



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

## VOTE CENTER ELECTION PLAN September 14, 2021 California Gubernatorial Recall Election

The following constitutes the mutually agreed upon Vote Center Election Plan for the September 14, 2021 California Gubernatorial Recall Election by William S. Hart Union High School District ('Host') and the Los Angeles County Registrar-Recorder/County Clerk ('RR/CC') for the use of the facility space specified below:

**Sierra Vista Jr. High School– VC ID 10654  
Multi-Purpose Room  
19425 Stillmore Street, Canyon Country, Ca 91351**

### Contact List – Host

<b>Primary Contact Name</b>	Collyn Nielsen	<b>Phone #</b>	
<b>Email Address</b>	cnielsen@hartdistrict.org	<b>Alternate Phone #</b>	
<b>On-Site Access Contact Name</b>	Mark Funk	<b>Phone #</b>	
<b>Email Address</b>	mfunk@hartdistrict.org	<b>Alternate Phone #</b>	
<b>Custodial Service Contact Name</b>	Mark Funk	<b>Phone #</b>	
<b>Email Address</b>	mfunk@hartdistrict.org	<b>Alternate Phone #</b>	
<b>IT Contact Name</b>	Julio Chavez	<b>Phone #</b>	
<b>Email Address</b>	jchavez@hartdistrict.org	<b>Alternate Phone #</b>	
<b>After Hours/Emergency Contact Name</b>	Adam Barrios	<b>Phone #</b>	
<b>Email Address</b>	abarrios@hartdistrict.org	<b>Alternate Phone #</b>	

### Contact List – RR/CC

<b>Primary Contact Name</b>	Marie Muldrew-Buchanan	<b>Phone #</b>	
<b>Email Address</b>	Account Manager Email	<b>Alternate Phone #</b>	

<b>IT Contact Name</b>	Shannon Gadson	<b>Phone #</b>	
<b>Email Address</b>	sgadson@rrcc.lacounty.gov	<b>Alternate Phone #</b>	
<b>After Hours/Emergency Contact Name</b>	Jaime Young	<b>Phone #</b>	
<b>Email Address</b>	votecenters@rrcc.lacounty.gov	<b>Alternate Phone #</b>	

### 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>	September 8, 2021; 8:00AM to 8:00PM
<b>Election Worker Pre-check Day</b>	September 10, 2021; 12:00PM to 5:00PM
<b>Voting Period</b>	September 11-13, 2021; 9:00AM to 8:00PM
<b>Election Day</b>	September 14, 2021; 6:00AM to 9:00PM
<b>Vote Center Breakdown &amp; Equipment Pick-up (exclusive access ends)</b>	September 17, 2021; 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.

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

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.

### Health and Safety Plan

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

### Designated Space, Parking, and Public Access

RR/CC agrees to make best efforts to limit voting traffic to the mutually agreed upon areas.

**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.
- Parking permits will be provided to RR/CC staff.

**Items Provided by Host**

Host agrees to provide the following items by the start date of the Access Schedule:

Item	Quantity
tables (6ft rectangular)	
adult-size chairs	

**Internet Connection**

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

**Authorized agent initial here:** \_\_\_\_\_

**Facility Use Payment (check one):**

- Host agrees to waive any payment for use of the facility.  
**Authorized agent initial here:** \_\_\_\_\_
- For public buildings: Host agrees to waive any payment for use of the facility pursuant to California Elections Code.
- RR/CC agrees to pay Host for use of the facility in the amount of \$\_\_\_\_\_. This payment covers all associated costs including, but not limited to, staff and custodial fees, hired security fees, cleaning fees and purchase of items used during the Access Schedule, etc. Private facilities must provide their W-9 to RR/CC before payment is processed.

<b>Payee Name:</b>	
<b>Payee Mailing Address:</b>	

<b>Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)</b>	
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**Other Costs**

Applicable to public buildings only, RR/CC agrees to pay reasonable costs for staff hours and custodial costs incurred during the Access Schedule. An official invoice must be submitted to RR/CC after the election showing the breakdown of costs.

In the event that any unforeseen additional cost or fees are incurred by Host in connection with RR/CC's access to designated facility space, Host shall notify RR/CC in advance of said fees/costs. Host shall provide RR/CC with detailed invoices of said costs. If practicable, a negotiated amendment shall be executed between both Host and RR/CC to reflect such costs.

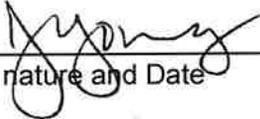
**Electronic Signatures**

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**

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

Jaime Young, Assistant Division Manager  
Printed Name and Title

William S. Hart Union High School District

  
\_\_\_\_\_  
Signature and Date 7/22/21

Collyn Nielsen, Chief Administrative Officer  
Printed Name and Title

## **ATTACHMENT B**

### **COVID-19 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.
- Disinfecting the chairs and tables found inside the voting space.
- Wiping high touch areas inside the voting room such as door handles, light switches, counter tops, etc.

#### **Facility staff is responsible for:**

- Daily/frequent cleaning of the restrooms
- Wiping high touch surfaces outside of the voting space including but not limited to exterior door handles, water/drinking fountain, elevator buttons, etc.
- Cleaning the path of travel from the parking lot to the entrance of the vote center
- Providing extra trash receptacles at the stop station, vote center exit and for election workers
- Daily/frequent trash pick-up
- Assistance with identifying a space outside of the vote center for curbside voting
- Provide additional signage, if needed, to direct voters to the vote center.

#### **Additional considerations:**

- Wherever feasible, doors and windows should be open during hours where election workers are present to increase airflow.
- Where possible, any lines should be maintained outdoors. Where not feasible, lines will be socially distanced.
- Floor markings will be used to assist voters with social distancing inside the vote center and where lines are present.
- Signs will be posted inside and outside the vote center to assist voters with COVID-19 protocols.