



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom Candidates Guide



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

ELECTION DATE:

NOVEMBER 8, 2022

NOMINATION FILING PERIOD:

MONDAY, JULY 18, 8 A.M. THROUGH FRIDAY AUGUST 12, 5 P.M.

Dear Prospective Candidate:

Thank you for your interest in serving as an elected official for the City of Folsom. Running for public office is an exciting experience that carries with it certain legal responsibilities and obligations. This 2022 Candidate Guide provides general information and an overview of the requirements related to candidacy for the Folsom City Council.

The November 8, 2022 election will be a mail ballot election coordinated with and conducted by Sacramento County. Folsom has just completed the transition from at-large elections to by-district elections, and this is the first time Councilmembers will be elected to the City Council by districts. Three City Council seats will be elected in November - seats for District 1, District 3, and District 5. District 2 and District 4 seats will be elected in November 2024.

Questions concerning the election and the nomination process may be directed to the City Clerk at CityClerkDept@folsom.ca.us or by telephone at 916-461-6035. Questions regarding campaign finance or legal advice should be directed to private legal counsel.

Our duty to you, as a candidate and voter, is to provide fair and impartial service. We welcome you to the 2022 City of Folsom municipal election process.

Regards,

Christa Freemantle, CMC
Folsom City Clerk



This Candidate Guide is intended to provide general information about the nomination and election of candidates and does not

have the force and effect of law, regulation or rule. This information is intended to provide general guidance only and not a substitute for the provisions of state and local law which it summarizes. 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. It is not the intent of the City of Folsom to render legal advice. Accordingly, the guide is not a substitute for legal counsel for the individual, organization or candidate using it. An attempt has been made to make this summary accurate, but if there are any differences between this summary and the applicable provisions of state law, Elections Code or the Folsom Municipal Code or duly adopted City resolutions, the state and local law will prevail. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein. Any legal questions should be directed to private legal counsel.

Election At A Glance

DATE OF ELECTION

Tuesday, November 8, 2022

TYPE OF ELECTION

Coordinated mail ballot election with Sacramento County

COUNCIL DISTRICTS UP FOR ELECTION IN NOVEMBER 2022

Councilmember District 1 – 4-year term

Councilmember District 3 – 4-year term

Councilmember District 5 – 4-year term

***Note:** Councilmembers Chalamcherla and Rodriguez, who were both elected to four-year, at-large terms in 2020, will continue to serve on the City Council as at-large Councilmembers through the completion of their terms in November 2024.*

CANDIDATE ELIGIBILITY

- U.S. citizen
- 18 years of age on or before Election Day
- Registered voter of the City of Folsom residing in the district for which they are running at the time nomination papers are issued for their candidacy

NOMINATION PAPERS

Nomination papers will be available from the City Clerk beginning July 18 through August 12.

Please make an appointment to pick up papers by emailing CityClerkDept@folsom.ca.us or by calling 916-461-6035. You will need to provide your full legal name and residence address so that the City Clerk is able to verify your eligibility through Sacramento County Voter Registration.

TERMS

Councilmembers serve 4-year terms

TERM LIMITS

Councilmembers are limited to serving four consecutive 4-year terms. Councilmembers may run for City Council again after a period of 4 consecutive years have elapsed since their last service on the City Council (voter-approved Measure C, 2018). This term limit does not apply retroactively, but rather applies to terms served from 2018 forward.

ELECTION SIGNS

Time Allowed: September 9 – November 15

See the Campaign Signs section of this Guide for additional information about sign regulations.

Folsom City Council – Terms, Form of Government, Meetings, Salary and Benefits

The Folsom Charter establishes the Folsom City Council as five members elected 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.

TERM LIMITS

Councilmembers are limited to serving four consecutive 4-year terms. Councilmembers may run for City Council again after a period of 4 consecutive years have elapsed since their last service on the City Council (voter-approved Measure C, 2018). This term limit does not apply retroactively, but rather applies from terms served 2018 and forward.

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.

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.

Salary

Councilmembers receive a salary of \$600 per month; the Mayor receives a salary of \$700 per month.

Benefits

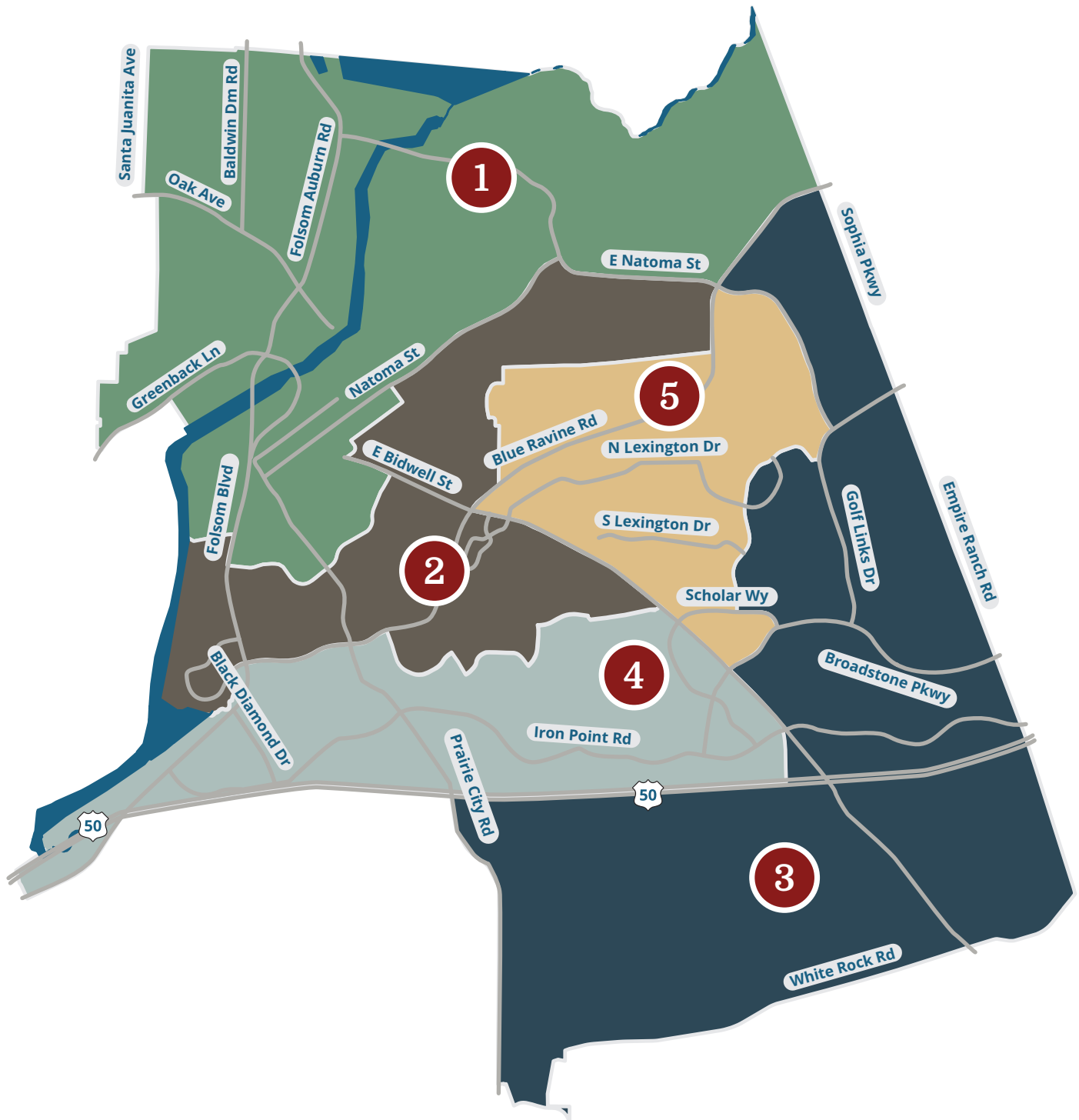
Councilmembers are eligible for health, dental and vision benefits for themselves and their families; they pay the same contribution for these benefits that city employees pay.



By-District Elections / Eligibility / District Sequencing

In 2022, the City of Folsom transitioned from at-large elections to by-district elections.

MAP OF DISTRICTS



An online searchable map is available at www.folsom.ca.us/DistrictElections.

ELIGIBILITY

In order to be eligible to hold office as a member of the Council, a person must be a U.S. citizen, 18 years of age on or before Election Day and a registered voter of the City of Folsom residing in the district for which they are running at the time nomination papers are issued for their candidacy. Councilmembers shall continue to reside in the district for which they are elected during the term of office (Government Code § 34882, 34904, 36502). If, during their term of office, the Councilmember moves their place of residence outside or ceases to be an elector of the City district they were elected to represent, their office shall immediately become vacant.

DISTRICT SEQUENCING / STAGGERED TERMS

In 2022, Councilmembers representing District 1, District 3, and District 5 will be elected to four-year terms.

Councilmembers YK Chalamcherla and Rosario Rodriguez, who were both elected to four-year, at-large terms in 2020, will continue to serve on the City Council as at-large Councilmembers through the completion of their terms in November 2024.

At the November 2024 election, Councilmembers representing District 2 and District 4 will be elected to four-year terms.

Nomination Papers, Nomination Period, Filing Fee and Requirements

The nomination period begins Monday, July 18 at 8 a.m. and ends Friday, August 12 at 5 p.m.

No Extension of Nomination Period.

Since this is the first time the offices of City Councilmembers for District 1, District 3, and District 5 will be elected, there are no incumbents currently holding those offices. As such, there will be no extension of the nomination period pursuant to Elections Code 10225(b).

Nomination Papers will be available from the City Clerk's office, 50 Natoma Street, Folsom, during regular business hours of 8 a.m. to 5 p.m. during the nomination period. Please call the Clerk's office at 916-461-6035 or email CityClerkDept@folsom.ca.us to make an appointment to pull papers.

FILING FEE

The filing fee for Nomination Papers for City Councilmember candidates is \$25.

the "Affidavit of Circulator" portion must be completed in the presence of the City Clerk at the time the candidate files their Nomination Papers. Do not sign it prior to that time.

The second step is to obtain the signatures. You will notice that the petition has 30 spaces for signatures. Although only 20 signatures are required, it is advisable to obtain 30. This will give you 10 extra signatures in case any of the first 20 signatures do not qualify. **Signatures qualify if they are registered voters of the geographical area making up the City of Folsom District in which you are qualified to run for office.**

Signatures; Verifications; Residence Address

Signatures and the residence address must match the information on the voter's registration card or affidavit on file at the Sacramento County Registrar of Voters Office. Please do not use ditto marks. The signatures have to be verified and if a name or address is not legible, verification may not be possible.

For purposes of verifying signatures on any Nomination Paper, the Elections Official shall determine that the residence address on the petition is the same as the residence address on the affidavit of registration. If the addresses are different, the signature shall not be counted as valid.

REQUIREMENTS FOR COMPLETING NOMINATION PAPERS

The first step in completing your nomination papers is to decide if you will personally be the circulator or if someone will circulate it for you. Remember, whoever circulates the petition must personally witness each person's signature. Also, if you have someone else circulate the petition for you, they must be 18 years of age or older and must complete the "Affidavit of Circulator". If the candidate chooses to personally be the circulator,





The third step is to complete the Affidavit of the Nominee and Declare a Ballot Designation. This section of the Nomination Papers is a declaration stating that the candidate will accept the nomination and the office in the event of their election. In addition, the candidate must state their ballot designation. Please refer to the Ballot Designation section in this Guide for additional information regarding ballot designations.

The fourth and final step is to file the Nomination Papers with the City Clerk and complete the Oath of Candidate. The Oath of Candidate must be completed in the presence of the City Clerk at the time the candidate files their Nomination Papers. Do not sign it prior to that time. Please call the Clerk's office at 916-461-6035 or email CityClerkDept@folsom.ca.us to make an appointment to file papers.

FILING DEADLINE:
FRIDAY, AUGUST 12, 5 P.M.

All paperwork (both required and optional items) must be filed with the City Clerk at the same time before the deadline. You may not submit paperwork intermittently, and

no changes may be made to documents once they are filed. It is recommended that candidates file as far in advance as possible of the deadline so that any deficiency in the papers may be found and remedied in time to qualify.

Required Items:

1. Nomination Papers and \$25 filing fee (check made payable to City of Folsom)
2. Ballot Designation Worksheet
3. FPPC Form 700 – Statement of Economic Interest

Optional Items:

1. Candidate Statement and printing fee (check made payable to City of Folsom)
PLEASE NOTE: The cost has been set by Sacramento County Elections Department at \$450 and must be paid by the candidate to the City of Folsom at the time of filing the statement.
2. Code of Fair Campaign Practices (signed)

WITHDRAWAL OF NOMINATION PAPERS

If a candidate files Nomination Papers and then decides not to run, they must withdraw their Nomination Papers before the Friday, August 12, 5 p.m. deadline. Nomination Papers may not be withdrawn after the deadline has passed.

Ballot Designation

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

BALLOT DESIGNATIONS

On the ballot immediately under the name of each candidate, and not separated from the name by any line, may appear, at the option of the candidate, only one of the following designations:

- (1) 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 they were elected by vote of the people.
- (2) The word “incumbent” if the candidate is a candidate for the same office which they hold at the time of filing the nomination papers and was elected to that office by a vote of the people.
- (3) 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.
- (4) The phrase “appointed incumbent” if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some 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” shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.



UNACCEPTABLE BALLOT DESIGNATIONS

Elections officials shall not accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

If, upon checking the nomination documents and the ballot designation worksheet, the elections official finds the designation 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 provided on the candidate's ballot designation worksheet.

- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date they receive notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official and provide a designation that complies with Elections Code section 13107 requirements

- (2) If a candidate fails to provide a designation that complies with Elections Code requirements within the three-day period, a designation shall not appear after the candidate's name.

A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h).

BALLOT DESIGNATION WORKSHEET

A candidate who submits a ballot designation pursuant to subdivision (a) of Elections Code Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files their declaration of candidacy.

- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

Candidate's Statement

Each candidate may (but is not required to) file a Candidate's Statement of no more than 200 words (see following section regarding the counting of words). The Statement will be printed in the Voter's Pamphlet and distributed to all registered voters with the sample ballot prior to the election. Statements must be filed at the same time the Nomination Papers are filed. This Statement may be withdrawn, but not changed, on or before 5 p.m. on the next working day after the close of the nomination period.

COST

The cost has been set by Sacramento County Elections Department at \$450 and must be paid by the candidate to the City of Folsom at the time of filing the statement.

Sacramento County Voter Registration and Elections estimates the total cost of printing, handling, translating, and mailing candidate statements. Candidates are required to pay the fee at the time they file their nomination papers. The actual cost may vary from the estimate specified in the County's Candidate's Guide. Candidates must pay any difference between the estimated cost and the actual cost within 30 days of receiving the bill. If the estimated fee is higher than the actual fee, the difference will be refunded after the election.

CONTENT AND FORMATTING OF STATEMENT

The Statement may include the name, age, and occupation of the candidate and a description of the candidate's education and qualifications.

FORMAT OF STATEMENT

All statements should be typewritten in upper and lower case, with paragraphs clearly indicated. Your name, age and occupation are not included in the word count. If you leave your age or occupation blank, it will not be printed. Your occupation is not subject to the same restrictions that apply to your ballot designation; however, reason must apply and occupations exceeding one line will be shortened.

Statements are printed in block paragraph style with spacing between paragraphs (no indentations). Words in all capitals, indentations, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph.

Multiple single sentence paragraphs that do not fit in the space allotted will be wrapped.

Please note that this office will not be responsible for the accurate printing of any statement which must be reconfigured to comply with these guidelines. We will not attempt to clarify information that is missing and/or unclear.





We suggest you email your statement to the City Clerk on the same day that you are filing their paperwork so it may be sent to the Register of Voters on your behalf.

WORD COUNTING STANDARD FOR CANDIDATE'S STATEMENT (ELECTIONS CODE SECTION 9)

Counting of words shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (6) Dates shall be counted as one word.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet Web site addresses shall be counted as one word.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Statements must be submitted on the appropriate form; however, statements may be prepared on a word processor and attached to the form, providing no pertinent information is covered by the attachment.

Statements submitted in a format other than block paragraph will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is

not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened.

Statement Must be Written in the First Person (e.g., “I am running...” not “Jane Doe is running...” or “He is running...”). Please proofread your statement. This office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in, grammar or punctuation.

Special formatting using ALL CAPITALS, italics, underlines, boldface type, ***stars***,!!!, dots..., etc., are prohibited.

The word count begins after the heading “Occupation”.

CONFIDENTIAL UNTIL CLOSE OF NOMINATIONS

Elections Code Section 13311 makes the Candidate’s Statement confidential until the close of nominations. The City Clerk will not release copies of the statement until the expiration of the filing deadline.

Statement of Economic Interest and Campaign Financial Disclosure Filings

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 by anyone, and copies can be purchased.

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 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. Email CityClerkDept@folsom.ca.us 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 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

The Elections Code (Section 20440) requires that City Clerks/Elections Officials provide a blank form of the Code and a copy of Chapter 5 of Division 20. In endorsing this Code, you pledge to conduct your campaign in a fair and honest manner. Endorsement of the Code is voluntary and is not a requirement. If you choose to sign the Code, it will be on file in the City Clerk's Office and available for public inspection.



California Secretary of State
CODE OF FAIR CAMPAIGN PRACTICES
(Elections Code § 20440)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process



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. A copy of Chapter 2.48 will be provided in the nomination packet.

CAMPAIGN SIGNS

Time Allowed: September 9 – November 15

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** at 916-461-6227



Additional Information / Resources

Visit the City of Folsom's **Elections** webpage for current information and for additional campaign informational resources.

QUESTIONS REGARDING FPPC FILING OBLIGATIONS?

The City Clerk's Department cannot provide advice on filing obligations. Filers should direct their questions to FPPC by phone or email.

FPPC Advice Line: 866-ASK-FPPC (275-3772)
9 - 11:30 a.m., Monday through Thursday
FPPC Advice Email: advice@fppc.ca.gov

VOTER LISTS

Voter registration lists and other election data may be requested from the Sacramento County Registrar of Voters at elections.saccounty.gov.

GENERAL QUESTIONS REGARDING THE CANDIDATE FILING PROCESS?

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

Contact:
City Clerk Christa Freemantle
CityClerkDept@folsom.ca.us
Telephone: 916-461-6035