



CITY OF PITTSBURG

**CANDIDATE
INFORMATION
HANDBOOK**

FOR

**NOVEMBER 8, 2022
ELECTION**



OFFICE OF THE CITY CLERK
65 Civic Avenue
Pittsburg, California 94565

July 18, 2022

Dear Candidate:

Welcome to the City of Pittsburg Municipal Election for 2022. This Election will determine three (3) City Council Member seats, one (1) City Clerk seat, and one (1) City Treasurer seat. It is heartening to see that you have made the decision to consider public service, or as an incumbent, continue public service.

In our attempt to better assist you, the Office of the City Clerk has assembled informational documents in this Candidate's Information Handbook to help guide you through the nomination process. It will aid in explaining various rules, regulations and common-sense ideas for surviving your campaign. Although it is not all encompassing, we are confident you will find it useful.

We also include a Candidate's Checklist which is helpful for you to remember what to bring in when you file, and which we will go over together at the time of filing. Your Nomination Paper, Candidate Statement of Qualifications, any payment of fees due, and required FPPC forms must be filed together, in my office, before the close of the filing period on **Friday, August 12, 2022 at 5:00 p.m.**

It is prudent to file your nomination papers early to correct any possible errors or insufficiencies in the forms. To save time and to ensure that I am in the office, please call me directly at 252-4870 to schedule your filing. You can also email me at: aevenson@pittsburgca.gov.

Please do not hesitate to call, email or come by the office if you have questions or concerns regarding the nomination process. We will be happy to assist you in whatever manner we can. Our office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The office is closed between noon and 1:00 p.m.

Best wishes in your endeavor to seek office for public service!

Sincerely,

Alice E. Evenson

City Clerk

CITY OF PITTSBURG CANDIDATE'S INFORMATION HANDBOOK TABLE OF CONTENTS

| | |
|--|----|
| Welcome letter | |
| Election Summary | 2 |
| Candidate's Guidelines for Municipal Office/Election | |
| Eligibility | 3 |
| Offices to be Filled | 3 |
| Nomination Period | 3 |
| Extension if Incumbent Doesn't File | 3 |
| Official Filing Petition (Nomination Papers) | 3 |
| Declaration of Candidacy and Oath of Office | 4 |
| Filing of Nomination Papers | 4 |
| Signatures; Verifications; Residence Address | 5 |
| Ballot Designations and Ballot Designation Worksheet | 5 |
| Placement of Names on the Ballot | 6 |
| Candidate Statement of Qualifications | 6 |
| Word Count Standard for Candidate Statement | 7 |
| Code of Fair Campaign Practices Form | 7 |
| Political Signs | 7 |
| Mass Mailer Requirements | 8 |
| Registration Deadline | 8 |
| Information Requests | 9 |
| Campaign Resources | 9 |
| Election Calendar | 9 |
| Withdrawal of Candidacy | 9 |
| Ethics Training and Harassment Prevention Training (Successful Candidates) | 9 |
| Fair Political Practices Commission (FPPC) Filing Requirements | 10 |
| Questions and Answers | 13 |
| Checklist of What Must Be Filed with the City Clerk | 15 |
| Contact Information | 16 |
| Filing Forms – on website www.pittsburgca.gov (Samples Only – Official Documents Distributed by City Clerk) | |
| Application for Nomination Packet | |
| Nomination Papers | |
| Ballot Designation Worksheet | |
| Candidate Statement | |
| Code of Fair Campaign Practices Form | |
| FPPC Forms – on website www.pittsburgca.gov | |
| Local Candidate / Committee Checklist | |
| Form 700 – Statement of Economic Interest | |
| Form 501 – Candidate Intention Statement | |
| Form 410 – Statement of Organization | |
| Form 460 – Recipient Committee Campaign Statements | |
| Form 470 – Officeholder and Candidate Campaign Statement Short Form | |
| Form 497 – Late Contributions Form | |
| Manuals – on website www.pittsburgca.gov | |
| Success in Public Service: What You Need to Know Before You Are Appointed or Elected | |
| City Election Timetable (Election Calendar) | |
| Contra Costa County Candidate Guide 2022 | |
| Campaign Disclosure Manual 2 | |
| Limitations and Restrictions on Gifts, Honoraria, Travel and Loans | |
| 2021/2022 Form 700 Statement of Economic Interests Reference Pamphlet | |
| Your Duty to File – A Basic Overview of State Economic Disclosure Laws and Reporting Requirements for Public Officials | |
| Can I Vote? – A Basic Overview of Public Official's Obligations Under the Political Reform Act's Conflict-of-Interest Rules | |
| A Guide to the Political Reform Act of 1974 | |
| Political Reform Act 2022 | |
| Recent Changes in the Political Reform Act | |

ELECTION SUMMARY
CITY OF PITTSBURG
GENERAL MUNICIPAL ELECTION

ELECTION DATE

Tuesday, November 8, 2022

OFFICES TO BE FILLED

Three (3) City Council Seats

One (1) City Clerk Seat

One (1) City Treasurer Seat

TERM OF OFFICE

Four (4) years beginning December 5, 2022

CANDIDATE ELIGIBILITY

U.S. citizen, qualified elector (resident and registered voter) within the corporate City limits of the City of Pittsburgh at the time the nomination papers are issued

NOMINATION PERIOD

Monday, July 18, 2022, 8:00 a.m.

Through

Friday, August 12, 2022, 5:00 p.m.

REQUIRED FORMS WHEN FILING FOR NOMINATION

Nomination Petition

Declaration of Candidacy/Oath of Office

Form 700 – Statement of Economic Interest

Ballot Designation Worksheet

Campaign Statement Forms (501, 410, 460 or 470)

OPTIONAL FORMS WHEN FILING

Candidate Statement

Code of Fair Campaign Practices

LAST DAY TO REGISTER TO VOTE FOR NOVEMBER 8, 2022 ELECTION

Monday, October 24, 2022

CAMPAIGN EXPENDITURE STATEMENTS DUE

(See Page 11 for reporting periods)

2022 Semi-Annual – August 1, 2022

1st Pre-election – September 29, 2022

2nd Pre-election – October 27, 2022

2022 Semi-Annual – January 31, 2023

1. ELIGIBILITY

In order to be eligible to hold office as a member of the City Council, a person must be:

- A U.S. citizen
- A resident and registered voter of the City at the time Nomination Papers are issued for his or her candidacy
- Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

2. OFFICES TO BE FILLED

Three (3) City Council seats; One (1) City Clerk seat; One (1) City Treasurer seat. All are at large seats and all are four (4) year terms.

3. NOMINATION PERIOD

See Elections Code Section 10220.

Monday, July 18, 2022 at 8:00 a.m. will be the first date and time that Nomination Papers will be available. Friday, August 12, 2022 at 5:00 p.m. will be the final date and time for filing any Nomination Papers. Nomination Papers can be picked up and also filed at:

Office of the City Clerk
City Hall, 1st Floor
65 Civic Avenue
Pittsburg, CA 94565
(925) 252-4870
aevenson@pittsburgca.gov

City Offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. The City Clerk's Office is closed during the lunch hour from 12:00 to 1:00 p.m.

4. EXTENSION IF INCUMBENT DOES NOT FILE

See Elections Code Section 10225.

If Nomination Papers for an incumbent officer of the City are not filed by 5:00 p.m. on Friday, August 12, 2022, the Nomination Period will be extended until Wednesday, August 17, 2022 at 5:00 p.m.

5. OFFICIAL FILING PETITION (NOMINATION PAPERS)

See Elections Code Sections 10221, 10222.

This petition is very important and should be handled very carefully.

The first step you should take in completing your petition is to decide if you will personally be the circulator or if someone will circulate it for you. Only one person may circulate the petition; this may be the candidate or an appointed circulator. Remember, whoever circulates the petition must personally witness each person's signature. Circulators must be 18 years or older and complete the

Circulator Affidavit after the nomination paper is circulated. If the candidate (nominee) is the circulator, the candidate (nominee) completes the affidavit.

The second step is to obtain the signatures. Each petition has 10 spaces for signatures. You will be issued three separate petitions. Although a minimum of 20 signatures are required to file, it is advisable to obtain 30. This will give you 10 extra signatures in case some of the first 20 signatures do not qualify. Signatures only qualify if they are from registered voters of the City of Pittsburg.

Signatures and the residence addresses must match the information on the voter's registration card or affidavit on file at the Contra Costa County Registrar of Voters Office. You may check signatures against the Index of Registered Voters available at the Contra Costa County Registrar of Voters, 555 Escobar Street, Martinez, (925) 335-7800, before filing final papers with the City Clerk. The Index is also available on CD by precincts for purchase through the Registrar.

Official verification of the signatures is done by the Registrar's Office after the City Clerk has submitted the nomination papers to the County Registrar of Voters.

A person may sign only the number of Nomination Petitions as there are seats available. If a person signs papers for more candidates than seats available, only the signatures on the first papers filed with the City Clerk will be counted.

The City Clerk advises candidates to allow ample time when filing for checking the signatures against the Index of Registered Voters. If there is a problem with your papers, there will be sufficient time to correct them by issuing Supplemental Nomination Papers.

The candidate should pick up and file the nomination forms personally. This permits staff to review the forms and procedures with the candidate. There are several forms requiring the candidate's signature at the time of filing in the City Clerk's Office.

6. DECLARATION OF CANDIDACY AND CANDIDATE'S OATH OF OFFICE

See Elections Code Section 10223.

The Declaration of Candidacy has two sections to be completed. They include the Declaration of Candidacy and the Oath of Office. Per Election Code 8028 this form must be completed in, and cannot be removed from, the office of the elections official.

- a. Declaration of Candidacy: This section is a declaration stating that the candidate will accept the nomination and the office in the event of his/her election. In addition, the candidate must state his/her ballot designation. (Please see guidelines on "Ballot Designations" Page 5 of this handbook.)
- b. Candidate's Oath of Office: This portion must be completed in the presence of the City Clerk (or Deputy City Clerk) at the time the candidate files the Nomination Papers.

7. FILING OF NOMINATION PAPERS

See Elections Code Section 10224.

Once you have obtained all your signatures, you must file the Nomination Papers with the City Clerk. Please note that all papers (Nomination, Candidate Statement, and Statement of Economic Interest, etc.) must be filed at the same time. Please refer to the checklist.

Since there are a number of instructions to review and documents to complete, it is strongly recommended that candidates make appointments with the City Clerk (925) 252-4870 to file paperwork at the Office of the City Clerk, City Hall, 65 Civic Avenue, 1st Floor, Pittsburg. Please allow approximately 45 minutes to file nomination papers.

It is recommended that you file your nomination papers early. If there is a problem with your nomination petition, you will still have time to circulate a new one if you have filed early.

File nomination documents with the City Clerk at your appointed time. All Nomination Papers (and all forms listed in the checklist below) shall be filed with the City Clerk during regular business hours, 8:00 a.m. through 5:00 p.m., Monday through Friday, but not later than 5:00 p.m. on August 12, 2022. If an incumbent does not file, the close of the nomination period will be extended to 5:00 p.m. on Wednesday, August 17, 2022. Candidates must personally file their papers for the following reasons:

- a. The candidate must take the Oath of Office, administered by the City Clerk or Deputy.
- b. The candidate's signature is required on many documents necessary for the election process, including the Declaration of Candidacy, which can only be filled out at the election official's office.
- c. If through an oversight the nomination papers are incomplete, the problem can easily be rectified when the candidate files in person.

8. SIGNATURES; VERIFICATIONS; RESIDENCE ADDRESS

See Elections Code Section 105.

For purposes of verifying signatures on any Nomination Paper, the Registrar of Voters shall determine that the residence address on the petition or paper is the same as the residence address on the affidavit of registration. If the addresses are different, the affected signature shall not be counted as valid.

9. BALLOT DESIGNATIONS AND BALLOT DESIGNATION WORKSHEET

See Elections Code Section 13107, 20710.

The Candidate's Ballot Designation is the designation that will be printed next to your name on the ballot. The ballot designation must describe the candidate's principal profession, vocation, or occupation. You will need to decide this designation when the Nomination Papers are filed.

The ballot designation is optional. If no ballot designation is desired, you will need to write in the word "none" and initial. The word "none" will not appear on the official ballot and the space will be blank.

Assembly Bill 1090 went into effect in January 2008 and requires a candidate who submits a ballot designation with their nomination documents to also file a "Ballot Designation Worksheet."

Please refer to the "Contra Costa County Candidate Guide 2022" Attachment A, Page A-1 for information on ballot designations.

If upon checking the Nomination Papers the City Clerk or elections official finds the designation to be in violation of any of the restrictions set forth in this subdivision, the election official shall notify

the candidate by registered mail, return receipt requested. The candidate shall, within three days from the date of receipt of the notice, appear before the election officer and provide an alternate designation. In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by the candidate after the final date for filing Nomination Papers except as specifically requested by the election official under circumstances set forth above.

It is helpful to consider the questions on page two (items 1 through 12) of the Ballot Designation Worksheet prior to filling out the form. Answering "yes" to any of those questions makes your choice likely to be rejected.

10. PLACEMENT OF NAMES ON THE BALLOT

See Elections Code Section 13312.

The Secretary of State will make a random drawing of letters of the alphabet on August 18, 2022. Candidates' names will be placed on the ballot by their surnames in the order determined by the drawing. Candidates will be notified in writing via email of the results of the drawing and ballot order.

11. CANDIDATE STATEMENT OF QUALIFICATIONS

See Elections Code Section 13307-13312.

A Candidate Statement may be filed by the candidate, if so desired, for distribution to each voter with the sample ballot in the voter pamphlet. Such statement must be filed with candidate's Nomination Paper and may be withdrawn, but not changed, by the candidate after it is filed at any time before 5:00 p.m. on Monday, August 12, and until 5:00 p.m. on the next working day after the close of the nomination period, or if extended, on Wednesday, August 17, 2022. A statement may NOT be resubmitted after it is withdrawn. The statement may not be filed separately from the Nomination Petition before the nomination period ends.

The Candidate Statement may contain the candidate's NAME, AGE, and OCCUPATION plus a brief description of the candidate's EDUCATION and QUALIFICATIONS in not more than 250 words expressed by the candidate himself/herself. The word count is set by Council Resolution.

The statement must be typed on the form provided. Statements will be printed exactly as submitted; candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar.

The charge for the printing, handling, and mailing of the Candidate Statement of Qualifications is the actual cost that varies from one election to another. The Candidate Statement will be printed in the voter pamphlet and mailed to each registered voter. The Candidate Statement is printed in English, Spanish, and Chinese; the cost of printing is the responsibility of the candidate. The cost of the Candidate Statement is \$931.20. Any Statement over 250 words will double the cost of the Statement. Fees are due at the time of filing.

The Candidate Statement must be prepared in Word format, and emailed to the City Clerk at aevenson@pittsburgca.gov before 5:00 p.m. the same day your Nomination Papers are filed.

If you choose not to file a statement, the lower portion of the form must be signed to indicate such. All statements are confidential until the expiration of the filing deadline.

Please refer to the “Contra Costa County Candidate Guide 2022” Attachment B, Page B-3 for information on Candidate Statement guidelines. Please note particular formatting that is not allowed in your statement.

12. WORD COUNT STANDARD FOR CANDIDATE STATEMENT

Please refer to the “Contra Costa County Candidate Guide 2022” Attachment B, Page B-2 for information on word count standards.

13. CODE OF FAIR CAMPAIGN PRACTICES FORM (OPTIONAL)

Every candidate for public office is encouraged to follow basic principles of decency, honesty, and fair play in conducting campaigns. Completion of this form is voluntary. (See Checklist of What Must be Filed with the City Clerk).

14. POLITICAL SIGNS

Political signs are a traditional means of expressing a candidate’s philosophy or position. As a candidate for City Council, your interest in reducing litter and preventing aesthetic blight in the City is appreciated. The following is an excerpt from the Pittsburg Municipal Code section regulating political signs which will hopefully prevent an undue concentration of signs and clutter throughout the City and avoid an embarrassing situation from occurring for you or members of your campaign staff.

If you have questions about the above, please feel free to call and speak with City Planning Staff at 252-4920.

Following is an excerpt from the City of Pittsburg Municipal Code regarding signage:

“Section 19.12.050 - Exempt Temporary Signs

D. Political Signs. A political sign intended to elicit support of, or opposition to, a party, candidate or proposition measure at an upcoming election is permitted if the sign is:

- 1. Not placed in such a manner that it may obstruct, confuse or interfere with traffic or endanger the health, safety or welfare of people or endanger property;*
- 2. Not attached to a utility pole, fence abutting a public right-of-way, building (excluding the interior of windows), structure, object, tree or other vegetation, or located on or within any public right-of-way or other public property;*
- 3. Not placed on private property without the full knowledge and consent of the lawful occupant or, if there is no lawful occupant, without the full knowledge and consent of the property owner;*
- 4. Erected no earlier than 88 days prior to and removed not later than seven days after the election to which the sign relates. If not timely removed, the sign will be deemed to be abandoned and may be removed by the city without notice;*

5. No campaign sign may exceed 32 square feet in area per face. A campaign sign may be double-faced, if it is placed perpendicular to the right-of-way. In residential areas, no campaign sign may exceed six square feet in total area per face and may be double-faced if placed perpendicular to the right-of-way;

6. No freestanding campaign sign may exceed four feet in height (to bottom of sign); and

7. Campaign signs may not be internally illuminated.

An on-site identification sign of the campaign headquarters for a candidate for political office or the proponent or opponent of a proposition measure shall conform to the size and placement provisions for office uses in PMC [19.16.050](#).”

A completed “Statement of Responsibility for Temporary Political Signs” form must also be filed with the Department of Transportation. <http://www.dot.ca.gov/trafficops/oda/docs/Political2.pdf>

The first date you may place signs is August 12, 2022 and all signs must be removed no later than November 15, 2022.

15. MASS MAILER REQUIREMENTS

Government Code Section 84305 states:

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

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

“(c) if the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).”

For penal provisions regarding election campaigns, see Election Code Section 18303 and Government Code Sections 91000, 91001. For more information on mass mailing, contact the FPPC at www.fppc.ca.gov.

16. REGISTRATION DEADLINE

See Elections Code Section 2107.

The last day to register to vote for this election is Monday, October 24, 2022.

17. INFORMATION REQUESTS REGARDING THE CITY

Candidates are requested to direct all their requests for information about the City to the City Manager's Office at 252-4850. The City Manager is Garrett Evans. His email address is gevans@pittsburgca.gov.

18. CAMPAIGN RESOURCES

Please contact the Contra Costa County Elections Department for information on all voter data products, maps, fees, and ordering instructions. The telephone number for the Elections Department is 335-7800.

19. ELECTION CALENDAR

Please see the County's "City Election Timetable" for the November 8, 2022 election, included on the City's website.

20. WITHDRAWAL OF CANDIDACY

The Candidate Statement of Qualifications may be withdrawn during the period for filing Nomination Papers and until 5:00 p.m. of the next business day after the close of the nomination period, Monday, August 15, 2022 (or Thursday, August 18, 2022 if extended). (EC 13307(a)(3)).

Should a candidate subsequently decide to withdraw his/her nomination, it must be done no later than 5:00 p.m. August 12, 2022. The fee paid for the estimated cost of printing the Candidate Statement of Qualifications will be reimbursed if the candidate withdraws no later than the above date.

A candidate is not permitted to withdraw his/her nomination after 5:00 p.m. on August 12, 2022 and the candidate's name WILL appear on the ballot.

Note: August 17, 2022 at 5:00 p.m. is the filing deadline if nomination papers for an incumbent are not filed by August 12, 2022 at 5:00 p.m.; in this case, the statement may be withdrawn until 5:00 p.m. on August 13, 2022.

21. ETHICS TRAINING AND HARASSMENT PREVENTION TRAINING (Successful Candidates)

Ethics Training (AB 1234 Training) and Harassment Prevention Training (AB1825, B 2053, and AB1661) is mandatory for successful candidates per GC 53235 and 53235.1.

53235 (a) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

53235.1 (a) each local agency official in local agency service as of January 1, 2006, except for officials whose term of office ends before January 9, 2007, shall receive the training required by subdivision (a) of Section 53235 before January 1, 2007. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(b) Each local agency official who commences service with a local agency on or after January 1, 2006 shall receive the training required by subdivision (a) of Section 53235 no later than one year

from the first day of service with the local agency. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

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

To help meet your AB1234 Ethics Training and AB1825 Harassment Prevention Training requirements, the Institute for Local Government and the Fair Political Practices Commission has developed a free on-line ethics training course. The course has been approved by the Attorney General's Office and Fair Political Practices Commission. You may access this on-line course at: <http://localethics.fppc.ca.gov> or <http://www.localethics.fppc.ca.gov>. Upon completion of the on-line course, you will need to file the Public Service Ethics Education Online Proof of Participation Certificate with the Pittsburg City Clerk's Office at 65 Civic Avenue, Pittsburg, CA 94565.

22. FAIR POLITICAL PRACTICES COMMISSION (FPPC) FILING REQUIREMENTS PER POLITICAL REFORM ACT OF 1974

The FPPC mandates the filing requirements for local candidates. The City Clerk serves as the filing officer for local campaign disclosure statements. Included on our website under Manuals is the Campaign Disclosure Manual 2 for the Political Reform Act. This manual provides detailed information to assist both the candidate and his/her treasurer. All of the required forms are available on-line at the FPPC's website at www.fppc.ca.gov. All forms on the FPPC's site are interactive.

The City of Pittsburg does not have a local campaign ordinance and, therefore, follows state law with regard to campaign practices and financing.

A. Statement of Economic Interest (Form 700)

The Form 700 is used by individuals who make or participate in making government decisions that could affect their personal financial interests. Officials and candidates of the City Council are designated as "code filers," (or "87200 filers") and are required to file Form 700 to satisfy provisions under the Political Reform Act. (see: "Your Duty to File" and "Can I Vote?" on the City's website, and the Checklist of What Must Be Filed with the City Clerk in this handbook.)

When you file your Nomination Papers, you will be required to complete a Statement of Economic Interests (Form 700 Candidate Statement). Form 700 is included for your convenience, as well as the "2021/2022 Form 700 Statement of Economic Interests Reference Pamphlet" and "A Guide to the Political Reform Act of 1974." All 700 Forms for any city office are filed with the City Clerk and are forwarded to the Fair Political Practices Commission in accordance with the Political Reform Act of 1974. Completed forms are public documents.

B. Candidate Intention (Form 501)

State and local candidates and officeholders who intend to raise or spend campaign funds must file Form 501 (Candidate Intention) before soliciting or receiving any contributions (including loans). Please refer to Campaign Disclosure Manual 2 for instructions on completing the form.

EXCEPTION: The filing of Form 501 is not required if a candidate does not receive contributions and the only expenditures made will be the candidate's personal funds for a filing fee or Statement of Qualifications that will appear in the voter pamphlet.

Candidates may start soliciting and receiving contributions for campaign expenses as soon as the candidate has filed a Form 501 and a Form 410, Statement of Organization (establishes committee). A candidate does not have to wait until the nomination period opens on July 18, 2022 to file these statements to start soliciting/receiving campaign contributions.

C. Statement of Organization (Form 410)

Form 410 must be filed by all candidates and “recipient committees” that have received \$2,000 or more in contributions (including the candidate’s personal funds) during a calendar year. The Form 410 must be filed with the Secretary of State (with a copy to the local filing officer) within 10 days of receiving \$2,000 in contributions. The Secretary of State will issue an identification number to the committee. The identification number is to be included on all campaign disclosure forms. Form 410 may be filed prior to receiving \$2,000.

If any of the information on a Statement of Organization changes, the committee must file an amendment to the Statement within 10 days of the change. Detailed instructions for completing Form 410 are provided on the FPPC’s website.

There are special requirements for committees which qualify (i.e., receive \$1,000) during the 90 days prior to an election in which the committee would otherwise be required to file pre-election statements and for committees which must amend certain information contained on a Statement of Organization during the 90 days before an election.

D. Pre-election Campaign Statements (Forms 460 and 470)

All campaign statements are filed with the City Clerk.

The Fair Political Practices Commission requires all candidates to file campaign statements prior to election. The Form 460 is generally used for most campaigns. Form 470 is a short form version of the 460. As a successful candidate and officeholder, campaign statement forms continue to be filed semi-annually.

Form 460 is used by 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.

Form 470 is used by candidates who do not have a controlled committee and do not anticipate receiving or expending \$2,000 or more during the calendar year. This form is used in place of the 460.

The first statement is a semi-annual statement from the year 2022 which is due on August 1, 2022 and covers the period of January 1 through June 30, 2022.

The first pre-election statement is due on September 29, 2022 and covers the period of July 1, 2022 through September 24, 2022.

The second pre-election statement is due on October 27, 2022 and covers the period of September 25, 2022 through October 22, 2022.

The final 2022 Semi-Annual statement is due on January 31, 2023 and covers the period of October 23, 2022 through December 31, 2022, or if no previous statement filed, January 1, 2022 through December 31, 2022.

Note: Contribution reports for the period August 10, 2022 through November 8, 2022 are due within 24 hours of receipt of \$1,000 or more.

The FPPC forms are available at the City Clerk's Office or on the FPPC website: www.fppc.ca.gov. These statements must be filed in the City Clerk's Office no later than 5:00 p.m. on the due date. Penalties may be imposed on late filings.

E. Late Contributions (Form 497)

A Late Contribution Report must be sent via telegram, mailgram, guaranteed overnight delivery service, fax, or personal delivery. Regular mail may not be used. The Report must be filed within 24 hours of the time the contribution was made. The recipient must also file a Report within 24 hours of receiving the late contribution. The Report must be filed at the City Clerk's Office, 65 Civic Avenue, 1st Floor, Pittsburg, California.

A late contribution is a monetary or non-monetary contribution, including a loan, or a combination of monetary and non-monetary contributions and loans, that:

1. Aggregates to \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee formed to support or oppose a candidate or measure; and
2. Is made or received during the 90 days immediately preceding the election in which the recipient candidate or measure is to be voted on (GC 82036).

A late contribution includes contributions or loans from a candidate to his/her campaign committee during the late contribution period.

Officeholders, candidates, and committees (including major donors) who make late contributions – and recipients of such late contributions – must file a Late Contribution Report.

If a 470 filer receives \$1,000 or more in a calendar year, he/she must notify opposing candidates, Secretary of State, and local filing officers within 48 hours. Late Contribution Report Form 497 is available through the Office of the City Clerk, or on the FPPC website.

F. Future Filings

Future filings will depend on your success in this election and if you retain your committee status. You are required to file biennially until you file a termination statement.

Questions and Answers

- Q. *When will I be informed of my candidate qualification status?*
A. You will be informed in writing via email as soon as your Nomination Paper is qualified or disqualified.
- Q. *What happens if some of the signatures I obtain on my nomination paper are not registered voters, or do not live within the City of Pittsburgh?*
A. You must have 20 valid signatures to qualify as a candidate. Each petition has 10 lines for signatures; you will be issued three petitions. It is advisable to obtain all 30 lines with qualified signatures. You may file your Nomination Papers as early as you can so that the signatures can be validated. Prior to the deadline (August 12), you may still have an opportunity to submit supplemental signatures on your nomination paper to qualify you as a candidate.
- Q. *May I sign my own Nomination Papers?*
A. Yes, you and any qualified relatives may sign your papers.
- Q. *Is there a filing fee involved in my candidacy?*
A. There is no filing fee for a candidate for municipal office in Pittsburgh. However, a payment of \$931.20 will be required to cover the cost of printing, and translation of the Candidate Statement if you choose to file one.
- Q. *What if I change my mind about being a candidate after filing nomination papers?*
A. You may withdraw as a candidate at any time PRIOR to the close of the nomination period, which is Friday, August 12. You are NOT permitted to officially withdraw after that date, and your name will appear on the ballot.
- Q. *May I change or correct the spelling/wording on my Candidate Statement after it has been submitted?*
A. No, you may not. Check your Candidate Statement carefully before it is submitted.
- Q. *May I circulate absentee ballot applications, or voter registration applications?*
A. Yes, you may, as long as you use the standard format designated by the County Registrar's Office. Completed applications must be turned in to the City Clerk or the County Registrar within 36 hours of your receipt of them.
- Q. *When officeholders or candidates receive contributions of \$2,000 or more, are they required to have a committee?*
A. Yes, an officeholder or candidate who receives contributions (including loans) that total \$2,000 or more in a calendar year must file a Statement of Organization, Form 410. This form is filed with the Secretary of State's office.
- Q. *Must a committee wait until \$2,000 is received to file a statement of organization?*
A. No, a committee may file a Statement of Organization before it actually qualified. "Not yet qualified" should be entered in the "Date Qualified" space on the form.
- Q. *If I am only spending my own money on my campaign, do I still need to file campaign statements?*
A. Yes, you are still subject to the filing requirements of the Political Reform Act.

- Q. *Where can I obtain filing forms?*
A. Campaign disclosure forms are available from the Office of the City Clerk or on the FPPC website at www.fppc.ca.gov. The FPPC provides interactive forms that you can fill out on line and print.
- Q. *May I serve as my own campaign treasurer?*
A. Yes, state law allows you to serve as your own treasurer, as long as this is designated on the Form 410 – Statement of Organization.
- Q. *What happens if a candidate or treasurer is not available to sign a campaign disclosure statement on or before the filing deadline?*
A. An agent of the candidate or treasurer may sign the campaign disclosure statement. The agent must attach an explanatory note to the statement stating that, as soon as the candidate or treasurer is available, he/she will verify and sign the statement and an amendment with the proper signature will be filed. In the event a committee treasurer will be unavailable to carry out his/her duties for an extended period of time, a new treasurer should be designated and the committee's Statement of Organization, Form 410, amended.
- Q. *Are extensions given for campaign disclosure filing deadlines?*
A. Except for deadlines that fall on a Saturday, Sunday or official state holidays, no provisions exist for extensions of filing deadlines. A statement not filed on or before the deadline is considered late and is subject to late filing penalties.
- Q. *When will sample ballots be mailed to the voters?*
A. State law requires sample ballots to be mailed to all qualified voters between 40 and 21 days before the election.
- Q. *How can I find out the elections results?*
A. The ballots will be counted on election night after the polls are closed by the Registrar's Office at their office at 555 Escobar Street, Martinez. After the close of the polls, the Registrar of Voters will process the previously received absentee ballots to begin the canvass. Results will be distributed at the site as well as posted on the website periodically until the ballot count is complete. The Registrar's website address is: www.cocovote.us
- Q. *Why is there so much paperwork involved in being a candidate?*
A. State law requires that you file the appropriate materials to assure the voters that you are fully disclosing all information pertinent to your candidacy. The purpose of the requirements is to ensure a fair and democratic electoral process.

CHECKLIST OF WHAT MUST BE FILED WITH THE CITY CLERK

- ☐ NOMINATION PAPER(S) - Completed with at least 20 valid registered voter signatures.
 - ☐ Affidavit of Circulator
- ☐ DECLARATION OF CANDIDACY (Clerk to administer Oath of Office)
 - ☐ Oath of Office
- ☐ BALLOT DESIGNATION WORKSHEET (Mandatory) – AB 1090, effective January 2008, requires a candidate who submits a ballot designation with their nomination documents to also submit and file a “Ballot Designation Worksheet.”
- ☐ CANDIDATE STATEMENT OF QUALIFICATIONS (Optional) - If candidate wants to have statement mailed with the sample ballot they must have form typed or completed clearly. They also must pay \$931.20 at time of filing. If they choose not to file a statement they must sign the form stating they elect not to file a statement. The Candidate Statement must also be submitted electronically to the City Clerk at aevenson@pittsburgca.gov in a Word document by 5:00 p.m. the same day your Nomination Papers are filed.
- ☐ CANDIDATE STATEMENT FEE - \$931.20 - If candidate elects to file Statement of Qualifications, they must also pay \$931.20 at the time of filing nomination papers. This fee is the cost of publishing the statement in the format of 250 words set by the County. If your candidate statement exceeds 250 words the cost will be double and you will be billed for that amount. This fee includes the Spanish and Chinese translations of the statement as required by the Voting Rights Act of 1965. The City accepts cash, money order, or check (made out to the “City of Pittsburg”).
- ☐ *FORM 700 - STATEMENT OF ECONOMIC INTERESTS - Must be filed with the City Clerk’s Office with nomination papers. Forms are located on the FPPC’s website at www.fppc.ca.gov.
- ☐ CODE OF FAIR CAMPAIGN PRACTICES (Optional) - Must be signed and filed with nomination papers.
- ☐ *FORM 501 – CANDIDATE INTENTION STATEMENT - Original is to be filed with the City Clerk.
- ☐ *FORM 410 - STATEMENT OF ORGANIZATION - *Original and one copy is to be filed with the Secretary of State.* A copy is to be filed with the City Clerk. Filing does not have to occur until candidate receives \$2,000 in contributions.
- ☐ *FORM 460/470 – CONSOLIDATED CAMPAIGN DISCLOSURE FORM – Used by 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. Short Form 470 used by candidates who do not have a controlled committee and do not anticipate receiving or expending \$2,000 or more during the calendar year.

* All forms located on FPPC website at www.fppc.ca.gov.

CONTACT INFORMATION

| | |
|---|---|
| Pittsburg City Clerk 65 Civic Avenue, 1st Floor Pittsburg, CA 94565 Alice E. Evenson, City Clerk | Phone: (925) 252-4870 FAX: (925) 252-4851 www.pittsburgca.gov Email: aevenson@pittsburgca.gov Office Hours: 8:00 a.m. to 5:00 p.m. M-F Closed from Noon to 1:00 p.m. |
| Contra Costa County Registrar of Voters and County Clerk 555 Escobar Street P.O. Box 271 Martinez, CA 94553 Deborah Cooper, County Clerk/Registrar Helen Nolan, Assistant Registrar Tomy Ocasio, Elections Manager | Main Phone: (925) 335-7800 Candidate Filing: (925) 335-7874 FAX: (925) 335-7837 www.cocovote.us |
| Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento, CA 95814 Shirley N. Weber, PhD, Secretary of State | www.ss.ca.gov |
| Fair Political Practices Commission (FPPC) P.O. Box 807 Sacramento, CA 95812-0807 | Phone: 1-866-ASK-FPPC (1-866-275-3772) www.fppc.ca.gov |
| State Attorney General Brown Act Requirements | Phone: (800) 952-5225 www.caag.state.ca.us email: piu@doj.ca.gov |
| State Franchise Tax Board | Phone: (800) 338-0505 www.ftb.ca.gov |
| Federal Elections Commission | Phone: (800) 424-9530 |
| Internal Revenue Service | Phone: (800) 829-1040 |