



★ ★ 2024 ★ ★

## CANDIDATE'S ELECTION HANDBOOK

City of Fontana General Municipal Election • November 5, 2024



Office of the City Clerk

8353 Sierra Avenue • Fontana, CA 92335 • 909-350-7602

[www.fontanaca.gov](http://www.fontanaca.gov)

## FONTANA VOTING DISTRICTS

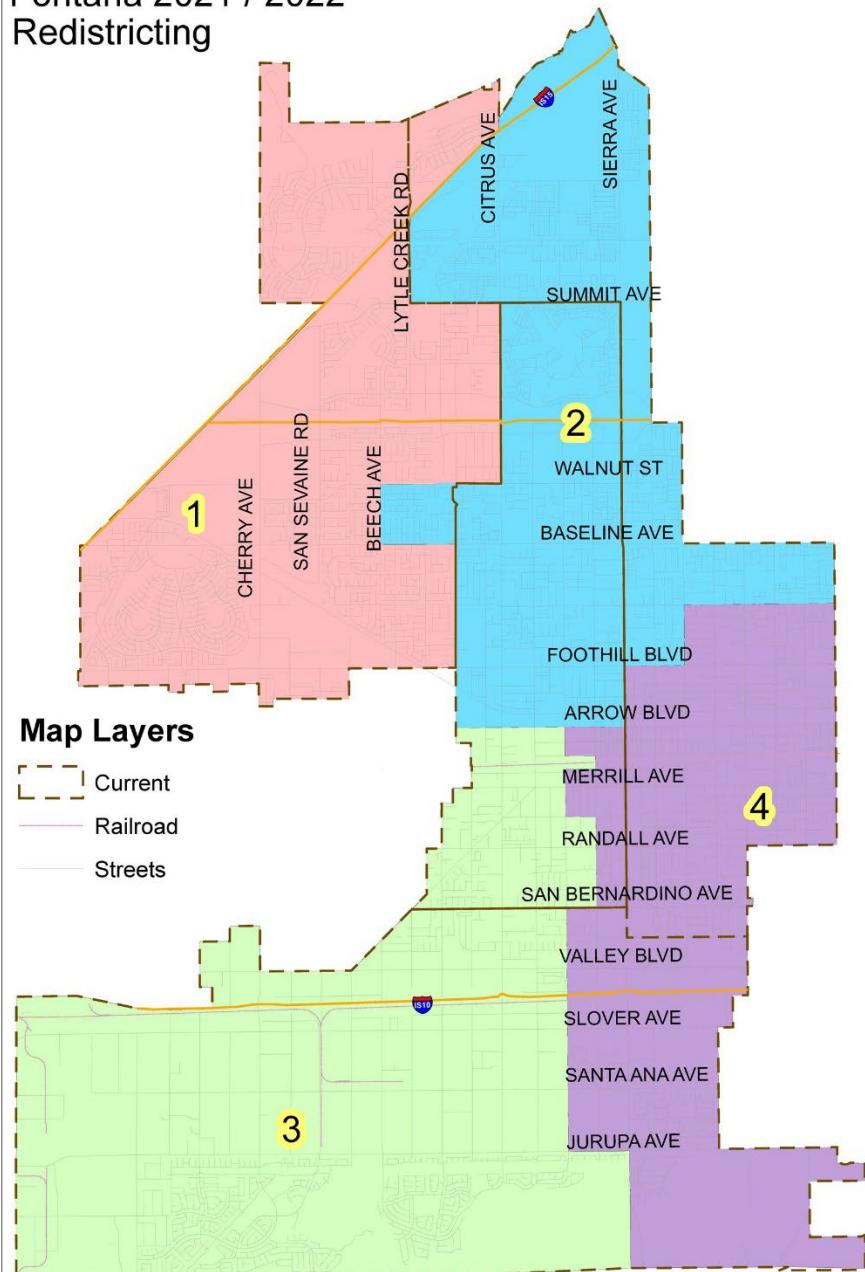
In 2017, the City Council adopted two resolutions establishing and implementing by-district elections for City Council members. On April 12, 2022, the City Council adopted a new election district map based on the results of the 2020 Census.

City Council Members are elected by four districts and the Mayor, City Treasurer and City Clerk are elected at-large. A person is not eligible to hold office as a City Council Member unless he or she resides within the designated district boundary.

Persons signing nomination petitions or voting for a City Council Member shall be registered to vote in the district from which the Council Member is to be elected.



### Fontana 2021 / 2022 Redistricting



### Dates of Election:

Mayor	November 2026	City Treasurer	November 2026
District 1	November 2026	City Clerk	November 2026
District 2	November 2024		
District 3	November 2024		
District 4	November 2026		



July 15, 2024

Dear Candidate:

Congratulations on choosing to become a council member candidate for the City of Fontana. The General Municipal Election will be held **November 5, 2024**, to fill the Districts 2 and 3 seats on the City Council.

This packet will provide you with the necessary forms and information needed to successfully run for office. The following steps will guide you through the process:

**Step 1 “Pulling Papers”**

**July 15 – August 9 5 p.m.\***

- You must be a registered voter residing within the designated district boundary at the time Nomination Papers are issued.
- When you are issued Nomination Papers, you will be asked to sign a proof of receipt of candidate packet.

**Step 2 “Gathering Signatures”**

**July 15 – August 9 5 p.m.\***

- You will need not less than 20 nor more than 30 registered voters residing in your district to sign your Nomination Paper. Each signer must sign his/her name, print his/her name, and print his/her address—otherwise the signature is not counted. Each signer may sign only one person’s Nomination Paper. Only one person may circulate the Nomination Paper. You may circulate your own paper. Have the circulator complete the Affidavit of Circulator located on the Nomination Paper. You may sign your own Nomination Paper.

**Step 3 “Preparing Papers for Filing”**

**July 15 – August 9 5 p.m.\***

- Select a ballot designation. This 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. Use the ballot designation worksheet to assist in selecting a valid designation. This worksheet must be submitted with your Nomination Paper.
- Complete the FPPC Form 700 Statement of Economic Interest.

All candidates are required to file a Statement of Economic Interests (Form 700) at the time the Nomination Papers are filed. The form provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances. The form covers the 12-month period prior to the date your Nomination Paper is filed. All Forms 700 for any City office are filed with the Deputy City Clerk and are forwarded to the Fair Political Practices Commission in accordance with the Political Reform Act of 1974.

Instructions will be provided by the City Clerk's Office for filing through the City's electronic filing system (NetFile). **COMPLETED FORMS ARE PUBLIC RECORDS**

Step 4 “Preparing Optional Papers for Filing” July 15 – August 9 5 p.m.\*

- Candidate's Statement
  - Code of Fair Campaign Practices

## **Step 5 “Filing Papers”** July 15 – August 9 5 p.m.\*

*\*August 14 5 p.m. if an eligible incumbent has not filed*

File the following papers with the Deputy City Clerk:

- Candidate Personal Data Form
  - Declaration of Candidacy/Oath of Affirmation
  - Ballot Designation Worksheet
  - Nomination Papers
  - Candidate's Statement (optional) (Must be filed w/ Nomination Paper and a statement fee payable to City of Fontana. Submit electronically via e-mail to [crudsell@fontanaca.gov](mailto:crudsell@fontanaca.gov) and [sgallardo@fontanaca.gov](mailto:sgallardo@fontanaca.gov) or (other storage device)).
  - Code of Fair Campaign Practices (Optional)
  - [FPPC Form 700 Statement of Economic Interest](#) (file *electronically*)
  - Campaign Statement Filing Forms (410, 460, 470, 501)
  - Political Sign Registration
  - DOT Statement of Responsibility

## **Step 6 “Campaign Filings”**

All candidates for municipal office are subject to the provisions of the State Political Reform Act of 1974, as amended. The Fair Political Practices Commission ("FPPC") has been charged with carrying out the provisions of the Act. The forms most commonly used by candidates and committees and the filing deadlines are listed in your packet and are available to download at [www.fppc.ca.gov](http://www.fppc.ca.gov). The FPPC website covers many topics; you will focus on Learn > Campaign Rules > Campaign Forms (for Recipient Committees) and Campaign Disclosure Manuals. Review the FPPC [Campaign Disclosure Manual 2](#) for instructions on campaign filings.

Instructions will be provided by the City Clerk's Office for filing through the City's electronic filing system (NetFile). **COMPLETED FORMS ARE PUBLIC RECORDS**

## 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 filing fee and Candidate's Statement deposit.

### **Step 8 “Calendar”**

An election calendar is included in this packet which indicates filing deadlines and other election dates.

### **Step 9 “Campaigning”**

Information is included in this packet regarding regulations for:

- Political Signs – Temporary Sign Policy
- Political Advertising Disclaimers
- Mass Mailing Requirements
- Paid Telephone Calls Requirements
- Radio and Television Advertisement Requirements
- Newspaper Advertisement Requirements
- Simulated Ballot Requirements
- Services to Candidates

### **Step 10 “City Information”**

Your packet contains general information regarding the City. The City offices are open Monday through Thursday. The Deputy City Clerk is available Monday through Thursday from 8:00 a.m. to 5:00 p.m.

Again, congratulations on your candidacy. If you have any questions regarding the election process, or if I can assist you with additional information regarding the City, please contact me directly at (909) 350-6743 or Specialist to the Deputy City Clerk Susana Gallardo at (909) 350-6714.

Sincerely,



Christina Rudsell, CMC, CPMC  
Deputy City Clerk

THIS CANDIDATE'S HANDBOOK IS INTENDED TO PROVIDE GENERAL INFORMATION FOR CANDIDATES AND COMMITTEES, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW, REGULATION OR RULE. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE DEPUTY CITY CLERK OF THE CITY OF FONTANA IS NOT RENDERING LEGAL ADVICE. THEREFORE, THE HANDBOOK IS NOT A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT. THE DEPUTY CITY CLERK STRONGLY RECOMMENDS THAT ANY PROSPECTIVE CANDIDATE OBTAIN LEGAL ADVICE TO ASSIST IN COMPLYING WITH APPLICABLE CALIFORNIA LAWS, INCLUDING THE CALIFORNIA ELECTIONS CODE AND CALIFORNIA GOVERNMENT CODE.

## **QUALIFICATIONS**

Every candidate shall:

- A. Be a U.S. citizen. (Cal. Const., art. IV, § 2(c)1)
- B. Be a registered voter living in the City of Fontana and otherwise qualified to vote for that office at the time nomination papers are issued to the person. (Elections Code §201)
- C. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. (Elections Code §20)



**Candidate Packet  
General Municipal Election  
November 5, 2024**

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## **Step 1 “Pulling Papers”**

**July 15 – August 9, 2024**

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### **Documents Needed:**

- Voter Registration Verification
- Candidate Personal Data Form
- Nomination Papers
- Receipt of Candidate Packet

### **Information:**

- You must be a registered voter residing in Fontana and in the District at the time Nomination Papers are issued.

### **CANDIDATE PERSONAL DATA FORM**

The information on this form will be used to respond to inquiries from the media and public regarding candidates, to the extent designated by you, and provides direct contact information for use by the City Clerk’s Office only.

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## Step 2 “Gathering Signatures”

July 15 – August 9, 2024

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### Documents Needed:

- Nomination Papers

### Information:

Nomination papers may be obtained from the Deputy City Clerk beginning at 8 a.m. on Monday, July 15, 2024. The nomination period closes on Friday, August 9, 2024, at 5 p.m. If an eligible incumbent chooses not to file, the nomination period will be extended to Wednesday, August 14, 2024, at 5 p.m.

Candidates are to be nominated by signatures of not less than 20 nor more than 30 registered voters residing in your district. A candidate with more than 30 signatures may be disqualified in the same manner as a candidate with less than 20 signatures. You are urged to obtain the maximum of 30 signatures to ensure that you have the required amount in the event some signatures are disqualified.

Each person signing the Nomination Paper **MUST PERSONALLY SIGN** his/her name **AND PRINT HIS/HER ADDRESS** as it appears on the voter's affidavit of registration and **PRINT** his/her name on the second line. No voter may sign more than one Nomination Paper for the same office. In the case of City Council Member candidates, voters must reside within the district boundary.

The **CIRCULATOR** of the Nomination Paper must personally witness each person's signature and must complete the Declaration of Circulator found on the last page of the Nomination Paper. (The circulator is allowed to sign the Nomination Paper if he/she is a registered voter.) A candidate may circulate his/her own Nomination Paper.

**[Blank] Nomination  
Paper will be  
provided by the  
Deputy City Clerk**

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## Step 3 “Preparing Papers for Filing”

July 15 – August 9, 2024

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### Documents Needed:

- Declaration of Candidacy/Oath of Affirmation
- Ballot Designation Worksheet
- Political Sign Registration Form
- FPPC Form 700 Statement of Economic Interest (filed electronically)
- FPPC Form 501 Candidate Intention Statement

### Information:

#### **DECLARATION OF CANDIDACY AND OATH OF AFFIRMATION**

The Candidate must complete the **“Declaration of Candidacy and Oath of Affirmation,”** which includes your ballot designation. It is suggested that the affidavit be signed at the time of filing the Nomination Papers with the Deputy City Clerk. You must also submit a completed Ballot Designation Worksheet.

#### **BALLOT DESIGNATION**

This 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. Use the ballot designation worksheet in determining a valid designation. When you file your nomination papers, in the presence of the Deputy City Clerk, you must also submit a completed Ballot Designation Worksheet.

#### **POLITICAL SIGN REGISTRATION FORM RELATING TO POSTING/REMOVAL OF CAMPAIGN SIGNS AND MATERIALS**

Political signs are a traditional means of expressing a candidate's philosophy or position. As a candidate for City Council, your interest in reducing litter and preventing aesthetic blight is appreciated. To that end, the City Council, in response to the use, posting, removal and proliferation of campaign signs and materials on public property and the tardiness of candidates in removing such when notified, adopted Resolution No. 2024-021 establishing a **deposit of no less than \$1,000.** This deposit is to be collected from each candidate to be used during and/or after an election to pay for staff time in the removal of illegally placed political signs or literature at the time of filing. Any and all funds deposited will be returned to the candidate within 30 days of the election date.

Candidates who do not intend to post signs may sign a declaration to the effect and the deposit will be waived. However, if signs and/or campaign literature are subsequently used in that campaign, a deposit will be required immediately. The deposit will also be waived for candidates whose gross annual household income does not exceed the area median income threshold for San Bernardino County upon verification of income.

## FORM 700 – STATEMENT OF ECONOMIC INTERESTS

All candidates are required to file a [FPPC Form 700 Statement of Economic Interest](#) at the time the Nomination Papers are filed. The form provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances. The form covers the 12-month period prior to the date your Nomination Paper is filed. All Forms 700 for any City office are filed with the City Clerk and are forwarded to the Fair Political Practices Commission in accordance with the Political Reform Act of 1974.

Instructions will be provided by the City Clerk's Office for filing through the City's electronic filing system (NetFile). **COMPLETED FORMS ARE PUBLIC RECORDS**

**1. Office, Agency, or Court**

*City of Fontana*

*Division, Board, District: District 2, 3*

*Position: City Council Member Candidate*

**2. Office of Jurisdiction**

*City of Fontana*

**3. Type of Statement**

*Candidate*

**4. Schedule Summary**

*(complete and attach only the applicable schedules)*

**5. Date and Sign (electronically)**

**COVER PAGE**

**SAMPLE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

DOE JOHN

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

City of Fontana

Division, Board, Department, District, if applicable

District 2

Your Position

City Council Member Candidate

> If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_

Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**

State

Judge or Court Commissioner (Statewide Jurisdiction)

Multi-County \_\_\_\_\_

County of \_\_\_\_\_

City of **Fontana** \_\_\_\_\_

Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

**Annual:** The period covered is January 1, 2015, through December 31, 2015.

**Leaving Office:** Date Left \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Check one)

-or-  
The period covered is \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, through December 31, 2015.

The period covered is January 1, 2015, through the date of leaving office.

**Assuming Office:** Date assumed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The period covered is \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, through the date of leaving office.

**Candidate:** Election year **2024** and office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary (must complete) ♦ Total number of pages including this cover page: **1****

**Schedules attached**

**Schedule A-1 - Investments** – schedule attached

**Schedule C - Income, Loans, & Business Positions** – schedule attached

**Schedule A-2 - Investments** – schedule attached

**Schedule D - Income - Gifts** – schedule attached

**Schedule B - Real Property** – schedule attached

**Schedule E - Income- Gifts- Travel Payments** – schedule attached

-or-

**None** - No reportable interests on any schedule

**Check a box that applies**

**5. Verification**

MAILING ADDRESS STREET  
(Business or Agency Address Recommended - Public Document)

CITY

STATE

ZIP CODE

8353 Sierra Avenue

Fontan

CA

92335

DAYTIME TELEPHONE NUMBER

(123) 867-5309

E-MAIL ADDRESS

[jdoe@fontanaca.gov](mailto:jdoe@fontanaca.gov)

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

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

Date Signed **8/09/2024**  
(month, day, year)

Signature **John Doe**  
(File the originally signed statement with your filing official.)

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## Step 4 “Preparing Optional Papers”      July 15 – August 9, 2024

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### Documents Needed:

- Candidate’s Statement (Must be filed w/ Nomination Paper and statement fee made payable to the Fontana. Submit electronically via e-mail to [crudsell@fontanaca.gov](mailto:crudsell@fontanaca.gov) and [sgallardo@fontanaca.gov](mailto:sgallardo@fontanaca.gov) or other storage device.
- Word Count Standard for Candidate’s Statement
- Code of Fair Campaign Practices (optional)

### Information:

If you choose to file a Candidate’s Statement, which will be printed in the sample ballot, you must file the Candidate’s Statement and a statement fee (made payable to the City of Fontana) at the time you file your Nomination Paper. District 2 is TBD and District 3 is TBD. Candidates are requested to type their statement in the format provided and submit it via email to [crudsell@fontanaca.gov](mailto:crudsell@fontanaca.gov) and [sgallardo@fontanaca.gov](mailto:sgallardo@fontanaca.gov) prior to the appointment to file the candidate’s Nomination Papers. Statements will be printed exactly as submitted. Candidates are advised to carefully check their statements for errors in spelling, punctuation, and grammar.

If you choose not to have a statement printed, only the candidate’s name and ballot designation will appear in the sample ballot.

### CANDIDATE’S STATEMENT OF QUALIFICATIONS (form provided)

Each candidate may prepare a candidate’s statement on an appropriate form provided by the Registrar of Voters. The statement shall include a description of no more than 200 words of the candidate’s education and qualifications expressed by the candidate himself/herself.

The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed when his/her Nomination Papers are returned for filing. (Election Code §13307)

A Candidate’s Statement of Qualifications may not refer to another candidate and shall be limited to a recitation of the candidate’s own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate’s qualifications, character, or activities. (Election Code §13308)

The statement may be withdrawn or a new statement submitted, during the period for filing Nomination Papers and until the close of the nomination period.

NOTE: In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file Nomination Papers, a candidate's statement for that particular office may be withdrawn during the extended nomination period and until 5 p.m. of the next working day after the close of the extended nomination period.

The Registrar of Voters will send to each voter, together with the sample ballot, a voter's pamphlet, which contains the written statements of each candidate that is prepared pursuant to the Election Code. The statement of each candidate will be printed in uniform font type, size, darkness, and with uniform spacing.

All candidates' statements shall remain confidential until the expiration of the filing deadline. (Election Code §13311)

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement in cash, money order, or certified check, or the statement will not be printed in the voter's pamphlet.

NOTE: Due to minority language provisions of the Federal Voting Rights Act, San Bernardino County is now required to provide election materials in the Spanish language in addition to English. The materials covered by this Act include Candidate's Statements. Therefore, all estimated costs include translating and printing Candidate's Statements into the Spanish language. These materials will be provided to voters who have requested Spanish language election materials.

### **WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS**

See the below guidelines for counting the number of words submitted on any document whose content is limited by statute, such as Candidate Statements. This section does not apply to counting words for ballot designations.

Category	Example	Word Count
Acronyms and Abbreviations: Each abbreviation for a word, phrase, or expression will be counted as one word.	CSUF, C.S.U.F., Nov., etc.	One
Dates: Dates will be counted as one word.	01/01/2018 or January 1, 2018	One
E-Mail	<a href="mailto:jdoe@fontanaca.gov">jdoe@fontanaca.gov</a>	One
Geographical Name	San Bernardino County or City of Fontana	One
Hyphenated Words – Published in U.S. dictionary within the past 10 years	Mother-in-law	One
Hyphenated Words – <u>Not</u> published	Taxpayer-advocate	One for

in U.S. dictionary within the past 10 years, considered separate words.		each word = Two (2)
Internet Address	<a href="http://www.fontanaca.gov">www.fontanaca.gov</a>	One
Numbers using digits: Any number consisting of a digit(s) will be considered as one word.	1,10,100, etc.	One
Numbers spelled out: Any number that is spelled will be considered as a separate word.	One Hundred Thousand	One for each word = Three (3)
Numerical Computations: Digit(s) used with \$, ¢, %, #, etc.	50%, ½, 2.3, etc.	One
Telephone Numbers	559-624-7300	One
Titles	Friends for Measure A	One for each word = Four (4)
Punctuation: Punctuation is not counted.		

## FEE

The candidate is required to pay the estimated cost for the Candidate's Statement (made payable to the City of Fontana) at the time the statement is filed. When the statement is filed, a copy of the signed statement will be given to the candidate.

## **CODE OF FAIR CAMPAIGN PRACTICES** (form provided)

The State Legislature adopted this code to encourage every candidate for public office to subscribe to the Code of Fair Campaign Practices.

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

The purpose of the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

## **BALLOT ORDER OF CANDIDATES**

The Secretary of State will conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. Names of candidates will appear on the ballot according to the randomized alphabet.

The procedure will be as follows: Each letter of the alphabet shall be written on a separate slip of paper each of which will be folded and inserted into a capsule. Each capsule will be opaque and of uniform weight, color, size, shape, and texture. The capsules will be placed in a container, which shall be shaken vigorously in order to mix them thoroughly. The container then shall be opened and the letter on the slip of paper read aloud and written down.

The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date.

The date of the drawing for the general election will be **August 15**. You may access the random alphabet on the Secretary of State's website [www.sos.ca.gov](http://www.sos.ca.gov).

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## Step 5 “Filing Papers”

July 15 – August 9, 2024

**\*Aug 14 5 p.m. if an eligible incumbent has not filed.**

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### Documents Needed:

- Declaration of Candidacy/Oath of Affirmation
- Ballot Designation Worksheet
- Nomination Papers
- Candidate’s Statement (Must be filed w/ Nomination Paper and fee made payable to the City of Fontana. Submit electronically via e-mail to [crudsell@fontanaca.gov](mailto:crudsell@fontanaca.gov) and [sgallardo@fontanaca.gov](mailto:sgallardo@fontanaca.gov) or other storage device.)
- Code of Fair Campaign Practices (optional)
- FPPC Form 700 Statement of Economic Interest (filed electronically)
- FPPC Form 501 Candidate Intention Statement
- Political Sign Registration Form
- DOT Statement of Responsibility

### Information:

Once you have obtained all your signatures, you must file the Nomination Papers with the Deputy City Clerk or their designee. Please note that all papers (Nomination, Candidate Statement, and Statement of Economic Interest, etc.), deposits and fees must be filed at this time.

**Filing:** All Nomination Papers shall be filed with the Deputy City Clerk or their designee during regular business hours, 8 a.m. to 5 p.m., Monday through Thursday and Friday, August 9, 8 a.m. to 5 p.m. **Candidates are strongly encouraged to make an appointment.**

If Nomination Papers for an eligible incumbent office of the City are not filed by 5 p.m. on Friday, August 9, 2024, the Nomination Period will be extended for that office only until Wednesday, August 14, 2024, at 5 p.m.

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## Step 6 “Campaign Filings”

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### Documents Needed:

- [Campaign Disclosure Manual 2](#)
- [FPPC Form 501 Candidate Intention Statement](#)
- [FPPC Form 410 Statement of Organization](#)
- [FPPC Form 460 Campaign Statement or FPPC Form 470 Campaign Statement](#)
- [FPPC Form 496 Report of Expenditures of \\$1,000+ within 24 hours](#)
- [FPPC Form 497 Report Contributions of \\$1,000+ within 24 Hours](#)

All forms are available at [www.fppc.ca.gov](http://www.fppc.ca.gov). The FPPC website covers many topics, you will focus on Learn > Campaign Rules > Campaign Forms (for Recipient Committees) and Campaign Disclosure Manuals.

### Information:

#### **FAIR POLITICAL PRACTICES COMMISSION (“FPPC”)**

All candidates for municipal office are subject to the provisions of the State Political Reform Act of 1974, as amended and are required to report campaign contributions and expenditures. The Fair Political Practices Commission (“FPPC”) has been charged with carrying out the provisions of the Act.

Candidates should familiarize themselves thoroughly with the information provided by FPPC and carefully note the deadlines, as penalties are assessed for late filing of campaign statements.

If you have any questions regarding FPPC requirements, **call or e-mail the FPPC directly:**

**1-866-ASK-FPPC (1-866-275-3772)  
1-916-322-5660  
Send questions via e-mail to: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)**

The FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov) offers overviews of the Political Reform Act and FPPC regulations. FPPC forms are available through the website.

When visiting [www.fppc.ca.gov](http://www.fppc.ca.gov), you will see that the FPPC covers many topics. You will focus on Learn > Campaign Rules > Campaign Forms (for Recipient Committees) and Campaign Disclosure Manuals. Following are terms to know.

## Understanding FPPC Terminology:

Local Election: City of Fontana Election  
Local Candidate: City Council Candidate  
Candidate for Local Office: City Council Candidate  
Agency (or Local Agency): City of Fontana  
Jurisdiction: City of Fontana  
Local Filing Officer: Deputy City Clerk of City of Fontana  
Recipient Committee: City Council Candidates who raise or spend >\$2,000  
Candidate Controlled Committee: City Council Candidates who raise or spend <\$2,000  
Election Committee: City Council Candidates who raise or spend >\$2,000  
Type of Committee: Recipient Committee  
a. Controlled Committee  
i. Candidate Election Committee  
(Hint: You are not a Primarily Formed Committee- those are for non-candidates.)

## MANUAL 2 - CAMPAIGN DISCLOSURE AND INFORMATION MANUAL

### Campaign Disclosure Manual 2

Provides detailed information to assist you in completing and filing applicable campaign disclosure forms.

### **FPPC CAMPAIGN FILING FORMS (commonly used)**

#### FPPC Form 501 Candidate Intention Statement

File before receiving contributions or spending funds

**File when Required**

#### FPPC Form 410 Statement of Organization

File within 10 days of receiving \$2,000

**File when Required**

#### FPPC Form 460 or FPPC Form 470 – Campaign Statement First Pre-Election Statement

**File by September 26**

#### FPPC Form 460 – Campaign Statement Second Pre-Election Campaign Statement

**File by October 24**

#### FPPC Form 497-Report Contributions of \$1,000+ within 24 hours between 8/07/2024 – 11/5/2024

**File if Required within 24 Hours**

#### FPPC Form 460 – Campaign Statement Semi-Annual Campaign Statement

**File by January 31, 2025**

\*Only candidates who do not have a recipient committee and expect to spend or receive **less than \$2,000** may use a Form 470 (instead of Form 460). Form 470 is filed one time.

## **CANDIDATE INTENTION STATEMENT - FORM 501**

You must file [FPPC Form 501 Candidate Intention Statement](#) with the Deputy City Clerk before soliciting or receiving contributions or spending own funds. The only exception is if the *only* funds spent are for the filing fee and/or the Candidate's Statement of qualifications in the ballot pamphlet.

## **STATEMENT OF ORGANIZATION - FORM 410**

A recipient committee must be formed if contributions are received totaling \$2,000 or more. The personal funds of a candidate used in connection with seeking office are contributions.

You must 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, and file a copy with the Deputy City Clerk within 10 days of receiving \$2,000 in contributions.

You will need to open a bank account before filing your Form 410. The Political Reform Act does not require a federal tax ID number. However, some banks will require one in order to open a campaign bank account. A tax ID number (EIN #) may be obtained on the [IRS website](#). You can complete the EIN application online; typically your type of legal structure is "Political Organization," your reason for applying is "Banking Purposes," and you will use your individual Social Security # in completing the application.

Your committee name must include the last name of the candidate, the office sought, and the election year.

**Type of Committee** (For City Council Candidates who raise or spend > \$2,000.)

1. Recipient Committee
  - a. Controlled Committee
    - i. Candidate Election Committee

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

## **CAMPAIGN STATEMENTS - FORM 460 or FORM 470**

Candidates must file campaign statements, which reflect contributions received, loans received, and expenditures made. Refer to Information [FPPC Campaign Disclosure Manual 2](#) for instructions on filing.

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## Step 7 “Record Keeping”

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### Information:

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 filing fee and Candidate’s Statement deposit.

- 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 filing fee and candidate statementdeposit.
- Keep originals. Keep canceled checks, vouchers, and invoices. Copy each contributor’s check of \$25 or more.
- Never accept or spend \$100 or more in cash. (Contributions exceeding \$100 should be in the form of acheck).
- Pursuant to Assembly Bill 571, City Council candidates are subject to the State’s default limit of contributions from an individual per calendar year at \$5,500. Candidates for Mayor, City Clerk, and City Treasurer are subject to the State’s default limit of contributions from an individual per calendar year at \$9,100.
- Mass mailings (including e-mails and faxes). For mass mailings (200 pieces or more) keep record of date, method of postage, number of pieces, and sample of each mass mailing.
- Retain records for four years after the election.
- For ALL expenditures/contributions record names, addresses, dates and daily totals.
- Expenditures/contributions exceeding \$100 will be itemized on the campaign statements. All contributions from individuals must include the contributor’s occupation and employer.

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## Step 8 “Calendar”

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<b>July 15   8 a.m.</b>	First day of candidate filing (nomination period).
<b>July 31</b>	Semi-annual campaign statements (Form 460) are due (Period Covered: 1/1/24- 6/30/24)
<b>Aug 9   5 p.m.</b>	Last day for candidates to file Nomination Papers and statements of qualifications.
<b>Aug 10</b>	First day of extended filing period <u>if an eligible incumbent fails to file</u> Nomination Papers prior to 5 p.m. on Aug 9. <u>Incumbents are not eligible to file during this extended period</u> . The extended filing period ends Aug 14 at 5 p.m.
<b>Aug 14</b>	City may cancel election if there are insufficient candidates for all offices and no ballot measures. EC 10229
<b>Aug 15</b>	Secretary of State to conduct randomized alphabet drawing to determine order in which candidates appear on ballot. You may access the random alphabet on the Secretary of State’s website <a href="https://www.sos.ca.gov/">https://www.sos.ca.gov/</a>
<b>Sep 9</b>	First day for write-in candidates to take out Nomination Papers. Write-in candidates must file nomination documents by Oct 22.
<b>Sep 26</b>	First pre-election campaign statements (Form 470 or Form 460) are due for candidates and committees. (File with Deputy City Clerk)
<b>Oct 7</b>	Mail Ballots delivered to U.S. Post Office. EC 3000.5
<b>Oct 21</b>	Last day to register to vote for November 5 <sup>th</sup> election.
<b>Oct 24</b>	Second pre-election campaign statements (Form 460) are due for candidates and committees. (File with Deputy City Clerk)
<b>Nov 5</b>	Election Day. Polls open 7 a.m. to 8 p.m. EC 1000
<b>Dec 5</b>	Last day for County to certify election results to City. EC 15372
<b>Dec 10</b>	City Council to certify results. EC 10262 New council members to be sworn in at the City Council meeting (tentative).
<b>Jan 31</b>	Semi-annual campaign statements (Form 460) are due for officeholders, candidates, and committees. (File with City Clerk)

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## Step 9 “Campaigning”

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### MAILER REQUIREMENTS

The Political Reform Act specifies that a candidate or committee that sends a mass mailing must identify itself on the mailer. The definition of “Mass Mailing” is a mailing that consists of more than two hundred (200) substantially similar pieces of mail. A mass mailing does not include a form letter or other mail which is sent in response to an unsolicited request or letter or other inquiry. Please contact the post office in advance when considering this type of mailing. The Elections Code requires that city and county clerks or election officials provide a copy of Government Code Section 84305 to each candidate, or his/her agent, at the time that a declaration of candidacy is filed. A copy of Section 84305 is provided in this Handbook, and additional information may be found beginning on Page 3.21 of the Campaign Disclosure Manual 2.

### POLITICAL SIGNS – LOCAL REGULATIONS

Political signs may not be placed on public property, buildings, or structures or within public right-of-ways. Property owners must give permission to the candidate or his/her designee for the placement of signs on their private property or in the public parkway adjacent to their property. All signs must be removed within ten days following the election.

The City does not regulate political campaign signs placed on private property.

Political Signs In Public Right-of-Way	
Parkways (areas adjacent to sidewalks, from curb to property line) – <b>Residential Only</b>	Permitted w/consent of property owner
Private Property	Permitted w/ consent of property owner.
Center Medians	Not permitted.
Utility Poles	Not permitted. (Penal Code §556.1)
Parks, Government-Owned Property, and Government-Owned Facilities (including fencing around such property)	Not permitted.
State highway right-of-way or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.	Not permitted. (Business and Professions Code §5405.3)

Candidates will be asked to voluntarily sign the "Code of Fair Campaign Practices Relating to Posting/Removal of Campaign Signs and Materials."

## **POLITICAL SIGNS – REGULATIONS FOR STATE HIGHWAYS AND FREEWAYS**

### **California Department of Transportation**

#### [Political Signs | Caltrans](#)

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

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

A Temporary Political Sign meets the following criteria:

1. Encourages a particular vote in a scheduled election.
2. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
3. Is no larger than 32 square feet.
4. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A completed Statement of Responsibility must be submitted to:

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

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

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal.

## **POLITICAL ADVERTISING DISCLAIMERS**

Candidates and political committees must put disclaimers on certain campaign advertisements that identify the person or entity who paid for or authorized the communication.

Political Disclaimer REQUIRED for:	
Mailers of 200 pieces or more in a calendar month (including e-mails and faxes).	Government Code §84305
Telephone calls (“robo” calls or paid callers).	Government Code §84310
Radio and television ads.	Federal Communications Commission
Newspaper ads.	Election Code §20008

Political Disclaimer RECOMMENDED for:	
Electronic Media (websites, blogs, Twitter feeds, faxes, social media pages, e.g., Facebook).	Paid for “committee name” and committee ID number are recommended but not legally required.
Billboards, yard signs, business cards, door hangers, flyers, and posters.	Paid for “committee name” and committee ID number are recommended but not legally required.

“Paid for by [committee name]” is the basic disclaimer required on most campaign communications. Please review the below-listed code sections and the [FPPC’s Campaign Advertising](#) for specific details such as font size and location of disclaimers.

## **COPY OF GOVERNMENT CODE 84305 PROVIDED TO CANDIDATE**

Election Code §16. Literature Requirements

A copy of Government Code §84305 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.

## **MASS MAILING REQUIREMENTS**

Government Code §84305

84305. (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

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

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

## **PAID TELEPHONE CALLS**

Government Code §84310

84310. (a) A candidate, committee, or slate mailer organization may not expend campaign funds, directly or indirectly, to pay for telephone calls that are similar in nature and aggregate 500 or more in number, made by an individual, or individuals, or by electronic means and that advocate support of, or opposition to, a candidate, ballot measure, or both, unless during the course of each call the name of the organization that authorized or paid for the call is disclosed to the recipient of the call. Unless the organization that authorized the call and in whose name it is placed has filing obligations under this title, and the name announced in the call either is the full name by which the organization or individual is identified in any statement or report required to be filed under this title or is the name by which the organization or individual is commonly known, the candidate, committee, or slate mailer organization that paid for the call shall be disclosed. This section shall not apply to telephone calls made by the candidate, the campaign manager, or individuals who are volunteers.

(b) Campaign and ballot measure committees are prohibited from contracting with any phone bank vendor that does not disclose the information required to be disclosed by subdivision (a).

(c) A candidate, committee, or slate mailer organization that pays for telephone calls as described in subdivision (a) shall maintain a record of the script of the call for the period of time set forth in Section 84104. If any of the calls qualifying under subdivision (a) were recorded messages, a copy of the recording shall be maintained for that period.

## **RADIO AND TELEVISION ADVERTISEMENTS**

Radio and television advertisements require "paid for by" or sponsor identification under Federal Communications Commission rules.

## **NEWSPAPER ADVERTISEMENTS**

Election Code §20008

20008. Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

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

## **SIMULATED BALLOT REQUIREMENTS**

Election Code §20009

20009. (a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

**"NOTICE TO VOTERS**  
"(Required by Law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof).

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

**The disclosure must include, unless otherwise noted: "Paid for by committee name"**

Examples:      "Paid for by Jones for Assembly 20XX"  
                  "Paid for by Friends of Smith for Mayor 20XX"

Communication	Disclosure and Manner of Display
<b>All mass mailings</b> – more than 200 substantially similar pieces of mail sent within a calendar month	<ul style="list-style-type: none"><li>• <b>Candidate's committee name and address</b> (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate's name and address).</li><li>• <b>"Paid for by"</b> 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.</li><li>• If sent by more than one candidate or committee:<ul style="list-style-type: none"><li>○ Also on at least one insert in the mailing.</li></ul></li><li>• No less than 6-point type and in a contrasting print or color.</li><li>• Return envelopes (if included in solicitation) – committee's name, address and ID number are recommended but not required.</li></ul>
<b>All mass electronic mail</b> – more than 200 substantially similar emails sent within a calendar month	<ul style="list-style-type: none"><li>• <b>"Paid for by [name of candidate or committee]"</b> must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings).</li></ul>
<b>Newspaper ads</b>	<ul style="list-style-type: none"><li>• Refer to the Elections Code for newspaper ad disclosure requirements.</li></ul>

<b>Communication</b>	<b>Disclosure and Manner of Display</b>
<p><b>Telephone calls advocating candidate's own election -</b> 500 or more calls similar in nature and made by:</p> <ul style="list-style-type: none"> <li>• Vendors ("robo" calls); or</li> <li>• Paid individuals other than the candidate, campaign manager or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Must identify the candidate's committee that authorized or paid for the call or an organization authorizing the call that files campaign reports.</li> <li>• Must state that the call is "paid for by" or "authorized by" the identified candidate or organization. <ul style="list-style-type: none"> <li>○ <i>Examples: This call was paid for by Senator Jones; This call was authorized by [name of committee].</i></li> </ul> </li> <li>• Any time during the call.</li> <li>• No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers.</li> </ul>
<p><b>Radio and television ads</b></p>	<ul style="list-style-type: none"> <li>• <b>Radio:</b> "Ad paid for by" followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement.</li> <li>• <b>Television:</b> "Ad paid for by" followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen. If the television ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement.</li> </ul>

<b>Communication</b>	<b>Disclosure and Manner of Display</b>
<b>Electronic media ads (non-social media)</b> (Websites, blogs, graphics, images, animated graphics, or animated images.)	<ul style="list-style-type: none"> <li>“Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required.</li> </ul>
<b>Social media ads</b>	<ul style="list-style-type: none"> <li>“<b>Ad paid for by</b>,” disclosure in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment.</li> <li>The disclosures must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the required “<b>Ad paid for by</b>,” disclosure is permissible.</li> <li>An advertisement for which a committee pays a third party to post from a social media account that is not the committee’s account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement.</li> </ul>
<b>Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters</b>	<ul style="list-style-type: none"> <li>“Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required.</li> </ul>

Communication	Disclosure and Manner of Display
<b>Text messages sent using mass distribution technology</b>	<ul style="list-style-type: none"> <li>• “Paid for by” or “With” followed by the name of the candidate followed by “For” followed by the name of the office sought.</li> <li>• If “With” is used: <ul style="list-style-type: none"> <li>• The individual sending the text shall identify themselves by including: “(name of the individual) with (name of the candidate) for (name of elective office).”</li> <li>• A disclosure using “With” may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message.</li> </ul> </li> <li>• For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure.</li> <li>• Text required to be included in a text message must be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> </ul>

**The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control. Communications made by a candidate to support or oppose a ballot measure or other candidates are not addressed in this chart.**

References: [Government Code Sections](#): 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4

[Title 2 Regulations](#): 18435, 18450.4, 18440

## **SERVICES TO CANDIDATES**

The following provides the services to candidates:

Maps (district maps with district boundaries)	Fontana City Clerk (909) 350-6743 SB County ROV (909) 387-8300
Voter Registration Forms (for registration drives)  Computer Products (names of voters)  Voter Files and Custom Reports  Vote-By-Mail Ballot Applications (for those distributing applications)  Verify Your Voter Registration, Apply for a Vote-by-Mail Ballot, or Request a Replacement Ballot  Confirm Your Voter Registration, View Your Elected Officials, Lookup Polling Place, Download Sample Ballot  Election Night Results	SB County ROV (909) 387-8300
Register to Vote, Change Your Name, Address or Party	California Secretary of State <a href="http://registertovote.ca.gov/">http://registertovote.ca.gov/</a>

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## Step 10 “City Information”

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City of Fontana  
8353 Sierra Avenue  
Fontana, CA 92335  
[www.fontanaca.gov](http://www.fontanaca.gov)

Office Hours: 8 a.m. – 5 p.m. Monday - Thursday

Telephone: (909) 350-7600

City Council - Regular meetings held 2<sup>nd</sup> & 4<sup>th</sup> Tuesday each month at 2 p.m. in the  
Council Chambers

**ACQUANETTA WARREN, MAYOR**  
(At-large) | [awarren@fontanaca.gov](mailto:awarren@fontanaca.gov)

**PETER GARCIA, MAYOR PRO TEM**  
(District 3) | [pgarcia@fontanaca.gov](mailto:pgarcia@fontanaca.gov)

**PHILLIP W. COTHRAN, COUNCIL MEMBER**  
(District 1) | [pwcothran@fontanaca.gov](mailto:pwcothran@fontanaca.gov)

**JOHN ROBERTS, COUNCIL MEMBER**  
(District 4) | [jroberts@fontanaca.gov](mailto:jroberts@fontanaca.gov)

**JESUS “JESSE” SANDOVAL, COUNCIL MEMBER**  
(District 2) | [jsandoval@fontanaca.gov](mailto:jsandoval@fontanaca.gov)

**JANET KOEHLER-BROOKS, CITY TREASURER**  
(At-large) | [jkbrooks@fontanaca.gov](mailto:jkbrooks@fontanaca.gov)

**GERMAINE KEY, CITY CLERK**  
(At-large) | [gkey@fontanaca.gov](mailto:gkey@fontanaca.gov)

Elections are held each November in even-numbered years. The Mayor, City Clerk and City Treasurer are elected at-large and Council Members are elected by District. All serve four-year terms.

### CITY EXECUTIVE STAFF

Matthew C. Ballantyne	City Manager
Ray Ebert	Deputy City Manager – Administrative Services
Phillip Burum	Deputy City Manager – Development Services
Jennifer Barcenas	Innovation & Technology Director
Jeffrey Baughman	Director of Building & Safety
Jeffrey Birchfield	Fire Chief
Jessica Brown	Chief Financial Officer
Michael Dorsey	Police Chief
Ruben Duran	City Attorney
Gia Kim	Director of Public Works & City Engineer
Patty Nevins	Director of Planning
Christina Rudsell	Deputy City Clerk
Daniel Schneider	Director of Community Services
Rakesha L. Voss	Director of Human Resources

## **BOARDS, COMMISSIONS AND COMMITTEES**

### **League of California Cities**

The League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. The state is divided into divisions, and Fontana is part of the Inland Empire Division.

### **Inland Empire Utility Agency (IEUA) - Regional Sewage Program Policy Committee**

The Inland Empire Utilities Agency (IEUA/Agency) is a regional wastewater treatment agency and wholesale distributor of imported water. Today, the Agency is responsible for serving approximately 935,000 people over 242 square miles in western San Bernardino County. The Agency is focused on providing three key services: (1) treating wastewater and developing recycled water, local water resources and conservation programs to reduce the region's dependence on imported water supplies, thus enabling the service area to become drought-resilient; (2) converting biosolids and waste products into a high-quality compost made from recycled materials; and (3) generating electrical energy from renewable sources.

Regional Sewerage Program Policy Committee Meetings are held the first Thursday of the month at 3:30 p.m.

### **OmniTrans Board of Directors**

The Board of Directors is the governing body for OmniTrans. The Board is responsible for setting policies and providing direction on issues that affect transit operations.

The Board meets monthly on the first Wednesday of each month at 8 a.m.

### **San Bernardino County Transportation Authority (SBCTA) – formally known as San Bernardino County Association of Governments (SANBAG)**

SBCTA is responsible for cooperative regional transportation planning and furthering an efficient multi-modal system for San Bernardino County. Each city in San Bernardino County has a representative on this regional Board.

The City's representative must attend the Board meeting, which is the first Wednesday of each month at 10:00 a.m. The representative has the option of attending administrative committee meetings within SBCTA.

### **Solid Waste Advisory Task Force (SWAT)**

SWAT was originally created to provide oversight of the county landfill system as the landfills were being closed with five regional landfills created within the county to serve the area. Much of the work is already done and now the committee meets to voice opinion on current practices involving solid waste management of the landfill and waste streams. SWAT meets infrequently, and is not a paid position.

## **Southern California Association of Governments (SCAG)**

SCAG develops long-range regional transportation plans including sustainable communities strategy and growth forecast components, regional transportation improvement programs, regional housing needs allocations and a portion of the South Coast Air Quality management plans. SCAG represents six counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura) and 191 cities.

The organization meets once a month (Thursday afternoons at 12:15 p.m.) in Los Angeles.

### **2024 Appointments CC 2/27/2024**

Local Organization	Regular Member	Alternate Member
SBCTA & SBCOG formerly San Bernardino County Association of Governments (SANBAG) Board of Directors Appt.	Mayor Warren	Mayor Pro Tem Garcia
Inland Empire Utility Agency (IEUA) - Regional Sewage Program Policy Committee	Council Member Cothran	Council Member Roberts
Omnitrans Board of Directors	Council Member Roberts	Council Member Cothran
San Bernardino County Flood Control Zone 1 and 2 Advisory Committees (ZAC)	Council Member Roberts	Mayor Pro Tem Garcia
San Bernardino County Solid Waste Advisory Task (SWAT) Force	Mayor Pro Tem Garcia	Mayor Warren
Southern California Association of Governments (SCAG)	Mayor Warren	Council Member Cothran

### **2024 Ad Hoc Advisory Sub-Committees to the City Manager**

	Member	Member
Infrastructure Sub-Committee	Mayor Pro Tem Garcia	Council Member Cothran
Finance Sub-Committee	Mayor Warren	Mayor Pro Tem Garcia

## **Exhibits and Forms**

### **Exhibits**

- A. Election Resolutions**
- B. City Voting District Map**
- C. City of Fontana 2023 Annual Report**

### **Forms**

- 1. Candidate Filing Checklist/ Receipt for Candidate's Packet**
- 2. Nomination Paper**
- 3. Ballot Designation Worksheet**
- 4. Candidate Statement Form**
- 5. Declaration of Candidacy**
- 6. Code of Fair Campaign Practices**
- 7. Department of Transportation Statement of Responsibility**
- 8. Political Sign Registration Form/City Sign Ordinance**
- 9. FPPC Form 700 Statement of Economic Interests**
- 10. FPPC Form 501 Candidate Intention Statement**
- 11. FPPC Campaign Disclosure Forms**
  - FORM 410 – Statement of Organization
  - FORM 460 – Candidate / Officeholder Campaign Statement - over \$2,000
  - FORM 470 -- Candidate / Officeholder Campaign Statement - under \$2,000
  - FPPC Form 496 Report of Expenditures of \$1,000+ within 24 hours
  - FPPC Form 497 Report Contributions of \$1,000+ within 24 Hours