



## 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 Redondo Beach**, a chartered municipal corporation ("Host") to the Los Angeles County Registrar-Recorder/County Clerk on behalf of Los Angeles County ("RR/CC") for the use of the designated facility space specified below for the 2026 Statewide Direct Primary Election

**Alta Vista Park - 12864 Community Center**  
715 Julia Ave  
Redondo Beach, CA 90277

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

**Term:** This Agreement is entered into this **5<sup>th</sup> day of May 2026** and shall expire on September 1, 2026, unless sooner terminated or extended, in whole or in part, as provided in this agreement.

**Use of the Facility:** Host permits access to the agreed upon designated space during the period identified in the Access Schedule unless otherwise stated in the Vote Center Election Plan.

**Facility Requirements:** Host will ensure the designated space is free from any activity during the mutually agreed upon Access Schedule included in the Vote Center Election Plan, attached hereto as Exhibit "A", and provide an accessible means of entry pursuant to the American with Disabilities Act (ADA), electricity, air conditioning/heating (if available), and restroom access (if available).

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 first day of the Access Schedule 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. Host will ensure that at times RR/CC is not on premises, access to the designated space is restricted only to those RR/CC has given prior approval.

Host will ensure that any network configuration and technical equipment installed in preparation for the election remains unmodified for the period designated in the Access Schedule of the Vote Center Election Plan. If changes are made to the network system, the RR/CC must be notified.

**Primary Contacts:**

The Host's Primary Contact for this Agreement is Eleanor Manzano, City Clerk, City of Redondo Beach, City Clerk's Office, 415 Diamond Street, Redondo Beach, CA 90277. (310) 318-0656 Ext. 3737 and Eleanor.Manzano@redondo.org.

The RR/CC's Primary Contact for this Agreement is Jaime Young, Assistant Division Manager, Vote Center Assessment and Recruitment, 12680 Corral Place, Santa Fe Springs, CA 90670, (562) 347-2447, votecenters@rrcc.lacounty.gov.

In addition, Host and RR/CC will designate contacts for both business and weekend/non-business hours related to facility access and technical operations to be included in the Vote Center Election Plan for each election.

**Parking Requirements:** Host agrees to provide sufficient parking including accessible spaces, a minimum of one space for curbside voting, and a waiver of any parking fees for RR/CC staff and voters.

**Public Voting Period:** Host agrees to provide RR/CC staff access to the designated space as detailed in the Vote Center Election Plan, unless a revised schedule is mutually agreed upon prior to the specific election.

**Promotions and Political Material:** Host agrees to remove any political campaign signage or literature and not engage in audible dissemination of electioneering information within 100 feet of the designated voting space or the curbside voting location and not conduct any promotional activity tied to the public voting period without prior authorization from RR/CC.

**Termination of the Agreement:** Host will not cancel or change the location outside of a natural disaster or building/structural damage. 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 the designated facility space. In the event any provision of this Agreement contradicts 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:** RR/CC will provide certificate upon request.

**Indemnity Agreement:** Host shall indemnify, defend and hold harmless RR/CC, its principals, 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 grossly negligent or willful misconduct of the Host, its principals, officers, agents, employees, or volunteers.

RR/CC shall indemnify, defend and hold harmless Host, its principals, 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 grossly negligent or willful misconduct of the County, its principals, officers, agents, or employees.

**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 ONLY TO ELECTIONS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK.

IN WITNESS WHEREOF, and executed as the date first 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 Redondo Beach



05/05/2026

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Jaime Young, Assistant Division Manager  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

### Exhibit "A"

#### VOTE CENTER ELECTION PLAN June 2, 2026 Statewide Direct Primary Election

The following constitutes the mutually agreed upon Vote Center Election Plan for the June 2, 2026 Statewide Direct Primary Election by the **City of Redondo Beach**, a chartered municipal corporation ("Host") and the Los Angeles County Registrar-Recorder/County Clerk on behalf of the County ("RR/CC") for the use of the facility space specified below:

**Alta Vista Park - 12864  
Community Center 715  
Julia Ave  
Redondo Beach, CA 90277**

#### Contact List - Host

Primary Contact Name	Eleanor Manzano	Phone #	(310) 318-0656 Ext. 3737
Email Address	Eleanor.Manzano@redondo.org	Alternate Phone #	(310) 344-5934
On-Site Access Contact Name	Jhen Gordon	Phone #	(310) 697-3411
Email Address	Jhen.Gordon@redondo.org	Alternate Phone #	
Custodial Service Contact Name	Michael Klein	Phone #	(323) 875-3127
Email Address	Michael.Klein@redondo.org	Alternate Phone #	(310) 294-4192
IT Contact Name	Mike Cook	Phone #	(310) 697-3221
Email Address	mike.cook@redondo.org	Alternate Phone #	
After Hours/Emergency Contact Name	Eleanor Manzano	Phone #	(310) 318-0656 Ext. 3737
Email Address	Eleanor.Manzano@redondo.org	Alternate Phone #	(310) 344-5934

#### Contact List -RR/CC

<b>Account Manager</b>	Dayna Everon	<b>Phone #</b>	(562) 526-4415
<b>Email Address</b>	deveron@rrcc.lacounty.gov	<b>Alternate Phone #</b>	(562) 347-2447

<b>IT Contact Name</b>	Shannon Gadson	<b>Phone #</b>	562-462-2826
<b>Email Address</b>	sgadson@rrcc.lacounty.gov	<b>Alternate Phone #</b>	562-277-2118
<b>After Hours/Emergency Contact Name</b>	Jaime Young	<b>Phone #</b>	562-347-2447
<b>Email Address</b>	votecenters@rrcc.lacounty.gov	<b>Alternate Phone #</b>	562-229-8865

### Access Schedule

Host has agreed to grant access to the designated voting space for the following dates and times:

<b>Equipment Delivery &amp; Set-Up (exclusive access begins)</b>	May 29, 2026; 8:00AM to 12:00PM
<b>Election Worker Pre-check Day</b>	May 29, 2026; 12:00PM to 5:00PM
<b>Early Voting Period</b>	May 30-June 1, 2026; 9:00AM to 8:00PM
<b>Election Day</b>	June 2, 2026; 6:00AM to 10:00PM
<b>Vote Center Breakdown &amp; Equipment Pick-up (exclusive access ends)</b>	June 03, 2026; 8:00AM to 8:00PM

A deployment schedule for vote center equipment delivery/set-up and breakdown/pick-up is tentatively scheduled for the above dates. RR/CC will contact Host within two weeks of the equipment delivery & set-up date to confirm access to the designated space. This Agreement may be modified or amended only upon the mutual written amendment of both the Host and the RR/CC.

During the public voting period, RR/CC staff shall have access to the designated space during the dates and times listed above.

Voting hours are from 10:00AM to 7:00PM during the Early Voting Period and 7:00AM to 8:00PM on Election Day. 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.

The contact persons and the phone numbers must be reachable during the period identified in the Access Schedule.

### Health and Safety Plan

RR/CC shall 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 as described in the Safe Election Plan (Attachment B). As provided in the Specific Responsibilities (Attachment A), RR/CC and facility staff shall maintain the cleanliness of the vote center and safeguard voter, election worker, and facility staff/user health as described in Attachment B

## Designated Space, Parking, and Public Access

RR/CC shall use best efforts to limit voting traffic to the mutually agreed upon areas. RR/CC shall further use best efforts to not disturb the normal activities and use of the designated space and parking. Host agrees to provide an accessible means of entry, sufficient parking including accessible spaces, and a minimum of one space for curbside voting. Consistent with the Host's obligation to provide access compliant with the American with Disabilities Act (ADA), reasonable accommodations will be facilitated.

### Voting Space (Check one and write your Initials to acknowledge):

The items in the designated voting space/s will be free from tables, chairs, printers, electronic equipment, exercise equipment, musical instruments, movable cabinets, appliances, and other large items prior to the set-up day.

**Host Initials:** \_\_\_\_\_

The items specified below may be left in the designated voting space/s as mutually agreed upon by both RR/CC and Host.

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**Host Initials:** \_\_\_\_\_ **RR/CC Initials:** \_\_\_\_\_

### Floor Coverings (Check one and write your Initials to acknowledge):

The designated voting space/s will be free from any floor coverings such as tarps and mats that may potentially cause tripping or injuries prior to the set-up day.

**Host Initials:** \_\_\_\_\_

The floor covering below may be used/remain in place in the designated voting space.

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**Host Initials:** \_\_\_\_\_ **RR/CC Initials:** \_\_\_\_\_

### Additional Access Considerations

The following details below represent any additional considerations necessary in providing RR/CC access to the designated space (check all that apply):

On-site staff will open and lock the facility on days noted in the Access Schedule.

Facility key or key card, alarm code or access badge will be provided to RR/CC staff for direct access to the voting area. The Host authorizes the use of a lockbox during the period identified in the Access Schedule to secure the key/key card on the premises. The placement of this lockbox shall be mutually agreed upon.

**Host Initials:** \_\_\_\_\_ **RR/CC Initials:** \_\_\_\_\_

Parking permits will be provided to RR/CC staff.

**Internet Connection (Check one and write your Initials to acknowledge):**

Host agrees to provide hardwire connection (hardline, LAN) at the start of the period identified in the Access Schedule. An active data port will be available and security passwords (if any) will be provided to RR/CC staff.

**Host Initials:** \_\_\_\_\_

Host will not provide hardwire connection at the start of the Access Schedule.

**Host Initials:** \_\_\_\_\_

**NOT APPLICABLE - Private Facility Use Payment (Check one and write your Initials to acknowledge):**

NOT APPLICABLE -  Host agrees to waive any payment for use of the facility.

**Host Initials:** N/A

NOT APPLICABLE -  RR/CC agrees to pay Host for use of the facility in the amount of \$\_\_\_\_. This payment covers all associated and incidental costs including, but not limited to, staff and custodial fees, hired security fees, cleaning fees and purchase of items, etc. used during the period identified in the Access Schedule. Private facilities must provide their W-9 to RR/CC before payment is processed. The payee name and mailing address is based on the information from the W-9.

**Host Initials:** N/A

**Public Facility Use Payment (Check one and write your Initials to acknowledge):**

Host agrees to waive any and all payments for use of the facility pursuant to the California Elections Code.

**Host Initials:** \_\_\_\_\_

RR/CC shall pay reasonable costs for of any personnel (including contractors) provided to RR/CC, including but not limited to, labor at an overtime or if applicable, double time rate, supervision, benefits, and administration incurred during the Access Schedule. An official invoice containing Agency letterhead must be submitted to RR/CC within 60 days after the election showing the breakdown of costs. RR/CC shall pay to the Host the cost, no later than forty-five (45) days following the date of RR/CC's receipt of the Host's invoice(s). Upon request, Host will provide RR/CC with supporting documentation and a breakdown of the costs invoiced pursuant to this Agreement.

**Host Initials:** \_\_\_\_\_

**Other Costs**

In the event that any unforeseen additional cost or fees are incurred by Host in connection with RR/CC's access to the designated voting space, Host shall notify RR/CC in advance of said fees/costs. Host shall provide RR/CC with detailed invoices of said costs and RR/CC shall pay Host within forty-five (45) days following the date of RR/CC's receipt of the Host's invoice(s).

**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 ELECTION PLAN APPLIES ONLY TO ELECTIONS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK.

**IN WITNESS WHEREOF**, the authorized representatives of the parties have executed this agreement and it is effective as of the date of last signature below.

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

**City of Redondo Beach**



05/05/2026

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Jaime Young, Assistant Division Manager

Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

**ATTACHMENT A 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 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 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 reflects ongoing public health, safety, and security practices designed to support voters and Election Workers during in-person voting.

These practices are informed by current public health guidance, election administration best practices, and security protocols to ensure voting remains safe, accessible, and secure for all voters.

## Public Health & Wellness Measures



### Cleaning Practices

- Electronic Pollbooks, Ballot Marking Devices (BMDs), and other commonly used surfaces are cleaned on an ongoing basis.
- Vote Centers are maintained to support a clean and orderly voting environment.



### Physical Safety & Security at Vote Centers

Los Angeles County is committed to ensuring that Vote Centers are safe, neutral, and welcoming environments for all voters.

- Federal and State law protect voters from intimidation or interference while voting.
- Election Workers are trained on de-escalation, voter assistance, and incident response protocols.
- Security procedures are in place to address disruptions while maintaining a calm and orderly voting experience.
- Voters who feel uncomfortable may choose to drop off their Vote by Mail ballot at any Vote Center or Official Ballot Drop Box, or visit any Vote Center in the County.

## Our Commitment

**The Safe Election Plan reflects Los Angeles County's ongoing commitment to:**

- Protecting voter health and safety
- Ensuring physical security and peace of mind at Vote Centers
- Preserving the integrity, accessibility, and confidentiality of the voting process

**For more information about voting options or Vote Center locations, visit [LAVOTE.GOV](https://www.lavote.gov).**



# LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

## ATTACHMENT C

### 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.

