



# City of Millbrae

621 Magnolia Avenue, Millbrae, CA 94030

**REUBEN D. HOLOBER**  
Mayor

**ANN SCHNEIDER**  
Vice Mayor

**ANNE OLIVA**  
Councilmember

**GINA PAPAN**  
Councilmember

**WAYNE J. LEE**  
Councilmember

July 14, 2020

Subject: Running for City Council – City of Millbrae

Dear Candidate,

Congratulations on your decision to run for the office of City Council in the City of Millbrae. As the City's Elections Official, I am here as a resource to guide you through the election process in a fair, objective, and impartial manner.

To that end, I have enclosed the following documents in your candidate's packet for your use. **Highlighted items must be returned with your Nomination Paper.**

1. Nomination Paper\*
2. Declaration of Candidacy\*
3. Candidate Statement of Qualifications
4. Ballot Designation Worksheet
5. Character-Based Name Form
6. Permission to Post (to be used by County and City)
7. Statement of Economic Interest Form 700
8. Form - 501 return with or before you turn in your Nomination Paper
9. San Mateo County Candidate's Guide
10. Resolution No. 20-40 (Candidate Statement Guidelines)
11. Code of Fair Political Practices
12. Mass Mailer Government Code 84305
13. ILG Pamphlet
14. Campaign Disclosure Manual 2
15. Forms (410, 460, 462, 470)
16. Campaign Signs Policy

\*Must be pulled with the City Clerk

The information is meant to help you navigate processes and procedures necessary to comply with the various laws and regulations pertaining to running for public office. This packet is not a substitute for legal advice and candidates are encouraged to consult with private counsel when legal issues arise. Furthermore, the enclosed information is not all inclusive; it is a summary of major provisions related to candidates running for public office.

- Schedule an Appointment on first come first served basis. Appointments are available beginning July 13, 2020 after 10:30 a.m. Please refer to the COVID-19 Candidate Filing Options. (<https://www.ci.millbrae.ca.us/home/showdocument?id=23195>).
- Receiving Candidate filing documents electronically. Candidates need to provide a written request by using the registration form to receive filing documents electronically. The form is located on the City's website: <https://www.ci.millbrae.ca.us/home/showdocument?id=23193> or can be requested via email or phone.
- **The filing deadline and requirement that the original wet signature documents be received by the Elections Official by the close of the nomination period (5:00 p.m. on August 7, 2020) must be met for a candidate to be included on the ballot.**
- A special mailbox for candidates to drop off their wet signature forms has been installed at City Hall and is located in the back-parking lot by the lobby entrance doors. This mailbox will be available through November 3, 2020. Please allow sufficient time for documents placed in the mailbox to be reviewed. It is recommended that candidates schedule in person appointments when possible to receive and/or drop off paperwork so that it can be reviewed and any questions answered in a timely manner.

Please let me know if I can be of assistance by contacting me at 650-259-2414 or via email at [etran@ci.millbrae.ca.us](mailto:etran@ci.millbrae.ca.us). I look forward to working with you.

Sincerely,

Elaine Tran  
City Clerk/Elections Official