



DEAN C. LOGAN
Registrar-Recorder/County Clerk



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

March 03, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE PURCHASE OF KEYCARD SYSTEM FOR THE DEPARTMENT
OF REGISTRAR-RECORDER/COUNTY CLERK (FOURTH DISTRICT) (3 VOTES)**

SUBJECT

The Department of Registrar Recorder/County Clerk (RR/CC) is seeking Board of Supervisors (Board) approval to authorize the solicitation and acquisition of a keycard system to replace the existing antiquated system that has been in place since 1990 at the RR/CC Headquarters facility located at 12400 Imperial Highway, Norwalk, CA (HQ).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed actions are exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and the record.
2. Authorize the Director of the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the solicitation and acquisition of a keycard system, with a total estimated cost of \$700,000.
3. Delegate authority to the RR/CC, or designee, to execute documents, agreements or amendments associated with the acceptance and use of the new keycard system at HQ, with County Counsel to approve as to form.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Director of ISD to solicit and procure a replacement keycard system on behalf of RR/CC.

The RR/CC is responsible for administering federal, state, local and special elections, registering voters, maintaining voter files, and verifying initiatives, referenda and recall petitions for the largest and most complex county election jurisdiction in the country with over 500 political districts and 5.6 million registered voters. The RR/CC is also responsible for recording real property documents, maintaining vital records of births, deaths, and marriages, issuing marriage licenses, performing civil marriage ceremonies, overseeing countywide records management and archives programs, and processing business filings and other documents.

The RR/CC HQ's existing keycard system has been in operation since 1990. Recently, the existing keycard system has experienced critical failures that compromise security and operations. These critical failures are the result of intermittent outages, reliability issues, and extended periods of downtime. As a legacy system with obsolete technology, emergency repairs have become challenging and, in some cases, not possible as replacement parts are no longer manufactured or available. This has left the Department's primary facility vulnerable to prolonged security failures. Previous system crashes required that doors be propped open to allow for employee access, thus leaving sensitive areas exposed to unauthorized access. Failure to replace the current system subjects the Department to potential violations of county-wide protocols related to building security and staff safety. During the last two and a half years (30 months) the current system has failed or malfunctioned a total of 23 times. Four of the 23 issues (17%) were "System Outages," which indicates widescale or building-wide failure and triggering multiple security and safety concerns.

The Department is requesting implementation of a keycard system that is compatible with the one used at the Department's newest facility – the Ballot Processing Center (BPC) located in the City of Industry. This approach will create a unified access control system across RR/CC facilities and provide the following benefits:

- Removes safety concerns related to failed door locks and compromised emergency exit functionality.
- Ensures emergency response capability through reliable integration with fire alarm and safety systems.
- Provides a single source for real-time personnel accountability during emergency evacuations and security incidents across RR/CC locations as a result of utilizing the same system, including:
 - o Reports and oversight provided at either location (HQ or BPC) and which will facilitate the identification/location of employees during an emergency.
 - o Visibility into staff movements should either the HQ or BPC become inaccessible during an emergency.
- Aligns the RR/CC keycard system and access control with those currently used by numerous departments within the County.
 - o Utilizing a compatible system that has been implemented at facilities throughout the County allows for access to, or restriction from, RR/CC facilities, as keycard access level changes can be made for non-RR/CC County employees and County contractors. This gained efficiency eliminates the need for issuance of additional temporary keycards and provides more control of personnel accessing Department facilities.

Through this acquisition, the County ensures improved security, operational continuity, and

alignment with the commitment to transparency and operational excellence.

Implementation of Strategic Plan Goals

The recommended action aligns with two Countywide Strategic Plan's North Stars: (a) North Star One: Making investments that transform lives, and (b) North Star Two: Foster vibrant and resilient communities. Overall, modernization of the keycard system contributes to building strong, equitable systems that provide security and operational reliability at the Department's HQ.

FISCAL IMPACT/FINANCING

The estimated cost of keycard system replacement is approximately \$700,000. Cost includes design construction, new cable runs to all required door locations, testing, and end user training. The new system will provide reliable access control across Department facilities, eliminating the need for costly emergency repairs, manual security interventions, and operational disruptions caused by system failures.

There is sufficient funding in the Department's Fiscal Year 2025-2026 Final Adopted Budget to fund the equipment purchase costs. No additional Net County Cost is required for this purchase.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This request complies with the County Equipment Policy that your Board approved on October 16, 2001. This policy requires that Departments obtain Board approval to purchase with a cost of \$250,000 or greater, prior to submitting the requisition to ISD.

The proposed actions to solicit and acquire a replacement keycard system for RR/CC HQ are exempt from the CEQA pursuant to California Code of Regulations, Title 14, Section 15301 (Existing Facilities).

CONTRACTING PROCESS

This is a commodity purchase made under the statutory authority of the County Purchasing Agent. The acquisition will be competitively solicited by the Purchasing Agent in accordance with the County's standard purchasing policies and procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

System implementation will take approximately four (4) months. During this time the current system will remain active. Once the new system is installed and tested, the old system will be shut down. This project will enhance security at the HQ and ensure uninterrupted access control operations between HQ and BPC. These improvements will increase public confidence, employee and public safety, and safeguard the integrity of the County's election and recording processes.

CONCLUSION

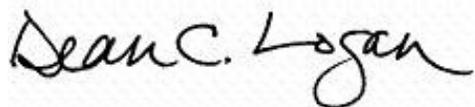
Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted copy of this Board letter to the RR/CC.

The Honorable Board of Supervisors

3/3/2026

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Respectfully submitted,

A handwritten signature in black ink that reads "Dean C. Logan". The signature is written in a cursive style with a large, looped "L" at the end.

DEAN C. LOGAN

Registrar-Recorder/County Clerk

DL:JJ

JS:dl

c: Chief Executive Office
Chief Information Office
County Counsel
Executive Office