

Running for City Council



Candidate Information Guide GENERAL MUNICIPAL ELECTION

November 5, 2024

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City of Kingsburg
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Running for Kingsburg City Council

Congratulations on your interest in becoming a candidate for Kingsburg City Council. The next municipal election will be held November 5, 2024, to fill two seats (District 2 and District 3) on the City Council. The City Clerk is the Election Official and will assist you throughout the election process. The following steps will give you an overview of what to expect during your candidacy:

“Getting Started Now”

- Review the Fair Political Practices Commission (“FPPC”) Campaign Disclosure Manual 2, which is available online at www.fppc.ca.gov. This manual provides information on campaign disclosure rules as required under the Political Reform Act. If you have any questions, the FPPC provides advice by phone at 1-800-275-3772 or by e-mail at advice@fppc.ca.gov.
- File FPPC Form 501 Candidate Intention Statement with the City Clerk before receiving contributions or spending your own funds (blank forms are available from the City Clerk or at www.fppc.ca.gov and Campaign Disclosure Manual 2 gives detailed instructions for completing Form 501.)
- Keep a record of all expenditures and contributions of \$25 or more (refer to Campaign Disclosure Manual 2 for record-keeping guidelines).
- Never accept or spend \$100 or more in *cash*.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account prior to the expenditure. The only exception is the (optional) candidate statement deposit which will be paid at the time you file your Nomination paper with the City Clerk (between July 15 and August 9 – see Step 4 below.)
- File FPPC Form 410 Statement of Organization with the Secretary of State along with a filing fee of \$50.00, made payable to the Secretary of State, within 10 days of receiving \$2,000 in contributions. File a copy of the Form 410 with the City Clerk. Blank forms are available from the City Clerk or at www.fppc.ca.gov and Campaign Disclosure Manual 2 gives detailed instructions for completing Form 410.

Important Contact Information

FAIR POLITICAL PRACTICES COMMISSION

428 J Street, Suite 620

Sacramento, CA 95814

Phone 866-275-3772 (toll-free) Fax 916-322-0886 Internet: www.fppc.ca.gov

Information Regarding:

- Campaign Disclosure State Contribution Limits
- Conflict of Interest Disclosure Lobbying Disclosure Conflict of Interests
- Disqualification
- Proper Use of Campaign Funds Fill Out Forms Electronically

SECRETARY OF STATE

Political Reform Division 1500 11th Street, Room 495

Sacramento, CA 95814

Phone 916-653-6224

Fax 916-653-5045

Internet: www.sos.ca.gov

Information Regarding:

- Committee Identification Numbers Termination of Committees

Elections Division Phone 916-657-2166

Fax 916-653-3214

Information Regarding:

- Questions related to the Elections Code

STATE FRANCHISE TAX BOARD

Phone 800-338-0505

ATTORNEY GENERAL

Phone 800-952-5225

Information Regarding:

- Brown Act Requirements

KINGSBURG CITY CLERK

1401 Draper Street, Kingsburg, CA 93631

Phone (559) 897-6520

apalsgaard@cityofkingsburg-ca.gov

Internet: www.cityofkingsburg-ca.gov

Information Regarding:

- Resolutions and Publication of Legal Notices Candidate Information Packet
- Issuance, Acceptance and Verification of Nomination Documents Candidate Qualification and Verification
- Campaign Finance Disclosure City Election Information Certification of Election

FRESNO COUNTY CLERK AND REGISTRAR OF VOTERS

2221 Kern St,
Fresno, CA 93721

Phone (559) 600-8683

Internet: <https://www.co.fresno.ca.us/departments/county-clerk-registrar-of-voters>

Information Regarding:

- Voter Registration
- Voting Center Locations
- Ballots, Sample Ballot Booklet and Multilingual Ballot Materials Index of Registered Voters
- Registered Voter Information
- Election Tally, Returns and Semi-Official Results

INTERNAL REVENUE SERVICE

Phone 800-829-1040

Information Regarding:

- Federal Taxpayer ID Numbers
- Any other tax-related questions

Campaign Sign Regulations

Campaign signs cannot be put up before 8/7/2024 and must be removed by 11/15/2024.

Campaign signs may be posted or placed on private property with property owner's permission. Campaign signs shall not be posted or placed in any way that poses a hazard or traffic sight visibility problem to motorists, pedestrians or cyclists using the public rights-of-way or in any manner that creates a hazard. The City may remove any campaign sign that it deems to be improperly placed.

Campaign signs and billboards SHALL NOT be posted or placed on any building owned, operated, or leased by a public agency; on or within the confines of any public parks, recreation area, or other type of landscaped ground owned or operated by the City or other governmental agency; upon any flagpole or public tree; on any fence owned by a public agency; on any traffic-control sign or device; or on any telephone or utility pole.

Examples of improper sign placement locations are:

- On fences along Highway 99;
- Nailed or otherwise attached to any public tree (street or park) or utility pole;
- In any public tree well;
- On medians in public streets;
- On parkways (between the sidewalk and the street); generally speaking, the right-of-way on streets with no sidewalk extends ten feet from curb or end of street pavement.

Steps to Getting on the Ballot

Step 1 “Pulling Papers” – July 15 to August 9, 2024, 5:00 p.m.

- The City Clerk will issue your Nomination Paper and Candidate Packet during the nomination period: July 15 through August 9, 2024, at 5:00 p.m. It is best to make an appointment with the City Clerk as the process takes approximately 30-45 minutes. Call (559) 897-6520 to make an appointment. A Candidate must be a registered voter who resides in the City of Kingsburg in District 2 or District 3 at the time the Nomination Paper is issued.
- You will fill out the Candidate Application in the convenience of your own home.
- When you are issued your Nomination Paper, you will be asked to sign a proof of receipt for the Candidate Packet.

Step 2 “Gathering Signatures” – July 15 to August 9, 2024, 5:00 p.m.

- You will need not less than 20 nor more than 30 registered voters residing in the City of Kingsburg in your district to sign your Nomination Paper. Each signer (1) must be a registered voter residing in the city within your district, (2) must sign his/her name, print his/her name, and print his/her address, and (3) must not sign more than one nomination paper—otherwise the signature is not counted. Only one person can circulate the Nomination Paper and you may circulate your own paper. On the back side of the Nomination Paper, have the circulator complete the Declaration of Circulator (or if you were the circulator, complete the form with the City Clerk when you file the Nomination Paper.)
- The City recommends candidates purchase a list of Registered Voters in their district from the Fresno County Elections Office.

Step 3 “Preparing Papers for Filing” – July 15 to August 9, 2024, 5:00 p.m.

- Complete the Ballot Designation Worksheet (included in your Candidate Packet when your Nomination Paper is issued). Your ballot designation is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold (if applicable.)
- Complete the FPPC Form 700 – Statement of Economic Interests. The report should cover the 12-month period prior to filing your Nomination Paper. (Blank forms are available from the City Clerk or at www.fppc.ca.gov and Campaign Disclosure Manual 2 gives detailed instructions for completing Form 700.)
- Complete the FPPC Form 501 – Candidate Intention Statement. This form should be completed before you receive a contribution or make expenditures from personal funds on behalf of your candidacy. (Blank forms are available from the City Clerk or at www.fppc.ca.gov and Campaign Disclosure Manual 2 gives detailed instructions for completing Form 501.)

- Department of Transportation Statement of Responsibility for Temporary Political Signs – This document should be filled out and sent to the address on the form if you plan on using political signs. They cannot be placed any sooner than **August 10th** and need to be removed no later than November 15th.
- Candidate Qualification Declaration – You will fill out this form and turn it into the City Clerk.
- Code of Fair Campaign Practices – Optional. If you choose to this form will be filled out by you and turned in to the City Clerk.

Step 4 “Preparing Optional Papers for Filing” – July 15 to August 9, 2024, 5:00 p.m.

- A Candidate’s Statement is optional. This is a 200 word statement which will be printed in the sample ballot and mailed to voters. The cost of the statement is approximately \$350 and is paid by the Candidate.

Step 5 “Filing Papers” – July 15 to August 9, 2024, 5:00 p.m.

***August 14, 2024, if an incumbent does not file**

File the following papers with the City Clerk before the close of the nomination period:

- Nomination Papers
- Ballot Designation Worksheet
- FPPC Form 700 – Statement of Economic Interests
- FPPC Form 510 – Candidate Intention Statement
- Candidate’s Statement and \$350 (estimate) deposit. This is optional but must be filed with the Nomination Paper, if filing.
- Code of Fair Campaign Practices – Optional
- Permission to Post Candidate Contact Information on the Fresno County Website www.fresnovote.com – Optional

Step 6 “Campaign Filings”

If you raise or spend money in connection with your election, you will be required to file Campaign Statements (FPPC [Form 460](#) or FPPC [Form 470](#)). The filing deadlines may be obtained on-line at www.fppc.ca.gov (click on “learn” then “campaign rules,” then “Where and When to File Campaign Statements,” then “When to File Campaign Statements: State & Local Filing Schedules”). Review the FPPC Campaign Disclosure Manual 2 for instructions on campaign filings. The typical campaign statement filing deadlines are:

For those spending and receiving less than \$2,000 per calendar year (Form 470 filers):

September 26, 2024 File FPPC Form 470 Campaign Statement

For those spending or receiving more than \$2,000 per calendar year (Form 460 filers):

September 26, 2024 File FPPC Form 460 First Pre-Election Campaign Statement
(Reporting period: (7/1/2024-9/21/2024))

October 29, 2024

File FPPC Form 460 Second Pre-Election Statement
(Reporting period: (9/22/2024-10/24/2024))

File FPPC Form 497 Report Contributions of \$1,000+
within 24 Hours

February 1, 2025

File FPPC Form 460 Semi-Annual Campaign Statement

Step 7 “Record Keeping”

Candidates should review the FPPC Campaign Disclosure Manual 2 regarding record keeping. All money used for campaign purposes, including your personal funds, must be deposited into a separate campaign bank account prior to the expenditure. The only exception is the candidate statement deposit.

Detailed records need to be kept for expenditures and contributions of \$25 or more. Your records should include:

- Date
- Amount (record the amount of each transaction and also the total cumulative amount)
- Name and Address of Contributor (or Payee)
- Contributor’s Occupation and Employer (for contributions of \$100 or more)
- Description

Be sure to keep originals of canceled checks, vouchers, invoices, and keep photocopies of checks. Also be sure to keep dates and daily totals of all expenditures and contributions. Records must be kept for four years after the election.

Contributions to Local Government Agency Officers – Disqualification: Existing law under the Act prohibits an officer of an agency from accepting, soliciting, or directing a contribution of more than \$250 from any party, participant, or a party or participant’s agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for 3 months following the date a final decision is rendered in the proceeding, if the officer knows or has reasons to know that the participant has financial interest, as defined. The Act also prohibits a party, participant, or participant’s agent from making a contribution of more than \$250 to an officer of the agency during the proceeding and 3 months following the date of the final decision. Additionally, an officer may be disqualified from participating in a decision when, prior to making the decision, a party or participant in a proceeding made a contribution of more than \$250 to an officer within the preceding 12 months if the officer knows or has reason to know that the party or participant has a financial interest in the decision violation for an improper contribution accepted after the proceeding by returning the contribution within 14 days, if the acceptance was not knowing and willful. This bill is operative January 1, 2023 (SB 1439 (Glazer) – Chapter 848, Statutes of 2022.)

Step 8 “Calendar”

An election calendar will be included in the Candidate Packet which you will receive at the time your Nomination Paper is issued. Although the City Clerk's office will remind you of filing deadlines, it is your responsibility to file on time, so pay close attention to crucial dates. You will also find the date that the random alphabet is chosen that determines the order of candidates' names on the ballot, as well as opportunities for FPPC webinars.

Step 9 "City Information"

The City Hall offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

The City's website is www.cityofkingasburg-ca.gov and the general phone number is (559) 897-5821.

Frequently Asked Questions:

Q. Who can sign my Nomination Paper?

A. Any registered voter in the jurisdiction of the incorporated City of Kingsburg residing within the Candidate Specific Council District may sign a Nomination Paper. This includes the candidate and/or the circulator. No voter may sign more than one Nomination Paper for the same office. Each seat on the City Council is a separate office. Your Nomination Paper must contain at least 20 and not more than 30 signatures; a minimum of 20 must be verified for your nomination to be valid.

Q. When does a candidate's nomination become public?

A. A candidate's name becomes public information from the time a candidate submits his/her Nomination Paper or files a Candidate Intention Statement (Form 501). The Nomination Paper, however, is not immediately available for public review.

Q. What happens if some of the signatures I obtain on my Nomination Paper are disqualified?

A. These signatures will not be counted toward the 20 signatures required for you to run for office. You must have 20 valid signatures to qualify as a candidate. The petition has 30 lines for signatures so it is advisable to get all thirty lines with qualified signatures. You may also want to file your Nomination Paper as early as possible so that the signatures can be validated. If you file early, you may still have an opportunity to receive and circulate a supplemental Nomination Paper to obtain additional signatures in order to qualify you as a candidate.

Q. What if I change my mind about running for office after filing Nomination Paper?

A. You may withdraw as a candidate at any time PRIOR to the close of the nomination period, Friday, August 9, 2024 (or Wednesday, August 14, 2024, if the nomination period is extended). You are NOT permitted to officially withdraw after that date, and your name will appear on the ballot.

Q. May I change or correct the spelling/wording on my Candidate Statement after it has been submitted?

A. No, you may not. Check your Candidate's Statement carefully before it is submitted. It will be printed exactly as submitted. It can be withdrawn until 5:00 p.m. of the next working day following the close of the nomination period (E.C. 13307).

Q. How soon will the "Final List of Candidates" be available after the close of the nomination period?

A. A complete list of candidates will be available the first working day following the close of the filing period, assuming all Nomination Paper signatures have been verified.

- Q. Does it cost anything to open a committee and file a Statement of Organization (Form 410)?**
- A.** Yes, effective January 1, 2013 (pursuant to SB 1001 (Yee)) all committees required to file the Form 410 must pay a \$50 “annual” fee to the Secretary of State, the fee must be paid within 15 days of filing the Form 410. The annual fee must be paid no later than January 15 of each year until the committee terminates. If you have questions, please call the Secretary of State’s office at (916) 653-6224.
- Q. When officeholders or candidates receive contributions of \$2,000 or more, are they required to have a committee?**
- A.** Yes, an officeholder or candidate who receives contributions (including loans) that total \$2,000 or more in a calendar year must file a Statement of Organization, Form 410.
- Q. If I am only spending my own money on my campaign, do I still need to file campaign statements?**
- A.** Yes, you are still subject to the filing requirements of the Political Reform Act. If you plan to use personal funds to pay for campaign expenses, you should first deposit those funds into a campaign bank account opened for the purpose of your campaign. PLEASE NOTE: The only exception to this is that a candidate MAY use personal funds to pay the cost of their candidate’s statement without first depositing those funds into a campaign bank account.
- Q. Must a committee wait until \$2,000 is received to file a statement of organization?**
- A.** No, a committee may file a Statement of Organization before it is actually qualified. “Not Yet Qualified” should be entered in the “Date Qualified” space on the form.
- Q. Where can I obtain filing forms?**
- A.** Campaign disclosure forms are available from the Fair Political Practices Commission (FPPC) website at <http://www.fppc.ca.gov/>; click on “View All Forms”; then click on the appropriate Form and/or Manual.
- Q. May I serve as my own campaign treasurer?**
- A.** Yes, State law allows you to serve as your own treasurer, as long as this is designated on the Form 410 – Statement of Organization.
- Q. What happens if a candidate or treasurer is not available to sign a campaign disclosure statement on or before the filing deadline?**
- A.** An agent of the candidate or treasurer may sign the campaign disclosure statement. The agent must attach an explanatory note to the statement stating that as soon as the candidate or treasurer is available, he/she will verify and sign the statement and an amendment with the proper signature will be filed. In the event a committee treasurer will be unavailable to carry out his/her duties for an extended period of time, a new

treasurer should be designated and the committee's Statement of Organization, Form 410, amended.

Q. Are extensions given for campaign disclosure filing deadlines?

A. Except for deadlines that fall on a Saturday, Sunday, or official state holidays, no provisions exist for extensions of filing deadlines. A statement not filed on or before the deadline is considered late and is subject to late-filing penalties.

Q. Why is there so much paperwork involved in being a candidate?

A. State law requires that you file the appropriate materials to assure the voters that you are fully disclosing all information pertinent to your candidacy. The purpose of the requirements is to ensure a fair and democratic electoral process.

Q. When will the newly elected Council members take office?

A. At the first regular meeting following the presentation of the 28-day canvass by Fresno County, or at a special meeting called for this purpose, the City Council will declare the results and install the newly elected council members.

Understanding FPPC Terminology:

Local Election: City of Kingsburg Election

Local Candidate: City Council Candidate

Candidate for Local Office: City Council Candidate

Agency (or Local Agency): City of Kingsburg

Jurisdiction: City of Kingsburg

Local Filing Officer: City Clerk of City of Kingsburg

Recipient Committee: City Council Candidates who raise or spend more than \$2,000.

Candidate Controlled Committee: City Council Candidates who raise or spend more than \$2,000.

Election Committee: City Council Candidates who raise or spend more than \$2,000.

Type of Committee: (City Council Candidates who raise or spend more than \$2,000.)

Recipient Committee

a. Controlled Committee

i. Candidate Election Committee

(Hint: You are not a Primarily Formed Committee—those are for non-candidates.)

- **Keep Records**

Maintain details on contributions and expenditures of \$25 or more.

- **Itemize Contributors**

For contributions of \$100 or more, including in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

- **\$100**
Never accept or spend \$100 or more in *cash*.
- **Political Advertising Disclaimers**
Candidates and political committees must put disclaimers on campaign advertisements that identify the person or entity who paid for or authorized the communication. The disclaimer is required on all campaign material, including mailers of 200 pieces or more, radio and television ads, telephone calls, and electronic media ads. “Paid for by [committee name]” is the basic disclaimer required on most campaign communications. Please review the FPPC’s Political Advertising Disclaimer worksheet for specific details.
- **Local Campaign Ordinance**
The City of Kingsburg does not have a local campaign ordinance; we follow the guidelines of the Political Reform Act, as outlined in the FPPC Campaign Disclosure Manual 2. There is no local campaign contribution limit.

For those who have an active committee from a previous election:

- **Complete a Form 501 (this must be done before receiving any contributions for the November 2024 election).**
 - Mark the “Initial” box
 - Complete the entire form
 - Sign and date the form
 - File with City Clerk.
- **Complete a Form 410 (this must be done before receiving \$2,000 in contributions for the November 2024 election).**
 - Mark the “Amendment” box and list your ID#
 - Only complete the information that will change
 - Your committee name must include your last name, the word “council”, and “2024”.
 - Complete the “Type of Committee” and list the year of election as November 2024.
 - Both the Treasurer and Candidate need to sign (a candidate may also be the treasurer)
 - Mail the original and one copy to the Secretary of State and give a copy to the City Clerk

Note: You may keep your same bank account – you can change the name of the account with the bank if desired.

After the election, if defeated:

- **Form 470 Filers:**
If contributions/expenditures in connection with the election cease before December 31, then no further forms need be filed.

If contributions/expenditures in connection with the election continue beyond December 31, then file a Form 470 when activity ceases or before July 31, 2025.

- **Form 460 Filers (who wish to terminate their committees):**

If contributions/expenditures in connection with the election cease before December 31 and there are no campaign funds, then file the normal Form 460 which is due on February 1, 2025, and check the “Termination Statement” box. Also file a Form 410 and check the “Termination” box. (File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk).

If contributions/expenditures in connection with the election continue beyond December 31, then file the normal Form 460 which is due on January 31, 2025. Then, when activity ceases and there are no campaign funds, file another Form 460 and check the “Termination Statement” box. Also file a Form 410 and check the “Termination” box. File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk.

Disclaimers:

The Candidate Information Guide is for general guidance only and is distributed with the understanding that the City Clerk’s Office is not rendering legal advice. It has been prepared to assist candidates in filing documents relating to the City’s election. It includes a calendar of events and summary of provisions and filing requirements. Candidates bear full responsibility to make their own determination as to all legal standards and duties.