



# Town of San Anselmo

525 San Anselmo Avenue  
San Anselmo, CA 94960

## Staff Report

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**TO:** Town Council

5/24/2022

**Item #: 3.5.**

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**FROM:**

Carla Kacmar, Town Clerk

**SUBJECT:**

Resolution Authorizing the November 8, 2022 Election

**RECOMMENDATION**

That Council approve the resolution calling an election on November 8, 2022; requesting the Marin County Board of Supervisors to consolidate the Town's general municipal election with any other election conducted on said date; requesting election services by the County Registrar of Voters; and providing rules for candidates' statement of qualifications and filing fee.

**BACKGROUND**

The following seats will expire in 2022:

<b>Town Councilmember</b>	<b>Two (2) seats</b>	<b>4 Year Term</b>	<b>\$ 300 Per/Month</b>
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Ford Greene

Steve Burdo

<b>Town Treasurer</b>	<b>One (1) seat</b>	<b>4 Year Term</b>	<b>\$50 Per/Month</b>
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John Mahl

<b>Town Clerk</b>	<b>One (1) seat</b>	<b>4 Year Term</b>	<b>\$25 Per/Year</b>
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Carla Kacmar

The 4-year terms for each of these Town Officers are consistent with San Anselmo Municipal Code section 2-9.01(c)b. The attached proposed resolution requests the Marin County Board of Supervisors to consolidate the Town's general municipal election with any other election conducted on November 8, 2022, requesting election services by the County Registrar of Voters; and providing for Candidates' Statement of Qualifications and filing fee.

**TIMING FOR CANDIDATES**

Pursuant to California Elections Code section 10407, the following deadlines apply to the election:

July 18 - August 12      Filing period for candidates

August 17      Extended filing period deadline for non-incumbent candidates (if no incumbent files for candidacy by August 12)

November 8      Election

Staff will require candidates to make appointments with the Town Clerk for receiving and submitting nomination papers, so that accommodations for proper social distancing can be made. Appointments can be made by emailing [townclerk@townofsananselmo.org](mailto:townclerk@townofsananselmo.org) <<mailto:townclerk@townofsananselmo.org>>. The deadline for submitting paperwork is by 5 PM on August 12 (or August 17, if no incumbent files for candidacy).

#### RULES FOR CANDIDATE STATEMENTS

Under California Elections Code section 13307, the following rules pertain to the material prepared by any candidate for the General Municipal Election:

- a) Statements shall not exceed 200 words;
- b) The actual pro-rated costs of printing, handling and translating said statements shall be levied against each candidate availing himself-herself of such service;
- c) The candidate shall be required to pay in advance, at the time of filing, his or her prorata share of the estimated total cost of printing, handling, translating, and mailing of said statement as a condition of having his or her statement included in the sample ballot;
- d) The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.
- e) No additional materials shall be prepared to be sent on behalf of the candidate with the Marin County Ballot/Voters Pamphlet; and
- f) The taxpayers of the Town of San Anselmo should not be responsible for costs of individual candidate statements.

Note that the Town Council may authorize an increase in the limitations on words for the statement from 200 to 400 words. (Cal. Elec. Code § 13307 (a)). The attached resolution reflects a 200-word limit, but can be amended prior to adoption.

#### **FISCAL IMPACT**

The cost of an election in a statewide election season is approximately \$2 to \$4 per voter. It is expected that the cost will range from \$19,000 to \$38,000.

#### **CEQA AND CLIMATE ACTION PLAN CONSISTENCY**

The proposed decision is exempt from the California Environmental Quality Act (CEQA), under the “common sense” exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).