

**CHAPTER 14**  
**ELECTIONS & FINANCIAL DISCLOSURE**

Divisions:

- 14.02 Electronic Filing of Campaign Disclosures and Statements of Economic Interest

**DIVISION 14.02      ELECTRONIC FILING OF CAMPAIGN DISCLOSURES  
AND STATEMENTS OF ECONOMIC INTEREST**

Sections:

- 14.02.010      General
- 14.02.020      Procedure for Utilizing Online Filing
- 14.02.030      Availability of Statements for Public Review; Record Retention

**14.02.010      General**

- A. Any elected officer, candidate, committee, or other person required to file statements, reports, or other documents ("Statements") as required by Chapter 4 of the Political Reform Act (California Government Code Section 84100, *et seq.*) shall file such Statements using the City Clerk's online system according to procedures established by the City Clerk, unless exempt from the mandatory electronic filing requirements pursuant to Government Code section 84615(a).
- B. All individuals required to file Statements of Economic Interest according to the City's adopted Code of Conflict of Interest must file electronically using the City Clerk's online system.
- C. The City Clerk's online filing system shall comply with the requirements set forth in Government Code section 84615.
- D. The online filing system shall only accept a filing in the standardized record format that is developed by the California Secretary of State pursuant to Government Code section 84602(a)(2) and that is compatible with the Secretary of State's system for receiving an online or electronic filing.
- E. The online filing system shall include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury pursuant to Government Code section 81004.

**14.02.020      Procedures for Utilizing Online Filing**

- A. Electronic filing is mandatory unless the officer, candidate, or committee is exempt as described in Section 14.02.010 (A) and/ or California Government Code 84615(a).
- B. Any elected officer, candidate, or committee who has electronically filed a statement using the City Clerk's online system is not required to file a copy of that document in paper format with the City Clerk.
- C. The City Clerk shall issue an electronic confirmation that notifies the filer that the Statement was received. The notification shall also include the date and the

time that the Statement was received, and the method by which the filer may view and print the data received by the City Clerk. The date of filing for a Statement filed online shall be the day that it is received by the City Clerk.

- D. In the event that the City Clerk’s online filing system is not accepting a Statement due to technical difficulties, an elected officer, candidate, or committee shall file that Statement in paper format with the City Clerk.
- E. The City Clerk’s online filing system shall enable electronic filers to complete and submit filings free of charge.

**14.02.030 Availability of Statements for Public Review; Record Retention**

- A. The City Clerk’s online filing system shall make all the data filed available on the City’s webpage. The data shall be made available expeditiously after the City’s receipt, and will be made available free of charge. The data made available on the City’s webpage shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. The City Clerk’s office shall retain a complete, unredacted copy of any Statement filed, which will be made available to any person upon request.
- B. The City Clerk’s office shall maintain, for a period of at least 10 years commencing from the date filed, a secured, official version of each electronic Statement, which shall serve as the official version of that record for purpose of audits and any other legal purpose.

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