

**City of Suisun City**  
701 Civic Center Blvd., Suisun City, CA 94585



## **CANDIDATE INFORMATION**

**NOVEMBER 5, 2024**

### **GENERAL MUNICIPAL ELECTION**

#### **NOMINATION FILING PERIOD**

MONDAY, JULY 15, 2024  
THROUGH  
FRIDAY, AUGUST 9, 2024

#### **EXTENSION OF NOMINATION PERIOD**

[ONLY IF INCUMBENT DOES NOT FILE]  
TO AUGUST 14, 2024

For Appointments and Information Contact:

Anita Skinner, City Clerk/Elections Official  
[clerk@suisun.com](mailto:clerk@suisun.com)

Donna Pock (707) 421-7302  
[dpock@suisun.com](mailto:dpock@suisun.com)

Bianca Vasquez (707) 421-7322  
[bvasquez@suisun.com](mailto:bvasquez@suisun.com)

City Clerk/Elections Official Hours:  
Monday - Thursday 9:00 am – 5:00 pm  
Open Friday: August 9, 2024 9:00 am – 5:00 pm  
Closed Fridays: July 19, July 26, & August 2, 2024



Alma Hernandez, Mayor  
Princess Washington, Mayor Pro-Tem  
Jenalee Dawson, Councilmember  
Marlon L. Osum, Councilmember  
Amit Pal, Councilmember

First and Third Tuesday  
Every Month

## CITY OF SUISUN CITY

701 Civic Center Blvd.  
Suisun City, California 94585  
Incorporated October 9, 1868

Dear Candidate:

Congratulations on your decision to run for elective office. This Candidate Information Guide has been prepared to assist candidates and their committees as they prepare to run for an elective office in the upcoming Suisun City General Municipal Election to be held on November 5, 2024. We offer this guide as a useful tool for understanding the nomination process, official forms and campaign deadlines.

The City of Suisun City consolidates the General Municipal Election with the Solano County Statewide General Election. Candidates will be provided the required nomination documents from the City Clerk during the nomination period.

Candidates are encouraged to make an appointment to receive nomination papers. An appointment to file nomination papers is required. Please contact the City Clerk at [clerk@suisun.com](mailto:clerk@suisun.com) or 707 421-7302 to schedule an appointment or need additional information.

The information provided is for general reference only and not intended to be all-encompassing, only a summary of major provisions. This is not intended to provide legal advice. It is the sole responsibility of the candidate to ensure they comply with the laws and regulations surrounding the election process.

Please take the time to review the information provided, it may answer questions you may have regarding the rules and guidelines for running for public office.

Anita Skinner  
City Clerk

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320  
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340  
SUCCESSOR AGENCY 421-7300 FAX 421-7366

## **GENERAL INFORMATION**

### **INTRODUCTION**

The City of Suisun City is a General Law city governed by the laws of the State of California. The City is governed by an elected Mayor and four members of the City council. Suisun City holds a general municipal election in November of even-numbered years. On November 5, 2024 the City will hold an election providing for the election of two City Councilmembers, one City Clerk and one City Treasurer. All terms of office are four years.

Suisun City operates under the Council/Manager form of governance in which the electorate chooses members of the City Council and the City Council hires the City Manager to implement City Council policy and run day-to-day affairs. The City Clerk and City Treasurer also are independently elected.

### **MEETINGS**

City Council meetings are held on the first and third Tuesdays of each month, however, every Tuesday is considered a regular meeting day if necessary to carry out the business of the city. Meetings are held at Suisun City Hall, 701 Civic Center Blvd, Suisun City. The open session of the regular meetings is held in the Council Chamber at City Hall and generally begins at 6:30 p.m. Closed sessions meetings are usually held at 5:00 p.m., prior to the regular session. Special meetings of the Council may be called as necessary upon twenty-four hours' notice.

### **DUTIES**

Members of the City Council also serve on the Board of the Suisun City Successor Agency to the Redevelopment Agency, the Suisun City Housing Authority, Suisun-Solano Water Authority Board and the Fairfield-Suisun Sewer District Board, Councilmembers also participate on Council standing committees, and may be appointed to various local and regional boards, commissions and committees.

## **CANDIDATE INFORMATION**

### **ELIGIBILITY** Elections Code §102

To be eligible to run for an elected office a person must be over the age of 18 and a registered voter of the City of Suisun City (residing within the City limits) at the time nomination papers are issued for candidacy. You must be registered with the Solano County Registrar of Voters before nomination papers can be issued. Re-registration is required if you have moved or changed your name since you last registered.

### **NOMINATION PERIOD** Elections Code §10220, §10222 §10225 §10227

The nomination period commences at 9:00 a.m. on Monday, July 15, 2024 and ends at 5:00 p.m., Friday, August 9, 2024. It is recommended that you make an appointment

with the City Clerk for issuance and acceptance of nomination papers. The City Clerk or Deputy City Clerk can be reached at [clerk@suisun.com](mailto:clerk@suisun.com) or (707) 421-7302.

**EXTENSION OF NOMINATION PERIOD** Elections Code §10220, §10222 §10225 §10227  
If nomination documents are not filed by 5:00 p.m. on Friday, August 9, 2024, by any incumbent, the nomination period for that elected office will be extended to August 14, 2024. This extension is not applicable where there is no incumbent eligible to be elected.

**NOMINATION PAPER** Elections Code §10222

The Nomination Paper may be issued by the City Clerk or Deputy City Clerk. Only one candidate may be named on each Nomination Paper. Candidates for public office must file a Nomination Paper containing the signatures of voters who are qualified to vote for the office. Please note the following regarding your nomination paper:

- Your nomination paper must contain at least 20 signatures, and no more than 30 signatures, of registered voters residing in the city limits of City of Suisun City.
- Each signer shall add his place of residence, giving the street and number, (post office box numbers are not acceptable).
- Each seat on the governing body is a separate office. A voter may sign as many nomination papers as there are seats to be filled. Signatures submitted on subsequent petitions shall not be allowed.
- A candidate may withdraw their nomination paper no later than the last day and hour for filing.
- Declaration of Circulator Only 1 circulator may circulate the nomination paper. The Declaration of Circulator must be filled out in your own handwriting.

Signatures will be verified by the Solano County Registrar of Voters. It is recommended that candidates file the completed Nomination Paper well in advance of the deadline. If there is any problem with a signer's voter registration status you will have time to circulate a supplemental petition. The supplemental petition does not provide for an extension of the filing deadline.

The Nomination Paper must be filed with the City Clerk or Deputy City Clerk before the close of the nomination period. All nomination documents must be filed at the same time as the Nomination Paper (Ballot Designation Work Sheet, Candidate's Statement of Qualifications Form, Language Translation Request, and FPPC Form 700).

The original petition will remain on file with the City Clerk. Public access to the nomination documents is limited to viewing the documents only after the close of the nomination period.

**AFFIDAVIT OF NOMINEE AND OATH OF AFFIRMATION OF ALLEGIANCE**

The Affidavit of Nominee and Oath or Affirmation of Allegiance are contained on the back of the nomination paper. The Affidavit states that you, the candidate, will accept the nomination and the office in the event of your election. You must complete and sign

the Declaration and Oath of Affirmation of Allegiance at the time you file your nomination documents

**CANDIDATE BALLOT DESIGNATION WORKSHEET** Elections Code §10102, §13107

All candidates proposing a ballot designation must complete and submit with nomination documents. The Ballot Designation Worksheet is used to facilitate the review of the candidates proposed ballot designation. The ballot designation is the word or group of words that will appear on the ballot by the candidate's name, designating the candidate's principal profession, vocation, or occupation. Candidates wishing to have a ballot designation appear on the ballot must complete and file the ballot designation worksheet at the time they file their nomination papers. In the event that a candidate fails to file a ballot designation worksheet, no ballot designation shall appear under the candidate's name on the ballot.

**CANDIDATE'S STATEMENT FORM**

If a candidate desires to file a candidate's statement, he/she must do so when the nomination papers are returned for filing. This statement is included with the sample ballot and mailed to each registered voter. The City Council approved the following regulations relating to candidate's statements:

- The filing fee for each candidate filing a candidate's statement to be printed in English in the voter's pamphlet is \$288.88. Each candidate requesting to file a candidate's statement to be translated and printed in the voter's pamphlet is an additional \$338.88 for Spanish, and \$338.88 for Tagalog. The candidate's statement and fees are due at the time of filing of the nomination papers. Make checks payable to the City of Suisun City.
- The candidate's statement is limited to no more than 200 words. Statements must be submitted electronically (flash drive, email). The City Clerk's office will print the candidate statement from the electronic file or email for the candidate's signature. A typed statement may be submitted, however, there will be a charge of \$25.00 for Solano County Registrar of Voters Office to retype and prepare it for print. The Registrar's office does not edit the material. Check carefully for errors in spelling, punctuation, and grammar, etc., before filing. There can be no editing after you have filed your candidate's statement.
- A 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.

Pursuant to Elections Code Section 13307 Candidate's Statement of Qualifications shall remain confidential until the expiration of the filing deadline.

**CODE OF FAIR CAMPAIGN PRACTICES** §20400 - §20444

State law requires that at the time an individual is issued nomination papers, the City Clerk shall give the candidate a copy of the "Code of Fair Campaign Practices" and a copy of Election Code §20400 - §20444. Candidates for public office are not required to subscribe to or endorse the code.

## **STATEMENT OF ECONOMIC INTERESTS – FPPC FORM 700**

A Statement of Economic Interest, Form 700, must be filed at the time you file your nomination paper. The Political Reform Act requires candidates for elective office to disclose financial interests, personal assets, and income. Statements of Economic Interests are public documents and, as such, are available to anyone requesting to review and/or obtain copies. FPPC Form 700 is included in your nomination binder.

## **FPPC CAMPAIGN FORMS**

The Political Reform Act requires all candidates for elective office to file campaign disclosure statements. All forms and manuals can be found on the FPPC website at <http://www.fppc.ca.gov/forms.html>. For general questions regarding the Political Reform Act, contact FPPC at 866-275-3772. You may request advice via email at [www.fppc.ca.gov](http://www.fppc.ca.gov). **It is the responsibility of the candidate to make sure that they are meeting the statutory requirements contained in the Political Reform Act.**

- **Form 501**                      ***Candidate Intention Statement***  
Filed prior to the solicitation or receipt of any contributions or expenditure of any personal funds used for the election. This form is filed with the City Clerk.
  
- **Form 470**                      ***Officeholder and Candidate Campaign Short Form***  
May be 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. If Form 470 is filed on or before the deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$2,000. File an original and one copy with the City Clerk.
  
- **Form 410**                      ***Statement of Organization Recipient Committee***  
A person or group that receives \$2,000 or more in contributions in a calendar year qualifies as a recipient committee and must file Form 410. After Form 410 is filed, the Secretary of State will issue an identification number for your campaign committee. File an original and one copy with the Secretary of State, and one copy with the City Clerk.
  
- **Form 460**                      ***Recipient Committee Campaign Statement***  
This form is used by candidates and their controlled committees to disclose itemized receipts and expenditures. File an original and one copy with the City Clerk.
  
- **Form 497**                      ***24-Hour Contribution Reports***  
A person or group that receives \$2,000 or more in contributions in a calendar year qualifies as a recipient committee and must file Form 410. After Form 410 is filed, the Secretary of State will issue an identification number for your campaign

committee. File an original and one copy with the Secretary of State, and one copy with the City Clerk.

**THE LEVINE ACT**

The Levine Act requires a Party in a Proceeding before the City of Suisun City that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$250 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution.

Sincerely,