

**Memorandum of Understanding between City of San Pablo
and Contra Costa County Elections Division**

City of San Pablo (City) and the Contra Costa County Elections Division (County) agree to the placement of a secure ballot drop box (Box) on City property for the purpose of allowing City and County voters to deposit official ballots, 24/7, for elections in Contra Costa County.

The City agrees to the following:

1. To drill the holes in the ground for the County to install the Box at the location shown on the photo attached as Exhibit A.
2. To make the Box accessible to voters for any scheduled County election in which San Pablo residents are voting by removing the County-supplied cover when notified by County.
3. To maintain the area directly adjacent to the Box in accordance with City's routine maintenance for the property.
4. To report any damage, tampering or defacement of the Box to the County.
5. To remove and secure ballots from the Box on an emergency basis only if able to do so safely and upon specific direction from County.
6. To securely lock the Box to prevent ballots from being deposited promptly at 8:00 pm on the day of any election in which San Pablo residents are eligible to vote. County will notify City at least 7 days in advance if this will be required.

The County agrees to the following:

1. To notify the City three days in advance of when installation of the Box will occur by contacting Michele Yost, Public Works Department at 510-215-3070 to make arrangements for a Public Works staff member to be present when the box is installed.
2. To install Box outside of City Hall at the location shown on the photo attached as Exhibit A. The Box and installation are at County's expense.
3. To notify the City at least two weeks in advance of the start of any elections to be conducted where the Box will need to be available.
4. To service the Box by removing the ballots as required by County and State requirements during an election period.
5. To provide a cover for the Box during non-election periods.
6. To maintain, repair, or replace the Box as needed.
7. To promptly respond to any reported problems or incidents with the Box.
8. To notify City at least 7 days in advance if no County staff or poll workers will be able to lock the Box at 8:00 p.m. on Election Day.

This agreement is valid until revoked in writing by either party.

Agreed this __ day of ___, 2020.

For the City:

Name:

Title:

Signature:_____

For the County:

Name: Scott Konopasek

Title: Assistant Registrar of Voters

Signature:_____

Exhibit A



Exhibit A



Exhibit A



Exhibit A

