

**RESOLUTION NO. 2024-34**

**ADOPTED MAY 21, 2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA,  
STATE OF CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE  
OFFICE PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT  
AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024**

**WHEREAS**, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate statement.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CALISTOGA DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1. GENERAL PROVISIONS.** That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Calistoga on Tuesday, November 5, 2024, may prepare a candidate's statement on an appropriate form provided by the City Clerk. 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.

The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be in uniform font and single line spacing with no form of emphasis such as **Bolding**, *Italics*, Bullets, Diamonds, Stars, Boxes, Circles, Check Marks, Asterisks, Underlining, unusual spacing, or ALL CAPITAL LETTERS (except in Titles and Acronyms). Or other such formatting that is deemed unacceptable by the Napa County Elections Office.

The statement shall be filed [in typewritten form] in the office of the City Clerk at the time the candidate's nomination papers are filed. In addition, candidates shall submit their statement in electronic format immediately before or during the appointment for filing nomination papers, with the goal of improving efficiency in typesetting the statement and assuring fidelity in reproduction of the statement.

The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. The statement is confidential until the close of the nomination period.

**Section 2. FOREIGN LANGUAGE POLICY.**

A. Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Napa. The County is required to translate candidate statements into Spanish.

B. The County will mail separate voter information guides and candidate statements in Spanish to only those voters who are on the county voter file as having requested a voter information guide in Spanish. The County will make the voter information guides and candidate statements in the required languages available at all polling places (vote centers), on the County's website, and in the Election Official's office.

### **Section 3. PAYMENT.**

A. Translations: (1) The candidate shall be required to pay for the cost of translating and printing the candidate statement in the main voter pamphlet into any required foreign language as specified in Section 2 above, pursuant to Federal and/or State law; and (2) The candidate shall be required to pay for the cost of translating and printing the candidate statement in the main voter pamphlet into any foreign language that is not required as specified in Section 2 above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

B. The City Clerk, in coordination with the County Elections Office, shall estimate the total cost of printing, handling, translating, and mailing the candidates statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City a deposit in the amount of the estimated cost as a condition of having his or her statement included in the voter's pamphlet. 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 City Clerk 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 City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

### **Section 4. MISCELLANEOUS.**

A. All translations shall be provided by professionally certified translators.

B. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

**Section 5. ADDITIONAL MATERIALS.** No candidate will be permitted to include additional materials in the voter information guide.

**Section 6.** That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

**Section 7.** That all previous resolutions establishing Council policy on payment for candidate statements are repealed.

**Section 8.** That this resolution shall apply at the November 5, 2024 General Municipal Election.

**PASSED, APPROVED AND ADOPTED** this 21<sup>st</sup> day of **MAY 2024**. I **YUDIANA GALVAN, CITY CLERK OF THE CITY OF CALISTOGA**, HEREBY CERTIFY the foregoing resolution was introduced and passed at a regular meeting of the Calistoga City Council by the following roll call vote:

**AYES: Mayor Williams, Vice Mayor Lopez-Ortega and Councilmembers Eisenberg, Cooper and Gift.**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

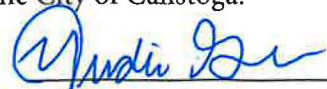
  
Yudiana Galvan, City Clerk

**APPROVED:**

  
Donald Williams, Mayor

I, Yudiana Galvan, City Clerk of the City of Calistoga, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2024-034 passed, approved, and adopted on the 21<sup>st</sup> day of May 2024, by the City Council of the City of Calistoga.

Dated: May 29, 2024

  
Yudiana Galvan, City Clerk