Chamber of Commerce Executives | <a href="http://www.wcce.org">www.wcce.org</a>                   |

**HAVE ADDITIONAL QUESTIONS?**

For the Do's and Don'ts of PACS, here are a few Chambers that already have PACs in place:

| State      | Chamber                                  |
|------------|--|
| Arizona    | Phoenix, Tucson, Wickenburg              |
| California | Chico, Long Beach, Riverside, Sacramento |
| Colorado   | Boulder, Colorado Springs                |
| Nevada     | Las Vegas, Reno                          |
| Oregon     | Albany, Eugene, Medford                  |
| Washington | Kelso Longview, Redmond                  |

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