



Steps to Running for City Office

Tentative Election Dates

Primary Election
March 8, 2005

General Election
May 17, 2005

Seats on the Ballot

- Mayor
- City Attorney
- City Controller
- City Council

Districts:

One
Three
Five
Seven
Nine
Eleven
Thirteen
Fifteen

Contact the Office of the City Clerk Election Division for information about residency requirements and qualifying for appearing on the ballot (see back page).

Information about City of Los Angeles Campaign Finance Laws

An important part of an open and fair election system is the public disclosure of information about candidates and their campaign committees. For this reason, state and City laws require candidates to file certain statements and reports with government agencies so that information about who is running for office and how campaigns are financed is readily available to the public. This pamphlet is meant to provide basic information about City of Los Angeles campaign finance rules and related filing requirements to assist persons who are thinking about running for Los Angeles elective City office. Additionally, some helpful information about the City's Public Matching Funds Program, contribution limits, campaign bank accounts, and record keeping is also included here.

Not everything a candidate needs to know about running for elective City office is covered in this pamphlet. *Candidates and their campaign committees are responsible for familiarizing themselves, and complying, with all state and City campaign laws.* However, to assist them throughout the campaign, the City Ethics Commission provides candidates and committees with manuals, forms, training and telephone advice. Further, the Commission periodically issues the "Candidate Update" newsletter with the latest information.

While the City Ethics Commission administers and enforces City *campaign finance laws*, the **City Clerk Election Division** has jurisdiction over matters related to the election and the process for qualifying to appear on the ballot such as residency requirements, declaring candidacy, ballot designation, filing fees and nominating petitions. The City Ethics Commission cannot advise you about these matters. The City Clerk Election Division, however, is happy to answer your questions and you are encouraged to contact that office. Contact and website information is available on the last page.

Getting Started on Your Campaign.

What follows is an outline of the basic steps necessary to begin the fundraising process for your campaign. We urge you to read through this pamphlet in its entirety as several of the required forms must be filed concurrently and *before* you may begin soliciting and receiving funds for your campaign.



I. When Contributions May Be Received. ("The Fundraising Window")

Candidates running on the 2005 ballot for the City-wide offices of Mayor, City Attorney or City Controller may begin soliciting and accepting contributions for their campaigns on **March 8, 2003**; and City Council candidates may begin soliciting and accepting contributions on **September 8, 2003**.

Candidates running for any City elective office may continue to fundraise for a period of up to nine months after the date of the election if it is done so for the purpose of retiring campaign debt. Please be advised that there are new restrictions on repaying the candidate's personal loan to his or her own campaign after the date of the election. Refer to the law (LAMC Sec. 49.7.6) or contact the City Ethics Commission if you have questions.

Before soliciting and accepting campaign contributions or using the candidate's personal funds for his or her campaign, certain disclosure forms must be filed with the City and the state as outlined below.

II. Before You Raise or Spend: Organizing Your Campaign.

Know the Law

This pamphlet is intended as a convenient summary of *basic* information to help candidates decide if they are interested in running for office and, if so, to help get them started. **This information is not exhaustive, and we urge you to carefully review the following laws pertaining to campaign finance because it is your responsibility to comply with their provisions:**

- ◆ Political Reform Act of 1974 ("PRA") (California Government Code Section 81000 *et seq.*) - and corresponding regulations - Title 2, California Code of Regulations (Section 18109 *et seq.*)
- ◆ Los Angeles City Charter, Sections 470-471
- ◆ Los Angeles Municipal Code, Section 49.7.1 *et seq.* and Los Angeles Administrative Code, Section 24.5 (Public Matching Funds Program Regulations)

City laws are available on the City Ethics Commission website at <http://ethics.lacity.org>. The PRA and corresponding regulations are available on the state's Fair Political Practices

Commission (“FPPC”) website at www.fppc.ca.gov. Contact numbers are available on the back page if you would like information mailed. Candidates and committees may find the FPPC’s *Information Manual* A very helpful and it can be requested from the City Ethics Commission or FPPC.

Please contact the Office of the City Clerk, Election Division for information about voter registration, administering the election or how to qualify for the ballot -- such as obtaining and filing a Declaration of Intention to Become a Candidate, ballot designation, nominating petitions, filing fees and residency requirements. The City Ethics Commission cannot answer questions about these matters. The City Clerk’s contact information and website address are available on the last page.

Register Your Campaign and Open a Bank Account

In order to solicit and receive contributions and make expenditures on behalf of their candidacy, candidates need to register their campaign by forming a recipient committee called a “controlled” committee and open a campaign checking account at a financial institution located **in** the City of Los Angeles. If you will not raise or spend \$1,000 or more in connection with your campaign during a calendar year, please contact the City Ethics Commission for information about your filing obligations.

What You Must Do

1. Register your campaign with the Secretary of State and City Ethics Commission *before* you solicit or accept contributions or make expenditures, or use your personal funds in your campaign.

- (a) File an original Candidate Intention Statement, California **Form 501** with the City Ethics Commission.
- (b) File the following documents concurrently with the City Ethics Commission:
 - **Declaration of Intent to Solicit and Receive Contributions.** (“DOI”) The only funds you may use in the primary election are those you have raised in connection with this declaration. Funds from another committee may not be used to run for office in the City of Los Angeles.
 - **Statement of Understanding.** This statement confirms that the candidate and treasurer have received, read and understand the campaign finance provisions of City Charter Section 470.
 - **Notification of Other Controlled Committees, if applicable.** If the candidate has other controlled committees, he or she must notify the City Ethics Commission in writing of any such committee and include the account number, and the name and address of the financial institution at which the account is held. If other committees are subsequently opened, the candidate must provide notification on the next regular business day.

2. Open a bank account within the City of Los Angeles.

City law requires that you open one separate campaign bank account, to be used only by the campaign, at a financial institution that is located in the City of Los Angeles.

Within 10 days of opening a campaign bank account, you must file a **Controlled Committee Account Information Form** (CEC Form 14) with the City Ethics Commission.

If you are the candidate, you may open the bank account with your personal funds. If you choose to do so, however, the committee must report this use of your personal funds as a contribution or loan to the campaign. Limits on the use of personal funds apply to persons participating in the Public Matching Funds Program. Please note that all money used by the campaign must be deposited into the campaign's checking account and all campaign expenditures must be made from this account. Further, there are new restrictions on candidates repaying their personal loans after the date of the election.

Tip for Opening a Bank Account! The bank will require an Employer Identification Number (EIN). Obtain the EIN by completing an SS-4 Form (Application for Employer Identification Number) available from any Internal Revenue office, the IRS website or the City Ethics Commission. (The completed EIN form may be faxed to the IRS at (801) 620-7116 or (215) 516-3990.) Take the EIN and a copy of state Form 410, Statement of Organization (see below), to the financial institution of the candidate's choice to establish the account.

- 3. Form a campaign committee and receive a committee identification number.** You legally qualify as a committee once you have raised \$1,000 within a calendar year. Within 10 days of receiving \$1,000 in contributions (including any personal funds from the candidate), you must file the original and one copy of a **Statement of Organization (California Form 410)** with the Secretary of State, and file one copy with the City Ethics Commission. After receiving your filing, the Secretary of State will issue your campaign a committee identification number. Financial institutions, however, often require a committee identification number to open an account in addition to the EIN. Therefore, to receive an ID number for this purpose, the 410 form may be filed *prior* to raising or spending \$1,000. In that case, you must amend the original Statement of Organization within 10 days of qualifying as a committee and state the date qualified (the date the committee raised or spent \$1,000). Be sure to include your committee's bank account information on this form.

Mandatory Candidate and Treasurer Training

All candidates and their treasurers must attend mandatory training conducted by the City Ethics Commission. Training sessions cover applicable state and City laws regarding campaign contributions and expenditures, disclosure requirements, electronic filing of campaign disclosure statements, and the Public Matching Funds Program. A member of the City Clerk Election Division will be on hand to explain requirements related to appearing on the ballot, residency, ballot designation, nominating petitions and more. Dates for scheduled sessions will be mailed to committees or you may check the City Ethics Commission website. Please note that members of a campaign or any interested members of the public are welcome to attend. Campaign fundraisers are especially *encouraged* to attend.

Checklist of Filing Requirements.

Filed with the City Ethics Commission

- Statement of Understanding
- Declaration of Intent to Solicit and Receive Contributions
- Controlled Committee Account Information
- Notification of Other Controlled Committees, *only* if applicable
- Form 501 - Candidate Intention Statement
- Form 410 - Statement of Organization (Original and one copy to the Secretary of State and one copy to the City Ethics Commission)
- Form 460 or 470 - Campaign Disclosure Forms
- Declaration of Acceptance or Rejection of Public Matching Funds (filed during candidate filing week)
- Form 700 - Statement of Economic Interests (filed during candidate filing week)
- Statement of City-Related Business, if necessary (filed during candidate filing week)
- Notifications of reaching certain financial thresholds and/or copies of mass mailings/scripts.

Filed with the Secretary of State

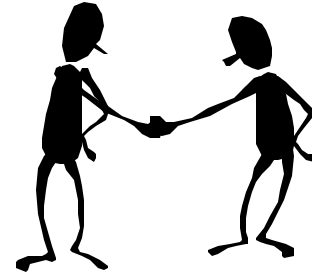
- Form 410 - Statement of Organization (Original and one copy to the Secretary of State and one copy to the City Ethics Commission)

Information to be Obtained from the City Clerk Election Division

- General Information for Candidates* brochure (contains the election schedule)
- Ballot qualification requirements
- Declaration of Intention to Become a Candidate rules and requirements
- Nominating Petition rules and requirements

Summary of Contribution Information.

So that one person does not exercise undue influence in the electoral process, the City of Los Angeles implemented contribution limits in 1985. Below is a summary of some of the contribution limitations and other related requirements. Please refer to applicable laws for complete text.

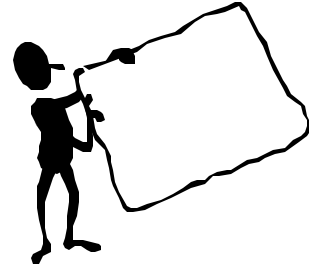


- Contributions are limited to \$1,000 per person *per election* to a candidate running for Citywide offices of Mayor, City Attorney, and City Controller; and \$500 per person *per election* to a City Council candidate. The primary and general elections are considered separate elections. A “person” is any individual, corporation, partnership, association, committee or organization.
- In-kind contributions (paying for a campaign expenditure for a candidate without first contributing the money to the candidate, or providing free/discounted goods or services) are subject to the above per person contributions limit and are reported at their fair market value. Rendering volunteer personal services, however, is not considered a contribution.
- A campaign-related expenditure made by a third party at the behest of or in concert with the candidate or the candidate’s committee is considered a contribution subject to contribution limits.
- Loans made to a campaign that are not from the candidate are subject to the applicable \$1,000 (City-wide candidate) or \$500 (Council candidate) contribution limit. Such loans must be made in writing and repaid within 30 days.
- The total amount a candidate may receive in contributions from all “non-individual” sources (entities rather than people, e.g., corporations, unions, political action committees) combined is limited per election to: Mayoral Candidate - \$900,000; City Attorney or Controller Candidate - \$400,000; City Council Candidate - \$150,000.
- Contributions may not be deposited into the candidate’s campaign checking account until the name, address, occupation and employer of the contributor are on file with the committee. City law requires the committee to maintain this information for all contributions regardless of the size of the contribution.
- Any monetary contribution received of \$100 or more must be made by a check containing the imprinted name of the donor and drawn from the donor’s (or intermediary’s) account. Contributions of \$100 or more made by money order or traveler’s or cashier’s checks are unlawful.
- Receipt of cash contributions of more than \$25 per contributor is prohibited. Furthermore, receipt of more than \$200 from all anonymous sources is also prohibited.

- So that contribution limits are not circumvented, under certain circumstances two or more contributions are considered one contribution from one source (see LAMC Sec. 49.7.2). Contributions from an individual and his or her business are considered from one source if the individual's business is a sole proprietorship or a corporation, LLC, partnership or other venture in which he or she owns at least 50% or has the majority of voting rights. Contributions from two entities are considered from one source if one entity controls the other's contribution or expenditure activity *or* if the entities:
 - share the same a majority of members of board of directors; OR the same majority shareholder and/or member that holds the majority of voting rights; OR a majority of the same officers.
 - are a sponsored committee and sponsoring organization.
 - have any parent or subsidiary relationship , provided that at least one of the corporations is not publicly traded.
- There are cumulative limits on the overall amount one person may contribute to *all* candidates for each election. Based on a formula in the City Charter, this limit changes for each election. The cumulative limit for the 2005 primary election is \$7,000. [e.g., Jane Contributor gives \$500 each to five candidates running for Council seats (\$2,500) and \$900 to 5 different candidates running for Mayor, Controller, and City Attorney (\$4,500)]. Whenever possible, please inform your contributors about the cumulative limit.
- All contributions and loans must be deposited into, and all campaign expenditures must be made from, the campaign's bank account.
- The per person contribution limit of \$500 for Council candidates and \$1,000 for Citywide candidates may be temporarily lifted, up to a certain amount, for the opponent(s) of a candidate who uses more than \$30,000 of personal funds in his or her campaign. Note that if a candidate uses more than \$30,000 in personal funds for his or her campaign, that amount must be deposited at least 30 days before the election and the City Ethics Commission must be notified at that time. (Candidates participating in the Public Matching Funds Program have restrictions on the amount of personal funds they may use in their campaign. See the "The Public Matching Funds Program.")

Campaign Disclosure Requirements.

Candidates are required to disclose to the public information about how campaign funds are raised and spent. This is done by filing campaign disclosure statements according to a schedule prescribed by law (see next page). These statements are required to be filed until the committee is terminated. The filing schedule is available from the City Ethics Commission or the Commission's website.



Candidates use either a Form 460 or 470 (available online) to make disclosures. Detailed instructions are provided with the forms. Further, candidates and committees may find the FPPC's *Information Manual* A very helpful and it can be requested from the City Ethics Commission or state Fair Political Practices Commission.

- **Form 460-Recipient Committee Campaign Statement, Long Form.** For use by an officeholder or candidate if \$1,000 or more was raised or spent (or will be raised or spent) during the calendar year either by the candidate, his or her committee or some third party at the behest of the candidate, OR
- **Form 470 - Officeholder and Candidate Statement, Short Form.** For use by an officeholder or candidate if there is no controlled committee and \$1,000 has not been, and will not be, raised or spent during the calendar year.

Mandatory Electronic Filing

When a candidate has raised or spent at least \$25,000 in connection with his or her campaign, the committee must begin to file campaign disclosure statements online using the City Ethics Commission's Electronic Filing System ("EFS") *in addition* to filing paper copies of statements. The EFS is an Internet-based, interactive computer program developed by the Commission that is available free of charge on its website. Online filing is designed to facilitate the filing process as well as to provide the public with timely access to disclosure information. Once the \$25,000 threshold is met, the next statement due must be filed using EFS.

**TENTATIVE CAMPAIGN DISCLOSURE FILING SCHEDULE
2005 City of Los Angeles Elections**

Los Angeles City Ethics Commission · 200 N Spring St, 24th Fl, Los Angeles, CA 90012
(213) 978-1960 · Fax (213) 978-1988 · TTY (213) 978-2609

Filing for the Primary Election if Held on **March 8, 2005**

Filing Deadline	Type of Statement	Period Covered*	Acceptable Delivery Method
July 31, 2003	Semi-Annual	1/1/03 - 6/30/03	Personal Delivery First Class Mail
February 2, 2004	Semi-Annual	7/1/03 - 12/31/03	Personal Delivery First Class Mail
August 2, 2004	Semi-Annual	1/1/04 - 6/30/04	Personal Delivery First Class Mail
October 11, 2004	Quarterly	7/1/04 - 9/30/04	Personal Delivery First Class Mail
January 10, 2005	Quarterly	10/1/04 - 12/31/04	Personal Delivery First Class Mail
January 27, 2005	1st Pre-Election	1/1/05 - 1/22/05	Personal Delivery First Class Mail
February 24, 2005	2nd Pre-Election	1/23/05 - 2/19/05	Personal Delivery Guaranteed Overnight Service
March 4, 2005	3rd Pre-Election	2/20/05 - 3/2/05	Personal Delivery Guaranteed Overnight Service
Must be at the CEC office within 24 Hours of receiving a Late Contribution, <i>or</i> making a Late Independent Expenditure***	Late Contribution/Late Independent Expenditure	2/20/05 - 3/7/05	Personal Delivery Telegram Guaranteed Overnight Service Fax
July 31, 2005	Semi-Annual	3/3/05 - 6/30/05	Personal Delivery First Class Mail

Filing for the General Election if Held on **May 17, 2005**

Filing Deadline	Type of Statement	Period Covered*	Acceptable Delivery Method
April 7, 2005	1st Pre-Run Off	3/3/05 - 4/2/05	Personal Delivery First Class Mail
May 5, 2005	2nd Pre-Run Off	4/3/05 - 4/30/05	Personal Delivery Guaranteed Overnight Service
May 13, 2005	3rd Pre-Run Off	5/1/05 - 5/11/05	Personal Delivery Guaranteed Overnight Service
Must be at the CEC office within 24 Hours of receiving a Late Contribution, <i>or</i> making a Late Independent Expenditure***	Late Contribution/Late Independent Expenditure	5/1/05 - 5/16/05	Personal Delivery Telegram Guaranteed Overnight Service Fax
August 1, 2005	Semi-Annual	5/12/05 - 6/30/05	Personal Delivery First Class Mail

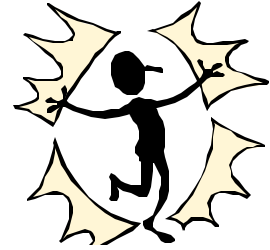
Note: Candidates in the runoff must file a campaign statement for their *primary* election committee each time a statement is filed for the *general* committee. All candidates, even those not in the general election, must continue to file statements after an election on a semi-annual basis until their committee terminates.

* 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.

*** The state Political Reform Act requires late contribution and late independent expenditure reports to be filed for the periods noted. Any late contribution or expenditure must be reported on the subsequent campaign statement filed.

Getting On The Ballot.

The laws governing the requirements for appearing on the ballot are under the jurisdiction of the Office of the City Clerk. Legally mandated deadlines apply to qualifying for the ballot. Interested parties must contact the City Clerk's Election Division for detailed information about forms, deadlines, filing fees, ballot designation, signature gathering and residency requirements. The City Ethics Commission *cannot* advise you about these requirements. Contact the Clerk's office or visit its website for information.



During the period commonly referred to as “candidate filing week,” tentatively scheduled for November 2004, candidates will begin the process for having their names appear on the municipal election ballot. You should contact the City Clerk Election Division for information and deadlines or review that agency's brochure “General Information for Candidates.”

In addition to filing certain documents with the City Clerk, during candidate filing week, several disclosure forms must be filed with the City Ethics Commission. Commission staff members will be on hand at the City Clerk's Election Division to assist candidates with this process. With the City Ethics Commission, the candidate must:

- **File a Declaration of Acceptance or Rejection of Public Matching Funds at the time of filing the Declaration of Intent to Become a Candidate.** At that time the candidate files the Declaration of Intent to Become a Candidate with the City Clerk, he or she must meet with Ethics Commission staff to formally accept or reject participation in the Public Matching Funds Program. Those rejecting participation may not change their decision. Those who opt to participate may change their decision no later than seven days after the final date of candidate filing week if they face an opposing candidate who declines to participate in the Program. In order to participate in the Program, candidates must qualify and agree to certain requirements.
- **File a Form 700, Statement of Economic Interests, that is current as of the date the candidate files the Declaration of Intent to Become a Candidate and is filed no later than the last day of candidate filing week.** By law, *the City Clerk will not issue Nominating Petitions to any candidate who has not filed a Form 700 by the deadline date.* Candidates will be provided a Form 700 by the City Ethics Commission during filing week or the form is available online before that time. Please note that if you fill out the form prior to filing week, you should ensure that it is current and signed and dated on the date you sign your Declaration of Intent to Become a Candidate with the City Clerk Election Division.
- **File a Statement of City-Related Business, only if applicable.** Candidates who qualify to be on the ballot, or who qualify as write-in candidates, must file this statement with the City Ethics Commission within 10 days of conducting certain transactions with the City. Common examples are applications for permits or personal services contracts with the City. This requirement applies from the time the candidate files his or her Declaration of Intent to Become a Candidate with the Clerk through the date that the candidate is elected or defeated. The form will be provided during candidate filing week.

Audits and Record Keeping.

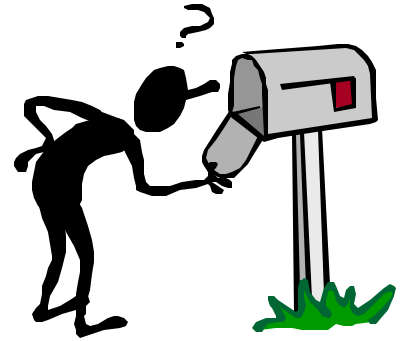
The City Ethics Commission is required to audit all campaign committees that raise or spend \$100,000 or more in connection with a campaign for elective City office and the committees of all candidates who receive Public Matching Funds. Additionally, the Commission is required to audit a random twenty percent of all other committees.

In accordance with City and state law, the candidate and treasurer must employ sound campaign record keeping practices and maintain documentation sufficient to file accurate campaign disclosure reports. Campaign records should include, but not be limited to, the following:

- Alphabetized contributor index cards or computer database that includes the name, address, occupation, employer, date, amount, and cumulative amount, for contributors.
- Photocopies of contribution checks.
- Copies of deposit slips attached to the copies of the checks associated with the deposit.
- Check registers, pass books, and monthly bank statements.
- Copies of each mass mailing, and records to document date mailed, number of pieces sent, and method of postage.
- Copies of notification letters sent by your campaign.
- Documentation (receipts, bills, contracts) for **all** expenditures (including records of media buys and associated costs).
- Loan documentation including written agreement, lender name, amount, due date and interest rate. Loans from the candidate to his or her campaign must be documented in this way as well.
- Bank debit and credit memos, including NSF check notices.

Summary of Notification Requirements.

All candidates have certain notification requirements. This is for the public's benefit and, in some cases, due to the fact that reaching certain levels of financial activity within a campaign triggers other provisions of the law that may effect your race.



1) All candidates.

- Notify the City Ethics Commission by personal delivery, fax, email or telegram *on the day* the campaign raises, spends, or has cash on hand in the following amounts: Mayor - \$200,000; City Attorney/Controller - \$100,000; and City Council - \$50,000. The notification must identify if the amount is raised, spent or cash on hand. The Commission will then notify all candidates for the same office.
- Whenever more than 200 substantially similar pieces of campaign literature are distributed (either by mail or other means), a copy must be sent to the City Ethics Commission at the time of distribution. The Commission makes this material available to the public and does not comment about content.
- When 1,000 or more pre-recorded phone calls or other form of electronic transmissions are made, or payments of \$1,000 or more for a radio or TV ad are made or incurred, the script or text of the communication must be forwarded to the City Ethics Commission within 24 hours of the first transmission. The Commission makes this material available to the public and does not comment about content.

2) Candidates who decline to participate in the Public Matching Funds Program.

Notify the City Ethics Commission by telephone and confirming fax, email or telegram *on the day* the candidate raises more than the amounts below *and again* when the candidate spends more than these amounts. The Commission will notify all candidates for the same office.

Primary Election

Mayor	\$2,251,000
City Attorney	\$1,013,000
Controller	\$900,000
City Council	\$330,000

General Election

Mayor	\$1,800,000
City Attorney	\$788,000
Controller	\$676,000
City Council	\$275,000

3) Candidates who agree to participate in the Public Matching Funds Program.

Notify the City Ethics Commission by personal delivery, fax, email or telegram within 24 hours of the date that the candidate raises, spends or has cash on hand in the amounts below.

Primary Election

Mayor	\$2,251,000
City Attorney	\$1,013,000
Controller	\$900,000
City Council	\$330,000

General Election

Mayor	\$1,800,000
City Attorney	\$788,000
Controller	\$676,000
City Council	\$275,000

4) Candidates who intend to contribute more than \$30,000 in personal funds to finance their campaign.

Notify the City Ethics Commission and each opponent by registered mail of the total amount of personal funds intended to be spent when the funds are deposited into the campaign checking account. *The total amount of personal funds must be deposited into the campaign checking account no less than 30 days prior to the election.* [Note: There are new restrictions on the candidate's ability to repay his or her personal loan after the date of the election.]

5) Candidates who receive contributions of \$5,000 or more from any one person in a calendar year.

Notify the contributor within two weeks, pursuant to state law, that he or she may be required to file campaign reports. The notification must include the language contained in the 2 California Code of Regulations Section 18427.1. Please contact the state Fair Political Practices Commission for information. *Note that a contribution of \$5,000 or more can only occur in a City elective race if the contribution limits have been lifted.*

The Public Matching Funds Program.



In 1990, the voters of Los Angeles passed Proposition H, which established the Public Matching Funds Program for City elections. The Program encourages more competitive elections by providing resources to viable candidates who agree to limit their spending and use of personal funds. Past participants have stated that the Program enables them to spend more time on issues and meeting constituents and less on fundraising. Candidates who agree to participate in the Public Matching Funds Program, and meet the qualification requirements, may receive one dollar of public funds for every one dollar contributed to their campaign *by an individual* up to a certain limit. Contributions from the candidate, his or her immediate family, business entities, unions, PACs or other organizations, or any loan, pledge or non-monetary contribution are not eligible to be matched. Matching funds are available at an increased rate of 3:1 up to a specified amount for candidates who face an opponent who contributes and spends a significant amount of personal funds in his or her campaign. Further, for the general election matching funds will be available at an increased rate of 3:1 to candidates who are opposed by or whose opponents are supported by significant aggregate levels of “non candidate” spending that may occur in their race. These candidates may also be eligible to receive for additional public matching funds in the general election.

All candidates must file a Declaration of Acceptance of Public Matching Funds with the City Ethics Commission *at the time* of filing the Declaration of Intention to Become a Candidate during candidate filing week, tentatively scheduled for November 2004. Those who reject public matching funds cannot change their decision at a later date. Those who opt to participate in the Program may change their decision if they do so by no later than seven days after the last day of candidate filing week and only if they face an opposing candidate who declines matching funds. A candidate who declares his or her intent to participate in the program is bound by the expenditure limits and qualification requirements provided for by law for both the primary and general elections.

Note: Candidates may receive detailed information about the Public Matching Funds Program from the City Ethics Commission at any time on request by contacting the Commission or visiting the Commission’s website.

Mayoral Candidates

Qualified candidates receive one dollar of Public Matching Funds for every one dollar raised from an individual (a human being rather than an entity) in contributions totaling no more than \$500 per individual received within 12 months before the election. Note that contributions up to the legal \$1,000 limit may be received, but only the first \$500 from each individual will be matched. The maximum amount of matching funds available is \$667,000 for the primary election and \$800,000 for the general. An additional \$200,000 of funds will be available to candidates who are opposed by or whose opponents are supported by significant levels of non-candidate spending in their race.

To qualify, the Mayoral candidate must:

- Raise \$150,000 or more in contributions of \$500 or less received with 24 months of the election (contributions up to the legal limit may be received, but only the first \$500 of each contribution counts toward qualification). These qualifying contributions may be from any source other than from the candidate or his or her immediate family
- Be opposed by a candidate who has qualified for matching funds or has raised at least \$200,000.
- Agree not to contribute more than \$100,000 per election from personal funds to his or her campaign.
- Agree to spend no more than \$2,251,000 in the primary and \$1,800,000 in the general election.
- Agree to participate in at least one debate in the primary election and two debates in the general election.

City Attorney and City Controller Candidates

Qualified Candidates receive one dollar of Public Matching Funds for every one dollar raised from an individual (a human being rather than an entity) in contributions totaling no more than \$500 per individual received within 12 months before the election. Note that contributions up to the legal \$1,000 limit may be received, but only the first \$500 from each individual will be matched. The maximum amount of matching funds that a **City Attorney** candidate may receive is \$300,000 for the primary election and \$350,000 for the general. An additional \$90,000 of funds may be available to these candidates who are opposed by or whose opponents are supported by significant levels of non-candidate spending. The maximum amount of matching funds that a **City Controller** candidate may receive is \$267,000 for the primary election and \$300,000 for the general. An additional \$60,000 of matching funds will be available to candidates who are opposed by or whose opponents are supported by significant levels of non-candidate spending in their race.

To qualify, City Attorney or Controller Candidates must:

- Raise \$75,000 or more in contributions of \$500 or less which are received with 24 months of the election (contributions up to the legal limit may be received, but only the first \$500 of each contribution counts towards qualification). These qualifying contributions may be from any source other than from the candidate or his or her immediate family
- Be opposed by a candidate who has qualified for matching funds or has raised at least \$100,000.
- Agree not to contribute more than \$100,000 per election from personal funds to his or her campaign.
- **City Attorney** candidates agree to spend not more than \$1,013,000 in the primary and \$788,000 in the general election and **City Controller** candidates agree to spend not more than \$900,000 in the primary and \$676,000 in the general election
- Agree to participate in at least one debate in the primary election and two debates in the general election.

City Council Candidates

Qualified Candidates receive one dollar of Public Matching Funds for every one dollar raised from an individual (a human being rather than an entity) in contributions totaling no more than \$250 per individual received within 12 months before the election. Note that contributions up to the legal \$500 limit may be received, but only the first \$250 from each individual will be matched. The maximum amount of matching funds that a City Council candidate may receive is \$100,000 for the primary and \$125,000 for the general. An additional \$25,000 of funds will be available to candidates who are supported by significant levels of non-candidate spending in their race.

To qualify, City Council candidates must:

- Raise \$25,000 or more in contributions of \$250 or less within 18 months of the election. Contributions up to the legal \$500 limit may be received, but only the first \$250 from each individual counts for qualification purposes. These qualifying contributions may be from any source other than from the candidate or his or her immediate family.
- Be opposed by a candidate who has qualified for matching funds or has raised at least \$50,000.
- Agree not to contribute more than \$25,000 per election from personal funds to his or her campaign.
- Agree to spend not more than \$330,000 in the primary and \$275,000 in the general election.
- Agree to participate in at least one debate in the primary election and two debates in the general election..

Contact Information.

City Ethics Commission

For questions concerning campaign financing such as raising and spending campaign funds, Public Matching Funds, filing campaign disclosure statements, record keeping and audits.

200 N. Spring St., Rm. #2410
Los Angeles, CA 90012
(213) 978-1960
TTY (213) 978-2609
Fax: (213) 978-1988

Visit the
City Ethics Commission website
for Candidate Updates
<http://ethics.lacity.org>



City Clerk - Election Division

For questions concerning the City election ballot such as candidate eligibility, declaring candidacy, nominating petitions, and filing fees.

200 N. Spring Street
City Hall Room 285
Los Angeles, CA 90012

Phone (213) 978-0444
Fax (213) 978-0362
www.cityofla.org/CLK/election

Fair Political Practices Commission - Technical Assistance Division

For questions concerning state campaign finance and disclosure laws or to receive a copy of Campaign Disclosure Manual A.

428 J Street, Suite 620
Sacramento, CA 95814

Phone (Toll Free) 1-866-ASK-FPPC (866-275-3772)
Fax (916) 327-2026
www.fppc.ca.gov

Secretary of State - Political Reform Division

For questions concerning qualifying as a campaign committee, committee identification number, or to file a Statement of Organization.

P.O. Box 1467 (95812-1467)
1500 11th Street, Room 495
Sacramento, CA 95814

Phone (916) 653-6224
Fax (916) 653-5045
www.ss.ca.gov