



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom Candidates Guide

November 3, 2020

General Municipal Election

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Useful Links

FPPC

State Agency responsible for enforcing the Political Reform Act.

Sacramento County
Elections Department
Information about campaign services and voting within Sacramento County

Contact Us

Folsom City Clerk
Christa Freemantle
50 Natoma Street
Folsom, CA 95630
cfreemantle@folsom.ca.us
916-461-6035

Overview

This informational guide will help familiarize individuals with the candidacy process. It provides an overview of some of the general candidate qualification requirements, including information about the nomination process, ballot designation, candidate statement, financial disclosure statements, and campaign contribution limits.

Each candidate's legal filing requirements will be dictated by his or her individual campaign activity, and candidates are responsible for meeting all legal mandates. The California Elections Code and the Political Reform Act set forth a wide range of legal regulations regarding candidates' responsibilities. While this guide offers an overview of these responsibilities, it is not a compilation of all legal regulations, and candidates should not rely solely on this guide.

Folsom City Council Structure and Function

The Folsom Charter establishes the Folsom City Council as five members elected at large by the voters of the City. The City Council selects a mayor and vice mayor each year.

Term

The terms of councilmembers shall be four years and shall begin the second Monday in December following their election and qualification. Terms are staggered, with three councilmembers being elected at one election and two councilmembers being elected at the next election.

Form of Government

Pursuant to the Folsom Municipal Code, Folsom operates under a "council-manager" form of government, with the city manager serving as the chief executive and administrative officer of the city. The mayor and councilmembers deal with the administrative services of the city solely through the city manager and neither the mayor nor any councilmember may give orders to any subordinate of the city manager.

Salary and Benefits

Councilmembers receive a salary of \$600 per month; the mayor receives a salary of \$700 per month. Councilmembers are eligible for health, dental and vision benefits for themselves and their families; they pay the same contribution for these benefits that city employees pay.

Qualifications

Only resident registered voters of the City shall be eligible to hold the office of councilmember.

Meetings

The Folsom City Council conducts its regular meetings on the second and fourth Tuesdays of each month in City Council Chambers at Folsom City Hall.

Qualifying as a Candidate / Nomination Papers

Nomination Period: July 13, 2020 - August 7, 2020

Extension of Nomination Period: August 12, 2020 (extended for non-incumbents only if an incumbent fails to file nomination papers)

How to Become a “Qualified Candidate” on the Ballot:

- Obtain official nomination papers and candidate packet from the City Clerk
- Obtain required signatures from Folsom voters and file nomination papers by filing deadline (pay \$25 filing fee)
- File other required paperwork provided by the City Clerk along with nomination papers

Individuals wishing to pull nomination papers should make an appointment with the City Clerk’s office by calling 916-461-6035 or by emailing the [City Clerk](#).

Ballot Designation

Each candidate may have a ballot designation appear with their name on the ballot.

A ballot designation is 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. The ballot designation may also be 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 he or she was elected by vote of the people; the word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people; or the phrase “appointed incumbent” if the candidate holds an office by virtue of appointment.

CA Elections Code establishes strict standards of acceptable and prohibited ballot designations, and candidates may work with the City Clerk to determine an acceptable ballot designation prior to submittal.

Ballot designation forms will be provided as part of the candidate packet.

Candidate Statement

Each candidate has the option to submit a candidate statement. The candidate statement is designed to acquaint voters with a candidate’s qualifications for the office he or she is seeking, and is incorporated into the voter information guide (sample ballot) at the candidate’s expense.

Content and Formatting:

The statement may contain 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. The spacing is to be uniform and conform to the guidelines which are set forth within the Sacramento County Candidate’s Guide.

Cost: *Updated 05/18/2020*

The cost is set by Sacramento County Elections Department and must be paid by the candidate to the City of Folsom at the time of filing the statement. **For 2020, Sacramento County has set the cost at \$1,150.**

Filing Deadline / Option to Withdraw:

The candidate statement must be filed at the same time as the nomination papers. Candidate statements may be withdrawn, but not changed, during the period for filing nomination papers. Requests for withdrawal must be made in writing.

Public Review:

After the close of the nomination period, anyone may examine any candidate statement and may purchase copies. During a 10 calendar day period commencing the day after the close of the nomination period, any voter of the jurisdiction in which the election is being held or the county elections official, may seek a writ of mandate or an injunction requiring any or all of the material in a candidate’s statement to be amended or

deleted. (Elections Code sections 13313-13314)

Candidate statement forms, cost, formatting and other related information will be provided as part of the candidate packet.

Financial Disclosure



The Fair Political Practices Commission (FPPC) is the state enforcement agency for the Political Reform Act, and candidates are encouraged to contact the FPPC's Technical Assistance Division at (916) 322-5660 for free legal advice regarding their individual filing requirements.

Statement of Economic Interest

The Political Reform Act requires candidates for state and local office to publicly disclose their personal assets and income. Statements of Economic Interest are a matter of public record. They may be inspected at the City Clerk's Department by anyone, and copies can be purchased at ten cents per page.

Statements of Economic Interest (FPPC Form 700) must be filed at the same time candidates file nomination papers.

Form 700 will be provided as part of the candidate packet.

Campaign Financial Disclosure Filings

The Political Reform Act also requires candidates to disclose campaign-related financial information. All statements filed are a matter of public record and must be filed electronically through the [City of Folsom's CampaignDocs](#) electronic filing system. Contact [City Clerk Christa Freemantle](#) to request an account.

Candidates are strongly encouraged to review FPPC's [Campaign Disclosure Manual 2](#) "Information for Local Candidates and their Primarily Formed Committees". Failure to comply with FPPC rules can result in severe civil and criminal penalties.

Getting Started

- File [FPPC Form 501](#) with the City Clerk before you may solicit or receive contributions or before you make expenditures from personal funds on behalf of your candidacy.

- Keep careful records of all expenditures and contributions.
- Open a bank account if you plan to receive contributions or you plan to spend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited into the campaign bank account prior to expenditure.
- File [FPPC Form 410](#) with the CA Secretary of State (copy to the City Clerk) within 10 days of receiving \$2,000 in contributions. Include a \$50 check payable to the Secretary of State. For early submissions (filed before receiving \$2,000), mark the “not yet qualified” box. An amendment will be required within 10 days of reaching the \$2,000 threshold.
- File other required financial disclosure forms by applicable deadlines. The forms that are most commonly-used are the [Form 460](#), [Form 470](#), [Form 496](#), and [Form 497](#).
- Candidates may be required to file additional or different forms; individual campaign activity will dictate what forms will be required and candidates are solely responsible for ensuring they file the correct form.

Code of Fair Campaign Practices



In 1982, legislation was passed which established a “Code of Fair Campaign Practices” in California that could be voluntarily subscribed to by candidates for public office. Amendments in 1987 expanded the provisions of code to apply to communications by committees formed primarily to support or oppose a ballot measure, and also reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications.

The City Clerk is required to provide candidates a blank form of the Code of Fair Campaign Practices, a copy of the Elections Code provisions, and a form on which to subscribe to the Code of Fair Campaign Practices 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. Subscription to the Code of Fair Campaign Practices by candidates is voluntary.

The Code of Fair Campaign Practices will be provided as part of the candidate packet.

Campaign Contribution Limits

In June 1994, Folsom voters passed Initiative Measure V imposing a \$150 limit on contributions to campaigns for city council and restricting campaign loans and credits.

See [Folsom Municipal Code Chapter 2.48 Campaign Contribution Limits](#) to read the complete ordinance.

Campaign Signs

Time Allowed: Campaign/election signs may not be erected earlier than sixty days before an election and must be removed within seven days after the election.

Placement on Private Property: Campaign/election signs may be located on private property, with the following conditions:

- **Residential Property:** One or more signs are permitted on private property with a maximum individual sign size of 10 square feet and a maximum height of 6 feet. Signs must be posted so that clear vision triangles or other lines of sight for pedestrians and vehicles are not impeded. (FMC 17.59.030(C)(13)(a))
- **Commercial Property:** One or more signs are permitted with a maximum individual sign size of 32 square feet and a maximum height of 10 feet. Signs must be posted so that clear vision triangles or other lines of sight for pedestrians and vehicles are not impeded. (FMC 17.59.030(C)(13)(b))
- **Vehicle Signs:** One or more signs are permitted inside a vehicle or painted on a vehicle, provided the sign does not obstruct view or other requirements in the California Vehicle Code. (FMC 17.59.030(C)(30))

Measurement of Sign Size: Sign size is the actual sign dimension. When both sides of the sign are printed upon, or when the sign is configured in a “v” or triangle shape, then such sign shall be counted as one sign and shall be allowed. (FMC 17.59.030(C)(13)(d))

Sign Prohibitions

- Signs must not be within or over a public right-of-way;
- Signs must not be over the roofline of any building; and
- Signs may not be within any clear vision triangle (for vehicle and

pedestrian safety).

- Signs are Prohibited on public property
- Signs may not be placed within the public right-of-way or on State Park lands.

For sign enforcement concerns, contact:

Code Enforcement Supervisor [Pete Piccardo](#) (916) 461-6227

Additional Information / Resources

Visit the City of Folsom's [Elections](#) and [Campaign](#) webpages for current information.

Visit the City's online filing database [CampaignDocs](#) to view Campaign Financial Disclosure filings from councilmembers, candidates and committees located or campaigning within the City of Folsom.

Questions?

The City Clerk's Department is available to answer questions and assist all candidates throughout the campaign process.

Contact:

City Clerk Christa Freemantle

50 Natoma Street

Folsom, CA 95630

[email](#)

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