

# CANDIDATE HANDBOOK



2016

CITY OF NAPA

The information enclosed provides an overview of certain requirements, but is not all inclusive. City staff cannot provide legal, accounting or other professional advice or services with respect to individual campaigns. Candidates are responsible for ensuring that they meet all the legal requirements of California Government Code, the California Elections Code, the City of Napa Code of Ordinances and City Charter.



Thank you for your interest in the 2016 General Municipal Election.

This Handbook was created to provide a very brief overview of the City of Napa Municipal Election process and the responsibilities of candidates. It is not intended to be all inclusive. My staff and I are eager to assist you if you have decided to run for Municipal Office or if you just have questions about the process.

The City consolidates its elections with the County of Napa (through the County Elections Office, also known as the Registrar of Voters); however, the City Clerk is the City's Elections Official. This means that the County Elections Office registers voters, verifies voter signatures, prints and mails Vote-By-Mail ballots and election material, oversees polling places, manages poll workers, and prepares the initial Canvass of Election Returns which is certified by the Clerk at a regular or special meeting. Candidates work with the City Elections Official in all matters related to their individual campaign, nomination and filing requirements.

**Dorothy Roberts**

City Clerk

**Phone** (707) 258-7870

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Election Day: November 8, 2016

Term: Four Years

Type: Non-Partisan, At-Large

Filing Dates: July 18 through August 12, 2016

City Clerk Office Business Hours: 8:00 a.m. to 5:00 p.m. M-F

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## CANDIDATE CALENDAR - 2016

July 4 to July 18	Election Official to Publish Notice of Election - Candidates
July 11	Last Day to Adopt Regulations for Candidate Statements
July 11, 2016	ELECTION SIGNS May Not be Placed Before This Date - <a href="#">NMC 15.56.110</a>
July 18 to August 12	FILING PERIOD FOR NOMINATION PAPERS and CANDIDATES STATEMENTS
August 1	Last Day to File Campaign Expenditure Statements - Semi Annual Statement
August 12	Last Day to File Nomination Papers. <i>Statements &amp; Nomination Papers are Confidential Until Close of Nomination Period</i>
August 13, 2016	Last Day to Withdraw (but not change) Candidate Statement for Office for Which Filing Closed. (Cannot Create a New One)
August 17	Last Day to File Nomination Papers if Extended Period Applies Note: Extended Filing Period only if Incumbent Fails to File
August 18	Secretary of State determine order of names on the Ballot
September 12 to October 25	Filing Period for Write In Candidates
September 29	Last Day to File Campaign Expenditure Statements - 1st Pre-Election Statement
October 10	First Day for Mailing Permanent Vote by Mail Voter Ballots
October 10 to November 1	Voters May Request Vote by Mail Ballots with Regular Applications
October 24	Last Day to Register to Vote
October 25	Last Day to File for Write-In Candidates
October 27	Last Day to File Campaign Expenditure Statement - 2nd Pre-Election Statement
November 1	Last Day for Election Official to Publish Notice of Nominees
November 8	ELECTION DAY
November 11	Last Day to Receive Vote by Mail Voter Ballots
November 22, 2016	Last Day to Remove Temporary Election Signs – <a href="#">NMC 15-56.110</a>
No later than December 23	Last Day to Declare Results and Install Newly Elected Mayor, Councilmembers
December 8 to December 26	Reorganize Council and Choose Vice Mayor
Within 30 days of assuming office	File Statement of Economic Interests
January 31, 2017	Last Day to File Campaign Expenditure Statements - Semi Annual Statement

## FILING DATERS FOR CANDIDATES AND CONTROLLED COMMITTEES

Deadline	Period	Form	Notes
Aug 1, 2016 Semi Annual	* to 6/30/16	460	<ul style="list-style-type: none"> <li>All Committees must file Form 460</li> <li>The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.</li> </ul>
Within 24 Hours Contribution Reports	8/10/16 – 11/8/16	497	<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 another candidate or ballot measure being voted on the November 8 ballot or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more 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.</li> </ul>
Sep 29, 2016 1st Pre-Election	7/1/16 – 9/24/16	460 or 470	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file either Form 460 or Form 470 (more information about this in the Handbook)</li> </ul>
Oct 27, 2016 2nd Pre-Election	9/25/16 – 10/22/16	460	<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.</li> </ul>
Jan 31, 2017 Semi Annual	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016</li> </ul>

- 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.
- Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. 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 report may not be required if a local agency requires online filing pursuant to a local ordinance

## **Section I: MUNICIPAL OFFICE GUIDELINES**

You are eligible to run for Office if you are:

- A United States citizen;
- 18 years of age or older;
- A resident of the City of Napa for a period of one year immediately preceding the date of the election, and
- A registered voter (no later than the issuance of nomination papers).

## **Section II: CITY COUNCIL**

The Mayor and City Council of the City of Napa are elected to four year terms on an at-large, non-partisan basis; the Vice Mayor is appointed annually by the Mayor and City Council pursuant to City Charter (Section 59A).

Council meetings are held on the first and third Tuesdays of the month. Typically, Council meetings include an Afternoon Session beginning at 3:30 p.m. and an Evening Session beginning at 6:30 p.m. Closed Sessions, taken frequently during a recess between Afternoon and Evening Session meetings (non-public), which include issues such as pending litigation or real estate transactions and must comply with the provisions of the Brown Act. (See following page).

City Council receives compensation in the form of salary, retirement, health and welfare benefits, reimbursement for expenses and for some other governing functions or regional, county or state boards. Typically, standing boards receive only a “stipend” or a very small amount for their work on regional, state or county boards. All forms of salary must be made public. After the 2016 election, Councilmembers will receive a salary of \$1,367 per month; the Mayor will receive (\$2,734) per month and \$50 per meeting as the Governing Board for the City of Napa Housing Authority. Benefits include Health and Dental insurance, Life Insurance, Retirement Benefits, and Deferred Compensation.

Councilmembers must be informed on local issues and also have some familiarity with various federal and state laws and regulations. These laws include, but are not limited to, the Federal and State Constitutions, Open Meetings laws (commonly referred to as the “Brown Act”), Ethics Laws and Fair Political Practices Commission regulations. Below is a short introduction to some of these laws.

## *The Brown Act – The “Peoples’ Business”*

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The Brown Act was adopted by the California Legislature in 1953. While it has been amended several times throughout the years, the first Section that explains its intent has not changed since its adoption:

*“In enacting this chapter, the Legislature finds and declares that the public commissions, boards, and councils and the other public agencies in this State exist to aid in the conduct of the **people’s business**. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.”*

The law requires that public agency decision-making bodies must conduct the public’s business in an open and public meeting. A majority of the governing body cannot discuss an issue that will be coming before them, regardless of how informally the discussion comes up. This includes phone calls, e-mails, texts, or social gatherings. The Brown Act also requires the public be provided with notice of meetings, easy access, copies of written material, and the right to participate in public meetings.

### *State Ethics Requirements:*

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The State of California Ethics Law was signed into law in 2005. This law requires that all members of legislative bodies that receive compensation, whether by salary, stipend or expense reimbursement, must attend Ethics Training once every two years.

### *Fair Political Practices Commission (FPPC) Filing Requirements:*

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#### **Statement of Economic Interests or Form 700 (See Section II)**

The Political Reform Act and the City of Napa Conflict of Interest Code require annual filings of Statements of Economic Interests. Elected officials must publicly disclose personal assets and income; they must also report publically any financial conflicts they have concerning a matter before the governing body and recuse themselves from participating in the vote.

#### **Campaign Disclosure Requirements (See Section III)**

The Political Reform Act was adopted as a statewide initiative (Proposition 9) in 1974. The law requires detailed disclosure of the role of money in California politics. This includes the disclosure of contributions and expenditures in connection with campaigns supporting or opposing state and local candidates and ballot measures as well as the disclosure of expenditures made in connection with lobbying the State Legislature.

## Section III: GETTING STARTED

No later than the end of the filing period, candidates submit the following:

1. Signed Nomination Paper with no less than 20 nor more than 30 signatures and \$25 Filing Fee
2. Ballot Designation Form
3. Form 700 - Statement of Economic Interests (*Clerk will transmit original to Secretary of State*)
4. Form 501- (*if candidate will raise or spend more than \$2,000*)
5. Statement of Qualifications and \$200 fee (*optional*)
6. Code of Fair Campaign Practices (*optional*)

### NOMINATION PAPER

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File your Nomination Papers during the specified Nomination Period:

- Monday, July 18<sup>th</sup> through Friday, August 12<sup>th</sup>, 2016 (5:00 p.m.)
- *Exception* - if incumbents with terms expiring do not file for reelection by the end of the Nomination Period, the filing deadline for **non-incumbents** extends to the 83<sup>rd</sup> day before the Election – August 17th. (Elections Code Section 10225).

#### **NOMINATION FILING PROCEDURES:** (Elections Code Section 10220 & 10221)

- Obtain no less than 20 and no more than 30 signatures from City of Napa registered voters.
- Signatures must match the signature on the voter's registration information.
- Each signer must provide his/her signature and name and address in his/her own handwriting.
- Once filed, nomination papers may not be returned to the candidate to obtain additional signatures if needed. The City Clerk will retain the original nomination paper and provide the candidate a copy indicating which signatures are valid, and a supplemental petition to obtain the required number of signatures. (EC 10221).
- No voter may sign more than one nomination paper for the same office; if the voter does so, the voter's signature will only be counted on the first nomination paper filed. (EC 10220).
- The Clerk's office verifies voter registration through Napa County Elections Department.
- *The Circulator* must personally witness the signature of each sponsor (signer); and must complete the "Affidavit of Circulator" in the circulator's own handwriting under penalty of perjury.
- *The Candidate* must complete a Statement of Acceptance (Affidavit of Nominee) prior to filing the nomination form, attesting that he/she will accept the nomination.

## BALLOT DESIGNATION FORM

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The Clerk will provide you with a “Ballot Designation Form” and Worksheet to assist you in determining how you want your name and occupation listed on the Ballot. There are strict Election Code requirements that must be adhered to, so read this form carefully in order to assure that you comply with the law in the designation of your name and occupation.

## STATEMENT OF ECONOMIC INTERESTS: FORM 700

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### **Who files:**

Local public officials and employees must disclose their personal assets and income. If any financial conflicts exist, public officials must disqualify themselves (recuse) from participating in a vote that may affect personal economic interests – either negatively or positively.

### **When to file:**

The Statement of Economic Interests (or Form 700), must be filed no later than the final filing date. Exception: Not required if incumbents file assuming or annual statement within 60 days before the filing of the Declaration of Candidacy.

Elected Officials file annually in April of every year; and within 30 days of Assuming or Leaving Office.

### **File with:**

Original and one copy with the City Clerk at the time nomination papers are filed. City Clerk forwards the Original to the Fair Political Practices Commission (FPPC).

*Your Statement is Public Record. Form 700s must be available to the public no later than the 2nd business day after statements are received. Reproduction fees of no more than 10 cents per page may be charged. The Statements are public documents.*

## FORM 501: CANDIDATE INTENTION STATEMENT

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### **Who files:**

Candidates soliciting and receiving campaign contributions. Candidates who will not solicit or receive contributions and only make expenditures from their personal funds to the Filing Fee and the Statement of Qualifications are not required to file Form 501.

Campaign fundraising may begin at any time provided the candidate has filed Form 501 and the appropriate 400 series form (refer below). Candidates must file a separate Form 501 for each election (including reelection).

### **When to File:**

File the Form 501 when you file your Nomination Papers, or earlier, if you will be soliciting or receiving campaign contributions prior to filing.

### **Where to File:**

File original and one copy with the City Clerk.

## STATEMENT OF QUALIFICATIONS

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This statement is optional, but if submitted, information will be included in the Sample Ballot. The statements include a brief description (not more than 200 words) of candidate's education, experience, and qualifications. No party affiliation or membership in partisan political organizations is included. The City of Napa charges \$200.00 for publication of the candidate's statement in English and Spanish. Statements must be filed in the Office of the City Clerk when the nomination papers are returned for filing or not at all. **(California Elections Code 13307)**

- Statements must be typed; double-spaced, in lowercase except where capitalization is warranted.
- Statements may be withdrawn, but not changed, once submitted.
- Statements may be withdrawn until 5pm the next working day after nomination period.
- Statements must be in essay form; first person.
- Provide one copy of the statement electronically and one signed hard copy to Clerk.
- Statements will be printed in the Sample Ballot *exactly as submitted*.
- The Statement remains confidential until the expiration of the filing period. (EC13311)

**Public Review:**

*Pursuant to Elections Code 13313, the Elections Official must make a copy of the Statement of Qualifications available for public examination for 10 calendar days immediately following the filing deadline. The public may examine or make copies of the documents. During this 10-calendar day public examination period, any voter of the jurisdiction may seek a writ of mandate or an injunction requiring any or all of the material in the candidate's statements to be amended or deleted. This writ of mandate or injunction cannot be filed after the end of the 10-calendar day public examination period.*

## CODE OF FAIR CAMPAIGN PRACTICES

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At the time you file your declaration of candidacy or nomination papers, the City Clerk will ask you if you wish to participate in the Code of Fair Campaign Practices. This is optional.

The Legislature created the Code of Fair Campaign Practices to give voters guidelines in determining fair play (EC 20400). Every candidate for public office in the State of California who subscribes to the Code of Fair Campaign Practices must follow the basic principles of decency, honesty, and fair play in order that citizens may exercise their constitutional right to vote, free from dishonest and unethical practices.

## Section IV: CAMPAIGN DISCLOSURE REQUIREMENTS

California's Political Reform Act, adopted in 1974 and enforced by the Fair Political Practices Commission (FPPC), requires that every candidate for any elective office must file campaign disclosure statements.

The amount of money you raise or spend for your campaign will determine what forms you will need to complete and file. All candidates who plan on raising or spending money on their campaign must file a Form 501 "Candidate Intention Statement" with the City Clerk before raising or spending any money. The Form 410 must also be filed within 10 days of raising or spending \$2,000. In addition, the Form 460 needs to be filed at certain reporting periods during your campaign.

Candidates who raise or spend \$2,000 or more in connection with their election, **must** open a campaign bank account. A candidate's personal funds used to pay the filing fee and/or the ballot statement fee do not count toward the \$2,000 threshold.

Review the Campaign Disclosure Manual published by the Fair Political Practices Commission to become familiar with requirements for raising and spending campaign funds.

### FORM 410: STATEMENT OF ORGANIZATION RECIPIENT COMMITTEE

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#### **Who files:**

Candidates receiving total contributions of **\$2,000 or more**.

The candidate's committee name must include:

- The candidate's last name
- Office sought; and
- Year of Election

Example:

"Jones for City Council 2016"; or "Committee to Re-Elect Jared Smith to City Council 2016"

#### **When to File:**

The signed form, together with a \$50.00 fee must be sent to the Secretary of State within 10 days of "qualifying" (receiving \$2,000 in contributions). Mailed forms are considered filed on the postmark date. (GC 84101 [a]). Upon receipt of the Form 410, the Secretary of State's Office will assign the Committee an identification number.

#### **Where to File:**

File original with the Secretary of State; one copy is filed with the City Clerk.

## FORM 460: RECIPIENT COMMITTEE CAMPAIGN STATEMENT

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### **Who files:**

Candidates receiving contributions or making expenditures of **\$2,000 or more**. No expenditures/contributions of \$100 or more may be made in cash.

An expense incurred in one reporting period but paid in another must be itemized on Schedule "F" of Form 460 through each reporting period until it is paid in full.

### **When to File:**

Review your FPPC filing date calendar. There are two "pre-election" reporting periods. If you have filed a 410 prior to June 30<sup>th</sup>, your first filing date will be July 31<sup>st</sup>. You will need to follow the FPPC filing deadlines, and continue to file semi-annually until your committee is terminated.

Note: File on time. Late filings are subject to a \$10/day late fine and other FPPC enforcement penalties.

### **Where to File:**

Original and one copy are filed with the City Clerk.

## FORM 470: CANDIDATE OR OFFICEHOLDER CAMPAIGN STATEMENT

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### **Who files:**

Candidates who will receive contributions or make expenditures **less than \$2,000**.

### **When to File:**

File on or before the filing deadline for the first campaign statement required for the calendar year. Remember, personal funds used for a Filing Fee or costs for the Statement of Qualifications are excluded from the \$2,000 threshold.

### **Where to File:**

Original and one copy are filed with the City Clerk.

## **FORM 470 SUPPLEMENT: MORE THAN \$2,000 AFTER FILING 470**

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### **Who files:**

A candidate that has filed a Form 470 and later receives contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$2,000 or more, or makes expenditures totaling \$2,000 or more prior to the election.

### **When to File:**

Within 48 hours after expending or receiving \$2,000 or more.

### **Where to File:**

Candidates who file 470 Supplement must send written notification within 48 hours to the Secretary of State, the City Clerk, and each candidate seeking the same office. The notice must be sent by guaranteed overnight delivery service, personal delivery, fax, or email. Regular mail may not be used.

## **FORM 497: 24-HOUR LATE CONTRIBUTION**

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### **Who files:**

Candidates who receive or make a late contribution totaling \$1,000 or more from a single source within 90 days preceding the election.

### **When to File:**

File the Form 497 within twenty-four hours of receipt if you have received or made a late contribution totaling \$1,000 or more from a single source within 90 days immediately preceding the election. A late contribution includes contributions or loans from a candidate's personal funds.

### **Where to File:**

Original and one copy: file with the Napa City Clerk.

## **FORM 496: LATE INDEPENDENT EXPENDITURE REPORT**

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### ***(Generally does not apply to Candidate Reporting Requirements)***

An "independent expenditure" is an expenditure made by Primarily Formed Committee which urges a particular result in an election but is not made to the candidate. As an example, a Committee is formed by XYZ group to support or oppose a candidate or ballot measure. The committee is **not** formed at the behest of the Candidate.

## Section V: CANDIDATE AND TREASURER DUTIES

Every committee must have a treasurer before the committee may accept contributions or make expenditures. Although there are no restrictions on who may be a treasurer, in order to adequately perform the duties, the treasurer must understand the campaign finance laws and his or her responsibilities under the Act. The candidate controlling the committee may be the treasurer or assistant treasurer for his or her own committee.

Contributions may not be accepted and expenditures may not be made if the treasurer's post is vacant at any time, even if the committee has an assistant treasurer. If the treasurer is unavailable to carry out his or her duties, a new treasurer must be designated and the committee's Statement of Organization (Form 410) amended. The individual listed on the most recent Form 410 filed with the Secretary of State continues to be liable until an amendment is filed to designate a new treasurer.

The committee treasurer or assistant treasurer must sign and verify all reports and statements filed. The verification is signed under penalty of perjury and indicates that:

- The signer has used all reasonable diligence in preparing the statement; and
- To the best of his or her knowledge, the statement is both true and complete. Refer to [Fair Political Practices Commission advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) Chapter 2. 2 Campaign Manual 2 March 2015

The signer is legally responsible for the accuracy and completeness of the document, even if it is prepared by a third party, including a professional accountant. An unsigned statement is considered "not filed" and is subject to late fines.

**PLEASE REVIEW**  
**FPPC Campaign Disclosure**  
**Manual 2**

## Section VI – CANDIDATE INFORMATION

### *REGISTERED VOTERS:*

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As of March, 2016, the number of registered voters in the City of Napa was 38,154

### *VOTE BY MAIL*

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Vote by Mail ballots (sometimes referred to as “absentee ballots” are mailed 29 days prior to Election Day. Napa is primarily a VBM county; only 13 polling places exist in the City today. November 11th is the last day that the Registrar of Voters will accept VBM ballots.

### *VOTER ASSISTANCE CENTERS:*

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Voter Assistance Centers (VACs) will be available the weekend prior to the election at Crosswalk Church (Drive through), El Centro School, and the Napa County Elections Office. Hours will be 8am to 4:30 pm Saturday and Sunday, 8am to 5pm on Monday, and 7am to 8pm on Election Day. Voters can drop off ballots or vote at the VACs.

### *ELECTION RESULTS:*

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The City Elections Official (City Clerk) will City’s Election Official will certify the Election Results to the City Council no later than the next regularly scheduled City Council meeting (or special meeting called specifically for that purpose), following the presentation of the 28-day canvass of the returns received by the County Elections Office. (EC 10262).

### *POLITICAL AND CAMPAIGN SIGNS:*

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The City’s requirements regarding political signs are located in the Napa Municipal Code 15.56.110 – under “Special signs”. The Napa Municipal Code is available at City offices or online at [www.cityofnapa.org](http://www.cityofnapa.org).

### *WHEN TO PLACE SIGNS AND REMOVE SIGNS:*

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Political signs should not be placed more than one hundred twenty days (120) immediately preceding the date of the election, and must be removed no later than 14 days after the election. Signs must not be placed in a manner which endangers motorists or pedestrians.

### *MAINTENANCE:*

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All signs must be maintained in a state of safe and good repair. If the City should determine that any sign is unsafe or in poor repair, the owner will be given written notice to correct the condition. Failure to correct the cited condition(s) or remove the sign within 10 days following the notice may cause the sign to be removed by the City, at cost to the owner. Any sign causing immediate danger to person or property may be removed without prior notice to the owner.

### LOCATION OF SIGNS:

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No sign may be located within the area designated as the "vision triangle", as contained within Title 17 of the Napa Municipal Code. The "vision triangle" is the area at the corner of the intersection of two streets or the intersection of a driveway and a street, which has specific height limitations for vegetation and structures.

(See 15.56.070 Napa Municipal Code.)

### POSTING OF POLITICAL LITERATURE/HANDBILLS

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Posting notices on any sidewalk, crosswalk, curb or any other portion of any public right of way or public place is prohibited.

### MASS MAILING

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The Political Reform Act defines "mass mailings"; FPPC Regulation 84304 at [www.fppc.ca.gov](http://www.fppc.ca.gov)

Mass Mailings (more than 200 pieces of the same or similar mail in a calendar month) including emails, must include the words "paid for by" and the name and address of the committee paying for the mailing must appear on the outside of the mailing and on at least one insert in no less than six-point type and in a color that contrasts with the background. The committee ID number is not required to be included, but the FPPC recommends that committees include the committee ID number on all public campaign materials.

### USE OF CITY LOGO

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Any person who uses or allows to use any reproduction of the seal or logo of the City in any campaign literature or mass mailing, as defined in Section 82041.5, with intent to deceive the voters, is guilty of a misdemeanor. (GC 34501.5)

### CAMPAIGN LITERATURE/ PAID POLITICAL ADS

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Any paid political advertisement that is printed in a newspaper must be 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, with the words "Paid Political Advertisement". These words shall be set apart from any other printed matter. "Paid Political Advertisement" means published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office (EC 20008).

### ORDER OF NAMES ON THE BALLOT

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The Secretary of State conducts a drawing for a randomized alphabet to determine the order of names on the ballot (EC 13112).

## SOLICITING OF VOTES NEAR POLLING PLACES

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Within 100 feet of a polling place on Election Day, it is unlawful to:

- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking his ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Elections Code Section 14240.
- Photograph, videotape or otherwise record a voter entering or exiting a polling place.
- Do any electioneering.
- Any person who violates any of the provisions of this section is guilty of a misdemeanor (see EC 18370).

## SURPLUS CAMPAIGN FUNDS

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There are restrictions on how campaign funds held by an elected officeholder or candidate may be spent once the funds become "surplus." (Refer to the FPPC Manual on Local election campaign disclosure.) Campaign funds become surplus when the officeholder leaves the office for which the funds were raised or at the end of the semi-annual reporting period following his or her defeat, whichever occurs last.

## CAMPAIGN FINANCE REMINDERS:

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- Study the Campaign Disclosure Manual 2 for Local Candidates.
- Mark your calendar for filing deadlines.
- Keep records. Complete details, for all your contributions, for those less than \$100 keep a log.
- Never accept or spend cash amounts of \$100 or more. Contributions of \$100 or more must be in the form of a check and documented on your financial statement.
- If you will spend personal funds, remember to deposit in your campaign bank account first.
- Multiple contributions from one source? Keep track and report the aggregate amount.
- Report late contributions. If \$1,000 or more is received from one contributor Use Form 497 to disclose within 24 hours -- even if it's your own money.
- Report in-kind contributions. Report goods and services at fair market value.
- Itemize. For contributions of \$100 or more you must show the contributor's name, address (including zip code), occupation, and employer.
- Disclose original loan sources List any loan, even a personal loan to yourself.
- Show who sent the mail. The name & address of the candidate and/or committee must appear in at least six-point type on the outside of mass mailings (more than 200 pieces).
- Use campaign funds only for political, governmental, or legislative purposes.
- Learn more by calling the Clerk's office or the FPPC. If scheduled in your area, attend a campaign disclosure workshop. FPPC is helpful, responsive and a great resource.