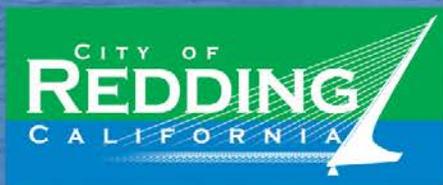


# Candidates' Guidelines

General Municipal Election  
November 8, 2016



# CITY OF REDDING 2016 General Municipal Election

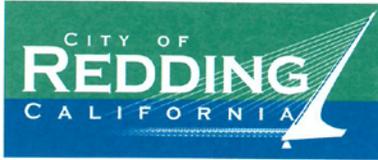


## Candidates' Guidelines

*Prepared by the Redding City Clerk's Office  
Pamela Mize, City Clerk/Elections Official*

**This guide was developed in an effort to assist candidates seeking office within the City of Redding. It is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. Persons using this guide must bear full responsibility to make their own determinations as to all legal standards and duties.**

Cover Design Credits to:  
Marlys Johnson, City of Redding Graphic Artist-Photographer



CITY OF REDDING  
777 CYPRESS AVENUE, REDDING, CA 96001  
P.O. Box 496071, REDDING, CA 96049-6071

June 1, 2016

Dear Candidate:

Welcome to Redding City Government. Your interest in participating in local government is appreciated, and we hope this Candidates' Guidelines will make the electoral process easier for you.

The purpose of this booklet is to outline the procedures established by the Elections Code and Government Code of the State of California for residents of the City of Redding who wish to become Council Member or City Treasurer candidates. While we have attempted to be as informative as possible in compiling this guide, it is not intended as a substitute for legal counsel. We urge you to consult your own private attorney and/or study and review the referenced codes as state law prohibits employees from answering questions of a legal nature.

We look forward to working with you in your bid for public office. If you have questions or comments, please feel free to stop by our office on the 3<sup>rd</sup> floor of City Hall, 777 Cypress Avenue, or call 225-4044.

Regards,

A handwritten signature in blue ink that reads "Pamela Mize".

PAMELA MIZE  
City Clerk/Elections Official



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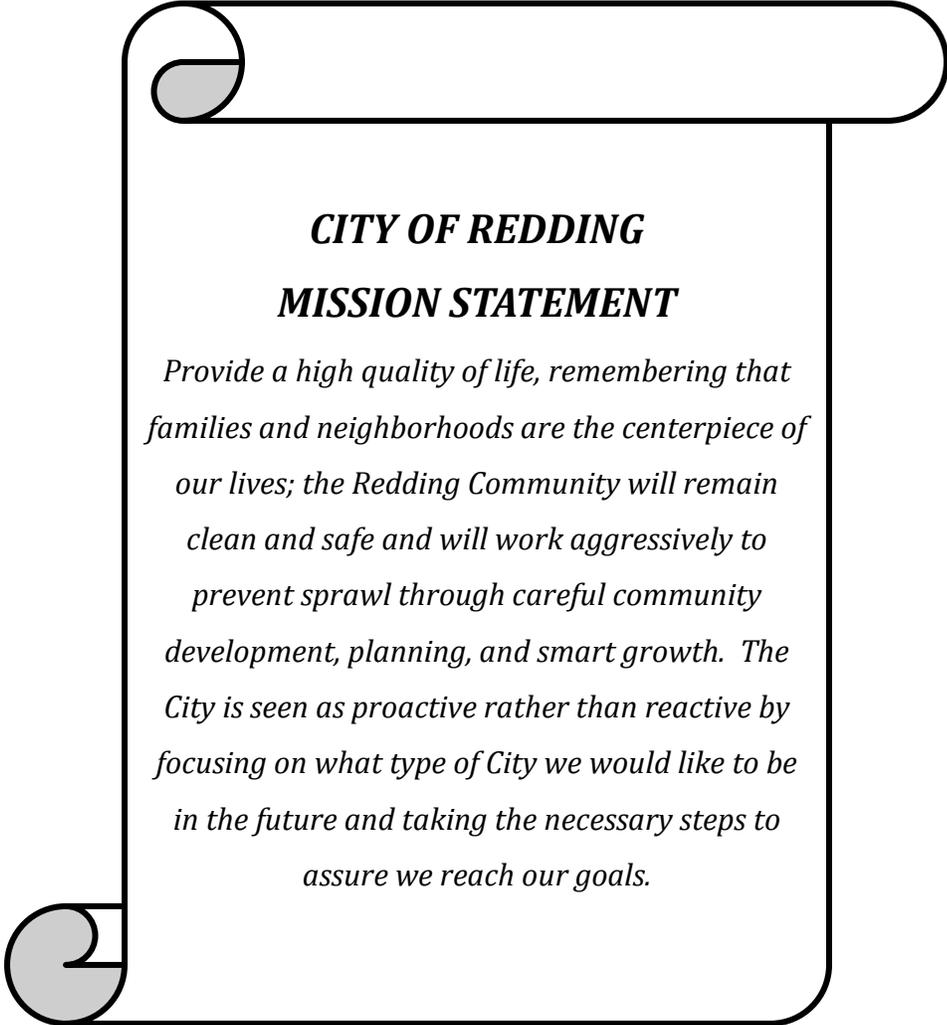
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# GENERAL INFORMATION

**Election Date:** Tuesday, November 8, 2016  
**Poll Hours:** 7:00 a.m. to 8:00 p.m.

**Positions for Election:** Council Member (2)  
City Treasurer (1)

**Qualifications:** Must be a registered voter and resident of the City of Redding at the time nomination papers are issued. [If the office holder changes residence outside the City limits or ceases to be an elector of the City, the office shall immediately become vacant. Government Code (GC) § 36502]

**Filing Period:** Monday, July 18<sup>th</sup> through Friday, August 12<sup>th</sup>.

If an incumbent does not file, the deadline for only that particular office is extended to August 17<sup>th</sup> for everyone except incumbents.

**Assuming Office Date:** Tuesday, December 6, 2016

**City Council Meetings:** City Council meetings are held on the first and third Tuesday of each month at 6:00 p.m. Additional meetings may be held as needed. Agendas are posted at City Hall and on the City's Internet Home Page ([www.cityofredding.org](http://www.cityofredding.org)), along with staff reports, under the link "[Meetings and Agendas](#)" after 4:00 p.m. on the Thursday before the Tuesday City Council meeting. Once approved, meeting minutes may be reviewed at the City Clerk's office or on the City's website.

<b>Compensation:</b>	Council Member (pursuant to GC § 36516)	\$600.00 per month
	Agency Meetings – Council Member:	
	-Redding Area Bus Authority (RABA Resolution No. 55)	\$30.00 per meeting
	-Redding Municipal Library Board of Trustees (RMC § 2.42.060)	\$50.00 per month
	-All other meetings are non-compensated.	
	City Treasurer (pursuant to RMC § 2.20.010)	\$600.00 per month

# GENERAL INFORMATION

(Continued)

## **Benefits:**

Benefits are described in the City's *Employment and Benefit Policies for Unrepresented Employees*, specifically, Article 14: Employee Group Health & Welfare Insurance Benefits, and Article 15: Retirement Program. This document is available by contacting the City Clerk's office or online at:

<http://www.cityofredding.org/departments/personnel-department/personnel/m-o-u-s>

Questions regarding benefits should be addressed to the City's Personnel Department at (530) 225-4065.

## **Information:**

Information is available from City offices during regular business hours:

Monday-Friday , 8:00 a.m. to 5:00 p.m.



# CITY OF REDDING ELECTED OFFICIALS - 2016

## ELECTED OFFICIALS

### CITY COUNCIL



VICE MAYOR  
Brent Weaver



MAYOR  
Missy McArthur



MAYOR PRO TEMPORE  
Kristen Schreder



COUNCIL MEMBER  
Gary Cadd



COUNCIL MEMBER  
Francie Sullivan



CITY CLERK  
Pamela Mize



CITY TREASURER  
Allyn Feci Van Hooser

# CITY OF REDDING CITY COUNCIL APPOINTED OFFICIALS



CITY MANAGER  
Kurt Starman



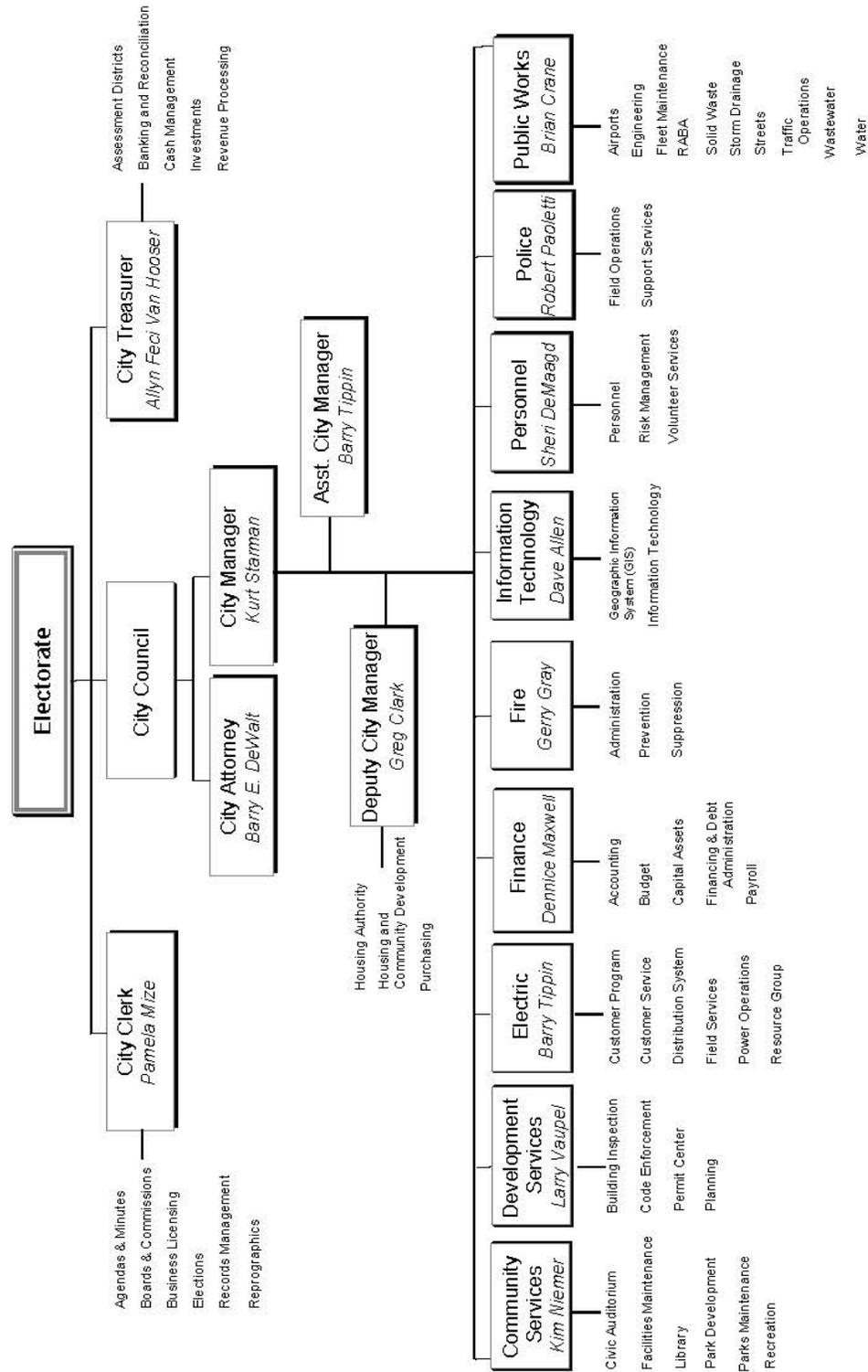
CITY ATTORNEY  
Barry DeWalt

## CITY MANAGER APPOINTED DEPARTMENT DIRECTORS

ASSISTANT CITY MANAGER/ELECTRIC UTILITY  
DEPUTY CITY MANAGER  
COMMUNITY SERVICES  
DEVELOPMENT SERVICES  
FINANCE  
FIRE CHIEF  
PERSONNEL  
POLICE CHIEF  
PUBLIC WORKS

Barry Tippin  
Greg Clark  
Kim Niemer  
Larry Vaupel  
Dennice Maxwell  
Gerry Gray  
Sheri DeMaagd  
Robert Paoletti  
Brian Crane

# City of Redding Organization Chart



Effective: 12/06/15

# IMPORTANT CONTACT INFORMATION

## City of Redding / Shasta County



### CITY OF REDDING – CITY CLERK’S OFFICE

(530) 225-4044  
(530) 225-4463 – FAX  
[www.cityofredding.org](http://www.cityofredding.org)

- Candidate Information, including issuance of nomination papers
- Campaign Disclosure (financial disclosure statements, information)
- Candidate Filing (filing requirements for office)
- Campaign Materials (maps)

Pamela Mize, City Clerk [pmize@cityofredding.org](mailto:pmize@cityofredding.org) (530) 225-4444  
Teresa Rudolph, Assistant City Clerk [rudolph@cityofredding.org](mailto:rudolph@cityofredding.org) (530) 225-4044

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### CITY OF REDDING – OTHER RESOURCES

Kurt Starman, City Manager [kstarman@cityofredding.org](mailto:kstarman@cityofredding.org) (530) 225-4060  
Barry E. DeWalt, City Attorney [bdewalt@cityofredding.org](mailto:bdewalt@cityofredding.org) (530) 225-4050  
Political Sign Standards/Violations (530) 225-4511

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### SHASTA COUNTY CLERK & REGISTRAR OF VOTERS

(530) 225-5730  
(711) or (800) 735-2922 – TDD (hearing impaired)  
[www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us)

- Vote-by-Mail (ballot applications, information)
  - Campaign Materials (voter lists, precinct information)
  - Voter Registration (voter registration forms, information)
- 

### SHASTA COUNTY DISTRICT ATTORNEY

(530) 245-6300  
[www.da.co.shasta.ca.us](http://www.da.co.shasta.ca.us)

- Election Fraud, False or Misleading Campaign Material

# IMPORTANT CONTACT INFORMATION

## State Agencies



### SECRETARY OF STATE

[www.sos.ca.gov](http://www.sos.ca.gov)

- General Information (916) 653-6814
- Elections Division (Election Fraud) (916) 657-2166
- Political Reform Division (Committee ID Number, Termination) (916) 653-6224

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### FAIR POLITICAL PRACTICES COMMISSION (FPPC)

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

- Campaign Disclosure, Conflict of Interest Disclosure (866) 275-3772
- Conflict of Interest Disqualifications, Use of Campaign Funds (866) 275-3772
- File Complaint Under Political Reform Act –Enforcement (866) 275-3772  
Email [complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov)

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### STATE FRANCHISE TAX BOARD

(800) 852-5711

[www.ftb.ca.gov](http://www.ftb.ca.gov)

- Committee Tax Status, Deductible Contributions, Charitable Non-Profit Groups

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### CALIFORNIA STATE ATTORNEY GENERAL

(800) 952-5225

[www.caag.state.ca.us](http://www.caag.state.ca.us)

- Brown Act, Unlawful use of Public Funds, Code Violations
-

# Candidate Quick View Calendar

- July 18**
  - Nomination period begins
  - Period for gathering and submitting Nomination Signatures begins
  - Period for filing Candidate Statement of Qualifications begins
  - Filing period for Statement of Economic Interests (Form 700) – All candidates must file
  
- Aug 1**
  - Semi-Annual Campaign Disclosure Statement due (Form 460 or 470) (period covered \* - 06/30/16)  
\*The period covered begins on the day after the closing date of the last statement filed, or January 1 if no previous statement has been filed.
  
- Aug 12**
  - Nomination period ends
  - Period for gathering and submitting Nomination Signatures ends
  - Candidate Statement due
  - Last day Candidate may withdraw nomination papers by 5:00 p.m.
  - Deadline to file Statement of Economic Interests (Form 700)
  - If an incumbent does not file nomination papers, the nomination period is extended until 08/17/16 for non-incumbents only.
  
- Aug 15**
  - Public review of Candidate’s Statements and ballot designations filed during nomination period begins
  - Last day to withdraw Candidate’s Statement by 5:00 p.m. (if nomination period is not extended)
  - Extension of nomination period if incumbent fails to file nomination papers [Extended for that particular office for anyone except the incumbent(s)]
  
- Aug 17**
  - Extended nomination period ends (if applicable)
  
- Aug 18**
  - Secretary of State to determine order of names on ballot
  - Last day to withdraw Candidate’s Statement by 5:00 p.m. (if nomination period is extended)
  
- Aug 24**
  - Public review of Candidate’s Statements and ballot designations ends
  
- Sept 5**
  - City Hall Closed – Legal Holiday
  
- Sept 12**
  - Write-in Candidate Statement and nomination papers available
  
- Sept 29**
  - 1st Pre-Election Campaign Disclosure Statement due (Form 460) (period covered 07/01/16 - 09/24/16)
  
- Oct 10**
  - County Sample Ballot Pamphlets – begin distribution to voters by the Registrar of Voters
  
- Oct 24**
  - Last day to register to vote for the November 8, 2016 General Election
  
- Oct 25**
  - Deadline for write-in candidates to file

**REMEMBER:**

**CALL THE CITY CLERK’S OFFICE AT (530) 225-4044 TO MAKE AN APPOINTMENT TO**

**PICK UP AND FILE NOMINATION PAPERS.**

- Oct 27** • 2nd Pre-Election Campaign Disclosure Statement due (Form 460) (period covered 09/25/16 - 10/22/16)
- Nov 8** • General Election Day. Polls open from 7 a.m. to 8 p.m.

**Note:** City Council Members and City Treasurer continue in office until no later than the fourth Tuesday after the election and their successors are elected and qualified.



- Dec 6** • City Council to consider adopting a resolution declaring results of the election.
- Newly elected candidates sworn into office



- Jan 31** • Semi-Annual FPPC Campaign Statements due. Covering the day after the last closing date of the last statement filed through 12/31/2016.

**REMEMBER:**

**CALL THE CITY CLERK'S OFFICE AT (530) 225-4044 TO MAKE AN APPOINTMENT TO**

**PICK UP AND FILE NOMINATION PAPERS.**

# STEPS TO BECOMING A CANDIDATE



## TAKING OUT NOMINATION PAPERS

Municipal Nomination Petition - EC§ 10220-10230

**PLEASE CALL THE CITY CLERK'S OFFICE AT  
(530) 225-4044  
TO MAKE AN APPOINTMENT TO OBTAIN YOUR  
NOMINATION PAPERS!**

1. Obtain nomination papers between July 8, 2016, and August 12, 2016, from the City Clerk's Office. (If there is an extension of the filing period because an incumbent does not run, August 17, 2016 will be the last day to file for that particular office.) EC§§ 10220, 10225
2. A candidate may only file nomination papers for one office in the City of Redding per election. EC§ 10220.5
3. During the appointment, the City Clerk will issue and review various documents and forms with each candidate.
4. The Oath of Office will be administered at the time of filing and then again when a candidate is appointed or elected. A candidate may not withdraw nomination papers after the close of the filing period. EC§§ 10224

### Write-In Candidates

EC§§ 8600-8605

In order for write-in candidates' votes to be tabulated, they must file the same documents as any other candidate between Monday, September 12<sup>th</sup> and Tuesday, October 25, 2016.

Only votes for qualified write-in candidates will be tabulated.



## THE NOMINATION PETITION

Municipal Nomination Petition - EC§ 10220-10230

Collect not less than 20 nor more than 30 valid signatures on the Nomination Petition. EC§ 10220

- Each signer shall affix their own signature, printed name, and place of residence, including the street and number, when signing the Nomination Petition. **Post office boxes will not be accepted nor will ditto marks.** Illegible handwriting may cause a signature not to be counted toward the minimum number of signatures required. EC§ 100, 10221
- A voter who is unable to personally affix their information may request that another person affix the voter's name and place of residence, but the voter must affix their mark or signature on the appropriate space of the petition. This must be witnessed by one person who subscribes their name thereon. EC§ 100.5
- The circulator and the candidate may sign Nomination Petitions that he/she is circulating. EC§ 106

**No signer may sign Nomination Petitions  
for more than  
two (2) City Council candidates and/or  
one (1) City Treasurer candidate.**

EC§ 10220

Circulating Nomination Petition: EC§§ 102, 10220, 10222, 10226

- The circulator of the Nomination Petition shall be 18 years of age or older.
- Only one person may circulate each Nomination Petition. The Candidate may circulate his/her own Nomination Petition.

No signatures will be found valid on the Nomination Petition unless the Affidavit of Circulator is completed correctly and in full. The Affidavit of Circulator must contain:

- Circulation beginning and ending dates within the nomination petition-filing period.
- The circulator's name, residence address, and signature.
- All blanks in the certificate must be filled and the information personally affixed in the circulator's own handwriting in order for the elections official to accept the nomination papers for filing.



## THE NOMINATION PETITION

Municipal Nomination Petition - EC§ 10220-10230

If the circulator is registering new voters while gathering petition signatures, the Voter Registration Card must meet both of the following conditions:

- ✓ Signed on the same date or a date prior to signing the petition; and
- ✓ Must be received by the County Elections Official on or before the date on which the petition is filed. Any completed voter registration card must be returned to the Shasta County Elections Office or deposited in the postal service within three (3) days, excluding Saturdays, Sundays, and state holidays, of receipt by an individual or organization. For questions regarding voter registration, please contact the Shasta County Elections Department at (530) 225-5730 or [www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us). EC§ 2102(b), 2138



It is your obligation to meet all filing requirements and deadlines. You are encouraged to return the necessary forms prior to established filing dates. Early filing may give you time to correct discrepancies before the deadline.



# CAMPAIGN FINANCE REPORTING

## GENERAL INFORMATION

All candidates are required by the Political Reform Act to file campaign disclosure statements. The statements are intended to inform the voters about who is contributing to candidates and political committees, how much is being contributed and when, and what is being spent by candidates and committees. The Political Reform Act, Sections 81000-91015 of the California Government Code, contains the provisions for campaign disclosure, lobbying disclosure, and statements of economic interests. A brief fact sheet is included to provide an introduction to some of the most common campaign disclosure forms filed by candidates in their campaigns. (See Page 19). Specific questions should be addressed to the FPPC.

### Filing Responsibilities

It is the responsibility of each candidate to be aware of and to file the required campaign disclosure statements by the deadline. As a courtesy, the City Clerk's Office will send reminder notices to candidates who, based on nomination documents, appear to have a campaign disclosure-filing requirement. However, only candidates or committees can determine when a threshold filing requirement/period has been reached.

Fair Political Practices Commission  
 Filing Schedule for  
 Candidates and Controlled Committees for Local Office  
 Being Voted on November 8, 2016

Deadline	Period	Form	Notes
Aug 1, 2016 Semi-Annual	* - 6/30/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.</li> </ul>
Within 24 Hours Contribution Reports	8/10/16 - 11/8/16	<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 another candidate or ballot measure being voted on the November 8 ballot or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
Sep 29, 2016 1 <sup>st</sup> Pre-Election	7/1/16 - 9/24/16	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).</li> </ul>
Oct 27, 2016 2 <sup>nd</sup> Pre-Election	9/25/16 - 10/22/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
Jan 31, 2017 Semi-Annual	10/23/16 - 12/31/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.</li> </ul>

NOTE: 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.

For technical assistance, please contact the FPPC.

**Refer to Campaign Disclosure Manual 2  
for further information.**



## FILE NECESSARY FPPC FORMS WITH THE CITY CLERK

Please refer to FPPC Campaign Disclosure Manual 2 (April 2016) for further details on filing requirements. You may also contact the FPPC for additional information and assistance with filing questions at 866-275-3772 or check online at [www.fppc.ca.gov](http://www.fppc.ca.gov). There are other forms you may be required to file as your campaign progresses. These forms are available at the City Clerk's office or the FPPC website.

There are three levels of Filing Requirements:

### LEVEL 1

Candidates who WILL NOT accept contributions from other persons and the only expenditure *from personal funds* will be used to pay the Candidate's Statement of Qualifications fee will file the following with the City Clerk:

**Form 470** - Officeholder and Candidate Campaign Statement—Short Form

### LEVEL 2

Candidates who WILL accept contributions *from other persons* totaling less than \$2,000 and who will make expenditures totaling less than \$2,000 (excluding personal funds used to pay the Candidate's Statement of Qualifications fee) in a calendar year, will file the following with the City Clerk:

**Form 501** - Candidate Intention Statement

**Form 470** - Officeholder and Candidate Campaign Statement—Short Form

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

If after filing a Form 470 Short Form, the candidate's total contributions or total expenditures for the calendar year exceed \$2,000 (see Level 3), written notice is required to be sent within 48 hours of reaching that threshold. Form 470 Supplement (available at the City Clerk's office or online at [www.fppc.ca.gov](http://www.fppc.ca.gov)) must be sent to the Secretary of State, a copy to the City Clerk, and a copy to each candidate seeking the same office. The 48-hour notice must be sent by guaranteed overnight delivery service, personal delivery, facsimile transmission, or email. Regular mail may NOT be used.

## LEVEL 3

Candidates who expect to receive contributions and/or spend \$2,000 or more (or a candidate who had filed a Form 470 Supplement) shall file the following:

**Form 501** - Candidate Intention Statement (unless previously filed with the City Clerk).

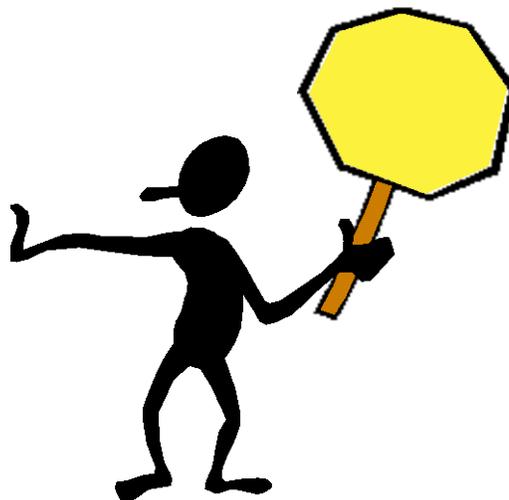
**Form 410** - Statement of Organization within ten (10) days of receiving \$2,000 in contributions (including personal funds). The original and one copy must be filed with the Secretary of State and a copy filed with the City Clerk. You will receive written notification from the Secretary of State's office assigning an identification number to your committee. You will be required to establish a campaign bank account.

**Form 460** - Once you have filed your Form 410 and have been assigned an ID number, you will file the Form 460-Recipient Committee Campaign Statement with the City Clerk according to the filing calendar set by the FPPC (See page 15). All recipient committees must file the Form 460 by the appropriate deadlines for each filing period. If you do not file your campaign statement by the deadline, you are subject to a fine of \$10 per day from the date the statement is due until the date it is filed. There are no extensions to the deadline under any circumstances.

### Future Campaign Disclosure Filing Obligations

Upon the completion of your campaign, and once you have exhausted all campaign funds, a Form 410 is filed to terminate your committee. A Form 460 Termination Statement must be filed at the same time. Until the Statement of Termination is filed, the candidate has semiannual filing obligations. If elected to office, the officeholder will continue to have semiannual filing obligations.

**Failure to file the appropriate statements and reports can result in substantial criminal, civil, and administrative penalties. It is your responsibility to know and comply with the filing deadlines.**



## Records

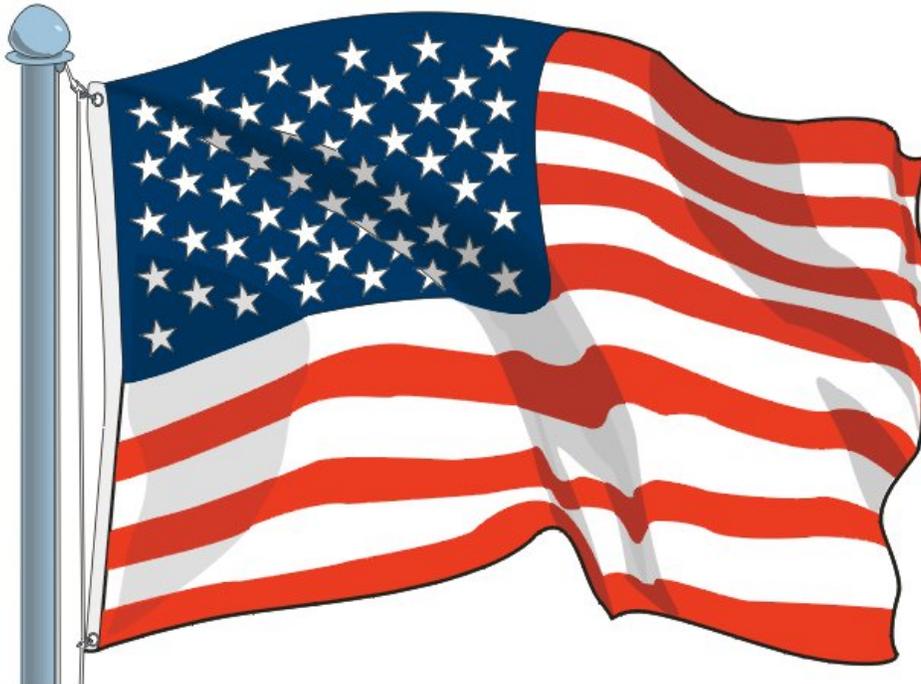
All statements filed are a matter of public record. They may be inspected at the City Clerk's office by anyone, and copies can be purchased for \$0.10 per image.



An officeholder, candidate, or committee must retain records of campaign receipts and expenditures and their substantiating documents for a period of four years following the date the appropriate campaign statement is filed. Candidates are subject to audits on a random basis during this period. The Franchise Tax Board conducts audits under the Political Reform Act.

## Reference Information

For important information refer to [www.fppc.ca.gov](http://www.fppc.ca.gov) and click on the Candidates and Committees Section. Use *Campaign Manual 2* and/or *Campaign Manual 3*.



## Brief Description of FPPC Campaign Forms

- **Form 501-Candidate Intention Statement:** File with the City Clerk prior to soliciting or receiving any contributions, including personal funds used for the election. A new Form 501 must be filed for each election, even if the candidate is running for reelection. The Form 501 is considered filed by date of postmark when it is placed in the mail.
- **Form 470-Officeholder and Candidate Campaign Statement-Short Form:** File with the City Clerk if Candidate does not anticipate raising or spending \$2,000 or more in a calendar year. Payments from the Candidate's personal funds used to pay Candidate's Statement of Qualifications fee do not count toward the \$2,000 threshold.
- **Form 470 Supplement:** If a candidate files a Form 470 and later receives contributions of \$2,000 or more or makes expenditures totaling \$2,000 or more prior to the election, within 48 hours the candidate must send a Form 470 Supplement to 1) Secretary of State's Office; 2) Each candidate seeking the same office; and 3) City Clerk.
- **Form 410-Statement of Organization:** A person or group that receives \$2,000 or more in contributions in a calendar year qualifies as a recipient committee and must file Form 410. The original and one copy are filed with the Secretary of State within 10 days of receiving \$2,000 or more and a copy with the City Clerk. Upon receipt of the Form 410, the Secretary of State's office will assign the committee an identification number. It may be filed prior to raising \$2,000 and then must be amended within 10 days of reaching the \$2,000 threshold. This form is also used to change information regarding the committee contact information and to terminate the committee when all funds have been exhausted.
- **Form 460-Recipient Committee Campaign Statement-Long Form:** Candidate controlled committees use this form to report all campaign activity for pre-election, semi-annual, termination, and/or as amendment to a previously filed statement. A controlled committee is one which is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures. This form is to be filed with the City Clerk.
- **Form 496-24-hour Independent Expenditure Report:** For use in reporting independent expenditures that total in the aggregate of \$1,000 or more during the 90 days preceding the election or on the date of the election in which the candidate or measure will be voted on. Please refer to the actual form or contact the FPPC for further information. The Form is filed with the City Clerk within 24 hours of making the independent expenditure using fax, guaranteed overnight delivery, or personal delivery. The Regular mail may NOT be used to file this form.
- **Form 497-24-hour Contribution Report:** For use in reporting contributions that total in the aggregate of \$1,000 or more in the 90 days before an election or on the date of the election. Please refer to the actual form or contact the FPPC for further information. The Form is filed with the City Clerk within 24 hours of receiving contributions of \$1,000 or more using fax, guaranteed overnight delivery, or personal delivery. The Regular mail may NOT be used to file this form.

## FAQ'S - CAMPAIGN CONTRIBUTIONS/EXPENDITURES

1. **BE INFORMED** - Study the FPPC Manual 2. Contact your filing officer or the FPPC if you have any questions.
2. **BEFORE RAISING OR SPENDING ANY MONEY** - File Form 501 (Candidate Intention) and then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing Form 410.
3. **MARK YOUR CALENDAR** - Know the due dates for FPPC paperwork and file on time.
4. **KEEP GOOD RECORDS** - Maintain details on contributions and expenditures of \$25 or more. Refer to record keeping guidelines in Manual 2.
5. **\$100 OR MORE IN CASH?** - Never accept or spend \$100 or more in cash.
6. **USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES** - All personal funds of the candidate must first be deposited in the campaign bank account, except for the Candidate's Statement.
7. **24-HOUR INDEPENDENT EXPENDITURE/CONTRIBUTION REPORTS** - If \$1,000 or more is received from one contributor during the 90 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds (Form 497). In addition, disclose independent expenditures that total in the aggregate of \$1,000 or more during the 90 days before the election within 24 hours of making the expenditure (Form 496). The "next business day" extension for filing periodic reports does not apply to late reports.
8. **ITEMIZE CONTRIBUTORS** - For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation, and employer. If self-employed, name of his or her business must be noted.
9. **IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN** – Itemize campaign expenditures of \$500 or more made by an agent or consultant.
10. **IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS** – Please refer to the FPPC Manual 2, Chapter 7, regarding advertisement disclaimer requirements.
11. **NO PERSONAL USE OF CAMPAIGN FUNDS** - Use campaign funds only for political, legislative, or governmental purposes.



## CANDIDATE'S STATEMENT OF QUALIFICATIONS

EC§ 13307, 13308

Each candidate for nonpartisan elective office may prepare an optional Candidate's Statement of Qualifications (Candidate's Statement). The Candidate's Statement is designed to acquaint voters with a candidate's qualifications for the office he/she is seeking. The Candidate's Statement is incorporated into the Sample Ballot and Voter Information Pamphlet, and will be mailed to all registered voters eligible to vote for that particular candidate. EC§ 13307

**When to File:** Before coming in to file candidacy paperwork, candidates should email their Candidate's Statement to: [rudolph@cityofredding.org](mailto:rudolph@cityofredding.org). The Candidate's Statement will then be reviewed, and ready for the candidate to file, along with the estimated deposit, when they file their Declaration of Candidacy. **Statements not submitted via email will be charged an additional \$33 by the Shasta County Clerk/Register of Voters.**

**The Cost:** Estimated costs for the Candidate's Statement are based on the printing costs of a single page for the sample ballots to be mailed to all registered voters eligible to vote for that particular office. Candidates are required to pay a deposit equal to the cost of printing two statements per page. Refunds may be issued, or invoices sent, if more or less than two statements for the same office are printed on a page. Estimates are based on current figures and may be subject to change when the final printing charges are billed. Refunds/Billing Invoices are made after the election when the final bill from the printer has been received.

### Candidate's Statement Costs

(Costs estimated on two statements per page)

OFFICE	DEPOSIT
City Council	\$1,800
City Treasurer	\$1,800

**Changing or Withdrawing:** Candidate's Statements may not be changed once they are filed. They may be withdrawn by submitting a written notice during the period for filing Declarations of Candidacy and until 5:00 p.m., Monday, August 15, 2016. [Candidate's Statements received during extended nomination period must be withdrawn by 5:00 p.m., Thursday, August 18, 2016.]

Candidate Statements remain confidential until the expiration of the filing deadline. EC§ 13311

The statements will be printed in the order determined by the random alphabet draw. EC§ 13112

Candidates wishing to list endorsements on their candidate statement must have a Permission Slip of Endorsement form completed by the person endorsing them.

## Guidelines for the Candidate's Statement

EC§ 18307, 18308

- No more than 200 words.
- May contain the name, age and occupation of the candidate (not included in the 200 words) and a brief description of the candidate's education and qualifications. The occupation listed in this location does not have the same restrictions as the ballot designation.
- To be in candidate's own words and in the first person.
- Must be in essay form; no enumerated lists or outlines allowed.
- Typed in upper and lower case, double spaced, block paragraph style, and no indentations.
- No hand-written statements.
- Candidates are encouraged to submit the Candidate's Statement to the City Clerk via email. **Statements submitted in any other manner will be charged an additional \$33 fee by the Shasta County Clerk/Registrar of Voters.**
- Candidate's Statements will be printed and attached to a form provided by the City Clerk to be reviewed and signed by the candidate upon payment of their deposit.
- **Candidate's Statements will be printed as submitted; the City Clerk, the Shasta County Elections Department and the printer will make NO corrections. PLEASE PROOFREAD.**
- Shall not include any party affiliation or any membership or activity in partisan political organizations.
- Shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character, or activities.
- Shall not contain any demonstrably false, slanderous, or libelous statements, nor any obscene or profane language, statements, or insinuations.

Notwithstanding the above guidelines, nothing should be deemed to make any statement or author thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information Pamphlet.

In the case where a candidate submits a Candidate's Statement that is not in conformance with the format guidelines provided, such Candidate's Statements will be reformatted and set in uniform type by the Elections Official. The Elections Official is not responsible for the correct typesetting of statements which must be reformatted.

# Guidelines for the Candidate's Statement

(Continued)

## **Challenge of Contents:**

Candidates' Statements are available for viewing after the deadline for filing nomination papers has passed. There is then a ten (10) day public examination period whereby the documents may be reviewed and copies purchased. During this ten (10) calendar day examination period, any voter in the City of Redding may take legal action to challenge the contents of the candidate's statement pursuant to EC §13313.

**NOTE: EC § 18351 provides that any candidate for a local non-partisan office in an election who prepares a Candidate's Statement and knowingly makes a false statement of a material fact with the intent to mislead the voters is punishable by a fine not to exceed \$1,000.**

## **Word Count Standards**

- Punctuation is not counted.
- Each word shall be counted as one word except as specified.
- All geographical names shall be counted as one word (e.g., "City of Redding" or "Redding School District").
- Each abbreviation for a word, phrase, or expression shall be counted as one word.
- Hyphenated words that appear in any generally available dictionary published within the last ten (10) calendar years shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 1, 2012). Dates consisting of only digits shall be counted as one word (e.g., 6/1/2012).
- Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
- Telephone numbers shall be counted as one word.
- Internet website addresses shall be counted as one word.

The example on the next page illustrates the Candidate's Statement as it will be printed in the Voter Information Pamphlet. All Candidate's Statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations). Your name, occupation, and age, as shown below, do not count towards your 200 words.

## CANDIDATE STATEMENT EXAMPLE

WASHINGTON UNIFIED SCHOOL DISTRICT

ELITA P. SNODGRASS  
Occupation: Businesswoman

Age: 50

I am running for the governing board of the Washington Unified School district because I feel I can bring a balance to the board. I attended local schools, graduated from Washington High School in 1980. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and I'm an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

Thank you for your vote.

### PLEASE PROOFREAD YOUR STATEMENT

This office will NOT make any corrections.

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## Indigent Candidate

EC§ 13309

### What if I can't afford the cost of a Candidate Statement?

- A. Notwithstanding Section 13307, if a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a Candidate's Statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a Candidate's Statement without payment of the fee in advance.
- B. The statement of financial worth required by this section shall be submitted by the candidate together with his or her Candidate's Statement in accordance with the deadline specified in Section 13307. The statement of financial worth form shall be furnished by the local agency, and may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report.
- C. Upon receipt of a statement of financial worth, a determination shall be made by the local agency of whether or not the candidate is indigent. The local agency shall notify the candidate of its findings.
- D. If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement.
- E. If the local agency determines that the candidate is indigent, the local agency shall print and mail the Candidate's Statement.

**The Candidate is responsible for his/her actual pro rata share of the cost and will be invoiced accordingly after the election.**



## BALLOT DESIGNATION

### Name on Ballot

The ballot name may be designated as follows:

- First, middle, and last name
- Initials only and last name
- A nickname may be included but must be in parentheses ( ) or quotation marks “ ”
- A familiar short version of the first name, such as “Bill” for “William,” “Sue” for “Susan,” or “Jim” for “James” may be used in place of the first name, without quotations marks or parentheses.

No titles or degrees are allowed in the ballot name. EC§ 13106

A change in legal name is not allowed unless the change was made by marriage or by decree of a court. EC§ 13104

### Ballot Designation

EC§ 13107-13107.5

Generally, a ballot designation describes the current profession, vocation, occupation, or incumbency status of the candidate.

Ballot designations:

- Can be no more than three words.
- Must appear on the nomination papers at the time of filing.
- Become public record as soon as the information is filed on the nomination papers and cannot be changed after the final date to file nomination documents.

The California Secretary of State’s ballot designation regulations are available on their website at:

<http://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations/>.

Every candidate will be provided a “**Ballot Designation Worksheet.**” This form is intended to assist in the prompt evaluation of requested ballot designations.

If upon checking your ballot designation, the Elections Official finds the designation to be in violation of any of the restrictions, this office will notify you by certified mail return receipt requested, addressed to the mailing address appearing on the candidate’s ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. EC§ 13107 (c)

Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface. EC§ 13107 (f)

**Selecting Your Ballot Designation.** The following information should be used in selecting the designation that you wish to appear on the official ballot. The listing of an occupational designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

- **Principal Occupation** — No more than three (3) words to describe either the current principal profession, vocation, or occupation or the principal profession, vocation, or occupation during the calendar year immediately preceding the filing of nomination documents may be used by the candidate. (California geographical names are considered only one word).

**Example A:** High School Teacher

**Example B:** CEO/Councilmember

- **Incumbent** — The word incumbent may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in-lieu of election.
- **Appointed Incumbent** — The words “Appointed Incumbent” may be used if the candidate was appointed to the office and seeking election to that same office. The word “Appointed” may also be used with the office title. Candidates appointed to office *in-lieu* of an election do not have to use the word “Appointed.”

**Example A:** Appointed Incumbent

**Example B:** Appointed board member, XYZ School District

- **Elective Office Title** — Words describing an elective office title may be used if the candidate holds the office at the time nomination papers are filed and the office was filled by a vote of the people.

**Example A:** Governing Board Member

**Example B:** Board Member, XYZ School District

- **No Occupational Designation Desired** — A ballot designation is optional. If no ballot designation is requested, write the word “NONE” and mark your initials in the appropriate box.
- **Community Volunteer** — “Community Volunteer” shall constitute a valid principal vocation or occupation subject to the following conditions:
  - a. A candidate’s community volunteer activities constitute his or her principal profession, vocation, or occupation.
  - b. A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
  - c. A candidate may not use this designation in combination with any other principal profession, vocation, or occupation designation.

**Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:**

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, expert, or virtuous.
- It abbreviates the word “retired” or places it following any word or words it modifies.
- It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- It uses the name of any political party.
- It uses a word(s) referring to a racial, religious, or ethnic group.
- It refers to any activity prohibited by law.

Guidelines to ballot designations (basic test) include:

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (“IBM” is not permitted, “computer company” is acceptable)
- e. Is it how this person makes a living?
- f. Is it neutral?

The elections official shall notify the candidate if an occupational designation is in violation of the above restrictions. If an alternative designation is not provided, no occupation will appear on the ballot.



**THE OCCUPATIONAL DESIGNATION  
CANNOT BE CHANGED AFTER THE  
FINAL DATE TO FILE NOMINATION  
DOCUMENTS.**



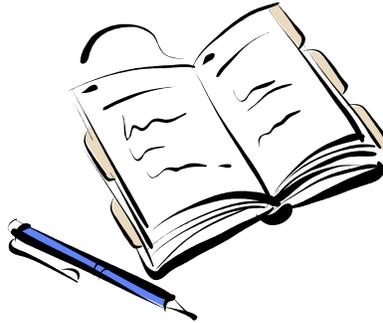
## FILING NOMINATION PAPERS

Filing Period: July 14 – August 8, 2014

EC§ 10220 - 10225

Nomination papers must be filed with the City Clerk, 777 Cypress Avenue, 3<sup>rd</sup> Floor, Redding, CA 96001, **no later than 5:00 p.m. on Friday, August 12, 2016**. If an INCUMBENT fails to file, the filing period is extended to Wednesday, August 17, 2016, for that office for anyone other than the incumbent(s). EC§ 10225

### PLEASE MAKE AN APPOINTMENT TO FILE YOUR NOMINATION PAPERS



**Contact the City Clerk's Office at (530) 225-4044**

The candidate is required to sign a Declaration of Candidacy and take an Oath of Office at the time Nomination Papers are filed with the City Clerk. Once the Nomination Petition is filed with the City Clerk, it may not be returned to the candidate to obtain additional signatures. If the filing is determined to be insufficient prior to the deadline, a copy will be provided to the Candidate with an indication of which signatures are valid, and one supplemental petition to collect additional signatures may be issued. The supplemental petition must be returned by the original due date. EC§ 10221 (b)

No candidate whose nomination paperwork has been filed may withdraw as a candidate after the close of the nomination period. EC§ 10224

**It is your obligation to meet all filing requirements and deadlines. You are encouraged to return the necessary forms prior to established filing deadline. Early filing may give you time to correct discrepancies.**

### Write-In Candidates

EC§ 8600-8605

In order for write-in candidates' votes to be tabulated, they must file the same documents as all other candidate. The filing period for write-in candidates begins Monday, September 12, 2016, and ends Tuesday, October 25, 2016. **Only votes for qualified write-in candidates will be tabulated.**

# Statement of Economic Interests—Form 700

Government Code 87200

## Candidate Filing

Every candidate, including incumbents, for City Council Member or City Treasurer must file a Statement of Economic Interests (Form 700) with the City Clerk's office no later than the final filing date for nomination papers.

Investments, interests in real property, and business positions held on the date of filing nomination papers 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.

## Assuming Office Filing

In addition to the Form 700 referenced above, all newly-elected officeholders who were not incumbents must file an Assuming Office Statement of Economic Interests with the City Clerk's office within 30 days after the term of office begins.

## Leaving Office Filing

Elected officials who leave office must file a Leaving Office Statement of Economic Interests with the City Clerk within 30 days of leaving office. (GC 87204)

## Form 700 Technical Questions

For technical questions regarding completion of the Form 700, please contact:

Fair Political Practices Commission (FPPC)

428 J Street, Suite 620

Sacramento, CA 95814

1-866-275-3772

1-866-ASK-FPPC

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



## IMPORTANT INFORMATION

### INCOMPATIBLE OFFICES

The common law doctrine of “incompatible offices” restricts the ability of public officials to hold two different public offices simultaneously if the offices have overlapping and conflicting public duties. Courts have summarized the doctrine as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both” (Eldridge v. Sierra View Local Hospital District, *supra*).

Under the Political Reform Act, a public official may not participate in a decision if it is reasonably foreseeable that the decision will have a material financial effect on one of the official’s economic interest or on the official him or herself (Sections 87100 and 87103).

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible offices contact the Attorney General’s Office at (916) 322-3360 or visit their website, <http://oag.ca.gov/>.

The State of California Attorney General’s Office has issued opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city council member and school district board member where there is common territory;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy sheriff and county supervisor.

# Provisions of the Code of Fair Campaign Practices:

As found in Division 20. ELECTION CAMPAIGNS of the California Elections Code

## ***Chapter 5. Fair Campaign Practices; Article 1. General Intent***

### **20400. Intent of legislature.**

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

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

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

### *Article 2. Definitions.*

#### **20420. Definition of “Code”.**

As used in this chapter, “Code” means the Code of Fair Campaign Practices.

### *Article 3. Code of Fair Campaign Practices*

#### **20440. Subscription to code; form.**

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

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

#### **20441. Supply of forms.**

The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

#### **20442. Retention of forms; public inspection.**

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

#### **20443. Public record.**

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

#### **20444. Voluntary.**

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

# CODE OF FAIR CAMPAIGN PRACTICES

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

## THEREFORE:

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

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

John Doe

05/09/89

**Signing the Code of Fair Campaign Practices is voluntary and open to public inspection until 30 days after the election.**

# CAMPAIGN SIGNS - CITY OF REDDING

## **City of Redding Sign Standards - Municipal Code§ 18.42.040 (h) Political and Campaign Signs**

Political or campaign signs on behalf of candidates for public office or measures on election ballots are allowed provided that said signs are subject to the following regulations:

- 1) Said signs may be erected not earlier than 90 days prior to the said election and shall be removed within 15 days following said election.
- 2) In any residential zoning district, only one sign is permitted on any one lot. If detached, the sign shall not exceed six feet in height.
- 3) In any commercial or industrial district, one or more signs are permitted on a parcel of land provided that all such signs do not, in the aggregate, exceed a sign area of one hundred twenty square feet. Said signs shall not be erected in such a manner as to constitute a roof sign. Notwithstanding the provisions of the subsection, a sign may be placed upon any legally existing sign structure.
- 4) No sign shall be located within or over the public right-of-way.

For the City of Redding, refer to Municipal Code Section 18.42.030 for the general standards for signs. City of Redding Municipal Codes may be obtained from the Redding City Clerk or on the City's website at [www.cityofredding.org](http://www.cityofredding.org) or [https://www2.municode.com/library/ca/redding/codes/code\\_of\\_ordinances](https://www2.municode.com/library/ca/redding/codes/code_of_ordinances).

In addition, Penal Code Section 556 prohibits the placement upon any property of the State or of a city or of a county, any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advertising or which advertises or brings to notice any person, article of merchandise, business or profession, or anything that is to be or has been sold, bartered, or given away.

## **Concerns Regarding Campaign Signs:**

Contact the City of Redding Public Works Department at (530) 225-4511.



# CAMPAIGN SIGNS - STATE OF CALIFORNIA

STATE OF CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY

EDMUND G. BROWN JR., Governor

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

# CAMPAIGN SIGNS - STATE OF CALIFORNIA

STATE OF CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY

EDMUND G. BROWN JR., Governor

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM



## STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: \_\_\_\_\_ June \_\_\_\_\_ November Other: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Office sought or Proposition Number: \_\_\_\_\_

County where sign(s) will be placed: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

### RESPONSIBLE PARTY:

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

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

Phone Number (Include Area Code) \_\_\_\_\_

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

### **Mail Statement of Responsibility to:**

Division of Traffic Operations  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001

# FAQ'S FOR CANDIDATES

***Is the City Clerk's office open during the lunch hour?***

Yes, office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday, excluding holidays.

***What if I change my mind about being a candidate after filing nomination papers?***

No candidate whose nomination papers have been filed for any election may withdraw as a candidate after the close of the nomination period for that election.  
EC§ 10224

***May I change the wording/spelling on my candidate's statement after submission?***

No, you may not. Check your candidate's statement carefully before submitting.  
EC§ 13307

***If I submit a Candidate's Statement and I change my mind, may I withdraw the Statement?***

Yes, the candidate's statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. EC§ 13307

***May my spouse, friend, or campaign manager pick up my nomination documents for me?***

Yes, all forms must be either picked up in person by the candidate or the candidate's representative must present a letter of specific authorization, signed by the candidate. EC§ 8028(b) However, we recommend that you make an appointment to meet with the City Clerk to go over the documents.

***May my spouse, friend, or campaign manager file my nomination documents, or can I mail them to you?***

Election law does not specifically prohibit another person filing nomination papers for a candidate, or the documents being filed by mail. Candidates, however, are urged to file in person. The reasons are twofold:

- a. The Declaration of Candidacy is not to be removed from the City Clerk's office, except as provided in EC§ 8028.
- b. The City Clerk or the Assistant City Clerk must administer the Oath of Office which is part of the Declaration of Candidacy Form.

***Why is there so much paperwork involved in being a candidate?***

Election law specifies documents required, as well as format, filing dates, etc.; the filing requirements are not discretionary.

***I am unable to complete and file my campaign disclosure statement by the filing deadline. May I obtain an extension?***

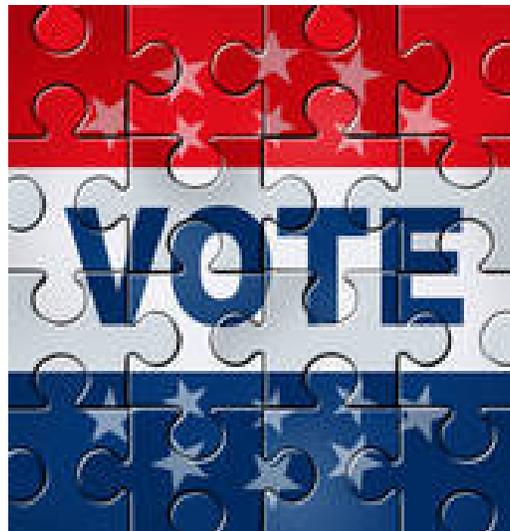
No, there is no provision in the Political Reform Act which permits any filing officer to extend a filing deadline. Statements which are filed late are subject to a fine of \$10 per day until the statement is filed.

***What happens if some of the signatures I obtain on my nomination papers are not registered voters, or do not live within the City of Redding?***

File your nomination papers early to avoid the consequences of a problem of this type. The Elections Official must certify the signatures on nomination papers. If you wait until the last day to file and your sponsors' signatures for any reason are insufficient, you will not have qualified to be a candidate. If you file early, there may be time to check the signatures and notify you of any insufficiencies and you may have an opportunity to submit supplemental signatures on your nomination papers. EC§10221

***What determines the order in which my name and other candidate's names will appear on the ballot?***

A randomized alphabet drawing for the Election will be conducted by the Secretary of State's Office after the date for close of nominations. EC§13112.



## OTHER IMPORTANT FACTS

### MASS MAILING REQUIREMENTS

#### **§ 84305, Government Code**

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

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

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

### PENAL PROVISIONS – ELECTION CAMPAIGNS

#### **§ 18303, Election Code**

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

#### **§ 91000, Government Code**

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

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

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

#### **§ 91001(a), Government Code**

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

# OTHER IMPORTANT FACTS

(Continued)

## EXCERPTS FROM THE CALIFORNIA CODE OF REGULATIONS DEFINITION OF MASS MAILING AND SENDER

### § 18435. Definition of Mass Mailing and Sender.

- (a) A "mass mailing" has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.
- (b) The sender, as used in Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Sections 84200-84217.
- (c) For purposes of this section to "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment:
- (1) To any person for the design, printing, postage, materials or other costs (including salaries, fees, or commissions) of the mailing; or
  - (2) As a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.
- (d) The identification required by Section 84305 shall be preceded by the words "Paid for by." These words shall be presented in the same size and color as the identification required by Section 84305, and shall be immediately adjacent to and above or immediately adjacent to and in front of the required identification.
- (e) The requirements of Section 84305 to identify the name of the candidate or committee sending a mass mailing apply to over 200 substantially similar messages distributed to the public through electronic mail by a candidate or committee within a calendar month.

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

### § 18435.5. Slate Mailer Requirements.

- (a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (\*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person "at the behest" of a candidate or ballot measure committee as defined in Regulation 18225.7).
- (b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.
- (c) **Slate Mailers in Multiple Languages.** The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.
- (d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

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

# OTHER IMPORTANT FACTS

(Continued)

## OTHER CAMPAIGN ADVERTISING REQUIREMENTS

**NEWSPAPERS** - Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political/Advertisement." Such words shall be set apart from any other printed matter. E.C. 20008

**USE OF CITY SYMBOLS AND LOGO** - Any person who uses or allows to be used any reproduction or facsimile of the seal of the city in any campaign literature or mass mailing, as defined in Section 82041.5, with intent to deceive the voters, is guilty of a misdemeanor. For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive. (Gov 34501.5 [a] and [b])

**TRUTH IN ENDORSEMENTS LAW** - Elections Code 20000 through 20010 provides additional information regarding restrictions on endorsements, representation requirements, etc. A copy of the code is available on the Secretary of State's website [www.sos.ca.gov](http://www.sos.ca.gov).

**ELECTIONEERING** - Elections Code 18370 and 18371 provides additional information regarding restrictions on electioneering. A copy of the code is available on the Secretary of State's website [www.sos.ca.gov](http://www.sos.ca.gov).

**VOTER REGISTRATION** -The last day for any Shasta County resident to register to vote in this election is Monday, October 24, 2016. Registration closes 15 days prior to an election. For more information contact the Shasta County Clerk/Registrar of Voters at (530) 225-5730 or [www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us).

**PURCHASING VOTER REGISTRATION INFORMATION** - As a candidate, certain voter registration information is available from Shasta County Clerk/Registrar of Voters for purchase. Persons requesting this information must complete the "Application for Voter Registration Information."

Applications and order forms may be obtained from the Shasta County Elections Office, 1643 Market Street, Redding, CA, (530-225-5730) or accessed on the internet at [www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us) under Resources.



# OTHER IMPORTANT FACTS

(Continued)

## RESOLUTION NO. 2016-056

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDDING, CALIFORNIA, ADOPTING STANDARDS FOR CANDIDATES FOR ELECTIVE OFFICE FOR THE REGULAR MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016

**WHEREAS**, in accordance with Redding Municipal Code Section 2.17.010, the City of Redding's general municipal election shall be consolidated with and held on the same day as the statewide general municipal election; and

**WHEREAS**, Section 13307 of the State of California Elections Code (Elections Code) provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement; and

**WHEREAS**, the City of Redding wishes to establish standards for candidates to follow for said election, including, but not limited to, candidate statement, ballot designation, and deadline for filing nomination papers.

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

1. The nomination period begins July 18, 2016, and ends August 12, 2016, and may be extended to August 17, 2016. Pursuant to Elections Code Sections 10220-10225, nomination papers are to be filed with the City Clerk during regular business hours as posted, not later than the 88<sup>th</sup> day before the election – Friday, August 12, 2016.
2. Pursuant to Elections Code Section 13307, each candidate for elective office to be voted for at the election to be held on Tuesday, November 8, 2016, may prepare a candidate statement on an appropriate form provided by the City Clerk. The statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. It may not, however, include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed, in typewritten and electronic format, in the office of the City Clerk at the time the candidate's nomination papers are filed, along with the estimated fee. The statement may be withdrawn, but not changed, during the period of filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

12-2016-056

# OTHER IMPORTANT FACTS

(Continued)

3. The City Clerk shall estimate the total cost of printing and handling the candidate statements. The estimate is an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and shall, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk shall require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall refund the excess amount paid. If the candidate alleges that he or she is indigent and unable to pay the costs, the provisions of Elections Code Section 13309 shall apply.
4. The City Clerk is to utilize the Secretary of State's ballot designation regulations as the City's standard.
5. No candidate will be permitted to include additional materials in the sample ballot package.
6. The City Clerk is directed to provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

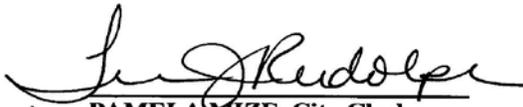
**I HEREBY CERTIFY** that the foregoing resolution was introduced, read, and adopted at a regular meeting of the City Council of the City of Redding on the 7th day of June, 2016, by the following vote:

<b>AYES:</b>	<b>COUNCIL MEMBERS:</b>	<b>Cadd, Schreder, Weaver, &amp; McArthur</b>
<b>NOES:</b>	<b>COUNCIL MEMBERS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>COUNCIL MEMBERS:</b>	<b>Sullivan</b>
<b>ABSTAIN:</b>	<b>COUNCIL MEMBERS:</b>	<b>None</b>

  
MISSY McARTHUR, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
for PAMELA MIZE, City Clerk

  
BARRY E. DeWALT, City Attorney

# OTHER IMPORTANT FACTS

(Continued)



## INTERNAL COMMUNICATION

DATE: May 12, 2016

TO: All City Employees

FROM: Kurt Starman, City Manager   
Barry E. DeWalt, City Attorney 

RE: City Employee Involvement in City Elections

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### *Overview*

The purpose of this memorandum is to provide City employees with a quick summary to help guide employees during the upcoming campaign season, which will culminate with an election on November 8, 2016. This memo focuses on three main areas:

1. The use of City resources;
2. How information is shared with candidates for public office; and
3. Solicitation of contributions.

### *Use of City Resources*

The use of City time, resources, or facilities for political purposes is prohibited under state law. More specifically, California court decisions and state laws make it clear that public funds and resources cannot be used to campaign or promote for or against any candidate for office. City employees may not:

- Use City resources<sup>1</sup> to support or oppose a candidate for any elective office;
- Engage in political activities<sup>2</sup> during working hours;
- Engage in political activities on City work premises;
- Engage in political activities while in City uniforms.<sup>3</sup>

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<sup>1</sup> Use of City resources includes, but is not limited to: City funds, City letterhead and stationery, telephones, copy machines, fax machines, computers, e-mail, other office equipment, and office supplies and materials, whether before, during, or after work hours.

<sup>2</sup> Political activities include, but are not limited to: advocacy for or against a candidate, solicitation of political funds or campaign contributions, or endorsements.

<sup>3</sup> City uniforms include any clothing with a City logo which has been provided by the City.

# OTHER IMPORTANT FACTS

(Continued)

Memorandum  
Re: City Employee Involvement in City Elections

May 12, 2016  
Page 2

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City employees are free to participate in political activities on their own time and use their own personal resources.

## *Requests for Information by Candidates*

Candidates are entitled access to any information requested of staff which is public in nature. However, in providing this information, it is essential that all candidates be treated equally and have access to the same materials. To ensure this happens, requests for information and follow-up responses need to be carefully coordinated, as follows:

1. In a memo to be distributed to the candidates by the City Manager, the candidates will be asked to make formal requests for information through the Office of the City Manager or through Department Directors.
2. From time to time, however, candidates may make simple requests for information directly to staff. If the request can be easily responded to (e.g. verbally), please do so and advise your Department Director of your communication with the candidate.
3. When in doubt, consult with your Department Director.

## *Candidate Contributions*

In order to preserve political neutrality in the workplace, solicitation of employees by candidates for political contributions is not permissible. Government Code Section 3205 prohibits candidates from knowingly, directly or indirectly, soliciting a political contribution from any employee of the City or from a person on an employment list of the City. Therefore, you should not expect to be solicited in this fashion. It is possible a candidate may not realize you are a City employee. Therefore, if a candidate personally asks you to make a contribution to their campaign, you should politely inform the candidate that you are a City employee and the candidate will then realize it is inappropriate to continue that conversation. An exception applies if the solicitation is made to a significant segment of the public (for example, a bulk mailing which is sent to all registered voters in the City or when contributions are requested at a public speech).

The anti-solicitation rule does not prevent employees from making voluntary campaign contributions to any candidate(s).

If you have any questions or concerns about these matters, please forward them to your Department Director who may consult with the City Manager or the City Attorney, if necessary.

If in doubt, please ask! Thank you very much for your cooperation.

c: City Council & Candidates

# OTHER IMPORTANT FACTS

(Continued)

## FACTS OF BALLOT COUNTING

Candidates are frequently surprised on the day after a major election when they learn that there are between 10,000-12,000 ballots countywide remaining to be counted. These uncounted ballots may leave some close races undecided for days or even weeks. This page is included as a courtesy to explain the logistics of election night ballot counting and follow-up ballot tabulation, which occurs in the days/weeks following the election.

- California law mandates 28 days to complete the final, official canvass, and certify the results of the election.
- The official canvass of returns will begin no later than Thursday, November 10, 2016.
- Election returns will be counted at the Elections Department at 1643 Market Street, Redding.
- The results of the vote-by-mail ballots will be released shortly after 8 p.m. and unofficial results from the precincts will be released during the course of the evening as appropriate.
- Current election results can be found on the County's website at [www.elections.co.shasta.ca.us](http://www.elections.co.shasta.ca.us).

Three categories of ballots which cannot be completely processed on election night:

- **Vote-by-Mail Ballots Turned In at Polling Site**  
These ballots are received very late on election night. The ballots inside these envelopes cannot be removed and prepared for counting until the voters signature on each envelope has been verified.
- **Provisional Ballots**  
These ballots are voted at the polls when a voter's registration is in question, or records indicate the voter was already sent a vote-by-mail ballot. Provisional ballots must be individually researched and verified at the Registrar's Office before ballots are counted or rejected in accordance with election laws.
- **Write-In Ballots**  
Each ballot containing a write-in vote must be individually reviewed. Resolution of vote tallies for write-in candidates are not available until the conclusion of the official canvass.

## I'VE BEEN ELECTED - NOW WHAT?

Successful candidates will be sworn into office on Tuesday, December 6, 2016, at a regular City Council meeting, immediately after the present Council has certified the vote and declared the official results.



The Brown Act applies to newly elected members of the City Council even before being sworn in.

For example, if two successful City Council candidates meet to discuss City business with a current City Council Member, there would be a Brown Act violation even if the successful candidates have not been sworn in. Likewise, if one successful City Council candidate meets to discuss City business with two current City Council Members, there would be a Brown Act violation even if the successful candidate has not been sworn in. The typical exceptions in the Brown Act still apply for purely social events where City business is not discussed.

If elected, consult with the City Clerk and/or City Attorney regarding compliance with the Brown Act.

