

General Municipal Election

November 5, 2024



Candidate Information

City of Highland
Alondra Muñoz
City Clerk
27215 Base Line
Highland, CA 92346
www.cityofhighland.org

General Information

The City of Highland was incorporated on November 24, 1987. It is a “General Law” city governed by the City Council/City Manager form of government. The City observes State laws and the City Council has the power to make and enforce all laws and regulations with respect to municipal affairs.

The Highland City Council is comprised of five Council Members. Each shares equal voting powers on all items coming before the Council. Council Members are elected by-district to four-year terms, with elections held in November of even numbered years. The Council meets annually to choose one of its members as Mayor and another of its members as Mayor Pro Tem.

The City Council appoints the City Manager, City Attorney and members of all advisory boards, commissions and committees. The City Council also serves as the Successor Agency to the Redevelopment Agency (SARDA).

City Council meetings are held on the second Tuesday of each month in the Council Chambers. Agendas and minutes of the meetings can be accessed online at www.cityofhighland.org.

General Qualifications to Run for and Hold Public Office

A Candidate must:

- Be a United States citizen
- Be at least 18 years of age on or before election day
- Reside in, and be a registered voter in, the district in which the person seeks election at the time nomination papers are issued
- Reside in the district during their incumbency

Getting Started Early

- ▶ Appoint a Treasurer for your campaign. Every Recipient Committee must have a Treasurer. The candidate may act as their own committee treasurer.
- ▶ Review [*Campaign Disclosure Manual 2 Information for Local Candidates](#) and their primarily formed committees.
- ▶ File [*Form 501 Candidate Intention](#) Statement before receiving contributions or spending your own funds.
- ▶ Keep records of all expenditures or contributions of \$25 or more.
- ▶ 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.
- ▶ File [*Form 410 Statement of Organization](#) within 10 days of receiving \$2,000 in contributions. Include bank account information on Form 410.

During the Nomination Period

- ▶ The filing period commences July 15, 8:00 a.m. through 5:00 p.m. on Friday, August 9, 2024.
- ▶ If an incumbent does not file, the filing period for non-incumbents will be extended to 5:00 p.m. on August 14, 2024.
- ▶ The filing fee is \$25.00 to pull Nomination Papers for election as a member of the Highland City Council.

▶ Prospective candidates will receive a Candidate Packet from the City Clerk's Office during the nomination period. The packet will include:

- Nomination Paper (official form used to obtain the signatures of at least 20 but no more than 30 voters registered to vote in the City of Highland)
- Ballot Designation Worksheet
- [Form 700](#) - Statement of Economic Interest (discloses assets and income of public officials and candidates. Upon election, members of City Council file Form 700 annually)
- Code of Fair Campaign Practices Agreement (*Optional*)
- Candidate Statement Information Sheet
- Candidate's Statement Agreement and Acknowledgment
- Candidate's Statement (*Optional*)

The optional Candidate Statement (200 words or less) will be printed in the Sample Ballot if requested and paid for by the candidate at the time of filing for candidacy (the estimated cost is \$ unknown at this time). If a candidate chooses not to have a statement printed, only the candidate's name and ballot designation will appear in the sample ballot.

After the Nomination Period Closes

Candidates will be required to file periodic campaign disclosure statements (Form 460 OR Form 470) during the course of the election. Campaign disclosure statements document receipts and expenditures made by the candidate and his/her committee during the course of running for election. Statements are also filed semi-annually by members of City Council and by candidates who have not terminated their election committees.

- ▶ [Form 460](#) – Recipient Committee Campaign Statement is filed by candidates or officeholders who have a controlled committee, or who raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office.
- ▶ [Form 470](#) – Officeholder and Candidate Campaign Statement - Short Form is for use by candidates or officeholders who do not have a controlled committee, do not anticipate receiving contributions totaling \$2,000 or more during the calendar year, and do not anticipate spending \$2,000 or more during the calendar year.

Forms, due dates, and filing periods are available on the FPPC's website and will be included in the Candidate Packet.

Important Things to Remember

- ▶ Before raising or spending any money, file Form 501 (Candidate Intention Statement) and open a campaign bank account. A separate campaign bank account must be established including for campaigns that are self-funded by the candidate. A bank account is not required if a candidate will not receive any contributions or make personal expenditures of less than \$2,000 in a calendar year. The filing and statement of qualification fees are not included in calculating the \$2,000.
- ▶ Once \$2,000 is raised or spent, obtain a Committee ID number from the Secretary of State by filing Form 410 (Statement of Organization Recipient Committee).
- ▶ Mark your calendar. Know the due dates for campaign statements and file on time.

- ▶ Keep good records. Maintain details on contributions and expenditures of \$25 or more.
- ▶ Never accept or spend \$100 or more in cash.
- ▶ For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
- ▶ If you are using personal funds for campaign expenses, remember that all personal funds of the candidate must first be deposited in the campaign bank account, except for the candidate statement fee and filing fee.
- ▶ No personal use of campaign funds. Use campaign funds only for political, legislative, or governmental purposes.

Be Informed!

Attend a FPPC campaign workshop in your area. Seminar listings are published on the FPPC website.

1-866-ASK-FPPC
(1-866-275-3772)

Candidate packets will be available in the City Clerk's Office beginning July 15, 2024, by appointment only.

*The Campaign Disclosure Manual and interactive FPPC forms may be downloaded from the Fair Political Practices Commission (FPPC) website at www.fppc.ca.gov.