



**FAIR POLITICAL PRACTICES COMMISSION**  
428 J Street • Suite 620 • Sacramento, CA 95814-2329  
(916) 322-5660 • Fax (916) 322-0886

**MEMORANDUM**

**To:** Vice Chair Eskovitz, Commissioners Casher, Wasserman, and Wynne  
**From:** Lynda Cassady, Chief of Technical Assistance Division  
**Subject:** Report of Division Activities

**Advice Requests**

On January 31<sup>st</sup> all lobbyists, lobbying employers, local and state candidates, general purpose committees and ballot measure committees were required to file a year-end statement closing on December 31<sup>st</sup>. Agency staff opened the telephone lines for additional hours to help individuals complete their reports on the January 31 filing deadline. As anticipated, phones were extremely heavy during January with over 100 phone calls some days. Email advice averaged over 50 inquiries on some days, and overall we experienced a 30 percent increase in advice emails over the same month last year.

Email advice requests: January: 900

Telephone advice requests: January: 1,100

**Form 700- Statement of Economic Interests**

All state and local agencies and the courts were notified of the 2013/14 annual filing requirement. Over 20 separate types of notices were emailed. Staff is already receiving statements.

**Form 700-Approvals of Electronic Filing Systems**

Staff has approved over 50 programs.

**Campaign Manual**

Staff published a draft campaign manual for ballot measure committees and will hold an IP meeting on February 12, 2014.

**Special Presentations**

Manager Trish Mayer provided testimony as an expert witness in a Los Angeles County Superior Court trial.

**Seminars and Workshops**

Consultant Alexandra Castillo made a presentation to candidates and treasurers and Consultant Ivy Branaman gave an overview of the duties for campaign filing officers in Santa Clarita. Both workshops were well received with evaluation comments such as "Great job – good examples and dialogue," and "Will encourage others to attend training."

## **Webinar Training**

To assist campaign filers with last minute reporting questions, Consultants Cynthia Fisher and Courtney Miller made four campaign reporting webinars geared towards completing the Form 460 the last two weeks of January. We received comments such as “Due to the training, you helped us avoid future mistakes”; “This training session came about just in time, and answered all of my reporting questions”; and “Looking forward to more webinars like this in the future.”

The Division has rolled out its webinar schedule for the first six months of 2014 and will be hosting over 20 webinars. In the campaign reporting area, we revised our program so that one webinar covers the basic terms that apply to all campaign committees. In addition, three different webinars review how to complete the forms and include examples as a candidate election committee, a political party committee or a local PAC.

To assist local agencies, a webinar will cover the duties that city and county clerks must exercise in processing campaign reports. Both local and state agency staff will be able to view a webinar on processing the Form 700, Statement of Economic Interests. And in June, webinars will be held to assist local agencies that must review and amend the agency’s conflict of interest code.

### **Filing Officer Outreaches**

Ivy Branaman conducted an outreach with staff from the Department of General Services on performing their administrative duties for Form 700s.

### **Conflict-of-Interest Codes**

Since my last report the following list identifies the approved amendments and adoptions to conflict-of-interest codes:

#### **State Agencies:**

Department of Justice

#### **Multi-County Agencies:**

Chaffey Joint Union High School District

Lake Don Pedro Community Services District