

VOTE



NOVEMBER 3, 2020

**CANDIDATE'S HANDBOOK
GENERAL MUNICIPAL
ELECTION**

TABLE OF CONTENTS

ELECTIONS OFFICIAL/CITY CLERK CORRESPONDENCE	1
A. Election Materials List	
B. Ballot Designation Worksheet	
C. Candidate Statement Information Sheet	
D. Transliteration Request Form	
E. Candidate's Profile Form	
F. Code of Fair Campaign Practices	
G. Election Materials Receipt	
H. Candidate Guidelines for Issuing and Submitting Nomination Paperwork and Receipt	
ELECTION CALENDAR.....	2
GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE ...	3
ELECTION SUMMARY.....	4
NOMINATION PROCESS.....	5
CANDIDATE STATEMENT INFORMATION.....	6
CAMPAIGN DISCLOSURE GUIDELINES.....	7
CAMPAIGNING.....	8
THE CITY.....	9
INFORMATION RESOURCES.....	10
ELECTION HISTORY.....	11
EXHIBITS.....	12



CITY *of* CALABASAS

July 13, 2020

Dear Candidate:

This Election Guide has been prepared to assist candidates in preparing for the General Municipal Election to be held on November 3, 2020. This guide is not all encompassing; it merely summarizes the major provisions related to candidates running for office in the City of Calabasas. Candidates interested in elective office should not, therefore, rely solely on this booklet. Questions may be directed to the Elections Official. However, the Elections Official is precluded by law from providing legal advice. Legal questions should be directed to private legal counsel. The rules governing the conduct of an election are established by State law and must be carefully followed. The City, in most cases, has no authority to waive or modify any requirements.

Due to Covid-19 and the State and County's Stay at Home Orders, City Hall is currently closed to the public.

In order to schedule sufficient time to carefully review your candidacy documents for compliance, please make an appointment when you are ready to file your documents. Pursuant to official guidance issued by the Secretary State on May 5, 2020, **Nomination Papers may be issued and filed by appointment only.** Please contact me at 818-224-1661 or mhernandez@cityofcalabasas.com to make an appointment.

Thank you for your interest in local government.

Regards,

Maricela Hernandez
Elections Official/City Clerk
Master Municipal Clerk
California Professional Municipal Clerk

/mh

A



CITY of CALABASAS
ELECTION MATERIALS LIST
GENERAL MUNICIPAL ELECTION
NOVEMBER 3, 2020

1. Correspondence dated July 13, 2020 from Elections Official/City Clerk (Section 1).
2. Candidate Guidelines for Issuing and Submitting Nomination Paperwork and Acknowledgement of such (Section 1). ***Required to be returned.***
3. Ballot Designation Worksheet (Section 1). ***Required to be returned.***
4. Candidate's Statement Form Information Sheet and Transliteration Request Form (Section 1). *Optional.*
5. Candidate Profile Form (Section 1). *Optional.*
6. Code of Fair Campaign Practices form (Section 1). *Optional.*
7. Election Calendar of Events (Section 2).
8. General Qualifications to run/hold public office (Section 3).
9. Election Summary (Section 4).
10. Nomination Process/Paper (Section 5). ***Required to be returned.***
11. Candidates' Statements – General Information (Section 6).
12. Statement of Economic Interests - Form 700 and instructions (Section 7). ***Required to be returned.***
13. Campaign Disclosure Manual 2 (Section 7).
14. Campaigning Information and Mass Mailing requirements (Section 8).
15. City Information (Section 9).
16. Information/Resources (Section 10).
17. Election History (Section 11).
18. Copy of Resolution No. 2020-1677 calling the election (Section 12).
19. Copy of Resolution No. 2020-1679 regarding Candidate's Statements (Section 12).
20. [Form 501 Candidate Intention Statement](#) and [Form 410 Statement of Organization](#) (Section 12).

BALLOT DESIGNATION WORKSHEET

Pursuant to California Elections Code Section 13107,13107.3, 13107.5; 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 PUBLIC RECORD.**

Candidate Name: _____

Office of: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Business Phone: _____ Home/Mobile Phone: _____

Fax Number: _____ E-Mail : _____

Other Person Authorized to Act in Your Behalf or Not Applicable:

Attorney Name: _____ Office: _____

Home Address: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____ Home/Mobile Phone: _____

Fax Number: _____ E-Mail : _____

PROPOSED BALLOT DESIGNATION: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation one of the following:

- (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 a different office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed you are a candidate for the same office that you hold) to your current public office and seek election to a new term.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term.

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. If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO. 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 PROVIDE ALL REQUESTED DETAILS.**

For your reference, following page 6 are Elections Code Sections 13107 - 13107.5 and California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 13107.5 ("community volunteer") and CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

If your proposed ballot designation contains **one or more slashes "/"** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

Justification for use of proposed ballot designation (1st PVO):

Current or Most Recent Job Title: _____ Start Date: _____ End Date: _____

Employer Name or Business: _____

Person(s) Who Can Verify this Information:

Name(s): _____ Phone Number: _____

E-Mail: _____

Name(s): _____ Phone Number: _____

E-Mail: _____

Justification for use of proposed ballot designation (2nd PVO):

Current or Most Recent Job Title: _____ Start Date: _____ End Date: _____

Employer Name or Business: _____

Person(s) Who Can Verify this Information:

Name(s): _____ Phone Number: _____

E-Mail: _____

Name(s): _____ Phone Number: _____

E-Mail: _____

EXPIRES: December 31, 2020

Before signing below, answer the following questions:

Does your proposed ballot designation:

- Use only a portion of the title of your current elected office? Yes No
- Use only the word "Incumbent" for an elective office (other than Superior Court Judge) to which you were appointed? Yes No
- Use more than three total words for your principal professions, vocations or occupations? Yes No
- Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes No
- Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
- Abbreviate the word "retired"? Yes No
- Place the word "retired" after the words it modifies? Example: Accountant, retired Yes No
- Use any word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation or occupation? Yes No
- Use the word "retired" along with a current profession, vocation or occupation?
Example: Retired Firefighter/Teacher Yes No
- Use the name of a political party or political body? Yes No
- Refer to a racial, religious, or ethnic group? Yes No
- Refer to any activity prohibited by law? Yes No

**If the answer to any of these questions is "Yes,"
your proposed Ballot Designation is likely to be rejected.**

Candidate's Signature: _____

Date: _____

***CANDIDATE RETAINS THIS INFORMATION!**

For your reference, the relevant provision of the Elections Code are reproduced below:

Section 13107. Ballot Designation Requirements.

(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.

For your reference, the relevant provisions of the Elections Code section are reproduced below (cont.):

(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.

(i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.

(j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

Section 13107.3 Ballot Designation Worksheet in format prescribed by Secretary of State.

(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.

Section 13107.5 Ballot Designation of "community volunteer."

(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, the relevant provision of the California Code of Regulations is reproduced below:

Section 20711 Ballot Designation Worksheet, California Code of Regulations.

(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;

For your reference, the relevant provisions of the California Code of Regulations section are reproduced below (cont.):

- (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.

CANDIDATE'S STATEMENT INFORMATION SHEET

Complete this form, and submit with your candidate statement. Please use all regular lower case letters (do not use all caps). Provide a brief description of no more than 200 words, of the candidate's education and qualifications. Be sure to include the official title of the office you are a candidate for, your name, age, and occupation.
(see bottom of reverse side for sample format)

Enter the candidate's name and the office title:

Enter the name of the jurisdiction to which the office belongs, if other than the name of the city (i.e. the name of the school district).

Candidates Name Male Female

Jurisdiction Name

Office Title (i.e. Mayor, Member of the City Council, City Clerk, Member of the Board of Education, etc.)

I DO NOT WANT to file a candidate statement.

I DO WANT to file a candidate statement but want to only have it on the city website for electronic distribution.

I DO WANT my English Candidate Statement to be printed in the Voter Information Guide & on the city website for electronic distribution.

I ALSO WANT my English Candidate Statement to be printed in the Voter Information Guide & on the city website for electronic distribution in the following languages:

- Spanish/Colloquial (informal)
- Chinese/Traditional
- Hindi
- Khmer
- Tagalog
- Vietnamese
- Spanish/Castillian (formal)
- Chinese/Simplified
- Japanese
- Korean
- Thai

Signature of Candidate: _____

STATE LAW PROVIDES (per Election Code Section 13307, 13308, 13311):

1. A Candidate Statement is optional and available to all candidates for nonpartisan offices.
2. The statement may include candidate's age, occupation and a brief description of education and qualifications (expressed by the candidate himself or herself).
3. Each local jurisdiction determines:
 - a. the maximum number of words allowed, usually 200 words
 - b. responsibility for payment, the candidate or the jurisdiction
 - c. whether the costs are to be paid in advance.
4. Reference to political party affiliation or mention of any partisan political membership or activity is not permitted.
5. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
6. No changes of any kind are allowed AFTER the statement is filed.
7. The statement may be withdrawn (in writing) up to 5:00 pm of the next working day after the close of the nomination period.
8. Statements are confidential until after the close of the nomination period.
9. A candidate may request that the statement also be printed in other languages and included in the Voter Information Guide mailed to all voters in the election area. An additional fee may be required to print the additional languages.

CANDIDATE STATEMENTS MUST BE FILED AT THE TIME NOMINATION PAPERS ARE FILED.

COST INFORMATION:

The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that may be significantly more or less depending on the actual number of candidates filing statements.

For Election Official's use only: Estimated Cost of Printing Candidate's Statement in:

English: _____ Spanish: _____ Chinese: _____ Korean: _____ Tagalog: _____ Vietnamese: _____ Other: _____

If applicable, the below estimated cost is for the Translations (and formatting if translation is provided by the candidate) and this cost does not include printing, which cost is noted above:

Spanish: _____ Chinese: _____ Korean: _____ Tagalog: _____ Vietnamese: _____ Other: _____

- Election Official: a. Send one copy of this page and the candidate statement to the County
- b. keep original set for your files
- c. make one copy for candidate
- d. make one or more copies for the translator(s) if necessary

(More information on reverse side)

CANDIDATE'S STATEMENT INFORMATION SHEET

Please type using regular lowercase letters, do not use all CAPS.
Type your statement clearly and legibly - DO NOT handwrite or print.

Section 13307 of the Elections Code of the State of California sets forth guidelines for candidate's statements.
Please follow them:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. The statement shall not include any party affiliation or membership or activity in partisan political organizations.
3. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
4. Your statement will be printed as submitted; therefore you are advised to carefully check for errors in punctuation and grammar. Spelling however, will be corrected by the computer automatically.
5. Remember to sign this form and any supplemental sheets if used and attach them to your statement. If you wish to have a foreign language translation of your statement prepared for printing in the Voter's Pamphlet, be sure to check the space(s) provided on the front of this form.

WORD COUNT STANDARDS

As stated in Section 9 of the Elections Code.

(a) Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word. *E.G. UCLA, PTA, L.A.P.D.*
- (5) 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.
- (6) Dates shall be counted as one word, in either format, i.e. *April 10, 1990* or *4/10/90*.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet web site and email addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Sections 13107, and 13107.5 ("community volunteer").

FOR MEMBER OF THE CITY COUNCIL

JOHN SMITH Age: 45
Occupation: Businessman

I have been a 30 year resident of this City and thoroughly enjoy living here. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our city.

I would like to implement environmental standards for cleaner water and air quality.

I respectfully ask for your support and thank those of you who cast your vote for me. A vote for me is a vote for a better City Council.

/s/ John Smith

SAMPLE OF STATEMENT FORMAT



Please use 10 pt type, uniform style.



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, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Telugu, 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.

<u>Languages</u>	<u>Name Transliteration</u>	<u>Languages</u>	<u>Name Transliteration</u>
Armenian:		Indonesian:	
Bengali:		Japanese:	
Burmese:		Korean:	
Cambodian/Khmer:		Mongolian:	
Chinese:		Russian:	
Farsi:		Telugu:	
Gujarati:		Thai:	
Hindi:			

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 two languages were added: Armenian and Farsi.

In 2020 six languages were added: Bengali, Burmese, Gujarati, Indonesian, Mongolian, Telugu.

This office also provides transliteration in Russian.

PROCESS:

This department will transliterate your name in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Telugu, 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.

E



CITY of CALABASAS

**CITY OF CALABASAS
GENERAL MUNICIPAL ELECTION
NOVEMBER 3, 2020
CANDIDATE PROFILE**

NAME: _____

RESIDENCE ADDRESS: _____

OCCUPATION: _____

PLACE OF BUSINESS: _____

PHONE NO: _____(H) _____(B)

FAX NO: _____(H) _____(B)

E-mail address: _____

Website address: _____

SPOUSE: _____

CHILDREN: _____

INTERESTS: _____

AFFILIATIONS: _____

This is an optional form which the candidate may complete and which will be provided to the press.

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 (summary)

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 Section 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.

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

Printed Name

November 3, 2020

Date of Election

G



CITY *of* CALABASAS

Date: **July 13, 2020**

On the above date, I received from the Calabasas Elections Official/City Clerk, the information as itemized on Elections Materials List for the November 3, 2020 General Municipal Election.

I have also been advised by the Elections Official/City Clerk of all the documents that must be filed at the time I file nomination papers as a candidate for the office of Councilmember; as well as for the deadline to file such documents. The Elections Official/City Clerk has also made me aware of City Hall office hours during the nomination period.

Printed Name: _____

Signature: _____

Address: _____

Phone Numbers: _____
Work Home

Fax

E-mail address: _____



**GENERAL ELECTION
CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING
NOMINATION PAPERWORK**

During the Stay at Home Order issued by the Governor, and pursuant to official guidance issued by the Secretary State on May 5, 2020, the Calabasas Elections Official/City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the November 3, 2020, election nomination period. The purpose of these guidelines is to ensure all candidates and City elections officials have a healthy and safe environment during the candidate filing process.

- 1. Issuing Candidate Nomination Documents During the Nomination Period: July 13, 2020 to August 7, 2020 or August 12, 2020 if the period is extended.**
 - a. In-person appointments: Monday, Wednesday and Friday, 9 a.m. – 12 noon**

Candidates may be issued nomination documents in-person during available hours at the Calabasas Elections Official/City Clerk's Office, 100 Civic Center Way, Calabasas. Appointments must be made 24 hours in advance.
 - b. Zoom teleconferencing appointments:** Appointments via Zoom will also be available for the issuance of nomination documents. Zoom is a teleconferencing service. Candidates may choose to be issued nomination documents by mail (USPS) after attending a Zoom teleconference appointment, during available hours. Zoom appointments must also be made 24 hours in advance.

Below are the guidelines:

- A. Candidates must contact the Elections Official/City Clerk's Office at 818-224-1661 or mhernandez@cityofcalabasas.com 24 hours in advance to determine their preference for receiving nomination documents:**
 - a. In person during available hours; or,
 - b. Via Zoom teleconferencing
- B. After setting an appointment, but prior to issuing nomination documents, the Elections Official/City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.**
- C. In-person appointment requirements: A mask/face covering is required for staff and all candidates or representatives. The attendance by the candidate and**

their representatives at the in-person appointment is limited to two persons (including the candidate). A 6-foot physical distancing is required during the appointment. Staff will wash or sanitize hands prior to issuing documents and will sanitize the table, door knob, chair (hard surfaces), and pens before each appointment

- a. Hard copies of candidate materials may be issued to the candidate's designee. The designee must submit written authorization from the candidate to conduct candidate-related business on their behalf, and the authorization must name the designee by name, and must have the original wet signature of the candidate.
- D. If the candidate is requesting to receive documents electronically, via mail or email, after verification of eligibility, the Elections Official/City Clerk will send the candidate a "Request to Receive Documents" form that must be filled out and returned by the candidate via USPS mail, by overnight service or by email. To meet the requirements of [Elections Code §8028\(b\)](#), the Request to Receive Documents form must be filed with the Elections Official/City Clerk prior to issuing nomination documents to the candidate.
- E. The candidate will receive nomination documents via their preferred choice by way of one or more of the following methods:
- a. In Person
 - b. Hard copy by USPS mail
 - c. By email

2. Execution of Candidate Documents - Any documents that require an oath by the candidate may be executed by one or more of the following methods:

- a. In the presence of a notary then delivered to the Calabasas Elections Official/City Clerk's office via USPS mail (with original wet signature(s), preferably in blue ink); or
- b. In-person during available hours, by appointment.

PLEASE NOTE: *Nomination petitions and candidate statements with printing cost payment must be submitted at the same time.*

3. Receipt of Candidate Documents and Filing Deadlines - A candidate may electronically submit his or her completed documents to the Elections Official/City Clerk by email, to allow us to begin the review and verification process as soon as is practicable.

- a. In order to be a qualified candidate for the office, ***the completed documents with original signatures, preferably in blue ink, must be***

received by the City Clerk by the close of the nomination period (4:30 p.m. on August 7, 2020, or 5:00 p.m. on August 12, 2020, if period is extended). Candidates are encouraged to turn-in nomination papers early in the process so there is ample time to verify and confirm there are sufficient qualifying signatures.

PLEASE NOTE: Electronic versions of forms will be used solely for the purpose of review by the Elections Official/City Clerk to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received.

- 4. To submit the original documents,** the candidate may do so during available hours by one or more of the following methods:
 - a. In person, by appointment; or
 - b. By USPS mail (hard copy of documents with wet signatures, preferable in blue ink); or
 - d. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink, must follow via USPS mail, overnight service, or by appointment.
 - e. Other delivery service upon submission of a signed "Authorization Form for Another Person to Obtain or File Nomination Documents" to the Elections Official/City Clerk's Office.



**GENERAL ELECTION
ACKNOWLEDGEMENT OF CANDIDATE GUIDELINES FOR ISSUING AND
SUBMITTING NOMINATION PAPERWORK**

Instructions for candidates:

1. Indicate acknowledgement of the Candidate Guidelines for Issuing and Submitting Nomination Paperwork by signing and dating below. Your original, handwritten signature is required. Electronic signatures are not accepted.
2. Return the signed acknowledgement to the Elections Official/City Clerk Department prior to your appointment to take out nomination papers. You may return the form by mail, in-person, or send it electronically by email to mhernandez@cityofcalabasas.com, provided original is received prior to appointment.

Pursuant to official guidance issued by the Secretary State on May 5, 2020, elections officials must provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the official close of the nomination period. The candidate must acknowledge receipt of the written guidance in the manner provided by the elections official.

Candidates must submit the original candidate documents to the elections official in a manner that will ensure that those original documents are in the possession of the elections official prior to the deadline for filing (postmark is not accepted, must be physically received in the office prior to the end of the nomination period deadline).

Required candidate documents with original signatures received by the election official after the deadline for filing will not be accepted.

In order to make any edits or changes when the required documents are filed, the candidate or a designated agent of the candidate (authorized in writing by the candidate) must be physically present in the Elections Officials/City Clerk's office at the return appointment.

I hereby acknowledge receipt of this information regarding required candidate documents from the Calabasas Elections Official/City Clerk.

Printed Name of Candidate

Candidate's Signature

Date

2020 GENERAL MUNICIPAL ELECTION CALENDAR OF EVENTS

- 05/27/2020 City Council adopted Resolutions calling for an election; determining candidate statement regulations and requesting consolidation services of Los Angeles County Elections Department
- 06/29/2020 -
07/13/2020 Elections Official to post Notice of Election – Candidates
- 07/03/2020 HOLIDAY OBSERVED – Independence Day – CITY HALL CLOSED**
- 07/13/2020 - Filing period for nomination papers and candidate statements
08/07/2020
- 08/07/2020 Last day to call election for ballot measures
- 08/07/2020 Last day to withdraw initiative petitions from ballot
- 08/07/2020 Last day for County to receive resolutions requesting consolidation and services
- 08/07/2020 Last day to file nomination papers. Form 700, Statement of Economic Interests and FPPC Candidate Intention Statement Form 501 due with nomination papers
- 08/07/2020 Last day for candidate to withdraw nomination papers after being filed with the Elections Official/City Clerk’s office
or
08/12/2020
- 08/12/2020 Last day to file nomination papers, if an incumbent does not file
- 08/13/2020 Secretary of State to determine order of names on ballot
- 08/20/2020 Last day to cancel election due to insufficient candidates
- 09/04/2020 Candidates notified of first pre-election campaign filing requirement due on 09/24/2020 (for period covering 07/01/2020-09/19/2020)
- 09/07/2020 HOLIDAY – Labor Day – CITY HALL CLOSED**
- 09/07/2020 - Filing period for write-in candidates
10/20/2020
- 09/24/2020 First pre-election Campaign Statement due (period covering 07/01/2020 through 09/19/2020)**
- 10/02/2020 Candidates notified of second pre-election campaign filing requirement due on 10/22/2020 (period covering 09/20/2020-10/17/2020)
- 10/05/2020 - Voters may request vote by mail ballots
10/27/2020
- 10/13/2020 Last day to mail Voter Information Guides (VIG)

10/19/2020	Last day to register to vote for the November 3, 2020 Election
10/20/2020	Last day to file for Write-in Candidate
10/22/2020	Second pre-election Campaign Statement due (period covering 09/20/2020 through 10/17/2020)
10/27/2020	Last day for Elections Official/City Clerk to post and publish Notice of Nominees
10/28/2020 - 11/3/2020	Emergency/Late Vote by Mail Voting period.
11/03/2020	ELECTION DAY Vote Centers open between 7:00 a.m. and 8:00 p.m.
11/06/2020	Last Day for County to receive Vote by Mail Voter Ballots if postmarked on Election Day
11/11/2020	HOLIDAY – Veteran’s Day Observed (CITY HALL CLOSED)
11/25/2020	HOLIDAY – Thanksgiving – CITY HALL CLOSED
11/26/2020	HOLIDAY – Day after Thanksgiving – CITY HALL CLOSED
11/30/2020	The Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On December 8, the Board of Supervisors is scheduled to declare the election officially concluded
12/09/2020	City Council meeting for declaring election results, administering oath of office to newly elected City Councilmembers, reorganization and reception
12/10/2020	City Clerk notifies successful non-incumbent Councilmembers that Assuming Office Statement of Economic Interest, Form 700 due no later than 01/08/2021
12/10/2020	City Clerk notifies outgoing Councilmembers that Leaving Office Statements are due no later than 01/08/2021
12/10/2020	FPPC notified of election date, candidates and elected office holders
12/24/2020	HOLIDAY – Christmas Eve – CITY HALL CLOSED
12/25/2020	HOLIDAY – Christmas Day – CITY HALL CLOSED
12/31/2020	HOLIDAY – New Year’s Eve – CITY HALL CLOSED ½ Day
01/01/2021	HOLIDAY – New Year’s Day – CITY HALL CLOSED
01/09/2021	Statements of Economic Interest due for Assuming/Leaving Office Statements
01/31/2021	Last day to refund excess deposit for candidate statements, if any
02/01/2021	Semi-annual Campaign Statements due (period covering 10/18/2020 through 12/31/2020; or 07/01/2020 through 12/31/2020, if no previous statement has been filed)

GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

Age/Citizenship	A person is incapable of holding an elective civil if at the time of his or her election...he or she is not 18 years of age and a citizen of the State. (Government Code §1020)
Registered Voter/City Resident City Council	A person is not eligible to hold office as a councilmember unless he or she is a registered voter and a resident of the City at the time nomination papers are issued, and he or she is a registered voter and a resident of the City at the time of election or appointment. If, during the term of his or her term of office, he or she moves his or her place of residence outside of the City limits or ceases to be an elector of the City, he or she is no longer eligible to hold office and his or her office shall immediately become vacant. (C.M.C. 2.04.060)
Conviction Of Crimes	A person is disqualified from holding any office upon conviction of designated crimes, as specified in the Constitution and laws of the State. (Government Code §1021)
Filing For More Than One Office	A candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election. (Elections Code §10220.5)

The Elections Official/City Clerk's office will not issue nomination papers if candidates are not residents of the City or registered to vote in the City of Calabasas.

Prior to issuing nomination papers, the registration of all prospective candidates will be verified with the Los Angeles County Registrar of Voters.

NOTICE

No duty is imposed upon the Elections Official/City Clerk to determine whether a candidate meets the requirements for holding office.

ELECTION SUMMARY

ELECTION DATE

Tuesday, November 3, 2020.

OFFICES TO BE FILLED

Two members of the Calabasas City Council.

NOMINATION PERIOD

Monday, July 13, 2020, through Friday, August 07, 2020. Pursuant to Secretary of State Memorandum #20085, nomination papers will be issued by appointment only. Please see Guidelines for Issuing and Submitting Nomination Paperwork.

NOMINATION PERIOD (Extended)

If an incumbent does not file nomination papers, the filing deadline is extended to 5:00 p.m., Wednesday, August 12, 2020.

REQUIRED FORMS WHEN FILING FOR NOMINATION

- Nomination Paper (20-30 qualifying signatures). **Candidates, who do not collect enough qualifying signatures on nomination paper, will be disqualified.**
- Statement of Economic Interests (Form 700)
- Candidate Intention Statement (Form 501)
- Ballot Designation Form

OPTIONAL FORMS WHEN FILING FOR NOMINATION

If filed, must be received at the same time as Nomination Paper and Form 700

- Candidate's Statement
- Deposit check for \$500 one-column printing in Los Angeles County Voter Information Guide
- Deposit check for \$145 printing in the City's supplemental Voter Information Guide

SECRETARY OF STATE DETERMINES ORDER OF NAMES ON THE BALLOT

Thursday, August 13, 2020.

CAMPAIGN EXPENDITURE STATEMENTS DUE

- September 24, 2020 – 1st Pre-Election (for the period 07/01/2020 through 09/19/2020).
- **October 22, 2020 – 2nd Pre-Election (for the period 09/20/2020 through 10/17/2020).**
- February 1, 2021 – Semi-Annual (for the period 10/18/2020 thru 12/31/2020 or 07/01/2020 through 12/31/2020, if no previous statement has been filed).

VOTE BY MAIL APPLICATION PERIOD

Monday, October 5, 2020 through Tuesday, October 27, 2020.

LAST DAY TO REGISTER TO VOTE

Monday, October 19, 2020.

DECLARING ELECTION RESULTS

Wednesday, December 9, 2020 – Special City Council meeting for declaring election results, administering oath of office to newly elected Councilmembers, reorganization and reception.

NOMINATION PROCESS – GENERAL INFORMATION

The following are a few of the more important facts of the Municipal Election to be held in the City of Calabasas on Tuesday, November 3, 2020. They are provided for your general information. Readers are cautioned, however, that while the contents are accurate for what is stated, they in no way may be construed as being inclusive of all aspects of the election process.

OFFICES OPEN AND TERMS

There are two City Council seats to be filled. The seats are currently held by Fred Gaines and Alicia Weintraub. The term of each seat is four years. Effective November 2020, compensation will be offered to Councilmembers at \$976 per month, including comprehensive health, dental and vision benefits, and a \$250 monthly auto allowance.

NOMINATION PAPER

The candidate begins the nomination process by obtaining signatures on the nomination paper. The nomination paper is furnished by the Elections Official/City Clerk's office without charge to those applying for nomination. There is no filing fee. The nomination paper is forwarded to the Los Angeles County Registrar's Office for signature verification. If the minimum amount of qualifying signatures is not met, the candidate will be disqualified from participating in the election. **Candidates are encouraged to turn-in nomination papers early in the process so there is ample time to verify and confirm there are sufficient qualifying signatures.**

CANDIDATE'S STATEMENT

The Candidate's Statement is optional; the statement appears in the Voter's Information Guide/Sample Ballot, which is mailed to every registered voter in the City of Calabasas no less than 21 days before the election. Candidate's Statements are subject to certain rules on format, word count, confidentiality, cost, submission and withdrawal. The cost to print the candidate's statement in the County's Voter Information Guide (VIG) is \$500. To print the candidate's statement in the City's supplemental Voter Information Guide, there is an additional cost of \$145 a total of \$645 to print on both.

NOMINATION PAPERS

Nomination papers may be obtained by appointment only from the Elections Official/City Clerk's office at 818-224-1661 or mhernandez@cityofcalabasas.com. Please refer to the Candidate Guidelines for the Issuing and Submitting Nomination Paperwork. Nomination papers will be issued from July 13, 2020, through August 7, 2020. If an incumbent does not file during this period, the filing period is extended to 5:00 p.m., August 12, 2020. A candidate may withdraw his/her nomination paper until 4:30 p.m. on August 7, 2020 or 5:00 p.m. on August 12, 2020 if the nomination period is extended.

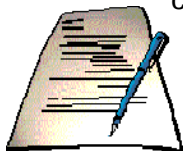
For a nomination paper to be valid, the Elections Official/City Clerk's office, at the time of issuance, shall have typed on the form the name of the candidate and the office for which he/she is a candidate, and shall affix signature and the date. Only one candidate may be named on any one-nomination paper and no person may file nomination papers for more than one City office at the same election. Each separate seat on the City Council is a separate office. The way the candidate's name appears on the official filing form is the way it will appear on the ballot.

All nomination papers issued must be returned for filing to the Elections Official/City Clerk's office no later than 4:30 p.m., August 7, 2020. Early filing is encouraged. Late filing may result in candidate's filing form being reviewed after the deadline, WHICH MAY BE TOO LATE TO CORRECT ANY DEFICIENCIES CONSTITUTING DISQUALIFICATION.

CIRCULATOR: Any person 18 years of age and older may circulate a nomination paper. A "Declaration of Circulator" must be signed attesting that he/she witnessed each of the signatures obtained on the nomination paper and that they are the signatures of the persons whose names they purport to be.

SIGNATURES

Each nomination paper filed must contain the signatures of not less than twenty (20) no more than thirty (30) registered voters in the City of Calabasas. Each person nominating a candidate must sign and print their name as it appears on the voter's affidavit of registration, along with the street and number of their residence. **Ditto marks are not acceptable.** Any registered voter of the City of Calabasas, including the candidate and/or the circulator, may sign a nomination paper. None of the signatures may be obtained within 100 feet of any election booth, polling place, or any place where registration of electors is being conducted. All candidates are encouraged to obtain 30 signatures to ensure that if any signatures are challenged, the candidate's nomination is not invalidated.



No voter may sign more than one nomination paper for the same office; and in the event a voter does so, that voter's signature shall count only on the first nomination paper filed which contains the voter's signature. Nomination papers subsequently filed and containing the voter's signature shall be considered as though the signature does not appear thereon. Each seat on the legislative body is a separate office.

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

The nominee or candidate must sign the Affidavit of Nominee which states the candidate will accept the nomination and also accept the office in the event of his/her election. It may be signed under penalty of perjury or be sworn to before an officer authorized to administer oaths, such as the Elections Official/City Clerk or Notary Public. The oath or affirmation of allegiance printed on the nomination paper must also be signed by the candidate. This **must** be signed by the candidate **before an officer authorized to administer oaths.**

For purposes of verifying signatures on any nomination paper, the Elections Official/City Clerk shall determine that the residence address on the paper is the same as the residence address on the affidavit of registration. If the addresses are different, or if the paper(s) does not specify the residence address, the affected signature shall not be counted as valid. Any signature **invalidated**, pursuant to [Elections Code §105](#), shall not affect the validity of other valid signatures on the particular nomination paper.

NOMINATION PAPER

OFFICIAL FILING FORM
City Clerk or Deputy City Clerk
Date

We, the undersigned voters, hereby nominate _____
First name Middle/Initial (optional) Last name

for the office of _____

for the City of _____

to be voted for at the _____

to be held on Tuesday, _____

	Sign Name	Residence Address	For Official Use
1	Print Name		
2	Print Name		
3	Print Name		
4	Print Name		
5	Print Name		
6	Print Name		
7	Print Name		
8	Print Name		
9	Print Name		
10	Print Name		

Public access to this document shall be limited to viewing the document only. The public may not copy or distribute copies of documents that contain signatures of voters. (E.C. Section 17100)
 A candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election. (E.C. 10220.5)
 Form of nomination paper. (E.C. 10226)

11	Sign Name	Residence Address	For Official Use
	Print Name		
12	Sign Name	Residence Address	
	Print Name		
13	Sign Name	Residence Address	
	Print Name		
14	Sign Name	Residence Address	
	Print Name		
15	Sign Name	Residence Address	
	Print Name		
16	Sign Name	Residence Address	
	Print Name		
17	Sign Name	Residence Address	
	Print Name		
18	Sign Name	Residence Address	
	Print Name		
19	Sign Name	Residence Address	
	Print Name		
20	Sign Name	Residence Address	
	Print Name		
21	Sign Name	Residence Address	
	Print Name		
22	Sign Name	Residence Address	
	Print Name		
23	Sign Name	Residence Address	
	Print Name		
24	Sign Name	Residence Address	
	Print Name		
25	Sign Name	Residence Address	
	Print Name		
26	Sign Name	Residence Address	
	Print Name		
27	Sign Name	Residence Address	
	Print Name		

28	Sign Name	Residence Address	For Official Use
	Print Name		
29	Sign Name	Residence Address	
	Print Name		
30	Sign Name	Residence Address	
	Print Name		

DECLARATION OF CIRCULATOR

(on next page)

(Only 1 person who is 18 years of age or older
may circulate a municipal nomination paper, per Elections Code Sections 102, 104, 10220, 10222)

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

(on next page)

ATTENTION CANDIDATE: Please refer to the Ballot Designation Worksheet provided before completing the Affidavit of Nominee.

(A candidate may sign his or her own nomination paper)

CANDIDATE'S PERSONAL INFORMATION			
..... Candidate's name	 Day Phone	
..... Candidate's Residence Address	 Evening Phone	
..... Mailing Address (if different than above)	 Fax	
..... City State Zip Email Address

DECLARATION OF CIRCULATOR

Any person that is 18 years of age or older may circulate a nomination paper. (Only 1 circulator may circulate this nomination paper).

(Do NOT type this section. It **MUST** be filled out in your own handwriting.)

State of California
County of _____

} ss.

I, _____, (print name), solemnly swear (or affirm) all of the following:

1. That I am 18 years of age or older.
2. That my residence address, including street and number, is _____, (if no street or number exists, a designation of my residence adequate to readily ascertain its location is _____).
3. That the signatures on this nomination paper were obtained between the dates of _____ and _____; that I circulated this petition and I saw the signatures on this section of the nomination papers being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

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

Executed by me at _____, on _____,
(place) (date)

(Election Code §§ 102, 104, 10220, 10222, 10226)

(Signature of Circulator)

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

State of California
County of _____

} ss.

(Print Name of Nominee)

being duly sworn, says that he or she is the
above-named nominee for the office of:

(Print Name of Office)

that he or she will accept the office in the event of his or her election,
that he or she desires his or her name to appear on the ballot as follows:..

Name & Occupation as it will appear on Official Ballot & in Voter Pamphlet:

(Print Name in ALL CAPS as you want it to appear on the ballot
(no title or degree is allowed before or after your name)**

and that he or she desires the following designation*
to appear on the ballot under his or her name:.....

Male Female (Print Designation as it will appear on the ballot)*

and that his or her residence address is:.....

(Print residence address as provided by affiant)

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

Executed by me at _____, on _____,
(place) (date)

(Signature of Candidate)

(Election Code §§ 200, 10223, 10226, CA Constitution Article XX, § 3)

* BALLOT DESIGNATION REQUIREMENTS SUMMARY

ATTENTION CANDIDATE: Please refer to the Ballot Designation Worksheet provided before completing the Affidavit of Nominee above.

* At the option of the candidate, **ONLY ONE** of the following designations may be used:

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 or to which he or she was appointed, in the case of a superior or municipal court judge.
2. The word "incumbent" (**without any other word(s)**) 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, or in the case of a superior or municipal court judge, was appointed to that office.
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 office by virtue of appointment, but may not use the unmodified word "Incumbent".

No candidate shall assume a designation which would mislead the voters.

(Election Code 13107, 13107.5)

** No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name. (Election Code 13106)

DECLARATION OF CIRCULATOR

Any person that is 18 years of age or older may circulate a nomination paper. (Only 1 circulator may circulate a nomination paper.) (Do NOT type this section. It **MUST** be filled out in your own handwriting.)

I, _____ (print name), solemnly swear (or affirm) all of the following:

- That I am 18 years of age or older;
- That my residence address, including street and number, is _____, number exists, a designation of my residence adequate to readily ascertain its location is _____;
- That the signatures on this nomination paper were obtained between the dates of _____ and _____, that I circulated this petition and I saw the signatures on this section of the nomination papers being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be;

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

Executed by me at _____ (place) on _____ (date).

(Election Code §§ 102, 104, 10220, 10222, 10225)

Nomination papers may be circulated by the candidate or by any person over 18 years of age. The circulator must witness all signatures and complete the Declaration of Circulator

NOMINATION PAPER

Official nomination papers will be provided to candidates during the filing period. Candidates are encouraged to file early to allow ample time to make any corrections if needed.

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

State of California } ss. _____ (Print Name of Nominee)
County of _____ }

_____, (Print Name of Office)
as it will appear on Official Ballot & in Voter Pamphlet:

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 same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter.

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

Executed by me at _____ (place) on _____ (date).

(Election Code §§ 250, 10223, 10226, CA Constitution Article II, § 3)

Candidate must complete the Affidavit of Nominee and Oath or Affirmation of Allegiance

I, undersigned voters, hereby nominate _____

office of _____

City of _____ **CALABASAS**

noted for at the _____ **GENERAL MUNICIPAL ELECTION**

held on Tuesday, _____ **NOVEMBER 3, 2015**

Signature	Residence Address	For Official Use
1 _____ (Print Name)	_____	
2 _____ (Print Name)	_____	
3 _____ (Print Name)	_____	
4 _____ (Print Name)	_____	
5 _____ (Print Name)	_____	
6 _____ (Print Name)	_____	

Each candidate must obtain a minimum of 20, but no more than 30 signatures of registered voters in the City of Calabasas. Candidates are encouraged to get the maximum number of signatures, as most often than not, signers are not "legally" registered, which could constitute disqualification.

* BALLOT DESIGNATION

* At the option of the candidate, **ONLY ONE** of the following designations may be used:

- Words designating the elective city, county, district, state or federal office which he or she was elected by vote of the people, or to which he or she was appointed by the governing body of the city, county, state or federal office.
- The word "Incumbent" (without any other words) if the candidate is a nominee for an elective office, was elected to that office by a vote of the people, and is the incumbent of that office.
- No more than three words designating either the current principal professions, vocations, or occupations of the candidate during the calendar year of the election. All California geographical names shall be consistent with the available standard reference dictionary, published in the U.S. at any time the words are counted, shall be considered as one word. Each part of a word shall be counted as one word. The use of the word "Retired" by itself or as a prefix is acceptable, but not as a suffix. The use of the word "U.S.M.C., Retired" is not.
- The phrase "Appointed Incumbent" if the candidate holds office by virtue of appointment.

No candidate shall assume a designation which would mislead the voters.

** No title or degree shall appear on the same line on a ballot as a candidate's name.

(Election Code 13107, 13107.5) (Election Code 13108)

General Law 2014 / Revised 10/2013

Public access to this document shall be limited to viewing the document only. The election official may not copy or distribute copies of documents that contain signatures of voters. (E.C. Section 17100)

A candidate shall not file nomination papers for more than one municipal office or town or city office for the same municipality in the same election. (E.C. 10225.5)

General Law (05-03) - 2014/Revised 10/2013
MC Elections

Each candidate must obtain a minimum of 20, but no more than 30 signatures of registered voters in the City of Calabasas. Candidates are encouraged to get the maximum number of signatures, as most often than not, signers are not "legally" registered, which could constitute disqualification.

11	Sign Name ----- Print Name		
12	Sign Name ----- Print Name		
13	Sign Name ----- Print Name		
14	Sign Name ----- Print Name		
15	Sign Name ----- Print Name	Residence Address	
16	Sign Name ----- Print Name	Residence Address	
17	Sign Name ----- Print Name	Residence Address	
18	Sign Name ----- Print Name	Residence Address	
19	Sign Name ----- Print Name	Residence Address	
20	Sign Name ----- Print Name	Residence Address	
21	Sign Name ----- Print Name	Residence Address	
22	Sign Name ----- Print Name	Residence Address	
23	Sign Name ----- Print Name	Residence Address	
24	Sign Name ----- Print Name	Residence Address	
25	Sign Name ----- Print Name	Residence Address	
26	Sign Name ----- Print Name	Residence Address	
27	Sign Name ----- Print Name	Residence Address	

8	Sign Name ----- Print Name	Residence Address	For Official Use
9	Sign Name ----- Print Name	Residence Address	
0	Sign Name ----- Print Name	Residence Address	

DECLARATION OF CIRCULATOR
(on next page)

(Only 1 person who is 18 years of age or older
may circulate municipal nomination paper, per Elections Code Sections 104, 10220, 10222)

**AFFIDAVIT OF NOMINEE
AND OATH OF AFFIRMATION OF ALLEGIANCE**
(on next page)

(A candidate may sign as or her own nomination paper)

CANDIDATE'S PERSONAL INFORMATION			
..... Candidate's name Day Phone		
..... Candidate's Residence Address Evening Phone		
..... Mailing Address (if different than above) Fax		
..... City State Zip Email Address

SAMPLE OFFICIAL USE FOR

CANDIDATES' STATEMENTS - GENERAL INFORMATION

Included in Section No. 12 of this handbook is a copy of Resolution No. 2020-1679. This resolution was adopted on May 27, 2020, and pertains to regulations for candidates' statements. As no changes can be made, please carefully review the candidate's statement before filing it with the Elections Official/City Clerk's office. The candidate's statement must be filed at the time nomination papers are filed. 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.

BALLOT DESIGNATION

The Ballot Designation describes the **current** profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name. [Elections Code §13107](#) provides descriptions and examples of acceptable designations.

Ballot Designations:

- ✓ Can be no more than **three (3) words**;
- ✓ Must appear on the **Affidavit of Nominee** on the back of the Nomination Paper at the time it is filed;
- ✓ Become public record once the Nomination Paper is filed; and
- ✓ Cannot be changed after the final date to file nomination papers unless requested by the Elections Official/City Clerk due to an unacceptable designation.

Every candidate is required to file a **Ballot Designation Worksheet**, listing his/her preferred ballot designation and alternate designations, should the preferred designation be deemed unacceptable by the Elections Official/City Clerk.

The Secretary of State's Ballot Designation Regulations are included at the end of this section.

FORMAT AND CONTENT OF CANDIDATE'S STATEMENT

Each candidate may prepare a candidate's statement on the form included in this packet. Such statements may include the name, age, occupation, and a brief description of not more than 400 words of the candidate's education and qualifications expressed by the candidate himself or herself and may not include reference to other candidates. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations ([Elections Code §13307](#)). Nicknames and shortened names may appear with legal names or initials.

ELECTION CODE §13307, 3(b) PROVIDES THAT "THE STATEMENT OF EACH CANDIDATE SHALL BE PRINTED IN TYPE OF UNIFORM SIZE AND DARKNESS, AND WITH UNIFORM SPACING." This provision requires the Elections Official/City Clerk's Office, regardless of the form of the statement submitted by the candidate, to print the statement in compliance with those provisions. Strict interpretation of the provision would preclude the use of underlining or other methods of emphasis such as asterisks or stars; would require uniform use of capital and lower case letters rather than all capitals and would require uniform paragraph indentations for all candidates. The Elections Official/City Clerk's Office will follow these guidelines so that no candidate receives undue advantage due to the appearance of the statement.

RULES FOR COUNTING OF WORDS (Elections Code Chapter 1. General Provisions, §9)

(a) Counting of words, for purposes of this code, shall be as follows:

(1) Punctuation is not counted.

(2) Each word shall be counted as one word except as specified in this section.

(3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.

(4) Each abbreviation for a word, phrase, or expression shall be counted as one word.

(5) 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.

(6) Dates shall be counted as one word.

(7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.

(8) Telephone numbers shall be counted as one word.

(9) Internet Web site addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under §13107.

Prior to submission of the Candidate's Statement to the Elections Official/City Clerk's office, all candidates are urged to ensure that the statement is checked for grammatical errors, proper spelling, and that it contains the desired information. Candidates are required to submit a signed copy of the candidate's statement and a completed Candidate's Statement Form Information Sheet. In addition, an electronic version of the statement should be emailed to the Elections Official/City Clerk at mhernandez@cityofcalabasas.com.

CHANGES TO STATEMENTS ARE NOT ALLOWED ONCE SUBMITTED TO THE ELECTIONS OFFICIAL/CITY CLERK'S OFFICE.

CONFIDENTIALITY

All Candidate's Statements remain confidential until the expiration of the filing deadline (Elections Code §13311). Copies of all Candidates' Statements will be available for public inspection in the Elections Official/City Clerk's office after the close of the nominations. Not less than ten calendar days before the Elections Official/City Clerk's office submits the official voter's information guide for printing, the Elections Official/City Clerk's office shall make a copy of the voter's information guide available for public examination in the Elections Official/City Clerk's office (Elections Code §13313).

COST

A deposit in the amount of \$500 to print the candidate statement in the County's Voter Information Guide and \$145 to print the statement in the City's supplemental Voter Information Guide will be required at the time the candidate's statement is filed to cover printing. If a candidate wishes to have his/her statement printed in another language and included in the voter pamphlet, the cost is yet to be determined. Each candidate shall be billed for any cost in excess of the deposit or shall receive a refund within 30 days of the election for any unused portion of the deposit.

NO CANDIDATE WILL BE PERMITTED TO INCLUDE ADDITIONAL MATERIALS IN THE SAMPLE BALLOT PACKAGE.

STATEMENT OF ECONOMIC INTERESTS, CAMPAIGN CONTRIBUTIONS AND EXPENDITURE STATEMENTS

All candidates for municipal offices, and all committees supporting or opposing State or local candidates or ballot measures, are subject to the provisions of the [State Political Reform Act of 1974](#), which went into effect January 1975.

The Political Reform Act of 1974 requires all candidates for municipal office to file a [Statement of Economic Interests \(Form 700\)](#) with the Elections Official/City Clerk's office at the time nomination papers are filed. A copy of this form along with an instruction manual for its completion is included in the information received when nomination papers were obtained from the Elections Official/City Clerk's office. Generally, the candidate is instructed to disclose investments, interests in real property, sources and amounts of income and gifts. Once filed, the document becomes a part of the public record, which is open to inspection.

[The Fair Political Practices Commission](#) (FPPC) has prepared an information manual on campaign disclosure which is enclosed in your election materials and is available electronically at

<http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title4>.

Interactive versions of the following forms are available online at <http://www.fppc.ca.gov/learn/campaign-rules/campaign-forms.html>:

[Form 501](#) - Candidate Intention Statement

[Form 410](#) - Statement of Organization

[Form 460](#) - Campaign Disclosure Form

[Form 470](#) - Officeholder/Candidate Campaign Statement

[Form 497](#) - 24-hour Contribution Report

All statements filed are a matter of public record. They may be inspected at the Elections Official/City Clerk's office by anyone and copies can be purchased at ten cents (\$0.10) per page ([Government Code §81008](#)).

The law provides for a \$10 per day late filing penalty for a statement filed after the prescribed deadline. A statement which is mailed is considered filed on the date of the postmark, if it is sent by first-class mail. Certified mail is recommended, but not required.

Candidates and committee treasurers should keep complete and accurate records and be prepared to submit supporting documents, if such are required.

Campaign Disclosure Statements Filing Schedule November 3, 2020 Election

Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Listed on the November 3, 2020 Ballot

Deadline	Period	Form	Notes
July 31, 2020 <i>Semi-Annual</i>	* – 6/30/20	460 or 470	<ul style="list-style-type: none"> • 460: All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/5/20 – 11/3/20	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 or in connection with <i>another</i> candidate or measure being voted upon November 3, 2020. • The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. • File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sept 24, 2020 <i>1st Pre-Election</i>	7/1/20 – 9/19/20	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 22, 2020 <i>2nd Pre-Election</i>	9/20/20 – 10/17/20	460	<ul style="list-style-type: none"> • All committees must file this statement. • File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Feb 1, 2021 <i>Semi-Annual</i>	10/18/20 – 12/31/20	460	<ul style="list-style-type: none"> • All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2020.

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 a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement 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.
- **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.

CANDIDATES: Things to Remember

BE INFORMED.

Study FPPC [Campaign Disclosure Manual 2](#).

BEFORE RAISING OR SPENDING ANY MONEY, FILE FORM 501.

Once \$2,000 is raised or spent, receive an identification number by filing Form 410. File Form 501 with the Elections Official/City Clerk's office and Form 410 with the Secretary of State and provide a copy to the Elections Official/City Clerk's office.

MARK YOUR CALENDAR.

Know the due dates for campaign statements and file on time. YOU MUST CONTINUE TO FILE UNTIL YOU FILE TERMINATION DOCUMENTS.

OBTAIN AN IDENTIFICATION NUMBER.

File original Form 410 with the Secretary of State and a copy with the Elections Official/City Clerk's office.

KEEP GOOD RECORDS.

Maintain details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in the FPPC [Campaign Disclosure Manual 2](#).

\$100 OR MORE IN CASH?

Never accept or spend \$100 or more in cash.

USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES.

All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.

MULTIPLE CONTRIBUTIONS FROM ONE SOURCE?

Keep track of each check. Report the aggregate amount.

REPORT LATE CONTRIBUTIONS.

If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from personal funds.

ITEMIZE CONTRIBUTORS.

For contributors of \$100 or more, including loans and in-kind contributions, candidates must

disclose the contributor's name, address, occupation and employer.

REPORT IN-KIND CONTRIBUTIONS of goods or services at fair market value.

IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN,

Itemize expenditures of \$100 or more made by the agent or consultant.

DISCLOSE ORIGINAL LOAN SOURCES.

List any loan, even a personal loan to the candidate, all or partly used for the campaign.

IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS.

Include candidate's name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). The committee's name may be used if it includes candidate's name. If candidate's name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

NO PERSONAL USE OF CAMPAIGN FUNDS.

Use campaign funds ONLY for political, governmental or legislative purposes.

BE MORE INFORMED.

Participate in a campaign webinar through the FPPC. Got a question? Contact the Elections Official/City Clerk's office or the FPPC.

Fair Political Practices Commission
(866) 275-3772

Advice@fppc.ca.gov
www.fppc.ca.gov

Maricela Hernandez, MMC, City Clerk
mhernandez@cityofcalabasas.com
(82020) 224-1661

CAMPAIGN DISCLOSURE FOR CANDIDATES: HOW TO GET STARTED

This fact sheet is intended to provide an introduction to some of the most common campaign disclosure forms filed by candidates early in their campaigns. It should be used as a supplement to (and not a replacement for) the FPPC [Campaign Disclosure Manual 2](#). The forms identified below are required by the Political Reform Act. It is important to note that candidates may need to file a number of other documents in addition to campaign disclosure statements (e.g., Filing Fees or Petitions in Lieu, Declarations of Intention, Nomination Papers, Statements of Economic Interests, Form 700).

WHAT: [Form 501](#) (Candidate Intention Statement)

WHEN: Form 501 must be filed **before** you solicit or receive any contributions or **before** you make expenditures from personal funds on behalf of your candidacy.

WHERE: File with the Elections Official/City Clerk's office.

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.

WHAT: [Form 410](#) (Statement of Organization Recipient Committee)

WHEN: File this form within 10 days of receiving \$2,000 in contributions.

WHERE: File the original and one copy with the Secretary of State's Political Reform Division and one copy with the Elections Official/City Clerk's office.

Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.

WHAT: [Form 460](#) (Recipient Committee Campaign Statement)

WHEN: Must be filed according to applicable filing schedules.

WHERE: File the original and one copy with the Elections Official/City Clerk's office.

A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

WHAT: [FORM 470](#) (Officeholder and Candidate Campaign Statement)

WHEN: Must be filed on or before the filing deadline for the first required campaign disclosure statement (May be filed earlier).

WHERE: File the original and one copy with the Elections Official/City Clerk's office.

Form 470 is for use by officeholders and candidates who:

- do not have a controlled committee;
- do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and
- do not anticipate spending \$2,000

CAMPAIGN WEBINARS SCHEDULE FOR CANDIDATES & TREASURERS

LEARN THE RULES OF CAMPAIGN DISCLOSURE BY ATTENDING A WEBINAR CONDUCTED BY THE FAIR POLITICAL PRACTICES COMMISSION.

The FPPC conducts two-hour webinars that provide information to candidates and their treasurers on how to prepare their campaign finance reports and observe the Political Reform Act's requirements and prohibitions.

Contact the Fair Political Practices Commission at 866/275-3772 or visit <http://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html> for more information.

2019-2020 Statement of Economic Interests



Form 700

A Public Document

Table of Contents

Quick Start Guide	p.2
Who? Where? How? When?	p.3
Types of Statements	p.4
Cover Page and Schedules	
Cover Page	p.5
Schedule A-1 (<i>Investments</i>)	p.7
Schedule A-2 (<i>Business Entities/Trusts</i>)	p.9
Schedule B (<i>Real Property</i>)	p.11
Schedule C (<i>Income</i>)	p.13
Schedule D (<i>Gifts</i>)	p.15
Schedule E (<i>Travel Payments</i>)	p.17
Restrictions and Prohibitions	p.19
Q & A	p.20

Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

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

December 2019

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 2 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

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

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What's New

Gift Limit Increase

The gift limit increased to \$500 for calendar years 2019 and 2020.

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

For more information, 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.

When to file:

Annual Statements

⇒ March 2, 2020

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

⇒ April 1, 2020

- 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.

Statements of 30 pages or less may be emailed or 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.

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, 2019, and December 31, 2019, and filed an assuming office statement, you are not required to file an annual statement until March 2, 2021, or April 1, 2021, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2020. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)

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.

Types of Statements

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.

- Report: 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.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, 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.

- Report: 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.

Annual Statement:

Generally, the period covered is January 1, 2019, through December 31, 2019. If the period covered by the statement is different than January 1, 2019, through December 31, 2019, (for example, you assumed office between October 1, 2018, and December 31, 2018 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 2019.

- 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, 2019, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2019, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2018, and December 31, 2018, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. 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 2019.

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.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

COVER PAGE

A PUBLIC DOCUMENT

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, Retired Judge, Pro Tem 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, 2019, through December 31, 2019. Leaving Office: Date Left ____/____/____ (Check one circle.)
- or- The period covered is ____/____/____, through December 31, 2019. The period covered is January 1, 2019, through the date of leaving office.
- Assuming Office: Date assumed ____/____/____ -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 EMAIL 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 paper statement with your filing official.)

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 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:

Brian Bourne 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. Brian 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, Brian 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 2019 annual statement, **do not** change the pre-printed dates to reflect 2020. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2020, through December 31, 2020, will be disclosed on your statement filed in 2021. 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. **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.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

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:
_____/_____/19 ____/_____/19
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:
_____/_____/19 ____/_____/19
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:
_____/_____/19 ____/_____/19
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:
_____/_____/19 ____/_____/19
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:
_____/_____/19 ____/_____/19
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:
_____/_____/19 ____/_____/19
ACQUIRED DISPOSED

Comments: _____

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 16, 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.) (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. (See page 20 for more information.)
- 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:

Frank Byrd holds a state agency position. His conflict of interest code requires full disclosure of investments. Frank 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.

Alice Lance is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice 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.

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

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

GENERAL DESCRIPTION OF THIS BUSINESS

<p>FAIR MARKET VALUE</p> <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	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/19 ____/____/19</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

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

GENERAL DESCRIPTION OF THIS BUSINESS

<p>FAIR MARKET VALUE</p> <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	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/19 ____/____/19</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ 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"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

▶ 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"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

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

None or Names listed below

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

None or Names listed below

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

Check one box:
 INVESTMENT 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 _____

<p>FAIR MARKET VALUE</p> <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	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/19 ____/____/19</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

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

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

Check one box:
 INVESTMENT 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 _____

<p>FAIR MARKET VALUE</p> <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	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/19 ____/____/19</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

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

Comments: _____

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.)

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. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request 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 B
Interests in Real Property
 (Including Rental Income)

Name _____

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/19

\$10,001 - \$100,000 _____/_____/19

\$100,001 - \$1,000,000 ACQUIRED DISPOSED

Over \$1,000,000

NATURE OF INTEREST

Ownership/Deed of Trust Easement

Leasehold _____ _____

Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

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

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/19

\$10,001 - \$100,000 _____/_____/19

\$100,001 - \$1,000,000 ACQUIRED DISPOSED

Over \$1,000,000

NATURE OF INTEREST

Ownership/Deed of Trust Easement

Leasehold _____ _____

Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

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

None

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

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____% None _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____% None _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

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.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
 - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

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,

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?

disclose the number of years remaining on the lease.

- 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:

Allison Gande is a city planning commissioner. During the reporting period, she received rental income of \$12,000, from a single tenant who rented property she owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is 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 _____ / ____ / 18 DISPOSED _____ / ____ / 18
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold _____ Yrs. remaining _____ Other _____	
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 checked="" 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	
<input type="checkbox"/> Guarantor, if applicable	
Comments: _____	

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 _____

GROSS INCOME RECEIVED No Income - Business Position Only

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED No Income - Business Position Only

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

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

NAME OF LENDER* _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

INTEREST RATE TERM (Months/Years)

_____ % None _____

SECURITY FOR LOAN

None Personal residence

Real Property _____
Street address

_____ *City*

Guarantor _____

Other _____
(Describe)

Comments: _____

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.) 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.)
- 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 12.)

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 D
Income – Gifts

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 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.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$500 limit in 2019. (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.

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.

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

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. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

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" to read about travel payments under section 89506(a).)

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 nonprofit 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 via email 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 MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for her travel to attend its meetings. Because MaryClaire 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 MaryClaire to attend other events for which she is not providing services are likely considered gifts. Note that the same payment from a 501(c)3 would NOT be reportable.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<small>501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</small>	
Association of Healthcare Workers	
<small>DATE(S):</small> ____/____/____	<small>AMT: \$</small> 550.00
<small>(If gift)</small>	
<small>▶ MUST CHECK ONE:</small> <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>	
<small>▶ If Gift, Provide Travel Destination</small> _____	

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as his meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose. Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Chengdu Municipal People's Government	
<small>ADDRESS (Business Address Acceptable)</small>	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
<small>CITY AND STATE</small>	
Sichuan Sheng, China, 610000	
<small>501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</small>	
<small>DATE(S):</small> <u>09</u> / <u>04</u> / <u>XX</u>	<small>AMT: \$</small> 3,874.38
<small>(If gift)</small>	
<small>▶ MUST CHECK ONE:</small> <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
<small>▶ If Gift, Provide Travel Destination</small> <u>Sichuan Sheng, China</u>	

a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

Restrictions and Prohibitions

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. In 2019-2020, the gift limit is \$500 from a single source during a calendar year.

Additionally, 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. For example, a personal residence is often not reportable, but may be grounds for disqualification. 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 page 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.

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. 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.

- 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.

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.
- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity’s website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.

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.)

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.)

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. Julia and Jared 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 2019 the gift limit was \$500, so the Bensons may have given the supervisor artwork valued at no more than \$1,000. The supervisor must identify Jared and Julia 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.

CAMPAIGNING

CANDIDATE PROFILE

This optional form will be used to respond to inquiries regarding candidates and may be provided to the press.

CODE OF FAIR CAMPAIGN PRACTICES

Section 1 includes a copy of [Elections Code §20400 - 20444](#). State law requires that at the time nomination papers are issued, the Elections Official/City Clerk's office shall give the candidate a copy of the "[Code of Fair Campaign Practices](#)." The Elections Official/City Clerk's office shall inform each candidate that subscription to the Code is voluntary.

The Elections Official/City Clerk's office shall accept, at any time prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election ([Elections Code §20442](#)).

POLITICAL ADVERTISING

Any paid political advertisement referring to an election or to any candidate for State or local office contained in or distributed with a newspaper shall bear on each surface or page, in type at least half as large as the type of the advertisement, or in 10-point roman type, whichever is larger, the words, "Paid Political Advertisement" and such words shall be set apart from any other printed matter ([Elections Code §20008](#)).

FALSE OR MISLEADING INFORMATION TO VOTERS

No candidate shall submit any nomination paper or declaration of candidacy knowing that any part of it has been made falsely ([Elections Code §18203](#)).

No candidate shall attempt to mislead the public by pretending or implying by his/her statements or conduct that he/she is an incumbent of a public office or that he/she has acted in the capacity of a public officer when this is not the case ([Elections Code §18350](#)).

No person shall mail or distribute, or cause to be mailed or distributed, literature to voters which includes the designation of a voter's polling place other than the precinct polling place listed for that voter in the latest official precinct polling list at some time not more than 30 days prior to such mailing or distribution ([Elections Code §18302](#)).

POLITICAL SIGNS

The placement of political signs is subject to regulation by the State, County and City. Consult the County of Los Angeles Municipal Code for further information regarding political signs outside City limits.

Political signs inside City limits are regulated by [Section 17.30.030 \(H\) of the Calabasas Municipal Code](#): Temporary Noncommercial Signs and Banners.

Temporary signs and banners are permitted in all zones subject to the following regulations:

1. Two temporary freestanding signs per lot containing only noncommercial messages are permitted at all times. In addition, one temporary freestanding campaign sign shall be allowed for each political candidate or issue on each street frontage per lot. All campaign signs shall be removed within ten (10) days after the election for which they are intended. Each sign shall not exceed six square feet in sign area with a maximum height of four feet. Such signs are in addition to all other signage allowed in this chapter.
2. Such signs shall not be illuminated or posted on trees, fence posts or public utility poles, or located within any public right-of-way or on any publicly owned property and shall not be within the traffic safety visibility area required by [C.M.C. Section 17.30.030](#).

Political signs within view of State or County highways are subject to the provisions of the Outdoor Advertising Act. The Division of Highways is prepared to answer questions about State regulation of campaign signs. Their offices can be reached at (213) 897-0945 or (916) 654-6413.

ELECTIONEERING ON ELECTION DAY ([ELECTIONS CODE §18370](#))

No person on Election Day shall, within 100 feet of a polling place:

- a) Circulate an initiative, referendum, recall, nomination petition or any other petition
- b) Solicit a vote or speak to a voter on the subject of marking his/her ballot.
- c) Place a sign relating to voter's qualifications or speak to a voter on the subject of his/her qualifications except as provided in [§14240 of the Elections Code](#).
- d) Do any electioneering.

As used in this section "100 feet of a polling place" shall mean a distance of 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.

VOTER INFORMATION

Vote By Mail - Vote by mail ballots may be obtained from the LA County Registrar Recorder's Office between October 5, 2020, through October 27, 2020.

Registered Voters' Index - The index of registered voters may be obtained from the Los Angeles County Register of Voters office, 12400 Imperial Highway, Norwalk, CA 90650 (562) 462-2748.

LITERATURE REQUIREMENTS

Section 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

Section 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 84504.2 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 meanings:

(1) "Mass electronic mailing" means sending more than 200 substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(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 84216.5, 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.

PENAL PROVISIONS - ELECTION CAMPAIGNS

Section 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.

Section 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.

Section 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.

DEFINITION OF MASS MAILING AND SENDER

Section 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 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 Sections 84200 through 84217.

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

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

Section 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.

THE CITY

Calabasas goes back to the days of the Chumash Indian settlements, where friendly Native Americans lived peacefully for hundreds of years among the oaks and sycamores, settling in canyons near streams that helped provide the necessities of life. As pioneer settlers moved into the area, the old Indian trails were transformed into wagon roads. Before the railroad, Calabasas was a popular stagecoach stop, with a dance hall and saloon.

The origin of the Calabasas name is believed to have come from one of several sources. Some guess that the area was named by the Chumash Indians from their word meaning "where the wild geese fly." To this day, the Canadian geese still fly over the area. More colorful is the legend of a Basque rancher from Oxnard who spilled a wagon-load of pumpkins across the road on his way to Los Angeles in 202024. The following spring, hundreds of pumpkin seeds presumably sprouted along the side of the road, and the Spaniards perhaps commemorated that spot by naming the area "calabaza", which is the Spanish word for pumpkin or wild gourd.

Visions of the future.....

Nestled in the west valley region of the Greater Los Angeles area, the City of Calabasas is home to several corporate headquarters and entrepreneurial businesses. The City, incorporated in April of 1991, is uniquely situated to take full advantage of the Greater Los Angeles area's vast array of resources to spawn new and emerging businesses and support existing industries.

Calabasas is a community continually meeting the challenges of the 21st Century. As the world changes economically and socially, and technological innovation changes the way we live, Calabasas is looking beyond conventional wisdom and beyond the way things have always been done, to define a vision of its future.

Calabasas was founded as a separate community, away from the urbanization and congestion of the Los Angeles metropolitan area. From its early days, Calabasas maintained a pioneer spirit as "The Last of the Old West." In looking to the future, Calabasas must identify the characteristics that distinguish it from other communities within the metropolitan area, and which cause people to find it to be a good place to live.

Calabasas also faces the challenge of preserving its unique character and environment. While exercising the local management responsibilities the City gained through incorporation, a great emphasis is placed on environmental protection, design compatibility, and transitions between urban and rural land uses that occurred in the past when, as a developing community, the primary emphasis was on development review.

In July 2008, Calabasas completed the construction of the Calabasas Civic Center complex, which includes a state-of-the-art City Hall and Library. With its Gold LEED (Leadership in Energy and Environmental Design) rating from the U.S. Green Building Council, this project exhibits the City's commitment to the environment and the community.

In June of 2016, the City completed the construction and opened the brand new 9,500 square foot Calabasas Senior Center on the same campus as City Hall and the Library. The construction project took just over a year to complete at a cost of \$5 million and exhibits the City's commitment to aging in place.

STATISTICAL INFORMATION

DATE OF INCORPORATION	April 5, 1991
CITY LOGO	Red Tail Hawk flying over the Santa Monica Mountains
TYPE OF CITY	General Law
FORM OF GOVERNMENT	Council/Manager
ESTIMATED POPULATION	24,075 as of 2015
AREA	13.3 square miles-Incorporated 19 square miles-Unincorporated
MILES OF STREETS	53.17
MUNICIPAL FACILITIES	Calabasas Civic Center encompasses City Hall, the Library and Senior Center
RECREATIONAL FACILITIES	Agoura Hills/Calabasas Community Center Calabasas Bark Park Calabasas Creekside Park & Community Center Calabasas Tennis & Swim Center Freedom Park Gates Canyon Park Grape Arbor Park Highlands Park Juan Bautista de Anza Park 34.0 acres of Open Space
POLICE SERVICES	Contract with L.A. County Sheriff's Department
FIRE SERVICES	Contract with L.A. County Fire Department
TRANSPORTATION	Dial-a-Ride; Beach Bus; Shuttle; Trolley
PUBLIC SCHOOLS (Elementary/Secondary)	Las Virgenes Unified School District
WATER SYSTEM	Las Virgenes Municipal Water District
SEWERAGE SYSTEM	Las Virgenes Municipal Water District
REFUSE HAULERS	One Private Residential and one Commercial Hauler
LOCAL MEDIA	
City Publications	Quarterly newsletter in recreation brochure and monthly e.Newsletter
Newspapers	The Acorn, Daily News, Ventura County Start and LA Times-Valley Edition; Las Virgenes & Calabasas Enterprise
Radio	KNX Radio, KPCC, KCRW, KCSN
Cable	Charter Communications, Time Warner
Television	CTV - The Calabasas Channel - (Channel 3)
Internet	www.cityofcalabasas.com

CITY GOVERNMENT - Legislative Branch

CITY COUNCIL..... *Alicia Weintraub, Mayor*
James R. Bozajian, Mayor pro Tem
Fred Gaines, Councilmember
Mary Sue Maurer, Councilmember
David J. Shapiro, Councilmember

The City Council is composed of five members elected at large on a non-partisan basis to serve four year overlapping terms. Municipal elections are held the first Tuesday after the first Monday in November of even numbered years, with three Councilmembers selected at one election and two at the next.

The City Council is the legislative policy-making branch of City government. It is the City Council's responsibility to enact ordinances, resolutions and orders necessary for governing the affairs of the City, to approve or amend the annual budget, to authorize contracts on behalf of the City, act as the final appeal body on rulings of commissions, appoint the City Manager and all members of the various commissions and boards.

The Mayor is selected by the City Council, from one of its members, for a one year term and serves as the official representative of the City for all legislative and ceremonial purposes. The Mayor is the presiding officer at City Council meetings and executes legal instruments and documents. However, the Mayor is not vested with administrative authority.

The City Council is assisted by eight commissions: [Communications & Technology](#), [Environmental](#), [Historic Preservation](#), [Library](#), [Mayor's Youth Council](#), [Parks, Recreation & Education](#), [Planning](#), [Public Safety](#), and the [Traffic & Transportation](#).

The regular meeting of the City Council is a vital part of the democratic process in the conduct of the City's affairs. It is at City Council meetings that laws, policies and basic decisions are enacted by the City Council. All meetings of the City Council are open to the public and citizens are encouraged to attend to learn more about how the City operates. City Council meetings are held at the City Hall Council Chambers, 100 Civic Center Way, at 7:00 p.m., on the second and fourth Wednesday of each month.

The City Council agenda is the official order of business at City Council meetings. Items for the agenda are prepared and submitted to the City Council by the City Manager and staff. The agenda is available online on the City's website under [Agendas](#), where the public may download the agenda and staff reports.

COMMUNICATIONS & TECHNOLOGY COMMISSION..... *Candice Weber, Chair*
Richard Cassel, Vice Chair
Carey Melcher, Commissioner
Michael Brockman, Commissioner
Richard Sherman, Commissioner
Rachel Rosenblatt, Student Member

The purpose of the Communications and Technology Commission is to advise the City Council on matters related to the City’s cable television franchises and communication technology. The Commission is responsible for recommendations to the City Council on the following:

- < Monitor the performance of cable franchisees with respect to technical quality of signals; service performance and customer complaints.
 - < Provide input on any changes to the accepted regulatory conditions requested by cable franchisees.
 - < Monitor progress of all State and Federal legislation regarding communications and television matters, provide representation at pertinent meetings and recommend a position to the City Council.
 - < Any changes during the life of the franchises seen as desirable or required.
 - < Terms and conditions for renewal of franchises.
 - < Various issues involved with the changing field of communication technology.
 - < Provide input on programming and production for CTV, the Calabasas Channel.
 - < Provide input on the content of the City’s website.
 - < At the request of the City Council, the Commission shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.
 - <
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ENVIRONMENTAL COMMISSION..... *Beg Jagtiani, Chair*
Phillip Cardona, Vice Chair
Martha Fritz, Commissioner
Whitney Shwartz, Commissioner
Julie Shy-Sobol, Commissioner
Zacahry Rosoff, Student Member
Jessica Cohen, Alternate Student Member

The purpose of the Environmental Commission is to act in an advisory capacity to the Planning Commission and/or City Council on general policy matters relating to the following:

- < Air quality, including transportation alternative, stationary sources and mobile sources.
- < Waste management, including municipal solid waste management and compliance with AB 939, and hazard and toxic waste management.
- < Water quality, including National Pollutant Discharge Elimination System (NPDES) requirements, storm water discharge and watershed protection.
- < Flora and fauna, including habitat and species diversity, wildlife protection, and protection of trees.
- < Resources, including water conservation and energy conservation, green space and scenic beauty.
- < Public education programs, including such topic areas as listed and other appropriate environmental issues.

- < At the request of the City Council, the commission shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

HISTORIC PRESERVATION COMMISSION..... *Lynne Tracy, Chair*
Alan R. Ross, Vice Chair
Marty Fadaei, Commissioner
Judy Jordan, Commissioner
Carol Steffen, Commissioner
Martha Sweeney, Las Virgenes-Calabasas Historical Society member

The Historic Preservation Commission consists of five residents of the City of Calabasas who are appointed by the City Council for a term of 2 years and an ex-officio non-voting member who is a member of the Calabasas Historical Society. The powers and duties of the Historic Preservation Commission include the following:

- < Conduct a comprehensive survey of historical resources within the boundaries of the City;
- < Hear and decide applications for Certificates of Appropriateness and applications for Certificates of Economic Hardship;
- < Hear and make recommendations to the City Council regarding applications for designations of historic landmarks, landscapes and districts; applications for placement of landmarks or districts on the National Register of Historical Places or the California Register of Historical Resources; and applications for Mills Act contracts; and
- < Maintain a local register of designated historic landmarks, landscapes and districts.

LIBRARY COMMISSION..... *Mark Shear, President*
Michele Faulkner, Vice President
Robert Hill, Commissioner
Denise Lee, Commissioner
Ellen Pangarliotas, Commissioner
Britt Aaronson, Ex-officio, non-voting Commissioner
, Student Commissioner

The Library Commission has the general power and duty to act in an advisory capacity to the City Council in all matters pertaining to the management, administration, operation, development, improvement and maintenance municipal libraries and the provision of library services within the City. In addition to the foregoing general power and duty, the Library Commission shall have the powers and duties, except as otherwise provided by law, to:

- < Provide oversight of the City of Calabasas Municipal Library, its collections and staff and make recommendations to the City Council. Review contracts for library services, acquisitions and equipment and make recommendations to the City Council.
- < Study and recommend to the City Council on matters relating to current and future library services, including methods of financing, and the present and future operations of library facilities within the City.
- < Develop and implement library goals, objectives, policies and procedures necessary to provide library services.
- < Develop with City staff and submit to the City Council, for approval, an annual budget for the next fiscal year.
- < Submit an annual report to the City Council and State Librarian on the condition of the library as required by Section 2020927 of the California Education Code.
- < Participate in the development of library programs of service to meet community needs.

- < Provide technical and professional advice and recommendations related to levels of service.
- < Communicate and provide liaison with the "Friends of the Library" and their counterparts in other jurisdictions.

MAYOR'S YOUTH COUNCIL..... *Adam Jaysen Chair*
Katelyn Pool, Vice Chair
Gia Perel, Secretary
Abigail Adell
Malyssa Eddy
Sophia Gracile
Lauren Abigail Perlmutter
Blake Rabizadeh
Benjamin Reznick
Ella Reznick
Jacob Rosoff
Zachary Rosoff
Dariush Saleh
Gracie Schecter
Sean Stepenosky
Sina Christine Suito
Benjamin Sweeney
Lauren Tepper
Jeremy White

Membership

The Mayor's Youth Council makes recommendations to the City Council on matters of interest to young people in the community and to do the following:

- a. Help young people understand, appreciate, and participate in the workings of their local government;
- b. Help young people register to vote;
- c. Establish a rapport between students and student governments in the City's schools and the City and wider community; and
- d. Work with other youth councils across the United States.

Eligibility

Each Member of the Mayor's Youth Council must be a resident of the City of Calabasas between the ages of 14 and 21 years old.

Appointment and Term of Office

The Mayor will appoint up to 20 members to an initial term of one year. Upon the expiration of his or her first term, any subsequent appointment of the same individual to the Mayor's Youth Council will be for a term of two years. The commencement date of a Member of the Mayor's Youth Council's term is the date of appointment by the Mayor.

Organization

Members of the Mayor's Youth Council will elect a Chairperson, Vice Chairperson, and Secretary from among their membership. The Chairperson will lead meetings. The Vice Chairperson will lead meetings in the Chairperson's absence. The Secretary will record and report the actions and votes of the Mayor's Youth Council.

Compensation

The members of the Youth Council shall serve on a voluntary basis without compensation.

PARKS, RECREATION AND EDUCATION COMMISSION.....*Laurel Ford, Chair*
Charlotte Meyer, Senior Center Advisory Board, Vice Chair
Negin Ghaffari, Commissioner
Patricia Mardell, Commissioner
Laureen Morick, Commissioner
Heath Patton, Commissioner
Stephanie Williams, Commissioner
Marc Wahrman, Student Member

The purpose of the Parks and Recreation Commission is to act in an advisory capacity to the City Council in all matters pertaining to park recreation facilities and programs. The Commission is also committed to serving as a key educational advocate and advisor to the Calabasas community. The objectives of the Commission are:

- < Cooperate with other governmental agencies and civic groups in the advancement of sound recreation and parks planning and programming.
- < Annual budget for parks and recreation purposes with recommendations to the City Council and City Manager.
- < Recommend to the City Manager plans for the acquisition, development, beautification and maintenance of public park and recreational area.
- < Recommend adoption of standards on organization, staffing, areas and facilities, program and financial support of recreations and park activities.
- < Advise the City Council on long range parks and recreation capital improvement programs.

PLANNING COMMISSION.....*Dennis Washburn, Chair*
Peter Kraut, Vice Chair
Wendy Fassberg, Commissioner
Michael Harrison, Commissioner
John Mueller, Commissioner
Mark Sikand, Alternate Commissioner

The Planning Commission has and exercises all of the powers, duties, rights, privileges and authorities of a City Planning Commission, all as provided for by the law of the State of California. The Planning Commission has the duty to:

- < Investigate and make recommendations to the City Council upon reasonable and practical means for putting into effect the General Plan or part thereof, in order that it will serve as a pattern and guide for the orderly physical growth and development of the City, and as a basis for the efficient expenditure of capital improvement funds relating to the subjects of the General Plan.
- < Consult and advise with public officials and agencies, public utility companies, civic, educational, professional and other organizations, and citizens generally concerning implementation of the General Plan.
- < Hear and make recommendations to the City Council on any proposed zoning ordinances or amendments.
- < Make recommendations to the City Council with respect to a specific plan or regulation or any amendment to a specific plan or regulation, and report to the City Council upon any change or addition proposed with respect thereto.
- < Hear and decide applications for conditional use or other permits.
- < Hear and decide applications for exceptions or variances from the terms of the zoning ordinance.

- < Consider tentative maps of proposed subdivisions of land and recommend to the City Council approval, conditional approval or disapproval of such tentative maps.
- < Have and exercise all of the powers, duties, rights, privileges and authorities of the city planning commission, all as provided for by the law of the state of California, and by the provisions of this code, as the law of this code now exists and as the same may from time to time be hereafter amended.

PUBLIC SAFETY COMMISSION.....*Sharon Boucher, Chair*
Matt Slatoff, Vice Chair
Brian Cameron, Commissioner
Marissa Feinstein, Commissioner
Bert Rosario, (CERP), Commissioner
Jacqueline Souza, Commissioner
Mark Lowe, Student Member

The Public Safety Commission is comprised of six members who are residents of the City. Each councilmember nominates a member and a sixth member is appointed by the City Council from among the members of the Calabasas Emergency Response Program (CERP) for a term of 2 years. The City Council acting as a whole appoints the commission members from among the nominees.

When requested by the City Council, the Public Safety Commission provides advice on matters related to public safety, crime and fire prevention, emergency preparedness and response, service contracts with public safety agencies and related matters. In its advisory role, the Commission makes recommendations to the City Council regarding budgets for public safety services and performs such other functions as the City Council may direct.

TRAFFIC AND TRANSPORTATION COMMISSION.....*Peter Valk, Chair*
Jill Schechter, Vice Chair
Matthew Huzaineh, Commissioner
Jacques Soriano, Commissioner
Jason Sperling Reich, Commissioner
Nicholas Meyer Yalda, Student Member
Gracie Schechter, Alternate Student Member
Elijah Dizayer, Alternate Student Member

The purpose of the Traffic and Transportation Commission is to act in an advisory capacity to the City Council in matters pertaining to traffic and transportation. The objectives of the Commission include:

- < Meet with citizens to discuss traffic concerns originating by or through the City Council, Planning Commission, Traffic and Transportation Commission, general public or City staff.
- < Assist in determining the overall goals of the community with regard to traffic and circulation.
- < Investigate and make recommendation to the City Council regarding traffic control devices, including, but not limited to, traffic signals, traffic signage, traffic striping and other appropriate traffic control devices within the City of Calabasas.

CITY ADMINISTRATION - Departments

CITY MANAGER

Raymond Taylor, Interim

The City Manager is the administrative head of the government of the City under the direction and control of the City Council. The City Manager is responsible for the efficient administration of all the affairs of the City which are under his control. In addition to the general powers as administrative head, the City Manager's duties, powers and responsibilities include (but are not limited to) the following: enforcing all laws and ordinances of the City and seeing that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed; giving orders and direction to all heads of departments and employees under his jurisdiction; overseeing the appointing, removing, promoting, demoting and disciplining of any and all officers and employees of the City, except the City Attorney; analyzing and effecting administrative reorganization of City departments in order to conduct the City's business in the most efficient, effective and economical manner possible; recommending ordinances and policy to the City Council for adoption; monitoring fiscal procedures and transactions and advising the City Council of the financial condition and needs of the City; overseeing the budget process and authorizing expenditures to be approved by Council; investigating complaints in relation to matters concerning the administration of the City; and exercising general supervision over all public buildings, and all other public property which are under control and jurisdiction of the City Council.

ADMINISTRATIVE SERVICES

John Bingham, Administrative Services Manager

The Administrative Services Department is responsible for Civic Center operations and maintenance, Human Resources, Community Development Block Grant (CDBG) Program (CDBG) and the Las Virgenes Parking Administration (LVPA).

Human Resources administers the full service, centralized personnel program for the City, in areas such as classification and compensation; employee and retiree benefits; training and organizational development; recruitment, selection, placement, and retention; and employee relations.

CITY CLERK

Maricela Hernandez, MMC, CPMC, City Clerk

The City Clerk's office prepares and distributes City Council agendas and attends meetings; records and communicates all Council legislative actions and proceedings in meetings, ordinances, resolutions, minutes and indices; assures publication and posting of legal notices; coordinates the execution of official documents approved by the City Council, ensures the continuous updating of the Calabasas Municipal Code, administers the City's records management program, manages the legislative history of the City, and maintains and preserves official City documents in accordance with Federal and State legal mandates and local policies. The City Clerk is the local filing officer and is responsible for all filings and statements required by the Political Reform Act, as well as Statements of Economic Interest from current City officials, officers and designated employees, per the

City's Conflict of Interest Code. As the local Elections Official, the City Clerk conducts the City's Municipal Elections.

CITY ATTORNEY

Scott H. Howard

Colantuono Highsmith & Whatley

The City Attorney is appointed by the Council on a contractual basis and is responsible for administration of the legal affairs of the City and represents the City in litigation and hearings. The City Attorney attends all City Council meetings and advises City officials in all legal matters pertaining to City business. He reviews all ordinances, contracts, and other legal instruments, and renders legal advice and opinions to the City Council, City Manager and other departments.

COMMUNICATIONS

Michael Russo, Communications Director

Communications is responsible for producing the programming for CTV, the City's government access channel, develops the City's website, coordinates the publication of the City's newsletter and eNews, oversees the franchise activities of the City's cable companies, writes press releases, and helps coordinate many of the special events in the City. In addition, this department oversees the administration of the City's information technology systems. The Communications Director serves as a liaison to the Communications & Technology Commission.

COMMUNITY DEVELOPMENT

Maureen Tamuri, Community Development Director

This department is responsible for the administration of the City's development process including residential, commercial, and industrial uses. Planning performs current and long range planning, enforces zoning and land use regulations, reviews site and development plans, provides technical support to City departments, including the City's Planning Commission and other committees and boards and implements activities relating to the enhancement of the community's economic base. This division also serves as the staff liaison to the Planning Commission, Historic Preservation Commission and Architectural Review Panel. Building and Safety ensures that new and remodeled construction adheres to state and local laws for building, electrical, mechanical, and plumbing codes; that all new development in Calabasas is constructed in accordance with the highest standards of safety; and that all existing structures are maintained in a safe condition. The Division achieves this goal by issuing permits and conducting field inspections of construction work for compliance with those codes. This program is also responsible for enforcing various requirements associated with planning, zoning, and property maintenance as outlined in the City's Municipal Code.

COMMUNITY SERVICES

Jeff Rubin, Community Services Director

The Community Services Department is responsible for providing a diverse program of recreation and leisure classes, activities, camps, leagues, excursions, and special events and operation responsibilities for recreational facilities, sports, education, culture, entertainment and other leisure activities for the community. Additional duties include maintenance of City parks and greenbelt areas, future park and recreation facility development, financial planning, budget development and grant coordination, and publication of the City's recreation brochure. The Community Services Director serves as liaison to the Parks and Recreation Commission.

FINANCE

Ron Ahlers, Chief Financial Officer

The Chief Financial Officer is responsible for supervising the administrative financial affairs of the City. He oversees the Finance Department, which is responsible for preparing the bi-annual City budget, maintaining the City's accounting system, administering payroll, investing of City funds, working with independent auditors on preparation of the annual audit, serving as Risk Manager, and providing financial information to the City Council, City Manager and City departments.

LIBRARY

Barbara Lockwood, City Librarian

The Library operates the facility, circulation and events for the Calabasas Library. The Calabasas Library left the Los Angeles County Library System and officially became the City of Calabasas Library on July 11, 1998. Partially funded by a state bond, a new library was built in 2008, at the current location in the Civic Center next to City Hall. The library serves the Calabasas and Hidden Hills area. The Library has about 93,000 items to check out, including e-books, downloadable audiobooks, magazines, streaming video and online databases. Free wireless and 20 internet computers are available on site. In addition, the Library offers free programs for patrons of all ages.

PUBLIC SAFETY AND EMERGENCY MANAGEMENT

Jim Jordan, Public Safety and Emergency Management Director

The Public Safety and Emergency Management Department is responsible for developing programs and procedures for crime and fire prevention and emergency preparation; acting as a liaison with the County Sheriff's and Fire Departments, which serve the City; and overseeing risk management. This department also serves as the staff liaison to the Public Safety Commission.

PUBLIC WORKS AND ENGINEERING

Robert Yalda, Public Works Director/City Engineer

This department is comprised of Engineering / Project Management, Environmental / Intergovernmental Relations (IGR), Inspections / Construction Division, Landscape District, and Transportation/Transit. The department is responsible for ensuring that capital improvement projects and private projects comply with legal requirements and high standards of quality through the development review process, maintaining the landscape districts of the City and overseeing environmental services and programs in the City. The Public Works Director/City Engineer is also responsible for administering the contract public works function staffed by the Los Angeles County Public Works Department. The Environmental Services serves as the staff liaison to the Environmental Commission. The Transportation / Transit is responsible for transportation planning (traffic studies, funding applications, etc.), operations (speed studies, plan checking, resident requests) and design (signing, striping and signals) and also serves as the staff liaison to the Traffic & Transportation Commission.

INFORMATION RESOURCES

A list of frequently requested addresses and telephone numbers is provided below.

FAIR POLITICAL PRACTICES COMMISSION

1102 Q Street, Suite 3000
Sacramento, CA 95811
Toll-free (866) 275-3772
Fax (916) 322-0886
Website <http://www.fppc.ca.gov>
Advice advice@fppc.ca.gov
Reporting Enforcement Violations
Complaint@fppc.ca.gov

- < Campaign Disclosure
- < Conflict of Interest Disclosure
- < Lobbying Disclosure
- < Conflict of Interest Disqualification
- < Proper Use of Campaign Funds

SECRETARY OF STATE

Political Reform Division
P.O. Box 1467 (95812-1467)
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
Website <http://www.ss.ca.gov>

- < Committee Identification Numbers
- < Termination of Committees
- < Termination of Candidates

CITY CLERK

- < Phone (818) 224-1661
- < Email mhernandez@cityofcalabasas.com

LOS ANGELES COUNTY REGISTRAR- RECORDER/COUNTY CLERK

Election Division
12400 Imperial Highway
Norwalk, CA 90650
Voter Records Division
Phone (562) 462-2700
Website <http://lavote.net/>

- < Questions relating to the Elections Code
- < Voter Registration Records

STATE FRANCHISE TAX BOARD

Phone (800) 338-0505
Website <http://www.ftb.ca.gov>

- < Committee Tax Status
- < Tax Deductible Contributions
- < Charitable Non-Profit Groups
- < Any Other Tax-Related Questions

ATTORNEY GENERAL

Phone (800) 952-5225
Website <http://www.caag.state.ca.us>

- < Brown Act Requirements
- < Government Code Section 1090 Issues
- < Incompatible Activities

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
3/5/1991	General Municipal	Council Five (5) Seats Proposition for Incorporation of City of Calabasas Shall the members of the city council in future elections be elected by district or at large?	8,713	1,095	13%	4,412	51%
4/14/1992	General Municipal	Council (3)	9,837	668 (+9 provisional)	32%	2,145	22%
4/12/1994	General Municipal	Council (2) Measure Permanent Appropriations Limit	11,496	588 (+6 provisional)	36%	1,663	14%
3/4/1997	General Municipal	Council (3)	11,666	787 (+11 provisional)	28%	2,887	25%

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
3/2/1999	General Municipal	Council (2)	11,904	847 (+ 22 provisional)	36%	2,398	20%
3/7/2001	General Municipal	Council (3)	12,683	824 (+ 31 provisional)	33%	2,626	21%
3/4/2003	General Municipal	Council (2) Measure A Repeal of the Utility User Tax Tax (Not voted in favor)	12,224	1,121 (+ 54 provisional)	34%	3,467	28%
3/8/2005	General Municipal	Council (3)	13,077	1,320 (+ 73 provisional)	38%	3,662	28%

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
11/8/2005	Special Election	<u>Measure C</u> Advisory regarding Malibu Valley Inn Measure D Open Space Ordinance	12,557	2,038	16%	4,573	36%
3/6/2007	General Municipal	Council (2)	12,836	1,120 (+ 50 provisional)	9%	2,381	19%
3/3/2009	General Municipal	Council (3)	13,602	1,370 (+ 32 provisional)	10.23%	2,562	19%
3/8/2011	General Municipal	Council (2)	14,184	1,775 (+ 89 provisional)	13%	3,339	24%

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
3/5/2013	General Municipal	Council (3)	15,537	1,940 (+ 84 provisional)	13%	3,384	22%
11/3/2015	General Municipal	Council (2) Open Space Initiative Measure O	14,888	2,639 (inc. 165 provisional)	18%	4,317	29%
11/8/2016	Special Municipal consolidated with County Statewide	Canyon Oaks Rerendum Measure F	15,401	5,324 (inc. 938 provisionals and 2nd vote by mail count)	35%	12,245	80%
11/6/2018	General Municipal consolidated with County Statewide	Council (3)	15,336	10,960 (inc. provisionals)	71%	19,529	127%
3/3/2020	Special Municipal consolidated with County Statewide	Avalon Initiative Measure N	16,115	4,717	68%	8,474	53%

RESOLUTION NO. 2020-1677**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES.**

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Municipal Election shall be held on November 3, 2020, for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Calabasas, California, on Tuesday, November 3, 2020, a General Municipal Election for the purpose of electing two members of the City Council for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That vote centers for the election shall be open as required during the identified voting period pursuant to Elections Code sections 4007 and 14401.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Elections Code § 15651(a), shall set a date and time and place and summon the candidates who

have received the tie votes to appear and will determine the tie by lot.

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.

SECTION 9. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.



Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:



Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk



Matthew T. Summers
Colantuono, Highsmith & Whatley, PC
Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF CALABASAS)

I, **MARICELA HERNANDEZ, MMC**, City Clerk of the City of Calabasas, California, **DO HEREBY CERTIFY** that the foregoing resolution, being **Resolution No. 2020-1677** was duly adopted by the City Council of the City of Calabasas, at their regular meeting held on May 27, 2020, and that it was adopted by the following vote, to wit:

AYES: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro.

NOES: None.

ABSTAIN: None.

ABSENT: None.


Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk
City of Calabasas, California

RESOLUTION NO. 2020-1679

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020.

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS.

That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of Calabasas on November 3, 2020, may prepare a candidate statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 400 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's nomination papers are filed. 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. 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. The County will make the voter information guides and candidates'

statements in the required languages available at all vote centers, 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 (A) of 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 (A) of 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 not be required to pay for the cost of printing the candidate's statement in a foreign language required in (A) of Section 2 above, in the main voter pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, 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 local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. 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.

- A) All translations shall be provided by professionally-certified translators.
- B) The City Clerk shall allow (bold type) (underlining) (capitalization)

(indentations) (bullets) (leading hyphens) to the same extent and manner as allowed in previous City elections.

C) 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 materials in the voter information guide.

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 all previous resolutions establishing Council policy on payment for candidates' statements are repealed.

SECTION 8. That this resolution shall apply only to the election to be held on November 3, 2020 and shall then be repealed.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

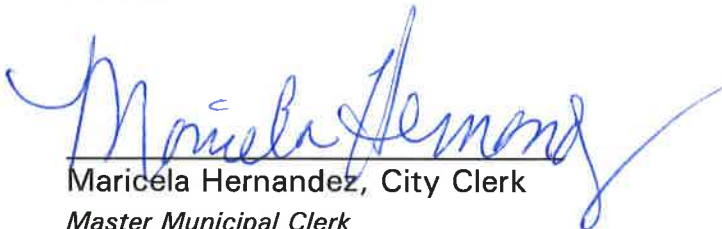
PASSED, APPROVED AND ADOPTED this 27th day of May 2020.



Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:



Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk



Matthew T. Summers
Colantuono, Highsmith & Whatley, PC
Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF CALABASAS)

I, **MARICELA HERNANDEZ, MMC**, City Clerk of the City of Calabasas, California, **DO HEREBY CERTIFY** that the foregoing resolution, being **Resolution No. 2020-1679** was duly adopted by the City Council of the City of Calabasas, at their regular meeting held on May 27, 2020, and that it was adopted by the following vote, to wit:

AYES: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro.

NOES: None.

ABSTAIN: None.

ABSENT: None.



Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk
City of Calabasas, California

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 are not required to file a Form 501.

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 for campaigns that are self-funded by the candidate. A bank account is not required if a candidate will not receive any contributions or make personal expenditures of less than \$2,000 in a calendar year. 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 California Public Employees' Retirement Board, the State Teachers' Retirement Board, judges, and judicial candidates 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).
- Enter your political party preference if seeking a partisan office. For a list of qualified political parties, go to: www.sos.ca.gov/elections/political-parties/qualified-political-parties/.
- Check the appropriate box regarding the office's jurisdiction.

Part 2. Voluntary Expenditure Ceiling

This section applies to certain candidates for elective state office, 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 voter information guide (statewide candidates) or the county voter information guide (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) () ()	EMAIL (optional)
STREET ADDRESS	CITY	STATE	ZIP CODE
OFFICE SOUGHT (POSITION TITLE)	AGENCY NAME	DISTRICT NUMBER, if applicable.	NON-PARTISAN OFFICE
OFFICE JURISDICTION	PARTY PREFERENCE: (Check one box, if applicable.)		
State (Complete Part 2.)	PRIMARY / GENERAL		
City County Multi-County: _____ (Name of Multi-County Jurisdiction)	_____ (Year of Election)	SPECIAL / RUNOFF	

2. State Candidate Expenditure Limit Statement:

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

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

Statement of Organization Recipient Committee

CALIFORNIA
FORM 410

Who Files

Recipient Committees: Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.

Candidates: The personal funds of a candidate or officeholder used to seek or hold elective office are contributions and count toward qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet do not count toward the \$2,000 threshold.

Multipurpose Organizations: A nonprofit organization, federal or out-of-state PAC, or other multipurpose organization that makes contributions or expenditures in California elections may also be required to register as a recipient committee with the Secretary of State. See the Fact Sheet on Multipurpose Organizations Reporting Political Spending and the Supplemental Form 410 Instructions.

When to File

File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

For early submissions, mark the "not yet qualified" box. The \$50 fee is requested at this time but is not legally required until the committee qualification threshold has been met.

Where to File

All Committees: Form 410 with original ink signature(s)
Secretary of State
Political Reform Division
1500 11th Street, Rm 495
Sacramento, CA 95814

County & City

Committees: Also file a copy with the local filing officer who will receive the original campaign statements.

Read instructions carefully as a Form 410 will be rejected if all applicable sections are not completed.

Committee ID Number

The committee's ID number will be posted at cal-access.sos.ca.gov. To receive an official, stamped copy of your approved Form 410, send a request, the original form, two copies of the form, and a self-addressed, stamped envelope, to the Secretary of State.

Amendments

When information contained in the committee's Statement of Organization changes, file an amendment within 10 days of the change with the Secretary of State and local filing officer (if applicable). During the period 16 days before an election, file an amendment within 24 hours as described below.

24-Hour Reporting

In addition to the 10-day rule to file an original

Form 410:

- A recipient committee that qualifies during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements.
- A recipient committee that qualifies during the 90 days prior to an election or on the date of the election in which the committee makes independent expenditures of \$1,000 or more to support or oppose a candidate in that election must file the Form 410 within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure.
- If, during the 16 days prior to an election when a committee is required to file pre-election statements, a change occurs in the name of the committee, the treasurer or other principal officers, or the controlling candidate, an amendment must be filed with the filing officer receiving the committee's original campaign statements within 24 hours of the change.

These filings must be made by fax, guaranteed overnight delivery, personal delivery or online (if online filing is available).

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.

**Statement of Organization
Recipient Committee**

Statement Type

<p>Initial</p> <p>Not yet qualified or Date qualification threshold met</p> <p>____/____/____</p>	<p>Amendment</p> <p>Date qualification threshold met</p> <p>____/____/____</p>	<p>Termination – See Part 5</p> <p>Date of termination</p> <p>____/____/____</p>
--	---	---

Date Stamp

**CALIFORNIA
FORM 410**

For Official Use Only

1. Committee Information		I.D. Number <small>(if applicable)</small>		2. Treasurer and Other Principal Officers			
NAME OF COMMITTEE				NAME OF TREASURER			
STREET ADDRESS (NO P.O. BOX)				STREET ADDRESS (NO P.O. BOX)			
CITY STATE ZIP CODE AREA CODE/PHONE				CITY STATE ZIP CODE		AREA CODE/PHONE	
FULL MAILING ADDRESS (IF DIFFERENT)				NAME OF ASSISTANT TREASURER, IF ANY			
E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)				STREET ADDRESS (NO P.O. BOX)			
CITY STATE ZIP CODE AREA CODE/PHONE				CITY STATE ZIP CODE		AREA CODE/PHONE	
COUNTY OF DOMICILE	JURISDICTION WHERE COMMITTEE IS ACTIVE			NAME OF PRINCIPAL OFFICER(S)			
<i>Attach additional information on appropriately labeled continuation sheets.</i>				STREET ADDRESS (NO P.O. BOX)			
				CITY STATE ZIP CODE		AREA CODE/PHONE	

3. Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ By _____
DATE SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Instructions for Statement of Organization

Statement Type:

Initial

Mark the “Initial” box and enter the date the committee qualification threshold was met.

If the committee has not met the qualification threshold, mark the “Initial” and “Not Yet Qualified” boxes.

Qualification Threshold

The “date qualification threshold met” is the date the committee received contributions totaling \$2,000 or more during a calendar year.

Amendment

If any of the information reported on an initial statement of organization changes:

- Mark the amendment box;
- Include the committee’s ID number and name;
- Provide the changed information; and
- Complete the verification.

Candidates: Under certain circumstances, a candidate for local office may amend the Form 410 to indicate that he or she is seeking re-election to the same office. A candidate for state office must open a separate committee for each term of office and may not amend the Form 410 to redesignate an election committee.

Termination

List the committee’s name, identification number and indicate the date of termination, including completing the verification.

1. Committee Information:

Provide the full name of the committee. A committee may use only one name.

The committee’s street address, email address, and telephone number must be reported. A post office box is not acceptable. The committee’s mailing address must also be reported if it is different from the street address. A post office box is acceptable for the mailing address. A committee’s “domicile” is its address as listed on the Form 410. Los Angeles is the county of domicile for committees located outside California.

Identify the jurisdiction where the committee is active. For example a city committee lists the name of the city.

Committee Name Requirements

The following committee name rules apply to the Form 410, the committee’s campaign statements and to any other references to the committee required by law. See the instructions for Part 4 for committee definitions.

Candidate Controlled Committees: Any committee that is controlled by a state or local candidate or officeholder must include the last name of the candidate in the name of the committee. In addition, the following rules apply:

- An **election committee** controlled by one or more state or local candidates must also include the office the candidate(s) is seeking and the year of the election (e.g., Friends of Smith for Assembly 20XX, Jones for Council 20XX).
- An **officeholder committee** set up by a state officeholder must also include the office held, the year the officeholder was elected to the current term of office, and the words “Officeholder Account,” as part of the committee name (e.g., Anderson Assembly 20XX Officeholder Account).
- A **legal defense fund** set up by a state or local candidate or officeholder must also include the words “Legal Defense Fund” as part of the committee name (e.g., Senator Smith Legal Defense Fund).
- A **ballot measure committee** controlled by one or more state candidates must also state that it is a ballot measure committee (e.g., Senator Lee’s Ballot Measure Committee) prior to the designation of the ballot measure number. See additional requirements for primarily formed committees.

Sponsored Committees: A sponsored committee (including most political action committees) must include the full name of its sponsor in the name of the committee. If the committee has more than one sponsor and the sponsors are members of an industry or other identifiable group, include a term identifying that industry or group.

Primarily Formed Committees

Ballot Measures: The name of each committee primarily formed to support or oppose a ballot measure must include:

- A statement identifying the ballot measure(s) number or letter and whether it supports or opposes the measure(s) (e.g., Committee For Proposition/Measure __ or Committee Against Proposition/Measure __).

Recalls: Each committee established for a recall election must include the name of the officeholder subject to the recall. If the committee is not controlled by the officeholder, the committee must state its support or opposition (e.g., Committee Opposing the Recall of Council Member Doe).

Supporting or Opposing a Candidate: The name of each committee primarily formed to support or oppose a state or local candidate(s) being voted on in a single election, other than a recall election, must include the last name of each candidate, the office sought, the year of the election and must state whether the committee supports or opposes the candidate(s) (e.g., Committee to Support Doe for Senate 20XX).

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

Page 2

COMMITTEE NAME	I.D. NUMBER
----------------	-------------

- All committees must list the financial institution where the campaign bank account is located.

NAME OF FINANCIAL INSTITUTION	AREA CODE/PHONE	BANK ACCOUNT NUMBER
-------------------------------	-----------------	---------------------

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

4. Type of Committee Complete the applicable sections.

Controlled Committee

- List the name of each controlling officeholder, candidate, or state measure proponent. If candidate or officeholder controlled, also list the elective office sought or held, and district number, if any, and the year of the election.
- List the political party with which each officeholder or candidate is affiliated or check "nonpartisan." Stating "No party preference" is acceptable
- If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.

NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)	YEAR OF ELECTION	PARTY CHECK ONE		(list political party below)
			Nonpartisan	Partisan	
			Nonpartisan	Partisan	

Primarily Formed Committee

Primarily formed to support or oppose specific candidates or measures in a single election. List below:

CANDIDATE(S) NAME OR MEASURE(S) FULL TITLE (INCLUDE BALLOT NO. OR LETTER) IF A RECALL, STATE "RECALL" IN FRONT OF THE OFFICEHOLDER'S NAME.	CANDIDATE(S) OFFICE SOUGHT OR HELD OR MEASURE(S) JURISDICTION (INCLUDE DISTRICT NO., CITY OR COUNTY, AS APPLICABLE)	CHECK ONE	
		SUPPORT	OPPOSE
		SUPPORT	OPPOSE

Instructions for Statement of Organization

2. Treasurer and Other Principal Officers:

A committee may have only one treasurer and one assistant treasurer. A candidate may be his or her own treasurer or assistant treasurer. A committee may not accept a contribution or make an expenditure without a treasurer.

A committee that is not controlled by a candidate or officeholder must disclose the name, street address, and telephone number of the committee's principal officer(s). The principal officer(s) of a committee are the individual(s) primarily responsible for approving the political activity of the committee, including authorizing the content of communications, authorizing contributions and other expenditures, and determining strategy. If more than three individuals qualify as principal officers of the committee, identify no fewer than three.

If no individual other than the committee treasurer qualifies as a principal officer, identify that individual as both the treasurer and the principal officer. An attachment may be necessary.

3. Verification/Original Ink Signature(s):

The Form 410 filed with the Secretary of State must contain an original signature(s). The committee treasurer or assistant treasurer must sign the Form 410. Also, each controlling officeholder, candidate or state ballot measure proponent must sign the Form 410. If more than three control the committee, one of them may sign on behalf of all controlling individuals. If a candidate will serve as his or her own treasurer, he or she must sign as the candidate and again as the treasurer.

Bank Account Information

- Qualified committees must list the name and address of the financial institution where the campaign bank account is located and the bank account number.
- Non-qualified committees are not required to list a bank account.

4. Type of Committee:

Controlled Committee

A "controlled committee" is one which is controlled directly or indirectly by an officeholder, candidate, or state measure proponent, or which acts jointly with an officeholder, candidate, state measure proponent, or another controlled committee in connection with making expenditures.

A committee is controlled if the officeholder, candidate, or proponent, his/her agent, or any other committee he/she controls, has a significant influence on the actions or decisions of the committee.

"Proponents" of state measures are persons who request the Attorney General to prepare a title and summary of a state initiative, referendum, or measure.

Candidate Election Committee: Identify the candidate's last name, office, election year and party, if applicable.

Ballot Measure Committee Controlled by State

Candidate: Identify each measure on which the committee has spent or anticipates spending \$50,000 or more in the current two-year period, beginning with January 1 of an odd-numbered year. If the ballot designation has not been assigned, describe the purpose of the anticipated measure(s). Amend the Form 410 when a ballot designation is assigned. Provide this information in the primarily formed or general purpose section or on an attachment.

Legal Defense Committee: On an attachment, describe the specific legal dispute(s) for which the legal defense fund was established. The Form 410 must be amended within 10 days when legal disputes are either resolved or new disputes are initiated.

Primarily Formed Committee

A committee is "primarily formed" when it makes or initially plans to make more than 70% of its contributions and expenditures to support or oppose a specific candidate or measure, or a group of measures or specific local candidates all being voted upon in the same election on the same date. (FPPC Regulation 18247.5)

New committees: A new committee formed within six months of a statewide regular election or within 30 days of a state special election is presumed to be primarily formed if the committee makes at least \$25,000 in independent expenditures to support or oppose a state candidate or measure. Monthly review is required for other new committees that spend at least \$1,000 a month and were formed within six months of an election in connection with which the committee makes contributions or expenditures.

Quarterly review at the end of March, June, September and December is required for other committees.

A committee controlled by a candidate for his or her own candidacy is not a primarily formed committee.

State ballot measures - qualification ID number: Certain committees must list in Section 4, Primarily Formed Committee, the Attorney General's Office assigned identification number to a proposed state ballot measure:

- A committee submitting the title and summary;
- A committee primarily formed for the measure; or
- A committee that spends \$100,000 or more on petition circulation for the measure.

Recall Committees: A committee supporting or opposing a recall must list "Recall [Officeholder's Name]," the office held by the recall target officeholder, and mark the appropriate box to indicate whether the committee supports or opposes the recall of the officeholder.

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

Page 3

I.D. NUMBER

COMMITTEE NAME

4. Type of Committee (Continued)

General Purpose Committee

Not formed to support or oppose specific candidates or measures in a single election. Check only one box:

CITY Committee

COUNTY Committee

STATE Committee

PROVIDE BRIEF DESCRIPTION OF ACTIVITY

Sponsored Committee

List additional sponsors on an attachment.

NAME OF SPONSOR

INDUSTRY GROUP OR AFFILIATION OF SPONSOR

STREET ADDRESS

NO. AND STREET

CITY

STATE

ZIP CODE

AREA CODE/PHONE

Small Contributor Committee

_____/_____/_____
Date qualified

5. Termination Requirements

By signing the verification, the treasurer, assistant treasurer and/or candidate, officeholder, or ponent certify that all of the following conditions have been met:

- This committee has ceased to receive contributions and make expenditures;
- This committee does not anticipate receiving contributions or making expenditures in the future;
- This committee has eliminated or has no intention or ability to discharge all debts, loans received, and other obligations;
- This committee has no surplus funds; and
- This committee has filed all campaign statements required by the Political Reform Act disclosing all reportable transactions.
 - There are restrictions on the disposition of surplus campaign funds held by elected officers who are leaving office and by defeated candidates. Refer to Government Code Section 89519.
 - Leftover funds of ballot measure committees may be used for political, legislative or governmental purposes under Government Code Sections 89511 - 89518, and are subject to Elections Code Section 18680 and FPPC Regulation 18521.5.

Instructions for Statement of Organization

General Purpose Committee

A committee is a “general purpose committee” if its principal activity is supporting or opposing a variety of candidates or measures voted on in different elections. (FPPC Regulation 18227.5)

- A **state committee** makes contributions or expenditures to support or oppose candidates or measures voted on in state elections, or in more than one county; it does not make over 70% of its contributions or expenditures in a single local jurisdiction. State contributions include contributions to other state general purpose committees. *All political party committees that meet the requirements as a political party pursuant to Elections Code Section 5100 (Government Code Section 85205) (including county central committees) are state committees.*
- A **county committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single county, or in more than one jurisdiction within one county. This includes contributions to other general purpose committees in the same county.
- A **city committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single city, or in one consolidated city and county. This includes contributions to other city general purpose committees in the same city.

A city or county committee may make up to four contributions in a calendar year to candidates for elective state office whose districts are within the same jurisdiction and is not required to change its status to a state committee.

A committee that has made contributions or expenditures of \$5,000 or more during a quarter must review its activity at the end of March, June, September and December to determine if the committee is filing reports in the appropriate jurisdiction. During the first six months, a new committee must check its

jurisdictional status each month the committee makes expenditures of \$1,000 or more. If a change of filing locations occurs, reports must be filed in both the new and old jurisdiction through the calendar year.

After marking the appropriate state, county or city box, provide a brief description of the committee’s political activities such as whether it supports candidates or measures that share a common political affiliation.

Sponsored Committee

A “sponsored committee” is a general purpose or primarily formed committee, other than an officeholder or candidate controlled committee, that has one or more sponsors.

An organization, business, or other entity is a sponsor if one or more of the following apply:

- The committee receives 80% or more of its contributions from the entity or organization or its members, officers, employees, or shareholders.
- The entity or organization collects contributions for the committee by use of payroll deductions or dues from its members, officers or employees.
- The entity or organization, alone or in combination with other entities or organizations, provides all or nearly all of the administrative services for the committee.
- The entity or organization, alone or in combination with other entities or organizations, sets the policies for contribution solicitations or payment of expenditures from committee funds.

See the instructions for Part 1 for a sponsored committee’s name requirements.

Small Contributor Committee

A “small contributor committee” is one that has been in existence for more than six months;

receives contributions from 100 or more persons; makes contributions to five or more candidates; and has not received more than \$200 from one person in a calendar year.

5. Termination Requirements

Recipient committees may only terminate when:

- They have ceased to receive contributions and make expenditures; and
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- They have eliminated or have no intention or ability to discharge all their debts, loans received, and other obligations; and
- They have no funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

State Candidates: There are mandatory termination deadlines applicable to your committees.

How to Terminate

After the termination requirements above are met:

State Committees: Complete page one of the Form 410 and mark the termination box. Send the Form and last Form 450 or 460 (mark the termination box) to the Secretary of State.

Local Committees: Complete page one of the Form 410, mark the termination box and send the Form to the Secretary of State. Send a copy of the Form 410 and last Form 450 or 460 (mark the termination box) to your city or county filing officer.