

APPROVED

FEB 15 2021

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 24-044

DATE February 15, 2024

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS CENTERS – PROPOSED AGREEMENT WITH THE LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK FOR THE USE OF THIRTY-FIVE (35) DEPARTMENT OF RECREATION AND PARKS (RAP) FACILITIES TO HOST VOTING CENTERS IN CONNECTION WITH THE MARCH 2024 PRIMARY ELECTION – CATEGORICAL EXEMPTION FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE 19, SECTION 15301 [OPERATION, REPAIR, MAINTENANCE, PERMITTING, LEASING, LICENSING, OR MINOR ALTERATION OF EXISTING PUBLIC OR PRIVATE STRUCTURES, FACILITIES, MECHANICAL EQUIPMENT, OR TOPOGRAPHICAL FEATURES, INVOLVING NEGLIGIBLE OR NO EXPANSION OF EXISTING OR FORMER USE] OF CALIFORNIA CEQA GUIDELINES AND ARTICLE III, SECTION 1, CLASS 1(14) OF CITY CEQA GUIDELINES

B. Aguirre	_____	M. Rudnick	_____
B. Jones	_____	C. Santo Domingo	_____
B. Jackson	<u>CS</u>	N. Williams	_____



General Manager

Approved X Disapproved _____ Withdrawn _____

RECOMMENDATIONS

1. Find that the use of thirty-five (35) Department of Recreation and Parks (RAP) facilities, herein identified in Exhibit A of Attachment 1, to host voting centers open to the public in connection with the March 2024 Primary Election is consistent with the use of RAP facilities for park purposes;
2. Approve the proposed Vote Center Facility Use Agreement (VCA), substantially in the form attached to this Report as Attachment 1, with the Los Angeles County Registrar-Recorder/County Clerk for the use of thirty-five (35) RAP facilities to host voting centers open to the public in connection with the March 2024 Primary Election, subject to the approval of the City Attorney as to form;
3. Approve the hosting of voting centers at thirty-five (35) RAP facilities in connection with the March 2024 Primary Election, as listed in Exhibit A of Attachment 1;

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4. Authorize RAP's General Manager or designee to execute the VCA upon the completion of all required approvals and to amend the VCA as necessary to reflect any modification in operational support to be given by RAP at the facilities as may be determined by the General Manager to be in the best interest of RAP;
5. Determine that permitting the use of existing RAP facilities as voter centers (Project) is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article 19, Section 15301 [Operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use] of California CEQA guidelines and Article III, Section 1, Class 1(14) of City CEQA Guidelines and direct RAP staff to file a Notice of Exemption (NOE) with the Los Angeles County Clerk;
6. Authorize RAP's Chief Accounting Employee to prepare a check to the Los Angeles County Clerk in the amount of \$75.00 for the purpose of filing a NOE; and
7. Authorize RAP staff to make necessary technical corrections to carry out the intent of this Report.

SUMMARY

For many years RAP has worked with the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) to host elections. Recently, the Board of Recreation and Park Commissioners (Board) approved Report 23-053 (March 16, 2023) authorizing the use of various RAP facilities as vote centers in connection with the April 2023 Los Angeles City Council District 6 Special Primary Election and the June 2023 Los Angeles City Council District 6 Runoff Election.

In this Report, RAP staff recommends that the Board of Recreation and Park Commissioners (Board) approve the use by the RR/CC of 35 (thirty-five) RAP facilities set forth in Exhibit A of Attachment 1 in connection with the upcoming Primary Election on March 5, 2024 and approve the proposed VCA set forth in Attachment 1 for such use. RAP staff also recommends that RAP's General Manager, or designee, be authorized to amend the proposed VCA to address any modification in operational support to be given by RAP at the Voting Centers as may be deemed in the best interests of RAP.

Vote Center Facility Use Agreement

The proposed VCA is substantially similar to the agreement that the Board approved on March 16, 2023 for the Los Angeles City Council District 6 Special Primary and Runoff Elections. The term of the proposed VCA shall be from February 22, 2024 to no later than November 12, 2024; this time period includes set-up, voter assistant training, elections day(s), and tear-down. The proposed VCA also authorizes use of a facility as a "Reservist Location", which is a site where RR/CC's reserve pool of election workers wait or are on stand-by to be dispatched to locations that have "no-show" election workers or those that need to be replaced for whatever reason. Similar to previous Vote Center Facility Use Agreements, all costs incurred by RAP will be

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reimbursed by RR/CC. These include RAP staff costs related to opening and closing the voting centers and maintaining the restrooms during the election.

ENVIRONMENTAL IMPACT

The proposed Project consists of permitting the use of existing public facilities involving negligible or no expansion of existing or former use.

According to the parcel profile reports retrieved January 16, 2024, 16 sites area reside in a liquefaction zone, but the proposed use of the sites will not increase the risk of liquefaction. Eleven (11) sites are in the methane zone, but the use of the location as a voting site will not increase the risk of increasing methane seepage. One site is in the coastal zone, but the proposed use will not affect coastal resources. Therefore, there is no reasonable possibility that the proposed Project may impact an environmental resource of hazardous or critical concern or have a significant effect due to unusual circumstances. No other known projects would involve cumulatively significant impacts, and no future projects would result from the proposed Project. As of January 16, 2024, the State Department of Toxic Substances Control (DTSC) (Envirostor at www.envirostor.dtsc.ca.gov) and the State Water Resources Control Board (SWCB) (Geotracker at <https://geotracker.waterboards.ca.gov/>) have not listed any of the proposed voting sites. They have listed contaminated sites within 1,000 feet of 22 voting sites, with a total of 42 contaminated sites. The SWCB has examined and closed 39 of these cases. Only three are still open. One is a former blacksmith shop in proximity to the North Hollywood Recreation Center, where the property owner has completed the remediation and sent a request for closure to the SWCB. Another is a former auto service station now a bike shop, located near the Slauson Recreation and Senior Citizen Center for which the SWCB has asked soil evaluation. The last is a school site that is waiting for evaluation. None of these cases will pose a threat to the voters who will access the voting sites. According to the Caltrans Scenic Highway Map there is no scenic highway located within the vicinity of the proposed Project or within its site. Furthermore, six (6) of the proposed voting sites are located in proximity of a known historical resources, but the voting activity will not cause a substantial adverse change in the significance of any historical resource.

Based in this information, RAP staff recommends that the Board determines that the proposed Project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article 19, Section 15301 of California CEQA Guidelines and Article III, Section 1, Class 1(14) of City CEQA Guidelines. Staff will file a Notice of Exemption with the Los Angeles County Clerk upon Board's approval.

FISCAL IMPACT

All costs related to the work for the operation and maintenance of the vote centers will be the responsibility of RR/CC. There is no fiscal impact to RAP's General Fund as a result of this VCA.

This Report was prepared by Bertha Calderon, Management Analyst, Metro Region.

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LIST OF ATTACHMENTS/EXHIBITS

Attachment 1 – Proposed Vote Center Use Agreement with RR/CC



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

VOTE CENTER FACILITY USE AGREEMENT

Agreement and authorization is granted by the **City of Los Angeles Department of Recreation and Parks** ('Host') to the **Los Angeles County Registrar-Recorder/County Clerk** ('RR/CC') for the lease and use of the designated facility spaces specified in Exhibit "A".

For and in consideration of the following conditions, both parties hereby agree as follows:

Term: This Agreement is entered into this ____ day of _____ 2024 upon the execution hereof by the Parties and shall expire on November 12, 2024, unless sooner terminated or extended, in whole or in part, as provided in this agreement.

Use of Facilities: Host permits access to the gymnasiums or community rooms, and bathrooms in each facility identified in Exhibit "A" (collectively referenced as "Facilities") and waives any payment for use of these spaces other than associated staff time detailed below.

Access Schedule: RR/CC may access the Facilities as follows:

11-Day Vote Center Schedule

Equipment Delivery & Set-Up (exclusive access begins)	See Exhibit A
Election Worker Pre-check Day	February 23, 2024; 12:00PM to 5:00PM
Voting Period	February 24-March 4, 2024; 9:00AM to 8:00PM
Election Day	March 5, 2024; 6:00AM to 9:00PM
Vote Center Breakdown & Equipment Pick-up (exclusive access ends)	See Exhibit A

4-Day Vote Center Schedule

Equipment Delivery & Set-Up (exclusive access begins)	See Exhibit A
Election Worker Pre-check Day	March 1, 2024; 12:00PM to 5:00PM
Voting Period	March 2-4, 2024; 9:00AM to 8:00PM

Election Day	March 5, 2024; 6:00AM to 9:00PM
Vote Center Breakdown & Equipment Pick-up (exclusive access ends)	See Exhibit A

Reservist Location Schedule

Voting Period	February 24-March 4, 2024; 9:00AM to 4:00PM
Election Day	March 5, 2024; 6:00AM to 4:00PM

From February 22 to March 9, 2024, RR/CC shall have exclusive access and use of the Facilities for operation of vote centers at the dates and times indicated above. At all times, Host maintenance staff shall have access to the Facilities to support operations and Host staff will have access and use of staff offices at Facility sites, although not access to gymnasiums or community rooms in which a vote center operates.

Host acknowledges that public voting hours may be extended due to long lines. Pursuant to California Elections Code, any voter in line at the time of closing shall be provided the opportunity to receive and cast a ballot. Any Host staff overtime costs incurred as a result shall be billed to RR/CC and paid by RR/CC as stated below.

RR/CC will coordinate with the City’s Superintendents of Recreation identified at Exhibit “A” to identify in advance the dates and details of delivery of vote center materials to each of the Facilities to avoid undue interference with Host operations. Host agrees that the individuals identified on Exhibit “A” shall be available to RR/CC to coordinate vote center set up, break down, access, staff support, or any other emergency or unforeseen circumstances arising at the vote center during the access period. In the event any designated individual on Exhibit “A” becomes unavailable to communicate and coordinate with RR/CC, another individual on Exhibit “A” or other designee shall be immediately designated as the replacement contact to communicate and coordinate with RR/CC on corresponding vote center locations. RR/CC will contact Host within two weeks of the Equipment Delivery & Set-Up date to confirm access to the designated space.

Facility Requirements:

Host will ensure each designated space is free from any activity during the mutually agreed upon access schedule as set forth herein and provide an accessible means of entry pursuant to the Americans with Disabilities Act (ADA), electricity, air conditioning/heating (if available), and restroom access (if available) for RR/CC staff. Host staff will open and close each Facility each day.

Beginning at the start of the access period for each designated space, Host will ensure the designated space is free from tables, chairs, electronic equipment, exercise equipment, musical instruments, movable cabinets, appliances and other similar large items prior to the set-up day unless use of existing furniture or equipment is mutually agreed upon by both parties in the Vote Center Election Plan. In the event of rain or roof leaks, Host will provide suitable accessible

remedies to ensure a safe egress at the designated voting space, or other reasonable accommodations.

Host will remove any floor coverings such as tarps and mats that may potentially cause tripping or injuries ([Exhibit D](#)).

Except for emergency access, Host will ensure that at times RR/CC is not on precise premises for each designated space during the access period, access to each designated space is restricted only to those persons for whom RR/CC has given prior approval. Host will alert RR/CC to any emergency access as soon as possible.

Host will ensure that any network configuration and technical equipment installed by RR/CC in preparation for the election remains unmodified for the period designated in the access schedule of the corresponding Vote Center Election Plan. Host, in collaboration with the City of Los Angeles Information Technology Agency (“ITA”) shall provide RR/CC internet access at vote center Facilities via the City Network infrastructure. ITA and Host will charge RR/CC and RR/CC shall reimburse ITA and Host for the cost of labor, materials, and equipment for this support. Host does not guarantee that the City’s technology infrastructure will be sufficient to meet the needs of RR/CC.

RR/CC shall be responsible for the Host's cost to repair any damage to a designated facility during its use by RR/CC, including all labor and materials, at Host's cost.

Host staff costs:

RR/CC shall reimburse Host for Host staff costs for all set-up and tear-down work at each designated Facility and all other work required at each site during RR/CC's use of the Facility. Host expects maintenance, recreation, security or and other staff on site at a Facility will be required to support vote center operations. Host staff time is billed at \$38.00 per hour per staff member. Should Host staff be required to work overtime due to extended vote center operations on election day, that staff overtime is billed at time and a half.

An invoice must be submitted to RR/CC within thirty (30) days after the election showing the breakdown of costs.

Host shall provide RR/CC with detailed invoices for any unforeseen additional cost or fees are incurred by Host in connection with RR/CC's access to the Facilities.

Health and Safety Plan

The Safe Election Plan (Exhibit B) describes how RR/CC will ensure that public health guidelines are adhered to in all vote centers across LA County from the beginning of equipment set-up, during the voting period and through the breakdown of the vote center. COVID-19 Responsibilities (Exhibit C) outlines the expectations for RR/CC and facility staff in maintaining the cleanliness of the vote center and to safeguard voter, election worker, and Host staff/user health.

RR/CC (LA County) staff and volunteers at the Facilities (collectively, "RR/CC Personnel") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with City of Los Angeles (City) employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, "In-Person Services"). "Fully vaccinated" means that 14 or more days have passed since RR/CC Personnel has received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning RR/CC Personnel to perform In-Person Services, RR/CC shall obtain proof that such RR/CC Personnel has been fully vaccinated. RR/CC shall retain such proof for three years after the termination of this Agreement. Notwithstanding the foregoing, RR/CC shall review and grant applicable exemptions to RR/CC Personnel, including medical and religious exemptions, as required by law.

Primary Contacts:

The Host's Primary Contact concerning the terms of this Agreement is Darryl Ford, Superintendent of Planning and Construction for the City of Los Angeles Department of Recreation and Parks, (213) 202-2607, Darryl.Ford@lacity.org.

Host contact for on-site operations at each facility is the regional Superintendent of Recreation responsible for the facility as shown at Exhibit A. These Superintendents' are the Hosts' contacts for both business and weekend/non-business hours related to facility access, vote center set up and breakdown, emergency and technical operations to be included in the Vote Center Election Plan for each designated space.

The RR/CC's contacts for this Agreement are:

<i>Primary Contact Name</i>	Marianne Felix	Phone #	562-275-2071
	mfelix@rrcc.lacounty.gov	Alternate Phone #	562-347-2447
<i>IT Contact Name</i>	Shannon Gadson	Phone #	562-462-2826
	sgadson@rrcc.lacounty.gov	Alternate Phone #	562-277-2118
<i>After Hours/Emergency Contact Name</i>	Jaime Young	Phone #	562-347-2447
	votecenters@rrcc.lacounty.gov	Alternate Phone #	562-229-8865

Parking Requirements: RR/CC staff and volunteers are not authorized to utilize parking spaces designed for use by Host staff. RR/CC may utilize other available parking spaces, and a waiver of any parking fees will apply for RR/CC staff and voters at each of the Facilities. Host agrees to provide a minimum of one parking space for curbside voting.

Promotions and Political Material: Host agrees RR/CC may remove any political campaign signage or literature and will allow RR/CC to prevent engagement in audible dissemination of electioneering information within 100 feet of a designated voting space. Host agrees not to

conduct any promotional activity tied to the public voting period without prior authorization from RR/CC.

Termination of the Agreement: Host shall not cancel or change the location outside of a natural disaster or unforeseen building/structural damage. For avoidance of doubt, Host and RR/CC stipulate that the novel coronavirus COVID-19 pandemic is excluded as a natural disaster or ground for termination for purposes of this Agreement. This Agreement shall remain in effect, with all conditions set forth. RR/CC may at any time and without reason, revoke its request to use the designated facility space. In the event any provision of this Agreement contradicts County of Los Angeles Board policies or any applicable laws, rules, and regulations, RR/CC may terminate this Agreement, effective immediately upon written notice.

Amendment of the Agreement: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both parties. This Agreement may be modified or amended only upon the mutual written consent of both the Host and the RR/CC. Any amendment shall become effective upon the mutual written consent of both the Host and the RR/CC.

Certificate of Self-Insurance: This Agreement shall not take effect unless RR/CC provides Host a certificate of self-insurance.

Indemnity Agreement: The parties agree to the following indemnification:

a. Pursuant to Government Code Section 895.4 and 895.6, each party shall assume the full liability imposed upon it, or any of its officers, agents or employees, by law for injury caused by any negligent or wrongful act or omission occurring in the performance of this Agreement.

b. Each party indemnifies and holds harmless the other party for any loss, costs, or expenses that may be imposed upon such other party by virtue of Government Code Section 895.2, which imposes joint civil liability upon public entities solely by reason of such entities status as a party to an Agreement or agreement, as defined by Government Code Section 895.

c. In the event of third-party loss caused by negligence, wrongful act or omission by more than one party, each party shall bear financial responsibility in proportion to its percentage of fault as mutually agreed or judicially determined. The provisions of Civil Code Section 2778 regarding interpretation of indemnity agreements are hereby incorporated.

THE ABOVE SITE INDEMNITY AGREEMENT APPLIES ONLY TO ELECTIONS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

Electronic Signatures: The Host and RR/CC agree to facsimile and electronic scanned versions of original signatures of authorized signatures of each party have the same force and effect as original signatures such that the parties need not follow up facsimile or electronic transmissions of executed documents with original wet-signature versions.

IN WITNESS WHEREOF, and executed as the date first above written above, the Parties to this agreement do hereby agree and consent to all terms and conditions provided herein.

**Los Angeles County
Registrar-Recorder/County Clerk**

**City of Los Angeles Department of
Recreation and Parks**

Signature and Date

Signature and Date

Jaime Young, Assistant Division Manager
Printed Name and Title

Printed Name and Title

**EXHIBIT A – CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
VOTE CENTERS**

CONTACT INFORMATION FOR EACH PARK REGION

PACIFIC: DEANNE DEDMON (310-548-7675)
VALLEY: LAURA ISLAND (818-756-8060)
METRO: ANITA MEACHAM (818-552-3689)
WEST: SONYA YOUNG-JIMENEZ (310-202-2803)
EXPO CENTER: PATRICIA DELGADO

Building Name	Room/Area	Voting Period	Address	Setup Date	Breakdown Date
Ahmanson Senior Center	Ballroom	11 Days	3990 Bill Robertson Ln Los Angeles, CA 90037	02/22/2024	03/09/2024
Boyle Heights Senior Center	Art Room	11 Days	2839 E 3rd St Los Angeles, CA 90033	02/22/2024	03/09/2024
Crestwood Hills Recreation Center	Clubroom	11 Days	1000 Hanley Ave Los Angeles, CA 90049	02/22/2024	03/09/2024
Echo Park Recreation Center	Classrooms 3 and 4	11 Days	1632 Bellevue Ave Los Angeles, CA 90026	02/22/2024	03/09/2024
Glassell Senior Citizen Center	Activity Room	11 Days	3750 Verdugo Rd Los Angeles, CA 90065	02/22/2024	03/09/2024
Las Palmas Senior Enrichment Center	Auditorium and Lobby	11 Days	1820 N Las Palmas Ave Los Angeles, CA 90028	02/22/2024	03/09/2024
Mar Vista Recreation Center	Auditorium	11 Days	11430 Woodbine St Los Angeles, CA 90066	02/22/2024	03/09/2024
Mid Valley Senior Center	Main Room	11 Days	8801 Kester Ave Panorama City, CA 91402	02/22/2024	03/09/2024
North Hollywood Recreation Center	Senior Center	11 Days	11430 Chandler Blvd North Hollywood, CA 91601	02/22/2024	03/09/2024
Oakwood Recreation Center	Annex Room	11 Days	767 California Ave Venice, CA 90291	02/22/2024	03/09/2024
Slauson Rec and Senior Citizen Center	Senior Club Room	11 Days	5306 Compton Ave Los Angeles, CA 90011	02/22/2024	03/09/2024
Stonehurst Recreation Center	Preschool Building	11 Days	9901 Dronfield Ave Sun Valley, CA 91352	02/22/2024	03/09/2024
Sunland Senior Citizen Center	Senior Club Room	11 Days	8640 Fenwick St Sunland, CA 91040	02/22/2024	03/09/2024
A Broadous-Duncan Multipurpose Sr Ctr	Multi-Purpose Room	4 Days	11300 Glenoaks Blvd Pacoima, CA 91331	02/27/2024	03/09/2024
Albert Piantanida Intergenerational Ctr	Community Room	4 Days	9540 Van Nuys Blvd Panorama City, CA 91402	02/26/2024	03/09/2024
Cypress Park Recreation Center	Auditorium	4 Days	2630 Pepper Ave Los Angeles, CA 90065	02/26/2024	03/09/2024
Fairfax Senior Citizen Center	Auditorium	4 Days	7929 Melrose Ave Los Angeles, CA 90046	02/27/2024	03/09/2024
Felicia Mahood Multipurpose Center	Lobby	4 Days	11338 Santa Monica Blvd Los Angeles, CA 90025	02/27/2024	03/09/2024
Griffith Park Visitor Center	Auditorium	4 Days	4730 Crystal Springs Dr Los Angeles, CA 90027	02/27/2024	03/08/2024
Hoover Recreation Center	Auditorium	4 Days	1010 W 25th St Los Angeles, CA 90007	02/27/2024	03/09/2024
Lafayette Multi-Purpose Comm Center	Club Room A	4 Days	625 S La Fayette Park Pl Los Angeles, CA 90057	02/27/2024	03/09/2024
Lemon Grove Recreation Center	Auditorium	4 Days	4959 Lemon Grove Ave Los Angeles, CA 90029	02/27/2024	03/09/2024
Lou Costello Recreation Center	Senior Center	4 Days	3141 E Olympic Blvd Los Angeles, CA 90023	02/27/2024	03/09/2024

Michelle and Barack Obama Sport Complex	Community Room	4 Days	5001 Obama Blvd Los Angeles, CA 90016	02/27/2024	03/09/2024
MLK Jr Therapeutic Recreation Center	Community Room	4 Days	3916 S Western Ave Los Angeles, CA 90062	02/28/2024	03/08/2024
Normandale Recreation Center	Classroom	4 Days	22400 Halldale Ave Torrance, CA 90501	02/28/2024	03/08/2024
Palms Recreation Center	Auditorium 1	4 Days	2950 Overland Ave Los Angeles, CA 90064	02/27/2024	03/09/2024
Pan Pacific Senior Activity Center	Lunchroom	4 Days	141 S Gardner St Los Angeles, CA 90036	02/27/2024	03/09/2024
Ramon Garcia Recreation Center	Preschool Building	4 Days	1016 S Fresno St Los Angeles, CA 90023	02/28/2024	03/08/2024
Ramona Hall Community Center	Banquet Hall	4 Days	4580 N Figueroa St Los Angeles, CA 90065	02/28/2024	03/08/2024
Rustic Canyon Recreation Center	Gallery	4 Days	601 Latimer Rd Santa Monica, CA 90402	02/27/2024	03/09/2024
Sepulveda Garden Center	Meeting Room	4 Days	16633 Magnolia Blvd Encino, CA 91436	02/28/2024	03/09/2024
Sherman Oaks East Valley Adult Center	L Room	4 Days	5056 Van Nuys Blvd Sherman Oaks, CA 91403	02/28/2024	03/09/2024
Tarzana Recreation Center	Gymnasium	4 Days	5655 Vanalden Ave Tarzana, CA 91356	02/28/2024	03/09/2024
Barrington Recreation Center	Stage Room	Reservist Location	333 S Barrington Ave Los Angeles, CA 90049	02/24/2024	03/05/2024

EXHIBIT C

SPECIFIC RESPONSIBILITIES

LA County RR/CC staff is responsible for:

- Disinfecting the surfaces of all voting equipment including, but not limited to the Ballot Marking Devices, electronic pollbooks, and central ballot box after voter use.
- Placing mitigation items such as signs, cones, mats, door stops, etc. to maintain the most accessible path possible to and from the voting area.

Facility staff is responsible for:

- Daily/frequent cleaning of the restrooms.
- Daily/frequent trash pick-up.
- Providing a space outside of the vote center for curbside voting.
- Allowing RR/CC staff to place mitigation items such as signs, cones, mats, door stops, etc. to maintain the most accessible path possible to and from the voting area.
- Provide additional signage, if needed, to direct voters to the vote center.

Additional consideration:

- Wherever feasible, doors and windows should be open during hours where election workers are present to increase airflow.



SAFE ELECTION PLAN

The Los Angeles County “Safe Election Plan” aligns with the latest best practices to prevent illnesses such as COVID-19, flu, and colds. These were developed in consultation with relevant health authorities using the best public health information available.

Vaccination

Election Workers will be encouraged to stay up to date with their vaccines and boosters.



Masks

- Optional face masks will be available for voters.
- Optional face masks and N95 masks will be available for Election Workers.
- The RR/CC will follow current mask rules and public health guidelines, such as return-to-work guidelines for individuals who are recovering from a COVID-19 case.



Hygiene

- Hand sanitizer will be available for voters and workers.
- The importance of hand washing and sanitizing will be emphasized in Election Worker training.



Cleaning

- Cleaning of ePollbooks, Ballot Marking Devices (BMDs), and other frequently used surfaces in the Vote Center.



Ventilation

- Doors and windows will be propped open, when possible, to increase fresh, outdoor air.



Limit exposure to sick and exposed persons

- Election Workers with COVID-19 cases will be excluded from the Vote Center until they meet public health return-to-work guidelines.
- Election Workers returning to the Vote Center after a COVID-19 case will follow public health guidelines to wear a well-fitting mask through day 10.
- Election Workers with close contact exposure will follow current DPH masking and testing requirements.



Ongoing aspects of the voting process that also support COVID-19 prevention.

- All voters are provided a VBM ballot and have the option to vote from home.
- All voters are encouraged to take measures to speed up their election process, which limits their time in the Vote Center. These include verifying voter registration in advance, using the Interactive Sample Ballot (ISB) to pre-mark selections, and bringing their Sample Ballot to speed up the voter check-in.
- BMDs are spaced out to support privacy and accessibility.
- Vote Center layouts use one-directional traffic flow when possible.
- All voters are encouraged to take advantage of early voting and voting at off-peak times if possible.





LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

EXHIBIT D – VOTING SPACE AND FLOOR COVERINGS

Voting Space

The space/s must be free from tables, chairs, printers, electronic equipment, exercise equipment, musical instruments, movable cabinets, appliances and other similar large items as shown in the pictures below.



Floor Coverings

The space/s must be free from any floor coverings such as tarps and mats that may potentially cause tripping or injuries as shown in the pictures below.

