



# RUNNING FOR CITY CLERK

Election for Redlands City Clerk – November 5, 2024  
Candidate Filing Period: July 15, 2024 to August 9, 2024

In Redlands, the City Clerk is an elected official and is responsible directly to the voters. Deputies may be appointed by the City Clerk and shall hold office at the pleasure of the City Clerk. The City Clerk serves the City Council, the City Manager, and all administrative departments and performs the following duties:

- Ensures the legislative process is open and public, adhering to the publishing requirements for public notices for meetings and public hearings, including City elections, City Council and Commission meetings
- Keeps an accurate record of the proceedings of the City Council, the Board of Directors of the Successor Agency of the former Redevelopment Agency and the Redlands Financing Authority and maintains a comprehensive general index
- Attests, publishes, and preserves an accurate record of all City ordinances and resolutions
- Maintains files of City contracts, agreements, and deeds
- Records, preserves, researches and provides for public access to the City's historical records
- Administers oaths, affirmations and acknowledgments
- Is the custodian of the City Seal

The annual salary for the elective office of the City Clerk is \$85,454

## Who Can Run?

A citizen who wants to run for the office of City Clerk must be a registered voter within the Redlands' City limits. Nomination papers are issued only by the City Clerk or her deputy during normal office hours. The nomination petition must be signed by at least 20, no more than 30, registered voters of Redlands. Any person registered to vote at the election may circulate the nomination paper. The circulator must sign the "Declaration of Circulator" and the candidate must sign the "Affidavit of Nominee and Oath/Affirmation of Allegiance."

## Candidate Reporting Requirements

A candidate must complete and file, with his or her nomination papers, a Statement of Economic Interests (also known as a conflict of interest filing). This document, required by State law, informs voters of the candidate's investments, interests in real property, and income.

A candidate may prepare a candidate statement for inclusion in the sample ballot. The statement may include name, age, and occupation of the candidate, and a brief description of no more than 200 words of

the candidate's education and qualifications. This statement must be filed with the nomination papers; it may be withdrawn, but not changed, during the filing period and until 5:00 P.M. the next working day. Payment of a deposit to cover the costs of translation and printing of the candidate statement must accompany the statement. This deposit is an estimate of the cost. If the deposit exceeds the cost, a refund will be made following the election. If the cost exceeds the deposit, the candidate will be billed.

The Political Reform Act was adopted by voter initiative in 1974 and requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give; and the amount officeholders, candidates, and committees spend. A Candidate Intention Statement (Form 501), declaring a candidate's intention to run for a specific office must be filed with the City Clerk's office before a candidate can solicit or receive any contributions. A Statement of Organization (Form 410) must be filed with the Fair Political Practices Commission (FPPC) in Sacramento within 10 days of receiving \$2,000 in contributions. These forms are available through the City Clerk's Office or the FPPC.

### Campaign Contribution Limits for City and County Candidates

Redlands has not enacted a contribution limit on candidates running for office in the City, however, pursuant to Assembly Bill 571 (Stats. 2019, Ch. 556, AB 571 Mullin), beginning January 1, 2021, a state campaign contribution limit will by default apply to candidates in the City of Redlands. AB 571 governs campaign contribution limits when the city or county has not already adopted a contribution limit on such candidates. Along with the new campaign contribution limit, there are also other related provisions that formerly applied only to state level candidates that will now apply to city and county candidates. The contribution limit that now applies to city and county candidates pursuant to AB 571 is updated biennially for inflation. Contribution limits can be found in Regulation 18545(a)2 and on the FPPC website.

### 2023-2024 Default Contribution Limit

The default limit for contributions to city and county candidates subject to AB 571 for 2023-2024 is set at: \$5,500 per election.

For more information – Please contact the City Clerk:

(909) 798-7532

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