

# GENERAL MUNICIPAL ELECTION

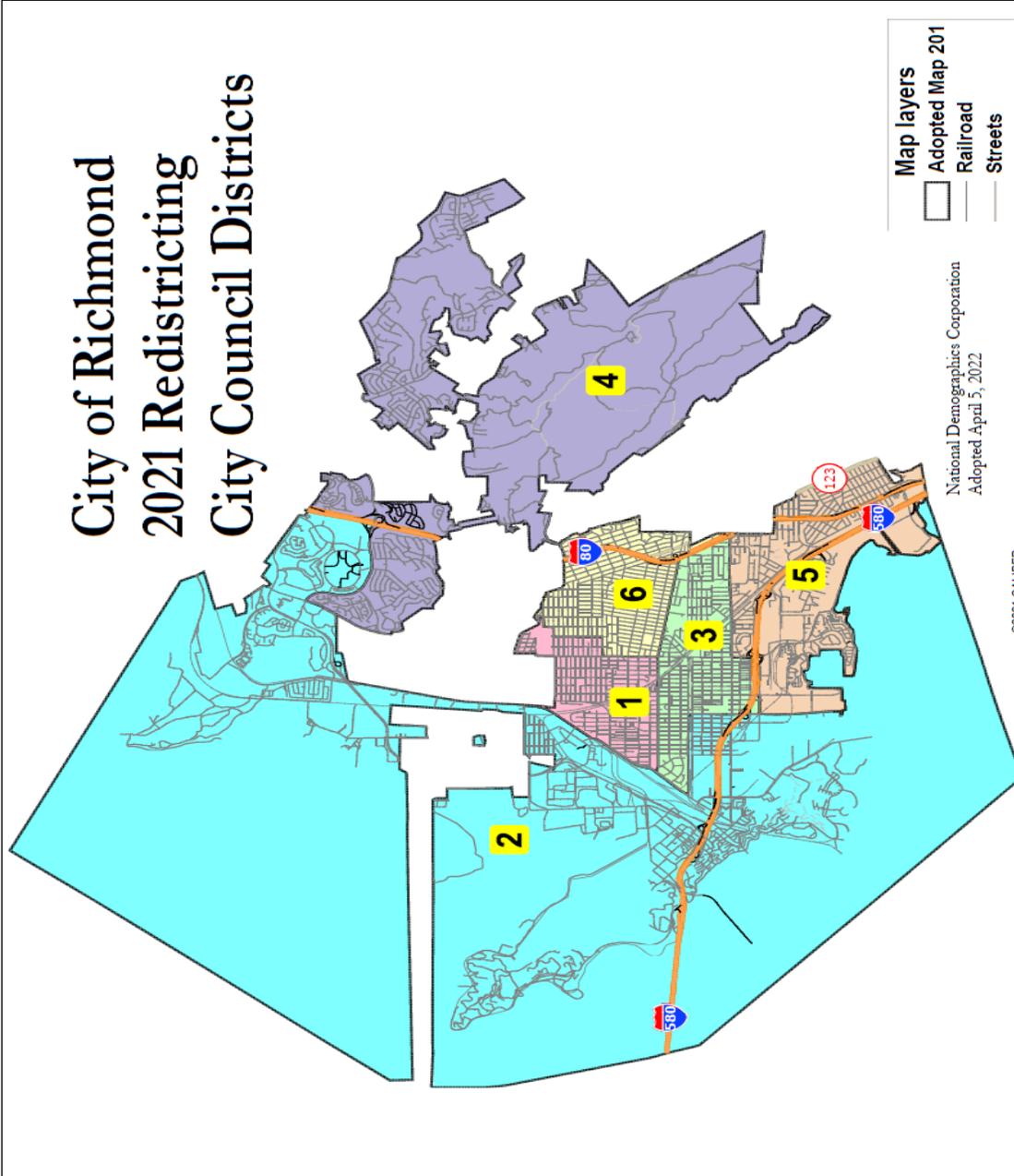
November 5, 2024



**Pamela Christian, City Clerk**

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# City of Richmond 2021 Redistricting City Council Districts



## CITY OF RICHMOND VOTING DISTRICTS

On January 21, 2020, the City of Richmond adopted Ordinance No. 4-20 N.S. changing the system for electing members of the City Council from an at-large system to an election by district.

The Mayor is still elected At Large; City Council Members are elected by six districts.

A person is eligible to hold office as a City Council Member if he or she is a registered voter and resides within the designated district boundary at the time nomination papers are pulled.

Persons signing nomination petitions for a City Council Member shall be registered to vote in the district from which the Council Member is to be elected.

### Dates of election:

District 1	November 2024
District 2	November 2026
District 3	November 2026
District 4	November 2026
District 5	November 2024
District 6	November 2024

## Congratulations on your interest in becoming a candidate for City of Richmond City Council!

The next municipal election will be held November 5, 2024, to fill the following seats: **Districts 1, 5, and 6** seats on the City Council. City Clerk Pamela Christian is the Election Official and will assist you throughout the election process. **The following steps are meant to 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](http://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](mailto: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](http://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 filing fee and candidate statement deposit.

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. (Forms are available at [www.fppc.ca.gov](http://www.fppc.ca.gov) and [Campaign Disclosure Manual 2](#) gives detailed instructions for completing Form 410).

### Step 1 “Pulling Papers”

Jul 15 – Aug 9 - 5:00 p.m.

- The City Clerk will issue your Nomination Paper and Candidate Packet during the nomination period which is July 15 through August 9 at 5:00 p.m. **The filing deadline will be extended to Wednesday, August 14, 2024, 5:00 p.m. if an incumbent does not file (for non-incumbents only). Candidates will be required to make an appointment, practice social distancing, and wear masks.** The appointment is approximately 30 minutes. Call (510) 620-6513, Ext. 9 to make an appointment. Candidates for councilmember seats must be registered voters residing in District 1, District 5, or District 6 at the time the Nomination Papers are issued.
- When you are issued your Nomination Papers, you will be asked to sign proof of receipt of the Candidate Packet.
- \$336.60 councilmember district filing fee. You must pay the required filing fee, made payable to the City of Richmond, at the time the Nomination Papers are filed with the City Clerk. The fee covers the cost for duplicating the packet and processing Nomination Papers.

### Step 2 “Gathering Signatures”

Jul 15 – Aug 9 - 5:00 p.m.

- Nomination papers hold 10 signatures per form. Council District seats, you will need not less than 20 nor more than 30 registered voters residing in your district to sign your Nomination Paper. You will need approximately three nomination papers to gather the required signatures. Each signer: (1) must sign his/her name, print his/her name, and print his/her address; and (2) must not sign more than one district nomination paper per candidate—otherwise the signature is not counted. Only one person can circulate the Nomination Paper. You may circulate your own paper. Have the circulator complete the Declaration of Circulator. Leave the Affidavit of Nominee blank; this will be completed at the time you file your Nomination Paper with the City Clerk.

### Step 3 “Preparing Papers for Filing”

Jul 15 – Aug 9 - 5:00 p.m.

- Complete the Ballot Designation Worksheet **in its entirety** (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.
- 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 at [www.fppc.ca.gov](http://www.fppc.ca.gov) and [Campaign Disclosure Manual 2](#) gives detailed instructions for completing Form 700.)

**Step 4 “Preparing Optional Papers for Filing” Jul 15 – Aug 9 - 5:00 p.m.**

- Candidate’s Statement (optional) - This is a 250 word statement which will be printed in the sample ballot and mailed to voters. The cost of the statement (District (1) - \$297; District (5) - \$367; and District (6) - \$351) and is paid by the Candidate.
- Subscription to Code of Fair Campaign Practices (optional)

**Jul 15 – Aug 9 - 5:00 p.m.**

**Step 5 “Filing Papers” the deadline will be extended for non-incumbents only, if an incumbent does not file by 5:00 p.m. on August 9, 2024.**

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

- Nomination Paper (**mandatory**)
- Ballot Designation Worksheet (**mandatory**)
- [FPPC Form 700](#) – Statement of Economic Interest (**mandatory**)
- Candidate’s Statement – with a Deposit (**TBD by the County**) (**optional** – must be filed w/ Nomination Paper)
- Subscription to Code of Fair Campaign Practices (**optional**)
- Statement of Responsibility for Political Signs (**mandatory**)
- Candidate acknowledgement of sign regulation (**mandatory**)
- Declaration of Candidacy (**mandatory**)
- Filing Fee - \$336.60 (**mandatory** for Council seat) \*\* (annual salary for Councilmembers is \$16,830)  
**\*\* (Per Charter Article V, Sec. 2 – A filing fee of 2% the annual salary of the office to which nomination is sought...paid to the Clerk at the time of filing.**

**Total Fees:**

- **Councilmember: Mandatory Filing Fee - \$336.60**

**Optional Candidate Statement Fee – District (1) - \$297; District (5) - \$367; and District (6) - \$351 - and is paid by the Candidate.**

## 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](#)). Review the FPPC [Campaign Disclosure Manual 2](#) for instructions on campaign filings. The campaign statement filing deadlines are:

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
July 31, 2024 <i>Semi-Annual</i>	01/1/24 – 06/30/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement</li> </ul>
<b>Within 24 Hours</b> <i>Election Cycle Reports</i>	08/7/24 – 11/5/24	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>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.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. The committee may also file online, if available.</li> </ul>
<b>Sep 26, 2024</b> <i>1<sup>st</sup> Pre-Election</i>	07/1/24 – 09/21/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 24, 2024</b> <i>2<sup>nd</sup> Pre-Election</i>	09/22/24 – 10/19/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only. The committee may also file online, if available.</li> </ul>
<b>Nov 4, 2024</b> <i>3<sup>rd</sup> Pre-Election</i>	10/20/24 – 11/01/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li><a href="#">City Ordinance No. 4-91 N.S.</a></li> </ul>
<b>Within 24 Hours</b>	11/01/24 – 11/05/24	<a href="#">497</a>	<ul style="list-style-type: none"> <li>The recipient of monetary contributions of \$250 or more must file a Form 497 within 24 hours from the time the contribution is received.</li> </ul>
<b>Jan 31, 2025</b> <i>Semi-Annual</i>	10/20/24 – 12/31/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.</li> </ul>

### 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.
- Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 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 reports (Form 496). Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a statement may not be required if filing electronically.

- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. A 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, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 460 Supplement and a Form 410 must be filed.
- **Independent Expenditures: Committees** making independent expenditures totaling \$1,000 or more to support or oppose candidates or ballot measures also file:
  - **462:** This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more. Once the California Access Replacement System (CARS) system is live, this report will be eliminated, and the information captured on other reports.
  - **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.
- **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](http://www.fppc.ca.gov) > Learn > Campaign Rules.

Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## 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 filing fee and 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.

## **Step 8 “Campaigning”**

The Candidate Packet which you will receive at the time your Nomination Papers are issued will include regulations for:

- [Campaign Sign Regulations](#)
- [Temporary Sign and Removal](#)
- [Campaign Disclosure – Ordinance No. 4-91 N.S.](#)
- [Fair Elections – Ordinance 29-94 N.S.](#)
- [Enforcement of Fair Elections – Ordinance 13-10 N.S.](#)

## **Step 9 “City Information”**

The City Hall offices are open Monday through Friday, 8:30 a.m. to 5:00 p.m. by appointment – **MASK ARE REQUIRED!!** The City’s website is [www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)

### ***Important things to remember . . .***

- **FPPC**

Contact the Fair Political Practices Commission (FPPC) with any questions you have regarding campaign expenditures or contributions at (866) 275-3772 or by e-mail at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov). The FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov) offers overviews of the Political Reform Act and FPPC regulations, FPPC forms are available through the website.

When visiting [www.fppc.ca.gov](http://www.fppc.ca.gov), you will see that the FPPC covers many topics. You will focus on Campaign Rules, Campaign Forms, and Campaign Disclosure Manuals. Here are some terms to know:

## Understanding FPPC Terminology:

Local Election:	City of Richmond Election
Local Candidate:	Mayoral Candidate, City Council Candidate
Candidate for Local Office:	Mayoral Candidate, City Council Candidate
Agency (or Local Agency):	City of Richmond
Jurisdiction:	City of Richmond
Local Filing Officer:	City Clerk of the City of Richmond
Recipient Committee:	Mayoral or City Council Candidates who raise or spend more than \$2,000.
Candidate Controlled Committee:	Mayoral or City Council Candidates who raise or spend more than \$2,000.
Election Committee:	Mayoral or 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.

Mass Mailing Requirements - Government Code §84305  
Paid Telephone Calls - Government Code §84310  
Newspaper Advertisements - Election Code §20008

- Local Campaign Ordinance – See [Ordinance 29-94 N.S. Fair Elections](#)

***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, of each subsequent non-election year.

- **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 January 31, 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).