



OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

CITY OF LONG BEACH

CANDIDATE HANDBOOK

PRIMARY NOMINATING ELECTION
TUESDAY, MARCH 5, 2024

COUNCIL DISTRICT 2

COUNCIL DISTRICT 4

COUNCIL DISTRICT 6

COUNCIL DISTRICT 8



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SECTION 1

Introduction and Calendar

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

November 13, 2023

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

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

This handbook includes materials and information to assist in your nomination and candidacy for public office. To become an official candidate, the following must be completed and returned to the Office of the City Clerk **no later than 5:00 p.m. on Friday, December 8, 2023.** If an incumbent has not filed by December 8, 2023, the nomination period for that office will be extended through December 13, 2023.

- Candidate Intention Form (Form 501)
- Candidate Contact Form
- Candidate Statement Information Sheet
- Candidate Statement (*optional*) and Fee (*if statement is filed*)
- Declaration of Candidacy & Eligibility
- Affidavit of Nominee and Oath or Affirmation of Allegiance
- Nomination Paper
- Filing Fee (\$275)
- Ballot Designation Worksheet
- Statement of Economic Interests (Form 700 completed online)
- Statement of Acceptance or Rejection of Expenditure Limitations
- Fair Campaign Practices Pledge

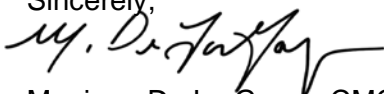
We realize that the material covered in this handbook may be new to you. The elections staff and I are here to make the election process meaningful and understandable to you and your campaign. If you have any suggestions for improving this manual, please let us know.

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

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

I look forward to meeting with you.

Sincerely,



Monique De La Garza, CMC
City Clerk

DISCLAIMER

Any descriptions in this handbook are intended to provide a description of laws applicable to candidates, but should not be considered a substitute for the actual language contained in the City Charter and Municipal Code, and any applicable State laws and regulations.

As a candidate for elected office, it is **your responsibility** to know, understand, and comply with the laws that apply to you. If elected, it is also **your responsibility** to know, understand, and comply with the laws that apply to you.



CANDIDATE CALENDAR

Primary Nominating Election (PNE)

Tuesday, March 5, 2024

| DATE | DAYS FROM ELECTION | EVENT |
|--|--------------------|---|
| November 13, 2023 – December 8, 2023 | E-113 to E-88 | <p>Candidate nomination opens.</p> <p>The forms shall first be available on the 113th day prior to the direct primary election...and shall be delivered not later than 5 p.m. on the 88th day prior to the primary election. (E.C. § 8020(b))</p> <p>(E.C. §§§ 10220, 10224 and 8020; City Charter Section 1904; LBMC Section 1.25.010)</p> |
| November 13, 2023 | E-113 | Candidate Workshop at 10:00 a.m. held virtual via Zoom Webinar. |
| December 6, 2023 – March 5, 2024 | E-90 to E-Day | Late Independent Expenditure Within 24 hours. A Form 497 must be filed in the Office of the City Clerk during this period within 24-hours of the receipt of a contribution of \$1,000 or more from a single source (G.C. §§ 82036 and 82036.5). |
| December 8, 2023 | E-88 | <p>Candidate nomination closes.</p> <p>Nomination forms due to the Office of the City Clerk no later than December 8, 2023 at 5 p.m. at 411 W. Ocean Blvd. (E.C. § 8020)</p> |
| December 9, 2023 – December 18, 2023 | E-87 to E-78 | <p>Public examination period for candidate statements, candidate names, and ballot designations.</p> <p>Any person may file a writ of mandate or an injunction to require any or all of the material in a candidate statement, candidate name and ballot designation to be amended or deleted. (E.C. §§ 13313, 13314)</p> <p>If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to December 14, 2023 through December 26, 2023.*</p> |
| December 14, 2023 | E-82 | <p>Randomized alphabet drawing by Secretary of State.</p> <p>The randomized alphabet drawing will be used in determining the order of the candidates on the official ballot.</p> <p>(E.C. §§ 13112 and 12110)</p> |
| January 25, 2024 | E-40 | 1 st Pre-Election Statement Due – covering <u>January 1, to January 20, 2024</u> (G.C. § 84200 – 84200.8). |
| January 8, 2024 – February 20, 2024 | E-57 to E-14 | <p>Filing period for write-in candidate. Every person who desires to be a write-in candidate and have their name as written on the ballot of an election counted for a particular office shall file:</p> <p>A statement of write-in candidacy that contains the following information: 1) Candidate's name; 2) Residence address; 3) A declaration stating that he or she is a write-in candidate; 4) The title of the office for which he or she is running; 5) The party nomination which he or she seeks, if running in a partisan primary election; 6) The date of the election; and 7) A certification of the candidate's complete voter registration and party affiliation/preference history for the preceding 10 years, or for as long as he or she has been eligible to vote in the state if less than 10 years, if running for a voter-nominated office. (E.C. §§§ 8600 - 8604, 10220 and 10228; City Charter Section 214 (b)).</p> |



CANDIDATE CALENDAR

Primary Nominating Election (PNE)

Tuesday, March 5, 2024

| DATE | DAYS FROM ELECTION | EVENT |
|--------------------------|--------------------|---|
| February 22, 2024 | E-12 | 2 nd Pre-Election Statement Due – covering <u>April 24, 2022 to May 21, 2022</u> (G.C. § 84200.8). |
| February 5, 2024 | E-29 | Mailing of Vote by Mail Ballots – No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010 (E.C. §§ 3001 and 3003). |
| February 20, 2024 | E-14 | Last day to register to vote (E.C. § 2102). |
| February 24, 2024 | E-10 | Mailing of Official Sample Ballot Booklets. (E.C. §§ 13300 - 13303). |
| February 24, 2024 | E-10 | Vote Centers – First Day Vote Centers open beginning 10 days prior to the election day. A vote Center election may be conducted pursuant to E.C. § 4007). |
| March 1, 2024 | E-4 | 3 rd Pre-Election Statement Due – covering <u>February 18, 2024 to February 28, 2024</u> (LBMC Section 2.01.720). |
| March 5, 2024 | E-Day | ELECTION DAY |
| March 5, 2024 | E-Day | Deadline to receive Vote By Mail ballots is 8:00 p.m. (E.C. §§ 3017 & 3020). Vote Centers open 7:00 a.m., closes 8:00 p.m. (E.C. §§ 1000, 1201, 14212 and 14401) |
| April 4, 2024 | E+30 | Completion of official canvass. A certified statement of election results must be completed within 30 days of election. (E.C. § 15372). NOTE: On March 29, 2024 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On April 2, 2024 the Board of Supervisors is tentatively scheduled to declare the election officially concluded. |
| August 1, 2024* | | Semi-Annual Statements Due – covering <u>January 1 to June 30, 2024</u> (G.C. § 84200). |
| November 5, 2024 | | General Municipal Runoff, if no candidate receives a majority vote (50% +1) at primary nominating election, the two candidates receiving the highest shall proceed to a runoff election. |
| December 17, 2024 | | Elected candidates assume office on the third Tuesday in December (LBMC Section 1.15.020). |
| December 31, 2024 | | Election cycle ends (LBMC Section 1.15.030). |

*Date adjusted due to weekend and/or holiday.

NOMINATION FORMS CHECKLIST

The following materials must be submitted to the Office of the City Clerk no later than **Friday, December 8, 2023 by 5:00 p.m.** in order to file for nomination.

**If an incumbent has not filed by December 8, 2023,
the nomination period will be extended through December 13, 2023.*

| Documents to File | Filing Requirements | Filing Deadline |
|--|--|----------------------------|
| Candidate Intention Statement (Form 501) | Prior to soliciting or receiving any campaign contributions and prior to pulling nomination papers. | Dec 8, 2023 by 5:00 p.m. * |
| Declaration of Candidacy & Eligibility | Complete and file at the time your nomination papers are filed. | Dec 8, 2023 by 5:00 p.m. * |
| Candidate Contact Form | Complete and file at the time your nomination papers are filed. | Dec 8, 2023 by 5:00 p.m. * |
| Nomination Paper | Must contain the signatures of at least 20 but no more than 30 registered voters. Cannot withdraw after the close of nomination period. | Dec 8, 2023 by 5:00 p.m. * |
| Ballot Designation Worksheet | Form MUST be accompanied with proof of ballot designation. The City Clerk and City Attorney will evaluate the appropriateness of your ballot designation. | Dec 8, 2023 by 5:00 p.m. * |
| Statement of Economic Interests (Form 700) | Submit digitally using your log-in credentials. | Dec 8, 2023 by 5:00 p.m. * |
| (Optional) Candidate Statement | Your Statement is limited to no more than 200 words and must be submitted in hard copy. A deposit is required at the time of filing. | Dec 8, 2023 by 5:00 p.m. * |
| (Optional) Candidate Statement Form | You cannot change, only withdraw your candidate statement. | |
| Candidate Statement Information Sheet | The name provided on this form is the name that will be printed on the official ballot. | Dec 8, 2023 by 5:00 p.m. * |
| Affidavit of Nominee and Oath or Affirmation of Allegiance | Complete and file at the time your nomination papers are filed. | Dec 8, 2023 by 5:00 p.m. * |
| Transliteration Form | Related to the transliteration of candidate name. | Dec 8, 2023 by 5:00 p.m. * |
| (Optional) Character-Based Name Form | Related to the use of a character-based name. | Dec 8, 2023 by 5:00 p.m. * |
| Filing Fee of \$275 | We accept the following forms of payment: cash, debit, credit, check or money order. | Dec 8, 2023 by 5:00 p.m. * |
| Fair Campaign Practices Pledge | Complete and sign Certificate of Compliance. | Dec 8, 2023 by 5:00 p.m. * |
| Statement of Acceptance or Rejection of Expenditure Limitations | Complete and file at the time your nomination papers are filed. | Dec 8, 2023 by 5:00 p.m. * |
| (Optional) Removal Affidavit – Statement of Responsibility | Complete and file at the time your nomination papers are filed. | Dec 8, 2023 by 5:00 p.m. * |

IMPORTANT CONTACT INFORMATION

Fair Political Practices Commission

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

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

To Report a Violation

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

Secretary of State

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

Political Reform Division

Phone (916) 653-6224

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

Elections Division

Phone (916) 657-2166

- Questions regarding Elections Code

Los Angeles County

Registrar-Recorder/County Clerk

Campaign Reporting Unit

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

Voter Registration Information

Toll Free (800) 815-2666, Option 4
Fax (562) 651-2548
Website <https://lavote.gov/>
Email voterinfo@rrcc.lacounty.gov

California Legislation Information

Website <https://leginfo.legislature.ca.gov/>

- California Laws

Attorney General

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

- Brown Act Requirements

Federal Election Commission

Phone (800) 424-9530
Website <http://www.fec.gov>
Email info@fec.gov

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

State Franchise Tax Board

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

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

League of California Cities/ Institute for Local Government

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

- General resource for California Ethics Laws

Office of the City Clerk

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

| | |
|-----------------------------------|----------------|
| Monique De La Garza, City Clerk | (562) 570-6981 |
| Phillip McGowan, Campaign Finance | (562) 570-5118 |
| Maggie Trinidad, Matching Funds | (562) 570-6549 |
| LARCC, Voter File/Reports | (800) 815-2666 |

Code Enforcement

Phone (562) 570-2663

- Removal of Political Signs



SECTION 2

Declaration of Candidacy & Eligibility

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897



**City of Long Beach
Primary Nominating Election
March 5, 2024**

LIST OF ELECTED OFFICES TO APPEAR ON THE BALLOT

Council District 2

Council District 4

Council District 6

Council District 8



DECLARATION OF CANDIDACY & ELIGIBILITY

City of Long Beach Office of Member of the City Council

I hereby declare myself a candidate for the City of Long Beach to be voted for at the Primary Nominating Election to be held **Tuesday, March 5, 2024**, and declare the following to be true:

Office Sought: _____

My name is: _____

I am a legally registered voter of the City of Long Beach, and that I am now and have been a resident of the Councilmanic District for at least thirty (30) days immediately preceding the last day upon which candidates are permitted to file nominating petitions for such office with the City Clerk. (City Charter Section 201)

Residence Address: _____ Mailing Address: _____ Business Address: _____

Telephone numbers _____ Day: _____ Evening: _____

Website: _____

Email: _____

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

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

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

CANDIDATE WITHDRAWAL – All nomination papers shall be filed with the city elections official during regular business hours as posted, not later than the 88th day before election. Until that time, but not after, a candidate may **withdraw** their nomination paper after it is filed with the elections official as provided in this section. (Elections Code § 10224)

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

Signature of Candidate

Date

REGULATIONS FOR OFFICE OF THE MAYOR & CITY COUNCILMEMBERS

Per the City Charter, the following requirements apply to City Councilmembers and the Mayor. Full copies of applicable sections of the City Charter may be found on the following page.

ELIGIBILITY. To be eligible to hold office as a Councilmember or the Mayor, you must be:

- A legally registered voter; and
- Candidates for a Council office must be a resident of the Council District they intend to run and hold office in for at least 30 days prior to the last day nomination papers must be filed with the Clerk.
- Candidates for Mayor must be a resident of the City for at least 30 days prior to the last day nomination papers must be filed with the Clerk.

SALARY. As of July 1, 2023, the Mayors salary is \$178,273 annually and City Councilmember salary is \$44,569 annually.

TERM. One term of office for the Mayor and a Councilmember is for 4 years. You may only serve three terms as the Mayor and/or three terms as a Councilmember. The City Clerk is prohibited from accepting nomination papers from any person (including write-in candidates) that exceeds these limits in the Charter.

If you are specially elected or appointed to Mayor or City Council to fill a mid-term vacancy, service of a partial term does not count towards the three-term limit. However, once you have served three terms of office for a seat, you cannot be appointed to said seat to fill a vacancy in that office. More details about mid-term vacancies for the Mayor and Council may be found at Charter Section 214.

LONG BEACH CITY CHARTER & MUNICIPAL CODE SECTIONS PERTAINING TO ELECTED OFFICIALS

ARTICLE II. CITY COUNCIL.

Sec. 201. ELIGIBILITY.

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

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

Sec. 203. SALARY.

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

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

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

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

*Note: Mayor's current salary is \$178,273 annually

City Council salary is \$44,569 annually

(As of July 1, 2023)

Sec. 1904. - NOMINATIONS.

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

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

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

(a) Notwithstanding any other previously enacted provision of law or of this Charter, during his or her lifetime, a person may serve no more than three (3) terms as a member of the Long Beach City Council, and may also serve no more than three (3) terms as

Mayor of Long Beach. The City Clerk, or other election official authorized by law, shall not accept or verify the signatures on any nomination paper for any person, including any paper seeking election as a write-in candidate, nor shall he or she certify or place on the list of certified candidates, nor print or cause to be printed on any ballot, ballot pamphlet, sample ballot or ballot label, the name of any person whose candidacy, if successful, will result in a new Mayoral or City Council term that exceeds the limits set forth herein.

(b) For purposes of this Section, "term" shall mean the following:

(1) Any full four-year term of service for which a person was formally nominated (not as a write-in candidate) and to which he or she was elected to office at any Municipal Primary or General Election, occurring on or after November 3, 1992;

(2) Any full four-year term of service for which a person was formally nominated (not as a write-in candidate) and to which he or she was appointed in lieu of a Municipal Election, pursuant to California Elections Code Section 10229, occurring on or after November 3, 1992;

(3) Any full four-year term of service for which a person was nominated as a write-in candidate and to which he or she was elected to office at any Municipal Primary or General Election occurring on or after November 6, 2018;

(4) Any full four-year term of service described in paragraphs (1) through (3) above, which commences on or after November 6, 2018 and which terminates prior to the scheduled expiration of the term due to any of the following:

(a) The officer's seat is lawfully declared vacant during that term for any reasons other than resignation;

(b) The officer is lawfully recalled from office by the voters during that term;

(c) The officer has legally forfeited his or her elected office under applicable Federal or State law during that term.

(d) If the officer vacates his or her office due to resignation:

(i) If the resignation occurs with more than two years remaining in his or her current term, this shall not count as a "term" against the three-term limit.

(ii) If the resignation occurs with two years or less remaining in his or her current term, this shall count as a "term" against the three-term limit.

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

Sec. 214. MAYOR AND CITY COUNCIL—THREE TERM LIMIT. (Continued)

(c) For purposes of this Section, "term" shall not mean any of the following:

- (1) Any full four-year term of service, whether expired or unexpired, for which a person was nominated as a write-in candidate and to which he or she was elected to office at any Municipal Primary or General Election occurring prior to November 6, 2018;
- (2) Any term to which a person has been specially elected or appointed to the office of Mayor or City Council to fill a mid-term vacancy, pursuant to City Charter Section 204;
- (3) Any full four-year term of service for which a person was elected to office, or was appointed in lieu of a Municipal Election, pursuant to California Elections Code Section 10229, at any Municipal Primary or General Election, occurring prior to November 3, 1992.

(d) No person who has already served three terms as a member of the City Council may be appointed to serve on the City Council, and no person who has already served three terms as Mayor may be appointed to serve as Mayor, whether said appointment is in lieu of a Municipal Election, pursuant to California Elections Code Section 10229, or to fill a vacancy on the City Council pursuant to City Charter Section 204.

(e) No person who has already served three terms as a member of the City Council may run for special election to fill a vacancy on the City Council pursuant to City Charter Section 204. No person who has already served three terms as Mayor may run for special election to fill a vacancy in the office of Mayor pursuant to City Charter Section 204. (Amended by Meas. BBB, 11-6-2018, eff. 12-11-2018; Amended by Prop. D, 5-1-2007, eff. 5-22-2007; Added by Prop. G, 11-3-1992, eff. 8-23-1993)

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



SECTION 3

Nomination Guidelines

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

NOMINATION PAPER INSTRUCTIONS

BALLOT DESIGNATION CRITERIA

NOMINATION PERIOD

Nomination filing period is **November 13, 2023** to **December 8, 2023**.

Nomination papers are available for pick-up/drop-off from 7:30 a.m. until 4:30 p.m.
(Appointments are not required but strongly suggested.)

NOTE: The **deadline** to file your nomination paper is
Friday, December 8, 2023 by 5:00 p.m.

*If an incumbent has not filed by December 8, 2023,
the nomination period will be extended through December 13, 2023.*

Guidelines for Circulating Your Nomination Paper:

- You may circulate your own nomination paper. Any other person that is at least 18 years of age or older may circulate on your behalf (Elections Code § 102). Only one person may circulate the paper. (Elections Code § 10220)
- The “Affidavit of the Circulator” on the back of the nomination paper must be signed by the circulator and contain the dates between which the paper was circulated. All information contained in the “Affidavit of the Circulator” must be completed in the circulator’s own handwriting.
- The nomination paper must be signed by not less than 20, and no more than 30 registered voters from within your Council District. It is strongly recommended that you obtain 30 signatures in order to provide for those that may be invalidated due to their registration status. **A nomination paper containing more than 30 signatures will not be accepted.**
- The same voter cannot sign the nomination paper for more than one candidate running for the same office. If a voter signs nomination papers for more than one candidate running for the same office, that voter’s signature counts only for the candidate who filed their nomination first.(Elections Code § 10220)
- Voters signing your nomination paper must sign and print their complete names and print their residence address.
- You may sign your own nomination paper.
- It is recommended that you file your papers early in order to have the signatures verified as quickly as possible. In the event you do not obtain enough valid signatures to qualify on the initial nomination form, you will be issued one

NOMINATION PAPER INSTRUCTIONS BALLOT DESIGNATION CRITERIA (Continued)

supplemental nomination petition form. The supplemental petition must be filed not later than the last day for filing for that office. (Elections Code § 10221(b))

- You are prohibited from gathering signatures for your nomination papers in City Hall, public utilities building, public safety building, any public library or other building open to and used by the public for the purpose of transacting public business. You are also prohibited from gathering signatures for your nomination papers upon the grounds, sidewalks, or other areas surrounding and adjacent to these building. (LBMC Section 9.34.010)
- It is suggested that the “Affidavit of the Nominee and Oath or Affirmation of Allegiance” section of the nomination paper be completed at the time of filing in the presence of City Clerk staff.
- Submission of the Ballot Designation Worksheet is required (See Document 3 - 4), and is intended to assist the City Clerk in evaluating the appropriateness of your ballot designation, which will appear on your nomination papers, official ballot and in the Official Sample Ballot Booklet.
- State law strictly prohibits certain words from being used as a ballot designation. You may want to confer with the City Clerk staff before recording your designation on the form.
- Your ballot designation is restricted to no more than three words describing your principal profession, vocation, or occupation.

CALIFORNIA CODE OF REGULATIONS, TITLE 2. ADMINISTRATION, DIVISION 7. SECRETARY OF STATE, CHAPTER 7. BALLOT DESIGNATIONS:

20710. GENERAL PROVISIONS.

- a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
- b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code Section 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
- c) Candidates are not required to use a ballot designation pursuant to Elections Code Section 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
- d) Pursuant to Elections Code s 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in

NOMINATION PAPER INSTRUCTIONS BALLOT DESIGNATION CRITERIA (Continued)

Elections Code Section 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

- e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
- f) Whenever, the word "should" is used in this Chapter, it is recommended, not mandatory.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

- For full text of the Chapter 7. Ballot Designations, please visit:
<https://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations/>
- The following are examples of Ballot Designations identified as **ACCEPTABLE** or **NOT ACCEPTABLE**

| ACCEPTABLE | NOT ACCEPTABLE |
|--|--------------------|
| Teacher | Honorary Professor |
| Accountant | Veteran |
| Homemaker | Philanthropist |
| Mother | Activist |
| Father | UCLA Professor |
| Electrician | Advocate |
| Rancher | Husband/Wife |
| Police Officer | Scholar |
| Businessman | Taxpayer |
| Long Beach City Councilmember | |
| Councilwoman | |
| Incumbent | |
| Businessman | |
| Small Business Owner | |
| Legislator/Rancher/Physician | |
| Community Volunteer (<i>MUST stand Alone and be primary occupation</i>) | |

NOMINATION PAPER INSTRUCTIONS BALLOT DESIGNATION CRITERIA (Continued)

- All nomination papers shall be filed with the City elections official during regular business hours as posted, not later than the 88th day before the election. Until that time, but not after, a candidate may withdraw his or her nomination paper after it is filed with the elections official as provided in this section. (Elections Code § 10224)

Order of Candidates on Ballot:

On **December 14, 2023**, the Secretary of State will conduct a random alphabetical drawing which will determine the order in which qualified candidates' names will appear on the ballot. The same order will be used in the Official Sample Ballot Booklet for those candidates filing a Candidate's Statement to be printed in the booklet. (Elections Code §§ 12110, 13112; City Charter Section 1907)

BALLOT DESIGNATION PROVISION

SELECTING YOUR 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.

Ballot designations:

- Can be no more than three words
- Must appear on the Declaration of Candidacy
- Becomes public record once the information is filed on the Declaration of Candidacy: ballot designations **cannot be changed after the final date to file nomination documents**

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

1. **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

2. **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.
3. **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

4. **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
 - a) A candidate's community volunteer activities constitute their principal profession, vocation, or occupation.
 - b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.

BALLOT DESIGNATION PROVISION

5. **No Occupation Desired:** If no ballot designation is requested, write the word “NONE” and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

UNACCEPTABLE DESIGNATIONS – Pursuant to Elections Code § 13107(e), the elections official shall not accept a ballot designation if:

- a) It would mislead the voter.
- b) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- c) It abbreviates the word “retired” or places it following any word(s) that it modifies.
- d) It includes a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- e) It includes the name of any political party, whether or not it has qualified for the ballot.
- f) It uses a word(s) referring to a racial, religious or ethnic group.
- g) It refers to any activity that is prohibited by law.

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

A ballot designation will be considered acceptable if it meets the following criteria:

- It is true.
- It is accurate.
- It does not mislead the voters.
- It is generic (This means “IBM” is unacceptable, “Computer Company” is acceptable.)
- It is neutral. (This means not advocating for or against.)
- It describes how the candidate makes a living.

LONG BEACH MUNICIPAL CODE SECTIONS PERTAINING TO NOMINATION PETITIONS

CHAPTER 1.25 NOMINATING PETITIONS

1.25.010 Voter Signature.

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

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

1.25.020 Filing Fee.

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

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

CHAPTER 9.34 CIRCULATING PETITIONS

9.34.010 Prohibited in certain public buildings.

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

(Prior code § 4614)



California Secretary of State
BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form must be completed, or it will not be accepted and you will not be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC 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.
- (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. (Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).
- (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

March 5, 2024, Presidential Primary Election (Elections Code §§ 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 1 st PVO: | | |
| Current or most recent job title: | | Start/End Dates: |
| Employer Name or Business: | | |
| Person who can verify this information: | | |
| Name: | Phone Number(s): | Email: |
| Justification for use of 2 nd PVO: | | |
| Current or most recent job title: | | Start/End Dates: |
| Employer Name or Business: | | |
| Person who can verify this information: | | |
| Name: | Phone Number(s): | Email: |
| Justification for use of 3 rd PVO: | | |
| Current or most recent job title: | | Start/End Dates: |
| Employer Name or Business: | | |
| Person who can verify this information: | | |
| Name: | Phone Number(s): | Email: |

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

- | | | |
|--|---|---------------|
| 1) Use only a portion of the title of your current elected office? | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) Use the name of a political party or political body? | <input checked="" 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).



California Secretary of State
BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)
Page 3

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:



California Secretary of State
BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)
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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 10545 of this code.

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

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

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

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

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

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

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

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

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

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

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

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

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

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

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



California Secretary of State
BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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- (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.



California Secretary of State
BALLOT DESIGNATION WORKSHEET

March 5, 2024, Presidential Primary Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

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(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.



SECTION 4

Candidate's Statement Guidelines

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

CANDIDATE STATEMENT GUIDELINES

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

CANDIDATE STATEMENT GUIDELINES:

- Statement is optional and may include the candidate's age and occupation.
- **Must** be submitted in print/hard copy.
- Statements are limited to 200 words. The City Clerk staff will conduct a word count following the filing of the nomination documents. If you exceed the word limit, you will be asked to revise your statement. (See Document 4 – 3 for word count standards)
- All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein.

Note: If a statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed statement may extend to two (2) columns, resulting in increased cost and possibly a balance due after the election.

- Whenever any notice, report, statement or record is required or authorized by this code, it shall be made in writing in the English language unless it is expressly provided otherwise. (Elections Code § 7)
- Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted as indented or centered will be typed in block paragraph form. Entire statements in all capital letters, bold and italics are not acceptable and indentations cannot be accommodated.

Note: You may use dashes/hyphens (-) and enhanced words that are printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun "I" is not counted as an enhanced word. (See Document 4 – 3 for the word count standards)

- Any designation of your current principal profession, vocation, or occupation must comply with California Elections Code Section 13107 (See LBMC Section 1.25.030(A). See Document 3 – 4 for the full text of Elections Code § 13107)
- **A deposit is required when the Candidate** Statement is filed (cash, check made payable to the City of Long Beach, Visa, Mastercard, or debit card). The deposit is an estimate of the candidate's pro rata share of the cost of printing the Statement in the Official Sample Ballot Booklet. (See Document 4 – 2 for the Candidate Statement Fee Schedule)
- Your Statement and Ballot Designation Worksheet **must** be submitted at the same time your Nomination **Paper is filed.** (Elections Code §§ 13307 and 13107.3)

CANDIDATE STATEMENT GUIDELINES (Continued)

Refer to Document 4 - 3 for Word Count Standard

- **Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. (Elections Code § 13307 (a)(3))**
- Candidate Statements shall remain confidential until the expiration of the filing deadline. (Elections Code § 13311). Once a Candidate Statement is filed it cannot be changed or edited, please proof statements for grammar and content.

You have the option to print your statement in Spanish in the Official Sample Ballot Booklet for an additional printing fee which must be paid at the time you submit your Candidate Statement. (See Document 4 – 2 for the Candidate Statement Fee Schedule)

Section 13307 of the California Elections Code sets forth guidelines for completing a candidate statement.

CANDIDATE STATEMENT MUST BE FILED WITH NOMINATION PAPERS.


CANDIDATE STATEMENT GUIDELINES:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. Statement shall not include any references to other candidates. (Elections Code § 13308)
3. The statement shall **not** include any party affiliation of the candidate nor reference any membership or activity in partisan political organizations.
4. Your statement will be printed **exactly** as submitted; therefore, you are advised to carefully check for errors in punctuation and grammar. Once submitted, statement may be withdrawn, but not changed.
5. Attach any supplemental sheets if used to your statement. If you wish to have a Spanish translation of your statement prepared for printing in the Official Sample Ballot Booklet, be sure to check the space in the Candidate Statement Information Sheet provided.
6. Use a separate sheet of paper for your candidate statement.
7. Use upper and lower case letters (**do not use all CAPS**).
8. The candidate statement is a brief description of no more than 200 words of the candidate's education and qualifications.
9. Be sure to include the official title of the office you are a candidate for, your name, age, and occupation.
10. This heading is not included in the 200-word count.


CANDIDATE STATEMENT GUIDELINES (Continued)

Refer to Document 4 - 3 for Word Count Standard

FORMAT AND STYLE INFORMATION — All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. Additionally, candidates should verify the length of the statement to ensure they do not exceed the intended number of columns for their statement.

|  Candidate Statements & Measures | |
|--|--|
| <p>STATEMENT OF [CANDIDATE NAME] CANDIDATE FOR [OFFICE TITLE], [Trustee Area/Division No.] [CITY/SCHOOL DISTRICT]</p> <p>FORMAT/CONTENT: This is an example of an acceptable <u>format</u> to be used in a candidate's statement of qualifications. The <u>guidelines</u> for the <u>content</u> of the statement are in a separate section of the information Booklet.</p> <p>ENHANCED WORDS: It is acceptable for some words or phrases to be bold, <u>underlined</u>, or CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.</p> <p>PARAGRAPHS: The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between, shown in this example.</p> | |

1 column (1 statement)

|  Candidate Statements & Measures | |
|---|---|
| <p>STATEMENT OF [CANDIDATE NAME] CANDIDATE FOR [OFFICE TITLE], [Trustee Area/Division No.] [CITY/SCHOOL DISTRICT]</p> <p>Age: [] Occupation: [] Santa Monica Native!</p> <ul style="list-style-type: none">- SMMUSD: Madison, Lincoln, Samohi- Played in our parks, body-surfed our waves, taught in our schools, community activist- SMC, UCLA, LMU- Renter, Homeowner, Teacher, Entrepreneur <p>Santa Monica Commissioner since 2003</p> <ul style="list-style-type: none">- Past President, CalParksBoard- 2013 Commissioner of the Year, Chair, Recreation & Parks Commission <p>Working For Residents</p> <ul style="list-style-type: none">- Host, Brock on Your Block- Columnist, SM Mirror- Co-Chair, Historic San Vicente Coalition- Smart Group- Samohi Alumni President- Kiwanis Lieutenant-Governor- SM Elks Trustee/Citizen of the Year- Salvation Army Advisory Board/Volunteer of the Year- Civic Auditorium Working Group- Boys & Girls Club Council <p>I will fight for you!</p> <ul style="list-style-type: none">- Residents First!- Restore Public Safety/Reduce Crime NOW!- Common Sense City Government!- STOP Overdevelopment!- STOP wasting our tax dollars!- STOP Traffic gridlock- STOP overtaxing! | <ul style="list-style-type: none">- ENFORCE e-scooter laws!- ENACT building height/density limits.- Palm trees must be our only high rises!- Intelligent change that preserves character- Sustainably adapt buildings- Value YOUTH and SENIORS!- Champion RENT CONTROL/affordable FAMILY housing- Find REAL homelessness solutions!- Transparent government LISTEN to residents- Racial Justice Now!- Free public transportation for residents- Free citywide high-speed internet- Parks are paramount. Create SAFE open space!- Envision the future by honoring our past!- I will take action where incumbents have failed! <p>Restore the soul of our city!</p> |

2 columns (1 statement)

CANDIDATE STATEMENT PRINTING FEE SCHEDULE

| OFFICE | APPROX. REGISTRATION AS OF 8/9/23 | ESTIMATED COST | | | |
|------------|---|----------------|-----------|---------------------------|-----------|
| | | ENGLISH ONLY * | | ENGLISH & SPANISH */** | |
| | | 1 COLUMN | 2 COLUMNS | 2 COLUMNS | 4 COLUMNS |
| DISTRICT 2 | 31,010 | \$900 | \$1,800 | \$1,800 | \$3,600 |
| DISTRICT 4 | 34,773 | \$1,000 | \$2,000 | \$2,000 | \$4,000 |
| DISTRICT 6 | 24,609 | \$800 | \$1,600 | \$1,600 | \$3,200 |
| DISTRICT 8 | 27,024 | \$800 | \$1,600 | \$1,600 | \$3,200 |

ESTIMATED COST

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

ONLINE CANDIDATE STATEMENT SERVICE

Candidates have the option to have their Candidate Statements posted on the Los Angeles County Registrar-Recorder/County Clerk's website at lavote.gov without being printed in the Official Sample ballot Booklet (*online only*).

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

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

CANDIDATE STATEMENT ADDITIONAL INFORMATION

TRANSLATIONS

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

TRANSLITERATION

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

CHARACTER-BASED NAME

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

INDIGENT CANDIDATES

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

PUBLIC EXAMINATION PERIOD

Candidate statements, candidate names and ballot designations will be available for public examination following the nomination period from December 9, 2023 (E-87) through December 18, 2023 (E-78). A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (Elections Code §§13313 and 13314)

WORD COUNT STANDARD FOR CANDIDATE STATEMENTS, ARGUMENTS, AND MEASURES

Candidate Statements – 200 word limit

Elections Code § 9. Counting of words.

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

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

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

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

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

WORD COUNT STANDARD

(Examples of Word Counts)

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

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#"
(number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "A", "The", "And", "An", "I'm", are counted as individual word.
3. **PROPER NOUNS** such as geographical names, and names of persons or things, as one (1) word.

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

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

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

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

EXAMPLES: Attorney-at-law

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

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

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

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

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

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

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

EXAMPLES: \$4 million, \$1 billion

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

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

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

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

City of Long Beach Candidate Statement Information Sheet

Enter the candidate's name in all CAPS

| | |
|---------------------------|--------------------|
| CITY OF LONG BEACH | CITY OF LONG BEACH |
| (Print Name of Candidate) | (Jurisdiction) |

Mark the box for the Office Sought:

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

| OFFICE | APPROX. REGISTRATION AS OF 8/9/23 | ESTIMATED COST | | | |
|------------|---|----------------|---------|------------------------|---------|
| | | ENGLISH ONLY * | | ENGLISH & SPANISH */** | |
| | | 1 PAGE | 2 PAGE | 2 PAGES | 4 PAGES |
| DISTRICT 2 | 31,010 | \$900 | \$1,800 | \$1,800 | \$3,600 |
| DISTRICT 4 | 34,773 | \$1,000 | \$2,000 | \$2,000 | \$4,000 |
| DISTRICT 6 | 24,609 | \$800 | \$1,600 | \$1,600 | \$3,200 |
| DISTRICT 8 | 27,024 | \$800 | \$1,600 | \$1,600 | \$3,200 |

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

Signature of Candidate: _____

I WANT my candidate statement to appear **ONLY ONLINE**. The Cost of Online Candidate Statements is \$279.60.

Signature of Candidate: _____

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

☐ English ☐ English and Spanish

Signature of Candidate: _____

A deposit is required when the Candidate Statement is filed (cash, check made payable to the City of Long Beach, Visa, MasterCard, or debit card). The deposit is an estimate of the candidate's pro rata shares of the cost of printing your Statement in the Official Sample Ballot Booklet. Actual costs will be reviewed and may result in either additional billing or a refund.



LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

TRANSLITERATION FORM

FOR LOCAL JURISDICTIONS (Cities, School Districts, Water Districts, etc.)

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

to be voted for at the PRESIDENTIAL PRIMARY ELECTION

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.

| Languages | Name Transliteration | Languages | Name Transliteration |
|---|----------------------|-------------------------------------|----------------------|
| <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 IDENTIFICATION:

☐ Male ☐ Female ☐ Non-Binary

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 #:

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650

LAVOTE.GOV

TRN 09/2023

**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.

TRL 03/2021



California Secretary of State
CHARACTER-BASED NAME FORM
(Elections Code § 13211.7)

Candidate
Name,
Character-
based name,
and Office

1

Candidate Name: _____

Character-based Name: _____

Office: _____

Character-
based name
Attach
supporting
documents

2

Check at least one box below and attach supporting documents

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

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

Dated this _____ day of _____, 20____

x

Signature of Candidate

For your reference, attached is Elections Code section 13211.7.

Rev: 11/2021

Document

4 - 6



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

(a) (1) In jurisdictions required to provide translated ballot materials pursuant to Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503), as that section may be amended from time to time, any ballot that provides a translation of a candidate's name shall contain a phonetic transliteration of the candidate's name, except as provided in subdivision (b).

(2) This section applies only to character-based languages, including, but not limited to, Mandarin Chinese, Cantonese, Japanese, and Korean.

(3) If a candidate's name is to appear on the ballot in more than one jurisdiction in an election, all of those jurisdictions required to provide translated ballot materials pursuant to Section 203 of the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503) shall use the same phonetic transliteration or character-based translation of the name.

(4) (A) In a jurisdiction in which separate ballots containing translations of the candidates' names are printed in different languages, both the alphabet-based names and the translations of the candidates' names, for candidates that have translated names, shall appear on the translated ballot.

(B) If a jurisdiction is unable to comply with subparagraph (A) due to limitations of its existing voting system, any new voting system purchased by the jurisdiction after July 1, 2020, shall be able to accommodate the requirements of subparagraph (A).

(b) If a candidate has a character-based name by birth, that can be verified by birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration. A candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration.



OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

For Official Use Only
Date Received

AFFIDAVIT OF FINANCIAL WORTH

Page 1 of 3

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

NOTICE TO CANDIDATE:

(Pursuant to Election Code Section 13309)

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

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

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

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

SECTION I

FILER INFORMATION

Name:

Aliases (Last 5 years):

Email:

Phone:

Address:

OFFICE & ELECTION

Office Sought:

Election Date:

Estimated Cost:

VERIFICATION

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

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

Print Name:

Title:

Signature:

Date:

City Clerk of Long Beach

AFFIDAVIT OF FINANCIAL WORTH

Page 2 of 3

SECTION II

OCCUPATION & INCOME

Current Occupation:

Gross Monthly Income:

Employer Address:

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

Type

Gross Monthly Income:

DEPENDENTS – List all individuals legally

Name

Age

Relationship

UPDATED 11/06/2019

AFFIDAVIT OF FINANCIAL WORTH FORM

City Clerk of Long Beach
AFFIDAVIT OF FINANCIAL WORTH

Page 3 of 3

SECTION III

APPLICANT ACKNOWLEDGEMENT

Name:

Office Sought:

Election Date:

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

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

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

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

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

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

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

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

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

For Official Use Only

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

☐ Indigent

☐ Must Pay in Advance

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

Date of Determination: _____

Date of Notified: _____



SECTION 5

Obtaining Voter Information

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

VOTER REGISTRATION INFORMATION

The deadline for Long Beach citizens to register to vote for the March 5, 2024 Primary Nominating Election is **February 20, 2024**.

Same Day Voter Registration, known as Conditional Voter Registration in state law, is a safety net for Californians who miss the deadline to register to vote or update their voter registration information for an election.

If you did not register to vote by the 15-day voter registration deadline, in most elections, you may conditionally register to vote and cast a provisional ballot at any Vote Center in L.A. County.

Eligible citizens who need to register or re-register to vote within 14 days of an election can complete this process to register at any vote center. Their ballots will be processed and counted once the county elections office has completed the voter registration verification process.

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

1. A United States citizen;
2. A resident of California;
3. At least 18 years of age at the time of the election;
4. Not currently serving a state or federal prison term for the conviction of a felony and;
5. Not currently found mentally incompetent to vote by a court.

A voter who has moved, changed their name, or changed their party affiliation since they last registered must re-register on or before February 20, 2024. (Elections Code §§ 2115, 2116)

You may obtain up to ten (10) voter registration forms from the Office of the City Clerk.

If you would like a larger supply of forms, please contact: **Los Angeles County Registrar-Recorder/County Clerk at (800) 815-2666 or lavote.gov.**

VOTER REGISTRATION INFORMATION (Continued)

If you would like to purchase election information from the Los Angeles County Registrar-Recorder/County Clerk, call (800) 815-2666, option 4 or visit the L.A. County website at <https://www.lavote.gov/home/voting-elections/election-resources/purchase-information-fees/general-info>.

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

Fill out purchase order for:

- [Voter/Election Files](#) (See Document 5 – 3 of this Handbook)
- [Street Index/Vote By Mail](#) (See Document 5 – 4 of this Handbook)

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

PRECINCT/DISTRICT MAP PAGES

**COUNCILMANIC PRECINCTS WILL BE MADE AVAILABLE ON THE LARRCC
WEBSITE <https://lavote.gov/apps/precinctsmaps>**

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

STREET INDICES

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

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

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

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



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

VOTER/ELECTION FILE(S) PURCHASE ORDER FORM

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

| | | | | |
|--------------------|--------|------|----------------|--------------|
| Applicant's Name: | | | | DATE ORDERED |
| Residence Address: | | | | |
| City: | State: | Zip: | Telephone: () | |
| Business Address: | | | | |
| City: | State: | Zip: | Telephone: () | |

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

| | | | |
|---|-------|----------------|------|
| Organization/Individual Name: | | Telephone: () | |
| Address: | City: | State: | Zip: |
| Name of Individual Authorizing Applicant: | | | |

REQUESTING QUALIFICATIONS

- ☐ Political Campaign/Committee
- ☐ Media
- ☐ Legal
- ☐ Investigation

- ☐ Academic
- ☐ Private Vendor
- ☐ Governmental
- ☐ Other _____

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

Candidate(s) (list each)

Proposed ballot measure(s) (list each)

- ☐ Political Research
- ☐ Scholarly Research
- ☐ Initiative/Referendum

- ☐ Recall
- ☐ Governmental
- ☐ Other _____

Election: information identifying the California candidate(s) or California ballot measure(s)

Candidate: information identifying federal, state, or local office

Committee for/against any initiative or referendum measure: information identifying the California initiative or referendum for which legal publication is made

Political: documentation establishing affiliation with the political organization

Scholarly: letter from a representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive the data

Journalistic: a clear photocopy of press pass

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

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650

LAVOTE.GOV

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

*Additional fee for vote history – Call 800-815-2666 option 4 _____

☐ Precinct/District Information☐ Vote by Mail Voters Election date: _____ File Date: _____☐ Polls/Board Member Election date: _____☐ Other _____**NOTE:** The Registrar-Recorder/County Clerk is not responsible for materials which are lost or damaged in the mail.

Quantity Requested _____ X \$146 _____ X \$54 _____ X \$39 Total Price \$ _____

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

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

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

Initial _____

AGREEMENT

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

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

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

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

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

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

Executed on _____ at _____
(date) (city)

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

Signature of Applicant: _____

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



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

STREET INDEX/VOTE BY MAIL PURCHASE ORDER FORM

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

| | | | | | |
|---|--------|-------|----------------|----------------|--|
| Applicant's Name: | | | | DATE ORDERED | |
| Residence Address: | | | | | |
| City: | State: | Zip: | Telephone: () | | |
| Business Address: | | | | | |
| City: | State: | Zip: | Telephone: () | | |
| Complete the following if information is requested on behalf of an organization or individual other than applicant. | | | | | |
| Organization/Individual Name: | | | | Telephone: () | |
| Address: | | City: | State: | Zip: | |
| Name of Individual Authorizing Applicant: | | | | | |

REQUESTING QUALIFICATIONS

- ☐ Political Campaign/Committee
☐ Media
☐ Legal
☐ Investigation

- ☐ Academic
☐ Private Vendor
☒ Governmental
☐ Other _____

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

Candidate(s) (list each)

Proposed ballot measure(s) (list each)

- ☐ Political Research
☐ Scholarly Research
☐ Initiative/Referendum

- ☐ Recall
☐ Governmental
☐ Other _____

Election: information identifying the California candidate(s) or California ballot measure(s)

Candidate: information identifying federal, state, or local office

Committee for/against any initiative or referendum measure: information identifying the California initiative or referendum for which legal publication is made

Political: documentation establishing affiliation with the political organization

Scholarly: letter from a representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive the data

Journalistic: a clear photocopy of press pass

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

| |
|--|
| |
| |
| |
| |
| |
| |

| | | | |
|--|---------------------|--------|-----------------------------------|
| DATA REQUESTED: | | | |
| CHECK ONE <input type="checkbox"/> REGULAR INDEX <input type="checkbox"/> VOTED <input type="checkbox"/> VOTE BY MAIL | | | |
| Jurisdiction(s): | | | |
| Voting History? Yes <input type="checkbox"/> No <input type="checkbox"/> List election date(s): | | | |
| ORDER: | CANDIDATE/COMMITTEE | OTHER | Total Price: |
| 1. Number Copies Requested: | | | |
| 2. Number Registered Voters: | | N/A | Date: 1 st Payment: \$ |
| 3. Number of Pages: | N/A | | Check No: Receipt No: |
| 4. Price Per Page: | N/A | \$.10 | Date: 2 nd Payment: \$ |
| 5. Price Per Thousand Names: | \$.50 | N/A | Check No: Receipt No: |
| 6. Handling Charge: | N/A | \$1.60 | |
| 7. Total: | \$ | \$ | PAYMENT NON-REFUNDABLE |

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

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

AGREEMENT

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

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

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

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

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

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

Executed on _____ at _____
(date) (city)

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

Signature of Applicant: _____

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

VOTE BY MAIL VOTER INFORMATION

Dates and Deadlines

January 25 *through* February 24, 2024.....Mailing of Official Sample Ballot Booklets

February 5, 2024.....Mailing of Vote by Mail Ballots – First Day

February 20, 2024.....Last Day to Register to Vote

Voting By Mail in Los Angeles County

All registered voters will be mailed a Vote by Mail ballot. Vote in the safety of your home by returning your Vote by Mail ballot. Mailing of Vote by Mail ballots begins no later than 29 days prior to Election Day. (Elections Code § 3000.5)

There are multiple options on how to return a ballot:

- By mail, no postage is necessary
- At any participating Vote by Mail Ballot Drop Box location
- At any Vote Center in L.A. County





Please visit the website below for ballot drop box locations, how to track your ballot, requesting a replacement Vote by Mail ballot, and requesting a ballot in a different language.

<https://www.lavote.net/home/voting-elections/voting-options/vote-by-mail/how-to-vote-by-mail>

Los Angeles Registrar-Recorder/County Clerk

Vote By Mail Ballot

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





Do this

Not this

Not this

- Use only black or blue ink pen to mark your choice on your ballot.
- Fill in the circle to the left of your choice.
- Don't vote for more choices than indicated.
- You don't have to vote in every race.



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

Voter-Nominated and Non-Partisan Offices
All voters, regardless of the party preference they disclosed upon registration, or refusal to disclose a party preference, may vote for any candidate for a voter-nominated office. The party preference, if any, designated by a candidate for a voter-nominated office is selected by the candidate and is shown for the information of the voters only. It does not imply that the candidate is nominated or endorsed by the party or that the party approves of the candidate.

CITY/LOCAL
LONG BEACH CITY PRIMARY NOMINATING ELECTION Mayor
Vote For **ONE**

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ Write-In Candidate

LONG BEACH CITY PRIMARY NOMINATING ELECTION Member of the City Council, 1st District
Vote For **ONE**

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ Write-In Candidate

LONG BEACH UNIFIED SCHOOL DISTRICT Governing Board Member, District 1
Vote For **ONE**

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ Write-In Candidate

LONG BEACH CITY PRIMARY NOMINATING ELECTION City Attorney
Vote For **ONE**

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ Write-In Candidate

LONG BEACH CITY PRIMARY NOMINATING ELECTION City Auditor
Vote For **ONE**

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ Write-In Candidate

LONG BEACH CITY PRIMARY NOMINATING ELECTION City Prosecutor
Vote For **ONE**

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ CANDIDATE NAME
Ballot Designation

☐ Write-In Candidate

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



CAST YOUR BALLOT ANY VOTE BY MAIL DROP BOX

Vote By Mail Begins February 5, 2024

**DEADLINE TO RETURN YOUR BALLOT IS ELECTION DAY
MARCH 5, 2024 AT 8:00 PM**

Bixby Park Community Center
130 Cherry Ave, Long Beach 90802

Long Beach City Hall
411 W. Ocean Blvd, Long Beach 90802

Bret Harte Neighborhood Library
1595 W Willow St, Long Beach 90810

Long Beach Senior Center
1150 E 4th St, Long Beach 90802

Burnett Neighborhood Library
560 E Hill St, Long Beach 90806

Marina Vista Park
5355 E Eliot St, Long Beach 90803

Dana Neighborhood Library
3680 Atlantic Ave, Long Beach 90807

Mark Twain Neighborhood Library
1401 E Anaheim St, Long Beach 90813

El Dorado Park West Community Center
2800 N Studebaker Rd, Long Beach 90815

Michelle Obama Neighborhood Library
5870 Atlantic Ave, Long Beach 90805

Freeman Community Center
1205 Freeman Ave, Long Beach 90804

Ramona Park
3301 E 65th St, Long Beach 90805

Heartwell Park Community Center
5801 Parkcrest St, Long Beach 90808

Scherer Park
4600 Long Beach Blvd, Long Beach 90805

Houghton Park Community Center
6301 Myrtle Ave, Long Beach 90805

Stearns Champions Park
4520 E 23rd Street, Long Beach 90815

Veterans Park
101 E 28th St, Long Beach 90806



FOR A CURRENT LIST OF
LA COUNTY VOTE CENTERS VISIT LAVOTE.NET

   @LBcityclerk
longbeach.gov/cityclerk
registertovote.ca.gov



SECTION 6

Ethics and Code of Conduct

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

Margo Morales, Chair
Barbara A. Pollack, Vice Chair
Raul Añorve, Commissioner
Lani De Benedictis, Commissioner



Luke Fiedler, Commissioner
J.P. Shotwell, Commissioner
Susan Wise, Commissioner

Dear Candidate:

Congratulations on your decision to run for elected office for the City of Long Beach (City). We know your decision didn't come lightly and was born from a desire to be a part of setting the policy course for our great City. We wanted to take a moment to talk with you about the ethical expectations our residents have of our City leaders.

On November 6, 2018, Long Beach voters approved Measure CCC – City of Long Beach Ethics Commission, and amended the City Charter to create a Commission of Long Beach residents to monitor, administer, and implement government ethics in the City. We, the Ethics Commission (Commission) function as an advisory body to the Mayor and City Council. Pursuant to our Mission Statement, the Ethics Commission strives to advance public trust and confidence in the City's government through education and the development of policies and processes that promote each of the City's values of Accountability, Fairness, Impartiality, Diversity, Transparency, and Integrity. The Commission has developed a Values Statement and Code of Conduct and Ethics, which were adopted by the City Council and incorporated into the City Municipal Code.

Because our residents expect our leadership will govern by looking at all issues and actions through an ethical lens, it is crucial that you demonstrate a commitment to honesty, placing the public's trust before your personal interests or those of your family and friends, and be transparent in all your actions.

- Verify that your campaign decisions and actions, and those of your campaign staff and volunteers, comply with State and City laws.
- Ask whether your actions and decisions promote the principles of honesty, fairness, responsibility, and respect.
- Are your campaign activities, actions, or statements about those seeking the same office honest and fair. If the shoe were on the other foot, would you feel those statements to be fair?
- Have you clearly defined the platform of actions you will pursue if elected? Are your positions core beliefs or are they influenced by outside sources?

As a candidate, and if you are elected, people will seek access to you; they will try to influence your decision-making. Other portions of this Handbook cover State and City laws pertaining to the acceptance of campaign contributions, gifts, and reporting requirements. Please be sure to read and understand this information as you continue your campaign. Your success as a candidate, and then as an elected official, who is free from conflicts of interest, contributes positively to the success of our City.

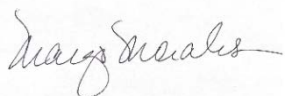
We encourage you to sign the Fair Campaign Practices Pledge. This pledge is part of the Government Code of the State of California. The Pledge aligns with the core values of the Ethics Commission and will demonstrate your ethical leadership by agreement to:

- An open and public campaign focused on issues;
- No defamation of character or slanderous attacks on opponents or their family;
- No prejudicial actions or comments toward any person or organization on the basis of 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;
- Uphold our system of free elections;
- No coercion of employees to assist with, or contribute to, a campaign;
- Repudiate any action by your campaign staff, volunteers, or a third-party campaign that violates any portion of the Pledge;
- Defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

The Long Beach Campaign Reform Act is included in this Handbook at Section 10. Please read the Act in its entirety. Also, this Handbook provides information regarding the California Fair Political Practices Commission (FPPC). The FPPC governs your disclosure obligations among other campaign requirements. Consider these obligations broadly in light of the transparency that is at the core of California governance.

The following months will be very busy as you work to inform voters of your campaign platform. By practicing the ethical principles outlined in this letter, it is our hope that there will be a lively debate of issues that invigorate voters to turn out on election day.

Sincerely,



Margo Morales, Chair



Barbara Pollack, Vice Chair



Raul Añorve, Commissioner



Luke Fiedler, Commissioner



Lani De Benedictis, Commissioner



J.P. Shotwell, Commissioner



Susan Wise, Commissioner

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

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.

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

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

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

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

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

Signature of Candidate

Date

LONG BEACH MUNICIPAL CODE CHAPTER PERTAINING TO CODE OF CONDUCT AND ETHICS

CHAPTER 2.07 – CODE OF CONDUCT AND ETHICS

2.07.010 - Values statement.

The people of Long Beach depend on a city government that operates equitably, ethically, and that works to promote and preserve public trust and confidence. Thus, the City commits to the following values:

- A. Accountability through the willingness to accept responsibility and account for one's actions.
- B. Equity by ensuring fairness and due process.
- C. Impartiality by being loyal to the public good.
- D. Diversity by embracing histories, values, and ideas from all backgrounds, and recognizing their contribution to improving the City's operations, services, and programs.
- E. Transparency in actions and practices that are open to public observation and scrutiny.
- F. Integrity by being truthful, seeking truth, and adherence to the City's values.

(ORD-22-0035 § 1, 2022)

2.07.020 - Written pledge.

It is incumbent for every representative of the City of Long Beach to uphold the City's Code of Conduct and Ethics. Representatives of the City shall commit to undertaking their duties with the highest ethical principles and to place the public's interest above their own.

Prior to assuming office, employment, or volunteering with the City, representatives of the City, including employees of every City department, elected officials, appointed officials, commissioners, committee members, board members, interns, and volunteers shall pledge, in writing, to uphold the following principles while acting in their role or official capacity:

- A. To be truthful and honest, including:
 - 1. Acting with integrity and demonstrating courage in all dealings.
 - 2. Ensuring that all completed work activities are accurate and that any biases have been identified and addressed.
 - 3. Being accurate and honest in all interactions and communications with others.
- B. To place the public's trust before their own personal interests, including:
 - 1. Being objective and impartial.
 - 2. Never engaging in acts of collusion, kickbacks, bribes, unlawful gifts, conflict of interest, or other improper influence, nor condoning such acts by others.
 - 3. Not permitting personal interests to impair the individual's judgment or action.
 - 4. Not using the individual's position with the City for the individual's private gain, for the endorsement of any product, person, or enterprise, or for private gain of relatives or friends.

LONG BEACH MUNICIPAL CODE CHAPTER PERTAINING TO CODE OF CONDUCT AND ETHICS (Continued)

5. Disclosing, and if necessary, recusing oneself from the decision-making process and any activities, dealings, and transactions on behalf of the City that may be related or be influenced by the individual's personal, financial, or outside activities.
- C. To be transparent, including:
1. Ensuring that all work products are completed in an open manner, with the knowledge that it may be subject to public inspection and/or release.
 2. Disclosing all personal, financial, or professional interests or outside activities that may relate to or influence the individual's role or official capacity.
 3. Promptly reporting any perceived or actual conflict of interest that may arise prior to rendering a decision, providing information, or offering a recommendation.
 4. Cooperating and supporting inquiries, reviews, audits, or other investigations that may be conducted by the City or other enforcement agencies.
 5. Complying with the Ralph M. Brown Act (California Government Code section 54950 et seq.) and observing all rules with respect to notice and public meetings.
 6. Committing to not discussing or communicating on matters to be voted on by the City Council or a City board, commission, or committee with another member of the body outside the public meeting in a manner inconsistent with the Ralph M. Brown Act commitment to transparency.
- D. To be accountable, including:
1. Complying with all federal, State, and City laws and regulations as well as applicable policies and procedures.
 2. Being fiscally responsible with managing and overseeing City funds and resources, as it pertains to the individual's assigned responsibilities.
 3. Abiding by all applicable requirements pertaining to gifts and gratuities, including donations and honoraria.
 4. Adhering to all policy and procedures and contractual commitments to safeguard the integrity of the City's procurement and bidding and competitive processes.
- E. To safeguard all information, data, and assets entrusted to the individual's care, including:
1. Protecting City data to promote cybersecurity and preserve confidentiality and privacy concerning the property, personnel, or other affairs of the City.
 2. Handling and safeguarding all non-public and proprietary information as protected under agreement or public law.
 3. Protecting all City assets, resources, and information to the best of the individual's knowledge from loss, theft, and misuse.
- F. Protecting the interests of the City and those who have placed their trust in the individual. To recognize historic inequities and disparities and to support diversity and be inclusive in all the individual's actions, including:
1. Respecting the diverse histories, values, and experiences represented in the City's various communities.

LONG BEACH MUNICIPAL CODE CHAPTER PERTAINING TO CODE OF CONDUCT AND ETHICS (Continued)

2. Anticipating effects of a decision on people in the City, especially if specific groups may be disproportionately harmed or helped.
 3. Working to ensure that all people in the City have the ability to actively participate and engage and work to eliminate barriers to public involvement in decisions, programs, and services.
 4. Being mindful of the community's needs and be cognizant of their experience when interacting with City services.
 5. Incorporating an equity lens consistent with City policy to ensure all policies and procedures are developed to provide equitable and socially just programs and services for all residents and employees.
- G. To treat others with dignity, including:
1. Listening, being approachable, open-minded, asking questions, and participating when engaged.
 2. Treating all colleagues, the public, stakeholders, and anyone transacting business with the City with respect.
 3. Conveying the City's care for, and commitment to, its communities.
 4. Being courteous and civil in all interactions and communications with others.
- H. To make data-informed decisions, and embrace excellence and innovation, including:
1. Being a role model by striving for excellence, maintaining standards, being open to change, recognizing the need to compromise, and always working to improve the City's programs and services.
 2. Being proactive and innovative when setting goals and conducting the City's business.
 3. Promoting innovation that will enrich and transform the City's services, operations, and budget.
- I. To avoid even the appearance of impropriety and seek ethical guidance and immediately report a perceived Code of Conduct and Ethics violation, conflict of interest, fraud, waste or misuse of City resources, and inappropriate behavior to the appropriate authority for investigation. (ORD-22-0035 § 1, 2022)

2.07.030 - Required ethics training.

- A. Employees of every City department, elected officials, appointed officials, commissioners, committee members, board members, interns, and volunteers shall complete training related to the ethical values, principals, and conduct outlined in this Chapter on an annual basis.
- B. In the event that a member of any City Charter Commission or advisory body fails to complete the ethics training required by California Government Section 53234 et seq., within the time period specified therein, that person shall automatically be removed from membership from the commission or advisory body. (ORD-22-0035 § 1, 2022)

LONG BEACH MUNICIPAL CODE CHAPTER PERTAINING TO CODE OF CONDUCT AND ETHICS (Continued)

CITY OF LONG BEACH

VALUES STATEMENT

The people of Long Beach depend on a city government that operates equitably, ethically, and that works to promote and preserve public trust and confidence.

The City of Long Beach commits to these values:

- Accountability—willingness to accept responsibility and account for one's actions.
- Equity—ensuring fairness and due process.
- Impartiality—loyalty to the public good.
- Diversity—embracing histories, values, and ideas from all backgrounds, and recognizing
- their contribution to improving the City's operations, services, and programs.
- Transparency—actions and practices that are open to public observation and scrutiny.
- Integrity—being truthful, seeking truth, and adherence to the City's values.

CODE OF CONDUCT AND ETHICS

It is incumbent for every representative of the City of Long Beach (City) to uphold the Code of Conduct and Ethics (Code). As the elected officials, employees, volunteers, and members of boards, commissions, and committees for the City, we commit to undertaking our duties with the highest ethical principles, placing the public's interest above our own.

Pursuant to Long Beach Municipal Code 2.07.020, I pledge to uphold the following principles:

1. As a representative of the City, I will be truthful and honest.
 - I will act with integrity and demonstrate courage in all dealings.
 - I will ensure that all completed work activities are accurate and that any biases have been identified and addressed.
 - I will be accurate and honest in all interactions and communications with others.

LONG BEACH MUNICIPAL CODE CHAPTER PERTAINING TO CODE OF CONDUCT AND ETHICS (Continued)

2. As a representative of the City, I will place the public's trust before my personal interests.

- I will be objective and impartial.
- I will never engage in acts of collusion, kickbacks, bribes, unlawful gifts, conflict of interest, or other improper influence, nor will I condone such acts by others.
- I will not permit personal interests to impair my judgment or action.
- I will not use my position with the City for my private gain, for the endorsement of any product, person or enterprise, or for private gain of relatives or friends.
- I will disclose, and if necessary, recuse myself from the decision-making process and any activities, dealings, and transactions on behalf of the City that may be related or be influenced by my personal, financial, or outside activities.

3. As a representative of the City, I will be transparent.

- I will ensure that all work product is completed in an open manner, with the knowledge that it may be subject to public inspection and/or release.
- I will disclose all personal, financial, or professional interests or outside activities that may relate to or influence my role or official capacity.
- I will promptly report any perceived or actual conflict of interest that may arise prior to rendering a decision, providing information, or offering a recommendation.
- I will cooperate and support inquiries, reviews, audits, or other investigations that may be conducted by the City or other enforcement agencies.
- I will comply with the [Brown Act](#) and will observe all rules with respect to notice and public meetings, and if a member of the City Council or a City board or commission, I will not discuss or communicate on matters to be voted on by that body with a member of that body outside the public meeting in a manner inconsistent with the Brown Act commitment to transparency.

4. As a representative of the City, I will be accountable.

- I will comply with all federal, State, and City laws and regulations as well as applicable policies and procedures.
- I will be fiscally responsible with managing and overseeing City funds and resources, as it pertains to my assigned responsibilities.

LONG BEACH MUNICIPAL CODE CHAPTER PERTAINING TO CODE OF CONDUCT AND ETHICS (Continued)

- I will abide by all applicable requirements pertaining to gifts and gratuities, including donations and honoraria.
 - I will adhere to all policy and procedures and contractual commitments to safeguard the integrity of the City's procurement and bidding and competitive processes.
5. As a representative of the City, I will safeguard all information, data (including electronic), and assets entrusted to my care.
- I will protect City data to promote cybersecurity and preserve confidentiality and privacy concerning the property, personnel, or other affairs of the City.
 - I will handle and safeguard all non-public and proprietary information as protected under agreement or public law.
 - I will protect all City assets, resources, and information to the best of my knowledge from loss, theft, and misuse.
 - I will protect the interests of the City and those who have placed their trust in me.
6. As a representative of the City, I recognize historic inequities and disparities and will support diversity and be inclusive in all my actions.
- I will respect the diverse histories, values, and experiences represented in the City's various communities.
 - I will anticipate effects of a decision on people in our City, especially if specific groups may be disproportionately harmed or helped.
 - I will work to make sure that all the people in our City have the ability to actively participate and engage, and will work to eliminate barriers to public involvement in decisions, programs, and services.
 - I will be mindful of our community's needs and be cognizant of their experience when interacting with City services.
 - I will incorporate an [equity lens](#) consistent with City policy to ensure all policies and procedures are developed to provide equitable and socially just programs and services for all residents and employees.
7. As a representative of the City, I will treat others with dignity.
- I will listen, be approachable, open-minded, ask questions, and participate when engaged.
 - I will treat all colleagues, the public, stakeholders, and anyone transacting business with the City with respect.

LONG BEACH MUNICIPAL CODE CHAPTER PERTAINING TO CODE OF CONDUCT AND ETHICS (Continued)

- I will convey the City's care for, and commitment to, its communities.
 - I will be courteous and civil in all my interaction and communications with others.
8. As a representative of the City, I will make data-informed decisions, and embrace excellence and innovation.
- I will be a role model by striving for excellence, maintaining standards, being open to change, recognizing the need to compromise, and always working to improve the City's programs and services.
 - I will be proactive and innovative when setting goals and conducting the City's business.
 - I will promote innovation that will enrich and transform the City's services, operations, and budget.

I affirm that I have read and understand the above Code of Conduct and Ethics. I will avoid even the appearance of impropriety and seek ethical guidance and immediately report a perceived Code of Conduct violation, conflict of interest, fraud, waste or misuse of City resources, and inappropriate behavior to the appropriate authority for investigation.

My signature on this form certifies that I have received and read this Code of Conduct and Ethics and that I will abide by this code:

Name (Print) _____

Signature _____ Date _____

Fraud, waste, and abuse of City Funds or City property and materials must be reported to either the Department Director, City Manager, the City Auditor's Office, or anonymously through the City Auditor's Fraud Hotline at 1-888-327-8307.

Situations can be unique. If you have any questions or would like to make a disclosure you may reach out to your Department's Administrative Officer.

LEVINE ACT

California Government Code § 84308 requires public officials (i.e., the Mayor, Councilmembers, and Commissioners who are candidates for Mayor or a Council Office) who have received a contribution of more than \$250 within 12 months prior from a party, participant, or their representatives involved in a proceeding about a license, permit, entitlement, franchise or, contract to either: (1) disclose the contribution on the record and recuse themselves from the proceeding; OR (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the elected official knew or should have known about the contribution and participate in the proceeding.

All parties, participants, and their representatives must disclose on the record of this proceeding any contribution greater than \$250 made to a public official within 12 months prior to the date of the proceeding. Public officials are prohibited from accepting, soliciting, or directing a contribution of more than \$250 from a party, participant, or their representatives during a proceeding and for 12 months following the date a final decision is rendered.

IMPORTANT NOTICE

Any candidate assuming the Office of the Mayor or a Council District may need to recuse themselves for campaign contributions received in the 12 months prior to a decision and 12 months after a decision is made by the City Council.

Candidates who currently serve as the Mayor, on the City Council, or on a Long Beach Board, Commission or Committee may be required to recuse themselves from proceedings that take place during an election cycle about a license, permit, entitlement, franchise or, contract due to receipt of a contribution greater than \$250 made by a party, participant, or their representatives of a proceeding.

Government Code § 84308.

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

LEVINE ACT

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

(d) (1) If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.

(2) (A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.

LEVINE ACT

(B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.

(C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

(e) (1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.

(2) A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.

(3) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.

(f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

(Amended by Stats. 2022, Ch. 848, Sec. 1. (SB 1439) Effective January 1, 2023.)

FPPC Regulations implementing Government Code § 84308 may be found at

<https://www.fppc.ca.gov/the-law/fppc-regulations/regulations-index.html>

(See Regulations 18438 through 18438.8)

ETHICS AND VIOLATIONS CONTACT INFORMATION

Fair Political Practices Commission

- Campaign Disclosure Violations
- Conflict of Interest Disclosure Violations
- Improper use of Campaign Funds

Phone 1-866-ASK-FPPC (1-866-275-3772) (Press 1)

Website www.fppc.ca.gov

Email complaint@fppc.ca.gov

Los Angeles County Registrar-Recorder/County Clerk

- Electioneering Violations
- Voter Registration Questions or Issues
- Vote By Mail Drop Box and Vote Centers Questions or Issues

Phone (800) 815-2666

Website www.lavote.gov

Email voterinfo@rrcc.lacounty.gov

City of Long Beach

- General election questions and violation resources

City Auditor's Office

Phone (562) 570-6751

Fraud Hotline 1-888-FRAUD-07 or 1-888-372-8307

Email cityattorney@longbeach.gov

City Attorney's Office

Phone (562) 570-2200

Email auditor@longbeach.gov

City Clerk's Office

Phone (562) 570-6101

Email electInfo@longbeach.gov

Code Enforcement

Phone (562) 570-2663

Website <https://longbeach.gov/lbds/enforcement/>

Office of Ethics & Transparency

Phone (562) 570-7443

Ethics Hotline 1-888-372-8307

Email ethics@longbeach.gov

City Prosecutor's Office

Phone (562) 570-5600

Email prosecutor@longbeach.gov

League of California Cities/ Institute for Local Government

- General resource for California Ethics Laws

Phone (916) 658-8208

Website www.ca-ilg.org



SECTION 7

Campaigning Regulations

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

ELECTIONS CODE & GOVERNMENT CODE SECTIONS PERTAINING TO MASS MAILINGS

Elections Code § 16. Literature requirements.

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

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

Elections Code § 20008. Political advertisement requirements.

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

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

Government Code § 84305.

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate-controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84504.2 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

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

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic

Document

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

mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

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

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

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

(1) "Mass electronic mailing" means sending more than 200 substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

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

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

(Amended by Stats. 2019, Ch. 558, Sec. 1. (AB 864) Effective January 1, 2020. Note: This section was added on June 4, 1974, by initiative Prop. 9.)

Government Code § 89002.

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

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

(2) The item sent either:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) For purposes of this section, the following definitions apply:

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

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

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

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

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

(i) The items are identical, except for changes necessary to identify the recipient and the recipient's address.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Amended by Stats. 2021, Ch. 50, Sec. 222. (AB 378) Effective January 1, 2022.)

Government Code § 89003.

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

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

LONG BEACH MUNICIPAL CODE PERTAINING TO MASS MAILINGS

CHAPTER 1.26 – MASS MAILINGS

1.26.010 - Mass mailings by candidates at public expense prohibited.

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

FPPC ADVERTISEMENT DISCLAIMERS & REMOVAL OF POLITICAL SIGNS

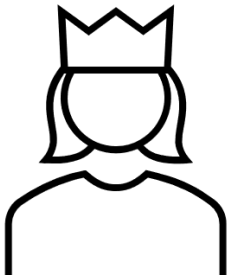
Fair Political Practices Commission - Advertisement Disclaimers.

Campaign Disclosure Manual 2, Chapter 7

Under the Political Reform Act ("Act") a candidate-controlled committee must include a disclaimer on mass mailings and certain telephone calls advocating the candidate's own election. In addition, radio and television advertisements require a "paid for by" disclaimer. The Act does not require a specific disclaimer on other communications, such as billboards and yard signs, when they are paid for by a candidate-controlled committee in support of the candidate's own campaign. However, the FPPC recommends placing "paid for by [committee name]" and the committee's ID number on all public campaign materials.

A "mass mailing" is made when more than 200 substantially similar messages distributed to the public within a calendar month. A general example of information to disclose are as follows:

- Candidate's committee name and address (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate's name and address)
- "Paid for by" must be in the same color and font as the committee name and address and immediately in front of or above the name and address
- No less than 6-point type and in a contrasting print or color
- Return envelopes (if included in solicitation) – committee's name, address and ID number are recommended but not required

| | |
|---|--|
| Paid for by Jane Doe by Mayor 20xx P.O. Box 1234 Long Beach, CA 90802 | |
|  | Jane Doe has served Long Beach by volunteering in our Schools and Serving on the City's Commission. Elect Doe for Long Beach Mayor. |
| <hr/> JANE DOE FOR MAYOR | |

Disclaimer rules are dependent on media format as well as the type of committee producing the advertisement. We advise all committees to refer to the applicable FPPC Campaign Manual to see what restrictions apply.

FPPC ADVERTISEMENT DISCLAIMERS & REMOVAL OF POLITICAL SIGNS (Continued)

Campaign Manuals can be found on the FPPC's website (FPPC.CA.GOV) or on the City Clerk's website (LongBeach.Gov/CityClerk).

Placing of Campaign Signs on Public Property.

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

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

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

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

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

General rules for political signs:

- Campaign signs cannot be placed:
 - on telephone poles
 - on streets signs or trees
 - on sidewalks or median islands
 - in parks or other public areas
- No person, except a public officer or employee performing a public duty, shall place any sign on, above, along or within any public property
- Person or entity responsible that fails to adhere to the law shall be liable for the City's costs incurred in the removal of such sign, and the City Manager or his/her designee is authorized to collect said costs
- Candidates/committees must sign Removal Affidavit (See Document 7 - 4)

**FPPC ADVERTISEMENT DISCLAIMERS &
REMOVAL OF POLITICAL SIGNS (Continued)**

For all infractions or removals

Please direct phone calls regarding signs to

(562) 570-CODE (2633)



OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

For Official Use Only

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

Section I

Election Details

Election Date:

Candidates Name:

Office Sought or Proposition Number:

Areas where sign(s) will be placed:

Number of signs to be placed:

Section II

Responsible Party

Name:

Address:

Phone Number (Include Area Code):

Email:

Section III

Signature & Agreement

The undersigned hereby accepts responsibility for the proper placement and removal of all Temporary Political Signs placed pursuant to Long Beach Municipal Code 21.44.600 & 21.44.900 & all applicable Government Code.

Signature of Responsible Party:

Date:

Return Removal Affidavit – Statement of Responsibility to:

ElectInfo@LongBeach.Gov

or

Office of the City Clerk
411 W. Ocean Blvd - 11th Floor
Long Beach, CA 90802

ELECTIONEERING

Under existing law, no one may place a sign as to voter qualifications or speak to a voter about his or her qualifications within 100 feet of a polling place. **A violation is a misdemeanor.** In addition, no one may place a sign displaying any insignia or slogan identified with a particular candidate within 100 feet of a polling place, or do any electioneering, as defined below. To do so is a misdemeanor.

Elections Code Section 319.5. Definitions.

(a) "Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100 foot limit specified in subdivision (b). Prohibited electioneering information or activity includes, but is not limited to, any of the following:

- (1) A display of a candidate's name, likeness, or logo.
- (2) A display of a ballot measure's number, title, subject, or logo.
- (3) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (4) Dissemination of audible electioneering information.
- (5) Obstructing access to, loitering near, or disseminating visible or audible electioneering information at vote by mail ballot drop boxes.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
- (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

(Amended by Stats. 2021, Ch. 318, Sec. 1. (SB 35) Effective January 1, 2022.)

Elections Code Section 18370. Electioneering.

(a) A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100 foot limit specified in subdivision (b), do any of the following:

- (1) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (2) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
- (3) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
- (4) Do any electioneering as defined by Section 319.5.

(b) The activities described in subdivision (a) are prohibited within 100 feet of either of the following:

- (1) The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
- (2) An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

ELECTIONEERING (continued)

(c) A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

(1) Solicit a vote.

(2) Speak to a voter about marking the voter's ballot.

(3) Disseminate visible or audible electioneering information.

(d) Any person who violates any of the provisions of this section is guilty of a misdemeanor.

(Amended by Stats. 2021, Ch. 318, Sec. 4. (SB 35) Effective January 1, 2022.)

To report Electioneering complaint, please contact Los Angeles County Registrar-Recorder/County Clerk at 1 (800) 815-2666



SECTION 8

Campaign Funding and Disclosure

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

CAMPAIGN FUNDING INFORMATION

Campaign funding for candidates in Long Beach is governed by the provisions of both the Long Beach Campaign Reform Act and the California Political Reform Act of 1974. Enacted by the voters of the City of Long Beach in 1994, the Long Beach Campaign Reform Act is the governing legislation on most issues; however, certain provisions of the Political Reform Act also apply. This sheet summarizes the major provisions of these laws as they pertain to your candidacy. If you have any questions regarding fundraising and expenditures under the State's Political Reform Act, please contact the Fair Political Practices Commission (FPPC) at (866) ASK-FPPC (866-275-3772) or at Advice@fppc.ca.gov. For local ordinance specific questions, please contact the Office of the City Clerk (562-570-6101). A copy of the Long Beach Campaign Reform Act (LBMC Chapter 2.01) printed in its entirety is included in Document 10 - 1.

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

| <u>EFFECTIVE JANUARY 1, 2023</u> | | | | |
|---|----------------------------------|---|--|---|
| Office | June 1995 CPI Base (154.8) | 2020 Average Annual CPI Change +.7995 | Primary Election Adjusted Contribution Limit | Rounded to Nearest \$100 pursuant to LBMC 2.01.810 |
| Councilmember | \$250.00 | \$251.909 | \$501.909 | \$500 |

Expenditure Ceilings (LBMC Section 2.01.410 (A))

| OFFICE | PRIMARY |
|------------|----------|
| District 2 | \$80,000 |
| District 4 | \$87,000 |
| District 6 | \$80,000 |
| District 8 | \$80,000 |

*Current estimated amounts as of 1/3/2023. Numbers will be adjusted 3/11/2024.

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

A.

1. Except as otherwise provided herein, a candidate for City Council may not spend more than forty thousand dollars (\$40,000.00) in the primary or more than twenty thousand dollars (\$20,000.00) in the runoff election to be eligible for matching funds.

CAMPAIGN FUNDING INFORMATION (Continued)

Expenditure Ceilings (LBMC Section 2.01.410 (A) (Continued)

2. In order to qualify for matching funds, a City Council candidate: (a) must raise at least five thousand dollars (\$5,000.00) in contributions of two hundred fifty dollars (\$250.00) or less within the election cycle, of which only up to the first one hundred dollars (\$100.00) of each contribution may be counted for purposes of achieving the qualifying total of five thousand dollars (\$5,000.00); and (b) must be opposed by a candidate who has qualified for matching funds or who has raised ten thousand dollars (\$10,000.00).
3. The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.
4. During each election cycle, the City Clerk shall, immediately following the final day for filing nominating petitions for the office of City Councilmember, ascertain: (a) the number of registered voters in each councilmanic district as of the final day for filing; and (b) the mean number of voters in all such districts. Thereafter, and for the ensuing election cycle, in each district where the number of registered voters exceeds the mean, the expenditure limitations of forty thousand dollars (\$40,000.00) and twenty thousand dollars (\$20,000.00) shall be increased two dollars (\$2.00) and one dollar (\$1.00), respectively, for each registered voter in excess of the mean. Expenditure limits will be adjusted following the close of the nomination period in accordance with LBMC Sections 2.01.410(A)(4), 2.01.810, and 2.01.1210.

Committee Treasurer

Every committee shall have a treasurer.

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

- Every committee must have a treasurer
- No restrictions on who may be a treasurer (a candidate may be their own treasurer).
- The treasurer must understand the campaign finance laws and their responsibilities and may not act as a mere figurehead.
- Assistant treasurer – A candidate's recipient committee is permitted to designate an assistant treasurer on Form 410 (FPPC §18426.1)

Bank Account Rules

Deposit all contributions (including candidate's funds) into a campaign bank account.

Do not deposit checks of \$100 or more until contributor information for the following is recorded:

Document

CAMPAIGN FUNDING INFORMATION (Continued)

- Name
- Street Address (including zip code)
- Occupation
- Employer
- All campaign expenditures must be made from the campaign bank account, except personal funds for:
 - Filing Fee &
 - Candidate Statement Fee

Loans (LBMC Section 2.01.340)

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

Personal Expenditures

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

Requirement to Form a Committee

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

CAMPAIGN FUNDING INFORMATION (Continued)

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

Reporting of Contributions and Expenditures

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

Time Period for Fundraising

Generally, fundraising is restricted to the “election cycle”, which commences on January 1 of an odd-numbered year and ending December 31 of the following year. For a special election, the Election Cycle commences with the declaration of a vacancy in an elective office and ends six (6) months after the special election date.

For the Primary Nominating Election on **March 5, 2024**, the time period for fundraising is **January 1, 2023** through **December 31, 2024** (LBMC Section 1.15.030).

All election related expenses must be incurred by the end of the Election Cycle (December 31, 2024), and all expenses paid by **March 1, 2024** sixty (60) days after the end of the Election Cycle. Unless net outstanding debts remain, any funds not expended at the end of the election cycle must be paid immediately into the campaign reform account of the City of Long Beach. For more detailed information on campaign fundraising, please refer to LBMC Chapter 2.01, the Long Beach Campaign Reform Act, also found in Document 10 - 1 of this Handbook.

Candidates, officeholders, and their controlled committees are prohibited from accepting contributions outside of an election cycle where said person ran for or was a write-in candidate, unless it is to pay net debts outstanding after December 31, 2024.

Contributions accepted outside of an election cycle to pay outstanding net debts are subject to the subject to the contribution limits in LBMC Ch. 2.01. Contributions received after an election must only be used to reduce the total amount of net debts outstanding by a candidate, officeholders, and their controlled committees. A candidate, officeholder, or controlled committee must use available funds to pay net debts outstanding as soon as practicable.

It is unlawful for any candidate, officeholder, or controlled committee of such persons to solicit or accept a contribution that exceeds the total amount net debts outstanding on the date the contribution is received. A contribution that exceeds a candidate, officeholder, or controlled committee's net debts outstanding from an election shall be treated in the same manner as a contribution in excess of the contribution limits in LBMC Ch. 2.01.

CAMPAIGN FUNDING INFORMATION (Continued)

Disposal of Surplus Funds (LBMC Section 2.01.1030)

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

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

Termination of Candidate and Committee Filing Requirements

After the election, a candidate's future filing obligations are determined by whether elected to office or not and if they raised past the filing threshold (over \$2,000). Candidate controlled committees with no net debts outstanding after an election are required to terminate within 24 months after the earliest of the date the candidate is defeated, leaves office, or the term of office for which the committee was formed ends or, for withdrawn candidates, no later than 24 months after the election from which the candidate withdrew.

Campaign statements must continue to be filed as long as the committee remains open. In addition, the \$50 annual fee must be paid to the Secretary of State.

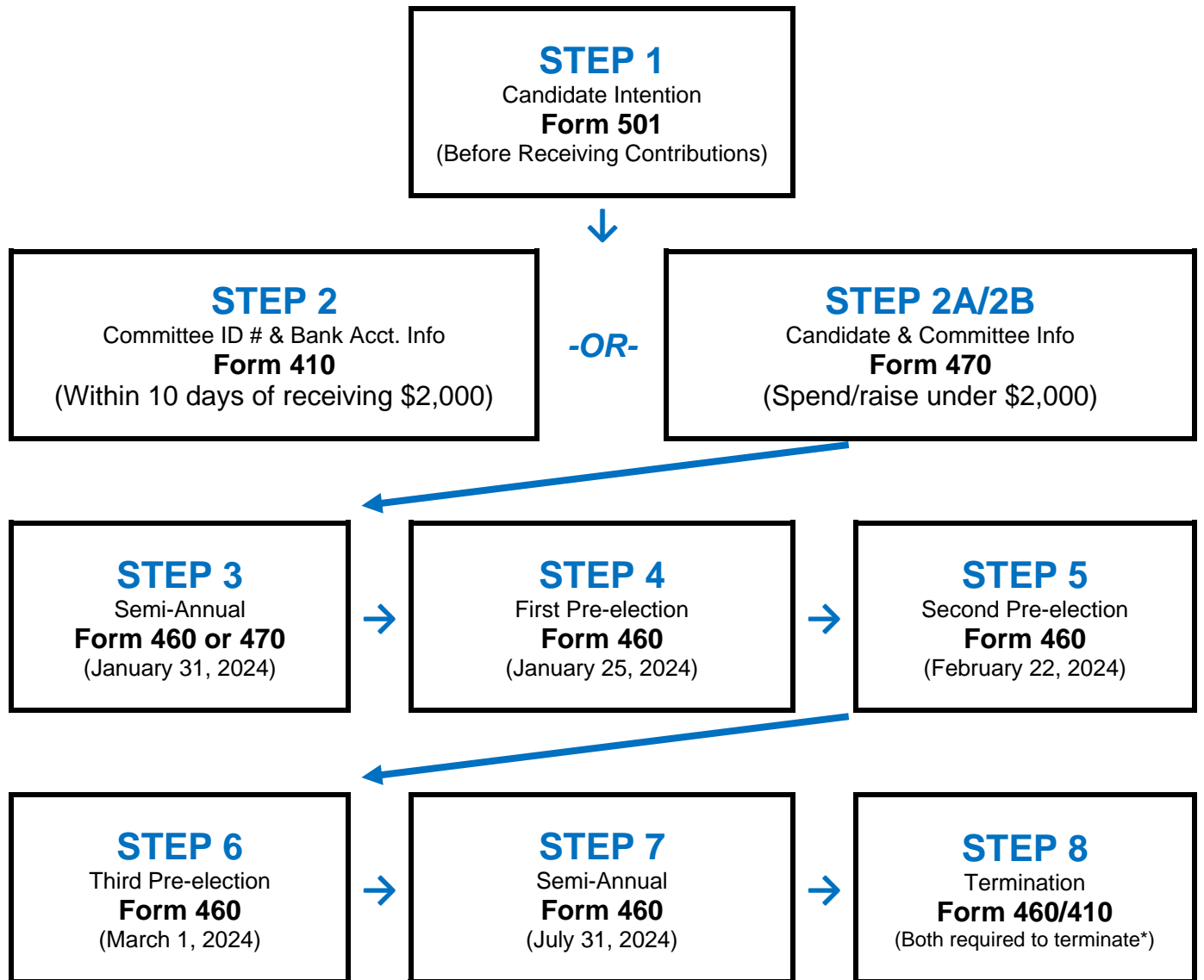
Following the election, a defeated candidate who filed the Form 470 (Officeholder and Candidate Campaign Statement – Short Form) has no further reporting obligations so long as less than \$2,000 was raised or spent during the election cycle.

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

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

A committee with net debts outstanding at the end of the election cycle may remain open for the purpose of paying such debts. Said committee must file semi-annual disclosure statements and pay an annual committee fee to the Secretary of State until the committee is terminated.

CAMPAIGN FILING TIMELINE



Guidelines for 24-Hour Reports

Form 497

24-hour Contribution Report

Form 496

24-hour Independent Expenditure Report

December 6, 2023 (E-90)

through

March 5, 2024 (E)

Within 24 hours

*See Document 8 - 1 for termination information

Document

8 - 2

GUIDELINES FOR STARTING A CAMPAIGN COMMITTEE

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

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

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

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

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

STEP 2: **Form 410** Statement of Organization Recipient Committee*

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

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

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

-OR-

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

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

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

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

WHERE: File the original via the online electronic portal with the Office of the City Clerk.

GUIDELINES FOR STARTING A CAMPAIGN COMMITTEE (Continued)

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

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

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

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

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

STEP 3 – 7: **Form 460** Recipient Committee Campaign Statement*

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

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

WHERE: File the original via the online electronic portal with the Office of the City Clerk.

NOTE: An unsigned campaign statement is not considered filed.

STEP 8: **Form 410 & Form 460 Termination (must file both forms)**

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

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

WHERE: File the original Form 410 and one copy with the Secretary of State’s Political Reform Division. You must also submit an original via the online electronic portal with the Office of the City Clerk.

File the original Form 460 via the online electronic portal with the Office of the City Clerk.

GUIDELINES FOR 24-HOUR REPORTS

Form 496 24-hour Independent Expenditure Report*

- WHAT:** An expenditure made in connection with a communication that expressly advocates the nomination, election, or defeat of a clearly identified candidate or the qualification, passage or defeat of a clearly identified measure.
- WHEN:** Any person who makes independent expenditures of more than \$250 in support of or in opposition to any candidate within 24 hours during the “Election Cycle”.
- WHERE:** File the notice with the Office of the City Clerk and all candidates running for the same seat by means approved by the Office of the City Clerk each time such expenditure is made. (LBMC Section 2.01.630)
- NOTE:** A 24-hour Independent Expenditure Report must be filed within 24 hours of making the independent expenditure, during the “Election Cycle”. File the original via the online electronic portal with the Office of the City Clerk.
-

Form 497 24-hour Contribution Report*

- WHAT:** Used by committees to file contributions that are made or received of \$1,000 or more.
- WHEN:** File contributions of \$1,000 or more within 24 hours during the “Election Cycle”.
- WHERE:** File the original via the online electronic portal with the Office of the City Clerk.
-

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

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

Fair Political Practices Commission - City of Long Beach

Filing Schedule for Candidates and Controlled Committees for Local Office Listed on the March 5, 2024 Ballot

| Deadline | Period | Form | Notes |
|--|---|---|---|
| Jan 31, 2024** <i>Semi-Annual</i> | * – 12/31/23 | 460 | <ul style="list-style-type: none"> All committees must file this report. May be filed on January 25, 2024. E-file only. No paper copy is required. |
| Within 24 Hours <i>Contribution Reports</i> | Ongoing – file any time other than 90-day election cycle | 497 | <ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure being voted on the March 5, 2024 ballot or made to a political party committee. The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received. E-file only. No paper copy is required. |
| Jan 25, 2024 <i>1st Pre-Election</i> | 1/1/24 – 1/20/24 | 460 or 470 | <ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below). E-file only. No paper copy is required. |
| Feb 22, 2024 <i>2nd Pre-Election</i> | 1/21/24 – 2/17/24 | 460 | <ul style="list-style-type: none"> All committees must file Form 460. E-file only. No paper copy is required. |
| March 1, 2024 <i>3rd Pre-Election</i> | 2/18/24 – 2/28/24 | 460 | <ul style="list-style-type: none"> All committees must file Form 460. E-file only. No paper copy is required. |
| July 31, 2024 <i>Semi-Annual</i> | 3/1/24 – 6/30/24 | 460 | <ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2024. E-file only. No paper copy is required. |

Additional Notes:

- * Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Deadlines: Due to the election being held earlier in the year, the deadline for the first pre-election statement for calendar year 2024 is earlier than the deadline for the semi-annual statement for calendar year 2023. A candidate/committee may file the 2023 semi-annual statement on January 25, 2024.**
- Local Ordinance:** Always check on whether additional local rules apply.
- Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.

Fair Political Practices Commission - City of Long Beach

Filing Schedule for Candidates and Controlled Committees for Local Office Listed on the March 5, 2024 Ballot

Additional Notes Continued:

- **Method of Delivery:** The Office of the City Clerk asks all filers to submit digitally, via the online [eCampaign](#) portal or email CampaignDocs@longbeach.gov. If you are unable to file electronically, please file by personal delivery or first-class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised or spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised or spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) by the first pre-election filing and do not have an open committee may file Form 470 on or before January 25, 2024. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit www.fppc.ca.gov.> Learn > [Campaign Rules](#).

www.fppc.ca.gov.

Email Advice:
advice@fppc.ca.gov

Phone Advice
1-866-ASK-FPPC

Document

8 - 4

Campaign Filing Schedule

Local Candidate 2024 – 3/5/24



SECTION 9

Matching Funds

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897



CITY OF LONG BEACH
PRIMARY NOMINATING ELECTION
March 5, 2024

STATEMENT OF ACCEPTANCE OR REJECTION
OF EXPENDITURE LIMITATIONS

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

Candidate Name _____

Office Sought _____

Council District (if applicable) _____

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

_____ ACCEPT

_____ REJECT

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

_____ for the Primary Nominating Election and,

\$ _____

at neither acceptance nor rejection of campaign expenditure
campaign contribution limitations of the Act.

I further understand that
limitations waives the ca

at acceptance of expenditure limitations may not be rescinded
didate for the same elected municipal office files a statement of

I further understand that
unless an opposing cand
rejection.

Signature of Candidate

Date

CITY OF LONG BEACH
PRIMARY NOMINATING ELECTION
March 5, 2024
APPLICATION FOR MATCHING FUNDS
PURSUANT TO THE LONG BEACH CAMPAIGN REFORM ACT
(Chapter 2.01 of the Long Beach Municipal Code)

Candidate Name _____ Street Address _____

Committee Name _____ City _____ State _____ Zip _____

Office Sought _____ Phone _____

Election Date _____ Committee ID _____

As of _____, I have raised a total of \$ _____ in contributions.
Date

These contributions were raised between the dates of _____ and _____.

I hereby submit my Application for Matching Funds for the above referenced election. Attached is the Matching Funds Table to provide the contributor list with qualified totals. I understand that all documents pertaining to matching funds (e.g., bank statements, copies of checks and deposit slips, invoices, etc.) will be retained by me for four years from the date of the election. All available documents will be submitted to the Office of the City Clerk for review and audit purposes upon request.

Date _____ Candidate's Signature _____

This application is being REJECTED because the candidate:

- _____ has NOT filed a Statement of Acceptance of Expenditure Limits,
- _____ has EXCEEDED the accepted expenditure limits,
- _____ has NOT raised the qualifying minimum in contributions and, or
- _____ is NOT opposed by a candidate who has qualified for Matching Funds or has raised the contribution minimum for this office.

Date _____ City Clerk of the City of Long Beach

I, Monique DeLaGarza, City Clerk of the City of Long Beach, County of Los Angeles, State of California, have verified the qualifications for Matching Funds for the above referenced candidate and do hereby ACCEPT and APPROVE this application for same.

Date _____ City Clerk of the City of Long Beach

Please contact the Office of the City Clerk for determination of adjusted expenditure ceilings in specific elections (see LBMC Section 2.01.410 for reference).

APPLICATION FOR MATCHING FUNDS INSTRUCTIONS

This chapter sets forth the procedural requirements of the Long Beach Campaign Reform Act, Chapter 2.01, Matching Funds. To apply for matching funds, a candidate must meet the following qualifications, depending upon office sought.

DIVISION IV. - EXPENDITURE CEILINGS AND MATCHING FUNDS (Document 9 – 1)

2.01.410- Expenditure Ceilings:

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

- A
 - 1. Except as otherwise provided herein, a candidate for City Council may not spend more than forty thousand dollars (\$40,000.00) in the primary or more than twenty thousand dollars (\$20,000.00) in the runoff election to be eligible for matching funds.
 - 2. In order to qualify for matching funds, a City Council candidate: (a) must raise at least five thousand dollars (\$5,000.00) in contributions of two hundred fifty dollars (\$250.00) or less within the election cycle, of which only up to the first one hundred dollars (\$100.00) of each contribution may be counted for purposes of achieving the qualifying total of five thousand dollars (\$5,000.00); and (b) must be opposed by a candidate who has qualified for matching funds or who has raised ten thousand dollars (\$10,000.00).
 - 3. The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.
 - 4. During each election cycle, the City Clerk shall, immediately following the final day for filing nominating petitions for the office of City Councilmember, ascertain: (a) the number of registered voters in each councilmanic district as of the final day for filing; and (b) the mean number of voters in all such districts. Thereafter, and for the ensuing election cycle, in each district where the number of registered voters exceeds the mean, the expenditure limitations of forty thousand dollars (\$40,000.00) and twenty thousand dollars (\$20,000.00) shall be increased two dollars (\$2.00) and one dollar (\$1.00), respectively, for each registered voter in excess of the mean.
- D. It is the intent of Subsections 2.01.410.A, 2.01.410.B and 2.01.410.C of this Section that candidates who qualify for matching funds in primary elections shall receive one dollar (\$1.00) in matching funds for every two dollars (\$2.00) raised through contributions and that candidates who qualify for matching funds in runoff elections shall receive one dollar (\$1.00) in matching funds for every one dollar (\$1.00) raised through contributions.

APPLICATION FOR MATCHING FUNDS INSTRUCTIONS

- E. Any candidate who has filed a statement of acceptance of the expenditure ceilings and desires to apply for matching funds may submit such application to the City Clerk on any normal business day between January 1 of an odd-numbered year through December 31 of the following year.
- F. Any candidate applying for matching funds must be current in his or her campaign statement filings with the City Clerk.
- G. A candidate wishing to apply for matching funds may submit such application with the City Clerk no more frequently than every ten (10) business days.
- H. The expenditure limits set forth in this Section shall not apply to candidates for office in any special election, nor shall such candidates be eligible for matching funds.

APPLICATION FOR MATCHING FUNDS INSTRUCTIONS

1. Must have filed a STATEMENT OF ACCEPTANCE OR REJECTION OF EXPENDITURE LIMITS
2. If you have met the eligibility requirements, the candidate must file an Application for Matching Funds to the Office of the City Clerk. The application must include:
 - a. Candidate Name
 - b. Committee Name and ID
 - c. Office Sought
 - d. Election Date
 - e. Street address and phone number where to be reach during normal business hours.
 - f. Date of submission
 - g. Total amount of dollars raised in contributions
 - h. Dates when the contributes were raised
 - i. Candidates signature
3. On the attached Matching Funds Table and Matching Funds Rolling Schedule, you must list the date each contribution was received, the Contributors name and address, occupation, and employer of each contributor (if applicable), the total amount received, and the total qualifying amount.
4. Provide supporting documentation for every contribution in your spreadsheet. A proper documentation must include a contributor certification and proof of the contribution, such as a copy of the check or credit card transaction receipts, etc. For the FPPC guidelines, please visit: www.fppc.ca.gov
5. The Matching funds process is intensive and measured. Due to access to the public monies, strict adherence to the law is required. The Office of the City Clerk works with multiple departments and outside firms to release funds. This requires an exhaustive auditing process.

Note: Any contribution that lacks any of the proper supporting documentation, will be delay in determining the qualifying amount for matching funds. Please plan accordingly when financing your campaign.

* Amount reflects January 2023 CPI adjustment.

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

CITY OF LONG BEACH

INSTRUCTIONS FOR MATCHING FUNDS TABLE

ELECTION CYCLE: JANUARY 1, 2023 – DECEMBER 31, 2024

MATCHING FUNDS TABLE - COVERED PERIOD

(Sample Table: See Document 9 – 5)

Instructions:

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

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

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

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

MATCHING FUNDS TABLE - ROLLING SCHEDULE

(Sample Rolling Schedule: See Document 9 – 6)

Instructions:

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

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

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

John Smith - for City Council District # _____
MATCHING FUNDS TABLE - COVERED PERIOD: 01/01/23 - 02/27/23

CHECKLIST:

- A** Contribution date is within application period
B Contribution limit per "person" for matching amount: Councilmember \$500 (adjusted for January 2023 CPI)
C Contribution limit per "person" for matching qualification: \$100 towards qualifying amount of \$5,000
D * Required information: contributor name, occupation, employer, and contribution date is disclosed. Any missing
Required information will disqualify contribution from being included in consideration of qualification for matching funds.

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

| Contribution Date* | Contributor Name/ Address* | Occupation* | Employer/ Business Name * | Contribution Received* (FMV if Non-Monetary) | Non-Monetary Contribution Description | Contribution Allowed Per Person* (Refer to Checklist B) | Notes | Qualifying Amount* (Limit \$100) | Checklist | | | |
|--------------------|----------------------------|-------------|------------------------------|--|---------------------------------------|---|----------|----------------------------------|-----------|---|---|---|
| | | | | | | | | | A | B | C | D |
| 01/13/23 | Ann Smith | Retired | NA | 50.00 | | 50.00 | | 50.00 | X | X | X | X |
| 01/20/23 | Ann Smith | Retired | NA | 50.00 | | 50.00 | | 50.00 | X | X | X | X |
| 01/28/23 | Carolyn Doe | Homemaker | NA | 25.00 | | 25.00 | | 25.00 | X | X | X | X |
| 01/29/23 | Dennis Doe | Attorney | Master Legal LLP | 25.00 | | 25.00 | | 25.00 | X | X | X | X |
| 02/02/23 | Duane Smith | Retired | NA | 50.00 | | 50.00 | | 50.00 | X | X | X | X |
| 02/10/23 | Duane Smith | Retired | NA | 100.00 | | 100.00 | | 100.00 | X | X | X | X |
| 02/12/23 | Elsie Nguyen | Retired | NA | 300.00 | | 100.00 | | 100.00 | X | X | X | X |
| 02/15/23 | Elsie Nguyen | Retired | NA | 50.00 | | 50.00 | | 50.00 | X | X | X | X |
| 02/17/23 | Eric Paper | Manager | XYZ Inc. | 10.00 | | 10.00 | | 10.00 | X | X | X | X |
| 02/20/23 | Gillis Smith | Retired | NA | 40.00 | | 40.00 | | 40.00 | X | X | X | X |
| 02/27/23 | James Doe | Retired | NA | 50.00 | | 50.00 | | 50.00 | X | X | X | X |
| 02/27/23 | Tim Blank | Retired | NA | 50.00 | | 100.00 | | 100.00 | X | X | X | X |
| 03/01/23 | Richard Doe | Mechanic | ACME, Inc. | 50.00 | | 50.00 | REJECTED | 50.00 | X | X | X | X |
| 03/01/23 | Tim Blank | Retired | NA | 500.00 | | 100.00 | REJECTED | 100.00 | X | X | X | X |
| 03/01/23 | NA | NA | NA | 50.00 | | 50.00 | REJECTED | 100.00 | X | X | X | X |

Total through 2/27/23

600.00

650.00

50.00%

\$325.00

Matching this period

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

Document



SECTION 10

Chapter 2.01 of the
Long Beach Municipal Code

OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

Chapter 2.01 of the Long Beach Municipal Code

"The Long Beach Campaign Reform Act"

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

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CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

2.01.110 - Title.

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

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

2.01.120 - Findings and declarations.

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

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

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

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

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

2.01.130 - Purpose.

It is the purpose of this Chapter 2.01:

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

CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

- H. To reduce the excessive fundraising advantage of incumbents and thus encourage competition for elective office.
- I. To allow candidates and officeholders to spend a lesser proportion of their time on fundraising and a greater proportion of their time dealing with issues of importance to their constituents.
- J. To improve the disclosure of contribution sources in reasonable and effective ways.
- K. To help restore public trust in local governmental and electoral institutions.

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

DIVISION II. - DEFINITIONS

2.01.210 - Definitions.

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

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

proportionate share of the total cost attributable to each such candidate. The number of candidates sharing costs and the emphasis on or space devoted to each such candidate shall be considered in determining the cost attributable to each such candidate.

- 4. "Qualified campaign expenditure" does not include any payment if it is clear from the surrounding circumstances that it was not made in any part for political purposes.

B. Reserved.

C. "Campaign reform account" means the account of the general fund created by Section 2.01.910.

D. "Person" means any individual, organization or political action committee whose contributions or expenditure activities are financed, maintained or controlled by any corporation, labor organization, association, political party or any other person or committee, including any parent, subsidiary, branch, division, department or local unit of the corporation, labor organization, association, political party or any other person, or by any group of such persons.

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

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

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

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

CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

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

2.01.220 - Interpretation.

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

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

DIVISION III. - CONTRIBUTION LIMITATIONS

2.01.310 - Limitations on contributions from persons.

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

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

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

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

2.01.320 - Prohibition on nonelection cycle contributions.

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

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

2.01.330 - Reserved.

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

2.01.340 - Loans.

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

CHAPTER 2.01 - THE LONG BEACH CAMPAIGN REFORM ACT

DIVISION I. - TITLE, FINDINGS AND PURPOSE

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

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

2.01.350 - Reserved.

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

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

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

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

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

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

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

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

2.01.380 - Contributions for officeholder expense fund.

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

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

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

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

2.01.390 - Reserved.

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

2.01.395 - IntraCandidate transfers

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

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

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

(ORD-14-0020, § 11, 2014)

DIVISION IV. - EXPENDITURE CEILINGS AND MATCHING FUNDS

2.01.410 - Expenditure ceilings.

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

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

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

B. A candidate for City Attorney, City Auditor or City Prosecutor may not spend more than one hundred thousand dollars (\$100,000.00) in the primary or more than fifty thousand dollars (\$50,000.00) in the runoff election. In order to qualify for matching funds, such a candidate:

1. Must raise at least ten thousand dollars (\$10,000.00) in contributions of three hundred fifty dollars (\$350.00) or less within the election cycle, of which such contributions, only up to the first one hundred fifty dollars (\$150.00) each, may be counted for purposes of achieving the qualifying total of ten thousand dollars (\$10,000.00); and
2. Must be opposed by a candidate who has qualified for matching funds or who has raised twenty thousand dollars (\$20,000.00). The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.

C. A candidate for Mayor may not spend more than two hundred thousand dollars (\$200,000.00) in the primary or more than one hundred thousand

dollars (\$100,000.00) in the runoff election to be eligible for matching funds. In order to qualify for matching funds, such a candidate:

1. Must raise at least twenty thousand dollars (\$20,000.00) in contributions of five hundred dollars (\$500.00) or less within the election cycle, of which such contributions, only up to the first two hundred dollars (\$200.00) of each may be counted for the purpose of achieving the qualifying total of twenty thousand dollars (\$20,000.00); and
2. Must be opposed by a candidate who has qualified for matching funds or who has raised forty thousand dollars (\$40,000.00). The maximum available matching funds shall be an amount not to exceed thirty-three percent (33%) of the maximum amount permitted for expenditure in the primary and fifty percent (50%) of the maximum amount permitted for expenditure in the runoff election.

D. It is the intent of Subsections 2.01.410.A, 2.01.410.B and 2.01.410.C of this Section that candidates who qualify for matching funds in primary elections shall receive one dollar (\$1.00) in matching funds for every two dollars (\$2.00) raised through contributions and that candidates who qualify for matching funds in runoff elections shall receive one dollar (\$1.00) in matching funds for every one dollar (\$1.00) raised through contributions.

E. Any candidate who has filed a statement of acceptance of the expenditure ceilings and desires to apply for matching funds may submit such application to the City Clerk on any normal business day between January 1 of an odd-numbered year through December 31 of the following year.

F. Any candidate applying for matching funds must be current in his or her

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campaign statement filings with the City Clerk.

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

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

2.01.420 - Time periods for expenditures.

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

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

DIVISION V. - ACCEPTANCE OF EXPENDITURE CEILINGS

2.01.510 - Candidate acceptance or rejection of expenditure ceilings.

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

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

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

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

DIVISION VI. - INDEPENDENT EXPENDITURES

2.01.610 - Reserved.

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

2.01.620 - Reserved.

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

2.01.630 - Notice of independent expenditures.

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

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

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DIVISION VII. - ADDITIONAL DISCLOSURE REQUIREMENTS

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

2.01.710 - Reserved.

2.01.720 - Additional pre-election campaign statement.

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

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

2.01.730 - Reserved.

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

DIVISION VIII. - AGENCY RESPONSIBILITY

2.01.810 - Duties of the City Clerk.

The City Clerk shall also:

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

DIVISION IX. - CAMPAIGN ACCOUNT DESIGNATION

2.01.910 - Campaign account created.

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

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

DIVISION X. - DISPOSAL OF SURPLUS FUNDS

2.01.1010 - Reserved.

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

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

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

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

2.01.1030 - Disposal of surplus funds.

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

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

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

DIVISION XI. - ENFORCEMENT

2.01.1110 - Criminal actions.

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

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

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

2.01.1120 - Civil action.

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

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

2.01.1130 - Injunctive relief.

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

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

2.01.1140 - Cost of litigation.

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

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

2.01.1150 - Disqualification.

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

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

DIVISION XII. - MISCELLANEOUS PROVISIONS

2.01.1210 - Inflation/deflation.

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

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

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

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

2.01.1220 - Applicability of other laws.

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

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

2.01.1230 - Severability.

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

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

2.01.1240 - Amendments.

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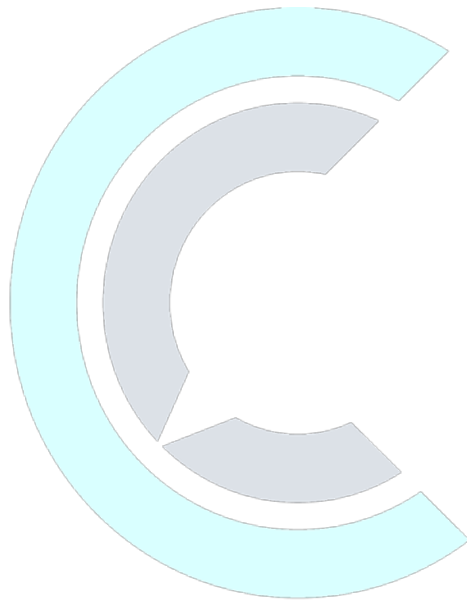
DIVISION I. - TITLE, FINDINGS AND PURPOSE

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

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

To-Do List:

To-Do List:



OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897