City of Rancho Cordova

CITY COUNCIL CANDIDATE INFORMATIONAL PACKET
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A WORD FROM THE CITY CLERK

Thank you for your interest in running as a candidate for City Council for the City of Rancho Cordova.

The City Clerk's Office has prepared this informational packet for those interested in learning more about running for City Council in the November 6, 2018 Municipal Election.

The City Council Candidate Guide, Nomination Paper, and other nomination documents are available from the City Clerk's Office during the Nomination Period.

My staff and I are available to meet with you to assist you if you have questions about running for office to serve on the City Council.

Running for office is an open and transparent process. Upon filing with the City Clerk's Office, candidate and campaign information becomes a public record and will be made available to the public upon request without notice to the candidate except as otherwise noted within the California Elections Code.

We look forward to working with you.

Sincerely,

Stacy Leitner, City Clerk/Elections Official
Phone (916) 851-8805
sleitner@cityofranchocordova.org
ABOUT OUR CITY GOVERNMENT

The City of Rancho Cordova was incorporated on July 1, 2003. Rancho Cordova is a General Law city and has a City Council/City Manager form of government. The City Manager, appointed by the City Council, is the administrative head of government under the direction and control of the City Council. The City Manager is responsible for the efficient administration of all the affairs of the city, including being empowered to appoint all city department heads with the exception of the City Attorney.

The City Council acts as the board of directors of the municipal corporation and meets in a public forum where citizens may participate in the governmental process. Residents elect five Council Members at large, making each accountable to the entire citizenry. One Council Member serves as Mayor each year and is thought to be a “chief among equals for a time”. The City Council Members receive a monthly salary of $500. The City consolidates its election with the County of Sacramento in the Statewide General election held on the first Tuesday in November of even-numbered years.

The City Council establishes City policies, approves ordinances and resolutions, and makes land use decisions during open public meetings.

Regular meetings of the City Council are held on the first and third Monday of the month, beginning at 5:30 p.m. in the David B. Roberts Council Chambers at City Hall. As business requires, study sessions and special meetings are often scheduled on alternate Tuesdays, or as otherwise calendared. The City Clerk’s Office assembles the agenda packet which is available to the Council and public at least 72-hours prior to the regular meetings and 24-hours prior to the special meetings.

City Council meetings are open to the public, with the exception of Closed Sessions. The Mayor chairs City Council meetings and is the presiding officer for the City Council.

Council Members will want to be informed on local issues and also have some familiarity with various federal and state laws and regulations. These laws include, but are not limited to, the Federal and state Constitutions, Open meetings laws (commonly referred to as the “Brown Act”), Ethics Laws, and Fair Political Practices Commission regulations.
Office of City Council

These terms of office are for four (4) years from the period of December 2018 through November 2022.

Candidate Eligibility

To be a candidate for the City Council of the City of Rancho Cordova, you must be:

- A United States citizen
- 18 years of age or older
- A resident of Rancho Cordova
- A registered voter of Sacramento County

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

Placement of Names on Ballot (EC 13112)

The Secretary of State will make a random drawing of letters of the alphabet following the close of the nomination period. Candidates' names will be placed on the ballot by their surnames in the order determined by this drawing. The City Clerk will notify candidates by e-mail as soon as the results of the drawing are known.
Important Information

Nomination Documents To Be Submitted

No later than the end of the filing period, candidates submit the following:

1. Nomination Paper
2. Ballot Designation Worksheet, including documentation
3. Candidate Statement Form - optional
4. Endorsements (with the Candidate Statement Information)
6. Media Sheet
7. Website Authorization Form
8. Statement of Economic Interests (Form 700)
9. Candidate Intention Statement (Form 501)
10. Political Signs (Filed with Caltrans)

Filing Period for Nomination Documents (EC Section 10220)

Monday, July 16, 2018, at 8:00 a.m. will be the first date and time that nomination documents may be issued by the City Clerk, at City Hall, 2729 Prospect Park Drive, Rancho Cordova. Candidates can schedule an appointment through the City Clerk’s Department.

Friday, August 10, 2018, at 5:00 p.m. will be the final date and time for filing any nomination documents with the City Clerk, unless an incumbent does not file. No late documents will/can be accepted.

Filing Period Extension If Incumbent Does Not File (EC 10225)

If nomination documents for a qualified incumbent Council Member are not filed by 5:00 p.m. on Friday, August 10, 2018, the Nomination Period will be extended until Wednesday, August 15, 2018, at 5:00 p.m.
Nomination Paper

The Nomination Paper (Official Filing Form) will be furnished only by the City Clerk or a designated member of the City Clerk staff.

All nomination signatures 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 nomination paper is determined to be insufficient or the candidate fails to obtain enough valid signatures, the City Clerk will issue one supplemental nomination petition on which the candidate may collect additional signatures. The supplemental petition shall be filed no later than the last day for the filing the nomination paper. (EC 10220, 10221 and 10227)

A person other than the candidate may obtain the nomination paper on behalf of the candidate. The person designated to obtain the nomination paper must be authorized in writing to obtain forms. The authorization must list the designated person by name (first and last) and must be signed by the candidate. This must be an original signature only; no electronic or copied signatures are permitted. The person obtaining the nomination paper on behalf of the candidate must receive and sign for the complete nomination packet and attend the full initial filing appointment (approximately one hour) in order to obtain the forms.

The candidate must complete and return all nomination papers by the filing deadline. The nomination period ends August 10, 2018, eighty-eight (88) days before the general municipal election. If an eligible incumbent fails to submit nomination papers, the nomination period is extended to August 15, 2018, eighty-three (83) days before the election. A candidate may withdraw his/her nomination papers up until the close of the nomination period. All nomination papers must be filed at the same time. (EC 10224 and 10225)

Nomination Signatures

The candidate is responsible for obtaining the signatures of not less than twenty (20), or more than thirty (30) registered voters who are eligible to vote for the candidate. Signatures must match the signature on the voter’s registration information. Each signer must provide his/her signature and name and address in his/her own handwriting, and all signatures will be verified. No voter may sign more nomination petitions than there are positions. Individuals signing a council candidate’s nomination petition must reside and be registered to vote in the City of Rancho Cordova. The candidate may sponsor himself/herself by signing his/her nomination petition. (EC 10220)
Candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be filed and examined for sufficiency well before the filing deadline as all signatures will need to be verified through the Registrar of Voters.

Each signer shall, at the time of signing the petition or paper, personally affix his or her signature, printed name, and place of residence, giving street and number, city, state, and zip 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 106)

**Filing of Nomination Paper**

Once all signatures have been obtained, the candidate must file the Nomination Paper with the City Clerk. Please note that all required nomination documents must be filed at the same time.

**Ballot Designation Worksheet**

**Name on Ballot and Ballot Designation (EC 13106-13107)**

The City Clerk will provide a Ballot Designation Worksheet. There are strict Election Code requirements that must be adhered to.

The candidate’s name as provided by the candidate on the Affidavit of the Nominee is the way it will appear on the ballot. Candidates must use their full legal name; nicknames may be used, but must be listed in quotes; common shortened versions of first names do not require quotes. The Affidavit of Nominee cannot be changed after the nomination period has closed.

This designation is limited to no more than three (3) 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 either the elected office that the candidate holds or the word “incumbent”. Please refer to California Elections Code § 13106, 13107 and 13107.5 for further information.

An accurate ballot designation of the candidate is important so that an informed electorate may intelligently elect one of the candidates. If the candidate chooses not to have a ballot designation, the space under the candidate's name will be left blank.
Candidate Statement Form (EC 13307)

Each candidate may file a Candidate Statement of no more than 200 words on a form provided by the City Clerk. Candidates will also be asked to submit their statements electronically in Microsoft Word or Text format. The statement will be printed in the Voter's Pamphlet and distributed to all registered voters with the sample ballot prior to the election. Statements must be filed at the same time the Nomination Paper is filed.

The Elections Code prohibits the Candidate's Statement from containing references to the candidate's party affiliation or membership, or his or her activities in partisan political organizations. (City Council elections are required to be non-partisan.) In addition, the City Clerk is required to reject a statement which contains any obscene, vulgar, profane, scandalous, libelous, or defamatory matter, or any language which in any way incites, counsels, promotes or advocates hatred, abuse, violence or hostility toward, or which tends to cast ridicule or shame upon, any person or group of persons by reason of sex, race, color, religion or manner of worship, or any language or matter, the circulation of which through the mails is prohibited by Congress. The Elections Code also provides that the author of a Candidate's Statement is not exempt from any civil or criminal lawsuit filed because of any false, scandalous, or libelous statements contained in the Candidate's Statement.

The estimated cost of printing the candidate statement for the November 6, 2018 election is $600.00 and is paid by the candidate. Once the election is over, the final cost will be determined and billed/refunded to candidates.

Any candidate may withdraw his/her Candidate Statement, either in person or by a signed statement of withdrawal, no later than 5:00 p.m. of the next business day following the close of the nomination period (EC § 13307).

The City Clerk will not release the statement to the media until the expiration of the filing deadline. However, if FPPC Form 501, Candidate Intention Statement is filed, that form is immediately public information.

Candidates' statements are available for public examination in the City Clerk Department, during regular business hours, throughout the ten (10) calendar day review period. During this period any voter of the jurisdiction in which the election is to be held, or the election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. The venue for such a proceeding shall be the county in which the statement is filed. (EC 13313(b)(1))
The California Fair Political Practices Commission (FPPC) has many filing requirements. Below is a brief summary of these requirements, but is not all inclusive. Candidates are responsible for complying with the filing requirements of the California Government Code (Political Reform Act). Failure to file may result in the imposition of fines in accordance with State Law. Appropriate information manuals, addendums, and forms will be provided to each candidate. The manuals and forms provided should be read carefully. If assistance with the form is needed, candidates may call the FPPC at 1-866-275-3772. Additional copies of the forms may be obtained from the City Clerk or the FPPC website at www.fppc.ca.gov.

Copies of the Political Reform Act may be obtained by contacting the FPPC at 1-866-275-3772 or it may also be viewed on their website.

Although this is a consolidated election, the City Clerk is the Elections Official and all documents should be submitted to the City Clerk’s Office.

**Statement of Economic Interests (FORM 700)**

Local public officials and employees must disclose their personal assets and income. If any financial conflicts exist, public officials must disqualify themselves (recuse) from participating in a vote that may affect personal economic interests.

Each candidate is required to file a Statement of Economic Interests form (Form 700). This form should be filed at the time the Nomination Paper is filed. However, it must be filed no later than the close of the Nomination Period.

Elected Officials and employees are required to file this form annually in April; and within 30 days of Assuming or Leaving Office.

**Candidate Intention Statement (Form 501)**

The Form 501 is to be filed before candidates solicit or receive any contributions or before expenditures are made from personal funds on behalf of the candidate’s candidacy. Campaign fundraising may begin at any time provided the candidate has filed the Form 501 and the appropriate 400 series form.
Statement of Organization Recipient Committee (Form 410)

The Form 410 is filed within 10 days of receiving $2,000 in contributions. Include a $50 payment made payable to the Secretary of State.

Recipient Committee Campaign Statement (Form 460)

This form is required for all candidates who receive contributions or make expenditures of $2,000 or more.

Officeholder and Candidate Campaign Statement (Form 470)

Candidates who will receive contributions or make expenditures of less than $2,000 file this form.

Following the election, each candidate will be required to file a Semi-Annual Campaign Statement. The Statement is due in the City Clerk's Office by January 31, 2019. Additional filing(s) will be required if the candidate's campaign bank account has not been closed by December 31, 2018.

Officeholder and Candidate Campaign Statement (Form 470 Supplement)

This form is required only for candidates who do not have a controlled committee and do not anticipate receiving or spending more than $2,000.

An original and one copy must be filed with the City Clerk at the time the first campaign statement for this election period is filed.

24-hour Contribution Report (Form 497)

A 24-hour contribution is a monetary or non-monetary contribution, including a loan, or a combination of monetary and non-monetary contributions and loans, which totals in the aggregate of $1,000 or more from a single source which is made to or received by a committee during the 90 days immediately preceding the election.

A 24-hour Contribution Report must be filed with the City Clerk by guaranteed personal delivery, overnight delivery service, or facsimile within 24 hours of making or receiving a contribution. Regular mail may not be used.

The Form 497 may be faxed to the filing officer and considered on time when transmitted by fax on the day of the filing deadline and received during regular business hours. However, the filer must provide the City Clerk with the original form, with the original signature, via first-class mail, guaranteed overnight delivery or personal delivery within 24 hours of the applicable deadline.
It is the filer's obligation to ensure that the fax transmitted copy is received by the filing officer, who is under no obligation to the filer when a faxed statement is not received due to a paper jam, system error, or paper shortage, etc.
# NOVEMBER 2018 ELECTION CALENDAR

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<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>July 5 or 6</td>
<td>Notice of Election published in the Grapevine Independent</td>
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<tr>
<td>July 16 – August 10</td>
<td>Filing period for Nomination Papers and Candidates' Statements</td>
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<tr>
<td>July 31</td>
<td>Semi-Annual Campaign Statement (Form 460) due</td>
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<tr>
<td>Within 10 Days</td>
<td>Independent Expenditure Verification (FPPC Form 462) needs to be filed within 10 days</td>
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<tr>
<td>Within 24 Hours (8/10-11/6)</td>
<td>Contribution/Independent Expenditure Reports (FPPC Form 496 or 497) if expenditure, contribution or aggregate contribution is $1,000 or more</td>
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<tr>
<td>August 10</td>
<td>First day campaign signs can be placed</td>
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<td>August 11-15</td>
<td>Extended Filing Period if an incumbent does not file</td>
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<tr>
<td>August 13</td>
<td>Last day to withdraw Candidate Statement</td>
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<td>August 16</td>
<td>Secretary of State to Determine Order of Names on Ballot</td>
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<tr>
<td>September 10 to October 23</td>
<td>Filing Period for Write-In Candidates</td>
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<td>September 27</td>
<td>First Pre-election Campaign Statement due</td>
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<td>October 9</td>
<td>Ballot Drop Off Locations Open</td>
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<tr>
<td>October 22</td>
<td>Last day to Register to Vote (or change registration)</td>
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<td>October 25</td>
<td>Second Pre-election Campaign Statement due</td>
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<tr>
<td>October 27</td>
<td>Vote Centers Open</td>
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<td>October 30</td>
<td>Deadline for City Clerk to Publish Notice of Nominees</td>
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<tr>
<td>November 6</td>
<td>ELECTION DAY</td>
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<td>November 16</td>
<td>Campaign signs must be removed</td>
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<td>December 5</td>
<td>Anticipated Canvass/Declaration of Election Results and Swearing in of New Officers</td>
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<td>December 6</td>
<td>Last Day for the County Certify Election Results to City</td>
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<tr>
<td>December 17</td>
<td>Hold for Possible Anticipated Canvass/Declaration of Election Results and Swearing in of New Officers (if County is not able to certify results in time for the December 5 City Council meeting.)</td>
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<tr>
<td>January 31, 2018</td>
<td>Last day to File Post-election Campaign Statement (Form 460) and Statement of Termination (Form 410)</td>
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