



# CITY OF CARSON

## Legislation Text

File #: 2021-742, Version: 1

### Report to Mayor and City Council

Tuesday, October 05, 2021

Consent

#### SUBJECT:

**CONSIDER APPROVAL OF FACILITIES USE AGREEMENT WITH LOS ANGELES COUNTY RELATED TO USE OF FIVE SITES AS VOTE CENTERS AND ONE SITE AS A CHECK-IN CENTER USED FOR NOVEMBER 2, 2021 SPECIAL MUNICIPAL ELECTIONS AND CORRESPONDING VOTE CENTER ELECTION PLANS AND CHECK-IN-CENTER PLAN (CITY COUNCIL)**

#### I. SUMMARY

The Los Angeles County Registrar-Recorder/County Clerk ("County") has requested use of five City of Carson ("City") sites to be used as vote centers and check-in center in connection with the upcoming November 2, 2021 special municipal elections for one City Council seat in District 4 and City Clerk position. The five sites for use as vote centers are Foisia Park (Gymnasium), Carson Civic Center (Carson Dominguez Room), Veterans Park (Gymnasium), Stevenson Park (Gymnasium), and Dominguez Park (Activity Room). The one site to be used as a check-in center is Carson Civic Center (east parking lot). City and County will enter into one combined Facilities Use Agreement for the sites in accordance with five corresponding Vote Center Election Plans for each of the sites and one Check-in-Center Plan. The County has asked City to waive fees associated with site usage.

#### II. RECOMMENDATION

1. APPROVE Facilities Use Agreement with Los Angeles County Registrar-Recorder/County Clerk for use of City sites as vote centers and check-in center for November 2, 2021 special municipal elections for the following sites: Foisia Park (Gymnasium), Carson Civic Center (Carson Dominguez Room), Veterans Park (Gymnasium), Stevenson Park (Gymnasium), and Dominguez Park (Activity Room) for the vote centers, and five corresponding Vote Center Election Plans, and Carson Civic Center (east parking lot) for the check-in center, and one corresponding Check-in-Center Plan.
2. AUTHORIZE the City Manager to execute the agreement after approval as to form by the City Attorney, and to execute the Vote Center Election Plans and Check-in-

Center Plan.

3. WAIVE site-related fees.

### **III. ALTERNATIVES**

1. TAKE another action the City Council deems appropriate; however, City is required to allow County of Los Angeles access to its sites as vote centers.

### **IV. BACKGROUND**

The Los Angeles County Registrar-Recorder/County Clerk ("County") has requested use of five City of Carson ("City") sites to be used as vote centers in connection with the upcoming two municipal special elections, one for the City Council seat in District 4 and the other for the vacant City Clerk position, to be held November 2, 2021. The five sites are Carson Civic Center (Carson Dominguez Room) for a total of 14 days, Foisia Park (Gymnasium) for a total of 7 days, Veterans Park (Gymnasium) for a total of 7 days, Stevenson Park (Gymnasium) for a total of 7 days, and Dominguez Park (Activity Room) for a total of 7 days. The sites will be needed by County in advance of the elections for set up and testing of equipment and following the elections for breakdown in accordance with the schedules set out in the Vote Center Election Plans that correspond with each of the five sites (attached), it being understood that the breakdown dates are only an estimate that while breakdown is expected to take place November 3, the County asked the City to allow for the possibility that the process could carry over into November 4. The City Attorney's Office reviewed the agreement and County incorporated all suggested edits.

The County has asked that the City waive fees related to use of the sites which City is free to do at its discretion. If fees are waived, County has indicated that it will be able to provide City with a stipend in the amount of \$300 per day (for a total of \$12,600 for all five sites - 42 total days at \$300 per day) or reimbursement for City staff time for each site used as a voting center. The parties would need to agree upon which option they will elect as between the stipend and reimbursement options.

It should be noted that historically, the City has not charged the County any fees inclusive of the recent Gubernatorial Recall Election that just took place September 2021.

If fees are charged the County, the fee amounts are listed below:

Carson Civic Center -- \$6,000.00 (based on 14 days);

Foisia Park -- \$15,644.90 (based on 7 days);

Veteran's Park -- \$24,600.00 (based on 7 days);

Stevenson Park -- \$15,644.90 (based on 7 days); and

Dominguez Park -- \$6,465.40 (based on 7 days).

It should also be noted that Section 12283 of the Elections Code requires the City to allow use of its sites for polling locations and vote centers when the County makes a request for such use.

(2) If a city or county elections official specifically requests the use of a school building or public building for polling places, or vote centers beginning up to 10 days before the election and continuing through election day, as well as during key dates necessary for drop-off, set-up and pick-up of election materials, as determined by the elections official, the governing body having jurisdiction over the particular school building or public building shall allow its use for the purpose requested, except that the University of California is encouraged, but not required, to comply with a request made pursuant to this paragraph.

Accordingly, the City Council is urged to approve the Facilities Use Agreement and corresponding Vote Center Election Plans as requested.

In addition, the County has asked the City that it be allowed to use 5 adjacent parking stalls at the Carson Civic Center in connection with the November 2, 2021 special elections to set up a check-in center used to set up a supply van, tables and chairs, that will allow County staff to retrieve voted ballots and other election materials. The period of usage would be from October 23 through November 2, and City staff has proposed the east parking lot for such use. More specifically, the County collects voted ballots from approximately 25 vote centers across the County which are then returned to a Check-In-Center at the close of voting each day. Ballots are then transported from the Check-In-Centers to County's headquarters for processing. At the close of voting the County's election workers will drive up to a Check-In-Center and drop off their voted ballot and election materials.

The proposed Facilities Use Agreement and corresponding Check-in-Center Plan provides further details regarding the County's proposed use of the Carson Civic Center for such purpose. Unlike with the vote centers, however, the Elections Code does not require City to allow use of its sites as check-in locations when the County makes a request for such use.

Again, for the check-in center, the County is requesting that the City waive all applicable fees and has further provided that if fees are waived, it will be able to provide the City with a stipend in the amount of \$300 per day or reimbursement for City staff time for the site used as a check-in center. While the City does not charge any fees for usage of the parking stalls, it does charge fees for staff time in connection with reservation of the parking stalls at \$50.00 per day for 5 stalls (\$10.00 per stall), for a total of \$550.00.

## **V. FISCAL IMPACT**

Any fiscal impact will be determined based on City Council's direction regarding the County's request for fee waiver

## **VI. EXHIBITS**

Exhibit 1 - Facilities Use Agreement (pg. 5 - pg. 8)

Exhibit 2 - Vote Center Election Plan for Foisia Park (pg. 9 - pg. 13)

Exhibit 3 -- Vote Center Election Plan for Carson Civic Center (pg. 14 - pg. 18)

Exhibit 4 -- Vote Center Election Plan for Veterans Park (pg. 19 - pg. 23)

Exhibit 5 -- Vote Center Election Plan for Stevenson Park (pg. 24 - pg. 28)

Exhibit 6 -- Vote Center Election Plan for Dominguez Park (pg. 29 - pg. 33)

Exhibit 7 - Check-in Center Plan for Carson Civic Center (pg. 34 - pg. 35)

Prepared by: John W. Carroll, Chief Deputy City Clerk and City Attorney's Office