



OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897



CITY OF LONG BEACH
CANDIDATE HANDBOOK

PRIMARY NOMINATING ELECTION | TUESDAY, MARCH 3, 2020

COUNCIL DISTRICTS 2, 4, 6 & 8

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SECTION 1

Introduction and Calendar

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

411 W. Ocean Blvd., 11th Floor | Long Beach, CA 90802

MAIN (562) 570-6101

FAX (562) 570-6789

November 11, 2019

To: Candidates for Elected Office for the City of Long Beach

Running for public office is a challenging and exciting experience that carries with it certain legal responsibilities and obligations. To help all candidates focus on the substance of their campaigns, in the most productive manner possible, we have prepared the City of Long Beach Candidate Handbook.

This handbook includes materials and information to assist you in your nomination and candidacy for public office. To become an official candidate, the following must be completed and returned to the Office of the City Clerk no later than 5:00 p.m. on Friday, December 6, 2019. If an incumbent has not filed by December 6, 2019, the nomination period will be extended through December 11, 2019.

- Candidate Intention Form (Form 501)
- Candidate Contact Form
- Candidate Statement Information Sheet
- Declaration of Candidacy & Eligibility
- Affidavit of Nominee and Oath or Affirmation of Allegiance
- Nomination Paper
- Filing Fee (\$240)
- Ballot Designation Worksheet
- Statement of Economic Interests (Form 700 completed online)
- Statement of Acceptance or Rejection of Expenditure Limitations

We realize that much or all the material covered in this handbook may be new to you. The elections staff and I are here to make the election process meaningful and understandable to you and your campaign. If you have any suggestions for improving this manual, please let us know.

Our office is available to meet with you well in advance of the deadline to review your nomination packet for a courtesy verification of signatures and your candidate statement word count. To ensure we are immediately available to assist you, please make an appointment ahead of time.

Should you have any questions about the election process, please feel free to contact me or any member of the elections staff at (562) 570-6101 or email ElectInfo@longbeach.gov.

I look forward to meeting with you.

Sincerely,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza, CMC
City Clerk



CANDIDATE CALENDAR

Primary Nominating Election (PNE)

Tuesday, March 3, 2020

DATE	DAYS FROM ELECTION	EVENT
Nov. 11, 2019 - Dec. 6, 2019	E-113 to E-88	<p>Candidate nomination opens.</p> <p>The forms shall first be available on the 113th day prior to the direct primary election...and shall be delivered not later than 5 p.m. on the 88th day prior to the primary election. (E.C. § 8020(b))</p> <p>(E.C. §§§ 10220, 10224 and 8020; City Charter Section 1904; LBMC Section 1.25.010).</p>
Nov. 11, 2019	E-113	Candidate Workshop at 10:00 a.m. held in City Hall Media Room.
Dec. 4, 2019 – Mar. 3, 2020	E-90 to E-Day	Late Independent Expenditure Within 24 hours. A Form 497 must be filed in the Office of the City Clerk during this period within 24-hours of the receipt of a contribution of \$1,000 or more from a single source (G.C. §§ 82036 and 82036.5).
Dec. 6, 2019	E-88	<p>Candidate nomination closes.</p> <p>Nomination forms due to the Office of the City Clerk no later than December 6, 2019 at 5 p.m. at 411 W. Ocean Blvd. (E.C. § 8020)</p>
Dec. 7, 2019 – Dec. 16, 2019	E-87 to E-78	<p>Public examination period for candidate statements, candidate names, and ballot designations.</p> <p>Any person may file a writ of mandate or an injunction to require any or all of the material in a candidate statement, candidate name and ballot designation to be amended or deleted. (E.C. §§ 13313, 13314)</p> <p>If the nomination period is extended for a particular office, the examination period shall be adjusted to December 12 through December 23.</p>
Dec. 12, 2019	E-82	<p>Randomized alphabet drawing by Secretary of State.</p> <p>The randomized alphabet drawing will be used in determining the order of the candidates on the official ballot.</p> <p>(E.C. §§ 13112 and 12110).</p>
Jan. 23, 2020	E-69	1 st Pre-Election Statement Due – covering <u>January 1, 2020 to January 18, 2020</u> (G.C. § 84200 – 84200.8).
Jan. 6, 2020 - Feb. 18, 2020	E-57 to E-14	<p>Filing period for write-in candidate. Every person who desires to be a write-in candidate and have his or her name as written on the ballot of an election counted for a particular office shall file:</p> <p>A statement of write-in candidacy that contains the following information: 1) Candidate's name; 2) Residence address; 3) A declaration stating that he or she is a write-in candidate; 4) The title of the office for which he or she is running; 5) The party nomination which he or she seeks, if running in a partisan primary election; 6) The date of the election; and 7) A certification of the candidate's complete voter registration and party affiliation/preference history for the preceding 10 years, or for as long as he or she has been eligible to vote in the state if less than 10 years, if running for a voter-nominated office. (E.C. § 8600 (a))</p> <p>(E.C. §§§ 8600 - 8604, 10220 and 10228; City Charter Section 214 (b)).</p>



CANDIDATE CALENDAR

Primary Nominating Election (PNE)

Tuesday, March 3, 2020

DATE	DAYS FROM ELECTION	EVENT
Feb. 20, 2020	E-12	2 nd Pre-Election Statement Due – covering <u>January 19, 2020 to February 15, 2020</u> (G.C. § 84200.8).
Feb. 3, 2020 - Feb. 25, 2020	E-29 to E-7	Period for voters to request Vote By Mail ballots (E.C. §§ 3001 and 3003).
Feb. 22, 2020	E-10	Deadline for Los Angeles Registrar-Recorder/County Clerk to mail Official Sample Ballot Booklets. (E.C. § 13303).
Feb. 18, 2020*	E-14*	Last day to register to vote (E.C. § 2102). *Date adjusted due to holiday
Feb. 26, 2020 - Mar. 3, 2020	E-6 to E-Day	Emergency Vote By Mail period (E.C. § 3021).
Feb. 28, 2020	E-4	3 rd Pre-Election Statement Due – covering <u>February 16, 2020 to February 26, 2020</u> (LBMC Section 2.01.720).
Mar. 3, 2020	E-Day	ELECTION DAY
Mar. 3, 2020	E-Day	Deadline to receive Vote By Mail ballots is 8:00 p.m. (E.C. §§ 3017 & 3020).
Apr. 2, 2020	E+30	Completion of official canvass (E.C. §§ 10550 and 15372).
Apr. 3, 2020	E+31	Not later than this date, candidates shall be declared elected, unless there is a runoff. A certificate of election shall be prepared and delivered to each person elected (E.C. § 10554).
July 31, 2020	E+150	Semi-Annual Statements Due – covering <u>February 27, 2020 to June 30, 2020</u> (G.C. § 84200).
Dec. 15, 2020	E+287	Beginning in 2020, candidates shall be nominated in March, elected in November and assume office on the third Tuesday in December (LBMC Section 1.15.020).
Dec. 31, 2020	E+12 months	Election cycle ends (LBMC Section 1.15.030).

NOMINATION FORMS CHECKLIST

The following materials must be submitted to the Office of the City Clerk no later than
Friday, December 6, 2019 by 5:00 p.m. in order to file for nomination.

**If an incumbent has not filed by December 6, 2019,
the nomination period will be extended through December 11, 2019.*

Documents to File	Filing Requirements	Filing Deadline
Candidate Intention Statement (Form 501)	Prior to soliciting or receiving any campaign contributions and prior to pulling nomination papers.	Dec. 6, 2019 by 5:00 p.m.*
Declaration of Candidacy & Eligibility	Complete and file at the time your nomination papers are filed.	Dec. 6, 2019 by 5:00 p.m.*
Candidate Contact Form	Complete and file at the time your nomination papers are filed.	Dec. 6, 2019 by 5:00 p.m.*
Nomination Paper	Must contain the signatures of at least 20 but no more than 30 registered voters. Cannot withdraw after the close of nomination period.	Dec. 6, 2019 by 5:00 p.m.*
Ballot Designation Worksheet	Form MUST be accompanied with proof of ballot designation. The City Clerk and City Attorney will evaluate the appropriateness of your ballot designation.	Dec. 6, 2019 by 5:00 p.m.*
Statement of Economic Interests (Form 700)	Submit digitally using your log-in credentials.	Dec. 6, 2019 by 5:00 p.m.*
<u>(Optional)</u> Candidate Statement	Your Statement is limited to no more than 200 words and must be submitted in hard copy. A deposit is required at the time of filing.	Dec. 6, 2019 by 5:00 p.m.*
<u>(Optional)</u> Candidate Statement Form	You cannot change, only withdraw your candidate statement.	
Candidate Statement Information Sheet	The name provided on this form is the name that will be printed on the official ballot.	Dec. 6, 2019 by 5:00 p.m.*
Affidavit of Nominee and Oath or Affirmation of Allegiance	Complete and file at the time your nomination papers are filed.	Dec. 6, 2019 by 5:00 p.m.*
<u>(Optional)</u> Transliteration Form	Related to the transliteration of candidate name.	Dec. 6, 2019 by 5:00 p.m.*
<u>(Optional)</u> Character-Based Name Form	Related to the use of a character-based name.	Dec. 6, 2019 by 5:00 p.m.*
Filing Fee of \$240	We accept the following forms of payment: cash, debit, credit, check or money order.	Dec. 6, 2019 by 5:00 p.m.*
<u>(Optional)</u> Fair Campaign Practices Pledge	Complete and sign Certificate of Compliance.	Dec. 6, 2019 by 5:00 p.m.*
Statement of Acceptance or Rejection of Expenditure Limitations	Complete and file at the time your nomination papers are filed.	Dec. 6, 2019 by 5:00 p.m.*
<u>(Optional)</u> Removal Affidavit – Statement of Responsibility	Complete and file at the time your nomination papers are filed.	Dec. 6, 2019 by 5:00 p.m.*

IMPORTANT CONTACT INFORMATION

Fair Political Practices Commission

1102 O Street, Suite 3000
Sacramento, CA 95811
Phone (916) 322-5660
Toll Free (866) ASK-FPPC (866-275-3772)
Fax (916) 322-0886
Website www.fppc.ca.gov
E-mail advice@fppc.ca.gov

- Campaign Disclosure
- State Contribution Limits
- Conflict of Interest Disclosure
- Lobbying Disclosure
- Conflict of Interests
- Proper use of Campaign Funds

To Report a Violation

Phone 1-866-ASK-FPPC (1-866-275-3772) (Press 1)
E-mail complaint@fppc.ca.gov

Secretary of State

1500 11th Street
Sacramento, CA 95814
Phone (916) 653-6814
Fax (916) 653-5045
Website www.sos.ca.gov

Political Reform Division

Phone (916) 653-6224

- Committee Identification Numbers
- Termination of Committees
- Online/Electronic Filing

Elections Division

Phone (916) 657-2166

- Questions regarding Elections Code

Los Angeles County Registrar-Recorder/County Clerk Campaign Reporting Unit

12400 Imperial Highway
Norwalk, CA 90650
Phone (562) 462-2339

Voter Registration Information

Toll Free (800) 815-2666, Option 4
Fax (562) 651-2548
Website www.lavote.net
Email voterinfo@rrcc.lacounty.gov

California Legislation Information

Website www.leginfo.legislature.ca.gov

- California Laws

Attorney General

Phone (800) 925-5225
Website <http://oag.ca.gov/>

- Brown Act Requirements

Federal Election Commission

Phone (800) 424-9530
Website www.fec.gov
Email info@fec.gov

- Federal Campaign Disclosure
- Contribution from National Banks,
National Corporations and Foreign Nationals

State Franchise Tax Board

Phone (800) 338-5711
Website www.ftb.ca.gov

- Committee Tax Status
- Tax Deductible Contributions
- Charitable Non-Profit Groups
- Any other Tax-Related Questions
- Questions related to City Campaign Finance Reform

League of California Cities/ Institute for Local Government

1400 K Street, Suite 205
Sacramento, CA 95814
Phone (916) 658-8208
Fax (916) 444-7535
Website www.ca-ilg.org

- General resource for California Ethics Laws

Office of the City Clerk

411 W. Ocean Blvd., 11th Floor
Long Beach, CA 90802
Phone (562) 570-6101
Fax (562) 570-6789
Website www.longbeach.gov/cityclerk
E-mail ElectInfo@longbeach.gov

Monique De La Garza, City Clerk	(562) 570-6981
Phillip McGowan, Campaign Finance	(562) 570-5118
Pablo Rubio, Voter File/Reports	(562) 570-6628
Maggie Seymore, Matching Funds	(562) 570-6549


Code Enforcement

Removal of Political Signs
(562) 570-2663

Los Angeles Registrar-Recorder/County Clerk

Vote By Mail Ballot

This ballot was created for LA County's Voting Solutions for All People (VSAP) and meets the requirements of the California Elections Code. The Vote by Mail ballot measures 8 1/2" x 14" and contains the election type, date, and contests specific to each precinct. Each ballot is marked with a pen in the designated vote target position and is digitally scanned.




Official Ballot

GENERAL ELECTION, November 06, 2018 • County of Los Angeles

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32 - NP - EN / 0001 / 1

Instructions to voters: Marking your votes




Do this

Not this

Not this

- Fill in the circle to the left of your choice.
- Don't vote for more choices than indicated.
- You don't have to vote in every race.

Write-In Candidates



- To add a candidate, fill in the circle to the left of "Write-In Candidate" and write the name on the dotted line.
- A list of qualified write-in candidates is available eleven days before the election at lavote.net.
- Do not write-in a candidate whose name already appears on the ballot.
- Write-in votes are not authorized for Voter-Nominated offices.
- A voter is entitled to cast a vote for a qualified Write-in candidate for any Nonpartisan office by writing, on the Write-in portion of the ballot, the name of the qualified candidate.

Voter-Nominated And Nonpartisan Offices

All voters, regardless of the party preference they disclosed upon registration, or refusal to disclose a party preference, may vote for any candidate for a voter-nominated or nonpartisan office. The party preference, if any, is designated by a candidate for a voter-nominated office is selected by the candidate and is shown for the information of the voters only; it does not imply that the candidate is nominated or endorsed by the party or that the party approves of the candidate. The party preference, if any, of a candidate for a nonpartisan office does not appear on the ballot.

STATE

GOVERNOR

Vote For ONE

GAVIN NEWSOM
Party Preference: Democratic
Lieutenant Governor/Businessman

JOHN H. COX
Party Preference: Republican
Businessman/Taxpayer Advocate

LIEUTENANT GOVERNOR

Vote For ONE

ELENI KOUNALAKIS
Party Preference: Democratic
Businesswoman/Economic Advisor

ED HERNANDEZ
Party Preference: Democratic
State Senator/Businessman

SECRETARY OF STATE

Vote For ONE

MARK P. MEUSER
Party Preference: Republican
Election Law Attorney

ALEX PADILLA
Party Preference: Democratic
Secretary of State

CONTROLLER

Vote For ONE

BETTY T. YEE
Party Preference: Democratic
California State Controller

KONSTANTINOS RODITIS
Party Preference: Republican
Businessman/CFO

TREASURER

Vote For ONE

FIONA HA
Party Preference: Democratic
CRA/Taxpayer Representative

GREG CONLON
Party Preference: Republican
Businessman/CRA

ATTORNEY GENERAL

Vote For ONE

XAVIER BECERRA
Party Preference: Democratic
Appointed Attorney General of the State of California

STEVEN C BAILEY
Party Preference: Republican
Retired California Judge

INSURANCE COMMISSIONER

Vote For ONE

STEVE POIZNER
Party Preference: None
Businessman/Non-Profit Director

RICARDO LARA
Party Preference: Democratic
California Senator

MEMBER STATE BOARD OF EQUALIZATION 1st District

Vote For ONE

TED GAINES
Party Preference: Republican
Taxpayer Advocate/Senator

TOM HALLINAN
Party Preference: Democratic
College Trustee/Businessman

UNITED STATES SENATOR

UNITED STATES SENATOR

Vote For ONE

KEVIN DE LEON
Party Preference: Democratic
California Senator

DIANNE FEINSTEIN
Party Preference: Democratic
United States Senator

UNITED STATES REPRESENTATIVE

UNITED STATES REPRESENTATIVE, 25th District

Vote For ONE

KATIE HILL
Party Preference: Democratic
Homelessness/Nonprofit Executive

STEVE KNIGHT
Party Preference: Republican
Member of Congress

➡ Continue voting on other side

The 100% digital scan delivers advantages optical scanning simply can't match. Digital imaging captures a "picture" of the entire ballot, helping officials clarify voter intent, adjudicate stray markings, and reduce handling of original paper ballots.



SECTION 2

Declaration of Candidacy & Eligibility

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897



**City of Long Beach
Primary Nominating Election
March 3, 2020**

List of Elected Offices to Appear on the Ballot

Council District 2

Council District 4

Council District 6

Council District 8



DECLARATION OF CANDIDACY & ELIGIBILITY

Office of Member of the City Council City of Long Beach

I hereby declare myself a candidate for nomination to the Office of Councilmanic District Number _____ to be voted for at the Primary Nominating Election to be held Tuesday, March 3, 2020, and declare the following to be true:

My name is _____
(Print Name)

I am a legally registered voter and resident of the Councilmanic District from which I wish to be nominated for City Council, at least thirty (30) days prior to the last day upon which candidates are permitted to file nominating petitions for this Councilmanic Office.

Council District Number: _____

Residence Address: _____

Mailing Address: _____

Telephone numbers: Work: _____ Cell: _____

Website: _____

Email: _____

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship, and residency).

I am at present an incumbent of the following public office
(if any) _____.

If nominated, I will accept the nomination and not withdraw. (Elections Code § 8040)

CANDIDATE WITHDRAWAL – All nomination papers shall be filed no later than the 88th day before election. Until that time, but not after, a candidate may **withdraw** his or her nomination paper after it is filed with the elections official as provided in this section. (Elections Code § 10224)

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Candidate

Date

LONG BEACH CITY CHARTER SECTIONS PERTAINING TO ELECTED OFFICIALS

ARTICLE II. CITY COUNCIL.

Sec. 201. ELIGIBILITY.

No person shall be eligible to hold the office of City Council member or Mayor unless such person is a legally registered voter and resident of the Councilmanic District if and from which nominated for City Council, or of the City if nominated for Mayor, at least thirty (30) days immediately preceding the last day upon which candidates are permitted to file nominating petitions for such office with the City Clerk.

(Amended by Prop. D, 5-1-2007, eff. 5-22-2007; Amended by Prop. R, 11-4-1986, eff. 2-5-1987)

Sec. 203. SALARY.

(a) Commencing with the first Mayor to assume the office of Mayor on or after July 1, 1988, the Mayor shall receive an annual salary of Sixty-seven Thousand, Five Hundred Dollars (\$67,500.00)*, which salary shall be automatically adjusted on July 1, 1989, and on July 1 of each year thereafter equivalent to the most recent upward change in the annual average of the Consumer Price Index as published by the United States Department of Labor for the Los Angeles-Long Beach-Anaheim metropolitan area.

For purposes of calculating the annual adjustment under this section the base year shall be that year ending with the quarter ending December 31, 1988. The Mayor's salary shall first be adjusted on July 1, 1989, and annually thereafter, based on the annually calculated change from the base year.

(b) Each member of the City Council shall receive a salary which shall be twenty-five percent of that provided for the Mayor under Subsection (a) of this Section 203.

(Amended by Prop. R, 11-4-1986, eff. 2-5-1987)

*Note: City Council salary is \$36,960

(As of January 1, 2019)

Sec. 1904. - NOMINATIONS.

Candidates for elective offices, except for the City Council, to be voted at any general municipal election, shall be nominated by the City at large at the primary nominating election. Candidates for City Council, to be voted for at any general municipal election, shall be nominated by the respective district to be represented at a primary nominating election.

LONG BEACH CITY CHARTER SECTIONS
PERTAINING TO ELECTED OFFICIALS (Continued)

Sec. 214. - MAYOR AND CITY COUNCIL—THREE TERM LIMIT.

- (a) Notwithstanding any other previously enacted provision of law or of this Charter, during his or her lifetime, a person may serve no more than three (3) terms as a member of the Long Beach City Council, and may also serve no more than three (3) terms as Mayor of Long Beach. The City Clerk, or other election official authorized by law, shall not accept or verify the signatures on any nomination paper for any person, including any paper seeking election as a write-in candidate, nor shall he or she certify or place on the list of certified candidates, nor print or cause to be printed on any ballot, ballot pamphlet, sample ballot or ballot label, the name of any person whose candidacy, if successful, will result in a new Mayoral or City Council term that exceeds the limits set forth herein.
- (b) For purposes of this Section, "term" shall mean the following:
- (1) Any full four-year term of service for which a person was formally nominated (not as a write-in candidate) and to which he or she was elected to office at any Municipal Primary or General Election, occurring on or after November 3, 1992;
 - (2) Any full four-year term of service for which a person was formally nominated (not as a write-in candidate) and to which he or she was appointed in lieu of a Municipal Election, pursuant to California Elections Code Section 10229, occurring on or after November 3, 1992;
 - (3) Any full four-year term of service for which a person was nominated as a write-in candidate and to which he or she was elected to office at any Municipal Primary or General Election occurring on or after November 6, 2018;
 - (4) Any full four-year term of service described in paragraphs (1) through (3) above, which commences on or after November 6, 2018 and which terminates prior to the scheduled expiration of the term due to any of the following:
 - (a) The officer's seat is lawfully declared vacant during that term for any reasons other than resignation;
 - (b) The officer is lawfully recalled from office by the voters during that term;
 - (c) The officer has legally forfeited his or her elected office under applicable Federal or State law during that term.
 - (d) If the officer vacates his or her office due to resignation:
 - (i) If the resignation occurs with more than two years remaining in his or her current term, this shall not count as a "term" against the three-term limit.
 - (ii) If the resignation occurs with two years or less remaining in his or her current term, this shall count as a "term" against the three-term limit.

LONG BEACH CITY CHARTER SECTIONS
PERTAINING TO ELECTED OFFICIALS (Continued)

- (c) For purposes of this Section, "term" shall not mean any of the following:
- (1) Any full four-year term of service, whether expired or unexpired, for which a person was nominated as a write-in candidate and to which he or she was elected to office at any Municipal Primary or General Election occurring prior to November 6, 2018;
 - (2) Any term to which a person has been specially elected or appointed to the office of Mayor or City Council to fill a mid-term vacancy, pursuant to City Charter Section 204;
 - (3) Any full four-year term of service for which a person was elected to office, or was appointed in lieu of a Municipal Election, pursuant to California Elections Code Section 10229, at any Municipal Primary or General Election, occurring prior to November 3, 1992.
- (d) No person who has already served three terms as a member of the City Council may be appointed to serve on the City Council, and no person who has already served three terms as Mayor may be appointed to serve as Mayor, whether said appointment is in lieu of a Municipal Election, pursuant to California Elections Code Section 10229, or to fill a vacancy on the City Council pursuant to City Charter Section 204.
- (e) No person who has already served three terms as a member of the City Council may run for special election to fill a vacancy on the City Council pursuant to City Charter Section 204. No person who has already served three terms as Mayor may run for special election to fill a vacancy in the office of Mayor pursuant to City Charter Section 204.

(Amended by Meas. BBB, 11-6-2018, eff. 12-11-2018; Amended by Prop. D, 5-1-2007, eff. 5-22-2007; Added by Prop. G, 11-3-1992, eff. 8-23-1993)

LONG BEACH MUNICIPAL CODE SECTION PERTAINING TO ELECTED OFFICIALS

1.15.020 - Terms of office.

In order to transition from the current June general election date to the new November statewide general election date, there shall be a one-time adjustment to the terms of City elected officers, as follows:

- A. Beginning in 2020, candidates shall be nominated in March, elected in November and assume office on the third Tuesday in December.
- B. The terms of office for City Council members elected in the 2016 and 2018 elections shall be extended by five (5) months (July to December) to match them with the new election cycle, as permitted by California Elections Code section 10403.5(b).

The terms of office for Citywide officials (City Auditor, City Attorney, City Prosecutor, Mayor) elected in the April or June, 2018 elections shall be extended by five (5) months (July to December) to match them with the new election cycle, as permitted by California Elections Code section 10404.5(g).

- C. The terms of office for Long Beach Unified School District members elected in the 2016 election shall be extended by five (5) months (July to December) to match them with the new election cycle, as permitted by California Elections Code section 10404.5(g).
- D. Municipal officers elected to new terms in November, 2022 and in all future elections shall serve standard four-year terms.

(ORD-19-0001 § 3, 2019)

Note: The complete Long Beach City Charter and Municipal Code are available on the City's website at longbeach.gov/cityclerk.



SECTION 3

Nomination Guidelines

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

NOMINATION PAPER INSTRUCTIONS

Guidelines for Circulating Your Nomination Paper:

- You may circulate your own nomination paper. Any other person that is at least 18 years of age or older may circulate on your behalf (Elections Code § 102). Only one voter may circulate the paper. (Elections Code § 10220)
- The “Declaration of Circulator” on the back of the nomination paper must be signed by the circulator, and contain the dates between which the paper was circulated. All information contained in the “Declaration of Circulator” must be completed in the circulator’s own handwriting.
- The nomination paper must be signed by not less than 20, and no more than 30 registered voters from within your Council District. It is strongly recommended that you obtain 30 signatures in order to provide for those that may be invalidated due to their registration status. **A nomination paper containing more than 30 signatures will not be accepted.**
- No voter may sign more than one nomination paper for the same office, and in the event the voter does so, that voter’s signature shall count only on the first nomination paper filed which contains the voter’s signature. (Elections Code § 10220)
- Voters signing your nomination paper must sign and print their complete names, and print their residence address.
- You may sign your own nomination paper.
- It is recommended that you file your papers early in order to have the signatures verified as quickly as possible. In the event you do not obtain enough valid signatures to qualify on the initial nomination form, you will be issued one supplemental nomination petition form. The supplemental petition must be filed not later than the last day for filing for that office. (Elections Code § 10221(b))
- No person shall circulate any petition, or solicit any person to sign any petition of whatsoever nature, in the City Hall, public utilities building, public safety building, any public library or other building open to and used by the public for the purpose of transacting public business, not upon the grounds, sidewalks, or other areas surrounding and adjacent to said building. (LBMC Section 9.34.010)

NOMINATION PAPER INSTRUCTIONS

Guidelines for Circulating Your Nomination Paper:

- You may circulate your own nomination paper. Any other person that is at least 18 years of age or older may circulate on your behalf (Elections Code § 102). Only one voter may circulate the paper. (Elections Code § 10220)
- The “Declaration of Circulator” on the back of the nomination paper must be signed by the circulator, and contain the dates between which the paper was circulated. All information contained in the “Declaration of Circulator” must be completed in the circulator’s own handwriting.
- The nomination paper must be signed by not less than 20, and no more than 30 registered voters from within your Council District. It is strongly recommended that you obtain 30 signatures in order to provide for those that may be invalidated due to their registration status. **A nomination paper containing more than 30 signatures will not be accepted.**
- No voter may sign more than one nomination paper for the same office, and in the event the voter does so, that voter’s signature shall count only on the first nomination paper filed which contains the voter’s signature. (Elections Code § 10220)
- Voters signing your nomination paper must sign and print their complete names, and print their residence address.
- You may sign your own nomination paper.
- It is recommended that you file your papers early in order to have the signatures verified as quickly as possible. In the event you do not obtain enough valid signatures to qualify on the initial nomination form, you will be issued one supplemental nomination petition form. The supplemental petition must be filed not later than the last day for filing for that office. (Elections Code § 10221(b))
- No person shall circulate any petition, or solicit any person to sign any petition of whatsoever nature, in the City Hall, public utilities building, public safety building, any public library or other building open to and used by the public for the purpose of transacting public business, not upon the grounds, sidewalks, or other areas surrounding and adjacent to said building. (LBMC Section 9.34.010)

BALLOT DESIGNATION CRITERIA

- It is suggested that this section of the nomination paper be completed at the time of filing in the presence of City Clerk staff.
- State law strictly prohibits certain words from being used as a ballot designation. You may want to confer with the City Clerk staff before recording your designation on the form.
- Submission of the Ballot Designation Worksheet is required (See Document 3 - 3), and is intended to assist the City Clerk in evaluating the appropriateness of your ballot designation, which will appear on your nomination papers, official ballot and in the Official Sample Ballot Booklet.
- Your ballot designation is restricted to no more than three words describing your principal profession, vocation, or occupation.
- The Oath or Affirmation of Allegiance is required to be executed in the presence of City Clerk staff or a Notary Public in order to assure the voters that in the event you are elected, you will accept the office and faithfully discharge the duties of the office.
- All nomination papers shall be filed with the City elections official during regular business hours as posted, not later than the 88th day before the election. Until that time, but not after, a candidate may withdraw his or her nomination paper after it is filed with the elections official as provided in this section. (Elections Code § 10224)

NOMINATION PERIOD

Nomination filing period is **November 11, 2019** to **December 6, 2019**. Nomination papers are available for pick-up/drop-off from 7:30 a.m. until 4:30 p.m.

NOTE: The **deadline** to file your nomination paper is **Friday, December 6, 2019 by 5:00 p.m.**

If an incumbent has not filed by December 6, 2019, the nomination period will be extended through December 11, 2019.

Order of Candidates on Ballot:

On **December 12, 2019**, the Secretary of State will conduct a random alphabetical drawing which will determine the order in which qualified candidates' names will appear on the ballot. The same order will be used in the Official Sample Ballot Booklet for those candidates filing a Candidate's Statement to be printed in the booklet. (Elections Code § 13112, 12110; City Charter Section 1907)

LONG BEACH MUNICIPAL CODE SECTIONS PERTAINING TO NOMINATION PETITIONS

Chapter 1.25 Nominating Petitions

1.25.010 Voter Signature.

A nominating petition for a candidate in a district election for City Council member must be signed by a registered voter and resident of the geographical area making up the district from which the member is elected. No voter shall sign the nominating petition of any candidate for whom he cannot vote.

A nominating petition for a candidate for a City-wide office may be signed by a registered voter and resident of the City. (*Ord. C-5851 § 1, 1982*).

1.25.020 Filing Fee.

A filing fee as determined by the City Council by resolution shall be paid to the City Clerk upon the filing of a nomination petition for any elective office of the City. In addition to said filing fee, a candidate shall submit a petition containing the signatures of twenty (20) registered voters who reside in the district in which the candidate is seeking nomination. In lieu of payment of said filing fee, a candidate may submit a statement under penalty of perjury that the candidate is indigent by virtue of having no available funds and is unable to raise funds sufficient to pay the required filing fee. Such candidate shall, in any event, submit the petition containing twenty (20) signatures of registered voters in the district in which the candidate is seeking nomination.

(ORD-10-0014, § 1, 2010; Ord. C-7160 § 1, 1993; Ord. C-6955 § 1, 1991)

Chapter 9.34 Circulating Petitions

9.34.010 Prohibited in certain public buildings.

No person shall circulate any petition, or solicit any person to sign any petition of whatsoever nature, in the City Hall, public utilities building, public safety building, any public library or other building open to and used by the public for the purpose of transacting public business, nor upon the grounds, sidewalks, or other areas surrounding and adjacent to said buildings.



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK**. If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.**

Candidate Information	1	Candidate Name: _____	Gender (optional, for translation use only): _____
		Office: _____	Email: _____
		Home Address: _____	
		Mailing Address: _____	
		Business Address: _____	
		Phone Number(s) _____	
		Business: _____	Home/Mobile: _____ Fax: _____

Attorney Information	2	Attorney Name (or other person authorized to act on your behalf): _____	
		Address: _____	
		Phone Number(s) _____	
		Business: _____	Mobile: _____ Fax: _____

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) (maximum total of three words, separated by a slash ("/")).
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)	3	Proposed Ballot Designation(s): _____
		Alternate Ballot Designation(s) 1: _____
		Alternate Ballot Designation(s) 2: _____

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/) separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.



California Secretary of State
BALLOT DESIGNATION WORKSHEET
 Page 2

If your proposed ballot designation contains **one or more slashes (“/”)** separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as “PVOs”), **complete a justification section for each separate PVO.**

Justification for use of Proposed Ballot Designation(s)
 If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

4

Justification for use of 1 st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2 nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3 rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | |
|---|--|---------------|
| 1) Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) Non-judicial candidates: Use only the word “Incumbent” for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) Abbreviate the word “retired”? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) Place the word “retired” after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) Use an word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

If the answer to any of these questions is “yes,” your proposed ballot designation is likely to be rejected.

X

Candidate’s Signature Date Signed: Month Day Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).

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COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial: _____.

Justification for
 Alternate Ballot
 Designation(s) 1

A

Justification for use of 1 st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2 nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3 rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
 Alternate Ballot
 Designation(s) 2

B

Justification for use of 1 st PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2 nd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3 rd PVO:		
Current or most recent job title:	Start/End Dates:	
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

SEE MANILA ENVELOPE FOR ORIGINAL



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 4

For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other 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.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other 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.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

(1) It would mislead the voter.

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BALLOT DESIGNATION WORKSHEET
Page 5

- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official 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.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, 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 elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
 - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.
 - (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
 - (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

For your reference, Elections Code section 13107.3 is reproduced below:

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

- (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
 - (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, California Code of Regulations section 20711 is reproduced below:

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.



California Secretary of State
BALLOT DESIGNATION WORKSHEET
Page 6

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
 - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.



SECTION 4

Candidate's Statement Guidelines

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

GUIDELINES FOR CANDIDATE STATEMENT

Pursuant to California Elections Code § 13307, the Candidate Statement is a brief description, of no more than 200 words, depicting the candidate's education and qualifications expressed by the candidate. The statement shall not include the party affiliation of the candidate nor membership or activity in any partisan political organizations. Statements appear in the Official Sample Ballot Booklet which is mailed to every registered voter 21 days before the election.

CANDIDATE STATEMENT GUIDELINES:

- Must be submitted in print/hard copy.
- Statements are limited to 200 words. The City Clerk staff will conduct a word count following the filing of the nomination documents. If you exceed the word limit, you will be asked to revise your statement. See Document 4 - 3 in this Handbook for word count standards.
- Whenever any notice, report, statement or record is required or authorized by this code, it shall be made in writing in the English language unless it is expressly provided otherwise. (Elections Code § 7)
- Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted as indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words that are printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun "I" is not counted as an enhanced word. Please refer to Document 4 – 3 for the Word Count Standards.
- Pursuant to LBMC Section 1.25.030(A), "In any candidate's statement filed in any election in the City the designation of present principal profession, vocation, or occupation of a candidate shall be governed by the provisions of Section 10211(a)(3) [renumbered as 13107] of the California Elections Code as that section now reads or as it may be amended." Please refer to Document 3 - 3 of this Handbook for the full text of Elections Code § 13107.
- A deposit is required when the Candidate Statement is filed (cash, check made payable to the City of Long Beach, Visa, Mastercard, or debit card). The deposit is an estimate of the candidate's pro rata share of the cost of printing the Statement in the Official Sample Ballot Booklet. Please refer to the "Candidate Statement Fee Schedule" on Document 4 - 2 in this handbook.
- Your Statement and Ballot Designation Worksheet **must** be submitted at the same time your Nomination Paper is filed. (Elections Code § 13307 and § 13107.3)
- Except as provided in Section 13309, the 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. (Elections Code § 13307 (a)(3))
- Candidate Statements shall remain confidential until the expiration of the filing deadline. (Elections Code § 13311). Once a Candidate Statement is filed it cannot be changed or edited, please proof statements for grammar and content.

You have the option to print your statement in Spanish in the Official Sample Ballot Booklet for an additional printing fee which must be paid at the time you submit your Candidate Statement; see fee schedule on Document 4 - 2.

GUIDELINES FOR CANDIDATE STATEMENT

Refer to Document 4 - 3 for Word Count Standard

Section 13307 of the California Elections Code sets forth guidelines for completing a candidate statement. **CANDIDATE STATEMENT MUST BE FILED WITH NOMINATION PAPERS.**

CANDIDATE STATEMENT GUIDELINES:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. Statement shall not include any references to other candidates. (Elections Code § 13308)
3. The statement shall **not** include any party affiliation of the candidate nor reference any membership or activity in partisan political organizations.
4. Your statement will be printed **exactly** as submitted; therefore, you are advised to carefully check for errors in punctuation and grammar. Once submitted, statement may be withdrawn, but not changed.
5. Attach any supplemental sheets if used to your statement. If you wish to have a Spanish translation of your statement prepared for printing in the Official Sample Ballot Booklet, be sure to check the space in the Candidate Statement Information Sheet provided.

Use a separate sheet of paper for your candidate statement. Use upper and lower case letters (**do not use all CAPS**). The candidate statement is a brief description of no more than 200 words of the candidate's education and qualifications. Be sure to include the official title of the office you are a candidate for, your name, age, and occupation. *This heading is not included in the 200-word count.

SAMPLE OF CANDIDATE STATEMENT FORMAT

STATEMENT OF JOHN A. SMITH	
CANDIDATE FOR MEMBER OF THE CITY COUNCIL DISTRICT NO. _	
CITY OF LONG BEACH	
Age: 45	} YOU MAY INCLUDE A HEADER ON YOUR CANDIDATE STATEMENT (IT WILL NOT BE INCLUDED IN THE 200 WORD COUNT) *
Occupation: Business Owner	
For Long Beach City Council District _	
<p>Qualifications</p> <ul style="list-style-type: none">- Beach City University, MBA- Local business owner for 18 years.	
<p>I have been a resident of the City and thoroughly enjoy living here for 30 years. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our City. I would like to implement environmental standards for cleaner water and air quality. I respectfully ask for your support on Election Day!</p>	
<p>A vote for me is a vote for a better City!</p> <p><u>VOTE JOHN A. SMITH</u></p>	

CANDIDATE STATEMENT PRINTING FEE SCHEDULE

DISTRICT	APPROX. REGISTRATION AS OF 9/5/19	ESTIMATED COST			
		ENGLISH ONLY *		ENGLISH & SPANISH **/**	
		1 PAGE	2 PAGE	2 PAGES	4 PAGES
CD 2	29,750	\$700	\$1,400	\$1,400	\$2,800
CD 4	27,707	\$700	\$1,400	\$1,400	\$2,800
CD 6	21,861	\$600	\$1,200	\$1,200	\$2,400
CD 8	28,995	\$700	\$1,400	\$1,400	\$2,800

ESTIMATED COST

The form on which the statement is submitted is issued with the nomination documents and contains word limitations and estimated cost. If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two (2) pages. If a candidate statement is printed in another language, the translated candidate statement may extend to two (2) or more pages. In these cases, the actual cost for statement may double or triple and additional cost may be billed to you after the election. Please note, costs are calculated by page regardless of how much or how little text there is on each page. Costs are NOT calculated according to word count. The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

* The estimated candidate statement fee was calculated using the number of registered voters per district, estimated total printing and mailing costs, and estimated candidate statement pages in the Official Sample Ballot Booklet. **Actual costs will be reviewed and may result in either additional billing or a refund.**

** For an additional fee, you may choose to print your candidate statement in Spanish.

CANDIDATE STATEMENT ADDITIONAL INFORMATION

TRANSLATIONS

Translations of candidate statements for voter information booklets may be provided in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, Spanish, Tagalog/Filipino, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material. Additional booklets are provided at the polling places on Election Day.

TRANSLITERATION

Candidates are permitted to submit their own transliterations for each or all of the following languages: Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, and Thai. If a candidate does not submit an attachment of the transliteration(s) for their name, the transliterations will be provided by the Los Angeles County Registrar-Recorder/County Clerk. See Document 4 – 5 for Transliteration Form.

CHARACTER-BASED NAME

Candidates are permitted to use character-based names given at birth or if they have been known and identified within the public for the past two years. See Document 4 – 6 for Character-Based Name Form.

INDIGENT CANDIDATES

If a candidate alleges to be indigent and is unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate's indigence eligibility. The affidavit shall be submitted by the candidate with their candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the City will notify the candidate of its findings. If a determination is made that the candidate is indigent, the City shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is not indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays. See Document 4 – 7 for Affidavit of Financial Worth Form.

PUBLIC EXAMINATION PERIOD

Candidate statements, candidate names and ballot designations will be available for public examination following the nomination period from December 7, 2019 (E-87) through December 16, 2019 (E-78). A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (Elections Code §13313)

**WORD COUNT STANDARD
FOR CANDIDATE STATEMENTS, ARGUMENTS, AND MEASURES**

Candidate Statements – 200 word limit

Elections Code § 9. Counting of words.

(a) Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, “City and County of San Francisco” shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (6) Dates shall be counted as one word.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as “one,” shall be considered as a separate word or words. “One” shall be counted as one word whereas “one hundred” shall be counted as two words. “100” shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet Web site addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Section 13107. (*Amended by Stats. 2014, Ch. 697, Sec. 3. Effective January 1, 2015.*)

Examples of word count (located above) are displayed on the next page.

Candidate Statements are filed at the time nomination papers are filed. Once filed, they can be withdrawn, but not changed, until 5:00 p.m. of the next working day after the close of the nomination period.

WORD COUNT STANDARD

(Examples of Word Counts)

The following guidelines are used by the Office of the City Clerk for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do not apply to ballot designations for candidates.

1. **PUNCTUATION MARKS** are not counted. Symbols such as “&” (and), and “#” (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** “I”, “A”, “The”, “And”, “An”, “I’m”, are counted as individual word.

3. **PROPER NOUNS** such as geographical names, and names of persons or things, as one (1) word.

EXAMPLES: Elvis Presley, City of Long Beach, Long Beach Unified School District, Dalai Lama

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLES: CSULB, PTA, LBPB, LBUSD, USMC, U.S.M.C., USA

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

EXAMPLES: Attorney-at-law

6. **DATES** are counted as one (1) word.

EXAMPLES: July 21, 1983, 18 June 1987, 3/18, 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLES: 1973, 13 ½, 1971-73, 5%, #14, Fifty-two

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLES: \$1,000.00, \$1,000,000

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLES: \$4 million, \$1 billion

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLES: 1-800-815-2666, 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLES: <http://www.longbeach.gov/cityclerk/>, www.lavote.net, <http://www.sos.ca.gov/>

City of Long Beach Candidate Statement Information Sheet

Enter the candidate's name in all CAPS

_____ CITY OF LONG BEACH
(Print Name of Candidate) (Jurisdiction)

Mark the box for the Office Sought:

- Member of the City Council District No. 2
- Member of the City Council District No. 4
- Member of the City Council District No. 6
- Member of the City Council District No. 8

DISTRICT	APPROX. REGISTRATION AS OF 9/5/19	ESTIMATED COST			
		ENGLISH ONLY *		ENGLISH & SPANISH **/**	
		1 PAGE	2 PAGE	2 PAGES	4 PAGES
CD 2	29,750	\$700	\$1,400	\$1,400	\$2,800
CD 4	27,707	\$700	\$1,400	\$1,400	\$2,800
CD 6	21,861	\$600	\$1,200	\$1,200	\$2,400
CD 8	28,995	\$700	\$1,400	\$1,400	\$2,800

I DO NOT WANT my candidate statement to appear in the Official Sample Ballot Booklet.

Signature of Candidate: _____

I WANT my candidate statement to appear in the following languages in the Official Sample Ballot Booklet:

English English and Spanish

Signature of Candidate: _____

A deposit is required when the Candidate Statement is filed (cash, check made payable to the City of Long Beach, Visa, MasterCard, or debit card). The deposit is an estimate of the candidate's pro rata shares of the cost of printing your Statement in the Official Sample Ballot Booklet.



CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT



STATEMENT OF:

CANDIDATE FOR:

ELECTION DATE:

AGE: _____ OCCUPATION: _____
(Optional) (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style Times New Roman, size 11 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions.

SEE MANILA ENVELOPE FOR ORIGINAL

CSF 06/17

Document

CANDIDATE STATEMENT INFORMATION AND GUIDELINES

(Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter an Official Sample Ballot Booklet which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

CONTENTS: Statement may include candidate's age and occupation and a 200 word description of the candidate's education and qualifications. Some jurisdictions increase the word limit to 400 words.

FORMAT/WORD COUNT: Please refer to the Candidate Handbook (Section 1 Chapter 3) for detailed information regarding format and word counting guidelines.

RESTRICTIONS: The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations. Please refer to the Candidate Handbook (Section 1 Chapter 3) for more information.

IMPORTANT NOTICE - PLEASE READ

CANDIDATE STATEMENT BULLETIN: Please be advised that your candidate statement will not be appearing in the Vote By Mail Instructions entitled "Vote By Mail Instructions." It will only appear in the Official Sample Ballot Booklet.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During the examination period, candidate listings, candidate statements, candidate names and ballot designations (or occupation) on ballots shall be open to public examination. Any persons may file a writ of mandate or an injunction to challenge and possibly amend any or all of the material/data (E.C. 13313). If the filing period is extended for a particular office, the examination period for that office shall be adjusted. A fee may be charged to any candidate/person obtaining a copy of the material.

CANDIDATES FILING IN SHARED DISTRICTS: Your candidate statement must be filed with the county elections official in each county where you wish to have your statement printed (e.g., if you wish to have your statement printed in both Los Angeles and Ventura Counties, then you must submit one (1) copy of your statement and the appropriate fee to each county where you intend to have your statement appear in the Official Sample Ballot Booklet). The elections official will not forward your candidate statement or estimated shared cost to neighboring counties.

ESTIMATED COST

The estimate is 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 number of voter registration, the length and/or format of the statement submitted and printing cost. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense to or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a 200 word maximum, and requires that the estimated cost be paid:
 In advance by all candidates District will pay for all candidate statements
 District will bill candidate after the election _____

The estimated cost of your English statement is _____ The estimated cost of your English & Spanish statement is _____

NOTE: Cost is estimated on a per page basis and may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated:

Please mark (x) one box: English English & Spanish



Signature of Candidate _____

Date _____

Phone Numbers () _____

Daytime _____

Evening _____

DO NOT PRINT THIS STATEMENT IN THE EVENT

Initials There is no opposition to this contest on the ballot.

Initials No other candidate for this contest files a statement.

OFFICE USE ONLY

Verified filing of Declaration of Candidacy and/or Nomination Papers

Project Code No.: _____
Candidate File No.: _____
Total No. of Words: _____
Total No. of Words in boldface, capital letters, and/or underscored: _____
By Deputy: _____

Date Election Official

CSI 05/18



DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

I, _____, candidate for nomination to the
office of _____

agree as indicated below:

CHECK ONE:

I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, and Thai.

OR

I am submitting an attachment of the transliteration(s) for the language(s) below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

- | <u>Languages</u> | <u>Name Transliteration</u> |
|---|-----------------------------|
| <input type="checkbox"/> Armenian: | |
| <input type="checkbox"/> Cambodian/Khmer: | |
| <input type="checkbox"/> Chinese: | |
| <input type="checkbox"/> Farsi: | |
| <input type="checkbox"/> Hindi: | |
| <input type="checkbox"/> Japanese: | |
| <input type="checkbox"/> Korean: | |
| <input type="checkbox"/> Russian: | |
| <input type="checkbox"/> Thai: | |

GENDER:

Male Female

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

Candidate's Signature

Date

Candidate Filing #

**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

**TRANSLITERATION OF
CANDIDATE NAMES**

BACKGROUND:

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese speaking voters. In January 2000, the Department of Justice further directed this office to **transliterate** the names of candidates in those languages that do not use Roman Characters. (Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) At that time, these languages included Chinese, Japanese and Korean.

After the 2010 Census, the following languages were included: Cambodian/Khmer, Hindi, and Thai.

In 2018 two other languages were added: Armenian and Farsi.

This office also provides transliteration in Russian.

PROCESS:

This department will transliterate your name in Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, and Thai. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline set to print translated Official Sample Ballot Booklets. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

TRANSLITERATION FORM:

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

TRL 06/2019



Los Angeles County - Registrar-Recorder/County Clerk
CHARACTER-BASED NAME FORM
 (Elections Code § 13211.7)

Candidate Name, Character-based name, and Office

1

Candidate Name: _____

Character-based Name: _____

Office: _____

Character-based name
 Attach supporting documents

2

Check at least one box below and attach supporting documents

I would like to use a character-based name given by birth (please provide a birth certificate or valid identification for verification). *Attach supporting documentation and provide a description:*

I do not have a character-based name by birth, but I identify by a particular character-based name (please provide proof you have been known and identified within the public by that character-based name for the past two years). *Attach supporting documentation and provide a description:*

Dated this _____ day of _____, 20_____

x

Signature of Candidate

For your reference, attached is [Elections Code section 13211.7](#).

SEE MANILA ENVELOPE FOR ORIGINAL



For your reference, Elections Code section 13211.7 is reproduced below:

- (a) (1) In jurisdictions required to provide translated ballot materials pursuant to Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503), as that section may be amended from time to time, any ballot that provides a translation of a candidate's name shall contain a phonetic transliteration of the candidate's name, except as provided in subdivision (b).
- (2) This section applies only to character-based languages, including, but not limited to, Mandarin Chinese, Cantonese, Japanese, and Korean.
- (3) If a candidate's name is to appear on the ballot in more than one jurisdiction in an election, all of those jurisdictions required to provide translated ballot materials pursuant to Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503) shall use the same phonetic transliteration or character-based translation of the name.
- (4) (A) In a jurisdiction in which separate ballots containing translations of the candidates' names are printed in different languages, both the alphabet-based names and the translations of the candidates' names, for candidates that have translated names, shall appear on the translated ballot.
- (B) If a jurisdiction is unable to comply with subparagraph (A) due to limitations of its existing voting system, any new voting system purchased by the jurisdiction after July 1, 2020, shall be able to accommodate the requirements of subparagraph (A).
- (b) If a candidate has a character-based name by birth, that can be verified by birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration. A candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration.

*Assembly Bill (AB) 57 (Low) Chapter 82, Statutes of 2019, added Section 13211.7 to the Elections Code. AB 57 will become effective January 1, 2020.



For Official Use Only Date Received
--

AFFIDAVIT OF FINANCIAL WORTH

Page 1 of 3

**AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION
TO FILE CANDIDATE'S STATEMENT WITHOUT
ADVANCE PAYMENT OF ESTIMATED COSTS**

NOTICE TO CANDIDATE:
(Pursuant to Election Code Section 13309)

The Office of the City Clerk will review and make a final determination of your eligibility as indigent as soon as possible after submittal of this form.

If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement.

If it is determined that the candidate is indigent this office shall print and mail the statement without requesting immediate payment of the estimated cost. This, however, does not relieve you of your obligation to pay the candidate statement cost or other actual pro rata share of cost after the election.

To obtain a copy of your tax records or Form 8821, go to the Internal Revenue Service (IRS) website: www.irs.gov.

SECTION I

FILER INFORMATION

Name:	
Aliases (Last 5 years):	
Email:	Phone:
Address:	

OFFICE & ELECTION

Office Sought:	
Election Date:	Estimated Cost:

VERIFICATION

As indicated in the accompanying Statement of Financial Worth, I am indigent and unable to pay the filing fee for the indicated office. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I agree to provide all requested financial evidence made by the City of Long Beach and/or its agents to obtain such tax information prior to end of Nomination Period required to determine eligibility.

I understand that this affidavit will be referred to this office for a determination of indigence. I understand that if I am found to be indigent I am obligated to pay the Candidate Statement cost in the manner established by the Office of the City Clerk, pursuant to Election Code Section 13309. I further understand that if this office determines that I am not indigent I must either pay the requisite cost or withdraw the statement within the time prescribed by the law.

Print Name:	Title:
Signature:	Date:

City Clerk of Long Beach

AFFIDAVIT OF FINANCIAL WORTH

SECTION II

OCCUPATION & INCOME

Current Occupation:

Gross Monthly Income:

Employer Address:

ADDITIONAL SOURCES OF INCOME (SS/SSL, Spouse/Partner, Rent, Dividends, Etc.)

Type

Gross Monthly Income:

DEPENDENTS – List all individuals legally

Name

Age

Relationship

SEE MANILA ENVELOPE FOR ORIGINAL

SECTION III

APPLICANT ACKNOWLEDGEMENT

Name: _____

Office Sought: _____

Election Date: _____

- | | |
|---|--|
| 1. The Applicant acknowledges that while a determination has been made in favor of indigency, this only waives payment of the fee in advance | |
| 2. The Applicant acknowledges that they may/will still be required to pay the candidate statement fee | |
| 3. The Applicant acknowledges that this doesn't absolve them from additional local fees they may/will be required to pay during the election cycle | |
| 4. The Applicant acknowledges that this does not prohibit the local agency from billing the candidate his or her actual pro rata share of the cost after the election | |
| 5. The Applicant acknowledges the Office of the City Clerk has final say in which fees it deems to waive and not waive | |
| 6. The applicant has received and read a copy of EC 13309 | |

(a) Notwithstanding Section 13307, if a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance.

(b) The statement of financial worth required by this section shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in Section 13307. The statement of financial worth form shall be furnished by the local agency, and may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report.

(c) Upon receipt of a statement of financial worth, a determination shall be made by the local agency of whether or not the candidate is indigent. The local agency shall notify the candidate of its findings.

(d) If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement.

(e) If the local agency determines that the candidate is indigent, the local agency shall print and mail the statement.

(f) Nothing in this section shall prohibit the local agency from billing the candidate his or her actual pro rata share of the cost after the election.

(Amended by Stats. 2013, Ch. 560, Sec. 11. (AB 1417) Effective January 1, 2014.)

- | | |
|---|--|
| 7. The Applicant acknowledges that The Office of the City Clerk has made all sections of EC 13309 clear and fully understand their responsibilities | |
|---|--|

For Official Use Only

A determination has been made by the local agency of whether or not the candidate is indigent. They have found the applicant has qualified for the following status:

Indigent

Must Pay in Advance

The local agency has made its determination and notified the candidate of its findings and the following dates:

Date of Determination: _____

Date of Notified: _____



SECTION 5

Campaigning Regulations

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

CITY OF LONG BEACH
Code of Fair Campaign Practices Pledge
(Elections Code § 20440)

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 that merit this criticism.

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

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

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that 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 that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

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

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

Signature of Candidate

Date

ELECTIONS CODE & GOVERNMENT CODE SECTIONS PERTAINING TO MASS MAILINGS

Elections Code § 16. Literature requirements.

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions. *(Enacted by Stats. 1994, Ch. 920, Sec. 2.)*

Elections Code § 20008. Political advertisement requirements.

Any paid political advertisement that 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.

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

Government Code § 84305.

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not 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 that is in a color or print that 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 candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is 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 that is in a color or print that 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 committee's address is a matter of public record with the Secretary of State.

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

ELECTIONS CODE & GOVERNMENT CODE SECTIONS PERTAINING TO MASS MAILINGS (Continued)

Government Code § 84305 (Continued).

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) 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).

(e) For purposes of this section, the following terms have the following meaning:

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.

(3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

(Amended by Stats. 2017, Ch. 546, Sec. 4. (AB 249) Effective October 7, 2017. Operative January 1, 2018, by Stats. 2017, Ch. 546, Sec. 29. Note: This section was added on June 4, 1974, by initiative Prop. 9.)

Government Code § 89002.

(a) Except as provided in subdivision (b), a mailing is prohibited by Section 89001 if all of the following criteria are met:

(1) An item sent is delivered, by any means, to the recipient at his or her residence, place of employment or business, or post office box. The item delivered to the recipient must be a tangible item, such as a videotape, record, or button, or a written document.

(2) The item sent either:

ELECTIONS CODE & GOVERNMENT CODE SECTIONS PERTAINING TO MASS MAILINGS (Continued)

Government Code § 89002 (Continued).

(A) Features an elected officer affiliated with the agency that produces or sends the mailing.

(B) Includes the name, office, photograph, or other reference to an elected officer affiliated with the agency that produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concert with the elected officer.

(3) Any of the costs of distribution are paid for with public money or the costs of design, production, and printing exceeding fifty dollars (\$50) are paid with public moneys, and the design, production, or printing is done with the intent of sending the item other than as permitted by this section.

(4) More than 200 substantially similar items are sent in a single calendar month, excluding any item sent in response to an unsolicited request and any item described in subdivision (b).

(b) Notwithstanding subdivision (a), a mass mailing of the following items is not prohibited by Section 89001:

(1) An item in which the elected officer's name appears only in the letterhead or logotype of the stationery, forms, including "For Your Information" or "Compliments of" cards or stamps, and envelopes of the agency sending the mailing, or of a committee of the agency, or of the elected officer, or in a roster listing containing the names of all elected officers of the agency. For purposes of this section, the return address portion of a self-mailer is considered the envelope. In any such item, the names of all elected officers must appear in the same type size, typeface, type color, and location. The item shall not include the elected officer's photograph, signature, or any other reference to the elected officer, except as specifically permitted by this section. The item may, however, include the elected officer's office or district number and the elected officer's name or district number in his or her Internet Web site address or electronic mail address.

(2) A press release sent to members of the media.

(3) An item sent in the normal course of business from one governmental entity or officer to another governmental entity or officer, including all local, state, and federal officers or entities.

(4) An intra-agency communication sent in the normal course of business to employees, officers, deputies, and other staff.

(5) An item sent in connection with the payment or collection of funds by the agency sending the mailing, including tax bills, checks, and similar documents, in any instance in which use of the elected officer's name, office, title, or signature is necessary to the payment or collection of the funds. The item shall not include the elected officer's photograph, signature, or any other reference to the elected officer, except as specifically permitted by this section.

ELECTIONS CODE & GOVERNMENT CODE SECTIONS PERTAINING TO MASS MAILINGS (Continued)

Government Code § 89002 (Continued).

(6) Any item sent by an agency responsible for administering a government program, to persons subject to that program, in any instance in which the mailing of the item is essential to the functioning of the program, the item does not include the elected officer's photograph, and use of the elected officer's name, office, title, or signature is necessary to the functioning of the program.

(7) Any legal notice or other item sent as required by law, court order, or order adopted by an administrative agency pursuant to the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2), and in which use of the elected officer's name, office, title, or signature is necessary in the notice or other mailing. For purposes of this paragraph, inclusion of an elected officer's name on a ballot as a candidate for elective office, and inclusion of an elected officer's name and signature on a ballot argument, shall be considered necessary to that notice or other item.

(8) A telephone directory, organization chart, or similar listing or roster which includes the names of elected officers as well as other individuals in the agency sending the mailing, in which the name of each elected officer and individual listed appears in the same type size, typeface, and type color. The item shall not include an elected officer's photograph, name, signature, or any other reference to an elected officer, except as specifically permitted by this section.

(9) (A) An announcement of any meeting or event of either of the following:

(i) An announcement sent to an elected officer's constituents concerning a public meeting that is directly related to the elected officer's incumbent governmental duties, is to be held by the elected officer, and that the elected officer intends to attend.

(ii) An announcement of any official agency event or events for which the agency is providing the use of its facilities or staff or other financial support.

(B) Any announcement provided for in this paragraph shall not include the elected officer's photograph or signature and may include only a single mention of the elected officer's name except as permitted elsewhere in this section.

(10) An agenda or other writing that is required to be made available pursuant to Sections 11125.1 and 54957.5, or a bill, file, history, journal, committee analysis, floor analysis, agenda of an interim or special hearing of a committee of the Legislature, or index of legislation, published by the Legislature.

(11) A business card that does not contain the elected officer's photograph or more than one mention of the elected officer's name.

ELECTIONS CODE & GOVERNMENT CODE SECTIONS PERTAINING TO MASS MAILINGS (Continued)

Government Code § 89002 (Continued).

(c) For purposes of this section, the following terms have the following meanings:

(1) "Elected officer affiliated with the agency" means an elected officer who is a member, officer, or employee of the agency, or of a subunit thereof such as a committee, or who has supervisory control over the agency or appoints one or more members of the agency.

(2) "Features an elected officer" means that the item mailed includes the elected officer's photograph or signature or singles out the elected officer by the manner of display of his or her name or office in the layout of the document, such as by headlines, captions, type size, typeface, or type color.

(3) "Substantially similar" is defined as follows:

(A) Two items are "substantially similar" if any of the following applies:

(i) The items are identical, except for changes necessary to identify the recipient and his or her address.

(ii) The items are intended to honor, commend, congratulate, or recognize an individual or group, or individuals or groups, for the same event or occasion, are intended to celebrate or recognize the same holiday, or are intended to congratulate an individual or group, or individuals or groups, on the same type of event, such as birthdays or anniversaries.

(iii) Both of the following apply to the items mailed:

(I) Most of the bills, legislation, governmental action, activities, events, or issues of public concern mentioned in one item are mentioned in the other.

(II) Most of the information contained in one item is contained in the other.

(B) Enclosure of the same informational materials in two items mailed, such as copies of the same bill, public document, or report, shall not, by itself, mean that the two items are "substantially similar." The informational materials shall not include the elected officer's name, photograph, signature, or any other reference to the elected officer except as permitted elsewhere in this section.

(C) An item is only considered substantially similar to other items sent by the same official, not to items sent by other officials in the same agency.

(4) "Unsolicited request" is defined as follows:

ELECTIONS CODE & GOVERNMENT CODE SECTIONS PERTAINING TO MASS MAILINGS (Continued)

Government Code § 89002 (Continued).

(A) A written or oral communication, including a petition, that specifically requests a response and is not requested or induced by the recipient elected officer or by any third person acting at his or her behest. However, an unsolicited oral or written communication, including a petition, that does not contain a specific request for a response shall be deemed to constitute an unsolicited request for a single written response.

(B) An unsolicited request for continuing information on a subject shall be deemed an unsolicited request for multiple responses directly related to that subject for a period of time not to exceed 24 months. An unsolicited request to receive a regularly published agency newsletter shall be deemed an unsolicited request for each issue of that newsletter.

(C) A previously unsolicited request to receive an agency newsletter or mass mailing on an ongoing basis shall not be deemed to have become solicited by the sole fact that the requestor responds to an agency notice indicating that, in the absence of a response, his or her name will be purged from the mailing list for that newsletter or mass mailing. A notice in the following language shall be deemed to meet this standard:

“The law does not permit this office to use public funds to keep you updated on items of interest unless you specifically request that it do so.”

Inclusion of a similar notice in other items does not constitute a solicitation under this section.

(D) A communication sent in response to an elected officer’s participation at a public forum or press conference, or to his or her issuance of a press release, shall be deemed an unsolicited request.

(E) A person who subscribes to newspapers or other periodicals published by persons other than elected officers shall be deemed to have made unsolicited requests for materials published in those subscription publications.

(Added by Stats. 2017, Ch. 827, Sec. 1. (SB 45) Effective January 1, 2018.)

Government Code § 89003.

Notwithstanding subdivision (b) of Section 89002, a mass mailing, as defined in Section 82041.5, that meets the criteria of subdivision (a) of Section 89002 shall not be sent within the 60 days preceding an election by or on behalf of a candidate whose name will appear on the ballot at that election, except as provided in paragraphs (2) to (8), inclusive, and paragraph (10) of subdivision (b) of Section 89002.

(Added by Stats. 2017, Ch. 827, Sec. 2. (SB 45) Effective January 1, 2018.)

LONG BEACH MUNICIPAL CODE SECTION PERTAINING TO MASS MAILINGS

Long Beach Municipal Code Chapter 1.26 MASS MAILINGS

1.26.010 Mass mailings by candidates at public expense prohibited.

- A. No mass mailing and no television or radio program shall be prepared, produced, printed, sent, broadcast, transmitted, delivered or distributed at public expense by or on behalf of any person holding the office of Mayor or City Council member to any person residing within the jurisdiction from which the officer was elected or to which he or she seeks election after any such officer has filed the nomination documents as defined in Section 1.25.010 of the Long Beach Municipal Code or Section 6489 of the California Elections Code, whichever is applicable, for any local, State or federal office.
- B. "Mass mailing" as used in this section means two hundred or more substantially similar documents, including but not limited to, any newsletter, report, survey or questionnaire, except:
- (1) mail which is sent in response to an unsolicited letter or other inquiry; or
 - (2) any announcement, notice or invitation to an elected officer's constituents concerning a public meeting which is directly related to the elected officer's incumbent governmental duties, which is to be held by the elected officer and which the elected officer intends to attend; or
 - (3) any announcement, notice or invitation to any official agency event or events for which the City is providing its facilities, its staff or other financial support.
- C. Any such notice or announcement may be printed on the elected officer's stationery and shall only include information which is pertinent to the purpose of the public meeting or event, such as, the date, time and place, description of the subject matter, identification of speakers or participants, an explanation of the problems or issues, directions to the location of the meeting, and a telephone number to call for additional information. The notice or announcement may include the name of the elected officer set forth in the letterhead, and on the return address portion of the envelope or post card, as well as a single mention of the elected officer's name in the body of the notice or announcement. Any said notice or announcement may not include the elected officer's signature or photograph.
- D. Any violation of this section shall be deemed to constitute an infraction as provided in Section 17 of the California Penal Code, and penalties for such infraction shall be as set forth in Subsection 19.8 of the Penal Code. (Ord. C-7010 § 1, 1992)

REMOVAL OF POLITICAL SIGNS

Placing of Campaign Signs on Public Property

Long Beach Municipal Code Sections 21.44.600 and 21.44.900, California Statutes and a rule of the Public Utilities Commission prohibits the placement or fastening of any sign on public property (including street light and utility poles), except as may be required by ordinance or law. This prohibition refers to cards, banners, flags, pennants, handbills, notices, posters and advertisements, as well as to signs.

City employees operating in the field are hereby instructed to remove all signs encountered on public property, utility rights-of-way, and utility poles and their appurtenances.

Field supervisors are directed to notify the Code Enforcement Office when illegal sign posting is occurring.

The Code Enforcement Office shall contact the licensee notifying that violators of the Municipal Code will be prosecuted.

Criminal complaints will be filed where legally possible against those persons who do not voluntarily comply with the regulations.

General rules for political signs:

- Campaign signs cannot be placed on:
 - telephone poles,
 - streets signs, trees,
 - on sidewalks or median islands,
 - in parks or other public areas.
- No person, except a public officer or employee performing a public duty, shall place any sign on, above, along or within any public property.
- Person or entity responsible that fails to adhere to the law shall be liable for the City's costs incurred in the removal of such sign, and the City Manager or his/her designee is authorized to collect said costs.
- Candidates/committees must sign Removal Affidavit (See Document in section 5 - 5)

For all infractions or removals

please direct phone calls regarding signs to

(562) 570-CODE (2633)



For Official Use Only

Removal Affidavit – Statement of Responsibility MONIQUE DE LA GARZA - City Clerk

Section I	
Election Details	
Election Date:	
Candidates Name:	
Office Sought or Proposition Number:	
Areas where sign(s) will be placed:	
Number of signs to be placed:	
Section II	
Responsible Party	
Name:	
Address:	
Phone Number (Include Area Code):	
Email:	
Section III	
Signature & Agreement	
The undersigned hereby accepts responsibility for the proper placement and removal of all Temporary Political Signs placed pursuant to Long Beach Municipal Code 21.44.600 & 21.44.900 & all applicable Government Code.	
Signature of Responsible Party:	Date:
<u>Return Removal Affidavit – Statement of Responsibility to:</u>	
ElectInfo@LongBeach.Gov	
or	
Office of the City Clerk 411 W. Ocean Blvd - 11 th Floor Long Beach, CA 90802	

ELECTIONEERING

Under existing law, no one may place a sign as to voter qualifications or speak to a voter about his or her qualifications within 100 feet of a polling place. **A violation is a misdemeanor.**

In addition, no one may place a sign displaying any insignia or slogan identified with a particular candidate within 100 feet of a polling place, or do any electioneering, as defined below. To do so is a misdemeanor.

Elections Code Section 319.5. Definitions

“Electioneering” means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, a vote center, an elections official’s office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate’s name, likeness, or logo.
- (b) A display of a ballot measure’s number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.
- (e) At vote by mail ballot drop boxes, loitering near or disseminating visible or audible electioneering information.

(Amended by Stats. 2017, Ch. 806, Sec. 1. (SB 286) Effective January 1, 2018.) (Amended by Stats. 2017, Ch. 806, Sec. 1. (SB 286) Effective January 1, 2018.)

Elections Code Section 18370. Electioneering

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official’s office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- (c) Place a sign relating to voters’ qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5.

As used in this section, “100 feet of a polling place, a satellite location under Section 3018, or an elections official’s office” means a distance 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.
(Amended by Stats. 2009, Ch. 146, Sec. 2. (AB 1337) Effective January 1, 2010.)



SECTION 6

Obtaining Voter Information

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

VOTER REGISTRATION INFORMATION

You can request voter registration information for a small fee by visiting the Registrar-Recorder/County Clerk's Norwalk office and completing a form.

Pursuant to Government Code 6254.4, the home address, telephone number, e-mail address, precinct number, or other number specified by the Secretary of State for voter registration purposes, and prior registration information shown on the voter registration card for all registered voters, are confidential and shall not be disclosed to any person, except pursuant to Section 2194 of the Elections Code.

The deadline for Long Beach citizens to register to vote for the March 3, 2020 Primary Nominating Election is **February 18, 2020**.

To be eligible to register to vote, a person must be:

1. A United States citizen;
2. A resident of California;
3. At least 18 years of age at the time of the election; and
4. Not in prison or on parole for the conviction of a felony.

A voter who has moved, changed their name, or changed their party affiliation since they last registered must re-register on or before February 18, 2020. (Elections Code § 2115, 2116)

You may obtain up to fifty (50) voter registration forms from the Office of the City Clerk.

If you would like a larger supply of forms, please contact: **Los Angeles County Registrar-Recorder/County Clerk (see Document 1 – 4)**

VOTER REGISTRATION INFORMATION (Continued)

If you would like to purchase election information from the Los Angeles County Registrar-Recorder/County Clerk, call (800) 815-2666, option 4.

Fill out purchase order for:

- Voter/Election Files (See Document 6 – 3 of this Handbook)
- Street Index/Vote By Mail (See Document 6 – 4 of this Handbook)

Purchasing Voter Registration Files	
*Compact Disc (CD) Text File Los Angeles County Voter Files	\$146 per file (Excluding Los Angeles County Voter Files)
*Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	\$54 per file \$39 for each additional file.
*Index To Voter (Street Index)	Candidates/Committee: \$0.50 per thousand names General Public for Political Purposes Only: \$0.10 per page plus \$1.60 handling fee per request
*Voted Index	\$0.10 per page plus \$1.60 handling fee per request
*Vote By Mail Report	\$0.10 per page plus \$1.60 handling fee per request
*Applicant is required to execute contract with the Registrar-Recorder/County Clerk	

You may request the following report from the Office of the City Clerk by filling an Application to View Voter Registration Information (See Document 6 – 5 of this Handbook):

Voter File	An electronic file consisting of all City of Long Beach registered voters (last name, first name, phone number, Council District, and Political Party affiliation.	\$58
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**PRECINCT/DISTRICT MAP PAGES
COUNCILMANIC PRECINCT WILL BE MADE AVAILABLE ON THE LARR/CC**

WEBSITE <https://www.lavote.net/apps/precinctsmaps>

Precinct Maps are created specifically for each election. Each map page contains all the voting precincts within a consolidated election precinct (a consolidated election precinct has one or more existing precincts grouped together).

**STREET INDICES
(A.K.A. "walking sheets", "precinct sheets" or "indexes")**

A precinct index is a list of registered voters sorted by precinct, and listed in address order. The Los Angeles County Registrar-Recorder/County Clerk generates the precinct index reports. To order indexes, contact the Registrar-Recorder/County Clerk's Election Information Section at (800) 815-2666, option 4, during normal business hours.

You may visit the Los Angeles County's website at www.lavote.net.

Note: The Office of the City Clerk does not provide Street Indices/Indexes.



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

PURCHASE ORDER FOR VOTER/ELECTION FILE(S)

This agreement is between the undersigned applicant and the Los Angeles County Department of Registrar-Recorder/County Clerk for the purpose of purchasing Electronic Data Processing file(s).

Form with fields for Applicant's Name, Residence Address, City, State, Zip, Telephone, Business Address, and Date Ordered.

Form with fields for Organization/Individual Name, Address, City, State, Zip, Telephone, and Name of Individual Authorizing Applicant.

Section titled 'REQUESTING QUALIFICATIONS' with checkboxes for Political Campaign/Committee, Media, Legal, Investigation, Academic, Private Vendor, Governmental, and Other.

For what purpose(s) are you requesting this information?

Form with columns for Candidate(s) and Proposed ballot measure(s), each with checkboxes for Political Research, Scholarly Research, Initiative/Referendum, Recall, Governmental, and Other.

Definitions for Election, Candidate, Committee for/against any initiative or referendum measure, Political, Scholarly, and Journalistic.

Text area for explaining intended use of information, with a note to continue on another sheet if needed.

DATA REQUESTED:

Voter Registration Jurisdiction(s): _____
 Would you like Voting History data? Yes No List election date(s): _____

Precinct/District Information

Vote By Mail Voters Election date: _____ File Date: _____

Polls/Board Member Election date: _____

Other _____

NOTE: The Registrar-Recorder/County Clerk is not responsible for materials which are lost or damaged in the mail.

Quantity Requested	_____ X \$146	_____ X \$54	_____ X \$39	Total Price \$ _____
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For requests made by mail, applicants must also include a copy of their driver's license. Please be sure the driver's license number, address, and birth date are legible.

The Registrar-Recorder/County Clerk does not guarantee the accuracy of the information contained in the product. The data contained on CD/DVD copies is in text format (.txt). It is the responsibility of the purchaser to access/manipulate the data. The Registrar-Recorder/County Clerk **does not** provide technical support for the use of this data. The purchaser will need to import the text file into a database application that you will be using. Full payment must accompany order. NO REFUNDS – EXCHANGES ONLY

All expected completion dates quoted by staff for the production of computer products are only estimates. The Registrar-Recorder/County Clerk does not guarantee a delivery date for any computer product.

Initial _____

AGREEMENT

Initial Applicant and beneficiary, if applicable, hereby agree that the information set forth in the voter registration records will be used for the approved purposes, consistent with state law, as defined by Elections Code section 2194, California Code of Regulations section 19003, and Government Code section 6254.4.

Initial Applicant and beneficiary, if applicable, further agree not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, or any portion thereof, in any form or format, to any person, organization, or agency without first submitting a new application and receiving written authorization from the Secretary of State to release such registration information.

Initial Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner and notify the Secretary of State immediately of any violation or breach.

Initial Applicant and beneficiary, if applicable, understand that it is a misdemeanor for a person in possession of voter registration information to use or permit the use of all or any part of the information for any purpose other than as permitted by law. (Elections Code section 18109)

Initial Applicant and beneficiary, if applicable, agree to pay to the State of California, as compensation for any unauthorized use of each individual's registration information, an amount equal to the sum of fifty cents (\$.50) multiplied by the number of times each registration record is used by the applicant and/or the beneficiary, if applicable, in an unauthorized manner. (California Code of Regulations sections 19001-19009)

I certify under penalty of perjury, under the laws of the State of California, that all of the information provided on this application is true and correct.

Executed on _____ at _____
(date) (city)

Applicant's Name (printed) _____ Driver's License Number: _____

Signature of Applicant: _____

Office Use Only	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	By: _____	Date: _____
Receipt # _____	Check # _____	<input type="checkbox"/> Paid Cash	Picked up on _____ Mailed on _____



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

STREET INDEX/VOTE BY MAIL PURCHASE ORDER

This agreement is between the following applicant and Los Angeles County Registrar-Recorder/County Clerk for the purpose of purchasing the street index of registered voters. Please print or type necessary information.

Form with fields for Applicant's Name, Residence Address, City, State, Zip, Telephone, Business Address, and Date Ordered.

Complete the following if information is requested on behalf of an organization or individual other than applicant.

Form with fields for Organization/Individual Name, Address, City, State, Zip, Telephone, and Name of Individual Authorizing Applicant.

REQUESTING QUALIFICATIONS

- Political Campaign/Committee, Media, Legal, Investigation, Academic, Private Vendor, Governmental, Other

For what purpose(s) are you requesting this information?

Fields for Candidate(s) and Proposed ballot measure(s) with lines for listing each.

- Political Research, Scholarly Research, Initiative/Referendum, Recall, Governmental, Other

Election: information identifying the California candidate(s) or California ballot measure(s)
Candidate: information identifying federal, state, or local office
Committee for against any initiative or referendum measure: information identifying the California initiative or referendum for which legal publication is made
Political: documentation establishing affiliation with the political organization
Scholarly: letter from a representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive the data
Journalistic: a clear photocopy of press pass

Explain in detail your intended use of this information. If more space is needed, continue on another sheet of paper.

Blank lines for explaining intended use of information.

DATA REQUESTED:			
CHECK ONE <input type="checkbox"/> REGULAR INDEX <input type="checkbox"/> VOTED <input type="checkbox"/> VOTE BY MAIL			
Jurisdiction(s): _____			
Voting History? Yes <input type="checkbox"/> No <input type="checkbox"/> List election date(s) _____			
ORDER:	CANDIDATE/COMMITTEE	OTHER	Total Price:
1. Number Copies Requested:			Date: 1 st Payment: \$
2. Number Registered Voters:		N/A	Check No: Receipt No:
3. Number of Pages:	N/A		Date: 2 nd Payment: \$
4. Price Per Page:	N/A	\$1.10	Check No: Receipt No:
5. Price Per Thousand Names:	\$.50	N/A	
6. Handling Charge:	N/A	\$1.60	
7. Total:	\$	\$	PAYMENT NON-REFUNDABLE

NOTE: The Registrar-Recorder/County Clerk is not responsible for materials which are lost or damaged in the mail.

For requests made by mail, applicants must also include a copy of their driver's license. Please be sure the driver's license number, address, and birth date are legible.

AGREEMENT

Initial Applicant and beneficiary, if applicable, hereby agree that the information set forth in the voter registration records will be used for the approved purposes, consistent with state law, as defined by Elections Code section 2194, California Code of Regulations section 19003, and Government Code section 6254.4.

Initial Applicant and beneficiary, if applicable, further agree not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, or any portion thereof, in any form or format, to any person, organization, or agency without first submitting a new application and receiving written authorization from the Secretary of State to release such registration information.

Initial Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner and notify the Secretary of State immediately of any violation or breach.

Initial Applicant and beneficiary, if applicable, understand that it is a misdemeanor for a person in possession of voter registration information to use or permit the use of all or any part of the information for any purpose other than as permitted by law. (Elections Code section 18109)

Initial Applicant and beneficiary, if applicable, agree to pay to the State of California, as compensation for any unauthorized use of each individual's registration information, an amount equal to the sum of fifty cents (\$.50) multiplied by the number of times each registration record is used by the applicant and/or the beneficiary, if applicable, in an unauthorized manner. (California Code of Regulations sections 19001-19009)

I certify under penalty of perjury, under the laws of the State of California, that all of the information provided on this application is true and correct.

Executed on _____ at _____
(date) (city)

Applicant's Name (printed) _____ Driver's License Number: _____

Signature of Applicant: _____

Office Use Only	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	By: _____	Date: _____
Receipt # _____	<input type="checkbox"/> Paid Cash	Picked up on _____	Mailed on _____

APPLICATION TO VIEW VOTER REGISTRATION INFORMATION

Please **PRINT** or **TYPE** necessary information

Applicant's Name		
Residence Address:		
City:	State, Zip:	Telephone:
Email:		
Business Address:		
City:	State, Zip:	Telephone:

Complete this section below, if requested information is on behalf of an organization or individual other than applicant.

Organization/Individual Name:		
Address:		
City:	State, Zip:	Telephone
Email:		
Name of Individual Authorizing Applicant:		

The specific information requested is stated below:
Registration information will be used for the purpose stated below:

<i>I certify under penalty of perjury under the laws of the State of California that information on this application is true and correct.</i>	
Executed on (Date)	at (Location)
Signature of Applicant:	Driver's License No.:

The elections official shall request the applicant to display his or her identification for purposes of verifying that the identifying numbers of the identification document match those written by the applicant on the application form. (California Elections Code 2188, 2188.5)

Office Use Only	Reviewed By:	Date:
------------------------	--------------	-------

Return to: Office of the City Clerk Telephone: (562) 570-6101
 City of Long Beach Fax: (562) 570-6789
 411 W. Ocean Blvd., 11th Floor
 Long Beach, CA 90802

View Voter Info – Rev. 082019

APPLICATION TO VIEW VOTER REGISTRATION INFORMATION

Elections Code § 2188. Application for voter registration information.

- (a) Any application for voter registration information available pursuant to law and maintained by the Secretary of State or by the elections official of any county shall be made pursuant to this section.
- (b) The application shall set forth all of the following:
 - (1) The printed or typed name of the applicant in full.
 - (2) The complete residence address and complete business address of the applicant, giving street and number. If no street or number exists, a postal mailing address as well as an adequate designation sufficient to readily ascertain the location.
 - (3) The telephone number of the applicant, if one exists.
 - (4) The number of the applicant's driver's license, state identification card, or other identification approved by the Secretary of State if the applicant does not have a driver's license or state identification card.
 - (5) The specific information requested.
 - (6) A statement of the intended use of the information requested.
- (c) If the application is on behalf of a person other than the applicant, the applicant shall, in addition to the information required by subdivision (b), set forth all of the following:
 - (1) The name of the person, organization, company, committee, association, or group requesting the voter registration information, including their complete mailing address and telephone number.
 - (2) The name of the person authorizing or requesting the applicant to obtain the voter registration information.
- (d) The elections official shall request the applicant to display his or her identification for purposes of verifying that identifying numbers of the identification document match those written by the applicant on the application form.
- (e) The applicant shall certify to the truth and correctness of the content of the application, under penalty of perjury, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The applicant shall state the date and place of execution of the declaration.
- (f) Completed applications for voter registration information shall be retained by the elections official for five years from the date of application.
- (g) This section shall not apply to requests for information by elections officials for election purposes or by other public agencies for governmental purposes.
- (h) The Secretary of State may prescribe additional information to be included in the application for voter registration information.
- (i) A county may not provide information for any political subdivision that is not wholly or partially contained within that county.

(Amended by Stats. 2015, Ch. 728, Sec. 46. Effective January 1, 2016. Operative September 26, 2016, when the Secretary of State issued the certification prescribed by Stats. 2015, Ch. 728, Sec. 88.)

Elections Code § 2188.5. Voter information not to be sent outside the United States.

- (a) A person who requests voter information pursuant to Section 2188 or who obtains signatures or other information collected for an initiative, referendum, political party qualification, or recall petition shall not send that information outside of the United States or make it available in any way electronically to persons outside the United States, including, but not limited to, access over the Internet.
- (b) For purposes of this section, "United States" includes each of the several states of the United States, the District of Columbia, and the territories and possessions of the United States.

(Amended by Stats. 2015, Ch. 728, Sec. 48. (AB 1020) Effective January 1, 2016. Operative September 26, 2016, when the Secretary of State issued the certification prescribed by Stats. 2015, Ch. 728, Sec. 88.)



SECTION 7

Campaign Funding and Disclosure

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

CAMPAIGN FUNDING INFORMATION

Campaign funding for candidates in Long Beach is governed by the provisions of both the Long Beach Campaign Reform Act and the State Political Reform Act of 1974. Enacted by the voters of the City of Long Beach in 1994, the Long Beach Campaign Reform Act is the governing legislation on most issues; however, certain provisions of the Political Reform Act also apply. This sheet summarizes the major provisions of these laws as they pertain to your candidacy. If you have any questions regarding fund raising and expenditures, please contact the City Clerk at (562) 570-6101 or the Fair Political Practices Commission (FPPC) at (916) 322-5660 or toll free (866) ASK-FPPC (866-275-3772).

A copy of the Long Beach Campaign Reform Act (LBMC Chapter 2.01) printed in its entirety is included in Document 10 - 1.

Limitations on Contributions from Persons (LBMC Section 2.01.310 (A & B))

EFFECTIVE JANUARY 1, 2019

Office	June 1995 CPI Base (154.8)	2018 Average Annual CPI Change +.7181	Primary Election Adjusted Contribution Limit	Rounded to Nearest \$100 pursuant to LBMC 2.01.810
Councilmember	\$250.00	\$180.00	\$430.00	\$400

Expenditure Ceilings (LBMC Section 2.01.410 (A))

No candidate for office who files a statement of acceptance of expenditure ceilings nor any controlled committee of such a candidate shall make qualified campaign expenditures above the following amounts and subject to the following restrictions:

A.

1. Except as otherwise provided herein, a candidate for City Council may not spend more than forty thousand dollars (\$40,000.00) in the primary or more than twenty thousand dollars (\$20,000.00) in the runoff election to be eligible for matching funds.
2. In order to qualify for matching funds, a City Council candidate: (a) must raise at least five thousand dollars (\$5,000.00) in contributions of two hundred fifty dollars (\$250.00) or less within the election cycle, of which only up to the first one hundred dollars (\$100.00) of each contribution may be counted for purposes of achieving the qualifying total of five thousand dollars (\$5,000.00); and (b) must be opposed by a candidate who has qualified for matching funds or who has raised ten thousand dollars (\$10,000.00).
3. The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.
4. During each election cycle, the City Clerk shall, immediately following the final day for filing nominating petitions for the office of City Councilmember, ascertain: (a) the number of registered voters in each councilmanic district as of the final day for filing; and (b) the mean number of voters in all such districts. Thereafter, and for the ensuing election cycle, in each district where the number of registered voters exceeds the mean, the expenditure limitations of forty thousand dollars (\$40,000.00) and twenty thousand dollars (\$20,000.00) shall be increased two dollars (\$2.00) and one dollar (\$1.00), respectively, for each registered voter in excess of the mean.

CAMPAIGN FUNDING INFORMATION (Continued)

Expenditure limits will be adjusted following the close of the nomination period in accordance with LBMC Sections 2.01.410(A)(4), 2.01.810, and 2.01.1210.

OFFICE	PRIMARY
District 2	\$70,000
District 4	\$69,000
District 6	\$69,000
District 8	\$69,000

Current estimated amounts as of 9/12/2019. Numbers will be adjusted Jan 1st, 2020.

Committee Treasurer

Every committee shall have a treasurer. The committee is precluded from accepting contributions or making expenditure during a period of vacancy in the office of treasurer. Only the treasurer may authorize committee expenditures. The candidate and treasurer have the duty of keeping detailed records in conjunction with the campaign statement filing requirements.

- A candidate may be his/her own treasurer.
- Assistant treasurer – A candidate's recipient committee is permitted to designate an assistant treasurer on Form 410 (FPPC §18426.1)
- In the case of incumbents, persons you appoint to a board or commission may not be your committee treasurer.

Bank Account Rules

- Deposit all contributions (including candidate's funds) into a campaign bank account.
- Do not deposit checks of \$100 or more until contributor information for the following is recorded:
 - Name
 - Street Address (including zip code)
 - Occupation
 - Employer
- All campaign expenditures must be made from the campaign bank account, except personal funds for:
 - Filing Fee
 - Candidate Statement Fee

Loans (LBMC Section 2.01.340)

- A. A loan shall be considered a contribution from the maker and the guarantor of the loan and shall be subject to the contribution limitations of this Chapter.
- B. Every loan to a candidate's controlled committee shall be by written agreement.
- C. The proceeds of a loan made to a candidate by a commercial lending institution in the regular course of business and on the same terms available to members of the public and which is secured or guaranteed shall not be subject to the contribution limitations of this Chapter.
- D. Extensions of credit, other than loans pursuant to Subsection 2.01.340.C, for a period of more than thirty (30) days are subject to the contribution limitations of this Chapter.

CAMPAIGN FUNDING INFORMATION (Continued)

Loans (LBMC Section 2.01.340) - Continued

- E. Notwithstanding any other provision of this Section 2.01.340: (1) a candidate for City Council shall not loan or otherwise transfer to his or her campaign, funds, or other thing of value, in excess of ten thousand dollars (\$10,000.00) in a primary election and ten thousand dollars (\$10,000.00) in a runoff election; (2) a candidate for City Attorney, City Auditor or City Prosecutor shall not loan or otherwise transfer to his or her campaign, funds, or other thing of value, in excess of fifteen thousand dollars (\$15,000.00) in a primary election and fifteen thousand dollars (\$15,000.00) in a runoff election; and, (3) a candidate for Mayor shall not loan or otherwise transfer to his or her campaign, funds, or other thing of value, in excess of twenty-five thousand dollars (\$25,000.00) in a primary election and twenty-five thousand dollars (\$25,000.00) in a runoff election. Nothing herein shall be construed to restrict a candidate from contributing his or her own funds or assets to his or her campaign.

Personal Expenditures

There is no limit to the amount of money you may spend of your own funds. You can spend your own money at any time. There is no blackout period regarding personal expenditures. A loan is distinguished from personal expenditures in that a loan may be repaid out of campaign contributions to your campaign. Personal expenditures may **NOT** be repaid from the campaign account.

Requirement to Form a Committee

If you intend to raise money on your campaign, you must file California Form 501 (Candidate Intention Statement) before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy.

If you have raised, expended or intend to raise or expend \$2,000 or more on your campaign, you must form a campaign committee. California Form 410 (Statement of Organization Recipient Committee) and California Form 501 (Candidate Intention Statement) are both required to form your committee.

Reporting of Contributions and Expenditures

If you raise or expend less than \$2,000 you will be required to file California Form 470 (Officeholder & Candidate Campaign Statement Short Form). Candidates who exceed \$2,000 will be required to file California Form 460 (Recipient Committee Campaign Statement). See the filing schedule on Document 7 - 4 for filing periods and due dates.

Time Period for Fundraising

Fundraising is restricted to the time period commencing with January 1 of an odd-numbered year and ending December 31 of the following year. For a special election, the Election Cycle commences with the declaration of a vacancy in an elective office and ends six (6) months after the special election date.

This period is considered the "election cycle". For the Primary Nominating Election on **March 3, 2020**, the time period for fundraising is **January 1, 2019** through **December 31, 2020** (LBMC Section 1.15.030).

All election related expenses must be incurred by the end of the Election Cycle (**December 31, 2020**), and all expenses paid by **March 2, 2021** (sixty (60) days after the end of the Election Cycle). Any funds not expended by then shall be paid immediately into the campaign reform account of the City of Long Beach. For more detailed information on campaign fundraising, please refer to LBMC Chapter 2.01, the Long Beach Campaign Reform Act, also found in Document 10 - 1 of this Handbook.

CAMPAIGN FUNDING INFORMATION (Continued)

Disposal of Surplus Funds (LBMC Section 2.01.1030)

Except as provided in LBMC Section 2.01.1020, surplus funds shall be disposed of in the following order and priority:

- A. Surplus funds shall first be used to reimburse the campaign reform account of the City of Long Beach up to the full amount of matching funds, if any, received by the candidate.
- B. Any funds remaining after such reimbursement, if any, may be expended exclusively as provided in Section 89515 of the California Government Code and must be so expended no later than sixty (60) days after the end of the Election Cycle.
- C. Any funds not expended pursuant to Subsections 2.01.1030.A or 2.01.1030.B by December 31 next following the end of the Election Cycle (or, in the case of a special election, one hundred twenty (120) days after the end of the Election Cycle) shall be paid immediately into the campaign reform account of the City of Long Beach.

Termination of Candidate and Committee Filing Requirements

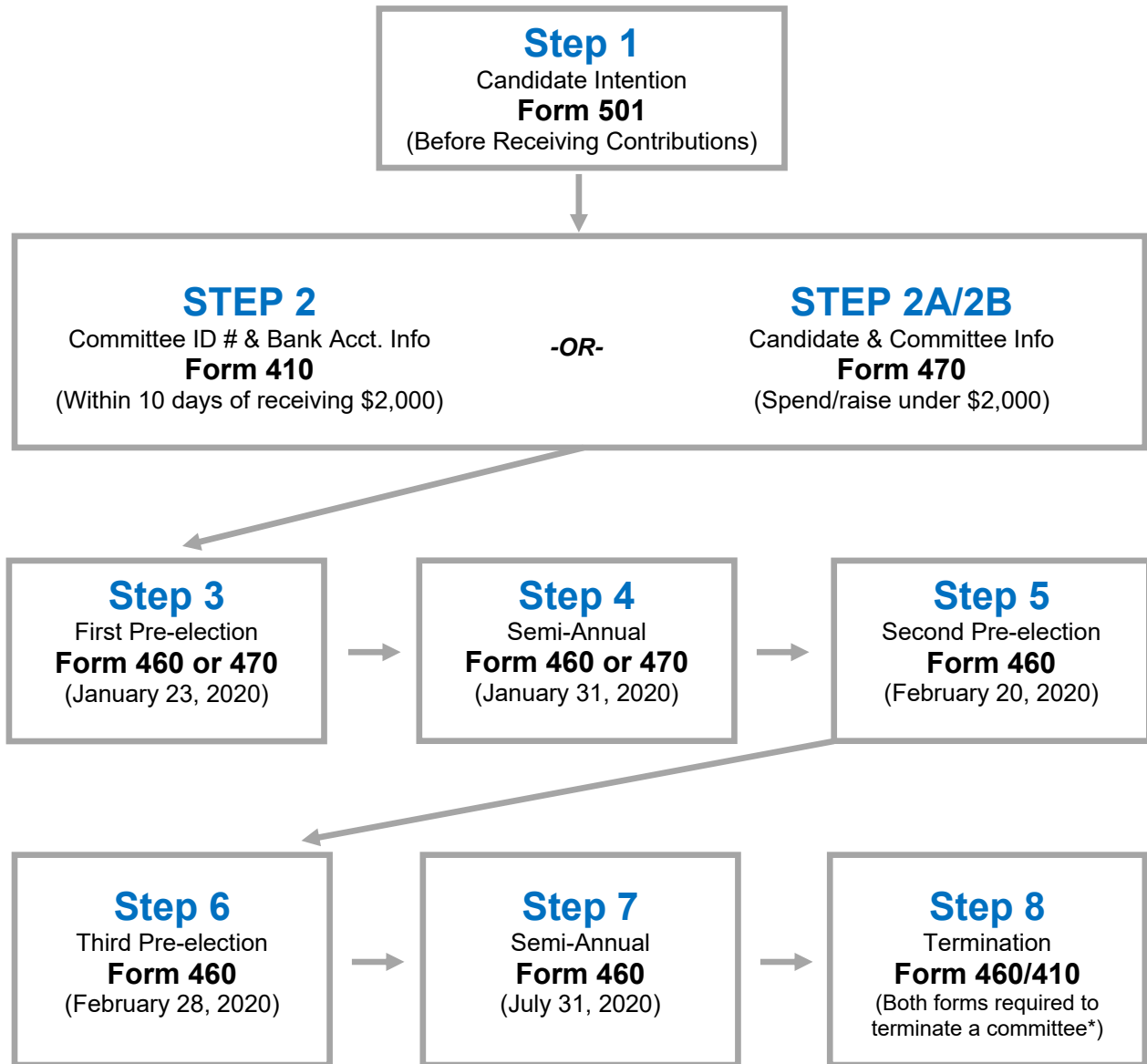
After the election, a candidate's future filing obligations are determined by whether elected to office or not and if they raised past the filing threshold (over \$2,000). While there is no requirement any committee terminate; however, campaign statements must continue to be filed as long as the committee remains open. In addition, the \$50 annual fee must be paid to the Secretary of State.

Following the election, a defeated candidate who filed the Form 470 (Officeholder and Candidate Campaign Statement – Short Form) has no further reporting obligations so long as less than \$2,000 was raised or spent during the calendar year.

For those who crossed the \$2,000 threshold, they must dispose of all remaining funds and submit the following filings:

- File an original and one copy of the Form 410 (checked as Termination) with the Secretary of State;
and
- File a copy of the Form 410, along with an original Form 460 (checked as Termination) with the Office of the City Clerk.

CAMPAIGN FILING TIMELINE



Guidelines for 24-Hour Reports

Form 497
24-hour Contribution Report

Form 496
24-hour Independent Expenditure Report

December 4, 2019 (E-90)
through
March 3, 2020 (E)

Within 24 hours

*See Document 7 - 1 for termination information

GUIDELINES FOR STARTING A CAMPAIGN COMMITTEE

This fact sheet is intended to provide an introduction to some of the most common campaign disclosure forms filed by candidates, and the order in which they are usually filed. It should be used as a supplement to, and not a replacement for, the Campaign Disclosure Information Manual 2*. The forms identified below are required by the Political Reform Act.

STEP 1: **Form 501** Candidate Intention Statement*

WHEN: File Form 501 before you solicit, or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy (excluding filing fees). This form is considered filed the date it is postmarked or hand delivered.

WHERE: File original with the Office of the City Clerk.

**IF YOU RAISE OVER \$2,000 MOVE TO STEP 2;
IF YOU RAISE UNDER \$2,000 MOVE TO STEPS 2A & 2B**

STEP 2: **Form 410** Statement of Organization Recipient Committee*
(Campaign committee ID # and bank account information)

WHEN: Must be filed within 10 days of receiving \$2,000 or more and include a \$50 payment made payable to the Secretary of State (personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet do not count toward the \$2,000 threshold). Form may be filed earlier. After Form 410 is filed, the Secretary of State will issue the identification number for your campaign committee.

WHERE: File original with the Secretary of State's Political Reform Division and one copy with the Office of the City Clerk. Provide campaign committee ID number to the Office of the City Clerk once issued by the Secretary of State.

NOTE: This form is also used to terminate your committee.

-OR-

STEP 2A: **Form 470** Officeholder and Candidate Campaign Statement (short form)*

WHAT: Form 470 is for use by officeholders and candidates who:

- Do not have a controlled committee;
- Do not anticipate receiving contributions totaling \$2,000 or more during the calendar year; and
- Do not anticipate spending \$2,000 or more during the calendar year.

WHEN: Must be filed no later than the deadline for the first required campaign disclosure statement.

WHERE: File the original and one copy with the Office of the City Clerk.

GUIDELINES FOR STARTING A CAMPAIGN COMMITTEE (Continued)

STEP 2B: Form 470 Officeholder and Candidate Campaign Statement Supplement*

WHAT: Used when a candidate who filed Form 470 has subsequently raised or spent \$2,000 or more for their campaign.

WHEN: Must be filed within 48 hours of raising or spending \$2,000.

WHERE: File the original and one copy with the Office of the City Clerk, the Secretary of State, and each candidate seeking the same office by fax, guaranteed overnight delivery service/ personal delivery, or email. Regular mail may not be used.

NOTE: Must also file Form 410 to California Secretary of State and copy to the Office of the City Clerk.

STEPS

3 – 7: Form 460 Recipient Committee Campaign Statement*

WHAT: This form is used by candidates and their controlled committees to disclose itemized receipts and expenditures.

WHEN: Must be filed according to applicable filing schedule. See “Campaign Statement Filing Schedule” in this Section. As a courtesy, the Office of the City Clerk will email you a reminder at least two weeks prior to each filing deadline for the Form 460.

WHERE: File the original and one copy with the Office of the City Clerk.

NOTE: An unsigned campaign statement is not considered filed.

Termination (must file both forms)

STEP 8: Form 410 AND Form 460

WHAT: Committees formed via Form 410 and committee must have a “zero balance”.

WHEN: At the discretion of the treasurer. Committees do not expire.

WHERE: File the original Form 410 and one copy with the Secretary of State’s Political Reform Division, and one copy with the Office of the City Clerk.
File the original Form 460 and one copy with the Office of the City Clerk.

GUIDELINES FOR 24-HOUR REPORTS

Form 497 24-hour Contribution Report*

- WHAT:** Used by committees to file contributions that are made or received of \$1,000 or more.
- WHEN:** File contributions of \$1,000 or more within 24 hours between “Election Cycle”.
- WHERE:** File with the Office of the City Clerk by fax, guaranteed overnight delivery service/ personal delivery, or email. Regular mail may not be used.
-

Form 496 24-hour Independent Expenditure Report*

- WHAT:** An expenditure made in connection with a communication that expressly advocates the nomination, election, or defeat of a clearly identified candidate or the qualification, passage or defeat of a clearly identified measure.
- WHEN & WHERE:** Any person who makes independent expenditures of more than \$250 in support of or in opposition to any candidate shall notify the Office of the City Clerk and all candidates running for the same seat by facsimile or any other electronic means approved by the Office of the City Clerk each time such expenditure is made. (LBMC Section 2.01.630)
- NOTE:** A 24-hour Independent Expenditure Report must be filed within 24 hours of making the independent expenditure, during the “Election Cycle”. File with the Office of the City Clerk by fax, guaranteed overnight delivery service/ personal delivery, or email. Regular mail may not be used.

Candidates, Committees, and Treasurers refer to Manual 2* for reporting instructions and examples.

***These forms are available in an interactive format on the Fair Political Practices Commission website at www.fppc.ca.gov.**

**Fair Political Practices Commission
Filing Schedule for Candidates and Controlled Committees
Being Voted on March 3, 2020**

Deadline	Period	Form	Notes
Jan 31, 2020** <i>Semi-Annual</i>	* – 12/31/19	460	<ul style="list-style-type: none"> All committees must file this report. May be filed on January 23, 2020.
Within 24 Hours <i>Contribution Reports</i>	12/4/19 – 3/3/20	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate being voted upon March 3, 2020. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Jan 23, 2020 <i>1st Pre-Election</i>	1/1/20 – 1/18/20	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Feb 20, 2020 <i>2nd Pre-Election</i>	1/19/20 – 2/15/20	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
Feb 28, 2020 <i>3rd Pre-Election</i>	2/16/20 – 2/26/20	460	<ul style="list-style-type: none"> All committees must file Form 460. Filer by personal delivery, guaranteed overnight service or online, if available.
July 31, 2020 <i>Semi-Annual</i>	2/27/20 – 6/30/20	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2020.

Additional Notes:

- * Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- Local Ordinance:** Always check on whether additional local rules apply.
- ** Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.

www.fppc.ca.gov

Email Advice:
advice@fppc.ca.gov

Phone Advice
1-866-ASK-FPPC

Campaign Filing Schedule

Local Candidate 2020 – 3/3/20

Document

**Fair Political Practices Commission
Filing Schedule for Candidates and Controlled Committees
Being Voted on March 3, 2020**

- **Method of Delivery:** The Office of the City Clerk asks all filers to submit digitally, via the online [eCampaign](#) portal or email CampaignDocs@longbeach.gov. If you are unable to file electronically, please file by personal delivery or first-class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised or spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised or spent.
- **Form 470 (2020):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before January 23, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov.> Learn > [Campaign Rules](#).

www.fppc.ca.gov.

Email Advice:
advice@fppc.ca.gov

Phone Advice
1-866-ASK-FPPC

Campaign Filing Schedule

Local Candidate 2020 – 3/3/20

Document

7 - 4



SECTION 8

Vote By Mail

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

VOTE BY MAIL VOTER INFORMATION

Dates and Deadlines

January 23 *through* February 22, 2020.....Mailing of Official Sample Ballot Booklets

February 3 *through* February 25, 2020.....Vote By Mail – First and Last day to apply

February 3, 2020.....First day the elections official delivers Vote By Mail ballots

February 18, 2020*Last day to register to vote

*Date adjusted due to holiday.

February 26 *through* March 3, 2020.....Emergency Vote By Mail

Applications for Vote By Mail ballots received prior to February 3 will be held until the beginning of the Vote By Mail voting period. No ballots will be mailed prior to February 3, pursuant to state law. No reports on applicants will be available prior to February 3. Permanent Vote By Mail voter reports are available anytime. Applications for Vote By Mail ballots must be received no later than February 25, 2020 by 5:00 p.m.

Candidate-generated Application Forms

Candidates who wish to distribute Vote By Mail ballot applications must conform their printed applications to the sample in the manila envelope.

Law Regarding Vote By Mail Ballot Applications

The California Elections Code specifies that anyone who does not conform to the requirements regarding Vote By Mail voting is guilty of a misdemeanor. Prohibitions include, but are not limited to, knowingly interfering with the prompt delivery to the appropriate elections official of a completed application for a Vote By Mail ballot; retaining a completed application for more than 72 hours (or less, if near the application deadline); or denying an applicant the right to return his or her completed application to the local elections official. (Elections Code § 3008)



APPLICATION FOR VOTE BY MAIL BALLOT
PRESIDENTIAL PRIMARY ELECTION
 (CONSOLIDATED ELECTIONS)
 TUESDAY, MARCH 3, 2020

To request a Vote By Mail Ballot, complete the information on this form. This application form must be received by the Election Officials no later than **TUESDAY, FEBRUARY 25, 2020**.

1. **PRINT NAME:** _____ 2. **DATE OF BIRTH:** _____

 First Name Middle Name or Initial Last Name

3. **RESIDENCE ADDRESS** (please print):

 Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable) (Designate N.S.E.W if used)

 City County Zip Code

4. **TELEPHONE NUMBER:** () _____ () _____
 (Optional) Daytime Evening

 (Optional) Email Address

5. **MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE. (PLEASE PRINT)**

NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.

 Number and Street/P.O. Box (Designate N.S.E.W if used)

 City U.S. State or Foreign Country Zip Code

6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT

I have not applied for, nor do I intend to apply for, a Vote By Mail Ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.

 SIGNATURE Date

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

7. ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER ON THE LINE BELOW: _____

VBMAPP 10/2019

FOR OFFICIAL USE ONLY

NOTICE - You have the legal right to mail this form to:

Registrar-Recorder/County Clerk
 Vote By Mail Section
 PO Box 30450, Los Angeles, CA 90030-0450
 or deliver to:

12400 Imperial Hwy., Norwalk, CA 90650
 3rd Floor Room 3002
 8am - 5pm
 (800) 815-2666 option # 2

Returning this application to anyone else may cause a delay that could interfere with your right or ability to vote.

Any voter wishing to become a Permanent Vote By Mail voter may call our office at: (800) 815-2666 option # 2 for further information or visit our website at lavote.net.

The format used on this application **MUST** be used by ALL individuals, organizations, and groups that distribute Vote By Mail Ballot applications. Failure to conform to this format may result in criminal prosecution. Elec. Code Secs. 3007 & 18402

Under Federal law, election materials are available in other languages in Los Angeles County 1-800-481-VOTE.



APPLICATION FOR VOTE BY MAIL BALLOT
PRESIDENTIAL PRIMARY ELECTION
 (CONSOLIDATED ELECTIONS)
 TUESDAY, MARCH 3, 2020

To request a Vote By Mail Ballot, complete the information on this form. This application form must be received by the Election Officials no later than **TUESDAY, FEBRUARY 25, 2020**.

1. **PRINT NAME:** _____ 2. **DATE OF BIRTH:** _____

 First Name Middle Name or Initial Last Name

6. **RESIDENCE ADDRESS** (please print):

 Number and Street - as registered (P.O. Box, Rural Route, etc. not acceptable) (Designate N.S.E.W if used)

 City County Zip Code

7. **TELEPHONE NUMBER:** () _____ () _____
 (Optional) Daytime Evening

 (Optional) Email Address

8. **MAILING ADDRESS FOR BALLOT, IF DIFFERENT FROM ABOVE. (PLEASE PRINT)**

NOTE: ORGANIZATIONS DISTRIBUTING THIS FORM MAY NOT PREPRINT MAILING ADDRESS INFORMATION.

 Number and Street/P.O. Box (Designate N.S.E.W if used)

 City U.S. State or Foreign Country Zip Code

6. THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT

I have not applied for, nor do I intend to apply for, a Vote By Mail Ballot from any other jurisdiction for this election. I certify under penalty of perjury under the laws of the State of California that the name, residence address and information I have provided on this application are true and correct.

 SIGNATURE Date

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

7. ORGANIZATIONS PROVIDING THIS FORM MUST ENTER THEIR NAME, ADDRESS AND TELEPHONE NUMBER ON THE LINE BELOW: _____

VBMAPP 10/2019

FOR OFFICIAL USE ONLY

NOTICE - You have the legal right to mail this form to:

Registrar-Recorder/County Clerk
 Vote By Mail Section
 PO Box 30450, Los Angeles, CA 90030-0450
 or deliver to:

12400 Imperial Hwy., Norwalk, CA 90650
 3rd Floor Room 3002
 8am - 5pm
 (800) 815-2666 option # 2

Returning this application to anyone else may cause a delay that could interfere with your right or ability to vote.

Any voter wishing to become a Permanent Vote By Mail voter may call our office at: (800) 815-2666 option # 2 for further information or visit our website at lavote.net.

The format used on this application **MUST** be used by ALL individuals, organizations, and groups that distribute Vote By Mail Ballot applications. Failure to conform to this format may result in criminal prosecution. Elec. Code Secs. 3007 & 18402

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SECTION 9

Matching Funds

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897



CITY OF LONG BEACH
PRIMARY NOMINATING ELECTION
MARCH 3, 2020

STATEMENT OF ACCEPTANCE OR REJECTION
OF EXPENDITURE LIMITATIONS

The Long Beach Campaign Reform Act, Long Beach Municipal Code Section 2.01.510(A) Each candidate for office, at the time of filing his or her nomination papers, shall file a statement accepting or rejecting the expenditure ceilings in Division IV.

Candidate Name

Office Sought

Council District (if applicable)

In accordance with Section 2.01.510 of the Long Beach Campaign Reform Act,
I hereby agree to

ACCEPT

REJECT

Campaign Expenditure Limitations. I understand that for the office I am seeking, the expenditure limitations are:

\$ _____ for the Primary Nominating Election and;

I further understand that neither acceptance nor rejection of campaign expenditure limitations waives the campaign contribution limitations of the Act.

I further understand that acceptance of expenditure limitations may not be rescinded unless an opposing candidate for the same elected municipal office files a statement of rejection.

Signature of Candidate

Date

APPLICATION FOR MATCHING FUNDS INSTRUCTIONS

All candidates applying for matching funds must adhere to the expenditure limitations of the Long Beach Campaign Reform Act.

1. To apply for matching funds, a candidate must meet the following qualifications, depending upon office sought (see example below):

City Council Candidate:

- (a) May not exceed expenditure ceilings (see Document 7 – 1) **
 - (b) Must raise at least \$5,000 in contributions of \$400* or less within the election cycle. Only the first \$100 of each contribution may be counted toward achieving the qualifying total of \$5,000.
 - (c) Must be opposed by a candidate who has qualified for matching funds, or who has raised at least \$10,000.
 - (d) Candidates who qualify for and apply for matching funds in the primary nominating election shall receive \$1 in matching funds for every \$2 raised through contributions (\$1 to \$1 for runoff election).
2. If you have met the eligibility requirements, complete the Application for Matching Funds , and submit to the Office of the City Clerk.
 3. On the application, include the dates between which the qualifying contributions were raised, and the total amount of qualifying contributions.
 4. On the attached Matching Funds Table and Matching Funds Rolling Schedule, you must list the date each contribution was received, the Contributors name and address, occupation and employer of each contributor (if applicable), the total amount received, and the total qualifying amount.

Note: Any contribution that lacks any of the above information will not be included in determining the qualifying amount for matching funds.

5. Any candidate applying for *matching funds* may submit such application with the Office of the City Clerk no more frequently than every ten (10) business days.

* Amount reflects January 2019 CPI adjustment.

** Note: Expenditure ceiling will be recalculated after the close of nomination in accordance with Municipal Code Sections 2.01.410(A)(4), 2.01.810, 2.01.1210.

**CITY OF LONG BEACH
INSTRUCTIONS FOR MATCHING FUNDS TABLE
ELECTION CYCLE: JANUARY 1, 2019 – DECEMBER 31, 2020**

MATCHING FUNDS TABLE - COVERED PERIOD

(Sample Table: See Document 9 – 5)

Instructions:

1. List each contribution received, including contribution date, name and address of contributor, occupation, employer (business name if self-employed), Contribution Received, Contribution Allowed Per Person and Qualifying Amount.

Note: Any contribution that lacks any of the above information will not be included in determining the qualifying amount for matching funds.

2. Verify that contribution date is within the application period.
3. Check contribution limitation in determining qualification for matching funds.
Example: The candidate running for City Council must raise \$5,000 in contributions, of which only up to the first \$100 of contribution(s) is counted towards the qualifying \$5,000.

Note: *The sample table is assumed to be used for the candidate's first application for matching funds. This table would be used to track, and review contributions received in one particular application period.*

MATCHING FUNDS TABLE - ROLLING SCHEDULE

(Sample Rolling Schedule: See Document 9 – 6)

Instructions:

1. Combine contributions listings from all previous applications submitted for matching funds into one list, including the current application being submitted.
2. Check contribution limitation in determining qualified amount to-date of matching funds (subject to limit).

Suggestion: Use the Rolling Schedule Excel spreadsheets to track contributions. For ease of checking for limitations on contributions, sort data by contributor name (in alphabetical order) and then by contribution date. This will help highlight multiple contributions received from one source.

Note: *The rolling schedule assumes that the candidate has already qualified for matching funds. This rolling schedule would be used to track contributions from all applications that have been submitted for matching funds, including the latest application being submitted.*

John Smith - for City Council District # ___
MATCHING FUNDS TABLE - COVERED PERIOD: 01/01/19 - 02/27/19

CHECKLIST:

- A Contribution date is within application period
- B Contribution limit per "person" for matching amount: Councilmember \$400 (adjusted for **January 2019** CPI)
- C Contribution limit per "person" for matching qualification: \$100 towards qualifying amount of \$5,000
- D * Required information: contributor name, occupation, employer, and contribution date is disclosed. Any missing Required information will disqualify contribution from being included in consideration of qualification for matching funds.

Note: For presentation purpose, contributor last name and address are not shown here; however, candidates should include all required information on their lists.

Contribution Date	Contributor Name/ Address*	Occupation*	Employer/ Business Name *	Contribution Received (FMV if Non-Monetary)	Non-Monetary Contribution Description	Contribution Allowed Per Person (Refer to Checklist B)	Notes	Qualifying Amount (Limit \$100)	Checklist			
									A	B	C	D
01/13/19	Ann	Retired		50.00		50.00		50.00	X	X	X	X
01/21/19	Ann	Retired		50.00		50.00		50.00	X	X	X	X
01/28/19	Carolyn	Homemaker		25.00		25.00		25.00	X	X	X	X
01/29/19	Dennis	Attorney	Master Legal LLP	25.00		25.00		25.00	X	X	X	X
02/02/19	Duane	Retired		50.00		50.00		50.00	X	X	X	X
02/10/19	Duane	Retired		100.00		100.00		100.00	X	X	X	X
02/12/19	Elsie	Retired		100.00		100.00		100.00	X	X	X	X
02/15/19	Elsie	Retired		50.00		50.00		50.00	X	X	X	X
02/17/19	Eric	Manager	XYZ Inc.	10.00		10.00		10.00	X	X	X	X
02/20/19	Gillis	Retired		40.00		40.00		40.00	X	X	X	X
02/27/19	James	Retired		50.00		50.00		50.00	X	X	X	X

Total through 8/31/14 550.00

550.00

50.00%

Matching this period

\$275.00

- X Contribution is within guideline
- Y This is the hypothetical amount of matching from this application had candidate qualified for matching funds
- *** Required information missing
- N/A Already qualified for matching funds; determination of qualifying amount is unnecessary.
- 1 Qualifying amount not counted or is reduced because qualifying contribution per person limit has been reached with prior contribution(s).
- 2 Name on contribution list is "James" but signature on check is "Mrs. James." Need Mrs. James' occupation and employer in order to count towards qualifying amount
- 3 Missing supporting documentation to substantiate contribution - contribution is excluded from qualifying amount.
- 4 Qualifying amount not counted due to missing required information

John Smith - for City Council District # _____
MATCHING FUNDS TABLE - ROLLING SCHEDULE (PNE MARCH 3, 2020)

CHECKLIST:

- A Contribution date is within application period
- B Contribution limit per "person" for matching amount: Councilmember \$400 (adjusted for **January 2019** CPI)
- C Contribution limit per "person" for matching qualification: \$100 towards qualifying amount of \$5,000
- D * Required information: contributor name, occupation, employer, and contribution date is disclosed. Any missing Required information will disqualify contribution from being included in consideration of qualification for matching funds.

Note: For presentation purpose, contributor last name and address are not shown here; however, candidates should include all required information on their lists.

ALPHABETICAL LIST (1/01/18 - 3/3/2020):

	Contribution Date	Contributor Name / Address *	Occupation *	Employer / Business Name *	Contribution Received (FMV if Non-Monetary)	Non-Monetary Contribution Description	Contribution Allowed per Person (limit \$400)	CHECKLIST			
								A	B	C	D
1								X	X	N/A	X
2								X	X	N/A	X
3								X	X	N/A	X
4								X	X	N/A	X
5								X	X	N/A	X
6								X	X	N/A	X
7								X	X	N/A	X
8								X	X	N/A	X
9								X	X	N/A	X
10								X	X	N/A	X
11								X	X	N/A	X
12								X	X	N/A	X
13								X	X	N/A	X
14								X	X	N/A	X
15								X	X	N/A	X
16								X	X	N/A	X
17								X	X	N/A	X
18								X	X	N/A	X
19								X	X	N/A	X

- X Contribution is within guideline
- Y This is the hypothetical amount of matching from this application had candidate qualified for matching funds
- *** Required information missing
- N/A Already qualified for matching funds; determination of qualifying amount is unnecessary.
- 1 Qualifying amount not counted or is reduced because qualifying contribution per person limit has been reached with prior contribution(s).
- 2 Name on contribution list is "James" but signature on check is "Mrs. James." Need Mrs. James' occupation and employer in order to count towards qualifying amount
- 3 Missing supporting documentation to substantiate contribution – contribution is excluded from qualifying amount.
- 4 Qualifying amount not counted due to missing required information

SECTION 10

Chapter 2.01 of the
Long Beach Municipal Code

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

Chapter 2.01 of the Long Beach Municipal Code

"The Long Beach Campaign Reform Act"

(Proposition "M" voted into law by the
City of Long Beach electorate on June 7, 1994)

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CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

2.01.110 - Title.

This Chapter 2.01 may be cited as the Long Beach Campaign Reform Act.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

2.01.120 - Findings and declarations.

In enacting this Chapter 2.01, the following findings and declarations are adopted:

- A. Monetary contributions to political campaigns are a legitimate form of participation in the political process, but the financial strength of certain individuals or organizations should not permit the exercise of a disproportionate or controlling influence on the election of candidates.
- B. The rapidly increasing costs of political campaigns have forced many candidates to raise larger and larger amounts of money from individuals and interest groups with a specific financial stake in matters before the City Council. This has caused a public perception that votes are being improperly influenced by monetary contributions. This perception is undermining the credibility and integrity of the governmental process.
- C. Candidates are raising less money in small contributions and more money in large individual and organizational contributions. This has created the public impression that the small contributor has an insignificant role to play in political campaigns.
- D. High campaign costs are forcing officeholders to spend more time on fundraising and less time on the public's business. The constant pressure to raise contributions is distracting officeholders from urgent governmental matters.
- E. Officeholders are responding to high campaign costs by raising large amounts of money in off-election years. This fundraising distracts them from important public matters, encourages

contributions which may have a corrupting influence and gives incumbents an overwhelming and patently unfair fundraising advantage over potential challengers.

- F. The integrity of the governmental process, the competitiveness of campaigns and public confidence in local officials are all diminishing.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

2.01.130 - Purpose.

It is the purpose of this Chapter 2.01:

- A. To insure that individuals and interest groups in Long Beach have a fair and equal opportunity to participate in municipal elective and governmental processes.
- B. To reduce the influence of large contributors with a specific financial stake in matters before the City Council, thus countering the perception that decisions are influenced more by the size of contributions than the best interests of the people of the City.
- C. To assist serious candidates in raising enough money to communicate their views and positions adequately to the public without excessive expenditures or contributions, thereby promoting public discussion of the important issues involved in political campaigns.
- D. To limit overall expenditures in campaigns, thereby reducing the pressure on candidates to raise large campaign war chests for defensive purposes, beyond the amount necessary to communicate reasonably with voters.
- E. To provide a neutral source of campaign financing in the form of limited public matching funds.
- F. To increase the value to candidates of smaller contributions.
- G. To eliminate fundraising except during an election cycle.

CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

- H. To reduce the excessive fundraising advantage of incumbents and thus encourage competition for elective office.
 - I. To allow candidates and officeholders to spend a lesser proportion of their time on fundraising and a greater proportion of their time dealing with issues of importance to their constituents.
 - J. To improve the disclosure of contribution sources in reasonable and effective ways.
 - K. To help restore public trust in local governmental and electoral institutions.
- proportionate share of the total cost attributable to each such candidate. The number of candidates sharing costs and the emphasis on or space devoted to each such candidate shall be considered in determining the cost attributable to each such candidate.
- 4. "Qualified campaign expenditure" does not include any payment if it is clear from the surrounding circumstances that it was not made in any part for political purposes.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

DIVISION II. - DEFINITIONS

2.01.210 - Definitions.

For purpose of this Chapter 2.01, the following words and phrases shall have the meanings set forth as follows unless the contrary is stated or clearly appears from the content:

- A. "Qualified campaign expenditure" means any of the following:
 - 1. Any expenditure made by a candidate for City office, or by a committee controlled by such a candidate, for the purpose of influencing or attempting to influence the actions of the voters for or against the election of any City candidate.
 - 2. A nonmonetary contribution provided at the request of or with the approval of the candidate, officeholder or committee controlled by the candidate or officeholder.
 - 3. That portion of the total cost of a slate mailing or mailing of other campaign literature produced or authorized by more than one (1) candidate which is the greater of the cost actually paid or incurred by the committee or controlled committee of the candidate or the

- B. Reserved.
- C. "Campaign reform account" means the account of the general fund created by Section 2.01.910.
- D. "Person" means any individual, organization or political action committee whose contributions or expenditure activities are financed, maintained or controlled by any corporation, labor organization, association, political party or any other person or committee, including any parent, subsidiary, branch, division, department or local unit of the corporation, labor organization, association, political party or any other person, or by any group of such persons.

Two (2) or more entities shall be deemed one (1) person when any of the following circumstances apply:

The entities share the majority of members of their Boards of Directors; or

The entities share two (2) or more officers; or the entities are owned or controlled by the same majority shareholder or shareholders; or the entities are in a parent-subsidiary relationship.

An individual and any general partnership in which the individual is a general partner, or an individual and any corporation in which the individual owns a controlling interest, shall be deemed one (1) person.

CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

(ORD-19-0001 § 4, 2019; ORD-14-0020 § 1, 2014; Ord. C-7661 § 1, 1999; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

2.01.220 - Interpretation.

Unless a term is specifically defined in this Chapter 2.01 or the contrary is stated or clearly appears from the context, the definitions set forth in California Government Code, Section 82000 et seq., shall govern the interpretation of this Chapter 2.01.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

DIVISION III. - CONTRIBUTION LIMITATIONS

2.01.310 - Limitations on contributions from persons.

- A. For primary and general elections, no person shall make to any candidate for office or the controlled committee of such a candidate, and no such candidate or the candidate's controlled committee shall accept from any such person, a contribution or contributions totaling more than two hundred fifty dollars (\$250.00) for the primary election and two hundred fifty dollars (\$250.00) for the runoff election if the candidate is on the runoff ballot or is a write-in candidate for the office of City Councilmember, three hundred fifty dollars (\$350.00) for the primary election and three hundred fifty dollars (\$350.00) for the runoff election if the candidate is on the runoff ballot or is a write-in candidate for City Attorney, City Auditor or City Prosecutor or five hundred dollars (\$500.00) for the primary election and five hundred dollars (\$500.00) for the runoff election if the candidate is on the runoff ballot or is a write-in candidate for Mayor.
- B. For primary and general elections, no person shall make to any committee which supports or opposes any candidate and no such committee shall accept from each such person a contribution or contributions totaling more than two hundred fifty dollars (\$250.00) for the primary election and two hundred fifty dollars (\$250.00) for the runoff election for City Councilmembers, three hundred fifty dollars (\$350.00) for the

primary election and three hundred fifty dollars (\$350.00) for the runoff election for City Attorney, City Auditor or City Prosecutor, or five hundred dollars (\$500.00) for the primary election and five hundred dollars (\$500.00) for the runoff election for Mayor.

- C. For special elections, no person shall make to any candidate for office or the controlled committee of such a candidate, and no such candidate or the candidate's controlled committee shall accept from any such person, a contribution or contributions totaling more than one thousand dollars (\$1,000.00); and no political committee (as defined in California Government Code Section 82013) shall make to any candidate for office or the controlled committee of such a candidate, and no such candidate or the candidate's controlled committee shall accept from any such political committee, a contribution or contributions totaling more than two thousand five hundred dollars (\$2,500.00).

(Ord. C-7720 § 1, 2001; Ord. C-7661 § 2, 1999; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

2.01.320 - Prohibition on nonelection cycle contributions.

No candidate or officeholder or the controlled committee of such a person shall accept any contribution except during an election cycle in which the candidate or officeholder intends to run for or be a write-in candidate for the office for which the contribution is made.

(Ord. C-7283 § 2, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

2.01.330 - Reserved.

Editor's note— ORD-14-0020, § 12, adopted Nov. 18, 2014, repealed § 2.01.330 entitled "Return of contributions", which derived from: Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. June 24, 1994.

2.01.340 - Loans.

- A. A loan shall be considered a contribution from the maker and the guarantor of the loan and shall be subject to the contribution limitations of this Chapter.

CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

- B. Every loan to a candidate's controlled committee shall be by written agreement.
- C. The proceeds of a loan made to a candidate by a commercial lending institution in the regular course of business and on the same terms available to members of the public and which is secured or guaranteed shall not be subject to the contribution limitations of this Chapter.
- D. Extensions of credit, other than loans pursuant to Subsection 2.01.340.C, for a period of more than thirty (30) days are subject to the contribution limitations of this Chapter.
- E. Notwithstanding any other provision of this Section 2.01.340: (1) a candidate for City Council shall not loan or otherwise transfer to his or her campaign, funds, or other thing of value, in excess of ten thousand dollars (\$10,000.00) in a primary election and ten thousand dollars (\$10,000.00) in a runoff election; (2) a candidate for City Attorney, City Auditor or City Prosecutor shall not loan or otherwise transfer to his or her campaign, funds, or other thing of value, in excess of fifteen thousand dollars (\$15,000.00) in a primary election and fifteen thousand dollars (\$15,000.00) in a runoff election; and, (3) a candidate for Mayor shall not loan or otherwise transfer to his or her campaign, funds, or other thing of value, in excess of twenty-five thousand dollars (\$25,000.00) in a primary election and twenty-five thousand dollars (\$25,000.00) in a runoff election. Nothing herein shall be construed to restrict a candidate from contributing his or her own funds or assets to his or her campaign.

(ORD-14-0020, § 2, 2014; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

2.01.350 - Reserved.

Editor's note— ORD-14-0020, § 12, adopted Nov. 18, 2014, repealed § 2.01.350 entitled "Family contributions", which derived from: Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. June 24, 1994.

2.01.360 - Treatment of money received as contributions, income or gifts.

Any funds received by any elected official or candidate running in the jurisdiction or any

committee controlled by such an official or candidate shall be considered either a campaign contribution, income or a gift. All campaign contributions received by such persons shall be subject to the provisions of this act unless such campaign contributions are used exclusively for elections held outside the jurisdiction. All income and gifts shall be subject to the disqualification provisions of the Political Reform Act, Government Code, Section 87100 et seq.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

2.01.370 - One campaign committee and one checking account per candidate.

Except as may be otherwise provided by State law, a candidate shall have no more than one (1) campaign committee and one (1) checking account per election out of which all expenditures shall be made. This Section shall not prohibit the establishment of savings accounts, but no qualified campaign expenditures shall be made out of these savings accounts. This Section shall not prohibit the transfer of funds or "carry over" in excess of net debt from the primary election for use in the general election for the same candidate.

(ORD-14-0020, § 3, 2014; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-1994)

2.01.380 - Contributions for officeholder expense fund.

- A. Notwithstanding any other provisions of this Chapter, upon taking office each elected City officeholder may establish an officeholder expense fund and may solicit and accept contributions for said officeholder expense fund not to exceed a total amount of thirty thousand dollars (\$30,000.00) per calendar year for City Councilmembers and seventy-five thousand dollars (\$75,000.00) per calendar year for the City Attorney, City Auditor, City Prosecutor and Mayor. No person shall make and no elected City officeholder or officeholder expense fund shall solicit or accept from any person, a contribution or contributions to the officeholder expense fund totaling more than seven hundred fifty dollars (\$750.00)

CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

per calendar year for City Councilmembers and one thousand dollars (\$1,000.00) per calendar year for City Attorney, City Auditor, City Prosecutor and Mayor. The money in such fund shall be expended and used only for the purpose of officeholder expenses associated with holding office, in accordance with and authorized by the applicable provisions of Sections 89510 through 89522 of the California Government Code, as amended. None of such officeholder expense funds may be used or expended for any expenditures that would violate the provisions of Government Code Sections 89506 or 89512 through 89519.

- B. Each such officeholder expense fund shall be considered a subaccount of the officeholder's controlled committee. All solicitations made and contributions received for an officeholder expense fund shall be clearly designated as being made or received for such uses and purposes.
- C. The officeholder or his or her treasurer shall retain all receipts, invoices, written agreements and other documents relating to expenditures from such officeholder expense fund.

(ORD-17-0007, § 1, 2017; ORD-15-0004 § 1, 2015; ORD-10-0028, § 1, 2010; ORD-07-0037 § 1, 2007; Ord. C-7314 § 1, 1995)

2.01.390 - Reserved.

Editor's note— ORD-17-0007, § 2, adopted Apr. 18, 2017, repealed § 2.01.390 entitled "Transfer of funds," which derived from: ORD-14-0020, § 4, 2014; and Ord. C-7661 § 8, 1999.

2.01.395 - IntraCandidate transfers

A candidate for local elective office in Long Beach shall not transfer campaign funds from a controlled non-City campaign account into a local Long Beach campaign account except as specified below:

Contributions transferred shall be attributed to specific contributors using a "last in, first out" or "first in, last out" accounting method, and their attributed contributions when aggregated with all

other contributions from the same contributor may not exceed the limits set forth in Section 2.01.310.

(ORD-14-0020, § 11, 2014)

DIVISION IV. - EXPENDITURE CEILINGS AND MATCHING FUNDS

2.01.410 - Expenditure ceilings.

No candidate for office who files a statement of acceptance of expenditure ceilings nor any controlled committee of such a candidate shall make qualified campaign expenditures above the following amounts and subject to the following restrictions:

- A. 1. Except as otherwise provided herein, a candidate for City Council may not spend more than forty thousand dollars (\$40,000.00) in the primary or more than twenty thousand dollars (\$20,000.00) in the runoff election to be eligible for matching funds.
- 2. In order to qualify for matching funds, a City Council candidate: (a) must raise at least five thousand dollars (\$5,000.00) in contributions of two hundred fifty dollars (\$250.00) or less within the election cycle, of which only up to the first one hundred dollars (\$100.00) of each contribution may be counted for purposes of achieving the qualifying total of five thousand dollars (\$5,000.00); and (b) must be opposed by a candidate who has qualified for matching funds or who has raised ten thousand dollars (\$10,000.00).
- 3. The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.
- 4. During each election cycle, the City Clerk shall, immediately following the final day for filing

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nominating petitions for the office of City Councilmember, ascertain: (a) the number of registered voters in each councilmanic district as of the final day for filing; and (b) the mean number of voters in all such districts. Thereafter, and for the ensuing election cycle, in each district where the number of registered voters exceeds the mean, the expenditure limitations of forty thousand dollars (\$40,000.00) and twenty thousand dollars (\$20,000.00) shall be increased two dollars (\$2.00) and one dollar (\$1.00), respectively, for each registered voter in excess of the mean.

- B. A candidate for City Attorney, City Auditor or City Prosecutor may not spend more than one hundred thousand dollars (\$100,000.00) in the primary or more than fifty thousand dollars (\$50,000.00) in the runoff election. In order to qualify for matching funds, such a candidate:
1. Must raise at least ten thousand dollars (\$10,000.00) in contributions of three hundred fifty dollars (\$350.00) or less within the election cycle, of which such contributions, only up to the first one hundred fifty dollars (\$150.00) each, may be counted for purposes of achieving the qualifying total of ten thousand dollars (\$10,000.00); and
 2. Must be opposed by a candidate who has qualified for matching funds or who has raised twenty thousand dollars (\$20,000.00). The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.
- C. A candidate for Mayor may not spend more than two hundred thousand dollars (\$200,000.00) in the primary or more than one hundred thousand dollars (\$100,000.00) in the runoff election to be eligible for matching funds. In order to qualify for matching funds, such a candidate:
1. Must raise at least twenty thousand dollars (\$20,000.00) in contributions of five hundred dollars (\$500.00) or less within the election cycle, of which such contributions, only up to the first two hundred dollars (\$200.00) of each may be counted for the purpose of achieving the qualifying total of twenty thousand dollars (\$20,000.00); and
 2. Must be opposed by a candidate who has qualified for matching funds or who has raised forty thousand dollars (\$40,000.00). The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.
- D. It is the intent of Subsections 2.01.410.A, 2.01.410.B and 2.01.410.C of this Section that candidates who qualify for matching funds in primary elections shall receive one dollar (\$1.00) in matching funds for every two dollars (\$2.00) raised through contributions and that candidates who qualify for matching funds in runoff elections shall receive one dollar (\$1.00) in matching funds for every one dollar (\$1.00) raised through contributions.
- E. Any candidate who has filed a statement of acceptance of the expenditure ceilings and desires to apply for matching funds may submit such application to the City Clerk on any normal business day between January 1 of an odd-numbered year through December 31 of the following year.
- F. Any candidate applying for matching funds must be current in his or her

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campaign statement filings with the City Clerk.

- G. A candidate wishing to apply for matching funds may submit such application with the City Clerk no more frequently than every ten (10) business days.
- H. The expenditure limits set forth in this Section shall not apply to candidates for office in any special election, nor shall such candidates be eligible for matching funds.

(Ord. C-7661 § 3, 1999; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

2.01.420 - Time periods for expenditures.

For purposes of the expenditure ceilings, qualified campaign expenditures made at any time up to the date of the primary election shall be considered an expenditure for that election, and qualified campaign expenditures made after the date of the primary election shall be considered expenditures for the runoff (general) election. However, in the event that payments are made but the goods or services are not used during the period purchased, the payments shall be considered qualified campaign expenditures for the time period in which they are used. Payments for goods and services used in both periods shall be prorated.

(ORD-14-0020, § 5, 2014; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

DIVISION V. - ACCEPTANCE OF EXPENDITURE CEILINGS

2.01.510 - Candidate acceptance or rejection of expenditure ceilings.

- A. Each candidate for office, at the time of filing his or her nomination papers, shall file a statement accepting or rejecting the expenditure ceilings in Division IV.
- B. If a candidate declines to accept the expenditure ceilings in Section 2.01.410, the candidate shall be nonetheless subject to the contribution limitations in Section 2.01.310.

C. A candidate who agrees to accept the expenditure ceilings in Section 2.01.410 may not change that decision, except that if an opposing candidate files a statement of rejection, then the candidate may rescind his or her acceptance within ten (10) calendar days of the last date for filing nomination papers provided that the candidate has not accepted any contributions in amounts greater than the limitations set forth in Section 2.01.310.

D. If a primary candidate advances to the general municipal election, such candidate shall file a statement accepting or rejecting the expenditure ceilings with the City Clerk no later than five (5) working days after the primary nominating election results are officially declared by the City Council.

(Ord. C-7661 § 4, 1999; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

DIVISION VI. - INDEPENDENT EXPENDITURES

2.01.610 - Reserved.

Editor's note— ORD-14-0020, § 12, adopted Nov. 18, 2014, repealed § 2.01.610 entitled "Contribution limitations", which derived from: Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. June 24, 1994.

2.01.620 - Reserved.

Editor's note— ORD-14-0020, § 12, adopted Nov. 18, 2014, repealed § 2.01.620 entitled "Reproduction of materials", which derived from: Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. June 24, 1994.

2.01.630 - Notice of independent expenditures.

Any person who makes independent expenditures of more than two hundred fifty dollars (\$250.00) in support of or in opposition to any candidate shall notify the City Clerk and all candidates running for the same seat by telegram, facsimile or any other electronic means approved by the City Clerk each time such an expenditure is made.

(Ord. C-7661 § 5, 1999; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

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DIVISION VII. - ADDITIONAL DISCLOSURE REQUIREMENTS

(ORD-14-0020, § 6, 2014; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

2.01.710 - Reserved.

2.01.720 - Additional pre-election campaign statement.

In addition to the campaign statement required to be filed pursuant to the Political Reform Act, commencing with Government Code Section 81000, candidates, their controlled committees and independent committees primarily formed to support or oppose candidates in Long Beach subject to this Act shall file a pre-election statement on the Friday before each election. This statement shall have a closing date of the Wednesday immediately preceding the election date.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

2.01.730 - Reserved.

Editor's note— ORD-14-0020, § 12, adopted Nov. 18, 2014, repealed § 2.01.730 entitled "Disclosure of occupation and employer", which derived from: Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. June 24, 1994.

DIVISION VIII. - AGENCY RESPONSIBILITY

2.01.810 - Duties of the City Clerk.

The City Clerk shall also:

- A. Adjust the expenditure ceilings, contribution limitations and public financing provisions in January of odd numbered years to reflect any increase or decrease in the Consumer Price Index as provided in Section 2.01.1210. Such adjustments shall be rounded off to the nearest one hundred dollars (\$100.00) for contributions and the nearest one thousand dollars (\$1,000.00) for expenditures and matching funds.
- B. Prescribe all necessary forms for filing statements and information.
- C. Prepare and release studies on the impact of this Act. These studies may include recommendations which further the purpose of this Chapter 2.01.

DIVISION IX. - CAMPAIGN ACCOUNT DESIGNATION

2.01.910 - Campaign account created.

There is hereby created a campaign account in the general fund of the City of Long Beach to which the City Council shall, from time to time, appropriate funds for expenditures pursuant to the purposes and provisions of this Chapter 2.01.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

DIVISION X. - DISPOSAL OF SURPLUS FUNDS

2.01.1010 - Reserved.

Editor's note— ORD-19-0001 § 4, adopted Jan. 8, 2019, repealed § 2.01.1010 entitled "Surplus funds—Defined," which derived from: ORD-14-0020 § 7, 2014; Ord. C-7661 § 6, 1999; Ord. C-7283 § 1, 1994; and Prop. M, 6-7-94, eff. 6-24-94.

2.01.1020 - Retention of twenty-five thousand dollars by officeholders.

Any person holding office as a result of a successful campaign resulting in surplus funds may retain and transfer up to twenty-five thousand dollars (\$25,000.00) of such surplus funds into his or her officeholder expense fund for expenditures associated with holding such office in accordance with the provisions of Sections 89512 and 89513 of the California Government Code. Any such transfer in accordance with this Section shall be counted toward the calendar year fund limit established by Subsection 2.01.380.A of this Code.

(ORD-15-0004 § 2, 2015; ORD-10-0028, § 2, 2010; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

2.01.1030 - Disposal of surplus funds.

Except as provided in Section 2.01.1020, surplus funds shall be disposed of in the following order and priority:

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- A. Surplus funds shall first be used to reimburse the campaign reform account of the City of Long Beach up to the full amount of matching funds, if any, received by the candidate.
- B. Any funds remaining after such reimbursement, if any, may be expended exclusively as provided in Section 89515 of the California Government Code and must be expended no later than sixty (60) days after the end of the Election Cycle.
- C. Any funds not expended pursuant to Subsections 2.01.1030.A or 2.01.1030.B by December 31 next following the end of the Election Cycle (or, in the case of a special election, one hundred twenty (120) days after the end of the Election Cycle) shall be paid immediately into the campaign reform account of the City of Long Beach.

(ORD-14-0020, § 8, 2014; Ord. C-7661 § 7, 1999; Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

DIVISION XI. - ENFORCEMENT

2.01.1110 - Criminal actions.

- A. Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Act shall be guilty of a misdemeanor. Any person convicted of such a misdemeanor, unless provision is otherwise made herein, shall be punishable by a fine of not more than five hundred dollars (\$500.00), or by imprisonment in the City or County jail for a period not exceeding six (6) months, or by both such fine and imprisonment.
- B. As an alternative to the penalty provided in Subsection 2.01.1110.A, violation of or failure to comply with any provision of or condition lawfully imposed under this Act may be deemed to constitute an infraction as provided in Section 17 of the California Penal Code, and penalties for such infractions shall be as set forth in Subdivision 19e of the Penal Code.
- C. Any person who causes any other person to violate any provision of this Act, or who aids and abets any other person in the violation

of any provision of this Act, shall be equally subject to the provisions of this Section.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-94, eff. 6-24-94)

2.01.1120 - Civil action.

- A. Any person who violates any provision of this act shall be liable in a civil action brought by the City Attorney or, in the case of a conflict of interest on the part of the City Attorney, an attorney retained by the City on the City Attorney's recommendation, or by or on behalf of a person residing within the jurisdiction, for an amount not more than three (3) times the amount of the unlawful contribution or expenditure.
- B. If two (2) or more persons are responsible for any violation, they shall be jointly and severally liable.
- C. Any person, before filing a civil action pursuant to this Section, shall first file with the City Attorney a written request for the City Attorney to commence the action. The request shall contain a statement of the grounds for believing the cause of action exists. The City Attorney shall respond within forty (40) days after receipt of the request indicating whether he or she intends to file a civil action. (In the case of a conflict of interest on the part of the City Attorney, independent counsel shall be retained to formulate this response.) If the City Attorney or, when applicable, independent counsel indicates in the affirmative and files a suit within forty (40) days thereafter, no other action may be brought unless the action brought by the City Attorney or independent counsel is dismissed without prejudice.
- D. In determining the amount of liability, the court may take into account the seriousness of the violation and the degree of culpability of the defendant. If a judgment is entered against the defendant or defendants in an action, the entire amount shall be paid into the campaign reform account of the general fund of the City.
- E. No civil action alleging a violation of any provision of this act shall be filed more than four (4) years after the date the violation occurred.

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(Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

2.01.1130 - Injunctive relief.

Any person residing in the jurisdiction, including the City Attorney, may sue for injunctive relief to enjoin violations or to compel compliance with the provisions of this act.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

2.01.1140 - Cost of litigation.

The court may award to a plaintiff, or a defendant other than an agency, who prevails in any action authorized by this act, his or her costs of litigation, including reasonable attorney fees.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

2.01.1150 - Disqualification.

In addition to any other penalties prescribed by law, if an official receives a contribution violative of Sections 2.01.310 or 2.01.320, the official shall not be permitted to make, participate in making or in any way attempt to use his or her official position to influence any governmental decision in which the contributor has a financial interest. The provisions of Government Code Section 87100 et seq., and the regulations of the Fair Political Practices Commission shall apply to interpretations of this Section.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

DIVISION XII. - MISCELLANEOUS PROVISIONS

2.01.1210 - Inflation/deflation.

A. Any amount subject to a limitation or ceiling, or established pursuant to formula set forth in Section 2.01.310 or Subsections 2.01.410.A.1 and 2.01.410.A.4 of this Chapter shall be automatically adjusted on January 1, 2015, and on January 1 of each odd numbered year thereafter, upward or downward, equivalent to the most recent change in the annual average of the

Consumer Price Index as published by the United States Department of Labor for the Los Angeles-Long Beach-Anaheim Metropolitan area.

- B. For purposes of calculating the annual inflator/deflator factor under this Section, the base year shall be that year ending with the quarter ending June 30, 1995. Rates shall be adjusted on January 1, 2015, and every two (2) years thereafter, based on the annually calculated change from the base year. The adjustment shall be rounded to the nearest one hundred dollars (\$100.00).
- C. The adjusted amount as determined by this Section on January 1, of each odd numbered year shall remain the same amount for the entire Election Cycle as defined in Section 2.01.210 beginning January 1 of the same odd numbered year.

(ORD-14-0020, § 9, 2014; Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

2.01.1220 - Applicability of other laws.

Nothing in this act shall exempt any person from applicable provisions of any other law.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

2.01.1230 - Severability.

If any section, subsection, subdivision, sentence, sum, percentage, clause or phrase of this act is for any reason held to be unconstitutional, invalid or void, such decision shall not affect the validity of the remaining portions of this act. The City Council hereby declares that it would have passed this act, and every section, subsection, subdivision, sentence, sum, percentage, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, sums, percentages, clauses or phrases thereof is declared unconstitutional, invalid or void.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

2.01.1240 - Amendments.

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- A. This Chapter may be amended from time to time by ordinance adopted by a two-thirds (2/3) vote of the members of the City Council upon a finding by the Council that such amendment is consistent with and in furtherance of the purposes of this Chapter.
- B. This Chapter may be amended or repealed at any time by an ordinance approved by the electors of the City of Long Beach.

(Ord. C-7283 § 1, 1994; Prop. M, 6-7-1994, eff. 6-24-1994)

