DEPARTMENT OF PUBLIC WORKS

BUREAU OF STREET SERVICES
REPORT NO. 1
Date: September 4, 2020

CDs: All

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK UNSTAFFED VOTE BY MAIL BALLOT DROP-BOX INSTALLATIONS

RECOMMENDATIONS:

1. That your Board permit the Los Angeles County Registrar-Recorder/County Clerk (LA Co RR/CC) to install unstaffed Vote by Mail (VBM) ballot drop-boxes at various locations designated by the LA Co RR/CC within Public Rights-of-Way and/or at City facilities throughout the City provided LA Co RR/CC complies with the conditions set forth in the agreement.

2. That your Board authorize the Bureau of Street Services (StreetsLA) Director to enter into agreement with LA Co RR/CC to install VBM drop-boxes.

3. That your Board authorize StreetsLA to provide LA Co RR/CC with an invoice for its installation efforts upon completion of said work and receive full cost recover of all expenses related to the installation from the LA Co RR/CC for the same.

TRANSMITTALS:

1. List of locations and/or facilities designated by the LA Co RR/CC to receive VBM ballot drop-boxes

DISCUSSION:

Background
On August 26, 2020, StreetsLA was requested by LA Co RR/CC to provide assistance by installing approximately 75 VBM drop-boxes at various locations City-wide as a part of LA Co RR/CC’s County-wide efforts to ensure Los Angeles County’s registered voters have a viable, convenient, option to cast their ballots for the upcoming General Election scheduled for November 3, 2020. LA Co RR/CC is working with various City Departments including the Department of Recreation and Parks (RAP) and Library Department to ensure VBM drop-boxes are located and installed at locations that are both easily accessible and conveniently located at or near various City facilities. LA Co RR/CC is accelerating their planned installation of the VBM drop-boxes by upwards of 24 months County-wide in anticipation of the upcoming General Election to ensure County ballots are cast and counted in a timely fashion, therefore their request is of an expedited and emergency nature.

StreetsLA is willing and able to assist LA Co RR/CC with this request and will continue to work with LA Co RR/CC over the coming weeks to finalize the details surrounding the specific locations where the VBM drop-boxes will be installed. StreetsLA will provide the labor, equipment and materials necessary to facilitate the installation of the VBM drop-boxes on/ by September 30, 2020, and provide LA Co RR/CC with an invoice for its efforts upon completion of all work. StreetsLA will work with the Bureau of Engineering (BOE)
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to ensure VBM drop-box locations are archived and recorded for future reference on BOE’s data bases. LA Co RR/CC has agreed to reimburse StreetsLA for its total costs (full cost recovery) to perform this work; StreetsLA estimates that its costs to perform this work will be approximately $1,000 per site (or approximately $74,000 in total for 74 locations).

PERMIT CONDITIONS

In exchange for the Board of Public Work’s Permission to install VBM ballot-boxes upon Public Rights-of-Way within the City of Los Angeles, LA Co RR/CC agrees to comply and abide by the conditions detailed below. The Los Angeles County Registrar-Recorder/County Clerk shall hereby:

1. Identify locations that require StreetsLA’s assistance to install VBM drop-boxes.
2. Provide adequate quantities of VBM drop-boxes including installation hardware to StreetsLA in a timely manner to facilitate installation; VBM drop-boxes and accompanying hardware shall be delivered to location(s) as determined by StreetsLA at a later date.
3. Provide any and all coordination with other City Departments and agencies as necessary to facilitate the installation of VBM drop-boxes upon City properties.
4. Indemnify the City of Los Angeles, its Officers, Employees, and Assigns against any and all liability claims associated with the VBM drop-boxes upon installation until the VBM drop-boxes are removed.
5. Provide its remittance within 30 days of any invoice furnished by StreetsLA for any and all costs associated with this effort.
6. Provide any and all maintenance required to ensure the VBM drop-boxes remain in good working order and satisfactory appearance including the immediate removal of trash, litter, debris, graffiti, stickers, etching or any other site challenge that may affect the appearance and working order of the VBM drop-boxes including repair and replacement of VBM drop boxes in cases of excessive vandalism or damage. VBM drop-boxes in need of maintenance shall be serviced and/or properly secured to ensure the Public’s safety in no less than 24 hours of notification by the City of Los Angeles (City) and in no case, more than 30 days of notification by the City.
7. Remove, properly dispose of, and restore Public Rights-of-Way to a safe and operable condition upon the County’s termination of the VBM drop-box program or as otherwise directed by the City. At its option, LA Co RR/CC may request StreetsLA or its successor to remove, properly dispose of, and restore Public Rights-of-Way to a safe and operable condition upon termination of the VBM drop-box program or as otherwise directed by the City provided that LA Co RR/CC fully reimburse StreetsLA or its successor for its costs to do so at the time such work is performed.

The City/Board of Public Works does not guarantee any site for the duration of this permit and may require LA Co RR/CC to remove one or more VBM drop-boxes for City causes at any time such as construction or similar activities determined to be necessary at VBM drop-box locations. The City/Board of Public works reserves the right to request LA Co
RR/CC to remove VBM drop-boxes that are not properly maintained, or otherwise declared a nuisance or threat to public safety. The City/Board of Public Works shall provide LA Co RR/CC with written notification of its need to remove any VBM drop-box for any reason a minimum of 30 days in advance. The City/Board of Public Works reserves the right to remove VBM drop-boxes in cases where LA Co RR/CC is unable to remove the VBM drop-boxes as requested by the City/Board of Public Works and require LA Co RR/CC to reimburse the City/Board of Public Works for its costs to perform such work plus a 20% surcharge. The term of this permit shall start upon adoption of this report by the Board of Public works and end upon either the termination of the VBM drop-box program by LA Co RR/CC or 30 days after any notification issued by the City/Board of Public Works to remove any or all VBM drop-boxes.

FINANCIAL IMPACT STATEMENT

There will be no fiscal impact to the City's General Fund to cover costs incurred by StreetsLA in the course of StreetsLA's performance of this work. StreetsLA will be fully reimbursed by LA Co RR/CC for all costs (full cost recovery) associated with this program. No other fiscal impacts are anticipated as a result of this work.

(AB, SC)

Respectfully Submitted,

Adel H. Hagekhalil, PE
Executive Director and General Manager
Bureau of Street Services

Report Prepared by:
Lance Oishi, Engineering Services Division
Phone No:(213) 847-0903
E-mail: Lance.Oishi@lacity.org