



## Candidate Handbook



March 5, 2024  
Presidential Primary Election

October 2, 2023

Dear Potential Candidate:

Your interest in running for public office is commendable. There is no higher honor than serving the people as an elected official.

I am pleased to provide you with this comprehensive Candidate Handbook, an invaluable tool for navigating through regulations and staying current on important campaign deadlines. I encourage you to carefully read through each section.

We hope that you find the Candidate Handbook helpful. The City Clerk team has worked hard to prepare the Handbook and I am proud of their efforts. Of course, the Clerk's Office always seeks new methods and ideas to improve our services to the public and we welcome your ideas for improvement.

If you have questions after reading the Candidate Handbook, please do not hesitate to contact the City Clerk's Office at 559-621-7650. We are ready to offer guidance regarding the elections process. Please note that we are unable to provide legal advice.

I wish you the best of luck in your campaign endeavors.

Sincerely,



Todd Stermer, CMC  
City Clerk

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# GENERAL PRIMARY ELECTION INFORMATION



**CITY OF FRESNO**  
**GENERAL PRIMARY ELECTION INFORMATION**

This Candidate Handbook is intended to provide general information about the nomination and election of candidates and does not have the force and effect of law, regulation, or rule. It is not the intent of the City of Fresno to render legal advice. Accordingly, the guide is not a substitute for legal counsel for the individual, organization or candidate using it. In case of any conflict, the law, regulation, or rule will apply.

The following City of Fresno offices will be part of the March 5, 2024, Statewide Presidential Primary Election:

**OFFICES UP FOR ELECTION**

- Mayor
- Councilmember, Council District 2
- Councilmember, Council District 4
- Councilmember, Council District 6

If no candidate receives at least 50% + 1 of all votes for the office being sought during the Primary Election, then the top two candidates will enter a runoff election during the General Election on November 5, 2024.

Pursuant to Section 303 of Article III of the Fresno City Charter, the terms of elective officers shall be four years. Charter section 303 also sets the date for taking office as the first Tuesday following the first Monday in January. As such, successful candidates will be in office from Tuesday, January 7, 2025 through Monday, January 1, 2029.

**ELIGIBILITY**

To be eligible to hold the office of Mayor or Councilmember in the City of Fresno, a person must provide the Fresno County Clerk proof of voter registration in the district residence claimed for running for a City Council seat, or in the City if running for Mayor. In addition, a City Council candidate must reside in the Council District for which he or she is seeking office, for at least thirty days immediately preceding the filing of the nomination papers for that office. Candidates for the office of Mayor must reside within the City of Fresno for at least thirty days immediately preceding the filing of the nomination papers for that office. Residency requirements must be kept throughout the term of the successful candidate.

To ensure compliance with the thirty-day residency requirement the *Council and Mayor Residency Act* requires candidates to file specific documents with the City Clerk to verify residency in the district.

**CITY OF FRESNO  
GENERAL PRIMARY ELECTION INFORMATION**

**COUNCILMEMBER COMPENSATION**

The Office of Councilmember is a part-time, compensated position. Currently, the annual salary for is \$180,895 annually for the office of Mayor and \$111,320 for the office of Councilmember.

**NOMINATION PAPERS**

Nomination papers must be filed with the County of Fresno Elections Office. Residency requirements MUST be verified by the Fresno City Clerk's Office *prior* to pulling nomination papers. The filing period for nomination papers is:

***November 13, 2023, through December 8, 2023, at 5:00 P.M.***

Although not required, appointments to verify residency are recommended. To schedule an appointment, call the Fresno City Clerk's Office at (559) 621-7650. A representative may pick up nomination papers for the candidate with the candidate's written authorization. However, candidates are encouraged to come in personally so they can receive important election information. Allow at least an hour for the appointment.

**INITIAL DOCUMENTS FOR FRESNO CITY CLERK'S OFFICE**

The following forms must be filed with the City Clerk's Office no later than **December 8, 2023, at 5:00 P.M.:**

1. Council and Mayor Residency Act documentation verified by the City Clerk (see pg. 33)
  - a. Required to verify residency of all candidates pursuant to City of Fresno Resolution 2019-120.
2. Candidate Intention Statement-Form 501 (see pg. 104)
  - a. A Fair Political Practices Commission form that must be filed by all candidates for local office for each election.
  - b. The Form 501 is a public record and available for public review.
3. Statement of Economic Interest –Form 700 (see pg. 80)
  - a. A Fair Political Practices Commission form required pursuant to the Political Reform Act (PRA). The PRA requires government officials and designated employees to publicly disclose their personal assets and income, and disqualify themselves from participating in decisions which may affect their personal economic interests.
  - b. The Form 700 is a public record and available for public review. Certain information such as addresses and signatures are redacted for online publication. **\*Electronic submission required\***
4. Redevelopment Agency Disclosure (RDA) Form **\*Electronic submission required\***

**CITY OF FRESNO**  
**GENERAL PRIMARY ELECTION INFORMATION**

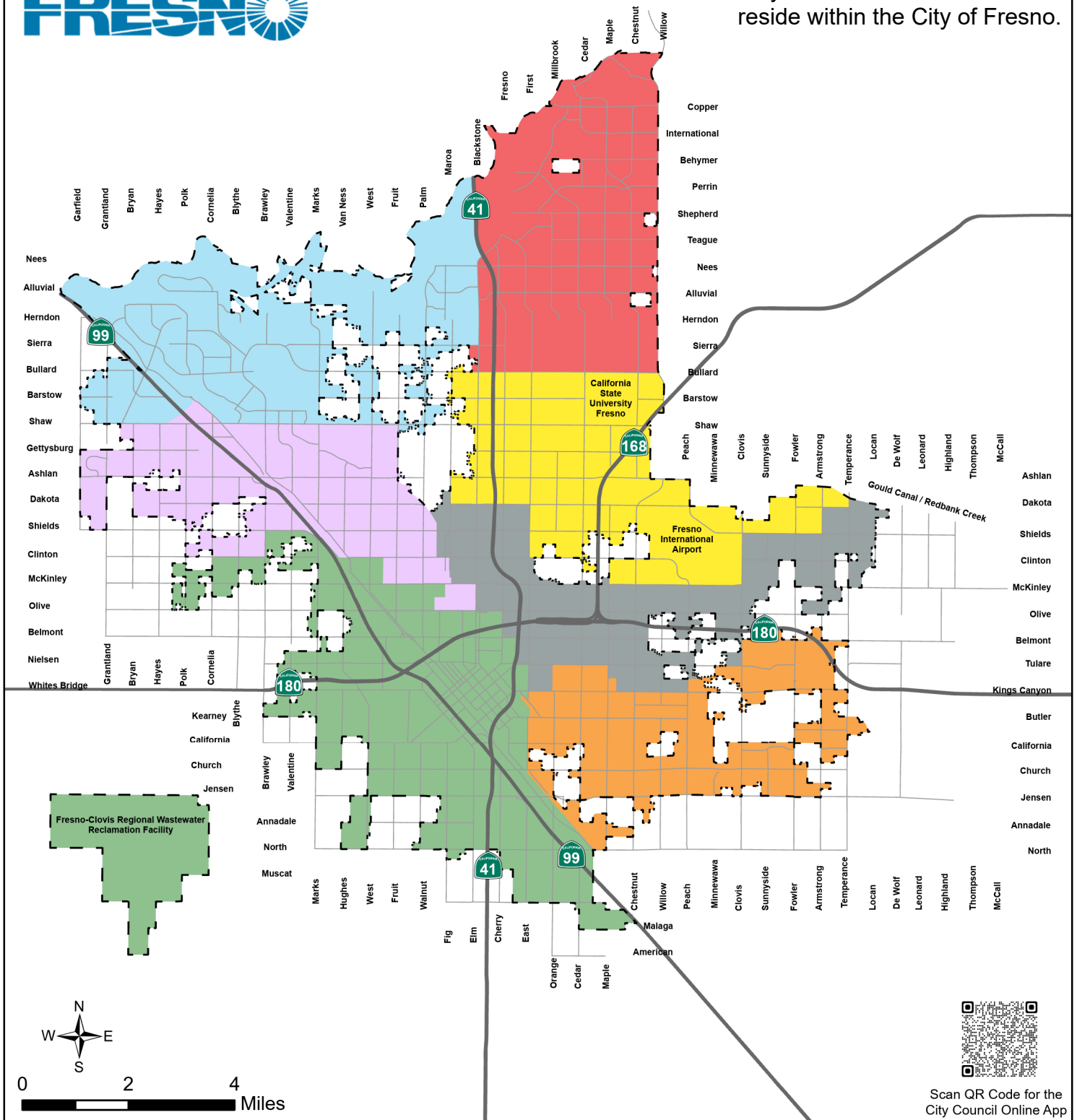
- a. The RDA disclosure informs the public of personal interests within redevelopment areas and may disqualify the official from participating in decisions regarding those redevelopment areas.
- b. RDA disclosures are public records and available for public review.

**PLEASE NOTE: ALL FORMS ARE PUBLIC RECORD AND AVAILABLE FOR PUBLIC REVIEW ON OUR CITY CLERK WEBSITE. <https://ssl.netfile.com/static/agency/cof/>**



# CITY OF FRESNO BOUNDARIES MAP

Mayoral candidates must  
reside within the City of Fresno.



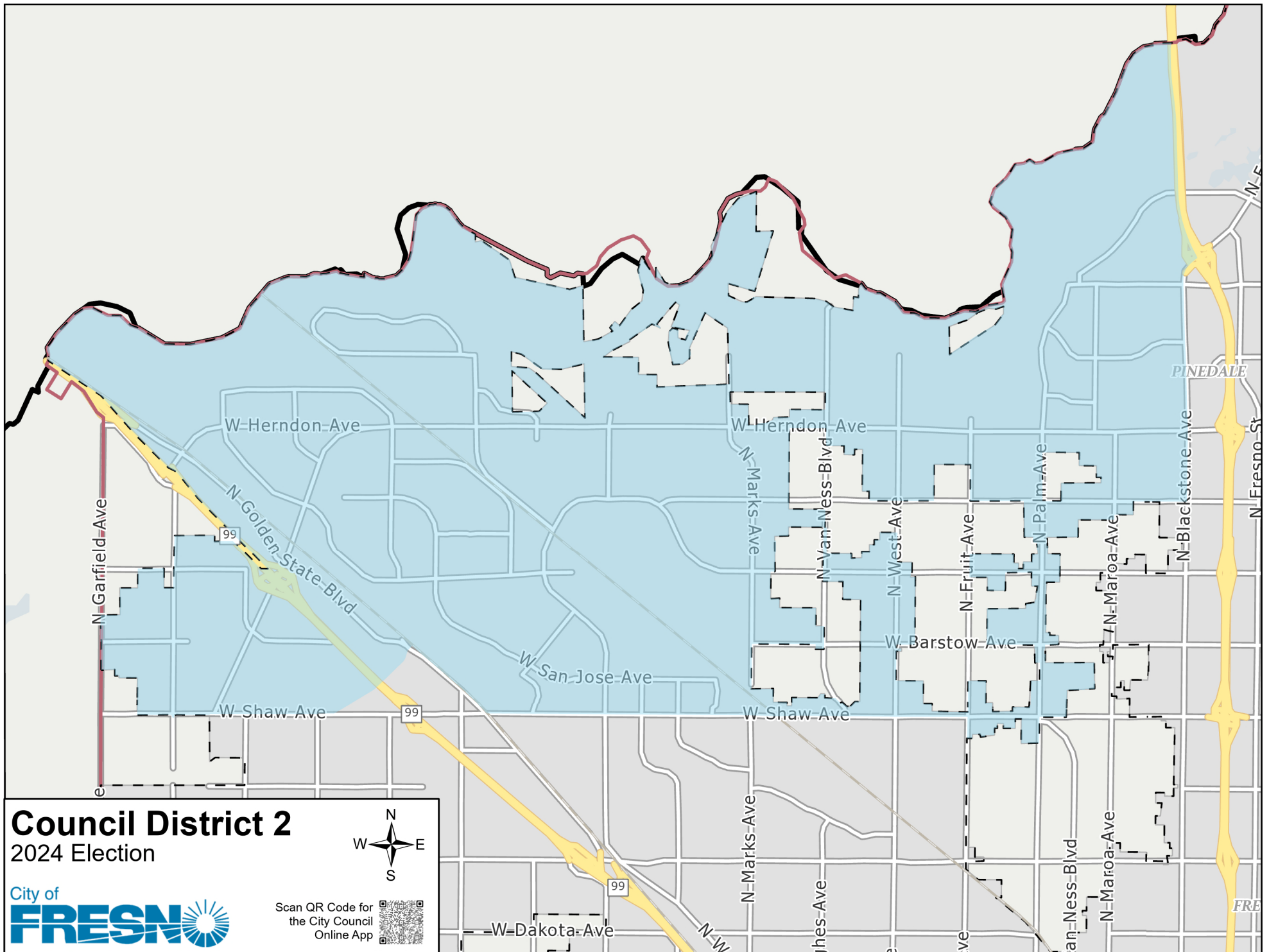
# City of Fresno Council Districts

2024 Elections - Districts 2, 4, & 6

- |                       |                       |                       |             |
|-----------------------|-----------------------|-----------------------|-------------|
| District 1            | District 3            | District 5            | District 7  |
| District 2 - Election | District 4 - Election | District 6 - Election | City Limits |



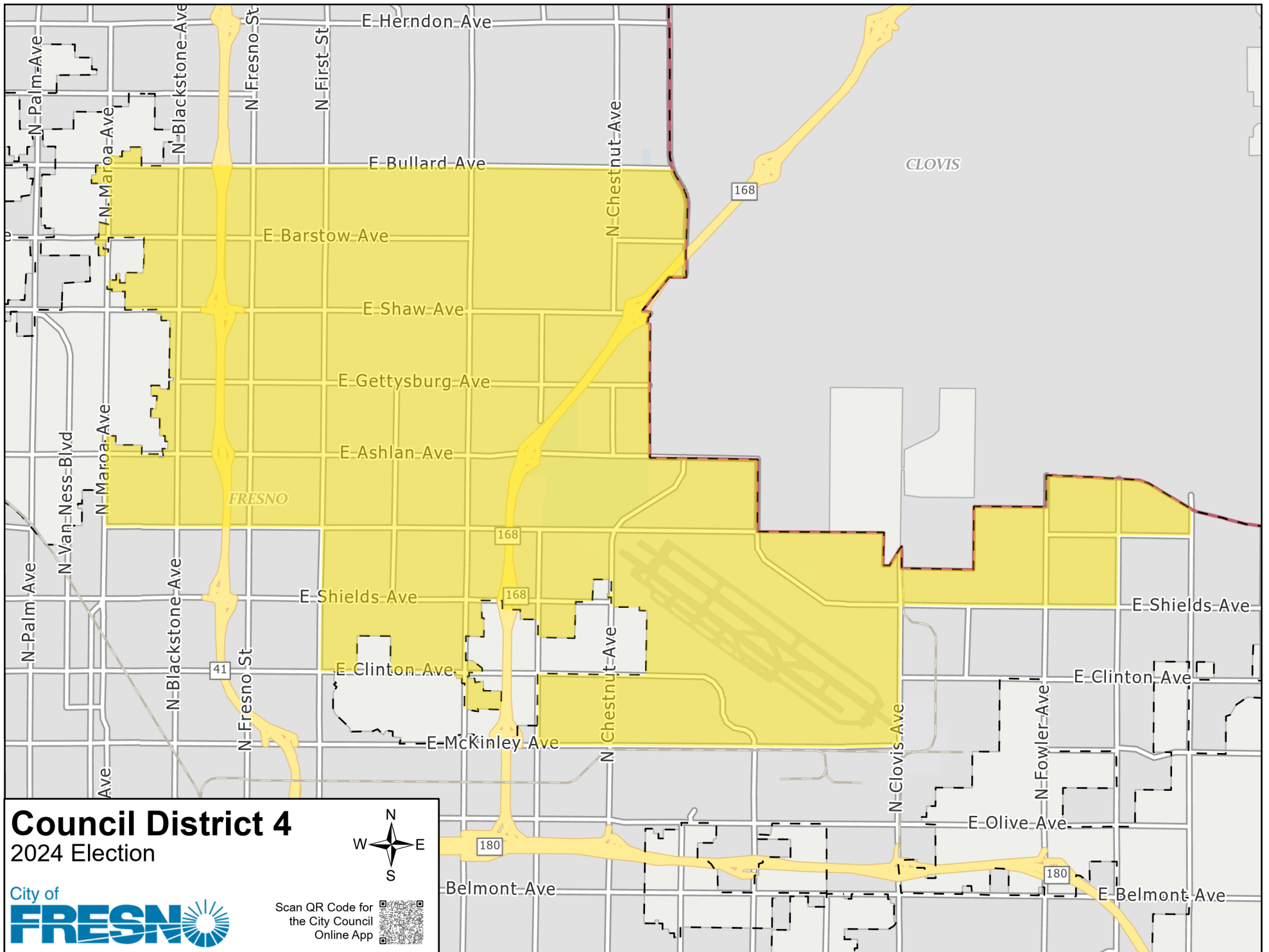
## COUNCIL DISTRICT 2 MAP





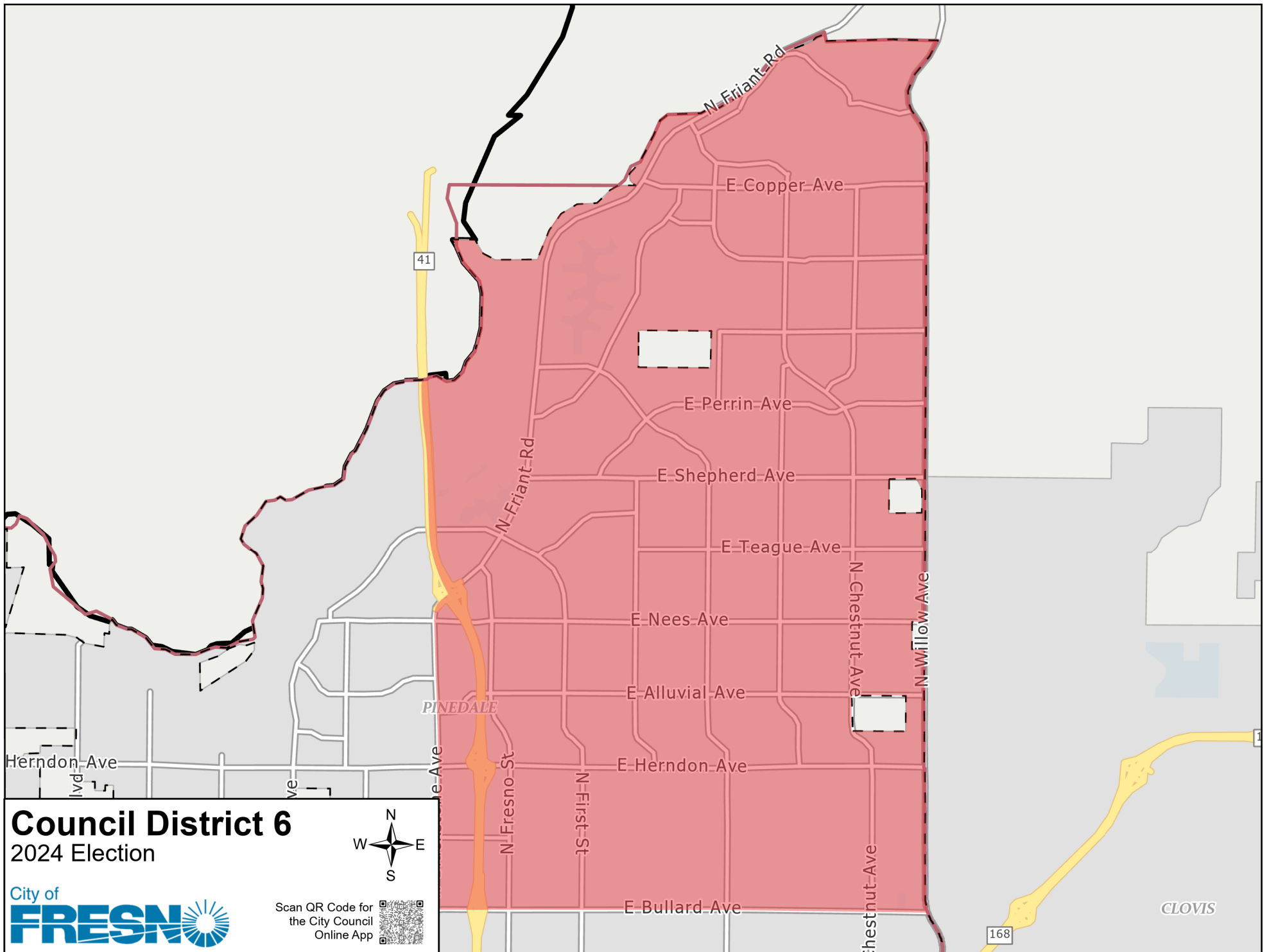
## COUNCIL DISTRICT 4 MAP







## COUNCIL DISTRICT 6 MAP



# Council District 6

2024 Election



Scan QR Code for  
the City Council  
Online App





## CAMPAIGN DISCLOSURE INFORMATION

## **CAMPAIGN DISCLOSURE INFORMATION**

The Political Reform Act (PRA) is a state law that requires candidates for elective office and all committees supporting or opposing ballot measures or candidates to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the PRA are contained in Sections 81000 – 91014 of the California Government Code and enforced by the Fair Political Practices Commission (FPPC).

In addition to the requirements of the Political Reform Act, candidates for elective office and all committees supporting or opposing ballot measures or candidates must also comply with Article 11 of Chapter 2 of the Fresno Municipal Code.

### **Mandatory Electronic Campaign Filing**

Pursuant to section 2-1105(d) of the Fresno Municipal Code, elected officers, candidates, committees and others required to file statements, reports, or other documents described by Chapter 4 of the Government Code (commencing with Section 84100) are required to file those statements, reports or other documents online or electronically with the City.

### **Campaign Contribution Limits**

Campaign contribution limits are set by Article 11 of the Fresno Municipal Code. Under the Article, a “person” may contribute up to \$5,500 per election, and a “small contributor committee” (as defined in Government Code Section 85203) may contribute up to \$10,900 per election. The contribution limits apply to each election taking place during the period January 1, 2023, through December 31, 2024 without regard to when contributions are made. The word “election” refers to any direct primary election, general municipal election, or special municipal election, held pursuant to Charter Sections 1400 and 1401, or other applicable laws. The contribution limits for candidates for City elective office are the same as for candidates for State Assembly under the PRA. The contribution limits are adjusted every odd numbered year by the FPPC.

### **Late Contributions**

Pursuant to state law, the reporting period for Late Contributions of \$1,000 or more from a single source is 90 days prior to Election Day and includes Election Day. These Late Contributions must be electronically reported and filed on Form 497 to the City Clerk’s Office within 24 hours of the activity.

### **Late Independent Expenditures**

Pursuant to state law, the reporting period for Late Independent Expenditures of \$1,000 or more is 90 days prior to Election Day and includes Election Day. Committees making Independent Expenditures of \$1,000 or more to support or oppose candidates or other ballot measures must electronically file Form 496 with the Secretary of State within 24 hours of the date of activity a courtesy copy should also be filed with the City Clerk’s Office. Form 462 must also be filed within 10 days to the FPPC and a courtesy copy must be provided to the City Clerk’s Office. The City of Fresno has electronic filing requirements; please contact the City Clerk’s Office for more information.

### **Assistance**

If you need assistance, the FPPC provides advice by e-mail at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) and through a toll-free telephone advice line at 1-866-ASK-FPPC. Additionally, the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)) contains forms, manuals and a wealth of other helpful information. Candidates for local office may be particularly interested in the FPPC’s Campaign Disclosure Manual 2, a user-friendly handbook prepared to assist candidates, committees, and treasurers in understanding the PRA’s numerous and often detailed rules.



# PRIMARY ELECTION CALENDAR AND FILING SCHEDULE

# Presidential Primary Election March 5, 2024

Candidate Filing			
Signatures-In-Lieu of Filing Fee Period	Thursday, September 14, 2023 - Wednesday, November 8, 2023	E -173	- E -118
Declaration of Intention <b>Judicial Candidates Only</b>	Monday, October 30, 2023 - Wednesday, November 8, 2023	E -127	- E -118
Declaration of Intention Extension Period <b>Judicial Candidates Only</b>	Thursday, November 9, 2023 - Monday, November 13, 2023	E -117	- E -113
Candidate Filing Period	Monday, November 13, 2023 - Friday, December 8, 2023	E -113	- E -88
Extension of Candidate Filing Period, if qualified incumbent does not file	Saturday, December 9, 2023 - Wednesday, December 13, 2023	E -87	- E -83
Randomized Alphabet Drawing	Thursday, December 14, 2023	E -82	
Statement of Write-In Candidacy Period	Monday, January 8, 2024 - Tuesday, February 20, 2024	E -57	- E -14
Registration and Voting			
Military and Overseas Voter Vote-By-Mail (VBM) Ballot Delivery Period	Friday, January 5, 2024 - Saturday, January 20, 2024	E -60	- E -45
Vote-by-Mail Ballots in the Mail	Monday, February 5, 2024 - Tuesday, February 27, 2024	E -29	- E -7
Ballot Drop Boxes Open	Tuesday, February 6, 2024	E -28	
Last Day to Register to Vote	Monday, February 19, 2024	E -15	
Conditional Voter Reistration Period	Tuesday, February 20, 2024 - Tuesday, March 5, 2024	E -14	- E 0
Eleven-Day Vote Centers Open	Saturday, February 24, 2024	E -10	
Last Day fo Request VBM Ballot by Mail	Tuesday, February 27, 2024	E -7	
Four-Day Vote Centers Open	Saturday, March 2, 2024	E -3	
Election Day (7:00 a.m. to 8:00 p.m.)	Tuesday, March 5, 2024	E 0	
Last Day to Receive Vote-by-Mail Ballot Postmarked No Later Than March 5, 2024	Friday, March 12, 2024	E +7	

Personally delivered ballots: Must be received by close of polls (8:00 PM) on Election Day.

# Fair Political Practices Commission

## Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the March 5, 2024 Ballot

Deadline	Period	Form	Notes
Jan 31, 2024** <i>Semi-Annual</i>	* – 12/31/23	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>May be filed on January 25, 2024.</li> </ul>
Within 24 Hours <i>Election Cycle Reports</i>	12/6/23 – 3/5/24	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>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 on the March 5, 2024, ballot.</li> <li>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.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Jan 25, 2024 <i>1<sup>st</sup> Pre-Election</i>	1/1/24 – 1/20/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Feb 22, 2024 <i>2<sup>nd</sup> Pre-Election</i>	1/21/24 – 2/17/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
July 31, 2024 <i>Semi-Annual</i>	2/18/24 – 6/30/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2024.</li> </ul>

### 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.
- **\*\*Deadlines:** Due to the election being held earlier in the year, the deadline for the first pre-election statement for calendar year 2024 is earlier than the deadline for the semi-annual statement for calendar year 2023. A candidate/committee may file the 2023 semi-annual statement on January 25, 2024.
- **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.



## Fair Political Practices Commission

- **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 Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470 (2024):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before January 25, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form [496](#):** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
  - **Form [462](#):** This verification form must be e-mailed to the FPPC within 10 days.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit [fppc.ca.gov/](http://fppc.ca.gov/) > Learn > Campaign Rules.



# CITY OF FRESNO ELECTION LAW FREQUENTLY ASKED QUESTIONS



**ANDREW JANZ**  
City Attorney

October 5, 2023

TO: Candidates for City of Fresno Elective Office

RE: City of Fresno Election Law Frequently Asked Questions

Candidates seeking election to a City of Fresno office (Council or Mayor) are subject to applicable federal, state, and local laws.

The following is a list of frequently asked questions, followed by corresponding answers taken from our past responses to written inquiries submitted to our Office. This memorandum is also available on the City of Fresno website. Please note the law could change following the publication of this memo, and the law should be independently verified at the time there is a concern.

#### **QUESTIONS**

- 1. Will the City Attorney's Office offer legal advice on campaign issues?**
- 2. What are the sources of local laws concerning City elections?**
- 3. What are the primary local legal issues to be aware of when running for a City office?**
- 4. What are the City's residency requirements for elective offices?**
- 5. What are the fee and alternative signature requirements to file nomination papers?**
- 6. Are candidates limited to a specific window of time for fundraising?**
- 7. What is the maximum contribution amount allowed by the City's Local Campaign Contribution Limits Ordinance (the Ordinance)?**
- 8. May a person or small contributor committee contribute the maximum amount permitted by the Ordinance to a candidate in the direct primary election, and then, if a run-off is needed, contribute the maximum amount to the same candidate in the run-off election?**
- 9. If a corporation has three principals and each principal may direct and control the contribution of the corporation, can each principal make a separate \$5,500 contribution to a candidate on behalf of the corporation?**
- 10. What should a candidate do if he or she receives a contribution in excess of the contribution limit?**
- 11. Are candidates' personal funds used for campaign purposes subject to local campaign contribution limits?**
- 12. Is a loan to a candidate from himself or herself, used for campaign purposes, subject to local campaign contribution limits?**

13. Is a loan to a candidate from a third party, used for campaign purposes, subject to local campaign contribution limits?
14. May a candidate transfer funds from one campaign account to a different campaign account of the same candidate?
15. May a state or local elected official (or defeated candidate) transfer unexpended campaign funds to a candidate for City office? If so, what are the limitations?
16. What restrictions apply to the use of public resources and authority for an election?
17. What types of activities may the City fund using public resources?
18. What types of activities may City officials and employees engage in during a campaign?
19. What rules apply to campaign political signs?
20. May political signs be placed on the sides or tops of buildings?
21. Must a member of an appointed City board or commission resign from his or her appointment before becoming a candidate for an elected City office?
22. What are the upcoming Municipal Election dates?
23. What are the deadlines to request the County Clerk to add ballot measures to the June and November elections?
24. Where can candidates obtain additional information about election laws and procedures?

## **ANSWERS**

### **1. Will the City Attorney's Office offer legal advice on campaign issues?**

The City Attorney's Office does not provide legal advice to candidates concerning state or federal law, but may offer clarifications of applicable City election laws.

Candidates should retain their own advisors for compliance with state laws, such as the Political Reform Act of 1974 (PRA), and federal laws concerning tax exempt entities and committees, among others. The City Attorney's Office is pleased to work with candidates and their advisors to help ensure compliance with City laws. All discussions will be on a neutral, objective basis, not confidential, and if the discussion results in analysis of an issue not previously covered, it is likely the City Attorney's Office will publish the response so all can be similarly informed. The City Attorney's Office will not discuss policy or potential policy changes with candidates. Once a candidate has been elected, the City Attorney's Office will be pleased to meet with the elected candidates to discuss City organizational structure and legal issues.

### **2. What are the sources of local laws concerning City elections?**

Sources of local election laws include the City of Fresno Charter (Charter), the Fresno Municipal Code (FMC), and Council resolutions and ordinances. Candidates must be

familiar with the provisions of all sources of applicable laws, which are available on the City's website or from the City Clerk's Office or the City Attorney's Office. Here is a summary list:

- A. Charter Article III
- B. Charter Article VIII
- C. Charter Article XIV
- D. FMC Sections 2-1001 – 2-1006
- E. FMC Sections 2-1101 – 2-1113
- F. FMC Section 3-103
- G. City of Fresno Resolution No. 2019-120
- H. City of Fresno Master Fee Schedule
- I. See: <https://www.fresno.gov/cityattorney/#legalresources>

**3. What are the primary local legal issues to be aware of when running for a City office?**

- A. Residency requirements for Mayor and Councilmembers
- B. Fee and/or signature gathering requirements for nomination paperwork
- C. Fundraising time window to solicit and accept contributions (see update below)
- D. Contribution dollar limits per donor per election
- E. Campaign loan restrictions
- F. Contribution transfer restrictions
- G. Restrictions on use of public resources or authority for campaigns
- H. Election sign rules
- I. Conflicts of interest created by campaign donations over \$250

**4. What are the City's residency requirements for elective offices?**

To be eligible to hold City elective office, a person must have been a resident of the City for at least thirty days immediately preceding the filing of the nomination papers for that office. (Charter, § 304.) To be eligible to hold office as a Councilmember, a person must have been a resident of the Council District for which he or she is seeking office, for at least the same time period. (Charter, § 304.1.)

To ensure compliance with the thirty day residency requirement for candidates seeking a Council office, the Council and Mayor Residency Act (Act) was enacted in 2011 and has been amended various times to address concerns and clarify requirements. (See City of Fresno Resolution No. 2019-120.) The Act requires candidates to file specific documents with the City Clerk to verify residency in the district, including proof of voter registration, a residential deed or evidence of a lease, motor vehicle registration, a PG&E or City utility

bill, and an affidavit of residency. In addition, the Act specifies a process for verification of Councilmember residency while serving in office.

**5. What are the fee and alternative signature requirements to file nomination papers?**

Candidate filing fees and alternative signature requirements are set by FMC Sections 2-1003 through 2-1006. Current filing fees are \$300 for Councilmember candidates and \$500 for Mayoral candidates. (See Master Fee Schedule.)

In lieu of the filing fee, a candidate may gather signatures on a form to be provided by the City Clerk or County Clerk under contract to provide election services. Generally, Council candidates must submit 250 signatures from registered voters within the applicable Council district boundary; Mayor candidates must submit 500 signatures from voters registered within the City.

Note: Candidates running for Council office in the June 2022 direct primary election must submit only 155 signatures pursuant to Elections Code Section 21620 (for elections following redistricting).

**6. Are candidates limited to a specific window of time for fundraising?**

No. Following the U.S. Fifth Circuit's decision in *Zimmerman v. City of Austin, Texas* (5th Cir. 2019) 881 F.3d 378 (holding fundraising time limits violate the First Amendment); the City does not enforce campaigning windows.

Note that Charter Section 309 limits campaign solicitations and contributions to a time window of the election filing date through the end of the calendar year in which the election is held. However, in light of the holding in *Zimmerman* the City's temporal provision of Charter Section 309 will not be enforced unless and until a court having jurisdiction over the City holds to the contrary or the *Zimmerman* holding is reversed or overruled. This does not affect the campaign contribution dollar limits, but only pertains to the time limits for contribution solicitations and payments.

**7. What is the maximum contribution amount allowed by the City's Local Campaign Contribution Limits Ordinance (the Ordinance)?**

Under the Ordinance a "person" may contribute up to \$5,500 per election, and a "small contributor committee" (as defined in Government Code Section 85203) may contribute up to \$10,900 per election. (FMC, §§ 2-1101, et seq.) The contribution limits apply to each election taking place during the period January 1, 2023, through December 31, 2024, without regard to when contributions are made. The word "election" refers to any direct primary election, general municipal election, or special municipal election, held pursuant to Charter Sections 1400 and 1401, or other applicable laws. The contribution limits for candidates for City elective office are the same as for candidates for State Senate and Assembly under the PRA. The contribution limits are adjusted every odd numbered year by the Fair Political Practices Commission (FPPC), in accordance with the Consumer Price Index.

- 8. May a person or small contributor committee contribute the maximum amount permitted by the Ordinance to a candidate in the direct primary election, and then, if a run-off is needed, contribute the maximum amount to the same candidate in the run-off election?**

Yes. Since the maximum contribution amount is established per election, a committee may contribute up to the maximum amount permitted to a candidate in the direct primary election, and make the same contribution amount to the same candidate for the general municipal election. If a candidate is not on the ballot in a run-off election, he or she may only receive the maximum amount permitted for the direct primary election.

- 9. If a corporation has three principals and each principal may direct and control the contribution of the corporation, can each principal make a separate \$5,500 contribution to a candidate on behalf of the corporation?**

No. Pursuant to FMC Section 2-1105(a), the contribution limit for a "person" is \$5,500 to a candidate per election. A corporation is a "person" for purposes of the contribution limits. Thus, the corporation through its principals, acting independently or in concert, may only contribute \$5,500 to the candidate. In addition, pursuant to FMC Section 2-1107, a contribution made by the corporation at the direction and control of a particular principal will be aggregated with any other contribution made by that principal to the same candidate in the same election.

- 10. What should a candidate do if he or she receives a contribution in excess of the contribution limit?**

Under the Ordinance, the candidate or the candidate's controlled committee shall return any amount in excess of the contribution limit to the contributor within fourteen days of receipt. The excess contribution and the date of its return shall be reported on a form prepared or provided by the City Clerk.

- 11. Are candidates' personal funds used for campaign purposes subject to local campaign contribution limits?**

No. The Ordinance does not apply to a candidate's contributions of his or her personal funds to his or her own campaign. However, personal loans from a candidate to his or her own campaign are subject to the provisions described below.

- 12. Is a loan to a candidate from himself or herself, used for campaign purposes, subject to local campaign contribution limits?**

No. The Ordinance's contribution limits do not apply to loans made by a candidate to his or her own campaign. However, a candidate for elective office may not personally lend to his or her campaign an amount, the outstanding balance of which exceeds \$100,000. Furthermore, a candidate may not charge interest on any loan he or she makes to his or her campaign. (FMC, § 2-1106(b).)



**13. Is a loan to a candidate from a third party, used for campaign purposes, subject to local campaign contribution limits?**

Yes, unless the loan is received by the candidate from a commercial lending institution in the ordinary course of business on terms available to the general public, and for which the candidate is personally liable. All other loans are subject to local campaign contribution limits. (FMC, § 2-1106(a).)

**14. May a candidate transfer funds from one campaign account to a different campaign account of the same candidate?**

Yes. Candidates are permitted to transfer funds raised in a prior election for City office or legally accepted in connection with another office that is not a City office, into a campaign account for a City elective office. Transfers that include contributions from prior campaigns that were not City campaigns shall be subject to contribution limits set forth in the Charter and FMC. Funds may be transferred from a City campaign account to a County campaign account belonging to the same candidate in a “first in, first out” method of accounting. (See generally, California Code of Regulations Title 2, section 18536(a).) Subsection B of Section 2.62.040 of the Fresno County Code of Ordinances limits “contribution(s)” to County committees but is silent as to the issue of transfers which are distinguished from contributions.

**15. May a state or local elected official (or defeated candidate) transfer unexpended campaign funds to a candidate for City office? If so, what are the limitations?**

Yes, provided the unexpended funds are not “surplus” campaign funds, which may not be transferred to another candidate under state law, and that the transfer complies with local elections laws.

“Surplus” funds are unexpended campaign funds which remain under the control of a candidate upon the ninetieth day after leaving elective office, or the ninetieth day following the end of the postelection reporting period following the defeat of a candidate for office, whichever occurs last. (Gov. Code, § 89519(a).) “Surplus” funds may only be used for certain purposes which do not include transfers to another candidate.

Based on the City of Fresno’s election laws, the transfer of unexpended campaign funds (which are not surplus funds) is limited to \$5,500 per contributor per election. (FMC, §§ 2-1105(a), 2-1108.) To transfer campaign funds, the candidate must track what funds from particular contributors have been spent or transferred previously, and then account for transfers per contributor per election within the contribution limits. For example, if Donor 1 contributed \$5,500 to Candidate A for the 2022 election, and Candidate A desires to transfer those funds to Candidate B, then Candidate B may not accept any further contribution for that election from Donor 1. Contributions are considered spent on a “first in first out” basis, so the timing and sequence of prior contributions and expenditures must be tracked. The City Attorney’s Office may assist in clarifying these issues.

The foregoing limitations do not apply to independent expenditures, which are governed by Government Code Section 85500, et seq.



**16. What restrictions apply to the use of public resources and authority for an election?**

No officer or employee of the City and no candidate for any City office shall, directly or indirectly, solicit any assessment, subscription, or contribution, whether voluntary or involuntary, for any political purpose whatsoever, from anyone on the eligible lists or holding any position in the Administrative Service. (Charter, § 813.)

Telephone calls, faxes, and personal contacts for political purposes during business hours at City Hall or during an employee's or officer's hours of duty on City premises are prohibited. (Gov. Code, § 8314.) Additionally, use of City distribution channels (City mailboxes, e-mail, etc.) may not be used for campaign activities. (*San Leandro Teachers Assn. v. Governing Bd. of San Leandro Unified School Dist.* (2009) 46 Cal.4th 822, 845.)

The local provisions are consistent with Government Code Sections 3201 through 3209, which, among other things, prohibit public employees from engaging in the following types of activities:

- A. Use public funds to "take sides" to influence a measure that has qualified for the ballot.
- B. Distribute campaign literature through the City's mail system.
- C. Send or receive campaign related e-mails on City computers or other electronic devices.
- D. Place campaign literature on the City's web page or City premises.
- E. Create a link from the City website to a website containing campaign materials.
- F. Use City copy machines, telephones, fax machines, computers, stationary, or other City resources for campaign purposes.
- G. Direct City staff to walk precincts, draft campaign ads, or carry out other campaign related tasks during compensated work hours.
- H. Urge City employees to vote for a candidate or ballot measure during compensated work hours.
- I. Participate in political activities while in uniform displaying a City logo or references.
- J. Use public funds to attend a political fundraiser.
- K. Solicit, receive, or agree to receive a benefit in exchange for any official actions (bribery or extortion).
- L. Request a donation to any campaign in exchange for any City action.

**17. What types of activities may the City fund using public resources?**

The following are permitted uses of public resources:

- A. Use public funds to develop a measure for the ballot to present to Council for legislative action.
- B. Use public funds to prepare and disseminate an accurate, fair, and impartial analysis of a measure that has qualified for the ballot.
- C. Use public funds to lobby the state legislature to aid or prevent passage of state legislation that will affect the City as directed by Council.
- D. Have Council adopt a resolution to support or oppose a ballot measure at an open meeting that does not expressly advocate the passage or defeat of the ballot measure.

**18. What types of activities may City officials and employees engage in during a campaign?**

City officials and employees may do all of the following with regard to ongoing campaigns:

- A. Take a position or work on a campaign on personal time.
- B. Make campaign contributions to a candidate or local ballot measure with personal funds.
- C. Attend a campaign fundraiser at personal expense during personal time.
- D. Make public appearances on personal time to advocate a ballot measure or candidate.
- E. Participate in campaign activities at City facilities that are open and available for expression of all political viewpoints, such as sidewalks, parks, and areas in front of City Hall on personal time.

**19. What rules apply to campaign political signs?**

Political signs are regulated as “yard signs” (without regard to content) under the City’s Development Code (FMC, Chapter 15) that became effective in January 2016. There is no application, permit, or fee requirement for yard signs. The former restrictions on political signs being allowed only between ninety days prior to an election and fifteen days after an election no longer exist. Candidates may place signs in any of the Council districts. However, the City does impose time, place, and manner restrictions on yard signs. FMC Section 15-2611 provides that yard signs:

- A. May not exceed six square feet in area in residential districts or thirty-two square feet in area for other districts;
- B. May not exceed three feet in height or width including support structures in residential districts or eight feet in height or width, including support structures in other districts;
- C. May not be attached to utility poles;
- D. May not be placed on any public right of way or any property owned by the City;

- E. May be placed on private property with the permission of the property owner or on existing signs on private property with the permission of the sign owner or lessee; and
- F. May not be erected in a manner so that it will or reasonably may be expected to interfere with, obstruct, confuse, or mislead traffic.

Signs not erected or maintained in accordance with these provisions shall be the responsibility of the owner of the property on which the sign is located, shall be deemed a public nuisance, and may be abated by the property owner, the candidate or person advocating the vote described on the sign (if applicable), or the City. The cost of removal incurred by the City shall be assessed against the property owner and/or, if applicable, the candidate and/or person advocating the vote described on the sign.

**20. May political signs be placed on the sides or tops of buildings?**

There is currently nothing in the Development Code that specifically addresses yard signs on the sides or tops of buildings. However, the Code provides that yard signs are lightweight materials supported by poles, stakes or wireframes; which entails placement of yard signs in the ground, and not on buildings. Signs that are attached to buildings are subject to additional requirements related to size, material, and sight lines, and require a permit from the Planning Director.

In the event of ambiguity FMC 15-203 states the Planning Director, upon consultation with the City Attorney's office, shall make the interpretation for any definition not expressly identified in the Development Code, or provide clarification and interpretation of the Development Code.

**21. Must a member of an appointed City board or commission resign from his or her appointment before becoming a candidate for an elected City office?**

No. Charter Section 902 provides that members of boards and commissions may not hold paid office or employment in the City government. However, candidates for such offices are not prohibited from serving on boards and commissions.

If a candidate holds a position on an appointed board or commission, he or she is restricted from soliciting or receiving campaign contributions from persons with business before the board or commission and may be subject to the limitations of Government Code Section 84308.

**22. What are the upcoming Municipal Election dates?**

2024 Regular Elections for Council Districts 2, 4, and 6, and Mayor

- November 13- December 12, 2023 - Filing window for nomination papers
- March 5, 2024 - Direct Primary Election
- November 5, 2024 - General Election

Unless otherwise published, key filing dates and deadlines will coincide with those set by the California Secretary of State for California's Presidential Primary and are available at: <https://www.sos.ca.gov/elections/upcoming-elections/pres-prim-march-2024>.

**23. What are the deadlines to request the County Clerk to add ballot measures to the June and November elections?**

The deadline for the March 5, 2024, primary election the deadline to submit an argument is December 8, 2023 (E-88). For the November 5, 2024, general election the deadline to submit an argument is August 9, 2024.

**24. Where can candidates obtain additional information about election laws and procedures?**

Candidates may contact the City Clerk or the City Attorney with questions or concerns regarding local election law and procedures. A candidate may request written clarifications from the City Attorney concerning City election laws or procedures. To the extent the candidate shall rely upon and follow the written clarifications, the candidate shall be deemed to have complied with the City elections laws in questions, and it shall be deemed a complete defense to any claim or action concerning the matter. The City Attorney's Office does not have the statutory duty or authority to give advice on the PRA or its application. Candidates should contact the FPPC for questions or advice relating to the PRA. The FPPC can be reached at (866) ASK-FPPC or (916) 322-5660.

Respectfully submitted,



ANDREW JANZ  
City Attorney



## COUNCIL AND MAYOR RESIDENCY ACT



# **CITY OF FRESNO COUNCIL AND MAYOR RESIDENCY ACT**



**June 13, 2019**

The following policies are enacted to help ensure that candidates for Mayor and City Council, and incumbents reside in the district they will or do represent, or the City in the case of the Mayor.





## **ARTICLE I DEFINITIONS**

### **At Large Municipal Elections**

In at-large elections, all voters can vote for all seats up for election. At-large elections allow a simple majority of the voters to elect all of the seats in a local election. This can result in disenfranchisement of the local electorate and elected bodies not in compliance with applicable law. Prior to 1981, City Council seats in Fresno were contested in at large elections.

### **City**

"City" means the City of Fresno, a municipal corporation.

### **District Municipal Elections**

A jurisdiction is divided into districts and one member is elected per district. Only the voters in a specific City Council district may vote for City Council candidates in that district.

### **Fresno City Charter Section 304**

This Charter Section provides that no person shall be eligible to hold an elective office unless that person is, and has been for a period of at least 30 days immediately preceding the filing of nomination papers for such office or appointment of such office, a resident of the City, and has been at the time of assuming such office, an elector of the City.

### **Fresno City Charter Section 304.1**

City of Fresno Charter Section 304.1 took effect on all municipal elections after 1981. It provides that no person shall be eligible to hold elective office as a Councilmember unless that person is, and has been for a period of at least thirty days immediately preceding the filing of nomination papers for such office or appointment to such office, a resident within the Council district corresponding in number to the office to which that person is elected or appointed.

### **Municipal Ordinance**

A Municipal Ordinance is a law of local application. Local ordinances are adopted by the City Council and enforced by the City Manager and staff of local government.

### **Voting Rights Act of 1965**

The National Voting Rights Act of 1965 outlawed discriminatory voting practices for the widespread disenfranchisement of minorities in the United States. The Act established extensive federal oversight of elections administration, providing that states and local governments with a history of discriminatory voting practices could not implement any change affecting voting without first obtaining the approval of the Department of Justice, a process known as preclearance.



## **ARTICLE II PURPOSE OF ACT**

Prior to 1981, there was a concern that some citizens of Fresno did not have a Councilmember to properly represent their district. There was also a potential violation of the Voting Rights Act of 1965 and subsequent election laws governing citizen representation. This issue was finally decided by the voters in a ballot issue.

On May 31, 1977, the voters of Fresno amended Charter Section 304 to require that persons running for City municipal elections must live in the City for a period of at least 30 days immediately preceding the filing of nomination papers for City offices and live in the City at the time of assuming office.

The voters of Fresno also added Charter Section 304.1 to require that persons running for City Council seats must reside in the district at the time the nomination papers are filed for such office or appointment. It further provided that each Councilmember shall, during the Councilmember's term, reside within such Council district. This was strictly a residency requirement and elections continued to be held at large. On June 3, 1980, the voters amended Charter Section 304.1 to provide that each Councilmember must reside in, and be elected from the district corresponding in number to his/her office. Thus, only the electors from the district could vote for the Councilmember within such district.

**Candidates please take note, if all of the requirements of this Act are not timely and fully met, the City Clerk shall not allow the candidate's name to appear on the ballot.**

### **Objectives of Act:**

1. To provide stricter and more detailed criteria for establishing a Council candidate's residency in the Council district, and to provide detailed criteria for establishing a Mayoral candidate's residency in the City. Developing structured, objective criteria will help ensure proof of district residency for Council and City residency for Mayoral candidates.
2. To provide stricter and more detailed criteria for establishing current Councilmembers' residency in the districts they represent during their term in office. Developing structured, objective criteria will help ensure proof of district residency during the entire term of a Councilmember.
3. To protect the interests of all Fresno citizens and ensure proper representation by developing policies that will help ensure that the Councilmembers truly reside in the district they represent, and within the City limits in the case of the Mayor.
4. Adopt enabling legislation via a municipal resolution to establish necessary policies.

Accomplishing the above stated objectives will help ensure that both the letter and spirit of Charter Section 304.1 can be implemented as Fresno voters intended when they passed the ballot measure 30 years ago.





### **ARTICLE III ADVANTAGES OF DISTRICT REPRESENTATION**

There are compelling reasons for establishing district representation. The Voter Rights Act of 1965 was the legislative vehicle for eliminating discriminatory voting qualifications, standards, practices, and procedures. The advantages of district elections include:

1. It encourages personal campaigns;
2. It encourages attention to neighborhood concerns;
3. It is easier for new candidates to win;
4. There is a lower cost of campaigning; and
5. It enhances descriptive representation and shared policy views and ideology.

Candidates not in compliance with the residency requirements of Charter Section 304.1 undermine the legal principles of representative local elections and raise questions regarding a local election's compliance with applicable law.

### **ARTICLE IV RESIDENCY REQUIREMENTS FOR COUNCIL AND MAYORAL CANDIDATES**

In addition to providing the Fresno County Clerk proof of voter registration in the district residence claimed for running for a City Council seat, or in the City if running for Mayor. In addition, a candidate must provide the following information to the Fresno City Clerk to demonstrate the candidate resided at the specified address at least 30 days prior to filing nomination papers:

1. Proof of home ownership as evidenced by: 1) a copy of a grant deed, a mortgage payment billing statement verifying the address; or any other document that can verify home ownership and residency of the property; and 2) evidence of a homeowner's property tax exemption filed with the Fresno County Assessor for proof that the home is the primary residence. If candidates do not have a tax exemption on file they must submit an affidavit signed by the candidate verifying that the home is the candidate's primary residence; or

If the home ownership is in the name of a person other than the candidate, or in the name of a legal entity, such as a trust, partnership, or corporation, the candidate must submit an affidavit signed by the homeowner or authorized legal representative of the entity verifying that candidate is living in the home as his or her primary residence; or

If the residence is rented or leased by the candidate, the candidate will provide proof of residency by providing a signed copy of a current and legally enforceable lease or rental agreement. If the lease or rental agreement expiration date is less than 90 days from the date of filing nomination papers, the candidate shall provide a letter from the property manager or property owner verifying that the candidate is continuing on a month-to-month basis; or

If a candidate is living at a residence without a lease or rental agreement and whose name otherwise does not appear in the proof of home ownership,



candidate must have landlord or property owner sign an affidavit, under penalty of perjury, verifying candidate's residency in landlord's or property owner's property; and

2. Proof of motor vehicle registration, if any motor vehicles are registered to the candidate for the residency claimed, or proof of a valid California driver's license or State of California issued identification card showing the address matches the address shown on the candidate's nomination papers. If a candidate does not own an automobile or does not have a California driver's license or State issued identification card, or if the address on the vehicle registration, driver's license, or identification card does not match the address on the candidate's nomination papers, the candidate must update the address and show proof of the change on at least one of the documents described in this paragraph. If the residence address on the driver's license, identification card or auto registration is in the process of being changed, the candidate must provide a document from the California Department of Motor Vehicles (DMV14 form) verifying the change is in process.; and
3. A PG&E bill or Fresno City Utility bill in the candidate's name on the company's letterhead showing that the service address is consistent with the address in candidate's nomination papers. In the event a PG&E and/or Fresno City Utility bill has not been generated, a letter from an authorized representative of the utility provider on the company's letterhead stating that an account exists and has been active for a period of at least 30 days in the candidate's name will suffice. If there is an agreement with a landlord or other legal entity, as verified by a rental contract or lease contract, that the landlord or other legal entity will pay the PG&E bill and/or the Fresno Utility bill, the candidate must submit an affidavit signed by the landlord or the other legal entity's authorized legal representative verifying that the landlord or other legal entity, is responsible for paying the PG&E bill and/or the Fresno City Utility bill.
4. The candidate must sign an affidavit, in a form approved by the City Clerk and City Attorney under penalty of perjury, verifying residency.

Failure to provide any of the above-required documents on or before the closing date to file nomination papers will disqualify a candidate from meeting the Charter Section 304 or 304.1 residency requirement. Willfully submitting false, forged, altered documents or coercing or unduly influencing persons providing affidavit documents will also disqualify candidates and constitute a misdemeanor Charter violation in addition to any other legal remedy available to enforce a similar fraudulent act.

#### **ARTICLE V VERIFYING RESIDENCY AND CERTIFICATION FOR COUNCIL AND MAYORAL CANDIDATES**

No earlier than the initial filing date for documents related to a candidate running for a City Council seat or for the office of Mayor, and no later than the closing date to file nomination papers, candidates are required to file all of the documents specified in Article IV above with the Fresno City Clerk's office for verification. The City Clerk will



review and verify that all required information is correct and meets the requirements of this Act. The City Clerk will diligently work to review and verify all residency documents submitted. No later than five calendar days from receipt of the candidate's documents, the City Clerk's office shall complete the review and verification of the documents. The City Clerk will then do one of the following:

1. If all City residency requirements are satisfied pursuant to this Act, the City Clerk's office will provide a letter to the Fresno County Clerk's office and to the candidate certifying that the candidate has met the City's residency requirements; or
2. If any deficiencies are discovered in the documents provided or certain documents are missing, the City Clerk's office will provide a letter to the candidate showing the specific deficiencies or missing document(s). The candidate will have until the closing date to file nomination papers to correct the deficiencies and re-submit the required documents for verification to the City Clerk; or
3. If the candidate either fails to complete verification of all of the requirements of this Act within the prescribed time limits, or the resubmitted documents do not meet the requirements of the Act, the City Clerk's office will provide a letter to the candidate advising him or her of the failure to meet the requirements of the Act and shall not certify to the County Clerk the candidate has met the residency requirements, and the candidate shall not appear on the ballot; or
4. If the re-submitted documents by the candidate meet all requirements of this Act, the City Clerk's office will certify the Act's residency requirements have been met and provide a letter to the Fresno County Clerk's office and to the candidate.

#### **ARTICLE VI VERIFYING RESIDENCY FOR INCUMBENTS**

Councilmembers are required to live in the district they represent during the entire term in office, and the Mayor is required to live in the City limits during the entire term in office. To insure that incumbents continue to live in the district/City they represent, each incumbent must submit the following documents to the City Clerk during the last 31 calendar days of the year (December 1st to 31st), at the end of each year in office:

1. In the event that an incumbent moved to a new residence in the district/City after the filing of the previous affidavit, the incumbent must confirm the new address, within 60 days of moving, by providing the documents listed in items 1 through 5 under Article IV, to the City Clerk.
2. Incumbents who have not relocated since the information required by this Article was last provided may comply with this Article by supplying a copy of a current driver's license or California State issued identification card and an affidavit that they have not relocated and all previously supplied information remains true and correct.





Failure to provide any of the above-required documents on or before the end of the year shall disqualify an incumbent from meeting the Charter Section 304 or 304.1 residency requirement. Willfully submitting false, forged, altered documents or coercing or unduly influencing persons providing affidavit documents will also disqualify a Councilmember or Mayor and constitute a misdemeanor Charter violation in addition to any other legal remedy available to enforce a similar fraudulent act.

## **ARTICLE VII INVESTIGATION AND ENFORCEMENT**

Any fraudulent residency complaints shall be submitted to the City Attorney. The City Attorney will refer all complaints to the Fresno County District Attorney. The Fresno County District Attorney shall have the discretion to investigate residency complaints and if sufficient evidence of fraud is found during the investigation, the District Attorney can elect to prosecute.

## **ARTICLE VIII TRANSPARENCY**

The City Clerk shall post the names and corresponding office sought, of all candidates that have been certified to meet the residency requirements of this Act on the City's website. Any confidential information shall be redacted before the public record is made available for inspection, in accordance with the Public Records Act. After the General Election the list shall be removed from the City website.

A PDF copy of this Act shall be available, year round, at the City's website and a hard copy shall be available to be picked up at the City Clerk's Office during normal business hours. This will enable prospective candidates to review residency requirements pursuant to this Act.

## **ARTICLE IX ONE YEAR REVIEW**

One year from the adoption of this Amended Act, the Council shall, at a regularly scheduled meeting, review the implementation and practice of this Act and, if necessary, amend the Act to reflect required changes.

## **ARTICLE X EFFECTIVE DATE**

This amended resolution shall take effect upon final passage. This Act, along with any subsequent amendments, shall be the Council and Mayor Residency Act of the City of Fresno.

Council Residency Act Amended \_\_-\_\_-19

# Council / Mayoral Candidates Residency Checklist

## March 5, 2024, Election

Candidate Name: \_\_\_\_\_

Residency Verification Due\*\* by: \_\_\_\_\_

Candidate Address: \_\_\_\_\_

☐

Documents establish at least 30 days of residency prior to nomination paper filing deadline.

☐

Residence located within Council District sought.

### 1. PRIMARY RESIDENCE DOCUMENTATION (required)

Comments

- A) Grant Deed, or Mortgage Statement, or Other; **AND**  
Tax Exemption, or Affidavit; **OR**
- B) Signed Copy of Lease / Rental Agreement  
**OR**
- C) Affidavit by Owner / Legal Representative

IV(i)

☐

IV(i)

☐

IV(i)

☐

### 2. STATE OF CALIFORNIA DOCS (required)

- A) Motor Vehicle Registration  
**OR**
- B) Drivers License (may need DMV14 Form)  
**OR**
- C) Other State of CA Issued ID

IV(ii)

☐

IV(ii)

☐

IV(ii)

☐

### 3. SERVICE ADDRESS BILL (required)

- A) Utility Bill (i.e. Electricity / City Utilities)  
**OR**
- B) Letter from Authorized Rep for Utility Provider  
**OR**
- C) Landlord Affidavit & Copy of Payment Agreement

IV(iii)

☐

IV(iii)

☐

IV(iii)

☐

### 4. CANDIDATE AFFIDAVIT (required)

- A) Candidate Affidavit with Perjury Clause

IV(iv)

☐

City Clerk Date Stamp

Received By: \_\_\_\_\_

City Clerk or Assistant City Clerk

Date Mailed to County Clerk: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Mailed to Candidate: \_\_\_\_\_ Initials: \_\_\_\_\_

\*\*Due date can be extended five days if an incumbent who is eligible for re-election does not run

MAYORAL CANDIDATES  
RESIDENCY ACT AFFIDAVIT

I \_\_\_\_\_, am a candidate for the Office of Mayor and declare under penalty of perjury that my home address of \_\_\_\_\_ Fresno, CA \_\_\_\_\_ is my primary address and I am a lawful resident of this address as required by the Council Residency Act, adopted by Resolution No. 2010-197, effective January 1, 2011, amended on October 12, 2017 with Resolution No. 2017-282 pertaining to the residency requirements for City of Fresno Councilmembers and Council Candidates, and last amended by Resolution No. 2019-120, effective June 20, 2019 changing the name to "Council and Mayor Residency Act". I certify under penalty of perjury under California law that I know the contents of this Affidavit signed by me and that the statements are true and correct and I make this Affidavit for no improper purpose.

\_\_\_\_\_  
Name – Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

WITNESS my hand and official seal.

TODD STERMER, CMC  
City Clerk

By \_\_\_\_\_  
Deputy

COUNCIL RESIDENCY ACT  
AFFIDAVIT

I \_\_\_\_\_, am a candidate for the Office of Councilmember District \_\_\_\_\_ and declare under penalty of perjury that my home address of \_\_\_\_\_ Fresno, CA \_\_\_\_\_ is my primary address and I am a lawful resident of this address as required by the Council Residency Act, adopted by Resolution No. 2010-197, effective January 1, 2011, amended on October 12, 2017 with Resolution No. 2017-282 pertaining to the residency requirements for City of Fresno Councilmembers and Council Candidates, and last amended by Resolution No. 2019-120, effective June 20, 2019 changing the name to "Council and Mayor Residency Act". I certify under penalty of perjury under California law that I know the contents of this Affidavit signed by me and that the statements are true and correct and I make this Affidavit for no improper purpose.

\_\_\_\_\_  
Name – Printed

\_\_\_\_\_  
Council District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

WITNESS my hand and official seal.

TODD STERMER, CMC  
City Clerk

By \_\_\_\_\_  
Deputy

COUNCIL AND MAYOR RESIDENCY ACT  
OWNER AFFIDAVIT

I declare under penalty of perjury that I am the property owner for the address of \_\_\_\_\_ Fresno, CA \_\_\_\_\_. The property is being leased/rented to: \_\_\_\_\_ and I, as the landlord pay the following utilities and these utilities are in my name:

\_\_\_\_\_.

I certify under penalty of perjury under California law that I know the contents of this Affidavit signed by me and that the statements are true and correct and I make this Affidavit for no improper purpose.

\_\_\_\_\_  
Name – Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# LOCAL LAWS CONCERNING ELECTIONS



# FRESNO CITY CHARTER

## ARTICLE III

## ***ARTICLE III ELECTIVE OFFICERS***

### **SEC. 300. ENUMERATION.**

The elective officers of the City shall be a mayor and seven Councilmembers. The Council shall consist of seven Councilmembers, each of whom shall have the right to vote on all matters coming before the Council.

(Amendment ratified 1988 Primary Election, June 7, 1988.)

(Amendment ratified 1993 General Municipal Election, April 27, 1993.)

### **SEC. 301. MANNER OF ELECTION.**

The Mayor shall be elected from the City at large at the times and in the manner provided in this Charter. The Councilmembers shall be elected by district at the times and in the manner provided in this Charter.

(Amendment ratified 1980 Special Municipal Election, June 3, 1980.)

(Amendment ratified 1988 Primary Election, June 7, 1988.)

### **SEC. 302. DESIGNATION OF COUNCILMEMBERS FOR ELECTION.**

As to the councilmembers there shall be deemed to be seven separate offices to be filled, one of which shall be designated as councilmember Number One, another as Councilmember Number Two, another as Councilmember Number Three, another as Councilmember Number Four, another as Councilmember Number Five, another as Councilmember Number Six, and another as Councilmember Number Seven. No candidate shall file for more than one elective office. Such designation shall be used on all nomination papers, certificates of election and all election papers referring to the office.

(Amendment ratified 1980 Special Municipal Election, June 3, 1980.)

(Amendment ratified 1988 Primary Election, June 7, 1988.)

(Amendment ratified 1993 General Municipal Election, April 27, 1993.)

### **SEC. 303. TERM OF OFFICE.**

(a) Except as otherwise provided in this Charter, the terms of elective offices shall be for four years.

(b) In 1981 and every fourth year thereafter, the offices of Councilmembers designated as Number Two, Number Four and Number Six and the office of Mayor shall be filled at the general municipal election held in May, or at such other time as provided by this Charter. In 1983 and every fourth year thereafter, the offices of Councilmembers designated as Number One, Number Three, and Number Five shall be filled at the general municipal election held in May, or at such other time as provided by this Charter.

(c) Beginning in 1995, each elected officer shall take office on the first Tuesday following the first Monday in January of the odd-numbered year following his or her election to office except in the case of special elections in which the person elected shall take office upon the certification of election results. Incumbents shall hold office until their successors are elected and qualified.

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(d) Councilmembers designated as Number 1, Number 3, and Number 5 elected to office in 1991 shall serve in office until the first Tuesday following the first Monday in January of 1995.

(e) Councilmembers designated as Number 1, Number 3, and Number 5 elected to office in 1994 shall commence their terms in office on the first Tuesday following the first Monday in January of 1995.

(f) Councilmembers designated as Number 2, Number 4, and Number 6 and the Mayor elected to office in 1993 shall serve in office until the first Tuesday following the first Monday in January of 1997.

(g) Councilmembers designated as Number 2, Number 4, and Number 6 and the Mayor elected to office in 1996 shall commence their terms in office on the first Tuesday following the first Monday in January of 1997.

(h) The initial term for Councilmember designated as Number 7 shall commence on the first Tuesday following the first Monday in January 1997 and end on the first Tuesday following the first Monday in January 1999. Thereafter, the term of Councilmember designated as Number 7 shall commence and end at the same time as the terms of Councilmembers designated as Numbers 1, 3, and 5.

(Amendment ratified 1975 General Municipal Election.)

(Amendment ratified 1980 Special Municipal Election, June 3, 1980.)

(Amendment ratified 1988 Primary Election, June 7, 1988.)

(Amendment ratified 1993 Primary Election, March 2, 1993.)

(Amendment ratified 1993 General Municipal Election, April 27, 1993.)

### **SEC. 303.1. LIMITATION OF TERMS OF OFFICE.**

No person elected to the office of Councilmember or Mayor for two successive terms shall again be eligible to hold that same office until one full term has intervened. This limitation applies to terms to which persons had been elected or appointed after May, 1985.

(Amendment ratified 1992 General Election, November 3, 1992.)

(Amendment ratified 1996 Consolidated General Election, November 5, 1996.)

### **SEC. 304. ELIGIBILITY, CITY RESIDENCE.**

No person shall be eligible to hold an elective office unless that person is, and has been for a period of at least thirty days immediately preceding the filing of nomination papers for such office or appointment to such office, a resident of the City, and unless that person is, and has been at the time of assuming such office, an elector of the City.

(Amendment ratified 1969 General Municipal Election; approved, Assembly Concurrent Resolution No. 172, filed with Secretary of State on June 12, 1969, Res. Ch. 197, Stat. 1969.)

(Amendment ratified 1973 General Municipal Election.)

(Amendment ratified 1977 Special Municipal Election, May 31, 1977.)

(Amendment ratified 1988 Primary Election, June 7, 1988.)

### **SEC. 304.1. ELIGIBILITY, DISTRICT RESIDENCE.**

Commencing with the 1981 general municipal election, no person shall be eligible to hold elective office as a Councilmember unless that person is, and has been for a period of at least thirty days immediately preceding the filing of nomination papers for such office or appointment to such office, a resident within the Council district

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corresponding in number to the office to which that person is elected or appointed. Each Councilmember shall, during that Councilmember's term of office, reside within such Council district. The boundaries of such districts shall be determined by the Council by ordinance and shall be redetermined by the Council, by ordinance adopted not later than one hundred and twenty days following the publication of each federal census thereafter; provided that the population disparity between districts shall not exceed ten percent at the time of any such boundary determination or redetermination, and no boundary shall be altered so as to exclude any incumbent from office prior to the expiration of that incumbent's term.

(Amendment ratified 1977 Special Municipal Election, May 31, 1977.)

(Amendment ratified 1980 Special Municipal Election, June 3, 1980.)

(Amendment ratified 1988 Primary Election, June 7, 1988.)

## **SEC. 305. VACANCIES.**

(a) An elective office becomes vacant when the incumbent thereof dies, resigns, is removed from office under recall proceedings, is adjudged insane, is convicted of a felony or of an offense involving a violation of his or her duties, ceases to be a resident of the City or the district corresponding in number to the office to which he or she was elected, neglects to qualify within the time prescribed by the provisions of this Charter, is absent from the State without leave for more than sixty consecutive days, or fails to attend the meetings of the body of which he or she is a member for a like period without being excused therefrom by such body.

(b) The Council shall declare the existence of any vacancy except vacancy caused by death or resignation. Such declaration shall be a final determination of the existence of the vacancy unless a court review is sought within thirty days after such declaration.

(c) A resignation is effective when received by the City Clerk unless a different time is stated in the resignation.

(d) A vacancy in an elected office shall be filled as follows:

(1) A vacancy in the office of a Councilmember may be filled by appointment by the Council if:

(i) The Council declares the existence of the vacancy or the incumbent dies or resigns in the final year of the term, and

(ii) The appointment is made within thirty days after the Council declares the existence of the vacancy or the incumbent dies or resigns.

(2) Any vacancy in the office of a Councilmember not filled pursuant to paragraph (1) shall be filled by a special election to be held not sooner than ninety days after the Council calls such election nor later than the next regular election date after the expiration of such ninety days.

(3) In the event of a vacancy in the office of Mayor, the Council shall appoint the Mayor Pro Tempore as Mayor for the period of time from the date of appointment to the date the newly elected Mayor assumes office and the Council shall call a special election for filling the vacancy, which election shall be called within thirty days after such vacancy occurs, provided that if such vacancy occurs within one hundred twenty days, but not less than eighty-eight days from the date of a municipal primary nominating election at which the office of mayor would regularly be filled, the City Council shall not cause a special election to be held to fill the vacancy but said vacancy shall be filled as part of the regular election process. If elected by a specially called election pursuant to this subsection (305)(d), the Mayor so elected shall serve for the remainder of the unexpired term of the Mayor whose vacation of the office has caused the special election to be held.

(e) Any person appointed or elected to fill a vacancy shall serve for the remainder of any unexpired term and until his or her successor qualifies. If a person appointed to fill a vacancy is a candidate for the

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same office which he or she then holds, the designation under the candidate's name on the ballot may be the words "appointed incumbent" or may be words designating the profession, vacation, or occupation of the candidate.

(f) If the Council fails either to fill a vacancy by appointment or to call a special election within thirty days after the incumbent dies, or his or her resignation is effective, or the declaration of the existence of the vacancy becomes final, the salary or other compensation of each member of the Council shall cease until the Council calls such special election.

(g) At any special election called to fill a council or mayoral vacancy, the candidate receiving the majority of votes cast shall succeed to the vacated office for the unexpired term upon certification of the election results. If no candidate receives a majority of votes cast, Council shall call another special election within thirty days of the certification of the election results and the two candidates receiving the most votes shall be placed on that special election ballot.

(Amendment ratified 1975 General Municipal Election.)

(Amendment ratified 1977 Special Municipal Election, May 31, 1977.)

(Amendment ratified 1988 Primary Election, June 7, 1988.)

(Amendment ratified 1993 General Municipal Election, April 27, 1993.)

### **SEC. 306. HOLDING OF OTHER OFFICE.**

No elective officer shall hold any other municipal office or hold any office or employment the compensation of which is paid out of municipal moneys; nor be elected or appointed to any office created or the compensation of which is increased by the Council, while a member thereof, until one year after the expiration of the term for which that person was elected.

(Amendment ratified 1988 Primary Election, June 7, 1988.)

### **SEC. 308. COMPENSATION OF ELECTIVE OFFICERS.**

(a) The Council shall establish by ordinance the compensation of the elective officers of the City.

(b) Once the compensation of elective officers is fixed pursuant to subsection (a) of this section, the compensation of an elective officer shall not thereafter be increased or diminished during that elective officer's term of office.

(Amendment ratified 1980 Special Municipal Election, June 3, 1980.)

(Amendment ratified 1988 Primary Election, June 7, 1980.)

### **SEC. 309. OFF-YEAR CONTRIBUTIONS PROHIBITION.**

No mayoral candidate, Council candidate, or any committee controlled by such person shall solicit or accept any contribution in support of such candidate's election prior to the date fixed by law for the filing of nomination papers with respect to such election, or following the year in which such election is held.

(Amendment ratified 1993 Primary Election, March 2, 1993.)

(Amendment ratified 1988 Primary Election, June 7, 1988.)



# FRESNO CITY CHARTER

## ARTICLE VIII



## ***ARTICLE VIII OFFICERS AND EMPLOYEES***

### **SEC. 800. OFFICERS TO BE APPOINTED BY THE COUNCIL.**

There shall be a City Attorney and a City Clerk who shall be appointed by and serve at the pleasure of the Council, but who may be removed only by a majority vote of the entire Council.

(Amendment ratified 1993 General Municipal Election, April 27, 1993.)

### **SEC. 801. ADMINISTRATIVE DEPARTMENTS.**

The Council shall provide by resolution not inconsistent with this Charter, for the organization, conduct and operation of the several offices established by this Charter, and for the creation of departments, divisions, offices and agencies, and for their consolidation, alteration or abolition. The Council by resolution, may assign additional functions or duties to offices, departments or agencies not inconsistent with this Charter. No office provided in this Charter to be filled by appointment by the Chief Administrative Officer may be consolidated with an office to be filled by appointment by the Council. The Council, subject to the provisions of this Charter, shall provide for the number, titles, qualifications, powers, duties and compensation of all appointive officers and employees.

(Amendment ratified 1996 Primary Election, March 26, 1996.)

### **SEC. 802. CITY CLERK. POWERS AND DUTIES.**

The City Clerk shall have power and be required to:

(a) Be responsible for the recording and maintaining of a full and true record of all the proceedings of the Council in books that shall bear appropriate titles and be devoted to such purpose, and attend all meetings of the Council either in person or by deputy:

(b) Maintain separate books, in which shall be recorded respectively all ordinances and resolutions, with the certificate of the Clerk annexed to each thereof stating the same to be the original or a correct copy, and as to an ordinance requiring publication, stating that the same has been published in accordance with this Charter; keep all books properly indexed and open to public inspection when not in actual use;

(c) Maintain separate files, with appropriate indexes thereto, of all contracts the execution of which was specifically authorized by Council action, and of all official bonds of the City;

(d) Be the custodian of the Seal of the City;

(e) Administer oaths or affirmations, take affidavits and depositions pertaining to the affairs and business of the City and certify copies of official records;

(f) Be ex-officio Assessor, unless the Council has availed itself, or does in the future avail itself, of the provisions of the general laws of the State relative to the assessment of property and the collection of City taxes by county officers, or unless the Council by ordinance provides otherwise.

(g) Maintain in appropriate books and files such other records, documents, instruments, and papers as the Council shall provide by ordinance.

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Except as may be otherwise provided by ordinance or resolution of the Council the destruction or other disposition of City records, documents, instruments, books, and papers in the custody of the City Clerk shall be governed by the laws of the State regulating the destruction or disposition of the records of general law cities.

(Amendment ratified 1969 General Municipal Election; approved, Assembly Concurrent Resolution No. 172, filed with Secretary of State on June 12, 1969, Res. Ch. 197, Stat. 1969.)

### **SEC. 803. CITY ATTORNEY. POWERS AND DUTIES.**

To become eligible for City Attorney the person appointed shall be an attorney-at-law duly licensed as such under the laws of the State of California, and shall have been engaged in the practice of law for at least five years prior to his appointment. The City Attorney shall have power and may be required to:

- (a) Represent and advise the Council and all city officers in all matters of law pertaining to their offices;
- (b) Represent and appear for the city in any or all actions or proceedings in which the city is concerned or is a party, including the prosecution of violations of this Charter and ordinances enacted by the Council, and represent and appear for any city officer or employee, or former city officer or employee, in any or all actions and proceedings in which any such officer or employee is concerned or is a party for any act arising out of his employment or by reason of his official capacity provided the interest of the city in such action or proceeding is not adversely affected;
- (c) Attend all regular meetings of the Council and give his advice or opinion in writing whenever requested to do so by the Council or by any of the boards or officers of the city;
- (d) Approve the form of all contracts made by and all bonds given to the city, endorsing his approval thereon in writing;
- (e) Prepare any and all proposed ordinances or resolutions for the city and amendments thereto;
- (f) Surrender to his successor all books, papers, files and documents pertaining to the city's affairs;
- (g) The Council shall have control of all legal business and proceedings and may employ other attorneys to take charge of any litigation or matter or to assist the City Attorney therein.

### **SEC. 804. CITY CONTROLLER.**

There shall be a Controller appointed by the Chief Administrative Officer with the approval of the Council who shall have power and shall be required to:

- (a) Have charge of the Finance Department and of the administration of the financial affairs of the city under the direction of the Chief Administrative Officer;
- (b) Supervise and be responsible for the disbursement of all moneys and have control of all expenditures to insure that budget appropriations are not exceeded;
- (c) Submit to the Council through the Chief Administrative Officer a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the city; and as of the end of each fiscal year, submit a complete financial statement and report;
- (d) Supervise the keeping of current inventories of all property of the city by all city departments, offices and agencies.

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## **SEC. 805. ADMINISTERING OATHS.**

Each department head and his deputies shall have the power to administer oaths and affirmations in connection with any official business pertaining to his department.

## **SEC. 806. DEPARTMENT HEADS. APPOINTMENT POWERS.**

Each department head and officer authorized by the Charter shall have the power to appoint, suspend or remove such deputies, assistants and subordinate employees as are provided for by the Council for his department or office, subject to the approval of the Chief Administrative Officer, the provisions of this Charter and of the Civil Service System as adopted hereunder.

## **SEC. 807. NEPOTISM.**

The Council shall not appoint to a salaried position under the city government any person who is a relative by blood or marriage within the third degree of any one or more of the members of such Council, nor shall any department head or other officer having appointive power or other supervising employee as defined by ordinance appoint any relative of his within such degree to any such position.

## **SEC. 808. OFFICIAL BONDS.**

The Council shall fix by ordinance or resolution the amounts and terms of the official bonds of all officials or employees who are required by ordinance to give such bonds. All bonds shall be executed by responsible corporate surety, shall be approved as to form by the City Attorney, and shall be filed with the City Clerk. Premiums on official bonds shall be paid by the City.

There shall be no personal liability upon, or any right to recover against, a superior officer, or his bond, for any wrongful act or omission of his subordinate, unless such superior officer was a party to, or conspired in, such wrongful act or commission.

## **SEC. 809. SALARIES AND WAGES.**

Compensation of officers and employees of the City, except where this Charter provides that no salary shall be paid, shall be fixed by the Council as it may from time to time determine; provided further, that city employees shall be paid not less than the prevailing wage paid in private employment in the City of Fresno in the job or position in which said employees work and the City shall not require its employees to work longer hours for the same wage than workers in private employment in said city work for such wage in like employment.

(Amendment ratified 1993 Primary Election, March 2, 1993.)

## **SEC. 810. HOURS OF WORK.**

There shall not be established for any position in the city service a regularly scheduled work day of more than eight hours or a regularly scheduled work week of more than five days, except that there may be established a regularly scheduled work day of up to ten hours for any position for which the regularly scheduled work week is not more than four days, or any other work week mutually agreed to between the City and a non-represented employees or between the City and a recognized employee organization. A member of the city fire fighting force shall be required to work, on a twenty-four hour day basis, not more than fifty-six hours per week on an average, said average to be determined in multiples not to exceed ninety days.

(Amendment ratified 1973 General Municipal Election.)

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(Amendment ratified 1996 Primary Election, March 26, 1996.)

## **SEC. 811. HOLIDAYS.**

All employees, except temporary employees, shall be entitled to or shall receive credit for all holidays during each fiscal year without loss of compensation. The word "holiday" as used in this section, shall mean every state holiday, including that day in November known as Thanksgiving Day, but not including Sundays or any other day appointed by the President of the United States or the Governor of the State as a public fast, thanksgiving, or holiday, unless such appointed day is also declared to be a holiday pursuant to ordinance or resolution of the Council.

The amendment of this section to specify the exclusion of Sunday as a "holiday" under this section is declared to be a restatement, for the purpose of clarification only, of the law of the section in effect prior to such an amendment.

(Amendment ratified 1973 General Municipal Election.)

## **SEC. 812. STATUS OF EXISTING EMPLOYEES.**

Persons employed by the city at the time this Charter becomes fully operative, except elective officers and members of appointive boards, commissions, and committees holding positions the same in substance as positions established or continued in the plan of organization provided under this Charter or by ordinance not inconsistent therewith and who have completed the period of probationary employment under the preceding Charter provisions and Civil Service rules or have served satisfactorily an equivalent period of time in positions not subject to probationary employment, shall have the right to remain in such positions or other positions of like duties, responsibilities and authority until promoted, removed, or reduced in rank in accordance with the provisions of this Charter. Any rights previously accumulated by a person under probationary status shall be retained.

Any officer or employee of the city who is appointed to or continued in a position as Department Head and is subsequently removed therefrom, except for malfeasance or misconduct, shall revert to his former position without loss of any rights or privileges and upon the same terms and conditions as if he had remained in said position continuously. Should such person be eligible for retirement under the retirement or pension system, he shall upon recommendation of the Chief Administrative Officer be retired instead of being restored to his former position.

The rights of employees relating to accrued sick leave and vacation or the validity of eligible lists created by virtue of Charter or Civil Service provisions in effect at the time this Charter becomes fully operative shall continue until exhausted pursuant to such provisions.

## **SEC. 813. POLITICAL ACTIVITIES.**

Except as otherwise provided by the general laws of this state heretofore or hereafter enacted, no person in the Administrative Service, or seeking admission thereto, shall be employed, promoted, demoted or discharged or in any way favored or discriminated against because of political opinions or affiliations or because of race, sex, or religious belief.

No officer or employee of the city and no candidate for any city office shall, directly or indirectly, solicit any assessment, subscription, or contribution, whether voluntary or involuntary, for any political purpose whatever, from anyone on the eligible lists or holding any position in the Administrative Service.

(Amendment ratified 1971 General Municipal Election; approved, Assembly Concurrent Resolution No. 130, filed with Secretary of State on June 18, 1971, Res. Ch. 77, Stat. 1971. Amendment ratified March 5, 1985 Special Municipal Election; filed with Secretary of State on May 6, 1985.)



# FRESNO CITY CHARTER

## ARTICLE XIV

## ***ARTICLE XIV ELECTIONS***

### **SEC. 1400. DIRECT PRIMARY AND GENERAL MUNICIPAL ELECTIONS.**

(a) Beginning in 1996, direct primary elections for the nomination of candidates to be voted for at the ensuing general municipal election and for such other purposes as the Council may prescribe shall be held in the City on same date as the statewide direct primary election as provided in the Elections Code of the State of California. If any candidate for a particular office receives a majority of all votes cast for a particular office, that candidate shall be declared elected and no general municipal election shall be held for that office.

(b) Beginning in 1996, general municipal elections for the election of officers and for such other purposes as the Council may prescribe shall be held in the City on the same date as the statewide general election as provided in the Elections Code of the State of California. Notwithstanding subsections 1400(a) and (b), the Council may by ordinance or resolution provide for such elections to be held within thirty-one days of either of such dates for the purpose of consolidation with any election to be conducted in the County of Fresno, State of California.

(Amendments ratified 1965 General Municipal Election; approved, Assembly Concurrent Resolution No. 112, filed with Secretary of State on May 20, 1965, Ch. 96, Stat. 1965.)

(Amendment ratified 1975 General Municipal Election.)

(Amendment ratified 1980 Special Municipal Election, June 3, 1980.)

(Amendment ratified 1996 Primary Election, March 26, 1996.)

### **SEC. 1401. SPECIAL MUNICIPAL ELECTIONS.**

All other municipal elections that may be held by authority of this Charter, or of any law, shall be known as special municipal election.

A special municipal election shall be held for the election of the first Mayor and first Councilmen under this Charter on the second Tuesday in April following the filing of the concurrent resolution of the Legislature approving this Charter with Secretary of State.

### **SEC. 1402. PROCEDURE FOR HOLDING ELECTIONS.**

Unless otherwise provided by ordinance hereafter enacted, all elections shall be held in accordance with the provisions of the Elections Code of the State of California, as the same now exist or hereafter may be amended, for the holding of elections in general law cities so far as the same are not in conflict with this Charter.

### **SEC. 1403. INITIATIVE, REFERENDUM AND RECALL.**

There are hereby reserved to the electors of the city the powers of initiative and referendum and of the recall of municipal elective officers. The provisions of the Elections Code of the State of California, as the same now exist or hereafter may be amended, governing the initiative and referendum and the recall of municipal officers, shall apply to the use thereof in the City so far as such provisions of the Elections Code are not in conflict with the provisions of this Charter.

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**SEC. 1404. BALLOT MEASURES.**

Any measure submitted to the voters at a municipal election shall be worded so that a "yes" vote indicates approval of the measure proposed and a "no" vote indicates disapproval.

(Amendment ratified 1993 Primary Election, March 2, 1993.)





# FRESNO MUNICIPAL CODE

## CHAPTER 2, ARTICLE 10

## ***ARTICLE 10 ELECTIONS***

### **SEC. 2-1001. RESOLUTION REQUESTING COUNTY CLERK TO CONDUCT ELECTIONS.**

- (a) The Council may by resolution request the County Clerk of the County of Fresno to assume and discharge any or all of the functions of the City Clerk relating to the conduct of municipal elections, as those functions are or may be hereafter delineated under the provisions of the Elections Code of California for the holding of elections in general law cities. The resolution may request such functions to be performed in all future city elections until the request is withdrawn by further resolution of the Council to be transmitted to the County Clerk not less than one hundred eighty days prior to any general or special municipal election, and may request and authorize the County Clerk to furnish all the voting equipment and supplies and to pay the cost of publications of notices and to compensate election officers and other necessary personnel.
- (b) The resolution may request and authorize the County Clerk to:
  - (1) Establish precincts and designate the polling places within the city consisting of either regular election precincts established for holding state or county elections or as such precincts may be divided, altered or consolidated in accordance with the provisions of the Elections Code of California;
  - (2) Appoint the election officers required by the Elections Code of California to be appointed in municipal elections, from the register of applicants for such positions on file in his office, and present to the Council, at a regular meeting, a list of such precincts and polling places and the names of the election officers appointed to serve therein for approval and confirmation by the Council. The County Clerk may also be authorized to appoint substitute election officers and designate different polling places without approval and confirmation by the Council whenever, after such list has been approved and confirmed as provided herein, any election officer named in such list is unable or refuses to serve or a polling place designated in such list shall for any reason become unavailable.
- (c) The resolution may request and authorize the County Clerk to canvass the returns of municipal elections and the returns of any district election with which a municipal election is consolidated, and to prepare and present to the Council, at its usual place of meeting, a certified abstract showing the whole number of votes cast for city candidates and city measures, the total votes cast for each candidate for a municipal office and for and against each city measure submitted in each election, and the number of votes cast at each precinct for each candidate for a municipal office and for and against each measure. The resolution shall provide that the abstract of the returns of any municipal election shall be presented at the first regular Council meeting following completion of the canvass of the returns of a municipal election, at which meeting the Council shall declare the results of the municipal election.
- (d) The resolution shall provide for the repayment to the County of its costs in the conduct of each municipal election including a reasonable charge for the use of voting equipment. Upon receipt of a bill from the County covering the total cost of conducting any consolidated election within the City, the Director of Finance shall bill and collect from any district participating in the consolidated election its proportionate share of such total cost.

(Rep. and Added Ord. 6253, Based on former Sec. 2-1405; Am. Ord. 2007-55, § 4, eff. 9-4-07).

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## **SEC. 2-1002. TIME FOR MEETING TO INSTALL ELECTED OFFICERS.**

On the first Tuesday following the first Monday of each odd numbered calendar year, the Council shall meet to install the newly-elected officers. This is the date on which new terms of office begin as set forth in Section 303 of the Charter. The installation of officers elected by special election to complete a term of office shall be at the meeting in which Council declares the special election results as set forth in Section 2-1001(c) of this Code.

(Rep. and Added Ord. 6253, 1963, Based on former Sec. 2-1406; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1003. FILING FEES FOR MAYOR AND COUNCIL CANDIDATES.**

The City Council, by resolution, may establish filing fees for the elective office of Mayor and Councilmember. Those fees shall not exceed the cost reasonably borne for conducting the election for the seat in question. The costs to be covered by the filing fees shall include all costs associated with the candidate's filing, including, but not limited to, the proportional cost in administering the election by the City Clerk or County Clerk under contract to provide election services.

(Added Ord. 93-32, § 1, eff. 5-4-93; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1004. FILING FEE WAIVER PETITION.**

In lieu of payment of the filing fees required under Section 2-1003, a candidate may gather signatures on a form to be provided by the City Clerk or County Clerk under contract to provide election services. For Council candidates, the number of signatures required shall be two hundred and fifty registered voters registered to vote within the Council district boundary. Candidates for Mayor shall collect five hundred signatures from voters registered within the City. A voter may sign both the nomination papers and the Filing Fee Waiver Petition for each candidate. A voter may only sign one filing fee waiver form for each office in which he or she is eligible to vote.

(Added Ord. 93-32, § 2, eff. 5-4-93; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1005. FILING FEE WAIVER PROCEDURES.**

By resolution, the City Council may adopt further regulations to implement the filing fee waiver process. The filing fee waiver forms shall be provided at no cost to each candidate upon request. However, the elections official may, rather than provide the candidate with the number of forms necessary to gather the requisite signatures, or, upon request of a candidate, provide the candidate with a master form, which may be duplicated by the candidate for the purpose of circulating additional petitions. No other form except the furnished form, or duplicates thereof, shall be used by a candidate to secure signatures. All forms shall be made available commencing forty-five days before the first day for circulating nominating papers. However, in case of vacancies for which a special election is authorized or required to be held to fill the vacancy, and where the prescribed nomination period would commence less than forty-five days after the declaration of the vacancy by the City Council, the forms shall be made available within five working days after the City Council declaration. The forms to be used shall be in substantially the same form as the nomination papers signature form.

(Added Ord. 93-32, § 5, eff. 5-4-93; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1006. FILING FEE WAIVER REQUIREMENTS.**

The fee waiver process shall be subject to the following provisions:

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- (a) Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.
  - (b) If a voter signs more candidate's petitions than there are offices to be filled, the voter's signatures shall be valid only for those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled.
  - (c) In-lieu-filing-fee petitions shall be filed at least fifteen days prior to the close of nomination period. Upon receipt of the minimum number of in-lieu-filing-fee signatures required, the elections official shall issue nomination papers provisionally. Within ten days after receipt of a petition, the elections official shall notify the candidate of any deficiency. The candidate shall then, prior to the close of the nomination period, submit a supplemental petition to cover the deficiency.
  - (d) Each candidate may submit a greater number of signatures to allow for subsequent losses due to invalidity of some signatures. The elections official shall not be required to determine the validity of a greater number of signatures than that required by this section.

(Added Ord. 93-32, § 4, eff. 5-4-93; Am. Ord. 2007-55, § 4, eff. 9-4-07).



# FRESNO MUNICIPAL CODE

## CHAPTER 2, ARTICLE 11

## **ARTICLE 11 CANDIDATES FOR ELECTIVE CITY OFFICE-CAMPAIGN CONTRIBUTION LIMITS**

### **SEC. 2-1101. TITLE.**

This article may be cited as the "Local Campaign Contribution Limits Ordinance" of the City of Fresno.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

### **SEC. 2-1102. PURPOSE AND APPLICATION.**

The purpose of this article is to ensure that individuals and interest groups have a fair and equal opportunity to participate in municipal elective and governmental processes. This article is intended to supplement, and in no way conflict with, the Political Reform Act of 1974 ("Political Reform Act"), as amended. Statutory references to specific provisions of the Political Reform Act shall include its amendments.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

### **SEC. 2-1103. DEFINITIONS.**

- (a) Unless the particular provision or the context otherwise requires, the provisions, definitions of words and phrases, and interpretations of the Political Reform Act codified in Government Code Sections 81000 et seq., and its implementing regulations in California Code of Regulations, Title 2, Sections 18110 et seq., as amended, are to be relied upon in administering this article.
- (b) "Election" means any direct primary election, any general municipal election, and any special municipal election as outlined in Charter Sections 1400 and 1401. For purposes of this article, "election" does not include recall elections or elections on ballot measures.
- (c) "Enforcement Authority" means the officer, agent or organization designated by resolution of the Council to enforce the provisions of this article. Nothing in this article shall be construed as limiting the authority of any law enforcement agency or prosecuting attorney to enforce the provisions of this article.
- (d) "Entity" means any person, other than an individual.
- (e) "Majority-owned" means an ownership of more than 50 percent.
- (f) "Person" means an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, a controlled committee, and any other organization or group of persons acting in concert, as defined in Government Code Section 82047.
- (g) "Political Party Committee" means a state central committee or county central committee of an organization that meets the requirements for recognition as a political party pursuant to Section 5100 of the Elections Code, as defined in Government Code Section 85206.
- (h) "Small contributor committee" as defined in Government Code Section 85203, means any committee that meets all of the following criteria:
  - (1) The committee has been in existence for at least six months; and

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- (2) The committee receives contributions from 100 or more persons; and
  - (3) No one person has contributed to the committee more than two hundred dollars (\$200) per calendar year; and
  - (4) The committee makes contributions to five or more candidates.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

#### **SEC. 2-1104. TIMING FOR FUNDRAISING.**

Though Charter Section 309 limits campaign solicitations and contributions to a time window of the election filing date through the end of the calendar year, the city shall not enforce that provision. Candidates are not limited as to the timing of fundraising for city offices.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07; Am. Ord. 2018-13, § 1, eff. 4-9-18).

#### **SEC. 2-1105. CAMPAIGN CONTRIBUTIONS—LIMITATIONS ON AMOUNT AND DOCUMENT FILING METHODS. - UPDATED BY ORDINANCE 2023-024, attached.**

- (a) A person, other than a small contributor committee or a political party committee, may not make to any candidate for elective City office, and a candidate for elective City office may not accept from a person, any contribution totaling more than four thousand nine hundred dollars (\$4,900) per election. The provisions of this section do not apply to a candidate's contributions of his or her personal funds to his or her own campaign.
- (b) A small contributor committee may not make to any candidate for elective City office, and a candidate for elective City office may not accept from a small contributor committee, any contribution totaling more than nine thousand seven hundred dollars (\$9,700) per election.
- (c) The contribution limitations set forth in this article shall be adjusted in January of every odd-numbered year to reflect any increase or decrease in the Consumer Price Index, as determined by the Fair Political Practices Commission pursuant to Government Code Sections 83124, 85301(a), and 85302(a).
- (d) It is the finding of the City Council that an elected officer, candidate, committee or other person required to file statements, reports, or other documents described by Chapter 4 of the Government Code (commencing with Section 84100) shall file those statements, reports, or other documents online or electronically with the City. The City's online system can and will operate securely and effectively and will not unduly burden filers. By way of this finding, the use of online or electronic filing is hereby authorized and required for elected officers, candidates, committees and other persons filing statements, reports or other documents described in Chapter 4 of the Government Code.
  - (1) In any instance in which an original statement, report or other document must be filed with the Secretary of State and a copy of that statement, report, or other document is required to be filed with the City, the filer may, but is not required to, file the copy online or electronically.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07; Am. Ord. 2014-3, §§ 1—3, eff. 2-10-14; Am. Ord. 2015-38, § 1, eff. 1-9-16; Am. Ord. 2016-33, § 1, eff. 10-21-16; Am. Ord. 2017-37, § 1, eff. 9-23-17).

Editor's note(s)—The contribution limits set out in subsections (a) and (b) reflect the adjustments adopted in 2020.



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## **SEC. 2-1106. LOANS.**

- (a) The provisions of this article do not apply to loans and extensions of credit made to a candidate by a commercial lending institution in the lender's regular course of business on terms available to members of the general public for which the candidate is personally liable.
- (b) In accordance with Government Code Section 85307, a candidate for elective City office may not personally lend to his or her campaign an amount, the outstanding balance of which exceeds one hundred thousand dollars (\$100,000). A candidate may not charge interest on any loan he or she made to his or her campaign.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1107. AFFILIATED ENTITIES: AGGREGATION OF CONTRIBUTIONS.**

- (a) The contributions of an entity whose contributions are directed and controlled by any individual shall be aggregated with contributions made by that individual and any other entity whose contributions are directed and controlled by the same individual.
- (b) If two or more entities make contributions that are directed and controlled by a majority of the same persons, the contributions of those entities shall be aggregated.
- (c) Contributions made by entities that are majority-owned by any person shall be aggregated with the contributions of the majority owner and all other entities majority-owned by that person, unless those entities act independently in their decisions to make contributions.
- (d) Contributions made by a husband and wife may not be aggregated, and shall be treated as contributions from separate persons. Contributions made by a child under 18 years of age is presumed to be a contribution from the parent or guardian of the child.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1108. RESTRICTIONS ON CONTRIBUTIONS BY CANDIDATES.**

A candidate for elective office or committee controlled by that candidate may not make any contribution to any candidate for elective city office in excess of the limits for persons set forth in Section 2-1105(a).

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1109. RETURN OF EXCESSIVE CONTRIBUTIONS.**

The candidate or the candidate's controlled committee shall return any amount in excess of the contribution limit set forth in this article to the contributor within 14 days of receipt. The excess contribution and the date of its return shall be reported on a form prepared or provided by the City Clerk.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1110. SEPARATE BANK ACCOUNT FOR ATTORNEY'S FEES.**

- (a) A candidate for elective city office or an elected city officer may establish a separate account to defray attorney's fees and other related legal costs incurred for the candidate's or officer's legal defense if the candidate or officer is subject to one or more civil or criminal proceedings or administrative proceedings arising directly out of the conduct of an election campaign, the electoral process, or the performance of the

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officer's governmental activities and duties. These funds may be used only to defray those attorney fees and other related legal costs.

- (b) A candidate may receive contributions to this account that are not subject to the contribution limits set forth in this article. However, all contributions shall be reported in a manner prescribed by the Political Reform Act.
- (c) Once the legal dispute is resolved, the candidate shall dispose of any funds remaining after all expenses associated with the dispute are discharged for one or more of the purposes set forth in the Political Reform Act.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1111. ENFORCEMENT AUTHORITY—COMPLAINTS, LEGAL ACTION, INVESTIGATORY POWERS.**

- (a) Any person who believes that a violation of any portion of this article has occurred may file a report with the Enforcement Authority. If the Enforcement Authority determines that there is reason to believe a violation of this article has occurred, he or she shall make an investigation. Whenever the Enforcement Authority has reason to believe a willful violation of this article has occurred or is about to occur, he or she may institute such legal action at such time as he or she deems necessary to prevent further violations or to redress prior violations.
- (b) The Enforcement Authority shall have such investigative powers as are necessary for the performance of the duties prescribed in this article and may demand, and shall be furnished, records of campaign contributions and expenses at any time.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

## **SEC. 2-1112. ENFORCEMENT.**

- (a) Each candidate or treasurer who received part or all of the contributions in violation of the contribution limits of this article, shall pay promptly, from available campaign funds, if any, the amount received in excess of the amount permitted in this article, to the City Controller for deposit in the General Fund of the city, even though outstanding debts remain unpaid because of such forfeiture.
- (b) Any person who knowingly or willfully causes another person to violate any provision of this article, or who aids and abets any other person in the violation of any provision of this article, shall be liable under the provisions of this section.
- (c) Prosecution of violation of any provision of the article shall be commenced within four years after the date of the violation.
- (d) The enforcement provisions of this section are in addition to, and not in place of, any means of enforcement or remedies at law.
- (e) Any person who violates any of the provisions of this article shall, in addition to any other provisions of this article, be subject to the enforcement provisions set forth in the Political Reform Act, which are hereby incorporated by reference.
- (f) The Enforcement Authority may institute such legal action at such time as he or she deems necessary to prevent further violations or to redress prior violations.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).

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**SEC. 2-1113. APPLICABILITY OF OTHER LAWS.**

Nothing in this article shall exempt any person from, or excuse such person's noncompliance with, applicable provisions of any other laws of the state or any other jurisdiction.

(Added Ord. 2003-84, § 1, eff. 11-2-03; Am. Ord. 2007-55, § 4, eff. 9-4-07).



ORDINANCE 2023-024  
AMENDING FRESNO MUNICIPAL CODE  
SECTION 2-1105



BILL NO. B-24

ORDINANCE NO. 2023-024

AN ORDINANCE OF THE CITY OF FRESNO, CALIFORNIA,  
AMENDING SECTION 2-1105 OF THE FRESNO  
MUNICIPAL CODE, RELATING TO CAMPAIGN  
CONTRIBUTIONS—LIMITATIONS ON AMOUNT AND  
DOCUMENT FILING METHODS

THE COUNCIL OF THE CITY OF FRESNO DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2-1105 of the Fresno Municipal Code is amended to read.

SECTION. 2-1105. - CAMPAIGN CONTRIBUTIONS—LIMITATIONS ON  
AMOUNT AND DOCUMENT FILING METHODS.

(a) A person, other than a small contributor committee or a political party committee, may not make to any candidate for elective City office, and a candidate for elective City office may not accept from a person, any contribution totaling more than five thousand five hundred dollars \$5,500] ~~four thousand nine hundred dollars (\$4,900)~~ per election. The provisions of this section do not apply to a candidate's contributions of his or her personal funds to his or her own campaign.

(b) A small contributor committee may not make to any candidate for elective City office, and a candidate for elective City office may not accept from a small contributor committee, any contribution totaling more than [ten thousand nine hundred dollars (\$10,900)] ~~nine thousand seven hundred dollars (\$9,700)~~ per election.

1 of 4

Date Adopted: 08/10/2023  
Date Approved: 08/15/2023  
Effective Date: 09/15/2023

Ordinance No. 2023-024



(c) The contribution limitations set forth in this article shall be adjusted in January of every odd-numbered year to reflect any increase or decrease in the Consumer Price Index, as determined by the Fair Political Practices Commission pursuant to Government Code Sections 83124, [adjusting the limits set forth in Government Code Section] 85301(a) [for subsection (a) hereinabove], and 85302(a) [for subsection (b) hereinabove].

(d) It is the finding of the City Council that an elected officer, candidate, committee or other person required to file statements, reports, or other documents described by Chapter 4 of the ~~Government Code~~ [Political Reform Act of 1974] (commencing with [Government Code] Section 84100) shall file those statements, reports, or other documents online or electronically with the City. The City's online system can and will operate securely and effectively and will not unduly burden filers. By way of this finding, the use of online or electronic filing is hereby authorized and required for elected officers, candidates, committees and other persons filing statements, reports or other documents described in Chapter 4 of the Government Code.

(1) In any instance in which an original statement, report or other document must be filed with the Secretary of State and a copy of that statement, report, or other document is required to be filed with the City, the filer may, but is not required to, file the copy online or electronically.



**SECTION 2.** This ordinance shall become effective and in full force and effect at 12:01 a.m. on the thirty-first day after its final passage.



\*\*\*\*\*

STATE OF CALIFORNIA )  
COUNTY OF FRESNO ) ss.  
CITY OF FRESNO )

I, TODD STERMER, City Clerk of the City of Fresno, certify that the foregoing ordinance was adopted by the Council of the City of Fresno, at a regular meeting held on the 10th day of August 2023.

AYES : Perea, Karbassi, Arias, Maxwell, Chavez, Bredefeld, Esparza  
NOES : None  
ABSENT : None  
ABSTAIN : None

Mayor Approval: August 15, 2023  
Mayor Approval/No Return: N/A, 2023  
Mayor Veto: N/A, 2023  
Council Override Vote: N/A, 2023

TODD STERMER, CMC  
City Clerk

By: [Signature] 8-18-2023  
Deputy Date

APPROVED AS TO FORM:  
ANDREW JANZ  
City Attorney

By: [Signature] 8-18-2023  
Amanda Freeman Date  
Senior Deputy City Attorney





August 11, 2023


Council Adoption: 08/10/2023

Mayor Approval:

Mayor Veto:

Override Request:

TO: MAYOR JERRY DYER

FROM:  TODD STERMER, CMC  
City Clerk

SUBJECT: TRANSMITTAL OF COUNCIL ACTION FOR APPROVAL OR VETO

At the City Council meeting of August 10, 2023, Council adopted the attached Bill No. B-24, Ordinance No. 2023-024, entitled **\*\*\*BILL B-24 - (Intro'd July 20, 2023) (For Adoption) to Amend Section 2-1105 of the Fresno Municipal Code, relating to Campaign Contributions - Limitations on amount and document filing methods. (Subject to Mayor's Veto)** Item 1-B, File ID 23-1179, by the following vote:

Ayes	: Perea, Karbassi, Arias, Maxwell, Chavez, Bredefeld, Esparza
Noes	: None
Absent	: None
Abstain	: None

Please indicate either your formal approval or veto by completing the following sections and executing and dating your action. Please file the completed memo with the Clerk's office on or before August 21, 2023. In computing the ten day period required by Charter, the first day has been excluded and the tenth day has been included unless the 10<sup>th</sup> day is a Saturday, Sunday, or holiday, in which case it has also been excluded. Failure to file this memo with the Clerk's office within the required time limit shall constitute approval of the ordinance, resolution or action, and it shall take effect without the Mayor's signed approval.

APPROVED /NO RETURN: \_\_\_\_\_

**VETOED** for the following reasons: (Written objections are required by Charter; attach additional sheets if necessary.)

Date: 8/14/23

  
Jerry Dyer, Mayor

**COUNCIL OVERRIDE ACTION:**

Ayes	:
Noes	:
Absent	:
Abstain	:

Date: \_\_\_\_\_

2023 AUG 15 11:11 AM

CELESTIN



**FRESNO MUNICIPAL CODE**  
**SECTION 103 OF ARTICLE 1 OF CHAPTER 3**

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### **SEC. 3-103. PERMISSIBLE POLITICAL ACTIVITIES.**

The limitations on political activities imposed by Section 813 of the Charter shall not be deemed to prevent any person who holds a position in the administrative service, or whose name is on any register for appointment to a position in the administrative service, from

- (1) Attending a political meeting;
- (2) Enjoying entire freedom from all interference in casting a vote;
- (3) Seeking signatures to any initiative or referendum petition affecting their rates of pay, hours of work, retirement, civil service, or other working conditions provided such activity is not carried on during hours of work.

(Rep. and Added Ord. 5988, 1961, based on former Secs. 2-814 and 2-815; Am. Ord. 69-90, 1969; Ord. No. 2020-003 , § 3, eff. 3-2-20).



# NETFILE ELECTRONIC FILING SYSTEM INFORMATION

# NetFile Electronic Filing System Info

NetFile, the City of Fresno's free web-based data entry e-filing system, allows users to electronically submit disclosure reports as mandated by the California Political Reform Act. Users are able to access the system on any computer with internet access, 24 hour a day, 7 days a week.

Access the system by going to the NetFile User Log-In page located at <https://netfile.com/Filer>.

Included with the NetFile system is free telephone training given by trained NetFile staff. To sign up for this free training, go to the NetFile User Log-In above and click on the link at the bottom left of your screen titled, "Request Campaign Committee Phone Training". This training will include getting you set up in the NetFile e-filing system. If you would prefer not to take the training, follow the steps below to get set up in the NetFile system.

The individual who will be entering transactions into your committee's account and e-filing statements needs to create a NetFile User by clicking the "Create a New NetFile User" link. This opens the Create a New NetFile User page. Follow the on-screen instructions. There is a short video that explains this entire process located in the How-To Videos section on the log-in page.

Once the individual has created their NetFile User, they must then link their NetFile User Account to the committee account. Log in and then click the "Link Local Campaign Filer Account" link. Enter the Committee Name as found on your FPPC Form 410. Select the Committee Type and then enter the Filer ID and Password that you will be provided by the City Clerk.

For full instructions on creating a NetFile User and linking to the committee, see the document on the NetFile User Log-In page "How to Create a NetFile User and Link a Campaign Filer Account."

If you have any questions, consult the user's guide available in the Help & Support menu or view the page help by clicking the "Open Page Help" button available on every page in the system after your successful login, or contact the City Clerk's Office at (559) 621-7671.



## FPPC FORMS



FORM 700

# 2022-2023 Statement of Economic Interests



## Form 700

A Public Document

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### ***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](mailto: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](http://www.fppc.ca.gov)

December 2022



## Quick Start Guide

Detailed instructions begin on page 3.

### WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – 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, cryptocurrency, 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](mailto: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](mailto:form700@fppc.ca.gov).

## What's New

### Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**.

### 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
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://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 Newly Created Boards and Commissions:** File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

**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 as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

### When to file:

#### Annual Statements

##### ⇒ March 1, 2023

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

##### ⇒ April 3, 2023

- Most other filers

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

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, 2022, and December 31, 2022, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2024, or April 1, 2024, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2023. (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. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at [www.fppc.ca.gov](http://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 Maria 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, 2022, through December 31, 2022. If the period covered by the statement is different than January 1, 2022, through December 31, 2022, (for example, you assumed office between October 1, 2021, and December 31, 2021 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 2022.

- 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, 2022, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2022, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2021, and December 31, 2021, 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 2022.

### 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](http://www.fppc.ca.gov).

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

### Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

**STATEMENT OF ECONOMIC INTERESTS**  
**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, 2022, through  
December 31, 2022.

**Leaving Office:** Date Left / /  
(Check one circle.)

-or-

The period covered is / /, through  
December 31, 2022.

The period covered is January 1, 2022, through the date of  
leaving office.

-or-

**Assuming Office:** Date assumed / /

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 (required)**

► 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 (month, day, year)

Signature (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 separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
  - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

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 their 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 the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

### 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.

<b>1. Office, Agency, or Court</b>	
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:
<b>2. Jurisdiction of Office (Check at least one box)</b>	
<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 2022 annual statement, **do not** change the pre-printed dates to reflect 2023. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2023, through December 31, 2023, will be disclosed on your statement filed in 2024. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position 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. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

**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.

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name

NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

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

NATURE OF INVESTMENT

Stock      Other \_\_\_\_\_  
(Describe)

Partnership      Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/22      \_\_\_\_\_/\_\_\_\_\_/22  
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:

\_\_\_\_\_/\_\_\_\_\_/22      \_\_\_\_\_/\_\_\_\_\_/22  
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:

\_\_\_\_\_/\_\_\_\_\_/22      \_\_\_\_\_/\_\_\_\_\_/22  
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:

\_\_\_\_\_/\_\_\_\_\_/22      \_\_\_\_\_/\_\_\_\_\_/22  
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:

\_\_\_\_\_/\_\_\_\_\_/22      \_\_\_\_\_/\_\_\_\_\_/22  
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:

\_\_\_\_\_/\_\_\_\_\_/22      \_\_\_\_\_/\_\_\_\_\_/22  
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
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

### 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.

- 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. Do not use acronyms for 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. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose 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 Frank’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice 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.

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

<b>CALIFORNIA FORM 700</b>
FAIR POLITICAL PRACTICES COMMISSION
Name _____

<b>► 1. BUSINESS ENTITY OR TRUST</b>	
Name _____	
Address (Business Address Acceptable) _____	
Check one Trust, go to 2      Business Entity, complete the box, then go to 2	
<b>GENERAL DESCRIPTION OF THIS BUSINESS</b>	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$0 - \$1,999	_____/_____/22
\$2,000 - \$10,000	_____/_____/22
\$10,001 - \$100,000	ACQUIRED      DISPOSED
\$100,001 - \$1,000,000	
Over \$1,000,000	
NATURE OF INVESTMENT	
Partnership      Sole Proprietorship	_____ Other
YOUR BUSINESS POSITION _____	

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

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

<b>► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST</b>	
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 _____	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000	_____/_____/22
\$10,001 - \$100,000	_____/_____/22
\$100,001 - \$1,000,000	ACQUIRED      DISPOSED
Over \$1,000,000	
NATURE OF INTEREST	
Property Ownership/Deed of Trust	Stock      Partnership
Leasehold _____	Other _____
Yrs. remaining	
Check box if additional schedules reporting investments or real property are attached	

<b>► 1. BUSINESS ENTITY OR TRUST</b>	
Name _____	
Address (Business Address Acceptable) _____	
Check one Trust, go to 2      Business Entity, complete the box, then go to 2	
<b>GENERAL DESCRIPTION OF THIS BUSINESS</b>	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$0 - \$1,999	_____/_____/22
\$2,000 - \$10,000	_____/_____/22
\$10,001 - \$100,000	ACQUIRED      DISPOSED
\$100,001 - \$1,000,000	
Over \$1,000,000	
NATURE OF INVESTMENT	
Partnership      Sole Proprietorship	_____ Other
YOUR BUSINESS POSITION _____	

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

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

<b>► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST</b>	
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 _____	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000	_____/_____/22
\$10,001 - \$100,000	_____/_____/22
\$100,001 - \$1,000,000	ACQUIRED      DISPOSED
Over \$1,000,000	
NATURE OF INTEREST	
Property Ownership/Deed of Trust	Stock      Partnership
Leasehold _____	Other _____
Yrs. remaining	
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)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY

FAIR MARKET VALUE  
\$2,000 - \$10,000  
\$10,001 - \$100,000  
\$100,001 - \$1,000,000  
Over \$1,000,000

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22 ACQUIRED      \_\_\_\_/\_\_\_\_/22 DISPOSED

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

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22 ACQUIRED      \_\_\_\_/\_\_\_\_/22 DISPOSED

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, Allison received rental income of \$12,000, from a single tenant who rented property 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 / / XX / XX DISPOSED / / XX / XX
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Leasehold <input type="checkbox"/> Easement <input type="checkbox"/> 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 Petrolo ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

# SCHEDULE C

## Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

**CALIFORNIA FORM**  
FAIR POLITICAL PRACTICES COMMISSION

700

Name  


---

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

▶ 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 <i>(Business Address Acceptable)</i>  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	<div style="display: flex; justify-content: space-between;"> INTEREST RATE TERM (Months/Years) </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____%</div> <div>None</div> <div>_____</div> </div> SECURITY FOR LOAN None      Personal residence  Real Property _____ <div style="text-align: right; margin-right: 50px;"><small><i>Street address</i></small></div> <div style="text-align: right; margin-right: 50px;"><small><i>City</i></small></div> Guarantor _____  Other _____ <div style="text-align: right;"><small><i>(Describe)</i></small></div>
---	---

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

<b>CALIFORNIA FORM 700</b> FAIR POLITICAL PRACTICES COMMISSION
Name _____

<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____
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DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)																							
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____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							

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 \$520 limit in 2022. (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**

<b>CALIFORNIA FORM 700</b> FAIR POLITICAL PRACTICES COMMISSION
Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. 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 <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE:      Gift <b>-or-</b> Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

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

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

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE:      Gift <b>-or-</b> 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 \$500 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 MaryClaire's 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 they are not providing services are likely considered gifts.

Note that the same payment from a 501(c)(3) would NOT be reportable.

### 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 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 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](http://www.fppc.ca.gov).)

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description Travel reimbursement for board meeting.	
▶ If Gift, Provide Travel Destination	

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

## 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 economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) 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 Act's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2021-2022, the gift limit increased to \$520 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](http://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](mailto: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

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### 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 instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). 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.

## Questions and Answers

### Continued

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- 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.
- 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](http://www.fppc.ca.gov). (See Reference Pamphlet, page 14.)

## Questions and Answers

### Continued

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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.

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 spouse is a partner in a four-person firm where all of their business is based on their 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 spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse'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 that real property.

## Questions and Answers Continued

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### 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.
- 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 2022 the gift limit was \$520, so the Bensons may have given the supervisor artwork valued at no more than \$1,040. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- 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.
- 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.



FORM 501

## 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](http://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](http://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/](http://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

(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 \_\_\_\_\_  
(month, day, year)

Signature \_\_\_\_\_  
(Candidate)



FORM 410

# 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](http://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

Initial

Not yet qualified  
or  
Date qualification threshold met

\_\_\_\_/\_\_\_\_/\_\_\_\_

Amendment

Date qualification threshold met

\_\_\_\_/\_\_\_\_/\_\_\_\_

Termination – See Part 5

Date of termination

\_\_\_\_/\_\_\_\_/\_\_\_\_

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	NAME OF ASSISTANT TREASURER, IF ANY			
FULL MAILING ADDRESS (IF DIFFERENT)				STREET ADDRESS (NO P.O. BOX)			
E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)				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

CALIFORNIA  
FORM 410

Page 2

COMMITTEE NAME			I.D. NUMBER		
<ul style="list-style-type: none"><li>All committees must list the financial institution where the campaign bank account is located.</li></ul>					
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		
			Nonpartisan	Partisan	(list political party below)
			Nonpartisan	Partisan	(list political party below)

### 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

CALIFORNIA  
FORM 410

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.



FORM 460

**The Form 460 is for use by all recipient committees, including:**

**Candidates, Officeholders and Their Controlled Committees**

- 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.

**Primarily Formed Ballot Measure Committees**

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of a single ballot measure or two or more measures being voted on in the same city, county, multi-county or state election.

**Primarily Formed Candidate/Officeholder Committees**

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder(s).

**General Purpose Committees**

- A person, entity, or organization that receives contributions totaling \$2,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).

Non-controlled committees that do not receive contributions, loans, or miscellaneous receipts totaling \$100 or more from a single source during a calendar year may use Form 450 – Recipient Committee Campaign Statement – Short Form.

**Note:** Refer to the Statement of Organization, Form 410, for guidance to determine the type of committee.

**Use the Form 460 to file any of the following:**

- Preelection Statement
- Semi-annual Statement
- Quarterly Statement
- Special Odd-Year Report
- Termination Statement
- Amendment to a previously filed statement

**Note:** Mark the preelection statement box if a committee files a monthly report in connection with a LAFCO proposal.

See reverse for general guidance on where to file this form.

**Contribution Limits:** Candidates for elective state office are subject to state contribution limits. Contributions received by committees for the purpose of making contributions to candidates for elective state office are also subject to limits. A chart identifying the limits is located at [www.fppc.ca.gov](http://www.fppc.ca.gov). In addition, local candidates may be subject to contribution limits imposed by local ordinance. Questions concerning local limits should be addressed to election officials in the local jurisdiction.

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 (available from your filing officer or the FPPC). Campaign filing deadlines, forms, and other informational materials are available on the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

# Instructions for Recipient Committee Campaign Statement

## Where to File:

In general, state committees file with the Secretary of State and local committees file with the filing officer of the local jurisdiction.

### State Committees:

State committees include state candidates and officeholders, all judicial candidates and judges, committees that support or oppose state candidates and ballot measures (e.g. PACs, political parties), committees that support or oppose candidates and ballot measure in more than one county and candidates and committees formed for CalPERS or CalSTRS elections.

#### Secretary of State

Political Reform Division  
1500 11th Street, Room 495  
Sacramento, CA 95814  
Phone (916) 653-6224  
Fax (916) 653-5045  
[www.sos.ca.gov](http://www.sos.ca.gov)

### Additional Copies:

- A copy of this form must also be filed with a state candidate's county of domicile's filing officer, if the state candidate committee does not file Form 460 electronically with the Secretary of State.
- A copy of this form must also be filed with a local filing officer if the committee is controlled by a candidate for state elective office and the committee is formed for a local election.
- A copy of this form must also be filed with the relevant CalPERS or CalSTRS office if the committee is a candidate controlled or a primarily formed committee for a CalPERS or CalSTRS election. A candidate seeking a

CalPERS or CalSTRS election is not required to file a copy of the statement with the candidate's county of domicile.

### Local Committees:

- Elected officers and candidates for local agencies that have jurisdiction in two or more counties and committees that support or oppose candidates or local measures being voted on in one of these jurisdictions, file an original and one copy with the election official for the county with the largest number of registered voters in the district and one copy with their county of domicile.
- Elected county officeholders and candidates for county offices, and committees that support or oppose candidates or ballot measures being voted on within a single county, file an original and one copy with the election official for that county.
- Elected city officeholders and candidates for city offices, and committees that support or oppose candidates and ballot measures in a single city, file an original and one copy with the city clerk.

## Fast Facts:

**Paper Copies:** Most committees must file the original and one copy in paper format with the designated filing officer. Most state committees must also file an electronic version. Some local jurisdictions also require electronic submissions.

**Electronic Filing:** State committees must file electronic reports with the Secretary of State if the committee receives contributions or makes expenditures totaling \$25,000 or more.

**General Purpose Committees:** FPPC regulation 18227.5 sets out the procedures for determining whether a committee should file with the state, county or city elections office. In general, such committees file with the Secretary of State unless the committee makes more than 70% of its contributions and expenditures in connection with a city election or county election. The regulation sets out review timelines and exceptions. A committee cannot knowingly file in an incorrect jurisdiction with the intention of avoiding the appropriate legal disclosure to the public. Committees that change jurisdictions file in both jurisdictions until the end of the calendar year.

**LAFCO Proposals:** Committees primarily formed to support or oppose a LAFCO proposal file this form with the county elections office in the county that the proposal may be voted upon. Once a proposal is listed on a ballot, a committee will file as a multi-county, county or city committee.

**Statement of Organization:** A committee must make certain that its Statement of Organization, Form 410, is current and correct. This form includes information such as a candidate's year of election and the name of the committee's principal officers as well as other important information regarding the committee's formation. Information listed on a Form 460 must be the same as that disclosed on the Form 410.

# Recipient Committee Campaign Statement Cover Page

COVER PAGE

**CALIFORNIA**  
**FORM** **460**

Page \_\_\_\_\_ of \_\_\_\_\_

For Official Use Only

Date Stamp

Statement covers period

from \_\_\_\_\_

through \_\_\_\_\_

Date of election if applicable:  
(Month, Day, Year)

SEE INSTRUCTIONS ON REVERSE

**1. Type of Recipient Committee:** All Committees – Complete Parts 1, 2, 3, and 4.Officeholder, Candidate Controlled Committee  
State Candidate Election Committee  
Recall  
*(Also Complete Part 5)*Primarily Formed Ballot Measure  
Committee  
Controlled  
Sponsored  
*(Also Complete Part 6)*General Purpose Committee  
Sponsored  
Small Contributor Committee  
Political Party/Central CommitteePrimarily Formed Candidate/  
Officeholder Committee  
*(Also Complete Part 7)***2. Type of Statement:**Preelection Statement  
Semi-annual Statement  
Termination Statement  
(Also file a Form 410 Termination)  
Amendment (Explain below)Quarterly Statement  
Special Odd-Year Report**3. Committee Information**

I.D. NUMBER

COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE)

STREET ADDRESS (NO P.O. BOX)

CITY STATE ZIP CODE AREA CODE/PHONE

MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX

CITY STATE ZIP CODE AREA CODE/PHONE

OPTIONAL: FAX / E-MAIL ADDRESS

**Treasurer(s)**

NAME OF TREASURER

MAILING ADDRESS

CITY STATE ZIP CODE AREA CODE/PHONE

NAME OF ASSISTANT TREASURER, IF ANY

MAILING ADDRESS

CITY STATE ZIP CODE AREA CODE/PHONE

OPTIONAL: FAX / E-MAIL ADDRESS

**4. Verification**

I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules 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 \_\_\_\_\_  
DateExecuted on \_\_\_\_\_  
DateExecuted on \_\_\_\_\_  
DateExecuted on \_\_\_\_\_  
DateBy \_\_\_\_\_  
Signature of Treasurer or Assistant TreasurerBy \_\_\_\_\_  
Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of SponsorBy \_\_\_\_\_  
Signature of Controlling Officeholder, Candidate, State Measure ProponentBy \_\_\_\_\_  
Signature of Controlling Officeholder, Candidate, State Measure Proponent

FPPC Form 460 (Jan/2016))

FPPC Advice: advice@fppc.ca.gov (866/275-3772)

www.fppc.ca.gov

# Instructions for Recipient Committee Campaign Statement – Cover Page

CALIFORNIA  
FORM **460**

## Period Covered by a Statement:

The “period covered” by a campaign statement begins the day after the closing date of the last campaign statement filed. For example, if the closing date of the last statement was September 30, the beginning date of the next statement will be October 1.

If this is the committee’s first campaign statement, begin with January 1 of the current calendar year.

The closing date of the statement depends on the type of statement you are filing.

## Date of Election:

If you are filing this statement as a preelection statement in connection with an election, enter the date of the election.

## Type of Recipient Committee:

Check one box to indicate the type of committee filing the statement. General descriptions are provided on the cover sheet to this form, or contact your filing officer or the FPPC for assistance. Following are some additional guidelines:

### Controlled Committee

- A controlled committee is one that is controlled by a candidate, officeholder or, in the case of a state ballot measure committee, by the proponent of the measure. A committee is “controlled” if the candidate, officeholder, or proponent, his or her agent, or any other committee he or she controls, has a significant influence on the actions or decisions of the committee.

## Sponsored Committees

- A sponsored committee is one that has a sponsor—a business entity, organization, union, or other entity—that meets certain criteria. Sponsored ballot measure committees and general purpose committees must include the name of the sponsor in the name of the committee.

## Small Contributor Committees

- This term is significant only if the committee makes contributions to candidates running for elective state office.

## Type of Statement:

Check the appropriate box(es) to indicate the type of statement you are filing (or amending).

**Amendments:** If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment and list the schedules being amended. Include an amended summary page, if applicable. Be sure to enter the period covered of the statement you are amending.

**Termination:** A committee must continue filing campaign statements each year until it is eligible to terminate and files a Form 410 Termination.

Most officeholders must continue filing campaign statements until they have terminated all controlled committees and have left office.

## Committee I.D. Number:

If the committee has not yet received an identification number from the Secretary of State, enter “Not Yet Received.” File Form 410 to obtain an I.D. Number.

## Verification:

The statement must be signed by the committee treasurer or the assistant treasurer named on the committee’s Statement of Organization (Form 410). An officeholder, candidate, or state measure proponent who controls the committee must also sign the statement. If two or three officeholders, candidates, or proponents control the committee, each must sign the statement. If more than three control the committee, one may sign on behalf of the others.

Under certain circumstances, the responsible officer of a sponsoring organization must sign the statement.

## Additional Important Information:

Refer to the FPPC Campaign Disclosure Manual for your type of committee for information about:

- When, where, and what type of statements the committee is required to file.
- Closing date of campaign statements.
- Sponsored committee criteria.
- Termination criteria.
- Recordkeeping requirements and prohibitions.

Recipient Committee  
Campaign Statement  
Cover Page — Part 2

COVER PAGE - PART 2

CALIFORNIA  
FORM 460

Page \_\_\_\_\_ of \_\_\_\_\_

5. Officeholder or Candidate Controlled Committee

NAME OF OFFICEHOLDER OR CANDIDATE

OFFICE SOUGHT OR HELD (INCLUDE LOCATION AND DISTRICT NUMBER IF APPLICABLE)

RESIDENTIAL/BUSINESS ADDRESS (NO. AND STREET) CITY STATE ZIP

**Related Committees Not Included in this Statement:** *List any committees not included in this statement that are controlled by you or are primarily formed to receive contributions or make expenditures on behalf of your candidacy.*

COMMITTEE NAME

I.D. NUMBER

NAME OF TREASURER

CONTROLLED COMMITTEE?

YES NO

COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)

CITY STATE ZIP CODE AREA CODE/PHONE

COMMITTEE NAME

I.D. NUMBER

NAME OF TREASURER

CONTROLLED COMMITTEE?

YES NO

COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)

CITY STATE ZIP CODE AREA CODE/PHONE

6. Primarily Formed Ballot Measure Committee

NAME OF BALLOT MEASURE

BALLOT NO. OR LETTER

JURISDICTION

SUPPORT  
OPPOSE

**Identify the controlling officeholder, candidate, or state measure proponent, if any.**

NAME OF OFFICEHOLDER, CANDIDATE, OR PROPONENT

OFFICE SOUGHT OR HELD

DISTRICT NO. IF ANY

7. Primarily Formed Candidate/Officeholder Committee *List names of officeholder(s) or candidate(s) for which this committee is primarily formed.*

NAME OF OFFICEHOLDER OR CANDIDATE

OFFICE SOUGHT OR HELD

SUPPORT  
OPPOSE

NAME OF OFFICEHOLDER OR CANDIDATE

OFFICE SOUGHT OR HELD

SUPPORT  
OPPOSE

NAME OF OFFICEHOLDER OR CANDIDATE

OFFICE SOUGHT OR HELD

SUPPORT  
OPPOSE

NAME OF OFFICEHOLDER OR CANDIDATE

OFFICE SOUGHT OR HELD

SUPPORT  
OPPOSE

*Attach continuation sheets if necessary*

**Instructions for  
Recipient Committee  
Campaign Statement – Cover Page**

**CALIFORNIA  
FORM 460**

**Officeholder or Candidate Controlled Committee:**

Candidates must have a separate bank account and committee to run for different elective offices. A candidate who is required to file campaign statements in connection with more than one elective office but is only receiving contributions and making expenditures for one of the offices, may include both offices on one Form 460. In Part 5 of the cover page, enter the candidate's name and under "Office Sought or Held," identify each office, and state whether the candidate is seeking or holding the office. The Form 460 must be filed with the appropriate filing officer(s) for each office.

For example, a city councilmember is raising funds to run for the county board of supervisors. She has no committee and is not raising or spending funds in connection with the city office, and has formed a controlled committee for the county office. To comply with the requirements to file campaign statements for both her city office and her county candidacy, she may complete one Form 460 each campaign reporting period, which she will file with the city clerk and the county elections department. In Part 5 of the Form 460 Cover Page, under "Office Sought or Held," she will state that she is holding the office of city councilmember (including the name of the city) and that she is seeking a seat on the board of supervisors (including the name of the county).

**Ballot Measure Committee:**

Part 6 of the Form 460 Cover Page must be completed by committees that are primarily formed to support or oppose the qualification or passage of a single ballot measure or two or more measures being voted on in the same city, county, multicounty, or state election. A "general purpose" ballot measure committee (one that supports or opposes a variety of state and/or local ballot measures) is not required to complete Part 6.



# Campaign Disclosure Statement Summary Page

Amounts may be rounded  
to whole dollars.

SUMMARY PAGE

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

Statement covers period

from \_\_\_\_\_

through \_\_\_\_\_

**CALIFORNIA**  
**FORM 460**

Page \_\_\_\_\_ of \_\_\_\_\_

I.D. NUMBER

## Contributions Received

		Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B CALENDAR YEAR TOTAL TO DATE
1. Monetary Contributions .....	Schedule A, Line 3	\$ _____	\$ _____
2. Loans Received .....	Schedule B, Line 3	_____	_____
3. SUBTOTAL CASH CONTRIBUTIONS .....	Add Lines 1 + 2	\$ _____	\$ _____
4. Nonmonetary Contributions .....	Schedule C, Line 3	_____	_____
5. TOTAL CONTRIBUTIONS RECEIVED .....	Add Lines 3 + 4	\$ _____	\$ _____

## Calendar Year Summary for Candidates Running in Both the State Primary and General Elections

	1/1 through 6/30	7/1 to Date
20. Contributions Received	\$ _____	\$ _____
21. Expenditures Made	\$ _____	\$ _____

## Expenditures Made

6. Payments Made .....	Schedule E, Line 4	\$ _____	\$ _____
7. Loans Made .....	Schedule H, Line 3	_____	_____
8. SUBTOTAL CASH PAYMENTS .....	Add Lines 6 + 7	\$ _____	\$ _____
9. Accrued Expenses (Unpaid Bills) .....	Schedule F, Line 3	_____	_____
10. Nonmonetary Adjustment .....	Schedule C, Line 3	_____	_____
11. TOTAL EXPENDITURES MADE .....	Add Lines 8 + 9 + 10	\$ _____	\$ _____

## Expenditure Limit Summary for State Candidates

22. Cumulative Expenditures Made* (If Subject to Voluntary Expenditure Limit)	
Date of Election (mm/dd/yy)	Total to Date
_____/_____/_____	\$ _____
_____/_____/_____	\$ _____

## Current Cash Statement

12. Beginning Cash Balance .....	Previous Summary Page, Line 16	\$ _____
13. Cash Receipts .....	Column A, Line 3 above	_____
14. Miscellaneous Increases to Cash .....	Schedule I, Line 4	_____
15. Cash Payments .....	Column A, Line 8 above	_____
16. ENDING CASH BALANCE .....	Add Lines 12 + 13 + 14, then subtract Line 15	\$ _____
If this is a termination statement, Line 16 must be zero.		

To calculate Column B, add amounts in Column A to the corresponding amounts from Column B of your last report. Some amounts in Column A may be negative figures that should be subtracted from previous period amounts. If this is the first report being filed for this calendar year, only carry over the amounts from Lines 2, 7, and 9 (if any).

17. LOAN GUARANTEES RECEIVED .....	Schedule B, Part 2	\$ _____
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## Cash Equivalents and Outstanding Debts

18. Cash Equivalents .....	See instructions on reverse	\$ _____
19. Outstanding Debts .....	Add Line 2 + Line 9 in Column B above	\$ _____

\*Amounts in this section may be different from amounts reported in Column B.

# Instructions for Summary Page Campaign Disclosure Statement

CALIFORNIA  
FORM **460**

The Summary Page provides an overview of the committee's financial activities and is completed for each filing.

**Column A** reflects activities during the current reporting period as reported on Schedules A through H. It is not necessary to attach a blank schedule if there has been no reportable activity during the period, but it is necessary to enter a zero or the word "none" on the appropriate line in Column A of the Summary Page.

**Column B** figures should reflect the cumulative total since January 1 of the current calendar year.\* Add the totals from Column B of the committee's last campaign statement (if any) to the corresponding amounts in Column A. If this is the first report being filed for a calendar year, only carry forward the amounts reported on Lines 2, 7, and 9 of Column B (if any) from the committee's last statement. (Note: The amounts reported on Lines 2, 7, and 9 of Column B should be the same as the total outstanding amounts disclosed in column (d) of Schedules B, F, and H, respectively, of the current report.)

When loans (Schedules B and H) and accrued expenses (Schedule F) are paid, the figures to be carried from the schedules to Lines 2, 7, and 9 of Column A may be negative numbers. In this case, be sure to show them as negative figures on the Summary Page (e.g., with a minus sign (-) or in parentheses), and subtract them when totaling Columns A and B.

\*There are exceptions to the calendar year "cumulation period" for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities. Consult the FPPC Campaign Disclosure Manual for your type of committee for additional information.

## Current Cash Statement:

Lines 12-16 of the Summary Page should accurately reflect your current cash position. Beginning and ending cash balances should include the total amount of funds in your campaign checking and savings accounts, plus any investments that can be readily converted to cash, such as certificates of deposit, money market accounts, stocks and bonds, etc. (Officeholders and candidates are subject to bank account restrictions, and all committees should read the FPPC Campaign Disclosure Manual regarding appropriate uses of campaign funds.)

Line 12 (Beginning Cash Balance) must be the same as the ending cash balance reported on Line 16 of your previous statement's Summary Page. If this is your first campaign statement, enter zero on Line 12.

Line 16 (Ending Cash Balance) is the total of Lines 12, 13, and 14, **minus** Line 15.

**If you are filing a termination statement, Line 16 must be zero.**

## Cash Equivalents:

"Cash equivalents" include investments that cannot be readily converted to cash, as well as the balance due on all outstanding loans the committee has made to others (from Line 7 of Column B of the Summary Page). Investments that can be readily converted to cash, such as certificates of deposit or money market funds, should be included in the cash on hand figures on Lines 12 and 16 of the Summary Page.

## Summary for Primary and General Elections (Lines 20 and 21):

This section is only for committees that are:

- Controlled by a candidate who is being voted on in both the state primary and general elections (does not apply to controlled ballot measure committees); or
- Primarily formed to support or oppose candidates being voted on in both the state primary and general elections.

Complete this summary on the preelection and semi-annual statements for the general election, covering periods during the last six months of the year (July 1 – December 31).

## Expenditure Ceiling Summary for State Candidates (Line 22):

Candidates for elective state office who have accepted the voluntary expenditure ceiling for a particular election must disclose the total amount of expenditures made through the end of the reporting period that are subject to the expenditure ceiling for the election. Report the date of the election and total amount expended for that election. Report totals for the primary and general elections separately. This information is no longer required if the expenditure ceiling has been lifted. (See FPPC Campaign Disclosure Manual 1.)



FORM 470

# Officeholder and Candidate Campaign Statement — Short Form - AND - Form 470 Supplement

CALIFORNIA  
FORM

470

## Who Uses Form 470:

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 or more during the calendar year.

Officeholders and candidates who have a controlled committee or who have raised or spent \$2,000, file the Recipient Committee Statement – Form 460.

## Exceptions:

The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or Form 460):

- candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year;
- officeholders whose salaries are less than \$200 per month and judicial candidates who have not made or received contributions or made expenditures during non-election years; and
- judges who do not receive contributions and who make personal expenditures of less than \$1,000 or more in non-election years.

## Period Covered:

The period covered is always the calendar year (January 1 through December 31).

## \$2,000 Threshold:

To determine if \$2,000 has been raised or spent, or will be raised or spent, the candidate's personal funds for the filing fee or statement of qualifications are excluded.

A campaign bank account must be established if the candidate receives contributions from other persons.

## When to File:

Ensure campaign deadlines are met. Go to [www.fppc.ca.gov](http://www.fppc.ca.gov) for campaign disclosure filing schedules.

If the Form 470 is filed in connection with an election, or on or before the filing deadline for the first campaign statement required for the calendar year, no additional campaign statements need to be filed for that calendar year as long as total contributions received remain less than \$2,000 and total expenditures made remain less than \$2,000. In most cases, July 31 is the filing deadline for the first campaign statement required to be filed by officeholders and candidates not being voted upon.

The Form 470 is filed in connection with an election if it is filed with the declaration of candidacy, or as a first preelection statement in connection with an election, covering the year of the election. If, after filing Form 470, receipts or expenditures reach \$2,000 or more, see the attached Form 470 Supplement for important reporting requirements.

## Where to File:

### State Elections:

State officeholders, state candidates, candidates and members of CalPERS and CalSTRS, judges and judicial candidates must file the original and one copy with:

Secretary of State  
Political Reform Division  
1500 11th Street, Room 495  
Sacramento, CA 95814  
Phone (916) 653-6224  
Fax (916) 653-5045  
[www.sos.ca.gov](http://www.sos.ca.gov)

## Additional Copies:

A copy of the Form 470 must also be filed with the candidate's county of domicile's filing officer. CalPERS and CalSTRS board candidates must file a copy of the Form 470 with the relevant CalPERS or CalSTRS office and not the candidate's county of domicile.

## Local Elections:

- Elected officers and candidates for local multi-county agencies file an original and one copy with the elections official for the county with the largest number of registered voters in the district and one copy with the candidate's county of domicile.
- Elected county officeholders and candidates for county offices file an original and one copy with the elections official for that county.
- Elected city officeholders and candidates for city offices file an original and one copy with the city clerk.

**Note:** A local agency may impose additional requirements.

**Amendments:** If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment. Be sure to enter the calendar year covered by the statement you are amending and the date of election, if applicable.

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.

## Instructions for Completing Form 470 Supplement

### Form 470 Supplement:

If an officeholder or candidate files the Form 470 for an election year and later receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$2,000 or more or makes expenditures totaling \$2,000 or more during the same calendar year, the officeholder or candidate must send a written notice within 48 hours. Use the attached Form 470 Supplement or follow the instructions below for preparing the notice.

### When to File:

The notice must be sent within 48 hours of receiving contributions totaling \$2,000 or more or making expenditures of \$2,000 or more.

### Method of Delivery:

The notice must be sent by guaranteed overnight delivery service, personal delivery, fax, or email. Regular mail may not be used.

### Where to File:

- Secretary of State's Office;
- local filing officer with whom the officeholder/candidate is required to file the originals of his/her campaign statements; and
- each candidate seeking the same office.

Contact your filing officer for candidate addresses.

### Officeholder/Candidate Information:

Enter the officeholder/candidate's full name, residential or business address and daytime telephone number.

### Office Sought:

- Enter the title of the office sought;
- the district number, if any; and
- the date of the election.

### Date Contributions/Expenditures Were Made or Received:

Enter the date monetary or non-monetary contributions totaling \$2,000 or more (including the candidate's personal funds) were received or the date expenditures of \$2,000 or more were made.

**Amendments:** If you are filing an amendment to a previously filed statement, give a brief explanation of the amendment.

**Note:** Once an officeholder or candidate reaches the \$2,000 threshold in receipts or expenditures, in addition to filing the Form 470 Supplement, other forms are required. See FPPC Campaign Disclosure Manual 1 for state candidates or Manual 2 for local candidates.

**Officeholder and Candidate  
Campaign Statement –  
Short Form**

		Date Stamp	<b>CALIFORNIA FORM 470</b> For Official Use Only
Date of election if applicable: (Month, Day, Year) _____	<b>Amendment</b> (Explain Below) _____ _____		

**1. Statement Covers Calendar Year 20 \_\_\_\_\_ .**

**2. Officeholder or Candidate Information**

NAME OF OFFICEHOLDER OR CANDIDATE

STREET ADDRESS

CITY

STATE

ZIP CODE

AREA CODE/DAYTIME PHONE NUMBER

OPTIONAL: FAX / E-MAIL ADDRESS

**3. Office Sought or Held**

OFFICE SOUGHT OR HELD

JURISDICTION (LOCATION)

DISTRICT NUMBER  
(IF APPLICABLE)

**4. Committee Information**

List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy.

COMMITTEE NAME AND I.D. NUMBER	COMMITTEE ADDRESS	NAME OF TREASURER

**5. Verification**

I declare under penalty of perjury that to the best of my knowledge I anticipate that I will receive less than \$2,000 and that I will spend less than \$2,000 during the calendar year and that I have used all reasonable diligence in preparing this statement. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_  
DATE

By \_\_\_\_\_  
SIGNATURE OF OFFICEHOLDER OR CANDIDATE

**Officeholder and Candidate  
Campaign Statement  
Form 470 Supplement**

SEE INSTRUCTIONS ON REVERSE

This form is written notification that the officeholder/candidate listed below has received contributions totaling \$2,000 or more or has made expenditures of \$2,000 or more during the calendar year.

**Amendment** (Explain Below)

Date Stamp

**CALIFORNIA  
FORM**

**470  
SUPPLEMENT**

For Official Use Only

**1. Officeholder or Candidate Information**

NAME OF OFFICEHOLDER OR CANDIDATE

STREET ADDRESS

CITY

STATE

ZIP CODE

AREA CODE/DAYTIME PHONE NUMBER

OPTIONAL: FAX / E-MAIL ADDRESS

**2. Office Sought**

OFFICE SOUGHT

DISTRICT NUMBER  
(IF APPLICABLE)

DATE OF ELECTION (MONTH, DAY, YEAR)

**3. Date Contributions Totaling \$2,000 or More Were Received or Date Expenditures of \$2,000 or More Were Made**

(MONTH, DAY, YEAR)