

Running for City Council Getting Started



GENERAL MUNICIPAL ELECTION November 8, 2016

Office of the City Clerk
City of Mission Viejo
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Running for Mission Viejo City Council

Congratulations on your interest in becoming a candidate for Mission Viejo City Council. The next municipal election will be held November 8, 2016, to fill two seats on the City Council. The City Clerk is the Election Official and will assist you throughout the election process. The following steps will give you an overview of what to expect during your candidacy:

“Getting Started Now”

- Review the Fair Political Practices Commission (“FPPC”) [Campaign Disclosure Manual 2](#), which is available online at www.fppc.ca.gov. This manual provides information on campaign disclosure rules as required under the Political Reform Act. If you have any questions, the FPPC provides advice by phone at 1-800-275-3772 or by e-mail at advice@fppc.ca.gov.
- File FPPC [Form 501 Candidate Intention Statement](#) with the City Clerk before receiving contributions or spending your own funds (blank forms are available from the City Clerk or at www.fppc.ca.gov and Campaign Disclosure Manual 2 gives detailed instructions for completing Form 501.)
- Keep a record of all expenditures and contributions of \$25 or more (refer to Campaign Disclosure Manual 2 for record-keeping guidelines).
- Never accept or spend \$100 or more in *cash*.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account prior to the expenditure. The only exception is the (optional) candidate statement deposit which will be paid at the time you file your Nomination paper with the City Clerk (between July 18 and August 12 – see Step 4 below.)
- File FPPC [Form 410 Statement of Organization](#) with the Secretary of State along with a filing fee of \$50.00, made payable to the Secretary of State, within 10 days of receiving \$2,000 in contributions. File a copy of the form 410 with the City Clerk. Blank forms are available from the City Clerk or at www.fppc.ca.gov and Campaign Disclosure Manual 2 gives detailed instructions for completing Form 410.

Step 1 “Pulling Papers” – July 18 to August 12, 2016, 5:00 p.m.

- The City Clerk will issue your Nomination Paper and Candidate Packet during the nomination period which is July 18 through August 12, 2016, at 5:00 p.m. It is best to make an appointment with the City Clerk as the process takes approximately 30-45 minutes. Call (949) 470-3033 to make an appointment. Candidates must be registered voters residing in the City of Mission Viejo at the time the Nomination Paper is issued.
- When you are issued your Nomination Paper, you will be asked to sign a proof of receipt for the Candidate Packet. The information provided on the receipt is public information and is posted on the City’s website. You can, however, elect to have certain information (example, a home phone number) not listed on the City’s website.

Step 2 “Gathering Signatures” – July 18 to August 12, 2016, 5:00 p.m.

- You will need not less than 20 nor more than 30 registered voters residing in the City of Mission Viejo to sign your Nomination Paper. Each signer (1) must be a registered voter residing in the city, (2) must sign his/her name, print his/her name, and print his/her address, and (3) must not sign more than one nomination paper—otherwise the signature is not counted. Only one person can circulate the Nomination Paper and you may circulate your own paper. On the back side of the Nomination Paper, have the circulator complete the Declaration of Circulator (or if you were the circulator, complete the form with the City Clerk when you file the Nomination Paper.) Leave the Affidavit of Nominee blank; this will be completed at the time you file your Nomination Paper.

Step 3 “Preparing Papers for Filing” – July 18 to August 12, 2016, 5:00 p.m.

- Complete the Ballot Designation Worksheet (included in your Candidate Packet when your Nomination Paper is issued). Your ballot designation is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold (if applicable.)
- Complete the FPPC [Form 700](#) – Statement of Economic Interests. The report should cover the 12-month period prior to filing your Nomination Paper. (Blank forms are available from the City Clerk or at www.fppc.ca.gov and Campaign Disclosure Manual 2 gives detailed instructions for completing Form 700.)

Step 4 “Preparing Optional Papers for Filing” – July 18 to August 12, 2016, 5:00 p.m.

- A Candidate’s Statement is optional. This is a 200 word statement which will be printed in the sample ballot and mailed to voters. The cost of the statement is approximately \$900 and is paid by the Candidate.
- Subscription to Code of Fair Campaign Practices (optional.)

Step 5 “Filing Papers” – July 18 to August 12, 2016, 5:00 p.m.*

***August 17, 2016, if an incumbent does not file**

File the following papers with the City Clerk before the close of the nomination period:

- Nomination Paper
- Ballot Designation Worksheet
- FPPC [Form 700](#) – Statement of Economic Interests
- Candidate’s Statement and \$900 (estimate) deposit. This is optional but must be filed with the Nomination Paper, if filing.
- Subscription to Code of Fair Campaign Practices (optional)

Step 6 “Campaign Filings”

If you raise or spend money in connection with your election, you will be required to file Campaign Statements (FPPC [Form 460](#) or FPPC [Form 470](#)). The filing deadlines may be obtained on-line at www.fppc.ca.gov (click on “learn” then “campaign rules,” then “Where and When to File Campaign Statements,” then “When to File Campaign Statements: State & Local Filing Schedules”). Review the FPPC [Campaign Disclosure Manual 2](#) for instructions on campaign filings. The typical campaign statement filing deadlines are:

For those spending and receiving less than \$2,000 per calendar year (Form 470 filers):

September 29, 2016 File FPPC [Form 470](#) Campaign Statement

For those spending or receiving more than \$2,000 per calendar year (Form 460 filers):

September 29, 2016 File FPPC [Form 460](#) First Pre-Election Campaign Statement

October 27, 2016 File FPPC [Form 460](#) Second Pre-Election Statement

August 10, 2016 through
November 8, 2016 File FPPC [Form 497](#) Report Contributions of \$1,000+
within 24 Hours

Jan 31, 2017 File FPPC [Form 460](#) Semi-Annual Campaign Statement

Step 7 “Record Keeping”

Candidates should review the FPPC [Campaign Disclosure Manual 2](#) regarding record keeping. All money used for campaign purposes, including your personal funds, must be deposited into a separate campaign bank account prior to the expenditure. The only exception is the candidate statement deposit.

Detailed records need to be kept for expenditures and contributions of \$25 or more. Your records should include:

- Date
- Amount (record the amount of each transaction and also the total cumulative amount)
- Name and Address of Contributor (or Payee)
- Contributor’s Occupation and Employer (for contributions of \$100 or more)
- Description

Be sure to keep originals of canceled checks, vouchers, invoices, and keep photocopies of checks. Also be sure to keep dates and daily totals of all expenditures and contributions. Records must be kept for four years after the election.

Step 8 “Calendar”

An election calendar will be included in the Candidate Packet which you will receive at the time your Nomination Paper is issued. Although the City Clerk’s office will remind you of filing deadlines, it is your responsibility to file on time so pay close attention to crucial dates. You will also find the date that the random alphabet is chosen to determine the order of candidates’ names on the ballot as well as opportunities for FPPC webinars.

Step 9 “Campaigning”

The Candidate Packet which you will receive at the time your Nomination Paper is issued will include regulations for:

- Mass Mailings
- Political Advertising
- False or Misleading Information to Voters
- Electioneering
- Political Signs

Step 10 “City Information”

The City Hall offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

The City's website is www.cityofmissionviejo.org and the general phone number is (949) 470-3000.

Please feel free to contact your City Clerk's office staff with questions at any time:

<p>Karen Hamman <i>City Clerk/ Director of Community Relations</i> khamman@cityofmissionviejo.org (949) 470-3033</p> <p>Kimberly (Kim) Schmitt <i>Assistant City Clerk</i> kschmitt@cityofmissionviejo.org (949) 470-3031</p> <p>Robert Schick <i>Records Coordinator</i> rschick@cityofmissionviejo.org (949) 470-3034</p>

Important things to remember . . .

- **FPPC**
Contact the Fair Political Practices Commission (FPPC) with any questions you have regarding campaign expenditures or contributions (866) 275-3772 or by e-mail at advice@fppc.ca.gov. The FPPC website: www.fppc.ca.gov offers overviews of the Political Reform Act and FPPC regulations, FPPC forms are available through the website.

When visiting www.fppc.ca.gov, you will see that the FPPC covers many topics. You will focus on Campaign Rules, Campaign Forms, Campaign Disclosure Manuals. Here are some terms to know:

Understanding FPPC Terminology:

Local Election: City of Mission Viejo Election

Local Candidate: City Council Candidate

Candidate for Local Office: City Council Candidate

Agency (or Local Agency): City of Mission Viejo

Jurisdiction: City of Mission Viejo

Local Filing Officer: City Clerk of City of Mission Viejo

Recipient Committee: City Council Candidates who raise or spend more than \$2,000.

Candidate Controlled Committee: City Council Candidates who raise or spend more than \$2,000.

Election Committee: City Council Candidates who raise or spend more than \$2,000.

Type of Committee (City Council Candidates who raise or spend more than \$2,000.)

Recipient Committee

a. Controlled Committee

i. Candidate Election Committee

(Hint: You are not a Primarily Formed Committee—those are for non-candidates.)

- **Keep Records**

Maintain details on contributions and expenditures of \$25 or more.

- **Itemize Contributors**

For contributions of \$100 or more, including in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

- **\$100**

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

- **Political Advertising Disclaimers**

Candidates and political committees must put disclaimers on campaign advertisements that identify the person or entity who paid for or authorized the communication. The disclaimer is required on all campaign material, including mailers of 200 pieces or more, radio and television ads, telephone calls, and electronic media ads. "Paid for by [committee name]" is the basic disclaimer required on most campaign communications. Please review the [FPPC's Political Advertising Disclaimer worksheet](#) for specific details.

- **Local Campaign Ordinance**

- The City of Mission Viejo does not have a local campaign ordinance, we follow the guidelines of the Political Reform Act, as outlined in the FPPC [Campaign Disclosure Manual 2](#). There is no local campaign contribution limit.

For those who have an active committee from a previous election . . .

- **Complete a Form 501 (this must be done before receiving any contributions for the November 2016 election).**
 - Mark the “Initial” box
 - Complete the entire form
 - Sign and date the form
 - File with City Clerk.

- **Complete a Form 410 (this must be done before receiving \$2,000 in contributions for the November 2016 election).**
 - Mark the “Amendment” box and list your ID#
 - Only complete the information that will change
 - Your committee name must include your last name, the word “council”, and “2016”.
 - Complete the “Type of Committee” and list the year of election as November 2016.
 - Both the Treasurer and Candidate need to sign (a candidate may also be the treasurer)
 - Mail the original and one copy to the Secretary of State and give a copy to the City Clerk

Note: You may keep your same bank account – you can change the name of the account with the bank if desired.

After the election, if defeated . . .

- **Form 470 Filers:**

If contributions/expenditures in connection with the election cease before December 31, then no further forms need be filed.

If contributions/expenditures in connection with the election continue beyond December 31, then file a Form 470 when activity ceases or before July 31, 2017.

- **Form 460 Filers (who wish to terminate their committees):**

If contributions/expenditures in connection with the election cease before December 31 and there are no campaign funds, then file the normal Form 460 which is due on January 31, 2017, and check the “Termination Statement” box. Also file a Form 410 and check the “Termination” box. (File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk).

If contributions/expenditures in connection with the election continue beyond December 31, then file the normal Form 460 which is due on January 31, 2017. Then, when activity ceases and there are no campaign funds, file another Form 460 and check the "Termination Statement" box. Also file a Form 410 and check the "Termination" box. File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk.