City of St. Helena

November 3, 2020
General Municipal Election

Candidate Information Guide
**INTRODUCTION**

The following is a summary of election information. It is not a substitute for the provisions of state and local law which it summarizes. An attempt has been to make this summary accurate, but if there are any differences between this summary and the applicable provisions of state law, Elections Code or the St. Helena Municipal Code or duly adopted City Resolutions, the state and local law will prevail. This is not to be construed as legal advice. You are advised to retain your own legal counsel to ensure compliance with applicable laws.

**Election Date:** Tuesday, November 3, 2020

**Nomination Filing Period:** Monday, July 13, 2020 through Friday, August 7, 2020

**Extension of Nomination Period:** Wednesday, August 12, 2020

**City Clerk’s Office Contact Information:** (707) 968-2742 • ctzafopoulos@cityofst helena.org • City Hall, 1572 Railroad Avenue, St. Helena Ca 94574

<table>
<thead>
<tr>
<th>City Council Member</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geoff Ellsworth, Mayor</td>
<td>2020</td>
</tr>
<tr>
<td>Paul Dohring, Vice Mayor</td>
<td>2022</td>
</tr>
<tr>
<td>Anna Chouteau, Council Member</td>
<td>2022</td>
</tr>
<tr>
<td>David Knudsen, Council Member</td>
<td>2020</td>
</tr>
<tr>
<td>Mary Koberstein, Council Member</td>
<td>2020</td>
</tr>
</tbody>
</table>

**Meeting Dates:** Second & Fourth Tuesdays of each month, as well as other special meetings, as scheduled. Council Members also sit on various Boards and Commissions throughout Napa County and the Bay Area region, on behalf of the City of St. Helena.

**ELIGIBILITY**

In order to be eligible to hold office as member of the Council, a person must be a U.S. citizen, 18 years of age on or before Election Day and a registered voter of the City of St. Helena at the time nomination papers are issued for candidacy and shall continue to reside in the City of St. Helena during the term of office. (Government Code § 34882, 34904, 36502)

**OFFICES TO BE FILLED & BENEFITS**

**Offices to be filled:**
- One Mayor seat 2-year term to 2022, elected by the voters
- Two (2) City Council seats 4-year term to 2024, elected by the voters

**Salary:** Current Salary = $300.00 per month

**Benefits:** Council Members are eligible for enrollment in City health insurance, Deferred Compensation and PERS plans.

**Election Calendar – IMPORTANT DATES AND DEADLINES**

All candidates running for office in November 2020 and committees supporting or opposing local candidates are required to file campaign statements with the City Clerk. Refer to page #22 for Election Calendar.
St. Helena is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Napa County to live, visit, and do business. Ours is a diverse community where residents and their children can and want to remain.

The City of St. Helena is located in the center of the world famous wine growing Napa Valley, 65 miles north of San Francisco.

The area was settled in 1834 as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876 and reincorporated on May 14, 1889.

The City from its inception has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, the City has become an important business and banking center for the wine industry. The City also receives many visitors as a result of the wine industry and the area's scenic qualities. The main goal of the City is to maintain a small-town atmosphere and to provide quality services to its citizens.

The official population of the City of St. Helena as January 1, 2018 is 6,118. St. Helena is a full service City and encompasses an area of 4 square miles. The City’s General Fund FY 2020-21 budget is $13.1 million with a total operating budget of $30.5 million. The assessed valuation of the City for FY 2018-19 is $2.53 billion.

The City of St. Helena is a General Law City and operates under the Council-City Manager form of government. The City Council is the governing body and has the power to make and enforce all laws and set policy related to municipal affairs. The City Manager is responsible for carrying out the policies of the City Council and for the proper and efficient management of municipal activities. The City Manager directs and manages the various departments and municipal services through appointed Department Heads who directly supervise and administer the various City programs, services, and activities.
CITY GOVERNMENT

St. Helena is a General Law City organized under the statutes of the State of California and governed by the California Constitution.

The City Council is the legislative, or lawmaking, branch of St. Helena’s municipal government. Residents elect one Mayor and four Council Members at large rather than by district, making each accountable to the entire citizenry. The Council acts as the board of directors of the municipal corporation and meets in a public forum where citizens may participate in the governmental process.

The City Council provides policy direction upon which all City actions, programs and priorities are based. It establishes policy through the approval of the annual budget, Zoning Ordinance and General Plan, Capital Improvement Program, ordinances, resolutions, and motions. It is the responsibility of the City Council to make decisions that ensure the best utilization of City resources to meet the community’s needs.

St. Helena operates under the Council-Manager form of government. The City Council hires a professional City Manager, who is responsible for all management functions for the City, including budget, ordinance enforcement and operations.

The Council also relies on the input of appropriate boards, committees, commissions, and others interested in the issues under consideration to assist in the public debates upon which policy is formulated. City commissions, boards, and committees include the following: Planning Commission, Active Transportation/Sustainability Committee, Board of Library Trustees and Parks and Recreation Commission.

The Council extends its influence through its review and commenting upon proposed legislation in the State and Federal arenas, and participation in regionally oriented governing bodies. The City is represented on various state, county, and area commissions and committees by Council Members as appointed by the Council. Members of the City Council are often called upon to perform ceremonial duties in support of community programs and events.

**Council Meetings**
The variety and volume of business that comes before the City Council requires an efficient approach to conducting such matters. The City Clerk’s office prepares an agenda for each meeting. The agenda is normally available ten days prior to the regular meeting. A complete agenda packet is made available for review at City Hall and on the City’s CivicWeb Portal at https://sthelena.civicweb.net/portal/. It is provided to Council Members electronically via a City issued iPad.
Regular meetings of the City Council are held at 6:00 p.m. the second and fourth Tuesday of each month in the St. Helena Unified School District Boardroom located at 465 Main Street. When a Tuesday meeting date falls on a holiday, the meeting is usually cancelled. Special meetings to conduct the City’s business may be called as needed. During the COVID pandemic, Council Meetings are being held in a virtual format utilizing the online solution ZOOM.

**Council Members’ Qualifications, Terms, and Benefits**

To seek office, candidates must be 18 years of age, residents of the City of St. Helena, registered voters, and not disqualified from holding office by the Constitution or laws of the State of California (see applicable codes below). There is no filing fee.

Government Code § 1020. A person is incapable of holding a civil office if at the time of his/her election or appointment s/he is not 18 years of age and a citizen of California.

Government Code § 36502. (a) A person is not eligible to hold office as council member, city clerk, or city treasurer unless he or she is at the time of assuming the office an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code. If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant.

Government Code § 1021. A person is disqualified from holding any office upon conviction of designated crimes as specified in the California Constitution and laws of California.

The Mayor is elected at large for a two-year term and Members of the City Council are elected at large for four-year terms, which overlap. The City has not established campaign limits or limitations on the number of terms that may be served.

Council Members assume their position upon taking the oath of office, which is administered by the City Clerk at the City Council meeting called to certify the election results. This meeting is generally held the first week in January, but the date depends on when the election results are received from the County Registrar of Voters office. The Vice Mayor is then selected by the
Council for a term that runs concurrently with the newly elected Mayor at this same meeting, or in some circumstances, a subsequent meeting.

Council Members receive $300 a month and may participate in City medical insurance, deferred compensation and PERS plans. Expenses incurred by Council Members related to City business will be reimbursed.
NOMINATION DOCUMENTS AND FILING PROCEDURE

_Ca. Elections Code § 10220, 10224, 10225 (b)_

All filing documents are obtained from, and upon completion, filed with the Office of the City Clerk, 1752 Railroad Avenue, St. Helena CA during regular business hours. Due to the COVID-19 pandemic, _nomination papers will be obtained and filed by appointment only_. Registered voters nominate candidates for City Council by signing a Nomination Paper. Each candidate must be proposed by not less than twenty or no more than thirty voters. Any registered voter of the City may sign a nomination paper. In this instance, since there are three offices being voted on, voters may sign up to three nomination papers. Candidates may sign their own nomination paper. The Napa County Registrar of Voters Office will check all signatures for validity. If the number of valid signatures is less than 20, the candidate has not qualified for placement on the ballot.

**Nomination Period** - Monday, July 13, 2020, at 8:00 a.m., will be the first date and time that Nomination Papers will be available at the Office of the City Clerk, 1572 Railroad Avenue, St. Helena, _by appointment only_.

Except as described below, Friday, August 7, 2020, at 5:00 p.m., will be the final date and time for filing any Nomination Papers.

Due to COVID-19 restrictions, it is required that you contact the City Clerk’s Office at (707) 968-2742 or (707) 312-1257 or via email at ctzafopoulos@cityofsthelena.org to schedule an appointment when filing nomination papers.

**Extension if Incumbent Does Not File** - If Nomination Papers for an incumbent City Council Member are not filed by 5:00 p.m. on Friday, August 7, 2020, the Nomination Period will be extended until Wednesday, August 12, 2020, at 5:00 p.m.

**Withdrawal of Candidate** – A candidate may withdraw his/her nomination papers up until the close of the nomination period. All nomination papers for a given candidate must be filed at the same time. EC § 10224, 10225 (b).

**Write-In Candidates** - Write-In Candidates can pick up nomination documents starting Monday, September 8, 2020, at 8:00 am. Tuesday, October 20, 2020, at 5:00 p.m. will be the final date and time for filing any write-in nomination documents. EC § 8600

**Filing Fee** – The City of St. Helena does _not_ collect a filing fee.
Below is a list of forms and documents that will be provided at the time the Official Nomination Forms are issued. The list indicates which forms are optional and which are required to be filed. All required forms and any optional forms you decide to file, **must be submitted at the same time**.

<table>
<thead>
<tr>
<th>FORM #</th>
<th>REQUIRED</th>
<th>OPTIONAL</th>
<th>FORM</th>
<th>Filed With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>✅</td>
<td></td>
<td>Certificate of Residency</td>
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<tr>
<td>2</td>
<td>✅</td>
<td></td>
<td>Nomination Paper</td>
<td></td>
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<tr>
<td>3</td>
<td>✅</td>
<td></td>
<td>Ballot Designation Worksheet</td>
<td></td>
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<tr>
<td>4</td>
<td>✅</td>
<td></td>
<td>Candidate's Statement of Qualifications</td>
<td></td>
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<tr>
<td>5</td>
<td>✅</td>
<td></td>
<td>Form 700 Statement of Economic Interests</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>✅</td>
<td>Code of Fair Campaign Practices</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>As Applicable</td>
<td></td>
<td>Form 501 Candidate Intention Statement</td>
<td>City Clerk</td>
</tr>
<tr>
<td></td>
<td>Must be filed before raising or spending any money, including candidate’s personal funds</td>
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<tr>
<td>8</td>
<td>As Applicable</td>
<td></td>
<td>Form 470 Officeholder and Candidate Campaign Statement - Short Form</td>
<td>City Clerk</td>
</tr>
<tr>
<td></td>
<td>Applicable if your receipts or expenditures do not exceed $2,000 in the calendar year. Additional reports may be required</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>As Applicable</td>
<td></td>
<td>Form 410 Statement of Organization Recipient Committee</td>
<td>City Clerk</td>
</tr>
<tr>
<td></td>
<td>Must be filed within 10 days of receiving $2,000 or more in contributions ($50 fee)</td>
<td></td>
<td>• Original and One Copy filed with Secretary of State • Copy filed with City Clerk</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>As Applicable</td>
<td></td>
<td>Form 460 Recipient Committee Campaign Statement</td>
<td>City Clerk</td>
</tr>
<tr>
<td></td>
<td>Applicable to those who receive or spend more than $2,000. Additional reports may be required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>FOR INFORMATION PURPOSES ONLY</td>
<td></td>
<td>Campaign Disclosure Manual 2 - EXTREMELY IMPORTANT and helpful information regarding state campaign finance and disclosure law that applies to local candidates and committees.</td>
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**Description of Nomination Forms & Instructions**

**Form #1, CERTIFICATE OF RESIDENCY – Ca. Elections Code §36502**

General Municipal Election
November 3, 2020
Candidates for City Council must submit a statement that the candidate is a registered voter and resides within the City of St. Helena.

**Form #2, NOMINATION PAPER – Ca. Elections Code §10220, 10221, 10222**

This form is important and should be handled very carefully. It is recommended that you file as far in advance as possible of the deadline so that any deficiency in the paper may be found and cleared in time to qualify.

The Nomination Paper may be taken out and filed with the City Clerk only by appointment during regular business hours during the nomination period. The City Clerk, or her designee, will complete the upper portion and affix her signature on the front page of the nomination paper at the time it is issued. Public access to the Nomination Paper is limited to viewing the document only. The public may not copy or distribute copies of a Nomination Paper. EC § 17100(c)

Another person may obtain the Nomination Paper on your behalf. The person obtaining the Nomination Paper must receive and sign for the complete nomination packet.

The first step to consider in completing your petition is to decide if you will personally be the circulator or if someone will circulate it for you. Remember, whoever circulates the petition must personally witness each person’s signature. Also, if you have someone else circulate the petition for you, he/she must be 18 years of age or older and must complete the "Declaration of Circulator". If the candidate chooses to personally be the circulator, the "Declaration of Circulator" portion should be completed in the presence of the City Clerk at the time the candidate files his/her Nomination Paper. **Do not sign it prior to that time.**

Once a Nomination Paper is filed, it may not be returned to you to obtain additional signatures. If the nomination is determined to be insufficient or you have failed to obtain enough valid signatures, the City Clerk will issue one supplemental petition on which you may collect additional signatures. The supplemental petition shall be filed no later than the last day for filing the Nomination Paper.

The second step is to obtain the signatures. You are responsible for obtaining the signatures of not less than twenty (20), and no more than thirty (30), registered voters who are eligible to vote for the candidate. It is advisable to obtain the full 30 signatures. This will give you 10 extra signatures in case some of the first 20 signatures do not qualify. Signatures and the residence address must match the information on the voter’s registration card or affidavit on file at the Napa County Registrar of Voters Office. Please do not use ditto marks.

You may sign your own nomination form. No voter may sign more nomination forms than there are positions to be filled at the election.

It is highly recommended that you try to obtain the required number of signatures as soon as possible in order for your nomination papers to be filed and examined for sufficiency well before the filing deadline. Each signer shall at the time of signing the nomination paper personally affix his or her signature, printed name, may render that signature invalid.
It is important that a concerted effort is made to obtain valid signatures as invalid signatures may slow the filing process causing unnecessary delays for you and your campaign. The following guidelines will be used when reviewing signatures on Nomination Papers.

A signature on a nomination paper can be challenged if:

- The signer is not a registered voter
- The signature on the petition does not compare to the signature on the voter’s affidavit of registration
- The signer does not reside within the City of St. Helena
- The signer uses a PO Box number for residence
- The signer provides an address that is different from the one on the affidavit of registration on record
- The signer prints his/her name for the signature (unless registered as such)
- The signer uses ditto marks for an address
- The signer’s printed name and address were not affixed in his/her own hand

**Candidate’s Information** - The candidate completes the Candidate’s Information section.

**Declaration of Circulator** - This section must be completed and signed by the circulator (person who obtains the signatures). The circulator, whether you or another person, must be 18 years of age or older. Whoever circulates the petition must witness all signatures and complete and sign the Declaration of Circulator. Again, if you are the circulator do not complete this portion until you file your nomination papers.

**Affidavit of Nominee and Oath or Affirmation of Allegiance** - The name of the nominee and the office sought are to be typed or printed in the space provided. Do not sign until in the presence of the City Clerk.

**IMPORTANT NOTE:** Your name and designation as provided by the candidate on the Affidavit of Nominee are the way they will appear on the ballot. You must use your full legal name: nicknames or shortened versions of the full legal name may be listed in quotes. The Affidavit of Nominee cannot be changed after the nomination process is complete. The designation should be the 1st Alternative indicated on the Ballot Designation Worksheet (next form). The “Affidavit of Nominee and Oath or Affirmation of Allegiance” portion must be completed in the presence of the City Clerk at the time you file your Nomination Paper. Do not sign it prior to that time.
**Form #3, BALLOT DESIGNATION WORKSHEET – Ca. Elections Code §13107**

The Ballot Designation Worksheet is used to facilitate the review of your proposed ballot designation. The ballot designation is the word or group of words that will appear on the ballot under your name, designating your 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. If a candidate does not submit a ballot designation worksheet, s/he will not have a designation listed under his/her name on the official ballot.

**Ballot Designations** - The City Clerk, as Elections Official, follows the Secretary of State Ballot Designation Regulations set forth in the California Administrative Code, Chapter 7 (commencing with section 20710) and EC § 13107.

On the ballot, immediately under the name of each candidate, and not separated from the name by any line, may appear, at the option of the candidate, only one of the following designations:

1. Words designating the elective city, county, district, state, or federal office, which the candidate holds at the time of filing of the Nomination Paper, to which he/she was elected by vote of the people.
2. The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the Nomination Paper and was elected to that office by a vote of the people.
3. No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
4. The phrase “appointed incumbent” if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of Elections Code.

**Unacceptable Ballot Designations** -

No election official shall accept a designation which:

1. Would mislead the voter.
2. Would suggest an evaluation of a candidate such as outstanding, leading, expert, virtuous, or eminent.
3. Abbreviates the word "retired" or places it following any word or words, which it modifies.
4. Uses the word or prefix such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity prohibited by law.
Rejected Ballot Designations -
If upon checking the Nomination Paper the election official finds the designation to be in violation of any of the restrictions set forth in this subdivision, the election official shall notify the candidate by registered or certified mail, return receipt requested. The candidate shall, within three (3) days excluding Saturday, Sunday, and state holidays, from the date of receipt of the notice, appear before the election officer and provide an alternate designation.

In the event the candidate fails to provide an alternate designation; no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by the candidate after the final date for filing Nomination Papers except as specifically requested by the election official under circumstances heretofore set forth.

FORM #4, CANDIDATE’S STATEMENT OF QUALIFICATIONS - Ca. Elections Code §13107-13312
Use this form to indicate that you do or do not elect to include a Statement of Qualifications. The actual statement (if one is submitted) should be attached to this form.

Each candidate may prepare a statement to be included in the Voter Information Pamphlet prepared and distributed by the Napa County Registrar of Voters. The statement may include the name, age and occupation of the candidate and a brief description the candidate’s own education and qualifications of no more than 200 words written in the first person (i.e. “I am running ...”). The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the City Clerk’s office when his or her nomination papers are returned for filing. Once filed, a statement may not be changed; however, the statement may be withdrawn 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.

Format of Statement of Qualifications –
All statements should be typewritten in upper and lower case, with paragraphs clearly indicated. Your name, age and occupation are not included in the word count. If you leave your age or occupation blank, it will not be printed (we will not contact you to determine whether this was intentional). Statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations). Words in all capitals, indentations, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space allotted will be wrapped. This office will not be responsible for the accurate printing of any statement which must be reconfigured to comply with these guidelines. Although we prefer that the statement be submitted on our form, we do accept statements that are typewritten (or computer generated) and attached to our form. However, it is extremely important that all pertinent information be included. We will not attempt to clarify information that is missing and/or unclear due to the attachment of your own form.

In addition to the restrictions set forth above, a candidate’s statement shall be limited to a recitation of the candidate’s own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate’s qualifications, character, or activities.
IMPORTANT NOTE: The “Occupation” field in the Candidate’s Statement is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate’s name on the ballot. Therefore, it may be different from your ballot designation. If its length extends beyond one line, words appearing on the second line will be counted toward the word maximum.

Things to remember:
- Type statement exactly as you wish it to appear - statements are printed exactly as submitted, including errors.
- Submit letters of consent for each person listed as an endorser in your statement.
- Do not use words that are underlined, bolded, italics, Initial Capitalized or ALL CAPITALIZED.
- Do not use any unusual spacing, punctuation, indentations, “bullets” or an “outline” format.
- Check for spelling, punctuation and grammar. Remember statements cannot be changed once they are filed.

Public Review –
Statements remain confidential until expiration of the filing deadline; however, they are available for public examination in the office of the City Clerk during the 10-day calendar review period commencing at 8:00 a.m. the next business day after the nomination period ends prior to submission for printing. During this period any voter of the City, or the County Election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. EC §13313(a)(b)
WORD COUNTING GUIDELINES - Ca. Elections Code §9

(1) Punctuation is not counted.
(2) Each word shall be counted as one word except as specified in this section.
(3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
(4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
(5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
(6) Dates shall be counted as one word.
(7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
(8) Telephone numbers shall be counted as one word.
(9) Internet Web site addresses shall be counted as one word.

This is a sample of a Candidate’s Statement of qualifications, as it will appear in the Voter’s Information Pamphlet.

The word count begins after the heading “Occupation”

FORM #5, FORM 700 - STATEMENT OF ECONOMIC INTERESTS – Ca Gov. Code §81000-91015
The Political Reform Act requires local government officials, some employees and candidates to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions, which may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing Form 700 Statement of Economic Interests and for interpreting the law’s provisions.

All candidates are required to file a completed Statement of Economic Interests Form 700 disclosing investments, interests in real property, and any income received during the immediately preceding 12 months at the time they file their Official Filing Forms. The form must be filed at the time Nomination Papers
are filed. An interactive version of this form is available on the Fair Political Practices Commission website: www.fppc.ca.gov. If you have any questions regarding completion of the form, contact the FPPC at 866-ASK FPPC (888-275-3772). Statements of Economic Interests are public documents and, as such, are available to anyone requesting to review and/or obtain copies.

**FORM #6, CODE OF FAIR CAMPAIGN PRACTICES**

In 1982 the State Legislature created a voluntary “Code of Fair Campaign Practices” to encourage candidates for public office to follow basic principles of honesty and fair play. Subscription to the Code is voluntary. The City Clerk is required, at the time an individual is issued his/her nomination papers, to provide the candidate a blank form on which to subscribe to the Code of Fair Campaign Practices and a copy of the Elections Code provisions. Those wishing to subscribe to the Code of Fair Campaign Practices must complete and sign the form and file it with the City Clerk at the time Official Filing Forms are submitted.
CAMPAIGN DISCLOSURE & THE FPPC

All candidates for state and local office are required to file campaign disclosure statements. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in Sections 81000-91015 of the California Government Code and are enforced by the FPPC.

Candidates and committee treasurers are encouraged to become familiar with all of the disclosure requirements and FPPC forms to ensure compliance is obtained. All forms and manuals can be found on the FPPC website.

**IMPORTANT NOTE:** As a courtesy, the City Clerk may send reminders of upcoming filing dates and requirements. However, it is your responsibility to make sure that you are meeting the statutory requirements contained in the Political Reform Act.

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

The Fair Political Practices Commission (FPPC) is a five-member independent, non-partisan commission that has primary responsibility for the impartial and effective administration of the Political Reform Act. The FPPC mandates the filing requirements for candidates.

Appropriate information manuals, addendums, and forms will be provided to each candidate. Copies of the Political Reform Act, manuals, additional forms, and other helpful information may be obtained by contacting the FPPC. The FPPC website will connect you with valuable tools.

**General Information** -

1-916-322-5660

[http://www.fppc.ca.gov/](http://www.fppc.ca.gov/)

Tip: Review the FPPC website to become familiar with the resources available (including training, additional information on disclosure requirements, advertising regulations, etc.).

**FPPC Toll-Free**

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

Monday – Thursday 9 am to 11:30 am

[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
**Gift Tracking Mobile Application** –

FPPC has created and launched a gift tracking app for mobile devices. The app helps filers track gifts they receive in a calendar year and provides a quick and easy way to upload the information to the Form 700. The data is not collected electronically; it is fully stored on the phone.

To download visit:

http://www.fppc.ca.gov/Form700/gift-tracking-app.html

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**Candidate & Treasurer Seminars**

The FPPC will conduct a series of campaign seminars for candidates and treasurers. Conducted by a political reform consultant, these two-hour seminars are free of charge and are tailored for campaigns that will raise or spend over $2,000. Information on filing deadlines, how to report contributions and expenditures, record keeping, and more will be discussed. Reservations are required; call 1-866-ASK-FPPC (1-800-275-3772) OR 916.322.5660 to find out more.

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**Committee Naming Requirements - FPPC Regulation 18402**

**Candidate Controlled Committees.** The name for all local committees must include the candidate’s name, office sought and year of the election. The name of the City is not required. An example would be: “Jones for Council 2020”.

**Primarily Formed Committees to Support or Oppose Candidates.** A committee that is primarily formed to support or oppose a candidate, but not controlled by the candidate, must include the last name of the candidate, the office sought, year of the election, and whether the committee supports or opposes the candidate; for example, “Committee to Support Jones for Council 2020”.
### SUMMARY OF DISCLOSURE FORMS

<table>
<thead>
<tr>
<th>#</th>
<th>Form Number</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Form 501</td>
<td>Candidate Intention Statement</td>
<td>This form is filed with the City Clerk.</td>
</tr>
<tr>
<td>9</td>
<td>Form 410</td>
<td>Statement of Organization Recipient Committee</td>
<td>File an original and one copy with the Secretary of State along with a check for $50, and one copy with the City Clerk.</td>
</tr>
<tr>
<td>10</td>
<td>Form 460 (Long Form) Recipient Committee Campaign Statement</td>
<td>File an original and one copy with the City Clerk.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Form 470 (Short Form) Officeholder and Candidate Campaign Statement Short Form</td>
<td>File an original and one copy with the City Clerk.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Form 497</td>
<td>24 Hour Contribution Report</td>
<td>File an original and one copy with the City Clerk within 24 hours of the time the contribution was made.</td>
</tr>
</tbody>
</table>

These and additional forms are available @ www.fppc.ca.gov

### Campaign Disclosure Filing Dates

All candidates running for office in November 2018 and committees supporting or opposing local candidates are required to file campaign statements with the City Clerk. Please refer to the calendar on page #21 for the full election/filing calendar. Filing after a deadline may lead to late filing penalties of $10 for each day the statement is late, and committees that fail to file are subject to administrative penalties of up to $5,000 per violation.
ELECTIONEERING PROHIBITIONS

CA Elections Code § 319.5:

"Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

(a) A display of a candidate's name, likeness, or logo.
(b) A display of a ballot measure's number, title, subject, or logo.
(c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
(d) Dissemination of audible electioneering information.

CA Elections Code § 18370:

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Section 14240.
d) Do any electioneering as defined in Section 319.5.

As used in this section “100 feet of a polling place, a satellite location under Section 3018, or an election official's office” means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.
POLITICAL ADVERTISEMENT REGULATIONS

Elections Code §20008 states, “Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point Roman type, whichever is larger, the words “Paid Political Advertisement”. The Words shall be set apart from any other printed matter.

As used in this section “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.”

False or Forged Campaign Materials - Penal Code 115.2

115.2 (a) No person shall publish or cause to be published, with actual knowledge, and intent to deceive, any campaign advertisement containing false or fraudulent depictions, or false or fraudulent representations, of official public documents or purported official public documents.

(b) For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Section 82041.5 of the Government Code, a paid newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with Section 84100) of Title 9 of the Government Code.

(c) Any violation of this section is a misdemeanor punishable by imprisonment in the county jail, or by a fine not to exceed fifty thousand dollars ($50,000), or both.

Mass Mailing - CA Government Code § 82041.5, 84305

As defined in Government Code §82041.5, “Mass Mailing” means over two hundred substantially similar pieces of mail. The City Clerk is required to provide a copy of Government Code §84305 to each candidate or his or her agent at the time of filing the Nomination Paper. A copy of Government Code §84305 is included in your packet.
Campaign Signs

Both State and local laws regulate the posting of political signs and distribution of handbills on public and private property.

California Penal Code §556.1 requires prior consent before placing advertising on private property.

City Regulations:

St. Helena Municipal Code §17.148.090 – Political Signs:

A. General Regulations.

Temporary noncommercial signs in all districts are permitted at all times without a sign permit subject to the following regulations:

(1) Number. Each parcel is permitted two (2) freestanding or building mounted temporary noncommercial signs at all times. Such signs are in addition to all other signage allowed in this chapter.

(2) Area. A temporary noncommercial sign may not exceed six (6) square feet in area per side.

(3) Height. A temporary noncommercial sign may not exceed four (4) feet in height or two (2) feet in height from the top on any wall or fence if posted on a wall or fence. Signs are not permitted on top of walls or fences greater than 42 inches in height. A temporary noncommercial sign mounted onto a structure may not exceed eight (8) feet in height.

(4) Location. Temporary noncommercial signs may be placed in the front yard, rear or side yard of any property; provided, that the signs do not encroach into any public right-of-way. Temporary noncommercial signs may not be located in the visibility triangle on corner lots. Temporary noncommercial signs mounted to a structure must meet the public right-of-way and vision triangle limitation above and may not impact any character defining element of a historic building or district.

(5) Lighting. Temporary noncommercial signs may not be illuminated.

B. Election Period Regulations.

During any election period the following additional opportunities for temporary noncommercial signs are provided without a sign permit subject to the following regulations:

(1) Number. Each parcel in all zoning districts is permitted two (2) temporary noncommercial election period signs. Such signs are in addition to all other signage allowed in this chapter.

(2) The additional temporary noncommercial election period signs are subject to the area, height, location, and lighting limitations described under §17.148.090(A).
(3) Removal. The additional temporary noncommercial signs permitted during an election period must be removed within seven (7) days following the end of the election period.

**IMPORTANT NOTE: CAMPAIGN SIGNS ARE NOT ALLOWED ON ANY PUBLIC PROPERTY, INCLUDING UTILITY OR LIGHT POLES WITHIN THE CITY OF ST. HELENA.**

**State Regulations - Along a State Highway:**

A Statement of Responsibility for Temporary Political Signs must be filled out and submitted to the Department of Transportation Division of Right of Way.

For additional information visit: http://www.dot.ca.gov/trafficops/oda/political.html

**OTHER USEFUL INFORMATION**

If you have any questions, always feel free to contact the City Clerk at (707) 968-2742 or (707) 312-1257 or ctzafopoulos@cityofsthelena.org.

**Vote by Mail - All Napa County Voters**

Napa County is participating in the Voter’s Choice Act. The Act was adopted in 2016 by the California Legislature to allow counties to conduct elections under a new model that provides greater flexibility and convenience for voters. Voters will vote by mail this election. Ballots will be mailed to registered voters beginning October 5, 2020, 29 days before Election Day November 3, 2020.

Voters can return their ballot 1 of 3 ways:

- By Mail
- In an Official Ballot Drop Box
- At a Vote Center

**Placement of Names on the Ballot - CA Elections Code §13112**

The Secretary of State will conduct a random alphabetical drawing on August 13, 2020 to determine the order in which qualified candidates’ name shall appear on the ballot for election held on November 3, 2020. Candidates’ names will be placed on the ballot by their surnames in the order determined by this drawing. Candidates will be notified in writing of the results of the drawing.

**City Council Agenda Packets**

Agenda packets for the City Council are posted on the City’s CivicWeb Portal if you would like to review items that are being considered. It is strongly encouraged that you subscribe so that you receive notifications when they are posted. Typically, this is completed ten days prior to the City Council meeting. The City of St. Helena CivicWeb Portal can be accessed at https://sthelena.civicweb.net/portal/; You will be able to subscribe to the notifications here as well.
**Voter Registration Deadline**
The last day to register to vote for this election is Monday, October 20, 2020. You can obtain voter registration form at the City Clerk's Office or register online at [https://registertovote.ca.gov/](https://registertovote.ca.gov/).

**Voter Lists and Campaign Materials**
Voter registration information and maps may be obtained from the Napa County Registrar of Voters office.

**Election Results**
A candidate for nonpartisan office is elected if he/she receives a majority of the total votes cast for that office. Where more than one person is being elected to vacancies, those candidates with the highest number of votes will be elected.

The Napa County Registrar of Voters (ROV) office will conduct the official canvass which normally commences immediately upon the close of the polls on Election Day. Election night results are not final until completion of the canvass. Results may be accessed on ROV website at [https://www.countyofnapa.org/396/Elections](https://www.countyofnapa.org/396/Elections).

**Certification of Election Results and Seating of Elected Officers**
Once received from the Registrar of Voters Office, the City Clerk will present the certified election results to the City Council. They will accept the results and the newly elected City Council members will be sworn in at a City Council meeting (Date to be determined depending on when the results are received, but typically the first meeting in January).

A message from the League of Women Voters of Napa County:

**Voter’s Edge California Website** ([www.votersedge.org/ca](http://www.votersedge.org/ca))
Voter’s Edge California is an online source for authoritative, nonpartisan coverage of local, state, and federal election contests, candidates, and ballot measures. The website is a joint project of the League of Women Voters of California Education Fund and MapLight. Local candidates are offered space on the website at no cost. Candidates will receive email instructions from the League of Women Voters of Napa County shortly after certification of the candidate list. Candidates may submit such information as a biography, top priorities, positions on issues, endorsements, a photo, videos, and a link to the candidate’s own website. Also included is each candidate’s ballot statement. Voter’s Edge California also gives unbiased explanations of ballot measures, along with who supports, opposes, and funds them. The website may be viewed in both English and Spanish languages.

Contact Kim Farmer, the Napa League’s representative to Voter’s Edge, for more information ([ca-np@votersedge.org](mailto:ca-np@votersedge.org)).
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<thead>
<tr>
<th>DAYS PRIOR</th>
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<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>127</td>
<td>June 29 – July 10</td>
<td>NOTICE OF ELECTION</td>
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<tr>
<td>88</td>
<td>July 13 - August 7</td>
<td>FILING PERIOD – CANDIDATE NOMINATION PAPERS</td>
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<tr>
<td>113</td>
<td>July 31</td>
<td>SEMI-ANNUAL CAMPAIGN STATEMENT</td>
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<tr>
<td>87</td>
<td>August 8 - August 12</td>
<td>EXTENSION OF NOMINATION PERIOD</td>
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<tr>
<td>83</td>
<td>August 13</td>
<td>RANDOMIZED ALPHABET DRAWING</td>
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<td>88</td>
<td>August 7 - Or</td>
<td>INSUFFICIENT NUMBER OF NOMINEES (CANDIDATES)</td>
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<tr>
<td>83</td>
<td>August 12</td>
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<td>57</td>
<td>September 8 - October 20</td>
<td>WRITE-IN CANDIDACY</td>
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<td>14</td>
<td>September 24</td>
<td>FIRST PRE-ELECTION CAMPAIGN STATEMENT DUE</td>
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<td>15</td>
<td>October 20</td>
<td>VOTER REGISTRATION CLOSES</td>
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<td>November 3</td>
<td>ELECTION DAY</td>
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<td>TBD</td>
<td>December 1</td>
<td>COUNTY CERTIFICATION</td>
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<tr>
<td>January 31, 2020</td>
<td>Semi-Annual CAMPAIGN STATEMENT</td>
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**Important Contact Information**
<table>
<thead>
<tr>
<th><strong>CITY OF ST. HELENA</strong></th>
<th><strong><a href="http://www.sonomacity.org">www.sonomacity.org</a></strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Prestwich, City Manager - <a href="mailto:mprestwich@cityofsthelena.org">mprestwich@cityofsthelena.org</a></td>
<td>707.968.2744</td>
</tr>
<tr>
<td>Cindy Tzafopoulos, City Clerk, - <a href="mailto:ctzafopoulos@cityofsthelena.org">ctzafopoulos@cityofsthelena.org</a></td>
<td>707.968.2742</td>
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<tr>
<th><strong>NAPA COUNTY REGISTRAR OF VOTERS</strong></th>
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<tr>
<td>General Information</td>
<td>707.253.4321</td>
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<tr>
<th><strong>OFFICE OF THE SECRETARY OF STATE</strong></th>
<th><strong><a href="http://www.sos.ca.gov">www.sos.ca.gov</a></strong></th>
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<tr>
<td>Elections Division (general information)</td>
<td>916.657.2166</td>
</tr>
<tr>
<td>Political Reform Division (committee ID number, termination of committee)</td>
<td>916.653.6224</td>
</tr>
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<table>
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<tr>
<th><strong>FAIR POLITICAL PRACTICES COMMISSION</strong></th>
<th><strong><a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Assistance Division (campaign disclosure, conflict of interest disclosure)</td>
<td>866.275.3772 or 916.322.5660</td>
</tr>
<tr>
<td>FAX</td>
<td>916.322.3711</td>
</tr>
<tr>
<td>Enforcement Division (file complaint under Political Reform Act)</td>
<td>866.275.3772</td>
</tr>
</tbody>
</table>