



## Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

### CHECK-IN-CENTER PLAN November 2, 2021 Local and Municipal Elections

The following constitutes the mutually agreed upon Check-In-Center Plan for the November 2, 2021 Local and Municipal Elections by City of Carson Civic ("Host") and the Los Angeles County Registrar-Recorder/County Clerk ('RR/CC') for the use of the facility space specified below:

Carson Civic Center  
801 E. Carson St.  
Carson, CA 90745

#### Contact List – Host

<b>Primary Contact Name</b>	Adrian Reynosa	<b>Phone #</b>	(424) 379-6200
<b>Email Address</b>	areynosa@carsonca.gov	<b>Alternate Phone #</b>	
<b>After Hours Emergency Contact Name</b>		<b>Phone #</b>	
<b>Email Address</b>		<b>Alternate Phone #</b>	

#### Contact List – RR/CC

<b>Primary Contact Name</b>	Micah LeFlore	<b>Phone #</b>	562-374-2407
<b>Email Address</b>	Mleflor@rrcc.lacounty.gov	<b>Alternate Phone #</b>	562-347-2400
<b>After Hours Emergency Contact Name</b>	Billie Keller	<b>Phone #</b>	562-347-2400
<b>Email Address</b>	Bkeller@rrcc.lacounty.gov	<b>Alternate Phone #</b>	562-347-2403

#### Access Schedule

Host has agreed to grant exclusive access to the designated space for the following dates:

Start Date	End Date
October 23, 2021	November 2, 2021

During the above period, RR/CC staff shall have vehicle access to the designated space from 5:00pm – approximately 10:00pm. On Election Day, November 2, 2021, RR/CC staff shall have vehicle access to the designated space from 6:00pm – approximately 11:00pm.

### **Designated Space, Parking, and Public Access**

Host will provide RR/CC with access to 5 continuous parking stalls to set up a Check-In Center. This space will accommodate 1 supply van and the tables and equipment needed by the RR/CC.

Host will permit Election Workers access to Check-In-Center during the designated dates and hours. Election Workers will drive up to a Check-In-Center where staff will retrieve voted ballots and other election materials.

RR/CC agrees to make best efforts to limit signage and vehicle 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 (Alarm Codes, Gate keys, Access Badges, Parking Passes, etc.):

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**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 CHECK-IN-CENTER PLAN APPLIES TO ONLY ELECTION PROGRAMS 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

Facility Name

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name