



STATE OF CALIFORNIA  
FAIR POLITICAL PRACTICES COMMISSION  
1102 Q Street • Suite 3050 • Sacramento, CA 95811

December 15, 2023

City of Sierra Madre City Clerk's Office  
Attn: Laura Aguilar  
Via email: Laguilar@cityofsierramadre.com

**Re: Warning Letter; FPPC No. 2020-00336; Sierra Madre City Clerk's Office**

Dear Laura Aguilar:

The Enforcement Division of the Fair Political Practices Commission ("FPPC") enforces the provisions of the Political Reform Act (the "Act").<sup>1</sup> This letter is in response to a sworn complaint, regarding the filing officer duties as they relate to campaign statements in connection with local mayors and city councilmembers.

The Act imposes specific duties upon filing officers and filing officials who receive campaign statements.<sup>2</sup> Every report and statement filed pursuant to the Act must be open for public inspection and reproduction during regular business hours no later than the second business day following the date it was received.<sup>3</sup> Further, the Act requires the filing official to retain original campaign statement of mayors, city councilmembers and county supervisors indefinitely, while campaign statements for unsuccessful candidates must be retained for five years.<sup>4</sup>

The Sierra Madre City Clerk's Office violated the Act by failing to retain original campaign statements for the mayor and city councilmembers for filings prior to 2018, as required. However, the Enforcement Division has decided to close this case with this warning letter rather than a fine because the Sierra Madre City Clerk explained the previous City Clerk left in 2018 resulting in some documents that were not retained and have no prior history with the Enforcement Division.

This letter serves as a written warning. The information in this matter will be retained and may be considered should an enforcement action become necessary based on newly discovered information or future conduct. Failure to comply with the provisions of the Act in the future will result in monetary penalties of up to \$5,000 for each violation.

A warning letter is an Enforcement Division case resolution without administrative prosecution or fine. The Commission has adopted Regulation 18360.1 to authorize the Enforcement Division to issue warning letters to conclude cases in specified circumstances. However, the warning letter resolution does not provide you with the opportunity for a probable cause hearing or hearing before an Administrative Law Judge or the Commission. If you wish to avail yourself of these

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<sup>1</sup> The Political Reform Act is contained in Government Code Sections 81000 through 91014, and all statutory references are to this code. The regulations of the Fair Political Practices Commission are contained in sections 18104 through 18998 of Title 2 of the California Code of Regulations.

<sup>2</sup> Section 81010; Regulation 18110.

<sup>3</sup> Section 81008.

<sup>4</sup> Section 81009, subd. (b).

proceedings by requesting that your case proceed with prosecution rather than a warning, please notify us within ten (10) days from the date of this letter. Upon this notification, the Enforcement Division will rescind this warning letter and proceed with administrative prosecution of this case. If we do not receive such notification, this warning letter will be posted on the Commission's website ten (10) days from the date of this letter.

Please feel free to contact me at [bcastillo@fppc.ca.gov](mailto:bcastillo@fppc.ca.gov) with any questions you may have regarding this letter.

Sincerely,

*Bridgette Castillo*

Bridgette Castillo  
Senior Commission Counsel, Enforcement Division