

APPROVED

Oct 16 2025

BOARD OF RECREATION
AND PARK COMMISSIONERS

BOARD REPORT

NO. 25-173DATE October 16, 2025C.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 EIGHTEEN DEPARTMENT OF RECREATION AND PARKS (RAP) FACILITIES TO HOST VOTING CENTERS IN CONNECTION WITH THE NOVEMBER 4, 2025 STATE SPECIAL 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	_____
*C. Stoneham	<u>C.S</u>	N. Williams	_____



 General Manager

 Approved X Disapproved Withdrawn
RECOMMENDATIONS

1. Find that the use of eighteen 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 November 4, 2025 Special 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 eighteen RAP facilities to host voting centers open to the public in connection with the November 4, 2025 Special Election, subject to the approval of the City Attorney as to form;
3. Approve the hosting of voting centers at eighteen RAP facilities in connection with the November 4, 2025 Special 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 vote 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 and the Governor's Office of Land Use and Climate Innovation;
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. Last year, the Board of Recreation and Park Commissioners (Board) approved Report 24-219 (October 17, 2024) authorizing the use of various RAP facilities as vote centers in connection with the November 5, 2024 General Election.

In this Report, RAP staff recommends that the Board approve the use by the RR/CC of eighteen RAP facilities set forth in Exhibit A of Attachment 1 in connection with the upcoming Special Election on November 4, 2025 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 October 17, 2024 for the November 2024 General Election. The term of the proposed VCA shall be from October 23, 2025 to no later than November 8, 2025; this time period includes set-up, voter assistant training, elections day(s), and tear-down. Similar to previous Vote Center Facility Use Agreements, all costs incurred by RAP will be reimbursed by RR/CC. These include RAP staff costs related to opening and closing the voting centers and maintaining the restrooms during the election.

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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 September 29, 2025, eight sites reside in a liquefaction zone, but the proposed use of the sites will not increase the risk of liquefaction. One is 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 on 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 September 29, 2025, the State Department of Toxic Substances Control (DTSC) (Envirostor at www.envirostor.dtsc.ca.gov) and the State Water Resources Control Board (SWRCB) (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 12 voting sites, with a total of 42 contaminated sites. The SWCB has examined and closed 29 of these cases. The Regional Water Quality Control Board (RWQCB) has examined these cases and closed them between 1997 and 2021. None of these cases will pose a threat to the voters that will access the voting sites. According to the Caltrans Scenic Highway Map, there is no scenic highway located within or adjacent to the Project site. Four of the proposed voting sites are located in proximity of a known historical resource, but the voting activity will not cause a substantial adverse change in the significance of any historical resource.

Based on this information, staff recommends that the Board determine 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 as well as to Article III, Section 1, Class 1(14) of City CEQA Guidelines. Staff will file a Notice of Exemption with the Los Angeles County Clerk and the Governor's Office of Land Use and Climate Innovation upon Board's approval.

FISCAL IMPACT

All costs related to the work for the operation and maintenance of the vote center 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 Anita Meacham, Superintendent of Recreation and Parks Operations, Metro Region.

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 _____ 2025 upon the execution hereof by the Parties and shall expire on November 8, 2025, 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	October 24, 2025; 12:00PM to 5:00PM
Voting Period	October 25-November 3, 2025; 9:00AM to 8:00PM
Election Day	November 4, 2025; 6:00AM to 10:00PM
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	October 31, 2025; 12:00PM to 5:00PM
Voting Period	November 1-3, 2025; 9:00AM to 8:00PM

Election Day	November 4, 2025; 6:00AM to 10:00PM
Vote Center Breakdown & Equipment Pick-up (exclusive access ends)	See Exhibit A

From October 22 to November 8, 2025, 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, 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. Notwithstanding the foregoing or anything else to the contrary in this Agreement, the Host hereby disclaims any representations, explicit or implied, that any of the Facilities are in compliance with the Americans with Disabilities Act or any of its related regulations (collectively, "ADA") in connection with the use of the Facilities as a vote center as contemplated under this Agreement. RR/CC hereby represents that it has inspected each of the Facilities and found each of the Facilities meet ADA requirements for use by RR/CC as a vote center. Notwithstanding the indemnity provisions set forth elsewhere in this Agreement, RR/CC shall defend, indemnify and hold harmless Host and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by Host, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, in connection with any claim, allegation or complaint regarding violations of the ADA in connection with the use of the Facilities by RR/CC as a vote center under this Agreement.

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. Refer to Exhibit D for additional explanation of facility requirements.

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 C) 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. Specific Responsibilities (Exhibit B) 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.

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 Host's 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: Kimberly Simonet (310-548-7675)
Valley: Traci Goldberg (818-756-8060)
Metro: Anita Meacham (818-552-3689)
West: Sonya Young-Jimenez (310-202-2803)
Expo Center: Trish Delgado (213-763-0114)

Building Name	Room/Area	Address	Voting Period	Setup Date	Breakdown Date
Ahmanson Senior Center	Ballroom	3990 Bill Robertson Ln	11 Days	10/23/2025	11/06/2025
Echo Park Recreation Center	Classrooms 3 and 4	1632 Bellevue Ave	11 Days	10/23/2025	11/06/2025
Mid Valley Senior Center	Main Room	8801 Kester Ave	11 Days	10/23/2025	11/06/2025
North Hollywood Recreation Center	Senior Center	11430 Chandler Blvd	11 Days	10/23/2025	11/06/2025
Oakwood Recreation Center	Annex Room	767 California Ave	11 Days	10/23/2025	11/06/2025
Ramona Hall Community Center	Banquet Hall	4580 N Figueroa St	11 Days	10/23/2025	11/05/2025
Slauson Rec and Senior Citizen Center	Senior Club Room	5306 Compton Ave	11 Days	10/23/2025	11/06/2025
Stonehurst Recreation Center	Preschool Building	9901 Dronfield Ave	11 Days	10/23/2025	11/06/2025
Sunland Senior Citizen Center	Senior Club Room	8640 Fenwick St	11 Days	10/23/2025	11/06/2025
Balboa Sports Center	Rooms 1 2 and 3	17015 Burbank Blvd	4 Days	10/30/2025	11/05/2025
Felicia Mahood Multipurpose Center	Lobby	11338 Santa Monica Blvd	4 Days	10/29/2025	11/08/2025
Hoover Recreation Center	Auditorium	1010 W 25th St	4 Days	10/29/2025	11/08/2025
Lafayette Multi-Purpose Comm Center	Club Room A	625 S Lafayette Park Pl	4 Days	10/29/2025	11/08/2025
Las Palmas Senior Enrichment Center	Auditorium and Lobby	1820 N Las Palmas Ave	4 Days	10/29/2025	11/08/2025
Northeast Valley Multipurpose Sr Center	Multi-Purpose Room	11300 Glenoaks Blvd	4 Days	10/29/2025	11/08/2025
Rustic Canyon Recreation Center	Gallery	601 Latimer Rd	4 Days	10/30/2025	11/05/2025
Sherman Oaks East Valley Adult Center	L Room	5056 Van Nuys Blvd	4 Days	10/29/2025	11/08/2025
South LA Sports Activity Center	Multi-Purpose Room 101	7020 S Figueroa St	4 Days	10/29/2025	11/08/2025



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

EXHIBIT B

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.



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

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.



LAVOTE.GOV



voterinfo@rrcc.lacounty.gov



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.

