

GENERAL MUNICIPAL ELECTION HANDBOOK

City of Healdsburg
November 5, 2024



www.healdsburg.gov





CITY OF HEALDSBURG ADMINISTRATION

401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317
Fax: (707) 431-3321

Visit us at www.healdsburg.gov

July 15, 2024

I, _____, potential candidate for the Office of City Councilmember to be elected at the November 5, 2024 Municipal Election, do hereby acknowledge receipt of the following materials from the Office of the City Clerk of the City of Healdsburg:

1. 2024 Municipal Election Handbook
2. Nomination Paper
3. Ballot Designation Worksheet
4. Candidate's Statement of Qualifications Form and Word Count Standard for Candidates Statement
5. [Form 700 - Statement of Economic Interests](#) – Candidate Statement
6. [Campaign Disclosure Manual 2](#) - Campaign Provisions of the Political Reform Act for Local Candidates
7. [Form 501](#) - Candidate Intention Statement
8. [Form 410](#) - Statement of Organization Recipient Committee
9. [Form 460](#) – Recipient Committee Campaign Statement
10. [Form 470](#) – Recipient Committee Campaign Statement

I understand the following documents, with original signatures, are **REQUIRED** to be filed with the City Clerk prior to August 9, 2024 at 5:00 P.M.

Nomination Paper and Ballot Designation Worksheet	Form 700 - Statement of Economic Interest
Declaration of Candidacy	Candidate's Statement of Qualifications (Optional) and deposit of \$998

Candidate's Signature

Date

Raina Allan, City Clerk

Date



CITY OF HEALDSBURG ADMINISTRATION

401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317
Fax: (707) 431-3321

Visit us at www.healdsburg.gov

July 15, 2024

Dear City Council Candidate:

This handbook has been prepared to assist you with the upcoming 2024 General Municipal Election to be held November 5, 2024. This handbook is not intended to be all encompassing, but merely summarizes major provisions related to candidates and committees involved in elections in the City of Healdsburg.

While we have attempted to be as informative as possible, and we appreciate the opportunity to address your questions not answered in this handbook, the law prohibits City employees from answering questions of a legal nature. This handbook is not intended as a substitute for legal counsel, for your protection we strongly urge you to consult an attorney.

For additional election related information, feel free to contact this office at (707) 431-3316, rallan@healdsburg.gov or write us at 401 Grove Street, Healdsburg, CA 95448.

Very truly yours,

Raina Allan
City Clerk

TABLE OF CONTENTS

	<u>Page</u>
Nomination Papers/Ballot Designation	1-9
Candidate's Statement of Qualifications	10-16
Statement of Economic Interests	17
Pre-campaign Candidate Intention and Campaign Committee Requirements	18
Campaign Disclosures	19-27
List of Council Vacancies and Incumbents	28
Mass Mailing Requirements	29-30
Election Period Temporary Sign Regulations	31-33
Ethics and Sexual Harassment Awareness Training	34-40
Voter Registration – Campaign Materials	41
Election Calendar	42

NOMINATION PAPERS

1. ISSUANCE OF NOMINATION PAPERS

The City Clerk will issue nomination papers and election forms for municipal offices during regular business hours as posted. The City Clerk will stamp, sign, and date the Official Filing Forms and shall fill in the name of office on the forms before issuing. The forms shall be issued without charge to all candidates.

2. VOTERS NOMINATING CANDIDATES

Each candidate must be nominated by no less than 20 nor more than 30 registered voters in the City. (Elections Code Section 10220)

No voter may sign more than one nomination paper for the same office. If more than one is signed, his/her signature shall count on the first nomination paper, which is filed. Each Council position is a separate office.

Voters must be registered voters of the City of Healdsburg.

Signature of voter must be written the same way as on the voter registration.

Voters must print name and address in own handwriting.

3. CIRCULATOR

Circulator must personally witness the signature of each sponsor.

Circulator must sign "Affidavit of Circulator" under penalty of perjury.

4. STATEMENT OF ACCEPTANCE (AFFIDAVIT OF NOMINEE)

Candidate must sign the "Affidavit of Nominee" stating that he/she will accept the nomination.

5. BALLOT DESIGNATION

A ballot designation worksheet is included in the packet and must be submitted with the nomination paper. The candidate shall fill in the designation which he/she wishes to appear on the ballot. Only one of the following designations may be chosen:

- a. **Incumbent** – If the candidate is running for the same office to which he/she has been elected by a vote of the people, or to which he/she was appointed due to a lack of nominees. Incumbent may not be combined with any other words.

- b. **Appointed Incumbent** – If the candidate is running for the same elective office to which he/she was appointed.
- c. **No more than three words** – Designating your current principal profession(s), occupations(s) or vocation(s) or your principal profession(s), occupation(s) or vocation(s) within the preceding calendar year.
- d. Words designating the elective city office which the candidate holds at the time of filing the nomination documents to which he or she was elected by a vote of the people.

If no occupation designation is desired, so indicate by writing “No occupation requested.”

If upon checking the nomination documents, the City Clerk finds the designation to be in violation of any of the restrictions, the City Clerk shall notify the candidate by registered or certified mail return receipt requested. The candidate shall, within three days from the date of receipt of the notice, appear before the City Clerk 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.

The relevant provisions of Election Code Section 13107, which describe in detail the ballot designation regulations, can be found on pages 6 through 8 of this manual.

6. **DEADLINE**

The deadline for filing nomination papers is ***5:00 P.M., Friday, August 9, 2024, or Wednesday, August 14, 2024 at 5:00 P.M.,*** if an incumbent does not file.

7. **RANDOMIZED ALPHABET**

The Secretary of State will conduct a drawing for a randomized alphabet on August 15, 2024, to determine the order that the names will appear on the ballot.



**California Secretary of State
BALLOT DESIGNATION WORKSHEET**

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted, and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

Candidate Information

1

Candidate Name: _____

Office: _____ Email: _____

Home Address: _____

Mailing Address: _____

Business Address: _____

Phone Number(s)
Business: _____ Home/Mobile: _____ Fax: _____

Attorney or Other Authorized Person Information

2

Attorney Name (or other person authorized to act on your behalf): _____

Address: _____

Phone Number(s)
Business: _____ Mobile: _____ Fax: _____

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot Designation(s)

3

Proposed Ballot Designation(s): _____

Alternate Ballot Designation(s) 1: _____

Alternate Ballot Designation(s) 2: _____

If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. **Initial** _____

Translation of Proposed Designation: Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: () Masculine () Feminine

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/) separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation. **(Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).**
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

It is your responsibility to justify your proposed ballot designation and to provide all requested details.



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

Page 2

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved.

If your proposed ballot designation contains one or more slashes ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

Justification for use of Proposed Ballot Designation(s)
If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

Form with 4 sections for PVO justification. Each section includes fields for: Justification for use of PVO, Current or most recent job title, Start Date, End Date, Employer Name or Business, and Person who can verify this information (Name, Phone Number(s), Email).

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- 1) Use only a portion of the title of your current elected office?
2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed?
3) Use more than three total words for your principal professions, vocations, or occupations?
4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent?
5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations?
6) Abbreviate the word "retired"?
7) Place the word "retired" after the words it modifies? Example: Accountant, retired
8) Use a word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation?
9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher
10) Use the name of a political party or political body?
11) Refer to a racial, religious, or ethnic group?
12) Refer to any activity prohibited by law?

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X [Red box for signature]

Candidate's Signature

Date Signed: Month/Day/Year



COMPLETE THIS PAGE ONLY IF one or more **Alternate Ballot Designation(s)** are provided. If this page is not applicable, **please initial:** _____.

Justification for
Alternate Ballot
Designation(s) 1

A

Justification for use of 1 st PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2 nd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3 rd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

Justification for
Alternate Ballot
Designation(s) 2

B

Justification for use of 1 st PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 2 nd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:
Justification for use of 3 rd PVO:		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
Person who can verify this information:		
Name:	Phone Number(s):	Email:

For your reference, the relevant provisions of Elections Code Sections 13107, 13107.3 and 13107.5 are reproduced below:

13107 (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, 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 the nomination documents to which he or she was elected by vote of the people.
- (2) The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers and was elected to that office by a vote of the people. A candidate shall not use the word “incumbent” if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.
- (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 this code.

13107(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

13107(f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by

registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

13107(g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

13107(h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

13107(i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.

13107(j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

13107.3.

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, California code of Regulations Section 20711 is reproduced below:

20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or

certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

1. Statements of Qualifications are optional and are printed at the expense of the candidate. Candidates are required to prepay the estimated costs at the time the nomination papers are filed. Estimated costs for Statements of Qualifications are based on the printer's price list, set-up fees and the number of registered voters within the City. Estimates are for statements not exceeding 200 words. Final costs will be determined by the number of candidate statements that are submitted. If the number of candidate statements submitted is not evenly divisible by four, and the statement cannot be printed with any others, the run charges and set up fees are increased. These charges are prorated among the candidates.

Beginning in 2022, the County of Sonoma was designated as a bilingual County. All Candidate Statements will be printed in English and Spanish. The approximate cost of preparing Candidate's Statement of Qualifications (per Sonoma County Election's Office estimate) is \$998 and candidates will be required to deposit \$998 at the time that the Nomination Papers are filed.

The City will reimburse any excess money collected and/or bill the Candidate for any amount due in excess of \$998.

2. The body of the statement (not including name, age and occupation) shall not exceed 200 words. Words shall be counted pursuant to Elections Code §13307(a).
3. Statements must be submitted on, or attached to, the form provided. Statements must be typewritten and single-spaced in a block paragraph style. 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 will be wrapped. Indented text, if submitted, will be run together as a sentence. The elections official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.
4. Statements for candidates 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.
5. Statements shall be written in the first person (e.g., "I am running..." not "She is running..." or "Jane Doe is running..."). Each statement shall be accompanied by a declaration executed under penalty of perjury, declaring that the information contained therein is true and correct.
6. Statements will be printed in random alphabet order unless repositioned due to space considerations. Statements do not rotate.
7. Per Section 13307 of the Elections Code, the candidate "statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations."

8. Candidate's Statements may be withdrawn, but not altered, up to 5:00 P.M. on the first working day following close of the nomination period. (August 9, 2024, or August 14, 2024, if there is an extension).
9. The City Clerk shall reject any statement which contains any obscene, vulgar, profane, scandalous, libelous, or defamatory matter and any language or matter which is prohibited through the mail.
10. The Candidate's Statement shall remain confidential until the expiration of the filing deadline.
11. Statements are subject to examination and challenge by any voter of the jurisdiction (Elections Code Section 13313) for a period of 10 calendar days following the close of filing for each such office.

For your reference, the relevant provisions of Election Code Section 13307 are reproduced below:

Section 13307(a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

(2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election.

(3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

Section 13307(b) (1) The elections official shall send to each voter a county voter information guide that contains the written statements of each candidate that is prepared pursuant to subdivision (a). The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.

(2) The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the following:

- (A) A certified and registered interpreter on the Judicial Council Master List.

(B) An interpreter categorized as “certified” or “professionally qualified” by the Administrative Office of the United States Courts.

(C) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.

(D) A current voting member in good standing of the American Translators Association.

(E) A current member in good standing of the American Association of Language Specialists.

Section 13307(d) The local agency may estimate the total cost of printing, handling, translating, mailing, and electronically distributing candidate’s statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the county voter information guide or electronically distributed. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency that, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

Section 13307(e) This section shall not be deemed to make any statement, or the authors of any statement, free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing electronic distribution pursuant to this section or contained in the county voter information guide.

Section 13307(f) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate’s statement sent to each voter and, if authorized pursuant to subdivision (c), for the electronically distributed candidate’s statement. This decision shall not be revoked or modified after the seventh day before the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, mailing, and electronic distribution shall be provided to each candidate or his or her representative, at the time he or she picks up the nomination papers.

Section 13307(g) For purposes of this section and Section 13310, the board of supervisors is the governing body of judicial elections.

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

PREPARATION OF CANDIDATE'S STATEMENT ▶ Shown below is a reduced facsimile of a Candidate's Statement of Qualifications form. Note that the first paragraph in the upper portion contains information as to the limitations on the number of words and the cost of printing and handling your statement. This portion of the form is to be completed by the officer issuing the form. The second paragraph contains check boxes for you to indicate whether you wish to have your statement printed in English only, or in English and Spanish. You should complete this portion and date and sign where indicated. The statement shown below has been typed, in upper and lower case, block paragraph form, and the candidate is not requesting a Spanish translation of her statement. She has corrected and initialed a typographical error (had the candidate not corrected this error it would have been typeset as submitted).

JURISDICTION: _____ CONTEST ID: _____ CANDIDATE ID: _____

CANDIDATE'S STATEMENT OF QUALIFICATIONS
(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The estimated cost of printing a 200 word statement of qualifications is \$ 260.00 . The governing body of your jurisdiction has determined that statements shall be limited to (200) / 400 words: the (candidate) / jurisdiction) shall bear the cost of the statements, and payment shall be required ((prior to) / after) the election. Payments required in advance are to be made directly to the jurisdiction. Proof of payment will be required at the time the statement is filed. *Actual estimated costs may vary substantially; see reverse side of this form for explanation.*¹

I hereby state that I prepared the following statement for printing and distribution in the Voter Information Pamphlet portion of the Sample Ballot in [] **ENGLISH ONLY** [] **ENGLISH AND SPANISH**. I understand the estimated cost of the statement will be approximately double for 400 word statements, or statements printed in English and Spanish.

DATE: November 12, 2005 CANDIDATE SIGNATURE: Elita P. Snodgrass

Official issuing form to complete →

Check here if you wish English only or English & Spanish →

Date and Sign →

Cost of printing, word limitation, for payment →

NAME: ELITA P. SNODGRASS AGE: 32
If left blank will not be printed

Occupation may be more descriptive than ballot designation → OCCUPATION: Businesswoman
Not subject to the ballot designation limitations - if left blank will not be printed

If either age or occupation is left blank, none will be printed →

(STATEMENT / WORD COUNT BEGINS HERE)

All statements should be typed, in upper and lower case lettering, block paragraph style →

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

Thank you [✓] for your vote.
E.P.S.

Correct any typos prior to filing and initial →

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

Printed Candidate's Statement 4 The example below illustrates the candidate's statement as it will be printed in the Voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations).

WASHINGTON UNIFIED SCHOOL DISTRICT	
ELITA P. SNODGRASS Occupation: Businesswoman	Age: 32
<p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board.</p> <p>Thank you for your vote.</p>	

Word Count Standards

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified.
3. All proper nouns/geographical names shall be counted as one word (i.e., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
4. Each abbreviation for a word, phrase, or expression shall be counted as one word (i.e., S.R.J.C.).
5. Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 2, 2000). Dates consisting of only digits shall be counted as one word (i.e., 6/2/00).
7. Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (i.e., "one" shall be counted as one word and "one hundred" shall be counted as two words).
8. Telephone numbers shall be counted as one word.
9. Internet web site addresses shall be counted as one word.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Statements must be submitted on the appropriate form; however, statements may be prepared on a word processor and attached to the form, providing no pertinent information is covered by the attachment. Statements submitted in a format other than block paragraph will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened. **STATEMENTS MUST BE WRITTEN IN THE FIRST PERSON** (e.g., "I am running ..." not "Jane Doe is running ..." or "He is running ...").

PLEASE PROOFREAD YOUR STATEMENT. The Registrar of Voters Office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in grammar or punctuation. **Words in ALL CAPITALS, italics, underlines, boldface type, ***stars***, !!!dots ..., etc., are prohibited.**

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The governing body of your jurisdiction has determined that statements shall be limited to **200** words; the (**candidate / jurisdiction**) shall bear the cost of the statements and payment shall be required (**prior to / after**) the election. (Payments required in advance are to be made directly to the jurisdiction. Proof of payment will be required at the time the statement is filed). **The estimated cost of printing a 200 word statement for the office is between \$ _____ and \$ _____.**

Estimates are based upon two candidates sharing the cost of a single page. If the number of candidate statements submitted is not evenly divisible by two, and the statement cannot be printed with any others, the run charges and set up fees increase. The charges are prorated among the candidates submitting statements for a particular contest.

I hereby state that I prepared the following statement for printing and distribution in the County Voter Information Guide. I understand that per federal and state law requirements, my statement will be printed in English and Spanish.

DATE: _____ CANDIDATE SIGNATURE: _____

NAME: _____ AGE: _____

If left blank will not be printed.

OCCUPATION: _____

Not subject to the ballot designation limitations – if left blank will not be printed.

STATEMENT/WORD COUNT BEGINS HERE:

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for elective office in any local agency, city, county or district may prepare a statement for mailing with County Voter Information Guides on a form provided by the Registrar of Voters. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words (unless increased to 400 words by the governing body), written in the first person (i.e., "I am running..." not "She is running..." or "Jane Doe is running...") of the candidate's own education and qualifications. The statement shall not include the party preference of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing if it is for a primary election or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election if it is for an election for which nomination papers are not required to be filed. Once filed, a statement may not be changed; however, the statement may be withdrawn during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

In addition to the restrictions set forth above, any candidate's statement submitted pursuant to Section 13307 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. The elections official shall not cause to be printed or circulated any statement which the elections official determines is not so limited or which includes any such references.

Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. The local agency may estimate the total cost of printing, handling, translating and mailing the candidates' statements and may require that each candidate filing a statement pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement printed. A written statement of the regulation with respect to charges for handling, packaging and mailing shall be provided at the time the nomination papers are picked up. For these purposes, the board of supervisors shall be deemed the governing body of judicial elections.

INSTRUCTIONS FOR PREPARING YOUR STATEMENT OF QUALIFICATIONS

PROOFREAD YOUR STATEMENT. WE WILL NOT CORRECT SPELLING, GRAMMAR, OR PUNCTUATION. 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). Your occupation is not subject to the same restrictions that apply to your ballot designation; however, reason must apply and occupations exceeding one line will be shortened. 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.

WORD COUNT STANDARDS

- 1) Punctuation is not counted.
- 2) Each word shall be counted as one word except as specified.
- 3) All proper nouns/geographical names shall be counted as one word. (i.e., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
- 4) Each abbreviation for a word, phrase, or expression shall be counted as one word; (i.e., S.R.J.C.).
- 5) Hyphenated words that appear in any generally available dictionary shall be counted 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) Digital numbers shall be counted as one word (i.e., 100). Numbers which are written out are counted as one word each (i.e., "one" shall be counted as one word and "one hundred" shall be counted as two words).
- 8) Telephone numbers shall be counted as one word.
- 9) Internet web site addresses shall be counted as one word.

ESTIMATED COSTS OF STATEMENTS OF QUALIFICATIONS

Statements of Qualifications are optional and, unless otherwise determined by the governing body, are printed at the expense of the candidate. Candidates who are required to prepay the estimated costs will either be billed for the additional costs or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the printer's price list, set-up fees and the number of registered voters within the jurisdiction. Estimates are for statements not exceeding 200 words. Final costs will be determined by the number of candidate statements, including English and Spanish that are submitted for an individual office. If the number of candidate statements submitted is not evenly divisible by two, and the statement cannot be printed with any others, the run charges and set up fees are increased. These charges are prorated among the candidates for a particular contest. Candidates are required to submit a check with "not to exceed" the highest possible cost for 1, written under the amount line, (Elections Code §13307(c)). All checks will be held until after the final deadline to withdraw a candidate statement.

S:\ROV\Election Data\Frms-Form Letters\Nomination Frms\Nomination Frms\Statement of Qualifications\SOQ form LOCAL 12.17. with estimate explanation.doc

STATEMENT OF WITHDRAWAL

In the event there is no opposition for this contest, please do not print this statement.

DATE: _____ CANDIDATE SIGNATURE: _____

I hereby withdraw my Statement of Qualifications pursuant to Elections Code Section 13307(a)(3). Statements may be withdrawn until 5:00 p.m. on the next working day following the close of the nomination period (extended nominations if applicable).

DATE: _____ CANDIDATE SIGNATURE: _____

STATEMENT OF ECONOMIC INTERESTS

Each candidate, including incumbents, must file a Candidate Statement of Economic Interest (Form 700) at the time nomination papers are filed disclosing investments and interests in real property held as of the date of filing within the City of Healdsburg.

All **newly elected office holders** who are not incumbents must also file an Assuming Office Statement of Economic Interest within 30 days after the term of office begins, unless such a statement was filed within 60 days prior to assuming office.

Councilmembers who complete one term of office and on the same day begin a new term of the same office in the same City do not have to file the Assuming Office Statement of Economic Interests because incumbents are not deemed to have assumed or left office. Persons leaving office must also file a Leaving Office Statement of Economic Interests within 30 days after leaving office.

The Candidate Statement of Economic Interests must be filed with the City Clerk who in turn must make and retain a copy of the statement and forward the original to FPPC, which is the Official Filing Officer.

The Form 700 can be found at the following link:

[Form 700.](#)

At the candidate's request, a hard copy of the Form 700 will be provided by the City Clerk's Office.

PRE-CAMPAIGN CANDIDATE INTENTION AND CAMPAIGN COMMITTEE REQUIREMENTS

Any individual who intends to be a candidate for an elective office shall:

- A. File with the City Clerk a Candidate Intention Statement (Form 501) prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election.

The Form 501 can be found at the following link:

[Form 501.](#)

- B. File with the Secretary of State and the City Clerk a Statement of Organization Recipient Committee (Form 410) within 10 days of receiving \$2,000 in contributions. A campaign bank account must also be established at a financial institution in California.

All contributions or loans made to the candidate, to a person on behalf of the candidate, or to his/her controlled committee shall be deposited in this account.

All money to be used for campaign purposes, including the Candidate's personal funds, must be deposited in the campaign bank account for the specific office prior to expenditure, excluding personal funds used to pay the filing fee and/or fee for the statement of qualifications in the ballot pamphlet.

All campaign expenditures must be made from this account.

The Form 410 can be found at the following link:

[Form 410.](#)

If a candidate intends to spend or raise less than \$2,000 on his/her campaign. The requirements of Section B do not apply.

At the candidate's request, a hard copy of the Forms 501 and 410 will be provided by the City Clerk's Office.

CAMPAIGN DISCLOSURES

The Political Reform Act of 1974, found in Government Code Sections 81000 et seq., governs the disclosure of campaign finances and economic interests. The Act is administered and enforced by the Fair Political Practices Commission (FPPC). The latest version (August 2023) of the Campaign Disclosure Manual 2 - Campaign Provisions of the Political Reform Act for Local Candidates can be found at the following link:

[Campaign Disclosure Manual 2.](#)

In addition to the Political Reform Act, the City Council of the City of Healdsburg enacted Ordinance Nos. 1009 and 1163 (codified into Healdsburg Municipal Code Chapter 2.40) that sets mandatory limits on campaign contributions and establishes additional public disclosure regulations. A copy of Chapter 2.40 has been included as part of the Manual.

All candidates for any elective office and every committee must file campaign disclosure statements.

Any candidate or committee that receives and/or spends \$2,000 or more during a calendar year must file a Statement of Organization, Form 410, with the Secretary of State.

Form 470 (Short Form) can be used by candidates who will neither raise nor spend \$2,000 or in whose behalf not more than \$2,000 has been raised or spent. This statement must be filed no later than the due date of the first pre-election statement, September 26, 2024. The Form 470 can be found at the following link:

[Form 470.](#)

Candidate controlled committees must file two pre-election statements (Form 460), the first one no later than September 26, 2024, and the second no later than October 24, 2024. A post-election campaign statement must also be filed no later than January 31, 2025. The period covered by each statement is outlined in the table on the following page.

The Form 460 is available at the following link:

[Form 460.](#)

All statements of campaign contributions and expenditures (**original and one copy**) must be filed by the Candidate or Committee Treasurer with the City Clerk.

At the candidate's request, the City Clerk's Office will provide hard copies of the manual and the forms.

PAY TO PLAY LIMITS AND PROHIBITIONS (SECTION 84308)

Reproduced from the FPPC website at: www.fppc.ca.gov/content/fppc-v2/fppc-www/learn/pay-to-playlimits-and-prohibitions.html. For questions about 84308 (SB 1439), contact advice@fppc.ca.gov.

In order to promote transparency and fairness in the governmental decision making process there are rules in place to prevent public officials from being unfairly influenced by contributors to their campaign. The type of activity these laws were enacted to limit is often referred to as “pay-to-play.”

A law aimed at preventing pay-to-play politics, Section 84308 generally prohibits a party seeking a contract (other than competitively bid), license, permit, or other entitlement for use from making a contribution of more than \$250 to an official of the agency. Statutes such as Section 84308 aim to maintain the integrity and public perception of government bodies and to prevent a culture in which bidders or applicants believe it is necessary to make political contributions to receive government contracts or permits.

In 2022, the California Legislature passed SB 1439, a bill that amended Section 84308 of the Political Reform Act (“the Act”). The changes took effect on January 1, 2023. The amendments significantly broadened the scope of the statute—most significantly by applying the statute’s restrictions to agencies whose members are directly elected by voters.

Section 84308 prohibits certain officials, including local elected officials, from taking part in an entitlement for use proceeding if the official has received a contribution exceeding \$250 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding.

As of January 1, 2023, Section 84308 now operates differently in two key ways:

1. Section 84308 now applies to agencies whose members are directly elected by voters including local elected officials such as city councilmembers and county supervisors serving on their respective boards; and
2. Officials are prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant for 12 months after the final decision of a proceeding.

2024 Filing Schedule

<i>Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement¹</i>	<i>Method of Delivery</i>
September 26, 2024	Pre-Election (Form 470 or 460)	7/1/2024 - 9/21/2024 ¹	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail
October 24, 2024	Pre-Election (Form 460)	9/22/2024 - 10/19/2024	<ul style="list-style-type: none"> • Personal Delivery • Guaranteed Overnight Service
January 31, 2025	Semi-Annual (Form 460)	10/20/2024 - 12/31/2024	<ul style="list-style-type: none"> • Personal Delivery • First Class Mail

Footnotes:

1. 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.

Additional Notes:

- A controlled committee of a candidate may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates. However, a committee may make independent expenditures in connection with a ballot measure.
- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- For more information, visit the FPPC's website at www.fppc.ca.gov.

Chapter 2.40
ELECTIONS

Sections:

Article I. General Provisions

2.40.010 Date established.

Article II. Healdsburg Campaign Finance

- 2.40.020 Title.
- 2.40.030 Legislative intent.
- 2.40.040 Relation to Political Reform Act of 1974.
- 2.40.050 Definitions.
- 2.40.060 Contribution limitation.
- 2.40.070 Election cycles.
- 2.40.080 Disclosure requirement.
- 2.40.090 Aggregation of contributions.
- 2.40.100 Loan to City candidates and their controlled committees.
- 2.40.110 Outstanding debt retirement and reporting.
- 2.40.120 Multiple campaign committees.
- 2.40.130 Independent expenditures.
- 2.40.140 Enforcement.
- 2.40.150 Reimbursement of district attorney.

Article I. General Provisions

2.40.010 Date established.

Commencing the year 1988, the general municipal election of the City shall be held on the same day as the statewide general election. (Ord. 797 § 2, 1987.)

Article II. Healdsburg Campaign Finance

2.40.020 Title.

This article shall be entitled “Healdsburg Campaign Finance.” (Ord. 1009 § 1, 2003.)

2.40.030 Legislative intent.

To assure the public:

- A. That excessive campaign costs and large contributions do not cause corruption or the appearance of corruption in the election process;
- B. That large campaign contributions will not be used to buy political access or to influence governmental actions;
- C. That access to large amounts of money will not be a prime requirement for participation in the political process; and
- D. That the public is fully informed of the contributors to political campaigns. (Ord. 1009 § 2, 2003.)

2.40.040 Relation to Political Reform Act of 1974.

This article is intended to supplement the Political Reform Act of 1974 (Government Code Title 9, Section 81000, et seq.). Unless a word or term is specifically defined in this article, or the contrary is stated or clearly appears from the context, words and terms used herein shall have the same meaning as defined or used in Title 9 of the California Government Code, in which the Political Reform Act of 1974 is codified, and as supplemented by the regulations of the Fair Political Practices Commission as set forth in Title 2, Division 6 of the California Code of Regulations, as

the same may be, from time to time, amended. If a definition of any word or term defined in this article is preempted by the provision of the Political Reform Act or the regulations of the Fair Political Practices Commission, then the definition in said act and regulations shall prevail. (Ord. 1009 § 3, 2003.)

2.40.050 Definitions.

- A. “Person” means an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, and any other organization or group of persons acting in concert.
- B. “City election” means any general election, special election or recall election.
- C. “Election cycle” shall mean the applicable period as set forth in HMC 2.40.070.
- D. “Candidate” means any person who is a candidate for City Council for the City of Healdsburg, including an incumbent Councilmember, appointed or elected, whether or not a candidate for reelection.
- E. “Indebted former candidate” means a person who was a candidate for City Council at any City election and who has campaign debt remaining from such election after expiration of the election cycle for the office of which he or she was a candidate.
- F. “Clerk” means the City Clerk of the City of Healdsburg. (Ord. 1009 § 4, 2003.)

2.40.060 Contribution limitation.

- A. No candidate for City Council shall solicit or accept any contribution, including any “in-kind” contribution, that will cause the total contributions to that candidate from any person to exceed \$500.00 during any election cycle. The receipt of any contribution which would cause the total amount of contributions to a candidate from a single person to exceed \$500.00 shall prompt the return of any such excess to the donor. The provisions of this section shall not apply to contributions by a candidate for City Council of his or her own funds to his or her own controlled committee. Contributions by the spouse of a candidate for City Council from such spouse’s separate property shall be subject to the contribution limits.
- B. No controlled committee of a candidate, or a committee formed primarily to support or oppose a candidate being voted upon in the general election, shall solicit or accept any contributions, including any “in-kind” contributions, that will cause the total contributions to that committee from any person to exceed \$500.00 during any election cycle. The receipt of any contribution which would cause the total amount of contributions to such a committee from a single person to exceed \$500.00 shall prompt the return of any such excess to the donor.
- C. Elective Councilmembers and Candidates with Outstanding Debt from Prior Election. No person shall make, and no City Councilmember or indebted former candidate or treasurer of any controlled committee of any City Councilmember or indebted former candidate shall solicit or accept, any contributions for the purpose of retiring outstanding debt from a prior City election which would cause the total amount contributed by such person to such Councilmember or indebted former candidate or to his or her controlled committee to exceed \$500.00 for the election in which the outstanding debt was incurred, regardless of when the contribution(s) is made or received.
- D. Recall Elections. The contribution limitations set forth in subsection (A) of this section shall also apply to any committee which collects contributions for the purpose of making expenditures in support of or opposition to the recall of a City Councilmember and to contributions received by such City Councilmember during a recall election cycle as defined in HMC 2.40.070. (Ord. 1009 § 5, 2003.)

2.40.070 Election cycles.

- A. General Elections. For purposes of any election for City Council, the term “election cycle” as used in this article shall mean the period commencing on January 1st of the year following a year in which a City Council election is held and ending on December 31st of the year in which the next succeeding election is held.
- B. Special Elections. For purposes of any special election for City Council, the term “election cycle” as used in this article shall mean the period commencing on the date a special election is called by the City Council and ending on the thirtieth day following said special election.

C. Recall Elections. For purposes of any recall election for City Council, the term “election cycle” as used in this article shall mean the period commencing on either the date a committee is formed pursuant to the Political Reform Act in support of a recall election or the date the Clerk approves a recall petition for circulation and gathering of signatures, whichever occurs earlier, and ending on the thirtieth day following the first to occur of any of the following:

1. The time provided by law for the gathering of signatures on recall petitions expires without sufficient recall petition signatures having been filed with the Clerk to require a recall election;
2. All committees formed in support of the recall have been terminated pursuant to the provisions of the Political Reform Act;
3. The date the recall election is held.

D. Campaign Debt. Nothing in this article shall prohibit indebted candidates and/or their controlled campaign committee from soliciting and receiving funds to pay off their campaign debt in accordance with the provisions of HMC 2.40.060, after the end of the election cycles defined above. (Ord. 1009 § 6, 2003.)

2.40.080 Disclosure requirement.

A. All candidates being voted upon in the general municipal election, their controlled committees and committees formed primarily to support or oppose a candidate or measure being voted upon in the general municipal election shall file with the Clerk a campaign disclosure statement (Form 460 or any successor form thereto), as provided by the California Fair Political Practices Commission (hereinafter referred to as “the disclosure statement”):

1. For the period ending 45 days before the election, the disclosure statement is to be filed with the Clerk no later than 40 days before the election. The method of delivery shall be by personal delivery or first class mail. The disclosure statement shall be posted to the City’s website within 48 hours of receipt by the Clerk.
2. For the period ending 17 days before the election, the disclosure statement is to be filed with the Clerk no later than 12 days before the election. The method of delivery shall be by personal delivery or guaranteed overnight service. The disclosure statement is to be posted to the City’s website within 24 hours of receipt by the Clerk.
3. The period for the second semi-annual campaign statement shall commence on the sixteenth day before the election and end December 31st. The semi-annual campaign statement shall be filed with the Clerk no later than January 31st by personal delivery or first class mail.

B. All candidates being voted upon in a special election or recall election, their controlled committees and committees formed primarily to support or oppose a candidate or measure being voted upon in such election, shall file with the Clerk the disclosure statement within time frames established by the City attorney. In establishing disclosure statement filing deadlines for special elections or recall elections, the City attorney shall provide filing deadlines that are computed from the actual date of such election and shall comply substantially with time frames described for general municipal elections in subsection (A) of this section.

C. The failure to post disclosure statements to the City website shall in no way excuse or act as a defense to the disclosure and filing requirements established by this article, the California Political Reform Act, the California Government Code or any other laws, rules, or regulations of this City, state, or nation.

D. During the election campaign, the Clerk merely serves as a repository for such literature and shall not judge or comment on the contents of such literature. (Ord. 1163 § 1, 2017; Ord. 1009 § 7, 2003.)

2.40.090 Aggregation of contributions.

The contributions of any person whose contributions are directed and controlled by another person shall be aggregated with those of the controlling person for purposes of the contribution limits. Contributions by a married person shall be treated as the separate contributions of such person and shall not be aggregated with any contributions of the spouse of such person. Contributions by children under the age of 18 years shall be treated as

contributions by their parent(s) or legal guardian(s); one-half of such contribution shall be attributed to each parent or guardian unless only one parent or legal guardian has sole custody of such child in which case any such contributions shall be attributed solely to the custodial parent or guardian. (Ord. 1009 § 8, 2003.)

2.40.100 Loan to City candidates and their controlled committees.

A. A loan shall be considered a contribution from the maker and the guarantor of the loan and shall be subject to the contribution limitations of this article.

B. The proceeds of a loan made to a candidate for City Council by a commercial lending institution in the regular course of business on the same terms available to members of the public shall not be subject to the contribution limitations of this article if the loan is made directly to the candidate. The guarantors of such a loan shall remain subject to the contribution limits of this article.

C. Extensions of credit (other than loans pursuant to subsection (B) of this section) for a period of more than 30 days are subject to the contribution limitations of this article.

1. An “extension of credit” means the provision of goods or services for which payment in full is not received. An extension of credit is deemed to begin by the earlier of two dates:
 - a. Fifteen days after the date specified on the invoice for payment; or
 - b. Forty-five days from the date the goods or services were delivered.
2. “Payment in full” means payment of not less than fair market value for the goods or services provided.
3. An extension of credit for a period of more than 30 days is a contribution subject to the contribution limitations of this article, except as provided in subsections (C)(5)(d) through (g) of this section.
4. If a candidate or a candidate’s controlled committee has an extension of credit for more than 30 days outstanding with a provider or vendor of goods or services, any additional credit extended to the candidate or the candidate’s controlled committee by the same provider or vendor of goods or services shall be a contribution to the candidate or the candidate’s controlled committee from the person subject to all of the contribution limitations of the Act.
5. If all of the following criteria are satisfied by a provider or vendor of goods or services, it shall (i) be a complete defense for the provider or vendor of the goods or services in any enforcement action initiated by the City, and (ii) relieve the provider or vendor of the goods or services of any reporting requirements of this chapter:
 - a. The credit arrangement was recorded in a written instrument;
 - b. It is a primary business of the provider or vendor of goods or services to provide similar goods or services;
 - c. The provider or vendor of goods or services provided the goods or services in the ordinary course of business and on the same terms and conditions offered to customers generally;
 - d. The provider or vendor of goods or services did not have actual knowledge that the candidate or committee would not be able to pay within the time limit specified;
 - e. The provider or vendor of goods or services made reasonable efforts to collect the full amount of the payment owed within 120 days of the date specified;
 - f. The provider or vendor of goods or services entered into the agreement with the intent that the candidate or committee would be required to pay within the time limit specified; and
 - g. The provider or vendor of goods or services did not extend any additional credit to the candidate or the candidate’s controlled committee when the candidate or the candidate’s controlled committee already

had an extension of credit for more than 30 days outstanding with the same provider or vendor of goods or services as provided in subsection (C)(5)(d) of this section.

D. This section shall apply only to loans and extensions of credit used or intended for use for campaign purposes or which are otherwise connected with the holding of public office. (Ord. 1009 § 9, 2003.)

2.40.110 Outstanding debt retirement and reporting.

A. Any City Councilmember or indebted former candidate, or any controlled committee of any such officer or candidate, accepting any contribution(s) for the purpose of retiring outstanding debt from a prior City election and required by state law to report such contributions on Schedule A of Fair Political Practices Commission Form 460, or any successor form thereto, shall, at the time required for the reporting of such contributions on Schedule A and in addition to any other reporting requirements under state law, clearly designate on said Schedule A (i) which contributions were received for the purpose of retiring outstanding debt and (ii) for which prior City election such contributions were received.

B. Any contribution accepted for the purpose of retiring outstanding debt from a prior City election shall be applied to reduce or retire said outstanding debt in the same reporting period in which such contribution was accepted. The application of any contribution to retire outstanding debt from a prior City election (i.e., repayment of outstanding loans and payment of accrued expenses) shall be itemized and identified on the appropriate schedules and on the summary page of Form 460, or any successor form thereto, provided by the Fair Political Practices Commission.

C. If a City Councilmember or indebted former candidate, or a controlled committee of any such officer or candidate, receives contributions for the purpose of retiring outstanding debt from a prior City election and the amount of the contributions exceeds the amount of the debt, the excess funds may be used for any other campaign or officeholder expense and shall not be subject to the aggregation requirements set forth in HMC 2.40.090 in the election cycle in which the excess funds are expended. (Ord. 1009 § 10, 2003.)

2.40.120 Multiple campaign committees.

A. A candidate for City Council shall have no more than one controlled committee and such controlled committee shall have only one bank account out of which all qualified campaign and officeholder expenses related to that office shall be made.

B. This section does not prevent a candidate for City Council or a City Councilmember from establishing another controlled committee solely for the purpose of running for a state, federal, county or other elective office, or for opposing his or her recall. (Ord. 1009 § 11, 2003.)

2.40.130 Independent expenditures.

A. Any person or entity making independent expenditures which aggregate in excess of \$500.00 during any election cycle shall deliver to the Clerk, on a form prepared by the Clerk for such purpose, notice of such independent expenditure, as well as the amount of such expenditure, and a detailed description of the use of such independent expenditure. The notice shall specifically state the name of the candidate(s) to whom the independent expenditure is intended to support or oppose and shall also include the information required to be provided in the campaign disclosure statement (Form 460 or any successor form thereto) as provided by the Fair Political Practices Commission. Each independent expenditure shall require delivery of a new notice. Such notice shall be filed for the same reporting periods and have the same deadlines as are required for expenditures by candidates pursuant to the Fair Political Practices Act and by HMC 2.40.080(B).

B. Persons or organizations who make independent expenditures for or against a candidate or committee shall indicate clearly on any material published, displayed or broadcast that it was not authorized by a candidate or committee controlled by a candidate. Such disclosure shall be printed in 12-point type or larger in any printed materials and prominently displayed in any nonprinted materials or message. (Ord. 1009 § 12, 2003.)

2.40.140 Enforcement.

A. No Criminal Penalties. Notwithstanding any provision of the Healdsburg Municipal Code or any other ordinance adopted by the City of Healdsburg, any violation of any provision of this article shall be enforceable solely as provided in this section.

B. **Civil Liability.** Any person who fails to comply with any provision or requirement of this article shall be strictly liable to the City of Healdsburg in a sum not to exceed the following amount for each such violation:

1. For the making or accepting of any contribution in excess of the applicable contribution limits specified in this article, a sum equal to three times the amount by which the contribution exceeds the applicable contribution limit, or the sum of \$500.00, whichever is greater, for each violation.
2. For any other violation of this article, the sum of \$500.00 for each violation.

C. **Right to Cure Unknowing Violation.** In the event a candidate accepts a contribution and then becomes aware it is in violation of the contribution limit, that violation by the candidate may be excused if the candidate returns the contribution or contributes it to the City general fund within 14 days of becoming aware of the violation.

D. **Debt Owing to City.** Any amount due from any person pursuant to subsection (B) of this section shall be a debt due and owing upon demand to the general fund of the City of Healdsburg.

E. **Civil Action to Collect Debt and Obtain Other Relief.** Except as provided in subsection (G) of this section, the Sonoma County district attorney shall file and prosecute a civil action in superior court to recover any amount(s) due and owing to the City of Healdsburg by any person pursuant to this section or to enjoin any violation or otherwise compel compliance with the requirements of this article.

F. **Limitations of Actions.** No civil action shall be brought under the provisions of this section unless said action is filed within one year following the date of such violation.

G. **Remedial Measures.** If the district attorney determines or believes that any person (Councilmember or candidate) has violated any provision of this article, the district attorney may, at his or her sole discretion, advise the Councilmember or candidate of remedial measures which may be taken by the Councilmember or candidate to avoid possible civil action (the “remedial measures”). Such remedial measures may, but need not necessarily, include the payment of a civil fine to the City. Nothing contained herein shall be deemed to require the district attorney to offer remedial measures to any Councilmember or candidate. In the event the Councilmember or candidate is offered and timely performs such remedial measures to the satisfaction of the district attorney, the district attorney shall advise the Councilmember or candidate (and any person who, in writing, informed or complained to the district attorney concerning any such violation), in writing, that the alleged violation has been resolved (the “letter of resolution”) and, in such event, no civil action shall thereafter be filed or maintained relating to such alleged violation of this article. (Ord. 1009 § 13, 2003.)

2.40.150 Reimbursement of district attorney.

The City shall reimburse the office of the district attorney for all expenses incurred in enforcing this article. (Ord. 1009 § 14, 2003.)

LIST OF COUNCIL VACANCIES AND INCUMBENTS

NON-PARTISAN OFFICES - CITY OF HEALDSBURG

<u>OFFICE</u>	<u>INCUMBENT</u>	<u>TERM</u>
Councilmember	Ronald Edwards	4 Years
Councilmember	David Hagele	4 Years
Councilmember	Ariel Kelley	4 Years

MASS MAILING REQUIREMENTS

The requirements imposed on mass mailings are dictated by Government Code Section 84305, as follows:

“Sec. 84305. Manner of sending mass mailings”

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate’s, candidate controlled committee established for an elective office for the controlling candidate’s, or political party committee’s address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee’s address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words “Paid for by” in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a) or (c).

(e) For purposes of this section, the following terms have the following meaning:

(1) “Mass electronic mailing” means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(2) “Sender” means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84216.5, inclusive.

(3) To “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

GENERAL TEMPORARY FREESTANDING NONCOMMERCIAL SIGNS 2024 MUNICIPAL ELECTION

The City of Healdsburg Municipal Code prescribes a number of regulations, which affect the posting of political signs. The regulations are as follows:

“Section 20.16.205(D) - Election Period Temporary Freestanding Noncommercial Sign Regulations”

During any election period (90 days prior to an election), the following additional opportunities for temporary noncommercial signs are permitted subject to the following regulations:

1. Number.
 - a. In residential districts, each parcel is permitted up to six additional temporary freestanding noncommercial signs in addition to the two permitted at all times.
 - b. In commercial, office, and industrial districts, each parcel is permitted up to 50 square feet of sign area for temporary freestanding noncommercial signs (up to 100 square feet if the signs are double faced).
2. Area. In residential districts, no temporary freestanding noncommercial sign may exceed six square feet in total area per face and may be double-faced.
3. Height.
 - a. In residential districts, a temporary freestanding noncommercial sign may not exceed four feet in height.
 - b. In commercial, office, and industrial districts, the bottom of a temporary freestanding noncommercial sign may not exceed four feet in height, and the top of the sign may not exceed 10 feet in height.
4. Location. Temporary freestanding noncommercial signs may be placed in the front yard or side yard of any property; provided, that the signs do not encroach into any public right-of-way.
5. Lighting. Temporary freestanding noncommercial signs may not be illuminated.
6. Duration. All additional temporary freestanding noncommercial signs allowed during an election period under this subsection (D) must be removed within 15 days of the end of the applicable election period; otherwise, the signs may be summarily abated by the city in accordance with applicable law.



Application for Election Period Temporary Freestanding Noncommercial Signs

Section 20.16.205(D)

During any election period, the following additional opportunities for temporary noncommercial signs are permitted subject to the following regulations:

1. **Number.**
 - a. In residential districts, each parcel is permitted up to six additional temporary freestanding noncommercial signs in addition to the two permitted at all times.
 - b. In commercial, office, and industrial districts, each parcel is permitted up to 50 square feet of sign area for temporary freestanding noncommercial signs (up to 100 square feet if the signs are double faced).
2. **Area.** In residential districts, no temporary freestanding noncommercial sign may exceed six square feet in total area per face and may be double-faced.
3. **Height.**
 - a. In residential districts, a temporary freestanding noncommercial sign may not exceed four feet in height.
 - b. In commercial, office, and industrial districts, the bottom of a temporary freestanding noncommercial sign may not exceed four feet in height, and the top of the sign may not exceed 10 feet in height.
4. **Location.** Temporary freestanding noncommercial signs may be placed in the front yard or side yard of any property; provided, that the signs do not encroach into any public right-of-way.
5. **Lighting.** Temporary freestanding noncommercial signs may not be illuminated.
6. **Duration.** All additional temporary freestanding noncommercial signs allowed during an election period under this subsection (D) must be removed within 15 days of the end of the applicable election period; otherwise, the signs may be summarily abated by the city in accordance with applicable law.

Section 20.16.195(J)

No sign shall be erected at or near the intersection of any street in such a manner as to obstruct free and clear vision, or in any location where by reason of the position, shade, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device, or which makes use of the words "stop," "go," "caution," "look," "danger," or any other word, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse vehicular traffic.

NOTE: There is no fee for temporary freestanding noncommercial signs. Please fill out the information on the reverse side of this form.

**Application for Election Period
Temporary Freestanding Noncommercial Signs**

Name of Campaign _____

Applicant's Name _____

Applicant's Address _____

Applicant's Phone No. _____ E-mail address _____

ETHICS TRAINING IN COMPLIANCE WITH AB1234

As a general rule, a city may reimburse its Councilmembers and other members of local legislative bodies for their actual and necessary expenses incurred in the performance of their official duties, so long as such reimbursements are permitted by California law.

Assembly Bill 1234 became effective January 1, 2006. It imposes new restrictions on compensations and reimbursement of expenses for members of local legislative bodies and establishes new ethics training requirements for certain local public officials. A copy of Resolution No. 100-2006 establishing the City of Healdsburg's expense reimbursement policy is attached for more information.

If elected to the City Council, candidates will be required to undergo at least two hours of ethics training every two years.

SEXUAL HARASSMENT AWARENESS TRAINING

AB 1661 requires elected officials to receive sexual harassment prevention training and education if the local agency provides any type of compensation, salary, or stipend to those officials.

The training criteria for officials mandated by AB 1661 include:

- Receiving training within the first six months of taking office
- Renewing the training experience at least once every two-year period
- Completing at least two hours of training on federal and state statutes outlawing sexual harassment, solutions available to sexual harassment victims, and "practical examples" to teach officials how to prevent sexual harassment, discrimination, and retaliation in the workplace
- Documentation of proof of participation must be provided to meet the Bill's requirements

The training records will be retained for five years minimum. Additionally, the records are public records and subject to disclosure under the California Public Records Act.

CITY OF HEALDSBURG

RESOLUTION NO. 100-2006

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ESTABLISHING A WRITTEN POLICY FOR EXPENSE REIMBURSEMENT AND ETHICS TRAINING FOR CITY OFFICIALS PURSUANT TO AB1234

WHEREAS, the City Council of the City of Healdsburg (“City Council”) takes seriously its stewardship over the use of limited public resources; and

WHEREAS, City resources should be used when they provide a benefit to the City; and

WHEREAS, without limitation, such benefits include:

1. The opportunity to discuss City concerns with other public officials.
2. Participating in local, regional and professional organizations whose activities affect the City.
3. Attending educational seminars designed to improve the skills and information levels of City officials.
4. Promoting public service and morale by recognizing same.

WHEREAS, this Resolution will establish a policy to provide guidance to elected and appointed officials on the use and expenditure of City resources; and

WHEREAS, Assembly Bill 1234 (“AB 1234”) establishes certain restrictions on compensation and the reimbursement of expenses for members of local legislative bodies and creates a new ethics training requirement for local public officials; and

WHEREAS, the policy established by this Resolution will satisfy the expense reimbursement policy and ethics training requirements of AB 1234; and

WHEREAS, Government Code §§ 54950 et seq., defines “members of a Legislative Body” to include the City Council and members of Commissions or advisory bodies created by the Council; and

WHEREAS, AB 1234 requires the adoption of a more restrictive reimbursement policy with respect to members of City’s legislative bodies;

NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the City Of Healdsburg Expense Reimbursement Policy set forth in Exhibit A, attached hereto and incorporated herein by reference.

BE IT FURTHER RESOLVED that each and every member of the City Council, any member of a commission appointed by the City Council and any City Employee who is eligible

for reimbursement of expenses pursuant to Exhibit A, shall fully comply with the requirements of this Resolution and of AB 1234, including the ethics training requirements of AB 1234.

BE IT FURTHER RESOLVED that the provisions of this Resolution, including the provisions of Exhibit A, are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof or their applicability to other persons or circumstances.

DATED: September 5, 2006

VOTE upon the foregoing resolution was as follows:

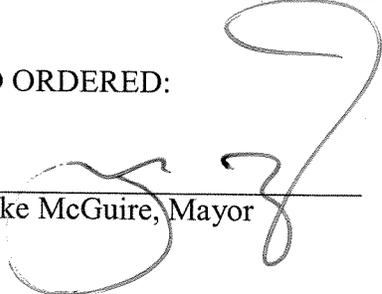
AYES: Councilmembers: (4) Liles, Mitchell, Schaffner and Mayor McGuire

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Plass

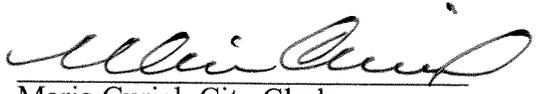
ABSTAINING: Councilmembers: (0) None

SO ORDERED:



Mike McGuire, Mayor

ATTEST:



Maria Curiel, City Clerk

EXHIBIT A

City Of Healdsburg Expense Reimbursement Policy

1. **Purpose.** The purpose of this policy is to ensure that the reimbursement of members of City legislative bodies and certain City employees for expenses incurred in the performance of official duties complies with state law, including recently enacted Assembly Bill 1234, which adds Sections 53232.2 *et seq.* to the Government Code, to establish a reimbursement policy for city officials, and to establish other requirements related to travel and educational expenses paid by the City.

2. **Policy.** Members of a Legislative Body and City Employees may be reimbursed for actual and necessary expenses incurred in the performance of official duties only as provided in this Policy.

3. **Definitions.** The following definition shall apply to this policy:

“Legislative Body” means the City Council, Planning Commission, Parks and Recreation Commission, Airport Commission, and any other advisory body appointed by the City Council to act on behalf of the City.

“City Employees” means any employee of the City of Healdsburg who can authorize reimbursement of expenses incurred by such employee without review of another City employee or official.

4. **Types of Occurrences that Qualify for Reimbursement.** Members of a Legislative Body and City Employees may be reimbursed for actual and necessary expenses incurred in the performance of official duties, including (a) attending conferences or organized educational activities that benefit the City or affect the City’s interests, (b) meeting with local, state, and federal legislators and officials regarding official city business, (c) meeting with staff and officials of surrounding communities regarding matters of mutual concern, (d) attending City events, (e) participating in regional, state, and national organizations whose activities affect the City’s interests, (f) attending meetings and conferences of associations, including without limitation, joint action agencies and joint powers authorities, whose activities provide a benefit to the City and (g) such other business that provides a benefit to the City.

5. **Travel for other Agencies.** Members of a Legislative Body may be reimbursed for all actual and necessary expenses (up to the per diem daily limits) incurred when traveling on official business as members or representatives of another public agency or body to which the City is a member.

6. **Government Rates.** Airlines, hotels, and rental car companies often make special rates available to state, federal, and local governments. These rates are presumed to be the most economical and reasonable rates for the purposes of this Policy. Those booking travel should consult available resources, such as www.catravelsmart.com, to determine the applicable government rates or most affordable rate.

7. Transportation.

a. *Cost Comparison to Determine Mode of Transportation.* In general, members of a Legislative Body and City Employees should choose the least expensive mode of travel. For example, in some cases, it may be less expensive for the City to reimburse members of a Legislative Body or City Employees for mileage associated with vehicle transportation than to pay for air travel. Members of legislative bodies and City Employees shall also consider cost-saving strategies such as car-pooling in the cost comparison.

b. *Air Travel.* When possible, members of a Legislative Body and City Employees should arrange for air travel to be paid for in advance by the City at the most economical and reasonable round-trip fare consistent with the member or employee's scheduling needs. If advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager or his or her designee before the expenses are incurred, members of a Legislative Body and City Employees may be reimbursed for the expense of the airfare, so long as it is the most economical and reasonable round-trip fare consistent with the member or employee's scheduling needs.

c. *Personal Vehicle Travel.* Members of a Legislative Body and City Employees shall use City vehicles for travel in performance of official duties, when available. If a City vehicle is unavailable a member or employee may be reimbursed for expenses incurred in traveling by personal vehicle on official business at the annual Internal Revenue Service Standard Mileage Rate. The distance of travel will start from the place of work or from home, whichever is closer to the destination point of official business. Members of a Legislative Body and City Employees shall be responsible for procuring and maintaining liability insurance for their personal vehicles.

d. *Car Rental Reimbursement.* Members of a Legislative Body and City Employees should arrange for car rentals to be paid for in advance by the City at the most economical rate available. If advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager or his or her designee before the expenses are incurred, members of a Legislative Body and City Employees may be reimbursed for the expense of car rental. Since the City is self-insured, members and employees shall not be reimbursed for optional liability insurance or other fees.

8. Meals.

a. *Meals in Conjunction with Travel.* Members of a Legislative Body and City Employees may be reimbursed for expenses incurred for meals consumed in conjunction with travel on official business.

Members of a Legislative Body and City Employees may be reimbursed for meals in amounts that do not exceed the meals and incidental expenses limits as set by the U.S. General Services Administration for the Santa Rosa area at the time of the adoption of this Resolution, which amounts are shown below:

Breakfast:	\$12
Lunch:	\$18
Dinner:	\$32
TOTAL	\$62

Meals for spouses, family members, and other third parties shall not be reimbursed.

b. The travel per diem and meal reimbursement amounts set forth above may be adjusted periodically to reflect changes to meal and incidental expenses published by the U.S. General Services Administration for Santa Rosa.

c. If a meal is provided by a conference or organized educational activity, or otherwise included in the payment of registration fees, members of legislative bodies and City Employees may not be reimbursed for meals purchased in lieu of, or in addition to, the provided meal.

9. **Lodging.**

a. Members of a Legislative Body and City Employees may be reimbursed for lodging expenses if the destination of the conference, meeting, or other official duty is more than 50 miles from the place of work or home, whichever is closer to the destination.

b. When possible, members of a Legislative Body and City Employees should arrange for lodging expenses to be paid in advance by the City at the most economical and reasonable rates for single occupancy lodging that is in a location that is reasonable and convenient in relation to the member or employee's scheduling and official business needs. Members and employees may share reimbursement for a double-occupancy room if the room will be shared with a co-member or co-employee.

For lodging in connection with a conference or organized educational activity, such lodging costs shall generally not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking.

c. If advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager (or designee) before the expenses are incurred, Members of a Legislative Body or City Employees may be reimbursed for lodging expenses, so long as the amount of the reimbursement does not exceed the government or group rates offered by a provider of lodging in a location that is reasonable and convenient in relation to the member or employee's official business needs or the maximum group rate published by the event or activity sponsor, whichever is higher.

10. **Incidental Expense Reimbursement.** Members of a Legislative Body and City Employees may be reimbursed for actual and necessary incidental expenses incurred in connection with a conference, organized educational activity, or other performance of official duties. Incidental expenses include reasonable gratuities for hotel and airline employees, baggage fees, parking fees, cab fares, public transportation costs, tolls, telephone calls, faxing, and special delivery services related to the performance of official duties, hotel internet charges, and other such incidental expenses. Members of a Legislative Body may be reimbursed for such incidental expenses related to reasonable gratuities for which receipts are not customarily given.

11. **Conference Registration Fee Reimbursement.** When possible, members of a Legislative Body and City Employees should arrange for conference and organized educational activity registration fees to be paid in advance of the conference by the City. If such advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances as approved by the City Manager (or designee), Members of a Legislative Body and City Employees may be reimbursed for the actual cost of a conference or organized educational activity registration fee.

12. **Other Expenses.** All other actual and necessary expenses incurred in the performance of official duties that are not described in this Policy shall not be reimbursed unless approved by the City Manager.

13. **Expenses Not Reimbursed.** Members of a Legislative Body and City Employees will not be reimbursed for non-business expenses including, but not limited to alcoholic beverages, spouse or family meals, entertainment expenses such as movie rental fees, theater tickets or sporting event fees, fines for parking citations, laundry, replacement fees for lost keys, and fees assessed for damage to lodging premises.

14. **Brief Report to Legislative Body.** Members of a Legislative Body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the Legislative Body immediately following the event for which reimbursement is sought. Reports may be made orally or in writing. If more than one member of a Legislative Body attends the event, a report from one of the members that mentions the other's presence is sufficient.

15. **Documentation Requirements.** Members of a Legislative Body and City Employees shall file a Travel Expense Form with the Finance Department within thirty (30) business days of incurring the expense to request reimbursement of expenses and to document expenses paid with a travel advance. The Travel Expense Form shall be accompanied by itemized receipts documenting each expense, except that detail regarding the nature of the expense provided in the expense report shall suffice for incidental expenses for which receipts are not customarily given. Travel expense forms from City Council members will be submitted to the City Clerk who will then circulate said forms among the remaining Council members for review and/or comment. The failure by a reviewing City Council member to provide a comment(s) on any Travel Expense form shall be deemed to be an approval, without comment, by that Council member.

16. **Public Record.** All documents related to reimbursable expenditures shall be considered public records subject to disclosure under the California Public Records Act.

Campaigning

Purchasing Voter Registration Data

Voter registration information is available for governmental, political, journalistic, or educational purposes only. An application to purchase voter registration information is required. Payment must be made prior to receiving data.

Materials	Description	Prices
Walking Lists	Registered voters by residence address, regular or voting precinct, phone number and party.	\$0.50 per 1,000 records
Alpha Lists	Alphabetical list, by precinct or district, residence and mailing addresses, political party and phone number.	\$0.50 per 1,000 records
Mailing Labels	Names and mailing addresses on peel and stick labels. Available by household sort and/or political party sort if requested. (computer generated labels)	\$10.00 flat fee plus \$11.50 per 1,000 records
Vote by Mail Voters	Lists, labels, or disk file of voters, who have applied/returned vote by mail ballots. (E-mail also available upon deposit)	List: \$10.00 flat fee plus \$0.10/page Labels: \$10.00 flat fee plus \$20.00/1,000 peel & stick
Maps	Precinct maps by city and/or unincorporated areas of the county and district maps are available	\$3.00 - \$10.00 per map

For information about purchasing voter registration data visit the [Campaign Materials](#) page of our website, or contact the Registrar of Voters Mapping and Computer Services Division at 707-565-6812 or e-mail: rov-materials@sonoma-county.org.

CONSOLIDATED ELECTIONS

November 5, 2024

Nominations open (Elections Code 10220)	July 15, 2024
Nominations deadline (Elections Code 10220)	August 9, 2024
Consolidation deadline, measures	August 9, 2024
Measure letter assignments	August 12, 2024
Extended nomination deadline (Elections Code 10225)	August 14, 2024
Deadline to amend/withdraw measure	August 14, 2024
Random alphabet drawing	August 15, 2024
Argument deadline	August 16, 2024
Impartial analysis due	August 16, 2024
Rebuttal deadline (only if opposing arguments are filed)	August 23, 2024
First day Voter Information Guides (sample ballots) may be mailed	September 26, 2024
Voting by mail opens	October 7, 2024
Registration Deadline	October 21, 2024
Deadline to request ballot by mail	October 29, 2024
Deadline to certify election results	December 5, 2024

** For dates that fall on Saturday, Sunday or a holiday, use next regular business day for transactions.*