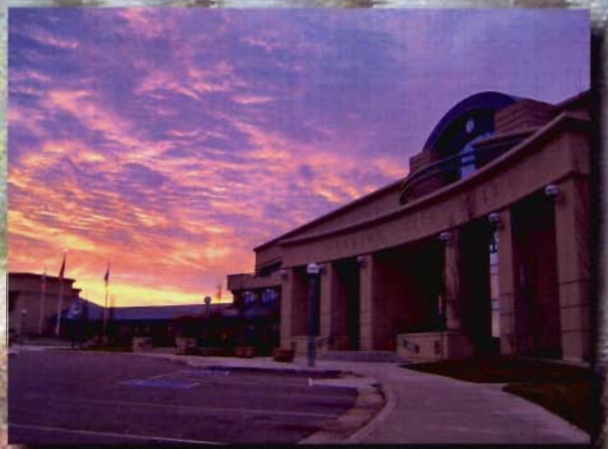


Candidates' Guidelines



General Municipal Election City of Redding November 2, 2010



CITY OF REDDING 2010 General Municipal Election



Candidates' Guidelines

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

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

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CITY OF REDDING



OFFICE OF THE CITY CLERK

777 Cypress Avenue, Redding, CA 96001

P.O. Box 496071, Redding, CA 96049-6071

530.225.4055 FAX 530.225.4463

Pamela Mize
City Clerk

June 18, 2010

Dear Candidate:

This informational booklet has been prepared to assist you with important election information, filings and other requirements for the General Municipal Election to be held on November 2, 2010. This booklet covers four main sections:

- Section I Qualifications, Nomination Filing Procedures and General Information
- Section II Candidate's Statement of Qualifications
- Section III Fair Political Practices Commission requirements relative to Campaign Statements and Statements of Economic Interests
- Section IV Miscellaneous Information and Forms

Please review and study the information provided to insure that the legal requirements in conjunction with the election have been met.

For your information, Redding's General Municipal Election will be consolidated with the Shasta County General Election. Three City Council seats and the City Clerk's seat will be elected on November 2, 2010. Successful candidates will be sworn into office at the regular Council meeting on Tuesday, December 7, 2010.

It is our hope that this material will be of assistance in your election campaign. Please contact me or my staff should you have any questions or require assistance.

Sincerely,

Pamela Mize
City Clerk

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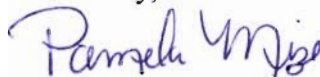
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Sincerely,



Pamela Mize
City Clerk

CITY OF REDDING HISTORICAL & GENERAL INFORMATION

Redding was founded in 1872, the year the “California and Oregon Railroad” reached the site of the City, which was to be its northern terminus for the next 12 years. The coming of the railroad saw the rise of Redding along with the decline of Shasta, “The Queen City” of Northern California and, in the 1870's, the largest settlement in that part of the state. Shasta did not have a railroad so business activity swung to Redding. By 1884, Redding had become the County seat of Shasta County. Redding was incorporated on October 4, 1887, the same year that the Southern Pacific Railroad came to Redding.

The City of Redding is a general-law city, incorporated under the laws of the State of California. Redding has a City Council-Manager form of government with the members of the Council serving at large, and elected for four-year terms.

Redding is a full-service City with approximately 1,107 full and part-time employees. The City's services include:

- Airport
- Convention and Auditorium Facilities
- General Administrative Services
- Highways and Streets
- Housing
- Planning and Zoning
- Public Safety (Police and Fire)
- Public Improvements
- Recreation and Parks
- Solid Waste Collection and Disposal
- Tourist Bureau, and
- Utilities (Electric, Water, and Wastewater)

Redding is located at the northern end of the Sacramento Valley on the Sacramento River, which is approximately 150 miles north of the City of Sacramento, the State Capitol, and 100 miles east of the Pacific Ocean. The City has a population of approximately 90,000, and its boundaries encompass 60.69 square miles.

CITY OF REDDING OFFICIALS

Elected Officials

MAYOR
COUNCIL MEMBER
COUNCIL MEMBER
COUNCIL MEMBER
COUNCIL MEMBER
CITY CLERK
CITY TREASURER

Patrick H. Jones
Rick Bosetti
Dick Dickerson
Missy McArthur
Mary Leas Stegall
Pamela Mize
Leslie Detwiler

Appointed Officials

CITY MANAGER
CITY ATTORNEY

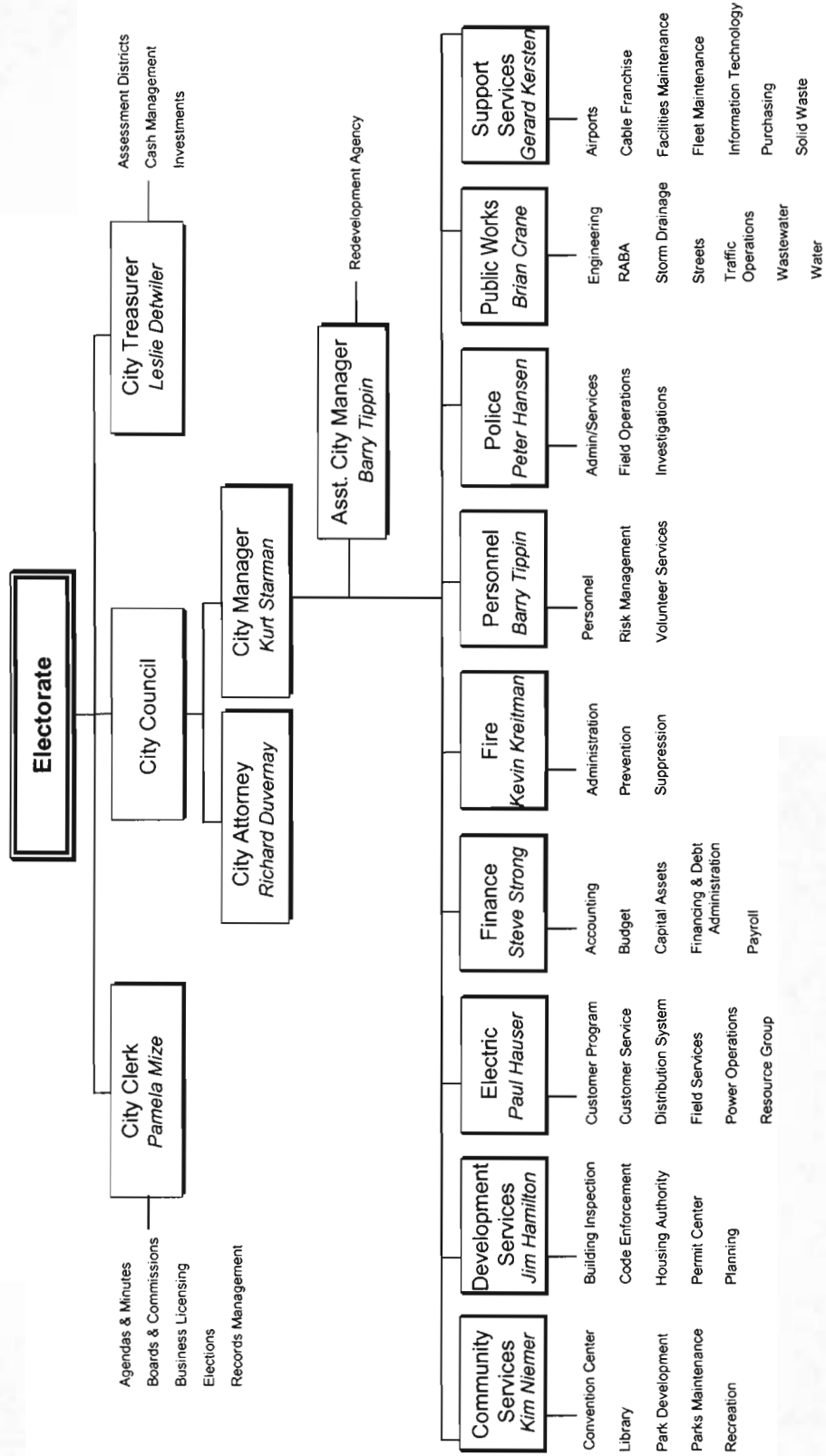
Kurt Starman
Richard A. Duvernay

Department Directors

ASSISTANT CITY MANAGER
COMMUNITY SERVICES
DEVELOPMENT SERVICES
ELECTRIC UTILITY
FINANCE
FIRE
PERSONNEL
POLICE
SUPPORT SERVICES
PUBLIC WORKS

Barry Tippin
Kim Niemer
Jim Hamilton
Paul Hauser
Steve Strong
Kevin Kreitman
Barry Tippin
Peter Hansen
Gerry Kersten
Brian Crane

City of Redding Organization Chart



Effective 7/01/10

CITY COUNCIL INFORMATION

COUNCIL MEETINGS SERVICE ON AGENCIES, BOARDS AND COMMISSIONS COUNCIL SALARY AND BENEFITS

- ▶ The City Council, consisting of five members, regularly meets on the first and third Tuesday evenings of each month at 6:00 p.m. in the Council Chambers at 777 Cypress Avenue, Redding, California, and whenever special or emergency meetings are called.
- ▶ Council Members are elected at large and represent the entire city. The City of Redding is a general-law city, incorporated under the laws of the State of California. Redding has a City Council-Manager form of government with the members of the Council serving for four-year, staggered terms; every two years, alternately, two or three offices expire. The City Council typically reorganizes at its first meeting in December of each year where Council Members appoint a new Mayor, Vice Mayor, and Mayor Pro Tempore, and any newly elected members are sworn in.
- ▶ Council Members also serve on the following agencies:
 - Redding Redevelopment Agency
 - Redding Housing Authority
 - Redding Area Bus Authority
 - Redding Municipal Library Board of Trustees
Meetings are held the third Monday of each month.
 - Redding Capital Services Corporation
 - Redding Joint Powers Financing Authority
Meetings are held as required.
- Additionally, Council Members are assigned to serve as liaisons to various City departments, County and City agencies, and other agencies such as the League of California Cities, plus they attend numerous conferences and city-related functions.
- The salary of each Council Member shall be in accordance with the provisions of Government Code Section 36516, and may be amended from time-to-time, with any compensation changes to be effective pursuant to the provisions of California Government Code Section 36516.5. The amount of compensation is currently \$600.00 per month. Council Members are eligible for participation in California Public Employees Retirement System (CalPERS) pursuant to Government Code Section 20361 and are eligible for group health and welfare insurance coverage on the same basis as Regular employees, which includes health, prescription, dental, vision, life, and long term disability. Council Members sworn into office prior to January 1, 2009, are eligible to receive health insurance coverage at 50 percent of the City's actual cost if they are eligible to retire from the City, however, Council Members sworn into office after January 1, 2009, who are eligible to retire from the City, will pay the full cost of group health, dental and vision. Council Members are also eligible to receive health insurance coverage after they retire from the City at 50 percent of the City's actual cost, however, Additionally, a Council Member must have five years of eligible service in order to be vested with CalPERS to qualify for retirement benefits and retirement health coverage benefits.

SECTION I - CANDIDATES' GUIDELINES FOR MUNICIPAL OFFICE

YOU ARE ELIGIBLE TO RUN FOR CITY OFFICE IF YOU ARE:

- A United States citizen
- 18 years of age or older
- A resident of the City of Redding, and
- A registered voter at the time nomination papers are issued

If the office holder changes residence outside the City limits or ceases to be an elector of the City, the office shall immediately become vacant. (Govt. Code Section 36502)

NOMINATION PERIOD

- **Monday, July 12, 2010**, at 8:00 a.m. through **Friday, August 6, 2010**, at 5:00 p.m.
- **Exception** - if incumbents with terms expiring do not file for reelection by August 6, 2010, the filing deadline for **non-incumbents only** is extended to **Wednesday, August 11, 2010**. (Elections Code Section 10225).

NOMINATION FILING PROCEDURES

- **Voters Nominating Candidates/Sponsors.** (Elections Code Section 10220 & 10221)
 - Each candidate must be nominated by not less than 20 nor more than 30 voters in the City.
 - No voter may sign more than one nomination paper for the same office. Each seat on the City Council is a separate office.
 - Sponsors must be registered voters of the City of Redding.
 - Signature of sponsor must be written the same way as on voter registration.
 - Print name and address in own handwriting.
- **Circulator.** (Elections Code Section 10220/10222)
 - Must be a registered voter of the City of Redding in order to circulate a nomination paper.
 - Must personally witness the signature of each sponsor.
 - Must complete the "Affidavit of Circulator" in the **circulator's own handwriting** under penalty of perjury.
- **Statement of Acceptance (Affidavit of Nominee)** - Prior to filing the nomination form, the candidate must sign the "Affidavit of Nominee" stating that he/she will accept the nomination. (Elections Code Section 10223)
- **Ballot Designation Worksheet** - Each candidate who submits a ballot designation, shall file a Ballot Designation Worksheet that supports the use of said ballot designation. The worksheet shall be filed at the time nomination papers are filed.

SECTION II - CANDIDATE'S STATEMENT OF QUALIFICATIONS

- A Statement of Qualifications (Statement) for inclusion in the Sample Ballot is *optional* and must be prepared on the appropriate form provided by the City Clerk.
- The Statement may include name, age, and occupation of candidate and a brief description (not more than 200 words) of candidate's education, experience, and qualifications as expressed by the candidate personally. (Elections Code 13307[a] [1])
- The Registrar of Voters will estimate the maximum total cost of printing, handling, and mailing the Statements, including costs incurred as a result of complying with the Voting Rights Act of 1965, as amended.
- Candidates are required to pay a deposit equal to the cost of printing two statements per page. Each candidate filing a Statement will pay a pro rata share of the estimated total cost at the time of filing.
- The **required deposit** cost of a Statement is \$1,750* (two Statements per page)
- Refunds may be issued, or invoices sent, if more or less than two statements for the same office are printed on a page. Estimates are based on current figures and may be subject to change when the final printing charges are billed. Refunds and invoices, if any, are made after the election when the final bill from the printer has been received.

		<u>Estimated Cost per Candidate</u>
Four	(4) Candidate's Statements per page -	\$ 875.00*
Three	(3) Candidate's Statements per page -	1,166.67*
Two	(2) Candidate's Statements per page -	1,750.00*
One	(1) Candidate's Statement per page -	3,500.00*

- In the event of underpayment, the City Clerk will prorate the additional cost among the candidates, and each candidate must pay their share of the balance of costs to the City Clerk within 30 days of the election.
- In the event of overpayment, the City Clerk will prorate the excess amount among the candidates, and refund the same to the candidates within 30 days of the election. (Elections Code 13307 [3][c])
- **Statements must be: 1) Typed in Microsoft Word only, 2) in essay form, first person, 3) printed in Helvetica 10 pt type of uniform size and darkness, 4) in lowercase except where capitalization is wanted, 5) on form provided by City Clerk, and 6) a copy of the statement must also be provided on a computer disk, or transmitted electronically to the City Clerk.**
- **Handwritten forms will not be accepted.**

- Statements will be printed in the Sample Ballot exactly as submitted.
- Statements must be filed in the Office of the City Clerk when the nomination papers are returned for filing or not at all.
- Statements may be withdrawn during the nomination filing period and until 5:00 p.m., the next working day after the close of the nomination period. **However, the Statement may not be changed after filing.** (Elections Code 13307 [a] [3])
- The Statement will remain confidential until the expiration of the filing deadline. (Elections Code 13311)
- During the 10-calendar-day examination period, any voter or the Elections Official may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted. A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading or inconsistent with the requirements of the Elections Code, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official elections materials as provided by law. (Elections Code 13313 [b] [1][2])

SECTION III - FAIR POLITICAL PRACTICES COMMISSION STATEMENT OF ECONOMIC INTERESTS & CAMPAIGN DISCLOSURE REQUIREMENTS

CAMPAIGN DISCLOSURE FORMS - The following FPPC forms are included in this kit:

▶ **Form 501 - Candidate Intention Statement:**

Prior to soliciting or receiving any contribution, including personal funds used for the election, candidates are required to file the Candidate Intention Statement. *Exception:* An office holder or candidate may use personal funds to pay for the statement of qualifications which will appear in the ballot pamphlet prior to filing Forms 501 and 410.

Candidates are not required to file Form 501 if they will not solicit or receive contributions from other persons and the only expenditures will be from their personal funds used for the statement of qualifications in the ballot pamphlet. **However, such expenditures of \$100 or more may not be made in cash under any circumstances.** Candidates must file a separate Form 501 for each election, including reelection to the same office. Original is filed with the Redding City Clerk. (effective January 1, 2001).

Note: Campaign fund raising may commence at any time provided the candidate has filed Form 501 (Candidate Intention Statement) and the appropriate 400 series form (refer below).

▶ **Form 410 - Statement of Organization Recipient Committee - Contributions totaling \$1,000 or more:**

A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year. The term "contribution" includes monetary payments, loans and non-monetary goods or services received or made for a political purpose.

The original Form 410 and one copy are filed with the Secretary of State, and one copy is filed with the City Clerk. Every committee is responsible for filing a Statement of Organization (Form 410) with the Secretary of State within ten (10) days after it has received contributions totaling \$1,000 or more. (Govt. Code Section 84101[a]). **Candidates filing a Form 410 prior to June 30th of an election year, must also file a semi-annual statement Form 460 by July 31st for the period January 1 through June 30 of the election year - whether or not the \$1,000 threshold has been reached. Govt. Code 84200.**

Effective March 4, 2009, the candidate committee name on Form 410 must include the candidate's last name, office sought and year of election for all state and local committees established for an election held after January 1, 2009. Form 410s submitted to the Secretary of State without this and all other required information will be rejected. This is required even if the committee was formed before the amendment to Regulation 18402 became

effective. (e.g. Smith for Council 2010) (Candidate Committee Identification, Regulation 18402)

Effective June 7, 2009, the Secretary of State must reject a committee's Statement of Organization (Form 410) that does not contain all the required information. An identification number will not be issued, if required information is missing. (Filing Requirements, Regulation 18401)

▶ **Form 460 - Recipient Committee Campaign Statement (Long Form) - Contributions or expenditures of \$1,000 or more:**

A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with election to office or holding office. Zip codes are required when reporting street addresses on campaign disclosure statements. The original and one copy are filed with the City Clerk **and must be filed by July 31, 2010, if candidate has previously filed a Form 410.** (refer above)

Note: An expense incurred in one reporting period but paid in another, must be itemized on Schedule "F" of Form 460 through each reporting period until it is paid in full.

▶ **Form 470 - Candidate or Officeholder Campaign Statement (Short Form) - Contributions or expenditures totaling less than \$1,000:**

The original and one copy are filed with the Redding City Clerk. Form 470 is used by officeholders and candidates who do not have a controlled committee, do not anticipate receiving contributions totaling \$1,000, and spending contributions totaling \$1,000 or more during the calendar year.

470 Supplement - A candidate who has filed Form 470 in connection with an election and subsequently receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, is required to send written notification within 48 hours to the Secretary of State, the City Clerk and each candidate seeking the same office. The notice must be sent by telegram, guaranteed overnight delivery service, or facsimile transmission; regular mail may not be used.

▶ **Form 496 - Late Independent Expenditure Report:**

Defined: An "independent expenditure" is an expenditure made in connection with a communication (e.g., a billboard, advertisement, mailing) that expressly advocates the nomination, election, or defeat of a clearly identified measure or candidate which urges a particular result in an election but which is not made to, or at the behest of, the affected candidate or committee.

Note: Government Code Section 85501 prohibits a candidate's controlled committee from making an independent expenditure or contributing funds to another committee for the purpose of making independent expenditures to support or oppose other candidates.

Any committee that makes independent expenditures **totaling \$1,000** or more to support or oppose a candidate (other than the candidate for which the committee was formed) or measure, or **receives contributions** which total \$100 or more (but less than \$1,000 from any single source) during the 16 days immediately prior to the election, must file a Late Independent Expenditure Report within 24 hours. File by FAX, guaranteed overnight delivery or personal delivery. The original is filed with the Redding City Clerk.

▶ **Form 497 - Late Contribution Report:**

Must be filed within 24 hours of receiving or making a late contribution totaling **\$1,000 or more from a single source** within the 16 days immediately preceding the election. A late contribution includes contributions or loans from a candidate's personal funds to his/her campaign committee. Persons receiving a late "in-kind" (non-monetary) contribution must file a Late Contribution Report within 48 hours of the time the contribution was received. This form must be filed by FAX, guaranteed overnight delivery service or personal delivery. The original is filed with the Redding City Clerk.

▶ **Form 700 - Conflict of Interest Statement** - One copy is to be filed with the City Clerk at the time nomination papers are filed. The period covered is January 1, 2010, through the day nomination papers are filed.

IRS Tax Filing Requirements - Any campaign committee that anticipates gross receipts of \$25,000 or more in any taxable year after June 30, 2000, must notify the Secretary of Treasury (Section 527 Organization), file an initial statement Form 8871, and annual tax returns Form 1120-POL. Refer 26 U.S.C.A. Section 527§(I).

ELECTION CAMPAIGN STATEMENTS FILING SCHEDULE

Filing Deadline	Campaign Expenditure Statement	Period Covered by Statement	Method of Delivery
October 4, 2010	First Pre-election	1/1/10 - 9/30/10 or *7/1/10 - 9/30/10	<ul style="list-style-type: none"> ● Personal Delivery ● First Class Mail
October 21, 2010	Second Pre-election	10/1/10 - 10/16/10	<ul style="list-style-type: none"> ● Personal Delivery ● Guaranteed Overnight Service
Within 24 Hour	Late Contributions and Late Independent Expenditures of \$1,000 or more	10/17/10 - 11/1/10	<ul style="list-style-type: none"> ● Personal Delivery ● Telegram ● Guaranteed Overnight Service ● Fax
January 31, 2011	Semi-Annual	10/17/10 - 12/31/10	<ul style="list-style-type: none"> ● Personal Delivery ● First Class Mail

*For incumbents and candidates who have filed a semi-annual campaign statement

Campaign statements of 30 pages or less may be faxed provided that the faxed copy is an **exact** copy of the mailed version. The mailed version must be sent by first-class mail, guaranteed overnight delivery, or personal delivery within 24 hours of the applicable deadline.

Note: If you determine that you need forms other than those supplied in this packet, additional forms are available in the Office of the City Clerk or can be accessed via the internet from the Fair Political Practices Commission website at www.fppc.ca.gov. We urge all candidates and their treasurers to read the Information Manuals and all forms to ensure that they are in accordance with the provisions of the Political Reform Act.

USE OF SURPLUS CAMPAIGN FUNDS

Upon leaving any elected office, or at the end of the postelection reporting period (December 31, 2010) following the defeat of a candidate for elective office, whichever occurs last, campaign funds raised and under the control of the former candidate shall be considered surplus campaign funds and shall be disclosed, and 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 so long as the 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.

The candidate shall report any expenditure of campaign funds made pursuant to this section to the Commission. No more than \$5,000 in surplus campaign funds may be used, cumulatively, by a candidate for this purpose. Payments shall be made during the two years immediately following the date upon which the campaign funds became surplus. The candidate shall reimburse the surplus campaign fund account for the fair market value of the security system no later than two years immediately following the date on which the campaign funds become surplus, upon sale of the property in which the system is installed, or prior to closing the surplus campaign fund account, whichever comes first. The electronic security system shall be the property of the campaign committee of the candidate. (Government Code §89519)

DUTIES & OBLIGATIONS OF OFFICEHOLDER, CANDIDATE & CAMPAIGN TREASURER

The Political Reform Act of 1974 (Proposition 9) 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 or while the treasurer's post is vacant. 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 now 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 such detailed accounts, records, bills and receipts that are necessary to prepare campaign statements and to comply with the Political Reform Act. (Govt. Code Section 84104)

If any person files an original statement or report or a copy of a statement or report after any deadline imposed by this act, he/she shall, in addition to any other penalties or remedies established by this act, be liable in the amount of ten dollars (\$10.00) per day after the deadline until the statement or report is filed, to the officer with whom the statement or report is required to be filed. (Govt. Code Section 91013)

In addition, if a committee qualifies as a committee before the date of the election, but after the closing date of the last campaign statement required to be filed before the election, the committee shall 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.

CONTRIBUTIONS - All contributions received by a person acting as an agent of a committee shall be reported promptly by the recipient to the committee's treasurer or any of his designated agents. "Promptly" as used in this section means before the closing date of any campaign statement required to be filed by the treasurer. (Govt. Code Section 84306)

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

Things to Remember...

1. Be informed

Study the FPPC Campaign Disclosure Manual 2, available from your filing officer or the FPPC. Ask about any local campaign restrictions.

2. Before raising or spending any money

File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410.

3. Mark your calendar

Know the due dates for campaign statements and file on time. Check Manual 2 for filing Forms 501, 410 and 460. Ask your filing officer or the FPPC for help. You must continue to file statements until you file termination documents.

4. Keep good records

Maintain detailed records of contributions and expenditures of \$25 or more. Example: For a contribution of \$25 or more, record the giver's name, address and keep a copy of the check.

5. \$100 or more in cash?

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

6. Using personal funds for campaign expenses

All personal funds of the candidate must first be deposited in the campaign bank account, except for file fee/ballot statement fee.

7. Report late contributions

If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

8. Itemize contributors

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

9. If an agent or campaign consultant buys campaign goods or services

Itemize expenditures of \$500 or more made by the agent or consultant.

10. Identify candidate/committee on mailings

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

11. No personal use of campaign funds

Use campaign funds only for political, governmental, or legislative purposes.

12. Learn more

Got a question? Call or write your filing officer of the FPPC. If scheduled in your area, attend a campaign disclosure workshop.

Fair Political Practices Commission

1-916-322-5660

1-866-ASK-FPPC

www.fppc.ca.gov

SECTION IV - GENERAL INFORMATION AND FORMS

CANDIDATE BALLOT DESIGNATION. (Elections Code Section 13107)

- Candidate must fill in the designation to appear on the ballot. **Occupation must not exceed three words.**
- Elected incumbents may use the word "incumbent" as a designation.
- Appointed incumbents may use the word "appointed" and the title of the office or "appointed incumbent."
- If no occupation designation is desired, so indicate by writing "No occupation requested."
- If a ballot designation is used, candidate must also file a Ballot Designation Worksheet at the time nomination papers are filed.

CAMPAIGN FUNDS MAY NOT BE USED TO PAY CANDIDATE'S SPOUSE FOR FUNDRAISING SERVICES - The spouse or domestic partner of an elected officer or candidate is prohibited from receiving compensation from campaign funds held by a controlled committee of the elected officer or candidate for services rendered in connection with fundraising for the benefit of the officer or candidate. (See Gov. Code Section 84307.5 added by Ch. 360, Stats. 2009, *effective 1-01-10*).

REPORTING AN EXPENDITURE OF CAMPAIGN FUNDS FOR A GIFT, A MEAL, OR TRAVEL - requires a candidate controlled committee to describe the political, legislative, or governmental purpose and other detailed information when reporting expenditures for gifts, meals, or travel and requires maintenance of specified records. (See FPPC Regulations 18401 and 18421.7 and related fact sheet dated *6/08*)

POLITICAL FUNDRAISER TICKETS - *Effective October 4, 2008*, a single ticket or other admission privilege provided to a public official, for his or her own use, to a political fundraising event held in California has no value. The ticket may only be received from the committee holding the fundraiser. Additional tickets, or tickets received from a source other than the committee holding the fundraising event, are considered gifts to the official. (See FPPC Regulation 18946.4)

VOTER REGISTRATION INFORMATION - Available from the Shasta County Elections Department, 1643 Market Street in the Redding Downtown Mall. (refer to Application for Voter Registration Information - Please contact the County Elections Department for available items and prices).

SMART VOTER WEBSITE & INFORMATION - The League of Women Voters offers candidates an opportunity to share information about themselves and their campaigns with voters using the Smart Voter web site (www.smartvoter.org). This service is **free** and provides information such as: candidates' biographies (which may include a photo), endorsements and positions on issues, ballot measures, news articles and polling place locations as well as information on candidates' forums. You will be contacted by the local Redding Area Chapter regarding the date information can be placed online.

ORDER OF NAMES FOR BALLOT/DRAWING OF RANDOMIZED ALPHABET - The Secretary of State will conduct a drawing for a randomized alphabet on **Thursday, August 12, 2010**, to determine the order of names on the ballot. (Elections Code Section 13112)

CAMPAIGN LITERATURE/PAID POLITICAL ADVERTISEMENTS - Any paid political advertisement which refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or 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. (Elections Code Section 20008)

ADVERTISEMENTS AND MAILINGS - Regulation 18450.4 specifies how advertisement disclosures for ballot measures and independent expenditures should appear in video, audio and print ads. The regulation was amended to expressly state that yard signs are subject to the disclosure requirements for over size print media. The regulation was also amended to cover disclosures under the recent statute requiring that independent expenditure advertisements opposing a candidate state that they are "not authorized by a candidate or a committee controlled by a candidate." (Section 84506.5 enacted in 2007) (See FPPD Regulation 18450.4 amendment, *effective 8-6-2009*)

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

POSTING OF POLITICAL LITERATURE/HANDBILLS - No person shall post, stick, stamp, paint or otherwise fix, or cause the same to be done by any person, any notice, placard, bill, card, poster, advertisement or other paper or device calculated to attract the attention of the public, to or upon any sidewalk, crosswalk, curb or curbstone, flagstone, or any other portion or part of any public way or public place, or any lamp post, electric light, telegraph or telephone pole, or railway structure, hydrant, shade tree or treebox, or upon a pier, columns, trusses, girders, railing, gates or other parts of any public bridge or viaduct, or other public structure or building; or upon any alarm or police telegraph system except as may be authorized or required by the laws of the United States, the state and ordinances of the City. (Redding Municipal Code Section 6.36.030).

In addition, **no person shall throw, distribute or place in or upon any automobile** or other vehicle in the City any handbill, dodger, circular, newspaper, paper, booklet, poster or any other printed material or advertising literature. (Redding Municipal Code Section 6.36.060)

POLITICAL AND CAMPAIGN SIGNS - Pursuant to Redding Municipal Code Section 18.42.040, paragraph H, political or campaign signs on behalf of candidates for public office or measures on elections ballots are allowed, provided that said signs are subject to the following regulations:

- Signs may be erected not earlier than ninety (90) days prior to said election and shall be removed within fifteen (15) days following election.

- In any residential zoning district, only one sign is permitted on any one lot. If detached, the sign shall not exceed six feet in height.
- In any commercial or industrial district, one or more signs are permitted on a parcel of land provided that all such signs do not, in the aggregate, exceed a sign area of one hundred twenty (120) square feet. Signs shall not be erected in such a manner as to constitute a roof sign. Notwithstanding the provisions of this subsection, a sign may be placed upon any legally existing sign structure.
- No sign shall be located within or over the public right-of-way. If you wish to place election signs in and about the City of Redding, it will be necessary for you to first secure the permission of private property owners.

SOLICITING VOTES/ELECTIONEERING NEAR POLLING PLACE - No person, on election day, shall, within 100 feet of a polling place:

- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking his ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Elections Code Section 14240.
- Photograph, videotape or otherwise record a voter entering or exiting a polling place.
- Do any electioneering.

As used in this section, "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor. (Elections Code Section 18370)

SEATING OF SUCCESSFUL ELECTED OFFICIALS - Successful candidates will be sworn into office on **Tuesday, December 7, 2010**, at a regular City Council meeting, immediately after the present Council has certified the vote and declared the official results.

MASS MAILING - The Political Reform Act defines "mass mailings" and prescribes certain rules regarding the sending of such material to the public. Government Code Section 82041.5 of the Act defines "mass mailing" as follows:

"Mass mailing" means over two hundred 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.

- Any person who uses or allows to be used any reproduction or facsimile of the seal or logo of the City in any campaign literature or mass mailing, as defined in Section 82041.5, with intent to deceive the voters, is guilty of a misdemeanor. (Govt. Code Section 34501.5)
- Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point

type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State. (Govt. Code 84305)

- If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).
- No newsletter or other mass mailing shall be sent at public expense. (Govt. Code Section 89001)

**WORD COUNT STANDARD
FOR CANDIDATE STATEMENT OF QUALIFICATIONS**

Based on Western Union Domestic Word Count with Common Sense Modifications

One signature name and one title or company name	Free
Punctuation and single characters	Free
Dictionary Words: - the words "a", "the", "and" and "an" are counted as individual words. (Source: <i>Webster's Seventh New Collegiate Dictionary</i>)	One
Abbreviations: Examples: UCLA, PTA, U.S.M.C., L.A.P.D.	One
Place Names: "City of Redding or County of Shasta" Redding Los Angeles, New York Palos Verdes Estates Cardiff by the Sea	One One Two Three Four
Whole Numbers: Digits (1 or 10 or 100, etc.) Spelled out (one or ten or one hundred)	One One for each word
Numeric Combinations: (1973, 13 ½, 1971-73, 5%)	One
Dates: All digits (1/1/84) Words and Digits (January 1, 1984)	One Three
Monetary Amounts: (If the dollar sign is used with figures and is not more than 5 digits - \$500.00)	One
Hyphenated Words: Unless the dictionary shows it as 1 word	One for each word

NOTE: *The text is printed exactly as submitted.*

****SUBSCRIPTION TO THE CODE OF FAIR CAMPAIGN PRACTICES IS VOLUNTARY****

FAIR CAMPAIGN PRACTICES

Article 1. General Intent

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

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

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions. (Elections Code Section 20400)

Article 2. Definitions

Definition of "Code" - As used in this chapter, "Code" means the Code of Fair Campaign Practices. (Elections Code Section 20420)

Article 3. Code of Fair Campaign Practices

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

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee. (Elections Code Section 20440)

The text of the code shall read, as follows:

CODE OF FAIR CAMPAIGN PRACTICES

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

THEREFORE:

(1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.

(2) **I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his/her personal or family life.

(3) **I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, or medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponents, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) **I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

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

→ **Supply of forms** - The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials. (Elections Code Section 20441)

→ **Retention of forms; public inspection** - The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. (Elections Code Section 20442)

→ **Public record** - Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. (Elections Code Section 20443)

→ **Voluntary** - In no event shall a candidate for public office be required to subscribe to or endorse the code of Fair Campaign Practices. (Elections Code Section 20444)

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DATES TO REMEMBER

- ☞ JULY 12, 2010 - NOMINATION PERIOD BEGINS**

- ☞ AUGUST 6, 2010 - LAST DAY TO FILE NOMINATION PAPERS & CANDIDATE'S STATEMENTS OF QUALIFICATIONS**

- ☞ AUGUST 11, 2010 - EXTENDED FILING PERIOD - FOR NON-INCUMBENTS ONLY - IF INCUMBENTS DO NOT FILE FOR REELECTION BY 8/6/10**

- ☞ AUGUST 12, 2010 - SECRETARY OF STATE TO DETERMINE ORDER OF NAMES ON BALLOT**

- ☞ OCTOBER 4, 2010 - LAST DAY TO FILE CAMPAIGN EXPENDITURE STATEMENTS - 1ST PRE-ELECTION**

- ☞ OCTOBER 18, 2010 - LAST DAY TO REGISTER TO VOTE**

- ☞ OCTOBER 21, 2010 - LAST DAY TO FILE CAMPAIGN STATEMENTS - 2ND PRE-ELECTION**

- ☞ NOVEMBER 2, 2010 - ELECTION DAY**

- ☞ DECEMBER 7, 2010 - SWEARING IN OF SUCCESSFUL CANDIDATES**

2010 CITY OF REDDING PRECINCTS AND VOTER REGISTRATION INFORMATION

Voting Precinct / County Code	Precinct Names & Consolidations as of March 2010	Polling Locations as of March 2010	Registered Voters as of March 2010
010	Airport	Mail Ballot	263
068	Argyle, Columbia 2	Mail Ballot	168
114	Belle Vue 3, Fairway, Stillwater	Mail Ballot	181
120	Bells 2, Redding 6	Juniper Academy	1,294
160	Bonnyview 1, 2	Bonnyview Baptist Church	1,110
170	Bonnyview 3, 5	Redding Fire Station #4	794
175	Bonnyview 4	Redding School District Office	1,027
343	Country Heights 1, 2	New Day Church	801
370	Dryden 1	Enterprise School District Office	817
371	Dryden 2, 4	Mountain View Middle School	1,436
375	Dryden 3	Simpson University	1,290
390	Enterprise 1A	River Oaks Retirement Residence	650
400	Enterprise 1B,1D	Redding Fire Station #5	1,247
410	Enterprise 1C	Shasta Meadows School	598
430	Enterprise 1E, 2E	Neighborhood Church Of Redding	1,131
440	Enterprise 4	Alta Mesa School	1,157
441	Enterprise 5, 8	Alta Mesa Church Of Christ	1,021
442	Enterprise 6	Alta Mesa Church Of Christ	767
443	Enterprise 7	Grace Presbyterian Church	452
445	Shasta View 1,2	St James Lutheran Church	1,074
450	Enterprise 2A, 2B	Vineyard City Church	493
461	Enterprise 2C	Lassen View School	954
523	Hilltop	Nor-Cal EMS	763
570	Lake Redding, Redding 17	Oakdale Heights West	1,512
575	Mary Lake 1, 2	First Christian Church	1,184
595	Mistletoe 1	Mistletoe School	569
596	Mistletoe 2, 3	Redding Christian Fellowship	1,336
646	Pacheco 4	Mail Ballot	225
648	Pacheco 5, 6, Rancho 1	Mail Ballot	40
660	Redding 1,2,3	Sequoia Middle School	1,589
750	Redding 7, 8E, 11, 12	Mail Ballot	95
760	Redding 8A, 35	Martin Luther King	1,038
770	Redding 8B, 8C	Redding Fire Station #3	1,797
774	Redding 8D	Mail Ballot	190
780	Redding 9,10,13	St Joseph Church	1,622
830	Redding 14,15	Redding Fire Station #2	1,359
850	Redding 16	Hilltop Estates Retirement Res	810
861	Redding 18A,18B	Redding Fire Station #8	1,438
890	Redding 19	Seventh Day Adventist Church	1,055
892	Redding 20, 31	Twin View Assembly Of God Church	1,367
893	Redding 21	Mail Ballot	157
894	Redding 24, 26	Rocky Point Charter School	1,305
895	Redding 25	Rocky Point Charter School	858
897	Redding 27, 28, 29	Calvary Chapel Of Redding	1,564
900	Redding 30	Trinity Lutheran Church	343

**2010 CITY OF REDDING PRECINCTS
AND VOTER REGISTRATION INFORMATION**

Voting Precinct / County Code	Precinct Names & Consolidations as of March 2010	Polling Locations as of March 2010	Registered Voters as of March 2010
912	Redding 32	Mail Ballot	456
914	Redding 33, 38	Mail Ballot	199
916	Redding 34	Sierra Oaks Senior Living	1,044
918	Redding 36, Tierra Oaks	Mail Ballot	228
919	Redding 37, 39	Mail Ballot	159
972	Vineyard	The Vineyard Clubhouse	274
978	Western Ranches 1	Mount Calvary Lutheran Church	595
979	Western Ranches 2, 3	Valley Christian Fellowship	1,449
982	Westwood	Sycamore School	630
TOTAL.....			<u>45,975</u>

**LIST OF MATERIALS
PRESENTED TO CANDIDATES SEEKING OFFICE
IN THE GENERAL MUNICIPAL ELECTION
OF NOVEMBER 2, 2010**

- 1) Guidelines for Candidates Booklet
- 2) Nomination Paper Form
- 3) Candidate's Statement of Qualifications Form
- 4) Cost of Candidate's Statement Agreement Form
- 5) Application for Voter Registration Information
- 6) Code of Fair Campaign Practices - **VOLUNTARY**
- 7) Campaign Disclosure Manual 2 - Information for local Candidates
- 8) Candidate Controlled Committees: New Requirements for Reporting Expenditures of Gifts, Meals and Travel
- 9) Form 410, Statement of Organization Recipient Committee
- 10) Form 460, Recipient Committee Campaign Statement
- 11) Form 470, Candidate or Officeholder Campaign Statement
- 12) Form 496, Late Independent Expenditure Report
- 13) Form 497, Late Contribution Report
- 14) Form 501, Candidate Intention Statement
- 15) Form 700, 2009-2010 Statement of Economic Interests
- 16) Ballot Designation Worksheet
- 17) City of Redding Precinct Map

