



City of Santa Clara

Call and Notice of Special Meeting

Board of Library Trustees

Friday, September 6, 2019

11:00 AM

Central Park Library, Board Room
2635 Homestead Rd.
Santa Clara, CA 95051

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chairperson calls for a Special Meeting of the Board of Library Trustees to commence and convene on September 6, 2019, at 11:00 AM for a Special Meeting in the Board Room located in the Central Park Library, 2635 Homestead Road, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to them.

11:00 AM BOARD SPECIAL MEETING

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

The items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Board, staff, or public.

1.A 19-974 [Action on Agreements with the County of Santa Clara for Use of the Santa Clara City Libraries as Vote Centers](#)

Recommendation: Recommend to City Council to approve the Vote Center Facility Use Agreements with the County of Santa Clara for Vote Centers at the Central Park Library, Northside Branch Library and Mission Branch Library.

PUBLIC PRESENTATIONS

This portion of the meeting is reserved for persons to address the Board of Library Trustees on any matter on the agenda. The law does not permit the Board of Library Trustees action on, or extended discussion of, any item not on the agenda except under special circumstances. Trustees or the staff liaison may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting. Please limit your remarks to 3 minutes.

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to October 7, 2019, at 6:00 PM.



Agenda Report

19-974

Agenda Date: 9/6/2019

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on Agreements with the County of Santa Clara for Use of the Santa Clara City Libraries as Vote Centers

BACKGROUND

California Elections Code 12283(b) requires that if a city or county elections official requests that a local public building be made available for use as a polling place or vote center, then the governing body of the municipality shall allow such use. City Charter Section 1013(d) states that the Board of Library Trustees is required to “contract with school, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the City Council.”

DISCUSSION

The County of Santa Clara Registrar of Voters has requested use of the three Santa Clara City Library branches as Vote Centers for the upcoming Primary and General Elections in March 2020 and November 2020. Staff has the space and time allocated to support this important function at Central Park Library, Northside Branch, and Mission Branch. In general, the proposed hours of operation would be from 9-5, with an additional hour at the beginning and end of the day for set-up. The specific hours per location are outlined in the attached agreements.

Central Park Library would be one of up to 25 Vote Centers in Santa Clara County to be open for 11 days including Election Day, and both Northside Branch and Mission Branch would be two of approximately 100 Vote Centers open for four days.

Staff recommends approval of the Vote Center Facility Use Agreements with the County of Santa Clara for Vote Centers at the Central Park Library, Northside Branch Library and Mission Branch Library, in accordance with the requirements of the California Elections Code.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact other than staff administrative time.

COORDINATION

This item was coordinated with the City Attorney’s Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Recommend to City Council to approve the Vote Center Facility Use Agreements with the County of Santa Clara for Vote Centers at the Central Park Library, Northside Branch Library and Mission Branch Library.

Reviewed by: Hilary Keith, City Librarian

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Reserved
2. Vote Center Facility Use Agreement, Central Park Library
3. Vote Center Facility Use Agreement, Northside Branch Library
4. Vote Center Facility Use Agreement, Mission Branch Library

RESERVED.

County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2

San Jose, CA 95112

Mailing Address: PO Box 611360, San Jose, CA 95161-360

(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314

www.sccvote.org



VOTER'S CHOICE

Registrar of Voters
Santa Clara County

Vote Center Facility Use Agreement

Election Name	March 3, 2020 Presidential Primary November 3, 2020 Presidential General		
Facility Name	CENTRAL PARK LIBRARY		
Facility Owner Name	City of Santa Clara		
Building/Room Reserved	Redwood		
Physical Address	2635 Homestead Road	City/Zip	Santa Clara, CA 95051
Mailing Address		City/Zip	
Primary Contact Name	Donna Tanaka	Phone #	408-615-2933
Email Address	dtanaka@santaclaraca.gov	Fax #	
Secondary Contact Name	Paul Sims	Phone #	408-615-2931
Email Address	psims@santaclaraca.gov	Fax #	
After Hours Emergency Contact Name	Paul Sims	Phone #	408-615-2931
Email Address	psims@santaclaraca.gov	Alternate Phone #	408-666-7154

This agreement allows The County of Santa Clara, through its Registrar of Voters ("Registrar of Voters"), to access and use of the above named Facility subject to the following terms and conditions:

1. Facility Use and Hours. Facility Owner agrees that the Registrar of Voters shall be allowed to use the Facility and the Facility will be open to voters for the days before and including Election Day as set forth on Addendum A. Facility Owner acknowledges and agrees that the dates and times on Addendum A will be printed in publications by the Santa Clara County Registrar of Voters. Facility Owner agrees that there shall be no cancellations or room changes outside of an event of a natural disaster or unforeseen structural damage to the Facility. The Registrar of Voters shall be responsible for staffing all vote-related activities and is responsible for the security of the ballots and vote-casting activities.

2. Facility Requirements. Facility Owner agrees to the specifications regarding the Facility use set forth on Addendum B.



3. **Facility Use Payment.** The Registrar of Voters shall pay Facility Owner for use of the Facility in accordance with the below:

☒ Facility agrees to waive the payment.

Facility Owner initial here _____.

☐ \$_____ for the use of the Facility as set forth in this agreement.

☐ \$_____ any additional amounts for Facility Owner's standard fees or deposits. List amounts and reason for additional amounts: _____

4. Registrar of Voters Insurance and Indemnity.

The County of Santa Clara ("County") shall indemnify, defend, and hold harmless the Facility Owner, its officers, agents, and employees (collectively "owner") from and against any judgment, loss, damage, liability, cost, charge, or expense (including reasonable attorney's fees) arising out of the designation and utilization of the Facility as a polling place or election site, except to the extent such claims arise through the negligent act(s) or omission(s) or willful misconduct of the owner. The foregoing indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by County or owner. Please see Addendum C for the Santa Clara County certificate of Self-Insurance.

5. General Conditions:

No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on the County unless authorized by the County in writing. Nothing in this agreement shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party. At any time and without reason, The Santa Clara County Registrar of Voters' may revoke this agreement and not use the above named facility.

The undersigned have executed this agreement as of the dates set forth below.

FACILITY OWNER SIGNATURE:

Deanne J. Santana, City Manager

PRINTED NAME AND TITLE

OF AUTHORIZED AGENT OF FACILITY OWNER

SIGNATURE OF AUTHORIZED AGENT

DATE

REGISTRAR OF VOTERS SIGNATURE:

COUNTY OF SANTA CLARA,
a political subdivision of the State of California

APPROVED AS TO FORM AND LEGALITY:

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: Deputy County Counsel

For ROV Use:

ROV Vote Center Contact: Ruth Luo

Contact Information: ruth.luo@rov.sccgov.org

Addendum A
Vote Center Facility Use Agreement

Vote Center Hours

The tables below indicate what hours the Facility will be open to the public as a Vote Center as well as hours for which the Facility is reserved for Vote Center staff to have access. California Election code requires Vote Centers to be open a minimum of 8 hours per day for three (3) or ten (10) consecutive days prior to Election Day and on Election Day from 7a.m. to 8p.m., inclusive. Vote Center staff need access a minimum of an hour before and after voting hours, and on Election Day will need access for a minimum of two hours after voting concludes.

Important: Please ensure the accuracy of the information as these dates and hours will be published and made public by the Santa Clara County Registrar of Voters'.

Facility Information	
Facility Name	CENTRAL PARK LIBRARY
Building/Room Reserved	Redwood
Physical Address	2635 Homestead Rd., Santa Clara, CA 95051

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION SCHEDULE			
Day	Date	Vote Center Hours	Reserved Hours
Thursday	2/20/20	N/A	N/A
Friday	2/21/20	Equipment Delivery & Set Up	8:00am -5:00pm
Saturday	2/22/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	2/23/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	2/24/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	2/25/20	9:00am - 5:00pm	8:00am -6:00pm
Wednesday	2/26/20	9:00am - 5:00pm	8:00am -6:00pm
Thursday	2/27/20	9:00am - 5:00pm	8:00am -6:00pm
Friday	2/28/20	9:00am - 5:00pm	8:00am -6:00pm
Saturday	2/29/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	3/1/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	3/2/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	3/3/20	7:00 a.m. – 8:00 p.m.	6:00 a.m. – 10:00 p.m.
Wednesday	3/4/20	Equipment Pick Up	8:00am -5:00pm

NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION SCHEDULE

Day	Date	Vote Center Hours	Reserved Hours
Thursday	10/22/20	N/A	N/A
Friday	10/23/20	Equipment Delivery & Set Up	8:00am -5:00pm
Saturday	10/24/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	10/25/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	10/26/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	10/27/20	9:00am - 5:00pm	8:00am -6:00pm
Wednesday	10/28/20	9:00am - 5:00pm	8:00am -6:00pm
Thursday	10/29/20	9:00am - 5:00pm	8:00am -6:00pm
Friday	10/30/20	9:00am - 5:00pm	8:00am -6:00pm
Saturday	10/31/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	11/1/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	11/2/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	11/3/20	7:00 a.m. – 8:00 p.m.	6:00 a.m. – 10:00 p.m.
Wednesday	11/4/20	Equipment Pick Up	8:00am -5:00pm

Addendum B
Vote Center Facility Use Agreement

Checklist of Needs and Equipment

Facility Requirements. *Please check each box acknowledging you are able to allow or provide:*

- ☒ Facility access for Vote Center Staff one hour before and one hour after voting hours. On Election Day, Vote Center Staff will have access for one hour before voting hours and two hours after voting concludes.
- ☒ Accessibility survey conducted by Santa Clara County Election Officials; additional visits to facility may be required to test equipment or obtain additional information for vote center layout.
- ☐ Acceptance and secured storage of voting equipment delivered up to 1 day(s) prior to the opening of the Vote Center, for duration that the Vote Center is open, and up to 1 day(s) following Election Day.
- ☒ Reserved room for Vote Center will be cleared of any unused tables, chairs, and equipment prior to Vote Center equipment delivery.
- ☒ Functioning grounded electrical outlets in designated voting area.
- ☒ Designated Building/Room for voting is free of any activities during the 13 days.
- ☒ Restroom access for Vote Center Staff.
 - ☒ Gender-neutral restroom available?
 - ☒ Disability accessible restroom available?
- ☒ Sufficient inside/outside lighting.
- ☒ Air Conditioning/Heating available each day in the voting area.
- ☒ Free parking for voters and Vote Center Staff.
- ☒ No plans to remodel facility or changes to path of travel or parking area.

Optional items you can provide. *Check any of the following:*

- ☐ (4) 8 ft. tables *or* ☐ (6) 6 ft. tables ☒ (6) 5 ft. tables *dt*
- ☒ 15 Chairs
- ☐ *Key access for Vote Center Staff
- ☐ *Badge access for Vote Center Staff
- ☐ *Alarm code access for Vote Center Staff
- ☐ *Parking passes for free Vote Center Staff Parking

**The assigned Vote Center Lead will contact the facility up to 2 weeks prior to the opening of the Vote Center and arrange a time to pick up these items.*

Schedule for Equipment Delivery and Pick-Up

A deployment schedule for Vote Center equipment delivery and pick-up will be created based on the information you provide below. **You will receive an email 2-3 weeks before the Vote Center opens to dtanaka@santaclaraca.gov [insert email address for receipt of Deployment Schedule] confirming the details of equipment coming to your facility.**

Please provide the name, phone number, and email information for the person, **if different than the Primary Contact on page 1**, who will be accepting delivery of the Vote Center equipment.

Name:	Phone:	Email:
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If you would like others in your organization copied with the Vote Center Equipment Confirmation email, please list their email addresses here:

LibAdmin@santaclaraca.gov; lhagan@santaclaraca.gov

Delivery of Equipment:

Equipment delivery and setup of Vote Center will be scheduled on February 22, 2020 and October 23, 2020 between 8:00am and 5:00pm.

Other Arrangements: Requesting delivery 8am-10am before public opening so that delivery trucks have access closest to room

☒ Equipment can be set up at this time. There are no other events occurring in this room.

Pick-up of Equipment:

Equipment pick-up at the Vote Center will be scheduled on March 4, 2020 and November 4, 2020 between 8:00am and 5:00pm.

Other Arrangements: Requesting pick up 8am-10am before public opening so that delivery trucks have access closest to room

☒ Equipment can remain set up in the room on Election Day until pick-up occurs.

☐ Equipment cannot be left out on Election Night. All equipment must be packed up and stored until Election Staff arrive to remove it. The equipment will be securely stored in this location (name of room/building) until Vote Center staff arrive to pick it up:

Addendum C
Vote Center Facility Use Agreement

Certificate of Insurance Coverage

County of Santa Clara

Office of the County Executive
Office of Risk Management
Liability/Property Insurance Division
2310 North First Street, Suite 203
San Jose, California 95131
Tel. No. (408) 441-4340 Fax (408) 441-4341



Ins. Cert. No. FY20-082

**CERTIFICATE OF COVERAGE
ISSUED BY
COUNTY OF SANTA CLARA**

This is to Certify to: **All Vote Centers, Training Sites, Outreach and Presentation Sites
and Election Related Activity Sites in County of Santa Clara
Registrar of Voters County of Santa Clara**

That the following described coverages are in force on this date as set forth below:

Assured: County of Santa Clara
70 W. Hedding Street
San Jose, CA 95110

<u>Insurer</u>	<u>Expiration</u>
1. Self-Funded Retention	Continuous
2. Self-Funded Retention	Continuous
3. Self-Funded Retention	Continuous
<u>Type of Coverage</u>	<u>Limits</u>
1. Comprehensive General & Automobile Liability	\$2,000,000 Per Occurrence
2. Workers' Compensation	\$4,000,000 Per Occurrence
3. Physical Damage	\$ 50,000

This certificate of coverage is provided by the County of Santa Clara to the above named certificate holder. The coverage specified herein will not be cancelled or reduced without thirty (30) days written notice from County of Santa Clara to the certificate holder. This certificate pertains to the County of Santa Clara, Registrar of Voters for 2019 and 2020 elections, Election Officer Training, delivery, set-up and retrieval of equipment from July 1, 2019 to June 30, 2020.

A handwritten signature in black ink, appearing to read "Hank Ford", written over a horizontal line.

Hank Ford
Insurance Technical Manager
July 26, 2019

HF:ld

FY20-082AllPolling_Election2019.20_ROV

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Smitian
County Executive: Jeffrey V. Smith

408

County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2
San Jose, CA 95112
Mailing Address: PO Box 611360, San Jose, CA 95161-360
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



VOTER'S CHOICE
Registrar of Voters
Santa Clara County

Vote Center Facility Use Agreement

Election Name	March 3, 2020 Presidential Primary November 3, 2020 Presidential General		
Facility Name	Northside Branch Library		
Facility Owner Name	City of Santa Clara		
Building/Room Reserved	Community Room		
Physical Address	695 Moreland Way	City/Zip	Santa Clara, CA 95054
Mailing Address		City/Zip	
Primary Contact Name	Cheryl Lee	Phone #	408-615-5500
Email Address	CLeel1@SantaClaraCA.gov	Fax #	
Secondary Contact Name	Matt Palacios	Phone #	408-615-5504
Email Address	mpalacios@santaclaraca.gov	Fax #	
After Hours Emergency Contact Name	Paul Sims	Phone #	408-615-2931
Email Address	psims@santaclaraca.gov	Alternate Phone #	408-666-7154

This agreement allows The County of Santa Clara, through its Registrar of Voters ("Registrar of Voters"), to access and use of the above named Facility subject to the following terms and conditions:

- 1. Facility Use and Hours.** Facility Owner agrees that the Registrar of Voters shall be allowed to use the Facility and the Facility will be open to voters for the days before and including Election Day as set forth on Addendum A. Facility Owner acknowledges and agrees that the dates and times on Addendum A will be printed in publications by the Santa Clara County Registrar of Voters. Facility Owner agrees that there shall be no cancellations or room changes outside of an event of a natural disaster or unforeseen structural damage to the Facility. The Registrar of Voters shall be responsible for staffing all vote-related activities and is responsible for the security of the ballots and vote-casting activities.
- 2. Facility Requirements.** Facility Owner agrees to the specifications regarding the Facility use set forth on Addendum B.



3. **Facility Use Payment.** The Registrar of Voters shall pay Facility Owner for use of the Facility in accordance with the below:

☒ Facility agrees to waive the payment.

Facility Owner initial here _____.

☐ \$ _____ for the use of the Facility as set forth in this agreement.

☐ \$ _____ any additional amounts for Facility Owner's standard fees or deposits. List amounts and reason for additional amounts: _____.

4. Registrar of Voters Insurance and Indemnity.

The County of Santa Clara ("County") shall indemnify, defend, and hold harmless the Facility Owner, its officers, agents, and employees (collectively "owner") from and against any judgment, loss, damage, liability, cost, charge, or expense (including reasonable attorney's fees) arising out of the designation and utilization of the Facility as a polling place or election site, except to the extent such claims arise through the negligent act(s) or omission(s) or willful misconduct of the owner. The foregoing indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by County or owner. Please see Addendum C for the Santa Clara County certificate of Self-Insurance.

5. General Conditions:

No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on the County unless authorized by the County in writing. Nothing in this agreement shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party. At any time and without reason, The Santa Clara County Registrar of Voters' may revoke this agreement and not use the above named facility.

The undersigned have executed this agreement as of the dates set forth below.

FACILITY OWNER SIGNATURE:

Deanna J. Santana, City Manager

PRINTED NAME AND TITLE

OF AUTHORIZED AGENT OF FACILITY OWNER

SIGNATURE OF AUTHORIZED AGENT

DATE

REGISTRAR OF VOTERS SIGNATURE:

COUNTY OF SANTA CLARA,
a political subdivision of the State of California

APPROVED AS TO FORM AND LEGALITY:

By: _____

Name:

Title:

Date: _____

By: _____

Name:

Title: Deputy County Counsel

For ROV Use:

ROV Vote Center Contact: Ruth Luo

Contact Information: ruth.luo@rov.sccgov.org

Addendum A
Vote Center Facility Use Agreement

Vote Center Hours

The tables below indicate what hours the Facility will be open to the public as a Vote Center as well as hours for which the Facility is reserved for Vote Center staff to have access. California Election code requires Vote Centers to be open a minimum of 8 hours per day for three (3) or ten (10) consecutive days prior to Election Day and on Election Day from 7a.m. to 8p.m., inclusive. Vote Center staff need access a minimum of an hour before and after voting hours, and on Election Day will need access for a minimum of two hours after voting concludes.

Important: Please ensure the accuracy of the information as these dates and hours will be published and made public by the Santa Clara County Registrar of Voters’.

Facility Information	
Facility Name	Northside Branch Library
Building/Room Reserved	Community Room
Physical Address	695 Moreland Way, Santa Clara, CA 95054

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION SCHEDULE			
Day	Date	Vote Center Hours	Reserved Hours
Thursday	2/20/20	N/A	N/A
Friday	2/21/20	N/A	N/A
Saturday	2/22/20	N/A	N/A
Sunday	2/23/20	N/A	N/A
Monday	2/24/20	N/A	N/A
Tuesday	2/25/20	N/A	N/A
Wednesday	2/26/20	N/A	N/A
Thursday	2/27/20	Equipment Delivery & Set Up	8:00am -5:00pm
Friday	2/28/20	Equipment Delivery & Set Up	8:00am -5:00pm
Saturday	2/29/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	3/1/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	3/2/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	3/3/20	7:00 a.m. – 8:00 p.m.	6:00 a.m. – 10:00 p.m.
Wednesday	3/4/20	Equipment Pick Up	8:00am -5:00pm

NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION SCHEDULE

Day	Date	Vote Center Hours	Reserved Hours
Thursday	10/22/20	N/A	N/A
Friday	10/23/20	N/A	N/A
Saturday	10/24/20	N/A	N/A
Sunday	10/25/20	N/A	N/A
Monday	10/26/20	N/A	N/A
Tuesday	10/27/20	N/A	N/A
Wednesday	10/28/20	N/A	N/A
Thursday	10/29/20	Equipment Delivery & Set Up	8:00am -5:00pm
Friday	10/30/20	Equipment Delivery & Set Up	8:00am -5:00pm
Saturday	10/31/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	11/1/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	11/2/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	11/3/20	7:00 a.m. – 8:00 p.m.	6:00 a.m. – 10:00 p.m.
Wednesday	11/4/20	Equipment Pick Up	8:00am -5:00pm

Addendum B
Vote Center Facility Use Agreement

Checklist of Needs and Equipment

Facility Requirements. *Please check each box acknowledging you are able to allow or provide:*

- ☒ Facility access for Vote Center Staff one hour before and one hour after voting hours. On Election Day, Vote Center Staff will have access for one hour before voting hours and two hours after voting concludes.
- ☒ Accessibility survey conducted by Santa Clara County Election Officials; additional visits to facility may be required to test equipment or obtain additional information for vote center layout.
- ☐ Acceptance and secured storage of voting equipment delivered up to 2 day(s) prior to the opening of the Vote Center, for duration that the Vote Center is open, and up to 1 day(s) following Election Day.
- ☒ Reserved room for Vote Center will be cleared of any unused tables, chairs, and equipment prior to Vote Center equipment delivery.
- ☒ Functioning grounded electrical outlets in designated voting area.
- ☒ Designated Building/Room for voting is free of any activities during the 7 days.
- ☒ Restroom access for Vote Center Staff.
 - ☐ Gender-neutral restroom available?
 - ☒ Disability accessible restroom available?
- ☒ Sufficient inside/outside lighting.
- ☒ Air Conditioning/Heating available each day in the voting area.
- ☒ Free parking for voters and Vote Center Staff.
- ☒ No plans to remodel facility or changes to path of travel or parking area.

Optional items you can provide. *Check any of the following:*

- ☐ (4) 8 ft. tables *or* ☒ (6) 6 ft. tables
- ☒ 15 Chairs
- ☐ *Key access for Vote Center Staff
- ☐ *Badge access for Vote Center Staff
- ☐ *Alarm code access for Vote Center Staff
- ☐ *Parking passes for free Vote Center Staff Parking

**The assigned Vote Center Lead will contact the facility up to 2 weeks prior to the opening of the Vote Center and arrange a time to pick up these items.*

Schedule for Equipment Delivery and Pick-Up

A deployment schedule for Vote Center equipment delivery and pick-up will be created based on the information you provide below. **You will receive an email 2-3 weeks before the Vote Center opens to** cleee1@santaclaraca.gov [insert email address for receipt of Deployment Schedule] **confirming the details of equipment coming to your facility.**

Please provide the name, phone number, and email information for the person, **if different than the Primary Contact on page 1**, who will be accepting delivery of the Vote Center equipment.

Name:	Phone:	Email:
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If you would like others in your organization copied with the Vote Center Equipment Confirmation email, please list their email addresses here:

northsidelibrary@santaclaraca.gov; mpalacios@santaclaraca.gov

Delivery of Equipment:

Equipment delivery and setup of Vote Center will be scheduled on February 27 & 28, 2020 and October 29 & 30, 2020 between 8:00am and 5:00pm.

Other Arrangements: _____

☒ Equipment can be set up at this time. There are no other events occurring in this room.

Pick-up of Equipment:

Equipment pick-up at the Vote Center will be scheduled on March 4, 2020 and November 4 ,2020 between 8:00am and 5:00pm.

Other Arrangements: _____

☒ Equipment can remain set up in the room on Election Day until pick-up occurs.

☐ Equipment cannot be left out on Election Night. All equipment must be packed up and stored until Election Staff arrive to remove it. The equipment will be securely stored in this location (name of room/building) until Vote Center staff arrive to pick it up:

Addendum C
Vote Center Facility Use Agreement

Certificate of Insurance Coverage

County of Santa Clara

Office of the County Executive
Office of Risk Management
Liability/Property Insurance Division
2310 North First Street, Suite 203
San Jose, California 95131
Tel. No. (408) 441-4340 Fax (408) 441-4341



Ins. Cert. No. FY20-082

CERTIFICATE OF COVERAGE
ISSUED BY
COUNTY OF SANTA CLARA

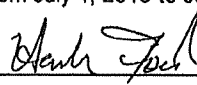
This is to Certify to: **All Vote Centers, Training Sites, Outreach and Presentation Sites
and Election Related Activity Sites in County of Santa Clara
Registrar of Voters County of Santa Clara**

That the following described coverages are in force on this date as set forth below:

Assured: County of Santa Clara
70 W. Hedding Street
San Jose, CA 95110

<u>Insurer</u>	<u>Expiration</u>
1. Self-Funded Retention	Continuous
2. Self-Funded Retention	Continuous
3. Self-Funded Retention	Continuous
<u>Type of Coverage</u>	<u>Limits</u>
1. Comprehensive General & Automobile Liability	\$2,000,000 Per Occurrence
2. Workers' Compensation	\$4,000,000 Per Occurrence
3. Physical Damage	\$ 50,000

This certificate of coverage is provided by the County of Santa Clara to the above named certificate holder. The coverage specified herein will not be cancelled or reduced without thirty (30) days written notice from County of Santa Clara to the certificate holder. This certificate pertains to the County of Santa Clara, Registrar of Voters for 2019 and 2020 elections, Election Officer Training, delivery, set-up and retrieval of equipment from July 1, 2019 to June 30, 2020.



Hank Ford
Insurance Technical Manager
July 26, 2019

HF:ld

FY20-082AllPolling_Election2019.20_ROV

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Similian
County Executive: Jeffrey V. Smith



County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2
San Jose, CA 95112
Mailing Address: PO Box 611360, San Jose, CA 95161-360
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



VOTER'S CHOICE
Registrar of Voters
Santa Clara County

Vote Center Facility Use Agreement

Election Name	March 3, 2020 Presidential Primary November 3, 2020 Presidential General		
Facility Name	Mission Branch Library		
Facility Owner Name	City of Santa Clara		
Building/Room Reserved	Community Room		
Physical Address	1098 Lexington St.	City/Zip	Santa Clara, CA 95050
Mailing Address		City/Zip	
Primary Contact Name	Justin Wasterlain	Phone #	408-615-2996
Email Address	JWasterlain@santaclaraca.gov	Fax #	
Secondary Contact Name	Amy Cote	Phone #	408-615-2905
Email Address	Amy Cote@santaclaraca.gov	Fax #	
After Hours Emergency Contact Name	Paul Sims	Phone #	408-615-2931
Email Address	psims@santaclaraca.gov	Alternate Phone #	408-666-7154

This agreement allows The County of Santa Clara, through its Registrar of Voters ("Registrar of Voters"), to access and use of the above named Facility subject to the following terms and conditions:

1. Facility Use and Hours. Facility Owner agrees that the Registrar of Voters shall be allowed to use the Facility and the Facility will be open to voters for the days before and including Election Day as set forth on Addendum A. Facility Owner acknowledges and agrees that the dates and times on Addendum A will be printed in publications by the Santa Clara County Registrar of Voters. Facility Owner agrees that there shall be no cancellations or room changes outside of an event of a natural disaster or unforeseen structural damage to the Facility. The Registrar of Voters shall be responsible for staffing all vote-related activities and is responsible for the security of the ballots and vote-casting activities.

2. Facility Requirements. Facility Owner agrees to the specifications regarding the Facility use set forth on Addendum B.



3. **Facility Use Payment.** The Registrar of Voters shall pay Facility Owner for use of the Facility in accordance with the below:

☒ Facility agrees to waive the payment.

Facility Owner initial here _____.

☐ \$ _____ for the use of the Facility as set forth in this agreement.

☐ \$ _____ any additional amounts for Facility Owner's standard fees or deposits. List amounts and reason for additional amounts: _____.

4. Registrar of Voters Insurance and Indemnity.

The County of Santa Clara ("County") shall indemnify, defend, and hold harmless the Facility Owner, its officers, agents, and employees (collectively "owner") from and against any judgment, loss, damage, liability, cost, charge, or expense (including reasonable attorney's fees) arising out of the designation and utilization of the Facility as a polling place or election site, except to the extent such claims arise through the negligent act(s) or omission(s) or willful misconduct of the owner. The foregoing indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by County or owner. Please see Addendum C for the Santa Clara County certificate of Self-Insurance.

5. General Conditions:

No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on the County unless authorized by the County in writing. Nothing in this agreement shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party. At any time and without reason, The Santa Clara County Registrar of Voters' may revoke this agreement and not use the above named facility.

The undersigned have executed this agreement as of the dates set forth below.

FACILITY OWNER SIGNATURE:

Deanna J. Santana, City Manager

**PRINTED NAME AND TITLE
OF AUTHORIZED AGENT OF FACILITY OWNER**

SIGNATURE OF AUTHORIZED AGENT

DATE

REGISTRAR OF VOTERS SIGNATURE:

COUNTY OF SANTA CLARA,
a political subdivision of the State of California

APPROVED AS TO FORM AND LEGALITY:

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: Deputy County Counsel

For ROV Use:

ROV Vote Center Contact: Ruth Luo

Contact Information: ruth.luo@rov.sccgov.org

Addendum A
Vote Center Facility Use Agreement

Vote Center Hours

The tables below indicate what hours the Facility will be open to the public as a Vote Center as well as hours for which the Facility is reserved for Vote Center staff to have access. California Election code requires Vote Centers to be open a minimum of 8 hours per day for three (3) or ten (10) consecutive days prior to Election Day and on Election Day from 7a.m. to 8p.m., inclusive. Vote Center staff need access a minimum of an hour before and after voting hours, and on Election Day will need access for a minimum of two hours after voting concludes.

Important: Please ensure the accuracy of the information as these dates and hours will be published and made public by the Santa Clara County Registrar of Voters’.

Facility Information	
Facility Name	Mission Branch Library
Building/Room Reserved	Community Room
Physical Address	1098 Lexington St., Santa Clara, CA 95050

MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION SCHEDULE			
Day	Date	Vote Center Hours	Reserved Hours
Thursday	2/20/20	N/A	N/A
Friday	2/21/20	N/A	N/A
Saturday	2/22/20	N/A	N/A
Sunday	2/23/20	N/A	N/A
Monday	2/24/20	N/A	N/A
Tuesday	2/25/20	N/A	N/A
Wednesday	2/26/20	N/A	N/A
Thursday	2/27/20	Equipment Delivery & Set Up	8:00am -5:00pm
Friday	2/28/20	Equipment Delivery & Set Up	8:00am -5:00pm
Saturday	2/29/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	3/1/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	3/2/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	3/3/20	7:00 a.m. – 8:00 p.m.	6:00 a.m. – 10:00 p.m.
Wednesday	3/4/20	Equipment Pick Up	8:00am -5:00pm

NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION SCHEDULE

Day	Date	Vote Center Hours	Reserved Hours
Thursday	10/22/20	N/A	N/A
Friday	10/23/20	N/A	N/A
Saturday	10/24/20	N/A	N/A
Sunday	10/25/20	N/A	N/A
Monday	10/26/20	N/A	N/A
Tuesday	10/27/20	N/A	N/A
Wednesday	10/28/20	N/A	N/A
Thursday	10/29/20	Equipment Delivery & Set Up	8:00am -5:00pm
Friday	10/30/20	Equipment Delivery & Set Up	8:00am -5:00pm
Saturday	10/31/20	9:00am - 5:00pm	8:00am -6:00pm
Sunday	11/1/20	9:00am - 5:00pm	8:00am -6:00pm
Monday	11/2/20	9:00am - 5:00pm	8:00am -6:00pm
Tuesday	11/3/20	7:00 a.m. – 8:00 p.m.	6:00 a.m. – 10:00 p.m.
Wednesday	11/4/20	Equipment Pick Up	8:00am -5:00pm

Addendum B
Vote Center Facility Use Agreement

Checklist of Needs and Equipment

Facility Requirements. *Please check each box acknowledging you are able to allow or provide:*

- ☒ Facility access for Vote Center Staff one hour before and one hour after voting hours. On Election Day, Vote Center Staff will have access for one hour before voting hours and two hours after voting concludes.
- ☒ Accessibility survey conducted by Santa Clara County Election Officials; additional visits to facility may be required to test equipment or obtain additional information for vote center layout.
- ☐ Acceptance and secured storage of voting equipment delivered up to 2 day(s) prior to the opening of the Vote Center, for duration that the Vote Center is open, and up to 1 day(s) following Election Day.
- ☒ Reserved room for Vote Center will be cleared of any unused tables, chairs, and equipment prior to Vote Center equipment delivery.
- ☒ Functioning grounded electrical outlets in designated voting area.
- ☒ Designated Building/Room for voting is free of any activities during the 7 days.
- ☒ Restroom access for Vote Center Staff.
 - ☐ Gender-neutral restroom available?
 - ☒ Disability accessible restroom available?
- ☒ Sufficient inside/outside lighting.
- ☒ Air Conditioning/Heating available each day in the voting area.
- ☒ Free parking for voters and Vote Center Staff.
- ☒ No plans to remodel facility or changes to path of travel or parking area.

Optional items you can provide. *Check any of the following:*

- ☐ (4) 8 ft. tables *or* ☐ (6) 6 ft. tables ☒ (6) 5 ft. tables *dt*
- ☒ 15 Chairs
- ☐ *Key access for Vote Center Staff
- ☐ *Badge access for Vote Center Staff
- ☐ *Alarm code access for Vote Center Staff
- ☐ *Parking passes for free Vote Center Staff Parking

**The assigned Vote Center Lead will contact the facility up to 2 weeks prior to the opening of the Vote Center and arrange a time to pick up these items.*

Schedule for Equipment Delivery and Pick-Up

A deployment schedule for Vote Center equipment delivery and pick-up will be created based on the information you provide below. **You will receive an email 2-3 weeks before the Vote Center opens to JWasterlain@santaclaraca.gov [insert email address for receipt of Deployment Schedule] confirming the details of equipment coming to your facility.**

Please provide the name, phone number, and email information for the person, **if different than the Primary Contact on page 1**, who will be accepting delivery of the Vote Center equipment.

Name:	Phone:	Email:
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If you would like others in your organization copied with the Vote Center Equipment Confirmation email, please list their email addresses here:

acote@santaclaraca.gov

Delivery of Equipment:

Equipment delivery and setup of Vote Center will be scheduled on February 27 & 28, 2020 and October 29 & 30, 2020 between 8:00am and 5:00pm.

Other Arrangements: _____

☒ Equipment can be set up at this time. There are no other events occurring in this room.

Pick-up of Equipment:

Equipment pick-up at the Vote Center will be scheduled on March 4, 2020 and November 4 ,2020 between 8:00am and 5:00pm.

Other Arrangements: _____

☒ Equipment can remain set up in the room on Election Day until pick-up occurs.

☐ Equipment cannot be left out on Election Night. All equipment must be packed up and stored until Election Staff arrive to remove it. The equipment will be securely stored in this location (name of room/building) until Vote Center staff arrive to pick it up:

Addendum C
Vote Center Facility Use Agreement

Certificate of Insurance Coverage

County of Santa Clara

Office of the County Executive
Office of Risk Management
Liability/Property Insurance Division
2310 North First Street, Suite 203
San Jose, California 95131
Tel. No. (408) 441-4340 Fax (408) 441-4341



Ins. Cert. No. FY20-082

**CERTIFICATE OF COVERAGE
ISSUED BY
COUNTY OF SANTA CLARA**

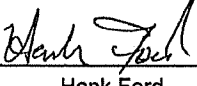
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