

APPROVED
SEP 17 2020

BOARD OF RECREATION
AND PARK COMMISSIONERS

BOARD REPORT

NO. 20-180

DATE September 17, 2020

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS LOCATIONS – PROPOSED AGREEMENT WITH THE LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK FOR THE USE OF FORTY-FIVE DEPARTMENT OF RECREATION AND PARKS (RAP) FACILITIES TO HOST VOTE DROP BOXES TO COLLECT BALLOTS FROM THE PUBLIC– APPROVAL OF PLANS TO INSTALL VOTE DROP BOXES AT FORTY-FIVE DESIGNATED RAP FACILITIES AND ADDITIONAL FACILITIES AS MAY BE DETERMINED; CATEGORICAL EXEMPTION FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, SECTION 1, CLASS 3(4) [INSTALLATION OF NEW EQUIPMENT INVOLVING NEGLIGIBLE OR NO EXPANSION OF USE IF REQUIRED FOR THE PUBLIC CONVENIENCE] AND CLASS 4(7) [ISSUANCE OF ANY LEASE, LICENSE OR PERMIT TO USE LAND INVOLVING MINOR ALTERATIONS TO THE CONDITION OF THE LAND] OF CITY CEQA GUIDELINES AND ARTICLE 19, SECTIONS 15303 AND 15304 OF CALIFORNIA CEQA GUIDELINES

AP Diaz _____
H. Fujita _____
V. Israel _____
S. Piña-Cortez _____
C. Santo Domingo _____
N. Williams _____



General Manager

Approved X Disapproved _____ Withdrawn _____

If Approved: Board President Sylvia Patanucas Board Secretary F. Amador

RECOMMENDATIONS

1. Approve the proposed Ballot Drop Box Use Agreement substantially in the form attached as Attachment 3 to this Report (Use Agreement), with the Los Angeles County Registrar-Recorder/County Clerk for the use of forty-five (45) Department of Recreation and Parks (RAP) facilities as identified in Attachment 1 of this Report and Attachment A of the Use Agreement to host vote ballot drop boxes to collect ballots from the public for a term not to exceed three (3) years with an option to extend the term for one year;
2. Approve the installation and hosting of vote ballot drop boxes on forty-five (45) RAP facilities as depicted in Attachment A of the Use Agreement and Attachment 1 of this Report and authorize RAP staff or RAP's on-call vendors to install such drop boxes;

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3. Authorize RAP's General Manager or designee to execute the Use Agreement upon the completion of all required approvals;
4. Authorize RAP's General Manager or designee to add additional voting ballot drop box locations or substitute vote ballot drop box locations to the list of RAP facilities identified in Attachment A of the Use Agreement and install and host vote ballot drop boxes at such additional or substitute location in accordance with the terms of the Use Agreement;
5. Find that the use of RAP facilities to host vote ballot drop boxes as authorized under this Report is consistent with the use of RAP facilities for park purposes;
6. Determine that this project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 3(4) [Installation of new equipment involving negligible or no expansion of use, if required for the public convenience] and Class 4(7) [Issuance of any lease, license or permit to use land involving minor alterations to the condition of the land] of City CEQA Guidelines as well as to Article 19, Sections 15303 and 15304 of California CEQA Guidelines; and,
7. 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 Notice of Exemption (NOE).

SUMMARY

In March 2020, the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) introduced a new voting system for the Presidential Primary Election. It is estimated that up to one (1) million voters were served at more than 970 vote centers throughout the County of Los Angeles (County). Post-election surveys and voter exit polls indicated that twenty (20) percent of the voters had a negative experience. About fifteen (15) percent of the voters reported waiting more than two (2) hours to vote. As result, the Los Angeles County Board of Supervisors (LACBOS) directed the RR/CC to report back with corrective measures for all identified issues to be implemented in time for the November 3, 2020 Presidential General Election.

In response to the directive from the LACBOS, the RR/CC, through its Board Report of April 27, 2020, acknowledged that not all voters were properly supported on Election Day which resulted in long waits and great frustration for many voters. The report identified several key points as root causes for the issues experienced by voters and provided an implementation plan to address the identified issues. One of the recommended actions was to install Vote Drop Boxes (VDBs) at various public facilities throughout the County of Los Angeles to make it easier for voters to drop off their vote ballots.

Recently, staff from the RR/CC began discussions with RAP staff about the possibility of RAP hosting the placement of VDBs at several RAP facilities. A total of forty-five (45) locations were agreed upon. The complete list of facilities and placement locations at RAP properties are identified in Attachment 1 of this Report and Attachment A of the Use Agreement.

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The VDBs, which are depicted in Attachment B of this Report and Attachment C of the Use Agreement, measure 32"x32"x52" and weigh approximately 140 pounds when empty. Each box can accommodate 5,000 plus ballots. They will be anchored onto concrete walkways or pads. Forty (40) of the identified locations will require the installation of concrete pads by the existing public sidewalk and five (5) locations have existing concrete pads. To ensure minimal damage to existing park infrastructure, RAP staff and/or RAP's on-call vendors will install concrete pads where needed and anchor the vote drop boxes. The RR/CC will reimburse RAP for the costs of these installations.

The terms and conditions for the hosting of the VDBs are addressed in the Use Agreement (Attachment 3) being presented for the Board's consideration. The Use Agreement is for a term of three (3) years with an option to extend the term for one additional year. RR/CC will be responsible for the upkeep of the installed VDBs for the duration of the term of the Use Agreement, and at the end of this term, the VDBs will be removed at RR/CC's expense.

In addition to the installation and hosting of the VDBs at the locations identified in Attachment 1 of this Report, RAP staff recommends that authority be given to RAP's General Manager or designee to add additional RAP locations or substitute a RAP location currently identified in Attachment 1 with a different RAP location in order to timely meet demands for additional or substitute vote ballot drop boxes. The terms of use for such additional or substitute boxes will be governed by the terms of the Use Agreement.

ENVIRONMENTAL IMPACT

The proposed project consists of an agreement between RAP and the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) to allow RR/CC to use park land to install new equipment to facilitate voting. Such installation will occur on public park land and requires the construction of concrete pads on land that is currently covered in grass, in order to anchor the equipment. Article III, Section 1, Class 3(4) of City California Environmental Quality Act (CEQA) Guidelines exempts the installation of new equipment involving negligible or no expansion of use if required for public convenience from the provisions of CEQA. Article III, Section 1, Class 4(7) of City CEQA Guidelines exempts the issue of any lease, license or permit to use land, involving minor alterations to the conditions of the land, from the provisions of CEQA. Therefore, staff recommends that the Board of Recreation and Park Commissioners (Board) determine that this project is categorically exempt from the provisions of CEQA pursuant to Article III, Section 1, Class 3(4) and Class 4(7) of City CEQA Guidelines as well as to Article 19, Sections 15303 and 15304 of California 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 installation and maintenance of the vote drop boxes will be the responsibility of RR/CC. There is no fiscal impact to RAP's general fund.

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This Report was prepared by Cid Macaraeg, Sr. Management Analyst II, Planning, Maintenance and Construction Branch.

LIST OF ATTACHMENTS/EXHIBITS

Attachment 1 – List of Park Facilities and Placement Locations of Vote Drop Boxes

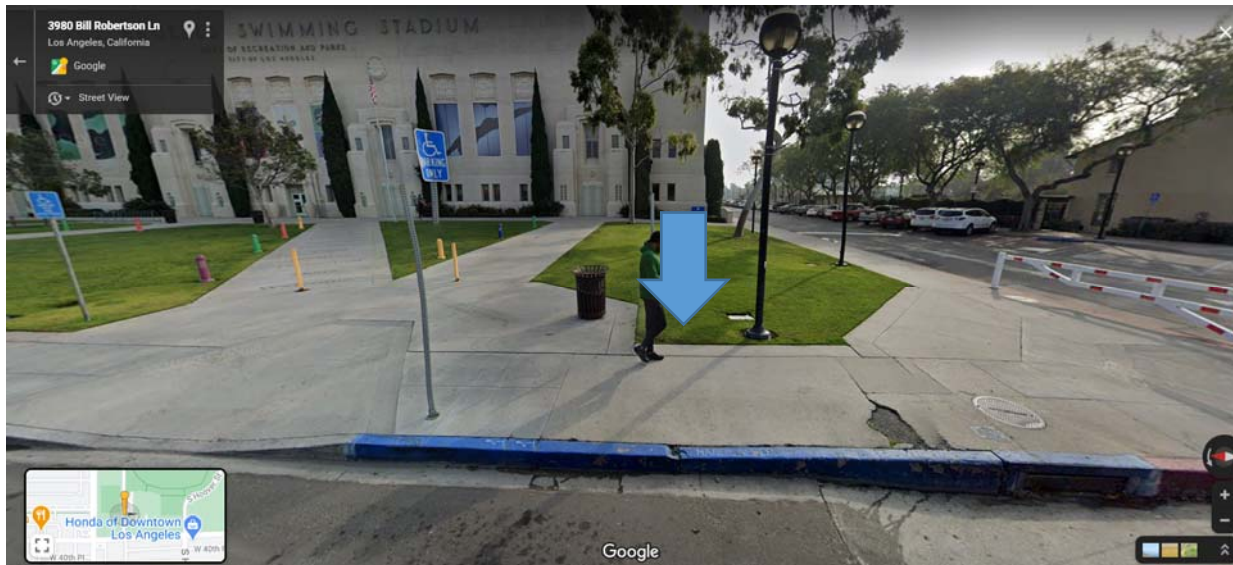
Attachment 2 – Generic Vote Drop Box Exhibit

Attachment 3 – Proposed Use Agreement with RR/CC

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Ahmanson Senior Center – Expo Center
Install concrete pad adjacent to public sidewalk.



Algin Sutton RC
Install concrete pad adjacent to public sidewalk.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Andres and Maria Cardenas RC

Install concrete pad adjacent to public sidewalk.



Balboa Sports Complex

Install concrete pad adjacent to public sidewalk south of Balboa Bl. Driveway entrance. Verify slope.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Baldwin Hills RC

Install concrete pad adjacent to public sidewalk.



Bee Canyon Park

Install concrete pad adjacent to public sidewalk on Meadowlark Ave.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Brand Park

Install concrete pad adjacent to public sidewalk.



Branford RC

Install concrete pad adjacent to public sidewalk.

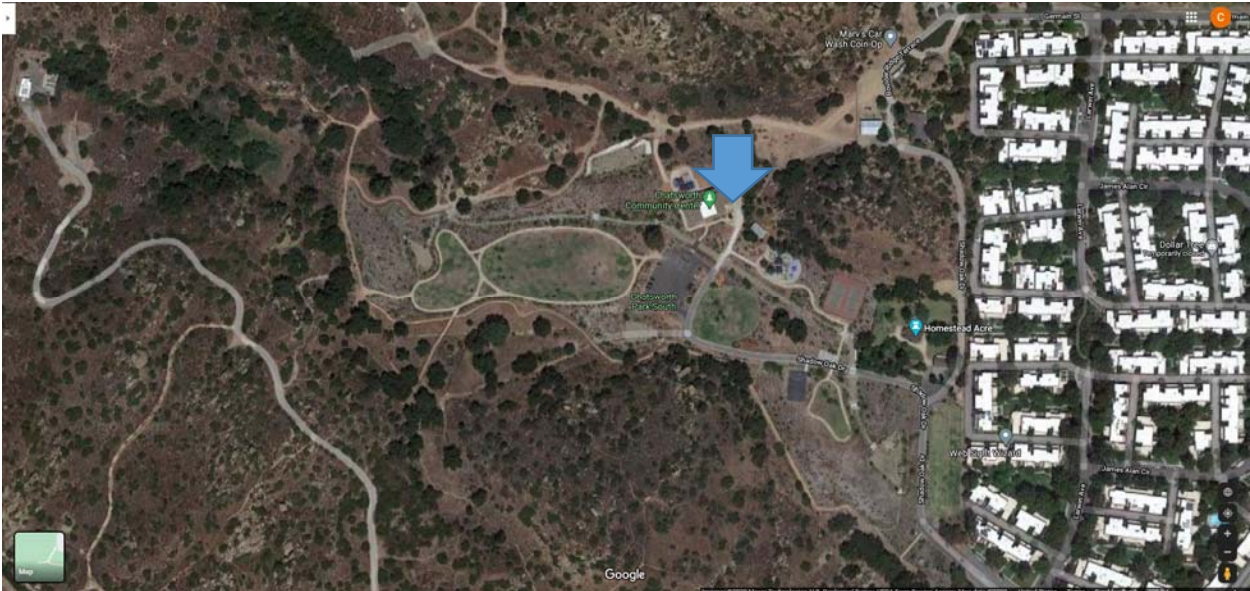


LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Chatsworth RC

Install on existing concrete adjacent to community building.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

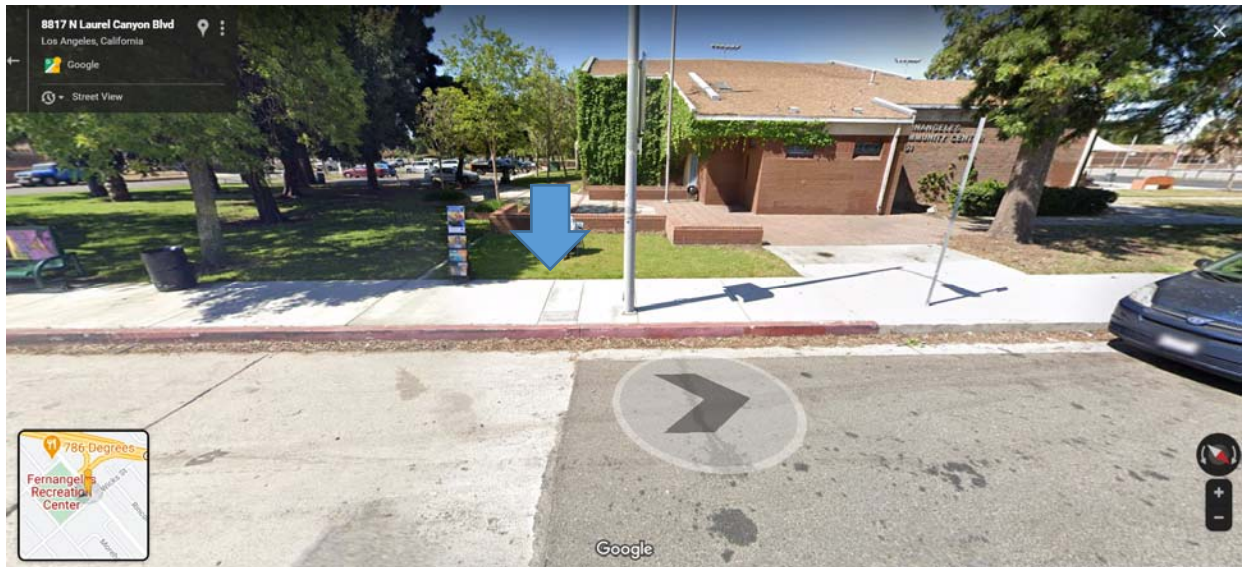
Encino Park

Install concrete pad adjacent to public sidewalk on Ventura Bl. Closer to Paso Robles.



Fernangeles RC

Install concrete pad adjacent to public sidewalk.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

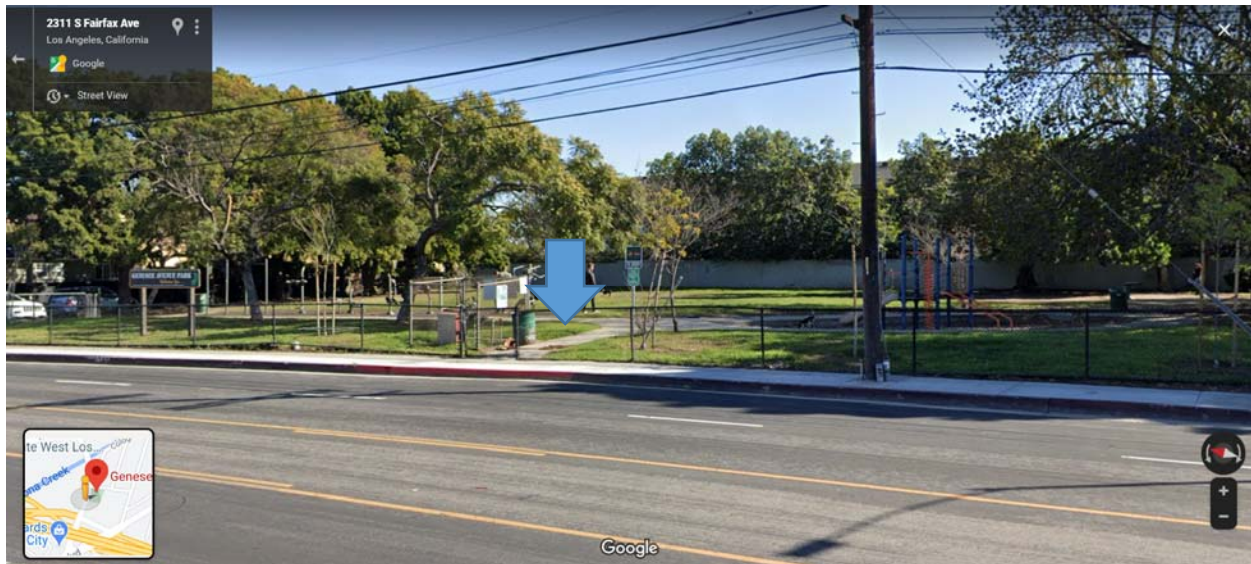
Garvanza Park

Install concrete pad adjacent to public sidewalk.



Genesee Avenue Park

Install concrete pad inside fence adjacent to walkway.

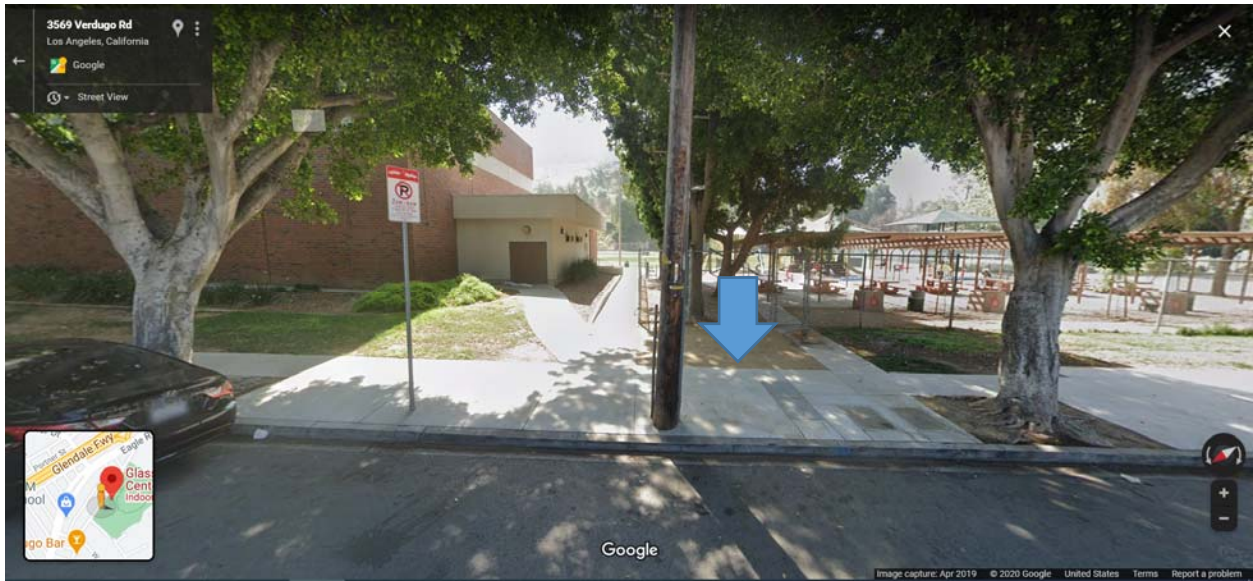


LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Glassell Park RC

Install concrete pad adjacent to public sidewalk.



Glen Alla Park

Install concrete pad adjacent to walkway.

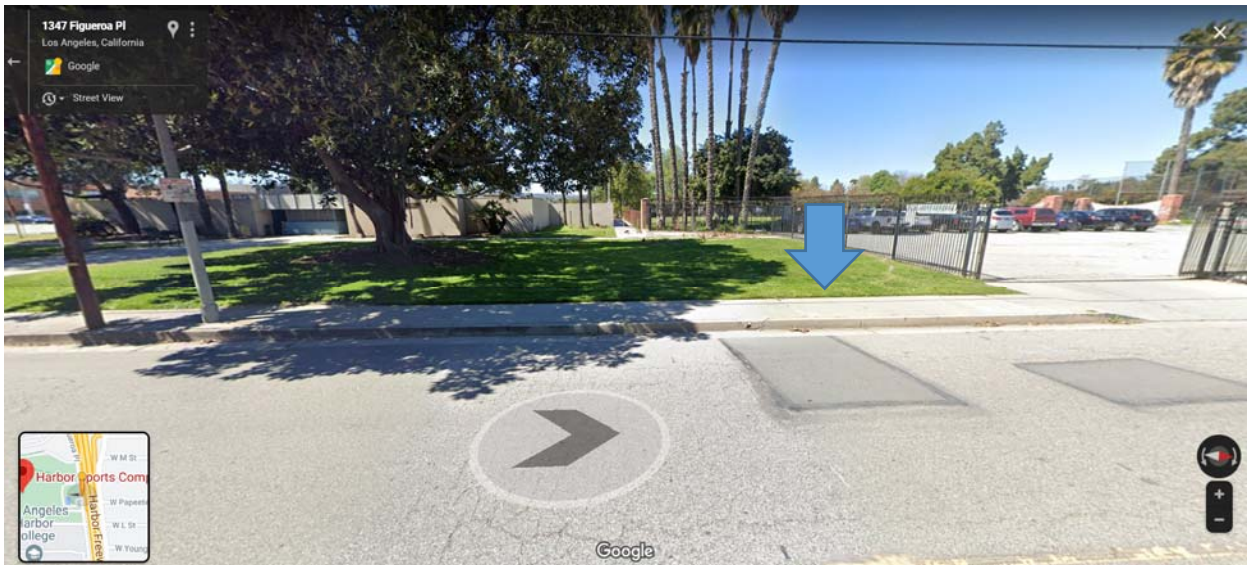
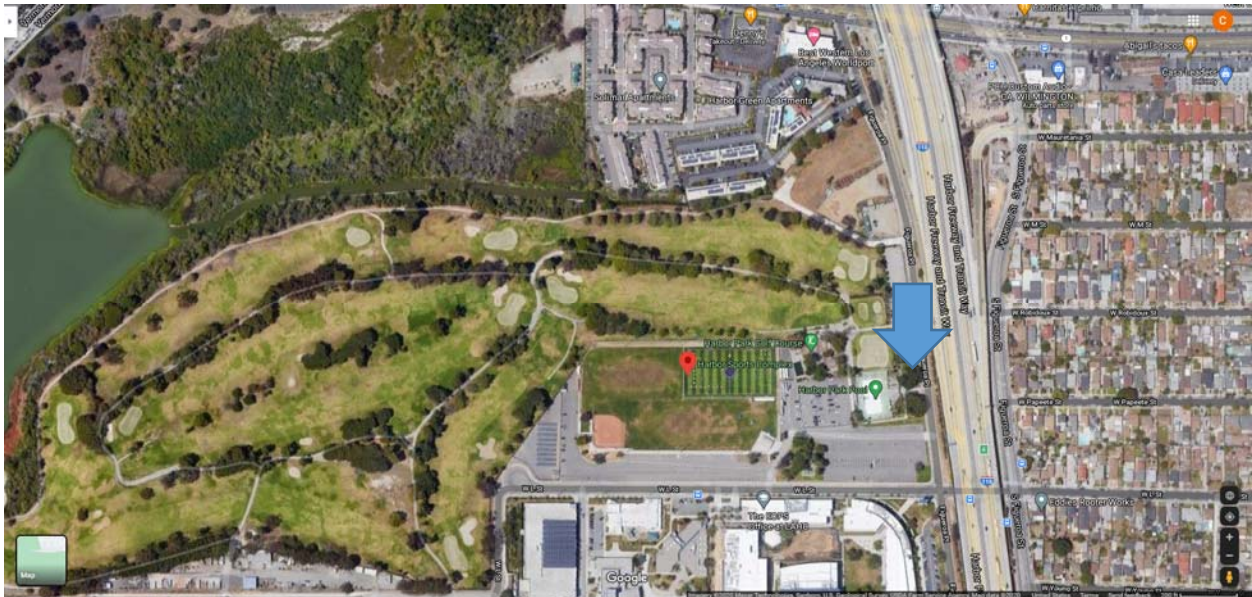


LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

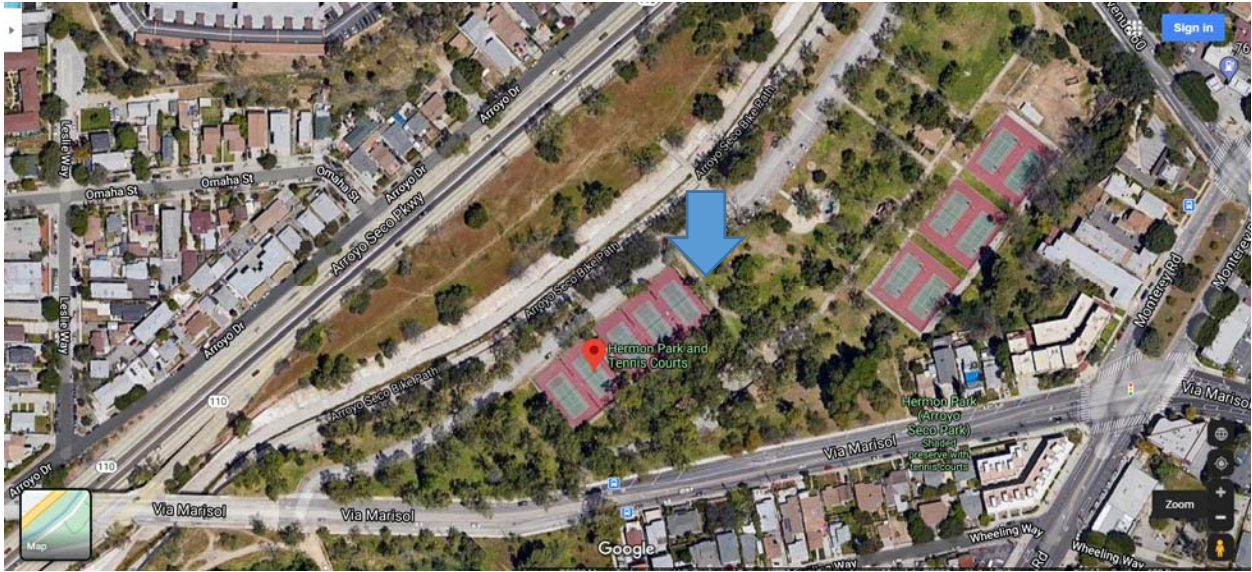
Harbor Sports Center

Install concrete pad adjacent to public sidewalk.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations
September 2, 2020

Hermon Park
Install concrete pad adjacent to tennis court walkway.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations
September 2, 2020

Holmby Park

Install concrete pad adjacent to public sidewalk.



Jackie Tatum/Harvard RC

Install concrete pad adjacent to parking lot walkway.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Jim Gilliam RC

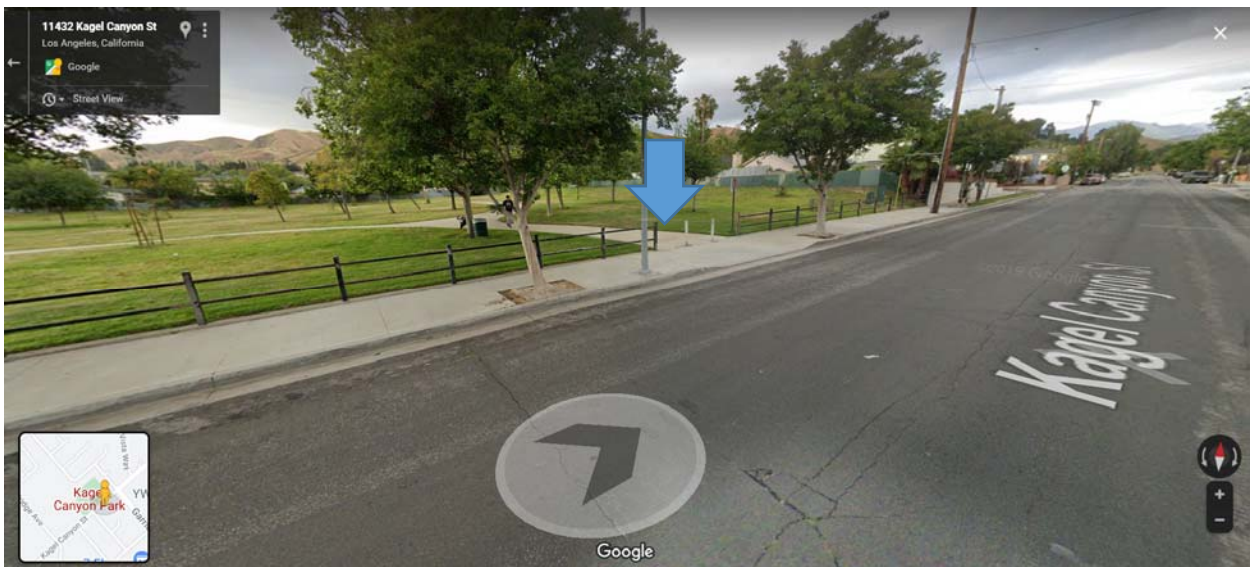
Install concrete pad east of recreation center on Santo Tomas Dr.

Park has no vehicular access from La Brea.



Kagel Canyon Park

Install concrete pad inside fence line adjacent to walkway.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Lazy J. Ranch Park

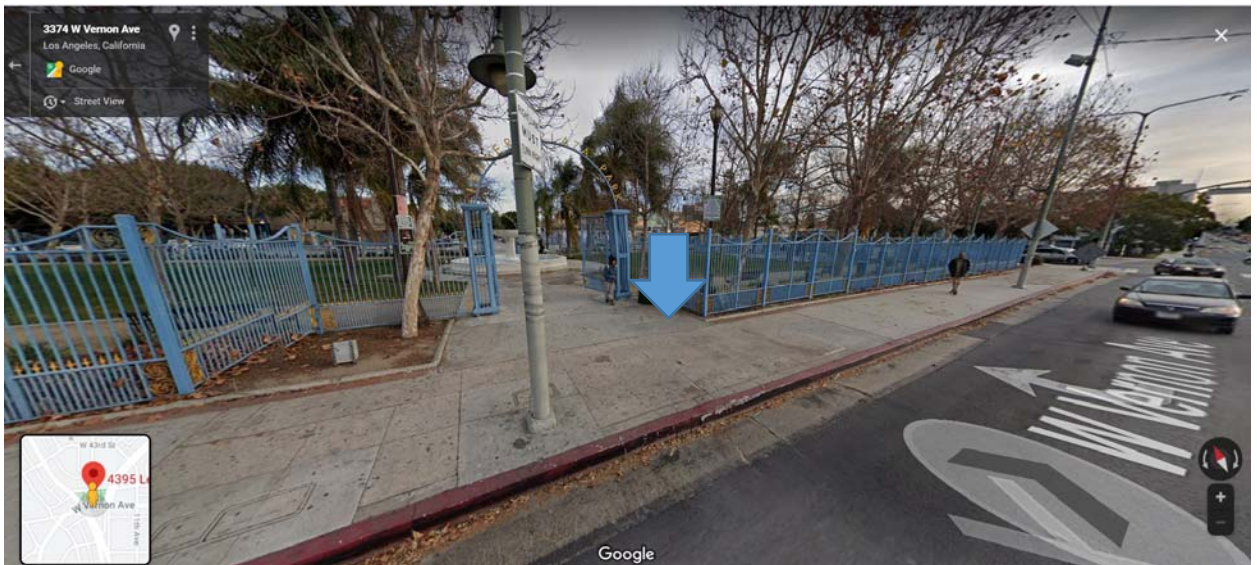
Install concrete pad inside fence line adjacent to walkway on Ingomar St.

Existing fence has no opening from Valley Circle address.



Leimert Park

Install on existing concrete walkway by gate on Vernon Av.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Loren Miller RC

Install concrete pad within fence line adjacent to walkway.



Louise Park

Install concrete pad adjacent to public sidewalk.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

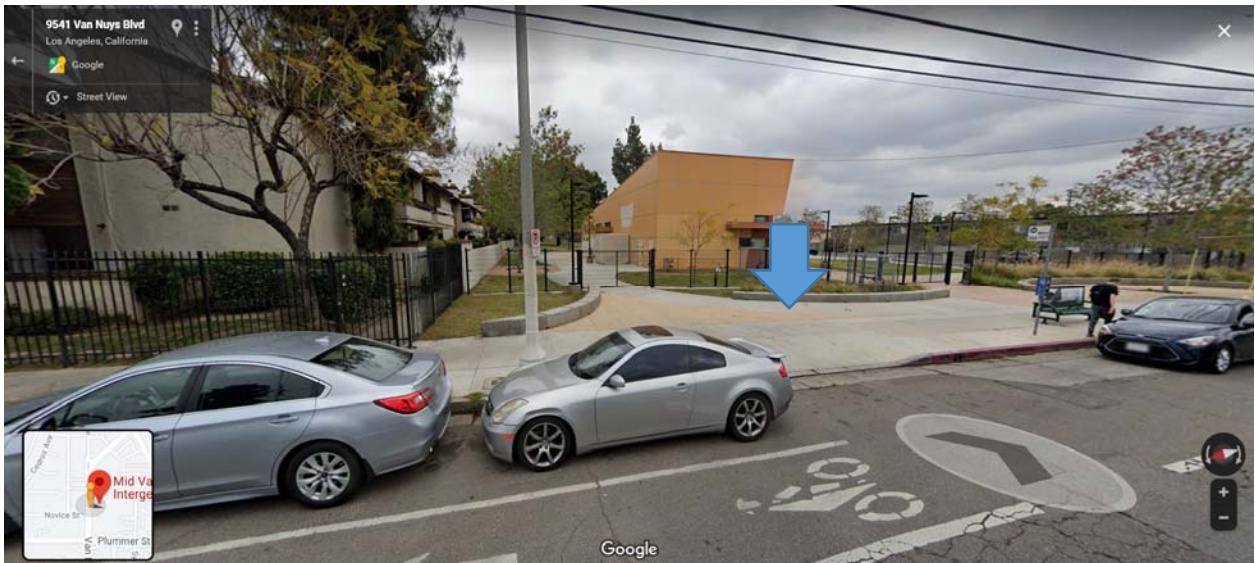
Mason RC

Install concrete pad adjacent to public sidewalk.



Mid-Valley Intergenerational Multipurpose Center

Install on existing concrete. Provide clearance for north driveway.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

North Hills Community Park

Install on existing concrete on park property.



North Weddington RC

Install concrete pad adjacent to public sidewalk on Riverton Ave.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations
September 2, 2020

Northridge RC

Install on existing concrete pad in front of aquatic center on Reseda Bl.

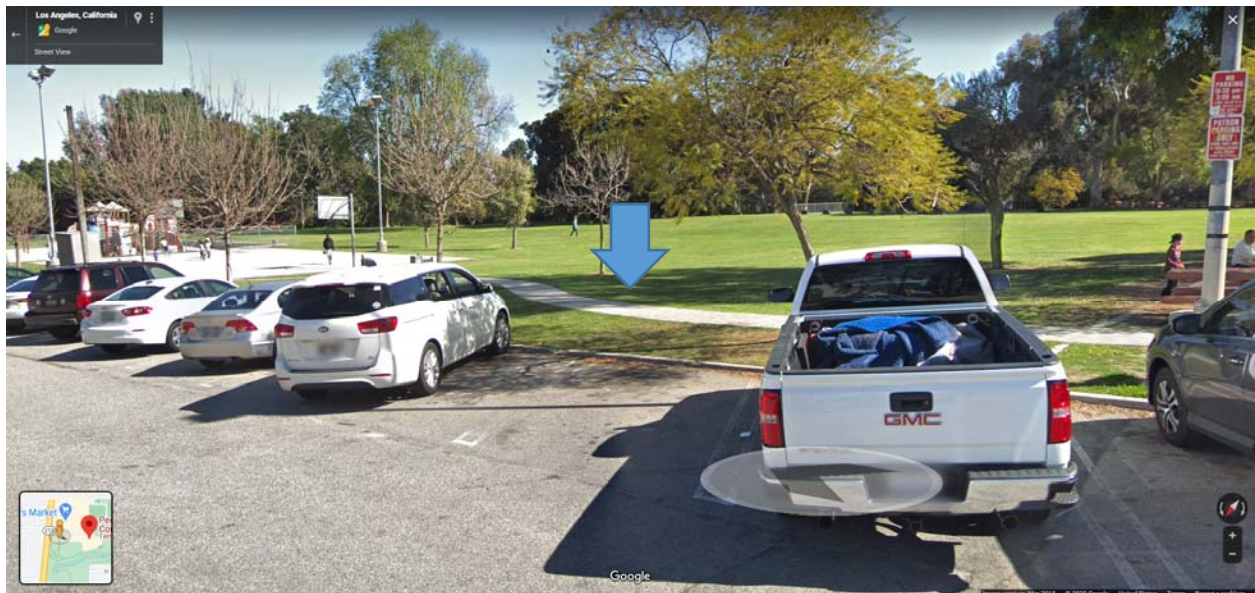


LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Peck Park Community Center

Install concrete pad adjacent to parking lot walkway within the park.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

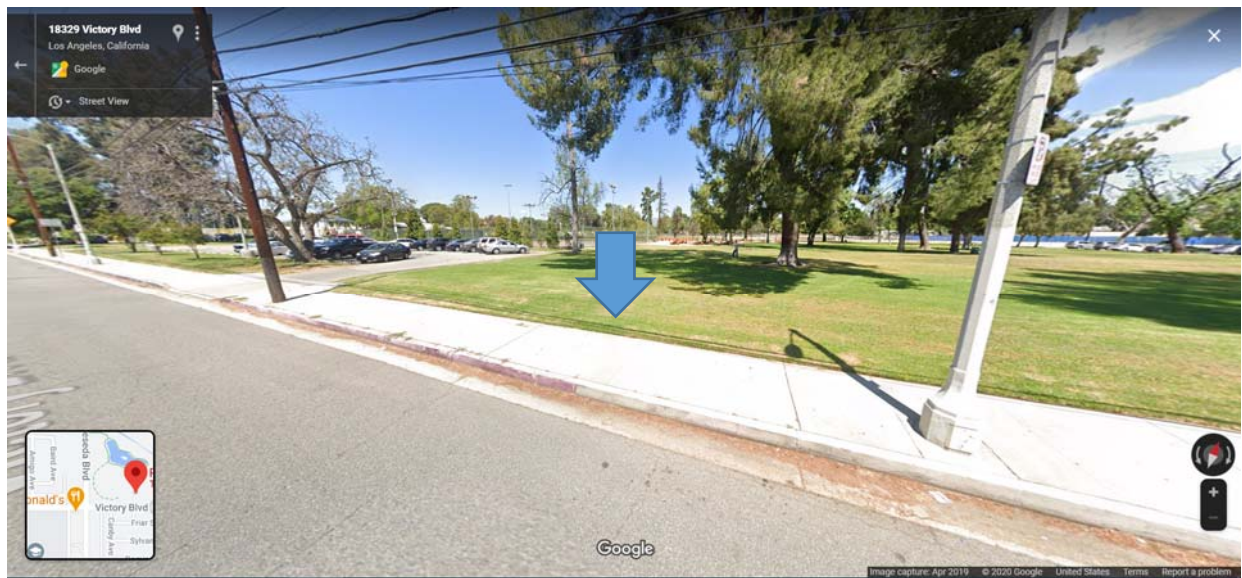
Queen Anne RC

Install concrete pad adjacent to public sidewalk.



Reseda RC

Install concrete pad adjacent to public sidewalk.

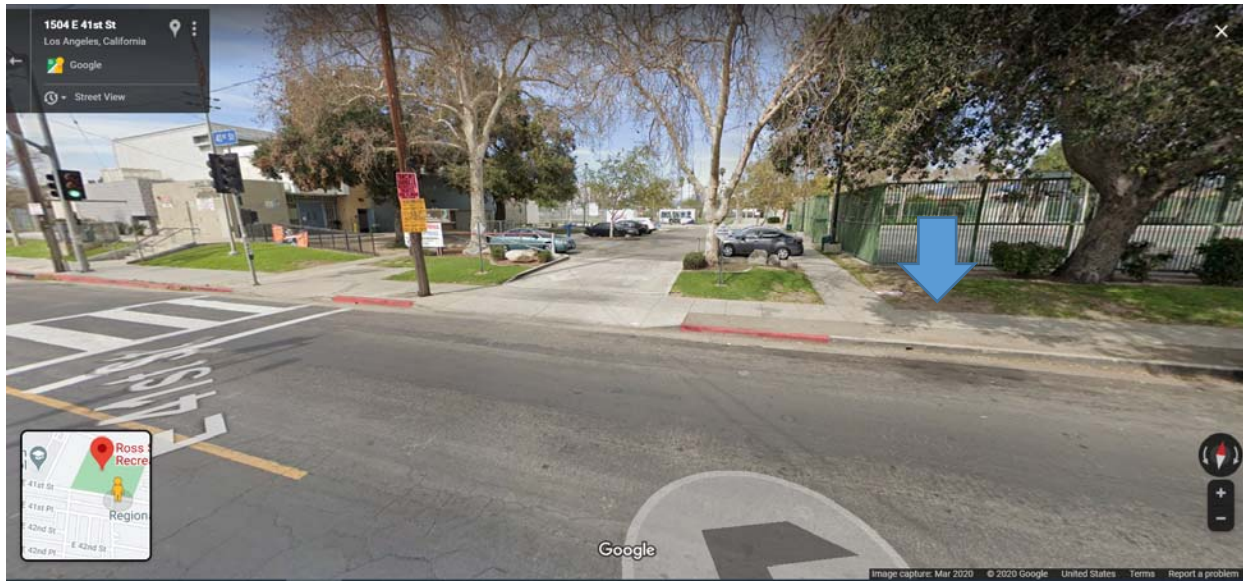


LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Ross Snyder RC

Install concrete pad adjacent to public sidewalk.



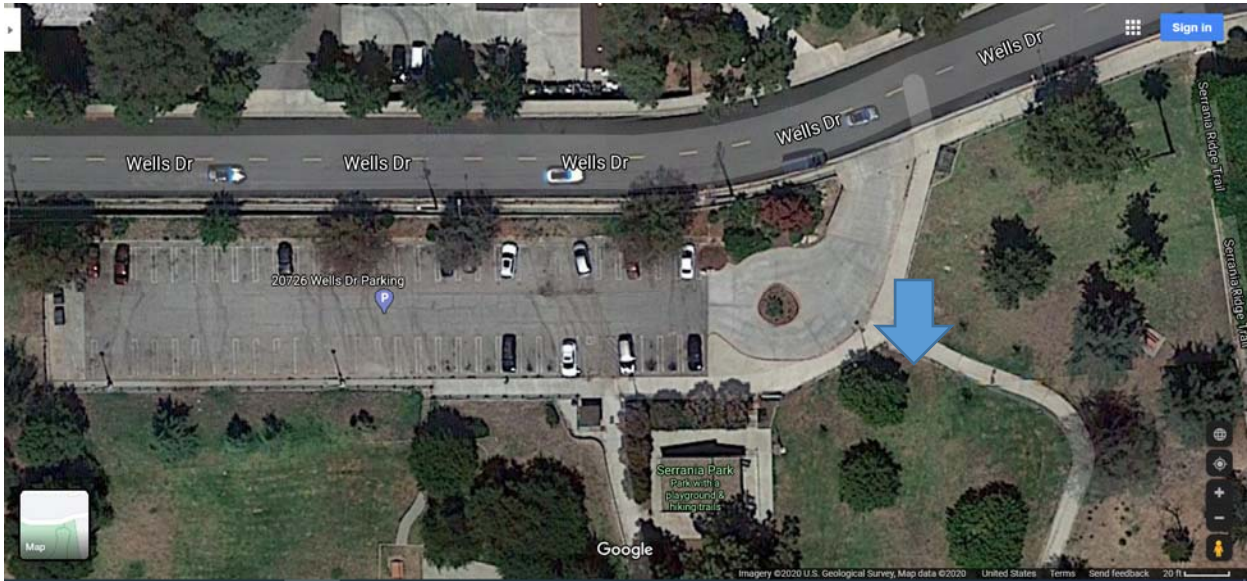
Runnymede Park

Install concrete pad adjacent to public sidewalk.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations
September 2, 2020

Serrania Park
Install concrete pad within fence line adjacent to walkway.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Shadow Ranch RC

Install concrete pad adjacent to walkway.



Stoner RC

Install concrete pad within fence line adjacent to walkway.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations
September 2, 2020

Sunland RC

Install concrete pad by parking lot entrance on Sherman Grove Av.



Sylmar RC

Install concrete pad adjacent to public sidewalk.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Tarzana RC

Install concrete pad adjacent to public sidewalk.



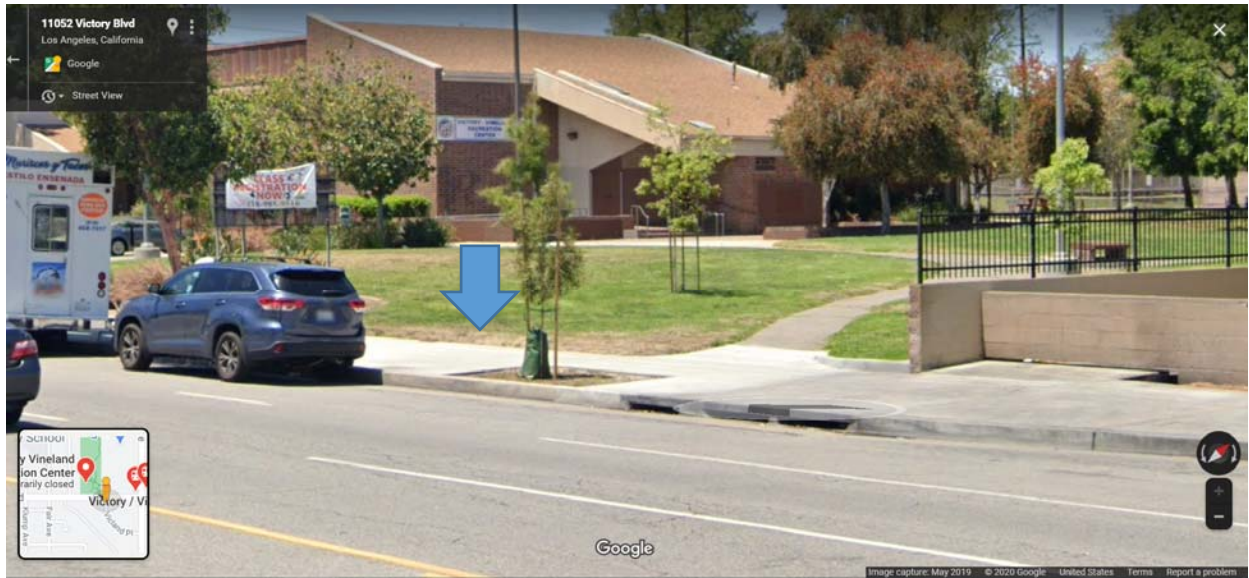
Van Nuys Sherman Oak RC

Install concrete pad adjacent to public sidewalk.

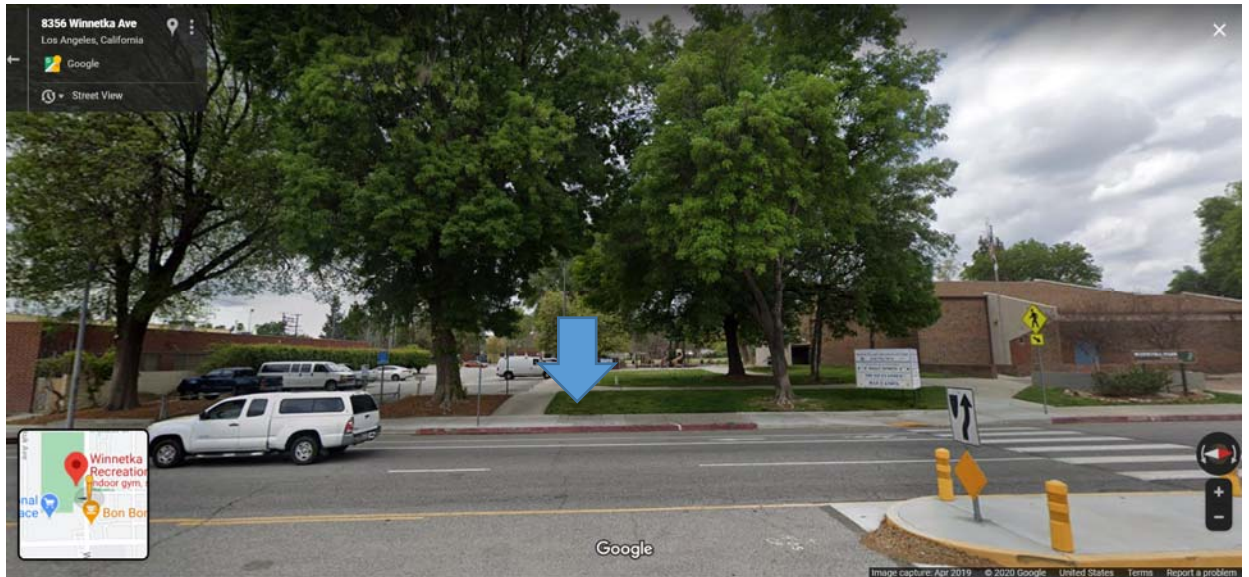


LA City Recreation and Parks - RR/CC VBM Drop Box Locations
September 2, 2020

Victory Vineland RC
Install concrete pad adjacent to public sidewalk.

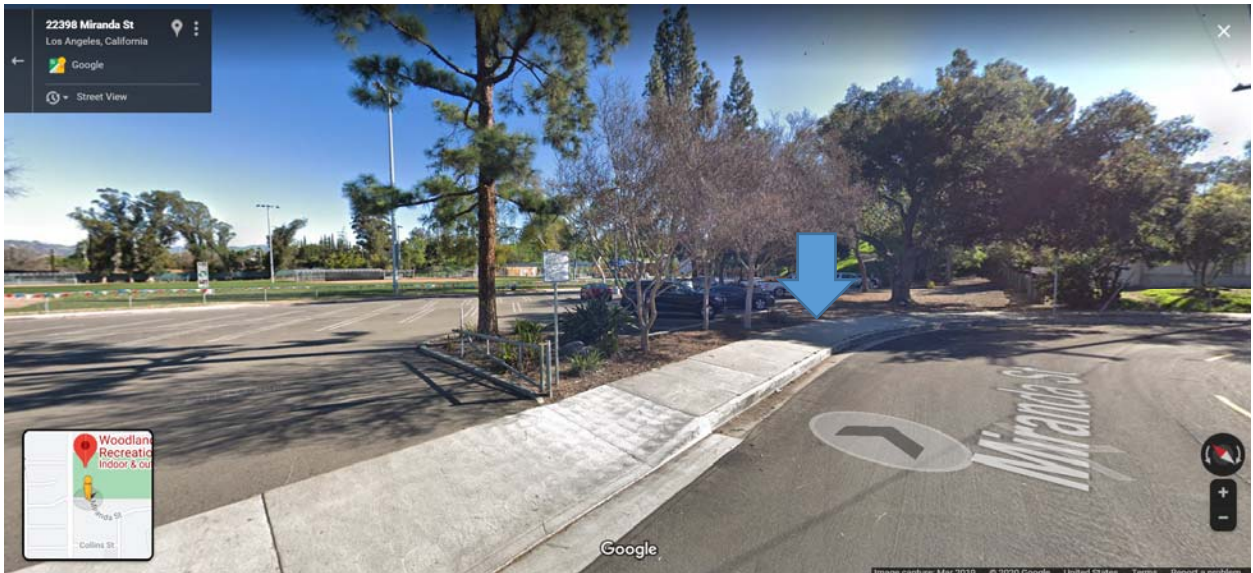


Winnetka RC
Install concrete pad adjacent to public sidewalk.



LA City Recreation and Parks - RR/CC VBM Drop Box Locations
September 2, 2020

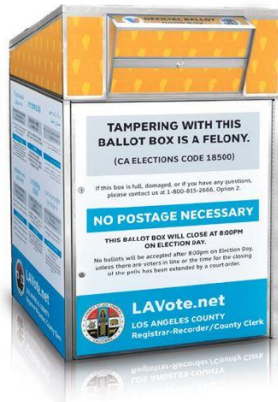
Woodland Hills RC
Install concrete pad adjacent to public sidewalk on Miranda St.



ATTACHMENT 2: Generic Vote Box Exhibit



24-Hour Drop Boxes



Standard Box

- 32" x 32" x 52"
- 140 lbs empty
- Walk up access only
- 5,000+ ballot capacity

Ballots will be retrieved at least twice a week during the first 20 days of the voting period. For the last 10 days, ballots will be picked up at least every other day and potentially daily. All boxes will be secured at 8:00pm on Election Day.

BALLOT DROP BOX USE AGREEMENT

Agreement and authorization is granted by the **City of Los Angeles Department of Recreation and Parks** ('Host') and the **Los Angeles County Registrar-Recorder/County Clerk** ('RR/CC') for the use of City of Los Angeles Recreation and Parks Department facilities to host ballot drop boxes to collect ballots from the public.

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

Term: This Agreement is entered into this 17th day of September, 2020 upon the execution hereof by the Parties and shall expire three (3) years thereafter (Initial Term), unless sooner terminated or extended, in whole or in part, as provided in this agreement. Upon expiration of the initial term, and upon mutual agreement executed by the RR/CC and Host, parties may renew this Agreement for an additional 1-year period ("Extended Term").

Primary Contacts:

The Host's Primary Contact for 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.

The RR/CC's Primary Contact for this Agreement is Adrian Avelar, (562) 462-2835 (mobile), (562) 345-8372 (office), VBMDropOff@rrcc.lacounty.gov.

Use of the Facilities/Drop Box Plan Permits: Host permits RR/CC access to the drop box locations listed in **Attachment A** ("Drop Box Location(s)") subject to an individual a right of entry permit for each Drop Box Location issued by Host in the form of the Drop Box Plan Permit shown at **Attachment B**. Host authorizes RR/CC to install drop boxes of the type shown at **Attachment C**.

Host designates its General Manager or his designee as authorized to issue Drop Box Plan Permits.

By utilizing a Drop Box Location, RR/CC agrees to all of the terms in the Drop Box Plan Permit for that location. Should Host not issue a Drop Box Plan Permit for a particular Drop Box Location, RR/CC shall not be entitled to utilize that location.

Facility Requirements:

Host permits access to the permitted Drop Box Locations for the installation of drop boxes as depicted in the Designated Space Schematic for each Drop Box Location as **Attachment B-1** to each Drop Box Plan Permit.

Host will ensure access to each Drop Box Location and drop box to the public during the hours for which the Drop Box Location is customarily open to the public as determined by the Host.

Host will permit access to RR/CC staff and vehicles to take all actions necessary to install, uninstall and/or modify drop box, open/close drop box, retrieve ballots, perform maintenance, and comply with applicable laws and regulations governing drop boxes during the hours each Drop Box Location is open to public access as determined by Host.

Should RR/CC desire to install a drop box on any sidewalk, RR/CC shall obtain a permit or other approval from the City of Los Angeles Department of Public Works and this Agreement and any Drop Box Plan Permit shall not confer the right to install anything on any City sidewalk barring such approval.

RR/CC will be responsible for all costs associated with the purchase, maintenance, installation, and removal of each drop box. All drop boxes will be removed following the completion of the initial term of this agreement, at the completion of the extended term, as otherwise provided herein or as mutually agreed upon in writing by the parties. Upon removal of a drop box, the RR/CC will return the Drop Box Location to the condition it was in at the time of installation, or as close as possible to the condition it was in at the time of installation.

Host will construct/install concrete pads to support the drop boxes to be installed by RR/CC at Drop Box Locations utilizing a Host contractor, with all of Host's costs to be reimbursed by RR/CC within ninety (90) days of being invoiced by Host. RR/CC agrees to reimburse Host for costs of constructing concrete pads for Drop Box Locations as requested by RR/CC that are incurred before the parties execute this Agreement.

In the event there is an issue related to a drop box, host will contact RR/CC at the contacts listed in the Drop Box Plan Permit or this Agreement to report the issue.

Should a drop box be damaged, defaced, or subject to graffiti, RR/CC will abate or correct the situation to the satisfaction of Host. If RR/CC have not cured a request to abate or correct an issue after forty-eight (48) hours of notice from Host, Host will have the right, but not obligation, to abate or correct the problem at the expense of RR/CC. Host will not take any action concerning a drop box within thirty one (31) days of an election for which the drop box is being utilized to collect ballots.

Parking Requirements: Host agrees to provide sufficient parking, including accessible spaces, and a waiver of any parking fees for RR/CC staff and voters where possible as depicted on **Attachment B-2** of each Drop Box Plan Permit.

Public Voting Period: Host agrees to provide RR/CC staff access to a Drop Box Location for which a Drop Box Plan Permit is issued by Host during the hours which the Drop Box Location is open to the public beginning thirty-one (31) days before an election.

Promotions and Political Material: Host will not engage in audible dissemination of electioneering information within 100 feet of a drop box and will not conduct any promotional activity at the Drop Box Location tied to the public voting period without prior authorization from RR/CC.

Termination of the Agreement: except for the occurrence of a natural disaster causing damage or otherwise adversely affecting the a Drop Box Location, or unforeseen building/structural damage to the Drop Box Location, which shall be solely determined by the RR/CC, Host shall not cancel or change the location and this Agreement shall remain in effect, with all conditions set forth. 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.

RR/CC may at any time and without reason, revoke its request to use a Drop Box Location. Host may terminate RR/CC's right to utilize any Drop Box Location and revoke any Drop Box Plan Permit if Host determines the drop box is interfering with the location's park and/or recreational purposes, the location is needed for a new project, or is appropriate to protect public health, safety, or welfare and may require RR/CC to remove such drop box with sixty (60) days' notice to RR/CC any time other than thirty-one (31) days prior to a scheduled election. Should Host require a drop box be removed, Host will use reasonable efforts to work with RR/CC to provide an alternate replacement Drop Box Location with removal and replacement expenses borne by RR/CC. 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. During the term of the Agreement, Host's General Manager or his designee is authorized to enter into amendments of the Agreement with RR/CC to add additional Drop Box Locations. 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 or other letter 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.

ALTHOUGH THE ABOVE SITE INDEMNITY AGREEMENT APPLIES AT ALL TIMES DURING WHICH A VOTER BOX IS LOCATED AT A DROP BOX LOCATION, THE INDEMNITY DOES NOT EXTEND TO USE OF ANY THE DROP BOXES FOR ANY ELECTION CONDUCTED BY AN ENTITY OTHER THAN THE LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK.

RR/CC Approval of Each Drop Box Location: RR/CC has inspected or reviewed each Drop Box Location and determined that each location meets all requirements for the purposes for which RR/CC intends to utilize the location.

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

Printed Name and Title

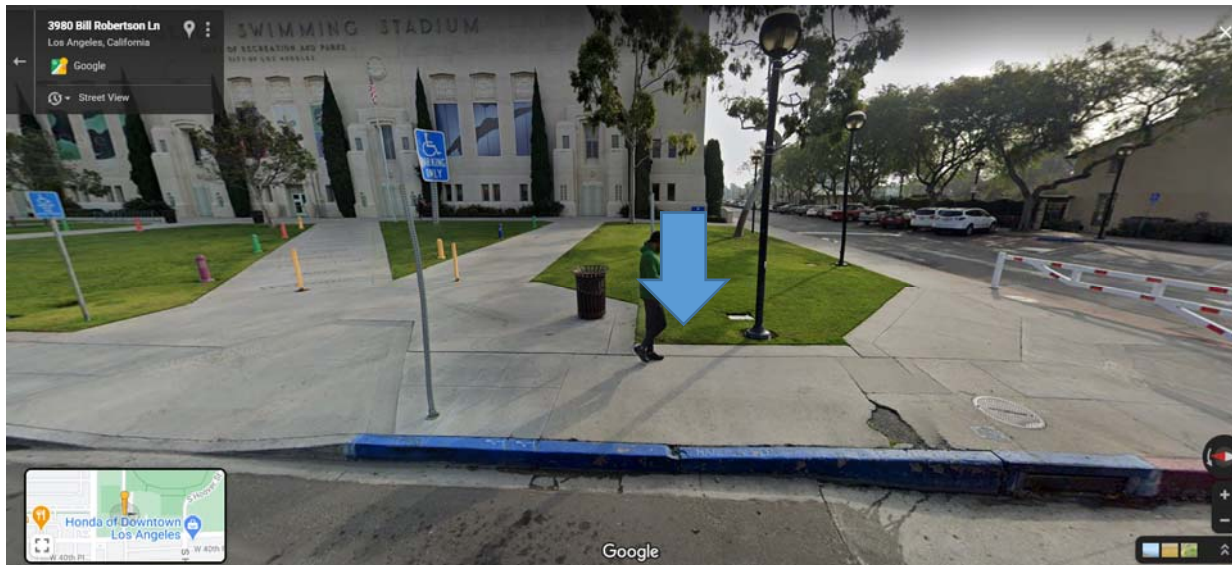
Printed Name and Title

Attachment A

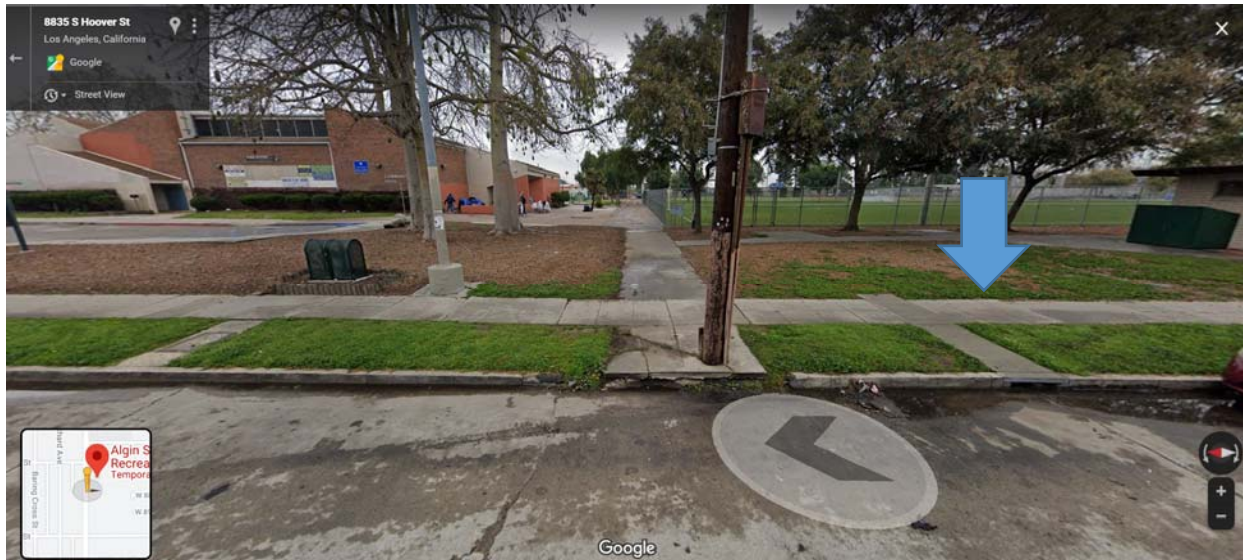
LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Ahmanson Senior Center – Expo Center
Install concrete pad adjacent to public sidewalk.



Algin Sutton RC
Install concrete pad adjacent to public sidewalk.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Andres and Maria Cardenas RC

Install concrete pad adjacent to public sidewalk.



Balboa Sports Complex

Install concrete pad adjacent to public sidewalk south of Balboa Bl. Driveway entrance. Verify slope.



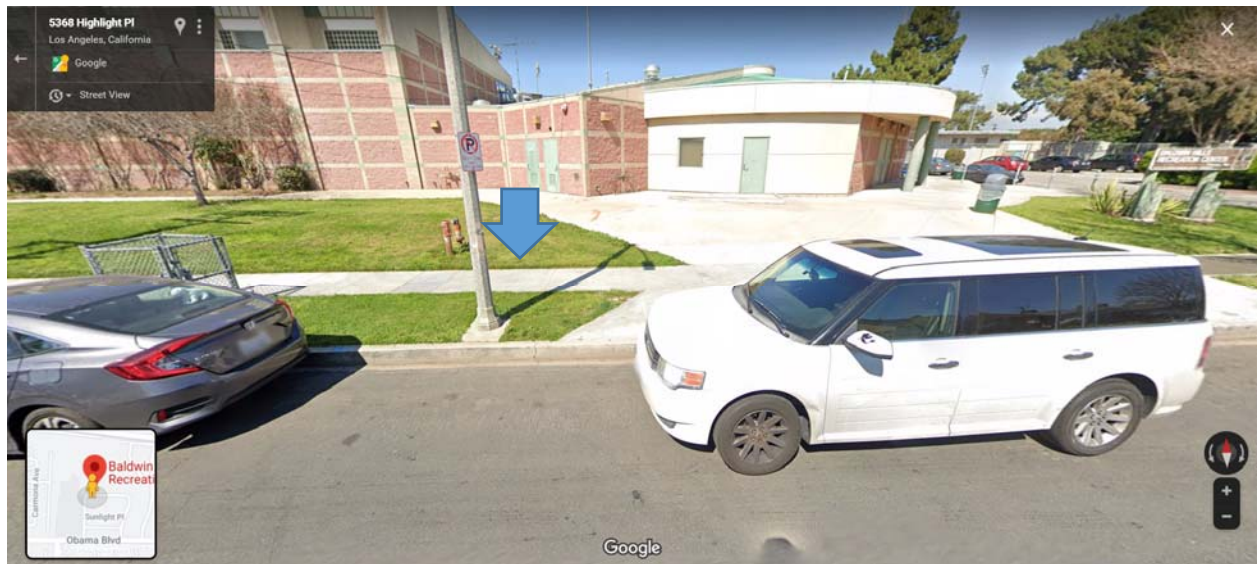
Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Baldwin Hills RC

Install concrete pad adjacent to public sidewalk.



Bee Canyon Park

Install concrete pad adjacent to public sidewalk on Meadowlark Ave.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

Brand Park

Install concrete pad adjacent to public sidewalk.



Branford RC

Install concrete pad adjacent to public sidewalk.

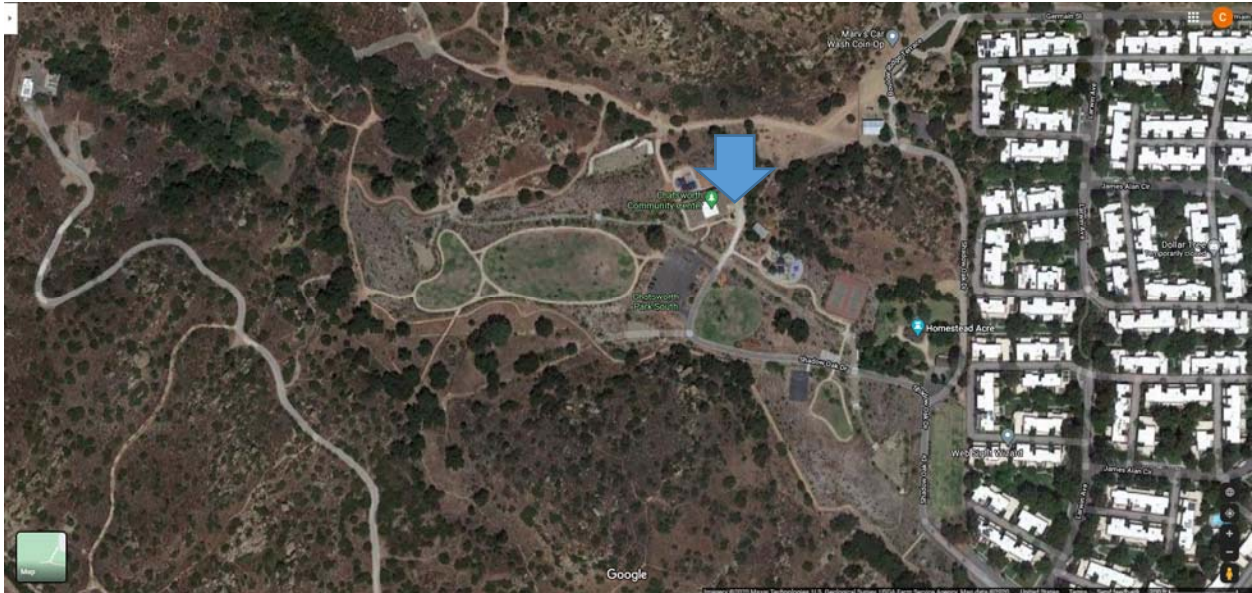


Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations September 2, 2020

Chatsworth RC

Install on existing concrete adjacent to community building.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

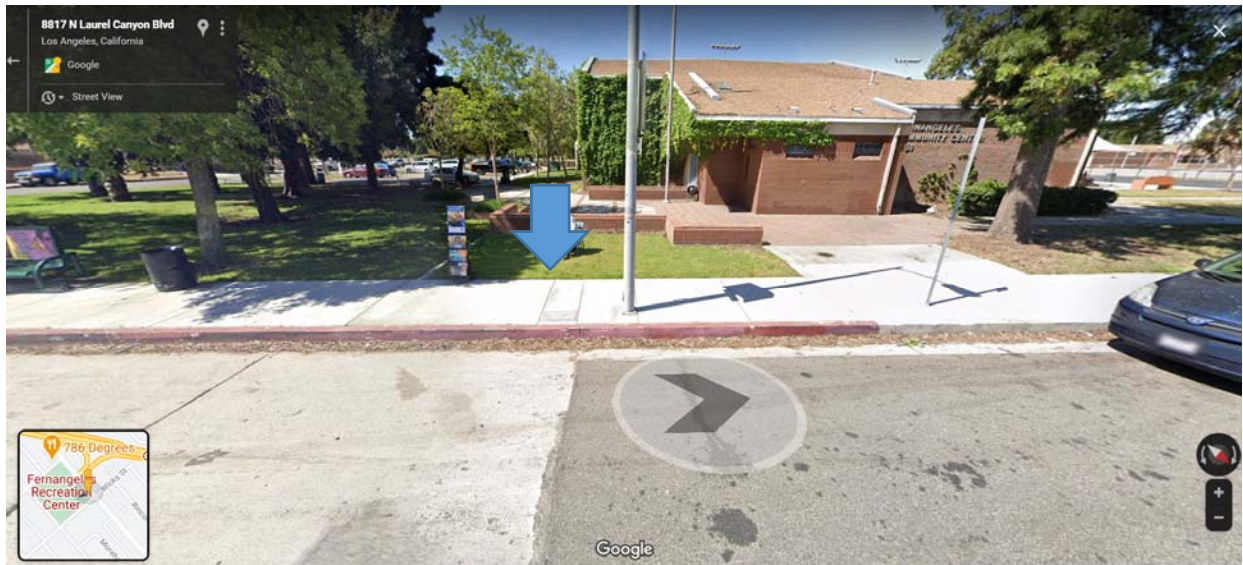
Encino Park

Install concrete pad adjacent to public sidewalk on Ventura Bl. Closer to Paso Robles.



Fernangeles RC

Install concrete pad adjacent to public sidewalk.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

September 2, 2020

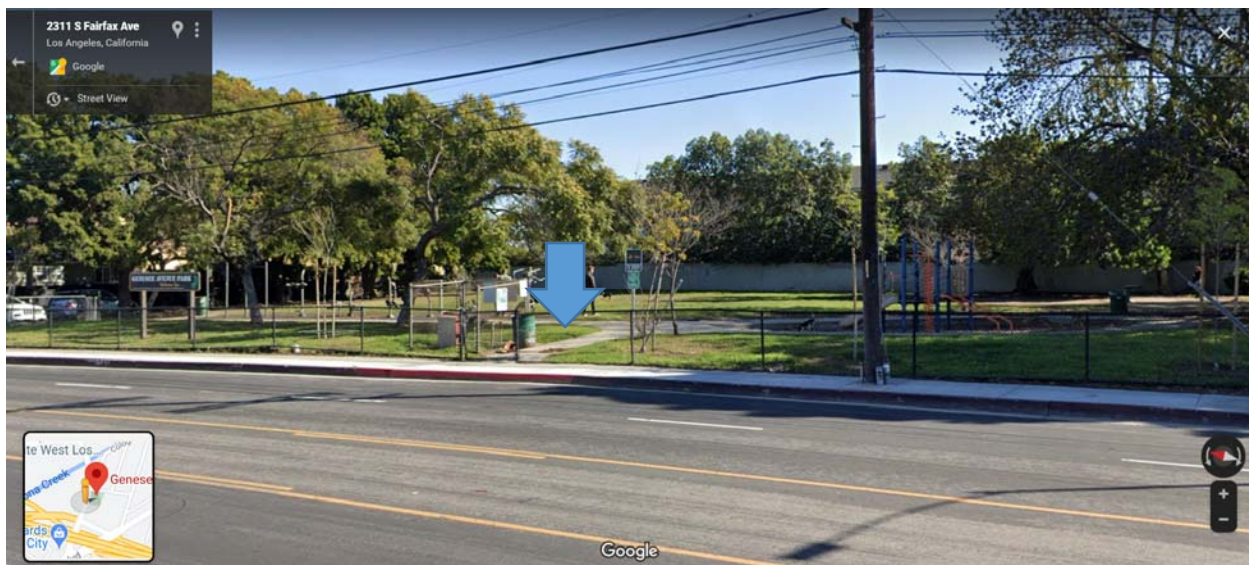
Garvanza Park

Install concrete pad adjacent to public sidewalk.



Genesee Avenue Park

Install concrete pad inside fence adjacent to walkway.



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Glassell Park RC

Install concrete pad adjacent to public sidewalk.



Glen Alla Park

Install concrete pad adjacent to walkway.



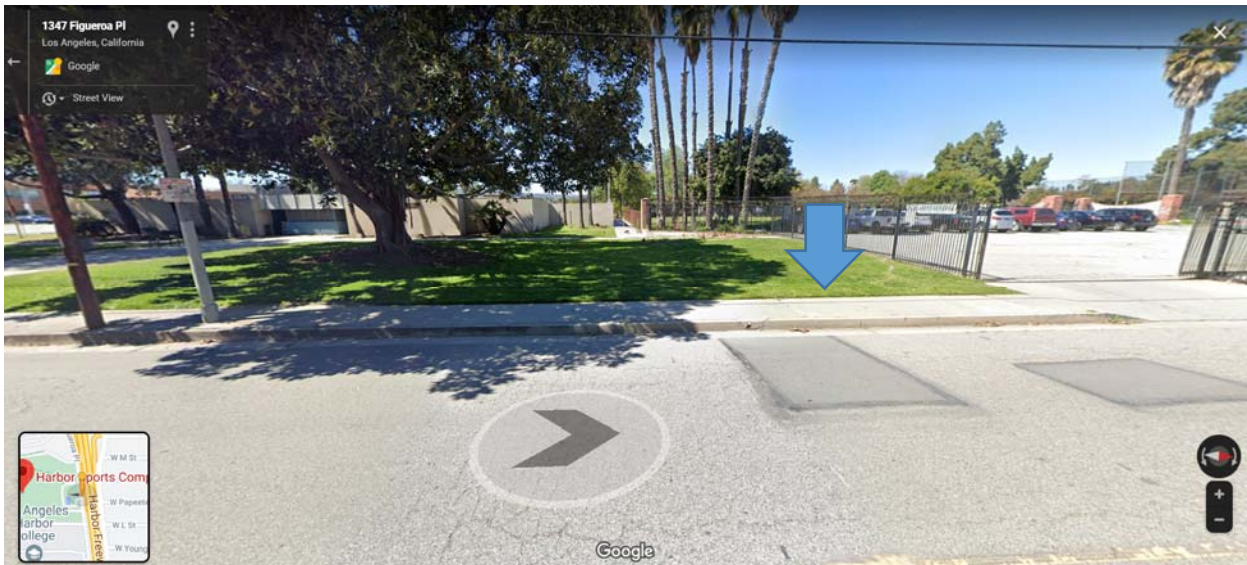
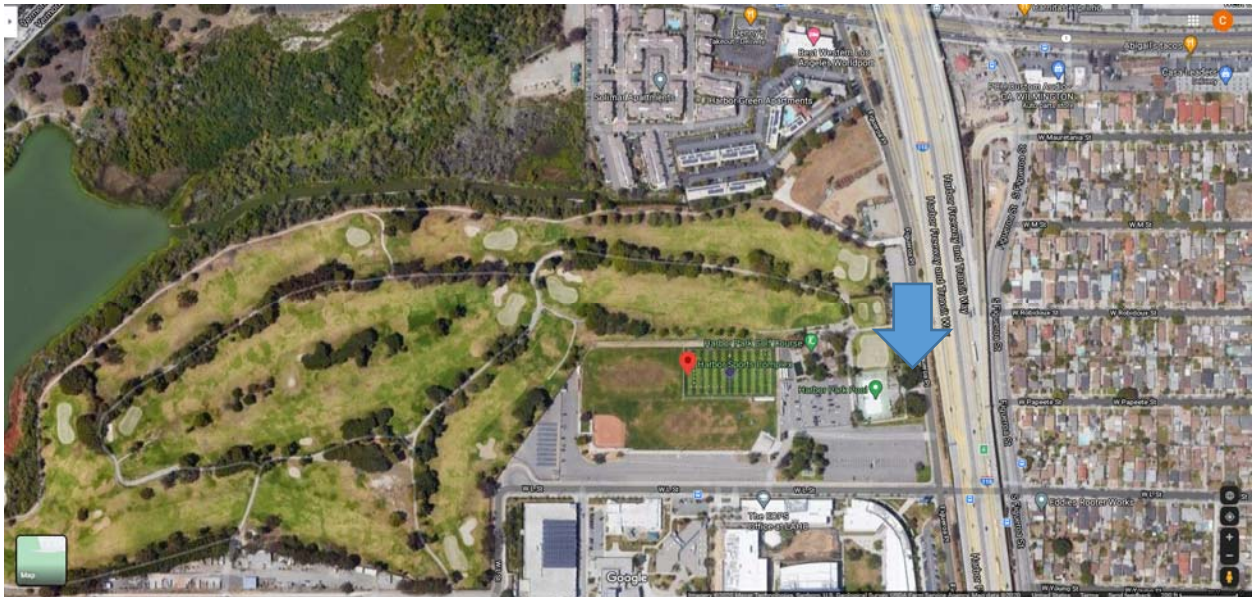
Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

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Harbor Sports Center

Install concrete pad adjacent to public sidewalk.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations
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Hermon Park
Install concrete pad adjacent to tennis court walkway.



Attachment A

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Holmby Park

Install concrete pad adjacent to public sidewalk.



Jackie Tatum/Harvard RC

Install concrete pad adjacent to parking lot walkway.



Attachment A

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Jim Gilliam RC

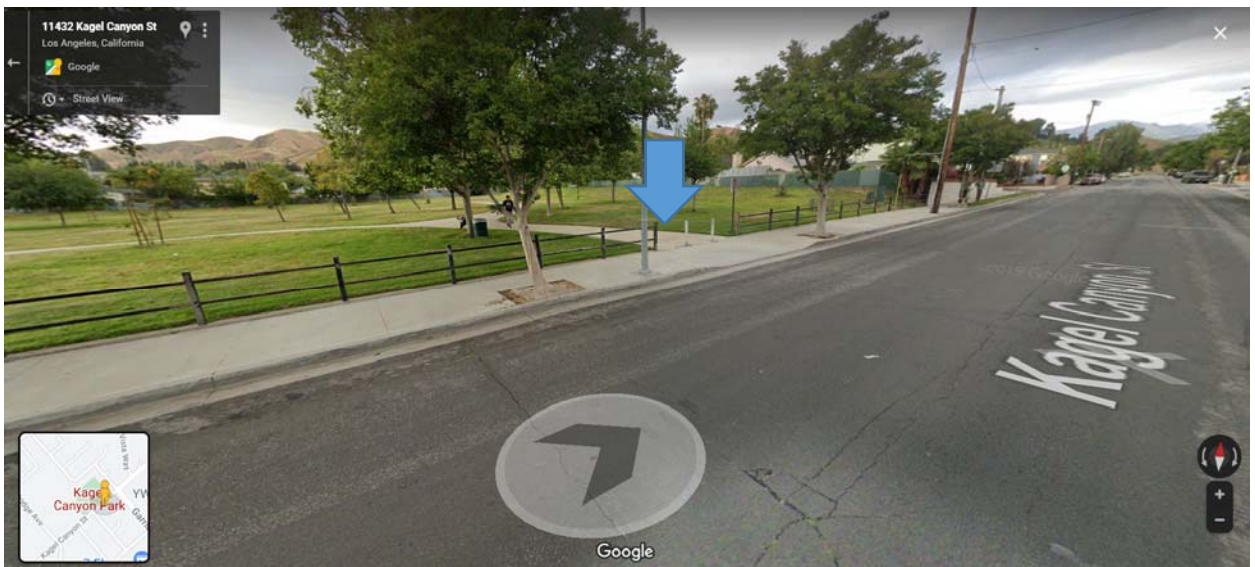
Install concrete pad east of recreation center on Santo Tomas Dr.

Park has no vehicular access from La Brea.



Kagel Canyon Park

Install concrete pad inside fence line adjacent to walkway.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

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Lazy J. Ranch Park

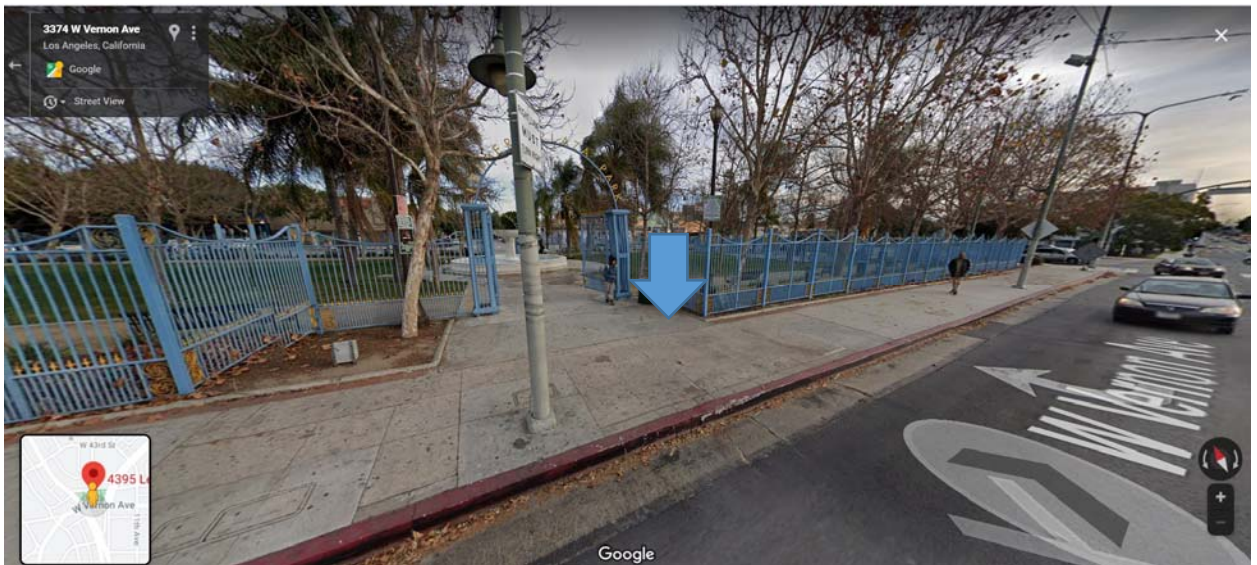
Install concrete pad inside fence line adjacent to walkway on Ingomar St.

Existing fence has no opening from Valley Circle address.



Leimert Park

Install on existing concrete walkway by gate on Vernon Av.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

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Loren Miller RC

Install concrete pad within fence line adjacent to walkway.



Louise Park

Install concrete pad adjacent to public sidewalk.



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Mason RC

Install concrete pad adjacent to public sidewalk.



Mid-Valley Intergenerational Multipurpose Center

Install on existing concrete. Provide clearance for north driveway.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

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North Hills Community Park

Install on existing concrete on park property.



North Weddington RC

Install concrete pad adjacent to public sidewalk on Riverton Ave.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations September 2, 2020

Northridge RC

Install on existing concrete pad in front of aquatic center on Reseda Bl.

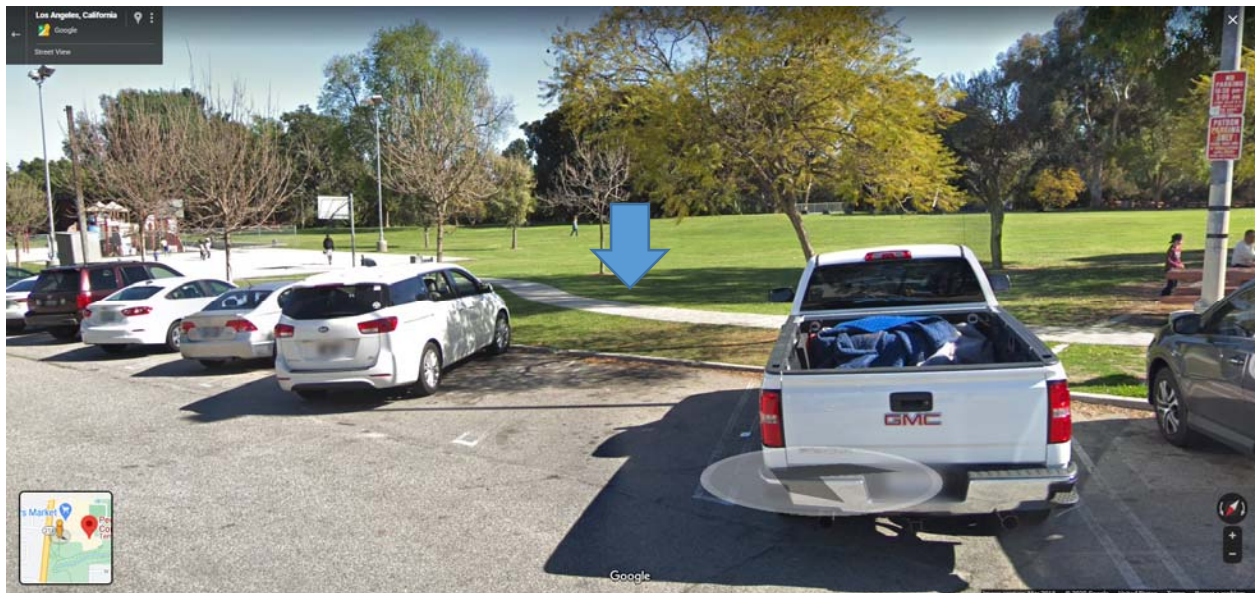


Attachment A

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Peck Park Community Center

Install concrete pad adjacent to parking lot walkway within the park.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

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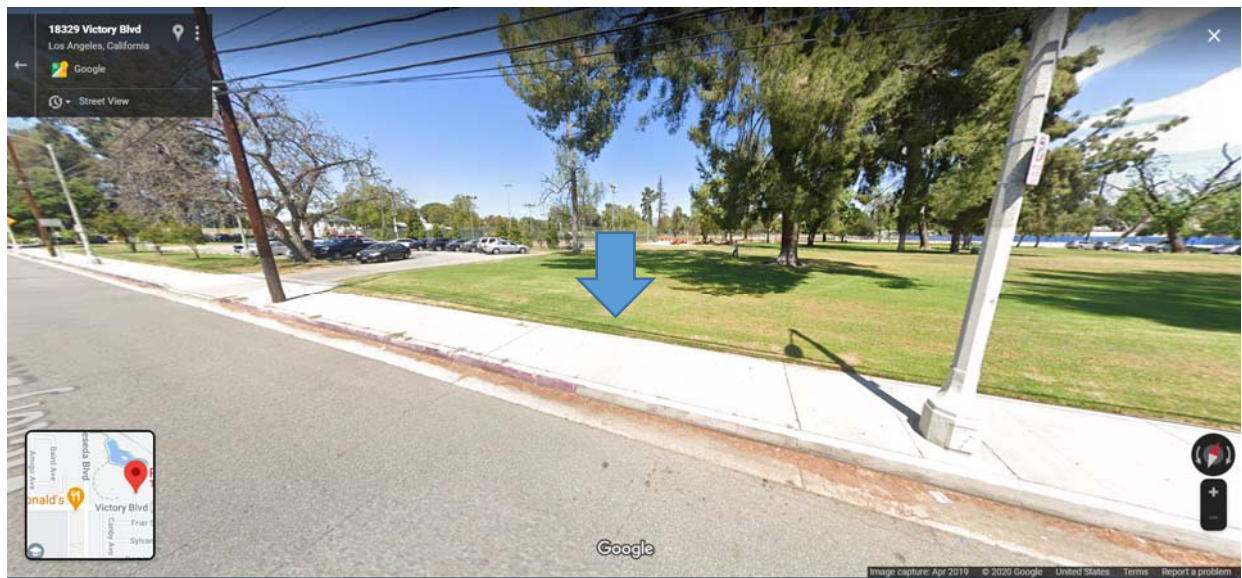
Queen Anne RC

Install concrete pad adjacent to public sidewalk.



Reseda RC

Install concrete pad adjacent to public sidewalk.



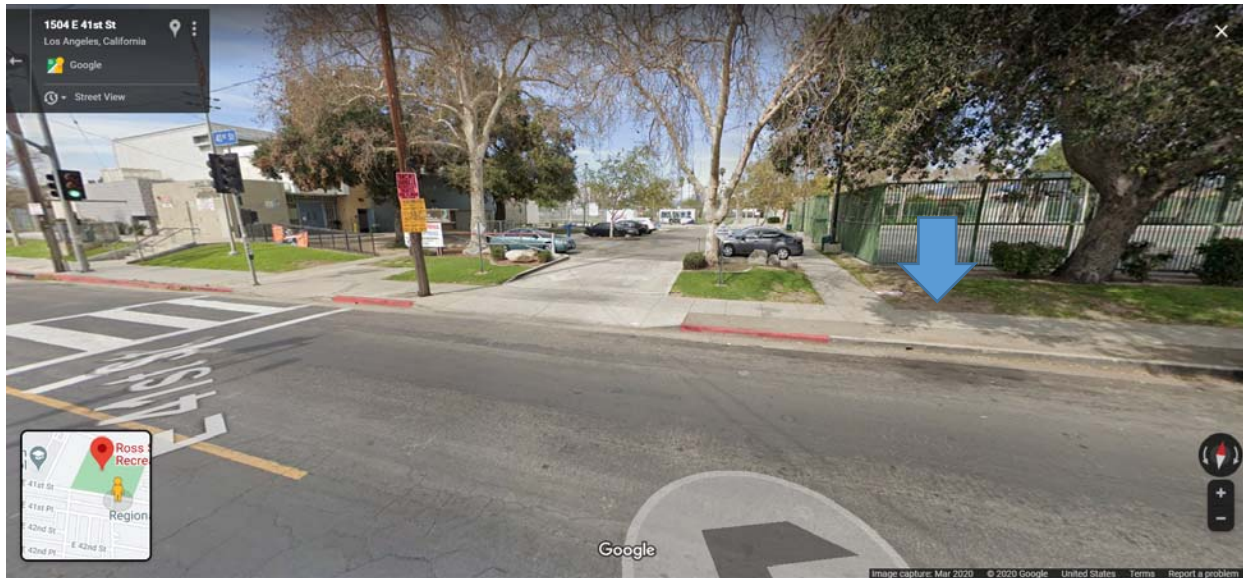
Attachment A

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Ross Snyder RC

Install concrete pad adjacent to public sidewalk.



Runnymede Park

Install concrete pad adjacent to public sidewalk.



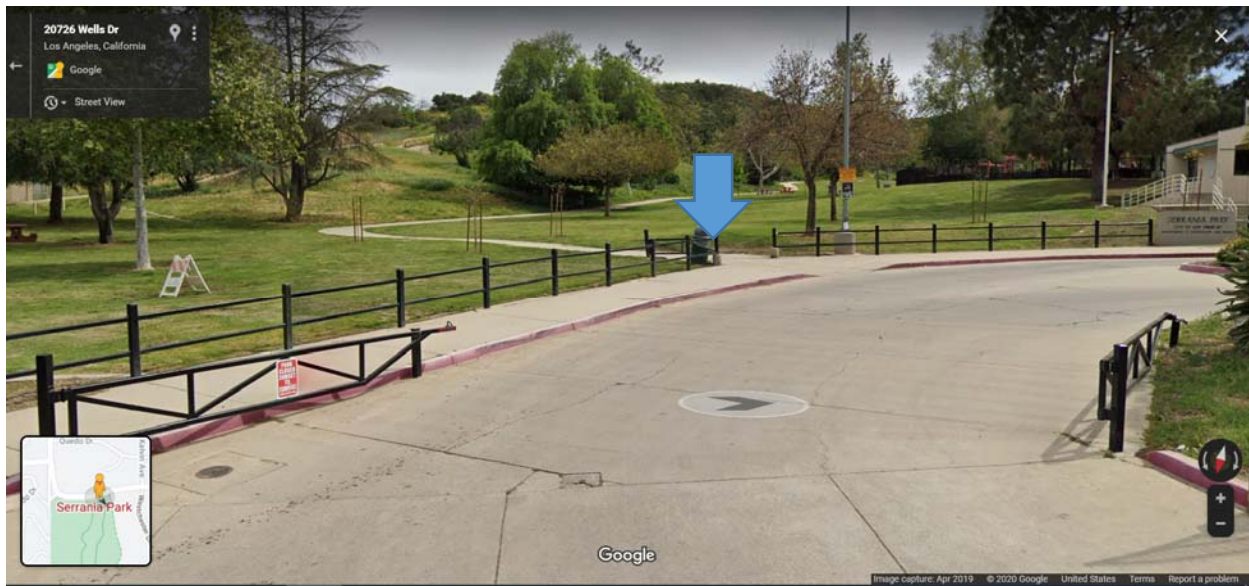
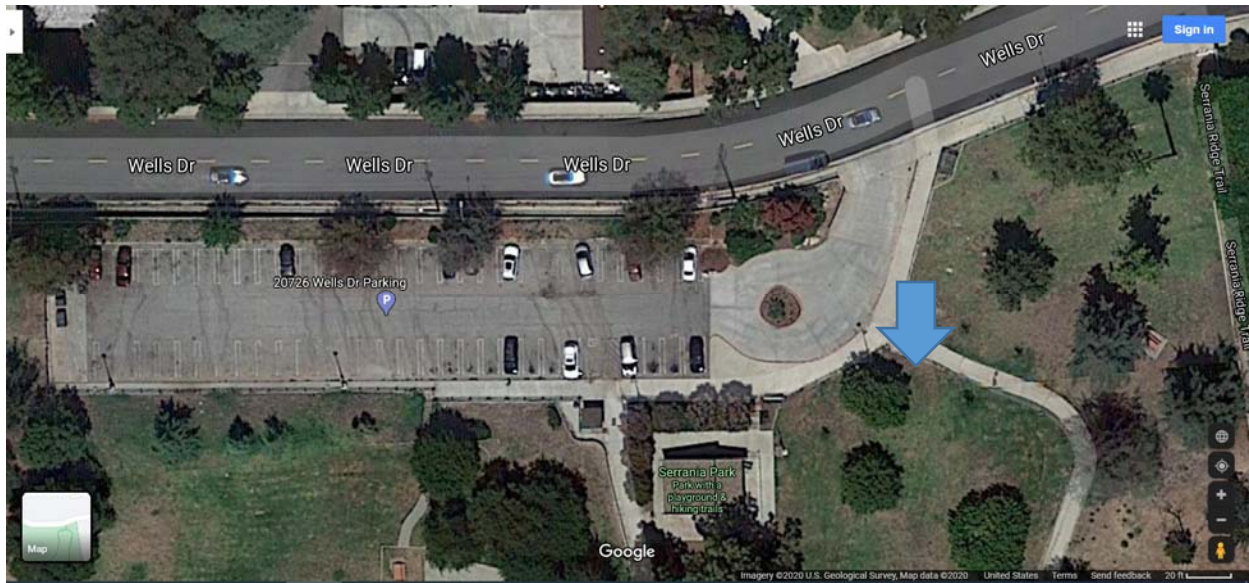
Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations

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Serrania Park

Install concrete pad within fence line adjacent to walkway.



Attachment A

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Shadow Ranch RC

Install concrete pad adjacent to walkway.



Stoner RC

Install concrete pad within fence line adjacent to walkway.



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Sunland RC

Install concrete pad by parking lot entrance on Sherman Grove Av.



Sylmar RC

Install concrete pad adjacent to public sidewalk.



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Tarzana RC

Install concrete pad adjacent to public sidewalk.



Van Nuys Sherman Oak RC

Install concrete pad adjacent to public sidewalk.



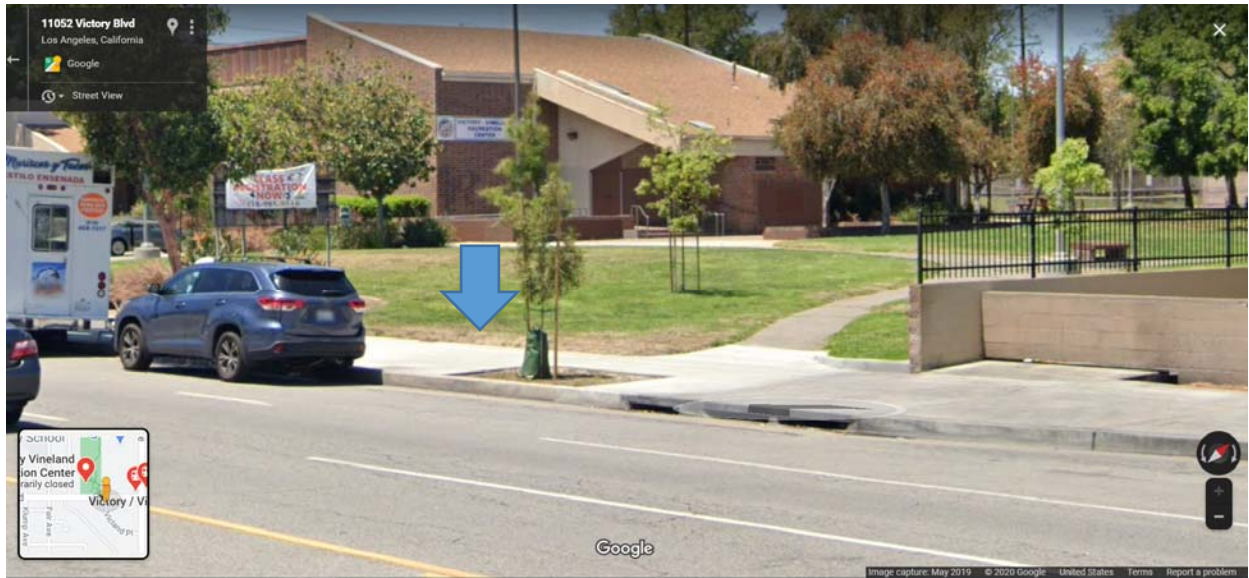
Attachment A

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September 2, 2020

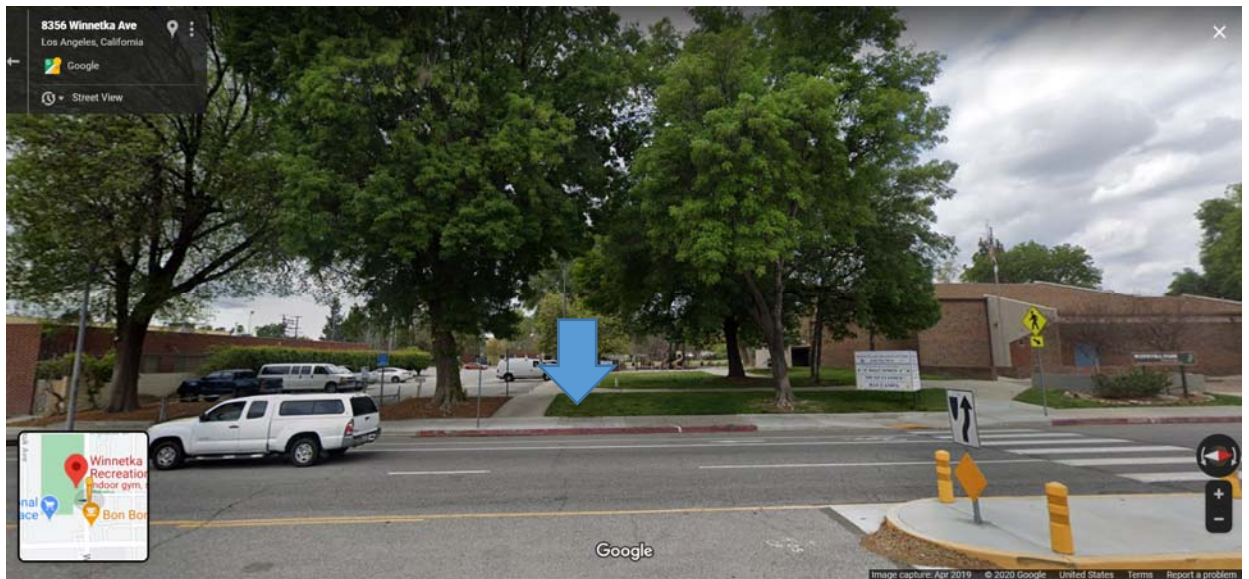
Victory Vineland RC

Install concrete pad adjacent to public sidewalk.



Winnetka RC

Install concrete pad adjacent to public sidewalk.



Attachment A

LA City Recreation and Parks - RR/CC VBM Drop Box Locations September 2, 2020

Woodland Hills RC
Install concrete pad adjacent to public sidewalk on Miranda St.



ATTACHMENT B

DROP BOX PLAN PERMIT {form} [DROP BOX LOCATION]

The following constitutes a right of entry permit and the Drop Box Plan Permit issued 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 use of the Drop Box Location stated below:

(Insert Facility Name Here)
(Room or Space/Drop Box Location Here)
(Address Line 1)
(Address line 2)

This Drop Box Plan Permit includes by this reference all of the terms and conditions stated in the Ballot Drop Box Use Agreement between Host and RR/CC and executed by Host on [DATE]. ("Use Agreement").

By utilizing this Drop Box Plan Permit to install a drop box, RR/CC agrees to all of the terms and conditions of this Drop Box Plan Permit.

No drop box may be installed on any sidewalk unless a valid permit or other authorization has been issued by the City of Los Angeles Department of Public Works, Bureau of Street Services.

Contact List – Host

Primary Contact Name		Phone #	
Email Address		Alternate Phone #	
Secondary Contact Name		Phone #	
Email Address		Alternate Phone #	
After Hours Emergency Contact Name		Phone #	
Email Address		Alternate Phone #	

Contact List – RR/CC

Primary Contact Name	Adrian Avelar or Laura Herrera	Phone #	562-462-2835
Email Address	VBMDropOff@rrcc.lacounty.gov	Alternate Phone #	562-345-8372
After Hours Emergency Contact Name		Phone #	
Email Address		Alternate Phone #	

Access Schedule

Drop Box Location’s Hours of Operation: Sunrise to Sunset.

Host agrees to grant access to the public and RR/CC at all times during the hours of operation to install, operate, maintain, and remove the drop box.

Host agrees to grant access to the drop box to the public for the 31-days prior to any scheduled election during the Drop Box Location’s hours of operation.

In the event there is an issue related to the drop box, host will contact RR/CC at the RR/CC contacts listed above to report the issue. RR/CC is responsible to install, maintain, repair, and remove the drop box and for associated costs. Host is not required to install, maintain, repair, or remove the drop box.

RR/CC shall notify Host as soon as possible if the drop box is not going to be available for public use for any scheduled election during the term of the Use Agreement.

Designated Space, Parking, and Public Access

RR/CC agrees to make best efforts to limit signage and vehicle traffic to the mutually agreed upon areas depicted in Attachment B-1. Parking, if any, shall be provided as stated in Attachment B-2.

Additional Access Considerations

Please specify any additional considerations necessary in providing RR/CC access to the designated space (Alarm Codes, Gate keys, Access Badges, Parking Passes, etc.):

Permit Issuance

This Drop Box Plan Permit is issued by:

NAME
Title

Dated:

Acceptance of Permit Conditions

In addition to demonstrating acceptance of all permit or other terms and conditions by installing a ballot drop box at the Drop Box Location, Permittee RR/CC accepts the permit terms and conditions by signing below:

NAME
Title

Dated:

Designated Space Schematic (Attachment B-1)

The Drop Box shall be installed in the space marked below. In the event an alternative location is identified and agreed upon by both parties, this Permit can be amended with a revised Drop Box Plan Permit issued by Host.

Designated Parking (Attachment B-2)

Parking for voters and RR/CC staff, if any parking is provided, is shown on this attachment.

ATTACHMENT C

DROP BOX DESCRIPTION

RR/CC is entitled to install a drop box of the type shown/described here:



24-Hour Drop Boxes



Standard Box

- 32" x 32" x 52"
- 140 lbs empty
- Walk up access only
- 5,000+ ballot capacity

Ballots will be retrieved at least twice a week during the first 20 days of the voting period. For the last 10 days, ballots will be picked up at least every other day and potentially daily. All boxes will be secured at 8:00pm on Election Day.