

TOWN OF
TRUCKEE



2024 Candidate Handbook
for November 5, 2024
General Municipal Election

TOWN OF TRUCKEE - CANDIDATE HANDBOOK

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Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member

Courtney Henderson, Council Member

Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

Danny Renfrow, Chief of Police

Kelly Carpenter, Town Clerk

Hilary Hobbs, Assistant to the Town Manager

Nicole Casey, Administrative Services Director

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

July 15, 2024

Prospective Town Council Candidates:

I hope you find the attached resource guide a benefit to you as you contemplate your candidacy over the coming weeks. The intent is to provide you with the necessary forms, deadlines, basic information, and awareness during your candidacy.

We have also set up a candidate orientation briefing for **Thursday, August 29, 2024, at 4:30 p.m.**, at Town Hall. This meeting should last approximately 90 minutes and will provide an opportunity for you to meet Town Department Heads and find out the responsibilities of each Department. We will also discuss timely major projects and initiatives, the Town budget, current Council priorities and answer your questions.

I am very proud of the Town staff and believe you will find them to be very approachable and willing to discuss issues with you. They possess a wealth of experience in municipal government and more specifically about the Town of Truckee and I encourage you to take advantage of this opportunity to find out more about the work being done by the Town. We look forward to meeting you.

Should you have questions or specific information needs please feel free to contact me by phone (530) 582-2901 or e-mail jcallaway@townoftruckee.com.

Sincerely,

Jen Callaway

Town Manager

NOTICE TO CANDIDATES

The Town of Truckee Candidate's Handbook is intended to provide general information about subject matter covered and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Truckee Town Clerk is not rendering legal advice and therefore **The Handbook is not to be a substitute for legal counsel** for the individual or candidate using it. In case of conflict, the law, regulation or rule will apply.

Unless otherwise indicated, all code section references are to the California; Government Code, or Election Code.

SECTION

1

Elections Overview

Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member
Courtney Henderson, Council Member
Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager
Andy Morris, Town Attorney
Danny Renfrow, Chief of Police
Kelly Carpenter, Town Clerk
Hilary Hobbs, Assistant to the Town Manager
Nicole Casey, Administrative Services Director
Daniel Wilkins, Public Works Director/Town Engineer
Denyelle Nishimori, Community Development Director

Dear Candidate:

The following Candidate Handbook has been prepared to help you through the maze of paperwork involved in becoming a candidate for public office.

The forms required for filing are contained in this handbook. The handbook also contains instructions and information on how to fill out the forms and when and where to file them. Because completing your forms properly is so important, please read this information carefully and remember to file all your nomination papers together before the filing deadline. The deadline for filing your nomination papers is **Friday, August 9, 2024, 5:00 p.m. in the Town Clerk's Office, Town Hall, 10183 Truckee Airport Road, Truckee, California**. The filing period may be extended to August 14, 2024, at 5:00 p.m. if an incumbent does not file by August 9th. No incumbents may file between August 9th and August 14th.

Please call my office and arrange for an appointment when you are ready to file all of your required papers. I will be happy to go over any questions you may have at that time.

As a courtesy, once you have filed your nomination papers, my office will e-mail you copies of all upcoming Town Council meeting agendas and correspondence to keep you abreast of current issues. Candidate information will be posted on the Town website at www.townoftruckee.gov.

Although State law and common sense prevents this office from giving you any legal advice, we are pleased to give you any general information you may need. Please feel free to call my office at (530) 582-2924 if we can be of any further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Kelly Carpenter". The signature is written in a cursive style with a large, prominent "K" and "C".

Kelly Carpenter
Town Clerk

CANDIDATE'S FILING PACKET RECEIPT

I, _____ candidate for Truckee Town Council acknowledge receipt of the candidate's packet containing:

Section	Document	Date Filed
	Candidate letter from the Town Manager	n/a
	Notice to Candidates	n/a
1	Elections Overview	n/a
	Candidate letter from the Town Clerk	n/a
	How the Town of Truckee is Governed	n/a
	General Questions About Running for Town Councilmember	n/a
2	Online Filing Petition	n/a
	Official Filing Petition "Nomination Papers" Instructions	n/a
	Nomination Papers (received in office)	
	Ballot Designation Worksheet	
	Candidate's Statement of Qualifications	
	Candidate's Statement Information Sheet	
	Code of Fair Campaign Practices	
	Literature Requirements/Mass Mailing Requirements	n/a
	Penal Provisions – Election Campaigns	n/a
	Definition of Mass Mailing and Sender	n/a
	Foreign Language Translations Policy	
	Candidate Media Sheet	
	California Elections Code	n/a
3	Reference Material	n/a
	Electioneering	n/a
	Words Required in Paid Political Advertisement Appearing in Newspaper	n/a
	Political Signs	n/a
	Statement of Responsibility for Temporary Political Signs	
	Election Services Available to Candidates	n/a
4	Important Telephone Numbers	n/a
5	Calendar	n/a
	FPPC Filing Schedule for Candidates	n/a
	Local Candidate/Committee Checklist	n/a
6	FPPC Forms	n/a
	FPPC Information Acknowledgment	
7	FPPC Manual (link)	n/a
8	Council Handbook	n/a

The **estimated** cost to print the Candidate Statement of Qualification **\$361.35** per printing, additional charges

may apply (optional Spanish translation **\$100.00**).

Signature of Candidate _____

Town Clerk or Deputy: _____

Dated: _____

HOW THE TOWN OF TRUCKEE IS GOVERNED

The Town of Truckee (along with Nevada City and Grass Valley) is one of three (3) incorporated cities in Nevada County. It is a charter city, incorporated on March 23, 1993. The 2022 population estimate, according to the California State Department of Finance, was 17,100.

The Town of Truckee is governed by five (5) elected, at-large Council Members for four-year terms. Elections are held every other year and terms are staggered.

In December each year, Council Members choose which of them will serve as Mayor and Vice Mayor for the following year.

The goals and policies set forth by the Council are carried out by the Town Manager, who administers the daily affairs of our Town and supervises the Department Heads.

Town departments and their divisions include:

- Public Works/Engineering
 - Facilities / Maintenance
 - Fleet
 - Transit
- Community Development
 - Building Safety
 - Code Compliance
 - Planning
- Administrative Services
 - Information Technology
 - Human Resources
 - Finance / Risk Management
- Assistant to the Town Manager
 - Sustainability
 - Economic Development
 - Solid Waste/Recycling
 - Housing
 - Diversity, Equity and Inclusion
- Police
 - Patrol / Investigations
 - Traffic / Parking
 - Animal Services
- Town Clerk
- Town Attorney

Regular Council meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in Council Chambers located upstairs at 10183 Truckee Airport Rd. The public is invited to all meetings and citizen participation is welcomed.

GENERAL QUESTIONS ABOUT RUNNING FOR TOWN COUNCIL MEMBER

What will it cost?

There is a charge for printing your candidate statement in the sample ballot, if you choose to have one. This is **\$361.35** and is paid to Nevada County, via the Town Clerk. Checks should be made payable to "Nevada County Elections."

NOTE: A Spanish translation would be an additional **\$361.35** for printing and approximately **\$100** for translation by an approved Spanish language translator retained by the company that prints the Nevada County ballots. The total cost to print in two languages is **\$822.70**.

What are the qualifications?

Anyone interested in filing must be an elector of the Town and a registered voter at the time nomination papers are issued. Registered voters must be United States citizens and be at least 18 years old on Election Day.

What does it pay?

Each member of the Town Council receives monthly compensation in the amount of **\$851**.

When do I take office?

The County Clerk's office has until the 28th day following the election to complete the official canvass. Council Members take office following certification of the election results. Typically, this is the first meeting in December. Prior members remain in office until their successors are elected and qualified.

What if I have a question?

Call the Town Clerk's Office at (530) 582-2924.

When do I need to have all of my filing papers filed with the Town Clerk?

The filing period **opens Monday, July 15, 2024** at 8:00 a.m. and **closes on Friday, August 9, 2024** at 5:00 p.m. *The filing period will be extended until **Wednesday, August 14, 2024**, if one of the incumbents for Town Council does not file by the close of the filing period.*

SECTION

2

Official Filing Petition

OFFICIAL FILING PETITION "NOMINATION PAPERS" INSTRUCTIONS

This petition is important and should be handled very carefully. Remember, without an approved Official Filing Petition, your name will not appear on the **November 5, 2024** ballot.

The first step you should take in completing your petition is to decide if you will personally be the circulator or if someone will circulate it for you. **Remember, whoever circulates the petition must personally witness each person's signature.** The circulator must also sign the Declaration of Circulator on the back page of your nomination paper. Documents will not be issued to or accepted from an unauthorized person. The authorization must be in writing and signed by the candidate.

The second step is to obtain the signatures. The petition has 30 spaces for signatures. Although only 20 signatures are required **it is advisable to obtain all 30.** This will give you 10 extra signatures in case any of the first 20 signatures do not qualify. **Signatures qualify only if they are registered voters of the Town of Truckee.** Make sure the residence address given is the same as where they are registered.

Once you have obtained your signatures, you will personally file them with the Town Clerk. The candidate must complete the Affidavit of Nominee on the back page of the nomination paper which includes how the candidate desires his/her name on the ballot and a ballot designation. (See attached Rules on Ballot Designations.)

Please note that all papers listed on your candidate's checklist (nomination paper, candidate statement, FPPC forms, etc.) must be filed at the same time.

It is recommended that you do not wait until the last day to file your nomination papers. Try to file your papers early to allow ample time for the Town Clerk's Office to check your signatures. If there is a problem with your papers, you will still have time to circulate a supplemental nomination paper. Remember that only registered voters of the Town of Truckee are eligible to sign your nomination paper. **A disqualified candidate may be issued a supplemental to the nomination papers, but once papers are filed, cannot add signatures to or delete from an existing nomination papers or supplement.**

Only official documents issued by the Truckee Town Clerk's Office may be used.

Nomination Papers

**Only official documents issued by the Truckee
Town Clerk's Office may be used.**

**Schedule an appointment with the Town Clerk
to receive your papers.**



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted, and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate Information

1

Candidate Name: _____

Office: _____ Email: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Phone Number(s)
Business: _____ Home/Mobile: _____ Fax: _____

Attorney or Other Authorized Person Information

2

Attorney Name (or other person authorized to act on your behalf): _____

Address: _____

Phone Number(s)
Business: _____ Mobile: _____ Fax: _____

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/")].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____

Alternate Ballot Designation(s) 1: _____

Alternate Ballot Designation(s) 2: _____

If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. **Initial** _____

Translation of Proposed Designation: Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: () Masculine () Feminine

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation. **(Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).**
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

Page 2

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

If your proposed ballot designation contains one or more slashes ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

Justification for use of Proposed Ballot Designation(s) If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.	4	Justification for use of 1 st PVO:
		Current or most recent job title: _____ Start Date: _____ End Date: _____
		Employer Name or Business: _____
		Person who can verify this information: Name: _____ Phone Number(s): _____ Email: _____
		Justification for use of 2 nd PVO:
		Current or most recent job title: _____ Start Date: _____ End Date: _____
		Employer Name or Business: _____
		Person who can verify this information: Name: _____ Phone Number(s): _____ Email: _____
		Justification for use of 3 rd PVO:
		Current or most recent job title: _____ Start Date: _____ End Date: _____
		Employer Name or Business: _____
		Person who can verify this information: Name: _____ Phone Number(s): _____ Email: _____

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- | | | |
|--|--|---------------|
| 1) Use only a portion of the title of your current elected office? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 3) Use more than three total words for your principal professions, vocations, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 6) Abbreviate the word "retired"? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 7) Place the word "retired" after the words it modifies? Example: Accountant, retired | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 8) Use a word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 10) Use the name of a political party or political body? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 11) Refer to a racial, religious, or ethnic group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |
| 12) Refer to any activity prohibited by law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X

Candidate's Signature

Date Signed: Month/Day/Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).



COMPLETE THIS PAGE ONLY IF one or more Alternate Ballot Designation(s) are provided. If this page is not applicable, please initial: _____.

Justification for Alternate Ballot Designation(s) 1

A

Justification for use of 1 st PVO:
Current or most recent job title: _____ Start Date: _____ End Date: _____
Employer Name or Business: _____
Person who can verify this information:
Name: _____ Phone Number(s): _____ Email: _____
Justification for use of 2 nd PVO:
Current or most recent job title: _____ Start Date: _____ End Date: _____
Employer Name or Business: _____
Person who can verify this information:
Name: _____ Phone Number(s): _____ Email: _____
Justification for use of 3 rd PVO:
Current or most recent job title: _____ Start Date: _____ End Date: _____
Employer Name or Business: _____
Person who can verify this information:
Name: _____ Phone Number(s): _____ Email: _____

Justification for Alternate Ballot Designation(s) 2

B

Justification for use of 1 st PVO:
Current or most recent job title: _____ Start Date: _____ End Date: _____
Employer Name or Business: _____
Person who can verify this information:
Name: _____ Phone Number(s): _____ Email: _____
Justification for use of 2 nd PVO:
Current or most recent job title: _____ Start Date: _____ End Date: _____
Employer Name or Business: _____
Person who can verify this information:
Name: _____ Phone Number(s): _____ Email: _____
Justification for use of 3 rd PVO:
Current or most recent job title: _____ Start Date: _____ End Date: _____
Employer Name or Business: _____
Person who can verify this information:
Name: _____ Phone Number(s): _____ Email: _____



For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which the candidate holds at the time of filing the nomination papers, and was elected to that office by a vote of the people. A candidate shall not use the word "incumbent" if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which the candidate holds and to which the candidate was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that the candidate holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of the candidate's principal professions shall use one of the following ballot designations as the candidate's ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:



- (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date the candidate receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
 - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.
- (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.
- (j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

For your reference, Elections Code section 13107.3 is reproduced below:

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

- (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
- (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
 - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
 - (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.



For your reference, California Code of Regulations section 20711 is reproduced below:

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member

Courtney Henderson, Council Member

Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

Danny Renfrow, Chief of Police

Kelly Carpenter, Town Clerk

Hilary Hobbs, Assistant to the Town Manager

Nicole Casey, Administrative Services Director

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Candidate for the office of: _____
Name of Office and District/Trustee Area (if applicable)

Name: _____

Email Address: _____

CHECK ONE:

- I DO NOT wish to have a Candidate Statement appear in the Voter Information Guide
- I wish to have my Candidate's Statement printed in the Voter Information Guide in English ONLY for a fee of \$361.35. (Check payable to "Nevada County Elections.")
- I wish to have my Candidate's Statement printed in English AND translated into Spanish for a fee of \$ 822.70 (\$361.35x 2 plus \$100). (Check payable to "Nevada County Elections.")

The Elections Office has received a check in the amount of \$_____ from the candidate named above to publish a Candidate's Statement of Qualifications in the Voter Information Guide.

By checking the appropriate box below, the candidate expresses their desire that the Candidate's Statement and check be held until the state-mandated deadline for withdrawing a Candidate's Statement, including the five-day extension period, if applicable. By checking "yes," the Candidate's Statement will not be published and the check will be returned to the candidate if the office specified above is not contested.

- Yes, hold Statement and Check
- No, process Statement and Check

Notice to the candidate: This statement *may* include *your* age, occupation, and a brief description of your education and qualifications. It may not exceed **200** words for most candidates. You are responsible for checking the statement's spelling, punctuation, and grammar. To ensure that the Elections Department has printed your name and statement correctly, you will have an opportunity to view how your statement will appear in the Voter Information Guide. **No changes are permitted after the statement is filed.** Candidates' statements are confidential until the expiration of the filing deadline. Please refer to the Candidate's Handbook for word count and formatting guidelines.

*Please email your Candidate's Statement of Qualifications **in Word Format** to kcarpenter@townoftruckee.com*

Date

Candidate Signature

CANDIDATE'S STATEMENT INFORMATION SHEET

Complete this form, and submit with your candidate statement. Please use all regular lower case letters (do not use all caps). Provide a brief description of no more than 200 words, of the candidate's education and qualifications. Be sure to include the official title of the office you are a candidate for, your name, age, and occupation.

(see bottom of reverse side for sample format)

Enter the candidate's name and the office title:

Enter the name of the jurisdiction to which the office belongs, if other than the name of the city (i.e. the name of the school district).

Candidates Name Male Female

Jurisdiction Name

Office Title (i.e. Mayor, Member of the City Council, City Clerk, Member of the Board of Education, etc.)

I DO NOT WANT to file a candidate statement.

I DO WANT to file a candidate statement but want to only have it on the city website for electronic distribution.

I DO WANT my English Candidate Statement to be printed in the Voter Information Guide & on the city website for electronic distribution.

I ALSO WANT my English Candidate Statement to be printed in the Voter Information Guide & on the city website for electronic distribution in the following languages:

- Spanish/Colloquial (informal) Chinese/Traditional Hindi Khmer Tagalog Vietnamese
- Spanish/Castillian (formal) Chinese/Simplified Japanese Korean Thai

Signature of Candidate: _____

STATE LAW PROVIDES (per Election Code Section 13307, 13308, 13311):

1. A Candidate Statement is optional and available to all candidates for nonpartisan offices.
2. The statement may include candidate's age, occupation and a brief description of education and qualifications (expressed by the candidate himself or herself).
3. Each local jurisdiction determines:
 - a. the maximum number of words allowed, usually 200 words
 - b. responsibility for payment, the candidate or the jurisdiction
 - c. whether the costs are to be paid in advance.
4. Reference to political party affiliation or mention of any partisan political membership or activity is not permitted.
5. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
6. **No changes of any kind are allowed AFTER the statement is filed.**
7. The statement may be withdrawn (in writing) up to 5:00 pm of the next working day after the close of the nomination period.
8. Statements are confidential until after the close of the nomination period.
9. A candidate may request that the statement also be printed in other languages and included in the Voter Information Guide mailed to all voters in the election area. An additional fee may be required to print the additional languages.

CANDIDATE STATEMENTS MUST BE FILED AT THE TIME NOMINATION PAPERS ARE FILED.

COST INFORMATION:

The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that may be significantly more or less depending on the actual number of candidates filing statements.

For Election Official's use only: Estimated Cost of Printing Candidate's Statement in:

English: _____ Spanish: _____ Chinese: _____ Korean: _____ Tagalog: _____ Vietnamese: _____ Other: _____

If applicable, the below estimated cost is for the Translations (and formatting if translation is provided by the candidate) and this cost does not include printing, which cost is noted above:

Spanish: _____ Chinese: _____ Korean: _____ Tagalog: _____ Vietnamese: _____ Other: _____

- Election Official: a. Send one copy of this page and the candidate statement to the County
 c. make one copy for candidate
- b. keep original set for your files
 d. make one or more copies for the translator(s) if necessary

(More information on reverse side)

CANDIDATE'S STATEMENT INFORMATION SHEET

Please type using regular lowercase letters, do not use all CAPS.
Type your statement clearly and legibly - DO NOT handwrite or print.

Section 13307 of the Elections Code of the State of California sets forth guidelines for candidate's statements.
Please follow them:

1. The statement of each candidate shall be printed in type of uniform size and darkness and with uniform spacing.
2. The statement shall not include any party affiliation or membership or activity in partisan political organizations.
3. Reference to other candidates for that office or to another candidate's qualifications, character, or activities are prohibited.
4. Your statement will be printed as submitted; therefore you are advised to carefully check for errors in punctuation and grammar. Spelling however, will be corrected by the computer automatically.
5. Remember to sign this form and any supplemental sheets if used and attach them to your statement. If you wish to have a foreign language translation of your statement prepared for printing in the Voter's Pamphlet, be sure to check the space(s) provided on the front of this form.

WORD COUNT STANDARDS

As stated in Section 9 of the California Elections Code.

- (a) Counting of words, for purposes of this code, shall be as follows:
- (1) Punctuation is not counted.
 - (2) Each word shall be counted as one word except as specified in this section.
 - (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
 - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
e.g. *UCLA, PTA, L.A.P.D.*
 - (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - (6) Dates shall be counted as one word, in either format, i.e., *April 10, 1990* or *4/10/90*.
 - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
 - (8) Telephone numbers shall be counted as one word.
 - (9) Internet website addresses shall be counted as one word.
- (b) This section does not apply to counting words for ballot designations under Sections 13107.

FOR MEMBER OF THE CITY COUNCIL

JOHN SMITH

Age: 45

Occupation: Businessman

I have been a 30 year resident of this City and thoroughly enjoy living here. I would like to increase citizen education and police resources to stop the gang and graffiti activity that are overtaking our city.

I would like to implement environmental standards for cleaner water and air quality.

I respectfully ask for your support and thank those of you who cast your vote for me. A vote for me is a vote for a better City Council.

/s/ John Smith

SAMPLE OF STATEMENT FORMAT



Using 10 pt type, uniform style.

CODE OF FAIR CAMPAIGN PRACTICES

(Division 20, Chapter 5, Elections Code.)

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. As used in this Chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices (summary)

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the Code shall read, as follows: (See "**CODE OF FAIR CAMPAIGN PRACTICES**" on reverse side).

20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.

(2) **I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) **I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) **I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Signature

Date

Printed Name

Date of Election

LITERATURE REQUIREMENTS

Section 16. Elections Code

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

Section 84305. Government Code

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84504.2 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

(e) For purposes of this section, the following terms have the following meanings:

(1) "Mass electronic mailing" means sending more than 200 substantially similar pieces of electronic mail within a calendar month. "Mass electronic mailing" does not include a communication that was solicited by the recipient, including, but not limited to, acknowledgments for contributions or information that the recipient communicated to the organization.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

PENAL PROVISIONS - ELECTION CAMPAIGNS

Section 18303. Election Code

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

Section 91000. Government Code

(a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

Section 91001. Government Code

(a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.

(b) The civil prosecutor is primarily responsible for enforcement of the civil penalties and remedies of this title. The civil prosecutor is the commission with respect to the state or any state agency, except itself. The Attorney General is the civil prosecutor with respect to the commission. The district attorneys are the civil prosecutors with respect to any other agency. The civil prosecutor may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Upon written authorization from a district attorney, the commission may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Under such circumstances, Section 91007 shall not apply to the commission.

(c) Whether or not a violation is inadvertent, negligent or deliberate, and the presence or absence of good faith shall be considered in applying the remedies and sanctions of this title.

DEFINITION OF MASS MAILING AND SENDER

Section 18435. California Code of Regulations

(a) A "mass mailing" has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Sections 84200 through 84217.

(c) The identification required by Section 84305 must be preceded by the words "Paid for by." These words must be presented in the same size and color as the identification required by Section 84305, and must be immediately adjacent to and above or immediately adjacent to and in front of the required identification unless otherwise specified by statute.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 84305, Government Code.

Section 18435.5. California Code of Regulations

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person "at the behest" of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) Slate Mailers in Multiple Languages. The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

Note: Authority cited: Section 83112, Government Code. Reference: Section 84305.5, Government Code.

Please provide this information sheet to each candidate along with the Candidate's Statement Information Sheet

FOREIGN LANGUAGE TRANSLATIONS POLICY

Translations are to be provided by a person who is one of the following:

- (a) A certified and registered interpreter on the Judicial Council Master List.
 - (b) An interpreter categorized as "certified" or "professionally qualified" by the Administrative Office of the United States Courts.
 - (c) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
 - (d) A current voting member in good standing of the American Translators Association.
 - (e) A current member in good standing of the American Association of Language Specialists.
- (California Elections Code §§ 13307 and 14111).

The following are applicable to all translations:

- All statements must be reviewed and returned within 48 hours to ensure a prompt printing schedule.
- The statement will be translated as written. Corrections, such as spelling and punctuation or missing words can be made by the candidate to the translation to ensure the statement reads properly. ONLY changes made by a translator with their credentials attached will be sent for review. There will be no additional charges for such corrections.
- Translations are literal English to a particular language. Changes to the translation that do not reflect the English version will not be made. The translations will only say what the English statement says, and no more. If you want to say something in another language, make sure you say it in English as well.
- If you wish to submit your own candidate's statement translation, it will be reviewed by a certified translator before being printed, fee to be disclosed by Election Official, unless submitted by a translator with credentials attached. If the submitted translation contains words or phrases that are not in the English statement, they will be struck out and will not appear in the proof or printed version of the translation.
- ALL TRANSLATIONS must be reviewed and approved by the candidate, and a signature of approval of the candidate or his/her representative must be submitted to the Election Official before the statement will be printed.
- Changes requested by any other person except a translator with credentials attached will not be made.

FOR OFFICIAL USE ONLY - *Specific Foreign Language Translation Notation(s):*

Acknowledgement by the Candidate for having read and understood the above:

Signature of Candidate

Printed Name

CANDIDATE MEDIA SHEET

ALL PAPERS FILED FOR CANDIDACY ARE A MATTER OF PUBLIC RECORD

Only provide the information you want released. Customers, including, but not limited to, vendors and media obtain lists of candidates. **Your residence address will be released unless you provide a mailing address.**

PLEASE PRINT

1. _____
Candidate's Name

2. _____
Office Sought (including District, Division or Trustee Area Number, if applicable)

3. _____
Residence Address City, State, Zip

4. _____
Mailing Address City, State, Zip

5. _____
Phone Number

6. _____
E-mail Address

DATE: _____ SIGNATURE: _____

No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual. Government code 6254.21

By my signature below, I give Nevada County Elections permission to post this information to their website:

Signature

CALIFORNIA ELECTIONS CODE 13307

Statement for candidate for nonpartisan elective office; Contents; Filing

- (a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- (2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election.
- (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.
- (b) (1) The elections official shall send to each voter a county voter information guide that contains the written statements of each candidate that is prepared pursuant to subdivision (a). The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.
- (2) The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the following:
 - (A) A certified and registered interpreter on the Judicial Council Master List.
 - (B) An interpreter categorized as "certified" or "professionally qualified" by the Administrative Office of the United States Courts.
 - (C) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
 - (D) A current voting member in good standing of the American Translators Association.
 - (E) A current member in good standing of the American Association of Language Specialists.
- (c) (1) In addition to the statement prepared pursuant to subdivision (a), if the elections official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision.
- (2) A statement prepared pursuant to this subdivision shall be posted on the Internet Web site of the elections official, and may be included in a voter's pamphlet that is electronically distributed by the elections official pursuant to Section 13300.7, but shall not be included in a voter's pamphlet that is printed and mailed to voters pursuant to subdivision (b).
- (3) A statement that is printed in the voter's pamphlet and mailed to voters pursuant to subdivision (b) shall be included with the statement that is prepared and electronically distributed pursuant to this subdivision.
- (4) A statement that is prepared and electronically distributed pursuant to this subdivision shall be displayed in type of uniform size and darkness, and with uniform spacing.
- (5) The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the persons listed in paragraph (2) of subdivision (b).
- (d) The local agency may estimate the total cost of printing, handling, translating, mailing, and electronically distributing candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her

statement included in the county voter information guide or electronically distributed. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency that, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

- (e) This section shall not be deemed to make any statement, or the authors of any statement, free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing electronic distribution pursuant to this section or contained in the county voter information guide.
- (f) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter and, if authorized pursuant to subdivision (c), for the electronically distributed candidate's statement. This decision shall not be revoked or modified after the seventh day before the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, mailing, and electronic distribution shall be provided to each candidate or his or her representative, at the time he or she picks up the nomination papers.
- (g) For purposes of this section and Section 13310, the board of supervisors is the governing body of judicial elections.

CALIFORNIA ELECTIONS CODE 13308

In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed, posted on an Internet Web site, or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section.

SECTION

3

Reference Material

ELECTIONEERING

REMEMBER that no Candidate or committee shall circulate a petition, solicit a vote, speak to a voter on the subject of marking his/her ballot, place a sign on lawns, fences, trees, buildings or do any electioneering within 100 feet of a vote center on all Election Days. Signs or bumper stickers are not to be placed on cars parked within 100 feet of a polling place on Election Days.

As used in this section, 100 feet of a vote center or an elections official's office means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Campaign buttons are not to be worn in the polling place and campaign literature in the voting booths is forbidden by law.

Violations of Elections Code Section 18370 are a misdemeanor.

**20008. WORDS REQUIRED IN PAID POLITICAL ADVERTISEMENT
APPEARING IN NEWSPAPER.**

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point Roman type, whichever is larger, the words "Paid Political Advertisement". The words shall be set apart from any other printed matter.

As used in this section "Paid Political Advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

POLITICAL SIGNS

Town of Truckee Street Right-of-Way

The subject of political sign placement often causes controversy during political campaigns. The Town has sign standards for political signs and total allowable square footage per parcel in its zoning ordinance. The primary concern with placement of these signs is to not cause sight restrictions that might create a safety hazard for motorists, pedestrians, or bicyclists using the street right-of-way.

The Public Works Department will coordinate the size and number of signs allowed per parcel with the Planning Department. The public right-of-way frontage of a parcel will be considered the same as the property line for the adjoining private property. For sight distance or right-of-way obstruction, the candidate will be requested to relocate the sign. Failure to relocate will result in removal of the offending sign by Town staff. The campaign will be notified of this action.

Temporary political signs not exceeding sixteen (16) square feet total for each property in residential zones and thirty-two (32) square feet total for each property in non-residential zones, provided that campaign signs are not posted more than sixty (60) days preceding the election and are removed within fourteen (14) days following the election. (Town of Truckee Zoning Ordinance, 6/18/95)

Signs/Advertising on Power Poles

It is a misdemeanor for any person to place or maintain any signs or other advertising upon the power poles with the district. (Penal Code Section 556.1)

Caltrans Sign Posting Requirements

No political signs may be placed within the right-of-way of any highway or within 660' of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are signs which meet the following criteria:

1. Encourages a particular vote in a scheduled election.
2. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
3. Is no larger than 32 square feet.
4. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election.

Any other signs placed adjacent to and visible from an Interstate or primary highway may only be placed on property zoned primarily for commercial or industrial activities, must be within 1000' of a commercial or industrial building or activity, and must not be closer than 500' from another billboard visible to a freeway or 300' from another billboard visible to a conventional highway. (Section 5405.3 of the State Outdoor Advertising Act) If you have further questions please call the State Department of Transportation at 916 654-6473.

No Signs in Roundabouts

With election season upon us we have seen an increase in the amount of signs providing information about Candidates and Ballot Measures around Town. Although we urge citizens and citizen groups to get involved and get their message out about these important issues, you will need to follow temporary political sign regulations.



Placing signs inside roundabouts can be dangerous for the people placing those signs and for motorists who attempt to read them. The Town has also expended resources on roundabout and roadside landscaping that can be damaged or destroyed by placement of these signs. Town staff is requesting that everyone follow the Town regulations regarding political sign placement: no sign placement in roundabouts, and no signs in any landscaped areas in the Town right-of-way along the roads and sidewalks.

Town regulations provide that temporary political signs may be posted 60 days preceding the election and shall be removed within 14 days following the election and may be located within the Town right-of-way, as long as they do not create site distance conflicts or other safety hazards for motorists, bicycles, or pedestrians. You will need to get the property owners permission before you post political signs in the right-of-way in front of their property.



There are some additional regulations regarding placement of signs. The Public Utility Commission requires signs not be placed on power poles. Town and other jurisdictions prohibit signs from being attached to snow poles, street signs, or other jurisdictional facilities. Caltrans prohibits signs in Caltrans right-of-way.

Thank you for observing these regulations about the proper placement of political signs to help keep our community safe.

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

ELECTION SERVICES AVAILABLE TO CANDIDATES AND COMMITTEES

Various types of services are available to candidates and political committees from the Nevada County Elections Department. Persons placing orders should allow 24 hours for production. All services must be paid for when ordered.

The voter registration file is audited (D-Trans) for duplicates 60 days before an election, 29 days before an election, and at other times for statistical reporting. Between audits, both the new and old records for new registrants remain in the file until the next audit. When ordering mailing labels or electronic data, you may consider waiting for the next D-Trans.

Anyone ordering voter registration information must provide a complete Secretary of State application form and a copy of the driver's license of the person completing the application form. The applicant must swear the voter registration information will be used only for election, governmental or research purposes as defined by Title 2, Division 7, Article 1, Section 19003 of the California Code of Regulations, and Elections Code Section 2194 and Government Code Section 6254.4.

Commonly Ordered Reports

Printed Alpha and Walking Voter Lists, Absentee Alphabetized Lists, Voter Index, Mailing Labels, Street Indexes, Electronic Media - Voter Registration File, Electronic Media - Absentee Alphabetized Lists, and Electronic Media - Statement of Vote.

Please contact the Nevada County Elections Department for further information on services offered or price schedules.

**Nevada County Elections Department
950 Maidu Avenue
Nevada City, CA 95959**

**Phone (530) 265-1298
Toll Free (888) 395-1298
Fax (530) 265-7159 or**

<https://www.mynevadacounty.com/718/Candidate-Filing-Information>

SECTION

4

Important Telephone Numbers

IMPORTANT TELEPHONE NUMBERS

Town Clerk's Office

10183 Truckee Airport Rd.
Truckee, CA 96161

Town Clerk (530) 582-2924
Fax (530) 582-7710
kcarpenter@townoftruckee.com

Fair Political Practices Commission:

Technical Assistance and Analysis Division

For questions concerning:

Campaign Disclosure
State Contribution Limits
Conflict of Interest Disqualification

Advice Line (866) 275-3772
During COVID - advice@fppc.ca.gov
General Contact Line (916) 322-5660
<http://www.fppc.ca.gov>

Legal Division

For questions concerning:

Conflict of Interest Disqualification
Proper Use of Campaign Funds

Enforcement Division

For questions concerning:

How to File a Complaint Under the
Political Reform Act

State Franchise Tax Board:

Statewide

(800) 852-5711

Automated Information

(800) 338-0505

For questions concerning:

<http://www.ftb.ca.gov>

Committee Tax Status
Tax Deductible Contributions
Charitable Non-Profit Groups
Any Other Tax Related Questions

Secretary of State - Political Reform Division

Political Reform Division

For Committee Identification Number

(916) 653-6224

email

<http://www.sos.ca.gov/campaign-lobbying/>

Elections Division

For Information Regarding the Elections Code or
Statewide Elections Results

(916) 657-2166

<https://www.sos.ca.gov/elections/>

Nevada County Elections Department/Registrar of Voters

(888) 395-1298

Fax (530) 265-9829

<https://www.nevadacountyca.gov/3446/Elections>

SECTION

5

Calendars



Candidate Filing Quick Reference Calendar

Start Date	Deadline	Days to Election	Description
July 15, 2024	Aug. 9, 2024	E-113 – 88	Declaration of Candidacy and Nomination Papers filing period
July 15, 2024	Aug. 9, 2024	E-113 – 88	Candidate Statement of Qualifications (optional)
July 15, 2024	Aug. 9, 2024	E-113 – 88	Statement of Economic Interests (Form 700; excludes federal candidates)
Aug. 10, 2024	Aug. 14, 2024	E-87 – 83	Extension of nomination period (only applies if incumbent fails to file and qualify during the regular nomination period)
	Aug. 15, 2024	E-82	Random alphabet draw to determine the ballot order of candidates' names
Sept. 9, 2024	Oct. 22, 2024	E-57 – E-14	Write-in candidate filing period
	Sept. 26, 2024	E-40	Last day to file 1st pre-election campaign statement
	Sept. 26, 2024	E-40	State and County Voter Information Guides mailed
Oct. 7, 2024	Oct. 29, 2024	E-29 – E-7	Ballots mailed out to voters
	Oct. 21, 2024	E-15	State deadline to register to vote in this election
Oct. 22, 2024	Nov. 5, 2024	E-14 – E-0	Conditional Voter Registration period for those who wish to register and vote after the state deadline
	Oct. 24, 2024	E-12	Last day to file 2nd pre-election campaign statement
	Oct. 26, 2024	E-10	10 Day Vote Centers open 8am - 5pm
	Nov. 2, 2024	E-3	3 Day Vote Centers open 8am - 5pm
	Nov. 5, 2024	E-0	Election Day; all vote centers open 7am – 8pm
Nov. 7, 2024	Dec. 5, 2024	E+2 – 30	Official canvass period (may be completed before the deadline)
	Nov. 12, 2024	E+7	Deadline to receive mailed ballots postmarked on or before Election Day

All candidates for state and local office are responsible for filing campaign disclosure statements. Please refer to the Fair Political Practices Commission (FPPC) for filing schedules and forms.

Fair Political Practices Commission

Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 – 10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first-class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form [501](#):** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days..
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules.



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
Local Candidate/Committee Checklist

○ File Form 501 (Candidate Intention)

You must file [Form 501](#) before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

Candidates Raising and Spending Less than \$2,000

○ File Form 470 (Officeholder and Candidate Campaign Statement Short Form)

The [Form 470](#) is filed by candidates who do not have a controlled committee and do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

Candidates Raising \$2,000 or More

○ File Form 410 (Statement of Organization)

Once you receive or spend \$2,000 or more in a calendar year, you must file a [Form 410](#) as a recipient committee within 10 days of qualifying. File the original and one copy of the Form 410 with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the Form 410.

○ Open a Campaign Bank Account

All monetary contributions (including all personal funds you use for your campaign) must be deposited in the campaign bank account before being spent. Never deposit campaign contributions in your personal bank account.

○ Committee Treasurer

The Act requires that every committee appoint a treasurer. The individual listed on the most recent Form 410 with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. Please note a candidate may act as his or her own treasurer.

○ File Campaign Statements

You must file campaign statements ([Form 460](#)) disclosing the committee's activity during a specified period. Please access the Commission's filing schedules to find the schedule that applies to you/your election. Committees are required to file campaign statements as well as other reports including semi-annual campaign statements until the committee terminates.

○ 24-Hour Reports

Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, including loans from the candidate, the [Form 497](#) must be filed within 24 hours.

○ Local Campaign Contribution Limits

Make sure you are aware of any local contribution limits before accepting contributions.

○ After the Election

Following the election, your duty to file campaign statements continues until your committee terminates. In order to terminate, you must file a Form 460 with your local filing officer reporting a zero balance AND a Form 410 indicating the termination with the Secretary of State's Office and a copy with your local filing officer.

This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.



STATE OF CALIFORNIA

FAIR POLITICAL PRACTICES COMMISSION

Local Candidate/Committee Checklist

Additional Resources and Helpful Links

- [Campaign Manual 2 - For Local Candidates and their Controlled Committees](#)
- [All Campaign Forms](#)
- [Filing Schedules](#)
- [Fact Sheet on Terminating Your Committee](#)
- [Political Advertisement Disclaimers for Candidate Committees for their own Election](#)
- [Frequently Asked Questions on Campaign Activity](#)
- [Local Campaign Ordinances](#)
- [City and County Campaign Contribution Limits](#)

Have Further Questions?

Feel free to contact us by email at advice@fppc.ca.gov or by phone at 1-800-ASK-FPPC.
Please note that our advice phone hours are 9:00 am – 11:30 am, Monday through Thursday.

This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.

SECTION

6

Fair Political Practices
Commission (FPPC)
Forms

Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member

Courtney Henderson, Council Member

Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

Danny Renfrow, Chief of Police

Kelly Carpenter, Town Clerk

Hilary Hobbs, Assistant to the Town Manager

Nicole Casey, Administrative Services Director

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

FPPC INFORMATION ACKNOWLEDGEMENT

I, _____ (Candidate Name),
acknowledge that I may have filing obligations according to the Fair Political Practices
Commission (FPPC), depending upon the financial activity of my campaign. I understand that
it is my responsibility to ascertain these potential filing obligations and obtain the required
information (such as Manual A and the current Addendum) and forms to fulfill these
responsibilities.

The Nevada County and/or Town of Truckee Elections Office will provide FPPC forms upon
request. **I understand that it is my responsibility to ascertain which FPPC forms I am
required to complete.**

I will request copies of those forms from the Elections Office or acquire them on the FPPC
web site and submit those forms to the location(s) prescribed by the FPPC prior to the
deadlines set by the FPPC.

FPPC toll-free telephone number: 1-916-322-1052

FPPC Fax: 916-322-3711

FPPC Web Site (forms may be downloaded): www.fppc.ca.gov

DATE: _____

PRINTED NAME: _____

SIGNATURE: _____

SECTION

7

Fair Political
Practices
Commission
Manual 2

Click on the linked text below to view the full manual.

Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates Campaign Disclosure Manual 2

SECTION

8

Council Handbook



Council Handbook

Updated: July 2024

TOWN'S MISSION STATEMENT

The mission of our organization is to create the best future for our community by providing the highest level of public service. The quality of life and success of Truckee are dependent upon the partnership of the Town and the community.

Our professional values are a commitment to ourselves, to each other, and to the community. In achieving our mission, we equally value:

SERVICE

We are dedicated to service through our responsiveness to the needs of the community. We are committed to providing high quality, efficient and cost effective services.

PEOPLE

We respect the cultural and professional diversity of our community and workforce, recognizing that it is the combination of diverse talents and skills that is essential to the community's success. We acknowledge the contributions of all and take pride in consistently treating everyone with courtesy and fairness.

EXCELLENCE

We adhere to a high degree of ethical/moral conduct and are dedicated to the ideals of honor and integrity. We encourage flexibility in meeting new challenges with creativity and innovation, and we exercise the highest ethical standards of professional conduct.

COMMUNICATION

We encourage the open exchange of ideas and information. We believe that open and honest communications and non-adversarial conflict resolution are the beginnings of effective community and employee involvement.

TEAMWORK

We are united in our efforts to provide a positive, respectful, and participative work environment. We are dedicated to the support and encouragement of individual talents and contributions that are directed toward our mutual goals.

Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member
Courtney Henderson, Council Member
Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager
Andy Morris, Town Attorney
Danny Renfrow, Chief of Police
Kelly Carpenter, Town Clerk
Hilary Hobbs, Assistant to the Town Manager
Nicole Casey, Administrative Services Director
Daniel Wilkins, Public Works Director/Town Engineer
Denyelle Nishimori, Community Development Director

Welcome to the Town of Truckee

Although the Truckee community has existed for over 150 years, the Town incorporated as a municipality by a vote of the people in 1993. The incorporated boundaries of nearly 34 square miles range in elevation from 5500 feet at the Town’s eastern boundary to 7500 feet in the northwestern corner. Historic Downtown Truckee is the core of the community, both geographically and culturally, supported by the older neighborhoods of Gateway and Donner Lake. During the late 1960’s and early 1970’s, Truckee expanded dramatically with the addition of the Tahoe Donner, Glenshire, Prosser Lake View, and Sierra Meadows neighborhoods. Truckee is working hard to retain its vitality as residential and economic hub for the region, while its popularity as a vacation destination and second home community continues to grow.

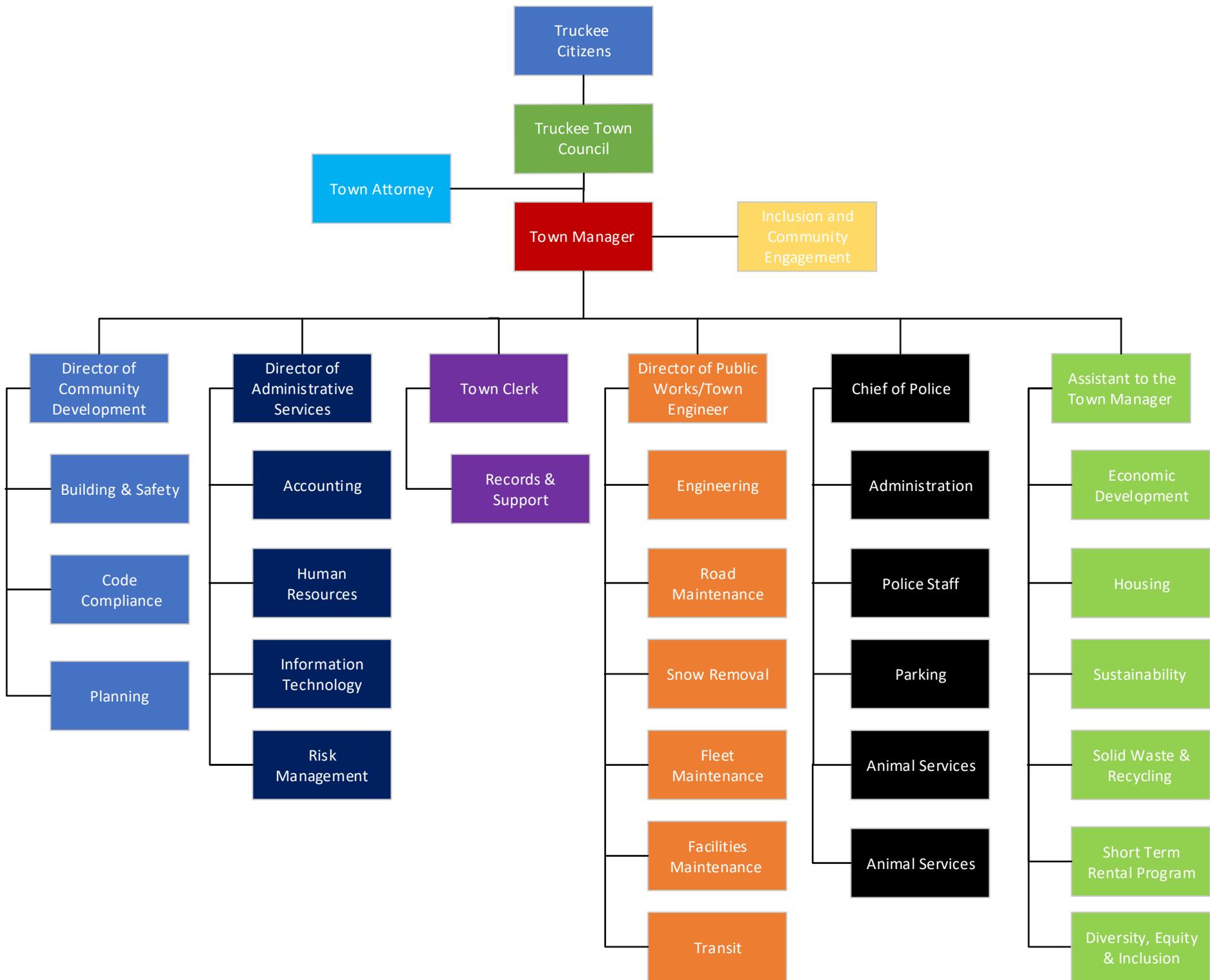
As a principle of incorporation, the Town is committed to working hand-in-hand with community members to plan for the future, and address pressing infrastructure and service demands, environmental issues, and community character. Active community involvement has produced a vision for our future that promotes investment and improvement in the Downtown core including the Truckee River corridor, while ensuring that the development pressure in outlying areas result in new neighborhoods and services that benefit the Truckee community. Another community process resulted in Truckee voters enacting a ½ cent sales tax in 1998 (and re-enacted the tax in 2008) to address our crumbling road infrastructure which suffered from decades of deferred maintenance; and in 2014 a ¼ cent sales tax was enacted for trails maintenance and construction. The Truckee Town Council continues to be committed to meaningful public outreach and community involvement for all issues. An upcoming example is an update to the Town’s comprehensive General Plan, which has now been initiated.

Truckee takes pride in pursuing innovative policies, programs, and solutions that may be “outside the box” of conventional thinking. I am honored to work with an outstanding staff that is committed to excellence. All Town employees are accessible to you and responsive. I would encourage you to contact them whenever you have an idea, question or concern.

Jen Callaway	Town Manager	jcallaway@townoftruckee.com	582-2901
Dan Wilkins	Public Works Director/Town Engineer	dwilkins@townoftruckee.com	582-2902
Denyelle Nishimori	Community Development Director	dnishimori@townoftruckee.com	582-2900
Danny Renfrow	Acting Chief of Police	drenfrow@townoftruckee.com	550-2339
Nicole Casey	Administrative Services Director	ncasey@townoftruckee.com	582-2913
Kelly Carpenter	Town Clerk	kcarpenter@townoftruckee.com	582-2924
Andy Morris	Town Attorney	amorris@townoftruckee.com	582-5098
Hilary Hobbs	Assistant to the Town Manager	hhobbs@townoftruckee.com	582-2914

Sincerely,

Jen Callaway
Town Manager



Town History

The Town of Truckee was first settled in the mid 1800's. It was originally called Coburn's Station. In 1868, the people in the community changed the name to Truckee, named after a Paiute Indian Chief who helped thousands of emigrants in their migration west.

The voters of Truckee approved its incorporation in 1993. Truckee joined a select group of communities which have chosen to be known as a Town, rather than a City. While there were many reasons to vote for incorporation, the most discussed issues were a desire for road improvements, a strong locally based land use planning process, and improved law enforcement.

There are two types of cities in California: general law, and charter. Truckee originally incorporated as a general law city. General law cities can, for the most part, do only those things which state law allows. There is little independent local authority. Recognizing that, in 1995, Truckee voters chose to become a charter city. A charter is the equivalent of a local constitution by which the voters grant the Town Council authority to act independently of the state on purely local issues (called "municipal affairs"). That power is not absolute and can be preempted by action of the state legislature on issues of statewide concern. The Town Council has used the authority granted by the voters to reduce the costs of public projects, enact regulations to address local issues, and promote the construction of affordable housing.

Only the voters can change or amend the charter. If the Town Council or interested citizens follow the appropriate procedures, a measure can be placed on an election ballot for voter consideration and approved by majority vote.



General Information

Truckee is located in the Sierra Nevada Mountains of California, just west of the Nevada state line along Interstate 80 and the Union Pacific Railway. Interstate 80, the major east-west trans-Sierra "all-weather" highway, passes through the Town on its way between California and Nevada. Sacramento is 100 miles to the west and Reno is 40 miles to the east.

Truckee is in the 5th Supervisory District of Nevada County, and the county seat is located in Nevada City, California. Donner Lake is located within the Town Limits and Donner Pass which runs over the summit of the Sierra Nevada, is just west of the Town limits.

Demographics:

- **Population** (Figures Based on 2022 California Department of Finance Estimates):
 - 17,100
- **Total Housing Units** (Figures based on 2022 Community Development Report):
 - 13,636

Elevation:

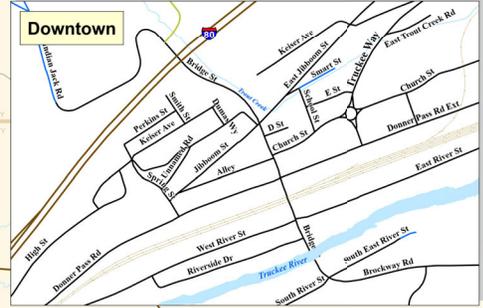
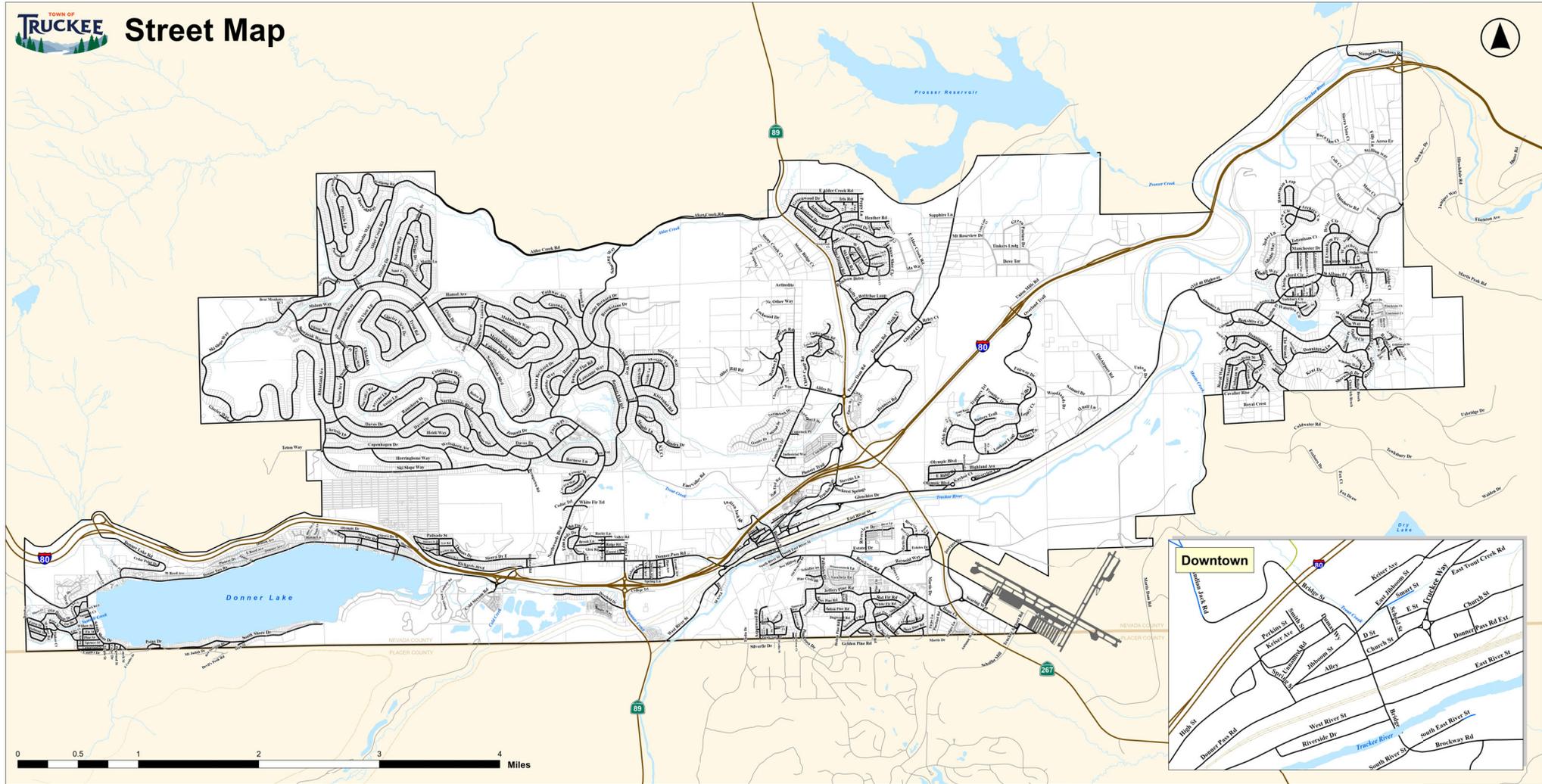
- Downtown Truckee: 5,980 feet
- Highest point in Town boundary: 7,500 feet
- Donner Summit: 7,239 feet
- Donner Peak: 8,019 feet
- Mount Judah: 8,243 feet

Climate:

- **Average Summer Temperature:**
 - Low – 42 degrees Fahrenheit
 - High – 87 degrees Fahrenheit
- **Average Winter Temperature:**
 - Low – 16 degrees Fahrenheit
 - High – 40 degrees Fahrenheit
- **Average Annual Total Snowfall:**
 - 206 inches
- **Average Annual Total Precipitation:**
 - 31 inches



Street Map



About the Council

Truckee is governed by a Council – Manager form of government. Citizens elect five local individuals to serve as our Town Council who will serve four year, overlapping terms. Newly elected Council Members are seated at the first regular Council meeting in December, which is also when the Council selects a member among them to serve as Mayor and Vice Mayor.

The Mayor presides over the Council meetings, signs documents on behalf of the Council, and typically handles ceremonial tasks for the Council such as attending ribbon cutting ceremonies, groundbreaking celebrations, etc.

The Vice Mayor acts for the Mayor in the Mayor's absence. All Council decisions require a majority vote, so members must work together, and sometimes compromise, to achieve community goals. With few exceptions authorized by state law, Council decisions must be made in public meetings so that citizens can see and participate in the public decision making process.

The Town Council appoints the Town Manager and the Town Attorney. The Town Manager serves the Town like a Chief Executive Officer (CEO) serves a private corporation. The Town Manager is responsible for all of the employees, and through Town staff, carries out the policy direction of the Town Council.

The Council's primary responsibility is to set Town policy and to ensure it is carried out by Town staff. Policies set by the Council include land use and zoning on all properties in Town. Other Policies may also include:

- Speed Limits
- Leash Laws
- Building Codes
- Boating Restrictions
- Waste Service Rates
- Transit Operations

The Council participates in budget planning, and adopts the Town's Annual Operating Budget each year. The Fiscal Year 2021-2022 General Fund budget totals \$32.0 million. In addition to annual planning, the Council provides significant long range planning for land use, as well as financial planning through the General Plan, and the 5 Year Capital Improvement Plans, Road Maintenance Plans, and Equipment Replacement Plans.

Council Roles and Responsibilities

Meeting Attendance Expectations

Council Meetings:

- Council Meetings are scheduled on the second and fourth Tuesday of every month.

Aside from the regularly scheduled Council meetings, there are Annual meetings as follows:

- Two four-hour budget workshops - held over two days.
- One two-hour Capital Improvement Program Budget Workshop.
- Two eight-hour priority setting and teambuilding workshops held offsite in Truckee over two days.

Special meetings may be set by the Council on topical issues as needed.

Redevelopment Successor Agency

The Council also serves as the Redevelopment Successor Agency Board. The Redevelopment Successor Agency typically meets immediately following regular Council meetings, as necessary. Council also serves as the Truckee Finance Authority, which typically meets immediately following regular Council meetings as required.

Commissions and Committees

Appointment to a committee as a Council representative

At the second meeting in December, Council considers appointments among themselves to serve on any number of committees and liaison groups.

If at any time during the year new committees are formed or changes become necessary, Council may reconsider the appointments. Each committee carries a commitment to attend meetings and serve the community's interest.

Appointment of Committee members for standing committees

Planning Commission:

Each Council Member selects a single Planning Commissioner to sit on the Planning Commission. Planning Commissioners' terms run from the beginning of March of every odd year, and coincide with Council Elections. Planning Commissioners serve at the will of the appointing Council Member.

Advisory Committees:

Most Advisory Committee appointments are made through a vote of the Council based on personal qualifications or as an at-large capacity.

Training, Seminars, and Conferences

The League of California Cities offers Training Courses to Council Members on a variety of levels and subjects. The conferences are usually two to three days in length and held in various cities throughout California. Below are some of the Training Courses offered by the League:

- Annual Conference & Exposition
- City Council – City Manager Leadership Team Workshop
- Mayors & Council Members Academy
- A series of courses held throughout the year

State law requires ethics training. For all local and appointed officials, including employees designated by the Town, training must be taken every two years. Newly elected and appointed officials must receive their first ethics training within one year of assuming office, then every two years thereafter.

Town Attorney, Andrew Morris, offers ethics training once a year. Alternatively, self-study materials are available here: [Local Officials Ethics Training Course](#).

Throughout the year, other seminars are held for various committees that a Council Member may be a member of.

For reimbursement for training, seminars, and conferences, please refer to the Compensation and Travel Expenses section of this guide.

Statutory Requirements and Regulations

The Brown Act

The purpose of the Brown Act is to ensure that almost all aspects of the decision-making process of legislative bodies of local agencies are conducted in public and open to public scrutiny. For additional information on the Brown Act, please contact the Town Clerk.

Political Reform Act

The major purpose of the Political Reform Act is that state and local governments should serve the needs and respond to the wishes of all citizens equally, without regard to their wealth. Public officials, whether elected or appointed, should perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them.

Fair Political Practices Commission (FPPC) Filing Requirements

- [Form 700 - Statement of Economic Interest](#)

Annual filings, due in the beginning of April, cover the previous calendar year, or from the last filing period, as required. The FPPC will notice the obligation, and you will file online directly with the FPPC.

- [Form 460/470 – Financial Campaign Statement](#)

These forms are filed annually (470) in July; or semi-annually (460) in January and July, as required by the FPPC. The Town Clerk will notice the obligation, and you will file with the Town Clerk's Office.

Public Records Act

Every person has a right to inspect public records of any state or local agency. The purpose is to provide access to information concerning the conduct of the people's business as a fundamental and necessary right of every person in this state. For additional information on the Public Records Act, please contact the Town Clerk.

Public records include any written documents containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Town Codes

The Municipal Code outlines the policies and procedures under which the Town operates.

Compensation and Travel Expenses

Pursuant to Government Code Section 36516(a), each member of the Town Council shall receive eight hundred fifty-one dollars (\$851.00) per month as compensation.

Each member shall receive reimbursement for actual and necessary expenses incurred in the performance of official duties for the Town. Receipts and other necessary back up must be submitted to Accounts Payable with a Travel Requisition form. Mileage and meal per-diem are reimbursed in accordance with IRS guidelines.

Conflict of Interest

Conflict of interest applies to financial conflicts and economic interests. These can be either direct or indirect. If a Council Member has a conflict of interest on a particular matter, they must publicly disclose the interest, recuse themselves, leave Council Chambers during any discussion and vote, as to not influence the decision-making process.

There are eight steps to determine disqualifying conflict. Each step needs to be examined individually:

- Are you a public official?
- Are you a part of the decision?
- Do you have an economic interest?
- Are you directly or indirectly involved?
- Is there a material financial impact?
- Is your economic interest substantially likely or reasonably foreseeable?
- Is the public generally going to be impacted by the decision?
- Are you legally required to participate in the decision?

Annually, all elected officials, appointed officials, and designated employees must file Form 700 – Statement of Economic Interest, to disclose all investments; interests in real property (except personal residence); all sources of income including gifts, loans, and travel payments; and all business positions. For additional information regarding conflicts of interest, please contact the California Fair Political Practices Commission at 866-ASK-FPPC.

Gifts, Honoraria, and Campaign Contributions

Council Members are subject to certain reporting requirements including, but not limited to, the following:

- Gifts
- Honoraria
- Campaign Contributions

Please refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for information about reporting requirements.

Council Meetings

Agenda

Agenda Packet Distribution:

Council agenda packets include the agenda, staff reports, supporting documents, and public comments (if available). The agenda packets are distributed to Council Members via electronic means the Thursday prior to each regular meeting - a minimum of 72 hours prior to the scheduled meeting or workshop.

In accordance with Brown Act requirements, agendas are posted publically in a location “freely accessible to members of the public.” The packets are available at Town Hall, at the Truckee library and through a link on the front page of the Town website at <http://www.townoftruckee.gov>.

Overview:

Items are placed on the agenda in sections and are considered by the Town Council in the following order:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Public Comment
 - This time is set aside for the public to address the Council on any matter that is *not* on the agenda for up to three minutes per comment.
- Presentations
- Consent Calendar
 - These are typically operational items, which can be reasonably expected to have no discussion required by members of the Council, Town staff, or interested persons in the audience.
- Discussion Items
 - This may include Staff Reports, Public Hearings and Council Priority items. These are items that require discussion and consideration by Council.
- Council Reports
- Closed Session
 - These are items regarding personnel, litigation, or other matters authorized by state law.
- Adjournment

Flow of Meeting

The Mayor will call the meeting to order promptly at 5:00 p.m. The Town Clerk will ask for the roll call, and the Pledge of Allegiance will follow. Council will then review each agenda item, ask any questions they may have for staff, open each item for public comment, and take action as necessary. When all items have been taken up for consideration and disposition, the meeting is adjourned.

Procedures

Parliamentary:

The Town of Truckee follows Robert's Rules of Order for the procedures and conduct of meetings.

Types of Actions:

- Motion
 - Approve, accept, or reject staff recommendations.
- Tabling
 - Table an item for further discussion.
- Continue
 - Continue an item to a specific meeting for a specific purpose.
- Staff Direction
 - Council gives staff direction on how to proceed, make changes, further research, etc.

Types of Meetings

Regular Meeting:

The regular Truckee Town Council Meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA 96161. If a regular meeting falls on a holiday, the Council can either cancel the meeting or choose another day to hold the meeting. Regular meetings are open to the public.

Closed Session:

Closed sessions may only be held to discuss certain matters as specified by law, including personnel matters, labor negotiations, and pending litigation.

Closed sessions are attended by the Town Council, Town Manager, Town Attorney, and appropriate management staff, if necessary. Matters discussed during closed session are confidential and are not to be discussed with anyone outside of the closed session. Closed sessions are not open to the public, but Council may be required to report on the votes and actions taken.

Special Meeting:

A special meeting may be ordered at any time by the Mayor whenever the public business may require it, or upon the written request of any three members of the Council. No other business shall be considered during special meetings by the Council. Special meetings must be noticed and posted at least twenty-four hours before the time of such meeting. Special meetings are open to the public.

Emergency Meeting:

Emergency meetings may be called by the Town Council for certain emergency situations with one-hour notice to the Council Members and local news media. The Council may not meet in closed session during an emergency meeting. All other requirements for emergency meetings are the same as special meetings. Emergency meetings are open to the public.

Workshops:

Workshops are study sessions. They are usually informal and give the Council the opportunity to review items that require more in-depth study than time allows during regular meetings and to receive informational reports and studies that require no formal action. Workshops are open to the public.

Conduct

As a Council Member, your actions are subject to public scrutiny. You are a director of a municipal corporation where every citizen in the town is a stockholder and is entitled to be heard and to scrutinize your public, and possibly your private, conduct.

The Council operates as a unit. However, ultimately, each Council Member may not agree on the best approach to a particular issue. A Council Member in a minority on a particular issue has the responsibility to voice his or her beliefs.

While Council is in session, Council Members must preserve order and decorum, and shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Council, disturb any member of Council while they are speaking, or refuse to obey the order of the Council or its presiding officer (Resolution 93-15).

Any person who engages in disorderly behavior that actually disrupts, disturbs or otherwise impedes the orderly conduct of any meeting of the Town Council or any other commission or body shall, upon an order by the presiding officer or a majority of the Town Council or other commission or body, be barred from further audience before the Town Council or other commission or body during that meeting, pursuant to the provisions of subsection (c), below. For additional information, see full Municipal Code 2.04.030.

Council Actions

Ordinances

Ordinances are the laws of a municipality. As such, Council may enact local laws based upon Ordinances presented for deliberation at Council Meetings. Ordinances are introduced at one meeting, and considered for adoption at a second meeting. A summary of the ordinance (introduction and adoption) must be published in a newspaper of general circulation within the Town of Truckee.

An ordinance becomes effective 30 days after Council adoption, unless Council declares the ordinance an urgency. Ordinances are subject to referendum by the public. An ordinance can be repealed or amended by a subsequent ordinance.

Ordinance adoption is the most binding form of action taken by the Town Council.

Resolutions

Resolutions may be passed to express the policy of the Town Council or to direct certain types of procedural or administrative actions. Resolutions are generally used for approving agreements, procedures, or fund appropriations. Resolutions may be changed by a subsequent resolution adoption.

Resolutions become effective immediately upon adoption by Council.

Motions

Motions require a majority approval by Council for a procedural or administrative action. Motions are generally used for disposition of business items on an agenda. When the Town Council is not prepared to take definitive action, or when further study or information is required, Council may refer the matter to staff, an advisory body, or a citizens' group for further study and/or report.

Proclamations

Proclamations are given by the Mayor to proclaim or express recognition for the intended purpose. Proclamations are generally presented for items that the Mayor deems worthy of recognition.

Proclamations are strictly ceremonial, and are not adopted or acted upon by Council.

The Truckee Way

Since incorporation, the Town of Truckee staff and decision-makers have embraced a set of operating principles known colloquially as “The Truckee Way.” The following provides the essence of this philosophy.

We will treat everyone, and their point of view, with respect, courtesy, and fairness. We will approach issues with creativity and innovation. We will conduct ourselves, and the Town's business, according to high ethical standards. We will encourage the free exchange of ideas and information by open and honest communication. We believe that non-adversarial dispute resolution results in effective community and employee involvement in the Town and its future.

Core Values

- **Sense of Place**

The Town and the community it serves are united in the desire to protect and preserve the historic downtown as the heart and soul of a special place. They are equally united in the desire to preserve and protect the environment and quality of life which makes Truckee an attractive place to live and visit. These shared values shape, and frequently control the establishment of Town policies and their related actions.

- **Clear Priorities**

When the Town incorporated, the citizens made it clear that their priorities included roads, snow removal, law enforcement, and land use planning and building. Considerable efforts over many years have combined to fulfill those priorities. While the Town's priorities have expanded over time to include services like bike paths and trails, solid waste and transit support, establishing clear priorities continues today, with an annual Council priority-setting retreat, transparent budget workshops and robust community participation, outreach and communication efforts.

- **No Surprises**

Everyone working for the Town is committed to a “No Surprises” policy. An early warning of potential problems or upcoming crisis is mandatory.

- **Community Outreach, Involvement and Transparency**

The Town views itself as part of a larger family which makes up the community. When a community concern arises, the Town believes its role is to reach out and actively engage all segments of the community in an open and transparent dialogue.

- **Non-Adversarial Decision Making**

The Truckee Way relies on a consensus-seeking decision-making process modeled on the concept of interest-based negotiation, developed some years ago by Roger Fischer and William Ury of the Harvard Negotiation Project. Interest-based policy negotiations relies on six fundamental principles:

1. Separate the people from the problem – no personal attacks or assignment of blame.
2. Focus on the interests of those involved, not positions they may take - the process looks for a “wise” outcome that tries to meet multiple interests.
3. Invent options for mutual gain – many options will be considered to solve the problem or develop the policy.
4. Use objective criteria to create and measure potential options and solutions –entrenched positions, inaccurate or misleading information and simply the “loudest voices” will not be the basis for decisions.
5. First, listen carefully to understand; then speak to be understood – listen actively, communicate openly and transparently.
6. Solutions are built upon establishing trust and working relationships between interested (and sometimes opposing) participants.

As with any dispute resolution mechanism, applying these principles is not a panacea. It is, however, preferred over the other alternatives available to the Town. Applying the Truckee Way requires constant re-commitment, effort and learning. The rewards to date for both the Town and the community have proven well worth the cost.

Non-Town Related Service Providers

- California Highway Patrol
- Optimum (Cable/Internet provider)
- Tahoe Truckee Area Regional Transit (TART)
- Humane Society of Truckee-Tahoe
- Nevada County Sheriff
- Placer County Sheriff
- Sierra Pacific Power
- Tahoe Forest Hospital District
- Tahoe Truckee Sanitation Agency
- Tahoe Truckee Unified School District
- Truckee Donner Chamber of Commerce
- Truckee Donner Historical Society
- Truckee Donner Public Utilities District
- Truckee Donner Recreation & Park District
- Truckee Fire Protection District
- Truckee Sanitation District
- Truckee Tahoe Airport
- Truckee Tahoe Community Foundation