



STAFF REPORT

City Council

Meeting Date:

6/23/2026

Staff Report Number:

26-110-CC

Consent Calendar:

Consider and adopt a resolution calling and giving notice of holding a General Municipal Election for three City Council seats in Districts 1, 2 and 4, requesting that the City Council consolidate the election with the Statewide General Election to be held Nov. 3, and authorize the city manager to execute an agreement with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder for election services

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) calling and giving notice of holding a General Municipal Election for three City Council seats in Districts 1, 2 and 4, consolidating the election with the Statewide General Election to be held Nov. 3, and authorize the city manager to execute an agreement with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder to provide election services.

Policy Issues

These actions are prescribed under the California Elections Code in order for the General Municipal Election of three City Council seats in Districts 1, 2 and 4 to take place.

Background

The General Municipal Election to elect members of the Menlo Park City Council is held in November of even numbered years, pursuant to Menlo Park Municipal Code Section 2.06.010. The terms of three District City Councilmembers (Taylor, Combs and Nash) will expire this year. City Councilmembers will be elected from three Districts (1, 2 and 4) this cycle. The remaining two Districts (3 and 5) are up for reelection in November 2028. City Councilmember terms are for four years.

Historically, the City of Menlo Park consolidates its general municipal election with the County of San Mateo and requests the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder to provide specialized services including printing and mailing of ballot materials, establishing and operating of polling places, and counting of the ballots.

Analysis

The Elections Code requires the governing body to adopt a resolution calling for the Nov. 3 election. Menlo Park consolidates its general municipal election with the county of San Mateo. In order to contract with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder to render services, the City Council must adopt a resolution requesting that the board of supervisors approve consolidation and approve a service agreement, which specifies the duties of the City and the County. The County has not provided

the agreement template, but the city is expecting to receive it by late July.

The following are important dates for the Nov. 3 election:

June 29 – July 13 City notice of election

Between these dates, the city clerk shall publish a Notice of Election for three open City Council seats (Districts 1, 2 and 4).

July 13 – Aug. 7 Candidate filing period

This is the City Council candidate filing period. Nomination papers, declarations of candidacy and other election materials are available during this time from the city clerk by appointment only. Paperwork must be filed by 5 p.m., the close of business, Aug. 7. If an eligible incumbent does not file nomination papers by Aug. 7 at 5 p.m., the filing period is extended for that office for five calendar days until Aug. 12 at 5 p.m., for any person other than the incumbent.

Impact on City Resources

According to the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder for election services, the estimated cost of consolidated election services is approximately between \$78,733 and \$94,500; exact amount will be invoiced in January 2027. Funds are included in the proposed fiscal year 2026-27 budget. Election services include the three City Council seats as well as the citizen sponsored initiative measure related to the city-owned downtown parking lots.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Section 15378 as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Resolution

Report prepared by:

Judi A. Herren, Assistant to the City Manager/ City Clerk

Report reviewed by:

Stephen Stolte, Assistant City Manager

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
CALLING AND GIVING NOTICE OF HOLDING A GENERAL MUNICIPAL
ELECTION FOR THREE CITY COUNCIL SEATS IN DISTRICTS 1, 2 AND 4;
REQUESTING ELECTION CONSOLIDATION WITH THE STATEWIDE
GENERAL ELECTION TO BE HELD ON NOV. 3, 2026; AND CONTRACTING
WITH THE SAN MATEO COUNTY CHIEF ELECTIONS OFFICER AND
ASSESSOR-COUNTY CLERK-RECORDER FOR ELECTIONS SERVICES**

WHEREAS, the City Council of Menlo Park is calling a General Municipal Election to be held Tuesday, Nov. 3, 2026, for the purpose of electing three City Councilmembers for full four-year terms; and

WHEREAS, the General Municipal Election is to be consolidated with the Statewide General Election to be held on the same date and that the City precincts, polling places and election officers of the two elections be the same, and that the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE BE IT RESOLVED that the City of Menlo Park orders as follows:

1. The City hereby calls a General Municipal Election to be held in the City of Menlo Park for the purpose of electing one person each from City Council Districts 1, 2 and 4 to the City Council of the City of Menlo Park for a term commencing Dec. 8, 2026, and ending upon qualification and installation of their successors in December 2030.
2. Pursuant to California Elections Code Section 10403, the City Council of Menlo Park is hereby consenting and agreeing to the consolidation of a General Municipal Election with the Statewide General Election to be held on Nov. 3, 2026. The City Council acknowledges that the consolidated election will be held and conducted in the manner prescribed in Elections Code Section 10418.
3. Nomination papers may be procured from the city clerk no earlier than July 13, 2026, and shall be filed with the city clerk no later than 5 p.m. on Aug. 7, 2026. If an eligible incumbent does not file nomination papers by Aug. 7, 2026, at 5 p.m., the filing period is extended for that office for five calendar days until Aug. 12, 2026, at 5 p.m., for any person other than the incumbent.
4. That the election precincts, polling places, voting booths and election officials in each of the precincts in which this election shall be held shall be the same as provided for the Statewide General Election on said date, as prescribed by the ordinance, order, resolution or notice of the Board of Supervisors of San Mateo County calling, providing for or giving notice of such other election and which sets forth such precincts, voting booths, polling places and election officials.
5. Pursuant to Elections Code Section 10002, the City Council further requests that the County Board of Supervisors permit County election official(s) be authorized to render services to the City relating to the conduct of said election. The services shall be of the administrative type normally performed by such County election official(s) in conducting elections including, but not limited to, checking registrations, printing and mailing sample ballots, printing and mailing official ballots, processing of candidates' statements, hiring election officers, arranging for polling places, providing and distributing election supplies, counting ballots and canvassing returns.
6. That the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder is hereby authorized to canvass the returns of the General Municipal Election, and that the

- election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.
7. The City of Menlo Park recognizes that the costs incurred by the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder, by reason of this consolidation, will be reimbursed by the City of Menlo Park as specified in the services agreement that the City of Menlo Park hereby authorizes the city manager to execute.
 8. Pursuant to Elections Code Section 13307, the City Council hereby determines to levy against each candidate availing himself or herself of the service of including a candidate's statement not to exceed two hundred (200) words in length in the voters' pamphlets, the actual prorated costs of printing, handling, translating, mailing, and electronically distributing the candidates' statement, including the costs incurred by the City of Menlo Park as a result of complying with the federal Voting Rights Act of 1965, as amended. The city clerk shall provide written notice to such effect with each set of nomination papers issued and shall require payment of the estimated prorated share at the time the candidate statement is filed.
 9. The city clerk is hereby directed to submit a certified copy of this resolution to the Board of Supervisors of the County of San Mateo, and to the appropriate County election officials of San Mateo. The city clerk is also directed to file a copy of the resolution with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder no later than Aug. 7, 2026.
 10. That the city clerk shall certify to the passage and adoption of this resolution which shall take effect upon its adoption.

I, Judi A. Herren, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing City Council resolution was duly and regularly passed and adopted at a meeting of said City Council on the twenty-third day of June, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of June, 2026.

Judi A. Herren, City Clerk