



CANDIDATE QUICK INFO SHEET

You are eligible to run for Office if you are:

- A United States citizen
- 18 years of age or older
- A resident of the City of Napa for a period of 1 year immediately preceding the date of election
- A registered voter of District 1 or District 3 (no later than the issuance of nomination papers) (only applies if running for Councilmember seats; must be a registered voter in City of Napa if running for Mayor)
- Live in District 1 or District 3 (only applies if running for Councilmember seats) ([Find Your District Interactive Map is available online](#))

Salary/Benefits

- Per [City of Napa Municipal Code 2.04.110](#), Councilmembers will receive a salary of \$1,435 per month; the Mayor will receive \$2,870 per month and \$50 per meeting as the Governing Board for the City of Napa Housing Authority. Benefits include Health and Dental insurance, Life Insurance, Retirement Benefits, and Deferred Compensation.

Election Day: November 8, 2022

- Non-Partisan
- Two Councilmembers, from Districts 1 and 3, for four-year terms (two seats)

Nomination Filing Period: July 18, 2022 through August 12, 2022

During this time, Nomination Papers may be issued by the City Clerk to any eligible candidate during regular business hours. Individuals are considered “official” candidates upon the submission and qualification of Nomination Papers.

The nomination period for candidates opens at 8:00 a.m. on July 18, 2022 and closes at 5:00 p.m. on August 12, 2022. If an incumbent fails to submit nomination papers by this deadline, non-incumbent candidates will have until 5:00 p.m. on August 17, 2022 to file nomination papers.

Candidates are encouraged to contact the City Clerk to schedule an appointment to take out and/or file nomination papers. The City Clerk will begin to schedule appointments not earlier than July 18, 2022. Appointments can be made by contacting the City Clerk’s Office at 707-257-9503 or clerk@cityofnapa.org.

No later than the end of the Nomination Filing Period, candidates must submit the following:

- Signed Nomination Paper with no less than 20 and no more than 30 signatures and \$25 Filing Fee
- Ballot Designation Worksheet (*How your name will be listed on the ballot*) (example: Kelly for City Council 2022)
- Statement of Qualifications and \$200 fee (*optional*). *This is your statement as to why voters should vote for you (in 200 words)*
- Form 700 - Statement of Economic Interests (*Clerk will transmit original to Fair Political Practices Commission*)
- Code of Fair Campaign Practices (*optional*)
- Form 501- (*May have filed Form 501 prior to filing paperwork*)

Statements of Economic Interest (Form 700)

Elected officials must publicly disclose personal assets and income; they must also report any financial conflicts they have concerning a matter before the governing body and recuse themselves from participating in the vote.



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Campaign Disclosure Requirements

All candidates should file a [Candidate Intention Statement \(Form 501\)](#).

If raising or spending \$2,000 or more, candidates must file [Form 410](#). Once they raise/spend \$2,000 or more. May file prior to raising \$2,000 then amend the statement (this is the only form that goes to the SOS). If less than \$2,000 a File 470 must be filed. Candidates who file a Form 410 MUST open a campaign bank account. **Do not co-mingle** personal and campaign funds. Only the filing fee and candidate statement fee may come from the individual's person funds.

The City has implemented an electronic filing system called [eCampaign](#) to ensure that contributions and expenditures in city elections are disclosed and made available to the public. All committees who are required to file campaign disclosure statements must file their forms electronically through this system (including independent expenditure committees and major donor committees).

In order to use [eCampaign](#), an account must be created by the City Clerk's Office. Please contact the City Clerk's Office at (707) 257-9503 or clerk@cityofnapa.org to request an account creation. An account will automatically be created for committees upon receipt of an initial Form 410-Statement of Organization. Please note that an email address is required in order for the City Clerk's Office to create a user account for both you and your treasurer to access our electronic campaign filing system.

REVIEW [FPPC MANUAL 2](#) Campaign Disclosure Requirements - there are many rules that candidates must adhere to – pay close attention and designate a Treasurer (either yourself or another individual).

Keep records. Complete details, for all your contributions, for those less than \$100. Never accept or spend cash amounts of \$100 or more. **Contributions of \$100 or more must be in the form of a check and documented on your financial statement.**

Campaign Signs

Refer to [City of Napa Municipal Code 17.55.120](#) under "Temporary Noncommercial Signs" for guidelines on posting campaign signs.

Mass Mailings

Mass Mailings (more than 200 pieces of the same or similar mail in a calendar month) including emails, must include the words "paid for by" and the name and address of the committee paying for the mailing must appear on the outside of the mailing and on at least one insert in no less than six-point type and in a color that contrasts with the background.

[Fair Political Practices Commission \(FPPC\)](#)

FPPC Advice is available via telephone and email:

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

Monday - Thursday
9:00 a.m.- 11:30 a.m.

Advice@fppc.ca.gov