

**CANDIDATE’S HANDBOOK
FOR THE
NOVEMBER 8, 2022
GENERAL MUNICIPAL ELECTION**



**CITY OF CALABASAS
CITY CLERK’S OFFICE
100 CIVIC CENTER WAY CALABASAS, CA 91302
(818) 224-1600
<https://www.cityofcalabasas.com/>**

*This Candidate Handbook is available at
<https://www.cityofcalabasas.com/government/city-council/calabasas-municipal-elections>
For further questions, please contact the City Clerk's Office at (818) 224-1600
or mhernandez@cityofcalabasas.com*

TABLE OF CONTENTS

<u>ELECTIONS OFFICIAL/CITY CLERK CORRESPONDENCE.....</u>	<u>4</u>
<u>A. Election Materials List</u>	
<u>B. Ballot Designation Worksheet</u>	
<u>C. Candidate Statement Information Sheet</u>	
<u>D. Transliteration Request Form</u>	
<u>E. Candidate's Profile Form</u>	
<u>F. Code of Fair Campaign Practices</u>	
<u>G. Candidate Guidelines for Issuing and Submitting Nomination Paperwork</u>	
<u>H. Election Materials Receipt</u>	
<u>ELECTION CALENDAR.....</u>	<u>21</u>
<u>GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE.....</u>	<u>23</u>
<u>ELECTION SUMMARY.....</u>	<u>24</u>
<u>NOMINATION PROCESS.....</u>	<u>25</u>
<u>CANDIDATE STATEMENT INFORMATION.....</u>	<u>28</u>
<u>CAMPAIGN DISCLOSURE GUIDELINES.....</u>	<u>31</u>
<u>CAMPAIGNING.....</u>	<u>33</u>
<u>THE CITY.....</u>	<u>35</u>
<u>INFORMATION RESOURCES.....</u>	<u>48</u>
<u>ELECTION HISTORY.....</u>	<u>49</u>
<u>EXHIBITS.....</u>	<u>53</u>

THE CANDIDATE'S HANDBOOK FOR THE NOVEMBER 8, 2022, GENERAL MUNICIPAL ELECTION IS INTENDED TO PROVIDE GENERAL INFORMATION FOR CANDIDATES AND COMMITTEES, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW, REGULATION OR RULE. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE ELECTIONS OFFICIAL/CITY CLERK OF THE CITY OF CALABASAS IS NOT RENDERING LEGAL ADVICE. THEREFORE, THE HANDBOOK IS NOT A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT.

THE ELECTIONS OFFICIAL/CITY CLERK STRONGLY RECOMMENDS THAT ANY PROSPECTIVE CANDIDATE OBTAIN LEGAL ADVICE, TO ASSIST IN COMPLYING WITH APPLICABLE CALIFORNIA LAWS, INCLUDING THE CALIFORNIA ELECTIONS CODE AND CALIFORNIA GOVERNMENT CODE.



CITY *of* CALABASAS

July 18, 2022

Dear Candidate:

This Election Handbook has been prepared to assist candidates in preparing for the General Municipal Election to be held on November 8, 2022. This handbook is not all encompassing; it merely summarizes the major provisions related to candidates running for office in the City of Calabasas. Candidates interested in elective office should not, therefore, rely solely on this booklet. Questions may be directed to the Elections Official/City Clerk. However, the Elections Official/City Clerk is precluded by law from providing legal advice. Legal questions should be directed to private legal counsel. The rules governing the conduct of an election are established by State law and must be carefully followed. The City, in most cases, has no authority to waive or modify any requirements.

In order to schedule sufficient time to carefully review your candidacy documents for compliance, please make an appointment when you are ready to file your documents. Please contact me at 818-224-1661 or mhernandez@cityofcalabasas.com to make an appointment.

Thank you for your interest in local government.

Regards,

Maricela Hernandez, City Clerk

Master Municipal Clerk

California Professional Muni

A



CITY of CALABASAS
ELECTION MATERIALS LIST
GENERAL MUNICIPAL ELECTION
NOVEMBER 8, 2022

1. Correspondence dated July 18, 2022, from Elections Official/City Clerk Candidate Guidelines for Issuing and Submitting Nomination Paperwork Ballot Designation Worksheet. **Required to be returned.**
Candidate's Statement Form Information Sheet and Transliteration Request Form *Optional.*
Candidate Profile Form. *Optional.*
Code of Fair Campaign Practices form. *Optional.*
2. Election Calendar of Events.
3. General Qualifications to run/hold public office.
4. Election Summary.
5. Nomination Process/Paper. **Required to be returned.**
6. Candidates' Statements – General Information.
7. Statement of Economic Interests - Form 700 and instructions. **Required to be returned.**
8. Campaigning Information and Mass Mailing requirements.
9. City Information.
10. Information/Resources.
11. Election History.
12. Copy of Resolution No. 2022-1784 calling the election.
Copy of Resolution No. 2022-1786 regarding Candidate's Statements.
[Form 501 Candidate Intention Statement](#) and [Form 410 Statement of Organization](#).



B

**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 8, 2022, General Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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

Candidate Information

1

Candidate Name: _____ Gender (optional, for translation use only): _____

Office: _____ Email: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Phone Number(s)
Business: _____ Home/Mobile: _____ Fax: _____

Attorney Information

2

Attorney Name (or other person authorized to act on your behalf): _____

Address: _____

Phone Number(s)
Business: _____ Mobile: _____ Fax: _____

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

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office. **NOTE: A candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word "incumbent" as a designation to appear on the ballot.**
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____

Alternate Ballot Designation(s) 1: _____

Alternate Ballot Designation(s) 2: _____

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

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

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

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



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 8, 2022, General Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711) Page 2

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

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

4

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

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

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

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

X		/	/	
	Candidate’s Signature	Date Signed:	Month	Day
			Year	

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



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

Justification for
Alternate Ballot
Designation(s) 1

A

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

Justification for
Alternate Ballot
Designation(s) 2

B

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



For your reference, the relevant provisions of Elections Code section 8168 are reproduced below:

(a) Notwithstanding paragraph (2) of subdivision (a) of Section 13107, a candidate for the office of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly shall not choose the word "incumbent" as a designation to appear on the ballot. This subdivision shall not be construed to prevent a candidate from choosing a designation of the elective office which the candidate holds at the time of filing the nomination documents, to which the candidate was elected by vote of the people in accordance with paragraph (1) of subdivision (a) of Section 13107.

(b) (1) Section 8022, as it pertains to the offices of Representative in Congress, Member of the State Board of Equalization, State Senator, or Member of the Assembly, shall not be operative.

(2) Notwithstanding Section 8020 or any other law, a person shall have until 5 p.m. on the 83rd day before the direct primary election to file nomination documents for an elective office if the office is one of the following:

(A) Representative in Congress, and no person who currently holds the office of Representative in Congress delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(B) Member of the State Board of Equalization, and no person who currently holds the office of Member of the State Board of Equalization delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(C) State Senator, and no person who currently holds the office of State Senator delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

(D) Member of the Assembly, and no person who currently holds the office of Member of the Assembly delivered nomination documents for that district by 5 p.m. on the 88th day before the direct primary election.

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

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

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

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

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

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

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

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

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

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

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

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



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 8, 2022, General Election (Elections Code §§ 8168, 13107, 13107.3, 13107.5; California Code of Regulations § 20711) Page 5

(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:

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.



(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

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

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

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

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(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.



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



STATEMENT OF:

CANDIDATE FOR: Councilmember - City of Calabasas

ELECTION DATE: November 8, 2022

AGE:

OCCUPATION:

[BEGIN STATEMENT HERE (1 COLUMN)]

INSTRUCTIONS:

Please type your statement in the **first column** using upper- and lower-case letters. If you would like a two (2) column statement, then please use two forms. The statement text will be typeset using font style Times New Roman, size 11 point or a comparable size and style determined by system requirements. However, the statement can be submitted using any standard font and will later be formatted to fit system requirements.

See reverse side for information and guidelines including formatting restrictions.

The **second column** is for additional space for the candidate statement of a single Candidate who would like a two (2) column statement (within the word limit, if word limits apply) or the second column space will be populated with the next candidate statement by another Candidate in the Official Sample Ballot Booklet. The format and style of the candidate statement are in a column width (newspaper) style and the estimated cost of the candidate statement is derived from per column use.

NOTE: Spanish may be longer than the English version, so the statement may continue over into the second column for an estimated cost of two (2) columns. For more information, please contact the Election Planning Section at electionplanning@rrcc.lacounty.gov.

CANDIDATE STATEMENT INFORMATION AND GUIDELINES

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

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices.

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

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

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

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

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

IMPORTANT NOTICE - PLEASE READ

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

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

ESTIMATED COST

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

Pursuant to California law, the local agency has authorized a 200

400 word maximum, and requires that the estimated cost be paid:

In advance by all candidates

District will pay for all candidate statements

District will bill candidate after the election

The estimated cost of your English statement is \$500.

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

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

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

Please mark (x) one box:

English

English & Spanish



Signature of Candidate

Date

Phone Numbers: () _____

Daytime

() _____

Evening

DO NOT PRINT THIS STATEMENT IN THE EVENT

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

Initials No other candidate for this contest files a statement.

OFFICE USE ONLY

Verified filing of Declaration of Candidacy and/or Nomination Papers

Project No.		Candidate No.	
Total No. of Words:		Total No. of Enhanced Words:	
By Elections Official Deputy:			

Date

Election Official



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK



DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

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

agree as indicated below:

CHECK ONE:

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

OR

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

<u>Languages</u>	<u>Name Transliteration</u>	<u>Languages</u>	<u>Name Transliteration</u>
<input type="checkbox"/> Armenian:		<input type="checkbox"/> Japanese:	
<input type="checkbox"/> Bengali:		<input type="checkbox"/> Korean:	
<input type="checkbox"/> Burmese:		<input type="checkbox"/> Mongolian:	
<input type="checkbox"/> Cambodian/Khmer:		<input type="checkbox"/> Russian:	
<input type="checkbox"/> Chinese:		<input type="checkbox"/> Telugu:	
<input type="checkbox"/> Farsi:		<input type="checkbox"/> Thai:	
<input type="checkbox"/> Gujarati:			
<input type="checkbox"/> Hindi:			

GENDER:

Male Female

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

Candidate's Signature

Date

Candidate Filing #:

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

TRANSLITERATION OF
CANDIDATE NAMES

BACKGROUND:

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

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

In 2018 two languages were added: Armenian and Farsi.

In 2020 five languages were added: Bengali, Burmese, Gujarati, Mongolian, Telugu.

This office also provides transliteration in Russian.

PROCESS:

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

TRANSLITERATION FORM:

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



**CITY OF CALABASAS
GENERAL MUNICIPAL ELECTION
NOVEMBER 8, 2022
CANDIDATE PROFILE**

NAME: _____

RESIDENCE ADDRESS: _____

OCCUPATION: _____

PLACE OF BUSINESS: _____

PHONE NO: _____

E-mail address: _____

Website address: _____

SPOUSE: _____

CHILDREN: _____

INTERESTS: _____

AFFILIATIONS: _____

This is an optional form which the candidate may complete and which will be provided to the press.



California Secretary of State
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 Name

Signature

Date

Office



**GENERAL MUNICIPAL ELECTION
NOVEMBER 8, 2022
CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING
NOMINATION DOCUMENTS**

The purpose of these guidelines is to provide information to all candidates regarding the issuing and filing of nomination papers.

1. **Nomination Period: July 18, 2022 through August 12, 2022; or August 17, 2022 if the period is extended.**
2. **Nomination papers will be issued in-person by appointment only during the hours of 8:30 am to 4:30 pm.**
 - A. Candidates must contact the Elections Official/City Clerk's Office at 818-224-1661 or mhernandez@cityofcalabasas.com 24 hours in advance to schedule an appointment to receive nomination documents.
 - B. After setting an appointment, but prior to issuing nomination documents, the Elections Official/City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
 - C. In-person appointment requirements: A mask/face covering may be required for staff and all candidates or representatives. The attendance by the candidate and their representatives at the in-person appointment is limited to two persons (including the candidate).
3. **Execution and filing of nomination documents must be done in-person during available hours, by making an appointment 24 hours in advance.**

PLEASE NOTE: *Nomination papers and candidate statements with printing costs payment must be submitted at the same time.*

4. In order to be a qualified candidate for the office, ***the completed documents with original signatures, preferably in blue ink, must be received by the Elections Official/City Clerk by the close of the nomination period (4:30 p.m. on August 12, 2022, or 5:30 p.m. on August 17, 2022, if period is extended).*** Candidates are encouraged to turn-in nomination papers early in the process so there is ample time to verify and confirm there are sufficient qualifying signatures.

H



Date: **July 18, 2022**

I received from the Calabasas Elections Official/City Clerk, the information described on Elections Materials List for the November 8, 2022 General Municipal Election.

I have also been advised by the Elections Official/City Clerk of all the documents that must be filed at the time I file nomination papers as a candidate for the office of Councilmember; as well as for the deadline to file such documents. The Elections Official/City Clerk has also made me aware of City Hall office hours during the nomination period.

Printed Name: _____

Signature: _____ Date: _____

Address: _____

Phone Numbers: _____
Work Home

E-mail address: _____

2022 GENERAL MUNICIPAL ELECTION CALENDAR OF EVENTS

05/25/2022	Adoption of City Council Resolutions calling for an election; determining candidate statement regulations and requesting consolidation services of Los Angeles County Elections Department
07/04/2022 -07/18/2022	Elections Official to post Notice of Election – Candidates
07/04/2022	HOLIDAY OBSERVED – Independence Day – CITY HALL CLOSED
07/18/2022 -08/12/2022	Filing period for nomination papers and candidate statements
08/12/2022	Last day to call election for ballot measures
08/12/2022	Last day to withdraw initiative petitions from ballot
08/12/2022	Last day for County to receive resolutions requesting consolidation and services
08/12/2022	Last day to file nomination papers. Statement of Economic Interests (Form 700) and FPPC Candidate Intention Statement Form 501 due with nomination papers
08/12/2022 or 08/17/2022	Last day for candidate to withdraw nomination papers after being filed with the Elections Official/City Clerk’s office
08/17/2022	Last day to file nomination papers, if an incumbent does not file
08/18/2022	Secretary of State to determine order of names on ballot
08/25/2022	Last day to cancel election due to insufficient candidates
09/06/2022	Candidates notified of first pre-election campaign filing requirement due on 09/29/2022 (for period covering 07/01/2022-09/24/2022)
09/05/2022	HOLIDAY – Labor Day – CITY HALL CLOSED
09/12/2022 -10/25/2022	Filing period for write-in candidates
09/29/2022	First pre-election Campaign Statement due (period covering 07/01/2022 through 09/24/2022)
10/03/2022	Candidates notified of second pre-election campaign filing requirement due on 10/27/2022 (period covering 09/25/2022-10/22/2022)
10/10/2022 -11/01/2022	Vote by mail ballots mailed by the County
10/18/2022	Last day to mail Voter Information Guides (VIG)

10/24/2022	Last day to register to vote for the November 8, 2022 Election
10/25/2022	Last day to file for Write-in Candidate
10/27/2022	<u>Second pre-election Campaign Statement due (period covering 09/25/2022 through 10/22/2022)</u>
11/01/2022	Last day for Elections Official/City Clerk to post and publish Notice of Nominees
11/02/2022 -11/8/2022	Emergency/Late Vote by Mail Voting period.
11/08/2022	ELECTION DAY Vote Centers open between 7:00 a.m. and 8:00 p.m.
11/11/2022	Last Day for County to receive Vote by Mail Voter Ballots if postmarked on Election Day
11/11/2022	HOLIDAY – Veteran’s Day (CITY HALL CLOSED)
11/24/2022	HOLIDAY – Thanksgiving – CITY HALL CLOSED
11/25/2022	HOLIDAY – Day after Thanksgiving – CITY HALL CLOSED
12/05/2022	The Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On December 6, the Board of Supervisors is scheduled to declare the election officially concluded
12/14/2022	City Council meeting for declaring election results, administering oath of office to newly elected City Councilmembers, reorganization and reception
12/15/2022	City Clerk notifies successful non-incumbent Councilmembers that Assuming Office Statement of Economic Interest, Form 700 due no later than 01/15/2023
12/15/2022	City Clerk notifies outgoing Councilmembers that Leaving Office Statements are due no later than 01/15/2023
12/10/2022	FPPC notified of election date, candidates and elected office holders
12/23/2022	HOLIDAY – Christmas Eve Observance – CITY HALL CLOSED
12/26/2022	HOLIDAY – Christmas Day Observance – CITY HALL CLOSED
12/30/2022	HOLIDAY – New Year’s Eve Observance – CITY HALL CLOSED ½ Day
01/02/2023	HOLIDAY – New Year’s Day Observance – CITY HALL CLOSED
01/15/2023	Statements of Economic Interest due for Assuming/Leaving Office Statements
01/31/2023	Last day to refund excess deposit for candidate statements, if any
01/31/2023	Semi-annual Campaign Statements due (period covering 10/23/2022 through 12/31/2022; or 07/01/2022 through 12/31/2022, if no previous statement has been filed)

GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

Age/Citizenship	A person is incapable of holding an elective civil office if at the time of his or her election...he or she is not 18 years of age and a citizen of the State. (Government Code §1020)
Registered Voter/City Resident City Council	A person is not eligible to hold office as a councilmember unless he or she is a registered voter and a resident of the City at the time nomination papers are issued, and he or she is a registered voter and a resident of the City at the time of election or appointment. If, during the term of his or her term of office, he or she moves his or her place of residence outside of the City limits or ceases to be an elector of the City, he or she is no longer eligible to hold office and his or her office shall immediately become vacant. (C.M.C. 2.04.060)
Conviction Of Crimes	A person is disqualified from holding any office upon conviction of designated crimes, as specified in the Constitution and laws of the State. (Government Code §1021)
Filing For More Than One Office	A candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election. (Elections Code §10220.5)

The Elections Official/City Clerk's office will not issue nomination papers if candidates are not residents of the City or registered to vote in the City of Calabasas.

Prior to issuing nomination papers, the registration of all prospective candidates will be verified with the Los Angeles County Registrar of Voters.

NOTICE

No duty is imposed upon the Elections Official/City Clerk to determine whether a candidate meets the requirements for holding office.

ELECTION SUMMARY

ELECTION DATE

- Tuesday, November 8, 2022.

OFFICES TO BE FILLED

- Three members of the Calabasas City Council.

NOMINATION PERIOD

Monday, July 18, 2022, through Friday, August 12, 2022. Nomination papers will be issued by appointment only. Please see Guidelines for Issuing and Submitting Nomination Paperwork.

NOMINATION PERIOD (Extended)

If an incumbent does not file nomination papers, the filing deadline is extended to 5:30 p.m., Wednesday, August 17, 2022.

REQUIRED FORMS WHEN FILING FOR NOMINATION

- Nomination Paper (20-30 qualifying signatures). **Candidates, who do not collect enough qualifying signatures on nomination paper, will be disqualified.**
- Statement of Economic Interests (Form 700)
- Candidate Intention Statement (Form 501)
- Ballot Designation Form

OPTIONAL FORMS WHEN FILING FOR NOMINATION

If filed, must be received at the same time as Nomination Paper and Form 700

- Candidate's Statement
- Deposit check for \$500 one-column printing in Los Angeles County Voter Information Guide
- Deposit check for \$230 printing in the City's supplemental Voter Information Guide

SECRETARY OF STATE DETERMINES ORDER OF NAMES ON THE BALLOT

- Thursday, August 18, 2022.

CAMPAIGN EXPENDITURE STATEMENTS DUE

- September 29, 2022 – First Pre-Election (for the period 07/01/2022 through 09/24/2022).
- **October 27, 2022 – 2nd Pre-Election (for the period 09/25/2022 through 10/22/2022).**
- January 31, 2023 – Semi-Annual (for the period 10/23/2022 thru 12/31/2022 or 07/01/2022 through 12/31/2022, if no previous statement has been filed).

VOTE BY MAIL PERIOD

- **Monday, October 10, 2022 through Tuesday, November 1, 2022.**

LAST DAY TO REGISTER TO VOTE FOR THIS ELECTION

- **Monday, October 24, 2022**

DECLARING ELECTION RESULTS

- Wednesday, December 14, 2022 – City Council meeting for declaring election results, administering oath of office to newly elected Councilmembers, reorganization and reception.

NOMINATION PROCESS – GENERAL INFORMATION

The following are a few of the more important facts of the General Municipal Election to be held in the City of Calabasas on Tuesday, November 8, 2022. They are provided for your general information. Readers are cautioned, however, that while the contents are accurate for what is stated, they in no way may be construed as being inclusive of all aspects of the election process.

OFFICES OPEN AND TERMS

There are three City Council seats to be filled. The seats are currently held by James R. Bozajian, Mary Sue Maurer and David Shapiro. The term of each seat is four years. After the November 8, 2022, election, compensation will be offered to Councilmembers at \$1,171 per month (effective January 1, 2023), including comprehensive health, dental and vision benefits, and a \$250 monthly auto allowance.

NOMINATION PAPER

The candidate begins the nomination process by obtaining signatures on the nomination paper. The nomination paper is furnished by the Elections Official/City Clerk at no cost to those applying for nomination. There is no filing fee. The nomination paper is forwarded to the Los Angeles County Registrar of Voters for signature verification. If the minimum number of qualifying signatures is not met, the candidate will be disqualified from participating in the election. **Candidates are encouraged to turn-in nomination papers early in the process to allow ample time to verify and confirm there are sufficient qualifying signatures.**

CANDIDATE'S STATEMENT

The Candidate's Statement is optional. The statement appears in the Voter's Information Guide/Sample Ballot, which is mailed to every registered voter in the City of Calabasas no less than 21 days before the election. Candidate's Statements are subject to certain rules on format, word count, confidentiality, cost, submission and withdrawal. The cost to print the candidate's statement in the County's Voter Information Guide (VIG) is \$500. To print the candidate's statement in the City's supplemental Voter Information Guide, there is an additional cost of \$230 for a total of \$730 to print on both.

CANDIDATE PROFILE

This optional form will be used to respond to inquiries regarding candidates and may be provided to the press.

NOMINATION PAPERS

Nomination papers may be obtained by appointment only from the Elections Official/City Clerk at 818-224-1661 or mhernandez@cityofcalabasas.com. Please refer to the Candidate Guidelines for the Issuing and Submitting Nomination Paperwork. Nomination papers will be issued from July 18, 2022, through August 12, 2022. If an incumbent does not file during this period, the filing period is extended to 5:30 p.m., August 17, 2022. A candidate may withdraw his/her nomination paper until 4:30 p.m. on August 12, 2022, or 5:30 p.m. on August 17, 2022, if the nomination period is extended.

For a nomination paper to be valid, the Elections Official/City Clerk, at the time of issuance, shall have typed on the form the name of the candidate and the office for which he/she is a candidate, and shall affix signature and the date. Only one candidate may be named on any one-nomination paper and no person may file nomination papers for more than one City office at the same election. Each separate seat on the City Council is a separate office. The way the candidate's name appears on the official filing form is the way it will appear on the ballot.

All nomination papers issued must be returned for filing to the Elections Official/City Clerk's office no later than 4:30 p.m., August 12, 2022 or 5:30 p.m., August 17, 2022, if period is extended. Early filing is encouraged. Late filing may result in candidate's filing from being reviewed after the deadline, WHICH MAY BE TOO LATE TO CORRECT ANY DEFICIENCIES CONSTITUTING DISQUALIFICATION.

CIRCULATOR: Any person 18 years of age and older may circulate a nomination paper. A "Declaration of Circulator" must be signed attesting that he/she witnessed each of the signatures obtained on the nomination paper and that they are the signatures of the persons whose names they purport to be.

SIGNATURES

Each nomination paper filed must contain the signatures of not less than twenty (20) no more than thirty (30) registered voters in the City of Calabasas. Each person nominating a candidate must sign and print their name as it appears on the voter's affidavit of registration, along with the street and number of their residence. **Ditto marks are not acceptable.** Any registered voter of the City of Calabasas, including the candidate and/or the circulator, may sign a nomination paper. None of the signatures may be obtained within 100 feet of any election booth, polling place, or any place where registration of electors is being conducted ([Elections Code §6123](#)). All candidates are encouraged to obtain 30 signatures to ensure that if any signatures are challenged, the candidate's nomination is not invalidated.



No voter may sign more than one nomination paper for the same office ([Elections Code §10220](#)); and in the event a voter does so, that voter's signature shall count only on the first nomination paper filed which contains the voter's signature. Nomination papers subsequently filed and containing the voter's signature shall be considered as though the signature does not appear thereon. Each seat on the legislative body is a separate office.

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

The nominee or candidate must sign the Affidavit of Nominee which states the candidate will accept the nomination and also accept the office in the event of his/her election. It may be signed under penalty of perjury or be sworn to before an officer authorized to administer oaths, such as the Elections Official/City Clerk or Notary Public. The oath or affirmation of allegiance printed on the nomination paper must also be signed by the candidate. This **must** be signed by the candidate **before an officer authorized to administer oaths** ([Elections Code §10223](#)).

For purposes of verifying signatures on any nomination paper, the Elections Official/City Clerk shall determine that the residence address on the paper is the same as the residence address on the affidavit of registration. If the addresses are different, or if the paper(s) does not specify the residence address, the affected signature shall not be counted as valid. Any signature **invalidated**, pursuant to [Elections Code §105](#), shall not affect the validity of other valid signatures on the particular nomination paper.

CANDIDATES' STATEMENTS - GENERAL INFORMATION

Included in Section No. 12/Exhibits of this handbook is a copy of Resolution No. 2022-1786. This resolution was adopted on May 25, 2022, and pertains to regulations for candidates' statements. As no changes can be made, please carefully review the candidate statement before filing it with the Elections Official/City Clerk. The candidate statement must be filed at the time nomination papers are filed. The statement may be withdrawn, **but not changed**, during the period for filing nomination papers and until 5:30 p.m. of the next working day after the close of the nomination period.

BALLOT DESIGNATION

The Ballot Designation describes the **current** profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name. [Elections Code §13107](#) provides descriptions and examples of acceptable designations.

Ballot Designations:

- ✓ Can be no more than **three (3) words**;
- ✓ Must appear on the **Affidavit of Nominee** on the back of the Nomination Paper at the time it is filed;
- ✓ Become public record once the Nomination Paper is filed; and
- ✓ Cannot be changed after the final date to file nomination papers unless requested by the Elections Official/City Clerk due to an unacceptable designation.

Every candidate is required to file a **Ballot Designation Worksheet**, listing his/her preferred ballot designation and alternate designations, should the preferred designation be deemed unacceptable by the Elections Official/City Clerk.

FORMAT AND CONTENT OF CANDIDATE'S STATEMENT

Each candidate may prepare a candidate statement on the form included in this packet. Such statements may include the name, age, occupation, and a brief description of not more than 400 words of the candidate's education and qualifications expressed by the candidate himself or herself and may not include reference to other candidates. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations ([Elections Code §13307](#)). Nicknames and shortened names may appear with legal names or initials.

[ELECTION CODE §13307, 3\(b\)](#) PROVIDES THAT "THE STATEMENT OF EACH CANDIDATE SHALL BE PRINTED IN TYPE OF UNIFORM SIZE AND DARKNESS, AND WITH UNIFORM SPACING." This provision requires the Elections Official/City Clerk, regardless of the form of the statement submitted by the candidate, to print the statement in compliance with those provisions. Strict interpretation of the provision would preclude the use of underlining or other methods of emphasis such as asterisks or stars; would require uniform use of capital and lower case letters rather than all capitals and would require uniform paragraph indentations for all candidates. The Elections Official/City Clerk will follow these guidelines so that no candidate receives undue advantage due to the appearance of the statement.

RULES FOR COUNTING OF WORDS ([Elections Code Chapter 1. General Provisions, §9](#))

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

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

(b) This section shall not apply to counting words for ballot designations under [§13107](#).

Prior to submission of the Candidate Statement to the Elections Official/City Clerk, all candidates are urged to ensure that the statement is checked for grammatical errors, proper spelling, and that it contains the desired information. Candidates are required to submit a signed copy of the candidate statement and a completed Candidate Statement Form Information Sheet. In addition, an electronic version of the statement should be emailed to the Elections Official/City Clerk at mhernandez@cityofcalabasas.com.

CHANGES TO STATEMENTS ARE NOT ALLOWED ONCE SUBMITTED TO THE ELECTIONS OFFICIAL/CITY CLERK.

CONFIDENTIALITY

All Candidate Statements remain confidential until the expiration of the filing deadline ([Elections Code §13311](#)). Copies of all Candidate Statements will be available for public inspection in the Elections Official/City Clerk after the close of the nomination period. Not less than ten calendar days before the Elections Official/City Clerk submits the official voter's information guide for printing, the Elections Official/City Clerk shall make a copy of the voter's information guide available for public examination in the Elections Official/City Clerk's office ([Elections Code §13313](#)).

COST

A deposit in the amount of \$500 to print the candidate statement in the County's Voter Information Guide and \$230 to print the statement in the City's supplemental Voter Information Guide will be required at the time the candidate statement is filed to cover printing. If a candidate wishes to have his/her statement printed in another language and included in the voter pamphlet, the cost is yet to be determined. Each candidate shall be billed for any cost in excess of the deposit or shall receive a refund within 30 days of the election for any unused portion of the deposit.

NO CANDIDATE WILL BE PERMITTED TO INCLUDE ADDITIONAL MATERIALS IN THE SAMPLE BALLOT PACKAGE.

STATEMENT OF ECONOMIC INTERESTS, CAMPAIGN CONTRIBUTIONS AND EXPENDITURE STATEMENTS

All candidates for municipal offices, and all committees supporting or opposing State or local candidates or ballot measures, are subject to the provisions of the [State Political Reform Act of 1974](#), which went into effect January 1975.

The Political Reform Act of 1974 requires all candidates for municipal office to file a [Statement of Economic Interests \(Form 700\)](#) with the Elections Official/City Clerk at the time nomination papers are filed. A copy of this form along with an instruction manual for its completion is included in the information received when nomination papers were obtained from the Elections Official/City Clerk. Generally, the candidate is instructed to disclose investments, interests in real property, sources and amounts of income and gifts. Once filed, the document becomes a part of the public record, which is open to inspection.

[The Fair Political Practices Commission](#) (FPPC) has prepared information manuals on campaign disclosure, which are available at <http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title4>.

Interactive versions of campaign contribution forms are available at <http://www.fppc.ca.gov/learn/campaign-rules/campaign-forms.html>:

All statements filed are a matter of public record. They may be inspected at the Elections Official/City Clerk's office by anyone and copies can be purchased at ten cents (\$0.10) per page ([Government Code §81008](#)).

The law provides for a \$10 per day late filing penalty for a statement filed after the prescribed deadline. A statement which is mailed is considered filed on the date of the postmark, if it is sent by first-class mail. Certified mail is recommended, but not required.

Candidates and committee treasurers should keep complete and accurate records and be prepared to submit supporting documents, if such are required.

CAMPAIGN DISCLOSURE FOR CANDIDATES HOW TO GET STARTED

This fact sheet is intended to provide an introduction to some of the most common campaign disclosure forms filed by candidates early in their campaigns. It should be used as a supplement to (and not a replacement for) the FPPC [Campaign Disclosure Manual 2](#). The forms identified below are required by the Political Reform Act. It is important to note that candidates may need to file a number of other documents in addition to campaign disclosure statements (e.g., Filing Fees or Petitions in Lieu, Declarations of Intention, Nomination Papers, Statements of Economic Interests, Form 700).

WHAT: [Form 501](#) (Candidate Intention Statement)
WHEN: Form 501 must be filed **before** you solicit or receive any contributions or **before** you make expenditures from personal funds on behalf of your candidacy.
WHERE: File with the Elections Official/City Clerk.

A candidate for state or local office must file this form for each election, including reelection to the same office.

WHAT: [Form 410](#) (Statement of Organization Recipient Committee)
WHEN: File this form within 10 days of receiving \$2,000 in contributions.
WHERE: File the original and one copy with the Secretary of State's Political Reform Division and one copy with the Elections Official/City Clerk.

Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.

WHAT: [Form 460](#) (Recipient Committee Campaign Statement)
WHEN: Must be filed according to applicable filing schedules.
WHERE: File the original and one copy with the Elections Official/City Clerk.

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. 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.

WHAT: [FORM 470](#) (Officeholder and Candidate Campaign Statement)
WHEN: Must be filed on or before the filing deadline for the first required campaign disclosure statement (May be filed earlier).
WHERE: File the original and one copy with the Elections Official/City Clerk.

Form 470 is for use by officeholders and candidates who:

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

MARK YOUR CALENDAR.

Know the due dates for campaign statements and file on time.

YOU MUST CONTINUE TO FILE UNTIL YOU FILE TERMINATION DOCUMENTS.

LEARN THE RULES OF CAMPAIGN DISCLOSURE BY ATTENDING A WEBINAR CONDUCTED BY THE FAIR POLITICAL PRACTICES COMMISSION.

The FPPC conducts two-hour webinars that provide information to candidates and their treasurers on how to prepare their campaign finance reports and observe the Political Reform Act's requirements and prohibitions.

More information at:

Fair Political Practices Commission

(866) 275-3772

Advice@fppc.ca.gov

www.fppc.ca.gov

<http://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html>

CAMPAIGNING

CODE OF FAIR CAMPAIGN PRACTICES

Section 1 includes a copy of [Elections Code §20400 - 20444](#). State law requires that at the time nomination papers are issued, the Elections Official/City Clerk's office shall give the candidate a copy of the "[Code of Fair Campaign Practices](#)." The Elections Official/City Clerk's office shall inform each candidate that subscription to the Code is voluntary.

The Elections Official/City Clerk's office shall accept, at any time prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election ([Elections Code §20442](#)).

POLITICAL ADVERTISING

Any paid political advertisement referring to an election or to any candidate for State or local office contained in or distributed with a newspaper shall bear on each surface or page, in type at least half as large as the type of the advertisement, or in 10-point roman type, whichever is larger, the words, "Paid Political Advertisement" and such words shall be set apart from any other printed matter ([Elections Code §20008](#)).

FALSE OR MISLEADING INFORMATION TO VOTERS

No candidate shall submit any nomination paper or declaration of candidacy knowing that any part of it has been made falsely ([Elections Code §18203](#)).

No candidate shall attempt to mislead the public by pretending or implying by his/her statements or conduct that he/she is an incumbent of a public office or that he/she has acted in the capacity of a public officer when this is not the case ([Elections Code §18350](#)).

No person shall mail or distribute, or cause to be mailed or distributed, literature to voters which includes the designation of a voter's polling place other than the precinct polling place listed for that voter in the latest official precinct polling list at some time not more than 30 days prior to such mailing or distribution ([Elections Code §18302](#)).

POLITICAL SIGNS

The placement of political signs is subject to regulation by the State, County and City. Consult the County of Los Angeles Municipal Code for further information regarding political signs outside City limits.

Political signs inside City limits are regulated by [Section 17.30.030 \(H\) of the Calabasas Municipal Code](#): Temporary Noncommercial Signs and Banners.

Temporary signs and banners are permitted in all zones subject to the following regulations:

1. Two temporary freestanding signs per lot containing only noncommercial messages are permitted at all times. In addition, one temporary freestanding campaign sign shall be allowed for each political candidate or issue on each street frontage per lot. All campaign signs shall be removed within ten (10) days after the election for which they are intended. Each sign shall

not exceed six square feet in sign area with a maximum height of four feet. Such signs are in addition to all other signage allowed in this chapter.

2. Such signs shall not be illuminated or posted on trees, fence posts or public utility poles, or located within any public right-of-way or on any publicly owned property and shall not be within the traffic safety visibility area required by [Section 17.30.030 of the Calabasas Municipal Code](#).

Political signs within view of State or County highways are subject to the provisions of the Outdoor Advertising Act. The Division of Highways is prepared to answer questions about State regulation of campaign signs. Their offices can be reached at (213) 897-0945 or (916) 654-6413.

ELECTIONEERING ON ELECTION DAY ([ELECTIONS CODE §18370](#))

No person on Election Day shall, within 100 feet of a polling place:

- a) Circulate an initiative, referendum, recall, nomination petition or any other petition
- b) Solicit a vote or speak to a voter on the subject of marking his/her ballot.
- c) Place a sign relating to voter's qualifications or speak to a voter on the subject of his/her qualifications except as provided in [Elections Code §14240](#).
- d) Do any electioneering.

As used in this section "100 feet of a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

VOTER INFORMATION

Vote by Mail - Vote by mail ballots will be mailed by the LA County Registrar of Voters between October 10, 2022, through November 1, 2022.

Candidates and/or Committees may purchase a [VOTER/ELECTION FILE\(s\)](#) from the Los Angeles County Registrar of Voters.

THE CITY

Calabasas goes back to the days of the Chumash Indian settlements, where friendly Native Americans lived peacefully for hundreds of years among the oaks and sycamores, settling in canyons near streams that helped provide the necessities of life. As pioneer settlers moved into the area, the old Indian trails were transformed into wagon roads. Before the railroad, Calabasas was a popular stagecoach stop, with a dance hall and saloon.

The origin of the Calabasas name is believed to have come from one of several sources. Some guess that the area was named by the Chumash Indians from their word meaning "where the wild geese fly." To this day, the Canadian geese still fly over the area. More colorful is the legend of a Basque rancher from Oxnard who spilled a wagon-load of pumpkins across the road on his way to Los Angeles. The following spring, hundreds of pumpkin seeds presumably sprouted along the side of the road, and the Spaniards perhaps commemorated that spot by naming the area "calabaza", which is the Spanish word for pumpkin or wild gourd.

Visions of the future.....

Nestled in the west valley region of the Greater Los Angeles area, the City of Calabasas is home to several corporate headquarters and entrepreneurial businesses. The City, incorporated in April of 1991, is uniquely situated to take full advantage of the Greater Los Angeles area's vast array of resources to spawn new and emerging businesses and support existing industries.

Calabasas is a community continually meeting the challenges of the 21st Century. As the world changes economically and socially, and technological innovation changes the way we live, Calabasas is looking beyond conventional wisdom and beyond the way things have always been done, to define a vision of its future.

Calabasas was founded as a separate community, away from the urbanization and congestion of the Los Angeles metropolitan area. From its early days, Calabasas maintained a pioneer spirit as "The Last of the Old West." In looking to the future, Calabasas must identify the characteristics that distinguish it from other communities within the metropolitan area, and which cause people to find it to be a good place to live.

Calabasas also faces the challenge of preserving its unique character and environment. While exercising the local management responsibilities the City gained through incorporation, a great emphasis is placed on environmental protection, design compatibility, and transitions between urban and rural land uses that occurred in the past when, as a developing community, the primary emphasis was on development review.

In July 2008, Calabasas completed the construction of the Calabasas Civic Center complex, which includes a state-of-the-art City Hall and Library. With its Gold LEED (Leadership in Energy and Environmental Design) rating from the U.S. Green Building Council, this project exhibits the City's commitment to the environment and the community.

In June of 2016, the City completed the construction and opened the brand new 9,500 square foot Calabasas Senior Center on the same campus as City Hall and the Library. The construction project took just over a year to complete at a cost of \$5 million and exhibits the City's commitment to aging in place.

STATISTICAL INFORMATION

DATE OF INCORPORATION	April 5, 1991
CITY LOGO	Red Tail Hawk flying over the Santa Monica Mountains
TYPE OF CITY	General Law
FORM OF GOVERNMENT	Council/Manager
ESTIMATED POPULATION	24,075 as of 2015
AREA	13.3 square miles-Incorporated 19 square miles-Unincorporated
MILES OF STREETS	53.17
MUNICIPAL FACILITIES	Calabasas Civic Center encompasses City Hall, the Library and Senior Center
RECREATIONAL FACILITIES	Agoura Hills/Calabasas Community Center (currently closed) Calabasas Bark Park Calabasas Creekside Park & Community Center Calabasas Tennis & Swim Center Freedom Park Gates Canyon Park Grape Arbor Park Highlands Park Juan Bautista de Anza Park Wild Walnut Park 34.0 acres of Open Space
POLICE SERVICES	Contract with L.A. County Sheriff's Department
FIRE SERVICES	Contract with L.A. County Fire Department
TRANSPORTATION	Dial-a-Ride; Beach Bus; Shuttle; Trolley
PUBLIC SCHOOLS (Elementary/Secondary)	Las Virgenes Unified School District
WATER SYSTEM	Las Virgenes Municipal Water District
SEWERAGE SYSTEM	Las Virgenes Municipal Water District
REFUSE HAULERS	One Private Residential and one Commercial Hauler
LOCAL MEDIA	
City Publications e.Newsletter	Quarterly newsletter in recreation brochure and monthly
Newspapers	The Acorn, Daily News, Ventura County Star and LA Times-Valley Edition; Las Virgenes & Calabasas Enterprise
Radio	KNX Radio, KPCC, KCRW, KCSN
Cable	Spectrum
Television	CTV - The Calabasas Channel - (Channel 3)
Internet	www.cityofcalabasas.com

CITY GOVERNMENT - Legislative Branch

CITY COUNCIL..... *Mary Sue Maurer, Mayor*
David J. Shapiro, Mayor pro Tem
James R. Bozajian, Councilmember
Peter Kraut, Councilmember
Alicia Weintraub, Councilmember

The City Council is composed of five members elected at large on a non-partisan basis to serve four year overlapping terms. Municipal elections are held the first Tuesday after the first Monday in November of even numbered years, with three Councilmembers selected at one election and two at the next.

The City Council is the legislative policy-making branch of City government. It is the City Council's responsibility to enact ordinances, resolutions and orders necessary for governing the affairs of the City, to approve or amend the annual budget, to authorize contracts on behalf of the City, act as the final appeal body on rulings of commissions, appoint the City Manager and all members of the various commissions and boards.

The Mayor is selected by the City Council, from one of its members, for a one-year term and serves as the official representative of the City for all legislative and ceremonial purposes. The Mayor is the presiding officer at City Council meetings and executes legal instruments and documents. However, the Mayor is not vested with administrative authority.

The City Council is assisted by eight commissions: [Communications & Technology](#), [Environmental, Historic Preservation](#), [Library](#), [Mayor's Youth Council](#), [Parks, Recreation & Education](#), [Planning](#), [Public Safety](#), and the [Traffic & Transportation](#).

The regular meeting of the City Council is a vital part of the democratic process in the conduct of the City's affairs. It is at City Council meetings that laws, policies and basic decisions are enacted by the City Council. All meetings of the City Council are open to the public and citizens are encouraged to attend to learn more about how the City operates. City Council meetings are held at the City Hall Council Chambers, 100 Civic Center Way, at 7:00 p.m., on the second and fourth Wednesday of each month.

The City Council agenda is the official order of business at City Council meetings. Items for the agenda are prepared and submitted to the City Council by the City Manager and staff. The agenda is available online on the City's website under [Agendas](#), where the public may download the agenda and staff reports.

COMMUNICATIONS & TECHNOLOGY COMMISSION..... *Michael Brockman, Chair*
Richard Sherman, Vice Chair
David Goldwater, Commissioner
Carey Melcher, Commissioner
Candice Weber, Commissioner
Isabella Epperson, Student Member

The purpose of the Communications and Technology Commission is to advise the City Council on matters related to the City’s cable television franchises and communication technology. The Commission is responsible for recommendations to the City Council on the following:

- Monitor the performance of cable franchisees with respect to technical quality of signals; service performance and customer complaints.
- Provide input on any changes to the accepted regulatory conditions requested by cable franchisees.
- Monitor progress of all State and Federal legislation regarding communications and television matters, provide representation at pertinent meetings and recommend a position to the City Council.
- Any changes during the life of the franchises seen as desirable or required.
- Terms and conditions for renewal of franchises.
- Various issues involved with the changing field of communication technology.
- Provide input on programming and production for CTV, the Calabasas Channel.
- Provide input on the content of the City’s website.
- At the request of the City Council, the Commission shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

ENVIRONMENTAL COMMISSION..... *Jacy Shillan, Chair*
David Cohan, Vice Chair
Beg Jagtiani, Commissioner
Andy Shrader, Commissioner
Whitney Schwartz, Commissioner
Lux Hanley, Student Member
Noah Shapiro, Alternate Student Member

The purpose of the Environmental Commission is to act in an advisory capacity to the Planning Commission and/or City Council on general policy matters relating to the following:

- Air quality, including transportation alternative, stationary sources and mobile sources.
- Waste management, including municipal solid waste management and compliance with AB 939, and hazard and toxic waste management.
- Water quality, including National Pollutant Discharge Elimination System (NPDES) requirements, storm water discharge and watershed protection.
- Flora and fauna, including habitat and species diversity, wildlife protection, and protection of trees.
- Resources, including water conservation and energy conservation, green space and scenic beauty.
- Public education programs, including such topic areas as listed and other appropriate environmental issues.

- At the request of the City Council, the commission shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

HISTORIC PRESERVATION COMMISSION..... *Carol Steffen, Chair*
Mark Silverman, Vice Chair
Justin Ford, Commissioner
Michael Heumann, Commissioner
Lynne Tracy, Commissioner
Vacant, Las Virgenes-Calabasas Historical Society member

The Historic Preservation Commission consists of five residents of the City of Calabasas who are appointed by the City Council for a term of 2 years and an ex-officio non-voting member who is a member of the Calabasas Historical Society. The powers and duties of the Historic Preservation Commission include the following:

- Conduct a comprehensive survey of historical resources within the boundaries of the City;
- Hear and decide applications for Certificates of Appropriateness and applications for Certificates of Economic Hardship;
- Hear and make recommendations to the City Council regarding applications for designations of historic landmarks, landscapes and districts; applications for placement of landmarks or districts on the National Register of Historical Places or the California Register of Historical Resources; and applications for Mills Act contracts; and
- Maintain a local register of designated historic landmarks, landscapes and districts.

LIBRARY COMMISSION..... *Ellen Pangarliotas, President*
Isabella Gonzalez, Vice President
Marlene Bumgarner, Commissioner
Monica Parmar, Commissioner
Mark Shear, Commissioner
Britt Aaronson, Ex-officio, non-voting Commissioner
Sofia Bronshteyn, Student Commissioner

The Library Commission has the general power and duty to act in an advisory capacity to the City Council in all matters pertaining to the management, administration, operation, development, improvement and maintenance municipal libraries and the provision of library services within the City. In addition to the foregoing general power and duty, the Library Commission shall have the powers and duties, except as otherwise provided by law, to:

- Provide oversight of the City of Calabasas Municipal Library, its collections and staff and make recommendations to the City Council. Review contracts for library services, acquisitions and equipment and make recommendations to the City Council.
- Study and recommend to the City Council on matters relating to current and future library services, including methods of financing, and the present and future operations of library facilities within the City.
- Develop and implement library goals, objectives, policies and procedures necessary to provide library services.

- Develop with City staff and submit to the City Council, for approval, an annual budget for the next fiscal year.
- Submit an annual report to the City Council and State Librarian on the condition of the library as required by Section 2020927 of the California Education Code.
- Participate in the development of library programs of service to meet community needs.
- Provide technical and professional advice and recommendations related to levels of service.
- Communicate and provide liaison with the “Friends of the Library” and their counterparts in other jurisdictions.

MAYOR’S YOUTH COUNCIL..... *Mia Spiegel, Chair*
Riley Grayson, Vice Chair
Nicole Mazaheri, Secretary
Ahana Bajaj
Chloe Elie
Siena Goldfarb
Lux Hanley
Sydney Improta
Morgan Konheim
Zoe Kramar
Jordan Matalon
Skylar McClaren
Navin Parmar
Brayden Rumack
Kyler Rumack
Layla Saleh
Noah Shapiro
Christopher Sweeney
Niccolo Terango
Noah Weintraub

Membership

The Mayor’s Youth Council makes recommendations to the City Council on matters of interest to young people in the community and to do the following:

- Help young people understand, appreciate, and participate in the workings of their local government;
- Help young people register to vote;
- Establish a rapport between students and student governments in the City’s schools and the City and wider community; and
- Work with other youth councils across the United States.

Eligibility

Each Member of the Mayor’s Youth Council must be a resident of the City of Calabasas between the ages of 14 and 21 years old.

Appointment and Term of Office

The Mayor will appoint up to 20 members to an initial term of one year. Upon the expiration of his or her first term, any subsequent appointment of the same individual to the Mayor’s Youth Council will be for a term of two years. The commencement date of a Member of the Mayor’s Youth Council’s term is the date of appointment by the Mayor.

Organization

Members of the Mayor’s Youth Council will elect a Chairperson, Vice Chairperson, and Secretary from among their membership. The Chairperson will lead meetings. The Vice Chairperson will lead meetings in the Chairperson’s absence. The Secretary will record and report the actions and votes of the Mayor’s Youth Council.

Compensation

The members of the Youth Council shall serve on a voluntary basis without compensation.

PARKS, RECREATION AND EDUCATION COMMISSION.....*Charlotte Meyer, Chair*
Senior Center Advisory Board
Stephanie Williams, Vice Chair
Julie Elginer, Commissioner
Laurel Ford, Commissioner
Negin Ghaffari, Commissioner
Heath Patton, Commissioner
Brad Wiseman, Commissioner
Anika Kolanu, Student Member

The purpose of the Parks and Recreation Commission is to act in an advisory capacity to the City Council in all matters pertaining to park recreation facilities and programs. The Commission is also committed to serving as a key educational advocate and advisor to the Calabasas community. The objectives of the Commission are:

Cooperate with other governmental agencies and civic groups in the advancement of sound recreation and parks planning and programming.

Annual budget for parks and recreation purposes with recommendations to the City Council and City Manager.

Recommend to the City Manager plans for the acquisition, development, beautification and maintenance of public park and recreational area.

Recommend adoption of standards on organization, staffing, areas and facilities, program and financial support of recreations and park activities.

Advise the City Council on long range parks and recreation capital improvement programs.

PLANNING COMMISSION.....*Wendy Fassberg, Chair*
Michael Harrison, Vice Chair
Robert Lia, Commissioner
John Mueller, Commissioner
Dennis Washburn, Commissioner
Greg Byrne, Alternate Commissioner

The Planning Commission has and exercises all of the powers, duties, rights, privileges and authorities of a City Planning Commission, all as provided for by the law of the State of California. The Planning Commission has the duty to:

Investigate and make recommendations to the City Council upon reasonable and practical means for putting into effect the General Plan or part thereof, in order that it will serve as a pattern and guide for the orderly physical growth and development of the City, and as a basis for the efficient expenditure of capital improvement funds relating to the subjects of the General Plan.

Consult and advise with public officials and agencies, public utility companies, civic, educational, professional and other organizations, and citizens generally concerning implementation of the General Plan.

Hear and make recommendations to the City Council on any proposed zoning ordinances or amendments.

Make recommendations to the City Council with respect to a specific plan or regulation or any amendment to a specific plan or regulation, and report to the City Council upon any change or addition proposed with respect thereto.

Hear and decide applications for conditional use or other permits.

Hear and decide applications for exceptions or variances from the terms of the zoning ordinance. Consider tentative maps of proposed subdivisions of land and recommend to the City Council approval, conditional approval or disapproval of such tentative maps.

Have and exercise all of the powers, duties, rights, privileges and authorities of the city planning commission, all as provided for by the law of the state of California, and by the provisions of this code, as the law of this code now exists and as the same may from time to time be hereafter amended.

PUBLIC SAFETY COMMISSION.....*Sharon Boucher, Chair*
Matt Slatoff, Vice Chair
Ed Albrecht, Commissioner
Brian Cameron, Commissioner
Richard Cassel, Commissioner
Norma Citron, (CERP), Commissioner
Jacob Rossoff, Student Member
Aiden Rothman, Alternate Student Member

The Public Safety Commission is comprised of six members who are residents of the City. Each councilmember nominates a member and a sixth member is appointed by the City Council from among the members of the Calabasas Emergency Response Program (CERP) for a term of 2 years. The City Council acting as a whole appoints the commission members from among the nominees.

When requested by the City Council, the Public Safety Commission provides advice on matters related to public safety, crime and fire prevention, emergency preparedness and response, service contracts with public safety agencies and related matters. In its advisory role, the Commission makes recommendations to the City Council regarding budgets for public safety services and performs such other functions as the City Council may direct.

TRAFFIC AND TRANSPORTATION COMMISSION..... *Peter Valk, Chair*
Jill Schechter, Vice Chair
Matthew Huzaineh, Commissioner
Jacques Soriano, Commissioner
Jason Sperling Reich, Commissioner
Nicholas Meyer Yalda, Student Member
Tatiana Alexandroff, Alternate Student Member

The purpose of the Traffic and Transportation Commission is to act in an advisory capacity to the City Council in matters pertaining to traffic and transportation. The objectives of the Commission include:

Meet with citizens to discuss traffic concerns originating by or through the City Council, Planning Commission, Traffic and Transportation Commission, general public or City staff.

Assist in determining the overall goals of the community with regard to traffic and circulation. Investigate and make recommendation to the City Council regarding traffic control devices, including, but not limited to, traffic signals, traffic signage, traffic striping and other appropriate traffic control devices within the City of Calabasas.

CITY ADMINISTRATION

CITY MANAGER

Kindon Meik

The City Manager is the administrative head of the government of the City under the direction and control of the City Council. The City Manager is responsible for the efficient administration of all the affairs of the City which are under his control. In addition to the general powers as administrative head, the City Manager's duties, powers and responsibilities include (but are not limited to) the following: enforcing all laws and ordinances of the City and seeing that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed; giving orders and direction to all heads of departments and employees under his jurisdiction; overseeing the appointing, removing, promoting, demoting and disciplining of any and all officers and employees of the City, except the City Attorney; analyzing and effecting administrative reorganization of City departments in order to conduct the City's business in the most efficient, effective and economical manner possible; recommending ordinances and policy to the City Council for adoption; monitoring fiscal procedures and transactions and advising the City Council of the financial condition and needs of the City; overseeing the budget process and authorizing expenditures to be approved by Council; investigating complaints in relation to matters concerning the administration of the City; and exercising general supervision over all public buildings, and all other public property which are under control and jurisdiction of the City Council.

ADMINISTRATIVE SERVICES

Michael McConville, Interim Administrative Services Manager

The Administrative Services Department is responsible for Human Resources, Community Development Block Grant (CDBG) Program (CDBG) and the Las Virgenes Parking Administration (LVPA).

Human Resources administers the full service, centralized personnel program for the City, in areas such as classification and compensation; employee and retiree benefits; training and organizational development; recruitment, selection, placement, and retention; and employee relations.

CITY CLERK

Maricela Hernandez, MMC, CPMC, City Clerk

The City Clerk's office prepares and distributes City Council agendas and attends meetings; records and communicates all Council legislative actions and proceedings in meetings, ordinances, resolutions, minutes and indices; assures publication and posting of legal notices; coordinates the execution of official documents approved by the City Council, ensures the continuous updating of the Calabasas Municipal Code, administers the City's records management program, manages the legislative history of the City, and maintains and preserves official City documents in accordance with Federal and State legal mandates and local policies. The City Clerk is the local filing officer and is responsible for all filings and statements required by the Political Reform Act, as well as Statements of Economic Interest from current City officials, officers and designated employees, per the City's

Conflict of Interest Code. As the local Elections Official, the City Clerk conducts the City's Municipal Elections. The City Clerk serves as the staff liaison to the Mayor's Youth Council.

CITY ATTORNEY

Matthew T. Summers

Colantuono Highsmith & Whatley

The City Attorney is appointed by the Council on a contractual basis and is responsible for administration of the legal affairs of the City and represents the City in litigation and hearings. The City Attorney attends all City Council meetings and advises City officials in all legal matters pertaining to City business. He reviews all ordinances, contracts, and other legal instruments, and renders legal advice and opinions to the City Council, City Manager and other departments.

COMMUNICATIONS

Michael Russo, Communications Director

Communications is responsible for producing the programming for CTV, the City's government access channel, develops the City's website, coordinates the publication of the City's newsletter and eNews, oversees the franchise activities of the City's cable companies, writes press releases, and helps coordinate many of the special events in the City. In addition, this department oversees the administration of the City's information technology systems. The Communications Director serves as a liaison to the Communications & Technology Commission.

COMMUNITY DEVELOPMENT

Michael Klein, Community Development Director

This department is responsible for the administration of the City's development process including residential, commercial, and industrial uses. Planning performs current and long range planning, enforces zoning and land use regulations, reviews site and development plans, provides technical support to City departments, including the City's Planning Commission and other committees and boards and implements activities relating to the enhancement of the community's economic base. This division also serves as the staff liaison to the Planning Commission, Historic Preservation Commission and Architectural Review Panel. Building and Safety ensures that new and remodeled construction adheres to state and local laws for building, electrical, mechanical, and plumbing codes; that all new development in Calabasas is constructed in accordance with the highest standards of safety; and that all existing structures are maintained in a safe condition. The Division achieves this goal by issuing permits and conducting field inspections of construction work for compliance with those codes. This program is also responsible for enforcing various requirements associated with planning, zoning, and property maintenance as outlined in the City's Municipal Code.

COMMUNITY SERVICES

Erica Green, Community Services Director

The Community Services Department is responsible for providing a diverse program of recreation and leisure classes, activities, camps, leagues, excursions, and special events and operation responsibilities for recreational facilities, sports, education, culture, entertainment and other leisure activities for the community. Additional duties include maintenance of City parks and greenbelt areas, future park and recreation facility development, financial planning, budget development and grant coordination, and publication of the City's recreation brochure. The Community Services Director serves as liaison to the Parks and Recreation Commission.

FINANCE

Ron Ahlers, Chief Financial Officer

The Chief Financial Officer is responsible for supervising the administrative financial affairs of the City. He oversees the Finance Department, which is responsible for preparing the bi-annual City budget, maintaining the City's accounting system, administering payroll, investing of City funds, working with independent auditors on preparation of the annual audit, serving as Risk Manager, and providing financial information to the City Council, City Manager and City departments.

LIBRARY

Barbara Lockwood, City Librarian

The Library operates the facility, circulation and events for the Calabasas Library. The Calabasas Library left the Los Angeles County Library System and officially became the City of Calabasas Library on July 11, 1998. Partially funded by a state bond, a new library was built in 2008, at the current location in the Civic Center next to City Hall. The library serves the Calabasas and Hidden Hills area. The Library has about 93,000 items to check out, including e-books, downloadable audiobooks, magazines, streaming video and online databases. Free wireless and 20 internet computers are available on site. In addition, the Library offers free programs for patrons of all ages. The Librarian serves as the staff liaison to the Library Commission.

EMERGENCY SERVICES

Michael W. Dyer (Contract)

The Emergency Services Department is responsible for developing programs and procedures for crime and fire prevention and emergency preparation; acting as a liaison with the County Sheriff's and Fire Departments, which serve the City; and overseeing risk management. This department also serves as the staff liaison to the Public Safety Commission.

PUBLIC WORKS AND ENGINEERING

Robert Yalda, Public Works Director/City Engineer

This department is comprised of Engineering / Project Management, Environmental / Intergovernmental Relations (IGR), Inspections / Construction Division, Landscape District, Transportation/Transit and Parks and Facilities. The department is responsible for ensuring that capital improvement projects and private projects comply with legal requirements and high standards of quality through the development review process, maintaining the landscape districts of the City and overseeing environmental services and programs in the City. The Public Works Director/City Engineer is also responsible for administering the contract public works function staffed by the Los Angeles County Public Works Department. Parks and facilities are responsible for Civic Center operations and maintenance. The Environmental Services Supervisor serves as the staff liaison to the Environmental Commission. Transportation / Transit is responsible for transportation planning (traffic studies, funding applications, etc.), operations (speed studies, plan checking, resident requests) and design (signing, striping and signals) and also serves as the staff liaison to the Traffic & Transportation Commission.

INFORMATION RESOURCES

A list of frequently requested addresses and telephone numbers is provided below.

FAIR POLITICAL PRACTICES COMMISSION

102 Q Street, Suite 3000
Sacramento, CA 95811
Toll-free (866) 275-3772
Fax (916) 322-0886
Website <http://www.fppc.ca.gov>
Advice advice@fppc.ca.gov
Reporting Enforcement Violations
Complaint@fppc.ca.gov

Campaign Disclosure
Conflict of Interest Disclosure
Lobbying Disclosure
Conflict of Interest Disqualification
Proper Use of Campaign Funds

SECRETARY OF STATE

Political Reform Division
P.O. Box 1467 (95812-1467)
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
Fax (916) 653-5045
Website <http://www.ss.ca.gov>

Committee Identification Numbers
Termination of Committees
Termination of Candidates

CITY CLERK

Phone (818) 224-1661
Email
mhernandez@cityofcalabasas.com

LOS ANGELES COUNTY REGISTRAR RECORDER/COUNTY CLERK

Election Division
12400 Imperial Highway
Norwalk, CA 90650

Voter Records Division

Phone (562) 462-2700
Website <http://lavote.net/>

Questions relating to the Elections
Code
Voter Registration Records

STATE FRANCHISE TAX BOARD

Phone (800) 338-0505
Website <http://www.ftb.ca.gov>

Committee Tax Status
Tax Deductible Contributions
Charitable Non-Profit Groups
Any Other Tax-Related Questions

ATTORNEY GENERAL

Phone (800) 952-5225
Website <http://www.caag.state.ca.us>

Brown Act Requirements
Government Code Section 1090 Issues
Incompatible Activities

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
3/5/1991	General Municipal	Council Five (5) Seats Proposition for Incorporation of City of Calabasas Shall the members of the city council in future elections be elected by district or at large?	8,713	1,095	13%	4,412	51%
4/14/1992	General Municipal	Council (3)	9,837	668 (+9 provisional)	7%	2,145	22%
4/12/1994	General Municipal	Council (2) Measure Permanent Appropriations Limit	11,496	588 (+6 provisional)	5%	1,663	14%
3/4/1997	General Municipal	Council (3)	11,666	787 (+11 provisional)	13%	2,887	25%

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
3/2/1999	General Municipal	Council (2)	11,904	847 (+ 22 provisional)	7%	2,398	20%
3/6/2001	General Municipal	Council (3)	12,683	824 (+ 31 provisional)	6%	2,626	21%
3/4/2003	General Municipal	Council (2) Measure A Repeal of the Utility User Tax Tax (Not voted in favor)	12,224	1,121 (+ 54 provisional)	9%	3,467	28%
3/8/2005	General Municipal	Council (3)	13,077	1,320 (+ 73 provisional)	10%	3,662	28%
11/8/2005	Special Election	Measure C Advisory regarding Malibu Valley Inn Measure D Open Space Ordinance	12,557	2,038	13%	4,573	36%

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
3/6/2007	General Municipal	Council (2)	12,836	1,120 (+ 50 provisional)	9%	2,381	19%
3/3/2009	General Municipal	Council (3)	13,602	1,370 (+ 32 provisional)	10%	2,562	19%
3/8/2011	General Municipal	Council (2)	14,184	1,775 (+ 89 provisional)	13%	3,339	24%
3/5/2013	General Municipal	Council (3)	15,537	1,940 (+ 84 provisional)	12%	3,384	22%
11/3/2015	General Municipal	Council (2) Open Space Initiative Measure O	14,888	2,639 (inc. 165 provisional)	18%	4,317	29%

**CITY OF CALABASAS
ELECTION HISTORY**

Election Date	Election Type	Election Issue	# of Registered Voters	# of Vote by mail Voters	% of Vote by mail Voters	Total # of Ballots Cast	% of Voter Turnout
11/8/2016	Special Municipal consolidated with County Statewide	Canyon Oaks Rerendum Measure F	15,401	5,324 (inc. 938 provisionals and 2nd vote by mail count)	35%	11,277	73%
11/6/2018	General Municipal consolidated with County Statewide	Council (3)	15,336	10,960 (inc. provisionals)	71%	10,851	71%
3/3/2020	Special Municipal consolidated with County Statewide	Avalon Initiative Measure N	16,115	4,717	29%	8,474	53%
11/3/2020	General Municipal consolidated with the County	Council (2)	16,867	11,689	69%	14,604	87%
11/3/2020	General Municipal consolidated with the County	Measure C	16,867	11,730	70%	14,645	87%

EXHIBITS

RESOLUTION NO. 2022-1784

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES.

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Municipal Election shall be held on November 8, 2022, for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Calabasas, California, on Tuesday, November 8, 2022, a General Municipal Election for the purpose of electing three members of the City Council for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That vote centers for the election shall be open as required during the identified voting period pursuant to Elections Code sections 4007 and 14401.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Elections Code § 15651(a), shall set a date and time and place and summon the candidates who

have received the tie votes to appear and will determine the tie by lot.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 9. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED this 10th day of May 2022.



Mary Sue Maurer, Mayor

ATTEST:

APPROVED AS TO FORM:



Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk

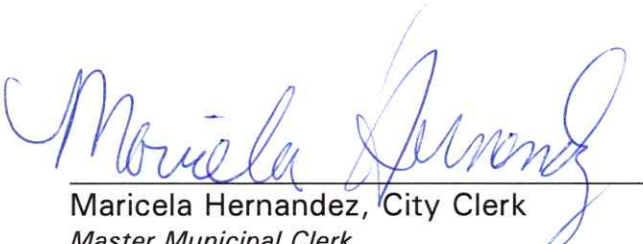


Matthew T. Summers
Colantuono, Highsmith & Whatley, PC
City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF CALABASAS)

I, **MARICELA HERNANDEZ, MMC, CPMC** City Clerk of the City of Calabasas, California, **DO HEREBY CERTIFY** that the foregoing resolution, being **Resolution No. 2022-1784** was duly adopted by the City Council of the City of Calabasas, at their special meeting held on May 10, 2022, and that it was adopted by the following vote, to wit:

- AYES: Mayor Maurer, Mayor pro Tem Shapiro, Councilmembers Bozajian, Kraut and Weintraub.
- NOES: None.
- ABSTAIN: None.
- ABSENT: None.



Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk
City of Calabasas, California

RESOLUTION NO. 2022-1786

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022.

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS.

That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of Calabasas on November 8, 2022, may prepare a candidate statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 400 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:30 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Los Angeles. The County is required to translate candidates' statements into the following languages: Armenian, Chinese, Cambodian/Khmer, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai and Vietnamese.

- A. The County will mail separate voter information guides and candidates' statements to only those voters who are on the county voter file as having requested a voter information guide in a particular language. The County will make the voter information guides and candidates'

statements in the required languages available at all vote centers, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT.

A. Translations:

1. The candidate shall not be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (A) of Section 2 above pursuant to Federal and/or State law.
2. The candidate shall be required to pay for the cost of translating the candidate's statement into any foreign language that is not required as specified in (A) of Section 2 above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall not be required to pay for the cost of printing the candidate's statement in a foreign language required in (A) of Section 2 above, in the main voter pamphlet.

The City Clerk shall 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 Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, 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 City Clerk 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 City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. MISCELLANEOUS.

- A) All translations shall be provided by professionally-certified translators.
- B) The City Clerk shall allow (bold type) (underlining) (capitalization)

(indentations) (bullets) (leading hyphens) to the same extent and manner as allowed in previous City elections.

- C) The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS.

No candidate will be permitted to include additional materials in the voter information guide.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

SECTION 7. That all previous resolutions establishing Council policy on payment for candidates' statements are repealed.

SECTION 8. That this resolution shall apply only to the election to be held on November 8, 2022 and shall then be repealed.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

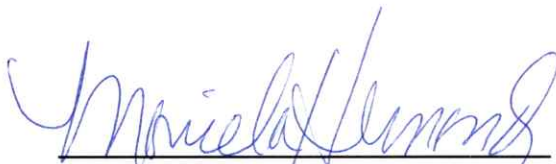
PASSED, APPROVED AND ADOPTED this 10th day of May 2022.



Mary Sue Maurer, Mayor

ATTEST:

APPROVED AS TO FORM:



Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk



Matthew T. Summers
Colantuono, Highsmith & Whatley, PC
City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF CALABASAS)

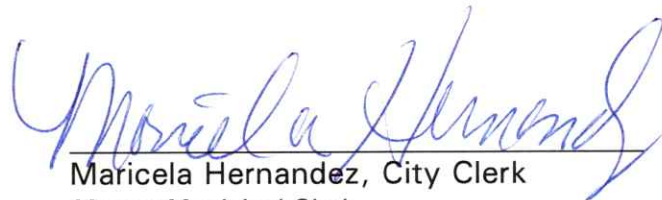
I, **MARICELA HERNANDEZ, MMC, CPMC** City Clerk of the City of Calabasas, California, **DO HEREBY CERTIFY** that the foregoing resolution, being **Resolution No. 2022-1786** was duly adopted by the City Council of the City of Calabasas, at their special meeting held on May 10, 2022, and that it was adopted by the following vote, to wit:

AYES: Mayor Maurer, Mayor pro Tem Shapiro, Councilmembers Bozajian, Kraut and Weintraub.

NOES: None.

ABSTAIN: None.

ABSENT: None.



Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk
City of Calabasas, California

Candidate Intention Statement

CALIFORNIA
FORM 501

Who Files:

A candidate for state or local office must file this form for each election, including reelection to the same office. Exception: Candidates for county central committee that do not raise or spend \$2,000 or more in a calendar year are not required to file a Form 501.

When to File:

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. Ensure campaign deadlines are met. Go to www.fppc.ca.gov for most campaign disclosure filing schedules or check with your local filing officer.

Where to File:

State Candidates (including Judges):

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814
Phone (916) 653-6224
www.sos.ca.gov

Local Candidates:

Generally your county election office or city clerk.
Electronic filing may be required.

Bank Account:

A separate campaign bank account must be established including for campaigns that are self-funded by the candidate. A bank account is not required if a candidate will not receive any contributions or make personal expenditures of less than \$2,000 in a calendar year. The filing and statement of qualification fees are not included in calculating the \$2,000.

How to Complete:

All candidates: Complete Parts 1 and 3.

Candidates for elective state office: Complete Parts 1, 2, and 3.

Exception: Candidates for an election to the California Public Employees' Retirement Board, the State Teachers' Retirement Board, judges, and judicial candidates do not complete Part 2.

Part 1. Candidate Information

- Enter your name and street address.
- Enter the title of the office sought, agency name, and district number if any (e.g., City Council Member, City of Smalltown, Dist. 5).
- Enter your political party preference if seeking a partisan office. For a list of qualified political parties, go to: www.sos.ca.gov/elections/political-parties/qualified-political-parties/.
- Check the appropriate box regarding the office's jurisdiction.

Part 2. Voluntary Expenditure Ceiling

This section applies to certain candidates for elective state office, including State Senate and Assembly and statewide offices.

The voluntary expenditure ceiling applicable to your office is set forth in FPPC Regulation 18545. You must state whether you accept or reject the expenditure ceiling. Candidates who accept the voluntary expenditure limit will be designated in either the state voter information guide (statewide candidates) or the county voter information guide (Senate and Assembly candidates) and may purchase space for a 250-word statement there.

You may amend the Form 501 to change your

acceptance or rejection of the voluntary expenditure ceiling only under the following circumstances:

- Between the date of filing an initial Form 501 for an election and the deadline for filing nomination papers for that election, you may amend your statement of acceptance or rejection of the voluntary expenditure ceiling no more than two times as long as the limit has not been exceeded.
- If you reject the voluntary expenditure ceiling in the primary or special election but do not exceed the ceiling during that election, you may amend the Form 501 to accept the expenditure ceiling for the general or special runoff election and receive all of the benefits accompanying the acceptance of the expenditure ceiling. The amended Form 501 must be filed within 14 days following the primary or special election.

Personal Funds Notification:

You must disclose, if applicable, the date you contribute personal funds to your own campaign that exceed the expenditure ceiling. File an amended Form 501 within 24 hours by guaranteed overnight delivery, personal delivery, or, if applicable, by electronic means.

Part 3. Verification

The verification is signed under penalty of perjury. This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee.

Candidate Intention Statement

Date Stamp	CALIFORNIA FORM 501
For Official Use Only	

Check One: Initial _____ Amendment (Explain) _____

1. Candidate Information:

NAME OF CANDIDATE (Last, First Middle Initial)	DAYTIME TELEPHONE NUMBER () ()	FAX NUMBER (optional) () ()	EMAIL (optional)
STREET ADDRESS	CITY	STATE	ZIP CODE
OFFICE SOUGHT (POSITION TITLE)	AGENCY NAME	DISTRICT NUMBER, if applicable.	NON-PARTISAN OFFICE
OFFICE JURISDICTION	PARTY PREFERENCE: (Check one box, if applicable.)		
State (Complete Part 2.)	PRIMARY / GENERAL		
City County Multi-County: _____ (Name of Multi-County Jurisdiction)	_____ (Year of Election)	SPECIAL / RUNOFF	

2. State Candidate Expenditure Limit Statement:

(CalPERS and CalSTRS candidates, judges, judicial candidates, and candidates for local offices do not complete Part 2.)

(Check one box)

I accept the voluntary expenditure ceiling for the election stated above.

I do not accept the voluntary expenditure ceiling for the election stated above.

Amendment:

I did not exceed the expenditure ceiling in the primary or special election held on ___/___/___ and I accept the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)

On, ___/___/___ I contributed personal funds in excess of the expenditure ceiling for the election stated above.

3. Verification:

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ Signature _____
(month, day, year) (Candidate)

Statement of Organization Recipient Committee

CALIFORNIA
FORM 410

Who Files

Recipient Committees: Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections. They must register with the Secretary of State and report all receipts and expenditures. "Contributions" include monetary payments, loans and non-monetary goods and services received or made for a political purpose.

Candidates: The personal funds of a candidate or officeholder used to seek or hold elective office are contributions and count toward qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet do not count toward the \$2,000 threshold.

Multipurpose Organizations: A nonprofit organization, federal or out-of-state PAC, or other multipurpose organization that makes contributions or expenditures in California elections may also be required to register as a recipient committee with the Secretary of State. See the Fact Sheet on Multipurpose Organizations Reporting Political Spending and the Supplemental Form 410 Instructions.

When to File

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. 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.

Where to File

All Committees: Form 410 with original ink signature(s)
Secretary of State
Political Reform Division
1500 11th Street, Rm 495
Sacramento, CA 95814

County & City

Committees: Also file a copy with the local filing officer who will receive the original campaign statements.

Read instructions carefully as a Form 410 will be rejected if all applicable sections are not completed.

Committee ID Number

The committee's ID number will be posted at cal-access.sos.ca.gov. To receive an official, stamped copy of your approved Form 410, send a request, the original form, two copies of the form, and a self-addressed, stamped envelope, to the Secretary of State.

Amendments

When information contained in the committee's Statement of Organization changes, file an amendment within 10 days of the change with the Secretary of State and local filing officer (if applicable). During the period 16 days before an election, file an amendment within 24 hours as described below.

24-Hour Reporting

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 filing officer who will receive the committee's original disclosure statements.
- 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 filing officer who will receive the committee's original disclosure statements 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 filing officer receiving the committee's original campaign statements within 24 hours of the change.

These filings must be made by fax, guaranteed overnight delivery, personal delivery or online (if online filing is available).

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee.

**Statement of Organization
Recipient Committee**

Statement Type

Initial Not yet qualified or Date qualification threshold met ____/____/____	Amendment Date qualification threshold met ____/____/____	Termination – See Part 5 Date of termination ____/____/____
---	--	--

Date Stamp

**CALIFORNIA
FORM 410**

For Official Use Only

1. Committee Information	2. Treasurer and Other Principal Officers																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: left;">NAME OF COMMITTEE</td> </tr> <tr> <td colspan="2" style="text-align: left;">STREET ADDRESS (NO P.O. BOX)</td> </tr> <tr> <td style="width: 33%;">CITY</td> <td style="width: 33%;">STATE</td> </tr> <tr> <td style="width: 33%;">ZIP CODE</td> <td style="width: 33%;">AREA CODE/PHONE</td> </tr> <tr> <td colspan="2" style="text-align: left;">FULL MAILING ADDRESS (IF DIFFERENT)</td> </tr> <tr> <td colspan="2" style="text-align: left;">E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)</td> </tr> <tr> <td style="width: 33%;">COUNTY OF DOMICILE</td> <td style="width: 66%;">JURISDICTION WHERE COMMITTEE IS ACTIVE</td> </tr> </table>	NAME OF COMMITTEE		STREET ADDRESS (NO P.O. BOX)		CITY	STATE	ZIP CODE	AREA CODE/PHONE	FULL MAILING ADDRESS (IF DIFFERENT)		E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)		COUNTY OF DOMICILE	JURISDICTION WHERE COMMITTEE IS ACTIVE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: left;">NAME OF TREASURER</td> </tr> <tr> <td colspan="4" style="text-align: left;">STREET ADDRESS (NO P.O. BOX)</td> </tr> <tr> <td style="width: 33%;">CITY</td> <td style="width: 16.5%;">STATE</td> <td style="width: 16.5%;">ZIP CODE</td> <td style="width: 34%;">AREA CODE/PHONE</td> </tr> <tr> <td colspan="4" style="text-align: left;">NAME OF ASSISTANT TREASURER, IF ANY</td> </tr> <tr> <td colspan="4" style="text-align: left;">STREET ADDRESS (NO P.O. BOX)</td> </tr> <tr> <td style="width: 33%;">CITY</td> <td style="width: 16.5%;">STATE</td> <td style="width: 16.5%;">ZIP CODE</td> <td style="width: 34%;">AREA CODE/PHONE</td> </tr> <tr> <td colspan="4" style="text-align: left;">NAME OF PRINCIPAL OFFICER(S)</td> </tr> <tr> <td colspan="4" style="text-align: left;">STREET ADDRESS (NO P.O. BOX)</td> </tr> <tr> <td style="width: 33%;">CITY</td> <td style="width: 16.5%;">STATE</td> <td style="width: 16.5%;">ZIP CODE</td> <td style="width: 34%;">AREA CODE/PHONE</td> </tr> </table>	NAME OF TREASURER				STREET ADDRESS (NO P.O. BOX)				CITY	STATE	ZIP CODE	AREA CODE/PHONE	NAME OF ASSISTANT TREASURER, IF ANY				STREET ADDRESS (NO P.O. BOX)				CITY	STATE	ZIP CODE	AREA CODE/PHONE	NAME OF PRINCIPAL OFFICER(S)				STREET ADDRESS (NO P.O. BOX)				CITY	STATE	ZIP CODE	AREA CODE/PHONE
NAME OF COMMITTEE																																																			
STREET ADDRESS (NO P.O. BOX)																																																			
CITY	STATE																																																		
ZIP CODE	AREA CODE/PHONE																																																		
FULL MAILING ADDRESS (IF DIFFERENT)																																																			
E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)																																																			
COUNTY OF DOMICILE	JURISDICTION WHERE COMMITTEE IS ACTIVE																																																		
NAME OF TREASURER																																																			
STREET ADDRESS (NO P.O. BOX)																																																			
CITY	STATE	ZIP CODE	AREA CODE/PHONE																																																
NAME OF ASSISTANT TREASURER, IF ANY																																																			
STREET ADDRESS (NO P.O. BOX)																																																			
CITY	STATE	ZIP CODE	AREA CODE/PHONE																																																
NAME OF PRINCIPAL OFFICER(S)																																																			
STREET ADDRESS (NO P.O. BOX)																																																			
CITY	STATE	ZIP CODE	AREA CODE/PHONE																																																
Attach additional information on appropriately labeled continuation sheets.																																																			

3. Verification

I have used all reasonable diligence in preparing this statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ By _____
DATE SIGNATURE OF TREASURER OR ASSISTANT TREASURER

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Executed on _____ By _____
DATE SIGNATURE OF CONTROLLING OFFICEHOLDER, CANDIDATE, OR STATE MEASURE PROPONENT

Instructions for Statement of Organization

Statement Type:

Initial

Mark the “Initial” box and enter the date the committee qualification threshold was met.

If the committee has not met the qualification threshold, mark the “Initial” and “Not Yet Qualified” boxes.

Qualification Threshold

The “date qualification threshold met” is the date the committee received contributions totaling \$2,000 or more during a calendar year.

Amendment

If any of the information reported on an initial statement of organization changes:

- Mark the amendment box;
- Include the committee’s ID number and name;
- Provide the changed information; and
- Complete the verification.

Candidates: Under certain circumstances, a candidate for local office may amend the Form 410 to indicate that he or she is seeking re-election to the same office. A candidate for state office must open a separate committee for each term of office and may not amend the Form 410 to redesignate an election committee.

Termination

List the committee’s name, identification number and indicate the date of termination, including completing the verification.

1. Committee Information:

Provide the full name of the committee. A committee may use only one name.

The committee’s street address, email address, and telephone number must be reported. A post office box is not acceptable. The committee’s mailing address must also be reported if it is different from the street address. A post office box is acceptable for the mailing address. A committee’s “domicile” is its address as listed on the Form 410. Los Angeles is the county of domicile for committees located outside California.

Identify the jurisdiction where the committee is active. For example a city committee lists the name of the city.

Committee Name Requirements

The following committee name rules apply to the Form 410, the committee’s campaign statements and to any other references to the committee required by law. See the instructions for Part 4 for committee definitions.

Candidate Controlled Committees: Any committee that is controlled by a state or local candidate or officeholder must include the last name of the candidate in the name of the committee. In addition, the following rules apply:

- An **election committee** controlled by one or more state or local candidates must also include the office the candidate(s) is seeking and the year of the election (e.g., Friends of Smith for Assembly 20XX, Jones for Council 20XX).
- An **officeholder committee** set up by a state officeholder must also include the office held, the year the officeholder was elected to the current term of office, and the words “Officeholder Account,” as part of the committee name (e.g., Anderson Assembly 20XX Officeholder Account).
- A **legal defense fund** set up by a state or local candidate or officeholder must also include the words “Legal Defense Fund” as part of the committee name (e.g., Senator Smith Legal Defense Fund).
- A **ballot measure committee** controlled by one or more state candidates must also state that it is a ballot measure committee (e.g., Senator Lee’s Ballot Measure Committee) prior to the designation of the ballot measure number. See additional requirements for primarily formed committees.

Sponsored Committees: A sponsored committee (including most political action committees) must include the full name of its sponsor in the name of the committee. If the committee has more than one sponsor and the sponsors are members of an industry or other identifiable group, include a term identifying that industry or group.

Primarily Formed Committees

Ballot Measures: The name of each committee primarily formed to support or oppose a ballot measure must include:

- A statement identifying the ballot measure(s) number or letter and whether it supports or opposes the measure(s) (e.g., Committee For Proposition/Measure __ or Committee Against Proposition/Measure __).

Recalls: Each committee established for a recall election must include the name of the officeholder subject to the recall. If the committee is not controlled by the officeholder, the committee must state its support or opposition (e.g., Committee Opposing the Recall of Council Member Doe).

Supporting or Opposing a Candidate: The name of each committee primarily formed to support or oppose a state or local candidate(s) being voted on in a single election, other than a recall election, must include the last name of each candidate, the office sought, the year of the election and must state whether the committee supports or opposes the candidate(s) (e.g., Committee to Support Doe for Senate 20XX).

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

Page 2

COMMITTEE NAME	I.D. NUMBER
----------------	-------------

- All committees must list the financial institution where the campaign bank account is located.

NAME OF FINANCIAL INSTITUTION	AREA CODE/PHONE	BANK ACCOUNT NUMBER
-------------------------------	-----------------	---------------------

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

4. Type of Committee Complete the applicable sections.

Controlled Committee

- List the name of each controlling officeholder, candidate, or state measure proponent. If candidate or officeholder controlled, also list the elective office sought or held, and district number, if any, and the year of the election.
- List the political party with which each officeholder or candidate is affiliated or check "nonpartisan." Stating "No party preference" is acceptable
- If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.

NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)	YEAR OF ELECTION	PARTY CHECK ONE		(list political party below)
			Nonpartisan	Partisan	
			Nonpartisan	Partisan	

Primarily Formed Committee

Primarily formed to support or oppose specific candidates or measures in a single election. List below:

CANDIDATE(S) NAME OR MEASURE(S) FULL TITLE (INCLUDE BALLOT NO. OR LETTER) IF A RECALL, STATE "RECALL" IN FRONT OF THE OFFICEHOLDER'S NAME.	CANDIDATE(S) OFFICE SOUGHT OR HELD OR MEASURE(S) JURISDICTION (INCLUDE DISTRICT NO., CITY OR COUNTY, AS APPLICABLE)	CHECK ONE	
		SUPPORT	OPPOSE
		SUPPORT	OPPOSE

Instructions for Statement of Organization

2. Treasurer and Other Principal Officers:

A committee may have only one treasurer and one assistant treasurer. A candidate may be his or her own treasurer or assistant treasurer. A committee may not accept a contribution or make an expenditure without a treasurer.

A committee that is not controlled by a candidate or officeholder must disclose the name, street address, and telephone number of the committee's principal officer(s). The principal officer(s) of a committee are the individual(s) primarily responsible for approving the political activity of the committee, including authorizing the content of communications, authorizing contributions and other expenditures, and determining strategy. If more than three individuals qualify as principal officers of the committee, identify no fewer than three.

If no individual other than the committee treasurer qualifies as a principal officer, identify that individual as both the treasurer and the principal officer. An attachment may be necessary.

3. Verification/Original Ink Signature(s):

The Form 410 filed with the Secretary of State must contain an original signature(s). The committee treasurer or assistant treasurer must sign the Form 410. Also, each controlling officeholder, candidate or state ballot measure proponent must sign the Form 410. If more than three control the committee, one of them may sign on behalf of all controlling individuals. If a candidate will serve as his or her own treasurer, he or she must sign as the candidate and again as the treasurer.

Bank Account Information

- Qualified committees must list the name and address of the financial institution where the campaign bank account is located and the bank account number.
- Non-qualified committees are not required to list a bank account.

4. Type of Committee:

Controlled Committee

A "controlled committee" is one which is controlled directly or indirectly by an officeholder, candidate, or state measure proponent, or which acts jointly with an officeholder, candidate, state measure proponent, or another controlled committee in connection with making expenditures.

A committee is controlled if the officeholder, candidate, or proponent, his/her agent, or any other committee he/she controls, has a significant influence on the actions or decisions of the committee.

"Proponents" of state measures are persons who request the Attorney General to prepare a title and summary of a state initiative, referendum, or measure.

Candidate Election Committee: Identify the candidate's last name, office, election year and party, if applicable.

Ballot Measure Committee Controlled by State

Candidate: Identify each measure on which the committee has spent or anticipates spending \$50,000 or more in the current two-year period, beginning with January 1 of an odd-numbered year. If the ballot designation has not been assigned, describe the purpose of the anticipated measure(s). Amend the Form 410 when a ballot designation is assigned. Provide this information in the primarily formed or general purpose section or on an attachment.

Legal Defense Committee: On an attachment, describe the specific legal dispute(s) for which the legal defense fund was established. The Form 410 must be amended within 10 days when legal disputes are either resolved or new disputes are initiated.

Primarily Formed Committee

A committee is "primarily formed" when it makes or initially plans to make more than 70% of its contributions and expenditures to support or oppose a specific candidate or measure, or a group of measures or specific local candidates all being voted upon in the same election on the same date. (FPPC Regulation 18247.5)

New committees: A new committee formed within six months of a statewide regular election or within 30 days of a state special election is presumed to be primarily formed if the committee makes at least \$25,000 in independent expenditures to support or oppose a state candidate or measure. Monthly review is required for other new committees that spend at least \$1,000 a month and were formed within six months of an election in connection with which the committee makes contributions or expenditures.

Quarterly review at the end of March, June, September and December is required for other committees.

A committee controlled by a candidate for his or her own candidacy is not a primarily formed committee.

State ballot measures - qualification ID number: Certain committees must list in Section 4, Primarily Formed Committee, the Attorney General's Office assigned identification number to a proposed state ballot measure:

- A committee submitting the title and summary;
- A committee primarily formed for the measure; or
- A committee that spends \$100,000 or more on petition circulation for the measure.

Recall Committees: A committee supporting or opposing a recall must list "Recall [Officeholder's Name]," the office held by the recall target officeholder, and mark the appropriate box to indicate whether the committee supports or opposes the recall of the officeholder.

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

CALIFORNIA FORM 410
Page 3
I.D. NUMBER

COMMITTEE NAME

4. Type of Committee (Continued)

General Purpose Committee Not formed to support or oppose specific candidates or measures in a single election. Check only one box:
 CITY Committee COUNTY Committee STATE Committee

PROVIDE BRIEF DESCRIPTION OF ACTIVITY

Sponsored Committee List additional sponsors on an attachment.

NAME OF SPONSOR			INDUSTRY GROUP OR AFFILIATION OF SPONSOR			
STREET ADDRESS	NO. AND STREET	CITY	STATE	ZIP CODE	AREA CODE/PHONE	

Small Contributor Committee _____/_____/_____
 Date qualified

5. Termination Requirements By signing the verification, the treasurer, assistant treasurer and/or candidate, officeholder, or ponent certify that all of the following conditions have been met:

- This committee has ceased to receive contributions and make expenditures;
- This committee does not anticipate receiving contributions or making expenditures in the future;
- This committee has eliminated or has no intention or ability to discharge all debts, loans received, and other obligations;
- This committee has no surplus funds; and
- This committee has filed all campaign statements required by the Political Reform Act disclosing all reportable transactions.
 - There are restrictions on the disposition of surplus campaign funds held by elected officers who are leaving office and by defeated candidates. Refer to Government Code Section 89519.
 - Leftover funds of ballot measure committees may be used for political, legislative or governmental purposes under Government Code Sections 89511 - 89518, and are subject to Elections Code Section 18680 and FPPC Regulation 18521.5.

Instructions for Statement of Organization

General Purpose Committee

A committee is a “general purpose committee” if its principal activity is supporting or opposing a variety of candidates or measures voted on in different elections. (FPPC Regulation 18227.5)

- A **state committee** makes contributions or expenditures to support or oppose candidates or measures voted on in state elections, or in more than one county; it does not make over 70% of its contributions or expenditures in a single local jurisdiction. State contributions include contributions to other state general purpose committees. *All political party committees that meet the requirements as a political party pursuant to Elections Code Section 5100 (Government Code Section 85205) (including county central committees) are state committees.*
- A **county committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single county, or in more than one jurisdiction within one county. This includes contributions to other general purpose committees in the same county.
- A **city committee** makes more than 70% of its contributions or expenditures to support or oppose candidates or measures voted on in a single city, or in one consolidated city and county. This includes contributions to other city general purpose committees in the same city.

A city or county committee may make up to four contributions in a calendar year to candidates for elective state office whose districts are within the same jurisdiction and is not required to change its status to a state committee.

A committee that has made contributions or expenditures of \$5,000 or more during a quarter must review its activity at the end of March, June, September and December to determine if the committee is filing reports in the appropriate jurisdiction. During the first six months, a new committee must check its

jurisdictional status each month the committee makes expenditures of \$1,000 or more. If a change of filing locations occurs, reports must be filed in both the new and old jurisdiction through the calendar year.

After marking the appropriate state, county or city box, provide a brief description of the committee’s political activities such as whether it supports candidates or measures that share a common political affiliation.

Sponsored Committee

A “sponsored committee” is a general purpose or primarily formed committee, other than an officeholder or candidate controlled committee, that has one or more sponsors.

An organization, business, or other entity is a sponsor if one or more of the following apply:

- The committee receives 80% or more of its contributions from the entity or organization or its members, officers, employees, or shareholders.
- The entity or organization collects contributions for the committee by use of payroll deductions or dues from its members, officers or employees.
- The entity or organization, alone or in combination with other entities or organizations, provides all or nearly all of the administrative services for the committee.
- The entity or organization, alone or in combination with other entities or organizations, sets the policies for contribution solicitations or payment of expenditures from committee funds.

See the instructions for Part 1 for a sponsored committee’s name requirements.

Small Contributor Committee

A “small contributor committee” is one that has been in existence for more than six months;

receives contributions from 100 or more persons; makes contributions to five or more candidates; and has not received more than \$200 from one person in a calendar year.

5. Termination Requirements

Recipient committees may only terminate when:

- They have ceased to receive contributions and make expenditures; and
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- They have eliminated or have no intention or ability to discharge all their debts, loans received, and other obligations; and
- They have no funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

State Candidates: There are mandatory termination deadlines applicable to your committees.

How to Terminate

After the termination requirements above are met:

State Committees: Complete page one of the Form 410 and mark the termination box. Send the Form and last Form 450 or 460 (mark the termination box) to the Secretary of State.

Local Committees: Complete page one of the Form 410, mark the termination box and send the Form to the Secretary of State. Send a copy of the Form 410 and last Form 450 or 460 (mark the termination box) to your city or county filing officer.