



**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**

The Form 700 filing deadlines and pre-election campaign statement deadlines for numerous elections during the first six months of the year have caused an upswing in phone advice and email advice: over 7,000 advice requests!

Phone counts January – March: 3,800  
Email counts January – March: 3,275

**Form 700- Statement of Economic Interests**

The SEI unit staff worked until 8:30 p.m. on March 3, 2014, so that the forms for state elected officials could be scanned, redacted and posted to our website the following day by 9:00 a.m. Many statements were still being filed up to 5:00 p.m. on the deadline. In addition, staff has reviewed all 152 statements filed by the state elected officials and have contacted those where amendments may be necessary.

Staff is gearing up to process the over 15,000 statements that will be received during the months of March and April while filling requests for the public to view almost 600 statements during the first quarter of 2014.

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

Staff has approved over 68 programs.

**Campaign Manuals**

The ballot measure manual will be ready for adoption at the Commission's May meeting and both the general purpose committee manual and slate mailer manual are expected to be posted for public comment in April.

**Special Presentations**

Managers Dixie Howard and Trish Mayer made a presentation to over 600 Cal EPA filers on completing their Form 700s, and provided guidance on spotting potential conflicts of interest and an overview of the revolving door rules after leaving state service. Division Chief Lynda Cassady and Consultant Cynthia Jones gave an FPPC overview to students at William Jessup University at the State Capitol. Consultants Alex Castillo and Cyndi Glaser made a presentation to Riverside County Sheriff Department staff on completing their Form 700s.

### **Seminars and Workshops**

During February and March, staff made presentations to candidates and treasurers and to state and local staff responsible for performing administrative duties on Form 700s and campaign statements. The presentations were well attended, and provided invaluable information on duties required under the Act. Manager Trish Mayer made a presentation to candidates and treasurers in Torrance. We were pleased to have Commissioner Gavin Wasserman join us in the session to give welcoming opening remarks, and further participate in the presentation.

Consultant Alexandra Castillo made presentations to candidates and treasurers in Orange County and in San Diego County. Manager Dixie Howard made presentations to local and state agency filing officers concerning administering Form 700s at the FPPC's office. Some attendees traveled great distances to participate in the training from as far away as Siskiyou County. Consultants Ivy Branaman and Alexandra Castillo made a Nuts and Bolts presentation to Northern California Clerks on performing their filing officer duties for campaign statements and Form 700s.

### **Webinar Training**

A brand new webinar was developed and presented by Consultant Cynthia Jones for all types of campaign committees covering the basic rules on treasurer duties, fundraising, ad disclosure, and restrictions. Consultants Ivy Branaman, Courtney Miller, Cynthia Fisher, Alex Castillo and Deborah Hanephin made webinar presentations to filing officers who perform administrative duties for Form 700s and campaign statements, as well as political party treasurers and candidates and treasurers on their reporting obligations. We are averaging 40 signups for the webinar presentations, and they have been well received because they are scheduled in proximity to filing deadlines, and attendees don't incur travel costs. Upcoming webinars on reviewing and amending local agency conflict of interest codes are scheduled for June.

Also in June staff anticipates updating the webinar program in a manner that allows for the presentation to be posted on the FPPC website so that it can be even more accessible to the public.

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

The Department of Motor Vehicles' conflict of interest code amendment was approved. Staff participated in on-site meetings with staff of the Delta Protection Council and Employment Development Department as both agencies are preparing amendments.