

CITY OF CITRUS HEIGHTS CANDIDATES GUIDE 2024 GENERAL MUNICIPAL ELECTION NOVEMBER 5, 2024

CITY CLERK'S OFFICE
CITY OF CITRUS HEIGHTS
6360 FOUNTAIN SQUARE DRIVE
CITRUS HEIGHTS, CA 95621
916-725-2448

CITYCLERK@CITRUSHEIGHTS.NET

WWW.CITRUSHEIGHTS.NET/2024ELECTION



IMPORTANT TELEPHONE NUMBERS

City of Citrus Heights(916) 725-2448

City Clerk's Office(916) 725-2448

Code Enforcement(916) 725-2845

www.citrusheights.net

Fair Political Practices Commission (FPPC).....(916) 322-5660

Advice advice@fppc.ca.gov (866) 275-3772

To file a complaint under the Political Reform Act complaint@fppc.ca.gov

www.fppc.ca.gov

Secretary of State(916) 653-6224

Committee Identification Number

www.sos.ca.gov

Sacramento County Voter Registration and Elections

General Information(916) 876-6451

Vote-by-Mail Information(916) 875-6155

www.elections.saccounty.net

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Introduction

This candidate's manual has been prepared to help guide you through the election process and provide information on requirements for running for office and conducting your campaign. It is intended to provide general information about the nomination and election of candidates and does not have the force of law, regulation or rule. It is distributed with the understanding that we are not rendering legal advice and, therefore, the guide is not to be a substitute for legal counsel for the individual, organization, or candidate using it.

Please review and study the information provided and pay close attention to the dates on the "Abbreviated Election Calendar," as well as the "Campaign Disclosure Filing Schedule" to ensure timely filing of your statements.

The City Clerk's office is open continuously from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding city-observed holidays. During the nomination period, candidate packets can only be issued through appointment only. Please call (916) 725-2448 or email cityclerk@citrusheights.net to make an appointment.

We highly encourage you to file early as deadlines are rigid and must be adhered to. Waiting until the last moment to complete and file documents may jeopardize your ability to have your name appear on the ballot.

Best of luck with your campaign!

The City of Citrus Heights City Clerk's Office



City Government

On January 1, 1997, Citrus Heights incorporated as a City after a 12-year struggle to achieve independence and control of its own destiny. Citrus Heights was the first new City in Sacramento County in more than 50 years and was the first new California community to incorporate in the State of California since 1993. With a population of more than 88,000 in a 14.2 square-mile area, Citrus Heights is 98% developed and is graced with a strong business base and a well-established residential community.

The City of Citrus Heights is a general law city with a five member legislative body. Each of the five City Council Members are directly elected by the registered voters of their district. The Mayor and Vice Mayor are ceremonial in nature and are selected by the members of the Council on an annual basis.

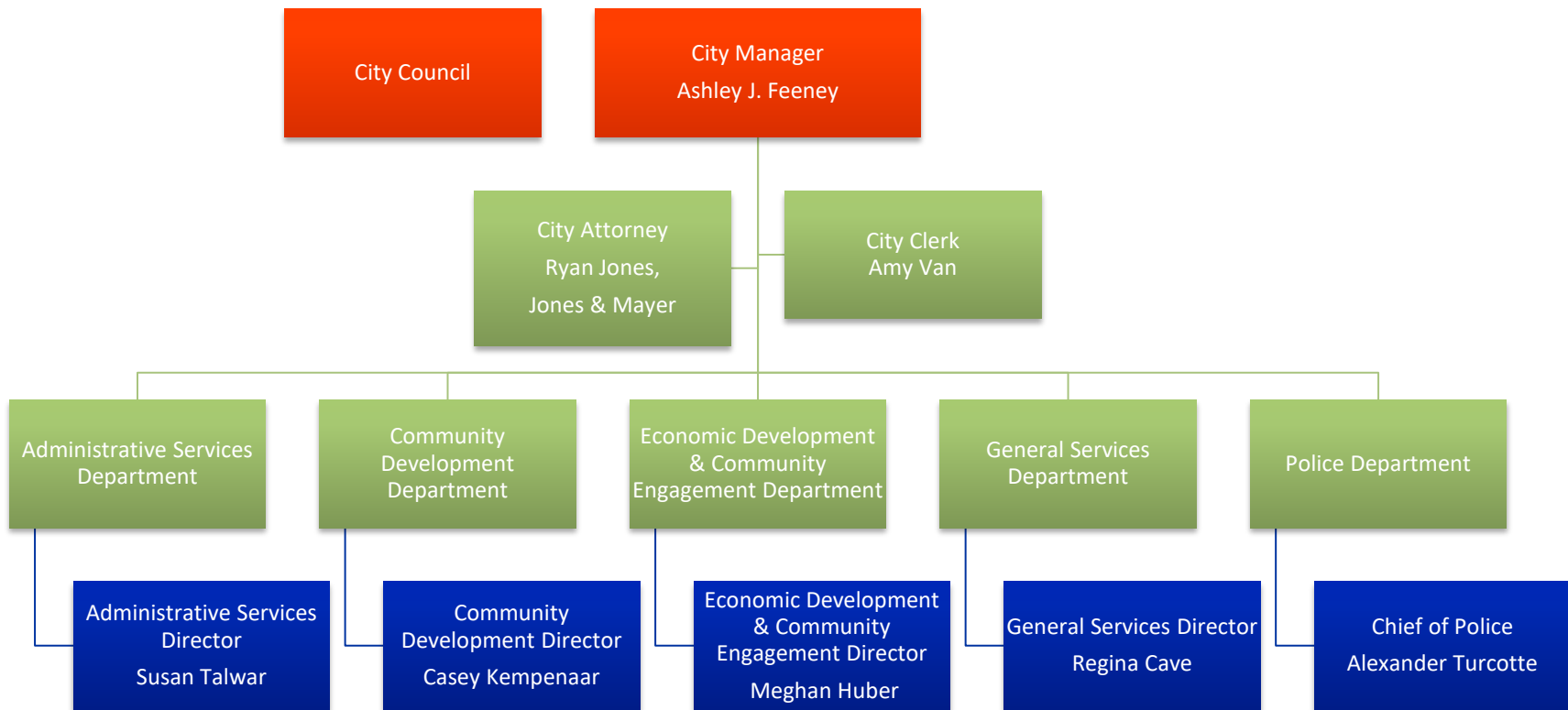
The City Council enacts laws, establishes administrative policy, and appoints two officers - a City Manager and a City Attorney.

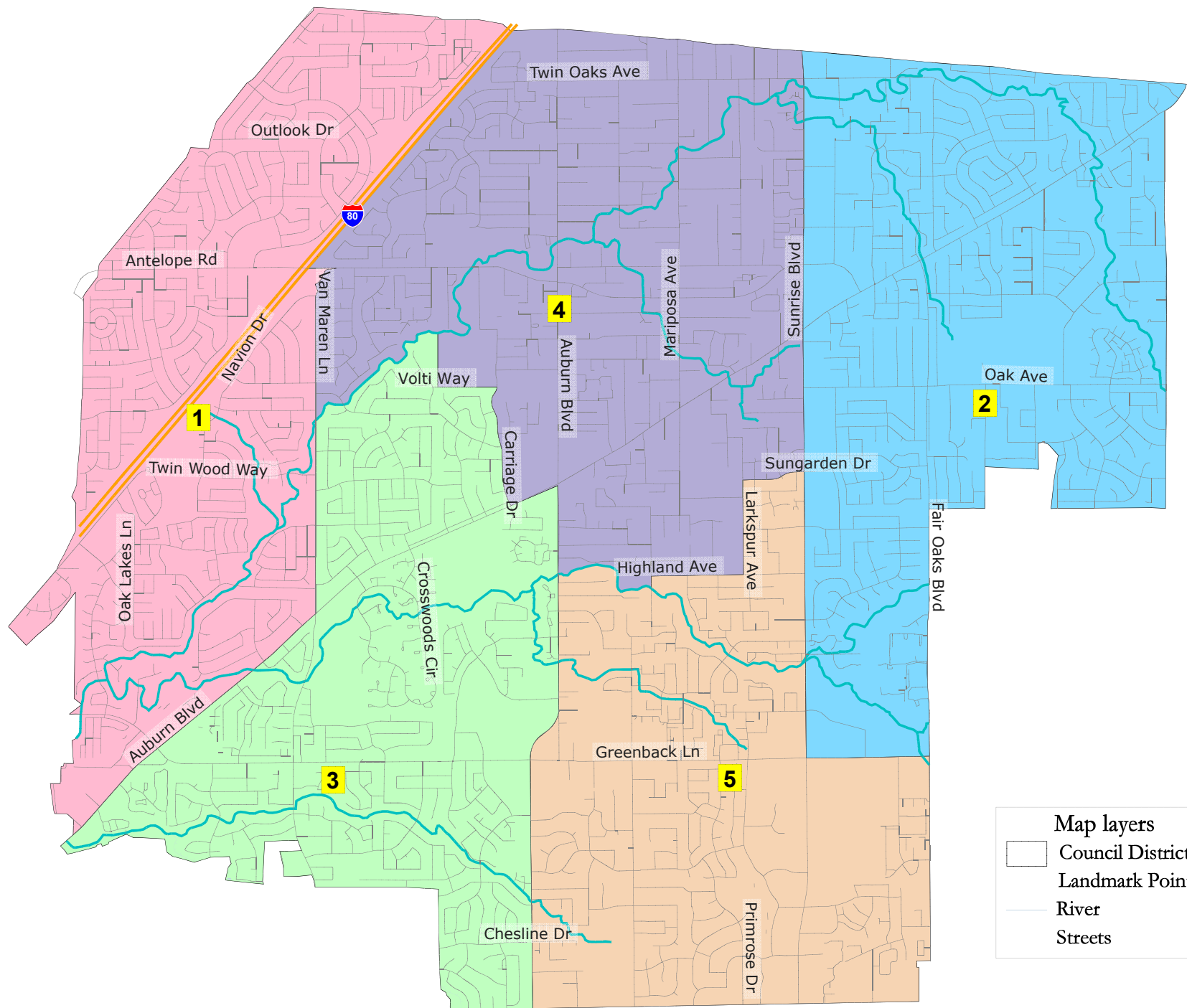
The City Council holds regular meetings, which are open to the public, on the second and fourth Wednesdays of the month at 6:00 p.m. in the Council Chambers at the City Hall located at 6360 Fountain Square Drive. Additional meetings are held as necessary. Complete agenda packets are available after 5:00 p.m. on the Friday preceding Council meetings on the City's website at www.citrusheights.net.

City Council meetings are broadcast LIVE on Metro Cable Channel 14 and normally rebroadcast on the Monday following each meeting. Additionally, City Council meetings can be viewed on the City's YouTube Channel at www.youtube.com/@COCitrusHeights. Contact the City Clerk's Office at (916) 725-2448 for specific dates and times.

Please refer to our website www.citrusheights.net/elections for more information.

CITY OF CITRUS HEIGHTS ORGANIZATION CHART





Map layers

- Council Districts
- Landmark Point
- River
- Streets

Checklist of Filing Forms

Listed below is an informal checklist indicating the various documents required to be filed for candidacy. It is the responsibility of the candidate to ensure that they meet all filing requirements and deadlines. All candidates are urged to file the necessary documents as early as possible in order to avoid any last minute rush.

Filing Deadline is – 5:00 p.m., August 9, 2024, unless extended*

The following will be filed together at the time you file as a candidate:

- ☐ **Media Sheet**
- ☐ **Campaign Disclosure Statements** – All candidates are required to file campaign disclosure statements. Please refer to the Campaign Disclosure section of this guide for further information.
- ☐ **Nomination Paper/Petition** – Containing not less than 20 nor more than 30 signatures. Please refer to the Nomination Process section of this guide for further information.
- ☐ **Statement of Economic Interest, Form 700**
- ☐ **Candidate's Statement** (*optional*) – A payment is required if a Candidate's Statement is filed (see page for cost). Digital copy emailed to cityclerk@citrusheights.net.
- ☐ **Ballot Designation Worksheet** – The worksheet is only required if a candidate chooses to use a ballot designation as specified in Elections Code §13107.
- ☐ **Code of Fair Campaign Practices** (*optional*)
- ☐ **\$25.00 Filing Fee** – non-refundable filing fee to be paid at the time nomination papers are filed.

* If an eligible incumbent City Council Member does not file Nomination Papers by 5:00 p.m., on August 9, the deadline for filing is extended to 5:00 p.m., on August 14. No incumbent may file during the extended filing period.

Abbreviated Election Calendar

General Municipal Election

City of Citrus Heights

November 5, 2024

DATES	ACTION	
07/15 – 08/09 E-113 – E-88	Filing period for Nomination Papers and Candidate Statements. Nomination Papers will be available from the City Clerk during regular business hours of 8:00 a.m. to 5:00 p.m. at City Hall, 6360 Fountain Square Drive. There is a \$25.00 filing fee. NOMINATION PAPERS MUST BE SIGNED IN THE PRESENCE OF THE CITY CLERK. (For more information see page 8.)	EC§§ 10407
07/31	Deadline for Semi-Annual Campaign Statements. The period covers January 1 through June 30.	GC§ 84200
08/09 E-88	Withdrawal of Candidate. No candidate shall withdraw their nomination papers after 5:00p.m. on August 9, 2024.	EC§ 10224
08/12 E-85	Last Day to Withdraw Candidate’s Statement. Except as provided in EC 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.	EC§ 13307(3)
08/10* – 08/14 E-87 – E-83	Nomination Extension Period. If an eligible incumbent City Council Member does not file Nomination Papers by 5:00 p.m. on August 9, the deadline for filing is extended to 5:00 p.m. on August 14. No incumbent may file during the extended filing period.	EC§ 10225
08/10* – 08/19 E-87 – E-78	Public Examination Period. 10-Calendar day review period for Candidate Statements submitted by August 9. This review period does not pertain to any offices that are in extension. During this 10-Calendar day review period, any person may seek a Writ of Mandate or injunction requiring any or all of the material in the candidate statement to be amended or deleted. All Writs of Mandate must be filed no later than the end of the 10-Calendar day public examination period.	EC§ 13313
08/15 E-82	Randomized Alphabet Drawing. Randomized Alphabet Drawing to be held by Secretary of State and Counties to determine the order of candidates on the ballot. This is held at 11:00 a.m.	EC§ 13111, 13112
08/15 – 08/24 E-82 – E-73	Public Examination for Extension Period. 10-Calendar day review period for Candidate Statements submitted during the extension period. During this 10-Calendar day review period, any person may seek a Writ of Mandate or injunction requiring any or all of the material in the candidate statement to be amended or deleted. All	EC§ 13313

	Writs of Mandate must be filed no later than the end of the 10-Calendar day public examination period.	
08/29 E-68	Last Day to Change Ballot Designation	
09/02	City Holiday The City of Citrus Heights office will be closed.	
09/09 – 10/22 E-57 – E-14	Filing period for Write-in Candidate. Nomination Papers will be available from the City Clerk during regular business hours of 8:00 a.m. to 5:00 p.m. at City Hall, 6360 Fountain Square Drive. There is a \$25.00 filing fee. NOMINATION PAPERS MUST BE SIGNED IN THE PRESENCE OF THE CITY CLERK. (For more information see page 29)	EC§ 8600, 8601, 8606
09/26 E-40	Deadline for First Pre-Election Campaign Statements. The period covers the day after the closing date of the last statement filed, OR January 1, if no previous statement has been filed, through September 21.	GC§ 84200.5
09/26 – 10/26 E-40 – E-10	Voter Information Guide Mailings. During this period a County Voter Information Guide will be mailed to every registered voter.	EC§ 13300, 13302, 13303
10/07 E-29	Vote-by-Mail. Ballots are mailed to all voters.	EC§ 4005(a)(8)(A)
10/21 E-15	Last Day to Register to Vote. In Sacramento County, you can still register to vote or update your registration at our office or Vote Center Location in the County through Election Day.	EC§ 2102, 2107
10/24 E-12	Deadline for Second Pre-Election Campaign Statements. The period covers September 22 through October 19. (Must be delivered in person or by guaranteed overnight mail.)	GC§ 84200.8
10/26 E-10	Vote Centers. Limited number of Vote Centers open on this date, County-wide.	EC§ 4005 (a) (4) (A)
11/05 E	ELECTION DAY – ALL VOTE CENTERS OPEN 7AM TO 8PM	EC§ 1000, 14212, 14401
Mid to Late December	Council to declare the results and install newly elected Council Members.	EC§ 10262(b)
01/31/2025	Deadline for Semi-Annual Campaign Statements. The period covers the day after the closing date of the last statement filed through December 31.	GC§ 84200

*Start date, end day or deadline falls on a weekend or holiday. The date listed is the next business

Positions Up for Election and Qualifications

District	Term of Office
City Council Member District 1	Full Term of Four Years
City Council Member District 3	Full Term of Four Years

A. Qualifications

1. Must be 18 years of age and a citizen of the State of California at the time of their election.
2. Must be a registered voter in the District for which they are running at the time nomination papers are issued. The City Clerk will verify candidate voter registration with the Register of Voters.
3. A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and law of the State.
4. No person may file nomination papers for more than one office at the same election.

B. Assuming Office

Elected officials shall take office at the first meeting of the City Council in the month of December 2024, following the election in November 2024. The Oath of Office will be officially administered at this meeting.

C. Compensation of Council Members

Council Members receive \$1,900 per month as a stipend for their service.

Nomination Process

A. Issuance of Nomination Papers and Candidate's Guide

On or after July 15, 2024, nomination papers for the office of City Council will be available at the City of Citrus Heights, 6360 Fountain Square Drive, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The City Clerk will type the name of the candidate and office sought, imprint a stamp which reads "Official Filing Form," and will sign and date the Official Filing Forms before issuing. The forms shall be issued without charge to all candidates.

B. Circulation of Nomination Petitions

Circulators may obtain signatures to the nomination petitions of any candidate not more than 113 (*July 15, 2024*) nor less than 88 (*August 9, 2024*) days prior to the election. Circulators of nomination petitions must be 18 years of age or older.

A candidate may circulate their own nomination petitions, or they may appoint a circulator. The circulator must personally witness the signatures of each voter; must complete the declaration by entering their name, address and circulation dates; and must sign the "Declaration of Circulator" under penalty of perjury.

C. Signatures Required

Nomination petitions shall be signed by not less than 20 nor more than 30 registered voters in the district in which the candidate is to be voted on. No voter shall sign more nomination petitions for candidates than there are offices to be filled (*Elections Code § 8069*). Any registered voter of the district, including the candidate and the circulator, may sign a nomination petition. If a voter signs more than one petition, the voter's signature shall count only on the nomination petition which is filed first. Each seat on the City Council is a separate office.

D. Deadline for Filing Nomination Papers

All completed nomination papers must be filed with the City Clerk no later than 5:00 p.m. on August 9, 2024.

E. Filing Fee

A filing fee of \$25.00 is to be paid at the time nomination papers are filed. The filing fee shall **not** be refunded in the event the candidate fails to qualify.

F. **Extension if Incumbent Does Not File**

If nomination papers for an incumbent, within the respective district, are not filed by 5:00 p.m. on the 88th day (*August 9, 2024*) before the election, any qualified person, other than the incumbent, has until 5:00 p.m. on the 83rd day (*August 14, 2024*) before the election to complete the filing for nomination.

G. **Withdrawal of Candidate**

No candidate shall withdraw his or her nomination papers after 5:00 p.m. on August 9, 2024.

Ballot Designation

The Ballot Designation Worksheet is used to facilitate the review of the candidates proposed ballot designation. The California Administrative Code Title 2 Division 7 chapter 7 defines acceptable ballot designations (Election Code 13107).

A. **Ballot Designation**

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the candidate's principal profession, vocation, or occupation. The designation chosen must be from one of the five categories below:
(Election Code Section 13107 and 13107.5)

1. **Elective Office**

Words designating the elective public office they hold, provided they were elected to this office (or, in the case of judicial offices only, appointed to the office).

2. **Incumbent**

The word "incumbent" if the candidate is a candidate for the same office which they hold at the time of filing, and to which they are elected (or, in the case of judicial offices only, appointed to the office).

3. **3-Word Profession/Occupation/Vocation**

No more than three words designating 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.

4. **Appointed Incumbent**

The phrase "appointed incumbent" may be used if:

- The candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or
- If the candidate is a candidate for the same or other office, the word "appointed" and the title of the office.

In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed". However, the phrase "appointed incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed, as a nominated candidate, in-lieu of an election.

5. Community Volunteer

Pursuant to Elections Code 13107.5. A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

- A candidate's community volunteer activities constitute their principal profession, vocation, or occupation.
- A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

B. No Ballot Designation Requested

A ballot designation is optional. If no ballot designation is requested, a Ballot Designation Worksheet is not required. In the event a candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

C. Reviewing the Ballot Designation

In reviewing the nomination documents, the City Clerk will verify that the Ballot Designation meets the basic restrictions set forth in this section, such as the three-word limitation and the use of "Incumbent". If the designation is found to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

The candidate shall, within three days from the date of receipt of the notice, appear before the elections official and provide an alternate designation. In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate's name.

D. Changing the Ballot Designation

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official to change an unacceptable designation.

E. Challenging the Ballot Designation

Challenging a ballot designation must be done by filing a Writ.

Ballot Designation Test	Answer	Ballot Designation Basic Test	Answer
Is it true?	Yes	Is it generic?	Yes
Is it factually accurate	Yes	Is it neutral?	Yes
Does it mislead?	No	Is it how the candidate makes a living?	Yes

F. **Unacceptable Designation**

Pursuant to Elections Code 13107(e), no designation will be accepted which:

1. Would mislead the voter.
2. Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. Abbreviates the word “retired” or places it following any word(s) it modifies.
4. Uses a word or prefix, such as “former” or “ex-,” which means a prior status, except for the word “retired” which is permitted.
5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity that is prohibited by law. No title or degree shall appear on the same line on the ballot as the candidate’s name, either before or after the candidate’s name, in the case of any election to any office (Elections Code 13106).

Candidate's Statement

Each candidate may prepare a voluntary candidate's statement, at their own expense, on the form provided by the City Clerk. The candidate's statement is designed to acquaint voters with a candidate's qualifications for the office they are seeking. The candidate's statement is incorporated into the Voter Information Guide and will be mailed to all registered voters eligible to vote in the District for that particular candidate.

A fillable form can be found on the City of Citrus Heights website at www.citrusheights.net/2024Election.

A. **How to File**

1. Physical Copy:

Signed and delivered to Office of the City Clerk with nomination forms.

2. Digital Copy:

Email cityclerk@citrusheights.net

The electronic copy must be exactly the same as the hard copy. If there is a discrepancy between the content of the hard copy and the content in the electronic format, the hard copy content will prevail. Handwritten statements will not be accepted.

B. **Cost**

Because of the many unknown factors involved in printing, handling, mailing, and the number of candidates filing statements, it is difficult to determine, prior to the election, the exact cost to each candidate who avails themselves of this service. The cost estimates provided are based upon historical data and a projection of statistics available approximately six months prior to the election. The actual cost may vary significantly from the estimate specified. Candidates must pay any difference between the estimated cost and the actual cost within 30 days of receiving the bill.

Council District 1 \$590

Council District 3 \$600

Check your statement for errors in spelling, punctuation, and grammar. No responsibility or liability is assumed by the City of Citrus Heights or Sacramento County Voter Registration and Election for errors in spelling, punctuation, or grammar, etc.; the statement is entirely the candidate's responsibility.

The statement may contain the name, age, and occupation of the candidate and a brief description of no more than **200 words 5 paragraphs** of the candidate's education and qualifications expressed by the candidate. If your statement exceeds the maximum amount of words, the elections official will remove words starting at the end of the statement until the word count is correct. If your statement exceeds the maximum amount of paragraphs, the elections official will combine paragraphs starting at the end of the statement until the paragraph count is correct. The occupation listed in this location does not have the same restrictions as the ballot designation. The spacing for the statement is to be uniform and conform to the guidelines provided.

The candidate's statement **shall not** include:

- 1) a reference to any other candidates, their character, qualifications, or activities; (EC §13308)
- 2) the political party affiliation of the candidate, nor membership or any activity in partisan political organizations; (EC §13307)
- 3) candidate photographs are not permitted.

If you use someone else's name in your statement, you must file with your statement, a letter from them stating that they are giving you permission to use their name in this manner. Letters must be signed and dated.

If your statement contains endorsements, you must file with your statement, written authorization from the person(s) and/or organization(s) giving you the endorsement. Letters must be signed and dated.

C. **Withdrawal**

The statement may be withdrawn, **but not changed**, during the period for filing nomination papers and until 5:00 p.m. of the next business day after the close of the nomination period (*August 12, 2024*). Any request for withdrawal of a candidate's statement must be in writing and signed by the candidate. A new statement cannot be filed to replace a withdrawn statement.

D. **Confidentiality of Statements**

Notwithstanding any other provisions of law, candidates' statements filed pursuant to Elections Code §13307 shall remain confidential until the close of the nomination period for the office sought. (EC §13311)

E. **Public Examination**

After the close of the nomination period, anyone may examine any candidate's statement and may purchase copies. During a ten calendar day period commencing the day after the close of the nomination period, any voter of the City 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. (EC §13313-13314)

Preparation of the Candidate's Statement

Candidates must prepare their statements as follows:

1. All Statements must be submitted on the candidate statement form provided.

**A FILLABLE FORM CAN BE FOUND ON THE CITY OF CITRUS HEIGHTS WEBSITE AT
WWW.CITRUSHEIGHTS.NET/2024ELECTION**

2. Statements are to be:

- Typewritten
- In a standard paragraph style
- Written in the first person (*e.g. "I am running..." not "She is running..." or "Jane Doe is running..."*) and shall be limited to a recitation of the candidate's own personal background and qualifications. (EC §13307(a)(1))

Statements must be in paragraph format. All paragraphs must be separated by a blank line. No more than 5 paragraphs per 200 words statement.

3. Check statement for errors in spelling, punctuation, and grammar. No responsibility or liability is assumed by the City of Citrus Heights for errors in spelling, punctuation, or grammar, etc.; the statement is entirely the candidate's responsibility.

4. Do not use:

- Bullets
- Stars
- Asterisks
- Italics
- Tables
- All Capital Letters
- Multiple Punctuation
- Underlines
- Lists
- Boldface type
- Material requiring indentation

Statements that are not in compliance will be reformatted and set in uniform type by the elections official. The elections official bears no responsibility for the correct typesetting of statements that must be reformatted under these circumstances.

Count the words in your statement. The total count must not exceed 200 words. The guidelines below, specified in Elections Code §9, will help you in the counting of the words:

Punctuation:

Punctuation is not counted.

Proper Nouns:

All proper nouns shall be considered as one word.

Example A: John Smith = one word

Geographical Names:

All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office.

Example A: County of Sacramento = one word

Example B: Twin Rivers Unified School District = one word

Abbreviations:

Each abbreviation for a word, phrase or expression shall be counted as one word.

Example A: PTA = one word

Hyphenations:

Hyphenated words that appear in any generally available standard reference dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words.

Example A: Re-election = one word

Example B: Re-elect = two words

Dates:

All dates, regardless of letter or number combination, shall be counted as one word.

Example A: 01/01/2020 = one word

Example B: January 1, 2020 = one word

Numbers:

Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled shall be considered as a separate word or words.

Example A: One = one word

Example B: One hundred = two words

Example C: 100 = one word

Telephone Numbers:

Telephone numbers shall be counted as one word.

Example A: (916) 555-5555 = one word

Example B: 916-555-5555 = one word

Internet Website

Addresses:

Internet Website addresses shall be counted as one word.

Example A: smithABC123@gmail.com = one word

Example B: www.smithABC123.net = one word

Note: This section shall not apply to counting words for ballot designations under Elections Code §13107.

Note: The format of your statement may need to be changed to accommodate printing necessities of the Voter Information Guide

Challenge of Contents

Candidates' statements are available for viewing after the deadline for filing has passed. There is then a ten (10) calendar day public examination period whereby the documents may be reviewed and copies obtained (*for a copy fee*).

Also, during this ten (10) calendar day public examination period, any voter of the City may take legal action to challenge the contents of any candidate's statement pursuant to Elections Code §13313.

Elections Code §18351 provides that any candidate for a local nonpartisan office in an election who prepares a candidate's statement and knowingly makes a false statement of a material fact with the intent to mislead the voters is punishable by a fine not to exceed \$1,000.

Candidate Statement Checklist

The following checklist is provided to assist candidates with identifying errors that may prevent a statement from being printed as intended in the Voter Information Guide:

1.	Is your statement typed on the form provided by the city clerk?	Yes	No
2.	Is your statement written in the first person?	Yes	No
3.	Does your statement contain equal to or less than the maximum amount of words and paragraphs as permitted?	Yes	No
4.	Is your statement free of unusual spacing?	Yes	No
5.	Is your statement free of any formatting requiring indentation?	Yes	No
6.	Is your statement free of bullets, stars, asterisks, bolding, italics, underlining, tables, and lists?	Yes	No
7.	Is your statement free of references, direct or implied, to any other candidate or officeholder including their qualifications, character, or activities?	Yes	No
8.	Is your statement free of any reference to your political affiliation or partisan political activity?	Yes	No
9.	Is your statement free of any false information or information that may be deemed as slanderous or libelous?	Yes	No
10.	Is your statement limited to your own personal background, education, qualifications, and platform upon which you will run?	Yes	No
11.	If your statement contains endorsements, do you have documentation to present from the individual(s) or specific organization(s) endorsing you?	Yes	No
12.	If your statement contains someone else's name, do you have documentation to present from the individual(s) stating they give you permission to use their name in this manner?	Yes	No

IF YOU ANSWERED "NO" TO ANY OF THE QUESTIONS ABOVE, YOUR CANDIDATE STATEMENT MAY CONTAIN CONTENT THAT IS PROHIBITED BY CALIFORNIA ELECTIONS CODE OR ELECTION OFFICIAL'S POLICY.

Statement of Economic Interests

A. **“Candidate” Statement Filing (Form 700)**

Pursuant to Government Code § 87200, every candidate for City Council must file a “candidate” Statement of Economic Interests Form 700 at the time nomination papers are filed. The candidate shall disclose all reportable investments, interests in real property as of the date of filing, and income received during the immediately preceding 12 months.

The form must be returned to the City Clerk’s office, as the City Clerk is the filing official for Statements of Economic Interests.

If you need assistance in determining your disclosure requirements, please contact:
Fair Political Practices Commission
www.fppc.ca.gov

1102 Q Street, Suite 3050
Sacramento, CA 95811

(866) 275 - 3772
advice@fppc.ca.gov

B. **Elected Office Holders – “Assuming Office” Statement**

All newly elected office holders who were not incumbents must file an “assuming office” statement within 30 days after the term of office begins.

If an incumbent is re-elected they do not have to file an “assuming office” statement. Incumbents are not deemed to have left and re-assumed office.

C. **Office Holders – “Leaving Office” Statement**

Office holders who leave office must file a “leaving office” statement within 30 days of leaving office.

Campaign Disclosure Requirements

The Political Reform Act requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state ballot measures, and committees supporting or opposing state and local candidates and ballot measures, to file campaign statements disclosing contributions received and expenditures made.

The statutory requirements of the Political Reform Act are now contained in Government Code § 8100 et seq. Information and assistance relating to campaign reporting obligations under the Political Reform Act may be obtained from the elections office or from the Fair Political Practices Commission.

A. **Candidate/Committee Filing Responsibilities**

All candidates are required to file campaign disclosure statements. It is the responsibility of the candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner.

The FPPC provides an online Candidate Toolkit to help you understand the rules that ensure transparency and accountability in California elections. Online resources include information on getting started, campaign reports, campaign communications, and filing obligations after the election. <http://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html>

B. **When to File**

Refer to the FPPC Filing Schedule deadlines on the following pages.

C. **Contribution Limits**

The City of Citrus Heights has not enacted a contribution limit.

Assembly Bill 571, effective January 1, 2021, applies a default campaign contribution limit to city and county candidates when the city or county has not already enacted a contribution limit. The contribution limit is updated biennially for inflation. Contribution limits can be found in Regulation 18545(a) and on the FPPC website at <https://www.fppc.ca.gov/learn/Contribution-Limits-City-and-County-Candidates.html>

Running for Reelection to the Same Office?

Prior to the adoption of AB 571, local candidates and committees could use the same bank account and candidate controlled committee for each election by redesignating the committee and amending their Form 410 (Statement of Organization). However, effective January 1, 2021, city and county candidates in jurisdictions that have not

enacted campaign contribution limits can no longer redesignate their candidate controlled committees. A candidate must establish a separate controlled committee and campaign bank account when running for reelection.

If a candidate is seeking to transfer campaign funds from one candidate controlled committee to another for the same office, the candidate may carry over non-surplus campaign funds without attribution or without using the "last in, first out" (LIFO) or "first in, first out" (FIFO) accounting method. The funds must be in the new campaign bank account before they can be used for the reelection campaign.

Termination Requirements

Prior to the adoption of AB 571, local candidate controlled committees had no time limit for terminating their committee. However, a candidate in a city or county that has not enacted campaign contribution limits, must terminate a candidate controlled committee within 24 months of their election to that office. Candidates who are elected are required to terminate any controlled committees formed for local elections, held concurrent with, or prior to, their election to that office. The committee must also close the current bank account by the time the committee is terminated.

FOR TECHNICAL QUESTIONS, LOCAL CANDIDATES SHOULD CONTACT THE FPPC.

Fair Political Practices Commission

www.fppc.ca.gov

**1102 Q Street, Suite 3050
Sacramento, CA 95811**

**(866) 275-3772
advice@fppc.ca.gov**

Fair Political Practices Commission

Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 – 10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first-class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form [501](#):** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days..
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules.

CAMPAIGN DISCLOSURE FORMS

FORM 501 – CANDIDATE INTENTION STATEMENT

- WHAT** This form is used for declaring the formation of a financial campaign.
- WHEN** Form 501 must be filed prior to the solicitation or receipt of any contribution or expenditure, including any personal funds, used for the election. A new form 501 must be filed for each election even if a candidate is running for re-election.
- WHERE** Local candidate – The City Clerk
- WHO** All candidates for State or local office must file this form for each election.

FORM 410 – STATEMENT OF ORGANIZATION RECIPIENT COMMITTEE

- WHAT** This form is used when any individual, officeholder, candidate, group of individuals, organization, or any other entity receives contributions totaling \$2,000 or more during a calendar year.
- The name for all state and local committees established for an election held after January 1, 2009, must include the candidate's name, office sought and year of the election as part of the committee name. Example: "Smith for Twin Rivers Unified School District, Area 5 2016".
- Also, there will be a fee of \$50 payable to the Secretary of State upon filing of the form 410.
- WHEN** The initial 410 Form can be filed prior to raising or spending \$2,000 and then amended within 10 days of reaching the \$2,000 threshold. The Secretary of State will issue the identification number for your campaign committee. Form 410 is filed with the Secretary of State in order to create a committee, to amend any information, and to terminate a committee.
- WHERE** The original with the Secretary of State's Political Reform Division and one copy with the City Clerk.
- WHO** All candidates who receive or spend \$2,000 or more on their campaign.

FORM 460 – RECIPIENT COMMITTEE CAMPAIGN STATEMENT

- WHAT** This form is used when any individual, officeholder, candidate, group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year. The form identifies the name of the committee and provides public information regarding the committee's purpose
- Local candidates file this form with the City Clerk only (not the Secretary of State)
- WHEN** Must be filed according to the applicable schedules.
- WHERE** The original with the City Clerk.
- WHO** All candidates who have filed Form 410 and have raised or spent \$2,000 or more in a calendar year.

FORM 470 – OFFICEHOLDER/CANDIDATE CAMPAIGN STATEMENT SHORT FORM

WHAT This form is used when a candidate does not have a controlled committee and does not anticipate raising or spending \$2,000 or more in a calendar year.

Candidates who initially file the Form 470 and subsequently receive contributions or expenditures totaling \$2,000 or more are required to file a Form 470 supplement within 48 hours of reaching the \$2,000 limit.

WHEN Must be filed no later than the deadline for the first required campaign disclosure statement.

WHERE The original with the City Clerk.

WHO All candidates who do not plan on spending or raising more than \$2,000 on their campaign in a calendar year.

FORM 496 – 24-HOUR INDEPENDENT EXPENDITURE REPORT

WHAT This form is used when State or local committees make an independent expenditure that totals \$1,000 or more in the 90 days before an election.

Local candidates file this form with the City Clerk only (not the Secretary of State)

WHEN Must be filed within 24 hours from making the expenditure(s) of \$1,000 or more.

WHERE The form must be filed with the City Clerk by fax, guaranteed overnight delivery, personal delivery or email.

WHO All candidates who make an expenditure of \$1,000 or more in the 90 days before an election.

FORM 497 – 24-HOUR CONTRIBUTION REPORT

WHAT This form is used when State or local committees make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before an election.

Local candidates file this form with the City Clerk only (not the Secretary of State)

WHEN Must be filed within 24 hours from the receipt of \$1,000 or more in aggregate from a single source or if you contribute \$1,000 or more to another candidate or committee.

If a non-monetary contribution is received in excess of \$1,000, the filing deadline is extended to 48 hours from receipt.

WHERE The form must be filed with the City Clerk by fax, guaranteed overnight delivery, personal delivery or email.

WHO All candidates who give or receive \$1,000 or more to or from a single source in the 90 days before an election.

VISIT WWW.FPPC.CA.GOV FOR CAMPAIGN RULES, FORM AND MANUALS

Write-In Candidacy

The Statement of Write-In Candidacy form and Nomination Papers shall be available from the City Clerk beginning September 9, 2024 through October 22, 2024.

Every person who desires to be a write-in candidate and have their name written on the ballot of an election counted for a particular office, shall file a statement of write-in candidacy that contains the following information:

- Candidate's name
- Residence address
- Declaration stating that he or she is a write-in candidate
- Title of the office for which they are running
- Date of Election

The required number of signatures on the nomination papers, if any, for that office.

The statement and nomination papers shall be available on the **57th day prior to the election which is, September 9, 2024**, for which the candidate is filing as a write-in candidate, and shall be delivered to the elections official responsible for the conduct of the election no later than the **14th day prior to the election, which is October 22, 2024**.

Signers of nomination petitions for a write-in candidate shall be voters in the district in which the candidate is to be voted on. In addition, the City of Citrus Heights requires a \$25.00 filing fee. (EC 8600-8605, 10228)

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 the Code so as 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 the candidate a blank form on which to subscribe to the Code of Fair Campaign Practices and a copy of the Elections Code provisions at the time nomination papers are issued.

Subscription to the Code is voluntary. Completed forms are to be filed with the City Clerk, and shall be retained for public inspection until 30 days after the election.

Political Signs and Posters

The City of Citrus Heights would like to provide you with a set of guidelines for the placement of your campaign signs. These guidelines are intended to establish a common understanding for all candidates and their committees on the appropriate placement of campaign signs. Should you or your committee chair have any questions regarding these guidelines, please contact the City Clerk's office, (916) 725-2448.

A political sign is any poster, flyer, placard, or similar object that urges the election or defeat of any political candidate or ballot measure. It does not include any billboards owned or maintained by a commercial company. Signs may be placed no sooner than 90 days before the Election Day. In addition, signs must be removed within 10 days after the election.

Political Signs are not allowed on public property or in public rights-of-way and will be removed.

Political signs are allowed without a sign permit, provided that they comply with Zoning Code Section 106.38.050 (General Requirements for All Signs), and the signs:

1. Are installed with the property owner's consent;
2. Do not exceed a maximum cumulative area of 50 square feet on any lot, do not exceed a maximum height of six feet, and are not illuminated;
3. If freestanding are set back a minimum of five feet from any property line, and are not placed within 15 feet of a fire hydrant, street sign, or traffic signal, and do not interfere with, confuse, obstruct, or mislead traffic;
4. Are not placed unlawfully. The placement of a sign in the public right-of-way in violation of the City's Municipal Code - Zoning Code is a nuisance, and any sign so placed may be removed summarily and disposed of by the City; and
5. Each sign shall be removed within 10 days after the conclusion of the political campaign or event to which they relate. A sign that is not removed may be removed by the City at the expense of the political candidate or organization involved.

Where signs are prohibited:

1. On or within the following publicly owned or operated places: buildings, parks, recreation areas, landscaped grounds, trees, flagpoles, or within public rights-of-way. These sites include:

- Street trees
- Pedestrian barricades
- Fence barricades
- Center medians
- Fire hydrant
- Street sign
- Traffic signal
- Post/pole
- Curb/sidewalk

2. Private Property without the permission of the said property owner.
3. Utility Poles. Sacramento Municipal Utility District (SMUD) will remove these signs as they pose a safety hazard to their employees who climb the poles. State of California General Order No. 95, Rules for Overhead Line Construction, Rule No. 34 directly addresses the issue of unauthorized attachments of signs to utility poles.
4. Notices or leaflets should not be placed in mailboxes or allowed to litter yards, sidewalks or streets.

Enforcement

The provisions of this Zoning Code shall be enforced in compliance with the provisions of the Municipal Code Chapter 50. (Zoning Code 106.10.050). A person or organization may be subject to fines and other penalties. Any complaints regarding political campaign signs can be directed to our Code Enforcement Division at (916) 725-2845.