



City Council Candidate Manual

Tuesday, November 8, 2022



Introduction



City Government

The City of San Mateo was incorporated on September 4, 1894. On April 10, 1922, by a vote of the people, the first Charter was adopted, and had eight amendments through 1959. In 1968 a committee of freeholders was formed to write a new Charter. The electorate rejected it in 1969, with a new Charter finally being adopted on November 3, 1970 by a vote of the people, ratified by the Legislature, and formally filed with the Secretary of State on January 19, 1971. The Charter has been amended nine times in the intervening years. The Charter may be found on the website in the San Mateo Law Library: [Charter](#)

The City follows a Council – Manager form of government which means the City Council sets policy and the City Manager carries out the policies and has responsibility for managing the organization. You can see the City’s organizational [chart](#) and the City’s organizational [mission, values and organizational principles](#) on the City’s website.

The City Council is comprised of five City Council Members serving four-year terms with a term limit of three full terms. City Council Regular elections, as set by charter, are held every even-numbered year with staggered terms. In 2021 the City followed the process to transition to district elections for City Council Members. The first three district seats in odd numbered districts (districts 1, 3 and 5) will be held this November 8, 2022. The council members who are scheduled for this election are Council Members Rick Bonilla, Joe Goethals and Eric Rodriguez. Council Members Amourance Lee and Diane Papan will continue their terms as at-large Council Members until their seats are up for election in 2024. On November 5, 2024 council elections for districts 2 and 4 will be held. The City’s new [district map with address look-up](#) can be found on the City Clerk’s election webpage. To find out information about the move to district elections, please visit the [District Elections](#) web page that contains all the history of the public outreach and formal process.

The City Council establishes City policies, ordinances, and land uses; approves the City’s annual budget; approves certain contracts, and agreements; hears appeals of decisions made by City staff or advisory boards and commissions; appoints two City officers – the City Manager and City Attorney; and interviews and appoints advisory members. Please see the City Council’s [Vision, Organizational Principles and Strategic Direction](#) for the community. More information about the Council and its appointees can be found on the City Council page of the City [website](#).

Being a Council Member in the City of San Mateo

Council Meetings

The San Mateo City Council holds its Regular meetings on the 1st and 3rd Mondays. A [calendar](#) of Regular meeting dates is approved annually. Some meetings are moved to accommodate holidays. The Regular meetings begin at 7:00 p.m. and are usually held in the City Council Chamber of City Hall. However, due to the COVID-19 health orders, the meetings have been held remotely via Zoom. A hybrid model of meetings will occur in the future, when the health orders allow – that is a combined Zoom and in-person meeting. The City Council holds only one Regular meeting in the months of July and August to allow for a summer break and only one meeting in December. These Regular meetings are scheduled to occur 21 times per year.

It is the standing practice of San Mateo’s City Council to hold ‘*Special Meeting – Study Sessions*’ or ‘*Special Meeting – Closed Sessions*’ immediately preceding the Regular meetings. These meetings most often convene at 5:30 p.m. in Conference Room C across the hall from the Chamber, when in person. Note that it is rare when a study session is not convened prior to a Regular meeting. In 2021, Special Meetings occurred prior to the Regular Meeting 21 times out of the 21 times Council met.

Additional meetings are called when required. Annually, the City Council meets to hold its annual goal setting session (usually in late January or early February). Special meetings are called for open or closed sessions that require more time than the hour and half available before the Regular Meetings or if there are more topics than meeting time available. In 2021, fourteen additional Special meetings were convened. In total Council met, on 35 different days in 2021.

Because of the quantity of items that Council must undertake, as well as the difficulty in finding additional days for the Council to meet, City Council members are asked to be available from 5:30 p.m. on Regular Council meeting days.

Appointments to Other Bodies

Council Members are also appointed to external bodies to represent the City’s interest. These appointments are reviewed by Council annually at the first meeting in January, formally appointed at that time. These appointments generally last for the calendar year. Some appointments become multi-year commitments because of the depth or complexity of the board’s work, and these are known as Continuity appointments. Any regional body that a Council Member is appointed to also will have Regular and/or Special meetings. See a listing of the [2022 Appointments](#).

In addition to appointments to external bodies, Council Members may also act as a lead or liaison for certain relationships (with our Legislators), or with partners (for example: Chamber of Commerce, Downtown San Mateo Association, school districts), and also with our own Boards and Commissions.

Council Rules

The Council has adopted [Council Guidelines](#), a document of policy that is used to guide the conduct of the Council's business. The Council has adopted similar document for conduct of the City's Boards and Commissions.

Recordings

All Regular and most Special meetings of the City Council are broadcast and live-streamed in real time on the City of San Mateo's cable channel, the City's public meeting portal and YouTube. The City's cable channel is available as Channel 27 for Comcast, Channel 26 for Wave, and Channel 99 for AT&T customers. Video archives of the meetings are usually available on the City's [Public Meeting Portal](#) Within hours of the meeting concluding. Closed Sessions are not recorded.

Meeting Materials

Materials for City Council meetings, called Agenda Packets, are available for Council in the afternoon on the Thursday preceding the Monday Council meeting, in most cases. Packets are delivered electronically through the City's Agenda Management System called PrimeGov. The Council Members access the meeting packet via an App on a City issued device. Packets can be lengthy or complicated and Council Members are encouraged to plan time to review the packet well before the meeting.

Budget

A summary of the [2021-22 Operating and Capital Budget](#) is available on the Finance website under Business Plans & Budget page. This page contains the City's budgets and business plans back to 2014.

Council Member Compensation (calculation is based on highest possible benefit)

Council Member Compensation

Mayor, Deputy Mayor, and Council Member Salary and Benefit Projection

(calculation is based on highest possible benefit)

		Monthly	Annual
Base pay		\$600.00	\$7,200.00
Compensation sub-total			\$7,200.00
CalPERS (retirement) - optional membership	25.6%	\$168.00	\$2,016.00
Medical Insurance* (2022 rates)	family	\$2,238.36	\$26,740.32
Dental Insurance (2022 rates)	family	\$148.20	\$1,778.40
Vision Insurance (2022 rates)	family	\$13.39	\$160.68
Life Insurance	\$25,000 policy	\$4.25	\$51.00
Benefits sub-total			\$30,746.40
Gross Compensation + Benefits			\$37,946.40

*Actual compensation is dependent upon participation in the medical insurance program, and if s/he does participate, the level of medical benefits the elected official is entitled to (single or family). If the Council Member waives medical insurance, they will instead receive a \$41.66/month (\$499.92/year) flexible spending account benefit.

Former Council Members

Note: Upon 5 years of membership in CalPERS and subsequent retirement from the San Mateo City Council, former Council Members are eligible for an optional benefit of \$385.00/month towards medical insurance.

Annual compensation of all of the City of San Mateo's elected officials, officers, and employees is available on the [California State Controller's website](#).

This compensation information is available to all members of the public on the City's [compensation website](#).

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City Hall Facilities and Council Support

The City Council has a shared office that also serves as a private meeting room and may be reserved for small group meetings that a Council member desires to have on site. It is handy for meeting constituents when the other public meeting rooms are unavailable. The Mayor has an office adjacent to the City Clerk's office and next to the Council's office. There is a computer for any Council Member's use in the Council office. Council Members are loaned a City-issued laptop or other device for the duration of their terms.

The City Clerk's office provides administrative support for Council Members. All mail is received, opened, date stamped and distributed through the Clerk's office. Communication is scanned and sent as soon as it is received, unless that is not practicable. Each council member has a mailbox in the Council office. A calendar tracking events and RSVPs is emailed weekly and the City Clerk pays Council's bills and manages their budget.

Electioneering is prohibited at City Hall. This means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot. This includes: (a) a display of a candidate's name, likeness, or logo; (b) A display of a ballot measure's number, title, subject, or logo; (c) Buttons, hats, pencils, pens, shirts, signs or stickers containing electioneering information; and (d) dissemination of audible electioneering information.

General Election Information

Nomination Period - Monday, July 18, 2022 through Friday, August 12, 2022

The Nomination Period is the period within which a candidate for City Council may obtain, complete and file the Nomination Paper and other required forms. A Candidate for City Council must file the Nomination Paper and all other required forms with the City Clerk by the last day of the Nomination Period. Per the Elections Code, the Nomination Period commences on **Monday, July 18, 2022 and ends at 5:00 p.m. on Friday, August 12, 2022.**

Extension of Nomination Period

The November 8, 2022 General Municipal Election will be the first by-district City Council election. As the current Councilmembers serve the San Mateo community at large, the seats in districts 1, 3, 5 are considered new seats which no one has yet filled. As such, the nomination period for **all** candidates will end at 5:00 p.m. on Friday, August 12, 2022.

With the exception of Fair Political Practices Commission (FPPC) forms, all paperwork must be filed together. Please schedule an appointment within the Nomination Period to be issued papers directly with City Clerk Patrice Olds at polds@cityofsanmateo.org or (650) 522-7042.

Obtaining Nomination Papers

Due to ongoing and changing health orders due to the COVID-19 pandemic, the Secretary of State has issued a memorandum allowing that elections officials may continue to issue nomination papers in person, via mail, via email, or via a website using an encrypted internet security protocol. This

memorandum allows for meetings to be held remotely or in one of the socially distanced conference rooms with appropriate facial coverings and other precautions. When you contact the Clerk for an appointment, you can request which appointment type you prefer.

When pulling papers, please plan on bringing your driver's license that shows your address in order to confirm what district you are in. [Election Code 349](#) defines "residence" and "domicile". Domicile is used for purposes of establishing voter address ([Election Code 2020](#)).

Circulating A Candidate Nomination Form

The candidate, circulator and all nomination signers must be registered voters in the City of San Mateo. The candidate may choose to circulate his or her own Nomination Paper. The paper must contain a minimum of 20 valid signatures. You are urged to obtain 30 signatures and encouraged to file early enough to verify the signatures. In case of insufficiency in the signatures, you will then have an opportunity to submit supplemental signatures prior to the filing deadline.

Due to the COVID-19 situation and limitations on in-person gatherings, we encourage candidates to please be very careful and follow all County health orders while seeking nomination signatures.

Filing Papers with the Clerk

Due to the COVID-19 situation, the Secretary of State has opined that any documents that require an oath by the candidate may be executed in the office of the election's official by appointment or via online video conferencing service.

A candidate may electronically submit their completed documents to the elections official; however, in order to be a qualified candidate for the office, **the completed documents with original signatures must be received by the elections official (City Clerk) by the close of the Nomination Period.**

To submit the original documents to the City Clerk, the candidate may deliver them in person via an appointment, via mail, or another delivery service.

Candidate's Statement

Submitting a Candidate's Statement for publication is optional; however, the form indicating whether or not you are submitting one is required. The Statement may not contain more than 200 words. Wording and spelling should be checked carefully before submitting as statements may not be changed or corrected after submission. Each candidate desiring to have his or her statement included in the voter's pamphlet is required to pay a pro-rata share of the printing cost. The Federal Voting Rights Act requires all information that is provided in the voter pamphlet be provided in Chinese and Spanish as well as English. In past elections, the cost per candidate has ranged from \$700 to \$1,200. The cost varies based on the number of candidates, printing charges and the translation costs. Payment for the estimated amount of the candidate statement is due when filing the form. The estimate provided by the Election Services division of the County of San Mateo based on our most recent election and knowledge of who is consolidating to share costs in this election. This estimate will be provided to us in June. A candidate certifying indigence may apply for relief from this charge. Each Candidate's Statement is held

confidential by the Clerk until the close of the filing period. All statements are made available at the same time after the close of the nomination period.

Ballot Placement

Placement of candidates' names on the ballot will be according to the official order of letters determined by a randomized alphabet drawing to be conducted by the Secretary of State's office on August 18, 2022.

Filing Fee

There is no filing fee for candidates for City Council in San Mateo.

Withdrawal of Candidacy

No candidate may withdraw his or her declaration of candidacy after 5 p.m. on August 12, 2022.

Withdrawal of Candidate Statement

Candidates may withdraw; but may not change candidate statements once submitted. Candidates may withdraw their candidate statement from publication no later than 5 pm on Monday, August 15, 2022.

The County of San Mateo's Candidate Guide

The [County of San Mateo Candidate Guide](#) contains detailed instructions on all filing forms, deadlines, fees, and other requirements. The guide for 2020 can be accessible with a specific link from the City Clerk until the 2022 version is released – just as a reference point. Please be sure to read this in its entirety to understand all the expectations placed on candidates for office. Please contact the City Clerk if you have any questions. Note that some places in the County guide indicate filing with the County – as a City Council candidate all filings are done with the City Clerk.

Fair Political Practices Commission (FPPC) – Campaign Filing Instructions

Instructions on filing requirements are outlined in [FPPC Manual 2](#) for Local elections.

Being a Candidate in the City of San Mateo

Candidate Briefing

On August 16, 2022 at 5:30 pm qualified Candidates, their Treasurers and campaign managers, are invited to attend the City of San Mateo Candidate Briefing (usually held in the Council Chamber at City Hall – currently scheduled via Microsoft Teams for remote attendance). At this briefing, the City Attorney will be available to answer questions regarding election law and laws specific to San Mateo; the City Manager and Department Heads will be available to share information and answer questions about the city organization and what is on the horizon for the City. We think it is important for the candidates to have met each other and each other’s treasurer or key staff to establish good communication. We are committed to providing all candidates all the same election information and updates. Throughout the campaign if we respond to a request for information for any one candidate – all candidates will receive the same information.

Limitations on Contributions

San Mateo Municipal Code [Chapter 2.80](#) (Contributions and Loans to City Candidate Campaigns) limits the amount of candidate contributions. An individual may contribute \$500, and an organization may contribute \$1,000. Candidate loans to themselves are limited to \$15,000.

In 2021, the City Council refined the definition of “contribution,” and separately required the aggregation of contributions, which means that certain contributions are counted together and will now share one contribution limit.

First, contributions now include any goods or services received at no charge or at a discount from the fair market value, unless the discount is given in the regular course of business to members of the public.

Second, the following contributions are aggregated for purposes of contribution limits:

- (1) contributions from an individual and organizations controlled by that individual; or
- (2) contributions by two or more organizations that are directed or controlled by a majority of the same persons; or
- (3) contributions made by organizations that are majority owned by a person and contributions of the majority owner, unless those organizations act independently in their contribution-making decisions.

For example, contributions by an individual are subject to the \$500 limit, and would be counted together with contributions by an organization controlled by that individual, and would share one \$500 limit.

Transparency

The City is committed to ensuring full transparency for its citizens to understand the election process and to have the similar information available on each candidate for office. San Mateo [Charter Section](#)

[7.04](#) requires a Verified Statements of Candidates, along with a photo taken within the last two years, to be published twice in the Daily Journal prior to November 8, 2022. This statement and photo must be submitted at the same time as other nomination forms.

In addition, all required filings for each candidate will be posted on the city's website at the time of filing - with the exception of the nomination papers (reproduction is prohibited by law) and the candidate statement until it is no longer confidential. This posting includes the San Mateo Charter Verified Statement of Candidates, the 501 Statement of Intention, the 410 Statement of Organization and all Campaign filings (460 or 470).

Political Activity and City Employees

City staff members are precluded from participating in any electioneering activities for a candidate while on paid city time or on city property and in all instances must follow applicable state law. Please do not approach city employees while they are about their official duties regarding your campaign.

Using City Parks and Facilities

It is unlawful ([Government Code 8314](#)) to use public resources for a campaign activity which means electioneering cannot happen in a public facility. This includes soliciting signatures for a nomination or ballot measure, campaigning verbally or with written materials, requesting donations, and includes the display of a name, likeness or logo including the wearing of buttons, hats, and shirts.

However, it is allowed that a candidate can rent any of the City recreation facilities, indoor or outdoor, for a fundraising event so long as they can meet the insurance requirements, etc. for the event.

For park usage, under Free Speech events there is an allowance for what is called spontaneous events, usually held in response to a news event in which people "spontaneously" gather in which case they don't need a permit.

San Mateo Municipal Code requires under [Chapter 17.34](#) that a permit be issued, at no cost, for free speech events. There is also Public Square usage defined in [Chapter 13.10](#). There is nothing that prohibits a candidate from going to the defined public square and greeting people as long as they don't erect any structure.

The current Special Event Permit Application is found on the following webpage under the Parks and Recreation Department: [Special Community Event Permit](#). Call Parks & Recreation Administration at 522-7400 if you have any questions.

Signs

The State of California regulates temporary political signs and reminds candidates that signs may not be placed earlier than 90 days before an election and must be removed 10 days after an election when placed in public. For this election the time frame is [Wednesday August 10, 2022](#) and removed by [Friday, November 18, 2022](#). The San Mateo Municipal Code has some provisions for the regulation of signs, including temporary political signs under [Municipal Code section 25.04](#).

Candidates are reminded to share with their enthusiastic campaign workers that it is unlawful to remove or deface another candidate's sign. You also must have the property owners' permission to place a sign on their property. Be aware of the rules regarding the limitations on placing signs in the public right of way.

If you, or your campaign workers, notice an illegally placed sign, please contact the City Clerk's office at (650) 522-7040 or via email at clerk@cityofsanmateo.org. Do not remove the sign yourself.

Election Night

Election night semifinal results are available as they are posted on the County's website <https://www.smcacre.org/elections>.

Newly Elected

The City will contact presumed newly elected council members and arrange for orientation beginning with meetings with the City Manager and City Attorney. Council members presumed elected are immediately subject to laws regarding open decision making (Ralph M. Brown Act); the public's right to public records (California Public Records Act); as well as all laws from the Political Reform Act.

The League of California Cities (CalCities) puts on a New Mayors & Council Members Academy in Sacramento each January. If needed, the academy will be held remotely. The City encourages newly elected to attend and covers the cost of the attendance. The next scheduled Academy will be announced later in the year.

Installation

Council Members are sworn in at the first meeting in December following the November election. This year that meeting will be Monday, December 5, 2022.

Helpful Websites & Contact information

City of San Mateo	www.cityofsanmateo.org	City Clerk's Main office 522-7040 Patrice Olds 522-7042 polds@cityofsanmateo.org
County of San Mateo – Elections	https://www.smcacre.org/elections	Phone: (650) 312-5222 Fax: (650) 312-5348 Email: registrar@smcare.org
City of San Mateo searchable Charter & Muni Code	https://sanmateo.ca.us.open.law/	
California Secretary of State	http://www.sos.ca.gov/	(916) 653-6814
Fair Political Practices Commission (FPPC)	http://www.fppc.ca.gov/ link to "Campaign Disclosure Manual 2" for local candidates: http://www.fppc.ca.gov/forms/all-fppc-manuals.html	1-866-ASK-FPPC (1-866-275-3772) Monday through Thursday 9:00 am - 11:30 am 1:30 pm – 3:00 pm
California Codes	http://leginfo.legislature.ca.gov/faces/codes.xhtml	
Institute for Local Government	http://www.ca-ilg.org/local-government-basics-those-new-public-service	Information on public service