



# Administrative Report

---

H.15., File # 21-1955

Meeting Date: 1/19/2021

---

**To:** MAYOR AND CITY COUNCIL  
**From:** ELEANOR MANZANO, CITY CLERK

## **TITLE**

APPROVE AGREEMENT WITH LOS ANGELES COUNTY REGISTRAR-RECORDER FOR CITY'S USE OF COUNTY-OWNED BALLOT DROP-OFF BOXES FOR MARCH 2, 2021 GENERAL MUNICIPAL ELECTION BALLOTS

## **EXECUTIVE SUMMARY**

This agreement acknowledges County's commitment to provide access to the City's use and access of Los Angeles County Registrar-Recorder's (County) three 24-Hour Ballot Drop-Off Boxes located in the City for our March 2, 2021 General Municipal Election beginning February 1, 2021.

## **BACKGROUND**

The City entered into an agreement with the County to host placement of three (3) ballot drop-off boxes in advance of the November 3, 2020 General/Presidential Election for a period of five (5) years on September 1, 2020. The agreement also allows the City the use of the drop boxes for collection of voted ballots for the City's municipal elections, whether conducted independently or by the County. However, no other details of use or access, e.g., providing the City keys or County designated personnel locking/unlocking the boxes at scheduled times during this election cycle with the City Clerk's Office designees were included on the original agreement.

## **COORDINATION**

Coordinated with the City Attorney's office.

## **FISCAL IMPACT**

None.

## **APPROVED BY:**

*Eleanor Manzano, City Clerk*

## **ATTACHMENTS**

County Use Agreement will be forwarded via Blue Folder on Tuesday, January 19, 2021.