

GENERAL MUNICIPAL ELECTION

TUESDAY, NOVEMBER 8, 2016

CANDIDATE RESOURCE GUIDE

*Brenda Green, City Clerk
City of Costa Mesa
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(714) 754-5225*



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SECTION 1. GENERAL BACKGROUND INFORMATION

Congratulations on your interest in becoming a candidate for the Costa Mesa City Council!

The City's next municipal election will be held on November 8, 2016. Costa Mesa voters will elect three residents to serve a four-year term on the City Council. City Clerk Brenda Green is the Election Official and will be available to assist you throughout the election process. This informational material is written for individuals interested in running for office of Council Member in the City of Costa Mesa or for the general reader. This handbook is divided into several sections outlining key information about the election process and candidate responsibilities. Most of the material comes from the State of California Elections Code, State of California Government Code and Costa Mesa's Municipal Code.

OVERVIEW AND MINIMUM REQUIREMENTS

The Costa Mesa City Council is a legislative body composed of five Council Members. Council Members are elected at large and serve four-year terms. Each member of the City Council receives a monthly salary of \$904.40/month in addition to health benefits. The Mayor is the presiding officer of all City Council meetings and the Mayor Pro Tem presides in their absence. The City Council meets regularly on the 1st and 3rd Tuesday of the month with Study Sessions taking place on the 2nd Tuesday of the month. Council Members also serve on a variety of Council Committees and boards that meet on a regular basis throughout the year. Meeting dates and times vary by committee/board.



To become an official candidate for election to the position of Council Member, an individual must be a registered voter in the City of Costa Mesa and must file the necessary documents with the City Clerk. The nomination period for candidacy opens **at 8:00 a.m. on Monday, July 18, 2016 and closes at 5:00 p.m. on Friday, August 12, 2016.** Nomination Papers may be withdrawn during the nomination period only.

DISCLAIMER

The material and references contained in this guide are intended to provide general guidance to the candidate. While the information contained herein is believed to be correct, the guidelines are not comprehensive nor intended to provide legal advice. In many cases, material was paraphrased or rewritten in order to make the material more understandable to the lay reader. Candidates are encouraged to seek their own professional counsel and to review all source documents governing election procedures. Final responsibility for any personal actions with respect to elections resides with the candidate.



SECTION 2. FPPC GUIDELINES

- Review the Fair Political Practices Commission (“FPPC”) Campaign Disclosure Manual 2, which is available online at www.fppc.ca.gov. This manual provides information on campaign disclosure rules as required under the Political Reform Act. If you have any questions, the FPPC provides advice by phone at 1-800-275-3772 or by e-mail at advice@fppc.ca.gov.
- File FPPC Form 501 Candidate Intention Statement with the City Clerk before soliciting or receiving any contributions or before you make expenditures from personal funds on behalf of your candidacy. Blank forms are available from the City Clerk or at www.fppc.ca.gov and the Campaign Disclosure Manual 2 gives detailed instructions for completing Form 501.
- Refer to Campaign Disclosure Manual 2 for record keeping guidelines.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account prior to the expenditure. The only exception is the filing fee and candidate statement deposit.
- File FPPC Form 410 Statement of Organization with the Secretary of State along with a filing fee of \$50.00, made payable to the Secretary of State, within 10 days of receiving \$2,000 in contributions. File a copy of the form 410 with the City Clerk. Blank forms are available from the City Clerk or at www.fppc.ca.gov and the Campaign Disclosure Manual 2 gives detailed instructions for completing Form 410.



SECTION 3. PULLING PAPERS FOR CANDIDACY

MONDAY, JULY 18, 2016 – FRIDAY, AUGUST 12, 2016

- **The City Clerk will issue a Candidate Packet and a Nomination Paper to qualified candidates during the nomination period. Candidates must be registered voters in the City of Costa Mesa at the time the Nomination Paper is issued. It is best to make an appointment with the City Clerk as the process takes approximately 30 minutes. Appointments will be scheduled during regular business hours Monday thru Friday, 8:00 a.m. to 5:00 p.m. Candidates are encouraged to obtain and file nomination documents early in the process so that the City Clerk has the opportunity to review them and give the candidate an opportunity to correct any errors or omissions. The City Clerk informs the candidate if qualified after submitted forms are verified by the City Clerk and signature verification is completed.**
- **When the Nomination Paper is issued to you, you will be asked to sign a proof of receipt of the Candidate Packet.**
- **The Candidate Packet will obtain a Candidate Nomination Checklist in order to assist you in filing all required documents.**



SECTION 4. GATHERING SIGNATURES

MONDAY, JULY 18, 2016 – FRIDAY, AUGUST 12, 2016

Your Nomination Paper will need to be signed by no less than 20 and not more than 30 registered voters residing in the City of Costa Mesa. Each signer must be a registered voter in the City of Costa Mesa, must sign his/her name, print his/her name, and print his/her address, and must not sign more than three nomination papers – otherwise the signature is not counted. **Only one person** can circulate the Nomination Paper. You may circulate your own paper. The circulator must complete the Declaration of Circulator. Leave the Affidavit of Nominee blank; this will be completed at the time you file your Nomination Paper with the City Clerk.



SECTION 5. PREPARING REQUIRED PAPERS FOR FILING

- Ensure you have the minimum required signatures on your Nomination Paper.
- Complete the Ballot Designation Worksheet. This will be included in your Candidate Packet when your Nomination Paper is issued. Your ballot designation is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold if applicable.
- Complete the FPPC Form 700 – Statement of Economic Interests. Blank forms are available from the City Clerk or at www.fppc.ca.gov and the Campaign Disclosure Manual 2 gives detailed instructions for completing Form 700.
- Completed Form 501 – Candidate Intention Statement

SECTION 6. PREPARING OPTIONAL PAPERS FOR FILING

- Candidate Statement (optional): This is a 200 words or less statement which will be printed in the sample ballot and mailed to voters. The cost of the statement is approximately \$1,425.00 and is paid by the candidate.
- Subscription to Code of Fair Campaign Practices (optional)
- Candidate Information Form – This is your background information which will be given to the public and press. (optional)
- Completed Form 410 – Statement of Organization (optional)



SECTION 7. FILING PAPERS

MONDAY, JULY 18, 2016 – FRIDAY, AUGUST 12, 2016 at 5:00 P.M.

The following papers must be filed with the City Clerk before the close of the nomination period:

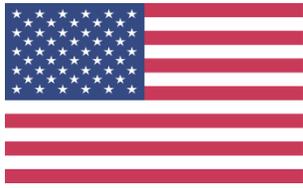
- 1. Nomination Paper**
- 2. Ballot Designation Worksheet**
- 3. FPPC Form 700 – Statement of Economic Interest**
- 4. Completed Form 501 – Candidate Intention Statement**
- 5. Candidate Statement and Deposit of \$1,425.00 (optional – must be filed with the Nomination Paper)**
- 6. Subscription to Code of Fair Campaign Practices (optional)**
- 7. Candidate Information Form– This is your background information which will be given to the public and press. (optional)**
- 8. Completed Form 410 – Statement of Organization (optional)**



SECTION 8. CAMPAIGN FILINGS

If you raise or spend money in connection with your election, you are required to file Campaign Statements, Form 460 or Form 470. Review the FPPC Campaign Disclosure Manual 2 for detailed instructions on campaign filings. The typical campaign statement filing deadlines are:

Deadline	Period	Form
August 1, 2016 Semi-Annual	1/1/16 - 6/30/16	460
Within 24 Hours Contributions Report <i>Report contributions of \$1,000 or more from a single source</i>	08/10/16 – 11/8/16	497
September 29, 2016 1 st Pre-election	07/01/16 – 9/24/16	460 or 470
October 27, 2016 2 nd Pre-election	9/25/16 – 10/22/16	460
January 31, 2017 Semi-Annual	10/23/16 – 12/31/16	460



SECTION 9. GOOD RECORD KEEPING

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

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

- Date
- Amount
- Name and Address of Contributor (or Payee)
- Contributors Occupation and Employer (for contributions of \$100 or more)
- Description

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



SECTION 10. CALENDAR

An election calendar will be included in the Candidate Packet at the time it is issued. The calendar will include important dates relative to the November 8, 2016 election.

SECTION 11. CAMPAIGNING

The City of Costa Mesa does not have a local campaign ordinance, we follow the guidelines of the Political Reform Act, as outlined in the FPPC Campaign Disclosure Manual 2. There is no local campaign contribution limit. However, the City has a policy for City Council Members in which a potential financial interest may occur on campaign contributions of \$250.00 or more if received twelve months prior and three months after the date a final decision is made involving the contributor.

The Candidate Packet that you will receive at the time your Nomination Paper is issued will also include information on:

Code of Fair Campaign Practices

Literature/Mass Mailing Requirements

Campaign Sign Regulations

Simulated Ballot Requirements

Election Day – Poll Watching Guidelines



SECTION 12. ELECTION RELATED CONTACT INFORMATION

COSTA MESA CITY CLERK'S OFFICE

Brenda Green, City Clerk
77 Fair Drive
Costa Mesa, CA 92626
WEBSITE: www.costamesaca.gov
EMAIL: Brenda.green@costamesaca.gov
PHONE: (714) 754-5225
FAX: (714) 754-4942

ORANGE COUNTY REGISTRAR OF VOTERS

1300 South Grand Avenue, Building C
Santa Ana, California 92705
Mailing Address:
P.O. Box 11298
Santa Ana, CA 92711-1298
WEBSITE: www.ocvote.com
PHONE: (714) 567-7600
FAX: (714) 567-7556

OFFICE OF THE SECRETARY OF STATE

1500 11th Street, Room 495
Sacramento, California 95814
WEBSITE: www.sos.ca.gov
ELECTIONS DIVISION PHONE: (916) 657-2166
FAX: (916) 653-3214
POLITICAL REFORM DIVISION PHONE:
(916) 653-6224

FAIR POLITICAL PRACTICES COMMISSION

428 J Street, Suite 620
Sacramento, California 95814
WEBSITE: www.fppc.ca.gov
PHONE: Toll Free 1-866-ASK-FPPC
TECHNICAL ASSISTANCE DIVISION: (Mon -Thurs,
9 a.m. – 11:30 a.m.) (866) 275-3772; Email
advice@fppc.ca.gov



SECTION 13. IMPORTANT THINGS TO REMEMBER

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

Here are terms to know in order to better assist you in understanding FPPC terminology:

Local Election: City of Costa Mesa

Local Candidate: City Council Candidate

Candidate for Local Office: City Council Candidate

Agency (or Local Agency): City of Costa Mesa

Jurisdiction: City of Costa Mesa

Local Filing Officer: City Clerk of Costa Mesa

- **Keep Records – Maintain details on contributions and expenditures of \$25 or more.**
- **Itemize Contributions – For contributions of \$100 or more, including in-kind contributions, you must disclose the contributor's name, address, occupation and employer.**
- **\$100 – Never accept or spend \$100 or more in cash.**
- **Political Advertising Disclaimers – Candidates and political committees must put disclaimers on campaign advertisements that identify the person or entity who paid for or authorized the communication. The disclaimer is required on all campaign material, including mailers of 200 pieces or more, radio, and television ads, telephone calls, and electronic media ads. “Paid for by [committee name]” is the basic disclaimer required on most campaign communications. Please review the FPPC’s Political Advertising Disclaimer worksheet for specific details.**



SECTION 14. ELECTION NIGHT RESULTS

Orange County uses a central location for tallying votes, in the Registrar of Voters' Tally Center, 1300 S. Grand Ave., Building C, Santa Ana. The vote counting procedure is open to the public. Unofficial results are available throughout Election Night, beginning at approximately 8:05 p.m. and continuing until all precinct ballots have been tallied. Results may also be obtained by calling the Registrar of Voters' office at (714) 567-7600 or by visiting their website at <http://www.ocvote.com/>.

