

City of Lodi

Candidate Handbook



November 6, 2018

General Municipal Election

Council Districts 1, 2, & 3

Jennifer M. Ferraiolo, MMC
City Clerk, City of Lodi
221 West Pine Street
Lodi, California 95240

Office hours:

Open 7:30 a.m. to 5:30 p.m. Monday through Thursday

Open 8:00 a.m. to 5:00 p.m. every other Friday

Closed every other Friday

Phone: 333-6702
Fax: 333-6807
E-mail: jferraiolo@lodi.gov
cityclerk@lodi.gov

www.lodi.gov/election

CITY COUNCIL

ALAN NAKANISHI, Mayor
JOANNE MOUNCE,
Mayor Pro Tempore
MARK CHANDLER
BOB JOHNSON
DOUG KUEHNE

CITY OF LODI

2015 "Wine Region of the Year"

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 333-6702 / FAX (209) 333-6807
www.lodi.gov cityclerk@lodi.gov

STEPHEN SCHWABAUER
City Manager

JENNIFER M. FERRAILO
City Clerk

JANICE D. MAGDICH
City Attorney

Dear Lodi City Council Candidate:

Congratulations on your decision to run for elected public office and your desire to serve the citizens of Lodi.

The City of Lodi will be conducting an election on **November 6, 2018**, for City Council Member for Districts 1, 2 and 3 (three seats) for four-year terms. The filing period opens on July 16, 2018, at 7:30 a.m. and closes on August 10, 2018, at 5:00 p.m.*

**NOTE: The Nomination Period extends to 5:30 p.m., August 15, 2018, if an eligible incumbent does not file.*

To qualify as a Lodi City Council Member candidate, you must reside in District 1, 2, or 3 and be a registered voter in that district at the time nomination papers are issued (see City of Lodi District Map attached). Those elected will be officially sworn into office at the regularly scheduled City Council meeting on December 5, 2018.

The Candidate's Handbook has been compiled to provide general guidance, information, and forms necessary to conduct your campaign in accordance with the California Elections Code and the Political Reform Act. It is not intended to provide legal advice. Candidates and others using this handbook must bear full responsibility for making their own determinations as to all legal standards, duties, and factual material contained herein.

It is imperative that you thoroughly review all of the enclosed information in order to be cognizant of the responsibilities of a candidate for public office. Of particular importance are the Election and Fair Political Practices Commission (FPPC) calendars, which list the dates for the filing of your candidate's papers and campaign reporting statements.

Please call my office to schedule an appointment when you are ready to file all of your paperwork. Office hours are as follows: Monday-Thursday 7:30 a.m. to 5:30 p.m.; alternating Fridays 8:00 a.m. to 5:00 p.m.; and closed every other Friday (a copy of the City calendar is included in the Handbook).

Your Nomination Paper, Candidate's Statement of Qualifications, payment of fees, Ballot Designation Worksheet, and required FPPC forms must be *filed together*, in my office, before the close of the filing period.

If you have any questions, please feel free to contact me at (209) 333-6702 or at jferraiolo@lodi.gov.

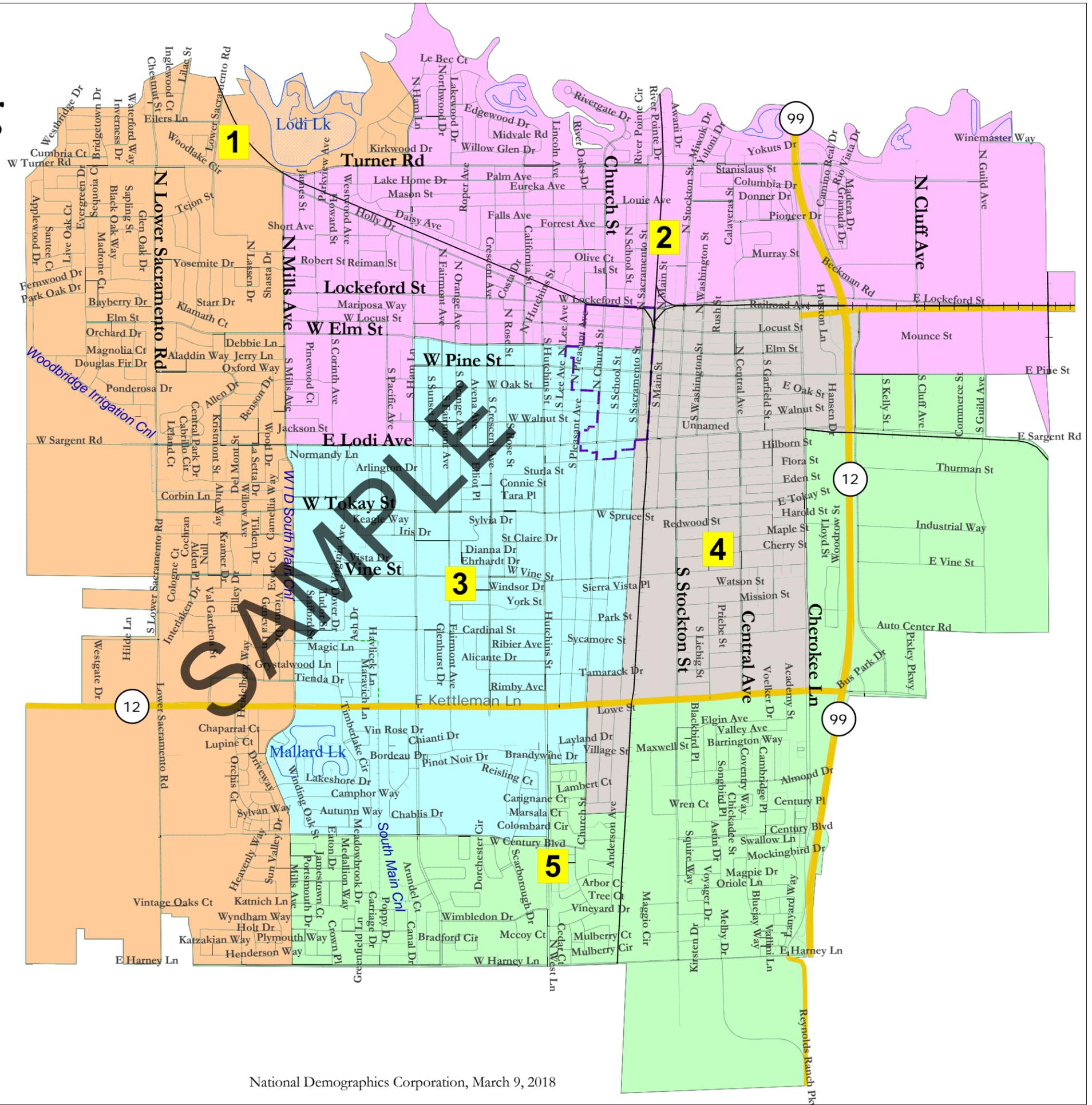
Sincerely,

Jennifer M. Ferraiolo, MMC
City Clerk

JMF

City of Lodi 2018 Districting

Adopted Council Districts Map



Map layers

	Adopted 119d
	Census Block
	Downtown
	Water Area
	Streets
	Railroad
	River

TAB: **Calendars**

- City of Lodi July - December 2018 Calendar
- General Municipal Election Calendar (*Prepared by Lodi City Clerk's Office*)
- General Municipal Election Calendar (*Prepared by Martin & Chapman*)

TAB: **Officials**

- Elected Officials and Department Directors
- Lodi City Council

TAB: **FPPC Information**

- Process Map for Running for City Council in 2018
- FPPC Filing Schedule for Candidates in the General Municipal Election
- Preparation for the Nomination Period & FPPC Requirements

TAB: **Handbook**

- Process During the Nomination Period
- Deadline for Filing Nomination Papers
- Deadline to Withdraw Candidacy
- Order of Candidates' Names on Ballot
- Indigence
- False Statements/Fines
- Public Records
- Campaigning
- Conflict of Interest ~ Public Officials
- Brown Act
- Ethics Training (AB1234) ~ Required for Successful Candidates
- Miscellaneous
- Election Results
- After the Election ~ Successful Candidates
- After the Election ~ Defeated Candidates
- San Joaquin County Registrar of Voters (*Campaign Guide & Related Information*)

INDEX (CONTINUED)

TAB: Forms

- Candidate Check List
- Certification of Domicile
- Candidate Qualification Declaration
- Receipt of Payment for Nomination Paper
- Candidate's Statement of Qualifications
- Candidate's Statement of Qualification Declaration
- Receipt for Estimated Cost of Candidate's Statement
- Word Count Standard for Candidate Statements
- Ballot Designation Worksheet
- Declaration of Intent to Install Temporary Signs
- Code of Fair Campaign Practices
- Candidate's Information Sheet
- Webpage Program and Media Release Form
- Receipt of Candidate's Handbook
- Withdrawal of Candidate's Statement of Qualifications
- Department of Transportation Letter and Statement of Responsibility for Temporary Signs

BACK FLAP:

- City District Verification Request
- Nomination Paper
- Form 700
- Form 501
- Form 410

FLASH DRIVE INDEX

FPPC FORMS & INFORMATION

- Calendar_FPPC.pdf
- Campaign FAQs.pdf
- ConflictCode.pdf
- Form410.pdf
- Form460.pdf
- Form470.pdf
- Form497.pdf
- Form501.pdf
- Form700.pdf
- LocalGiftFactSheet2017.pdf
- Manual2.pdf
- PoliticalDisclaimers.pdf

MANUAL

- CandidateHandbook.pdf

ORDINANCES

- Ord1438_ConsolidatedState.pdf
- Ord1712_NominationPaperFee.pdf
- Ord1810_CouncilSalary.pdf
- Ord1922_Signs.pdf
- Ord1949_DistrictElections.pdf

REFERENCE MATERIALS

- BrownActGuide.pdf
- CouncilProtocols.pdf
- District Map.pdf
- District Map_Demographics.pdf
- Final Budget FY18-19.pdf
- GovernmentBook.pdf
- TravelPolicy.pdf

RESOLUTIONS

- res2004-115_EthicsValues.pdf
- res2014-161_CouncilBenefits.pdf
- res2018-77_CallingElection.pdf
- res2018-78_Consolidating.pdf
- res2018-79_Arguments.pdf
- res2018-80_CandidateRegs.pdf

SJROV MATERIALS

- Campaign Guide.pdf

ACRONYMS

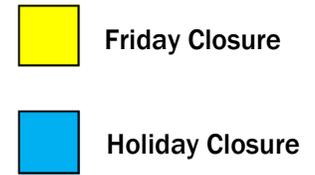
EC	California Elections Code
FPPC	Fair Political Practices Commission
GC	California Government Code
LMC	Lodi Municipal Code
SJROV	San Joaquin Registrar of Voters
SOS	Secretary of State's Office

SAMPLE



City of Lodi Calendar 2018

July to December



July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The City of Lodi will be closed every other Friday.

Hours: Monday-Thursday 7:30 a.m. to 5:30 p.m., Every Other Friday 8:00 a.m. to 5:00 p.m.

**GENERAL MUNICIPAL ELECTION
NOVEMBER 6, 2018**

Election Calendar

Date(s)	Action
July 16 – August 10, 2018	Filing Period for Nomination Papers and Candidates' Statements
July 31, 2018	Last Day to File Campaign Expenditure Statements Semi-Annual Statement (Reporting Period: * – 6/30/18) <i>*day after closing date of last statement filed or January 1</i>
August 10, 2018	Last Day to File Nomination Papers
August 15, 2018	Last Day to File Nomination Papers – Extended Filing Period if Incumbent Fails to File
August 16, 2018	Secretary of State to Determine Order of Names on Ballot
August 16, 2018	10-Day Public Review Period of Nomination Papers Begins
August 20, 2018, 6 p.m. Carnegie Forum	Candidates' Orientation & Meeting with City Manager and Department Heads
August 23, 2018	Time to Cancel Election – Insufficient Candidates
September 10 – October 23, 2018	Filing Period for Write-In Candidates
September 27, 2018	Last Day to File Campaign Expenditure Statements 1 st Pre-Election Statement (Reporting Period: 7/1/18 – 9/22/18)
October 8, 2018	First Day for Mailing Permanent Vote by Mail Voter Ballots
October 8 – 30, 2018	Voters May Request Vote by Mail Ballots with Regular Applications
October 16, 2018	Last Day to Mail Voter Information Guides and Polling Place Notices
October 22, 2018	Last Day to Register to Vote
October 23, 2018	Last Day to File for Write-in Candidate
October 25, 2018	Last Day to File Campaign Expenditure Statements 2 nd Pre-Election Statement (Reporting Period: 9/23/18 -10/20/18)
October 31 – November 6, 2018	Emergency/Late Vote by Mail Voting Period
NOVEMBER 6, 2018	** ELECTION DAY **
November 9, 2018	Last Day to Receive Vote by Mail Voter Ballots
November 16, 2018	Deadline to Remove Signs Pursuant to LMC Section 17.34.070(D) – Temporary Signs
December 5, 2018	City Council to Declare Election Results and Install Newly-Elected Council Members Reorganize Council and Choose Mayor and Mayor Pro Tempore
December 10, 2018, 6-8 p.m. Carnegie Forum	Mandatory AB1234 Ethics Training Hosted by City of Lodi
December 6, 2018 – January 7, 2019	Filing of Statements of Economic Interests – Form 700 – Assuming and/or Leaving Office Statements
January 31, 2019	Last Day to File Campaign Expenditure Statements Semi-Annual Statement (Reporting Period: 10/21/18 – 12/31/18)

City Elections
General Municipal Election Consolidated
November 6, 2018

Laws in effect in 2017 (Calendar laws updated 10/2016)
(check with your county for their deadlines for arguments and rebuttal filings)

Date(s)	E minus	to E minus	Action
May 18	-172		Suggested Last Day to File Petitions Regarding Measure
June 18	-141		Suggested Last Day for Council to Adopt Resolutions
June 19	-140		Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses
June 19			Election Official to Publish Notice of Election – Measure(s) Only, No Candidates
7 - 14 days after date Council puts measure(s) on the ballot			Suggested Last Day to File Arguments & Impartial Analyses / Recommended to be 7-14 days after Council calls Election
July 2 to July 16	-127	-113	Election Official to Publish Notice of Election - Candidates
July 9	-120		Last Day to Adopt Regulations for Candidates Statements
10 days after Arguments are due			Last Day to File Rebuttal Arguments / 10 Days after Arguments
July 16 to August 10	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
August 10	-88		Last Day to Call Election For Ballot Measures
August 10 by 5:00 pm	-88		Last Day for County to Receive Resolutions Requesting Services or Consolidation
August 10	-88		Last Day to File Nomination Papers (Consolidated Cities)
August 15	-83		Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file
August 15	-83		Last Day to Withdraw Measure(s) from Ballot
August 16	-82		Secretary of State to Determine Order of Names on Ballot
August 20 or August 27	-78	-71	Last Day of Public Review Period for Candidates Statements
August 23	-75		Time to Cancel Election – Insufficient Candidates
September 10 to October 23	-57	-14	Filing Period for Write-in Candidate
October 8	-29		First Day for Mailing Permanent Vote by Mail Voter Ballots
October 8 to October 30	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
October 16	-21		Last Day to Mail Voter Information Guides and Polling Place Notices
October 22	-15		Last Day to Register to Vote
October 23	-14		Last Day to File for Write-in Candidate
October 30	-7		Last Day for Election Official to Publish Notice of Nominees
October 31 to November 6	-6	0	Emergency/Late Vote by Mail Voting Period
November 5	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
November 6	0		ELECTION DAY
November 9	3		Last Day to Receive Vote by Mail Voter Ballots If Postmarked on Election Day
November 14	8		Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots
No Later Than December 14	38		Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc.
December 4 December 21	E+30+15+?		Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)
April 1, 2019			Last Day to Submit Report on Measures to Secretary of State

ELECTED OFFICIALS AND DEPARTMENT DIRECTORS

Position	Name
ELECTED OFFICIALS	
Mayor <i>(Term expires November 2018)</i>	Alan Nakanishi
Mayor Pro Tempore <i>(Term expires November 2020)</i>	JoAnne Mounce
Council Member <i>(Term expires November 2018)</i>	Mark Chandler
Council Member <i>(Term expires November 2020)</i>	Bob Johnson
Council Member <i>(Term expires November 2018)</i>	Doug Kuehne
COUNCIL APPOINTEES	
City Manager	Stephen Schwabauer
City Attorney	Janice D. Magdich
City Clerk	Jennifer M. Ferraiolo
DEPARTMENT HEADS	
Deputy City Manager	Andrew Keys
Public Works Director	Charlie Swimley
Community Development Director	Stephen Schwabauer
Police Chief	Tod Patterson
Fire Chief	Gene Stoddart
Electric Utility Director	Elizabeth Kirkley
Parks, Recreation, and Cultural Services Dir.	Jeff Hood
Interim Library Services Director	Jeff Hood

LODI CITY COUNCIL

The City of Lodi is a general law city, governed primarily by the laws of the State of California and by its own ordinances and regulations. The City Council establishes local laws, sets policies, approves programs, appropriates funds, supervises the operations of City government, and provides to the citizenry a better, more attractive, and healthier place in which to live.

On March 7, 2018, the Lodi City Council adopted Ordinance 1949 establishing and implementing by-district elections. City Council Members are elected on a by-district basis from five single-member Council districts by voters residing in the district in which the Council Member resides. Council Members hold four-year terms. Elections for members of the Council are held in November of even-numbered years. There is no limit to how many terms a person may serve as a Lodi City Council Member. Newly elected members of the City Council will take the oath of office and be seated, upon certification of the election results, at the Council meeting on December 5, 2018. At this same meeting (and each year on the first meeting of December), the Mayor and Mayor Pro Tempore are chosen by the members of the City Council for a term of one year. The Mayor presides at Council meetings and acts as the ceremonial head of the City. The Mayor Pro Tempore serves as Mayor in the absence of the Mayor.

Scheduled meetings of the Lodi City Council include Informal Informational Meetings (Shirtsleeve Sessions) on Tuesday mornings at 7 a.m. and Regular City Council Meetings on the first and third Wednesday of each month at 7 p.m. (*NOTE: Regular meetings are televised live on Comcast SJTV Channel 26 and can be viewed on-line using Granicus at http://lodica.granicus.com/ViewPublisher.php?view_id=2.)* The City Council may also hold special, adjourned, or closed session meetings as called. Members of the City Council also serve as the Board of Directors on the Lodi Public Improvement Corporation, Lodi Industrial Development Authority, Lodi Financing Corporation, and the Lodi Public Financing Authority, which meet annually in December following the reorganization of the City Council and if needed for specific purposes. Council Members may serve on various City standing or ad hoc committees and county or inter-jurisdictional agencies.

The salary for Council Members is provided for in accordance with the provisions of Government Code Section 36516 and as set forth in Ordinance 1810. Currently, members of the City Council receive a salary of \$860 per month. Members of the City Council are reimbursed for travel expenses related to City business pursuant to the City of Lodi's Travel Policy. A benefit package (as set forth in Resolution 2014-161) is provided for members of the City Council.

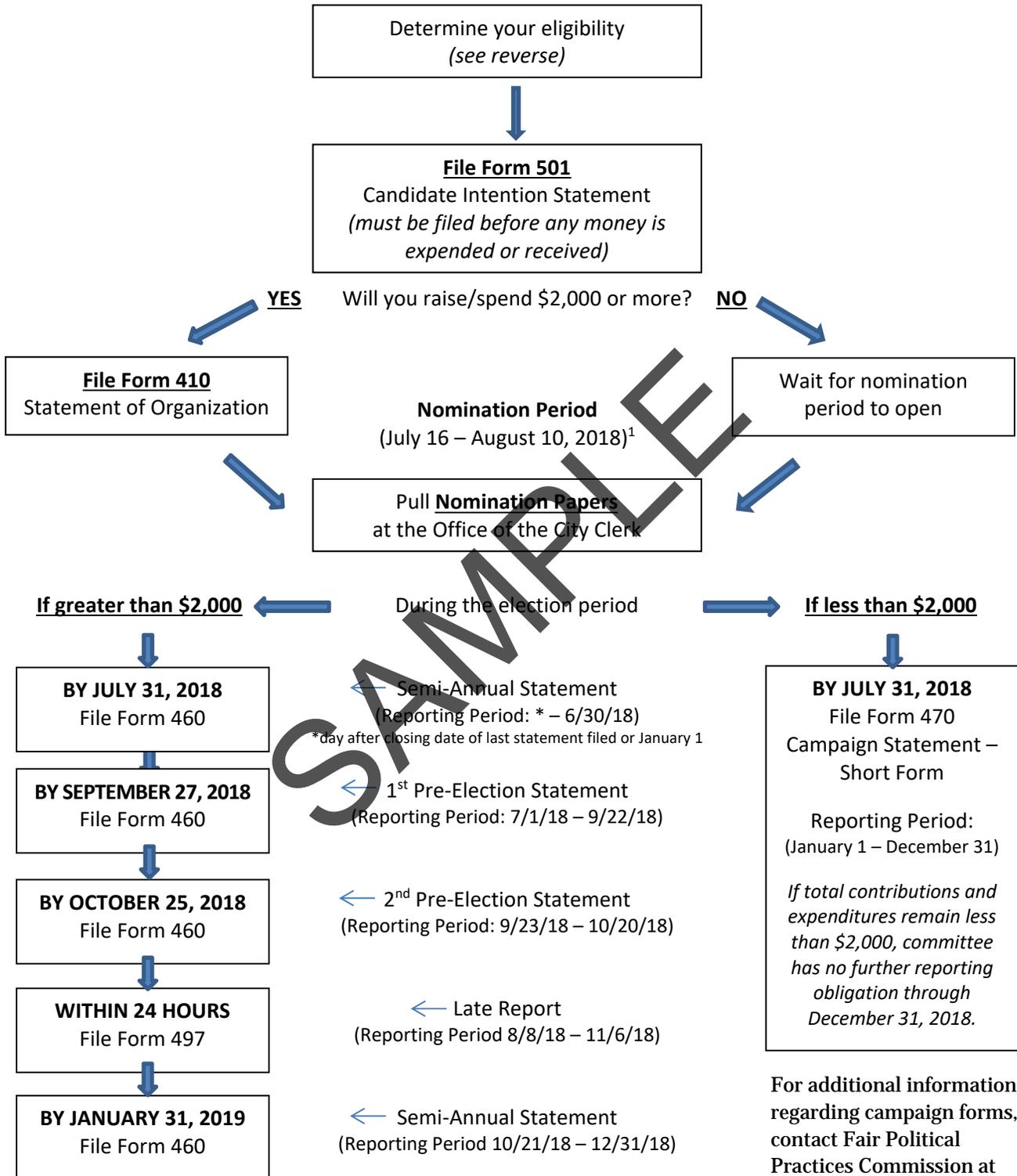
The City Council adopted a City Council Protocol Manual, a portion of which establishes the Code of Ethics and Conduct for elected officials and City Council Appointees. Elected officials are also required to comply with State Ethics Laws, Conflict of Interest regulations and disclosure, and all requirements related to open meeting – or “Brown Act” – laws. Training and information are available to newly elected officials in a variety of forms.

The City's Mission Statement reads, “The City of Lodi's purpose is to enhance the quality of life for Lodi residents, reflecting our high community standards.”

All referenced documents are provided electronically with this Handbook.

INTERESTED IN RUNNING FOR CITY COUNCIL IN 2018?

PROCESS MAP



¹Vacancies: City Council Member for Districts 1, 2 and 3 (three seats) for four-year terms; Nomination Period extends to August 15, 2018, if eligible incumbent does not file.

POSITION AND TERM

City Council Member for Districts 1, 2 and 3 (three seats) for four-year terms.

ELIGIBILITY

To be eligible to run for the Office of Council Member, a candidate must be:

- A citizen of the United States.
- At least 18 years of age.
- A resident of City of Lodi District 1, 2, or 3 at the time nomination papers are issued.
- A registered voter in City of Lodi District 1, 2, or 3.

FEES

\$25 City of Lodi filing fee, payable to the City on day nomination papers are filed with City Clerk.

\$500 optional fee for Candidate's Statement of Declaration, payable to City when nomination papers are filed.

NOMINATION PERIOD

The nomination period begins Monday, July 16, 2018 at 7:30 a.m. and ends Friday, August 10, 2018, at 5:00 p.m. If an incumbent who is eligible to run does not file, the deadline will be extended to Wednesday, August 15, 2018, at 5:30 p.m. Contact the City Clerk's Office at (209) 333-6702 to make an appointment.

FORM 501

A candidate for state or local office must file this form for each election, including reelection to the same office. File the Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

WHERE TO FILE: Original + one copy with the Lodi City Clerk.

FORM 410

File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. For early submissions, mark the "not yet qualified" box. The \$50 fee is requested at this time but is not legally required until the committee qualification threshold has been met. The committee's FPPC ID number will be posted at cal-access.sos.ca.gov.

WHERE TO FILE: Original + one copy (and payment) with the Secretary of State's Office (Political Reform Division, 1500 11th Street, Rm 495, Sacramento, CA 95814) **AND** one copy with the Lodi City Clerk.

FORM 460

A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office must file a Form 460. The Form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.

WHERE TO FILE: Original + one copy with the Lodi City Clerk.

FORM 497

Local committees must file a Form 497 in the following situations (*partial list*): 1) Contributions that total in the aggregate \$1,000 or more within the 90 days before an election or on the date of the election that are either made to or received by a candidate; and 2) Contributions that total in the aggregate \$1,000 or more made to committees primarily formed to support or oppose a local candidate 90 days prior to or on the date of the election.

WHERE TO FILE: Original + one copy with the Lodi City Clerk.

 *File by fax, guaranteed overnight delivery service, personal delivery, or electronic submission only.*

FORM 470

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. To determine if \$2,000 has been or will be raised or spent, the candidate's personal funds for the filing fee or statement of qualifications are excluded. A campaign bank account must be established if the candidate receives contributions from other persons.

WHERE TO FILE: Original + one copy with the Lodi City Clerk.

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 6, 2018**

Deadline	Period	Form	Notes
Jul 31, 2018 <i>Semi-Annual</i>	* – 6/30/18	460	<ul style="list-style-type: none"> All committees must file Form 460.
Within 24 Hours <i>Contribution Reports</i>	8/8/18 – 11/6/18	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 or measure being voted upon November 6, 2018. 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.
Sep 27, 2018 <i>1st Pre-Election</i>	7/1/18 – 9/22/18	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 25, 2018 <i>2nd Pre-Election</i>	9/23/18 – 10/20/18	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online, if available.
Jan 31, 2019 <i>Semi-Annual</i>	10/21/18 – 12/31/18	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2018.

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.
- 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 a Form 497 due the weekend before the election, or to any Form 496. 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.
- Method of Delivery:** All paper filings may be filed by 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.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/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/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2018 and do not have an open committee may file Form 470 on or before September 27, 2018. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **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 forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov. Click on Learn, then Campaign Rules.
- **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.
- Click [here](#) to view a video on basic information for candidates and committees.

SAMPLE

PREPARATION FOR THE NOMINATION PERIOD & FPPC REQUIREMENTS

(NOTE: This process may be performed before the Nomination Period opens.)

STEP 1. FILE FORM 501, CANDIDATE INTENTION STATEMENT, WITH CITY CLERK

Form 501 is available from the FPPC website: www.fppc.ca.gov and is provided in hard copy and electronically with this Handbook (see flash drive under FPPC FORMS & INFORMATION).

FORM 501 - REQUIRED

➔ **WHERE TO FILE:** Original + one copy with the Lodi City Clerk.

The Form 501, Candidate Intention Statement, must be filed with the City Clerk prior to the solicitation or receipt of any contribution or loan, and prior to use of any of the candidate’s personal funds in support of his/her campaign. A new Form 501 must be filed for each election even if a candidate is running for reelection to the same office. A separate campaign bank account must be established including campaigns that are self-funded by the candidate. Exception: A bank account is not required if a candidate will not receive contributions or make personal expenditures of less than \$2,000. The filing and statement of qualification fees are not included in calculating the \$2,000.

Candidates may start soliciting and receiving contributions for campaign expenses as soon as the candidate has filed a Form 501 and a Form 410, Statement of Organization, which establishes the committee (see Step 2 below). A candidate does not have to wait until the Nomination Period opens to file these statements to begin soliciting/receiving campaign contributions.

STEP 2. FILE FORM 410, STATEMENT OF ORGANIZATION, WITH SECRETARY OF STATE (COPY TO CITY CLERK)

Form 410 is available from the FPPC website: www.fppc.ca.gov and is provided in hard copy and electronically with this Handbook (see flash drive under FPPC FORMS & INFORMATION).

FORM 410 - OPTIONAL

➔ **WHERE TO FILE:** Original + one copy with Secretary of State’s Office (Political Reform Division, 1500 11th Street, Rm 495, Sacramento, CA 95814), along with \$50 fee payable to Secretary of State **AND** one copy with the Lodi City Clerk.

The Form 410 is used by an officeholder or candidate who receives contributions totaling \$2,000 or more in a calendar year. When \$2,000 has been received, the officeholder/candidate qualifies as a recipient committee and, within 10 days of qualifying, must file Form 410 with the Secretary of State and the local filing officer. A candidate is not required to count payments made from his/her personal funds for a filing fee or for a Statement of Qualifications that will appear in the voter pamphlet when calculating whether \$2,000 in contributions has been received. **All other personal funds of the officeholder/candidate used in connection with his/her election *must* be counted.** Form 410 may be filed prior to receiving \$2,000.

Candidates must establish a bank account for each office for which a Candidate Intention, Form 501, has been filed. The campaign bank account must be established at a financial institution

located in California. All contributions designated for a particular account or committee must be deposited in the appropriate campaign bank account. Candidates and officeholders may not make campaign-related expenditures from personal funds. Personal funds that will be used to pay campaign-related expenses must be deposited into the appropriate bank account prior to making the expenditure. Refer to FPPC Campaign Disclosure Manual 2, Chapter 1, at www.fppc.ca.gov and provided electronically with this Handbook for specific information relative to establishing bank accounts and Chapter 5 for restrictions on the use of campaign funds (see flash drive under FPPC FORMS & INFORMATION).

NOTE: FPPC does not require a Federal tax ID number; however, most banks will require one in order to open a campaign bank account. A tax ID number may be obtained on the IRS website, www.irs.gov.

A campaign committee does not have to be opened first to pay for the filing fee and the Candidate's Statement of Qualifications. The filing fee and Candidate's Statement of Qualifications may be paid for out of personal funds. When the Committee is opened, the filing fee and Candidate's Statement of Qualifications fee can be reimbursed to the candidate from campaign funds. This reimbursement is reportable on the campaign statement Form 460.

WHEN TO FILE AND FEE: File Form 410 within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

For early submissions, mark the "not yet qualified" box. The \$50 fee is *requested* at this time but is not legally required until the committee qualification threshold has been met.

The committee's FPPC ID number will be posted at cal-access.sos.ca.gov. All committees must disclose the financial institution and bank account number used by the committee.

STEP 3A. FORM 460, RECIPIENT COMMITTEE CAMPAIGN STATEMENT

Form 460 is available from the FPPC website: www.fppc.ca.gov and is provided electronically with this Handbook (see flash drive under FPPC FORMS & INFORMATION).

→ **WHERE TO FILE:** Original + one copy with the Lodi City Clerk.

The Form 460 is used by an officeholder/candidate who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$2,000 or more will be raised or spent during the calendar year at the behest of the officeholder/candidate. Officeholders/candidates will use the Form 460 to file any of the following: Pre-election Statement; Semi-Annual Statement; Quarterly Statement; Special Odd-Year Report; Termination Statement; and Amendment to a previously filed statement. The City Clerk's Office will notify filers via e-mail when the Form 460 is due. The Form 460 is to be filed with the Lodi City Clerk in accordance with the deadlines established by the FPPC.

◆ [\(See FPPC filing schedule at beginning of this section for deadlines\)](#)

Refer to FPPC **Campaign Disclosure Manual 2** for detailed information on campaign reporting requirements (see flash drive under FPPC FORMS & INFORMATION).

STEP 3B. FORM 470, OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT SHORT FORM

Form 470 is available from the FPPC website: www.fppc.ca.gov and is provided electronically with this Handbook (see flash drive under FPPC FORMS & INFORMATION).

→ **WHERE TO FILE:** Original + one copy with the Lodi City Clerk.

Form 470 is used by candidates who do not have a controlled committee and do not anticipate receiving or expending \$2,000 or more during the calendar year (this form is used in place of the Form 460). The City Clerk's Office will notify filers via e-mail when the Form 470 is due. The Form 470 must be filed with the City Clerk in accordance with the deadlines established with the FPPC. ◆ [\(See FPPC filing schedule at beginning of this section for deadlines\)](#)

Refer to FPPC **Campaign Disclosure Manual 2** for detailed information on campaign reporting requirements (see flash drive under FPPC FORMS & INFORMATION).

STEP 4. FORM 497, 24 HOUR CONTRIBUTION REPORT

Form 497 is available from the FPPC website: www.fppc.ca.gov and is provided electronically with this Handbook (see flash drive under FPPC FORMS & INFORMATION).

→ **WHERE TO FILE:** Original + one copy with the Lodi City Clerk.

↳ *File by fax, guaranteed overnight delivery service, personal delivery, or electronic submission only.*

The Form 497 is used by local committees in the following situations:

- Contributions that total in the aggregate \$1,000 or more within the 90 days before an election or on the date of the election that are either made to a candidate or ballot measure committee; or received by a candidate or ballot measure committee.
- Contributions that total in the aggregate \$1,000 or more made to committees primarily formed to support or oppose a local candidate(s) or measure(s) 90 days prior to or on the date of the election.
- Contributions that total in the aggregate \$1,000 or more made to a state or county political party committee 90 days prior to or on the date of any state election.
- Contributions that total in aggregate \$1,000 or more made to a candidate in a CalPERS or CalSTRS election 90 days before an election or on the date of the election.

The Form 497 is due within 24 hours of receiving or making contributions of \$1,000 or more. *Exceptions: Reports due on a weekend or state holiday, other than the weekend before an election, are extended to the next business day. Those who receive a late non-monetary or in-kind contribution must file Form 497 within 48 hours of the date the contribution was received.* The City Clerk's Office will **NOT** notify filers when the Form 497 is due as this is the candidate's responsibility when tracking his/her contributions.

Refer to FPPC **Campaign Disclosure Manual 2** for detailed information on campaign reporting requirements and FPPC's Fact Sheet on Reporting Advice on 24-Hour Contribution Report (see flash drive under FPPC FORMS & INFORMATION).

DUTIES AND OBLIGATIONS OF CANDIDATE AND CAMPAIGN TREASURER

The Political Reform Act of 1974 requires that officeholders and candidates, without a committee, must verify their own statements and reports. An officeholder or candidate verifies the truth and completeness of the statement as well as his/her use or reasonable diligence in its preparation.

Every Recipient Committee must have a treasurer and may also have an assistant treasurer. Committees may not accept contributions or make expenditures before a treasurer is appointed. Committee treasurers are required to sign campaign statements under penalty of perjury. Treasurers are legally responsible for the accuracy and completeness of campaign statements. An officeholder or candidate may act as his/her own treasurer on the committee's Statement of Organization (Form 410). The assistant treasurer will assume the duties of the treasurer if the treasurer is unavailable or vacates the office of treasurer.

Controlling officeholders and candidates must sign the campaign statement of each committee subject to their control. The officeholder or candidate must verify that, to the best of his/her knowledge, the treasurer used all reasonable diligence in statement preparation and that the statement is true and complete.

It is the duty of each treasurer, candidate, and elected officer to maintain detailed accounts, records, bills, and receipts that are necessary to prepare campaign statements and to comply with the Political Reform Act (GC 84104).

If any person files a statement or report or a copy of a statement or report after any deadline, he/she is liable to the filing officer or other officer with whom the copy is required to be filed in the amount of \$10 per day after the deadline (GC 91013).

In addition to the 10-day rule to file an original Form 410:

- A recipient committee that qualifies during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 within 24 hours of qualification with the City Clerk.
- A recipient committee that qualifies during the 90 days prior to an election or on the date of the election in which the committee makes independent expenditures of \$1,000 or more to support or oppose a candidate in that election must file the Form 410 within 24 hours of qualification with the City Clerk and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure.
- If, during the 16 days prior to an election when a committee is required to file pre-election statements, a change occurs in the name of the committee, the treasurer or other principal officers, or the controlling candidate, an amendment must be filed with the City Clerk within 24 hours of the change.

→ These filings must be made by fax, guaranteed overnight delivery, or personal delivery.

All contributions received by a person acting as an agent of a committee must be reported promptly by the recipient to the committee’s treasurer or any of his designated agents. “Promptly” means before the closing date of any campaign statement required to be filed by the treasurer (GC 84306).

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

For complete information regarding the duties and obligations of candidates and their treasurers, refer to the FPPC **Campaign Disclosure Manual 2** (see flash drive under FPPC FORMS & INFORMATION).

FPPC WORKSHOPS

FPPC offers training events, such as videos, workshops, and webinars that provide information on candidate, treasurer, and committee duties under the Political Reform Act. Topics include initial campaign activities, contributions and expenditures, reporting, advertising disclaimers, and post-election tasks. Visit FPPC’s website at www.fppc.ca.gov for further information and to register for training opportunities.

Candidates, Treasurers, and Committees - Training and Outreach

These training events provide information on candidate, treasurer, and committee duties under the Political Reform Act. Topics include initial campaign activities, contributions and expenditures, reporting, advertising disclaimers, and post-election tasks. You must register to attend the workshops and webinars. Hover over the icons to learn more about that type of training.

<h4>Workshops at the FPPC</h4>  <p>None available at this time. Please check back later!</p>	<h4>Webinars</h4>  <p>Wednesday, August 3 12 - 1:30 p.m.</p>
<h4>Videos</h4>  <p>Local Candidates, Treasurers, and Committee Basics</p>	<h4>Workshops in Other Locations</h4>  <p>Space is limited so register soon!</p>

PROCESS DURING THE NOMINATION PERIOD

7:30 A.M. JULY 16 – 5:00 P.M. AUGUST 10, 2018*

**EXTENDS TO 5:30 P.M. ON AUGUST 15 IF AN ELIGIBLE INCUMBENT DOES NOT FILE.*

It is recommended that the candidate call ahead to schedule an appointment with the City Clerk to pick up the nomination forms personally. The City Clerk will review the forms and procedures with the candidate. There are several forms requiring the candidate's signature. The City Clerk will provide the candidate with a checklist of documents provided to the candidate, indicating which documents must be returned by the end of the nomination period.

CONTACT: Lodi City Clerk Jennifer Ferraiolo, 333-6702 or jferraiolo@lodi.gov

During the initial appointment, the candidate's voter registration in City of Lodi District 1, 2, or 3 will be verified with the San Joaquin County Registrar of Voters Office. Additionally, candidates must complete a Certification of Domicile affirming that they reside in District 1, 2, or 3 and a Candidate Qualification Declaration affirming that they are qualified electors of District 1, 2, or 3. The City Clerk will affix her signature and imprint the date to the Nomination Paper at the time it is issued and will affix the name of the candidate, office sought, and District number on the Nomination Paper.

STEP 1. CIRCULATE NOMINATION PAPER

Basics regarding the circulation of Nomination Paper (Petition):

**NOMINATION
PAPER – REQUIRED
AT TIME OF FILING**

The Nomination Paper Circulator:

- May only be circulated between the specified dates.
- Only one person may circulate the petition; this may be the candidate or an appointed circulator.
- Circulator must be 18 years of age or older.

Nomination Paper Signers:

- Candidate, spouse, adult children may sign – must be residents and registered voters of City of Lodi District 1, 2, or 3.
- Minimum of 20; maximum of 30 signatures.
- Signers must be residents and registered voters of City of Lodi District 1, 2, or 3.
- No signer may sign more than one Nomination Paper for the same office; each seat on the governing body is a separate office.

Circulator Requirements:

The candidate or an appointed circulator may circulate the petition. Only one person may circulate each Nomination Paper (EC 10220). Each person who circulates a Nomination Paper for a candidate for the City Council must be 18 years of age or older (EC 102).

Signature Requirements:

A minimum of 20 to a maximum of 30 signatures of registered voters must be obtained on the Nomination Paper. It is advisable that you obtain the maximum number (30) to allow for a cushion in the event some of the signatures are invalid. Please note that if a person signs a Nomination Paper for more than one office, only the signature on the first paper filed with the City Clerk will be counted (EC 10220). Each seat on the governing body is a separate office.

Each signer must be a resident and registered voter of City of Lodi District 1, 2, or 3.

You and your spouse and adult children may sign provided they are registered voters and live in City of Lodi District 1, 2, or 3.

No more signers shall be secured for any candidate than the maximum number of 30. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the City Clerk, with written consent of the candidate, shall withdraw the excess number(s) (EC 8067).

To ensure that you have the required number of valid signatures on your nomination paper, we recommend that you check the Index of Registered Voters available at the San Joaquin County Registrar of Voters, located at 44 N. San Joaquin Street, Suite 350, (209) 468-2885, **before** filing final papers with the City Clerk. The San Joaquin Registrar of Voters provides a public access computer for use by the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, for your convenience. The Index is also available on CD for purchase through the Registrar. Official verification of the signatures is done after the City Clerk has submitted the Nomination Paper to the County Registrar of Voters.

STEP 2. CIRCULATOR TO EXECUTE DECLARATION

The circulator must complete the Circulator Affidavit after the Nomination Paper is circulated. If the candidate (nominee) is the circulator, the candidate completes the affidavit.

Whoever circulates the Nomination Paper must sign an affidavit that he/she personally witnessed all the signatures on the paper and knows that they are the signatures of the persons whose names they purport to be.

The circulator must complete the "Declaration of Circulator" as his/her name appears on the voter registration.

STEP 3. AFFIDAVIT OF NOMINEE AND OATH OF ALLEGIANCE

This section should be left blank and should be completed in the presence of the City Clerk at the time the nomination documents are filed. The affidavit section includes the name of the nominee, the office sought (including District number), the candidate's name and ballot designation (occupation)* as it will appear on the official ballot and in the voter pamphlet, residence address, and the oath of allegiance. The oath will be administered by the City Clerk and signed by the candidate in front of the City Clerk at the time the filing is complete. The candidate must sign and date the affidavit.

**Refer to Step 7 for determining a valid Ballot Designation.*

STEP 4. CANDIDATE'S FILING FEE – \$25

A \$25 candidate's filing fee is payable (by cash or check) to the City of Lodi when the Nomination Paper is filed with the Clerk. The City Council established the non-refundable filing fee of \$25 for Council candidates as set forth in Ordinance 1712. This fee must be paid at the time Nomination Papers are filed.

**FILING FEE –
REQUIRED AT TIME
OF FILING**

The Nomination Paper, containing the names of registered voters that have nominated the candidate, becomes a public document that may be viewed, but not copied, after the close of the nomination period.

STEP 5. FILE CANDIDATE'S STATEMENT OF QUALIFICATIONS & DECLARATION, INCLUDING DEPOSIT – \$500 (optional)

Basics regarding the Candidate's Statement of Qualifications:

- The Candidate's Statement of Qualification is optional.
- Will be printed in the voter pamphlet in both English and Spanish.
- **200 word limit.**
- Estimated cost – **\$500.**
- Form must be typed and provided in an editable electronic format (MS Word file).
- Once filed; it may not be changed (EC 13307 (a) (3)).
- Refer to SJROV pamphlet pertaining to Candidates' Statements for detailed information on "Word Count Standards" and the requirements (see flash drive under SJROV MATERIALS).
- Must be filed at the time the Nomination Paper is filed.
- Candidate's Statement of Qualifications is confidential until the expiration of the filing deadline.

**CANDIDATE
STATEMENT –
OPTIONAL, BUT
REQUIRED AT TIME
OF FILING**

Each candidate may prepare a Candidate's Statement of Qualifications on an official form provided by the City Clerk. The Candidate's Statement of Qualifications is designed to acquaint voters with a candidate's qualifications for the office being sought. This statement is printed in the voter pamphlet and mailed to all registered voters eligible to vote in the City of Lodi. The candidate is required to pay the cost for printing and translating the statement on the voter pamphlet (EC 13307 (c)), which is estimated at \$500. Resolution 2018-80 sets forth regulations for Lodi City Council candidate statements (see flash drive under RESOLUTIONS). The candidate must sign and date the statement at the time it is filed.

The Elections Code specifies that the Candidate's Statement of Qualifications shall be filed when the Nomination Paper is returned for filing (EC 13307 (a) (2)). The statement may not be filed separately from the Nomination Paper before the nomination period ends.

Once the Candidate's Statement of Qualifications is filed, it may NOT be changed; this includes any corrections to words or spelling errors. The statement may be withdrawn but cannot be retrieved for any changes (EC 13307 (a) (3)). The Elections Code prohibits the Elections Official from altering the statement. Check your statement carefully before filing.

The Candidate's Statement of Qualifications may be withdrawn during the period for filing nomination papers until end of the next business day after the close of the nomination period (EC 13307 (a) (3)).

A refund of the estimated cost for printing and translating the statement will be made within 30 days of the election, if it is withdrawn within the timeframe above.

NOTE: Once a statement is withdrawn, it cannot be filed again.

It is recommended that candidates e-mail a draft Candidate's Statement to the City Clerk for word count prior to filing the statement. If the filed statement contains an excess of 200 words, the candidate will be asked to delete the appropriate number of words.

An electronic copy, preferably in MS Word, of the Candidate's Statement of Qualifications must be submitted via e-mail (jferraiolo@lodi.gov) or on flash drive to the Clerk at the time the original statement is filed.

STEP 6. FILL OUT STATEMENT OF ECONOMIC INTERESTS, FORM 700

Form 700 is available from the FPPC website: www.fppc.ca.gov and is provided in hard copy and electronically with this Handbook (see flash drive under FPPC FORMS & INFORMATION).

➔ **WHERE TO FILE:** Original + one copy with the Lodi City Clerk.

**FORM 700 –
REQUIRED AT TIME
OF FILING**

Basics regarding the Statement of Economic Interests, Form 700:

- Must be filed at the time the Nomination Paper is filed.
- Original is maintained by FPPC, with copy held in the Lodi City Clerk's Office.
- Form 700s are public record.

The Form 700 is used by individuals who make or participate in making government decisions that could affect their personal financial interests. Officials and candidates of the City Council are required to file Form 700 to satisfy provisions under the Political Reform Act. Form 700s are public record and forwarded to the FPPC.

Refer to Handbook section entitled, "Conflict of Interest – Public Officials" for further information.

STEP 7. FILL OUT AND SIGN CANDIDATE BALLOT DESIGNATION WORKSHEET/FORM

Basics regarding Ballot Designations:

- Must be filed at the time the Nomination Paper is filed.
- Ballot designation is your current principal profession(s), vocation(s), or occupation(s).
- Maximum total of **three** words, separated by a “/”.
- There are strict rules on what can and cannot be used – review the regulations included with the Ballot Designation Worksheet.
- The Nomination Paper has a section designating your Ballot Designation; therefore, it is recommended that the Ballot Designation Worksheet be completed prior to signing the Affidavit of Nominee on the Nomination Paper.

BALLOT DESIGNATION WORKSHEET/FORM
– **REQUIRED AT TIME OF FILING**

The Candidate’s ballot designation is the designation that will be printed next to your name on the ballot. You will need to decide this designation before the Nomination Papers are filed. The regulations for candidate ballot designations are contained in this manual, along with the Ballot Designation Worksheet that must be completed and submitted to the City Clerk (see the “Forms” tab in this Handbook). The Ballot Designation Worksheet must be completed or the ballot designation will not be accepted (EC 13107.3).

STEP 8. FILL OUT DECLARATION OF INTENT TO INSTALL TEMPORARY SIGNS (optional)

The Declaration of Intent to Install Temporary Signs notifies the City that you intend to place signs in the community. Pursuant to Ordinance 1922, all temporary signs shall be removed within ten days after the election.

TEMPORARY SIGN FORM – **OPTIONAL**

****Any sign found not to be in compliance with local regulations will be communicated to the candidate for correction and/or removal. If the situation is not rectified in two business days, the Lodi Police Department ~ Code Enforcement Division will be notified to remove the sign. Candidates will be notified of the removal and given two business days to collect their sign, after which it will be discarded.****

With regard to Caltrans (State) property, the general rule that Caltrans follows is:

Signs on the side of the roadway are within the State’s right of way. Signs on the other side of the fence or utility poles are outside the right of way. The Caltrans Maintenance Unit will remove illegally-posted signs and store them in its Maintenance yard. Candidates can contact Caltrans to make arrangements to retrieve them; however, unclaimed signs are discarded.

Refer to Handbook section entitled, “Campaigning” for further information regarding campaign signs on Caltrans property.

STEP 9. FILL OUT CODE OF FAIR CAMPAIGN PRACTICES (optional)

Every candidate for public office is encouraged to follow basic principles of decency, honesty, and fair play in conducting campaigns. Completion of this form is voluntary.

**CODE OF FAIR
CAMPAIGN
PRACTICES –
OPTIONAL**

STEP 10. FILL OUT CANDIDATE’S PUBLIC INFORMATION SHEET AND MEDIA RELEASE FORM AND PROVIDE DIGITAL PHOTO (optional)

The Candidate’s Public Information Sheet contains information on the candidate that will be made available to the public, newspapers, and other media in response to inquiries about you. The candidate will authorize what information shall be released, including personal or business phone numbers, address, e-mail address, etc.

**PUBLIC INFO
SHEET & RELEASE
FORM – OPTIONAL**

The City of Lodi has a webpage dedicated to the election, including a page with information on City Council candidates. Council candidates may opt to include a photograph as a means of introducing themselves to the community. The Media Release Form grants the City of Lodi the right to use the photographic image on the webpage. Use of a photograph is optional and you can choose not to participate. In this case, the words “*No picture available*” will appear under your name.

STEP 11. FILE EVERYTHING WITH THE CITY CLERK AS EARLY AS POSSIBLE

The City Clerk recommends filing all the required paperwork early in case there are any problems; this way, the problems can be corrected prior to the final filing deadline.

SAMPLE

August 10, 2018 ~ Deadline For Filing Nomination Papers

**EXTENDS TO AUGUST 15 AT 5:30 P.M. IF AN ELIGIBLE INCUMBENT DOES NOT FILE.*

Nomination papers must be filed in accordance with the provisions of the California Elections Code. Papers received after the close of business on the specified day will not be accepted.

Candidates must personally file their papers for the following reasons:

- The candidate must take the Oath of Affirmation, administered by the City Clerk or her Deputy.
- The candidate's signature is required on many documents involved in the election process.
- If, through an oversight, the nomination papers are incomplete, the problem can easily be rectified when the candidate files in person.

Since there are a number of instructions to review and documents to complete, it is strongly recommended that candidates make appointments with the City Clerk to file paperwork at the Office of the City Clerk, City Hall, 221 W. Pine Street, Lodi. Please allow a minimum of 45 minutes to 1 hour to file nomination papers.

CONTACT: Lodi City Clerk Jennifer Ferraiolo, 333-6702 or jferraiolo@lodi.gov

DEADLINE TO WITHDRAW CANDIDACY

The Candidate's Statement of Qualifications may be withdrawn during the period for filing nomination papers and until end of the next business day after the close of the nomination period (EC 13307 (a) (3)). The \$25 filing fee is not refundable; however, the fee paid for the estimated cost of printing and translating the Candidate's Statement of Qualifications will be reimbursed if the candidate withdraws no later than the time specified above.

Candidate's name will appear on the ballot if not withdrawn by the deadline.

ORDER OF CANDIDATES' NAMES ON BALLOT

AUGUST 16, 2018

The Secretary of State conducts a randomized drawing of letters of the alphabet (EC 13112), and the resulting order of letters constitutes the "randomized alphabet" to be used for determining the order of candidates' names on the ballot.

This alphabet applies throughout the candidate's name, last name first, followed, if necessary, by first name, then middle name. If more than one candidate's last name begins with the same letter, proceed to the second letter and, if needed, the third, etc., until different letters appear in the same position. For example, if two candidates with the last names Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters "M" and "R" were drawn in the randomized alphabet drawing.

The City Clerk's Office will notify candidates via e-mail with the results of the randomized drawing and the order of candidates' names on the ballot.

INDIGENCE

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/she is eligible to submit a candidate statement without payment of the fee in advance.

The statement of financial worth required by this section shall be submitted by the candidate together with his/her candidate statement in accordance with the deadline specified in EC 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.

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.

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 the local agency determines that the candidate is indigent, the local agency shall print and mail the statement.

Nothing in this section shall prohibit the elections official from billing the candidate his/her actual pro rata share of the cost after the election.

Contact the City Clerk's Office at (209) 333-6702 to request forms if you feel you qualify as indigent.

FALSE STATEMENTS/FINES

Elections Code Section 18351 provides that "Any candidate in an election...who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to EC 11327 or 13307 with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed \$1,000."

PUBLIC RECORDS

The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election (EC 20442).

Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection (EC 20443).

POLITICS IN CITY HALL

Pursuant to the City of Lodi's Rules for Personnel Administration, employees are prohibited from engaging in political activities while on duty:

SECTION 12.01 POLICY FOR DISCIPLINARY PROCEEDINGS.

In order to establish employee standards of conduct and work performance that are consistent with the efficient and effective delivery of public services, this section outlines those circumstances under which disciplinary action may be required. The following may be causes for disciplinary action including, but not limited to, written reprimand, demotion, suspension, or discharge of any employee. The purpose of specifying these causes is to alert employees to the more common types of disciplinary issues. However, this list is not all inclusive and there may arise instances of unacceptable behavior not included in this list.

- L. Engaging in political activities while on duty, in uniform or using the authority associated with City employment.

Further, City employees and candidates are prohibited from directly soliciting contributions from City employees. A mass solicitation where the candidate is not aware a City employee is on the list does not violate the prohibition. Government Code Section 3205 relating to POLITICAL ACTIVITIES OF PUBLIC EMPLOYEES states the following.

SECTION 3205.

- (a) An officer or employee of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.
- (b) A candidate for elective office of a local agency shall not, directly or indirectly, solicit a political contribution from an officer or employee of that agency, or from a person on an employment list of that agency, with knowledge that the person from whom the contribution is solicited is an officer or employee of that agency.
- (c) This section shall not prohibit an officer or employee of a local agency, or a candidate for elective office in a local agency, from requesting political contributions from officers or employees of that agency if the solicitation is part of a solicitation made to a significant segment of the public which may include officers or employees of that local agency.
- (d) Violation of this section is punishable as a misdemeanor. The district attorney shall have all authority to prosecute under this section.
- (e) For purposes of this section, the term "contribution" shall have the same meaning as defined in Section 82015.

REGULATIONS PERTAINING TO SIGNS

Lodi Municipal Code relating to TEMPORARY SIGN REGULATIONS states the following.

SECTION 17.34.070(D) TEMPORARY SIGNS

- D. Temporary Signs. Temporary signs are allowed in all zoning districts subject to the following requirements. Temporary signs include banner signs, paintings, markings and writings.
1. Residential Zoning District On-site Signs.
 - a. Maximum Area. Sign area shall not exceed six square feet.
 - b. Number. No more than four temporary on-site signs shall be placed on any parcel.
 - c. Duration. Temporary signs shall be removed within ten days of the termination of the event with which they are associated. Any sign which has been in place longer than a period of six months shall be subject to the applicable standards regulating permanent signage.
 - d. Placement. Temporary signs shall not present a physical danger to persons or property. No temporary sign shall be placed, affixed, painted, marked, or written in a manner that obstructs either vehicular traffic (either by physical obstruction or obstruction of sight lines) or pedestrian traffic. No temporary sign shall be placed, affixed, painted, marked, or written upon any public property or public right-of-way including but not limited to any public building, sidewalk, crosswalk, curb, fence, wall, public playground equipment, and/or facilities, street lamp post, utility pole, hydrant, tree, street or traffic signs, parkways (e.g. the area between curb and sidewalk) or medians.
 2. Commercial and Industrial Zoning District On-site Signs.
 - a. Maximum Area. Sign area shall not exceed thirty-two square feet per sign face.
 - b. Number. Each parcel shall be allowed a minimum of four temporary on-site signs, plus one additional temporary on-site sign for each 200 feet of lineal street frontage per parcel. Properties with multiple tenants or businesses shall be allowed no more than four additional temporary on-site signs per tenant or business.
 - c. Duration. Temporary signs shall be removed within ten days of the termination of the event with which they are associated. Any sign which has been in place longer than a period of six months shall be subject to the applicable standards regulating permanent signage.

- d. Placement. Temporary signs shall not present a physical danger to persons or property. No temporary sign shall be placed, affixed, painted, marked, or written in a manner that obstructs either vehicular traffic (either by physical obstruction or obstruction of sight lines) or pedestrian traffic. No temporary sign shall be placed, affixed, painted, marked, or written upon any public property or right-of-way including but not limited to any public building, sidewalk, crosswalk, curb, fence, wall, public playground equipment, and/or facilities, street lamp post, utility pole, hydrant, tree, street or traffic signs, parkways (e.g. the area between curb and sidewalk) or medians.

Ordinance 1922 in its entirety is provided electronically with this Handbook (see flash drive under ORDINANCES).

OTHER SIGN AND ADVERTISING REGULATIONS

9.08.010 Advertising matter distribution-Private property.

It is unlawful for any person to distribute or throw, or procure anyone to distribute or throw, upon any private yard, lawn, driveway, sidewalk, porch or steps of any residence, or upon or in any part of any structure, or upon any vacant property, or in or upon any motor vehicle or other vehicle in the city, any advertising sample, handbill, dodger, circular, booklet or other notice of commercial advertising; provided, that nothing in this section prohibits the distribution and delivery of any newspaper which is capable of being entered or is entered as second-class matter under the provisions of the United States Post Office regulations of March 3, 1879, and other United States statutes.

9.08.015 Advertising matter distribution-Delivery methods-Declaration of public nuisance.

A. The council declares that the throwing, depositing or procuring of another to throw or deposit circulars, handbills, pamphlets, advertisements or other written materials by attaching to such materials a bag or bags of stones or other heavy object or objects is a public nuisance because said stones or other similar objects may cause serious injury to persons and/or property when struck, picked-up or propelled by power lawnmowers, edgers, leaf blowers, string trimmers or other lawn and/or garden care equipment or when thrown from moving vehicles and shall therefore be abated pursuant to procedures set forth herein. These procedures for abatement are not exclusive and shall not in any manner limit or restrict the city from enforcing other city ordinances regulation or abating public nuisances in any other manner provided by law.

B. Nuisances Prohibited. It is unlawful and an infraction for any person to throw, deposit or to procure another to throw or deposit a circular, handbill, pamphlet, advertisement or any other written material onto any public or private property when said circular, handbill, pamphlet, advertisement or other written material has attached to it a bag containing stones or other heavy object or objects or otherwise has been rolled, wrapped or packaged with a heavy object or objects enclosed with or affixed onto said circular, handbill, pamphlet, advertisement or other written material.

9.08.020 Advertising matter distribution-Public property.

Any person who throws or deposits, or causes or procures to be thrown or deposited, any scraps or pieces of paper, dodgers, handbills, advertising or business cards in or upon any street, alley, sidewalk or public place in the city is guilty of a misdemeanor. Nothing provided in this section prohibits sticking or placing bills or the attaching of handbills, dodgers or cards to posts or buildings by or with the consent of the owners or persons in charge of the same, or the sweeping or removing of the same into any street, alley, sidewalk or place by any person who did not place or procure the placing of such bills and similar matter in such places.

9.08.140 Destruction of signs.

It is unlawful for any person without authority to tear down, deface or destroy any sign posted pursuant to this article.

12.12.080 Posting signs.

No person in a recreational area shall paste, glue, tack or otherwise post any sign, placard, advertisement or inscription whatsoever, nor shall any person erect or cause to be erected any sign whatsoever on any public lands or highways or roads adjacent to a recreational area.

12.04.060 Required. (re: right-of-way)

A. It is unlawful for any person, without first obtaining a written permit, to:

- 1. Encroach or to make or cause to be made any encroachment of any nature whatever within, upon, over or under the limits of any right-of-way in the incorporated territory of the city; or
- 8. Place any sign, structure, wall, culvert or similar encroachment;

DEPARTMENT OF TRANSPORTATION

Information from the State Department of Transportation (Caltrans) on State law governing the placement of temporary political signs, along with a Statement of Responsibility that must be completed and submitted to Caltrans, are included in this Handbook (see "Forms" tab).

CAMPAIGN LITERATURE – PAID POLITICAL ADVERTISEMENTS AND MASS MAILINGS

Elections Code Section 20008 relating to PAID POLITICAL ADVERTISEMENTS states the following.

SECTION 20008.

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.

For further assistance, refer to FPPC'S fact sheet on Political Advertising Disclaimers available from the FPPC website: www.fppc.ca.gov and provided electronically with this Handbook (see flash drive under FPPC FORMS & INFORMATION).

Mass mailings are more than 200 substantially similar pieces of mail sent by an officeholder, candidate, or committee within any calendar month. The sender of a mass mailing is the candidate or committee who pays for the largest portion of the mailing.

Government Code Section 84305 relating to MASS MAILINGS states the following.

SECTION 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.

(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.

Mass Mailing Prohibitions

No newsletter or other mass mailing shall be sent at public expense (GC 89001).

As additional information, the San Joaquin County Registrar of Voter’s Office provided a fact sheet on campaign literature, which is provided electronically with this Handbook (see flash drive under SJROV MATERIALS).

REQUESTS FOR AND DISSEMINATION OF INFORMATION TO CANDIDATES

Requests from candidates for information, documentation, resources, data, and/or meetings with Department Heads shall be filtered through the City Clerk’s Office to ensure that all candidates receive the same information and have similar opportunities. To schedule such a request, contact:

Lodi City Clerk’s Office
Jennifer Ferraiolo, City Clerk
(209) 333-6702
cityclerk@lodi.gov OR
jferraiolo@lodi.gov

MEETING WITH THE CITY MANAGER

The City Manager will hold a meeting with the candidates on the following date, time, and location to provide an overview of City information, introduce City Department Heads, and answers questions of the candidates.

Monday, August 20, 2018

6:00 p.m.

Carnegie Forum

305 W. Pine Street

Lodi, CA 95240

SAMPLE

CONFLICT OF INTEREST ~ PUBLIC OFFICIALS

This is an overview, using non-technical terms, of your obligation under the Political Reform Act's conflict of interest rules. It is intended to help you understand your obligations at the "big picture" level and to guide you to more detailed resources.

In simple terms, you have a conflict of interest with regard to a particular government decision if it is sufficiently likely that the outcome of the decision will have an important impact on your economic interests, and if the important impact on your economic interests is not also felt by a significant segment of the jurisdiction. The voters who enacted the Political Reform Act by ballot measure in 1974 judged such circumstances to be enough to influence, or to appear to others to influence, your judgement with regard to that decision.

Under rules adopted by the California Fair Political Practices Commission, deciding whether you have a financial conflict of interest under the Act is an eight-step process. If you methodically think through the steps whenever you think there may be a problem, you can avoid most, if not all, mistakes.

STEP 1. PUBLIC OFFICIAL

Are you a "public official," within the meaning of the rules? If you file a Form 700 statement of economic interests each year, you are a "public official" under the Act.

STEP 2. GOVERNMENTAL DECISION

Are you making, participating in making, or influencing a governmental decision? The Act's conflict of interest rules apply when you:

- Make a governmental decision (for example, by voting or making an appointment).
- Participate in making a governmental decision (for example, by giving advice or making recommendations to the decision-maker).
- Influence a governmental decision by communicating with the decision-maker.

A good rule of thumb is to ask yourself if you are exercising discretion or judgment with regard to the decision.

STEP 3. ECONOMIC INTERESTS

What are your economic interests? That is, what are the possible sources of a financial conflict of interest? There are six kinds of economic interests from which conflicts of interest can arise:

1. Personal finances of a public official or of his/her immediate family (includes Registered Domestic Partners).
2. Business investments.
3. Business employment or management.
4. Real property.
5. Sources of income.
6. Gifts and loans.

The Statement of Economic Interest, Form 700, which includes detailed information on each economic interest is available from the FPPC website: www.fppc.ca.gov and is provided electronically with this Handbook, along with the City of Lodi's Conflict of Interest Code and FPPC's fact sheet relating to gifts and honoraria (see flash drive under FPPC FORMS & INFORMATION).

Your personal expenses, income, assets, or liabilities, as well as those of your immediate family, are known as the "personal financial affects" rule. If these are likely to go up or down as a result of the governmental decision, then it has a "personal financial effect" on you.

On the Form 700 you file each year, you disclose many of the economic interests that could cause a conflict of interest for you. Be aware, however, that not all of the economic interests that may cause a conflict of interest are listed on the Form 700. A good example is your home. It is common for a personal residence to be the economic interest that triggers a conflict of interest despite it not being disclosed.

STEP 4. INTEREST INVOLVED IN GOVERNMENTAL DECISION

Are your economic interests directly or indirectly involved in the governmental decision? An economic interest that is directly involved in a governmental decision creates a bigger risk of a conflict of interest than does an economic interest that is only indirectly involved in the decision. The FPPC's regulations distinguish between directly involved and indirectly involved economic interests.

STEP 5. MATERIALITY

What kinds of financial impacts on your economic interests are considered important enough to trigger a conflict of interest? You have a conflict of interest only if it is reasonably foreseeable that the governmental decision will have an important impact on your economic interests.

Remember these facts:

If the economic interest is directly involved in the governmental decision, the standard or threshold for deeming a financial impact to be material is stricter. This is because an economic interest, which is directly involved in a governmental decision presents a bigger conflict of interest risk for the public official who holds the interest.

If the economic interest is not directly involved, the materiality standard is more lenient because the indirectly involved interest presents a lesser danger of a conflict of interest.

There are different sets of standards for the different types of economic interests. That is, there is one set of materiality standards for business entities, another set for real property interests, etc.

The rules vary by the size and situation of the economic interest. For example, a \$20,000 impact resulting from a governmental decision may be crucial to a small business, but may be minor for a large corporation. Thus, the materiality standards distinguish between large and small businesses, between real property which is close or far from the property that is the subject of the decision, etc.

STEP 6. DOES A CONFLICT OF INTEREST RESULT?

The important question: Is it substantially likely that the governmental decision will result in one or more of the materiality standards being met for one or more of your economic interests? The heart of the matter is deciding whether it is sufficiently likely that the outcome of the decision will have an important impact on your economic interests.

Step 6 calls for a factual judgment, not necessarily a legal one. You must look at your economic interests and how it feeds into the entire factual picture surrounding the decision.

STEP 7. "PUBLIC GENERALLY" EXCEPTION

If you have a conflict of interest, does the "public generally" exception apply? Is the conflict of interest disqualifying? Not all conflict of interests prevent you from lawfully taking part in the government decision at hand. Even if you otherwise have a conflict of interest, you are not disqualified from the decision if the "public generally" exception applies.

If you can show that a significant segment of your jurisdiction feels a financial impact that is substantially similar to the impact on your economic interest, then the exception applies.

The "public generally" exception must be considered with care. You may not just assume that it applies. There are specific rules for identifying the specific segments of the general population with which you may compare your economic interest and specific rules for deciding whether the financial impact is "substantially similar."

STEP 8. LEGALLY REQUIRED PARTICIPATION

Even if you have a disqualifying conflict of interest, is your participation legally required? In certain rare circumstances, you may be called upon to take part in a decision despite the fact that you have a disqualifying conflict of interest. This "legally required participation" rule applies only in certain very specific circumstances where your government agency would be paralyzed from acting. You are strongly encouraged to seek advice from Lodi's legal counsel or the FPPC before you act under the rule.

CONCLUSION

Do not be afraid to ask for advice. It is available from FPPC:

FPPC Toll-Free
1-866-ASK-FPPC (1-866-275-3772)
Monday through Thursday
9:00 a.m. – 11:30 a.m.
advice@fppc.ca.gov

BROWN ACT

Government Code Section 54950-54963, which is the Ralph M. Brown Act, sets forth rules and regulations on the conduct of business by public officials to ensure their actions are taken openly and that their deliberations be conducted openly.

The Brown Act covers members of virtually every type of local government body, elected or appointed, decision-making or advisory. Some types of private organizations are covered, as are newly-elected members of a legislative body, even before they take office. Similarly, meetings subject to the Brown Act are not limited to face-to-face gatherings. They also include any communication medium or device through which a majority of a legislative body discusses, deliberates, or takes action on an item of business outside of a noticed meeting. They include meetings held from remote locations by teleconference.

For informational purposes, the League of California Cities' publication entitled, "Open & Public V: A Guide to the Ralph M. Brown Act" is provided electronically with this Handbook (see flash drive under REFERENCE MATERIALS).

ETHICS TRAINING (AB1234) ~ REQUIRED FOR SUCCESSFUL CANDIDATES

Government Code Sections 53235 and 53235.1 state the following.

53235.

- (a) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.
- (b) Each local agency official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.
- (c) If any entity develops curricula to satisfy the requirements of this section, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of any proposed course content. When reviewing any proposed course content the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.
- (d) A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in-person, or online.
- (e) All providers of training courses to meet the requirements of this article shall provide participants with proof of participation to meet the requirements of Section 53235.2.
- (f) A local agency shall provide information on training available to meet the requirements of this article to its local officials at least once annually.

53235.1.

(a) Each local agency official in local agency service as of January 1, 2006, except for officials whose term of office ends before January 9, 2007, shall receive the training required by subdivision (a) of Section 53235 before January 1, 2007. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(b) Each local agency official who commences service with a local agency on or after January 1, 2006, shall receive the training required by subdivision (a) of Section 53235 no later than one year from the first day of service with the local agency. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(c) A local agency official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.

To help meet your AB1234 ethics training requirements, the Lodi City Attorney's Office will conduct ethics training on the following date, time, and location. Upon completion of the course, file the Public Service Ethics Education Proof of Completion Certificate with the Lodi City Clerk.

Monday, December 10, 2018
6:00 – 8:00 p.m.
Carnegie Forum
305 W. Pine Street
Lodi, CA 95240

Additionally, the Institute for Local Government and the FPPC has developed a free online ethics training course. In lieu of the meeting, you may access the online course at <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>. Upon completion of the online course, you will need to file the Public Service Ethics Education Online Proof of Completion Certificate with the Lodi City Clerk's Office at 221 W. Pine Street, Lodi, CA, 95240.

MISCELLANEOUS

SAN JOAQUIN COUNTY REGISTRAR OF VOTER'S OFFICE

The San Joaquin County Registrar of Voter's Office can be contacted at:

44 N. San Joaquin St., Ste. 350
 Stockton, CA 95202
 (209) 468-2885 Phone
 (800) 400-5009 Toll Free
 (209) 468-2889 Fax
www.sjcrov.org/

Available services include, but are not limited to: voter registration forms; vote-by-mail voter lists; precinct maps; and signature verification. The County's price list is provided electronically with this Handbook (see flash drive under SJROV MATERIALS).

The Registrar's Office provides a link on its website to register to vote on line: <http://registertovote.ca.gov/>. The deadline to register to vote for the November 6, 2018 General Municipal Election is **October 22, 2018**. The City Clerk's Office also has a small supply of voter registration forms available for candidates and the public.

IMPORTANT CONTACT INFORMATION

Lodi City Clerk's Office 221 W. Pine Street (P.O. Box 3006, 95241) Lodi, CA 95240	Phone: (209) 333-6702 FAX: (209) 333-6807 Website: www.lodi.gov E-Mail: cityclerk@lodi.gov jferraiolo@lodi.gov
Lodi Municipal Code	Website: www.municode.com/library/ca/lodi/codes/code_of_ordinances
Lodi Public Records	Website: http://records.lodi.gov/weblink/
San Joaquin County Registrar of Voters 44 N. San Joaquin Street Ste. 350 Stockton, CA 95202	Phone: (209) 468-2885 FAX: (209) 468-2889 Website: www.sjcrov.org/
Fair Political Practices Commission 428 J Street Suite 450 (P.O. Box 807) Sacramento, CA 95812	Technical Assistance: (866) 275-3772 (Toll Free) To Report Violation: (800) 561-1861 (Toll Free) FAX: (916) 322-0883 Internet: www.fppc.ca.gov Advice: advice@fppc.ca.gov

Secretary of State 1500 11 th Street Room 495 (P.O. Box 1467) Sacramento, CA 95812	Political Reform Div: (916) 653-6224 FAX: (916) 653-5045 Website: www.sos.ca.gov/
State Attorney General Brown Act requirements	Phone: (800) 952-5225 Website: www.caag.state.ca.us/ E-Mail: PIU@DOJ.ca.gov
State Franchise Tax Board 31 E. Channel Street Stockton, CA 95202	Phone: (800) 338-0505 Website: www.FTB.ca.gov
Federal Elections Commission	Phone: (800) 424-9530 (Toll Free)
Internal Revenue Service	Phone: (800) 829-1040 (Toll Free) Website: www.irs.gov
Smart Voter	Website: www.votersedge.org/ca/page/smartvoter
Institute for Local Government	Website: www.ca-igs.org/

ELECTION RESULTS

Election results will be posted on the San Joaquin County Registrar of Voters website at: www.sicrov.org/results.html. The City of Lodi website (www.lohi.gov) will also link to the Registrar's page.

Ballots will be counted following the close of the polls at 8:00 p.m. Typically, the first results will be the Vote-by-Mail and Mail ballots, followed by precinct ballots. Once the last ballot is counted, a semi-official election summary report will be available on the Registrar's website. The final election results will occur after the official canvass of returns, which must be completed no later than the 28th day following the election. Refer to the San Joaquin Registrar of Voters Campaign Guide provided electronically with this Handbook (see flash drive under SJROV MATERIALS).

The Lodi City Council will certify the final election results at its Council meeting of December 5, 2018, and the newly-elected Council Members will be sworn into office.

AFTER THE ELECTION ~ SUCCESSFUL CANDIDATES

An officeholder retains his/her status as a “candidate” and must continue to file campaign reports until they leave elective office and terminate their committee.

Campaign Committees (Form 460 Filers):

After the election, a successful candidate has the option of maintaining his/her committee and campaign bank account, or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions.
- Use campaign funds to offset officeholder expenses.
- Hold funds for use in a future election. Refer to Manual 2, Chapter 11, for information on redesignating an account and committee for a future election (see flash drive under FPPC FORMS & INFORMATION).

During non-election years, Form 460 is filed on a semi-annual basis as long as the committee remains open. In addition, other special reports may be required. Refer to Manual 2, Chapter 5, for a discussion on the permissible uses of campaign funds (see flash drive under FPPC FORMS & INFORMATION).

If no funds are left in the campaign account and the candidate will not raise additional funds, the account and campaign committee should be closed. (Form 460 must be filed indicating a zero cash balance and Form 410 to terminate the committee.) If the committee is terminated before the end of a calendar year, the candidate must continue to file the Form 460 for the remainder of that calendar year. However, the Form 460 may be filed as both a termination statement and a semi-annual statement. The Form 470 may be filed in future years while in office.

Form 470 Filers:

Officeholders who filed a Form 470 during the campaign have no additional filing obligations that calendar year provided \$2,000 or more is not received or spent during that calendar year. So long as a candidate/officeholder does not have an open committee, a Form 470 must be filed by July 31 of each subsequent non-election year.

Form 700 ~ Statement of Economic Interests:

Elected officials (i.e. Council Members) listed in Government Code Section 87200 are required to file a Statement of Economic Interests (Form 700). Newly-elected Council Members must file within 30 days of assuming office. Lodi City Council Members will be sworn into office on December 5, 2018; thereby, making the deadline to file the Form 700 on Monday, January 7, 2019. Thereafter, Council Members will file annually, every April 1.

Miscellaneous:

The City Clerk will set an appointment for a new Council Member orientation to review items relating to salary and benefits; mail processing and packet deliveries; business cards and nameplates; City photo; iPad and accessories; and relevant information for newly-elected Council Members.

AFTER THE ELECTION ~ DEFEATED CANDIDATES

Campaign Committees (Form 460 Filers):

For candidates who filed the Form 460, there is no deadline for terminating the committee or disposing of remaining funds; however, if there are leftover funds and the candidate wants to use the funds for a future election, the funds must be redesignated or transferred. Form 460 continues to be filed on a semiannual basis and the annual committee fee paid as long as the committee remains open. In addition, other special reports may be required. Refer to Manual 2, Chapter 9 (see flash drive under FPPC FORMS & INFORMATION).

To use money remaining in the campaign bank account for a future election to the same office, a candidate must file a new Candidate Intention Statement, Form 501, and amend the Statement of Organization, Form 410. To use the funds for election to a different office, the candidate must file a new Form 501, open a new campaign bank account, and file a new Form 410 for the future election. **In either event, this must be done on the 90th day after the closing date for the post-election reporting period or upon the 90th day after the date of leaving office, whichever occurs last, or the funds will become “surplus” campaign funds and be subject to restrictions.** Refer to Manual 2, Chapter 5 (see flash drive under FPPC FORMS & INFORMATION).

Surplus campaign funds must be used only for the following purposes:

- Payments for outstanding campaign debts or officeholder expenses.
- Refunds to contributors.
- Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate's immediate family (spouse or registered domestic partner and children), or the campaign treasurer.
- Contributions to a political party committee, so long as the funds are not used to make contributions in support of or opposition to a candidate for elective office. (The funds must be used for the party's or committee's overhead expenses.)
- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure.
- Payments for professional services or attorneys' fees for litigation that arises out of campaign or election activities.
- Payment for an electronic security system. Contact the FPPC for information about specific requirements that must be met.

A committee may terminate only if the committee:

- Has ceased receiving contributions or making expenditures and does not anticipate receiving contributions or making expenditures in the future.
- Has no remaining campaign funds.
- Has filed all required campaign statements, disclosing all reportable transactions, including the disposition of leftover funds.
- Has eliminated all debts, or has no intention or ability to discharge debts.

Form 470 Filer:

A candidate who filed the campaign statement short form, Form 470, has no further reporting obligations after the election as long as less than \$2,000 was raised or spent during the calendar year.

Form 700 ~ Statement of Economic Interest:

There are no other filing obligations with regard to Statements of Economic Interest (Form 700).

SAMPLE

**SAN JOAQUIN COUNTY
REGISTRAR OF VOTERS**



**Campaign Guide
&
Related Information**

CAMPAIGN GUIDE

CANDIDATE STATEMENT

- Submit your candidate statement in an electronic format in Microsoft Word format (doc), on CD or email to:

Jennifer M. Ferraiolo - jferraiolo@lodi.gov

- ONE signed hard copy and the electronic format must be filed in the City Clerk's Office along with the Nomination papers no later than **Friday, August 10, 2018**.
- Candidate statements must be written by the candidate discussing his/her education and qualifications and cannot contain statements written by a second party.
- Candidate statements that discuss in any way the education, qualifications, and/or record (or lack thereof) of any of the candidate's opponents will not be accepted.
- Format all text in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated.
- All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein.
- Statements will be typeset exactly as submitted. Candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. The Registrar of Voters is authorized to make corrections **ONLY** to the format of the statement.
- Payment for the estimated cost of the candidate's statement of qualifications is collected in advance. **Checks are payable to:**
City of Lodi
- The difference between the estimated cost and the actual cost will either be refunded or billed to the candidate within 30 days following the election.
- If there are discrepancies between the hard copy and the electronic copy, the hard copy will prevail.

TRANSLATIONS INTO OTHER LANGUAGES

The statements will automatically be printed in languages required by the Federal Voting Rights Act. In San Joaquin County, the Registrar of Voters Office will arrange for all statements to be translated, printed, and mailed in English and Spanish.



PREPARATION OF THE CANDIDATE'S STATEMENT

In order to ensure uniformity of candidate's statements, candidates must prepare their statement as follows:

1. All statements must be submitted electronically with a hard copy of the candidate statement signed by the candidate and attached to the candidate statement form provided.

If the statement is prepared on a separate piece of paper, attach the paper to the candidate statement form provided. Be sure to adhere to the following:

- The top and bottom portions of the form must be completed in full.
- Check the space provided on the form for a supplemental page.
- Any supplemental page(s) must bear the signature of the candidate.
- Any supplemental page(s) must be numbered (for example "1 of 1" for a single page, or "1 of 2" and "2 of 2" for two pages).

2. Statements are to be submitted as follows:

- Electronically and typewritten
- Block paragraph style
- Written in the first person (e.g. "I am running..." not "She is running..." or "Jane Doe is Running...") and shall be limited to a recitation of the candidate's own personal background and qualifications. EC §13307(a)(1)

3. All statements should be checked by the candidate, for spelling, punctuation and grammar. The Registrar of Voters Office will not edit any material, and is not responsible for any mistakes contained therein. Statements with spelling, punctuation and grammatical errors will be printed exactly as submitted.

4. Do not use:

Bullets	Underlines
Stars	Lists
Tables	Boldface type
Italics & all capital letters	Indentations
Multiple punctuations	Any unusual spacing or underscoring

Statements that are not in compliance will be reformatted and set in uniform type by the elections official. The elections official bears no responsibility for the correct typesetting of any statement that must be reformatted under these circumstances.

5. Count the words in your statement. The total count must not exceed 200 words for local office candidates and 250 for Legislative and Congressional candidates. The guidelines on the following pages will help you in the counting of the words.
6. Do not include any party affiliation.
7. Do not include membership or activity in partisan political organizations.

PREPARATION OF THE CANDIDATE'S STATEMENT (continued)

8. Notwithstanding the above guidelines, nothing should be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. Candidate statements are to discuss the education and qualifications of only the candidate filing the statement. The Registrar of Voters will not accept any candidate statements that discuss in any way the education, qualifications, and/or record (or lack thereof) of any of the candidate's opponents.

The format of your statement may need to be changed to accommodate printing requirements of the Sample Ballot Pamphlet.

At the time the statement is filed, you will be asked to sign the "Candidate's Declaration" form to ensure uniformity in all the statements submitted. Statements must be formatted pursuant to the guidelines provided by the county. Statements not submitted in the appropriate format will be reformatted by the Registrar of Voters Office. The Registrar of Voters bears no responsibility for the correct typesetting of statements that must be reformatted.

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words or sentences to put the statement within the required word limit before the statement is filed.

The candidate must sign and date the candidate statement agreement form before it is filed. A copy of the submitted statement will be given to the candidate. If the candidate does not file a statement, the lower portion of the agreement form must be signed by the candidate to indicate the candidate does not want to publish a candidate statement of qualifications.

CONFIDENTIALITY OF CANDIDATE'S STATEMENT

Notwithstanding the provisions of the California Public Records Act commencing with Section 6250 of the Government Code, **the statements filed pursuant to Section 13307 shall remain confidential until the expiration of the filing deadline. EC §13311**

CHALLENGE OF CONTENTS

Candidates' statements are available in the Registrar of Voters Office for public examination for a period of 10 calendar days immediately following the close of the nomination period, where documents may be reviewed and copies obtained (for a copy fee \$0.15 per page).

Also during this 10-calendar-day examination period, any voter of the affected jurisdiction may take legal action to challenge the contents of any candidate's statement pursuant to Elections Code §13313(b)(1).

Elections Code §18351 provides that any candidate for a local nonpartisan office in an election who prepares a candidate's statement and knowingly makes a false statement of a material fact with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).

WORD COUNT STANDARD FOR CANDIDATE STATEMENTS

CALIFORNIA ELECTIONS CODE §9

- This section shall not apply to counting words for ballot designations under Section 13107.
- The title of the office, name, age, and occupation and the signature are not included in the word count, only the text is counted.

The following are the guidelines for computing word count:

1. Punctuation..... is not counted
2. Each word shall be counted as: one word
(The words "a", "the", "and" are counted as individual words)
3. All geographical names shall be considered as: one word
(for example: "City of San Francisco")
4. Each abbreviation for a word, phrase, or expression: one word
(for example: UCLA, U.C.L.A., USMC, U.S.M.C., etc.)
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. Each part of all other hyphenated words shall be counted as a separate word.one word
6. Dates consisting of a combination of words and digits shall be counted as: two words
(for example: November 6, 2018)
7. Dates consisting only of a combination of digits shall be counted as: one word
(for example: 11/06/2018)
8. Any number or range of numbers consisting of a digit or digits shall be considered as: one word
(for example: 3, 2006, 1971-73, 5%, 18 1/2, 100,000)
9. Any number which is spelled shall be counted as: one for each word
(for example: "one hundred thousand" is counted as three words)
10. Telephone numbers shall be counted as: one word
11. Internet web site and email addresses shall be counted as: one word
12. Samples:
 - Numeric combinations - (1973, 18 1/2, 1971-73, or 5%)..... one word
 - Dates - all digits (6/5/2018)..... one word
 - Dates - words and digits - (June 5, 2018)..... two words
 - Numerical monetary amounts - including the dollar sign (for example: \$1,500.00)..... one word
 - Spelled out monetary amounts..... one for each word
(for example: "one hundred thousand dollars" is counted as 4 words)

The candidate must sign and date the candidate statement before it is filed.

A copy of the signed statement will be given to the candidate.

**EXAMPLE OF CANDIDATES' STATEMENTS OF QUALIFICATIONS
TO APPEAR IN THE SAMPLE BALLOT**

The statements on the **left are unacceptable**, and will not be accepted by the Registrar of Voters. The statements on the right are acceptable versions of the same statements.

<p align="center">STATEMENT OF CANDIDATE FOR GOVERNING BOARD MEMBER UNACCEPTABLE EXAMPLE</p> <p>FRED BUSINESSMAN Age: 42 Occupation: <u>HEALTH & HUMAN SERVICES DIRECTOR</u></p> <p>My education and qualifications are: I have lived in the Town of Loomis for <u>55 years</u>. I know the area well and the needs of the community. I have served in the United States Air Force for <u>12 years</u>. I am a graduate of <u>Harvard University</u> with a B.A. in engineering.</p> <p>I will lower taxes. I will work on better education and health care. I will get involved in community affairs.</p> <p>I believe that I am the BEST person for this position. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. Unlike my opponent, I will not disgrace the office and will listen to the needs of the people.</p> <p><u>Elect Fred for results.</u></p>	<p align="center">STATEMENT OF CANDIDATE FOR GOVERNING BOARD MEMBER ACCEPTABLE EXAMPLE</p> <p>FRED BUSINESSMAN Age: 42 Occupation: Health & Human Services Director</p> <p>My education and qualifications are: I have lived in the Town of Loomis for 55 years. I know the area well and the needs of the community. I have served in the United States Air Force for 12 years. I am a graduate of Harvard University with a B.A. in engineering.</p> <p>I will lower taxes. I will work on better education and health care. I will get involved in community affairs.</p> <p>I believe that I am the best person for this position. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will not disgrace the office and will listen to the needs of the people.</p> <p>Elect Fred for results.</p>
<p align="center">STATEMENT OF CANDIDATE FOR COUNTY SUPERVISOR UNACCEPTABLE EXAMPLE</p> <p>MARGARET BUSINESSWOMAN Age: 42 Occupation: <u>SALES REPRESENTATIVE</u></p> <p>My education and qualifications: I have lived in the area for <u>10 years</u> and I love this community. I want to get involved in community affairs. I believe that I am the better person for this position. I will work harder than the incumbent JANE DOE. I will <u>not take advantage</u> of my position for financial gain. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will fight to protect wildlife in the area. Lets get back on the right track, elect me and <u>I will get the job done right.</u></p> <p>I have lots of experience and I am willing to use all of this experience and all of my training and education to do the best job that I can.</p> <p><u>ELECT MARGARET FOR THE BEST RESULTS!!!!!!!</u></p>	<p align="center">STATEMENT OF CANDIDATE FOR COUNTY SUPERVISOR ACCEPTABLE EXAMPLE</p> <p>MARGARET BUSINESSWOMAN Age: 42 Occupation: Sales Representative</p> <p>My education and qualifications: I have lived in the area for 10 years and I love this community. I want to get involved in community affairs. I believe that I am the better person for this position. I will work hard for the constituents of San Joaquin County and not take advantage of my position for financial gain. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will fight to protect wildlife in the area. Let's get back on the right track, elect me and I will get the job done right.</p> <p>I have lots of experience and I am willing to use all of this experience and all of my training and education to do the best job that I can.</p> <p>Elect Margaret for best results!</p>

SAMPLE

DAVID HOWELL

AGE: 27 (optional)

Occupation: Attorney

My education and qualifications are: I can bring to the office a diversity of viewpoints and experience. Born and raised in the Stockton area with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at college and with my experience in the rental and real estate fields, I appreciate the housing requirements of our community. As a recent student, I understand their needs for a variety of housing choices and their frustration with high rental costs. I tend towards moderation and a real balancing of the competing segments of the community.

As a Councilman, I would balance the narrow spectrum of views that have dominated the Council the past four years and would encourage differing viewpoints rather than the "them and us" concept.

I advocate a program to protect our neighborhoods from increasing overcrowding and visual blight. I support a shopping center in the city and would insist on a plan to encourage the commercial enterprises that complement our shopping needs. Our council should actively consider subsidized housing for senior citizens and perhaps others, but with implementation only after voter approval of a specific program.

CAMPAIGN LITERATURE

MASS MAILINGS

NOTE: Any candidates or campaigns planning any type of mass mailing need to contact the post office in advance for the most current and specific postal regulations.

Definition of "Mass Mailings" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. (Government Code §82041.5)

Elections Code §16 requires the Registrar of Voters to furnish to each candidate or committee a copy of the following Government Code Section, at the time of filing a declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petition.

GC §84305 MASS MAILING - IDENTIFICATION REQUIREMENTS:

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6 point type, which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.
- (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.
- (c) 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).

Mass Mailing Prohibitions

No newsletter or other mass mailing shall be sent at public expense. (GC §89001)

Political Advertising Requirements

Political Advertising Disclaimers on all communications made by candidate committees for their own Election must include: "Paid for by **Committee Name**". Contact FPPC for further information and exceptions.

Any paid political advertisement which refers to an election or to any candidate for State or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of 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. (EC §20008)

Elections Code §20000 et seq. provides additional information regarding restrictions on endorsements, representation requirements, etc.

Campaign Literature containing Polling Place Locations

Candidates are requested not to distribute or mail campaign literature telling voters where their polling places are located.

OUTDOOR POLITICAL ADVERTISING

See section 2-7200 & 9-1710.4 of the San Joaquin County Ordinance Code.

SAN JOAQUIN COUNTY REQUIREMENTS

(San Joaquin County Ordinance Code, Division 17 - Sign Regulations Chapter 9-1700)

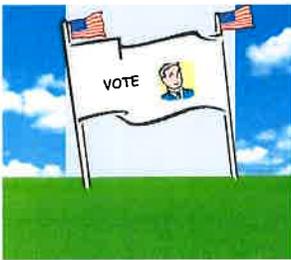
Time Limitations: Political signs shall be removed within thirty (30) days following the conclusion of an election.



For additional information regarding political and campaign signs call:

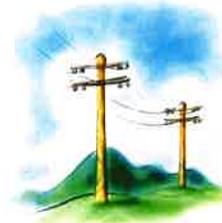
**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION COUNTER
HELP DESK (209) 468-2193
Website: sjgov.org/commdev**

LAWN SIGNS



The County Registrar of Voters Office does not have jurisdiction over the placement or removal of campaign lawn signs or other outdoor advertising in your city. Contact the Community Development Department at the number listed above, or your City Clerk's Office at the number listed on the following page, for information concerning requirements or restrictions in your city.

Public Utilities prohibit posting of signs on their property including telephone poles.



STATE REQUIREMENTS

(State Outdoor Advertising Act §5405.3)

The California Department of Transportation, Right of Way Program-Outdoor Advertising Branch, has specific requirements pertaining to political signs placed within their areas of jurisdiction.

ELECTION RESULTS

Semi-final Official Canvass (Election Night Results)

The semi-final election night unofficial results will commence immediately upon the close of the polls at 8:00 p.m., on June 5, 2018. (EC §15150) The counting of ballots will commence when all polls are closed within the County of San Joaquin. (EC §15152) It is anticipated that the first report of semi-official results (Vote-by-Mail ballots only) will be released at 8:30 p.m., with cumulative updates taking place to include poll ballots starting at 10:00 p.m. and up to every hour until completion.

Generally, a schedule of election night unofficial results is as follows:

Vote-by-Mail & Mail ballot **8:30 p.m.**

Precinct ballots (cumulative) **10:00 p.m.**

(Subsequently up to every hour until completion)

Ballots are delivered to the following central counting location:

REGISTRAR OF VOTERS WAREHOUSE
7585 S. Longe St., Ste 112
Stockton, CA 95206

There are different ways you may inquire about Election Night Semi-final results:

- In addition to local television reports, cumulative results will be available to candidates and the public on the internet. The website address is: www.sjcrov.org
- Call our main phone number (209) 468-2890 where staff will remain available to read results and to answer questions until all precinct results have been reported.

Post Election Night

Semi-final election results will be available by telephone between 8:00 a.m. and 5:00 p.m. at the Office of the Registrar of Voters **on the day after the election.** Printed copies of the semi-final results will also be available.

No later than **Thursday, November 8, 2018, the canvass of the returns will commence** at the Registrar of Voters Office, 44 N. San Joaquin Street, Suite 350, Stockton. During the canvass, a complete inspection of all returns will be accomplished, as well as processing and counting of Vote-by-Mail ballots voted and/or received on Election Day. Additionally, any provisional ballots and ballots cast for qualified write-in candidates will be processed during the canvass.

The official election results will be certified after the completion of the canvass of returns, no later than December 4, 2018.

CANVASS OF THE VOTE

The election canvass process is an internal audit and is required by state law to ensure the accuracy of election results. California Elections law allows 28 days for the conduct of the official canvass. All aspects of the canvass are open to public inspection. During the canvass, Vote-by-Mail and provisional ballots not counted on election night are researched to validate eligibility. The canvass concludes with the certification and issuance of official election results. Listed below are the major components of the official canvass.

Roster Reconciliation

Following the close of the polls election night, precinct officers are responsible for completing the Official Ballot Statement. The statement lists the exact number of voted ballots, unused ballots, spoiled ballots, roster signatures, etc. As part of the official canvass, the number of signatures indicated by the inspector on the roster is compared to the number of ballots tabulated by the computer tally system.

1% Manual Vote Tally

All voted ballots from a randomly selected 1% of the precincts are manually tallied and balanced against the computer counts to verify the accuracy of the election tally system. This process is required by law.

Ballots Added During Official Canvass

The following ballots are withheld from the tally system on election night. Once eligibility is determined these ballots are added to the election results. Withheld ballot types include:

1. **Vote-by-Mail Ballots** returned on Election Day to our office and dropped off at polling locations. These ballots do not arrive in sufficient time to be individually signature-verified, opened and prepared for tabulation on election night.
2. **Damaged Ballots** that are unable to be processed through the election tally system and, therefore, must be manually duplicated prior to tabulation.
3. **Provisional Ballots** issued at polling place locations on Election Day must be individually researched to determine eligibility which is a time-consuming process. Provisional ballots are issued at polling locations when a person's voter registration cannot immediately be authenticated.

On Election Day, each voted provisional ballot is placed in a special pink envelope so that they can be separated from the regular voted ballots. On election night they are transported to the Tally Center in Stockton with all the other ballots. During the canvass period after election night, each provisional ballot is researched to determine eligibility of the voter. Since there may be thousands involved, it takes time to carefully check each one through the computer registration files. After the determination is made, and if the voter is qualified to vote, their ballot is added to the overall total for the election.

1. **Write-In Votes:** When a voter chooses to vote for a write-in candidate whose name is not printed on the ballot, no race on that ballot can be counted on election night. All ballots containing write-in votes must be set aside for manual review of each individual ballot to determine if the write-in vote is for a qualified or unqualified write-in candidate and whether or not the voter over voted (i.e. voted for a candidate on the ballot and also voted for a qualified write-in candidate for the same office). When an over vote occurs, neither vote can be counted for that one office, although the rest of the ballot selections will be counted. Vote tallies for write-in candidates are not available until the conclusion of the official canvass.

VOTE-BY-MAIL VOTER INFORMATION AVAILABLE FOR PURCHASE

Candidates and political campaigns frequently utilize Vote-by-Mail voter information in their campaigns. The regular Vote-by-Mail voter period (VBM ballots are mailed upon receipt of written request from the voter) is 29 calendar days before the election through 7 calendar days before the election.

Vote-by-Mail Voter List

A Vote-by-Mail voter report is prepared each weekday starting on the 29th day before the election. This report is an alphabetical listing of all applications processed the previous day. The report also shows residence and mailing address, political party, date application received, date ballot mailed, voting precinct and Vote-by-Mail precinct.

All transactions are nonrefundable, and there are no exchanges on ordered reports.

Two options for obtaining the list(s) are available:

29 – 7 Day Request: \$850.00 Issues and returns for a daily listing of Vote-by-Mail voter requests for the 29–7 day Vote-by-Mail voting period. The Vote-by-Mail list is then transmitted electronically by e-mail or ftp.

Daily Request: \$25.00/e-mail for issues and \$25.00/e-mail for returns.

Vote-by-Mail Voter Customer Report

This is a status report of those voters who requested issues or returned a Vote-by-Mail ballot. The list shows precinct, political party, address, telephone number (if available), birth date, state of birth, affidavit number and date of registration. This report may also be transmitted electronically by e-mail.

An application needs to be completed and approved for each purchase. Advance notice of 24 hours and prepayment (or deposit) is required.

For more information regarding the vote by mail voter data, please contact the Registrar of Voters Office at (209) 468-8942.



REGISTRAR OF VOTERS PRICE LIST FOR AVAILABLE ITEMS

(Effective December 1, 2017)

PRECINCT MAPS	COUNTY WIDE	\$40.00
	CITY OF STOCKTON	\$40.00
	CITY OF LODI	\$40.00
	CITY OF TRACY	\$40.00
	CITY OF MANTECA	\$40.00
	CITY OF RIPON	\$40.00
	CITY OF ESCALON	\$40.00
	CITY OF LATHROP	\$40.00
	TOTAL SET	\$320.00
COVERAGES OR SHAPE FILES		\$40.00
ADDITIONAL LAYERS		\$15.00
DISTRICT MAPS	CONGRESSIONAL	\$40.00
	STATE SENATE	\$40.00
	COUNTY BOARD OF EDUCATION	\$40.00
	SUPERVISORIAL	\$40.00
	ANY OTHER DISTRICT	\$40.00
STATEMENT OF VOTES	Primary or General	\$100.00
	City, District, or Race	\$25.00
MASTER VOTER FILES:	County Wide – No History	\$100.00
	County Wide – With History (1 election)	\$110.00
	County Wide – With History (up to 5 elections)	\$125.00
	Congressional Districts – No History	\$80.00
	Congressional Districts – With History (1 election)	\$85.00
	Congressional Districts – With History (up to 5 elections)	\$95.00
	Senatorial Districts – No History	\$80.00
	Senatorial Districts – With History (1 election)	\$85.00
	Senatorial Districts – With History (up to 5 elections)	\$95.00
	Customer Job	
	Assembly Districts - No History	\$75.00
	Assembly Districts - With History (1 election)	\$80.00
	Assembly Districts - With History (up to 5 elections)	\$85.00
	Master Voter Jobs	
	Supervisorial – No History	\$55.00
	Supervisorial – With History (1 election)	\$60.00
	Supervisorial – With History (up to 5 elections)	\$65.00
	MVMJ04	
City of Stockton – City Wide No History	\$75.00	
City of Stockton – City Wide with History (1 election)	\$80.00	
City of Stockton – City Wide with History (up to 5 elections)	\$85.00	
Any other City or District – No History	\$50.00	
Any other City or District – With History (1 election)	\$55.00	
Any other City or District – With History (up to 5 elections)	\$60.00	



PRICE LIST FOR AVAILABLE ITEMS

(Effective December 1, 2017)

REPORTS	Standard EIMS reports – Including PDMJ001 (Pct. to Dist.)	\$25.00
	List of Polling Places	\$25.00
	List of all Elected Officials	\$25.00
	List of Candidates who filed for office	\$25.00
	Street Guide (MSI Files)	\$25.00
	Any other standard report	\$25.00
SPECIAL JOBS	Computer time	\$200.00
	Staff time	\$75.00
STATE MANDATED CHARGES	Certified copy of Voter Registration (EC §2167) - each	\$1.50
	Each Walking Index (1,000 names) - 1st two sets (EC §2184)	\$0.50
	Indexes after 2nd set - each additional page	\$1.00
SIGNATURE VERIFICATION	Base Fee includes up to 500 signatures	\$1,000.00
	501-1,000 signatures - each additional signature over 500	\$1.60
	1,001-5,000 signatures - each additional signature over 500	\$1.50
	5,001-10,000 signatures - each additional signature over 500	\$1.40
	10,001+signatures - each additional signature over 500	\$1.30
DISTRICT ELECTION CHARGES	District not appearing on ballot – Publication costs plus	\$500.00
	District appearing on ballot – Actual cost of District Election - Minimum	\$2,000.00
	Reclamation District not appearing on ballot	\$50.00
CAMPAIGN STATEMENTS/STATEMENT OF ECONOMIC INTERESTS:		
(G.C. §81008)	Single page	\$0.10
	Retrieval fee per request for copies more than 5 years old	\$5.00
CANDIDATE STATEMENT OF QUALIFICATIONS:		
Deposit Required	Printing, Translating, and Mailing	At Cost
	Handling fee - including page setup	\$250.00
GENERAL COPIES: each page		\$0.15

Advance payment is required for ALL requests.

We accept Cash or Check
Please make check payable to:
San Joaquin County Registrar of Voters



The Registrar of Voters Office has a great deal of data available to candidates for use in their campaign. Most data is available on C.D., printed report, or through our ftp site. Please allow 3 – 5 working days for regular jobs and 5 – 7 days for custom jobs.

HOW TO ORDER VOTER DATA FROM THE REGISTRAR OF VOTERS

The Registrar of Voters Office has a great deal of data available to candidates for use in their campaign. Most data is available on C.D. printed report, or through our ftp site. Please allow 3 – 5 working days for regular jobs and 5 – 7 working days for custom jobs.

- 1) Requests for election and voter data must be in writing (preferably on company or campaign letterhead).
- 2) If voter addresses and phone numbers are being requested, the “Application for Voter Registration Services” must be completed. The application is on next page, you can also go online and download a copy at this link: www.sjcrov.org/docs/RegServApp.pdf , or the Elections Office will fax or email this application upon request. Upon receipt of the application, it will be reviewed by elections staff to determine if the applicant is eligible for the information. Identification of the applicant must be proven by a driver’s license or state identification card. If an applicant is a San Joaquin County resident, driver’s license must be shown in the Registrar of Voters Office. If an applicant is a non-San Joaquin County resident, a photocopy of a driver’s license must accompany the application.
- 3) Payment is required prior to processing any requests for information (check, money order or cash is acceptable). Call the Registrar of Voters Office for cost estimate and shipping & handling charges.
- 4) Shipping or delivery will be charged to purchaser. If out of the area, it is suggested you include a Federal Express air bill, which is billed to your account. If data is to be picked up from the office in person, a courtesy call can be made upon completion.

PURCHASING A PRECINCT INDEX

The Registrar of Voters has a listing of all registered voters by district at a cost of \$.50 per thousand registered voters (\$.50 minimum). The listing is by precinct, then by residential address, and name. It also shows political party and telephone number, if provided by the voter. This list is designed for precinct walking or phone banks, but does not have mailing addresses so is not recommended for use in mailing political material.

The Election Code limits the number of precinct indexes a candidate or his/her campaign may purchase to two (2) per Election. (Elections Code §2184)



1. GIS product is not used for any purpose other than that indicated on the application. The applicant shall not disclose, lease, sell, distribute, make, transfer or assign the GIS product or engage in any other transaction which has the effect of transferring the right of use for all or part of the GIS product without prior written consent of the County of San Joaquin-Registrar of Voters.
2. GIS product provided is based on the most current information available to the County of San Joaquin Registrar of Voters Department. The information provided is not intended to replace engineering, financial or primary records research.
3. Applicant shall print the following attribution whenever producing a hard copy plot containing substantial elements of GIS product: "Source: County of San Joaquin Registrar of Voters".
4. The County of San Joaquin does not warrant that the GIS product furnished will meet the applicant's requirements, or that their use will be uninterrupted or error free. The GIS product is furnished "as is" and the County of San Joaquin makes no warranties, express or implied, including but not limited to implied warranties of merchantability or fitness for a particular purpose. The entire risk as to the quality and performance of the GIS product furnished is with the applicant.
5. The applicant understands that the automated conversion of information and data from the system and format used by the County of San Joaquin to an alternate system or format cannot be accomplished without the possibility of introduction of inexactitudes, anomalies and errors. In the event the GIS product provided to the applicant in the machine-readable form are so converted, the applicant agrees to assume all risks associated therewith, and to defend, to hold harmless and indemnify the County of San Joaquin from and against any claims, liabilities, losses, damages and costs, including but not limited to attorneys' fees, arising there from or in connection therewith.
6. The applicant recognizes that changes or modifications to the County of San Joaquin GIS product introduced by anyone other than the County of San Joaquin may result in adverse consequences which the County of San Joaquin can neither predict nor control. Therefore, and in consideration of the County of San Joaquin's agreement to provide the product, the applicant agrees, to defend, to hold harmless and indemnify the County of San Joaquin from and against all claims, liabilities, losses, damages and costs, including, but not limited to attorneys' fees arising out of or in any way connected with the modification, misrepresentation, misuse or reuse by others of the machine-readable and photographic information and data provided by the County of San Joaquin under this agreement. The foregoing indemnification applies, without limitation, to any use of the GIS product on other projects, or additions to this project or for completion of this project by others, excepting only such use as may be authorized, in writing, by the County of San Joaquin.
7. **Liability:** The County of San Joaquin shall not be liable for any activity involving the GIS product.
8. **Copyrights and/or Patents:** The copyrights and or patents for all or any of the work and materials used in creating the GIS product shall be vested in the County of San Joaquin, exclusively. The applicant shall not challenge or act in any way inconsistent with or detrimental to the copyright and/or patent of the County of San Joaquin in the product.
9. **Remedy:**
 - a) Applicant's sole and exclusive remedy for breach of the limited warranty will be to return the GIS product within (30) days of receipt.
 - b) The County of San Joaquin Registrar of voters Department shall, at its discretion, retain the GIS product returned because of physical defect and refund the fee for the GIS product, or replace the GIS product, or repair the GIS product and return it to the applicant.
 - c) In the event that this authority to use is terminated, and GIS product is returned for applicants failure to comply with the terms and conditions, the County of San Joaquin shall retain all fees paid for the GIS product and retains the right to take any other appropriate action to protect its rights in the GIS product, and under this agreement.



CANDIDATE CHECK LIST FOR FILING NOMINATION PAPERS

GENERAL MUNICIPAL ELECTION, NOVEMBER 6, 2018

Nomination Period: July 16 – August 10, 2018*

Extension to August 15, 2018 if an incumbent has not filed by August 10.

CHECK LIST – BEFORE YOU FILE (recommendations):

- _____ Thoroughly read ALL documents contained in the Candidate's Handbook and Fair Political Practices Commission – Campaign Disclosure Manual 2, as well as the information provided electronically with this Handbook.
- _____ Deliver, e-mail, or fax your Candidate's Statement of Qualifications to the City Clerk's Office at least 24 hours in advance of filing to provide staff an opportunity to review for compliance with the uniform standard established by the Registrar of Voters and the California Elections Code (Maximum 200 words).
- _____ Verify Nomination Petition signatures at SJROV prior to filing your papers.
- _____ Call the City Clerk (333-6702) for an appointment to file your nomination papers.

CHECK LIST – DOCUMENTS NEEDED AT TIME OF FILING:

Note: Bring Candidate's Handbook (it includes forms, receipts, etc. to complete your filing obligations).

- _____ Nomination Paper (NOTE: Affidavit of Nominee and Candidate's Oath of Allegiance to be completed at time of filing). ****REQUIRED AT TIME OF FILING****
- _____ Check or cash for \$25 – filing fee. ****REQUIRED AT TIME OF FILING****
- _____ Candidate's Statement of Qualifications, Candidate's Statement of Qualifications Declaration re: wording on Statement, and electronic statement in MS Word (e-mailed or on flash drive).
****OPTIONAL, BUT REQUIRED AT TIME OF FILING****
- _____ Check for \$500 – estimated cost of Candidate's Statement.
****OPTIONAL, BUT REQUIRED AT TIME OF FILING****
- _____ Form 700 – Statement of Economic Interests. ****REQUIRED AT TIME OF FILING****
- _____ Ballot Designation Worksheet and Form. ****REQUIRED AT TIME OF FILING****
- _____ Declaration of Intent to Install Temporary Signs. ****OPTIONAL****
- _____ Code of Fair Campaign Practices. ****OPTIONAL****
- _____ Candidate's Information Sheet (If not completed at time of taking out nomination papers).
- _____ Web Page Program (e-mail or bring photo). ****OPTIONAL****

CHECK LIST – FOR FPPC FORMS:

_____ Form 501 – Candidate Intention Statement. ****REQUIRED****

Can be filed any time during the process, but before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy.

_____ Form 410 – Statement of Organization. ****OPTIONAL****

WILL YOU RAISE/SPEND \$2,000 OR MORE IN A CALENDAR YEAR?

Yes No

If yes, the Form 410 must be filed within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State.

For early submissions, mark the “not yet qualified” box. The \$50 fee is *requested* at this time but is not legally required until the group qualifies as a committee.

The committee’s FPPC ID number will be posted at www.sos.ca.gov.

All committees must disclose the financial institution and bank account number used by the committee.

NOTE: FPPC does not require a Federal tax ID number; however, most banks will require one in order to open a campaign bank account. A tax ID number may be obtained on the IRS website, www.irs.gov.



CERTIFICATION OF DOMICILE

GENERAL MUNICIPAL ELECTION, NOVEMBER 6, 2018

I, _____, affirm that my domicile is
[street/ number] _____, Lodi, California, in
District # _____. For purposes of this affirmation, "domicile" is defined as that place
in which a person's habitation is fixed, wherein the person has the intention of
remaining, and to which, whenever he or she is absent, the person has the intention of
returning. At a given time, a person may have only one domicile (California Elections
Code §349). I further affirm that I am a registered voter of the City of Lodi in
District # _____. Pursuant to Elections Code 201, no person is eligible to be elected or
appointed to an elective office unless that person is a registered voter and otherwise
qualified to vote for that office at the time that nomination papers are issued to the
person or at the time of the person's appointment.

I declare under penalty of perjury that I meet the statutory and constitutional qualifications for this office, including but not limited to citizenship and residency (within the district), and fully understand that willfully making a false statement may result in being unable to run for office or forfeiture of holding office, if successful.

Signature of Candidate

OFFICIAL FILING FORM
JENNIFER M. FERRAIOLO
CITY CLERK

Date Issued: _____

By: _____

OFFICIAL USE ONLY

Candidate Qualification Declaration

(Elections Code Section 8040)

CITY OF LODI

Election Description: Municipal General Election. Election Date: November 6, 2018

Candidate's Name: _____

Office Title: _____ District: _____

I declare under penalty of perjury that I meet the statutory and constitutional qualifications for this office, including but not limited to citizenship and residency (within the division, ward or trustee area, if applicable).

Candidate's Signature: _____

Date: _____ City & State of Signing: _____

SAMPLE

I certify that I have instructed the candidate to read the above declaration and sign if true.

JENNIFER M. FERRAIOLO,
LODI CITY CLERK

Signature of Elections Deputy

Date



RECEIPT OF PAYMENT FOR NOMINATION PAPER
GENERAL MUNICIPAL ELECTION, NOVEMBER 6, 2018

The City Council established a non-refundable filing fee of \$25 for Council candidates as set forth in Ordinance 1712. This fee must be paid (by cash or check) to the City of Lodi at the time Nomination Papers are filed with the City Clerk.

Receipt of Payment

I, Jennifer M. Ferraiolo, received a check / cash in the amount of \$25 (Twenty-Five Dollars) from:
_____, candidate for City Council Member.

Signature

Date

SAMPLE

Candidate Statement of Qualifications

(Elections Code sections 13307, 13309, and 13311)

CITY OF LODI
MUNICIPAL GENERAL ELECTION
NOVEMBER 6, 2018
LODI CITY COUNCIL, DISTRICT _____

Instructions to Candidate:

- This statement may include your age, occupation and a brief description of your education and qualifications.
- Statements must be **TYPED** either on this form or printed separately, signed and adhered to this form for filing.
- Type statement according to the following rules:
 - Type statement in **upper & lower case**.
 - No **BOLD**, **UNDERLINES**, OR *ITALICS* may be used.
 - Statements must be in **block paragraph form**.
 - No **bullets**, **stars** or **asterisks** are allowed.
 - **Tables or lists** of items or phrases should **NOT** be vertical or indented, but must be strung together in paragraph format.
 - Statement will be no more than **200** words in length.
- The elections official will correct any statement, which does not conform to the rules above, in order to assure all statements have uniformity of appearance.
- Despite formatting changes mentioned above, **your statement will be printed exactly as submitted by you**. Check carefully for errors in spelling, punctuation, and grammar before filing. **The Registrar of Voters office will not correct errors in the statement.**
- Total estimated cost must be paid in full at the time of filing the statement. The candidate is ultimately responsible of paying any unpaid balance of the actual cost.

ESTIMATED COST OF STATEMENT: \$ 500.00*

DATE PAID: _____

*Above estimated cost of the statement includes estimated cost of translation and printing in English and Spanish.

Office Title: _____ District: _____

Candidate Name: _____ AGE (Optional): _____

Occupation: _____

(Optional – May be more descriptive than what will appear on the ballot as a ballot designation)

Education and Qualifications: (Statement and word count begin here or attach a signed statement to this form)

I declare that I have prepared the above statement (pursuant to Elections Code §13307) that is to be printed in a voter pamphlet and mailed to each registered voter in my district. I understand that the amount written above is an **estimated cost**. I agree to pay any difference between **the estimated cost** and the **actual cost** within 30 days of receiving the bill.

Print Candidate Name

Signature of Candidate

Date



CANDIDATE'S STATEMENT OF QUALIFICATION DECLARATION

Election Description: Municipal General Election City: _____

Candidate's Name: _____ Election Date: _____

Office Title: _____ District: _____

I understand and agree to all of the following:

1. Candidate statements not conforming to the Candidate Statement Guidelines will be reformatted and set in uniform type by the elections official. The San Joaquin County Registrar of Voters bears no responsibility for the correct typesetting of statements, which must be reformatted. Statements not conforming to guidelines will be reformatted into one single paragraph.

2. The San Joaquin County Registrar of Voters will not correct spelling and/or grammar inaccuracies on my candidate's statement. The statement will be printed **exactly** as it is submitted.

3. The cost for the candidate statement is 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 the actual number of candidates filing statements. The election official may accordingly, on a pro rata basis bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost.

Candidate's signature

Date

SUBMIT THIS FORM WITH THE CANDIDATE'S STATEMENT OF QUALIFICATIONS



RECEIPT FOR ESTIMATED COST OF CANDIDATE'S STATEMENT

GENERAL MUNICIPAL ELECTION, NOVEMBER 6, 2018

IMPORTANT NOTICE – California Elections Code Section 13307 (c):

The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that 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 the actual number of candidates filing statements. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate to pay 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 within 30 days of the election.

Receipt of Candidate Statement of Qualifications – ESTIMATED PRO RATA SHARE

NOTICE: This 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 the actual number of candidates filing statements. Accordingly, **the elections office is not bound by the estimate and will (in accordance with Resolution 2018-80), on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost.**

I, Jennifer M. Ferraiolo, received a check / cash in the amount of \$500 (Five Hundred Dollars) from:

_____, candidate for City Council Member.

Signature

Date

WORD COUNT STANDARD FOR CANDIDATE STATEMENTS

CALIFORNIA ELECTIONS CODE §9

- This section shall not apply to counting words for ballot designations under Section 13107.
- The title of the office, name, age, and occupation and the signature are not included in the word count, only the text is counted.

The following are the guidelines for computing word count:

1. Punctuation..... is not counted
2. Each word shall be counted as: one word
(The words "a", "the", "and" are counted as individual words)
3. All geographical names shall be considered as: one word
(for example: "City of San Francisco")
4. Each abbreviation for a word, phrase, or expression: one word
(for example: UCLA, U.C.L.A., USMC, U.S.M.C., etc.)
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. Each part of all other hyphenated words shall be counted as a separate word.one word
6. Dates consisting of a combination of words and digits shall be counted as: two words
(for example: November 6, 2018)
7. Dates consisting only of a combination of digits shall be counted as: one word
(for example: 11/06/2018)
8. Any number or range of numbers consisting of a digit or digits shall be considered as: one word
(for example: 3, 2006, 1971-73, 5%, 18½, 100,000)
9. Any number which is spelled shall be counted as: one for each word
(for example: "one hundred thousand" is counted as three words)
10. Telephone numbers shall be counted as: one word
11. Internet web site and email addresses shall be counted as: one word
12. Samples:
 - Numeric combinations - (1973, 18 1/2, 1971-73, or 5%)..... one word
 - Dates - all digits (6/5/2018)..... one word
 - Dates - words and digits - (June 5, 2018)..... two words
 - Numerical monetary amounts - including the dollar sign (for example: \$1,500.00)..... one word
 - Spelled out monetary amounts..... one for each word
(for example: "one hundred thousand dollars" is counted as 4 words)

The candidate must sign and date the candidate statement before it is filed.
A copy of the signed statement will be given to the candidate.

Ballot Designation Worksheet

Pursuant to California Elections Code section 13107.3 and California Code of Regulations section 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

Candidate Name: _____
Office: _____
Home Address: _____ E-Mail: _____
Business Address: _____
Mailing Address: _____
Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

Gender (optional, for translation use only): _____
Attorney Name (or other person authorized to act in your behalf): _____
Address: _____
Home Address: _____ E-Mail: _____
Business Address: _____
Mailing Address: _____
Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____
1st Alternative: _____
2nd Alternative: _____

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a “/”]
- (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

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

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.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) section 20711. You may also wish to consult Elections Code section 13107.5 ("community volunteer") and 2 CCR sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

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

If the answer to any of these questions is "Yes," your proposed ballot designation is likely to be rejected.

Candidate's Signature _____ Date _____

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

13107.

(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.

(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:

13107.3

(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:

13107.5.

(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, 2 CCR 20711 is reproduced below:

20711. Ballot Designation Worksheet.

(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.

(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.



DECLARATION OF INTENT TO INSTALL TEMPORARY SIGNS

GENERAL MUNICIPAL ELECTION, NOVEMBER 6, 2018

Name of Candidate: _____

Date of Election: November 6, 2018, General Municipal Election

Office Sought or Proposition: Member, Lodi City Council, District #

Estimated Number of Signs to be Placed: _____

Responsible Party's Name: _____

Mailing Address: _____

Phone Number: _____

The undersigned accepts responsibility for the removal of signs placed in respect to the above candidate (or proposition) as stated above and in accordance with Lodi Municipal Code Section 17.34.070(D) – Temporary Signs.

It is understood and agreed that summary abatement by the City of illegally posted political signs may be necessary.

****Any sign found not to be in compliance with local regulations will be communicated to the candidate for correction and/or removal. If the situation is not rectified in two business days, the Lodi Police Department ~ Code Enforcement Division will be notified to remove the sign. Candidates will be notified of the removal and given two business days to collect their sign, after which it will be discarded.****

REMINDER: All signs must be removed within ten (10) days following the election.

Date

Signature of Responsible Party

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

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

The purpose in creating the Code of Fair Campaign practices is to give voter's guideline in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions*

20420. As used in this chapter, "Code": means the Code of Fair Campaign Practices.

**304. "Campaign advertising or communication" means a communication authorized by a candidate or a candidate's controlled committee, as defined in Section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the elections or defeat of a qualified candidate through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type general, public, political advertising.*

**305. "Candidate for public office" means an individual who has qualified to have his or her name listed on the ballot of any election, or who has qualified to have written votes on his or her behalf counted by election officials, for nomination for, or election to, any state, regional, county, municipal, or district office which is filled at an election. The provisions of this chapter do not apply to candidates for federal office.*

Article 3. Code of Fair Campaign Practices

20440. At the time an individual issues his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

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

The text of the code shall read, as follows:

20441. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the election officials in quantities and at times requested by the election officials.

20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

(See Over)

CODE OF FAIR CAMPAIGN PRACTICES

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.

Print Candidate's Name: _____

Office Sought: _____ District: _____

Election: _____ Election Date: _____

Candidate's Signature: _____ Date: _____



CANDIDATE'S INFORMATION SHEET



FOR THE CITY OF _____

Candidate Name: _____ Election Date _____

Applying For: _____ District _____

Residence Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

(Day __ Night __) Home Tel: _____ Fax: _____

(Day __ Night __) Work Tel: _____ Ext: _____

(Day __ Night __) Cell: _____ Email: _____

I WISH TO HAVE MY NAME APPEAR ON THE BALLOT AS FOLLOWS:

(Please Print)

I HEREBY REQUEST THE FOLLOWING BALLOT DESIGNATION TO APPEAR UNDER MY NAME ON THE BALLOT: (No more than three (3) words designating the current principal profession, vocation or occupation)

(Please Print)

Occupation (If different from ballot designation): _____

I UNDERSTAND THAT THE INFORMATION ON THIS FORM MAY BE GIVEN TO NEWS MEDIA.

DATED _____

Signature of Candidate



WEBPAGE PROGRAM AND MEDIA RELEASE FORM

GENERAL MUNICIPAL ELECTION, NOVEMBER 6, 2018

The City of Lodi will be posting information regarding the November 6, 2018, General Municipal Election on the City's webpage, www.lodi.gov. In addition to general information regarding voting, absentee ballots, polling places, and the election calendar, we will also be posting candidate's Statement of Economic Interests, campaign statements, candidate's Statement of Qualifications, and a photograph of each of the candidates. All of these documents are public records.

Please indicate whether or not you would be interested in having your photograph on the City of Lodi webpage.

- Yes, I am interested in participating in the City of Lodi General Municipal Election Candidates' Webpage Program. I will provide you with my official photograph no later than the close of the nomination period.

MEDIA RELEASE: I hereby grant to the City of Lodi the right to use a photographic image of myself. I understand that the City of Lodi will utilize these images for the non-profit, governmental purpose of communication of public information regarding City services and facilities. I also understand that I release any claim, right, or title to said photographs and images.

- No, I am not interested in participating in the Program.
I understand that under my name will appear the words,
"No picture available."

Signature

Date



RECEIPT OF CANDIDATE'S HANDBOOK
GENERAL MUNICIPAL ELECTION, NOVEMBER 6, 2018

I, _____, hereby acknowledge receipt of the Candidate's Handbook from the City Clerk's Office, including all forms and related materials, and 2) Fair Political Practices Commission information and forms, in connection with my filing for elective office in the City of Lodi.

Candidate's Signature

Dated: _____

SAMPLE

**WITHDRAWAL OF CANDIDATE'S
STATEMENT OF QUALIFICATIONS**

I, _____, candidate for the office
of _____, wish to
withdraw my Candidate's Statement of Qualifications, for the City of
_____ Municipal General Election on November 6, 2018,
as permitted by Section 13307(a)(3) of the Elections Code.

SAMPLE

Candidate's Signature

Date

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001