



GETTING STARTED CANDIDATE INFORMATION



MISSION VIEJO CITY COUNCIL
GENERAL MUNICIPAL ELECTION
DISTRICTS 1, 2, 3, 4 AND 5
NOVEMBER 8, 2022

Running for Mission Viejo City Council

Congratulations on your interest in becoming a candidate for Mission Viejo City Council. The next municipal election will be held November 8, 2022. Districts 1, 2, 3, 4 and 5 will be up for election. The City Clerk is the Election Official and will assist you throughout the election process. The following steps will give you an overview of what to expect during your candidacy:

Getting Started Now

- Appoint a Treasurer for your campaign. Every Candidate Controlled Committee must have a Treasurer. The candidate may act as his/her own Treasurer. Here is a helpful video [Candidate and Treasurer Online Video](#)
- Review the [Candidate Toolkit](#) provided by the Fair Political Practices Commission (FPPC)
- Review the Fair Political Practices Commission (“FPPC”) [Campaign Disclosure Manual 2](#). This manual provides information on campaign disclosure rules as required under the Political Reform Act. If you have any questions, the FPPC provides advice by phone at 1-800-275-3772 or by e-mail at advice@fppc.ca.gov.
- File FPPC [Form 501](#) Candidate Intention Statement with the City Clerk before receiving contributions or spending your own funds.
- Keep a record of all expenditures and contributions of \$25 or more (refer to Campaign Disclosure Manual 2 for record-keeping guidelines).
- Never accept or spend \$100 or more in cash.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account prior to the expenditure. The only exception is the (optional) candidate statement deposit which will be paid at the time you file your Nomination paper with the City Clerk (see Step 4 below.)
- File FPPC [Form 410](#) Statement of Organization with the Secretary of State along with a filing fee of \$50.00, made payable to the Secretary of State, within 10 days of receiving \$2,000 in contributions. File a copy of the form 410 with the City Clerk.



- **Step 1: “Pulling Papers”**

- The City Clerk will issue your Nomination Paper and Candidate Packet during the nomination period which is Monday, July 18, 2022 through 5:00 p.m. on Friday, August 12, 2022. It is best to make an appointment with the City Clerk as the process takes approximately 30-45 minutes. Call (949) 470-3031 to make an appointment.
- Candidates must be (1) a citizen of the United States; (2) 18 years-old on or before election day; and (3) a registered voter of the respective Council District in the City of Mission Viejo at the time nomination papers are issued. Use this link to determine what [Council District](#) you reside in.
- When you are issued your Nomination Paper, you will be asked to sign a proof of receipt for the Candidate Packet. The information provided on the receipt is public information and is posted on the City’s website. You can, however, elect to have certain information (example, a home phone number) not listed on the City’s website.

- **Step 2: Gathering Signatures**

- You will need not less than 20 nor more than 30 registered voters within the respective City Council District you are running to sign your Nomination Paper. Each signer (1) must be a registered voter residing in the District you are running in, (2) must sign his/her name, print his/her name, and print his/her address, and (3) must not sign more than one nomination paper—otherwise the signature is not counted. Only one person can circulate the Nomination Paper as long as that person is 18 years or older, and you may circulate your own paper. On the back side of the Nomination Paper, have the circulator complete the Declaration of Circulator (or if you were the circulator, complete the form with the City Clerk when you file the Nomination Paper.) Leave the Affidavit of Nominee blank; this will be completed at the time you file your Nomination Paper.

- **Step 3: Preparing Papers for Filing**

- Complete the Ballot Designation Worksheet (included in your Candidate Packet when your Nomination Paper is issued). Your ballot designation is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold (if applicable.)
- Complete the FPPC [Form 700](#) – Statement of Economic Interests. The report should cover the 12-month period prior to filing your Nomination Paper.

Step 4: Preparing Optional Papers for Filing

- A Candidate's Statement is optional. This is a 200-word statement which will be printed in the sample ballot and mailed to voters. The cost of the statement is \$TBD and is paid by the Candidate. The estimated cost for printing for the ballot is \$xx* for District 1; \$xx for District 2; \$xx* for District 3; \$xx for District 4 and \$xx* for District 5. An alternate option allows any candidate to submit an electronic candidate statement that will not be printed in the voter information guide but will be available on the Registrar of Voters website. For a 200-word statement, the cost for only an electronic candidate statement would be \$xx*.
- *Costs will be determined by the Registrar of Voters mid July 2022

Step 5: Filing Papers – Monday, July 18, 2022 through 5:00 p.m. on Friday, August 12, 2022

- File the following papers with the City Clerk before the close of the nomination period:
- Nomination Paper
- Ballot Designation Worksheet
- FPPC Form 700 – Statement of Economic Interests
- Candidate's Statement. This is optional but must be filed with the Nomination Paper, if filing.
- Code of Fair Campaign Practices (optional)

Step 6: Campaign Filings

If you raise or spend money in connection with your election, you will be required to file Campaign Statements (FPPC Form 460 or FPPC Form 470). Here are the campaign statement [filing deadlines](#). Review the FPPC Campaign Disclosure Manual 2 for instructions on campaign filings. The City Clerk will provide you with due dates, filing periods, and forms to be filed only. Refer to the [FPPC Website](#) for detailed information, [training](#), and more.

For those spending and receiving less than \$2,000 per calendar year (Form 470 filers):

September 29, 2022 **File FPPC [Form 470](#) Campaign Statement**

For those spending or receiving more than \$2,000 per calendar year (Form 460 filers):

August 1, 2022 **File FPPC [Form 460](#) Semi-Annual Campaign Statement**

September 29, 2022 **File FPPC Form 460 First Pre-Election Campaign Statement**

October 27, 2022 **File FPPC Form 460 Second Pre-Election Statement**

August 10 - **File FPPC [Form 497](#) Report Contributions of \$1,000+ within 24 hours**
November 8, 2022



Step 7: Record Keeping

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

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

- Date
- Amount (record the amount of each transaction and also the total cumulative amount)
- Name and Address of Contributor (or Payee)
- Contributor's Occupation and Employer (for contributions of \$100 or more)
- Never accept or spend \$100 or more in cash
- Description

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

Step 8: Calendar

An election calendar will be included in the Candidate Packet which you will receive at the time your Nomination Paper is issued. Although the City Clerk's office will remind you of filing deadlines, it is your responsibility to file on time so pay close attention to crucial dates. You will also find the date that the random alphabet is chosen to determine the order of candidates' names on the ballot as well as opportunities for FPPC webinars.

Step 9: Campaigning

The Candidate Packet which you will receive at the time your Nomination Paper is issued will include regulations for:

- Mass Mailings
- Political Advertising
- False or Misleading Information to Voters
- Electioneering
- Political Signs

• Political Advertising Disclaimers

Candidates and political committees must put disclaimers on campaign advertisements that identify the person or entity who paid for or authorized the communication. The disclaimer is required on all campaign material, including mailers of 200 pieces or more, radio and television ads, telephone calls, and electronic media ads. “Paid for by [committee name]” is the basic disclaimer required on most campaign communications. Please review the FPPC’s Political Advertising Disclaimer for specific details.

• Local Campaign Ordinance

The City of Mission Viejo does not have a local campaign limit ordinance. Pursuant to Assembly Bill 571 (Stats. 2019, Ch. 556, AB 571 Mullin), beginning January 1, 2021 a state campaign contribution limit will by default apply to city and county candidates when the city or county has not already enacted a contribution limit on such candidates. Along with the new campaign contribution limit, there are also other related provisions that formerly applied only to state level candidates that will now apply to city and county candidates. Please note that none of the provisions of AB 571 discussed in this [fact sheet](#) apply to candidates in cities or counties for which the city or county has enacted campaign contribution limits. Current State Contribution Limit The contribution limit that will now apply to city and county candidates pursuant to AB 571 is updated biennially for inflation. The default limit for contributions to city and county candidates subject to AB 571 for 2021–2022 is set at \$4,900 per election.



Step 10: City Information

The City Hall offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

The City's website is www.cityofmissionviejo.org and the general phone number is (949) 470-3000.

Please feel free to contact your City Clerk's office staff with questions at any time:

Kimberly Schmitt

City Clerk

kschmitt@cityofmissionviejo.org

(949) 470-3031

Renata Winter

Assistant City Clerk

rwinter@cityofmissionviejo.org

(949) 470-3052

Important things to remember . . .

• FPPC

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

When visiting <http://www.fppc.ca.gov/>, you will see that the FPPC covers many topics. You will focus on Campaign Rules, Campaign Forms, Campaign Disclosure Manuals. Here are some terms to know:

Understanding FPPC Terminology:

Local Election: City of Mission Viejo Election

Local Candidate: City Council Candidate

Candidate for Local Office: City Council Candidate

Agency (or Local Agency): City of Mission Viejo

Jurisdiction: City of Mission Viejo

Local Filing Officer: City Clerk, City of Mission Viejo

Recipient Committee: City Council Candidates who raise or spend more than \$2,000.

Recipient Committee

a. Controlled Committee / b. Candidate Election Committee

(Hint: Yours is not a Primarily Formed Committee—those are for non-candidates.)