

Board of Library Commissioners

Special Meeting Agenda

Thursday, October 8, 2020
11:15 a.m. or soon thereafter

Teleconference

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) due to concerns over COVID-19, the Board of Library Commissioners will conduct this meeting entirely by teleconference via Zoom. Please use the link below or dial by phone to join the meeting.

Conforme a la Orden Ejecutiva N-29-20 del Gobernador (17 de Marzo, 2020) durante COVID-19, La Comisión de Comisionados de La Biblioteca estarán conduciendo las sesiones completamente por teleconferencia por medio de Zoom. Para participar en la junta por medio de Zoom en el Internet o por teléfono, use la siguiente información.

MEETING ID: 941 0900 5636

Passcode: 663697

<https://lapl.zoom.us/j/94109005636>

Or dial: (877) 853-5257 U.S. Toll-free (833) 548-0282 U.S.

1. Roll Call

2. City Librarian's Reports

Discussion Item(s)

Comment Period: Members of the public who wish to speak on agenda items shall be allowed to speak for up to one (1) minute per item.

a. Exhibit A

Agreement and authorization is granted by the Los Angeles Public Library ("Host") to the Los Angeles County Registrar-Recorder/County Clerk ("RR/CC") for the use of library facilities to host ballot drop boxes to collect election ballots from the public; 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

3. Adjournment

Public Comments can also be submitted in writing to the Board Office via email at libcommission@lapl.org or by phone (213) 228-7530 by 4 p.m. on the day before the meeting, or during the meeting by accessing the link provided above.

Información en Español: COMENTARIOS PÚBLICOS

Para las personas que desean dar un comentario público para asuntos incluidos o no incluidos en la agenda pero bajo la jurisdicción de la Comisión, puede hacerlo en esta sección de la sesión. Cada persona puede hablar un (1) minuto por asunto, tres (3) minutos máximo por sesión. La Comisión ha determinado que 30 minutos es un tiempo razonable para escuchar comentario público. Comentarios también pueden ser enviados por correo electrónico a libcommission@lapl.org antes de las 4:00 p.m. del día antes de la junta o llamando a la oficina al (213) 228-7530.

Finalization of Board Actions - Charter Section 245: In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

Title II of the American with Disabilities Act: The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, communication access real-time transcription (CART). To ensure availability, you are advised to make your request at least 72 hours prior to the meeting. For Sign Language Interpreters it is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office by email at libcommission@lapl.org or by phone at (213) 228-7530.

Información en Español del Título II de la Acta Americana de Discapacidades: La Ciudad de Los Ángeles no discrimina a personas con discapacidades y acomoda a la personas para asegurar igualdad de acceso a programas, servicios y actividades. Los servicios de interpretación en Español están disponibles pero deben ser solicitados con un mínimo de 72 horas de anticipación, en todas las juntas de la comisión, llamando al (213) 228-7530.

Rules of Decorum: Persons addressing the Commission shall not utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. The Presiding Officer has the authority to issue a warning to a person violating the Rules. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removal of any person(s) from the Commission meeting who fails to observe the rules of decorum.

Reglas de Comportamiento: Personas que se dirigen a la Comisión no deben gritar, amenazar o usar lenguaje abusivo, ni causar desorden o actuar de manera que interrumpa la sesión. Se le dará un aviso y a la discreción de la Comisión será removida la personas que no siga las reglas de la sesión.

For more information, please contact: Library Commission Office (213) 228-7530.

Para más información en Español acerca de esta junta puede llamar a la oficina de la Comisión de la Biblioteca de Los Angeles (213) 228-7530.

LOS ANGELES PUBLIC LIBRARY BOARD REPORT

October 8, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL OF AGREEMENT BETWEEN THE CITY OF LOS ANGELES LIBRARY DEPARTMENT (LIBRARY) AND THE COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK (RR/CC) FOR THE USE OF THE LIBRARY TO HOST BALLOT VOTE DROP BOXES (VDBs) TO COLLECT ELECTION BALLOTS FROM THE PUBLIC; DETERMINE CATEGORICAL EXEMPTION FROM THE PROVISIONS OF CEQA PURSUANT TO ARTICLE III, SECTION 1, CLASS 3(4) AND CLASS 4(7) OF CITY CEQA GUIDELINES AND ARTICLE 19, SECTIONS 15303 AND 15304 OF CALIFORNIA CEQA GUIDELINES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Approve the Agreement, substantially in the form on file, with the County of Los Angeles Registrar-Recorder/County Clerk (RR/CC) for the use of the Library to host Vote Drop Boxes (VDBs) on Library property to collect ballots from the public. The term of the Agreement will be for three (3) years with a one (1) year renewal option with no cost to the Library; and
2. 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
3. Authorize the City Librarian and City Attorney to make any technical changes, if needed, to the Agreement; and
4. Authorize the City Librarian to execute the Agreement upon completion of the Mayor's Office review in accordance with Executive Directive No. 3; and
5. Adopt the attached Resolution regarding the Agreement between the Library and the RR/CC for the Library to host VDBs on Library property.



B. SUMMARY:

1. 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.
2. 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 VDBs at various public facilities throughout the County of Los Angeles to make it easier for voters to drop off their vote ballot.
3. Recently, staff from the RR/CC began discussions with Library staff about the possibility of the Library hosting the placement of VDBs at Library locations. The complete list of Library locations is identified in the Agreement. The City of Los Angeles Department of Public Works, Bureau of Street Services will install the VDBs and all maintenance costs will be the responsibility of CC/RR. There is no fiscal impact on the Library.
4. The agreement with the RR/CC will install new equipment to facilitate dropping off election ballots at VDBs located at the Central Library and 72 Branch Libraries. 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 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.
5. Library staff is requesting approval of the Agreement between the Library and RR/CC for a term of three (3) years with a one (1) year renewal option.

6. The Agreement has been reviewed by the City Attorney and is ready to be approved.

Attachment

Prepared by: Deirdre Gomez, Senior Management Analyst
Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Susan Broman, Assistant City Librarian
Madeleine M. Rackley, Library Business Manager

RESOLUTION

October 8, 2020

LIBRARY RESOLUTION NO. 2020-XX (C-XX)

WHEREAS, 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 a 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; and

WHEREAS, 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 ballot; and

WHEREAS, The Los Angeles Public Library (Library) wishes to provide assistance with RR/CC's implementation plan to address the identified issues by entering into an Agreement to install VDBs at Central Library and its 72 Branch Libraries; and

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners approve the Agreement, substantially in the form on file, with the County of Los Angeles Registrar-Recorder/County Clerk (RR/CC) for the use of the Library to host VDBs on Library property to collect election ballots from the public. The term of the Agreement will be for three (3) years with a one (1) year renewal option with no cost to the Library; and

FURTHER RESOLVED, That the Board determines 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.

FURTHER RESOLVED, That the City Librarian and City Attorney be authorized to make technical changes, as needed, to the Agreement; and

FURTHER RESOLVED, That the City Librarian is authorized to execute the Contract upon completion of the Mayor's Office review in accordance with Executive Directive No. 3.

BALLOT DROP BOX USE AGREEMENT

Agreement and authorization is granted by the **Los Angeles Public Library** ('Host') and the **Los Angeles County Registrar-Recorder/County Clerk** ('RR/CC') for the use of library 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 ___th day of Month, 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 Emily Fate, Assistant Director, Branch Library Services for the Los Angeles Public Library, (213) 228-7572, elenhart@lapl.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 City Librarian 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.

Arrangements have been made to construct/install concrete pads to support the drop boxes to be installed by RR/CC at Drop Box Locations utilizing StreetsLA, with all of StreetsLA costs to be reimbursed by RR/CC within ninety (90) days of being invoiced by

StreetsLA. RR/CC agrees to reimburse StreetsLA for costs of constructing concrete pads and installations for Drop Box Locations as requested by RR/CC that are incurred before the parties execute this Agreement. Host will not be responsible for any costs associated with this program.

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 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 Library Department 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 City Librarian 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 that 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**

**Los Angeles Public Library
City Librarian**

Signature and Date

Signature and Date

Printed Name and Title

Printed Name and Title



**LOS ANGELES
PUBLIC LIBRARY**

ATTACHMENT A

Drop Box Locations

| Library | Address | | Library | Address | |
|--|-------------------------------|-----------------------------|---|--------------------------------|-----------------------------|
| Alma Reaves Woods - Watts Branch Library | 10205 Compton Avenue | Los Angeles, CA 90002 | Memorial Branch Library | 4625 West Olympic Boulevard | Los Angeles, CA 90019 |
| Angeles Mesa Branch Library | 2700 West 52nd Street | Los Angeles, CA 90043 | Mid-Valley Regional Library | 16244 Nordhoff Street | North Hills, CA 91343 |
| Arroyo Seco Regional Library | 6145 North Figueroa Street | Los Angeles, CA 90042 | North Hollywood Amelia Earhart Regional Library | 5211 Tujunga Avenue | North Hollywood, CA 91601 |
| Ascot Branch Library | 120 West Florence Avenue | Los Angeles, CA 90003 | Northridge Branch Library | 9051 Darby Avenue | Northridge, CA 91325 |
| Atwater Village Branch Library | 3618 Revere Avenue | Los Angeles, CA 90039 | Pacoima Branch Library | 13605 Van Nuys Boulevard | Pacoima, CA 91331 |
| Baldwin Hills Branch Library | 2906 South La Brea Avenue | Los Angeles, CA 90016 | Palisades Branch Library | 861 Alma Real Drive | Pacific Palisades, CA 90272 |
| Benjamin Franklin Branch Library | 2200 East 1st Street | Los Angeles, CA, 90033 | Palms - Rancho Park Branch Library | 2920 Overland Avenue | Los Angeles, CA 90064 |
| Cahuenga Branch Library | 4591 Santa Monica Boulevard | Los Angeles, CA 90029 | Panorama City Branch Library | 14345 Roscoe Boulevard | Panorama City, CA 91402 |
| Canoga Park Branch Library | 20939 Sherman Way | Canoga Park, CA 91303 | Pico Union Branch Library | 1030 South Alvarado Street | Los Angeles, CA, 90006 |
| Chatsworth Branch Library | 21052 Devonshire Street | Chatsworth, CA 91311 | Pio Pico - Koreatown Branch Library | 694 South Oxford Avenue | Los Angeles, CA 90005 |
| Chinatown Branch Library | 639 North Hill Street | Los Angeles, CA 90012 | Platt Branch Library | 23600 Victory Boulevard | Woodland Hills, CA 91367 |
| Cypress Park Branch Library | 1150 Cypress Avenue | Los Angeles, CA 90065 | Playa Vista Branch Library | 6400 Playa Vista Drive | Los Angeles, CA 90094 |
| Donald Bruce Kaufman - Brentwood Branch Library | 11820 San Vicente Boulevard | Los Angeles, CA 90049 | Porter Ranch Library | 11371 Tampa Avenue | Porter Ranch, CA 91326 |
| Eagle Rock Branch Library | 5027 Caspar Avenue | Los Angeles, CA 90041 | Robert Louis Stevenson Branch Library | 803 Spence Street | Los Angeles, CA 90023 |
| Echo Park Branch Library | 1410 West Temple Street | Los Angeles, CA 90026 | Robertson Branch Library | 1719 South Robertson Boulevard | Los Angeles, CA 90035 |
| Edendale Branch Library | 2011 Sunset Boulevard | Los Angeles, CA 90026 | San Pedro Regional Library | 931 South Gaffey Street | San Pedro, CA 90731 |
| El Sereno Branch Library | 5226 Huntington Drive South | Los Angeles, CA, 90032 | Sherman Oaks Martin Pollard Branch Library | 14245 Moorpark Street | Sherman Oaks, CA 91423 |
| Encino - Tarzana Branch Library | 18231 West Ventura Boulevard | Tarzana, CA 91356 | Silverlake Branch Library | 2411 Glendale Boulevard | Los Angeles, CA 90039 |
| Exposition Park - Dr. Mary McLeod Bethune Regional Library | 3900 South Western Avenue | Los Angeles, CA 90062 | Studio City Branch Library | 12511 Moorpark Street | Studio City, CA 91604 |
| Fairfax Branch Library | 161 South Gardner Street | Los Angeles, CA 90036 | Sun Valley Branch Library | 7935 Vineland Avenue | Sun Valley, CA 91352 |
| Felipe de Neve Branch Library | 2820 West 6th Street | Los Angeles, CA 90057 | Sunland - Tujunga Branch Library | 7771 Foothill Boulevard | Tujunga, CA 91042 |
| Frances Howard Goldwyn - Hollywood Regional Branch Library | 1623 Ivar Avenue | Los Angeles, CA 90028 | Sylmar Branch Library | 14561 Polk Street | Sylmar, CA 91342 |
| Granada Hills Branch Library | 10640 Petit Avenue | Granada Hills, CA 91344 | Valley Plaza Branch Library | 12311 Vanowen Street | North Hollywood, CA 91605 |
| Harbor Gateway Branch Library | 24000 South Western Avenue | Harbor City, CA 90710 | Van Nuys Branch Library | 6250 Sylmar Avenue | Van Nuys, CA 91401 |
| Hyde Park Miriam Matthews Branch Library | 2205 West Florence Avenue | Los Angeles, CA, 90043 | Venice - Abbot Kinney Memorial Branch Library | 501 Venice Boulevard | Venice, CA 90291 |
| Jefferson - Vassie D. Wright Memorial Branch Library | 2211 West Jefferson Boulevard | Los Angeles, CA 90018 | Vermont Square Branch Library | 1201 West 48th Street | Los Angeles, CA 90037 |
| John C. Fremont Branch Library | 6121 Melrose Avenue | Los Angeles, CA 90038 | Vernon - Leon H. Washington Jr. Memorial Branch Library | 4504 South Central Avenue | Los Angeles, CA 90011 |
| John Muir Branch Library | 1005 West 64th Street | Los Angeles, CA 90044 | Washington Irving Branch Library | 4117 West Washington Boulevard | Los Angeles, CA 90018 |
| Junipero Serra Branch Library | 4607 South Main Street | Los Angeles, CA 90037 | West Los Angeles Regional Library | 11360 Santa Monica Boulevard | Los Angeles, CA 90025 |
| Lake View Terrace Branch Library | 12002 Osborne Street | Lake View Terrace, CA 91342 | West Valley Regional Branch Library | 19036 Vanowen Street | Reseda, CA 91335 |
| Lincoln Heights Branch Library | 2530 Workman Street | Los Angeles, CA 90031 | Westchester - Loyola Village Branch Library | 7114 West Manchester Avenue | Los Angeles, CA 90045 |
| Little Tokyo Branch Library | 203 South Los Angeles Street | Los Angeles, CA 90012 | Westwood Branch Library | 1246 Glendon Avenue | Los Angeles, CA 90024 |
| Los Angeles Central Library | 630 West 5th Street | Los Angeles, CA 90071 | Will & Ariel Durant Branch Library | 7140 Sunset Boulevard | Los Angeles, CA 90046 |
| Los Feliz Branch Library | 1874 Hillhurst Avenue | Los Angeles, CA 90027 | Wilmington Branch Library | 1300 North Avalon Boulevard | Wilmington, CA 90744 |
| Malabar Branch Library | 2801 Wabash Avenue | Los Angeles, CA, 90033 | Wilshire Branch Library | 149 North St. Andrews Place | Los Angeles, CA 90004 |
| Mar Vista Branch Library | 12006 Venice Boulevard | Los Angeles, CA 90066 | Woodland Hills Branch Library | 22200 Ventura Boulevard | Woodland Hills, CA, 91364 |
| Mark Twain Branch Library | 9621 South Figueroa Street | Los Angeles, CA 90003 | | | |



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 Public Library ('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

Hours of Operation of Drop Box Locations: 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 Hours of Operation of the Drop Box Locations.

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:

Dated:

Title:

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:

Dated:

Title:



Designated Space Schematic

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

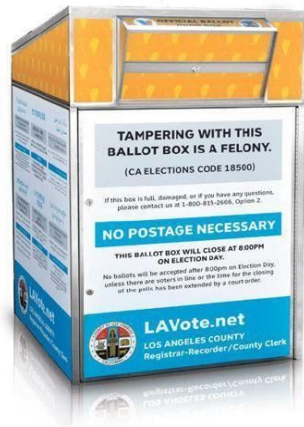
Parking for voters and RR/CC staff, if any parking is provided, is shown on this attachment.

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.

