

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE COUNTY OF ALAMEDA AND THE CITIES OF  
OAKLAND, BERKELEY AND SAN LEANDRO**

This Memorandum of Understanding (“MOU”), dated as of \_\_\_\_\_, 2010, is by and between the County of Alameda, hereinafter referred to as the “County”, and the City of Oakland, the City of Berkeley and the City of San Leandro, each is hereinafter referred to as a “City,” or together, the “Cities.”

**WITNESSETH**

Whereas, the Registrar of Voters (“Registrar”) for the County of Alameda conducts elections on behalf of the Cities and other jurisdictions;

Whereas, the Cities desire to hold certain local elections using Ranked Choice Voting (“RCV”);

Whereas, the Registrar currently contracts with Sequoia, Inc. for its voting equipment and software;

Whereas, the Registrar will have to enter into an agreement or amendment to its contract with Sequoia, Inc. to upgrade its voting equipment and software to conduct RCV elections pursuant to the Cities’ requests;

Whereas, the Cities have each agreed to reimburse the Registrar its proportionate share of the costs of upgrading the Sequoia voting equipment and software, as well as other setup costs attributable to RCV (“Proportionate Share”) and the Registrar has relied on the Cities’ agreement to reimburse the Registrar for such costs before entering into the agreement or amendment with Sequoia to upgrade its voting equipment to conduct RCV elections;

Now, therefore it is agreed that each City shall reimburse the Registrar its Proportionate Share of the RCV setup costs on the General Terms and Conditions hereinafter specified in this MOU.

The term of this MOU shall be from the Effective Date set forth in Section 2 and continue until no party to this MOU, including jurisdictions that join in the future, continues to hold elections that use RCV.

## GENERAL TERMS AND CONDITIONS

1. **PURPOSE AND SCOPE:** The County, through the Registrar, and the Cities hereby enter into this MOU for the purpose of having the Cities reimburse the Registrar for conducting certain, local RCV elections as set forth below. Each City shall reimburse the Registrar for its Proportionate Share of the costs incurred by the Registrar, as set forth in this MOU.
2. **EFFECTIVE DATE OF AGREEMENT:** This MOU shall be effective when the Secretary of State approves the Sequoia voting system for RCV use in Alameda County and the Registrar notifies the Cities that it is capable of implementing RCV in the November 2010 election.
3. **DESCRIPTION OF SERVICES AND RESPONSIBILITIES:**
  - a. General Scope of Services for the Registrar: The Registrar will enter into an agreement or amendment to its contract with Sequoia, Inc. to upgrade its voting equipment and software so that it can conduct RCV elections in November 2010 per the Cities' requests and/or needs. The Registrar will thereafter conduct RCV elections in November 2010 per the Cities' requests and/or needs, including any voter education, outreach, poll worker training and other similar activities that are required by the Secretary of State as a condition of certification. The Registrar will also conduct any necessary maintenance to the RCV-enabled equipment and software on an ongoing basis. The Registrar shall provide monthly reports of these activities.

The County acknowledges that the City of Oakland will be legally bound to use RCV in its November 2010 elections once it forgoes calling a June 2010 Nominating Election in favor of an RCV election in November. The Registrar will make every effort to implement and conduct an RCV election for November 2010.

Given the nature of RCV voting, the Registrar shall not, under any circumstances, provide any RCV election results until all of the ballots have been tallied, including, but not limited to, vote by mail, provisional, and early voting ballots. The Registrar will provide only final election results once all of the ballots have been tallied.

- b. General Responsibilities of the Cities: Each City agrees to reimburse the Registrar for its Proportionate Share of the Setup Costs that are incurred in order to obtain from Sequoia, Inc. an RCV system that is approved for use by the

Secretary of State. These Setup Costs include the necessary hardware, firmware, and software upgrades, special mailings to voters regarding RCV, voter education, voter outreach, and poll worker training. Collectively, these costs shall be referred to as "Setup Costs". The Setup Costs shall not exceed \$ 1,500,000.00 (one million five hundred thousand dollars) for the RCV elections to be held in November of 2010.

Each City agrees and understands that the RCV Setup Costs described above are in addition to the normal costs of conducting an election on each City's behalf. Each City remains responsible for these election costs. Such costs include, by way of example, the tallying of the votes, post-election processing, staffing of polling places, canvassing, etc.

- c. Allocation and Reimbursement of Costs: Each City's Proportionate Share shall be determined by dividing the number of registered voters in each of the participating Cities by the total number of registered voters in all of the participating Cities. The total number of registered voters for each of the Cities shall be determined according to the Registrar's last official report of registration to the Secretary of State prior to the election for which an invoice for each City's Proportionate Share was issued by the County. The allocation for 2010 is set forth in Exhibit A hereto. The allocation in Exhibit A is subject to change if any City or Cities decide not to hold an RCV election and terminate its or their participation in this MOU. In such cases, the allocation for each participating City will be recalculated as outlined in this section. Other jurisdictions within Alameda County that adopt RCV shall reimburse the Cities for their Setup Costs, and shall pay the County/Registrar for their ongoing costs, according to a formula agreed upon in writing by all parties to this MOU.
- d. The County/Registrar shall require any jurisdiction that adopts RCV to become a party to this MOU as a condition of conducting RCV elections for that jurisdiction. Prior to the accession of a new party, all parties shall negotiate in good faith to agree upon an equitable formula for determining the amount in which the new party shall reimburse the Cities for a fair share of the Setup Costs they have incurred, and for sharing the costs of RCV after accession.
- e. If the County/Registrar desires to change to a vendor other than Sequoia, Inc., or accept an upgrade or other RCV implementation software or hardware that incurs more than one-half the Setup Cost, it shall give 90 days advance notice to all other parties. Upon such notice, all parties shall negotiate in good faith to agree upon an equitable formula for determining the amount, if any, that the Cities should be required to reimburse the County/Registrar for a fair share of the new Setup Costs directly attributable to RCV.

4. PAYMENT: For conducting RCV elections in accordance with this MOU, each of the Cities shall reimburse the Registrar as provided herein.

Once the Registrar enters into an agreement or amendment with Sequoia, Inc. to upgrade its voting equipment and software to conduct RCV elections and receives an invoice from the vendor, the Registrar shall bill each of the Cities for its Proportionate Share of that invoice for upgrading its voting equipment and software. The Cities shall pay this amount within 30 days of the date on which the Registrar pays Sequoia, Inc., whether the Cities ultimately decide to hold an RCV election or not.

5. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the Cities.

6. INDEMNIFICATION:

- a. To the fullest extent permitted by law, the Cities shall hold harmless, defend (with legal counsel reasonably acceptable to County) and indemnify the County and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of County or its subcontractors), expense and liability of every kind, nature and description, including any violation of federal, state or municipal law or regulation that arise out of or result from the performance of this MOU, (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in whole or in part solely by the negligence or willful misconduct of any Indemnitee. The Cities shall have no obligation under this MOU to indemnify each other with respect to any claims, loss, cost, damage, or injury arising from the implementation of this MOU. The Cities may participate in the defense of any such claim without relieving County of any obligation hereunder.

- b. To the fullest extent permitted by law, the County shall hold harmless, defend (with legal counsel reasonably acceptable to an affected City or Cities) and indemnify the Cities and their officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of County or its subcontractors), expense and liability of every kind, nature and description, including any violation of federal, state or municipal law or regulation that arise out of or result from its negligence or willful misconduct in the performance of this MOU, (collectively "Liabilities"). Such obligations to defend, hold harmless

and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in whole or in part solely by the negligence or willful misconduct of any Indemnitee. The Cities shall have no obligation under this MOU to indemnify each other with respect to any claims, loss, cost, damage, or injury arising from the implementation of this MOU. The Cities may participate in the defense of any such claim without relieving County of any obligation hereunder.

7. NOTICES: All notices, requests, demands, or other communications under this MOU shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service. Facsimile transmission: When sent by facsimile to the last facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given by facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To County: COUNTY OF ALAMEDA  
Registrar of Voters  
1225 Fallon Street G-1  
Oakland, CA 94612-4283  
Attn: Dave Macdonald

To Oakland: Office of the City Clerk  
City Hall, 2<sup>nd</sup> Floor  
1 Frank H. Ogawa Plaza  
Oakland, CA 94612

Attn: LaTonda Simmons

Office of the City Attorney  
City Hall, 6<sup>th</sup> Floor  
1 Frank H. Ogawa Plaza  
Oakland, CA 94612  
Attn: Alix Rosenthal

To Berkeley: City Clerk  
2180 Milvia Street, First Floor  
Berkeley, CA 94704

To San Leandro: Office of the City Clerk  
City Hall  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this MOU.

8. TIME OF ESSENCE: Time is of the essence in respect to all provisions of this MOU that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this MOU.
9. TERMINATION: The County may terminate this MOU at any time upon (180) one hundred and eighty days written notice to the Cities. A party other than the County may withdraw from this MOU by giving 120 days notice to the other parties and 120 days notice to the County. After the initial 120-day notice is given, any other non-County party may withdraw upon 90 days notice to the remaining parties. Notwithstanding any such withdrawal, the Registrar shall be entitled to compensation for services performed pursuant to the MOU to the effective date of withdrawal, and the withdrawing party shall remain entitled to reimbursement for Setup Costs as set forth in Section 3 from the remaining participating City or Cities. If this MOU is terminated by the County within 5 years of the Effective Date, all other parties shall be entitled to a *pro rata* reimbursement from the

County of their Proportionate Shares of Setup Costs within 90 days of the effective date of termination.

10. CHOICE OF LAW: This MOU shall be governed by the laws of the State of California.
11. WAIVER: No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this MOU shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
12. ENTIRE AGREEMENT: This MOU, including all attachments, exhibits, and any other documents specifically incorporated into this MOU, shall constitute the entire agreement between County and Cities relating to the subject matter of this MOU. As used herein, MOU refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This MOU supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. The MOU may not be modified except by a written document signed by all parties.
13. HEADINGS: herein are for convenience of reference only and shall in no way affect interpretation of the MOU.
14. MODIFICATION OF AGREEMENT: This MOU may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this MOU shall be binding unless it is in writing and signed by authorized representatives of all parties.
15. SURVIVAL: The obligations of this MOU, which by their nature would continue beyond the termination or expiration of the MOU, shall survive termination or expiration.
16. SEVERABILITY: If a court of competent jurisdiction holds any provision of this MOU to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this MOU would be defeated by the loss of the illegal, unenforceable, or invalid provision.
17. SIGNATORY: By signing this agreement, signatories warrant and represent that they executed this MOU in their authorized capacity and that by their signatures

on this MOU, they or the entities upon behalf of which they acted, executed this MOU.

[END OF GENERAL TERMS AND CONDITIONS]

**IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first above written.**

**COUNTY OF ALAMEDA**

**CITY OF BERKELEY**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_: \_\_\_\_\_  
Signature

Name: Dave Macdonald  
(Printed)

Name: \_\_\_\_: \_\_\_\_\_  
(Printed)

Title: Registrar of Voters, County of Alameda

Title: \_\_\_\_: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
Alameda County Counsel

By: \_\_\_\_\_  
Berkeley City Attorney

By signing above, signatory warrants and represents that he/she executed this MOU in his/her authorized capacity and that by his/her signature on this MOU, he/she or the entity upon behalf of which he/she acted, executed this MOU

**CITY OF OAKLAND**

**CITY OF SAN LEANDRO**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
(Printed)

Name: \_\_\_\_\_  
(Printed)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
Oakland City Attorney

By: \_\_\_\_\_  
San Leandro City Attorney

By signing above, signatory warrants and represents that he/she executed this MOU in his/her authorized capacity and that by his/her signature on this MOU, he/she or the entity upon behalf of which he/she acted, executed this MOU

**Exhibit A**

**Allocation of Proportionate Shares  
October 20, 2008 Report of Registration**

<b>City</b>	<b>Registered Voters</b>	<b>Proportionate Share</b>
Berkeley	86,020	24.79%
San Leandro	41,297	12.08%
Oakland	219,102	63.13%