



EAST PALO ALTO CITY COUNCIL SPECIAL MEETING AGENDA

Monday, August 10, 2026, 12:00 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

NOTICE

This meeting will be held virtually and in-person at the Council Chambers located on 2415 University Ave, First Floor East Palo Alto, CA 94303. The virtual portion of this City Council meeting will be conducted in accordance with City of East Palo Alto Resolution adopted pursuant to Assembly Bill 361.

The public may participate in the City Council Meeting via Zoom Meeting or by attending in-person in the Council Chambers at 2415 University Ave, First Floor East Palo Alto, CA 94303. Community members may provide comments by emailing cityclerk@cityofepa.org, submitting a speaker card at the meeting, or using the **RAISE HAND** feature when the Mayor or City Clerk call for public comment. Emailed comments should include the specific agenda item on which you are commenting.

Please click this URL to join

<https://us06web.zoom.us/j/88167841567>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or
+ 1 346 248 7799 or
+ 1 253 215 8782 or
+ 1 312 626 6799 or
+ 1 929 205 6099 or
+ 1 301 715 8592

Webinar ID: 881 6784 1567

International numbers available: <https://zoom.us/u/aMWYF4KT>

1. **CALL TO ORDER AND ROLL CALL**

2. **APPROVAL OF THE CONSENT CALENDAR**

2.1 **Adopt a resolution related to the November 3, 2026, General Municipal Election**

Recommendation:

Ratify a Resolution:

1. Calling and ordering a Tuesday, November 3, 2026, General Municipal Election for the City of East Palo Alto, for the purpose of electing two members to the City Council; and

2. Authorizing the City Manager to enter into a service agreement with San Mateo County's Chief Election Officer to conduct the election.

3. **ADJOURNMENT**

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

This Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the City Council will be available for public inspection at the City Clerk's Office, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the East Palo Alto website www.cityofepa.org subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3100.

The City Council meeting packet may be reviewed by the public in the Library or the City Clerk's Office. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the City Clerk's Office, 2ND Floor, City Hall, 2415 University Avenue, East Palo Alto, California 94303 during normal business hours. Information distributed to the Council at the Council meeting becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office at (650) 853-3127 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

DECLARATION OF POSTING

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

POSTED: August 8, 2026

ATTEST:

James Colin

City Clerk



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: August 10, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Adopt a resolution related to the November 3, 2026, General Municipal Election

Recommendation

Ratify a Resolution:

1. Calling and ordering a Tuesday, November 3, 2026, General Municipal Election for the City of East Palo Alto, for the purpose of electing two members to the City Council; and
2. Authorizing the City Manager to enter into a service agreement with San Mateo County's Chief Election Officer to conduct the election.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Ensure Our Financial and Organizational Health

Background

Pursuant to State law and East Palo Alto Municipal Code Section 2.64.030 relating to elections, a regular General Election is to be held on every even numbered year for the purpose of filling vacant and/or term expired City Council seats and for placing any public or City Council-generated measure/initiative/referendum on the ballot.

A General Municipal Election will take place on Tuesday, November 3, 2026, in which the City of East Palo Alto City Council will have two City Council terms expiring. The resolution calling and ordering the General Municipal Election is provided as Attachment 1 for the

CONSENT ITEM 2.1

City Council's consideration and adoption.

Analysis

The City Council will have two expired terms in December 2026. The terms that are expiring are held by Ruben Abrica and Martha Barragan. In order to meet legal requirements, set by the Election Code, and upon the City Council's adoption of the resolution, the City Clerk:

- Prepared this report and resolutions calling and ordering the General Municipal Election;
- Prepared a San Mateo County Service Agreement to conduct the election and deliver it to the County Chief Elections Officer's office with a copy of the certified resolution after City Council's adoption; and

Fiscal Impact

The fiscal impact of the upcoming general election in November 2026 for the City of East Palo Alto is projected to vary based on the specifics of the ballot. For the election of East Palo Alto Councilmembers alone, the estimated cost ranges from \$52,000 to \$62,400, translating to a cost per registered voter between \$4.32 and \$5.18. If one ballot measure (5 pages in Sample Ballot & Official Voter Information Pamphlet (SBVIP)) is included, the total cost is estimated to increase by approximately \$10,000 to between \$61,000 and \$73,200, with a cost per registered voter ranging from \$5.08 to \$6.10.

It is important to note that election costs are difficult to estimate precisely due to the variability in costs and the number of registered voters from one election to another. These estimates also depend on the number of jurisdictions participating in the election. A high and low range of estimates is provided for convenience, and the estimate for the candidate statement will be available by mid-June. Nevertheless, the FY 2026-27 Adopted Budget includes \$125,000 for the November 2026 election.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

Government Code § 84308

Applicability of Levine Act: No, the proposed action does not involve an entitlement within the

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meaning of the Levine Act.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution Calling for Municipal Election
2. 2026 Service Agreement

RESOLUTION NO. 59 - 2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO CALLING AND ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE PURPOSE OF ELECTING TWO MEMBERS OF THE CITY COUNCIL AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE AGREEMENT WITH THE SAN MATEO COUNTY RECORDER/ASSESSOR'S OFFICE TO CONDUCT THE CITY'S ELECTION

WHEREAS, under the provisions of state law and East Palo Alto Municipal Code relating to elections, there is to be a General Municipal Election on Tuesday, November 3, 2026, for the purpose of electing two members to the City Council to each fill a four-year term; and

WHEREAS, the Office of the City Clerk will cause a legal public notice calling and ordering an election to be published in an adjudicated newspaper; and

WHEREAS, eighty thousand (\$80,000) have been set aside in the City of East Palo Alto 2026-27 Fiscal Year Budget to cover the anticipated cost of San Mateo County's services to the City for this election and the City will receive an invoice from San Mateo County in January 2026; and

WHEREAS, in accordance with Elections Code Section 10002 and 10403, the San Mateo County Board of Supervisors is requested to consolidate the City of East Palo Alto Municipal Election with the Statewide General Election to be held November 3, 2026; and

WHEREAS, the City of East Palo Alto hereby requests that the San Mateo County Board of Supervisors permit the San Mateo County Registrar of Voters to perform services in connection with the consolidated election at the request of the City Clerk. These services are to include all necessary services related to official ballot creation, sample ballot and voter information pamphlet preparation, vote-by-mail, polling places, poll workers, voter registration, voting machines, canvass operations, and any and all other services necessary for the conduct of the consolidated election; and

WHEREAS, a service agreement will be prepared and forwarded to the City by San Mateo County for the purpose of conducting the General Municipal Election for the City of East Palo Alto; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO THAT:

1. Pursuant to Elections Code Section 10403, the City Council hereby calls and orders a General Municipal Election to be held in the City of East Palo Alto, California, on Tuesday, November 3, 2026, for the purpose of electing two members to the City Council to each fill a four-year term, and hereby requests the San Mateo County Board of Supervisors to consolidate this election with the Statewide General Election on November 3, 2026. The consolidated Municipal Election shall be held and conducted in the manner prescribed by Elections Code Section 10418.
2. The City Clerk is directed to make available to the public in a timely manner, information pertaining to important filing dates for potential candidates and important deadlines regarding any candidate statements for the November 3, 2026, ballot.
3. Pursuant to California Elections Code section 13307, the City Clerk is directed to levy again 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 voter's pamphlets, the actual prorated costs of printing, handling, and translating the candidates statement incurred by the City. The City

Clerk shall provide written notice to such effect with each set of nomination papers issued and shall require payment of the estimated pro-rated share at the time the candidate statement is filed.

4. The City Clerk is directed to transmit all duly submitted candidate documents and ballot language to the San Mateo County Election office, as required by all official and established deadlines.
5. The City Manager is hereby authorized to enter into a service agreement with the San Mateo County Elections Office for provision of elections services.
6. City Council hereby requests the San Mateo County Registrar of Voters to provide all services necessary to conduct the General Municipal Election and to canvass the results of the General Municipal Election. The City will reimburse San Mateo County for the actual cost incurred in conducting the election when the work is completed and upon receipt of a bill stating the amount due as determined by the elections official.
7. Notice of the time and place of holding the election is given and the City Clerk is authorized and directed to give further or additional notice of the election as required by law. The hours during which the polling places shall be open shall be the hours established for the consolidated General Municipal Election.
8. The City Clerk is hereby directed to do all things required by law to effectuate the consolidated General Municipal Election and to present the measure submitted herein to the electorate, including but not limited to required publications, postings, notices, and filings.
9. That in all particulars not recorded in this resolution, the election shall be held and conducted as provided by law for the holding of consolidated general municipal elections.
10. The City Clerk is hereby directed to file a certified copy of this Resolution with the San Mateo County Board of Supervisors and the San Mateo County Registrar of Voters.

PASSED AND ADOPTED this 7th day of August 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Webster Lincoln, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

**SERVICE AGREEMENT FOR THE PROVISION OF ELECTION SERVICES BETWEEN THE CITY
OF EAST PALO ALTO AND SAN MATEO COUNTY CHIEF ELECTIONS OFFICER & ASSESSOR-
COUNTY CLERK-RECORDER**

This Service Agreement for the Provision of Election Services ("Agreement"), entered into this 7th of August, 2026, by and between the City of East Palo Alto (the "Municipality") and San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the "Chief Elections Officer");

WHEREAS, it is necessary and desirable that the Chief Elections Officer be retained for the purpose of conducting an election, described in more detail below, for the Municipality; and

WHEREAS, the Chief Elections Officer has been asked by the Municipality to conduct an election on November 3, 2026 (the "Election").

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE MUNICIPALITY:

- 1) Within the time frame set by statute, the Municipality will request the Board of Supervisors, through the Chief Elections Officer, to conduct an election relating to the Municipality on November 3, 2026 and will request the services of the Chief Elections Officer in relation to the Election.
- 2) The Municipality will publish the Notice of Election and the Notice to File Declarations of Candidacy for the offices to be voted on and/or the Notice to File Arguments For or Against any measure.
- 3) The Municipality will submit to the Chief Elections Officer the offices to be voted on and the measure ballot questions by 88 days prior to the Election. The Municipality will submit to the Chief Elections Officer the names and ballot destinations of the candidates to appear upon the ballot by 81 days prior to the Election.
- 4) The Municipality will prepare and deliver to the Chief Elections Officer the ballot pamphlet information containing, as applicable, candidate designations and statements, ballot measure(s), tax rate statement(s), impartial analyses, arguments for or against measures and rebuttals thereto.
- 5) The Municipality will review and sign off on the official ballot wording for measures. 6) The Municipality will complete any other non-delegable tasks required by law in relation to the Election.
- 7) The Municipality shall maintain records/maps regarding the boundaries of the Municipality and will notify the Chief Elections Officer of any changes/additions to those boundaries by 125 days prior to the Election.

SERVICES TO BE PERFORMED BY CHIEF ELECTIONS OFFICER:

- 1) The Chief Elections Officer will select the sample and official ballot printer(s) and translators.
- 2) The Chief Elections Officer will prepare and deliver all election information to the printers and translators.
- 3) The Chief Elections Officer will determine the appropriate translation and transliteration of all pertinent documents.
- 4) The Chief Elections Officer will issue, receive and process vote by mail ballots.

5) The Chief Elections Officer will set up ADA compliant Vote Centers, publish any required notices and conduct the Election.

6) The Chief Elections Officer will provide services for any official recount or election contest, if applicable.

7) The Chief Elections Officer will conduct all aspects of the Canvass of Votes Cast. Pursuant to Section 10262 of the Elections Code, the Chief Elections Officer will submit a Certificate of Chief Elections Officer to the Municipality's governing body certifying the results of the Election.

8) The Chief Elections Officer will conduct other various and miscellaneous election-related activities directly required to conduct the Election itself. To the extent that the Municipality has obligations under law to perform various duties that relate to the Election beyond those directly involved with conducting the Election, those duties remain the responsibility of the Municipality. If the Municipality wishes to have any such duties performed by the Chief Elections Officer, the parties must mutually agree in advance in writing to have the Chief Elections Officer perform such duties. By way of example only, if the Municipality is required to send certain notices or adopt resolutions relating to the Election, those duties remain duties of the Municipality.

TERMS:

This Agreement shall be in effect for the performance of all services incident to the preparation and conduct of the Election to be held on November 3, 2026, including before and after said Election date.

In the event the Chief Elections Officer is unable to perform services required under this Agreement as a result of employer/employee relation conditions, vendor conditions, the unavailability of Federal, State, or County funds, COVID-19-related limitations, and/or other conditions beyond the control of the Chief Elections Officer, the Chief Elections Officer will be relieved of all obligations under this Agreement. The Chief Elections Officer may terminate this Agreement after giving 72 hours written notice, at which time the Chief Elections Officer will be relieved of all obligations under this Agreement. This Agreement can be terminated by the Municipality upon 30 days written notice.

COST FOR SERVICES:

In consideration of the performance of services and supplies provided by the Chief Elections Officer, including 1) any and all costs incurred during a recount or election contest that are not reimbursed by the voter requesting the recount or filing the contest as specified in the Elections Code and 2) any other costs associated with the Election, such as return postage costs and costs for ensuring voter accessibility, the Municipality shall pay to the Chief Elections Officer a sum equal to the full cost of the Election, including all such services, supplies, and other costs.

The Chief Elections Officer shall send an itemized invoice to the Municipality for all services provided pursuant to this Agreement after the Election is conducted and all related costs are determined. Payment on the full amount of the invoice shall be due and the Municipality shall submit payment to the County of San Mateo within forty-five (45) days of the date of the invoice (the "Due Date"). If the amount is not paid in full within this time, interest shall accrue monthly at a rate of 0.25% per month (equivalent to 3% annually) on the unpaid balance starting at the Due Date. Thereafter, invoices will be sent and shall be payable within thirty (30) days of the date of the invoice, with interest being added each month for any unpaid balance.

MUNICIPALITY

Signature: _____ Date: _____
Print Name: _____
Title: _____

COUNTY

Signature: _____ Date: _____
Print Name: _____
Title: _____