



General Municipal Election Candidate Handbook

NOVEMBER 6, 2018



City of
SANTA CLARITA

July 16, 2018

Dear Candidate:

Thank you for your interest in serving as a member of the City of Santa Clarita City Council. Running for public office is both a challenging and exciting experience which carries certain legal responsibilities and obligations. This Candidate Handbook has been prepared to assist you in your candidacy and filing requirements. It includes a calendar of events, information about and access to other regulatory agencies, and an overview of the major provisions related to the election process as outlined in local and state law. As a candidate, you are encouraged to contact Los Angeles County and the State regarding election and Political Reform Act regulations through the information provided or your own resources. This handbook is not intended to provide legal advice and is for general guidance only.

While the City of Santa Clarita consolidates its general municipal election with the County of Los Angeles statewide general election, candidate filing is conducted with the City Clerk. Completed nomination documents as listed below must be submitted prior to the filing deadline in order for the City Clerk to be able to certify you as a candidate and for your name to appear on the November 6 ballot.

- Nomination Papers (*mandatory*)
- Ballot Designation Worksheet (*mandatory*)
- Affidavit of Nominee and Oath or Affirmation of Allegiance (*mandatory*)
- Transliteration Form (*mandatory*)
- Form 501: Candidate Intention Statement – (*mandatory if not already filed*)
- Form 700: Statement of Economic Interest (*mandatory*)
- Candidate Statement Form (*if filing a candidate statement*)
- Candidate Statement Information Sheet (*if filing a candidate statement*)
- Code of Fair Campaign Practices (*optional*)
- Literature Requirements/Mass Mailing Requirements (*not to be returned*)

Voter registration information and precinct maps are managed by the Los Angeles County Registrar-Recorder/County Clerk. Please contact the Election Information Section at (800) 481-8683 to obtain these records.

Please contact me at (661) 255-4391 should you have any questions and to schedule an appointment to return your nomination documents.

Sincerely,

Mary Cusick, MMC
City Clerk

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Enclosures



GENERAL MUNICIPAL ELECTION

Candidate Handbook

November 6, 2018

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Making the Leap to Public Service:



What to Know about Ethics Laws *Before* You Are Elected or Appointed

8/2012

As a person considering public office, you face an important decision. Public service offers the opportunity to address real community problems and help shape the community's future. Public service also requires courage and personal sacrifice. You will be asked to make difficult and sometimes unpopular decisions. Your actions will be scrutinized as never before. The law and the public's expectations are likely to affect what you can do or not do to a greater extent than you are used to—particularly as it relates to ethics. This pamphlet alerts you to issues that can arise under public service ethics laws. Being aware of these issues *before* you seek or assume office helps you determine whether this is the right time in your life for public service.



Why Thinking Ahead Is Wise

Understanding public service ethics laws and principles can help you:

- * Identify and address potential sources of problems before you commit to seeking public office.
- * Make an informed decision about the particular office you seek.
- * Make a positive difference in your community by maintaining your community's trust and confidence in your leadership.
- * Avoid illegal or embarrassing situations that can be personally costly.

Taking the time to acquaint yourself with the relevant laws can go a long way toward helping you avoid future headaches.

The Law is a Floor, Not a Ceiling

Laws are *minimum* standards. The public expects public officials to set their sights well above the minimum standards of the law.

Transparency Laws

The public trusts decision-making and other processes that it can observe. Public officials thus operate in a fishbowl than private individuals are accustomed to.

Elements of this fishbowl often include public officials having to:

- ⇒ Share periodic information about their private financial interests.
- ⇒ Conduct the public's business in open and publicized meetings at which the public has the right to speak.
- ⇒ Allow access to agency written information and communications.
- ⇒ Disclose information about significant (\$5,000 or more) fundraising efforts for worthy causes.



Fair Process Laws

Other ethics laws are built on the notion public agency decisions should be made on their merits, without favoritism. This means that public officials:

- * Cannot simultaneously hold certain public offices or engage in other outside activities that would subject them to conflicting loyalties.
- * Cannot participate in entitlement proceedings on appointed bodies – such as land use permits – involving campaign contributors.
- * Cannot solicit campaign contributions of more than \$250 while sitting on appointed bodies from permit applicants while an application is pending and for three months after a decision.
- * Cannot participate in quasi-judicial proceedings (when they are applying agency policies to specific situations, such as permit entitlements) in which they have and/or have expressed strong personal or subject matter biases.
- * Cannot participate in decisions that will affect their immediate family (defined as spouse/domestic partner or dependent children). (However, an appearance of impropriety may also prevent an officeholder from participating in decision affecting parents, independent children and siblings.)
- * Cannot ask agency staff for campaign contributions and should not ask staff to support their candidacies.

Decision-Making in the Public Interest

The notion behind laws prohibiting private financial gain is that public officials' economic interests cannot even *appear* to influence their governmental decisions.

For example, public officials usually:

- * Must disqualify themselves from decisions that may affect (positively or negatively) their economic interests; relevant kinds of economic interests include real property, sources of income (such as employers, customers and clients) and investments.
- * May not benefit from contracts when the contract comes before their agency for decision.

In addition, promising to take a certain governmental action in exchange for something (including money, gifts or campaign contributions) is a crime.



Perks of Office

The law strictly limits the degree to which an officeholder can receive benefits relating (or appearing to relate) to his or her status as a public official. Generally speaking, public officials:

- * Receive limited (sometimes no) compensation and expense reimbursement for their public service activities.
- * Must disclose gifts (including meals, sporting events, concerts and travel) received of \$50 or more and may not receive gifts aggregating over a certain amount from a single source in a given year. (Note: local regulations may be more restrictive.)
- * Cannot be paid for speaking, writing an article or attending a conference.
- * Cannot receive loans over \$250 from those within the agency or those who do business with the agency.
- * Face severe penalties if they use public resources (including agency staff time and equipment) for either personal or political purposes.

Determine the Impact of These Laws on You

These laws are extraordinarily complex. For more information about ethics laws in general, visit www.ca-ilg.org/EthicsLaws.

There are several steps you can take to make a preliminary assessment of how these laws will affect you, based on your activities and assets.

- ⇒ Step 1: Understand the Duties and Roles of the Office You Seek.
- ⇒ Step 2: Think About How These Responsibilities Might Affect You.
- ⇒ Step 3: Determine Whether You Would Benefit from More Information on How the Law Would Affect Your Public Service.

For more information on how to take these steps, visit www.ca-ilg.org/CandidatePamphlet.

Although going through these steps is no substitute for legal advice, doing so will give you a better sense of whether it is realistic for you to serve and what you want to talk with an attorney about.

Thank You for Your Interest in Public Service

As a person considering public office, you face an important decision. Public service offers the opportunity to address real community problems and help shape the community's future. Public service also requires courage and personal sacrifice. You will be asked to make difficult and sometimes unpopular decisions. Your actions will be scrutinized as never before. The law and the public's expectations are likely to affect what you can do or not do to a greater extent than you are used to—particularly as it relates to ethics. This pamphlet alerts you to issues that can arise under public service ethics laws. Being aware of these issues *before* you seek or assume office helps you determine whether this is the right time in your life for public service.

About the Institute for Local Government

The Institute's mission is to promote good government at the local level with practical, impartial and easy-to-use materials. The Institute is the research affiliate of the League of California Cities and the California State Association of Counties.

www.ca-ilg.org

FOR IMMEDIATE RELEASE
July 9, 2018

Contact: Carrie Lujan
(661) 255-4314

FILING PERIOD FOR 2018 CITY COUNCIL ELECTION
OPENS MONDAY, JULY 16

The City's 2018 General Municipal Election, consolidated with the Los Angeles County Statewide General Election, will be held on November 6, 2018. Registered voters in the City of Santa Clarita will have the opportunity to elect three City of Santa Clarita councilmembers of the five-member City Council, for a term of four years each. These seats are presently occupied by incumbents Mayor Laurene Weste, Mayor Pro Tem Marsha McLean and Councilmember Bill Miranda.

The filing period for local residents interested in running in the 2018 Santa Clarita City Council election will open Monday, July 16, 2018, and close Friday, August 10, 2018. In the event that any incumbent councilmember does not file by 5:00 p.m. on Friday, August 10, the filing period for all non-incumbent candidates will be extended to 5:00 p.m. on Wednesday, August 15. Prospective City Council candidates must secure the signatures of 20 to 30 registered City voters prior to filing nomination paperwork. Each candidate is also required to file a Statement of Economic Interests, disclosing investments and interests in real property at the time the nomination paper is returned for filing. There is no charge for filing nomination papers.

For a fee, candidates may also prepare a statement to be included in the sample ballot materials which is mailed to voters. Statements may include the candidate's name, occupation and brief description of no more than 200 words stating their education and qualifications. The estimated fees are \$2,200 for printing the candidate statement in English only and \$4,400 for English and Spanish translation to be printed in the Official Sample Ballot. The fees are due when nomination papers are filed.

Nomination papers and candidate handbooks will be available by appointment beginning July 16, 2018, in the City Clerk's Office, at City Hall, Suite 120, located at 23920 Valencia Blvd. Election office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except during holidays. Prospective candidates should call the City Clerk's Office at (661) 255-4391 to schedule appointments for the approximate 30-minute processes to obtain and to return materials for candidacy.

Anyone wishing to lend their signature to a potential candidate's nomination paperwork must be a registered voter residing in the City of Santa Clarita at the time nomination papers are issued. Each eligible voter may nominate up to three prospective candidates.

The three top vote-getters are expected to be sworn into office on December 11, 2018, prior to the regularly-scheduled City Council meeting.

For more information on the 2018 Santa Clarita General Municipal Election, including results of past City Council elections, please visit votesantaclarita.com.

#



Candidate FAQ

HOW MANY COUNCIL SEATS WILL BE OPEN FOR ELECTION?

Three open Council seats will be voted for in the 2018 election.

WHEN ARE ELECTIONS HELD IN THE CITY OF SANTA CLARITA?

Elections for City Council members are held the second Tuesday in November of even-numbered years and are consolidated with the County of Los Angeles General Elections. The next City election is scheduled for November 6, 2018.

WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR RUNNING FOR A CITY COUNCIL SEAT?

To hold any elective office within the City of Santa Clarita, a person must be a registered voter of the City at the time the nomination paper is issued. The City Clerk will not issue a nomination paper if the candidate is not a registered voter. (California Elections Code ["E.C."] §201.)

If an elected official moves his or her place of residence outside of the City limits or ceases to be an elector of the City during his or her term of office, the office of that elected official shall immediately become vacant. (California Government Code ["G.C."] §36502.)

HOW OFTEN DOES THE CITY COUNCIL MEET?

The City Council holds its regular meetings on the second and fourth Tuesday of each month at 6:00 p.m. Study sessions, which are informal meetings of the City Council, may be held on the first Tuesday of each month at 5:30 p.m. Other adjourned or special meetings are scheduled as City business necessitates. These meetings are open to the public.

DO CITY COUNCILMEMBERS RECEIVE COMPENSATION?

Yes. Councilmember salary is established by Government Code 36516, and the current monthly amount is \$2,015.83. In addition, Councilmembers are eligible to receive the following benefits:

Health Benefits

- City Councilmembers are eligible to enroll in the City's health, dental, and vision insurance.
- Councilmembers elected or re-elected to non-consecutive terms after January 1, 2018 are

eligible to receive up to \$286.62 per month if they choose not to enroll in a city-provided health plan. This entire “cash in lieu” benefit must be used toward other cafeteria plan options such as life insurance; AFLAC short-term disability, accident, or cancer insurance; flexible spending accounts; or deferred compensation.

- Additional benefits offered include City-paid life, accidental death & dismemberment, and long-term disability insurance.

Retirement Benefits

As a replacement for Social Security, Councilmembers are required to be enrolled in one of the following retirement plans:

Option 1 – CalPERS Retirement in either the 2.0% at 60 plan or 2.0% at 62 plan depending on whether the Councilmember was a member of PERS as of January 1, 2013, in compliance with the provisions of the Public Employees’ Pension Reform Act (PEPRA). For both plans, the Councilmember is responsible for paying the full member pension contribution.

Option 2 – 457 Deferred Compensation Retirement Plan with a City contribution of 7.5% of base salary.

WHEN IS THE NOMINATION FILING PERIOD?

Beginning July 9, 2018, potential candidates may schedule an appointment with the Santa Clarita City Clerk’s Office at (661) 255-4391 to obtain nomination papers during the nomination filing period. The nomination filing period is **July 16, 2018** through **August 10, 2018**. If an incumbent whose term expires in 2018 does not file in this period, the filing period is extended to 5 p.m. on **Wednesday, August 15, 2018**, for all potential candidates other than the incumbent(s) who declined to file nomination paperwork by the August 10, 2018 deadline.

WHO CAN SIGN MY NOMINATION PAPER?

Any registered voter in the jurisdiction of the City of Santa Clarita may sign a nomination paper. This includes the candidate and/or the circulator. Each seat on the City Council is a *separate* office. Therefore, a citizen may sign a nomination paper for up to three different candidates for this election. Your nomination paper must contain at least 20 and not more than 30 signatures; a minimum of 20 must be verified for your nomination to be valid.

WHAT HAPPENS IF SOME OF THE SIGNATURES I OBTAIN ON MY NOMINATION PAPER ARE NOT REGISTERED VOTERS OR DO NOT LIVE WITHIN THE CITY LIMITS?

These signatures will *not be* counted toward the 20 signatures required for you to run for office. The City Clerk’s Office recommends candidates consider filing their nomination paperwork in advance of the deadline to avoid potential signature issues.

It is the Santa Clarita City Clerk’s responsibility to verify the signatures on all nomination papers. If you file early, there will be time to check the signatures and notify you of any discrepancies. Filing early will provide you with an opportunity to circulate and submit supplemental

nomination paperwork prior to the deadline.

WHEN DOES A CANDIDATE'S NOMINATION BECOME PUBLIC?

A potential candidate's name becomes public information from the time a candidate submits his or her nomination papers or files a Candidate Intention Statement (Form 501). Nomination papers, however, are not immediately available for public review.

A complete list of candidates will be available in the City Clerk's Office at noon on the business day following the close of the nomination period: August 13, 2018 or, if the filing period is extended, by noon, August 16, 2018.

WHAT HAPPENS IF I CHANGE MY MIND ABOUT RUNNING FOR OFFICE AFTER FILING THE NOMINATION PAPER?

You may withdraw as a candidate at any time prior to the close of the nomination period. After that date, you may not withdraw, and your name will appear on the ballot.

WHAT ARE THE ELECTION OFFICE HOURS?

Election office hours in the City Clerk's Office are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

CAN SOMEONE DELIVER MY NOMINATION PAPER TO THE CITY CLERK FOR ME?

Yes. Please be sure that all forms are properly completed. If there are any questions on any form or they are not completed properly, your paper may not be accepted.

IS THERE A FILING FEE INVOLVED FOR MY CANDIDACY?

No. Santa Clarita does not impose a filing fee. The City provides equal opportunity for all candidates to fully participate by not charging a filing fee.

IS THERE A FEE FOR MY CANDIDATE STATEMENT?

Yes. The County of Los Angeles imposes a fee to cover the cost of printing your statement in the official Sample Ballot. The initial deposit required for your statement is \$2,200 for English only and \$4,400 for English and Spanish, based on the County's estimate. Should the actual cost be less than the deposit, the difference will be refunded. Should the actual cost be more than the deposit, a bill for the difference will be mailed to you.

MAY I CHANGE OR CORRECT THE WORDING OR SPELLING ON MY CANDIDATE STATEMENT AFTER SUBMISSION?

No. Please check your candidate statement carefully before submitting it. It will be printed exactly as submitted.

IF I SUBMIT A CANDIDATE'S STATEMENT AND I CHANGE MY MIND, MAY I WITHDRAW THE STATEMENT?

Yes. The candidate's statement may be *withdrawn but not changed* until 5:00 p.m. the business day following the close of the nomination period.

WHAT IS THE DEFINITION OF PUBLIC RIGHT-OF-WAY FOR CAMPAIGN SIGNAGE?

Section 13.24.010 of the City of Santa Clarita Municipal Code defines public right-of-way as "any place of any nature which is dedicated to use by the public for pedestrian and vehicular travel, and includes, but is not limited to, a street, sidewalk, curb, gutter, crossing, intersection, parkway, highway, alley, lane, mall, court, way, avenue, boulevard, road, roadway, viaduct, subway, tunnel, bridge, thoroughfare, parksquare, and other similar public way which is owned or held (whether in fee, easement, leasehold or other interest) by the City of Santa Clarita." Furthermore, Section 17.51.080.E.1.a states that "except as specifically provided in this section, no sign shall be located upon or project over a public right-of-way."

In an effort to identify where the public right-of-way transitions to private property for the placement of campaign signage, it can be helpful to use the location of the adjacent curb as a guide. Most properties throughout the City of Santa Clarita have a curb along the frontage of the property. Although the distance from the curb to the end of the public right-of-way will vary throughout the City of Santa Clarita, in a typical residential area signs placed a minimum of 14 feet from the curb will not be within the public right-of-way. This guide does not necessarily apply to property in commercial areas as the distance from the curb to the public right-of-way can vary from 3' to 33', depending on various factors. It should also be noted that there are many areas within the City that have been developed without the typical curb/gutter/parkway/sidewalk standard.

If you are uncertain about a particular sign placement and wish to ensure it is not within the public right-of-way, please contact Daniel Rivas at (661) 286-4195 or email him at drivas@santa-clarita.com to discuss the exact location where you would like to place campaign signage.

WHAT ARE THE REGULATIONS REGARDING TEMPORARY SIGNAGE?

Regulations regarding Temporary Signage can be found on the City's website at [Vote Santa Clarita – Sign Regulations](#) and are included in the Candidate Handbook.

WHEN CAN CANDIDATES START POSTING CAMPAIGN SIGNAGE?

The City does not have any restrictions on when campaign signage may be posted, as long as the Sign Ordinance is being followed.

WHAT DOES SANTA CLARITA MUNICIPAL CODE CHAPTER 7.02 INDICATE IN REGARD TO FONT SIZE FOR CAMPAIGN MATERIALS?

The language provides for a proportionate increase in font size as materials get larger, but there is no language that expressly allows for a proportionate reduction in font size. Please refer to Municipal Code Section 7.02.040 for details.

CALENDAR OF EVENTS

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 6, 2018 GENERAL ELECTION

DATES	EVENTS
JULY 9 (M) E-120	<p>ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS) Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials.</p> <p>CITY RESOLUTION — CANDIDATE STATEMENTS Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words), and whether advance payment is required. (E. C. § 13307)</p>
JULY 16 (M) E-113	<p>AUG. 10 (F) E-88 5:00 P.M.</p> <p>NOMINATION PERIOD First and last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407)</p> <p>CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307)</p> <p>NOTE: Candidate statements are only included in the Official Sample Ballot Booklet and will not be included in the Vote By Mail Voting Instructions and Guide.</p>
JULY 16 (M) E-113	<p>NOTICE OF ELECTION — PUBLICATION On or before this date the City Clerk shall publish a notice of election. (E. C. § 12101 and Govt. Code § 6061)</p>

DATES	EVENTS
<p>AUG. 10 (F) E-88 5:00 P.M.</p>	<p>NOMINATION DOCUMENTS — DEADLINE DATE Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407)</p> <p>CANDIDATE WITHDRAWAL No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224)</p> <p>CONSOLIDATION OF ELECTIONS Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words. (E. C. §§ 10402 and 13247)</p>
<p>AUG. 11 ** (Sa) E-87**</p> <p>AUG. 15 (W) E-83 5:00 P.M.</p>	<p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If nomination documents for an incumbent are not filed by 5:00 p.m. on August 10, 2018, the nomination period shall be extended until August 15, 2018 at 5:00 p.m., for persons other than the incumbent. (E. C. § 10225)</p> <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected.</p>
<p>AUG. 11** (Sa) E-87**</p> <p>AUG. 20 (M) E-78</p>	<p>PUBLIC EXAMINATION PERIOD Recommended period for the City Clerk to make available candidate statements, candidate names and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E. C. § 13313)</p> <p>For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.</p> <p>NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 16 through August 27**.</p>

** August 11, 18 and 25 (Saturdays) and March 12 and 19 (Sundays) - RRCC office will be closed.

DATES	EVENTS
<p>AUG. 15 (W) E-83</p>	<p>AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot. (E. C. § 9605)</p> <p>MEASURE LETTER DESIGNATION Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.</p>
<p>AUG. 16 (Th) E-82 11:00 A.M.</p>	<p>RANDOMIZED ALPHABET DRAWING The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</p>
<p>AUG. 17 (F) E-81</p>	<p>LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses. (E. C. §§ 10402 and 10403)</p> <p>A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.</p> <p>NOTE: The name on the candidate statement MUST match the name on the certified list of qualified candidates.</p> <p>MEASURES — LETTER DESIGNATION Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).</p>

DATES	EVENTS
AUG. 17 (F) E-81	<p>IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day for the City Attorney to transmit impartial analysis of measure to the City Clerk. (E. C. § 9280)</p> <p>ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed 300 words in length. (E. C. §§ 9282 and 9286)</p>
AUG. 18 (Sa)** E-80**	<p>AUG. 27 (M) E-71</p> <p>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS Recommended period for the City Clerk to make available for public examination, a copy of ballot measure text, impartial analysis and arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295)</p> <p>MEASURE ENCLOSURES No later than August 20, 2018 the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.</p>
AUG. 23 (Th) E-75	<p>CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held. (E. C. § 10229)</p> <p>NOTE: It is imperative that the City Clerk notify the county elections official immediately of cancelled elections.</p>

** August 18 (Saturday) and August 19 (Sunday) - RR/CC office will be closed.

DATES		EVENTS
AUG. 27 (M) E-71		REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed 250 words . (E. C. § 9285)
AUG. 28 (Tu) E-70		REBUTTALS — LAST DAY TO SUBMIT TO COUNTY Recommended last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.
AUG. 28 (Tu) E-70	SEPT. 6 (Th) E-61	PUBLIC EXAMINATION PERIOD FOR REBUTTALS Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295)
SEPT. 6 (Th) E-61	SEPT. 12 (W) E-55	VOTE RECORDER PAGE PROOFS Recommended period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval. NOTE: Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.
SEPT. 10 (M) E-57	OCT. 23 (Tu) E-14	STATEMENT OF WRITE-IN CANDIDACY A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that he or she is a write-in candidate for the election. (E. C. §§ 8600, 8601 and 10103)
SEPT. 27 (Th) E-40	OCT. 16 (Tu) E-21	MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS An Official Sample Ballot Booklet shall be mailed to each voter during this period. (E. C. § 13303)

DATES		EVENTS
OCT. 9* (Tu) E-28*		PRECINCT BOARD MEMBER AND POLLING PLACES — APPOINTMENT Last day to appoint precinct boards and designate polling places. A notice of appointment shall be mailed to each precinct officer. (E. C. §§ 12286, 12307 and 12319)
OCT. 9 (Tu) E-28		MAILING OF VOTE BY MAIL BALLOTS First day the elections official delivers Vote By Mail ballots in compliance with E.C. 3001. (E. C. § 3010 and 3206)
OCT. 9* (Tu) E-28*	OCT. 30 (Tu) E-7	VOTE BY MAIL — FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E. C. § 3001)
OCT. 12 (F) E-25		COPIES OF STREET INDEX Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)). (E. C. § 2183)
OCT. 22 (M) E-15		CLOSE OF REGISTRATION Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)
OCT. 23 (Tu) E-14	NOV. 6 (Tu) ELECTION DAY	NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)

*Date adjusted due to weekend and/or holiday.

DATES	EVENTS
OCT. 23 (Tu) E-14	<p>STATEMENT OF WRITE-IN CANDIDACY DEADLINE Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that he or she is a write-in candidate in the election. (E. C. §§ 8600 and 8601)</p> <p>BILINGUAL PRECINCT BOARD MEMBER LIST Last day to prepare list of appointed bilingual precinct board members. (E. C. § 12303)</p> <p>PROCESSING VOTE BY MAIL BALLOTS The processing of vote by mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101(b))</p>
OCT. 25 (Th) E-12	<p>WRITE-IN CANDIDATES — SUBMIT TO COUNTY Recommended last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.</p>
OCT. 27* (Sa) E-10*	<p>CENTRAL TALLY LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109)</p>
OCT. 30 (Tu) E-7	<p>POLLING PLACES — PUBLICATION On or before this date a list of polling places for each precinct shall be published once in a newspaper of general circulation within the city. (E. C. § 12105 and Govt. Code § 6061)</p> <p>NOTICE OF LIST OF NOMINEES — PUBLICATION On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city. (E. C. § 12110 and Govt. Code § 6061)</p>
OCT. 31 (W) E-6	<p>NOV. 6 (Tu) ELECTION DAY</p> <p>EMERGENCY VOTE BY MAIL Between these dates any voter may apply for a Vote By Mail ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 and 3110)</p>

*October 27 (Saturday) – RR/CC office will be closed.

DATES	EVENTS
NOV. 6 (Tu) 8:00 P.M. ELECTION DAY	<p>ELECTION DAY Polls open 7:00 a.m., close 8:00 p.m. (E. C. §§ 1200 and 14212)</p> <p>VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017 and 3020)</p> <p>Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2. (E. C. § 3020(b) Section 1 and 2)</p>
NOV. 8 (Th) E+2	<p>OFFICIAL CANVASS The canvass of election returns shall commence no later than the first Thursday following the election. (E. C. §§ 10262 and 15301)</p>
DEC. 6 (Th) E+30	<p>COMPLETION OF OFFICIAL CANVASS The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction within 30 days of the election. (E. C. § 15372)</p> <p>NOTE: On November 30, 2018 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On December 4, 2018 the Board of Supervisors is tentatively scheduled to declare the election officially concluded.</p>



IMPORTANT TELEPHONE NUMBERS

FAIR POLITICAL PRACTICES COMMISSION

1102 Q Street, Suite 3000
Sacramento, CA 95811
Phone 866-275-3772 (toll-free)
Fax 916-322-6440
Internet: www.fppc.ca.gov

- Campaign Disclosure
- State Contribution Limits
- Conflict of Interest Disclosure
- Lobbying Disclosure
- Conflict of Interests
Disqualification
- Proper Use of Campaign Funds
- Fill Out Forms Electronically

SECRETARY OF STATE *Political Reform Division*

1500 11th Street, Room 495
Sacramento, CA 95814
Phone 916-653-6224
Fax 916-653-5045
Internet: www.sos.ca.gov

- Committee Identification
Numbers
- Termination of Committees

Elections Division

Phone 916-657-2166
Fax 916-653-3214

- Questions related to the Elections
Code

STATE FRANCHISE TAX BOARD

Phone 800-338-0505

- Committee Tax Status
- Tax Deductible Contributions
- Charitable Non-Profit Groups
- Any other tax-related questions

INTERNAL REVENUE SERVICE

Phone 800-829-1040

- Federal Taxpayer ID Numbers
- Any other tax-related questions

ATTORNEY GENERAL

Phone 800-952-5225

- Brown Act Requirements

SANTA CLARITA CITY CLERK

Phone 661-255-4391
Fax 661-255-4938

- City Election Information
- Campaign Disclosure Filings

Chapter 7.02 CAMPAIGN CONTRIBUTION LIMITATIONS AND DISCLOSURE

Sections:

- [7.02.010](#) Purpose.
- [7.02.020](#) Definitions.
- [7.02.030](#) Contribution Limits.
- [7.02.040](#) Campaign Disclosure.
- [7.02.050](#) Violation—Penalty.
- [7.02.060](#) Severability.

7.02.010 Purpose.

The purpose of this chapter is to advance compelling City interests by limiting large contributions from single sources to candidates for municipal office and by imposing reporting and accounting procedures for local campaigns. The City's interests are to provide a representative government which is accessible to all citizens, to deter corruption, and to inform the electorate as to the sources and uses of political contributions. This chapter shall not apply to ballot measures. (Ord. 90-4, 2/13/90; Ord. 92-21, 12/8/92)

7.02.020 Definitions.

For the purposes of this chapter, unless the contrary is stated or clearly appears from the context, the definitions set forth in Chapter 2 of Title 9 of the Government Code for the State of California (commencing at Section 82000) shall govern. (Ord. 90-4, 2/13/90)

7.02.030 Contribution Limits.

- A. Contributions. No person shall make, and no candidate for elective office or campaign treasurer shall solicit or accept, any contribution which would cause the total amount contributed by that person to that candidate or committees controlled by that candidate to exceed one thousand dollars (\$1,000) per election contest.
- B. Disclosure of Contributors. Candidates shall report the names and addresses of all persons who contribute one hundred dollars (\$100.00) or more to their campaign. Such disclosure shall also include the name and address of the contributor's employer. If the contributor is self-employed, the candidate shall report the name and address of the contributor's business.
- C. Loans. No person shall make, and no candidate for elective office or campaign treasurer shall solicit or accept, any loan which would cause the total amount contributed to the candidate or committees controlled by the candidate to exceed one thousand dollars (\$1,000) per election contest.
- D. Anonymous Contributions. No person shall make an anonymous contribution or contributions to a candidate, political committee, broad-based political committee, ballot measure committee or any other person. An anonymous contribution received by a candidate or such a committee shall not be kept by the intended recipient, but instead shall be paid promptly to the Treasurer of the City. No candidate for elective office or campaign treasurer shall solicit or accept anonymous contributions from any sources.
- E. Extension of Credit. No person shall extend credit, and no candidate for elective office or campaign treasurer, or political committee, broad-based political committee or ballot measure committee shall solicit or accept any extension of credit which will extend beyond ninety (90) days from the date upon which the debt is incurred by the candidate, or political committee, broad-based political committee, or ballot measure committees.
- F. Personal Funds. The provisions of this section shall not apply to a candidate's contributions of his or her personal funds to his or her own campaign contribution account.

G. Commercial Loans. The provisions of this chapter regarding loans shall not apply to loans made by a commercial lending institution in the lender's regular course of business on terms available to members of the general public and for which the loan recipient is personally liable. (Ord. 90-4, 2/13/90; Ord. 92-21, 12/8/92; Ord. 03-13 § 1, 10/14/03; Ord. 10-8 § 1, 7/13/10)

7.02.040 Campaign Disclosure.

A. Campaign Bank Account. The notice and filing requirements of Government Code Sections [81000](#) et seq. regarding the campaign bank account, shall be made to the City Clerk of the City at the same time and in the same manner as reporting is made to the Fair Political Practices Commission for the State of California.

B. Committee Registration. Every political committee involved in a municipal election which files campaign reports shall file also with the City Clerk in the same form, content and procedure as set forth in Government Code Sections [81000](#) et seq.

C. Disclosure of Campaign Material Sponsor. Any campaign material which is published or displayed shall disclose the name, street address, and City of the candidate or campaign committee who sponsored the campaign materials. Such disclosure shall be set in twelve (12) point type for an eight and one-half (8 1/2) inch by eleven (11) inch sheet and proportionately larger for broadsides and posters. It shall be in color and print which contrasts with the background so as to be easily legible and placed in a drawn box or set apart from any other printed matter. (Ord. 90-4, 2/13/90; Ord. 92-21, 12/8/92)

7.02.050 Violation—Penalty.

Any person violating any of the provisions of this chapter is guilty of a misdemeanor punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the County Jail for a period not exceeding six (6) months, or both. (Ord. 90-4, 2/13/90; amend. Ord. 92-21, 12/8/92)

7.02.060 Severability.

If any provision or portion of this chapter is for any reason held invalid or unconstitutional by the decision of any court, such decision shall not affect the remaining portions of this chapter. The City Council hereby declares that it would have passed and adopted this chapter and each and all of the provisions thereof, irrespective of the fact that any one or more of said provisions may be declared invalid. (Ord. 90-4, 2/13/90; Ord. 92-21, 12/8/92)

The Santa Clarita Municipal Code is current through Ordinance 18-3, passed April 10, 2018.

Disclaimer: The City Clerk's Office has the official version of the Santa Clarita Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.



Sign Regulations

The Santa Clarita Municipal Code (SCMC) governs signage within the City of Santa Clarita. Signs used for campaigns will generally fall within the SCMC's definition of temporary noncommercial signage:

“Temporary Sign” means any sign constructed of cloth, canvas, light fabric, cardboard, wallboard, wood or other light materials, with or without frames, intended to be displayed for a limited period of time” (SCMC section 17.11.020)

“Noncommercial Sign” means a sign that does not name, advertise or call attention to a commercial or industrial business, commodity, product, good, service or other commercial or industrial activity for a commercial or industrial purpose”(SCMC section 17.11.020)

The regulations for temporary noncommercial signs vary depending upon whether the signage is located on private property or on public property. All of the regulations are available online at www.codepublishing.com/ca/SantaClarita. Attached are excerpts from the code which you may find helpful. If you have any questions concerning signage, please feel free to contact Daniel Rivas, Community Preservation Manager, at (661) 286-4195.

Community Preservation's general phone number is (661) 286-4076.

Address:

City of Santa Clarita
Community Preservation
23920 Valencia Blvd.
Santa Clarita, CA 91355

City Hall – Main phone line
(661) 259-CITY (2489)

PUBLIC PROPERTY

Temporary noncommercial signage **may not be placed on public property or in public rights-of-way**. Such signs are subject to removal by the City. Once removed, the signs can either be retrieved (subject to a fine) or the signs can be stored until after the election (and retrieved at that time without a fine).

[See Attached SCMC Chapter 11.12]

PRIVATE PROPERTY

Temporary freestanding noncommercial signs may be placed on private property, provided that such temporary noncommercial signage is in compliance with the code with regard to placement, size, quantity and design. Those standards vary depending upon whether the private property is commercial or residential. Noncommercial signs on private property that do not conform to the requirements of the SCMC will not be removed by the City, but will subject the property owners to code enforcement action, **so candidates are encouraged to obtain property owner permission prior to installing any signage**.

[See Attached Section 17.51.080(S)]

PUBLIC PROPERTY – SIGN REGULATIONS

SCMC Chapter 11.12 INTERFERENCE WITH CITY PROPERTY OR NOTICES

Sections:

- 11.12.010 Removing or Defacing Official Notices Prohibited—Exception.
- 11.12.020 Posting Signs and Defacing Property Prohibited When.
- 11.12.030 Signs or Billboards on Public Highways Prohibited.
- 11.12.040 Paint in Aerosol Cans Prohibited When.
- 11.12.050 Sale of Aerosol Paint Containers—Storage Requirements.
- 11.12.060 Removal of Unauthorized Signs.
- 11.12.070 Violation—Penalty.
- 11.12.080 Alternative Penalty—Noncommercial Signage.

11.12.010 Removing or Defacing Official Notices Prohibited—Exception.

No person may intentionally deface, tear down, obliterate or destroy any copy, transcript or extract of or from any ordinance or resolution of the City which is posted in, on or along any highway or other public place, or any proclamation, advertisement or notice set up at any place by authority of any ordinance, resolution or policy of the City, before the expiration of the time in which such proclamation, advertisement or notice was to remain set up. (Ord. 89-29, 1/23/90; Ord. 11-5 § 1, 2/22/11; Ord. 13-4 § 2 (Exh. A), 5/14/13)

11.12.020 Posting Signs and Defacing Property Prohibited When.

No person may paint, post, attach or affix any handbill, dodger, notice, sign or advertisement upon or to any bridge, fence, building, traffic signals, stop signs or other property belonging to the City, or any tree situated in any public highway of the City, or in any public right-of-way; and no person shall deface, mar or disfigure any bridge, fence, building or other structure belonging to the City, or any tree situated in any public highway of the City, by painting, cutting, scratching or breaking the same or attaching or affixing anything thereto. (Ord. 89-29, 1/23/90; Ord. 11-5 § 1, 2/22/11; Ord. 13-4 § 2 (Exh. A), 5/14/13. Formerly 11.12.030)

11.12.030 Signs or Billboards on Public Highways Prohibited.

No person shall erect, construct, place or maintain any sign, including a billboard, in, over or on any public highway or other public right-of-way of the City except where approved pursuant to Sections 17.26.100 (Billboard Reduction and Relocation Agreement) and 17.28.100 (Development Agreements), or as otherwise approved by the City. (Ord. 89-29, 1/23/90; Ord. 11-5 § 1, 2/22/11; Ord. 13-4 § 2 (Exh. A), 5/14/13; Ord. 14-1 § 5 (Exh. A), 3/25/14. Formerly 11.12.040)

11.12.040 Paint in Aerosol Cans Prohibited When.

A. A person, other than a City agent, official or employee, shall not carry any aerosol can of paint into or upon any City-owned building, grounds, park or other facility without the permission of the City officer in charge. For the purposes of this section, a public highway is not a City-owned facility.

B. No person shall sell, exchange, give or loan, or permit to be sold, exchanged, given or loaned, any pressurized can containing any substance commonly known as paint or dye to anyone under the age of eighteen (18) years, unless such person be the parent, legal guardian, employer or state-credentialed teacher of the minor.

No person under the age of eighteen (18) years of age shall purchase any pressurized can containing paint or dye except from his or her parent, legal guardian, employer or state-credentialed teacher. (Ord. 89-29, 1/23/90; Ord. 11-5 § 1, 2/22/11; Ord. 13-4 § 2 (Exh. A), 5/14/13. Formerly 11.12.050)

11.12.050 Sale of Aerosol Paint Containers—Storage Requirements.

Any business or establishment offering for sale to the public aerosol paint containers shall keep, store and maintain such aerosol paint containers in a place that is locked and secure, or otherwise made unavailable to the public. (Ord. 90-14, 6/26/90; Ord. 92-4, 3/24/92; Ord. 11-5 § 1, 2/22/11; Ord. 13-4 § 2 (Exh. A), 5/14/13. Formerly 11.12.055)

11.12.060 Removal of Unauthorized Signs.

A. City personnel, including, but not limited to, a Code Enforcement Officer or other person designated pursuant to Section 23.10.040, shall remove or cause to be removed every handbill, dodger, notice, sign, signboard, billboard or advertisement (collectively “sign” for purposes of this chapter) painted, posted, attached or affixed contrary to the provisions of Section 11.12.020 or 11.12.030. No notice is required prior to such removal.

B. Except as set forth in Section 11.12.080, any sign placed or maintained in violation of Section 11.12.020 or 11.12.030 and removed pursuant to this section, except one of de minimis value, will be held by the City in storage and the owner or other person in control of the illegally placed or maintained sign must be given written notice of the right to reclaim such sign within ten (10) days of the date of the notice. In the event the City, after making reasonable efforts, is unable to identify the owner or person in control of the illegally placed or maintained sign, no such notice is required.

C. Notwithstanding the timing for payment set forth in Section 23.20.070, in order to reclaim a sign removed by the City pursuant to this section, the owner or person in control of such sign must first pay to the City the fine imposed pursuant to Section 11.12.070(B).

D. The City may destroy any sign that is not reclaimed after ten (10) days if the City has provided the written notice required by subsection (B) of this section.

E. If the City has not provided the written notice required by subsection (B) of this section because the City, after making reasonable efforts, is unable to identify the owner or person in control of the illegally placed or maintained sign, the illegally placed or maintained sign will be presumed to be abandoned and may be destroyed by the City.

F. Any sign of de minimis value placed or maintained in violation of Section 11.12.020 or 11.12.030 will be deemed to be abandoned and may be destroyed by the City after removal without notice. For purposes of this section, a sign of de minimis value is any handbill, dodger, or leaflet. (Ord. 89-29, 1/23/90; Ord. 11-5 § 1, 2/22/11; Ord. 13-4 § 2 (Exh. A), 5/14/13)

11.12.070 Violation—Penalty.

A. Any violation of the provisions of this chapter constitutes a misdemeanor and in addition to any other available penalties or remedies will be subject to the penalties set forth in Chapter 23.10.

B. An administrative citation shall be issued for a violation of Section 11.12.020 or 11.12.030. Such citation shall be subject to the administrative review and appeal procedures set forth in Chapter 23.20. A violation shall be punishable as follows:

1. A fine not exceeding fifty dollars (\$50.00) total for the day in which the first violation occurs, regardless of the number of signs removed pursuant to Section 11.12.060 on that day;
2. Subsequent to the date of the first violation, a fine not exceeding one hundred dollars (\$100.00) for a second violation of the same provision within one (1) year of the first violation, where each illegally placed sign constitutes a separate violation on that date of second violation;
3. A fine not exceeding two hundred fifty dollars (\$250.00) for each additional violation of the same provision within one (1) year of the first violation, where each illegally placed sign constitutes a separate violation. (Ord. 89-29, 1/23/90; Ord. 08-4 § 1, 4/22/08; Ord. 11-5 § 1, 2/22/11; Ord. 13-4 § 2 (Exh. A), 5/14/13)

11.12.080 Alternative Penalty—Noncommercial Signage.

A. Notwithstanding Section 11.12.070, any noncommercial sign (as defined in Section 17.11.020 (Definitions)) placed or maintained in violation of Section 11.12.020 or 11.12.030 and removed pursuant to this chapter, except any sign of de minimis value, will be held by the City in storage and the owner or other person in control of the illegally placed or maintained sign must be given written notice to (1) reclaim such sign within ten (10) days, subject to the citation and imposition of fines contemplated by Section 11.12.070, or (2) avoid the issuance of a citation, thereby foregoing any appeal right, and instead elect the alternative penalty set forth pursuant to subsection (B) of this section within ten (10) days of the notice. In the event the City, after making reasonable efforts, is unable to identify the owner or person in control of the illegally placed or maintained sign, no notice is required and the sign may be destroyed by the City.

B. The owner or other person in control of the illegally placed noncommercial sign receiving notice pursuant to subsection (A) of this section may elect to have the City store the sign for a period of forty-five (45) days, unless the sign relates to an ascertainable event in which case until after the event to which the sign relates has occurred, after which period the sign may be picked up from the City without the imposition of any fine. (Ord. 13-4 § 2 (Exh. A), 5/14/13; Ord. 13-8 § 4 (Exh. F), 6/11/13)

PRIVATE PROPERTY – SIGN REGULATIONS

SCMC Section 17.51.080 (S)

R. *Temporary Freestanding or Temporary Mounted Signs.* Temporary freestanding or temporary mounted signs are permitted in all zones subject to the following regulations:

1. Number and Time Limits.
 - a. In the C, MX, PI, I and OS Zones. No temporary freestanding or temporary mounted commercial signs permitted at any time.
 - b. In the R Zone. No temporary freestanding or temporary mounted commercial signs permitted at any time.
2. Area.
 - a. In the C, MX, PI, I and OS Zones. A maximum area for each temporary freestanding or temporary mounted noncommercial sign of thirty-two (32) square feet and a maximum aggregate area for all temporary freestanding or temporary mounted noncommercial signs on an individual parcel or within a commercial center of two hundred (200) square feet is permitted.
 - b. In the R Zone. A maximum area for each temporary freestanding or temporary mounted noncommercial sign of thirty-two (32) square feet and a maximum aggregate area for all temporary freestanding or temporary mounted noncommercial signs on an individual parcel of land of one hundred (100) square feet is permitted.
3. Location. Signs may be placed in the front yard or side yard of any property; provided, that the signs do not encroach into any public right-of-way. Unless otherwise authorized in this section, temporary signs shall not extend over or into any public right-of-way, street, alley, sidewalk or other public thoroughfare.
4. Lighting. Signs shall not be lighted.
5. Removal. All temporary freestanding or temporary mounted signs must be removed within ten (10) days after the event for which they are intended.
6. Sign Copy. Information related to noncommercial use that is advertising a temporary event may be permitted. Telephone numbers, web addresses, prices and other information which makes the sign appear to be advertisement for a commercial use or purpose are prohibited.



Zoning Sign Regulations

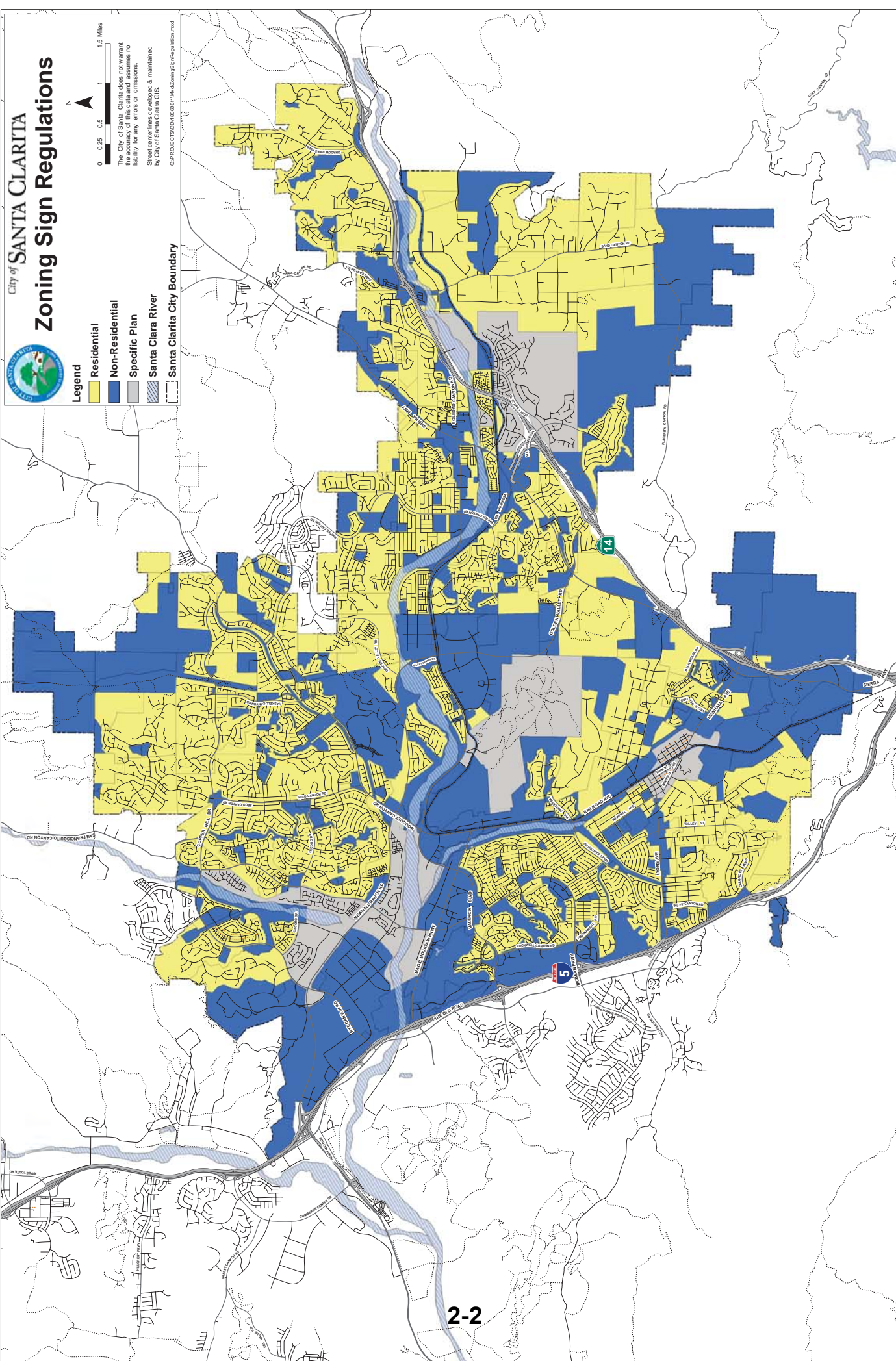
Legend

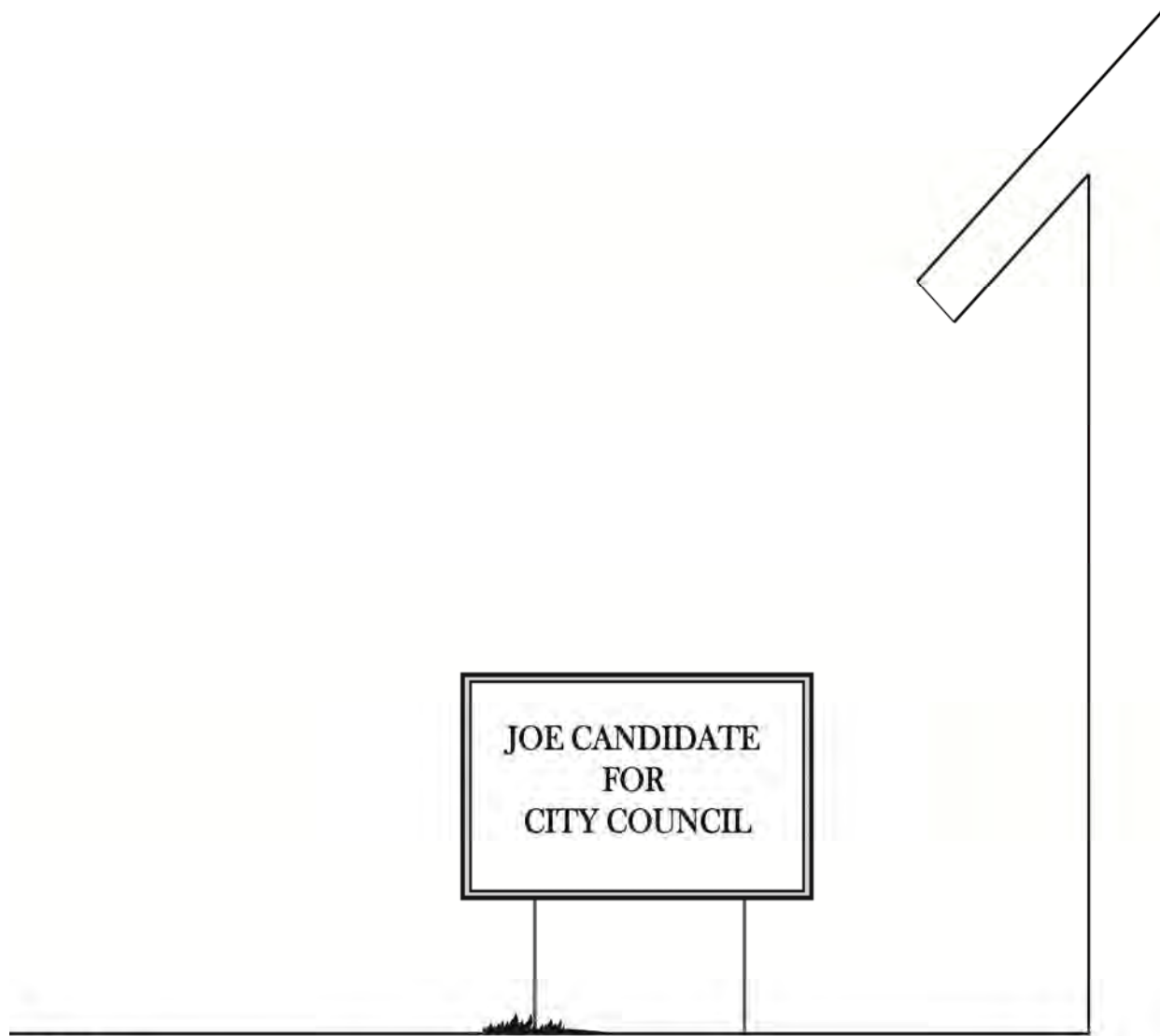
- Residential
- Non-Residential
- Specific Plan
- Santa Clara River
- Santa Clarita City Boundary



The City of Santa Clarita does not warrant the accuracy of this data and assumes no liability for any errors or omissions. Street centerlines developed & maintained by City of Santa Clarita GIS.

C:\PROJECTS\GIS\99091\MapServer\Regulation.mxd





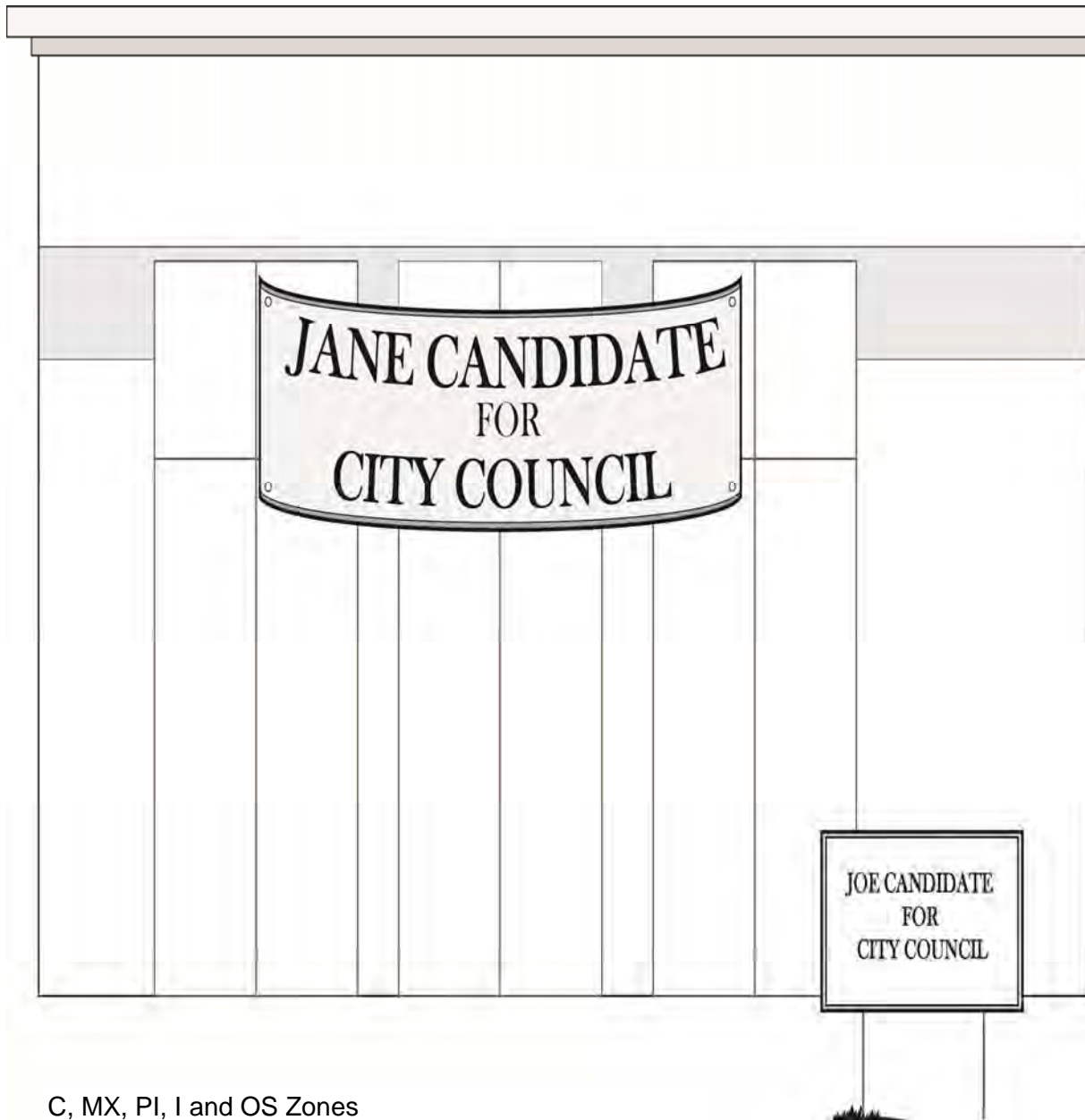
R Zone

- 32 square feet per sign
- 100 square feet total for all signage

Location

- Front or side yard of private property
- Prohibited on any public right-of-way

17.51.080(S)



C, MX, PI, I and OS Zones

- 32 square feet per sign
- 200 square feet total for all signage

Location

- Front or side yard of private property
- Prohibited on any public right-of-way

17.51.080(S)

POLITICAL REFORM ACT

In 2018, Assembly Bill 249 amended certain campaign disclosure requirements of the Political Reform Act of 1974. Portions of the revised government code are enclosed herein.

State of California

GOVERNMENT CODE

Section 84502

84502. (a) (1) Any advertisement paid for by a committee pursuant to subdivision (a) of Section 82013, other than a political party committee or a candidate controlled committee established for an elective office of the controlling candidate, shall include the words “Paid for by” followed by the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Section 84101.

(2) Any advertisement paid for by a committee pursuant to subdivision (a) of Section 82013 that is a political party committee or a candidate controlled committee established for an elective office of the controlling candidate shall include the words “Paid for by” followed by the name of the committee as it appears on the most recent Statement of Organization filed pursuant to Section 84101 if the advertisement is any of the following:

- (A) Paid for by an independent expenditure.
- (B) An advertisement supporting or opposing a ballot measure.
- (C) A radio or television advertisement.

(b) Any advertisement paid for by a committee pursuant to subdivision (b) or (c) of Section 82013 shall include the words “Paid for by” followed by the name that the filer is required to use on campaign statements pursuant to subdivision (o) of Section 84211.

(Repealed and added by Stats. 2017, Ch. 546, Sec. 8. (AB 249) Effective October 7, 2017. Operative January 1, 2018, by Stats. 2017, Ch. 546, Sec. 29.)

State of California

GOVERNMENT CODE

Section 84504.5

84504.5. An advertisement that is an independent expenditure and paid for by a political party or a candidate controlled committee established for an elective office of the controlling candidate shall include the disclosures required by Sections 84502 and 84506.5. An advertisement that supports or opposes a ballot measure and is paid for by a political party or a candidate controlled committee established for an elective office of the controlling candidate shall include the disclosure required by Section 84502. A disclosure that is included in an advertisement pursuant to this section is subject to the following requirements:

(a) A radio or telephone advertisement shall include the required disclosures at the beginning or end of the advertisement and be read in a clearly spoken manner and in a pitch and tone substantially similar to the rest of the advertisement, and shall last no less than three seconds.

(b) A video advertisement, including television and videos disseminated over the Internet, shall include the required disclosures in writing at the beginning or end of the advertisement in a text that is of sufficient size to be readily legible to an average viewer and in a color that has a reasonable degree of contrast with the background of the advertisement for at least four seconds. The required disclosure must also be spoken during the advertisement if the written disclosure appears for less than five seconds of a broadcast of thirty seconds or less or for less than ten seconds of a broadcast of sixty seconds or more.

(c) (1) A print advertisement shall include the required disclosures in no less than 10 point font and in a color that has a reasonable degree of contrast with the background of the advertisement.

(2) Notwithstanding paragraph (1), the required disclosures on a print advertisement that is larger than those designed to be individually distributed, such as a yard sign or billboard, shall in total constitute no less than five percent of the total height of the advertisement and shall appear in a color that has a reasonable degree of contrast with the background of the advertisement.

(d) An electronic media advertisement shall include the disclosures required by Section 84504.3.

(Added by Stats. 2017, Ch. 546, Sec. 17. (AB 249) Effective October 7, 2017. Operative January 1, 2018, by Stats. 2017, Ch. 546, Sec. 29.)

RESOLUTION NO. 18-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CLARITA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to material prepared by any candidate for a municipal election, including costs of the candidate statement.

NOW, THEREFORE, the City Council of the City of Santa Clarita, California, does hereby resolve as follows:

SECTION 1. GENERAL PROVISIONS. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Santa Clarita on November 6, 2018, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age, occupation of the candidate, and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed, in typewritten form, in the office of the City Clerk at the time the candidate nomination papers are filed. Except as provided for in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY. Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Los Angeles (County). The County is required to translate candidates' statements into the following languages: Armenian, Chinese, Cambodian/Khmer, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai, and Vietnamese.

- A. The County will mail separate voter information guides and candidates' statements to only those voters who are on the County voter file as having requested a voter information guide in a particular language.
- B. The County will make the voter information guides and candidates' statements in the required languages available at all polling places, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT

- A. Translations:

1. The candidate shall not be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in Section 2 above pursuant to federal and/or state law.
2. The candidate shall be required to pay for the cost of translating the candidate's statement into any foreign language that is not required as specified in Section 2 above, pursuant to federal and/or state law, but is requested as an option by the candidate.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in Spanish in the main voter pamphlet.

The City Clerk shall estimate the total cost of the candidates' statements filed pursuant to Section 13307 of the Elections Code, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City his or her estimated pro rata share as a condition of having his or her statement included in the sample ballot/voter information guide. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. MISCELLANEOUS. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS. No candidate will be permitted to include additional material in the sample ballot package.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

SECTION 7. That this resolution shall apply only to the election to be held on November 6, 2018, and then shall be of no further force and effect.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 12th day of June 2018.


MAYOR

ATTEST:


CITY CLERK

DATE: 6/13/18

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SANTA CLARITA)

I, Mary Cusick, City Clerk of the City of Santa Clarita, do hereby certify that the foregoing Resolution No. 18-40 was duly adopted by the City Council of the City of Santa Clarita at a regular meeting thereof, held on the 12th day of June 2018, by the following vote:

AYES: COUNCILMEMBERS: McLean, Kellar, Smyth, Miranda, Weste

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


CITY CLERK

State of California

ELECTIONS CODE

Section 319.5

319.5. “Electioneering” means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, a vote center, an elections official’s office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate’s name, likeness, or logo.
- (b) A display of a ballot measure’s number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.
- (e) At vote by mail ballot drop boxes, loitering near or disseminating visible or audible electioneering information.

(Amended by Stats. 2017, Ch. 806, Sec. 1. (SB 286) Effective January 1, 2018.)

State of California

ELECTIONS CODE

Section 18370

18370. No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

(Amended by Stats. 2009, Ch. 146, Sec. 2. (AB 1337) Effective January 1, 2010.)



State of California

ELECTIONS CODE

Section 18371

18371. (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.

(b) Any person who knowingly violates this section is guilty of a misdemeanor.

(c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

(Amended by Stats. 2007, Ch. 508, Sec. 113. Effective January 1, 2008.)

Fair Political Practices Commission (FPPC)

The FPPC was created by the Political Reform Act of 1974 (Act), a ballot initiative passed by California voters in 1974 as Proposition 9.

To meet its responsibilities under the Act, the Commission adopts and amends regulations. It also develops required forms, prepares manuals and instructions, aids agencies and public officials with record keeping and reporting, and maintains a central file of statements of economic interests (SEI) for certain state and local officials.

The Commission also investigates alleged violations of the Political Reform Act, imposes penalties when appropriate, and assists state and local agencies in the development and enforcement of conflict-of-interest codes.

To monitor these activities, candidates and committees are required to file certain forms. A calendar of required filings follows.

The FPPC regulates:

- campaign financing and spending
- financial conflicts of interest
- lobbyist registration and reporting
- post-governmental employment
- mass mailings at public expense
- gifts and honoraria given to public officials and candidates

The FPPC welcomes your questions, comments, suggestions, compliments, and complaints.

Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento, CA 95811

advice@fppc.ca.gov
1-866-ASK-FPPC
1-916-322-0886 fax

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 6, 2018**

Deadline	Period	Form	Notes
Jul 31, 2018 <i>Semi-Annual</i>	* – 6/30/18	460	<ul style="list-style-type: none"> All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/8/18 – 11/6/18	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or measure being voted upon November 6, 2018. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 27, 2018 <i>1st Pre-Election</i>	7/1/18 – 9/22/18	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 25, 2018 <i>2nd Pre-Election</i>	9/23/18 – 10/20/18	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
Jan 31, 2019 <i>Semi-Annual</i>	10/21/18 – 12/31/18	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2018.

Additional Notes:

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2018 and do not have an open committee may file Form 470 on or before September 27, 2018. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- Click [here](#) to view a video on basic information for candidates and committees.

CAMPAIGN BASICS

For candidates spending \$2,000 or more



CAMPAIGN RULES PAGE:

Bookmark the [Campaign Rules](#) page to find resources and answers to campaign-related questions throughout your campaign. All links noted below can be reached through the [Campaign Rules](#) page.

FPPC Home Page > Learn > Campaign Rules

TWO IMPORTANT RULES TO REMEMBER:

- Candidates **MUST** file Form 501 before soliciting or accepting contributions.
- Candidates **MUST** deposit funds into the campaign bank account before spending money on the campaign. Candidates may not spend money out of pocket for campaign expenses.

FORMS TO START:

- Form [501](#) – Candidate Intention Statement
- Form [410](#) – Statement of Organization (No bank account yet? Enter “Pending” where asked.)
- Form [700](#) – Statement of Economic Interests (See your elections official for filing date.)

ID NUMBER:

1. Send completed Form 410 to CA Secretary of State (SOS) and a copy to your local filing official.
2. SOS issues the committee ID number and posts it to their website, usually within 1-2 business days after receiving your completed Form 410.
3. To find your committee ID number, go to cal-access.sos.ca.gov.
4. Enter your committee name in the search bar at top left of the screen.
 - If your committee ID number is not available, SOS may not have posted it yet. Or, the Form 410 may be incorrect and SOS will send you a notice via USPS.
 - To find out the status of your ID number, contact the SOS at (916) 653-6224.

FILING SCHEDULES & DEADLINES:

Determine what campaign reports are due, and when they're due, by reviewing your [filing schedule](#).

MOST COMMON CAMPAIGN REPORTS:

- Form [460](#) – Recipient Committee Campaign Statement
- Form [497](#) – 24-Hour Contribution Report

MANUALS:

- Disclosure [Manual 1](#) – State Candidates
- Disclosure [Manual 2](#) – Local Candidates and Judges

CANDIDATE/TREASURER VIDEO:

Watch the [Candidate/Treasurer video](#) and print the accompanying [slides](#).

TRAINING OPPORTUNITIES:

In addition to the video above, you may learn more by registering for [webinars and workshops](#).

FPPC Home Page > Learn > Campaign Rules > Training & Outreach > Candidate, Treasurer, or Committee?

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.

EAED 1/18

FPPC Resources and Forms

Duties of Treasurers and Candidates

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter4/18427.pdf>

Fact Sheet

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/Campaign%20FAQs.pdf>

Committee Names (link to FPPC Regulations)

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter4/18402.pdf>

Form 501 – Candidate Intention Statement

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Forms/501.pdf>

Form 410 – Statement of Organization

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Forms/410.pdf>

After the 501 and 410 have been filed, candidates who raise funds may file online through the City's CampaignDocs program or download a paper version from the FPPC:

Form 460 – Consolidated Campaign Disclosure Form

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Forms/460.pdf>

Form 470 – Officeholder/Candidate Campaign Statement-Short Form and Form 470 Supplement

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Forms/470.pdf>



DECLARATION OF CANDIDACY

DOCUMENTS TO BE FILED

GENERAL MUNICIPAL ELECTION

November 6, 2018

This section contains the documents you will need to file to become a candidate for the November 6, 2018, General Municipal Election for a seat on the Santa Clarita City Council. Hard copies are available herein, and electronic versions of all forms, other than the Nomination Paper, may be downloaded by visiting votesantaclarita.com.

The deadline to file nomination documents is 5:00 p.m. on Friday, August 10, 2018. *If an incumbent does not file by this deadline, the deadline is extended until 5:00 p.m. on Wednesday, August 15, 2018, for candidates other than incumbents.*

<u>Provided</u>	<u>Returned</u>	<u>Document</u>
<input type="checkbox"/>	<input type="checkbox"/>	Nomination Paper
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit of Nominee and Oath or Affirmation of Allegiance
<input type="checkbox"/>	<input type="checkbox"/>	Ballot Designation Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	Transliteration Form
<input type="checkbox"/>	<input type="checkbox"/>	Form 501: Candidate Intention Statement
<input type="checkbox"/>	<input type="checkbox"/>	Form 700: Economic Interest Statement
<input type="checkbox"/>	<input type="checkbox"/>	Candidate Statement Form (<i>if filing a candidate statement</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Candidate Statement Information Sheet (<i>if filing a candidate statement</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Code of Fair Campaign Practices (<i>optional</i>)
<input type="checkbox"/>	N/A	Literature Requirement/Mass Mailing Requirements

Acknowledgement of receipt of nomination papers and candidate election materials: I hereby acknowledge receipt of the Nomination Paper and Candidate's Election Materials for the November 6, 2018, General Municipal Election from the office of the City Clerk, City of Santa Clarita, California, as listed above and contained in the Candidate Handbook. I have also been advised by the City Clerk as to the forms, which must be filed at the time I file nomination papers as a candidate for the office of Councilmember. The City Clerk has also made me aware of the City Clerk's Office election hours (8:00 a.m. -5:00 p.m. Monday through Friday, excluding holidays) during the nomination period and throughout the election cycle.

Candidate's Signature: _____

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

(Elections Code Sections 200, 10223, 10226
CA Constitution Article xx, Section 3)

Attest: _____

City Clerk

Date: _____

I,
hereby declare myself a candidate for nomination to the office of

To be voted for at the GENERAL ELECTION to be held on November 06, 2018

I hereby request that my name and ballot designation appear on the ballot as follows:

<p>_____</p> <p>NAME AS IT WILL APPEAR ON BALLOT</p> <p>_____</p> <p>BALLOT DESIGNATION REQUESTED</p> <p>Print your principal profession, vocation or occupation in 3 words or less. If you hold an elective office you may use the elective office title or use the word "Incumbent". See written instructions provided for restrictions and examples.</p> <p>NOTE: A Ballot Designation is optional. If no Ballot Designation is requested, write in the word "NONE" and place initials in box on the right.</p>	<p>Note:</p> <p>If no Ballot Designation is desired, candidate must initial below:</p> <p>_____</p>
--	---

I declare that the foregoing Ballot Designation is true and in conformance with Section 13107 of the Elections Code.

Residence Address: _____

City

State

Zip Code

Business Address: _____

City

State

Zip Code

Mailing Address: _____

City

State

Zip Code

E-mail: _____ Web site: _____

Fax No. () _____ Phone Nos. () _____ () _____

Daytime

Evening

"I _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

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

Executed by me in _____, California, on this _____ day of _____ in the year _____.

Signature of Candidate

Ballot Designation Worksheet

Pursuant to California Elections Code section 13107.3 and California Code of Regulations section 20711, this entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information **MUST** be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

Gender (optional, for translation use only): _____

Attorney Name (or other person authorized to act in your behalf): _____

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a “/”]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) “Appointed [full title of public office]” if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office
- (d) “Incumbent” if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office
- (e) “Appointed Incumbent” if you were appointed to your current elective public office and seek election to the same office

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word “volunteer,” indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation “community volunteer” if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use “community volunteer” together with another designation.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) section 20711. You may also wish to consult Elections Code section 13107.5 (“community volunteer”) and 2 CCR sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

- | | | |
|---|------------------------------|-----------------------------|
| 1) Use only a portion of the title of your current elected office? | Yes. | No <input type="checkbox"/> |
| 2) Use only the word “Incumbent” for an elective office (other than Superior Court Judge) to which you were elected? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3) Use more than three total words for your principal professions, vocations or occupations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6) Abbreviate the word “retired”? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7) Place the word “retired” after the words it modifies? Example: Accountant, retired | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8) Use any word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation or occupation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9) Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10) Use the name of a political party or political body? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11) Refer to a racial, religious, or ethnic group? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12) Refer to any activity prohibit by law? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If the answer to any of these questions is “Yes,” your proposed ballot designation is likely to be rejected.

Candidate’s Signature _____ Date _____

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

13107.

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase “appointed incumbent” if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word “incumbent” if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

(g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

13107.3

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

13107.5.

- (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
 - (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

20711. Ballot Designation Worksheet.

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.
- (c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:
 - (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
- (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
- (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
- (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
- (ii) The dates during which the candidate held such position;
- (iii) A description of the work he or she performs in the position;
- (iv) The name of the candidate's business or employer;
- (v) The name and telephone number of a person or persons who could verify such information; and
- (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.



DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

I, _____, candidate for nomination to the
office of _____

agree as indicated below:

CHECK ONE:

- ☐ I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean and Thai.

OR

- ☐ I am submitting an attachment of the transliteration(s) for the language(s) below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

Languages

Name Transliteration

- ☐ Armenian:
☐ Cambodian/Khmer:
☐ Chinese:
☐ Farsi:
☐ Hindi:
☐ Japanese:
☐ Korean:
☐ Thai:

GENDER:

- ☐ Male ☐ Female

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

Candidate's Signature

Date

Candidate Filing #:

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

TRANSLITERATION OF
CANDIDATE NAMES

BACKGROUND:

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese speaking voters. In January 2000, the Department of Justice further directed this office to transliterate the names of candidates in those languages that do not use Roman Characters. (Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) At that time, these languages included Chinese, Japanese and Korean.

After the 2010 Census, the following languages were included: Cambodian/Khmer, Hindi and Thai.

In 2018 the two other languages were added, Armenian and Farsi.

PROCESS:

This department will transliterate your name in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean and Thai. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline set to print translated Official Sample Ballot Booklets. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. There will be no exceptions.

TRANSLITERATION FORM:

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

Who Files:

A candidate for state or local office must file this form for each election, including reelection to the same office. Exception: Candidates for county central committee that do not raise or spend \$2,000 or more in a calendar year.

When to File:

File the Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

Ensure campaign deadlines are met. Go to www.fppc.ca.gov for most campaign disclosure filing schedules or check with your local filing officer.

Where to File:**State Candidates (including Judges):**

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
www.sos.ca.gov

Local Candidates:

Generally your county election office or city clerk. Electronic filing may be required.

Bank Account:

A separate campaign bank account must be established including campaigns that are self funded by the candidate. Exception: A bank account is not required if a candidate will not receive contributions or make personal expenditures of less than \$2,000. The filing and statement of qualification fees are not included in calculating the \$2,000.

How to Complete:

All candidates: Complete Parts 1 and 3.

Candidates for elective state office: Complete Parts 1, 2, and 3.

Exception: Candidates for an election to the State Public Employees Retirement Board and the Teachers' Retirement Board do not complete Part 2.

Part 1. Candidate Information

- Enter your name and street address.
- Enter the title of the office sought, agency name and district number if any (e.g., City Council member, City of Smalltown, Dist. 5), and political party affiliation, if seeking a partisan office.
- Check the appropriate box regarding the office's jurisdiction.

Part 2. Voluntary Expenditure Ceiling

This section applies to certain candidates for elective state offices, including State Senate and Assembly and statewide offices.

The voluntary expenditure ceiling applicable to your office is set forth in FPPC Regulation 18545. You must state whether you accept or reject the expenditure ceiling. Candidates who accept the voluntary expenditure limit will be designated in either the state ballot pamphlet (statewide candidates) or the voter information portion of the sample ballot (Senate and Assembly candidates) and may purchase space for a 250-word statement there.

You may amend the Form 501 to change your acceptance or rejection of the voluntary expenditure ceiling only under the following circumstances:

- Between the date of filing an initial Form 501 for an election and the deadline for filing nomination papers for that election, you may amend your statement of acceptance or rejection of the voluntary expenditure ceiling no more than two times as long as the limit has not been exceeded.
- If you reject the voluntary expenditure ceiling in the primary or special election but do not exceed the ceiling during that election, you may amend the Form 501 to accept the expenditure ceiling for the general or special runoff election and receive all of the benefits accompanying the acceptance of the expenditure ceiling. The amended Form 501 must be filed within 14 days following the primary or special election.

Personal Funds Notification:

You must disclose, if applicable, the date you contribute personal funds to your own campaign that exceed the expenditure ceiling. File an amended Form 501 within 24 hours by guaranteed overnight delivery, personal delivery, or, if applicable, by electronic means.

Part 3. Verification

The verification is signed under penalty of perjury.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee.

Candidate Intention Statement

Date Stamp

**CALIFORNIA
FORM****501**

For Official Use Only

Check One: ☐ Initial ☐ Amendment (Explain) _____

1. Candidate Information:

NAME OF CANDIDATE (Last, First, Middle Initial)

DAYTIME TELEPHONE NUMBER

FAX NUMBER (optional)

E-MAIL (optional)

STREET ADDRESS ()

CITY

()

STATE

ZIP CODE

OFFICE SOUGHT (POSITION TITLE)

AGENCY NAME

DISTRICT NUMBER, if applicable.

☐ NON-PARTISAN

OFFICE JURISDICTION

☐ State (Complete Part 2.)☐ City☐ County☐ Multi-County:

(Name of Multi-County Jurisdiction)

(Year of Election)

2. State Candidate Expenditure Limit Statement:

(CalPERS and CalSTRS candidates, judges, judicial candidates, and candidates for local offices do not complete Part 2.)

(Year of Election) **Primary/general election**(Year of Election) **Special/runoff election**

(Check one box)

☐ I **accept** the voluntary expenditure ceiling for the election stated above.☐ I **do not accept** the voluntary expenditure ceiling for the election stated above.

Amendment:

☐ I did not exceed the expenditure ceiling in the primary or special election held on: ____/____/____ and I accept the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)

☐ On ____/____/____, I contributed personal funds in excess of the expenditure ceiling for the election stated above.

3. Verification:

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

Executed on _____,
(month, day, year)Signature _____
(Candidate)

2017/2018 Statement of Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916)322-5660 • Website: www.fppc.ca.gov

What's New

Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

Who must file:

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

Exception: Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

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

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly

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

Employees in Newly Created Positions of Existing

Agencies: File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

When to file:

Annual Statements

➔ March 1, 2018

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

➔ April 2, 2018

- Most other filers

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

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

Assuming Office and Leaving Office Statements

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

Exception:

If you assumed office between October 1, 2017, and December 31, 2017, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2019, or April 1, 2019, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2018. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

Candidate Statements

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

Amendments

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

There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2017 and 2018, the gift limit is \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2017, through December 31, 2017. If the period covered by the statement is different than January 1, 2017, through December 31, 2017, (for example, you assumed office between October 1, 2016, and December 31, 2016 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2017, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2017, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2016, and December 31, 2016, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Instructions

Cover Page

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

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

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

Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

Example:

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

1. Office, Agency, or Court	
Agency Name: (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position:
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of
<input type="checkbox"/> City of	<input type="checkbox"/> Other

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2017 annual statement, **do not** change the pre-printed dates to reflect 2018. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2018, through December 31, 2018, will be disclosed on your statement filed in 2019. See Reference Pamphlet, page 4.

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

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 1

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

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

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)
☐ Multi-County ☐ County of
☐ City of ☐ Other

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

- ☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.
-or- The period covered is / / , through December 31, 2017.
☐ **Assuming Office:** Date assumed / /
☐ **Leaving Office:** Date Left / / (Check one)
○ The period covered is January 1, 2017, through the date of leaving office.
-or-
○ The period covered is / / , through the date of leaving office.
☐ **Candidate:** Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached
☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached
☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☐ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

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

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

Date Signed Signature
(month, day, year) (File the originally signed statement with your filing official.)

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

Remember:

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

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

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

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers

Continued

- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.
- Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?
- A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

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

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

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

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

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

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

Gift Disclosure

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

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

Questions and Answers Continued

- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2017 the gift limit was \$470, so the Bensons may have given the supervisor artwork valued at no more than \$940. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

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

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

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

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

Examples:

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

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

Reminders

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

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 8

SCHEDULE A-1**Investments****Stocks, Bonds, and Other Interests**

(Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/17 ____/_____/17
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/17 ____/_____/17
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/17 ____/_____/17
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/17 ____/_____/17
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/17 ____/_____/17
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/17 ____/_____/17
 ACQUIRED DISPOSED

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

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

To Complete Schedule A-2:

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

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

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

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

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

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

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

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

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

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

► 1. BUSINESS ENTITY OR TRUST	
Name _____	
Address (Business Address Acceptable) _____	
Check one <input type="checkbox"/> Trust, go to 2 <input type="checkbox"/> Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS	

FAIR MARKET VALUE <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/17 ____/_____/17 ACQUIRED DISPOSED
NATURE OF INVESTMENT <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> _____ Other	
YOUR BUSINESS POSITION _____	

► 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)	
<input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000

► 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)	
<input type="checkbox"/> None or <input type="checkbox"/> Names listed below	

► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST	
Check one box: <input type="checkbox"/> INVESTMENT <input type="checkbox"/> REAL PROPERTY	
Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____	
Description of Business Activity or City or Other Precise Location of Real Property _____	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/17 ____/_____/17 ACQUIRED DISPOSED
NATURE OF INTEREST <input type="checkbox"/> Property Ownership/Deed of Trust <input type="checkbox"/> Stock <input type="checkbox"/> Partnership	
<input type="checkbox"/> Leasehold _____ Yrs. remaining <input type="checkbox"/> Other _____	
<input type="checkbox"/> Check box if additional schedules reporting investments or real property are attached	

► 1. BUSINESS ENTITY OR TRUST	
Name _____	
Address (Business Address Acceptable) _____	
Check one <input type="checkbox"/> Trust, go to 2 <input type="checkbox"/> Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS	

FAIR MARKET VALUE <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/17 ____/_____/17 ACQUIRED DISPOSED
NATURE OF INVESTMENT <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> _____ Other	
YOUR BUSINESS POSITION _____	

► 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)	
<input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000

► 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)	
<input type="checkbox"/> None or <input type="checkbox"/> Names listed below	

► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST	
Check one box: <input type="checkbox"/> INVESTMENT <input type="checkbox"/> REAL PROPERTY	
Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____	
Description of Business Activity or City or Other Precise Location of Real Property _____	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/17 ____/_____/17 ACQUIRED DISPOSED
NATURE OF INTEREST <input type="checkbox"/> Property Ownership/Deed of Trust <input type="checkbox"/> Stock <input type="checkbox"/> Partnership	
<input type="checkbox"/> Leasehold _____ Yrs. remaining <input type="checkbox"/> Other _____	
<input type="checkbox"/> Check box if additional schedules reporting investments or real property are attached	

Comments: _____

Instructions – Schedule B

Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

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

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

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

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

Example:

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

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED <u>1/17</u> / <u>17</u> DISPOSED <u>1/17</u> / <u>17</u>
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold <input type="checkbox"/> Other Yrs. remaining _____	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None Henry Wells	
NAME OF LENDER* Sophia Petroillo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 12

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

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

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

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

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

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

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

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED
NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____	NAME OF SOURCE OF INCOME _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ YOUR BUSINESS POSITION _____
GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED <input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.) <input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.) <input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.) <input type="checkbox"/> Loan repayment <input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more _____ (Describe) <input type="checkbox"/> Other _____ (Describe)	CONSIDERATION FOR WHICH INCOME WAS RECEIVED <input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.) <input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.) <input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.) <input type="checkbox"/> Loan repayment <input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more _____ (Describe) <input type="checkbox"/> Other _____ (Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

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

NAME OF LENDER* _____ ADDRESS (Business Address Acceptable) _____ BUSINESS ACTIVITY, IF ANY, OF LENDER _____ HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	INTEREST RATE _____% <input type="checkbox"/> None SECURITY FOR LOAN <input type="checkbox"/> None <input type="checkbox"/> Personal residence <input type="checkbox"/> Real Property _____ Street address _____ City <input type="checkbox"/> Guarantor _____ <input type="checkbox"/> Other _____ (Describe)
---	--

Comments: _____

Instructions – Schedule D

Income – Gifts

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

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

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are **not** required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

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

Reminders

- Gifts from a single source are subject to a \$470 limit during 2017. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

SCHEDULE D

Income – Gifts

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

► NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

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

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

You are **not** required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S): ____/____/____	AMT: \$ 150.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting</u>	

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income
<input type="radio"/> Made a Speech/Participated in a Panel
<input type="radio"/> Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

Comments: _____



CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT



STATEMENT OF:

CANDIDATE FOR:

ELECTION DATE:

AGE: _____ OCCUPATION: _____
(Optional) (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style Times New Roman, size 11 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are only included in the Official Sample Ballot Booklet and will not be included in the Official Absentee/Vote by Mail Ballot Instructions.

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
(Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter an Official Sample Ballot Booklet which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

CONTENTS: Statement may include candidate's age and occupation and a 200 word description of the candidate's education and qualifications. Some jurisdictions increase the word limit to 400 words.

FORMAT/WORD COUNT: Please refer to the Candidate Handbook (Section 1 Chapter 3) for detailed information regarding format and word counting guidelines.

RESTRICTIONS: The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations. Please refer to the Candidate Handbook (Section 1 Chapter 3) for more information.

IMPORTANT NOTICE - PLEASE READ

CANDIDATE STATEMENT BULLETIN: Please be advised that your **candidate statement will not be appearing in the Vote By Mail Instructions** entitled "Vote By Mail Instructions." It will only appear in the Official Sample Ballot Booklet.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During the examination period, candidate listings, candidate statements, candidate names and ballot designations (or occupation) on ballot shall be open to public examination. Any person may file a writ of mandate or an injunction to challenge and possibly amend any or all of the material/data (E.C. 13313). If the filing period is extended for a particular office, the examination period for that office shall be adjusted. A fee may be charged to any candidate/person obtaining a copy of the material.

CANDIDATES FILING IN SHARED DISTRICTS: Your candidate statement must be filed with the county elections official in each county where you wish to have your statement printed (e.g., if you wish to have your statement printed in both Los Angeles and Ventura Counties, then you must submit one (1) copy of your statement and the appropriate fee to each county where you intend to have your statement appear in the Official Sample Ballot Booklet). **The elections official will not forward your candidate statement or estimated shared cost to neighboring counties.**

ESTIMATED COST

The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on number of voter registration, the length and/or format of the statement submitted and printing cost. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense to or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a ☐ 200 ☐ 400 word maximum, and requires that the estimated cost be paid:
☐ In advance by all candidates ☐ District will pay for all candidate statements
☐ District will bill candidate after the election ☐ _____

The estimated cost of your English statement is _____.

The estimated cost of your English & Spanish statement is _____.

NOTE: Cost is estimated on a per page basis and may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated:

Please mark (x) one box: English ☐ English & Spanish ☐



Signature of Candidate

Date

Phone Numbers: () _____

Daytime

() _____

Evening

DO NOT PRINT THIS STATEMENT IN THE EVENT

Initials There is no opposition to this contest on the ballot.

Initials No other candidate for this contest files a statement.

☐ Verified filing of Declaration of Candidacy
and/or Nomination Papers

Project Code No.:

Candidate File No. :

Total No. of Words: _____

Total No. of Words in
boldface, capital letters,
and/or underscored: _____

By Deputy:

OFFICE USE ONLY

Date

Election Official

EXPIRES:

CODE OF FAIR CAMPAIGN PRACTICES

(Division 20, Chapter 5, Elections Code.)

Chapter 5. Fair Campaign Practices

Article 1. General Intent

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

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

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

Article 2. Definitions

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

Article 3. Code of Fair Campaign Practices

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

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

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

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

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

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

EXPIRES:

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

- (1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) **I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) **I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) **I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

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

Signature

Date

Candidates Name

Date of Election

EXPIRES:

LITERATURE REQUIREMENTS

§ 16, Elections Code

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

§ 84305, Government Code

(a) (1) Except as provided in subdivision (b) a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

(e) For purposes of this section, the following terms have the following meaning:

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.

(3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

EXPIRES:

PENAL PROVISIONS - ELECTION CAMPAIGNS

§ 18303, Election Code

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

§ 91000, Government Code

(a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

§ 91001, Government Code

(a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.

(b) The civil prosecutor is primarily responsible for enforcement of the civil penalties and remedies of this title. The civil prosecutor is the commission with respect to the state or any state agency, except itself. The Attorney General is the civil prosecutor with respect to the commission. The district attorneys are the civil prosecutors with respect to any other agency. The civil prosecutor may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Upon written authorization from a district attorney, the commission may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Under such circumstances, Section 91007 shall not apply to the commission.

(c) Whether or not a violation is inadvertent, negligent or deliberate, and the presence or absence of good faith shall be considered in applying the remedies and sanctions of this title.

EXPIRES:

DEFINITION OF MASS MAILING AND SENDER

§ 18435, California Code of Regulations

(a) A "mass mailing" has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Government Code Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Government Code Sections 84200-84217.

(c) For purposes of this section to "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment:

(1) To any person for the design, printing, postage, materials or other costs (including salaries, fees, or commissions) of the mailing; or

(2) As a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(d) The identification required by Section 84305 shall be preceded by the words "Paid for by." These words shall be presented in the same size and color as the identification required by Section 84305, and shall be immediately adjacent to and above or immediately adjacent to and in front of the required identification.

(e) The requirements of Section 84305 to identify the name of the candidate or committee sending a mass mailing apply to over 200 substantially similar messages distributed to the public through electronic mail by a candidate or committee within a calendar month.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 84305, Government Code.

§ 18435.5, California Code of Regulations

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person "at the behest" of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) Slate Mailers in Multiple Languages. The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

Note: Authority cited: Section 83112, Government Code. Reference: Section 84305.5, Government Code.