



TOWN OF
WINDSOR

Town Council Candidate Information

November 6, 2018 Election



Provided by the Office of the Town Clerk

DEAR POTENTIAL CANDIDATE

The following information is intended to assist Windsor residents who are considering running for office of Town Council Member. This information is intended to provide general guidance only. While the information contained herein is believed to be substantially correct, it is not intended to provide legal advice.

The Town Council consists of five Councilmembers, elected at large. Each December, the Mayor and Vice Mayor are selected by the Town Council as part of their re-organization.

Three Council seats will be open for nomination on the November 6, 2018 ballot.

We hope this brochure will address many of your preliminary questions. To schedule an appointment to receive nomination papers or for questions, please contact the Town Clerk's Office at (707) 838-5315.

Best Wishes,

Office of the Town Clerk

CANDIDATE FILING REQUIREMENTS

RESIDENCY, AGE & CITIZENSHIP

At the time nomination papers are issued, the candidate must be a citizen of the United States, at least 18 years of age, and a registered voter of the Town of Windsor. Each candidate for Town Council must be a resident within Town limits. *Not all Windsor addresses are within Town limits. Residency will be verified.

No person may file nomination papers for more than one office at the same time.

NOMINATION PAPERS & GATHERING OF SIGNATURES

Each candidate must be nominated by not less than 20, and not more than 30, registered voters. Candidates must be nominated by registered voters within Town limits. A candidate may sign his/her nomination paper. No voter may sign more than one nomination paper for the same office. Each seat of the governing body is considered a separate office.

CONFIDENTIALITY OF STATEMENTS

Elections Code Section 13311 makes the Candidate's Statement confidential until the close of nominations. The purpose of confidentiality is to prevent candidates from writing what amounts to a rebuttal. The Town Clerk will not release the statement to the media until the expiration of the filing deadline.

THE ELECTED OFFICIAL

Public service offers the opportunity to address real community problems and help shape the community's future.

Public service also requires courage and personal sacrifice. You will be asked to make difficult and sometimes unpopular decisions. Your actions may be scrutinized. The law and the public's expectations are likely to affect what you can do or not do to a greater extent than you are used to.

Below are just a few:

- As an elected official, you will be subject to the Political Reform Act, which means you will be required to disclose your personal and business finances. This includes your salary, investments, business interests, property, etc.
- As an elected official, you will be subject to the Ralph M. Brown Act, the open government law of California.
- As an elected official, you will be subject to the California Public Records Act, which means any email, letters, text messages, etc. that you create, receive, or respond to are open for public disclosure.

CAMPAIGN DISCLOSURES

Candidates and office holders are required to comply with federal, state and local campaign finance laws, as well as disclose their economic interests. They must file periodic reports on a schedule established by the Fair Political Practices Commission. Failure to file appropriate statements and reports can result in substantial criminal, civil, and administrative penalties. Failure to file within prescribed deadlines can also lead to monetary filing penalties for each day a statement is late. The appropriate forms may be obtained from either the Town Clerk's Office or the FPPC website, **www.fppc.ca.gov**. Please be aware that all statements and information submitted in conjunction with the statements are a matter of public record, available for review by any requester.

STATE REQUIREMENTS

The Political Reform Act (Title 9 of the Government Code), in part, provides that:

Receipts and expenditures in election campaigns should be fully and truthfully disclosed in order that the voters may be fully informed and improper practices may be inhibited. *Gov. Code §81002(a)*

Assets and income of public officials that may be materially affected by their official actions should be disclosed, and in appropriate circumstances the officials should be disqualified from acting in order that conflicts of interest may be avoided. *Gov. Code §81002(c)*

Forms and manuals may be obtained from the City Clerk's Office or the FPPC website, **www.fppc.ca.gov**.

CAMPAIGN DISCLOSURES (cont.)

LOCAL REQUIREMENTS

Windsor's elections are conducted in accordance with the California Elections Code. Requirements and limitations, which are in addition to State requirements, are contained in Municipal Code, a copy of which may be obtained from the Town of Windsor website at www.townofwindsor.com.

Town candidates must report contributions and expenditure on the FPPC forms and comply with disclosure requirements and filing deadlines set forth in the Political Reform Act.

FEDERAL REQUIREMENTS

The Federal Election Campaign Act (2 U.S.C. Section 441e) prohibits contributions from foreign nationals in connection with any local, state, or federal election for political office.

FAIR POLITICAL PRACTICES COMMISSION - Candidate Toolkit

<http://www.fppc.ca.gov/>

This webpage offered by the Fair Political Practices Commission includes several topics, such as:

- [Overview](#)
- [Tools and Resources](#)
- [Laws and Regs](#)
- [Local Ordinances](#)
- [Advise](#)

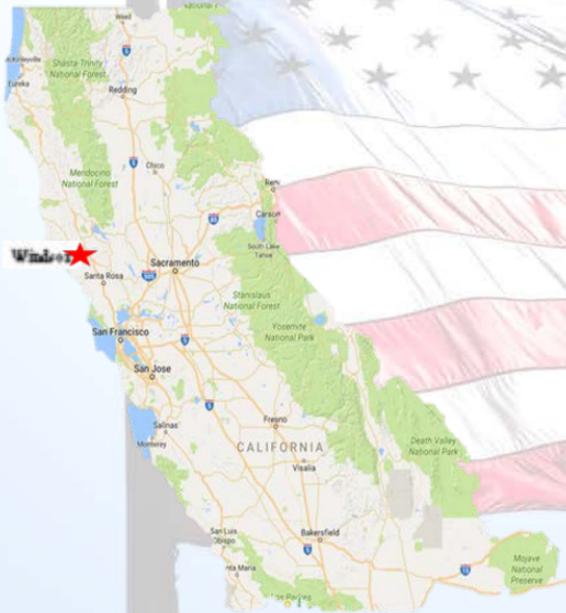
This section provides:

- The **Tools and Resources** tab contains informational material on how to begin a campaign.
- The **Laws and Regs** tab contains legal resources relating to campaign statements.
- The **Local Ordinances** tab contains links to requirements to begin a campaign in your city or county.

ABOUT...

The **Town of Windsor** is located in beautiful Sonoma County, California, 60 miles north of San Francisco. The Town was incorporated on July 1, 1992.

Windsor is a family-oriented community with exceptional quality of life, one that offers a wide variety of services, a considerable amount of recreational opportunities, well-planned business areas, award-winning educational excellence and a lively downtown.



For more information about the Town, Departments, Special Events and Services, please visit our website at:

www.townofwindsor.com

COUNCIL MEETINGS

The Town Council meets every first and third Wednesday of the month at 6pm. Meetings are held in the Town Hall Council Chambers located at 9291 Old Redwood Highway, Bldg. 400, Windsor, CA 95492.

Live and previously recorded meetings can be viewed on the Town's website at:

[https://www.townofwindsor.com/721/Agendas-Minutes-Videos.](https://www.townofwindsor.com/721/Agendas-Minutes-Videos)

Town Departments

Administrative Services - Finance & Utility Billing	(707)838-1004
Community Development - Building, Planning & Zoning	(707) 838-1021
Human Resources	(707) 838-5360
Parks & Recreation - Facilities, Programs & Rentals	(707) 838-1260
Public Works - Engineering, Streets, Utility & Water Systems	(707) 838-1006
Town Manager's Office	(707) 838-1000
Windsor Police	(707) 838-1234

Contract Services

Rincon Valley and Windsor Fire Protection District	(707) 838-1170
Sonoma County Sheriff's Office	(707) 565-2121

FILING NOMINATION PAPERS

During your meeting with the Town Clerk, you will be given a 2018 Candidate's Filing Guide containing useful information and regulations regarding your campaign. You will also receive the following documents to be completed and filed by the end of the nomination period:

- ◆ Nomination Petition
- ◆ Ballot Designation Worksheet
- ◆ Candidate's Statement of Qualifications Form
- ◆ Code of Fair Campaign Practices
- ◆ Form 700 (Statement of Economic Interests)
- ◆ Form 501 (Candidate Intention Statement)
- ◆ Declaration of Residency

Publication Fees for Candidate Statements

The Sonoma County Registrar of Voters provides estimated costs to publish candidate's statements within the Voter Information Guide. Candidates must pay the estimated cost of publication at the time of filing nomination papers.

Statements are limited to 200 words. Current estimated publishing fees are:

- ◆ English Only \$225.36
- ◆ English AND Spanish \$550.73

**Because the fees above are estimates only, payments in excess will be refunded to the applicant or fees which exceed the collected amounts will be due upon receipt, following notification and invoice from the Town Clerk.*

IMPORTANT DATES

Nominations open

July 16, 2018

Nominations deadline

August 10, 2018

**The Town Clerk's Office will be open on this day for the sole purpose of accepting nomination paperwork.*

Extended nomination deadline

August 15, 2018

**This will only apply if an incumbent does not file by the August 10, 2018 deadline.*

**Secretary of State random
alphabet drawing**

August 16, 2018

**60 Day Ballots-Military/
Overseas**

September 7, 2018

**Sonoma County Voter
Information Guides mailed**

September 27, 2018

Voting by mail opens

October 8, 2018

Voter Registration deadline

October 22, 2018

**First day to process vote
by mail ballots**

October 23, 2018

**Deadline to request ballot
by mail**

October 30, 2018

**Deadline to certify election
results**

December 6, 2018

DECLARING CANDIDACY

Form 501. The first step in the process is to file a Fair Political Practices Commission (FPPC) Form 501 (Declaration of Candidacy) with the Town Clerk. The form may be obtained in hard copy from the Town Clerk or electronically from the FPPC's website at www.fppc.ca.gov.

Form 410. If a candidate receives or plans to receive \$250 or more in contributions toward their campaign, they must file with the FPPC within 10 days of receiving the contributions. The candidate must file the original signed form and a copy with the Secretary of State, and a **copy** with the Town Clerk. The Secretary of State will then issue a campaign committee number for use on campaign literature and future campaign disclosure filings. All recipient committees that file a Form 410 must pay an annual fee of \$50 to the Secretary of State until the committee is terminated.

Form 460. Once a campaign committee has been established, the candidate is required to report contributions and expenditures on the Recipient Committee Campaign Statement (Form 460).

Form 497. Per the Town of Windsor Code, a candidate must declare, **within 24-hours**, any contribution totaling \$250 or more.

Form 700. Every public official who makes or participates in making governmental decisions is required to file a Statement of Economic Interests, commonly referred to as the Form 700. This includes candidates who have filed the Form 501 at the time nomination papers are submitted.

FREQUENTLY ASKED QUESTIONS

What is the FPPC?

The Fair Political Practices Commission (FPPC) was created in 1974 by California voters. The FPPC regulates campaign financing, conflicts of interest, lobbying, and governmental ethics.

Are Late Fines Imposed?

Yes! Late fines are imposed daily when FPPC forms are not filed by the required deadline.

Can a Candidate Accept Anonymous Contributions?

No. All contributions must be reported on Form 460 and on Form 497 (24-hour Contribution Report.)

Can Nomination Papers Be Pulled/Submitted Any Time?

No. Per Elections Code Sections 10220-10225, nomination papers may only be turned in during the nomination period beginning on July 16, 2018 and closing on August 10, 2018. However, should a Councilmember up for re-election not file by August 10, the deadline is then extended to August 15.

Does Council Receive a Benefit or Stipend?

Yes, each Councilmember receives a \$300 monthly stipend. In addition, each receives \$85 per meeting of the Windsor Water District, with a portion taken out for their benevolent fund. Medical plans and life insurance are also included in this benefit.

Do Councilmembers Work During Town Office Hours?

No. Windsor Councilmembers do not have a set working schedule during normal operating hours. However, Councilmembers may hold meetings and conduct Town business at Town Hall during office hours as needed.

CAMPAIGN SIGNS

A Temporary Sign Permit is required for all campaign signs per Zoning Ordinance Section 27.32.080 and available through the Planning Department.

- In residential districts, no more than 32 square feet of total signage area is permitted, counting only a single-side of any two-sided sign toward the signage area. Sign height shall not exceed four feet above the ground.
- In all other zoning districts, no more than 64 square feet of total signage area is permitted, counting only a single-side of any two-sided sign toward the signage area. No sign shall exceed six feet in height above the ground.
- No sign shall be erected more than 45 days.
- No sign shall be displayed without the consent of the legal owner of the property and/or person holding present right to possess and control property (“owner”). Each permittee, shall obtain permission from the “owner”, prior to placing a sign on the property. The permittee may, upon request, be required to provide the Town with a copy of written permission from the “owner”. In the event a permittee is unable to provide written permission to post signs, the signs shall be immediately removed or the Town may impose a penalty on the permittee sufficient to cover the costs of removal.
- No portion of a sign shall be located within five feet of road, street, or common driveway and no sign may obstruct vision on the public rights-of-way or at any other location where, by reason of the sign’s position, shape or color it interferes or may be confused with any authorized traffic sign, signal or device. Signs erected on public property and/or in the public right-of-way, may be abated by the Town without notice.
- More information about Temporary Signs can be found on the following Town of Windsor website:
<https://www.townofwindsor.com/843/Planning-Documents>

HELPFUL WEBSITES

California Fair Political Practices Commission (FPPC):

<http://www.fppc.ca.gov/>

California Secretary of State:

<http://www.sos.ca.gov/>

County of Sonoma Registrar of Voters:

<http://vote.sonoma-county.org/>

League of California Cities:

<https://www.cacities.org/>

