

## **RUNNING FOR REDLANDS CITY TREASURER...**

### **The City Treasurer of the City of Redlands**

In Redlands, the City Treasurer is an elected official and is responsible directly to the voters. Deputies may be appointed by the City Treasurer and shall hold office at the pleasure of the City Treasurer. On a part-time basis, the City Treasurer, with the assistance of the Finance Department staff, performs the following duties: • Makes investments in conformance with the Government Code and the City's approved investment policy. • Submits a monthly written report and accounting of all receipts, disbursements and fund balances to the City Clerk, and files a copy with the City Council. • Recommends updates to the City's annual investment policy, for approval by the City Council. • Prepares other reports as may be required by state law and/or the City's Investment Policy. • Periodically reviews the City's accounts payable and payroll check registers. • Attends City Council meetings as he/she deems appropriate or necessary to present information to, or seek approval from, the City Council, on matters relating to the Treasurer function. The City Treasurer is paid \$500.00 per month for his/her service.

Individuals wanting to run for office must be a registered voter within the Redlands' City limits at the time the nomination paper is issued. Nomination papers are issued only by the incumbent City Clerk or his deputy during normal office hours. The nomination paper must be signed by at least 20, no more than 30, registered voters of Redlands. Any person registered to vote at the election may circulate the nomination paper. The circulator must sign the "Declaration of Circulator" and the candidate must sign the "Affidavit of Nominee and Oath/Affirmation of Allegiance."

A candidate must complete and file, with his or her nomination paper, a Statement of Economic Interests (also known as a conflict of interest filing). This document, required by State law, informs voters of the candidate's investments, interests in real property, and income.

A candidate may prepare a candidate statement for inclusion in the sample ballot. The statement may include name, age, and occupation of the candidate, and a brief description of no more than 200 words of the candidate's education and qualifications. This statement must be filed with the nomination paper; it may be withdrawn, but not changed, during the filing period and until 5:00 P.M. the next working day. Payment of a deposit to cover the costs of translation and printing of the candidate statement must accompany the statement. This deposit is an estimate of the cost. If the deposit exceeds the cost, a refund will be made following the election. If the cost exceeds the deposit, the candidate will be billed.

The Political Reform Act was adopted by voter initiative in 1974 and requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give; and the amount officeholders, candidates, and committees spend. A Statement of Organization (Form 410) must be filed with the Fair Political Practices Commission (FPPC) in Sacramento within 10 days of receiving \$1,000.00 in contributions. A Candidate Intention Statement (Form 501) must be filed with the FPPC upon declaration of a candidate's intention to run for a specific office. These forms are available through the City Treasurer's Office or the FPPC and will be provided at the time the nomination paper is issued, as well as a calendar which includes filing dates.

### **Future Elections for Redlands City Treasurer**

**November 6, 2012**

**November 8, 2016**

**(Dates subject to change)**