



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

GINA PAPAN
Mayor

WAYNE J. LEE
Vice Mayor

ANN SCHNEIDER
Councilmember

ANNE OLIVA
Councilmember

REUBEN D. HOLOBER
Councilmember

July 16, 2018

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. The nomination period runs from **July 16, 2018** to **August 10, 2018**. If you are interested in running for the office of the City Council, please contact me to schedule an appointment. Plan on spending one hour of time for our meeting. Make certain to bring a check or cash in the amount of \$275 to cover the cost of the filing fee and the Candidate Statement fee.

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 Form
4. Ballot Designation Form
5. Chinese Name or Preferred Transliteration 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. 18-44 (Candidate Statement Guidelines)
11. Code of Fair Political Practices
12. Mass Mailer Government Code 84305
13. Campaign Disclosure Manual 2
14. Forms, 410, 460, 462, 470
15. Campaign Signs Policy

The information enclosed in hardcopy and on the memory stick 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. Please let me know if I can be of assistance by contacting me at 650-259-2414 or via email at esuazo@ci.millbrae.ca.us. I look forward to working with you.

Sincerely,

Elena D. Suazo
Elena Suazo
City Clerk/Elections Official