

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF THOUSAND OAKS ADOPTING  
REGULATIONS FOR CANDIDATES FOR ELECTIVE  
OFFICE PERTAINING TO CANDIDATES'  
STATEMENTS SUBMITTED TO THE VOTERS AT AN  
ELECTION TO BE HELD ON TUESDAY, NOVEMBER  
5, 2024

WHEREAS, California Elections Code § 13307 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's statement.

NOW, THEREFORE, the City Council of the City of Thousand Oaks resolves as follows that:

Section 1. General Provisions.

Pursuant to California Elections Code § 13307, each candidate for elective office to be voted for at an Election to be held in the City of Thousand Oaks 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 candidate's education and qualifications expressed by the candidate themselves. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the City Clerk Department at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2. Foreign Language Policy.

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

The County will print and mail separate voter information guides and candidate's statements in other languages to only those voters who are on the County voter file as having requested a voter information guide in a particular language. The County will provide the voter information guide and candidate's statements in those other languages at all polling places/vote centers, on the County's website, and in the Election Official's Office.

### Section 3.     Payment.

Candidate shall be required to pay for the cost of translating and printing the candidate's statement into any required foreign language as specified in Section 2 pursuant to Federal and/or State law. The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the 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), and require each candidate filing a statement to pay in advance to the City their estimated pro rata share as a condition of having their statement included in the voter's pamphlet. The estimated cost for printing a candidate's statement for District is \$2,063 and for District 5 is \$1,888.

The estimate is just an approximation of actual cost that varies from one election to another 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 candidates for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk shall 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 or upon receipt of County billing.

### Section 4.     Additional Materials.

No candidate will be permitted to include additional materials in the voter information guide.

Section 5.     City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

Section 6.     All previous resolutions establishing City Council policy on payment for candidate's statements are repealed.

Section 7. This Resolution shall apply only to the election to be held November 5, 2024 and shall then be repealed.

Section 8. City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED THIS 21<sup>st</sup> day of May, 2024, by the following vote:

Ayes:

Noes:

Absent:

---

Al Adam, Mayor  
City of Thousand Oaks, California

ATTEST/CERTIFY:

---

Laura B. Maguire, City Clerk

Date Attested: \_\_\_\_\_

APPROVED AS TO FORM:  
Office of the City Attorney

---

Tracy M. Noonan, City Attorney

APPROVED AS TO ADMINISTRATION:

---

Andrew P. Powers, City Manager

*The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the City of Thousand Oaks City Council on the date cited above.*