

City of Willows' 2016 Municipal Election Information

Three City Council Seats

Election Day November 8, 2016

Elections

City of Willows general municipal elections are held in November of even-numbered years. Other special elections may be called from time to time by the City Council. City councilmembers are elected at large for a four-year term. The City Council serves staggered terms, i.e., two or three seats are open each election cycle. Nomination papers to seek office are available from the City Clerk's office prior to each election. Pursuant to an ordinance passed by the city and adopted by the board of supervisors, all regularly scheduled city elections are to be consolidated with the statewide general election and are run by the Glenn County Election Department.

2016 GENERAL MUNICIPAL ELECTION

The next General Municipal Election for the City of Willows will be held on Tuesday, **November 8, 2016**, to fill three seats on the Willows City Council.

Nomination Period

Those interested in becoming a candidate should contact the City Clerk's office who will assist candidates throughout the election process. The City Clerk will issue Nomination Papers and Candidate Handbooks during the nomination period from **July 18 through August 12, 2016**, unless an incumbent does not file, then the period is extended five additional days to August 17, 2016. If you are interested in running for office, **please schedule an appointment in advance with City Clerk, Natalie Butler by calling 530.934.7041.**

Candidate Requirements

Candidates must be 18 years of age, a citizen of the United States, and a registered voter residing within the City limits at the time the Nomination Paper is issued.

Event Calendar

	Date
Nomination Period Opens	07/18/16
Nomination Period Closes	08/12/16
Extended Nomination Period Closes (if applicable)	08/17/16
Secretary of State Holds Random Alpha Drawing	08/18/16
Last Date to Register to Vote	10/24/16
ELECTION DAY	11/08/16

Voter Registration

To be eligible to vote in an election, you must register at least 15 days prior to the election date. Once you have registered, your voter registration will remain active, regardless of whether you voted in the last election.

You are entitled to register to vote if you are:

- A U.S. citizen at the time of registration;
- a California resident;
- at least 18 years of age; and
- not in prison or on parole for a felony conviction.

You must re-register if you:

- Move
- Change Your Name
- Change Your Political Party Affiliation

Where do I register to vote?

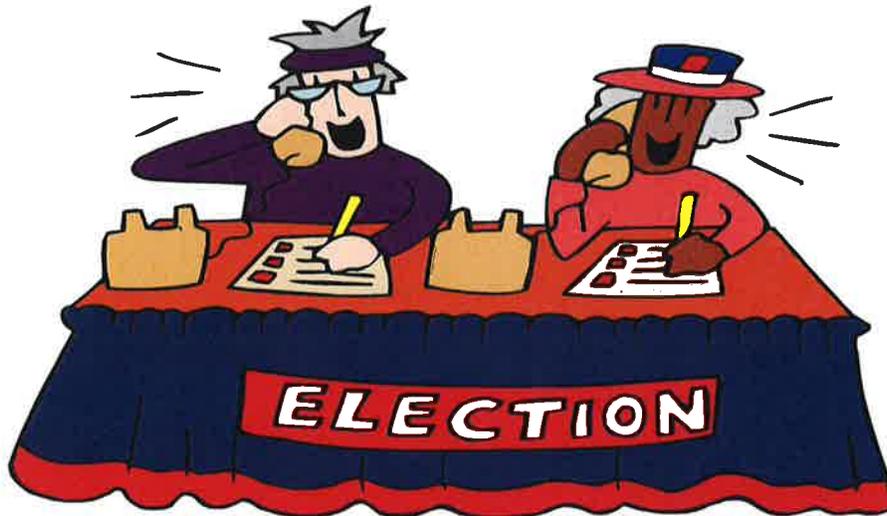
Voter registration forms are available at:

Glenn County Elections Department
516 W Sycamore; Second Floor
Willows, CA 95988
530.934.6414

Online voter registration is available through the Secretary of State's Office at registertovote.ca.gov. A signature on file with the Department of Motor Vehicles (DMV) or online interview will allow you to complete the process.

Election Guide (2016)

THE MATERIALS CONTAINED IN THIS HANDBOOK REPRESENT THE RESEARCH AND OPINIONS OF THE CLERK OF THE CITY OF WILLOWS. ALTHOUGH THIS HANDBOOK IS A GUIDE FOR CANDIDATES, IT IS FOR GENERAL INFORMATION ONLY AND DOES NOT HAVE THE FORCE OR EFFECT OF LAW, REGULATION, OR RULE. IN CASE OF CONFLICT, THE LAW, REGULATION, OR RULE WILL APPLY. CANDIDATES AND OTHERS USING THIS HANDBOOK MUST BEAR FULL RESPONSIBILITY TO MAKE THEIR OWN DETERMINATIONS AS TO ALL LEGAL STANDARDS AND DUTIES.



Prepared for
City of Willows

by
Natalie Butler, City Clerk/Administrative Secretary

2016

Rev. 7/13/16

General Municipal Election

November 8, 2016

Nomination Papers

"Nomination Papers" EC 10220

1) The City Clerk will issue nomination and election forms for municipal offices during regular business hours (*Monday through Friday from 8:30 a.m. – 4:30 p.m.*), during the nomination period. The City Clerk will stamp, sign and date the Official Forms and shall complete the name of the candidate and name of the office on the forms before issuing. The forms shall be issued without charge to all candidates.

2) Voters Nominating Candidates/Sponsors

- a. Each candidate must be nominated by not less than 20 or more than 30 registered voters **residing in the City Limits of the City of Willows.**
- b. 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 that is filed. Each Council position is considered a separate office. (I.e. if there are three Council positions open, a person may sign up to three nomination petitions, if other petitions are signed, those signatures will not count toward your signatures required.)
- c. **Sponsors must be registered voters of and reside within the City of Willows.**
- d. Signature of sponsor must be written the same way as on voter registration.
- e. Print name and address in own handwriting.

3) Circulator

- a. Any person registered to vote in the election may circulate a nomination paper.
- b. Circulator must personally witness the signature of each sponsor.
- c. Circulator must sign "Affidavit of Circulator" under penalty of perjury.

4) Statement of Acceptance (Affidavit of Nominee)

- a. Candidate must sign the "Affidavit of Nominee" stating that he/she will accept the nomination.
- b. Candidate shall fill in the designation, which he/she wishes to appear on the ballot. Occupation must not exceed three words.
- c. If the candidate is the incumbent, he/she must use the word "incumbent" as their designation.
- d. If no occupation designation is desired, so indicate by writing "No occupation requested" or "None".

5) Deadline

The deadline for filing nomination papers is 4:30 p.m., Friday, **August 12, 2016** (or Wednesday, **August 18, 2016** at 4:30 p.m., if any one incumbent does not file) (E.C. Code 10224) not earlier than the 113th day (**July 18, 2016**) nor later than the 88th day (**August 12, 2016**) before a municipal election.

6) Randomized Alphabet

The Secretary of State will conduct a drawing for a randomized alphabet on to determine the

order of names on the ballot. (83 days before Election)

General Information



Election 2016

Introduction

The Election Guide has been prepared to assist candidates for the General Municipal Election on **November 8, 2016**. This guide summarizes the major provisions related to candidates running for office within the City of Willows. Candidates interested in elective office should not rely solely on this booklet, but should contact the Office of the City Clerk at (530) 934-7041, or the Fair Political Practices Commission at (866) ASK-FPPC or at their website at www.fppc.ca.gov for more detailed information or seek legal counsel.

Functions of the Willows City Clerk and Glenn County Registrar of Voters

The Willows City Clerk is responsible for City elections. The City of Willows, however, does request that the Glenn County Registrar of Voters conduct major aspects of the elections. The City Clerk or his/her designee is responsible for the issuance and acceptance of nomination papers, acceptance of ballot measures and arguments, publication of legal notices, filing of campaign disclosures statements, and monitoring compliance with the City's election ordinance. The City Clerk consults with the City Attorney if legal advice is needed.

The Glenn County Registrar of Voters Office has been requested to verify signatures on petitions, provide for translations of election materials, arrange for printing and mailing of voter information and ballots, provide precinct lists and maps, employ precinct officials, obtain polling places, count ballots, canvass returns and certify election results.

After the Registrar of Voters certifies the Election, the City Clerk reports election results to the Willows City Council, which adopts a resolution declaring the results of the election. The City Clerk swears in the newly-elected officials.

All references contained in this booklet are as follows:

- E.C. = California Election Code/ <http://www.leginfo.ca.gov/calaw.html>
- G.C. = California Government Code <http://leginfo.legislature.ca.gov/faces/codes.xhtml>
- W.M.C. = Willows Municipal Code <http://www.cityofwillows.org>
- ADM = Administrative

City Government

Willows is a General Law City organized under the statutes of the State of California and governed by the California Constitution. Incorporated on **January 16, 1886**, the City at present encompasses 2 Square miles and has a population of approximately 6505.

The City Council is the legislative, or lawmaking, branch of Willows' municipal government. Residents elect five Councilmembers at large rather than by district, making each Councilmember accountable to the entire citizenry. The Council acts as the Board of Directors of the municipal

corporation and meets in a public forum where citizens may participate in the governmental process, as the Council adopts ordinances, resolutions, policy statements, and in other ways makes City decisions.

The City Council receives advice and assistance from the following commissions, boards, and committees: Planning Commission, Library Board, and various commissions, committees and subcommittees.

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

Council Seats

As of the date of the preparation of this guide, election for the following City of Willows offices are scheduled on November 8, 2016

Office	Incumbent
City Council	Larry Domenighini
City Council	Gary Hansen
City Council	Larry Mello

General Information

City of Willows City Council meetings occur on the second and fourth Tuesdays of each month. Councilmembers receive compensation, under Government Code Section 36516.

Conduct of Business

The variety and volume of business that comes before the City Council requires an efficient approach to conducting such matters. The City Manager and City Clerk's office prepares an agenda for each meeting. Copies are generally available to the public on the previous Thursday by 4:30 p.m. before the following Tuesday meeting. Copies may be picked up at the City Clerk's office at City Hall or may be mailed to agenda subscribers. Copies of the staff reports and related material prepared in support of the individual scheduled agenda items are also available for viewing in the City Clerk's office, the Willows Library, and on the City's website www.cityofwillows.org.

At the meetings, the Mayor is the presiding officer of the City Council. All statements and questions must be addressed directly to the Mayor.

A public comment period is provided at the beginning of each regular meeting for citizens to speak about matters that are not on the agenda. With few exceptions, the Council may not act on unscheduled matters, but may choose to schedule an item for action at a later date. Persons wishing to address the Council are asked to first announce their name and city of residence, so the City Clerk may have a record of individuals who address the Council. If there are many citizens presenting information to the Council, it is requested the person first announces and spells their names, if needed. Speakers are called upon by the Mayor. Groups wishing to address the Council should select a spokesperson, and the Council / Agency reserves the right to place time limits on speakers. Once the Mayor has ceased public discussion on any item, debate is closed and no further comments will be taken from the audience, unless requested by Council.

The City Council encourages expression of views by its citizens on matters of concern to those

persons. In addition to verbal communication at meetings, citizens, may write to the Mayor, Vice-Mayor, or individual Councilmembers, c/o City Clerk at City Hall, 201 N. Lassen Street, Willows, CA 95988.

Agenda Items and Deadlines

The agenda shall be prepared by the City Manager and the City Clerk, in consultation with the Mayor and the City Attorney. The City Clerk shall deliver a copy of the agenda for each meeting to each councilmember as far in advance of the meeting as time will permit. Any item of business requested to be placed on the City Council agenda must be received by the City Clerk's Office before the close of business at least seven (7) days in advance of the next City Council meeting. Only upon approval by the Mayor and City Manager will the item will be placed on the agenda for discussion and/or action. Items for discussion or action requested after this time will be placed on the next available agenda, unless approved by the City Manager and the Mayor. The Brown Act requires the agenda be posted 72 hours in advance of the meeting. Items must be on the agenda to be considered by the City Council and acted upon in accordance with the Brown Act.

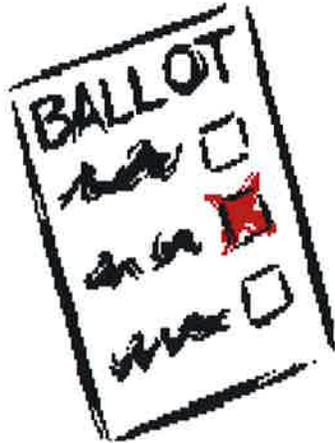
Public Hearings, Public Meetings, and Hearings

Public Hearings, Public Meetings and Hearings provide an opportunity for the public to express opinions on a particular item on the Council agenda. For public hearings, notices are published at least ten days prior to the hearing in an adjudicated newspaper of general circulation in the City and mailed to affected property owners, if required.

The Council generally invites public comment on all agenda items, with the exception of closed sessions, which are not open to the public; however the public is given an opportunity to comment on any closed session items *just prior* to the Council convening into Closed Session.



City Council Information



City Council General Statement

The City Council acts as the governing body of the City and considers matters of policy related to the provisions of all City services within the incorporated boundaries of Willows. The City Council establishes policy through the approval of the Annual Budget, General Plan, Ordinances, Resolutions, and Motions. It is the responsibility of the City Council to make decisions that ensure the best utilization of City resources to meet the community's needs.

City Council

Policy Development and Legislation Responsibilities

The City Council provides policy direction upon which all City actions, programs, and priorities are based. The Council relies on the input of appropriate committees, commissions, and others interested in the issues under consideration to assist in the public debates upon which policy is formulated. The Council extends its influence through the review and comment upon proposed legislation in the State and Federal arenas, and participation in regionally oriented governing bodies.

City Council

Program Objective

1. Conduct regular City Council meetings twice each month and adjourned, special meetings, or study sessions, as necessary to complete the public business.
2. Conduct the work of the Council committees and special committees needed to carry out policy development.
3. Maintain active participation on local and regional agencies to affect policies of benefit to Willows.
4. Performs ceremonial duties in support of community programs and events as available.



City Council Information

The City Council

Members of the City Council are elected at large for four-year terms, which overlap. Two members are elected during one election and three are elected two years later. They assume their position upon taking the oath of office, which is administered by the City Clerk at the City Council meeting called to certify the election results. This meeting is generally held 30 days after the consolidated municipal election, during the meeting in December. The Mayor and Vice-Mayor are appointed by the Council for a one year term during this meeting. There is no provision which would disallow a Mayor and/or Vice Mayor to serve more than a one-year term if they are re- appointed by the Council.

Council Meetings

Regular City Council meetings are generally held the 2nd and 4th Tuesday of each month at the Willows Civic Center, 201 North Lassen Street, Willows, CA at 7:00 p.m. for business and public items. Special meetings may be called as needed. Work Study sessions will also be called to review budget, and other general-purpose items that need to be discussed. Actions are not usually recommended during this session, as they are for informational purposes only. These Study sessions are held to update and inform the Council on items of interest. Agendas and copies of related materials are available in the City Clerk's office or on the City's website at www.cityofwillows.org

Council Compensation

Councilmember receives a monthly compensation of \$150.00, as set forth in Willows Municipal Code Section 2.05.010.

The City's policy as it relates to expenses incurred by Councilmembers is that normal expenses related to City business will be reimbursed; receipts for travel, accommodations, and meals are always required.

Council Benefits

Councilmembers may participate, at their own cost, in the City's Medical and Dental plans

City Clerk Information

City Clerk

General Statement

The City Clerk is appointed and upon taking the oath of office, assumes the position.

The City Clerk is responsible for the performance of administrative duties related to the official business of the City Council, to act as the city's election official, and to preserve the public record and make it readily accessible to the public.

Legal Responsibilities

The City Clerk is an appointed position and is responsible to the electorate for overseeing and assuring compliance with legal requirements concerning procedures involving City Council meetings and documents, elections, and public records.

City Clerk

Program Objectives

1. Ensure compliance with relevant sections of the Brown Act concerning open and public City Council meetings.
2. Prepare legal notices for public hearings at City Council meetings.
3. Record and preserve the decisions of the City Council in minute books.
4. Maintain, index and certify ordinances, resolutions and documents adopted and approved by the City Council.
5. Serve as the City's official custodian of records and ensure that municipal records are readily accessible to the public
6. Act as filing official for statements of Economic Interest and filing Officer for Campaign disclosure statements.
7. Administer oaths of office; accept appeals, summons, and subpoenas for the City and; record documents.
8. Act as the elections official for Municipal Elections.

NOMINATION FORMS AND PROCEDURES



Election 2016

Candidate Information

Questions Frequently Asked by Candidates

1. Is there a filing fee involved in my candidacy?

There is no filing fee for a candidate for municipal office in Willows. Pursuant to Administrative Procedure and Policy Number 9-1 adopted by the City Council in 2000 and revised on June 28, 2016, Candidates' statements shall be limited to a maximum of 400 words. The Candidate will be responsible for the cost of printing and publishing the candidates' statements in the voter pamphlet.

2. What if I change my mind about being a candidate after filing nomination papers?

You may withdraw as a candidate at any time **PRIOR** to the close of the nomination period, which is **August 12, 2016**, or **August 17, 2016**, if the nomination period is extended. You are **NOT** permitted to officially withdraw after that date, and your name will appear on the ballot.

3. What happens if some of the signatures I obtain on my nomination papers are not registered voters, or do not live within the city?

It is important that you file your nomination papers as early as you can because the Registrar of Voters must certify the signatures on nomination papers prior to qualified nomination. **If you wait**

until the last day and your sponsors' signatures, for any reason, are insufficient, you will not have qualified as a candidate. If you file early, there will be time to check the signatures and notify you of any insufficiencies. This may allow you the opportunity to submit supplemental signatures on your nomination papers to qualify you as a candidate.

4. How soon will a list of qualified candidates be available after the close of the nomination period?

The nomination period closes on August 12, 2016 unless an incumbent does not file and the period is extended to August 17, 2016. A list of candidates will be prepared the next working day, and should be available for distribution by 5:00 p.m. on Monday, August 15, 2016, or Thursday, August 18, 2016. You may come to the City Clerk's office and pick up a copy of the list of candidates, or you may request a list be mailed to you by telephoning 934-7041 after the closure of the nomination period.

5. May I change or correct the spelling/wording on my Candidate's Statement after it has been submitted?

No, you may not. It is important to check your Candidate's Statement carefully before it is submitted.

6. If I submit a Candidate's Statement, and I change my mind, may I withdraw the statement?

The Candidate's Statement may be withdrawn, **but not changed**, during the period for filing nomination papers and until 4:30 p.m. of the next workday after the close of nomination period. (August 15 or August 18, 2016).

7. May my spouse, friend, or campaign manager pick up and file my nomination documents?

Election law does not specifically prohibit another person filing nomination paper for a candidate; however, candidates are urged to file in person. The reasons are twofold:

a. The oath or affirmation **must** be administered by the City Clerk or the Deputy City Clerk. It is much easier for a candidate to file the nomination papers in person. At the time he/she files nomination papers, the oath of office will be administered; and

b. The Affidavit of Nominee must be certified by the City Clerk and would require the candidate's signature to be signed in the presence of the City Clerk or her designee.

8. When will the official results of the election be received and certified as correct?

The Registrar of Voters has approximately 30 days after the election in which to canvass the election and certify the results. Normally, the election is certified in the first meeting scheduled in December and new members are then seated. The certification of the election is scheduled for December 13, 2016, unless otherwise rescheduled.

9. When will the newly elected Councilmembers take office?

The election results are certified during a meeting in December. After the certification of the Election has been adopted by the previous Councilmembers, the seating of new Council will follow. The City Clerk will administer the Oath of Office to newly elected officials at which time they will be seated.

10. When are the Mayor and Vice Mayor selected?

The Mayor and Vice Mayor are appointed by Council immediately after the oath of office is administered to the new Councilmembers and the new Councilmembers are seated. Traditionally, the Mayor and Vice-Mayor serve a one-year term; however, there is no provision which would disallow a Mayor and/or Vice Mayor to serve more than a one-year term if they are re-appointed by the Council.

Questions about Willows' Form of Government

1. What is the Council / Manager form of local Government?

The Council/Manager form is the system of local government, which combines the strong political leadership of elected officials in the form of the City Council with the strong managerial experience of the City Manager.

2. What is its purpose?

It is intended to provide the City Council with the power to govern a community and the City Manager with the authority to carry out the Council's programs.

3. What is the difference between the Council and the Manager?

Willows is a California Municipal Corporation. The Council is the community's legislative body and is similar to the Board of Directors of a private or public corporation. It provides direction on business matters; sets policy, and adopts the annual budget. It hires the Manager and supervises his/her performance. The Manager serves as the Council's Chief Advisor, prepares the recommended budget, oversees the staff and acts to carry out the Council's programs.

Because the Council is the legislative body, its members are the community's decision makers. The City Manager is hired to serve at the pleasure of the Council as its full-time executive whose job is to administer the staff, projects, and programs on behalf of the Council.

4. What is the role of the Mayor?

The Mayor represents the city at community functions, maintains liaison with other governmental agencies and serves as the presiding officer at Council meetings. The position of Mayor is generally rotated every year among the Councilmembers. The Council also selects a Vice-Mayor to substitute for the Mayor when he/she is not available.

5. How is city policy formulated and established under the Council/Manager plan?

The Council retains the sole power of being the policymaking and legislative body for the city. However, both the Council and Manager have responsibility for initiating consideration of new policies. The Manager routinely prepares policy alternatives and recommendations for consideration of the Council. The Council may adopt, reject or modify the recommendations. The Manager is bound by whatever action the Council takes and is responsible for implementation of Council approved policy.

6. How is the City Council meeting agenda developed?

The City Council meets the second and fourth Tuesday of the month to consider and act on city business. The agenda is prepared by the City Clerk's office with items submitted from the City Manager, City Attorney, and City Department Heads. Final agenda approval is made by the City Manager and the Mayor.

7. Who appoints Board/Commission members?

The City Council holds interviews and appoints all members of official city boards and commissions.

8. Who appoints the City Manager, City Attorney and other staff?

The City Council is responsible for appointing the City Manager and City Attorney. The City Manager, serving as the city's personnel officer, is responsible for appointing all other employees.

9. How is the city budget created?

The City Manager has responsibility for preparation of the proposed annual budget for the city. The City Council is responsible for reviewing the document and making those policy choices that ensure that the budget fits the needs of the community. After adoption by the Council, the City Manager implements and administers the budget.

10. Who supervises the day-to-day activities of the city staff?

The City Manager exercises general supervision and provides direction to city staff. City department heads report to the Manager. The City Council deals with the administration of the city through the City Manager.

11. Does the City Manager participate in local politics?

The City Manager refrains from participation in the election process of the City Council and from those partisan activities, which would impair his/her performance as a professional administrator.

12. What is the Role of the City Clerk?

The Clerk's office is responsible for maintaining a wide variety of vital permanent city records, including City Council minutes, resolutions, and keeps track of the indexing and filing of actions taken by the City Council. The Clerk's Office is responsible for posting agendas, managing Council packet production and distribution, and Council minute preparation. The Clerk's office responds to requests for public record information, receives and processes claims, certifies and distributes ordinances and resolutions as appropriate and/or legally required, publishes and posts legal notices, processes claims and lawsuits and is responsible for the maintenance and distribution of the Willows Municipal Code.

The City Clerk serves as the filing officer for the Campaign Expenditure Statements required for candidates in municipal elections, and Statements of Economic Interests filed by public officials and designated employees. The City Clerk serves as Clerk of the Council, administers municipal elections, and maintains rosters, agendas, minutes, and oaths for the City's commissions. The City Clerk is the custodian of the City seal.

Administrative Rosters

Executive Staff

Interim City Manager	Fire Chief Wayne Peabody	934-7041
City Clerk	Natalie Butler	934-7041
City Attorney	Bob Hunt	916-780-7008
Director of Public Works	Steve Soeth	934-7041
Chief of Police	Jason Dahl	934-3456
Finance Director	Timothy Sailsbery	934-7041
Building Official	Clay Dawley	934-7041
Fire Chief	Wayne Peabody	934-3323
Recreation Director	Carol Lemenager	934-7043
Library Director	Jody Meza	934-5156

City Council

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Mayor	Gary Hansen	December 2016
Vice-Mayor	Jim Yoder	December 2018
Councilmember	Larry Mello	December 2016
Councilmember	Larry Domenighini	December 2016
Councilmember	Jeff Williams	December 2018
City Clerk	Natalie Butler	Appointed

Data Available from City Offices

Information is available in City offices during regular business hours.

City Clerk's staff appreciates receiving copy requests in advance whenever possible since requests for copies increase during the election period. Large requests for copies may necessitate that you come back later to pick up your order. The City Clerk's office appreciates your patience as we assist you and others. The office will provide you with the fastest service possible.

The following list provides available information and prices to obtain copies. If you wish items mailed to you, the staff member assisting you will request payment in advance for the copies.

City Council Agenda Packets

Following the close of the nomination period before the election, candidates may arrange to obtain agenda packets for the upcoming City Council meetings from the City Clerk's office. The packets will be available upon request in writing, for pick-up in the City Clerk's office at or before 4:30 p.m. on the Friday before the Tuesday Council meeting.

City Council Minutes

Copies of minutes of prior City Council meetings may be obtained from the City Clerks' office at a minimal fee set by the Willows Fee Schedule or on the City's website at www.cityofwillows.org

Council Meeting Audio

City Council meetings are recorded for the purpose of transcription and preparation of minutes only. These CD's are kept for reference purposes only and are generally retained for only six months.

Campaign Disclosure Records/Statement of Economic Interests

Campaign Disclosure reports and Statements of Economic Interests reports may be obtained from the City Clerk's office at the cost of \$.10 per page.

Willows Municipal Code

The City of Willows Municipal Code is available for public review in the City Clerk's office, 201 North Lassen Street, Willows, CA or on the City Website at www.cityofwillows.org under "Ordinances".

City Office staff appreciates advance notice when requesting copies of information and has 10 days to respond to requests for records.

Reference:

For all listings of California Codes addressed in this manual go to:
<http://www.leginfo.ca.gov/calaw.html>