



DEAN C. LOGAN
Registrar-Recorder/County Clerk

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK



VOTE CENTER FACILITY DROP BOX USE AGREEMENT

Agreement and authorization is granted by City of Redondo Beach, a chartered municipal corporation ('Host') and the Los Angeles County Registrar-Recorder/County Clerk ('RR/CC') for the use of the designated facility space specified below:

Riviera Triangle	300 Vista Del Mar Redondo Beach, CA 90277	24 - Hour
Redondo Beach North Library	2000 Artesia Blvd Redondo Beach, CA 90278-3012	24 - Hour
Dominguez Park	200 Flagler Ln Redondo Beach, CA 90277	24 - Hour
Redondo Beach Public Library	303 N Pacific Coast Hwy Redondo Beach, CA 90277-2838	24 - Hour

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

Term: This Agreement is entered into this 16th day of December, 2025 upon the execution hereof by the Parties and shall expire five (5) 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 three (3) year period ("Extended Term").

Use of the Facilities: Upon receiving notice from RR/CC no later than 45 days prior to an Election or no later than 45 days prior to an odd-year or special, unscheduled election, Host permits access to the agreed upon designated space/drop box location as stated in the 24-Hour Drop Box Plan (Attachment A).

Facility Requirements:

Host permits access to the agreed upon designated space for the installation of the 24-Hour Drop Box as depicted in the Designated Space Schematic (Attachment B).

Host will ensure access to the designated space and the 24-Hour Drop Box to the public.

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. However, prior to any action including but not limited to, installation, removal, and/or modification of the 24-Hour Drop Box, RR/CC must provide at least forty-eight (48) hours written notice. In the event of any unforeseen circumstances resulting in a threat to public health or safety, RR/CC shall use best efforts to provide notice as early as possible prior to taking any action to remove or modify the 24-Hour Drop Box.

In the event there is an issue related to the drop box, Host will contact RR/CC at the contacts listed in the 24-Hour Drop Box Plan to report the issue.

RR/CC shall pay for all costs associated with the purchase, installation, maintenance, and removal of the 24-Hour Drop Box. The 24-Hour Drop Box 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. RR/CC shall pay for all costs associated with the removal of the 24-Hour Drop Box. Upon removal, the RR/CC shall return the designated space to the condition it was prior to time of the installation.

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.

Public Voting Period: Host agrees to provide RR/CC staff access to the designated space twenty-four (24) hours a day beginning thirty-one (31) days before an election.

Promotions and Political Material: During an active voting period, upon RR/CC's arrival at the designated facility space and thereafter, RR/CC shall remove any political campaign signage or literature. Host will not engage in audible dissemination of electioneering information within 100 feet of the designated space and not conduct any promotional activity tied to the public voting period without prior authorization from RR/CC.

Host Use: RR/CC agrees to allow the Host use of the 24-Hour Dropbox for the Host's municipal elections, whether conducted independently or conducted by the RR/CC.

Termination of the Agreement: In the event any provision of this Agreement contradicts any applicable laws, rules, and regulations, Host or 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: RR/CC will provide a certificate of self-insurance.

Indemnity Agreement: Host shall indemnify, defend and hold harmless RR/CC, its trustees, elected and appointed officers, agents, employees, and volunteers from and against any and all liability, including, but not limited to, claims for injury or damages, demands, actions, fees, loss, costs and expenses (including reasonable attorney and expert witness fees) arising out of or

incurred in connection with the performance of this agreement, but only in proportion to and to the extent such liability, loss, demands, actions, fees, costs and expenses are caused by or result from the negligent or willful misconduct of the Host its officials, trustees, officers, agents, employees, independent contractors or volunteers.

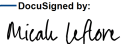
RR/CC shall indemnify, defend and hold harmless Host, its officials, trustees, officers, agents, employees, independent contractors, and volunteers from and against any and all liability, including, but not limited to, claims for injury or damages, demands, actions, fees, loss, costs and expenses (including reasonable attorney and expert witness fees) arising out of or incurred in connection with the performance of this agreement, but only in proportion to and to the extent such liability, loss, demands, actions, fees, costs and expenses are caused by or result from the negligent or willful misconduct of the RR/CC, its officials, trustees, officers, agents, employees, independent contractors or volunteers.

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.

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

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

DocuSigned by:
 12/11/2025 | 7:30 AM PST

Signature & Date

Micah Leflore Section Head

Printed Name and Title

City of Redondo Beach,
a chartered municipal corporation

Signature & Date

Printed Name and Title



DEAN C. LOGAN
Registrar-Recorder/County Clerk



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

[ELECTION NAME] 24- HOUR DROP BOX PLAN (Attachment A)

The following constitutes the mutually agreed upon 24-Hour Drop Box Plan for the [ELECTION NAME] by City of Redondo Beach ('Host') and the Los Angeles County Registrar-Recorder/County Clerk ('RR/CC') for the use of the facility space specified below:

Contact List – Host

Primary Contact Name	Melissa Villa	Phone #	310-697-3182
Email Address	melissa.villa@redondo.org	Alternate Phone #	310-318-0656
Secondary Contact Name	Eleanor Manzano	Phone #	310-697-3737
Email Address	Eleanor.Manzano@redondo.org	Alternate Phone #	310-318-0656
After Hours Emergency Contact Name	Eleanor Manzano	Phone #	310-344-5934 (cell)
Email Address	Eleanor Manzano	Alternate Phone #	

Contact List – RR/CC

Primary Contact Name	Jonathan Gonzalez Guijarro	Phone #	562-503-2394
Email Address	JGonzalezGuijarro@rrcc.lacounty.gov	Alternate Phone #	
Secondary Contact Name	Caroline Kim	Phone #	562-888-4311
Email Address	ckim2@rrcc.lacounty.gov	Alternate Phone #	562-229-2732
After Hours Emergency Contact Name	Micah LeFlore	Phone #	562-547-5780
Email Address	MLeflore@rrcc.lacounty.gov	Alternate Phone #	

Access Schedule

Host has agreed to grant access to the public and RR/CC to the designated space and drop box for the specified access dates.

The specific access dates shall be as set forth in one or more Local Election Drop Box Use Plans executed by both RR/CC and the Host.

During the defined period, the public and RR/CC will have access to the designated space twenty-four (24) hours a day for the entirety of the voting period.

Designated Space, Parking, and Public Access

RR/CC shall use best efforts to limit voting traffic to the mutually agreed upon areas in Attachment B. RR/CC shall further use best efforts to not disturb the normal activities and use of the designated space and parking.

Additional Access Considerations

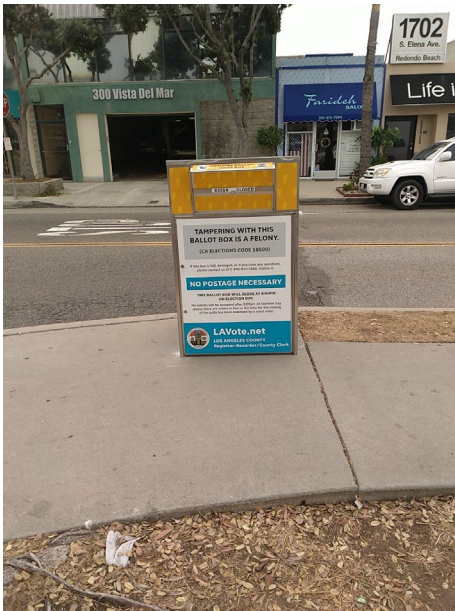
Please specify any additional considerations necessary in providing RR/CC access to the designated space (Alarm Codes, Gate keys, Access Badges, Parking Passes, etc.):

Access considerations will be further specified or amended in one or more Local Election Drop Box Use Plans executed by both RR/CC and the Host.

Designated Space Schematic (Attachment B)

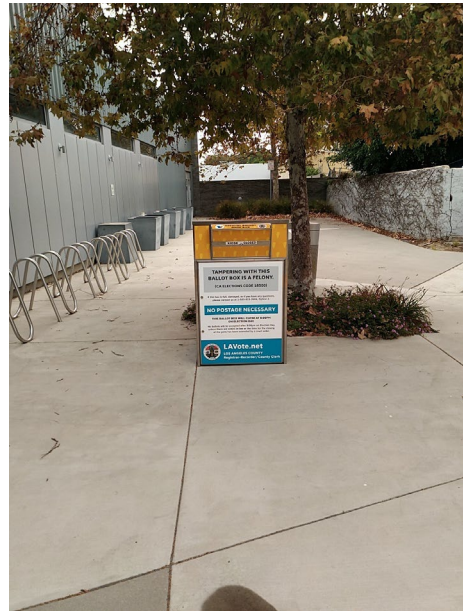
Box shall be installed in the space marked below. In the event the Host's City Manager or designee and RR/CC designated representative mutually agree in writing to an alternative location for the 24-Hour Drop Box, a revised version of Attachment B may be issued to reflect the new designated space. Any such revised Attachment B shall be automatically deemed incorporated into this Agreement without the need for a formal amendment, provided that the revision pertains solely to a change in the drop box locations. All other modifications to Attachment B shall require written agreement of both parties through a formal amendment.

Riviera Triangle



Redondo Beach Public Library

Redondo Beach North Library



Dominguez Park





COUNTY OF LOS ANGELES

04-02-2025

CERTIFICATE OF SELF-INSURANCE COVERAGE

PRODUCER/INSURED

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
RISK MANAGEMENT BRANCH
320 WEST TEMPLE STREET, 7TH FLOOR
LOS ANGELES, CA 90010

This certificate is provided for informational purposes only, and does not affect, or expand any of the County's obligations pursuant to the Agreement. This Certificate also confirms that the County is not an insurance company, and that no insurance obligation or relationship exists, or will be established in any manner whatsoever between the County and any individual, contractor, vendor and public or private entity/organization.

ENTITIES AFFORDING COVERAGE

COUNTY OF LOS ANGELES

PARTICIPATION
100%

COVERAGES

This Certificate of County Self-Funding Insurance Obligation (Certificate) is the County of Los Angeles (County) authorized Statement that is elected to self-fund its financial obligations. This self-funding of liability is in lieu of commercial insurance coverage, and applies only to the extent permitted by State Law.

The County is permitted to self-fund its liabilities arising from acts or omissions of the County; its appointed and elected officers, employees and volunteers (except actual fraud, corruption, or malice), by virtue of California Government Code Sections 989-991.2, County Code 5.32 and Articles 1 and 2 of the County Charter. The liabilities that the County self-funds include general, automobile, property and workers' compensation.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
<input checked="" type="checkbox"/> Commercial General Liability	Self Insured	04/03/2025	04/03/2026	Occurrence Amount - \$2,000,000 Aggregate Amount - \$4,000,000
<input checked="" type="checkbox"/> Automobile Liability	Self Insured	04/03/2025	04/03/2026	Occurrence Amount - \$1,000,000 Aggregate Amount - \$2,000,000
<input checked="" type="checkbox"/> Property Liability	Self Insured	04/03/2025	04/03/2026	Occurrence Amount - \$2,000,000 Aggregate Amount - \$4,000,000
<input checked="" type="checkbox"/> Workers' Compensation and Employers Liability	Self Insured	04/03/2025	04/03/2026	Occurrence Amount - Statutory Statutory aggregate

DEPARTMENT OF OPERATIONS/LOCATIONS

County Department
Facility Use Agreement

Registrar-Recorder/County Clerk
2025 General and Primary Elections (Drop-Box) Locations

Certificate Holder
City of Redondo Beach

Redondo Beach North Library - 2000 Artesia Blvd
Redondo Beach, CA, 90278

CANCELLATION

SHOULD THE COUNTY ELECT TO DISCONTINUE SELF-INSURING ITS LIABILITIES, THE COUNTY WILL NOTIFY THE HOLDERS ON ITS RISK MANAGEMENT WEBSITE

BY:

DESTINY CASTRO, ACTING COUNTY RISK MANAGER



COUNTY OF LOS ANGELES

04-02-2025

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