



PRELIMINARY

CANDIDATE HANDBOOK

2024

GENERAL MUNICIPAL
ELECTION

November 5, 2024



MEMORANDUM

**City Clerk's Office
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4617**

November 27, 2023

TO: All Candidates

FROM: Zack Beck, City Clerk

Congratulations on taking this step to become an elected official in the City of Escondido!

This Handbook has been prepared to assist you in preparing for the November 5, 2024 General Municipal Election, which has been consolidated with the Statewide General Election. This information is not all encompassing; it merely summarizes the major provisions related to candidates running for office in the City of Escondido. Therefore, candidates, political committees and anyone interested in elective office should not rely solely on this handbook, but should contact the City Clerk's Department for more detailed information, or seek legal counsel.

This Candidate Handbook is intended to provide general information about the November 5, 2024 General Municipal Election in which the registered voters of Escondido will nominate and elect one City Treasurer; the registered voters within District Three will nominate and elect one City Council Member to represent District Three; and the registered voters within District Four will nominate and elect one City Council Member to represent District Four. This handbook does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the City Clerk's Office is not rendering advice. This guide is not to be a substitute for legal counsel for the individual or candidate using it. In case of conflict, the law, regulation or rule will apply.

The City Clerk of Escondido is the filing officer for Campaign Statements and Statements of Economic Interests. The City Clerk's responsibility is to provide forms and ensure that the candidate complies with FPPC and City regulations.

It is the candidate's responsibility to review all material provided to ensure compliance. Answers to your questions can be found in FPPC forms and manuals provided and candidate's packet material.

For additional information, you may seek assistance of legal counsel of your own choosing, or you contact the Fair Political Practices Commission at (916) 322-5660, their toll-free advice line (1-866-ASK-FPPC) or the web www.fppc.ca.gov.

The City Clerk's Department is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. For further information or more detailed explanations, please call 760-839-4617.

NOTICE

No duty is imposed upon the City Clerk or Registrar of Voters to determine whether a candidate meets the requirements for holding office. The declaration of candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office.

WELCOME

√ GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

AGE/CITIZENSHIP	A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state. <i>(GC §1020)</i>
REGISTERED VOTER/RESIDENT	Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person’s appointment. <i>(EC §201)</i> * This code section means that to run for an Escondido office, the candidate must be an Escondido resident and registered to vote as such. * City Council candidates must reside in the district for which they are seeking election.
CONVICTION OF CRIMES	A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. <i>(GC §1021)</i>
FILE FOR MORE THAN ONE OFFICE	Notwithstanding any other provision of law, a candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election. <i>(EC §10220.5)</i>

CITY CLERK DEPARTMENT

√ CONTACT INFORMATION

CITY CLERK	Zack Beck
EMAIL	Zbeck@escondido.org
PHONE	(760) 839-4617

The City Clerk is the City's Election Official and administers the City Election. All questions regarding the election process are to be directed to the City Clerk Department.

√ OFFICE HOURS

Monday – Friday 8:00 a.m. – 5:00 p.m.

REQUIRED DOCUMENTS

✓ SUBMIT TO CITY CLERK DEPARTMENT BY AUGUST 9, 2024 AT 5:00 P.M.

Required	Candidate Intention Form 501 (Hard Copy) *File before you solicit or spend any funds, other than Candidate Statement fee.
Required	Nomination Paper (Hard Copy)
Required	Ballot Designation Worksheet (Electronic and Hard Copy)
Required	Statement of Economic Interests Form 700 (Electronic; If not already electronically filed)
Optional	Candidate Statement of Qualifications (Electronic and Hard Copy)
Optional	Candidate Statement Cost Agreement (Hard Copy)
Optional	Deposit for the printing of the Candidate Statement in various languages
Optional	Code of Fair Campaign Practices Form (Hard Copy)

✓ FPPC FORMS FOR MOST CANDIDATES

Required	Statement of Organization Form 410 (File Hard Copy with CA Secretary of State and Escondido City Clerk) *File within 10 days of receiving/spending \$2,000.
Required	Form 460, 470, 497, etc. (Electronic) *When triggered by the amount spent/received and/or events.

STATEMENT OF ECONOMIC INTERESTES, FORM 700

√ SUBMIT TO CITY CLERK DEPARTMENT BY AUGUST 9, 2024 AT 5:00 P.M.

A Statement of Economic Interests (Form 700) is the form required by the Fair Political Practices Commission to advise the public of the candidate's financial interests. It must be completed electronically on or before the filing deadline of 5:00 p.m., Friday, August 9, 2024.

All candidates need to file this form to disclose investments and interest in real property, as well as to disclose income received during the 12 months prior to the date of filing. The answer to most candidates' questions can be found at the Fair Political Practices Commission (FPPC) website at www.fppc.gov.

If you have any technical questions regarding the electronic forms, please contact NetFile at filerhelo@netfile.com. You can also contact the City Clerk's Office at (760) 839-4617.

FAIR POLITICAL PRACTICES COMMISSION

✓ ABOUT

The Fair Political Practices Commission is a five-member independent, non-partisan commission that has primary responsibility for the impartial and effective administration of the Political Reform Act. The Act regulates campaign financing, conflicts of interest, lobbying, and governmental ethics. The Commission's objectives are to ensure that public officials act in a fair and unbiased manner in the governmental decision-making process, to promote transparency in government, and to foster public trust in the political system.

✓ TRAINING

The Fair Political Practices Commission will conduct webinars for candidates and treasurers regarding campaign financial disclosure requirements.

These training events provide information on candidate, treasurer, and committee duties under the Political Reform Act. Topics include initial campaign activities, contributions and expenditures, reporting, advertising disclaimers, and post-election tasks. You must register to attend the workshops and webinars.

For more information, go to <http://www.fppc.ca.gov/learn/training-and-outreach.html>

ELECTRONIC FILING OF CAMPAIGN FORMS

✓ ORDINANCE

The On July 17, 2019, the City of Escondido adopted Ordinance No. 2019-07 which amending Chapter Two, Article VII of the Escondido Municipal Code by the addition of sections 2-109.1 to require online or electronic filing of campaign contributions and expenditures and Statements of Economic Interest reports.

✓ PUBLIC ACCESS

All campaign forms and Statements of Economic Interest are required to be filed online. The electronic filing system, NetFile, can be accessed on the City Clerk's Website at:

Campaign Filings: <https://public.netfile.com/pub2/?AID=esc>

Statement of Economic Interest Filings: <https://ssl.netfile.com/static/agency/esc/sei.html>

✓ FILER ACCESS

To access the filing system directly, use the following link: <https://netfile.com/Filer>

✓ CONTRIBUTION LIMITS

The City of Escondido has a local contribution limit for the November 2024 election cycle of \$5500 for City Treasurer candidates and City Council candidates.

✓ LEVINE ACT REGULATIONS

Prohibits officials from accepting, soliciting, or directing contributions exceeding \$250 from a party to or participant in the proceeding, or their agents, while such a proceeding is pending and for 12 months after the final decision in the proceeding.

CALENDAR OF EVENTS

DATE	DAYS PRIOR TO ELECTION	EVENT
July 15, 2024 - August 9, 2024	113 - 88	<p>Candidate Filing Period (<i>EC §15, 10220 et seq., 10407</i>)</p> <p>COSTS DUE: A filing fee of \$25 is due and payable at the time Nomination Papers are filed with the City Clerk (Escondido Municipal Code, §2-98) either by check and/or petitions in-lieu-of filing fee.</p> <p>The estimated costs to publish a Candidate’s Statement are due and payable at the time Nomination Papers are filed with the City Clerk (Escondido Municipal Code, §2-99). The 2024 estimate from the Registrar of Voters is: City Treasurer Candidates: \$1250; Council Candidates: \$750</p>
July 31, 2024	97	<p>Campaign Statements Due (Form 460) Last day to file campaign expenditure statements. (Semi-Annual Statements) Period covers January 1-June 30, 2024.</p>
August 7, 2024 - November 5, 2024	90	<p>Late Contributions or Independent Expenditures - \$1000 or More (Form 497) Must be reported within 24 hours. (This statement must be sent by guaranteed overnight mail or delivered by hand. A postmark is not acceptable.) Can be filed by fax provided the original is mailed/delivered within 24 hours</p>
August 9, 2024	88	<p>Local Measures/Consolidation Last day for ROV to receive a resolution from a local jurisdiction for consolidation, services and/or a measure to appear on the ballot. (<i>EC §1405, §1410, §1415, §9214, §9215, §9241, §9255, §11242</i>)</p>
August 9, 2024	88	<p>Financial and Campaign Disclosure Last day to submit Statement of Economic Interest – Form 700. This filing is not required if the candidate has filed this statement within the past 60 days. (<i>EC § 87200-87203, 87500</i>)</p>
August 9, 2024	88	<p>Candidate Withdrawal No candidate who has filed may withdrawal after 5:00 p.m. on this date (<i>EC §10510, 10603</i>)</p>
August 12, 2024	85	<p>Candidate Statement of Qualifications Withdrawal For jurisdictions where candidate filing ended on August 9, statements may be withdrawn, but not changed, until 5:00 p.m. of the next business day. Withdrawal request must be in writing and signed by the candidate. (<i>EC § 13307</i>)</p>

August 14, 2024	83	Candidate Filing Period – Extension Last day of extension for filing nomination documents if incumbent has not filed by August 9. <i>(EC §10516, §10604)</i>
August 14, 2024	83	Candidate Withdrawal - Extension No candidate who has filed may withdrawal after this date. This date is applicable only in districts with a 5-day extension of the filing period because an incumbent did not file. <i>(EC §10516, 10604)</i>
August 15, 2024	82	Candidate Statement of Qualifications Withdrawal For offices with a 5-day extension, statements may be withdrawn, but not changed, until 5:00 p.m. of the next business day. Withdrawal request must be in writing and signed by the candidate. <i>(EC § 13307)</i>
August 15, 2024	82	Random Alphabet Drawing The Secretary of State shall hold a random drawing of the alphabet at 11 a.m. to determine the order in which candidates' names appear on the ballot. <i>(EC §13112, §13113)</i>
August 16, 2024	81	Candidate List Filed with the ROV City Clerk to file with Registrar the candidates' names and occupations in ballot order along with Candidates' Statements of Qualifications <i>(EC §10403)</i>
September 26, 2024	40	First Pre-Election Statement Due Deadline for filing first Pre-election Campaign Statements.
October 7, 2024 - October 29, 2024	29 - 7	Vote By Mail Ballots Period to obtain Vote-by-Mail Ballots. After October 30, VBM ballots may be obtained at the Registrar's office <i>(EC §3001)</i>
October 21, 2024	15	Voter Registration Deadline Last day to register to vote in November 2020 election. <i>(EC §2102)</i>
October 24, 2024	12	Second Pre-Election Statement Due Deadline for filing second Pre-election campaign statement. Statement must be hand delivered or sent by guaranteed overnight mail.
November 5, 2024	0	ELECTION DAY Polls open from 7 a.m. until 8 p.m. <i>(EC §14212)</i>
December 5, 2024	30	Election Results—Official Canvass Last day for Registrar of Voters to certify election results. <i>(EC §10000)</i>
December 11, 2024		INSTALLATION CEREMONIES (SWEARING-IN) 5:00 p.m. -- Council Chambers

January 31, 2025

Semi-Annual Statement Due

Last day to file Semi-Annual campaign statement for reporting period
closing on December 31, 2024

GENERAL INFORMATION

✓ Candidate Statement Electronic Submission

The Registrar of Voters is requesting ***all candidates*** who file with the Registrar of Voters and who wish to take advantage of placing a candidate statement in the Sample Ballot & Voter Information Pamphlet to submit their statement in an electronic format. Acceptable electronic formats include: Microsoft Word, Google Docs, and text file. ***Please submit word documents to the City Clerk via email before you return with your completed packet.***

✓ Candidates' Filing Nomination Papers for District 3 and 4

Nominations will need to come from residents of the district in question. CA Elections Code Sections 10220-10221 require that 20 registered voters propose that candidate, but those voters will need to come from the district to comply with Government Code Section 34883. The candidate also must be a registered voter of Escondido and reside in the district when nomination papers are issued. (GC Sec. 34883)

✓ Ballot Designation Worksheet

Candidates are required to submit a "Ballot Designation Worksheet" with their nomination papers. The completed form provides justification and documentation to support the candidate's requested ballot designation.

CITY COUNCIL INFORMATION

OFFICES TO BE FILLED BY NOVEMBER 2024 ELECTION

- ➔ One (1) City Treasurer (Elected At-large) - The one (1) candidate receiving the highest number of votes for City Treasurer will serve a four-year term, which will expire in November 2028.
- ➔ One (1) City Council – District Three (Nominated and elected by registered voters in District Three) - The one (1) candidate receiving the highest number of votes for City Council Member representing District Three will serve a four-year term, which will expire in November 2028.
- ➔ One (1) City Council – District Four (Nominated and elected by registered voters in District Four) - The one (1) candidate receiving the highest number of votes for City Council Member representing District Four will serve a four-year term, which will expire in November 2028.

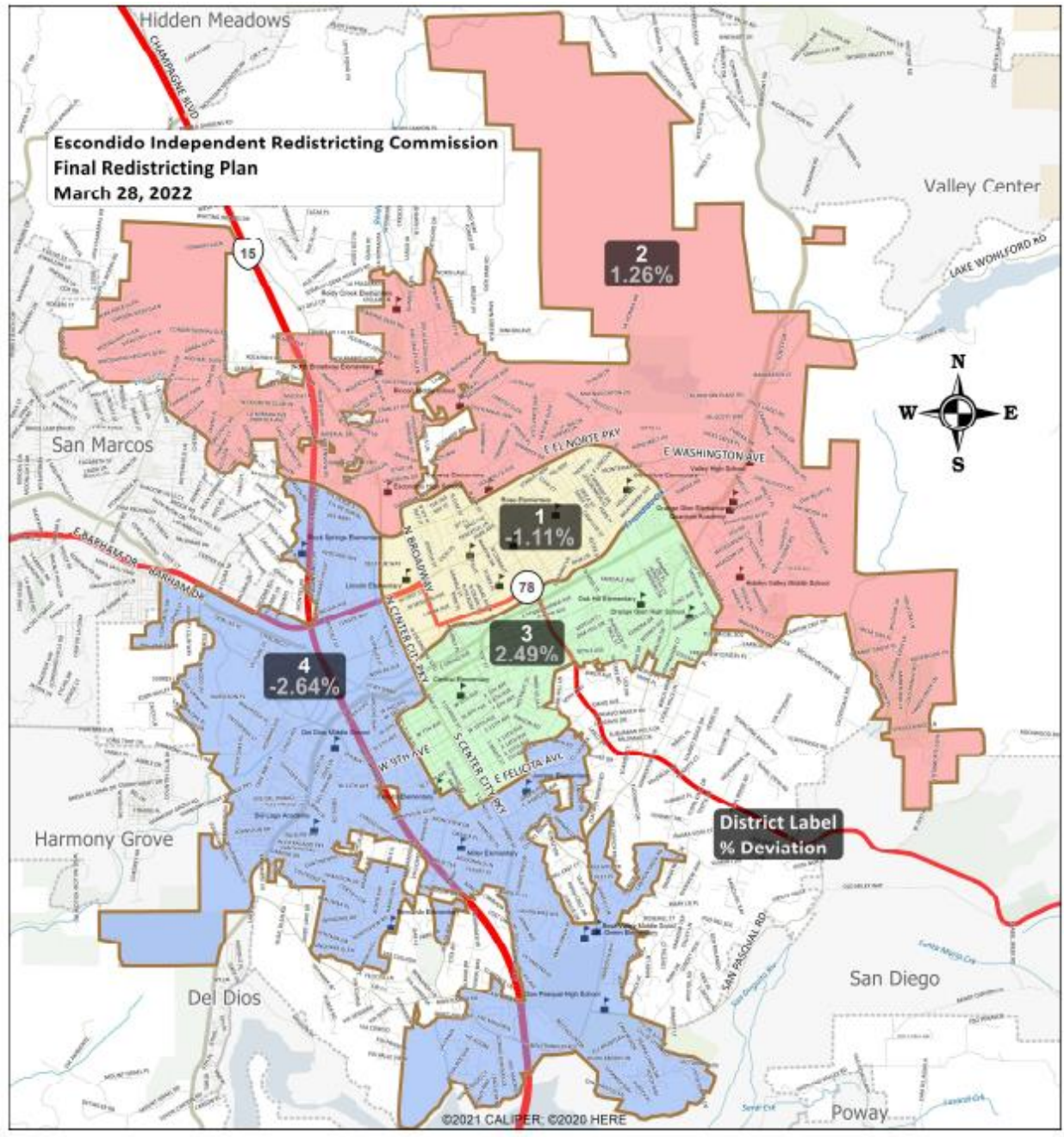
COUNCIL STRUCTURE

Escondido is a General Law City operating under the general laws of the State of California with a Council-Manager form of government. On March 30, 2022 the City Council adopted Ordinance 2022-06 updating the boundaries for the district-based method of election in which the four City Council members will be elected from four districts and the Mayor will remain elected at-large.

CURRENT OFFICEHOLDERS

- | | |
|---|-------------------------------|
| ➔ Dane White - Mayor (At-large) | Term expires in November 2026 |
| ➔ Consuelo Martinez – Councilmember (District One) | Term expires in November 2026 |
| ➔ Joe Garcia – Councilmember (District Two) | Term expires in November 2026 |
| ➔ Christian Garcia - Councilmember (District Three) | Term expires in November 2024 |
| ➔ Michael Morasco – Councilmember (District Four) | Term expires in November 2024 |
| ➔ Douglas Shultz – Treasurer (At-large) | Term expires in November 2024 |

COUNCIL DISTRICT MAP



[Council District Lookup \(arcgis.com\)](http://arcgis.com)

COUNCIL INFORMATION

COMPENSATION FOR MAYOR, CITY COUNCIL AND TREASURER

Effective with the November 2024 election, the City Treasurer and each Council Member will receive a monthly salary of \$2,088.41. The Mayor will receive \$5,895.07 per month. The Mayor, Council Members and Treasurer receive a monthly auto allowance of \$750.

TERM LIMITS

On November 8, 2022, Measure F was approved by voters, establishing terms limits for all elected offices in Escondido. Per Ordinance 2022-20, No person shall serve more than two terms as the mayor, whether consecutive or not. This term limit applies to appointed terms and elected terms. A partial term of two years or more in that office shall count as one term. A partial term of less than two years in that office shall not count as one term. No person shall serve more than three terms as a councilmember, regardless of the district represented, whether consecutive or not. This term limit applies to appointed terms and elected terms. A partial term of two years or more in that office shall count as one term. A partial term of less than two years in that office shall not count as one term. No person shall serve more than three terms as a city treasurer, whether consecutive or not. This term limit applies to appointed terms and elected terms. A partial term of two years or more in that office shall count as one term. A partial term of less than two years in that office shall not count as one term.

CITY COUNCIL MEETINGS

The City Council meets the first four (4) Wednesdays of each month with Closed Session beginning at 4:00 p.m. and Regular Session beginning at 5:00 p.m. in the City Council Chambers, 201 North Broadway. The Council may hold additional adjourned or special meetings as required.

CITY COUNCIL SUBCOMMITTEE ASSIGNMENTS

City Council members serve on a number of Boards for outside agencies and local subcommittees. The assignments are reviewed every two years following an election. Each Council member assumes some responsibility to represent the City on subcommittee matters. All meetings of the subcommittees are held at various times throughout the week/month/year. A list is available from the City Clerk.

INSTALLATION (SWEARING-IN) CEREMONY

The swearing-in ceremony of newly elected officials will take place on Wednesday, December 11, 2024 at 5:00 p.m. in the City Council Chambers, 201 N. Broadway.

CANDIDATE INFORMATION

QUALIFICATIONS FOR FILING AS A CANDIDATE

- Age/Citizenship - A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state. (*GC §1020*) The City of Escondido participates in E-Verify.
- Registered Voter/District Resident – Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person’s appointment. Each council candidate must reside in the district they wish to represent (*EC §201*).
- Conviction of Crimes – A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State (*GC §1021*)

CANDIDATE FEES

A filing fee of \$25 is due and payable at the time Nomination Papers are filed with the City Clerk (*Escondido Municipal Code §2-98*).

If the candidate wishes to file a Candidate's Statement to be published in the sample ballot, a deposit of \$1250 will be required for City Treasurer Candidates and a deposit of \$750 will be required for Council Candidates at the time nomination papers are filed. This amount reflects the Registrar of Voters estimate for the 2024 election. After the election, the actual costs will be billed on a pro-rata basis and the difference between the deposit and actual costs will be billed or refunded. The amount represents costs of printing, handling, and translating the Candidate's Statement. According to the Federal Voting Rights Act and a Memorandum of Agreement between the County of San Diego and the United States Department of Justice, all candidate statements in this area must be translated into Spanish, Chinese, Filipino, and Vietnamese.

CANDIDATE'S STATEMENT

The Candidate’s Statement is filed at the discretion of the candidate. If a candidate decides not to file a Candidate's Statement, that decision must be so indicated on the Statement, signed and returned at the time the Nomination Paper is filed with the City Clerk. (*Escondido Municipal Code §2-99*)

If a candidate elects to file a Candidate's Statement, The Registrar of Voters is requesting ***all candidates*** submit the candidate statement in an electronic format. Acceptable electronic formats include: Microsoft Word, Google Docs, and text file. ***Please submit word documents to the City Clerk via email before you return with your completed packet.*** The Statement may be withdrawn, but not changed, during the period for filing Nomination Papers and until close of business on August 9, 2024*. The Candidate's Statement shall remain **confidential** until the close of the nomination period (*August 14 if the nomination period is extended), and is released as requested by the public on the next business day.

BALLOT DESIGNATION WORKSHEET

A state requirement (EC §13107.3) obligates candidates to complete a worksheet and file it at the same time as the Declaration of Candidacy.

STATEMENT OF ECONOMIC INTERESTS (FORM 700)

Each candidate for the City Council and Treasurer, at the time of filing the Nomination Paper, shall file a statement (Form 700) disclosing investments and interests in real property held at the date of filing. See "Summary of Statement of Economic Interests" for further information as well as the "Campaign Disclosure Information Manual 2" contained in this Guide. Manual 2 describes in detail candidate requirements for filing campaign disclosure reports. All forms are available from the City Clerk's Office and will be provided upon request.

CAMPAIGN DISCLOSURE INFORMATION

Refer to the *Campaign Disclosure Schedule* in this Candidate Handbook for campaign disclosure filing deadlines and "Campaign Disclosure Information Manual 2" for specific details.

FAIR CAMPAIGN PRACTICES ACT

This act establishes a Code of Fair Campaign Practices that can be voluntarily subscribed to by candidates for public office in California. You may file this form, which is optional, at the time of filing your Nomination Paper.

PUBLIC REVIEW PERIOD

State law provides for a "public review period" of all candidates' ballot occupational designations, candidates' statements of qualifications, ballot measure analyses, arguments, rebuttals and other materials before printing the Sample Ballot and Voter Information Pamphlet.

The California Elections Code further defines this review period, with a distinct period for each document filed with the Registrar of Voters.

During this period, any voter who believes any portion of these materials to be false, misleading or inconsistent with state law may seek a writ of mandate or injunction requiring any or all of the material to be amended or deleted.

These periods are as follows:

→ **Ballot Occupational Designations**

August 10 to August 19:	Candidates filed by August 9
August 15 to August 24:	Candidates filed by August 14 (during the 5-day extension)

→ **Candidates' Statements of Qualifications**

August 10 to August 19:	Statements filed by August 9
August 15 to August 24:	Statements filed by August 14 (during the 5-day extension)

CAMPAIGN SIGN INFORMATION

City of Escondido Ordinance No. 99-26 and 99-27R, adopted December 1, 1999, pertains to restrictions on the placement of signs in the public right-of-way and regulates the placement of political signs within the City of Escondido. These regulations are contained in the Escondido Municipal Code Chapter 17, Article 1, Section 17-22 and Chapter 33, Article 66, Sections 33-1390, -1391, -1393, -1397, -1398 (available on the City's website at the following location: <http://www.qcode.us/codes/escondido/>)

Check local ordinances for rules on posters and yard signs. Local law may restrict or prohibit the placement of campaign signs on government-owned property.

Penal Code §556.1 makes it a misdemeanor to place sign advertising on private property without prior consent of the owner.

The State Outdoor Advertising Act (Section 5405.3) addresses the placement of "temporary political signs in the rights of way of highways and freeways." For further legal information, consult the Act and its corresponding regulations and opinions.

ELECTION INFORMATION

POPULATION

Estimates from U.S. Census Bureau indicate the 2023 population for Escondido is 151,038.

REGISTERED VOTERS

The Report of Registration to the Secretary of State dated October 31, 2023, indicates that the number of registered Escondido voters is 77,478.

CANDIDATE'S POLLING PLACE

The Registrar of Voter's policy does not allow candidates or family members to host a polling place or act as a poll officer in the candidate's jurisdiction.

ELECTION ACTIVITIES

The polls will be open on Election Day from 7 a.m. to 8 p.m. Campaigning is not allowed within 100 feet of a polling place. This includes: circulating any petition, soliciting votes, placing any campaign signs, or any other electioneering.

The polls are officially closed at 8 p.m. Election activity then changes from what was primarily voter participation at the polls to vote tabulation at the Registrar of Voters Office. Election results may be obtained from the Registrar of Voters at (858) 565-5800. You can also obtain election results from the Registrar of Voters website at www.sdvote.com. Other options may be available as determined and announced prior to Election Day.

OFFICIAL CANVASS OF THE RETURNS

The Registrar of Voters conducts the official canvass of the returns. When completed (within 30 days following the election), a certified statement of the results will be submitted to the Secretary of State, the Board of Supervisors, and the City of Escondido.

REGISTRATION, MAPS, AND ELECTION DATA

Please call the Registrar of Voters Office (858) 694-3405 or visit www.sdvote.org for information on Voter Index aka: Walking Lists, Precinct Lists, etc.; Digital GIS Data; District Maps; Voter File and Computer Reports; and Mailing Labels

POLITICAL ADVERTISEMENT REQUIREMENTS

➔ Newspaper ad requirements –Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter. (*EC §20008*)

→ Definition - As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

MASS MAILING OF CAMPAIGN LITERATURE

→ Registrar of Voters Duties – A copy of Section 84305 of the Government Code (see below) shall be provided by the Registrar to each candidate or his or her agent at the time of filing the declaration of candidacy . . . (EC §16)

→ Public Expense - No newsletter or other mass mailing shall be sent at public expense. (GC §89001)

→ Definition - "Mass mailing" means over 200 substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. (GC §82041.5)

CALIFORNIA GOVERNMENT CODE SECTION 84305

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

POLITICAL ADVERTISING DISCLAIMERS

Under California's Political Reform Act, committees must put "paid for by" disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. Visit the FPPC website (www.fppc.ca.gov) for "disclaimer" requirements for committees.

A "disclaimer" is the portion of a political message that identifies the person or entity who paid for or authorized the communication. "Paid for by *committee name*" is the basic disclaimer required by the Act on most campaign communications sent by a *committee*.

Political committees must include the following disclaimers:

- Mass mailings, including blast campaign emails, must include identification of the sender;
- Paid telephone calls must identify the candidate or committee who paid for or authorized the call;
- Radio and television ads must include "paid for by" disclaimer under Federal Communications Commission (FCC) law;

- ➔ Ballot measure ads and independent expenditure ads must include "paid for by *committee name*" and such ads by primarily formed committees must also list top two donors of \$50,000 or more. This applies to television, radio, and electronic media advertisements, robocalls, mass mailings, and print ads such as newspaper ads, billboards and yard signs.

"DO NOT CALL" LISTS

Questions or comments regarding "do not call" lists should be addressed to the National Do Not Call Registry, administered by the Federal Trade Commission (FTC) at www.donotcall.gov. The federal Do Not Call Registry is a list of phone numbers of consumers who want to limit the telemarketing calls they receive. The "do not call" provisions do not cover calls from political organizations, charities, telephone surveyors or companies with which a consumer has an existing business relationship.

SIMULATED BALLOT REQUIREMENTS

- a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

**NOTICE TO VOTERS
(Required by Law)**

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State. This is an unofficial, marked ballot prepared by *(insert name and address of person or organization responsible for preparation thereof)*.

Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

- b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public official entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. (*EC §20009*)

ELECTION VIOLATIONS

In response to the inquiries we receive regarding possible election violations or fraud, a list has been compiled regarding who to contact for the various types of violations.

The City of Escondido or the San Diego County Elections Department are **NOT** an enforcement agency and is therefore unable to investigate any violations. Reports of violations should be referred to the agencies listed below:

- **False or misleading campaign materials:** No agency enforcement; these issues are dealt with in court.
- **Violations of the Political Reform Act** (Title 9 of the California Government Code in Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests: Contact the Fair Political Practices Commission at www.fppc.ca.gov, 866-275-3772.
- **Election fraud:** Contact the Registrar of Voters Office, 858-565-5800 or 800-696-0136, the District Attorney, 619-531-4051, or the California Secretary of State at www.sos.ca.gov, 916-657-2166.
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act:** Contact the District Attorney, 619-531-4051, or the California State Attorney General at www.caag.state.ca.us, 800-952-5225.
- **Federal campaigns, Congress, U.S. Senate, President of the United States, etc.:** Contact the Federal Election Commission at www.fec.gov, 800-424-9530.
- **Violation of the City of Escondido's Municipal Code regarding campaign contributions or other local matters:** Contact the City Attorney's Office at 760-839-4608 or District Attorney at 619-531-4051.
- **Open meeting laws (Brown Act):** Contact the District Attorney, 619-531-4051, or the California State Attorney General at www.caag.state.ca.us, 800-952-5225.
- **Vandalism:** Contact your local police department or the sheriff, as appropriate.

SEE ADDITIONAL CONTACT INFORMATION ON FOLLOWING PAGE

FEDERAL, STATE, AND LOCAL ENFORCEMENT OFFICES

➔ **Fair Political Practices Commission** - www.fppc.ca.gov

1102 Q Street, Suite 3000
Sacramento, CA 95811-6539
Phone: 866-275-3772
Reporting Enforcement Violations: 800-561-1861

➔ **Federal Election Commission** - www.fec.gov

999 E Street, NW
Washington, DC 20463
Phone: 800-424-9530
For the hearing impaired, TTY 202-219-3336

➔ **San Diego County District Attorney's Office** - www.sdcca.org

330 West Broadway
San Diego, CA 92101
Phone: 619-531-4051
FAX: 619-685-6689

➔ **Secretary of State Political Reform Division** - www.sos.ca.gov

1500 11th Street, Room 495
Sacramento, CA 95814
Phone: 916-653-6224
FAX: 916-653-5045

Elections Division

916-657-2166

➔ **Federal Bureau of Investigation**

Federal Office Building
9797 Aero Drive
San Diego, California 92123-1800
Phone: 858-320-1800

NOMINATION GUIDELINES

All candidates desiring to have their name placed on the ballot are required to complete the nomination process whether or not they have filed a Declaration of Intention and/or submitted petitions in lieu of the filing fee.

WHERE TO OBTAIN DOCUMENTS

The nomination documents may be obtained only from the Escondido City Clerk's office. The filing fee of \$25 must be paid at the time nomination papers are filed with the City Clerk. Only checks are accepted, made payable to the City of Escondido. Cash and credit cards are not allowed. The filing fee is nonrefundable.

NOMINATION PAPER
FOR COUNCIL DISTRICT OFFICES

Any voter signing this Nomination Paper for a Council District office **MUST** be a resident and a registered voter of the same Council District as the Nominee.

OFFICIAL FILING FORM

City Clerk or Deputy City Clerk

Date

We, the undersigned voters, hereby nominate _____
for the office of _____
for the City of **ESCONDIDO**
to be voted for at the **GENERAL MUNICIPAL ELECTION**
to be held on Tuesday, **NOVEMBER 6, 2018**

#	Sign Name	Residence Address	For Official Use
1	Print Name		
2	Print Name		
3	Print Name		
4	Print Name		
5	Print Name		
6	Print Name		
7	Print Name		
8	Print Name		
9	Print Name		
10	Print Name		

Public access to this document shall be limited to viewing the document only. The public may not copy or distribute copies of documents that contain signatures of voters. (E.C. Section 17100)
A candidate shall not file nomination papers for more than one municipal office or term of office for the same municipality in the same election. (E.C. 10220.5)

DECLARATION OF CIRCULATOR

Any person that is 18 years of age or older may circulate a nomination paper. (Only 1 circulator may circulate this nomination paper). Do NOT type this section. It MUST be filled out in your own handwriting.

_____, (print name) _____, solemnly swear (or affirm) all of the following:

- That I am 18 years of age or older.
- That my residence address, including street and number, is _____ (if no street or number exists, a designation of my residence adequate to readily ascertain its location is _____).
- That the signatures on this nomination paper were obtained between the dates of _____ and _____, and that I circulated this petition and I saw the signatures on this section of the nomination papers being written; and that to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed by me at _____ on _____
(place) (date)

(Signature of Circulator)

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF FIDELITY

State of California
County of _____

Being duly sworn, says that he or she is the _____ (Print Name of Nominee)
Above-named nominee for the office of _____ (Print Name of Office)

That he or she will accept the office in the event of his or her election.
That he or she desires his or her name to appear on the ballot as follows: _____

And that he or she desires the following designation: _____
To appear on the ballot under his or her name as _____

And that his or her residence is: _____

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this oath freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ at _____

BALLOT DESIGNATION REQUIREMENTS

*At the time of filing the nomination paper, the following designations may be used:

- The name of the existing legislative, county, district, state or federal office which the candidate holds at the time of filing the nomination papers to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior or municipal court judge.
- The word "incumbent" (with any other words) if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination paper and was elected to that office by a vote of the people, or in the case of a superior or municipal court judge, was appointed to that office.
- No more than one word designating either the current principal professions, vocations or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the U.S. at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. The use of the word "Retired" by itself or as a prefix is acceptable, but not after any other word or words (e.g. "Retired" and "Retired-Army Officer" is permissible; "U.S.M.C., Retired" is not).
- The phrase "Appointed Incumbent" if the candidate holds office by virtue of appointment, but may not sue the unmodified word "incumbent."

No candidate shall assume a designation which would mislead the voters. (Election Code 13107, 13107.5)
*No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name. (Election Code 13106)

NOMINATION PERIOD - JULY 15-AUGUST 9

Not earlier than the 113th day nor later than 5:00 p.m. (or close of business) on the 88th day (from July 15, 2024 through August 9, 2024*) before a municipal election, voters may nominate candidates for election by signing a nomination paper.

SIGNATURE REQUIREMENTS

Registered voters signing nomination petitions or voting for a member of the legislative body shall be residents of the geographical area making up the district from which the member is to be elected. Each candidate shall be proposed by not less than 20 nor more than 30 voters in a city of 1,000 registered voters or more, but only one candidate may be named in any one nomination paper. No voter may sign more than one nomination paper for the same office, and in the event he/she does so, the signature shall count only on the first nomination paper filed which contains the signature. Nomination papers subsequently filed and containing the signature shall be considered as though the signature does not appear thereon. Each seat on the governing body is a separate office. Only one person may circulate each nomination paper. Any person 18 years of age or older may circulate a nomination paper (*GC §34883; EC §10220*).

The signatures on each nomination paper shall be appended on the same sheet of paper, and each signer shall add his/her place of residence, giving the street and number, if any, otherwise such designation of his/her place of residence as will enable its location to be readily ascertained (*EC §10221*).

Every nomination paper shall have annexed a declaration of the person who circulated it to the effect that he/she saw written all signatures appended thereto and knows that they are the signatures of the persons whose names they purport to be (*EC §10222*).

Each nomination paper shall be accompanied by a verified statement of the candidate that he/she will accept the nomination, and will also accept the office in the event of his/her election. Such statement shall contain a blank space wherein the candidate shall be required to fill in his/her name in the manner in which he/she wishes the same to appear on the ballot and also the designation which he/she wishes to have under his/her name on the ballot, which designation shall conform to one of the designations permitted under the provisions of this code relating to the forms of ballots generally (*EC §10223*).

All nomination papers shall be filed with the City Clerk during regular business hours not later than the 88th day (August 9, 2024*) before the election. Until that time, but not later than then, a candidate may withdraw their nomination paper after it is filed with the City Clerk as provided in this section (*EC §10224*).

All forms required for nomination and election to all municipal offices shall be furnished only by the City Clerk during regular business hours. At the time of issuance of those forms, the City Clerk shall type on the forms the name of the candidate and the office for which they are a candidate, and shall affix his/her signature. At the time nomination papers are issued to a candidate, the City Clerk shall imprint the date. (*EC §10227*).

*or August 14, 2024 if an incumbent fails to file and the nomination period is extended.

BALLOT DESIGNATION

The Ballot Designation Worksheet Form is a two-sided form required for all candidates who want their occupation printed under their name on the ballot. It is filed at the same time as the Declaration of Candidacy (on the Nomination Form). On this worksheet the candidate will provide justification and documents to justify the specific designation requested. The listing of a designation on the ballot is OPTIONAL. Once filed, these forms are public information. If the candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.**

City of ESCROWED
Elections Date: November 4, 2018
EXPIRES: December 31, 2018

PAGE 3 Required to be given to candidate.
Required to be signed and returned.

BALLOT DESIGNATION WORKSHEET

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, this entire form must be completed, or it will not be accepted and you will not be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information MUST be provided. Upon filing, this worksheet will be a public record.

Candidate Name: _____
 Office of: _____
 Home Address: _____
 Business Address: _____
 Mailing Address: _____
 Business Phone: _____ Home/Mobile Phone: _____
 Fax Number: _____ E-Mail Address: _____
 Other Person Authorized to Act in Your Behalf or Not Applicable:
 Attorney Name: _____ Office: _____
 Home Address: _____
 Business Address: _____
 Mailing Address: _____
 Business Phone: _____ Home/Mobile Phone: _____
 Fax Number: _____ E-Mail Address: _____

PROPOSED BALLOT DESIGNATION: _____

1st Alternative: _____
2nd Alternative: _____

You may select as your ballot designation any of the following:
 (a) Your current principal profession, occupation, or vocation(s) (maximum total of three words, separated by a "/")
 (b) The title of the public office you currently occupy and to which you were elected
 (c) "Appointed" (full title of public office) if you currently serve by appointment in an elective public office and are seeking election to a different office
 (d) "Appointed" if you are a Superior Court Judge, appointed, to your current public office and seek election to a new term
 (e) "Appointed incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on this next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

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PAGE 4 Required to be given to candidate.
Required to be signed and returned.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details.
 For your reference, attached are Elections Code Sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) Section 20711. You may also wish to consult Elections Code Section 11307.5 ("community volunteer") and 2 CCR Sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation:

Current or Most Recent Job Title: _____ Start Date: _____ End Date: _____

Employer Name or Business: _____
 Person(s) Who Can Verify Information:
 Name(s): _____ Phone Number: _____
 E-Mail: _____
 Name(s): _____ Phone Number: _____
 E-Mail: _____

Before signing below, answer the following questions.
 Does your proposed ballot designation:
 -Use only a portion of the title of your current elective office? Yes No
 -Use only the word "incumbent" from an elective office (other than Superior Court Judge) to which you were appointed? Yes No
 -Use more than three (3) words for your profession, vocation or occupation? Yes No
 -Subjoin an evaluation or title, such as "outstanding leader, expert, virtuous, or eminent"? Yes No
 -Refer to a status (Veteran, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
 -Abbreviate the word "retired"? Yes No
 -Use the word "retired" after the title it modifies? Example: Accountant, retired Yes No
 -Use the word or prefix "retired" such as "former" or "ex" to refer to a former profession, vocation or occupation? Yes No
 -Use the word "retired" along with a current profession, vocation or occupation? Example: Retired Accountant/Teacher Yes No
 -Use the name of a political party or political body? Yes No
 -Refer to a racial, religious, or ethnic group? Yes No
 -Refer to any activity prohibited by law? Yes No

If the answer is to any of these questions is "Yes," your proposed Ballot Designation is likely to be rejected.

Candidate's Signature: _____ Date: _____

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CANDIDATE'S NAME

The candidate's name as provided by the candidate on the Declaration of Candidacy is the way it will appear on the ballot. It cannot be changed after the nomination period has ended.

A Candidate MAY:

- ➔ Use a nickname, provided the given name or initials are shown.
- ➔ Use only the initials of the given name with the last name.
- ➔ Omit the middle name.
- ➔ Use a shortened familiar form of the given name.

Example: Bill for William, Dick for Richard, Pat for Patricia

A Candidate MAY NOT:

- ➔ Use titles such as "Miss," "Mrs.," "Dr.," "Col.," "Rev." No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after a candidate's name. (*E.C. Sec. 13106*)
- ➔ Change his/her name within one year prior to the election.
If the candidate has changed his/her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by decree of any court of competent jurisdiction.
(*E.C. Sec. 13104*)

ORDER OF NAMES ON THE BALLOT

On August 15, 2024 the Secretary of State will conduct a random drawing of the alphabet and Registrars of Voters/County Clerks throughout the state will follow this same alphabet. Names of candidates will be arranged on the ballot in accordance with the random alphabet. (*EC §13112*)

NOTE: A Ballot Designation Worksheet is required by law.

BALLOT DESIGNATION CLARIFICATION

There are just **THREE** choices for a ballot designation: **PICK ONE**

1 Words designating a **currently held elected position**; more than three words are allowed.

Acceptable: Member, XYZ Water District
Governing Board Member, ABC School District

Not Acceptable: Governing Board Member/Parent
(Too many words; "Parent" is not part of elected position)
Governing Board President, ABC School District
(Too many words; "President" is not an elected position; "Member" is)

2 **"Incumbent"** or **"Appointed Incumbent,"** or "Appointed" and the title of the office.
This cannot be combined with any other designation.

Acceptable: Incumbent
Appointed Member, ABC Fire District

Not Acceptable: Incumbent/Businesswoman
Appointed Incumbent/Educator

3 **No more than three words** designating the current principal profession, vocation, or occupation, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographic names are considered one word.

Acceptable: Board Member/Attorney
Attorney/Small Businessman
Vice-President, XYZ Water District
(Though "Vice-President" is not an elected position, "XYZ Water District" is a geographical name and counted as one word.)

Not Acceptable: Business Manager/Educational Consultant/Educator
(Too many words)

"Community Volunteer" is acceptable if the requirements of E.C. 13107.5 are met.

CALIFORNIA ELECTIONS CODE

BALLOT DESIGNATION REQUIREMENTS

Section 13106. No Title or Degree

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name.

Section 13107. Ballot Designation Requirements

(a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word "retired" or places it following any word or words which it modifies.
- (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group. (7) It refers to any activity prohibited by law.

If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).

(2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

13107.3 Ballot Designation Worksheet in format prescribed by Secretary of State

A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

13107.5. Ballot Designation of "Community Volunteer"

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

20711. Ballot Designation Worksheet.

In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate: (i) The title of the position or positions which he or she claims supports the proposed ballot designation; (ii) The dates during which the candidate held such position; (iii) A description of the work he or she performs in the position; (iv) The name of the candidate's business or employer; (v) The name and telephone number of a person or persons who could verify such information; and (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at Section 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent. (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(E) If a candidate requests a change of his or her ballot designation pursuant to Elections Code Section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

SECRETARY OF STATE

BALLOT DESIGNATION REGULATIONS

20710. General Provisions.

1. The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
2. The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code Section 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
3. Candidates are not required to use a ballot designation pursuant to Elections Code Section 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
4. Pursuant to Elections Code Section 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code Section 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
5. The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.
6. Whenever, the word "should" is used in this Chapter, it is recommended, not mandatory.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20711. Ballot Designation Worksheet.

1. In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code Section 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
2. All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.
3. The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The

Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

1. The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
2. A designation of the office for which the candidate is seeking election;
3. The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
4. The proposed ballot designation submitted by the candidate;
5. The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
6. A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 1. If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 2. If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code Section 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 3. If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate shall indicate:
 1. The title of the position or positions which he or she claims supports the proposed ballot designation;
 2. The dates during which the candidate held such position;
 3. A description of the work he or she performs in the position;
 4. The name of the candidate's business or employer;

5. The name and telephone number of a person or persons who could verify such information; and
 6. A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at Section 20714, subdivision (b).
4. If the candidate submits a ballot designation pursuant to Elections Code Section 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
4. The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
 5. If a candidate requests a change of his or her ballot designation pursuant to Elections Code Section 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.

20712. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(1), shall be subject to the following provisions:

1. In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
2. In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
3. There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(1).
4. Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code Section 13107, subdivision (a)(1).

Such ballot designations are improper, pursuant to Elections Code Section 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of Section 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."

5. Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code Section 13107, subdivision (a)(1).

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20713. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code s 13107, subdivision (a)(2), shall be subject to the following provisions:

1. A proposed ballot designation submitted pursuant to Elections Code Section 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code s 13107, subdivision (a)(2).
2.) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code Section 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."
3. The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20714. Proposed Ballot Designations Submitted Pursuant to Elections Code Section 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(3), shall be subject to the following provisions:

1. The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code Section 13107, subdivision (a)(3), are defined as follows:
 1. "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is

predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

2. "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."
3. "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code Section 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."
2. "Principal," as that term is used in Elections Code Section 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.
 1. If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if
 1. the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and
 2. the status of the candidate's license is active at the time he or she filed his or her nomination documents.
 2. A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if
 1. the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or
 2. the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

3. In order for a ballot designation submitted pursuant to Elections Code Section 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code Section 13107 and the regulations in this Chapter.
4. If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.
5. A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:
 1. The proposed ballot designation must comply with the three-word limitation specified in Elections Code Section 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.
 2. Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.
 3. When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."
6. Pursuant to Elections Code Section 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:
 1. The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.
 2.) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language, which was published in the United States at

any time within the 10 calendar years immediately preceding the election for which the words are counted.

3. All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code Section 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . .," "County of . . .," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," and "South Bay Irrigation District Director."
4. An acronym shall be counted as one word.
7. A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 9 and 13107, Elections Code.

20714.5. "Community Volunteer."

1. "Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
 1. A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);
 2. A governmental agency; or
 3. An educational institution.
2. The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority cited: Section 12172.5, Government Code; and Section 13107.5(b), Elections Code. Reference: Sections 13107 and 13107.5, Elections Code; and Section 501(c)(3), United State Internal Revenue Code.

20715. Proposed Ballot Designations Submitted Pursuant to Elections Code s 13107, Subdivision (a)(4).

1. Pursuant to Elections Code Section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."
2. Pursuant to Elections Code Section 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."
3. There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code Section 13107, subdivision (a)(4).

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20716. Unacceptable Ballot Designations.

1. The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code Section 13107, subdivision (a); is prohibited pursuant to Elections Code Section 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.
2. The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code Section 13107, subdivision (a)(3):
 1. *Avocations:* An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.
 2. *Pro Forma Professions, Vocations and Occupations:* Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.
 3. *Statuses:* A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the

manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

3. Pursuant to Elections Code Section 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to Section 20711 and Section 20717 of this Chapter.
4. A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.
5. Pursuant to Elections Code Section 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.
6. Pursuant to Elections Code Section 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."
7. Pursuant to Elections Code Section 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."
8.
 1. Subject to the provisions of Elections Code Section 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by

individuals who have permanently given up their chosen principal profession, vocation or occupation.

2. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":
 1. Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
 2. The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
 3. The candidate has reached at least the age of 55 years;
 4. The candidate voluntarily left his or her last professional, vocational or occupational position; and,
 5. The candidate's retirement benefits are providing him or her with a principal source of income.
3. If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.
4. A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.
9. Pursuant to Elections Code Section 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.
10. Pursuant to Elections Code Section 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.
 1. The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.
 2. If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

11. Pursuant to Elections Code Section 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code Section 13107.3 and Section 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

1. Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.
2. The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.
3. The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code Section 13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13107.3, Elections Code.

20718. Communication of Decisions Regarding Ballot Designations.

1. If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.
2. At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.

3. All written decision of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

20719. Service of Legal Process Regarding Ballot Designations.

1. In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.
2. Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.
3. The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.
4. The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code Section 15375, except for a candidate for judge of the superior court.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107 and 13314, Elections Code.

CANDIDATE'S STATEMENT OF QUALIFICATIONS GUIDELINES

(CA EC §13307 Excerpts)

The candidate's statement is a voluntary statement for candidates seeking local **NONPARTISAN** elective office. The statement may contain the name, age and occupation of the candidate and a brief description of the candidate's education and qualifications.

City of Escondido
San Diego County
Registrar of Voters

Candidate Statement of Qualifications
(Read instructions carefully)

Jurisdiction Name: <small>(ALL CAPS)</small>	CITY OF ESCONDIDO	
Office Title: <small>(Use 4 lines)</small>		
Candidate Name: <small>(ALL CAPS)</small>		
Age: <small>(Optional)</small>		Gender: M or F
Occupation:		
Election Date:	November 6, 2018	

The occasion to appear on the candidate's statement is not provided by the California Elections Code. However, to match the occasion on the ballot, use more descriptive and complete information.

Use "Block Paragraph, Single Space" format. Type within the box using a fixed pitch font (Courier). Word count starts here.

<small>I understand I am responsible for the cost of this statement and I may be billed or refunded the difference in cost based on the final registration for my jurisdiction.</small>	<small>Cost of the Statement City Council Candidates: \$1500 Mayor Candidates: \$1700 Checks payable to: City of Escondido</small>
<small>I <u>do not</u> wish to file a statement.</small>	<small>Candidate's Signature</small>
<small>I <u>do</u> wish to file a statement. My payment is attached.</small>	<small>Candidate's Signature</small>
<small>Date</small>	<small>Date</small>

CANDIDATE'S STATEMENT OF QUALIFICATIONS GUIDELINES <i>(Elections Code Section 13307 Excerpts)</i>	
<small>The candidate statement is a voluntary statement for candidates seeking specific elective office. The statement may include the name, age and occupation of the candidate and a brief description of the candidate's education and qualifications.</small>	
FILING PERIOD	<small>The statement shall be filed in the Escondido City Clerk's Office when nomination documents are returned for filing. Such statement shall be filed in the City Clerk's Office no later than August 19, 2018.</small>
WHERE	<small>City Clerk's Office, 2nd Floor of City Hall 201 N. Broadway Escondido, CA 92025</small>
CONTENTS	<small>The statement may contain 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. (Some districts allow the statement to be 250 or 400 words; please see the requirements for each office in the Candidate Filing Guide.)</small>
EXAMINATION PERIOD	<small>During the 10 calendar day examination period following the deadline for submission of the statement any voter of the jurisdiction, or the Registrar of Voters, may seek a writ of mandate or an injunction requiring any or all of the material to be amended or deleted.</small>
LIABILITY	<small>Nothing in this section shall be deemed to make any such statement or the printing thereof free or exempt from any civil or criminal action or penalty because of any false, scandalous or libelous statements offered for printing or contained in the voter information pamphlet.</small>
FORMAT	<p><small>Candidates are required to TYPE their statement SINGLE SPACED in BLOCK PARAGRAPHS. It is acceptable to submit a statement produced on a computer and attached to this form. The following WILL NOT be permitted:</small></p> <ul style="list-style-type: none"> • Handwritten statement • Stars, bullets, graphics • Copy from a fax machine • Italics, Bold • Extra exclamation points • ALL CAPITAL LETTERS • Multiple punctuation • Underlines • Lists • Tables <p><small>STATEMENTS WILL BE TYPSET EXACTLY AS SUBMITTED; candidates are, therefore, advised to carefully check their statements for errors in spelling, punctuation, and hyphenation. Candidates official is welcome to make corrections only to the format of the statement.</small></p> <p><small>If the Registrar of Voters' form is not used, the statement must be typed, SINGLE SPACED in BLOCK PARAGRAPHS on plain white paper (12" x 11") with MARGINS (top, LEFT and RIGHT) of NO LESS THAN 1/2 inch. A fixed pitch font such as COURIER is recommended.</small></p> <p><small>The California Elections Code requires the opportunity of voters to examine the candidate statements. By preparing a candidate statement in accordance with the rules, candidates, candidates' representatives will be more fairly printed and allowed the same amount of space in the voter information pamphlet. This favors favored composition or printing of one candidate's statement over another.</small></p> <p><small>The statement will be printed in Brown color in the voter information pamphlet. Only the candidate's name, age and occupation will be printed in 10-point type.</small></p>
RESTRICTIONS	<small>The candidate's statement shall not include the name, affiliation of the candidate, nor membership or activity in partisan political organizations or parties, and shall not be printed.</small>
WITHDRAWAL	<small>The statement may be withdrawn, but not changed, until 5 pm of the next business day after the close of the registration period.</small>
CONFIDENTIAL	<small>The candidate statements shall remain confidential until the close of the nomination period.</small>
STATEMENT MUST NOT REFER TO OTHERS	<small>Any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal history and shall not in any way make reference to other candidates or to another candidate's qualifications, character, or activities. The Registrar of Voters shall not cause to be printed or circulated any statement which the elections official determines is not so limited or which includes any such references. (Elections Code Section 13307)</small>
SPANISH, FILIPINO, VIETNAMESE & CHINESE TRANSLATION	<small>Statements which appear in English including candidate's statements are also translated into Spanish, Filipino, Vietnamese and Chinese. In addition to receiving an English sample ballot pamphlet, registered voters may also request a pamphlet in Spanish, Filipino, Vietnamese or Chinese.</small> <small>In addition, registered voters who were born in Spanish or Chinese speaking countries, the Philippines, or Vietnam, will also be sent a pamphlet in the language of the country in which they were born. This is in compliance with the National Voting Rights Act Extension. On Election Day, Spanish, Filipino, Vietnamese and Chinese sample ballot pamphlets will be available at every polling location.</small>
COST	<small>Candidate statements are paid for at the time they are filed. All money is held in a Trust Fund and if, for any reason, the statement is not printed, the money will be refunded. The cost is calculated to recover expenses for language translation into four languages, typesetting, printing, addressing, labor and mailing of the candidate statements.</small> <small>(a) Counting of words, for purposes of this code, shall be as follows:</small> <ol style="list-style-type: none"> 1. Punctuation is not counted. 2. Each word shall be counted as one word except as specified in this section. 3. All proper nouns, including geographical names, shall be considered as one word; for example, "County of San Diego" shall be counted as one word. 4. Each abbreviation for a word, phrase, or expression shall be counted as one word. 5. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. 6. Dates shall be counted as one word. 7. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one hundred" shall be counted as two words. "100" shall be counted as one word. 8. Telephone numbers shall be counted as one word. 9. Internet web site & email addresses shall be counted as one word.
WORD COUNT	<small>(b) This section shall not apply to counting words for ballot designations under Elections Code Section 13307. (E.C. Sec. 9)</small>

FILING PERIOD

The statement shall be filed in the City Clerk's Office when nomination documents are returned for filing. (Between July 15 and August 9; or August 14, if an incumbent has not filed).

WHERE

City Clerk's Office
201 North Broadway
Escondido, CA 92025-2798

CONTENTS

The statement may contain 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.

EXAMINATION PERIOD

Following the close of the nomination period, there will be a 10-calendar-day examination period during which any voter of the jurisdiction, or the City Clerk, may seek a writ of mandate or an injunction requiring any or all of the material to be amended or deleted.

LIABILITY

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter Information Pamphlet.

FORMAT

The Registrar of Voters is requesting ***all candidates*** who file with the Registrar of Voters and who wish to take advantage of placing a candidate statement in the Sample Ballot & Voter Information Pamphlet to submit it in an electronic format. Acceptable electronic formats include: Microsoft Word, Google Docs, text file. Please submit word documents via email to the City Clerk (zbeck@escondido.org) before your scheduled return with your completed packet.

Your statement should be typed **single spaced** in **block paragraphs** on the electronic form provided by the City Clerk's Office via the Registrar of Voters. Your statement will be printed as submitted; therefore, you are advised to carefully check for errors in punctuation and grammar. Spelling, however, should be corrected by the computer automatically.

The California Elections Code intends uniformity of appearance of the candidates' statements. By preparing your statement in accordance with the guidelines, each statement will be uniformly printed and allowed the same amount of space in the Voter Information Pamphlet. This avoids favored composition or printing of one candidate's statement over another.

The statement will be printed in 8 point type in the Voter Information Pamphlet. Only the candidate's name, age and occupation will be printed in 10 point type. Additional information is contained on the back of the "Candidate's Statement of Qualifications" form.

The following will **NOT** be permitted: Handwritten statements, copy from a fax, extra exclamation points, multiple punctuation, lists, stars, bullets, graphics, italics, bold, all capital letters, underlining, or tables.

RESTRICTIONS

The candidate's statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. Candidate photographs are not permitted. Candidates may not refer to others.

WITHDRAWAL

The statement may be withdrawn, but not changed, until 5:00 p.m. of the next business day after the close of the nomination period. The withdrawal request must be in writing and **signed by the candidate**. A fax is acceptable.

CONFIDENTIALITY

The candidate's statements shall remain confidential until the close of the nomination period. (*EC §13311*)

CITY'S WEBSITE

Administrative Directive #32 states that "The City will provide space on its web site for candidate statements of all candidates for City offices and also will allow links to candidates' personal web pages. These statements and links will be placed on the City's web site at the close of the candidate filing period and will be removed following the election."

STATEMENT MUST NOT REFER TO OTHERS

Any candidate's statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications, and **shall not in any way make reference to other candidates or to another candidate's qualifications, character, or activities**. The Registrar of Voters shall not cause to be printed or circulated any statement which the clerk determines is not so limited or which includes any such references. (*EC §13308*)

SPANISH, CHINESE, FILIPINO & VIETNAMESE TRANSLATIONS

All candidates' statements printed in English will be translated into Spanish, Chinese, Filipino and Vietnamese by the Registrar of Voters. In addition to receiving an English sample ballot pamphlet, registered voters may also request a pamphlet in Spanish, Chinese, Filipino or Vietnamese.

In addition, registered voters who were born in Hispanic speaking countries, China, the Philippines, or Vietnam, will also be sent a pamphlet in the language of the country in which they were born. This action is in compliance with the Federal Voting Rights Act Extension of 2002. On election day, Spanish sample ballot pamphlets will be available at every polling location. Chinese, Filipino and Vietnamese sample ballot pamphlets will be available at targeted polls throughout the county.

COST

Section 2-98, Article VI of the Municipal Code, states as follows:

Sec. 2-98. Candidate's filing fees.

(a) A filing fee of twenty-five (\$25) is hereby established for each candidate's nomination papers for elective offices at municipal elections held in the city. The filing fee shall be paid to the city clerk by each candidate for an elective office at the time the candidate's nomination papers are filed with the city clerk. The city clerk shall pay to the city treasurer all fees received which shall be deposited in the general fund.

(b) Notwithstanding the provisions of this section, a candidate may, in lieu of all or part of such filing fee, submit a petition containing the signatures of three (3) registered voters for each dollar of such filing fee, at the time such candidate's nomination papers are filed with the city clerk.

(c) The signatures on said petition shall be in addition to those voters who are required to sign a nomination paper in accordance with Section 10220 of the Elections Code.

Ordinance No. 2002-19 and Section 2-99, Article VI of the Municipal Code pertain to collection of costs:

"The City Clerk shall estimate the total cost of printing the candidate's statements filed pursuant to the provisions of the Election Code and may require each candidate filing a statement to pay in advance to the City the estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. The estimate will be an approximation of the actual cost as determined by the Registrar of Voters and may vary depending on the actual number of candidates filing statements. As soon as possible after the election, the City Clerk shall ascertain the actual cost incurred by the City for printing and handling the statement of qualifications. The candidate shall, on a pro rata basis, receive a bill for additional actual expense or a refund of any excess paid, depending on the final actual cost. In the event of underpayment, the Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the Clerk shall prorate the amount among the candidates and refund the excess amount paid. The city is thereby authorized to initiate and pursue appropriate collection procedures against any candidate failing to pay costs billed pursuant to this section, and, if necessary, initiate appropriate legal proceedings in any court of competent jurisdiction, including the small claims court."

Estimated cost for publication of the 2020 Candidate's Statement: \$1250 for City Treasurer Candidates and \$750 for Council Candidates.

WORD COUNT

A. The following shall apply to the counting of words (***Statement not to exceed 200 words***):

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified in this section.
3. All proper nouns, including geographical names shall be considered as one word; for example, "City of Escondido" shall be counted as one word.
4. Each abbreviation for a word, phrase, or expression shall be counted as one word.
5. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates shall be counted as one word
7. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
8. Telephone numbers shall be counted as one word.
9. Internet web site and email addresses shall be counted as one word.

CAMPAIGN DISCLOSURE INFORMATION - FPPC

Please refer to the Fair Political Practices Commission information contained in Manual 2 on campaign disclosure provisions of the political reform act included in your candidate's packet for specific information on required filings. This section is designed to provide only a brief summary

FILING SCHEDULE

Campaign Statements must be received electronically by the City Clerk's Office via Netfile no later than 11:59 p.m. on the due date. Note exceptions below and on calendar.

FILING DEADLINE	FORM	PERIOD COVERED BY STATEMENT ^{1/}	METHOD OF DELIVERY
July 31, 2024	460	1/1/24 - 6/30/24	✓ Netfile
September 26, 2024	460	7/1/24 - 9/21/24	✓ Netfile
October 24, 2024	460	9/22/24 - 10/19/24	✓ Netfile
Within 24 Hours	497	8/7/24 - 11/5/24	✓ Netfile
January 31, 2025	460	10/20/24 -- 12/31/24	✓ Netfile

Footnotes:

1/ The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

2/ The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

3/ A controlled committee of a candidate may not make independent expenditures to support or oppose another candidate.

Additional Notes:

❖ Except for deadlines that fall on a Saturday, Sunday or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.

❖ All statements are public documents.

Candidates Who Spend <u>LESS</u> than \$2,000 <ul style="list-style-type: none"> • Form 501 - Candidate Intention Statement • Form 470 - Officeholder/Candidate Campaign Statement- Short Form 	Candidates Who Spend <u>\$2,000</u> or MORE <ul style="list-style-type: none"> • Form 501 - Candidate Intention Statement • Form 410 - Statement of Organization (also used for "Termination") • Form 460 - Recipient Committee Campaign Statement • Form 497 - Late Contribution Report 		
Primarily Formed Committees for Local Candidates <ul style="list-style-type: none"> • Form 410 - Statement of Organization (also used for "Termination") • Form 460 - Recipient Committee Campaign Statement • Form 465 - Supplemental Independent Expenditure Report • Form 496 - Late Independent Expenditure Report • Form 497 - Late Contribution Report 			
Form Number	When to File:	Original Filed Here:	Copies Filed Here:
501	Before any money is raised or spent	Escondido City Clerk's Office	N/A
410	Within 10 days of receiving \$2,000 in contributions	Secretary of State's Office Political Reform Division PO Box 1467 Sacramento, CA 95812-1467	Escondido City Clerk's Office
Amended 410	Within 10 days of whenever changes on the original 410 need to be made		
460	According to the schedule	Escondido City Clerk's Office	N/A
470	On or before the due date for the First Pre-Election Report; Sept. 29		
470 Supplement	Within 48 hours of receiving a contribution or making an expenditure of \$2,000 (This form is required only if the candidate filed a Form 470 stating they would raise or spend less than \$2,000 and then later exceeds the limit.)		Sec. of State and Each opponent for same office
496	Within 24 hours of a \$1,000 independent expenditure being made during the 16 days immediately preceding the election		N/A
497	During the 90 days immediately preceding the election, this form must be filed as follows: <ul style="list-style-type: none"> • Within <u>24</u> hours of MAKING a late non-monetary or in-kind contribution OR • Within <u>48</u> hours of RECEIVING a late non-monetary or in-kind contribution This is required when contributions cumulatively total \$1,000 or more.		
700	Candidates – Must file no later than August 12.		

REPORTING FORMS

→ **Form 410** - Statement of Organization/Termination - For use in organizing a committee, amending a Form 410, or termination of a committee.

→ **Form 460** - Recipient Committee Campaign Statement – Long Form - For use by recipient committees which receive a cumulative contribution of \$100 or more from a single source and/or officeholder not eligible to file a Form 470 or who is filing jointly with one or more controlled committees. A controlled committee is one which is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures.

→ **Form 465** - Supplemental Independent Expenditure Report - For use by an officeholder, candidate or committee which makes independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single measure.

→ **Form 470** - Officeholder and Candidate Campaign Statement – Short Form - For use if less than \$2,000 has been raised or spent by or on behalf of the candidate, and he/she anticipates raising or spending less than \$2,000 for his/her candidacy for the entire calendar year.

→ **Form 496** - 24 Hour Independent Expenditure Report - For use by individuals or groups that make an "independent" expenditure with 16 days before the election. The (aggregated) expenditure must expressly advocate the election, nomination, or defeat of a clearly identified candidate, or the qualification, passage, or defeat of a clearly identified measure. Furthermore, this expenditure cannot be made to or at the behest of the affected candidate or committee. If it is, the expenditure is then an "In-Kind Contribution."

→ **Form 497** - Late Contribution Report - For use by candidates or committees that receive within the 90 days before the election a contribution (including loans or any combination of monetary and non-monetary contributions) that totals \$1,000 or more from a single source.

→ **Form 501** - Candidate Intention Statement - For use by candidates prior to solicitation or receipt of any contributions, or expenditure of any personal funds used for the election, with the exception of filing fees and/or a candidate's statement of qualification.

A candidate who plans to raise or spend **LESS** than \$2000 on his or her campaign, may file **Form 470** at the time the Nomination Paper is filed or on or before the first filing deadline. Then no additional campaign statements shall be required for this election.

Candidates and Committees **MUST** file campaign statements (**FORM 460**) if they make expenditures of \$2000 or more, or receive or make contributions of \$2000 or more in **EACH** applicable threshold period.

The period covered by any campaign statement runs from the day after the closing date of the most recent statement filed and ends on the closing date of the statement in question.

NOTE: To determine if \$2000 or more has been raised or spent or will be raised or spent on behalf of a candidacy, the Candidate's **personal funds** used for a filing fee or statement of qualifications are excluded. However, such payments are "expenditures" and are reportable if the candidate is required to file a Candidate and Officeholder Campaign Statement - Long Form (Form 460).

CAMPAIGN FUNDS

No contribution shall be commingled with the personal funds of the recipient or any other person. (GC §84307)

CONTRIBUTIONS

. . . volunteer personal services are not considered as campaign contributions. (GC § 82015[g])

Contribution shall be defined as the definition found in Government Code Section 82015, contained within the Political Reform Act, and any related provisions in the California Code of Regulations. (EMC §2-110)

No contribution shall be made, directly or indirectly, by any person in a name other than the name by which such person is identified for legal purposes. (GC §84301)

No person shall make an anonymous contribution or contributions to a candidate, committee or any other person totaling one hundred dollars (\$100) or more in a calendar year. An anonymous contribution of one hundred dollars (\$100) or more shall not be kept by the intended recipient but instead shall be promptly paid to the Secretary of State for deposit in the General Fund of the State (Gov. Code Sec. 84304). **Escondido's local ordinance does not allow anonymous contributions of any amount** (EMC §2-110).

Every campaign contribution, regardless of amount, is to be included in the Campaign Statement, or Form 460. (EMC §2-109)

Written solicitations (including invitations to fund-raisers) sent by candidates and officeholders must identify the name of the particular controlled committee, the specific office, and the particular election for which contributions are being solicited.

DISBURSEMENTS

No expenditure of \$100 or more shall be made in cash. (GC §84300[b])

CAMPAIGN DISCLOSURE DEFINITIONS

→ Candidate

"Candidate" means an individual who is listed on the ballot or who has qualified to have write-in votes on his or her behalf counted by election officials, for nomination for or election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or her candidacy or filed a declaration of candidacy at such time. "Candidate" also includes any officeholder who is the subject of a recall election. An individual

who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated. . . (GC §82007)

→ **Committee**

Committee shall be defined as the definition found in Government Code Section 82013, contained within the Political Reform Act, and any related provisions in the California Code of Regulations. (EMC §2-102)

A person or combination of persons that becomes a committee shall retain its status as a committee until such time as that status is terminated. (GC §82013)

A committee receiving \$2000 or more must file a Statement of Organization (FPPC Form 410) within ten (10) days of such receipt. Forms are available at the City Clerk's Office on request, or online at www.fppc.ca.gov . Mail the completed original form to the Secretary of State along with a check for \$50 and send a copy to the City Clerk.

Whenever there is a change in any of the information contained in a Statement of Organization, an amendment shall be filed within 10 days to reflect the change. (GC §84103)

→ **Controlled Committee**

"Controlled Committee" refers to a committee which is controlled directly or indirectly by a candidate or state measure proponent or which acts jointly with a candidate, controlled committee or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent or any other committee he or she controls has a significant influence on the actions or decisions of the committee. (GC §82016)

CONTENTS OF CAMPAIGN STATEMENTS

In addition to listing the total amounts received and disbursed during the filing period, the Campaign Statements must list:

- (a) Full name, street address, occupation, name of employer or principal place of business if self-employed, amount contributed, dates of each contribution and cumulative amount contributed during the calendar year of each person from whom a contribution or contributions has been received, and
- (b) Full name and street address of each person to whom an expenditure or expenditures totaling \$100 or more has been made together with the amount of each separate expenditure and a brief description of the consideration for which the expenditure was made. (GC §84211)

TERMINATION OF REPORTING OBLIGATIONS

Candidates, controlled committees and other committees do not automatically terminate or cease to have filing obligations unless they file a termination statement. They terminate their committees and I.D. numbers by filing the original Statement of Termination (Form 410) with the Secretary of State and a copy with the City Clerk.

The Statement of Termination requires that the candidate or committee has:

- (1) Ceased to receive contributions or make expenditures or does not anticipate receiving contributions or making expenditures in the future;

- (2) Eliminated or has declared that it has no intention or ability to discharge all of its debts, loans received and other obligations;
 - (3) No surplus funds; and
 - (4) Filed all required campaign statements disclosing all reportable transactions.
- ANY Committee who begins raising or spending funds or received the forgiveness of a loan after filing a Statement of Termination, will incur additional filing obligations.

Electronic Filing of Campaign Forms - NetFile

On July 17, 2019, the Escondido City Council adopted Ordinance No. 2019-07, amending Chapter Two, Article VII of the Escondido Municipal Code by the addition of Sections 2-109.1 to require online or electronic filing of campaign contributions and expenditures and Statements of Economic Interest reports.

All campaign forms and Statements of Economic Interest are required to be filed online. The electronic filing system, NetFile, can be accessed on the City Clerk's website at:

<https://public.netfile.com/pub2/?AID=esc>

To access the filing system directly use the following link:

<https://netfile.com/filer>

Please contact the City Clerk department with any questions or comments regarding the electronic filing system.

STATEMENT OF ECONOMIC INTERESTS FILING (FORM 700)

Each candidate for Mayor, City Council and Treasurer must file a Statement of Economic Interests (Form 700) disclosing certain investments and interests in real property held at the date of filing the Nomination Paper with the City Clerk. This Statement of Economic Interests is entirely separate from and does not include campaign finances.

Such statement shall not be required if the candidate has filed, within 60 days prior to the filing of his or her declaration of candidacy, a statement for the same jurisdiction. (GC §87201)

Every person who is elected to office, within 30 days after assuming such office, shall file a statement disclosing his or her investments and his or her interests in real property. Such statement shall not be required if the person has filed, within 60 days prior to assuming office, a statement for the same jurisdiction. (GC §87202)

Persons leaving office (current officeholders not elected) must also file a Statement of Economic Interests within 30 days after leaving office. (GC §87204)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received (Month/Day/Year)

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court
Agency Name (Do not use acronyms)
Division, Board, Department, District, if applicable Your Position
If filing for multiple positions, list below or on an attachment. (Do not use acronyms)
Agency: Position:

2. Jurisdiction of Office (Check at least one box)
 State Statewide Commission (Statewide Jurisdiction)
 Multi-County County of
 City of Other

3. Type of Statement (Check at least one box)
 Annual: The period covered is January 1, 2017, through December 31, 2017. Leaving Office: Date Left / /
The period covered is / / through / / The period covered is January 1, 2017, through the date of leaving office.
 Assuming Office: Date assumed / / through / / The date of leaving office.
 Candidate: Date of Election / / and / / different than Part 1.

4. Schedules attached (must complete) Total number of pages including this cover page: _____
Schedules attached:
 Schedule A-1 - Investments - schedule attached
 Schedule A-2 - Real Property - schedule attached
 Schedule B - Real Property - schedule attached
 Schedule C - Income, Loans, & Business Positions - schedule attached
 Schedule D - Income - Gifts - schedule attached
 Schedule E - Income - Gifts - Travel Payments - schedule attached
 None - No reportable interests on any schedule

5. Identification
Residence: Address: City: State: ZIP Code:
Work: Address: City: State: ZIP Code:
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed: Signature:

FPPC Form 700 (2017/2018)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

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ESCONDIDO MUNICIPAL CODE

Article 7. Controls on Campaign Contributions

Sec. 2-100. Purpose and intent.

Inherent to the high cost of election campaigning is the problem of improper influence, real or potential, exercised by campaign contributors over elected officials. It is the purpose and intent of the city council of the City of Escondido in enacting this article to preserve an orderly political forum in which individuals may express themselves effectively; to place realistic and enforceable limits on the amounts of money that may be contributed to political campaigns in municipal elections; to prohibit contributions by organizations in order to develop a broader base of political efficacy within the community; to limit the use of loans and credit in the financing of municipal election campaigns; and to provide full and fair enforcement of all the provisions of this article. This article is enacted in accordance with the terms of Section 7 of Article XI of the Constitution of the State of California. The contribution limitations of this article shall not apply to ballot measure elections or to that portion of a recall election in which the electorate determines whether or not to recall an officeholder, but shall apply to all candidate elections, including the candidate election portion of a consolidated recall election (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-101. Citation.

This article shall be cited as the Escondido Municipal Election Campaign Control Ordinance. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-102. Definitions.

As used in this article, the listed words or phrases shall be defined as follows:

(1) *Candidate* shall mean any individual who is listed on the ballot or who has begun to circulate nominating petitions or authorized others to circulate petitions in his or her behalf, for nomination for or election to any elective city office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution with a view to bringing about his or her nomination or election to any city office, whether or not the specific elective office for which nomination or election may be sought is known at the time the contribution is received or the expenditure is made and whether or not candidacy has been announced or a declaration of candidacy filed at such time. "Candidate" also includes any holder of any city office who is the subject of a recall election.

(2) *City office* shall mean the offices of mayor, councilmember and treasurer of the City of Escondido.

(3) *Committee* shall be defined as the definition found in Government Code Section 82013, contained within the Political Reform Act, and any related provisions in the California Code of Regulations.

(4) *Contribution* shall be defined as the definition found in Government Code Section 82015, contained within the Political Reform Act, and any related provisions in the California Code of Regulations.

(5) *Controlled committee* shall mean a committee which is controlled directly or indirectly by a candidate or which acts jointly with a candidate or controlled committee in connection with the making of expenditures. A candidate controls a committee if he or she, his or her agent or any other committee he or she controls has a significant influence on the actions or decisions of the committee.

(6) *Election* shall mean any primary, general or special election held in the City of Escondido, including the candidate election portion of a consolidated recall election. The primary and general or special elections are separate elections for purposes of this article.

(7) *Enforcement authority* shall mean the officer, agent or organization designated by action of the city council to enforce the provisions of this article. Nothing in this article shall be construed as limiting the authority of any law enforcement agency or prosecuting attorney to enforce the provisions of this article under any circumstances where such law enforcement agency or prosecuting attorney otherwise has lawful authority to do so.

(8) *Expenditure* shall mean a payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment, unless it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure is made on the date the payment is made or on the date consideration, if any, is received, whichever is earlier.

(9) *Independent expenditure:*

(a) Shall mean an expenditure by a person for a communication expressly advocating the support of or opposition to a clearly identified candidate which is not made with the cooperation or prior consent of a candidate, his or her agent, or a controlled committee of a candidate.

(b) For the purpose of this definition:

1. "Expressly advocating" shall mean any communication containing a message advocating support or opposition. Content may include but not be limited to the name of a candidate, the title of a measure or any expression such as "vote for," "elect," "support," "cast your ballot for," "vote against," "defeat," or "reject" and an identifying phrase.

2. "Clearly identified candidate" shall mean that the name of a candidate appears, a photograph or drawing of the candidate appears, or the identity of the candidate is otherwise apparent by unambiguous references.

3. "Made with the cooperation or with the prior consent of, or in consultation with, or at the behest or suggestion of, a candidate or his or her agent or a controlled committee of a candidate" shall mean any arrangement, coordination, or direction by a candidate, agent or committee prior to the publication, display or broadcast of the communication.

4. "Agent" shall mean any person who has actual oral or written authority, either express or implied, to make or to authorize the making of expenditures on behalf of a candidate, or any person who has been placed in a position within the campaign organization where it would reasonably appear that in the ordinary course of campaign-related activities, he or she may authorize expenditures.

(c) An expenditure not qualifying under this section as an independent expenditure shall be considered a contribution to the candidate.

(10) *Measure* shall mean any proposition which is submitted to a popular vote at an election by action of the city council or which is submitted or is intended to be submitted to a popular vote at a city election by initiative or referendum procedure whether or not it qualifies for the ballot.

(11) *Payment* shall mean payment, distribution, transfer, loan, advance, deposit, gift or other rendering of money, property, services or anything else of value, whether tangible or intangible.

(12) *Person* shall mean an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, labor union, and any other organization or group of persons acting in concert. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07; Ord. No. 2018-09, § 1, 4-25-18)

Sec. 2-103. Campaign contributions; limitations.

(a) No person other than a candidate shall make, and no campaign treasurer shall solicit or accept, any contribution which will cause the total amount contributed by such person with respect to a single election in support of or opposition to such candidate, including contributions to all committees supporting or opposing such candidate, to exceed four thousand three hundred dollars (\$5,500.00).

(b) A candidate shall not lend his or her own campaign more than one hundred thousand dollars (\$100,000.00) per election. A candidate may not charge interest on any loan he or she made to his or her campaign.

(c) The terms of this section are applicable to any contributions made to a candidate or committee, whether used by such candidate or committee to finance a current campaign, to pay deficits incurred in prior campaigns, or otherwise.

(d) If any person is found guilty of violating the terms of this section, the amount of funds received constituting such violation shall be paid by the candidate or committee treasurer who received such funds to the city treasurer for deposit in the general fund of the city. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07; Ord. No. 2013-04, § 1, 5-1-13; Ord. No. 2018-09, § 2, 4-25-18)

Sec. 2-108. Accountability.

Every candidate or committee establishing a campaign contribution checking account pursuant to this article shall make available on demand to any public officer having legal authority to enforce this article, the details of any such checking account requested and the records supporting it. Every candidate or committee establishing a campaign contribution checking account shall maintain a record of every contribution received and disbursement made from the checking account, which record shall include, but not be limited to, copies of checks, canceled checks, bank records, bills and invoices. Such records shall be kept by the candidate or treasurer of the committee establishing the account for the periods specified in Section 18401 of Title 2, Division 6 of the California Administrative Code. Each candidate and committee shall, on demand, make available to any public officer having authority to enforce this article, a written declaration of consent that such officer may have access to the campaign contribution checking account. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-109. Campaign statements.

Each candidate and committee shall file campaign statements in the time and manner required by the Political Reform Act of 1974 as amended (Government Code Section 84100 et seq.) and compliance with the requirements of that Act shall be deemed to be compliance with this section, provided that every campaign contribution, regardless of amount, is included in the statement. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 91-39, § 1, 10-2-91; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110. Cash and anonymous contributions.

(a) No contribution of one hundred dollars (\$100.00) or more shall be made or received in cash. Any cash contributions of one hundred dollars (\$100.00) or more shall be paid promptly from available campaign funds, if any, to the city treasurer for deposit in the general fund of the city.

(b) No anonymous contributions shall be accepted by any candidate or committee. Any anonymous contributions received shall be paid promptly from available campaign funds, if any, to the city treasurer for deposit in the general fund of the city. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07; Ord. No. 2013-04, § 1, 5-1-13; Ord. No. 2018-09, § 6, 4-25-18)

Sec. 2-110.1. Assumed name contributions.

No contribution shall be made, directly or indirectly, by any person or combination of persons acting jointly in a name other than the name by which they are identified for legal purposes, nor in the name of another person or combination of persons. No person shall make a contribution in his, her or its name of anything belonging to another person or received from another person on the condition that it be used as a contribution. When it is discovered by the campaign treasurer that a contribution has been received in violation of this section, the campaign treasurer shall pay promptly, from available campaign funds, if any, the amount received in violation of this section to the city treasurer for deposit in the general fund of the city. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2.110.2. Campaign expenditures; uncontrolled by candidate or committee.

Persons or organizations not subject to the control of a candidate or committee but who make independent expenditures for or against a candidate or committee shall indicate clearly on any material published, displayed or broadcast that it was not authorized by a candidate or committee, when such expenditures in whole or part would have been covered by the provisions of this article if they were subject to the control of a candidate or committee. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110.3. Suppliers of goods and services; disclosure of records required.

No person who supplies goods or services or both goods and services to a candidate or committee for use in connection with the campaign of the candidate shall refuse knowingly to divulge or disclose to the enforcement authority his or her record of any expenditures made by the candidate or committee in payment for such goods or services or both. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110.4. Duties of city clerk.

In addition to other duties required under the terms of this article, the city clerk shall:

- (a) Supply appropriate forms and manuals prescribed by the State Fair Political Practices Commission. These forms and manuals shall be furnished to all candidates and committees, and to all other persons required to report.
- (b) Determine whether required documents have been filed and, if so, whether they conform on their face with the requirements of state law.
- (c) Notify promptly all persons and known committees who have failed to file a document in the form and at the time required by state law.
- (d) Report apparent violations of this article and applicable state law to the enforcement authority.
- (e) Compile and maintain a current list of all statements or parts of statements filed pertaining to each candidate.
- (f) Cooperate with the enforcement authority in the performance of the duties of the enforcement authority as prescribed in this article and applicable state law. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110.5. Enforcement authority; duties, complaints, legal action, investigatory powers.

- (a) The city attorney shall not investigate or prosecute any alleged violation of this article, but shall defend the constitutionality and legality of this article in any civil proceeding in which the city or the city council is a party.
- (b) The enforcement authority shall enforce the provisions of this article.

(c) Special counsel shall be selected as the enforcement authority by the city attorney and appointed by the city council at least one hundred eighty (180) days prior to a city election. Should the appointment of additional special counsel become necessary or appropriate, the city attorney shall select, and the city council shall appoint, such additional special counsel as may be required. The review of complaints of violation of this article and any criminal prosecutions under this article shall be commenced by special counsel. Special counsel shall also commence and prosecute any necessary administrative proceeding or civil litigation to compel compliance with this article or to enjoin conduct in violation of this article. No enforcement or prosecution or action of special counsel shall be subject to the review or control of the city council or the city attorney.

(d) Any person residing in the City of Escondido who believes that a violation of any portion of this article has occurred may file a written complaint requesting investigation of such violation by the enforcement authority. If the enforcement authority determines that there is reason to believe a violation of this article has occurred, it shall conduct an investigation and may commence such administrative, civil or criminal legal action as it deems necessary for the enforcement of this article. Whenever the enforcement authority has reason to believe a willful violation of this article has occurred or is about to occur, it may institute such legal action at such time as it deems necessary to prevent further violations. The enforcement authority may decline to investigate any alleged violation of this article which is also an alleged violation of state law and is the subject of a complaint filed with the Fair Political Practices Commission, until the investigation of that complaint is complete.

(e) The enforcement authority shall have such investigative powers as are necessary for the performance of the duties prescribed in this article and may demand and be furnished records of campaign contributions and expenses at any time. In the event that production of such records is refused, the enforcement authority may commence civil litigation to complete such production.

(f) The enforcement authority shall determine whether required statements and declarations have been filed as required and, if so, whether they conform with the requirements of this article.

(g) The enforcement authority shall be immune to liability for the enforcement of this article.

(h) Any action alleging violation of this article must be commenced within two (2) years of the time the alleged violation occurred. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2002-21, § 1, 7-17-02; Ord. No. 2007-26, 9-19-07)

Sec. 2-110.6. Penalties.

Any person who knowingly or willfully violates any provision of this article is guilty of a misdemeanor. In addition to any other penalty provided by law, any willful or knowing failure to report contributions, done with intent to mislead or deceive, shall be punishable by a fine of not less than one thousand dollars (\$1,000.00). (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110.7. Effect of violation on outcome of election.

If, after election, a candidate is convicted of a violation of any provision of this article, the election to office of such candidate shall be void and such office shall become vacant immediately thereupon, or on the date upon which the candidate, if not an incumbent, would otherwise take office, whichever occurs later. In such event, the vacancy shall be filled in accordance with the procedures provided for the filing of vacant city offices. If a candidate is convicted of a violation of this article at any time prior to election, his or her candidacy shall be terminated immediately and such candidate shall be no longer eligible for election. Any person convicted of a violation of this article shall be ineligible to hold city elective office for a period of five (5) years from and after the date of his or her conviction. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110.8. City measures; exemptions.

This article shall not apply to contributions or expenditures by a committee or a person on behalf of a committee supporting or opposing a city measure. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110.9. Rules of construction.

This article shall be construed liberally in order to effectuate its purposes. No error, irregularity, informality, neglect or omission of any officer in any procedure taken under this article which does not directly affect the jurisdiction of the council or the city to control campaign contributions and expenditures shall avoid the effect of this article. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

Sec. 2-110.10. Severability.

If any provision of this article, or the application thereof to any person or circumstance, is held invalid, the validity of the remainder of the article and the applicability of such provision to other persons and circumstances shall not be affected. (Ord. No. 88-60, § 1, 1-4-89; Ord. No. 97-24, § 1, 10-8-97; Ord. No. 2007-26, § 1, 9-19-07)

<p>The City of Escondido has a local contribution limit for the November 2024 election cycle of \$5500 for City Treasurer candidates and City Council candidates.</p>

VOTE, FREE FROM DISHONEST AND UNETHICAL PRACTICES WHICH TEND TO PREVENT THE FULL AND FREE EXPRESSION OF THE WILL OF THE VOTERS.

THE PURPOSE IN CREATING THE CODE OF FAIR CAMPAIGN PRACTICES IS TO GIVE VOTERS GUIDELINES IN DETERMINING FAIR PLAY AND TO ENCOURAGE CANDIDATES TO DISCUSS ISSUES INSTEAD OF UNTRUTHS OR DISTORTIONS.

Article 2. Definitions¹

20420. DEFINITION OF "CODE".

AS USED IN THIS CHAPTER, "CODE" MEANS THE CODE OF FAIR CAMPAIGN PRACTICES.

Article 3. Code Of Fair Campaign Practices

20440. SUBSCRIPTION TO CODE; FORM.

AT THE TIME AN INDIVIDUAL IS ISSUED HIS OR HER DECLARATION OF CANDIDACY, NOMINATION PAPERS, OR ANY OTHER PAPER EVIDENCING AN INTENTION TO BE A CANDIDATE FOR PUBLIC OFFICE, THE ELECTIONS OFFICIAL, SHALL GIVE THE INDIVIDUAL A BLANK FORM OF THE CODE AND A COPY OF THIS CHAPTER. THE ELECTIONS OFFICIAL SHALL INFORM EACH CANDIDATE FOR PUBLIC OFFICE THAT SUBSCRIPTION TO THE CODE IS VOLUNTARY.

IN THE CASE OF A COMMITTEE MAKING AN INDEPENDENT EXPENDITURE AS DEFINED IN SECTION 82031 OF THE GOVERNMENT CODE, THE SECRETARY OF STATE SHALL PROVIDE A BLANK FORM AND A COPY OF THIS CHAPTER TO THE INDIVIDUAL FILING, IN ACCORDANCE WITH TITLE 9 (COMMENCING WITH SECTION 81000) OF THE GOVERNMENT CODE, AN INITIAL CAMPAIGN STATEMENT ON BEHALF OF THE COMMITTEE. THE TEXT OF THE CODE SHALL READ, AS FOLLOWS:

20441. SUPPLY OF FORMS.

THE SECRETARY OF STATE SHALL PRINT, OR CAUSE TO BE PRINTED, BLANK FORMS OF THE CODE. THE SECRETARY OF STATE SHALL SUPPLY THE FORMS TO THE ELECTIONS OFFICIALS IN QUANTITIES AND AT TIMES REQUESTED BY THE ELECTIONS OFFICIALS.

20442. RETENTION OF FORMS; PUBLIC INSPECTION.

THE ELECTIONS OFFICIAL SHALL ACCEPT, AT ALL TIMES PRIOR TO THE ELECTION, ALL COMPLETED FORMS THAT ARE PROPERLY SUBSCRIBED TO BY A CANDIDATE FOR PUBLIC OFFICE AND SHALL RETAIN THEM FOR PUBLIC INSPECTION UNTIL 30 DAYS AFTER THE ELECTION.

20443. Public Record

EVERY CODE SUBSCRIBED TO BY A CANDIDATE FOR PUBLIC OFFICE PURSUANT TO THIS CHAPTER IS A PUBLIC RECORD OPEN FOR PUBLIC INSPECTION.

20444. VOLUNTARY.

IN NO EVENT SHALL A CANDIDATE FOR PUBLIC OFFICE BE REQUIRED TO SUBSCRIBE TO OR ENDORSE THE CODE.

1304.

"CAMPAIGN ADVERTISING OR COMMUNICATION" MEANS A COMMUNICATION AUTHORIZED BY A CANDIDATE OR A CANDIDATE'S CONTROLLED COMMITTEE, AS DEFINED IN SECTION 82016 OF THE GOVERNMENT CODE, OR BY A COMMITTEE MAKING INDEPENDENT EXPENDITURES, AS DEFINED IN SECTION 82031 OF THE GOVERNMENT CODE, OR BY A COMMITTEE FORMED PRIMARILY TO SUPPORT OR OPPOSE A BALLOT MEASURE, AS DEFINED IN SECTION 82047.5 OF THE GOVERNMENT CODE, FOR THE PURPOSE OF ADVOCATING THE ELECTION OR DEFEAT OF A QUALIFIED CANDIDATE THROUGH ANY BROADCASTING STATION, NEWSPAPER, MAGAZINE, OUTDOOR ADVERTISING FACILITY , DIRECT MAILING, OR ANY OTHER TYPE GENERAL, PUBLIC, POLITICAL ADVERTISING.

305.

"CANDIDATE FOR PUBLIC OFFICE" MEANS AN INDIVIDUAL WHO HAS QUALIFIED TO HAVE HIS OR HER NAME LISTED ON THE BALLOT OF ANY ELECTION, OR WHO HAS QUALIFIED TO HAVE WRITTEN VOTES ON HIS OR HER BEHALF COUNTED BY ELECTION OFFICIALS, FOR NOMINATION FOR, OR ELECTION TO, ANY STATE, REGIONAL, COUNTY, MUNICIPAL, OR DISTRICT OFFICE WHICH IS FILLED AT AN ELECTION. THE PROVISIONS OF THIS CHAPTER DO NOT APPLY TO CANDIDATES FOR FEDERAL OFFICE.

CAMPAIGN SIGN INFORMATION

City of Escondido

November 2024 Election

WHEN CAMPAIGN SIGNS CAN BE POSTED

The Escondido Municipal Code currently limits campaign signs of any type and in any place to thirty days (30) before the election (October 4); and requires their removal no later than ten days (10) after the election (November 13).

WHERE NOT TO POST SIGNS

Regardless of timing, signs are NOT permitted in the city right-of-way (ROW) – approximately 5 feet back from inside edge of sidewalk, or if no sidewalk approximately 10 feet back from edge of curb, as a general rule. (However, look at the utilities to see if they are further back.) Right-of-way areas include:

- Utility poles or boxes
- Centre City Parkway including the fences (these are in the ROW)
- Medians – Centre City Parkway, Grand, Harding, etc.
- Trees on ROW

WHERE YOU CAN POST

On private property, but ONLY with permission of the owner! No limit on number of signs. Approval from property owner would be needed for light poles in large parking lots and signs in vacant commercial lots. *(Many of these owners will not give permission and have letters on file requesting assistance in their removal.)*

Limitations:

Maximum of sixteen square feet (4 X 4 or 1/2 sheet of plywood)

Shall not exceed overall height of eight (8) feet from finished grade

Shall not obstruct vehicle sight distance at driveways and intersections.

Please be aware the Escondido Municipal Code states that all signs placed in violation are declared to be a public nuisance and will be removed.

***CITY OF ESCONDIDO
CAMPAIGN SIGN INFORMATION
(ORDINANCE NO. 99-26)***

Sec. 17-22. Signs in the public right-of-way.

(a) It is unlawful to place or direct the placement of any sign in the public right-of-way in the City of Escondido.

For the purposes of this article, the term "sign" shall mean any device designed to inform or attract the attention of persons who may reasonably be expected to observe the sign, except the following:

(1) Devices not exceeding one (1) square foot in area and bearing only property number, post box numbers, names of occupants of premises, or other identification of premises not indicating the nature of products, accommodations, services or activities provided on the premises.

(2) Flags and insignia of any government except when displayed for purposes of commercial promotion.

(3) Legal notices, identification, informational or directional devices erected or required by governmental bodies.

(4) Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights.

(b) Real estate kiosk signs shall be exempt from subsection (a) of this section subject to the provisions stated in section 33-1396(c) of the Escondido Subdivisions and Zoning Code and other applicable provisions of the laws of the City of Escondido.

(c) A violation of this section is an infraction which shall be punishable by a fine not exceeding two hundred fifty dollars (\$250.00).

(d) All signs placed in violation of this section are declared to be a public nuisance. The police chief or his designee shall have the right to summarily remove all signs placed contrary to the provisions of this section. Any sign placed on private property without the consent of the private property owner may be removed by the owner or representative of the owner.

(e) This section is in addition to any other provisions of the laws of the city regulating signs. In the event of any conflict between this section and any other such law, the provisions of this section shall apply. (Ord. No. 90-7, § 1, 2-7-90; Ord. No. 98-25, § 4, 12-9-98; Ord. No. 99-26, § 4, 12-1-99)

Sec. 33-1390. Purpose and applicability.

(a) Intent and purpose.

(1) It is the intent of this article (the sign ordinance) to preserve and enhance the aesthetic, traffic safety and environmental values of our communities and growing commercial/industrial districts, while at the same time providing channels of communication to the public.

It is also the city's intent to regulate on the basis of characteristic and proportion of signage. The city finds that commercial signage constitutes the majority of existing signage and desires to limit such signage to on-site locations in order to keep proliferation of such signage to a more aesthetic proportion, while providing a channel of communication to advertise businesses. The city finds that it is in the interest of both aesthetics and traffic safety that sign information be kept to a minimum.

It is the intent of this article to enhance traffic safety by ensuring that signage does not distract, obstruct or otherwise impede traffic circulation. Proper sign control also safeguards and preserves the health, property and public welfare of Escondido residents through prohibiting, regulating and controlling the design, location and maintenance of signs. Noncommercial signage is permitted wherever other signage is permitted within Article 66 and is subject to the same standards and total maximum allowances for a site of each sign type specified in this article.

2) This article defines basic sign standards and design guidelines to aid business owners and sign contractors in creating appropriate signs. The sign program coordinates the type, placement, and size of signs, and encourages innovative designs which respond to surrounding conditions.

(3) Recognizing that building types and locations as well as other site specific characteristics often differ, the sign design guidelines, as may be adopted or modified by the city council, are to be used in conjunction with this chapter to determine the appropriate sign parameters and ensure quality in design. Proposed sign designs shall be reviewed pursuant to this article to determine their consistency with the sign design guidelines and the ordinance.

(b) Applicability.

(1) Signs to be located in specific planning areas (SP zones) or planned developments (PD zones) are not subject to these sign provisions, but shall conform with the established sign standards adopted with the particular planned development or specific plan. This chapter shall not apply to properties located within the boundaries of the downtown revitalization area specific plan, except in instances where the specific plan has incorporated certain sections by reference as part of the sign guidelines for the downtown area. Signs located in the Old Escondido Neighborhood overlay district shall conform with Article 65 of the Escondido zoning code.

(2) This chapter does not regulate official traffic signs or other government signs located within the public right-of-way. Freestanding signs, wall signs, and bulletin signs

for city facilities are subject to these standards. (Ord. No. 92-47, § 1, 12-2-92; Ord. No. 99-27R, § 4, 12-1-99)

Sec. 33-1397. Temporary signage on private property.

Up to thirty (30) days prior, and ten (10) days after any local, state, regional or national official election temporary signage is allowed on all private property. Sign area is limited to sixteen (16) square feet per sign in all zones. All freestanding temporary signs shall not exceed an overall height of eight (8) feet from the finished grade immediately around the sign. The number of signs during this time period is not limited. No permit is required for the placement of temporary signage pursuant to this section.

All signs prohibited by section 33-1393(b) of this article are expressly prohibited as temporary signage. Such signage may carry any form of noncommercial signage, consistent with this article. Temporary signage shall not obstruct the vehicle sight distance area at intersections and driveways.

For purposes of this section, vehicle sight distance means the area through which a driver has a clear view of oncoming vehicle and pedestrian traffic when waiting to proceed at a street corner or driveway. The sight distance at driveways should be at least ten (10) feet on each side of the driveway and at least ten (10) feet from the back of the sidewalk or fifteen (15) feet from existing curb or edge of pavement. At nonsignalized corners, the clear view area is established by measuring twenty-five (25) feet along the street fronts from each curb return point and drawing a line across both back points to form a triangular area.

Signs in excess of three (3) feet above the curb grade or having a support pole larger than twelve (12) inches in diameter installed in any clear view area shall be reviewed and approved by the engineering division prior to installation to ensure sufficient vehicle sight distance exists as required by this section. (Ord. No. 92-47, § 1, 11-18-92; Ord. No. 93-27, § 1, 10-27-93; Ord. No. 98-25, § 1, 12-9-98; Ord. No. 99-27R, § 8, 12-1-99)

ESCONDIDO GOVERNMENT AND DEPARTMENTAL STRUCTURE

MAYOR AND CITY COUNCIL (ELECTED OFFICIALS)

The Mayor and City Council are responsible for representing all citizens in the activities and affairs of the City. The City Council adopts all ordinances and resolutions; determines policies; adopts long-range capital and annual operating budgets for the City; receives requests and suggestions for changes in policy; and represents the community in relationships with other governments and quasi-public organizations. The individual members may also serve as a liaison with citizen groups and Federal, State and County officials. The City Council also serves as the Mobilehome Rent Review Board.

The Escondido City Council generally meets on the first four Wednesdays of every month. The Council conducts its Closed Sessions starting at 4:00 p.m. and the Regular Session (public) begins at 5:00 p.m.

The City Council consists of five members: the Mayor, who is elected at-large, and four Council Members, each elected to represent the district in which they reside and each having one vote on legislative matters. All members serve for four years, on a staggered term basis, with municipal elections being held in November of even numbered years.

All Council meetings are televised live on Channel 19/Cox Cable and Channel 99/AT&T U-verse and rebroadcast the following Sunday and Monday evenings at 5:00 p.m. Video streaming of the proceedings can be viewed on the City's website while the meeting is in progress at <http://www.escondido.org/meeting-broadcasts.aspx> and can be accessed for at least six months thereafter. Agendas and related back-up information is available at the following location: <http://www.escondido.org/meeting-agendas.aspx>

Council Members are routinely asked to serve on various subcommittee assignments or represent the Council on intergovernmental agency boards. A listing of the current committees is available from the City Clerk.

CITY MANAGER

The City Manager's Office implements City Council policies and administers the organization as it delivers services to the community. The City Manager is appointed by the City Council and serves as the City's chief executive officer.

Economic Development is also part of the City Manager's Office, emphasizing the strong policy to retain, attract, and work with businesses.

CITY ATTORNEY

The City Attorney is appointed by the City Council and serves as legal advisor to the Council and City staff. The City Attorney handles all of the City's civil legal matters and furnishes legal guidance for all Council meetings and for the various City Boards and Commissions; drafts ordinances, resolutions and agreements; and is counsel for the City in all litigation to which it is

a party. The City Attorney also serves as the prosecutor for violations of local law required by City ordinances.

CITY CLERK

The City Clerk's Office is a service department and one to which other departments and the general public come for legislative information regarding the operations of the City. Original City contracts and agreements, claims against the City, deeds, ordinances, resolutions and other documents are processed and filed with the City Clerk. The City Council agendas and minutes are prepared by this office and staff support is provided to City Boards and Commissions. In addition, the City Clerk oversees the citywide Records Management and Electronic Imaging Program, and is responsible for the codification of the Escondido Municipal and Zoning Codes. All municipal elections are conducted by this office.

The City Clerk is designated as the City's Filing Officer by the State Fair Political Practices Commission (FPPC) and processes Statements of Economic Interests, administers the City's Conflict of Interest Code for designated employees, and receives all campaign filing documents for local candidates, officers and committees.

CITY TREASURER (ELECTED OFFICIAL)

The City Treasurer maintains oversight of the City's banking relationships and investment of surplus cash funds in accordance with the City's Investment Policy. The Treasurer's office prepares monthly reconciliations of the City's investment portfolio and prepares quarterly investment reports for presentation to the City Council. The Treasurer is responsible for annually updating of the City Investment Policy and for obtaining Council approval of the policy updates. The Treasurer's office also administers the City's special assessment districts, and provides for compliance and administration of the City's outstanding debt obligations.

ADMINISTRATIVE SERVICES

Administrative Services is divided into two departments:

→ **The Finance Department** accounts for all revenues and expenses of the City. This includes utility, false alarm and paramedic billing, collections, payroll, purchasing and payments to vendors. The City's warehouse also reports to the Finance Department. Finance is responsible for the City's annual audit, publication of the Comprehensive Annual Financial Report and the Annual Operating and Capital Improvements Budgets.

→ **The Human Resource Department** advises the City Manager and department heads on personnel matters and administers uniform personnel policies. Human Resource's major responsibilities include labor relations and negotiations, recruitment and retention, job classification and compensation, performance evaluations, assistance with preparation of disciplinary actions, personnel file maintenance, employee benefits administration, workers' compensation administration, and risk and safety management.

DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department is divided into multiple divisions:

→ **The Planning Division** assists in maintaining and improving the quality of life and the environment through the General Plan Implementation Program and the development review

process. The division provides services related to the orderly and systematic growth of the community. They provide technical planning advice to the City Council, City Manager, and Planning Commission. They are responsible for the preparation, maintenance, and enforcement of the Zoning Code and subdivision ordinances, as well as the processing of various zoning permits, subdivision maps, and the dissemination of zoning information to the public. Planning also maintains the General Plan and processes environmental reviews and annexation requests. Staff serves as the liaison to the Historic Preservation Commission and Planning Commission.

→ **The Building Division** protects life and property through the application of codes and standards for the construction and maintenance of buildings and structures within the City. The division is responsible for the administration and enforcement of Building Codes and related ordinances. They provide building code, structural, electrical, mechanical and plumbing plan check and building inspection services. The division also acts as the prime source of information for those parties interested in seeking consultation on specific code requirements, assisting the public with over-the-counter questions, plan review and permits. Building permits are issued through this division. Staff serves as the liaison to the Building Advisory and Appeals Board.

→ **The Code Compliance Division** protects life, health and safety, and property through the enforcement of codes and standards for the maintenance and regulation of property, buildings and structures in the City. The division also processes the licensing of all persons conducting business within the City.

→ **The Housing and Neighborhood Services Division** analyzes low to moderate income housing needs and recommends applicable policies and programs. They administer affordable housing programs, and provide housing information and referrals to the public. They manage City-owned lots in two mobilehome parks and administer programs for the following: First Time Home Buyers Loans, HOME Program, Affordable Housing/Redevelopment Projects, and Mobilehome Rent Control. The division is also responsible for administration of Community Development Block Grant (CDBG) public service programs and projects. They also manage capital projects related to neighborhood improvements and are the primary liaison between the City, neighborhood organizations, and the Department of Housing and Urban Development (HUD). Oversight is also provided for the City's public art program and staff serves as the liaison to the Public Art Commission.

→ **The Engineering Division** designs and manages construction of infrastructure improvement projects; provides plan review and construction inspection of private development projects; and oversees the City's landscape maintenance districts and real property assets. The Administrative Division two-member team fosters a collaborative work environment that encourages innovation and partnership. Engineering staff have actively pursued funding to fill crucial infrastructure needs.

→ **The Design Division** consists of three staff members responsible for in-house design, management of consultants, and bid procurement for a wide variety of Capital Improvement Program (CIP) projects. Designs recently completed include East Valley Pkwy Widening, Multi-Neighborhood Street Lighting, and Street Resurfacing. Nine other major projects are under design.

→ **The Land Development Division's** primary goal is to provide efficient and streamlined review of every development project. The Division consists of four full-time and one part-time

staff members responsible for review and preparation of conditions for planning applications; checking of maps, grading and improvement plans, and assisting 3,700 Engineering counter customers annually. During 2017, final engineering plans for 40 projects were reviewed and 25 projects were approved adding public improvements valued at \$6.8-million.

→ **Transportation Division** manages the operation and improvement of 160-traffic signals, designs traffic safety improvements, reviews traffic studies for development projects, and provides staff support to the Transportation and Community Safety Commission. The Division consists of two full-time and one part-time Engineers that assist the public with more than 500 traffic-safety related requests per year. In addition, design has been completed for two new traffic signals and the Missing Link Bicycle Project.

→ **The Field Engineering Division** is responsible for inspecting grading and public improvements for land development, transportation and CIP projects; issuing encroachment permits; and providing survey services. During 2016, this nine-member team inspected 29-grading permits on 340 parcels Citywide, managed resurfacing of 101-lane miles of streets, replacement of 1.25-miles of sidewalk, and issued/inspected 549-encroachment permits.

→ **The Real Property Division** manages the City's diverse real estate portfolio and ensures that assets are put to their highest and best uses, with an objective of maximizing revenue and reducing the City's liability. The one full-time and one part-time staff members manage over 200 real property assets with over 70 leases.

→ **Landscape Maintenance Districts** are effectively managed by one full-time staff member who calculates assessments, manages budgets, oversees contracts and coordinates with residents within 38-zones Citywide.

FIRE DEPARTMENT

The Escondido Fire Department provides fire protection and emergency medical services to the City of Escondido and to the Rincon Del Diablo Fire Protection District. A staff of 93 full-time safety (including Chief Officers), 18 full-time non-safety, 10 full-time administration, 3 part-time administration, and 27 senior volunteers provides services to a population of approximately 147,294 in an area covering 50 square miles in North San Diego County, California.

The Mission of the Escondido Fire Department is to serve the public and to safeguard the community from the impact of fire, medical, and environmental emergencies through education, emergency services, and enforcement.

In addition, personnel strive as a department to make a difference in the community by embracing the Core Values, which are Honor, Courage, Pride, and Duty. These Core Values are a reflection of the compassion, professionalism, respect and dignity that the personnel collectively uphold as a Department. These values are so important to the organization that they are embedded in the floors of most of our Fire Stations.

The Escondido Fire Department is responsible for the protection of life and property from fire, explosion, hazardous materials incidents, severe weather, earthquakes, transportation disasters, multi-casualty incidents, terrorist acts, and other emergencies. The Fire Department also provides pre-hospital emergency medical care and transport within the jurisdictional boundary lines of the City of Escondido. Likewise, Escondido Fire will provide these same services to any agency with which we have appropriate agreements.

To prevent and reduce the impact of the variety of emergencies to which personnel potentially respond, the Escondido Fire Department also provides fire and life safety education to the public. Working with business owners, builders, and others to maximize safety and evacuation elements throughout the design and construction process, the Escondido Fire Department enforces various fire and life safety codes once a building is occupied, as well.

The Fire Department is divided into six divisions: Operations, Fire Prevention, Administration, Support Services (Training, Emergency Medical Services and Health/Safety, and Emergency/Disaster Preparedness.

→ **The Fire Prevention** activities consist of property inspections for the enforcement of the California Fire Code and Municipal Code; to assist residents whenever needed on their fire protection questions, to administer the weed abatement program, to prosecute violators of the fire prevention laws, to investigate fire causes and determine fire loss, and to provide fire and life safety education to the community.

→ **The Operations Division** activities include paramedic services, firefighting, and response to other emergencies. Non-emergency services include company pre-fire planning, maintenance of fire equipment, and testing and supervision of fire alarm systems during Business Fire & Life Safety Inspections.

→ **The Support Services Division** activities include ensuring the professional competence of all emergency responders in the Escondido Fire Department. By leveraging technology and combining classroom and realistic live training, this vital division prepares the department for a wide range of emergencies. Support Services also provides management of EMS billing, paramedic licensing, and supply management.

→ **The Administration Division** activities include long-range planning, leadership, budget development, financial management, personnel management, payroll, grants, project and contract management, and general customer service both to internal and external customers.

→ **The Emergency/Disaster Preparedness Division** of the Fire Department works diligently to keep the City prepared to respond to large scale emergencies on a local and regional level. The Emergency Management Division oversees the development, on-going updates, and training to the City's Emergency Operations Plan and Continuity of Operations Plan. In addition, Emergency Management oversees the Community Emergency Response Team (CERT), which is a program of approximately 150 members who are trained to become disaster service workers after caring for themselves, their families, and their community.

INFORMATION SYSTEMS DEPARTMENT

Information Systems partners with all City Departments to deliver and support the technologies needed to provide services and resources to keep the City of Escondido clean, safe and efficient. The Department is composed of the following functional areas:

→ **Administration** oversees each Division within Information Systems and three Central Services Divisions (Duplicating, Telecommunications, and Mail Services); develops procedures for implementing and maintaining technology; coordinates with other departments regarding technology; and monitors customer service levels.

→ **Enterprise Software and Web Administration** installs, maintains, upgrades and provides support for enterprise database software and public website software for all City departments. Staff includes technical and business analysts who streamline existing business processes, identify and implement new efficiencies, and automate tasks.

→ **Networking and Systems Administration** designs, builds, and supports the core technology infrastructure of the City, with a focus on delivering services that align with our customer's business needs. We coordinate and support all technology efforts across the City, consistently delivering innovative solutions while minimizing operating expense.

→ **Geographic Information Systems (GIS)** maintain records of all the City's physical assets, including utility data, parcel and road data, as well as regulation data like zoning and general plan areas. We integrate this data into key applications in the City including our emergency dispatch application, asset management software, permit and licensing software as well as internally built web applications for staff and public use.

COMMUNICATIONS AND COMMUNITY SERVICES DEPARTMENT

The Communications and Community Services Department is responsible for providing vibrant and dynamic services to client departments and community members of all ages. Staff members serve as liaisons to the Community Services Commission, Library Board of Trustees, and to the entire community.

→ **Communications** staff oversee internal and external communications to help ensure the consistent and effective dissemination of information; provide a central point of contact for all media inquiries; oversee the City's social media platforms; manage the Visit Escondido tourism office; record and broadcast Escondido City Council meetings; and create original content for the Escondido Channel 19 public access channel amongst a variety of other responsibilities.

→ **Recreation** staff provide programs that promote healthy living through physical activities, enrichment classes, aquatics, and sports. Staff oversee the recreational resources at the East Valley Community Center, Mathes Community Center, Escondido Sports Center, James A. Stone Pool, Washington Park Pool, and various recreation buildings located throughout the City. In addition to issuing permits for use of facilities, Recreation staff provide leadership in partnering with youth sports leagues and both public and private school systems to engage youth in sports and after school programs. A Recreation Guide is published three times per year providing information regarding City sponsored services for the entire family.

→ **Older Adults Services and Senior Nutrition** staff facilitate healthy, vibrant living through meaningful social and community connections at the Park Avenue Community Center, which is the home of the Escondido Senior Center and is a multi-use facility welcoming seniors aged 50 and over. The objective is to foster independence and vitality through participation in programs and services by providing opportunities for volunteerism, recreation activities, nutrition program, as well as providing access to services such as health screenings, tax service, legal aid, and more. This facility also hosts approximately 80+ independent organizations who meet to conduct meetings and events. Recreation classes are also conducted at this site during evening and weekend hours.

→ **Escondido Public Library** provides access to educational and recreational information through a broad collection of materials in a variety of formats including books, audiobooks,

eBooks and eAudiobooks, DVDs, print and digital magazines, and subscription databases. Networked computers offer 1 gbps of broadband internet and Microsoft Office Suite, and users with Wi-Fi enabled devices can access free Wi-Fi throughout the facility. A wide variety of free programs such as book clubs, story times, Summer Reading Challenge incentive programs, concerts, adult literacy assistance, cultural and thematic events, technology training, and programs for all ages and interests are also offered at the Library. The Pioneer Room houses the City's local history archive, and provides assistance to community members researching historic homes, obituaries, and genealogy. The Turrentine Room is available for rent as a community meeting space. The Library maintains partnerships with schools, businesses, and community organizations and offers many volunteer opportunities for teens and adults. Most importantly, librarians and skilled staff provide high-quality customer service to students, parents, job seekers, entrepreneurs, and all who need assistance in person, via email, or by phone.

POLICE DEPARTMENT

The Escondido Police Department currently has a total of approximately 338 staff positions, including 161 authorized full-time sworn police officer positions, 110 non-sworn and part-time support staff, and 70 volunteer personnel. The Department delivers a full range of police services including life-saving emergencies, crime prevention, investigating criminal acts and threats to public safety, the apprehension of criminals, keeping the peace, recovery and safe-guarding property, and traffic safety and accident investigation. The Department's specialized services are delivered to the community under three main bureaus identified as Patrol, Investigations, and Services.

→ **The Patrol Bureau** provides police service 24 hours a day, 365 days a year, responding to all emergency and non-emergency calls for service, conducting crime detection safety patrol, criminal apprehension, and providing liaison with area residents and businesses for safety planning and crime prevention. The Community Policing Unit also serves as a Patrol function and focuses efforts on long term problem solving efforts. The Patrol Bureau also provides the specialized services of police canine units, emergency/critical incident negotiations, psychiatric emergency field response, high risk tactical operations (SWAT), school resource officer liaison, the concentrated police services of the bike team, social media and maintenance of the Department's website, and the Communications Division which provides call answering and dispatching for all police and fire emergency and non-emergency calls.

→ **The Traffic Division** provides service to the community to reduce fatal, injury, and property damage accidents, and facilitates the orderly, safe and efficient flow of traffic through enforcement and education. The specialized services include accident investigation, enforcement of all traffic laws, conducting strategies to detect drunk drivers, unlicensed, revoked and suspended licensed drivers, seatbelt compliance, commercial vehicle safety checks, school zone safety patrol, and the education and enforcement of infant/child protective seat use. All Special Events, such as the annual Christmas Parade, the 4th of July Fireworks detail, and the Street Fairs, are coordinated through the Traffic Division.

→ **The Investigations Bureau** provides service to the community utilizing five highly trained investigative units identified as Crimes of Violence, Family Protection, Crimes of Property, Gang Investigation and Prevention, and Special Investigations. The Special Investigations Unit concentrates on the suppression of illicit drug activity, vice activities, stolen property, and violent street crimes. Members of the Investigations Bureau provide both initial and follow-up investigative services, work closely with crime victims, with community youth on alcohol, drug,

gang and curfew prevention, the District Attorney's Office, and with federal, state and local allied agencies on mutual assistance concerning organized and regional criminal activity. The Crime Analysis Division is responsible for compiling and providing monthly statistics to the Department of Justice. In addition, the division analyzes criminal activity for series, patterns, chronic offenders and disseminates timely, targeted intelligence to the patrol divisions and specialized investigative divisions. The Investigations Bureau also manages community based crime intervention and prevention efforts, such as the Family Intervention Team, the Police Athletic League and The Girls Rock Program. This bureau also provides the services of the forensic science laboratory.

➔ **The Services Bureau** provides administrative and logistical support to the Department. It includes the Fiscal Division, Property Division, Records Division, and Front Lobby Business Counter. The Business Division manages Police Department budgets, including General Fund, Asset Forfeiture, grant and revenue accounts. It also handles Police payroll, and contract processing. The Property Division is responsible for custodianship and release of impounded property and evidence, ordering and issuing Department equipment and supplies, and preparing evidence requests for trial. The Records Division processes, retains and releases criminal records; responds to requests from the District Attorney's Office and courts; coordinates subpoena processing; enters data into regional databases, and conducts LiveScan and fingerprint appointments. Front Counter Staff responds to walk-in customers, takes Police Reports; inspects vehicles; handles ticket sign-offs; processes vehicle releases; and prepares secondhand dealer and other applications. Services also includes the Training / Hiring Division.

The Police Department's Mission Statement is:

- To enhance public safety and the quality of life in our community by fostering trust and preserving peace.

The Core Values of the Escondido Police Department:

- Integrity – A departmental commitment to ethical conduct with honesty and strong moral principles
- Professionalism – Consistently providing excellent police services with the highest level of knowledge, skill and personal conduct
- Service – A commitment to provide assistance through courtesy, compassion and teamwork
- Accountability – Ensuring our decisions and actions are held to the highest standards and expectations.

PUBLIC WORKS

Public Works is divided into two divisions with three sections each:

The Public Works Maintenance Division is responsible for preventive maintenance, repairs, and custodial services of all City-owned facilities; management of the City fleet of vehicles/motorized equipment; administration of recycling and waste management functions; and consists of the following three Sections:

➔ *The Fleet Services Section* maintains and provides a variety of support services for the City's fleet of vehicles/motorized equipment, which include: mowers, sedans, police cars, trucks, graders and fire apparatus. Some of the services provided include procurement, outfitting,

fabrication, preventative maintenance, and repair. Fleet Services also provides and manages fueling operations for all City vehicles and fuel driven equipment.

→ *The Recycling & Waste Reduction Section* handles household hazardous waste and recycling, and provides public outreach at public events. It also oversees the City's contract with Escondido Disposal, Inc. for trash collection and disposal services.

→ *The Building Maintenance Section* provides custodial, maintenance, and repair services for all City public buildings and ancillary facilities including City Hall, California Center for the Arts, Police and Fire Facilities, Community Service Buildings, Communication Facilities, and the Public Works Yard Complex.

The Public Works Operations Division is responsible for maintenance of City parks, open space and streets. The Operations Division consists of three Sections:

→ *The Parks and Open Space Section* provides capital park project management; and landscape and maintenance responsibilities for City parks, open spaces, sport/pool complexes, and other athletic fields maintained for City recreational sports.

→ *The Streets Section* provides maintenance and repairs for public facilities such as streets, medians, sidewalks, storm drain systems, landscape & irrigation (public right of way and facilities besides parks/open spaces), traffic signals, street lights, signs, and pavement markings. This section also provides graffiti removal services for public and private facilities.

→ *The Operations Administrative Section* provides administrative support to the Public Works and Water Distribution Divisions as well as the intake, tracking and assigning of public requests for Public Works Yard services such as graffiti removal, water line breaks, pothole repairs, and street light maintenance. This section also supports communication equipment City-wide.

UTILITIES DEPARTMENT

The Utilities Department treats and delivers drinking water, collects and treats wastewater, delivers recycled water, and administers environmental programs.

→ **The Water Division** operates the Water Treatment Plant at Dixon Dam, maintains the City's water distribution system, operates the Escondido Canal to deliver local water from the San Luis Rey River, and provides services at the City's two water reservoirs – Dixon Lake and Lake Wohlford.

→ **The Wastewater Division** operates the Hale Avenue Resource Recovery Facility (HARRF) for wastewater treatment and recycled water production, maintains the City's wastewater collection system, and operates the City's Water Quality Laboratory.

→ **The Environmental Programs Division** administers the City's storm water compliance and pretreatment programs, water conservation, and wetland environmental permitting.

→ **The Engineering and Construction Division** manages the Department's Capital Improvement Program (CIP), provides design review services for development projects, and manages utility construction projects across the water, recycled water and wastewater systems.

CITY COUNCIL AND MANAGEMENT STAFF

- **CITY COUNCIL**

- Dane White Mayor
- Consuelo Martinez Councilmember
- Joe Garcia Council Member
- Christian Garcia Councilmember
- Michael Morasco Council Member

- **CITY MANAGER**

- Sean McGlynn City Manager
- Joanna Axelrod Deputy City Manager
- Chris McKinney Deputy City Manager

- **CITY ATTORNEY**

- Michael McGuinness City Attorney

- **CITY CLERK**

- Zack Beck City Clerk

- **CITY TREASURER**

- Douglas Shultz City Treasurer

- **DEVELOPMENT SERVICES DEPARTMENT**

- Chris McKinney Interim Director

- **ECONOMIC DEVELOPMENT DEPARTMENT**

- Jennifer Schoeneck Director

- **FINANCE**

- Christina Holmes Director

- **FIRE DEPARTMENT**

- John Tenger Fire Chief

- **INFORMATION SYSTEMS DEPARTMENT**

- Rob Van de Hey Chief Information Officer

- **POLICE DEPARTMENT**

- Ed Varso Police Chief

- **PUBLIC WORKS DEPARTMENT**

- Joe Goulart Director

- **UTILITIES DEPARTMENT**

- Angela Morrow Interim Director

CITY COUNCIL TERMINOLOGY

- AGENDA:** Printed list of legislative items the City Council will consider during a City Council meeting. Must be posted at least 72 hours in advance of any meeting and be available to the public.
- AGREEMENTS:** Any contractual agreement entered into by the City, including real estate transactions. Such items are reviewed by the City Attorney as to legal content and form.
- APPOINTMENTS:** Escondido has various boards, commissions, and authorities whose members are appointed by the Mayor and ratified by the City Council. Their function is to closely study and recommend policy on a wide range of matters, such as public art, planning, zoning, appeals, human affairs, historic preservation, and library services. Council interviews and makes recommendations to the Mayor on the appointments.
- CLOSED SESSION:** Private sessions which exclude the public and press. These sessions can be held by any agency, authority, board, commission, or committee appointed by City Council, or the City Council itself when topics specified by State law, such as litigation, salaries, or items of a private nature, are discussed.
- ORDINANCES:** Documents setting forth a law. When approved and adopted, ordinances may amend, repeal, or supplement sections of the City's Municipal Code. Ordinances generally require a first and second reading and become effective 30 days following the second reading.
- PUBLIC HEARINGS:** The City Council schedules legally noticed public hearings to receive citizen views on proposals which affect a great number of residents, such as property rezoning, or major construction projects. At these hearings, citizens have the opportunity to express an opinion, whether of protest or support, to the City Council. Public Hearings may be held at regular City Council meetings or any other time specified by City Council.

RESOLUTIONS:

Documents granting special permits and setting forth policies, procedures or standards. Resolutions become effective immediately (with some exceptions) and are numbered, indexed, and filed in the office of the City Clerk.

SUBCOMMITTEES:

Subcommittees and ad hoc committees are reviewed and appointments conducted every two years following an election.