



CITY OF VALLEJO

GENERAL MUNICIPAL ELECTION NOVEMBER 3, 2020

CANDIDATE INFORMATION GUIDE

REVISED
Effective July 9, 2020

The Candidate's Information Guide has been revised to correct information contained on Page 9 specifically related to Fees and information related to Filing of petition in lieu of paying filing fees.

Dear Candidate,

This information guide has been prepared to inform interested parties and to assist candidates running for mayor or council member in Districts 1, 3 and 6 in the upcoming City of Vallejo General Municipal Election to be held on November 3, 2020.

The guide is not intended to be all encompassing. It does however summarize and answer basic questions regarding the candidate nomination process, campaign filing requirements, regulations regarding campaign literature and political signs and ads, availability of resource material, election results and seating of the elected mayor and council members in Districts 1, 3 and 6. Candidates will be provided all of the required nomination documents from the City Clerk during the nomination period which opens on Monday, July 13, 2020 and closes on Friday, August 7, 2020. The City Clerk will also provide official candidates and committees' information on filing dates and access to campaign disclosure forms throughout the election season.

Official candidates are invited to attend a Candidate Orientation hosted by the City Manager which is scheduled for Tuesday, September 15th from 2 to 4 p.m. to be held in the City Council Chambers. Due to the pandemic, this orientation may be conducted remotely via Zoom. The purpose of this orientation will be to introduce candidates to staff members, to receive an overview of the election process and campaign regulations and requirements, to provide an overview of the city and its governance protocols, and to answer any questions the candidates may have regarding city operations and programs.

The City Clerk's Office is located at City Hall, 555 Santa Clara Street, Third Floor, Vallejo, CA 94590. Due to the pandemic, access to City Hall is limited to the 2nd floor Lobby area from 10 a.m. to 2 p.m., Monday – Thursday. Please see “**Process for Issuing & Filing Nomination Papers,**” which is available on the City's website at www.cityofvallejo.net This process will strictly be adhered to.

If you have any questions, please contact Dawn Abrahamson, City Clerk, via e-mail at dawn.abrahamson@cityofvallejo.net or at (707) 648-4528.



Dawn G. Abrahamson, MMC
City Clerk

Phone: (707) 648-4528

Web: www.cityofvallejo.net

Email: dawn.abrahamson@cityofvallejo.net

This Candidate Handbook and Resource Guide 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 Vallejo 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.

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Department Directors

APPOINTED OFFICIALS		PHONE	
City Manager	Greg Nyhoff	648-4576	
Interim City Attorney	Randy Risner	648-4545	
DEPARTMENT DIRECTORS AND MANAGEMENT STAFF			
Assistant City Manager	Anne Cardwell	648-4579	
Executive Assistant to City Manager	Michelle Straub	648-4576	
City Clerk	Dawn Abrahamson	648-4528	
Economic Development Manager	Paul Kelley	649-5452	
Planning & Development Services Director	Gillian Hayes	648-4326	
Housing & Community Development Manager	Judy Shepard-Hall	648-4507	
Finance Director	Rekha Nayar	648-4592	
Fire Chief	Daryl Arbuthnott	648-4526	
Human Resources Director	Heather Ruiz	648-4363	
Police Chief	Shawny Williams	648-4321	
Public Works Director	Terrance Davis	648-4316	
Water Director	Mike Malone	648-4307	

The City Council

The City of Vallejo is a charter city, governed primarily by the laws of the state of California, the city charter and by its own ordinances and regulations. Per the charter, the City Council is comprised of a directly elected mayor and six elected council members. The City of Vallejo holds a general municipal election in November of even-numbered years. On November 3, 2020 the City will be conducting its first district-based election. On July 23, 2019 the City Council adopted Ordinance No. 1817 N.C. (2d), an ordinance providing for the election of six members of the City Council by Districts and the election of the Mayor city-wide, establishing the boundaries and identification number of each district, establishing the election order of each district (Map 616, sequence option 1). Electors will be electing a Mayor at-large and three members to the City Council, one each from Districts 1, 3 and 6. The Mayor and councilmembers representative of each of the three districts will all be elected for a term of four years.

For the November 3, 2020 General Municipal Election, in order to be eligible to hold office as a member of the City Council, a person must be an elector thereof or of territory lawfully annexed thereto for at least 30 days next preceding the last day for filing of nomination papers as fixed by applicable State law in **Districts 1, 3 and 6**. In order to hold office for Mayor, a person must be an elector thereof or of territory lawfully annexed thereto for at least 30 days next preceding the last day for filing of nomination papers as fixed by applicable State law.

In order to qualify as a registered voter in Vallejo, you must be a United States citizen; a resident of Vallejo; at least 18 years of age on the date of the next election; and, not in prison or on parole for a felony conviction.

The one candidate for mayor and the one candidate for councilmember from Districts 1, 3 and 6 receiving the highest number of votes and elected at said general municipal election shall serve for the regular four-year term pursuant to City Charter section 302 and pursuant to Ordinance No. 1817 N.C. (2d), adopted by the City Council on July 23, 2019.

Per the charter, no elective officer may hold office for more than two consecutive four-year terms as either mayor or councilmember, nor serve in both offices of mayor and councilmember for longer than three consecutive four year terms. No person who has held an elective office, or acted as an elected officer for more than two years of a term to which some other person was elected shall be elected to an elective office more than two consecutive subsequent terms. Any person who has served the maximum number of terms shall not serve again until at least 2 years have passed since his/her last date of holding office.

Newly elected members of the City Council will take the oath of office and be seated, upon certification of the election results, which shall occur on the first Tuesday following January 1 of each year, which will be Tuesday, January 5, 2021. In addition, the City Council shall also appoint one of its members to serve as vice mayor for a term of one year at the January 5, 2021 meeting.

Members of the City Council also serve as the Board of the City's Successor Agency to the former Vallejo Redevelopment Agency and as the Board of the Vallejo Housing Authority, along with two appointed tenant members. Members of the City Council also serve on the Board of Trustees, along with one member of the Board of Supervisors, of the Vallejo Flood and Wastewater District (VFWD).

The City Council adopts a regular meeting schedule each year. In 2020, regular meetings are scheduled for the second and fourth Tuesdays of each month (with the exception of the months of November and December 2020) at 7:00 p.m. in the council chambers at City Hall, with special meetings being held as

necessary. Regular meetings of the Housing Authority are scheduled quarterly and special meetings are held as needed. These meetings are scheduled to coincide just prior to or jointly with City Council meetings. The Board of the Vallejo Flood and Wasterwater District generally meets once a month at 6:00 p.m. prior to a City Council meeting.

The salary for the mayor and council members is provided for in accordance with the provisions of the city charter and ordinances adopted by the City Council. Currently, the mayor and council members receive a salary of \$14,700 annually. The mayor is eligible for additional compensation of \$22,800 annually payable in monthly installments. Information regarding additional benefit packages available to members of the City Council will be provided to the candidates as part of the nomination packet.

The mayor and council members may serve on various city standing or ad hoc committees, and county or inter-jurisdictional agencies.

Elected officials are also required to comply with state ethics laws, conflict of interest regulations and disclosure, and all requirements related to open meeting or “Brown Act” laws. Training and information is available to newly elected officials in a variety of forms.

Candidate Information - General

Eligibility

The Vallejo Charter section 301 states that no person shall be eligible to or continue to hold any elective office of the city, either by election or appointment, unless he/she is an elector thereof or of territory lawfully annexed thereto for at least thirty (30) days next preceding the last day for filing of nomination papers as fixed by applicable state law, or an equivalent number of days prior to his/her appointment. The residency requirement provide herein shall apply with equal force to write-in candidates. Persons residing in the unincorporated area of Vallejo are not eligible to run for city office. The City Clerk will verify voter registration and residency. Government Code section 1099 contains the provisions prohibiting the holding of incompatible, multiple offices. Questions regarding incompatible offices should be directed to the City Clerk. A person may continue to sit on a city commission during the time he or she is a candidate for office.

For the November 3, 2020 General Municipal Election, in order to be eligible to hold office as a member of the City Council, a person must be an elector thereof or of territory lawfully annexed thereto for at least 30 days next preceding the last day for filing of nomination papers as fixed by applicable State law in **Districts 1, 3 and 6**. In order to hold office for Mayor, a person must be an elector thereof or of territory lawfully annexed thereto for at least 30 days next preceding the last day for filing of nomination papers as fixed by applicable State law.

Nomination Period

Candidates will be provided with a November 3, 2020 General Municipal Election Calendar. This calendar lists critical dates throughout the election period. **The nomination period opens at 8:30 a.m. on Monday, July 13, 2020 and closes at 5:15 p.m. on Friday, August 7, 2020.** The candidate must complete and return all required nomination documents by the filing deadline. All nomination papers must be obtained from the City Clerk.

Due to the Pandemic and in an effort to comply with personal safety measures, an appointment to take out and/or file nomination papers is **required with 24 hours-notice** by contacting the City Clerk at Dawn.Abrahamson@cityofvallejo.net

In person appointments will be scheduled Monday through Friday with the first appointment available at 9:00 a.m. and the last appointment at 4:30 p.m. Double booking of appointments is not allowed.

A candidate should allow a minimum of 60 minutes for review and receipt of the candidate's nomination documents. If someone other than the candidate is delegated to pick up the nomination documents, the representative must provide the City Clerk with a letter of authorization signed by the candidate. While there is no prohibition against a person other than the candidate returning the nomination documents, the oath, which is part of the declaration form, must be administered by the City Clerk or a notary public. To avoid any misunderstanding as to the instructions for completing the nomination documents and to ensure that all documents filed are complete and in compliance with all requirements, the City Clerk strongly encourages all candidates to pick up and return their own nomination documents.

Candidates are encouraged to obtain and file nomination documents early in the process so that the City Clerk has the opportunity to review them with the candidate and to give the candidate an opportunity to correct any errors or omissions. The nomination paper and all other required nomination documents **must be filed at the same time**. All information contained in the nomination documents, other than contact

information, is kept confidential until the close of the nomination period at which time all information is made public.

If an incumbent fails to submit his or her nomination paperwork by the deadline or fails to qualify to run for office by the deadline, the nomination period is extended until 5:15 p.m. on Wednesday, August 12, 2020 for all candidates, **with the exception of incumbents** for that particular office only. This extension is not applicable when there is no incumbent eligible to be elected. A candidate may withdraw his or her nomination documents and remove his or her name from the ballot up until the close of the nomination period.

Fees

The Vallejo Municipal Code Chapter 2.56 requires that each candidate pay a filing fee at the time the candidate files candidate nomination papers. The filing fee for candidates seeking the office of mayor is \$250 and \$100 for council member. If a candidate does not qualify for the ballot because of insufficient signatures on his/her nomination papers, he/she shall be entitled to a refund of the filing fee, less the amount of \$25. The filing fee shall be waived if the candidate submits a petition containing signatures of not less than 200 registered voters of the city if the candidate is seeking the office of council member. The filing fee shall be waived if the candidate submits a petition containing signatures of not less than 500 registered voters of the city if the candidate is seeking the office of mayor. Signatures on this petition are in addition to and different from the signatures required on the nomination papers (VMC 2.56.040). The Petition In Lieu of Filing Fee form must be obtained from the City Clerk during normal business hours and must be returned no later than at the time the candidate submits his/her nomination papers. The candidate filing fee for either office will be collected at the time nomination papers are filed and will be refunded based on the minimum number of signatures verified.

In addition, a candidate may choose to submit a candidate statement of 200 words or less, providing a description of the candidate's education and qualifications. This statement will be published in the voter pamphlet that is mailed to each registered voter in the city. Per Council Resolution No. 20-074 N.C., if the candidate desires to include a candidate statement as part of his or her nomination papers, the candidate must pay the estimated cost of publishing this statement at the time all nomination papers are filed with the City Clerk.

The candidate at the time of filing his or her candidate statement is required to pay the estimated cost of printing, handling, and mailing of the candidate statement of qualifications in English in the amount as follows:

- Mayoral candidates - \$521.72
- District 1 councilmember candidates - \$178.86
- District 3 councilmember candidates - \$182.40
- District 6 councilmember candidates - \$167.07

The candidate at the time of filing his or her candidate statement is required to pay the estimated cost of printing, handling, translating and mailing the candidate statement in Spanish and Tagalog in the amount as follows:

- Mayoral candidates - \$571.72
- District 1 councilmember candidates - \$228.86
- District 3 councilmember candidates - \$232.40
- District 6 councilmember candidates - \$217.07

The above estimated payments are just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and

may, on a pro rata basis, bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of an overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty days of the election.

City Manager - Candidate Orientation

The City Manager will host a candidate orientation on Tuesday, September 15th from 2-4 p.m. in the City Council Chambers. The purpose of this orientation is to introduce candidates to staff members, to provide an overview of the city, and to answer any questions the candidates may have regarding city operations and programs. Due to the Pandemic, the orientation may be conducted remotely. Further information will follow.

Random Alpha Draw for Ballot Order

The Secretary of State will perform a random alpha draw on August 13, 2020, at 11:00 a.m. which will determine the order that candidates' names will appear on the ballot. (*EC 13112*) The City Clerk will notify candidates as soon as the information is available.

Voter/Precinct Information Data and Precinct Maps

Voter registration data and precinct maps are available from the Solano County Registrar of Voters, 675 Texas Street, Suite 2600, Fairfield, CA 94533 (707) 784-6675, www.solanocounty.com/elections.

Campaign Literature and Political Ads

The City Clerk is required to provide each candidate, at the time of filing the declaration of candidate, a copy of the Mass Mailing Requirements (*GC 84305*). A mass mailing is defined as "over 200 substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry. No newsletter or other mass mailing shall be sent at public expense. Candidates and their campaign committees should review and comply with the mass mailing requirements provided to you by the City Clerk.

In addition, any paid political advertisement that refers to an election or to a candidate for state or local elective office and that is contained or distributed with a newspaper shall bear on each surface or page, 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." The words shall be set apart from any other printed matter. As used in this section "paid political advertisement" shall mean and shall be limited to published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. (*EC 20008*)

Candidates may not use all or any part of the city's symbols, logo or related graphic materials on election signs, photographs or in any election material or mailings.

Political Signs

The placement of political signs is subject to regulation by the state, county or city.

Political signs may not be placed on any private property (residential, commercial or industrial) without the permission of the owner. (*PC 556.1, 593*)

The Vallejo Municipal Code Chapter 12.36 regulates the placement of temporary political signs within the city limits. No political sign shall be displayed sooner than 90 days preceding the election and shall be removed within 30 days after the election. No political sign shall be posted: 1) to any building owned, operated or leased by a public agency; 2) on or within the confines of any public park, recreation area, or

other type of landscaped ground owned or operated by the city or other governmental agency, or upon any flagpole or tree owned by a public agency; 3) on any traffic-control sign or device or on the supporting post of such sign; 4) which in any way blocks the view of a traffic-control sign or device by motorists or pedestrians in such a manner as to create a hazard; and 5) which in any way poses a hazard to motorists, pedestrians or cyclists using the public rights-of-way . The city has the right to immediately remove all signs which obstruct visibility on city streets or which constitute a traffic hazard.

https://library.municode.com/ca/vallejo/codes/code_of_ordinances?nodeId=TIT12BUCO_CH12.36SI

Signs posted in the unincorporated areas of Solano County must comply with the requirements set forth under the County's Campaign Sign Ordinance, Section 28.96.70(d)(2). Campaign signs may be displayed no sooner than 60 days prior to the election in the unincorporated areas of the county without a sign permit provided that the signs: 1) are installed on private property with the consent of the property owner; 2) shall not exceed 12 square feet in area within residential zoning districts and 32 square feet in area within non-residential zoning districts; and 3) shall be removed within 7 days following the election.

<https://www.codepublishing.com/CA/SolanoCounty/#!/SolanoCounty2800/SolanoCounty2804.html#28.96.70>

The California Department of Transportation has strict procedures for the allowance of temporary political signs on the state right-of-way. Signs are prohibited within the right-of-way of any public road or highway or adjacent to a landscaped freeway. Signs placed near highways are subject to regulation under the State Outdoor Advertising Act. The City Clerk will provide candidates with the state's criteria and a copy of the Statement of Responsibility for Temporary Political Signs.

PG&E prohibits the attachment of political signs to PG&E utility poles or other facilities. The U.S. Supreme Court ruled that third parties have no right to use utility property to communicate messages to the public. [*Pacific Gas and Electric v. Public Utilities Commission, 475.U.E.1 (1986)*]

Public Review of Information

At the time the candidate takes out nomination papers, the candidate will be asked to complete a Public Review Information Sheet which will include the name of the candidate, address, phone number, email address, and elective office being sought. Certain contact information designated by the candidate on the form will be made available to the public. Information on the date nomination papers and other candidate documents were obtained and filed will be posted daily during the nomination period as activity occurs.

City of Vallejo Website

The City Clerk will post election information to the city's website at https://www.cityofvallejo.net/city_hall/voting_elections as it becomes available. A listing of the official candidates and other public information regarding the candidates will be posted after the close of the nomination period.

The candidate statement will be posted to the Election Information page on the City Clerk's website https://www.cityofvallejo.net/city_hall/voting_elections after the close of nomination period.

Candidates may designate that certain information on their candidate statement be redacted from the version that is posted on the City website.

Electioneering near Polling Place

Candidates and their supporters must comply with Elections Code section 18370 when observing the voting process at the polling places on Election Day. No person may engage in "electioneering" or other election-related conduct within 100 feet of a polling place, which is defined as 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Electioneering includes, but is not limited to, circulating petitions; soliciting a vote or speaking to a voter on the subject of marking his or her ballot; and displaying messages suggesting support or opposition of a candidate or a measure on

signs, badges, buttons, clothes, etc. Any person who violates the prohibition on electioneering is guilty of a misdemeanor.

Election Results

Real time election results, starting at 8:01 p.m. on November 3, 2020, may be obtained by logging on to the Solano County website at www.solanocounty.com/elections.

The Registrar of Voters has 30 days to certify the results of the election. This certification will be provided to the City Clerk, who in turn, will prepare a certification of election results to the City Council for the first Tuesday following January 1 of each year, which will be Tuesday, January 5, 2021. The newly elected or re-elected Mayor and members of the City Council from Districts 1, 3 and 6 will take the oath of office and be seated at this meeting.

Contact Information

Any questions related to the nomination process should be referred directly to Dawn G. Abrahamson, City Clerk.

Due to the pandemic, the City Clerk has limited office hours. She can be contacted via e-mail at dawn.abrahamson@cityofvallejo.net or by phoning (707) 648-4528. Email is preferred to communicate with the City Clerk. General election information will be posted to the city's website at https://www.cityofvallejo.net/city_hall/voting_elections as it becomes available.

For other resources and information, you may wish to contact the following:

Solano County Registrar of Voters

675 Texas Street, Suite 2600, Fairfield, CA 94533

Phone: (707) 784-6675

Web: www.solanocounty.com/elections

Secretary of State Elections Division

1500 11th Street, Room 495, Sacramento, CA 95814

Phone: Elections Division: (916) 657-2166; Political Reform Division: (916) 653-6224

Web: www.ss.ca.gov

E-mail: Elections – elections@ss.ca.gov Political Reform – politicalreform@ss.ca.gov

Fair Political Practices Commission

1102 Q Street, #3000, Sacramento, CA 95811

Web: www.fppc.ca.gov

Technical or Legal Assistance: Phone: (866) 275-3772 or (916) 322-5660

Enforcement Division: Phone (800) 561-1861

State Franchise Tax Board

Phones: (800) 852-5711 or (800) 338-0505

Web: www.ftb.ca.gov

Other Helpful Websites:

Internal Revenue Service

www.irs.ustreas.gov

Federal Elections Commission

www.fec.gov

California Law

www.leginfo.ca.gov

Instructions for Completion of Nomination Documents

A. NOMINATION PAPER CHECKLIST – (Required)

The City Clerk will review the nomination documents with the candidate and provide the candidate with a checklist of documents provided to the candidate, indicating which documents must be returned by the end of the nomination period. The candidate will be asked to sign the checklist, as acknowledgement that he/she has received all applicable documents. The City Clerk will also keep a copy of the signed checklist.

B. CANDIDATE INFORMATION GUIDE

The City Clerk will provide each candidate with a copy of the Candidate Information Guide. This guide provides valuable information to assist the candidate in completing the nomination documents as well as general information to assist the candidate throughout the election season.

C. CANDIDATE INFORMATION FOR PUBLIC REVIEW – (Required)

At the time the candidate takes out nomination documents, the candidate will be asked to complete a form which will include the name of the candidate, address, contact phone numbers, and e-mail address. This information will be made available to anyone interested, along with information on the date nomination documents were taken out and when they are returned.

D. NOMINATION PAPER – (Required)

Issuing Nomination Paper: The nomination period opens at 8:30 a.m. on **Monday, July 13, 2020**. The Nomination Paper shall be taken out and filed with the City Clerk.

Due to the Pandemic and in an effort to comply with personal safety measures, an appointment to take out and/or file nomination papers is **required with 24 hours-notice** by contacting the City Clerk at Dawn.Abrahamson@cityofvallejo.net

In person appointments will be scheduled Monday through Friday with the first appointment available at 9:00 a.m. and the last appointment at 4:30 p.m. Double booking of appointments is not allowed.

The City Clerk will affix her signature and imprint the date to the nomination paper at the time it is issued and will type or print the name of the candidate and office sought on the nomination paper.

The signatures of registered voters shall be appended on the same sheet of paper. Once a nomination paper is filed, the paper may not be returned to the candidate to obtain additional signatures. If the candidate fails to obtain enough valid signatures, the City Clerk will issue one Supplemental Nomination Paper on which the candidate may collect additional signatures. The supplemental nomination paper shall be filed no later than the last day for filing the nomination paper. (*EC 10220, 10221 and 10227*)

Nomination Signatures: The candidate is responsible for obtaining the signatures of not less than 20, or more than 30, registered voters who are eligible to vote for the candidate. No voter may sign more nomination papers than there are offices to be elected. There is a Mayor seat and three members to the City Council, one each from Districts 1, 3 and 6 up at this election. No voter may sign more than one (1) nomination paper for a Council District or Mayor. **Individuals signing a council candidate's**

nomination petition must reside and be registered to vote in that district. The candidate may sponsor himself/herself by signing his/her nomination paper. *(EC 106, 10220, VMC Section 2.01.040)*

Each signer shall at the time of signing the nomination paper personally affix his or her signature, printed name, and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. *(EC 100, and 10220)*

A voter who is unable to personally affix on a nomination paper the information required may request another person to print the voter's name and place of residence on the appropriate spaces of the nomination paper, but the voter shall personally affix his or her mark or signature on the appropriate space of the nomination paper, which shall be witnessed by one person. *(EC 100.5, 354.5)*

The candidate should try to obtain the required number of signatures as soon as possible in order for the nomination paper to be filed and examined for sufficiency well before the filing deadline. Once a nomination paper is filed with the City Clerk, it may not be returned to the candidate to obtain additional signatures. If the nomination paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures, the City Clerk shall retain the original nomination paper, provide a copy of the nomination paper to the candidate with an indication as to which signatures are valid, and issue one supplemental nomination paper to the candidate on which the candidate may collect additional signatures. The supplemental nomination paper shall be filed not later than the last day for filing for that office. *(EC 10221)*

Declaration of Circulator: This section must be completed by hand and signed by the circulator. The candidate may be the circulator. Only one person may circulate the nomination paper. The Solano County Registrar of Voters will verify the registration of signatories on the Nomination Petition. *(EC 104, 10220, 10222)*

Affidavit of Nominee and Oath of Allegiance: This section should be left blank and should be completed in the presence of the City Clerk at the time the nomination documents are filed. The affidavit section includes the name of the nominee, the office sought, the candidate's name and designation (occupation) as it will appear on the official ballot and in the voter pamphlet, and the oath of allegiance. The oath will be administered by the City Clerk and signed by the candidate in front of the City Clerk at the time the filing is complete. The candidate must sign and date the affidavit. *(EC 10223, 10226)*

Name on Ballot and Ballot Designation: The candidate's name, as provided by the candidate on the affidavit of nominee, is the way it will appear on the ballot. Candidates must use their full legal name; nicknames or shortened versions of the full legal name may be listed in quotes. No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by Decree of Court. *(EC 13104, 13106)*

The candidate's ballot designation is limited to no more than three words which designate either the current principal profession, vocation or occupation of the candidate or the principal profession, vocation or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. If the candidate is currently serving in an elected office, the candidate may use words designating the elected office, which the candidate holds or the word "incumbent". Refer to the Ballot Designation Worksheet. *(EC 13107, 13107.3, 13107.5)*

The nomination paper, containing the names of registered voters that have nominated the candidate, becomes a public document that may be viewed, but not copied, after the close of the nomination period. (EC 17100)

E. BALLOT DESIGNATION WORKSHEET – (Required)

All candidates that wish to have a ballot designation listed on the ballot must complete a ballot designation worksheet. The candidate must file the worksheet at the same time the nomination paper is filed. If no ballot designation worksheet is filed, no designation shall appear on the ballot. (EC 13106, 13107, 13107.3, 13107.5)

If after review of the ballot designation and the ballot designation worksheet, the City Clerk finds that the ballot designation is in violation of any of the restrictions set forth in Elections Code Section 13107 and 13107.5, the City Clerk shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

The candidate shall, within three business days, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the City Clerk and provide a designation that complies with Elections Code Section 13107. In the event the candidate fails to provide a designation that complies with this requirement, no designation shall appear after the candidate's name. (EC 13107)

If a candidate is unsure of whether or not a ballot designation will be accepted, he or she should contact the City Clerk in advance of filing the nomination documents to discuss the designation.

Below are some examples of acceptable and unacceptable ballot designations.

Acceptable Designations

If an elected official opts to include another profession, vocation, or occupation with the elective office, the designation must satisfy the three-word limitation, such as – “Legislator, Businessman”, “Physician/Senator.” An **impermissible** designation would be “member of the Senate/Rancher.”

A principle profession, vocation, or occupation is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby. Some persons may work at more than one profession or vocation. Exceptions may apply for persons retired or unemployed. A designation which connotes a status is unacceptable. Examples of **unacceptable** status claims include “parent”, “taxpayer”, “citizen”, “patriot” renter” and “presidential appointee”.

A candidate may use either his or her current principle profession or one that he or she has held within the last calendar year.

Organization names must be replaced with generic references. For example, “President, Computer Company” would be acceptable, but “President, Apple Computer” would be **unacceptable**.

Multiple designations are usually acceptable, provided that the three-word limitation is met.

“Community Volunteer” shall be a valid principal vocation if not in violation of the restrictions set forth above and subject to the following conditions: (EC 13107.5)

- A candidate’s community volunteer activities constitute his or her principle profession, vocation or occupation.
- A candidate is not engaged concurrently in another principle profession, vocation, or occupation.
- A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.

Unacceptable Designations

A political party central committee designation is not a principle profession nor is it an elected county or state office.

Ballot designations suggesting an evaluation of a candidate such as “Best _____,” “Prominent _____”, “Advocate”, “Anti,” anything conveying a philosophy, or words connoting a status are **unacceptable** designations.

Commercial or proper names such as “IBM President,” “Director, Health Services,” “Sierra Club Secretary” would be **unacceptable**. Generic descriptions of specific jobs should be substituted, for example, “Computer Corporation President,” “State Agency Director,” or “Nonprofit Organization Secretary.”

“Democratic Party Chair,” “Republican Central Committee Member,” “Latino Notary,” “Mormon Physician” and “Caucasian Policeman” are all examples of **impermissible** designations.

F. CANDIDATE STATEMENT OF QUALIFICATIONS - (Optional)

A candidate may, at his or her option, prepare a candidate statement, which includes the name, age and occupation of the candidate along with a description, not to exceed 200 words, of the candidate’s education and qualifications.

The candidate statement will be printed in the voter pamphlet mailed by the Solano County Registrar of Voters to every registered voter in the City of Vallejo.

The statement is optional and is printed at the expense of the candidate. The candidate at the time of filing his or her candidate statement is required to pay the estimated cost of printing, handling, and mailing of the candidate statement of qualifications in English in the amount as follows:

- Mayoral candidates - \$521.72
- District 1 councilmember candidates - \$178.86
- District 3 councilmember candidates - \$182.40
- District 6 councilmember candidates - \$167.07

The candidate at the time of filing his or her candidate statement is required to pay the estimated cost of printing, handling, translating and mailing the candidate statement in Spanish and Tagalog in the amount as follows:

- Mayoral candidates - \$571.72
- District 1 councilmember candidates - \$228.86
- District 3 councilmember candidates - \$232.40
- District 6 councilmember candidates - \$217.07

The City Clerk will either bill the candidate for an additional amount or refund the candidate monies depending on the actual cost presented to the city by the Solano County Registrar of Voters.

If a candidate alleges to be indigent and unable to pay the fee for submitting a candidate statement, the candidate will be required to submit a Statement of Financial Worth to the City Clerk to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance (*EC 13309*).

Refer to the instructions stated on the Candidate's Statement Information Sheet and the Candidate Statement of Qualifications Guidelines provided by the Solano County Registrar of Voters.

In summary, the candidate statement is limited to no more than 200 words, using the Word Count Standards included in the Candidate's Statement of Qualifications Guidelines. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Reference to another candidate for that office or to another candidate's qualifications, character, or activities is prohibited. If a candidate names any person as an endorser within the text of the candidate statement, the candidate must obtain the written consent of the person named in the body and submit along with the candidate statement a Consent Form, which will be supplied by the City Clerk.

Candidate statements are to discuss the education and qualifications of the candidate. The heading of the statement includes the candidate's name (*required*), age (*optional*), and occupation (*optional*). All statements will begin with the words "Education and Qualifications" followed by the text filed by the candidate. These words, as well as the heading, are standardized and do not count toward the 200-word limitation. The "occupation" listed in the heading is not governed by the laws and regulations pertaining to the ballot designation that appears under the candidate's name on the ballot. Therefore, it may be different from the candidate's ballot designation. However, if its length exceeds one line, the candidate may be asked to modify verbiage. Statements shall be written in the first person and shall be limited to a recitation of the candidate's personal background and qualifications.

Statements must be typewritten or computer generated and single-spaced in a block paragraph style. **Words in all capitals, indentions, italics, underlines, stars, dots, etc., are prohibited.** Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Intended text, if submitted, will be run together as a sentence.

The statement will be printed as submitted. Therefore, candidates are advised to carefully check for errors in grammar, punctuation and spelling. The candidate **must** submit **both** a hard copy and a CD, USB/flash drive or e-mail of his/her candidate statement to the City Clerk at dawn.abrahamson@cityofvallejo.net. If there is a discrepancy between the computer version and the hard copy, the hard copy version shall be considered the final version. The hard copy version must be signed by the candidate.

The statement must be attached to the Candidate Statement of Qualifications Form and the Declaration of Candidate Statement shall be executed by the candidate, under penalty of perjury, declaring that the information contained within the statement is true and correct.

The statement must be filed at the time the nomination documents are filed. A candidate 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. Any candidate who elects not to submit a candidate statement will be required to sign a waiver. (*EC 13307, 13308, 13309*)

Candidates will also be required to sign forms provided by the Registrar of Voters: 1) Candidate Statement Block Formatting & Translation Request.

The candidate statement is kept confidential until the close of the nomination period at which time it becomes a public document that will be posted to the city's website and available for public viewing and copying. It will also be mailed to every registered voter in the city as part of the voter pamphlet. (EC 13311)

G. FORM 700 - STATEMENT OF ECONOMIC INTERESTS – (Required)

The Political Reform Act requires that candidates file a Form 700, Statement of Economic Interests, at the time the nomination documents are returned. Instructions are provided with the form provided to candidates by the City Clerk. An interactive version of this form is also available on the Fair Political Practices Commission website at www.fppc.ca.gov. The Form 700 is a public document and will be made available for public viewing and copying at the close of the nomination period.

Note: Most state and local officials, employees and candidates are prohibited from accepting gifts totaling more than \$500 in a calendar year from a single source. See Form 700 Reference Pamphlet to learn more about honorariums, loan prohibitions, disqualification and late filing information.

H. CODE OF FAIR CAMPAIGN PRACTICES – (Optional)

State law requires that at the time nomination documents are issued, the City Clerk provide each candidate with a copy of the Code of Fair Campaign Practices. However, the signing and submittal of this form with the filing of a candidate's nomination documents is optional. (EC 20400)

If filed, this document will be made available for public viewing and copying.

I. PERMISSION TO POST CANDIDATE HOME INFORMATION TO WEB – (Required)

Candidate related information will be posted to the city's website at www.cityofvallejo.net after the close of the nomination period. Government Code section 6254.21 requires written approval be obtained prior to the posting of a home address or phone number of elected or appointed officials. The candidate should indicate on this form, whether or not, he or she authorizes the posting of a home address and home phone number to the web.

J. FEES – (Required)

The Vallejo Municipal Code Chapter 2.56 requires that each candidate pay a filing fee at the time the candidate files candidate nomination papers. The filing fee for mayoral candidates is \$250. The filing fee for candidates seeking the office of councilmember for Districts 1, 3 and 6 is \$100. If a candidate does not qualify for the ballot because of insufficient signatures on his/her nomination papers, he/she shall be entitled to a refund of the filing fee, less the amount of \$25. The filing fee shall be waived if the candidate submits a petition containing signatures of not less than 200 registered voters of the city if the candidate is seeking the office of councilmember. Signatures on this petition are in addition to signatures required on the nomination papers. The Petition In Lieu of Filing Fee form must be obtained from the City Clerk during normal business hours and must be returned no later than at the time the candidate submits his/her nomination papers.

In addition, a candidate may choose to submit a candidate statement of 200 words or less, providing a description of the candidate's education and qualifications. This statement will be published in the voter

pamphlet that is mailed to each registered voter in the city. If the candidate desires to include a candidate statement as part of his or her nomination papers, the candidate at the time of filing his or her candidate statement is required to pay the estimated cost of printing, handling, and mailing of the candidate statement of qualifications in English in the amount as follows:

- Mayoral candidates - \$521.72
- District 1 councilmember candidates - \$178.86
- District 3 councilmember candidates - \$182.40
- District 6 councilmember candidates - \$167.07

The candidate at the time of filing his or her candidate statement is required to pay the estimated cost of printing, handling, translating and mailing the candidate statement in Spanish and Tagalog in the amount as follows:

- Mayoral candidates - \$571.72
- District 1 councilmember candidates - \$228.86
- District 3 councilmember candidates - \$232.40
- District 6 councilmember candidates - \$217.07

Candidates may submit one check to cover the cost of the filing fee and the cost of the candidate statement. Checks should be made out to the City of Vallejo. All fees must be paid at the time the candidate files his/her nomination documents.

K. QUESTIONS AND INFORMATION

If a candidate has any questions regarding how to complete any portion of the nomination documents, he/she should contact **Dawn Abrahamson, City Clerk, via e-mail at dawn.abrahamson@cityofvallejo.net or by phone (707) 648-4528.**

FPPC Campaign Disclosure Forms and Requirements

The statutory requirements of the Political Reform Act of 1974 are contained in Sections 81000 through 91015 of the Government Code. The Act requires candidates and committees to file campaign statements disclosing contributions received and expenditures made at specific times throughout an election cycle. Failure to file in compliance with the Act may result in criminal and civil penalties. Persons who do not file their campaign statements on time are liable for a late filing penalty of \$10 per day or the cumulative amount stated on the late campaign statement, whichever is greater.

A candidate may raise or spend money on an upcoming election prior to filing his or her nomination papers. However, prior to raising or spending any funds, a candidate must first file the required Form 501 and Form 410 (*see below*) and must set up a campaign bank account separate from a personal bank account.

Campaign statements are to be filed with the City Clerk, who is the filing officer for candidates and committees for local offices and measures. The City Clerk will advise candidates and committees of their filing obligations and provide candidates with forms. Candidates and committees should also refer to the Campaign Filing Schedule provided by the City Clerk.

The Fair Political Practices Commission (FPPC) is responsible for promulgating regulations, enforcement, and providing technical assistance. A candidate may contact the FPPC at (916) 322-5660 (Toll Free – 1-866-ASK-FPPC) or visit their website at www.fppc.ca.gov. Campaign forms and manuals may be downloaded from this website.

The Fair Political Practices Commission generally conducts several workshops and seminars throughout the state for candidates and their treasurers. Visit the FPPC website at www.fppc.ca.gov to find out when and where these workshops are being conducted.

Check out the FPPC's CANDIDATE TOOLKIT: <http://www.fppc.ca.gov/content/fppc-v2/fppc-learn/campaign-rules/candidate-toolkit-getting-started.html>

Campaign Disclosure Manual 2

This manual provides information to local candidates and their controlled committees and to primarily formed committees for local candidates on state laws as it applies to receiving and expending funds on a campaign and reporting and recordkeeping requirements. The manual consists of 252 pages and can be viewed or downloaded by chapter or in its entirety from the FPPC website at www.fppc.ca.gov.

Form 501 – Candidate Intention Statement

A candidate is required to file this form with the City Clerk prior to soliciting or receiving contributions for any election. This form may be filed prior to the start of the nomination period. Candidates must file a separate Form 501 for each election. If a candidate has not filed this form prior to the start of the nomination period, he or she will be required to file this form along with the nomination documents.

Form 410 – Statement of Organization

This form is to be used to establish a committee and must be filed within 10 days of a candidate or committee receiving \$2,000 in contributions. Contributions include monetary payments, loans and non-monetary goods and services received or made for a political purpose. Expenditure of a candidate's personal funds is considered a "contribution" to the committee. The original is to be filed with the

Secretary of State and shall 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. A copy of the Form 410 is to be filed with the City Clerk. If a candidate has not already filed this form prior to the nomination period, a copy of the form will be provided along with the nomination documents. A candidate running for re-election must file an amended Form 410 to redesignate his/her committee for the upcoming election. **The name of the candidate's Controlled Committee must identify the candidate's name, office, and election year.**

Effective January 1, 2013, all committees must now disclose the financial institution and bank account number used by the committee.

Form 460 – Recipient Committee Campaign Statement

This form is to be used by a candidate 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 an election to office or holding office. The form is to be filed with the City Clerk at specific times throughout an election cycle or year. The City Clerk will provide any committee that has a Form 410 on file with the City of Vallejo the schedule for filing pre-election and semi-annual campaign statements and will provide committees with the applicable forms upon request.

Form 462 –Notification Form-Verification of Independent Expenditures

Beginning January 1, 2013, campaign committees that make independent expenditures of \$1,000 or more must verify that the independent expenditures made by the committee are-in fact-not coordinated with the relevant candidate or measure and that the committee is reporting all contributions and reimbursements. This is a one-page form that identifies the committee making the independent expenditures and the relevant candidate or measure supported or opposed. The form is signed by the principal officer, candidate or officeholder and must be filed by email with the Fair Political Practices Commission within 10 days from the date of an independent expenditure that totals, in the aggregate, \$1,000 or more to support or oppose a candidate in a calendar year. The originally signed form must be maintained with the committee's campaign records.

This form is **not triggered** for candidates and their controlled committee if they are making expenditures for their controlled committee

Form 470 – Candidate and Officeholder Campaign Statement – Short Form

The Form 470 is used by candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$2,000 or more in a calendar year. If a 470 is filed with the City Clerk on or before the filing deadline for the first-pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$2,000. If a candidate files a 470 and subsequently receives contributions or makes expenditures totaling \$2,000 or more, the candidate is required to file a Supplemental Form 470 with 48 hours to the Secretary of State, the City Clerk, and to each of his or her opponents seeking the same office.

Form 496 – 24-hour Independent Expenditure Report

A committee that is primarily formed to support or oppose a candidate or ballot measure and makes independent expenditures that cumulatively total \$1,000 or more to support or oppose a candidate or ballot measure during the **90 days preceding the election or on the date of the election in which the candidate or measure will be voted on**, must file a report with the City Clerk within 24 hours of the expenditure. The form may be sent to the City Clerk by fax, guaranteed overnight delivery or personal

delivery, but not by regular mail. Candidates need not file this report for expenditures made from their controlled committees in support of their election, including expenditures opposing an opponent.

Form 497 – 24-hour Contribution Report

Any committee that makes or receives a late contribution that cumulatively totals \$1,000 or more from a single source **90 days prior to or on the date of the election** must file a report with the City Clerk within 24 hours of the time the contribution was made or received. The form may be sent to the City Clerk by fax, guaranteed overnight delivery or personal delivery, but not by regular mail.

Campaign Committee – After the Election

Per Government Code Section 89519, upon leaving any elected office, or at the end of the post election reporting period following a defeat of a candidate for elective office, whichever occurs last, campaign funds raised and under the control of the former candidate will be considered surplus campaign funds and must be used only for the following purposes:

1. The payment of outstanding campaign debts or elected officer's expenses.
2. Pro rata repayment of contributions.
3. Donations to any bona fide charitable, educational, civic, religious or similar tax-exempt, nonprofit organization, where no substantial part of the proceeds will have a material financial effect on the former candidate, any member of his/her immediate family, or his/her campaign treasurer.
4. Contributions to a political party or committee as long as funds are not used to make contributions in support of or opposition to a candidate for elective office.
5. Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure.
6. Payment for professional services required by the committee to assist in performance of its administrative functions, including payment for attorney's fees for litigation which arises directly from a candidate's activities, duties, or status as a candidate.
7. Payment or reimbursement to the state of costs of installing an electronic security system in the home and/or office of a candidate who received threats to his/her physical safety, provided that the threats arise from his/her activities, duties, or status as a candidate and that the threats have been reported to and verified by an appropriate law enforcement agency.

Duties and Obligations of Candidate and Campaign Treasurer

The Political Reform Act of 1974 requires that officeholders and candidates, without a committee, must verify their own statements and reports. An officeholder or candidate verifies the truth and completeness of the statement as well as his/her use of reasonable diligence in its preparation.

Every Recipient Committee must have a treasurer. Committees may not accept contributions or make expenditures before a treasurer is appointed. Committee treasurers are required to sign campaign statements under penalty of perjury. Treasurers are legally responsible for the accuracy and completeness of campaign statements. An officeholder or candidate may act as his/her own committee treasurer. A Recipient Committee may designate one assistant treasurer on the committee's Statement of Organization (Form 410). The assistant treasurer will assume the duties of the treasurer if the treasurer is unavailable or vacates the office of treasurer.

Controlling officeholders and candidates must sign the campaign statement of each committee subject to their control. The officeholder or candidate must verify that, to the best of his/her knowledge, the treasurer used all reasonable diligence in statement preparation and that the statement is true and complete.

It is the duty of each treasurer, candidate and elected officer to maintain detailed accounts, records, bills and receipts that are necessary to prepare campaign statements and to comply with the Political Reform Act. *(GC 84104)*

If any person files a statement or report or a copy of a statement or report after any deadline, he/she is liable to the filing officer or other officer with whom the copy is required to be filed in the amount of \$10.00 per day after the deadline. *(GC 91013)*

In addition, if a committee qualifies as a committee before the election, but after the closing date of the last campaign statement required to be filed before the election, the committee must file, by telegram or personal delivery within 24 hours of qualifying as a committee, the information required to be reported in the Statement of Organization, Form 410, to the Secretary of State and the City Clerk.

All contributions received by a person acting as an agent of a committee must be reported promptly by the recipient to the committee's treasurer or any of his designated agents. "Promptly" means before the closing date of any campaign statement required to be filed by the treasurer. *(GC 84306)*

All contributions must be segregated from and may not be commingled with any personal funds of the recipient or any other person. *(GC 84307)*

For complete information regarding the duties and obligations of candidates and their treasurers, refer to the FPPC Campaign Disclosure Manual 2, which may be viewed or downloaded from the FPPC website at www.fppc.ca.gov.