



City of Millbrae

CANDIDATE INFORMATION

NOVEMBER 5, 2024 GENERAL MUNICIPAL ELECTION



THIS DOCUMENT HAS BEEN PREPARED TO ASSIST CANDIDATES IN THE ELECTION PROCESS BY PROVIDING GENERAL GUIDANCE ONLY. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE. CANDIDATES AND OTHERS USING THIS MANUAL MUST BEAR FULL RESPONSIBILITY FOR MAKING THEIR OWN DETERMINATIONS AS TO ALL LEGAL STANDARDS, DUTIES, AND FACTUAL MATERIAL CONTAINED HEREIN.



City of Millbrae

621 Magnolia Avenue, Millbrae, CA 94030

Office of the City Clerk

Elaine Tran
City Clerk

June 11, 2024

Dear Candidate,

Thank you for your interest in running for elective office in the City of Millbrae! There is no higher honor than serving the people of your community. Democracy works best when people are willing to step up and get involved.

As the City's Elections Official, I am here to serve as a resource and guide you through the election process in a fair, objective, and impartial manner.

The following information is meant to help you navigate the processes and procedures necessary to comply with the various laws and regulations pertaining to running for public office. This information, although very informative, is not all-encompassing and does not have the force and effect of law, regulation, or rule. Candidates should not, therefore, rely solely upon this guide but should contact the City Clerk's Office on specific issues or seek legal counsel for more detailed information.

Please keep in mind that running for office is an open and public process. Therefore, once documents are filed, candidate and campaign information generally become public records and may be made available to the public in various forms, unless any such records or information is deemed exempt by law.

Please let me know if I can be of assistance by contacting me at 650-259-2414 or via email at etran@ci.millbrae.ca.us. I look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Elaine Tran", is written over a light blue horizontal line.

Elaine Tran, CMC
City Clerk/Elections Official

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CITY INFORMATION

FORM OF GOVERNMENT

The City of Millbrae was incorporated on January 14, 1949, and operates as a General Law City governed by the City Council/City Manager form of government. This means the City Council sets policy, and the City Manager carries out the policies and is responsible for managing the organization. The [City's organizational chart](#) can be found on the City's website.

CITY COUNCIL

The City Council is comprised of five City Councilmembers serving four-year terms with a term limit of two successive four-year terms. In 2022, the City moved to district elections and set five district boundaries. In the same year, the City held its first district-based election for Districts 2 and 4. This November 5, 2024 General Municipal Election, the registered voters of Districts 1, 3, and 5 will be electing their respective Councilmembers to represent them.

As the legislative branch of the government, the City Council makes final decisions on all major City matters and sets city-wide priorities and policies. The Council adopts ordinances and resolutions necessary for efficient governmental operations, approves the budget, and serves as the City's Board of Appeals, Public Financing Authority, and Parking Authority.

Each Councilmember shares equal voting power on all items brought before the Council. The Council also appoints the City Manager and Attorney, as well as the members of the City's Commissions and Committees.

CITY MANAGER

The City Manager serves as the Chief Executive Officer, overseeing day-to-day municipal operations, managing budgets and fiscal resources, and implementing and enforcing the City Council's legislative initiatives.

CITY ATTORNEY

The City Attorney is the legal adviser for the city and advises the City Council, the City Manager, and city staff but not individual members of the public. Additionally, the City Attorney represents the city in lawsuits and prepares ordinances, contracts, and other legal documents.

COUNCIL PROTOCOL

The City Council Protocols were adopted to establish a set of procedures to govern the conduct of Council meetings, policy decision-making, administrative support, and other related matters. Since its adoption, the City Council has revised the Protocols several times and will continue to update them as deemed necessary. The most recent update to [the Protocols was in March 2015](#).

COUNCIL MEETINGS

The Millbrae City Council holds its Regular meetings on the 2nd and 4th Tuesdays at 7:00 p.m. and are usually held in the City Council Chamber of City Hall. The City Council typically recess in August to allow for a summer break and holds only one meeting in December.

Additional meetings are called when required. It is the standing practice of the Millbrae City Council to hold 'Special Meetings' for Study Sessions or Closed Sessions immediately preceding the Regular meetings. These meetings most often convene at 5:30 or 6:00 p.m. in the Council Chambers or the City Manager's Office.

Annually, the City Council meets to hold its annual goal-setting session (early spring). View [current and previous Council Strategic Initiatives & Priorities](#).

APPOINTMENTS TO OTHER BODIES

Councilmembers are also appointed to state, regional, and local bodies/boards to represent the City's interests. These appointments are reviewed by the Council annually in January and formally appointed at that time. These appointments generally last for the calendar year. Any regional body that a Councilmember is appointed to will also have Regular and/or Special meetings. See a listing of the [2024 Appointments](#).

MEETING MATERIALS

Materials for City Council meetings, call Agenda Packets, are available for Council on the Thursday preceding the Tuesday Council meeting, in most cases. Packets are delivered electronically through the City's website NotifyMe system, where you will get an email with the link to the agenda and staff reports. Packets can be lengthy or complicated, and Councilmembers are encouraged to plan time to review the packet well before the meeting. Questions can be directed to staff, and information will be provided to the entire City Council. Supplemental or amended material may be presented for consideration before or during the meeting.

Materials for regional and local liaison appointments will be provided by the respective agencies in relation to their meeting schedules.

BUDGET

The [adopted budget](#) from 2010 through the current year is available on the Finance website under [Budget, Economic Conditions, and Major Initiatives](#).

COMPENSATION AND BENEFITS

Each Councilmember receives a monthly salary of \$345.00. Optional benefits are available:

- Health plans through CalPERS for up to \$2,440.10 monthly allowance for 2024.
- City-selected dental program premium is covered
- The City will contribute half of the City selected vision program premium
- Life and Accidental Death & Dismemberment insurance coverage of \$100,000.

ELECTION INFORMATION

QUALIFICATION FOR OFFICE

A candidate for City Council shall be at least 18 years of age, a citizen of the United States, and a resident and registered voter of the district in which they seek election for at least 30 days before filing nomination papers with the Clerk City.

NOMINATION PERIOD

Pursuant to the Election Code, the nomination period commences on Monday, July 15, 2024, and ends on Friday, August 9, 2024. During the nomination period, the candidate may obtain and file the Nomination Paper and other required forms from the City Clerk. Appointments are recommended for issuance and filing; please email etran@ci.millbrae.ca.us or call (650) 259-2414 to schedule.

The deadline for filing nomination documents is Friday, August 9, 2024 at 5:00 p.m. Candidates arriving after the deadline will be turned away. NO EXCEPTIONS ARE PERMITTED.

EXTENDED NOMINATION PERIOD

The November 5, 2024 General Municipal Election will be the second by-district City Council election. As the three seats for Millbrae City Council that will be up for election in November have served the community at large, the seats in districts 1, 3, and 5 are considered new seats that no one has yet filled. As such, there will be no “extended nomination period” and the nomination period for all candidates will end as designated above at 5:00 p.m. on Friday, August 9, 2024.

SUBMISSION OF NOMINATION DOCUMENTS

All nomination documents must be submitted at one time. In order to ensure that nomination documents are complete and aligned with all regulatory requirements, candidates are encouraged to schedule a submission appointment prior to the filing deadline. Please email etran@ci.millbrae.ca.us or call (650) 259-2414 to schedule an appointment.

WITHDRAWAL OF CANDIDACY

No candidate may withdraw his or her declaration of candidacy after 5:00 p.m. on August 9, 2024.

CANDIDATE'S STATEMENT

Submitting a Candidate's Statement for publication is optional, but the form indicating your decision is mandatory. The statement must not exceed 400 words, and it is crucial to carefully check wording and spelling, as changes or corrections are not allowed after submission.

Candidates wishing to include their statement in the voter information guide must pay a pro-rata share of printing, translating, and handling costs. The amended National Voting Rights Act of 1965 (VRA) mandates that all information in the guide be provided in English, Chinese, Spanish, and Tagalog. In past elections, the cost per candidate statement ranged from \$330 to \$426 for 200 words or less. The cost varies based on the allowable number of words, the number of candidates, printing charges, and translation costs. A Candidate Statement deposit of \$375 is required at the time of form and statement submission. After the election, the County will calculate the actual cost, and the City will refund any excess amount paid or invoice the difference to each candidate who filed a statement.

Each Candidate's Statement is kept confidential by the City Clerk until the filing period closes. All statements are released simultaneously after the nomination period ends.

Candidates may withdraw their statements but cannot modify them once submitted. Withdrawal of the candidate statement is allowed until 5:00 p.m. on Monday, August 12, 2024.

FILING FEE

The candidate filing fee is \$25. Please make the check payable to the City of Millbrae.

THE COUNTY OF SAN MATEO'S CANDIDATE GUIDE

The [County of San Mateo Candidate Guide](#) contains detailed instructions on all filing forms, deadlines, and other requirements. Please be sure to read this in its entirety to understand all the expectations placed on candidates for office. Please contact the City Clerk if you have any questions. Note that some places in the County guide indicate filing with the County. However, as a City Council candidate, all filings are done with the City Clerk.

BALLOT PLACEMENT

Randomized Alphabet Drawings are conducted by both the Secretary of State and County Elections Official on Thursday, August 15, 2024, at 11 a.m. to determine the order in which candidate names will appear on the ballot.

CAMPAIGN FINANCE

Instruction on filing requirements is outlined in the FPPC Manual 2 for local elections. For campaign finance disclosure related questions, information is available on the California Fair Political Practices Commission website at www.fppc.ca.gov.

The City has an electronic filing system for campaign finance filings through NetFile. Once the City Clerk's Office receives a Statement of Organization (Form 410) filing from a campaign committee, a welcome letter will be sent via email with instructions on how to log in to the filing system. Campaign finance filings can be submitted through the filing system once an account is set up.

SB 1439 - LEVINE ACT

A campaign contribution of more than \$250 to a local elected official can now create a conflict of interest. Local elected officials who have willfully and knowingly accepted, solicited, or directed a contribution of more than \$250 from a party, participant, or their agent, within 12 months before a proceeding involving that contributor's contract, license, permit, or use entitlement must disclose the contribution on the record and recuse themselves before the proceeding. However, if the contribution is returned within 30 days from the time the official knows or should have known about the contribution and the proceeding, the official may participate in the proceeding.

[https://www.fppc.ca.gov/content/dam/fppc/NSDocuments/TAD/Campaign%20Documents/Changes to Section 84308 Final.pdf](https://www.fppc.ca.gov/content/dam/fppc/NSDocuments/TAD/Campaign%20Documents/Changes%20to%20Section%2084308%20Final.pdf)

MASS MAILING

Government Code §82041.5 defines a mass mailing as over two hundred substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.

Government Code §84305 further states that candidates are prohibited from sending mass mailings without disclosing certain information, in a certain format. Candidates are strongly encouraged to consult the full text to ensure compliance with state law.

For more information regarding campaign advertising requirements and restrictions, please visit www.fppc.ca.gov.

POLITICAL SIGN REGULATIONS

Political signs may be erected in conformity with Section 10.10.300 in the Millbrae Municipal Code (MMC). Political signs do not require a permit or design review, but there are some regulations to follow.

- Election signs shall be placed on private property with the consent of the private property owner and/or the occupant of the private property.
- No signs shall be erected upon any public property or upon any public right-of-way as specified in MMC Section 10.10.340(A).
- Signs shall be removed within ten days following the election by the person who erected the sign or the owner/occupant of the property upon which the sign is erected.
- Each candidate, campaign committee, or authorized representative shall sign an affidavit assuring the removal of all election signs.

Keep in mind that the California Department of Transportation and the Pacific Gas and Electric Company also have regulations regarding the placement of political signs.

ELECTION NIGHT

On Election night, semifinal results are available as they are posted on the County's website <https://www.smcacre.org/elections>.

NEWLY ELECTED

The City will contact presumed newly elected councilmembers and arrange for orientation beginning with meetings with the City Manager and staff. Councilmembers presumed elected are immediately subject to laws regarding open decision-making (Ralph M. Brown Act), the public's right to public records (California Public Records Act), as well as all laws from the Political Reform Act.

The [League of California Cities](#) (CalCities) puts on a New Mayors & Councilmembers Academy in Sacramento each January. The City encourages newly elected to attend and covers the cost of attendance. The next scheduled Academy will be announced later in the year.

INSTALLATION

Councilmembers are sworn in at the first meeting in December following the November election. This year that meeting will be on Monday, December 10, 2024.

RESOURCES

City of Millbrae	www.ci.millbrae.ca.us	City Clerk's Office Main Office 650-259-2373 Elaine Tran 650-259-2414 etran@ci.millbrae.ca.us
County of San Mateo – Elections	https://www.smcacre.org/elections	Phone: (650) 312-5222 Fax: (650) 312-5348 Email: registrar@smcare.org
California Secretary of State	http://www.sos.ca.gov/	(916) 653-6814
Fair Political Practices Commission (FPPC)	http://www.fppc.ca.gov/ Campaign Disclosure Manual 2 for local candidates: http://www.fppc.ca.gov/forms/all-fppc-manuals.html	1-866-ASK-FPPC (1-866-275-3772)
California Codes	http://leginfo.legislature.ca.gov/faces/codes.xhtml	
Institute for Local Government	http://www.ca-ilg.org/local-government-basics-those-new-public-service	Information on public service