



STATE OF CALIFORNIA  
**FAIR POLITICAL PRACTICES COMMISSION**  
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**To:** Chair Ravel and Commissioners Eskovitz, Garrett, Montgomery and Wasserman

**From:** Lynda Cassady, Chief of Technical Assistance Division

**Subject:** Report of Division Activities

**Date:** February 12, 2013

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### **Advice Requests**

In December, the FPPC switched to a new service provider for the agency's telephone service. The newly-implemented phone system enables us to provide more efficient service and tracking of calls for budget purposes. Heading into our busy filing season, staff fielded up to 300 phone calls some days and in January answered over 600 email advice questions. Requests for email advice continue to climb – in 2012, staff answered over 6,100 email advice questions – almost triple the amount of email advice questions responded to in 2011.

### **New Program Implementation Status**

Due to new legislation that took effect on January 1, 2013, staff has moved quickly to implement new programs related to independent expenditure reporting forms and certification of Form 700 electronic filing systems. .

- A campaign webpage associated with the new Form 462-Verification of Principal Officers was established. A dedicated mailbox receives reports and several reports are posted in connection with the Los Angeles election. Cynthia Jones was responsible for quickly implementing and administering this new program.
- We have worked jointly with IT staff to administer the approvals of Form 700 electronic filing programs. Tara Stock and Adrienne Tackley review each agency's proposal to ensure that reporting guidance is correct and meets FPPC standards.

### **Educational Resources**

Each year, due to changes in the PRA, the Division must revise certain forms and develop new informational material. This year, staff ensured that all of the changes were posted on the website as soon as possible. These projects include:

- Adrienne Tackley revised the state contribution limits and voluntary expenditure limits charts to provide for new limits effective January 1, 2013, in a streamlined format.

- Ivy Branaman revised the Agency Appointment (Form 806) FAQs to address recent amendments to Reg. 18705.5 regarding incumbent appointments, and also oversaw the implementation of a new Excel format for agencies using Form 806.
- Barbara Smith revised the ad disclosure charts to comply with new legislative and regulatory changes concerning mandatory identification on all independent expenditure communications.
- Cynthia Fisher, Adrienne Tackley and Barbara Smith worked overtime to create and update the 2013 campaign filing schedules. Because the reporting rules treat odd-year elections differently than even year elections and the reporting deadlines vary by committee type, the filing schedules are very time consuming to prepare. In addition, beginning in 2013 several new reporting rules went into effect. Filing schedules for special elections were posted within three days from the date the election was called.
- Trish Mayer administered yearly revisions to the Statement of Economic Interests, Form 700, and related documents which were posted on our website by December 31, 2012. This year, the newsletters for filing agents were designed so that they can be posted on the website and provide relevant information throughout the year.
- Ivy Branaman oversaw distributing the 2013 biennial notice and related materials concerning conflict-of-interest code amendments to all state agencies. The biennial notice must be filed by all state agencies by March 1, 2013.
- Barbara Smith and Cyndi Glaser compiled a comprehensive year-end report of contributions in connection with the November state ballot measure elections.
- Tara Stock and Trish Mayer compiled reports on independent expenditure reporting in legislative races. The reports continue to show that a significant amount of money is spent in competitive legislative races.
- Tara Stock consolidated several facts sheets related to Form 700 reporting into one FAQ format. This will make it much easier for filers to access and view.
- Tara Stock and Sarah Olson prepared a fact sheet summarizing the key provisions related to the use of public funds for mass mailings. Elected officials have strict guidelines on how they may be featured in the communications.

## **Seminars and Outreach**

### **Candidates & Treasurers**

In response to requests for candidate and treasurer training in connection with the March 5, 2013, election, Alex Castillo traveled to Redondo Beach and Pasadena to conduct workshops to well-attended audiences. Sarah Olson also provided well-received training to campaign filing officers in Redondo Beach.

### **Form 700 Filing Officers**

Dixie Howard and Cyndi Glaser provided training to state and local filing officers who administer Form 700s at well-attended workshops in the FPPC's offices in February. Additional Form 700 filing officer training sessions are scheduled for March.

### **Conflict-of-Interest Code Amendments**

Ivy Branaman provided training to state agency officials who administer conflict-of-interest code amendments at a beneficial workshop in the FPPC's offices in February.

### **Webinar Training**

- Sarah Olson provided webinar training to over 70 state agency officials who administer conflict-of-interest code amendments on February 6. Additional conflict-of-interest code and Form 700 filing officer webinars are scheduled for March.
- Webinars are currently being developed for the 800 Series Agency Forms, candidates and treasurers, and for PACs. We anticipate scheduling these webinars in Spring and Summer 2013.

### **Filing Officer Outreaches**

Staff continues to travel with a focus on providing outreach training to counties who administer campaign statements and Form 700s. This in-house assistance is extremely beneficial as it is customized to meet each agency's unique training needs. Alex Castillo provided training on campaign filing officer duties and Cynthia Fisher provided training on Form 700 filing officer duties in Amador County. Alex Castillo provided campaign filing officer training to officials in Colusa County. Upcoming outreaches are scheduled for state agency and county staff who administer Form 700s.

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

An update to the FPPC conflict-of-interest code is currently being circulated for comment. Alex Castillo is coordinating the amendment.

Approved amendments and adoptions to conflict-of-interest codes include:

#### **State Agencies:**

Office of the State Treasurer

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

Bay Area Water Supply and Conservation Agency  
CA Transit Insurance Pool  
Citrus Heights Water District  
Eastern Sierra Transit Authority  
El Dorado Irrigation District  
Hanford Joint Union High School District  
Kern River Watershed Authority  
Marin County Office of Education  
Mid-Peninsula Regional Open Space District  
Napa-Vallejo Waste Management Authority  
Reclamation District #108  
Reclamation District #1001  
Reclamation District #2103  
Sacramento Area Flood Control Agency  
San Joaquin Unified Air Pollution Control District  
Trindel Insurance Fund  
Truckee Donner Public Utility District