



Board of Supervisors Operations Cluster Agenda Review Meeting

DATE: September 24, 2025

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: Michelle Vega, 5th Supervisorial District

CEO MEETING FACILITATOR: Dardy Chen

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055

To participate in this meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 374-A

To participate in this meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 522268816# or [Click here to join the meeting](#)

Teams Meeting ID: 237 250 878 670

Passcode: UoBQAE

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to ClusterAccommodationRequest@bos.lacounty.gov.

Members of the Public may address the Operations Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

1. CALL TO ORDER

2. GENERAL PUBLIC COMMENT

3. BOARD MOTION ITEM(S):

- A) SD2 - CO-CREATING A DIGITAL EQUITY ROADMAP FOR LOS ANGELES COUNTY

4. DISCUSSION ITEM(S):

A) Board Letter:

APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR BARGAINING
UNIT 804 REPRESENTED BY PROGRAM MANAGERS ASSOCIATION
CEO/LABOR - Greg Kandaharian, Principal Analyst

B) Board Letter:

REQUEST TO APPROVE THE ANNUAL STATEMENT OF
THE WILLIAM S. HART ENDOWMENT AND INCOME FUNDS AND
THE TRANSFER OF THE REMAINING FUNDS TO THE CITY OF
SANTA CLARITA
A-C - Elaine Wu, Division Chief

C) Board Letter:

LICENSE AGREEMENT
DEPARTMENT OF PUBLIC SOCIAL SERVICES
611-623 SOUTH CARONDELET STREET, LOS ANGELES
CEO/RE - Douglas Cole, Senior Real Property Agent

D) Board Letter:

APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S INFORMATION
TECHNOLOGY INFRASTRUCTURE FUND FOR THE ACQUISITION OF
ONE BLUECREST AUTOMATED SIGNATURE RECOGNITION (ASR)
MACHINE AND APPROVAL OF AN APPROPRIATION ADJUSTMENT FOR
FISCAL YEAR 2025-26
RR/CC - Aman Bhullar, Assistant RR/CC, Information Technology Bureau and
Monica Flores, Assistant RR/CC, Candidate and Voter Services Bureau

5. PRESENTATION ITEM(S):

None

6. ADJOURNMENT

UPCOMING ITEMS FOR OCTOBER 1, 2025:

- A) COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS
CEO/CLASS - Jennifer Revuelta, Principal Analyst

- B) ONE-YEAR LEASE AMENDMENT
DEPARTMENT OF HEALTH SERVICES
826 WEST 220TH STREET, TORRANCE
CEO/RE - Alexandra Nguyen-Rivera, Section Chief, Leasing

- C) TEN-YEAR LEASE
SHERIFF'S DEPARTMENT
4900 SOUTH EASTERN AVENUE, COMMERCE
CEO/RE - Alexandra Nguyen-Rivera, Section Chief, Leasing

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE
OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL
AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV

MOTION BY SUPERVISOR HOLLY J. MITCHELL

October 7, 2025

Co-Creating a Digital Equity Roadmap for Los Angeles County

Los Angeles County (County), like many other counties, faces a significant digital divide, further widened by the COVID-19 pandemic, as many everyday activities and services transitioned online. The U.S. Census Bureau's American Community Survey 2019 1-Year Estimates reveal that even before the COVID-19 pandemic, 390,957 (11.7 percent) households in the County lacked an internet subscription, and 181,767 (5.5 percent) did not have a computer. These digital disparities have disproportionately impacted lower-income households, particularly Black, Latino, Indigenous, and People of Color, those with lower educational levels, and older adults (ages 65 and above) throughout the County. For these households, lack of access to the internet and technology is not just a digital divide, but a barrier to accessing healthcare, education, employment opportunities, social services, and social connection. In response, the County Board of Supervisors has taken proactive steps to increase digital literacy and internet access, including adopting several motions that direct the Internal Services Department (ISD) to advance digital equity throughout the County.

ISD, in a strong partnership with the Aging and Disabilities Department, the County Library, the Parks and Recreation Department, and various local government agencies, community partners, and stakeholder organizations, has made a meaningful community

-MORE-

MOTION

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| SOLIS | _____ |
| MITCHELL | _____ |
| HORVATH | _____ |
| HAHN | _____ |
| BARGER | _____ |

impact. Together, they promoted digital equity and inclusion for households most affected by the digital divide in the County. This effort included deploying digital inclusion programs, resources, and services extensively during the peak of the COVID-19 pandemic and as part of recovery initiatives. Specifically, the County allocated millions of American Rescue Plan Act of 2021 funds across the region to boost digital equity and mitigate the economic and health setbacks caused by the COVID-19 pandemic and the broader recession. Key achievements included:

- a) Launching the Delete the Divide Initiative and recruiting, training, and hiring over 300 technology interns, providing them with credentials, work experience, mentorship, training, and industry-relevant skills essential for full-time, high-quality job placements.
- b) Increasing access to internet-enabled devices, digital usage, and adoption by distributing more than 6,200 laptops to households most affected by the digital divide.
- c) Providing over 17,100 hours of digital literacy and skills training to boost the capacity, knowledge, and skills of households most affected by the digital divide.
- d) Engaging over 9,000 K-12 students across the County on Tech Empowerment Day, increasing exposure to STEM careers at an early age.
- e) Establishing the Community Broadband Networks Initiative and forming a public-private partnership with WeLink Communications to provide affordable and reliable broadband internet to underserved areas affected by the digital divide in East Los Angeles/Boyle Heights and South Los Angeles.
- f) Launching the Intergovernmental Broadband Coordinating Committee (IBCC) and recruiting over 60 multi-sector stakeholder organizations to join the IBCC and collaborate Countywide to close the digital gap.
- g) Developing the IBCC Digital Equity Community Ambassadors Program, which involved recruiting six residents to participate in and contribute to County IBCC meetings by sharing their ideas, lived experiences, and thoughts about digital inclusion resources and services.
- h) Achieving recognition as a two-year Visionary National Digital Inclusion Trailblazer by the National Digital Inclusion Alliance.

This collective effort and key achievements have significantly reduced the digital divide across the County, showcasing the strength of regional collaboration among public, private, and non-profit sectors and various issue areas. Since 2021 and the onset of the County's efforts to close the digital divide, the share of County households without an internet subscription has been cut in half (falling from 11.7 percent to 5.8 percent), and the share of households without a computer has decreased by nearly the same amount (from 5.5 percent to 2.9 percent). Although there is still work to do, these figures mark meaningful progress and demonstrate the tangible positive impacts and effectiveness of the County's digital equity investments.

Under ISD's leadership, the next step was to replicate and expand the County's broadband infrastructure and digital equity efforts using Federal and State funds from the Infrastructure Investment and Jobs Act (IIJA). IIJA established the Broadband Equity, Access, and Deployment (BEAD) Program, offering \$42.45 billion nationwide to increase high-speed internet access through planning, infrastructure deployment, and adoption initiatives across the country. The National Telecommunications and Information Administration (NTIA) allocated approximately \$1.86 billion in BEAD Program grants to the California Public Utilities Commission to support statewide broadband infrastructure expansion, including projects within the County. The current California BEAD Program Map indicates that the County is eligible for minimal BEAD Program funding, as many locations across the County are listed 'served,' meaning they already have access to adequate broadband services. The BEAD Program prioritizes unserved locations, then underserved locations, and lastly community anchor institutions for funding.

Additionally, in May 2025, the Federal Administration terminated the Digital Equity Act (DEA), which was part of the IIJA. The DEA offered \$1.25 billion in Federal and State grant funding from NTIA to promote digital equity and inclusion nationwide. Under the DEA funding, in September 2024, ISD mobilized 37 IBCC member organizations and applied for \$25.6 million from the Federal Digital Equity Competitive Grant Program. However, the sudden and unprecedented termination of the DEA by the Federal government and the lack of BEAD Program funding have fundamentally shifted the landscape and role of the IBCC.

This presents an opportunity for the County to redefine its commitment to digital equity

and to affirm a Digital Equity Roadmap to move forward. The County should focus on long-term strategic planning and sustainable funding by creating a regional Digital Equity Roadmap. This Roadmap, which has the potential to transform the County's digital landscape, will not only guide digital equity and inclusion efforts across the County in the post-COVID-19 era but also play a key role in encouraging regional coordination and collaboration among involved entities. It represents a significant step toward ensuring full digital equity for every household in the County. Using the Countywide IBCC as a catalyst, the Digital Equity Roadmap will help ISD, as the lead County department, to coordinate digital equity activities and solutions across various issue areas and sectors. Moreover, developing the Digital Equity Roadmap will identify existing assets and resources within the ecosystem that can be shared and expanded through collaborative partnerships, promoting further collective action and impact.

I THEREFORE MOVE THAT THE BOARD OF SUPERVISORS:

- 1) Recognize and proclaim October 6 - 10, 2025, as National Digital Inclusion Week in Los Angeles County (County), highlighting Community-Driven Digital Futures as the theme.
- 2) Direct the Director of the Internal Services Department (ISD), in coordination with the Countywide Intergovernmental Broadband Coordinating Committee, the Chief Executive Officer, the Superintendent of Schools for the Los Angeles County Office of Education, the Acting Director of the Department of Aging and Disabilities, the County Librarian, the Director of Parks and Recreation, and the directors of other relevant County Departments to:
 - a) Convene a Countywide kick-off event during National Digital Inclusion Week (October 6–10, 2025), in coordination with regional community partners and stakeholder organizations, to formally launch development of the County's three-year Digital Equity Roadmap and reaffirm the County's commitment to closing the digital divide. Stakeholders should include community-based organizations, County departments and County-related agencies, educational institutions, healthcare organizations, local government entities, non-profit organizations, workforce development organizations, and other entities whose services

to communities and constituents are impacted by the digital divide. This process should be equity-focused and inclusive, and should result in the production of a three-year, action-oriented regional Digital Equity Roadmap. The Digital Equity Roadmap will be based on existing quantitative and qualitative data sources, including the U.S. Census Bureau's American Community Survey, the County Digital Needs Survey, and the California Digital Equity Plan. The Digital Equity Roadmap should include:

1. A digital equity inventory of current assets, including programs, resources, and services funded by the County, as well as assets financed by external community partners and stakeholder organizations, to facilitate collaboration and partnership opportunities;
 2. Tangible high-impact digital equity opportunities, solutions, and strategies that can be deployed for regional implementation;
 3. A detailed vision statement, goals, guiding principles, outputs, and outcomes for ongoing development and implementation of regional digital inclusion activities;
 4. Recommendations for a regional digital equity funding strategy that ensures the long-term sustainability of digital inclusion initiatives within the ecosystem; and
 5. A report back to the Board in writing within 120 days on progress to date.
- 3) Direct the Director of ISD to compile and publish a comprehensive inventory of County-funded digital equity programs, services, and infrastructure, as well as assets financed by external community partners, within 240 days. The inventory should be made publicly accessible.
 - 4) Direct the Director of ISD to report back to the Board in writing within 365 days with the "Digital Equity Roadmap" that includes recommendations, implementation strategies, and key partners, that could be adopted by the Board.

MOTION BY SUPERVISOR HOLLY J. MITCHELL

October 7, 2025

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(CT/CA)

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

| | | |
|---|--|-----------------|
| CLUSTER AGENDA REVIEW DATE | 9/24/2025 | |
| BOARD MEETING DATE | 10/14/2025 | |
| SUPERVISORIAL DISTRICT AFFECTED | <input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th | |
| DEPARTMENT(S) | EXECUTIVE OFFICE | |
| SUBJECT | INITIAL MOU FOR BU 804 – PROGRAM MANAGERS, CSSD | |
| PROGRAM | EMPLOYEE RELATIONS | |
| AUTHORIZES DELEGATED AUTHORITY TO DEPT | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| SOLE SOURCE CONTRACT | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: | |
| SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter. | |
| DEADLINES/ TIME CONSTRAINTS | MOU is finalized and ready for adoption by the Board of Supervisors. | |
| COST & FUNDING | Total cost: \$ | Funding source: |
| | TERMS (if applicable): Three (3) year term of October 1, 2023 – September 30, 2025 | |
| | Explanation: COLAs for '22, '23, '24 have been paid. | |
| PURPOSE OF REQUEST | Approve initial MOU. | |
| BACKGROUND (include internal/external issues that may exist including any related motions) | This Board letter seeks approval to officially adopt the terms and conditions of this contract between BU 804 and the County of Los Angeles, including but not limited to all operational, salary, and pay provisions. BU 804 was certified as the bargaining representative for Program Managers at the Child Support Services Department in April of 2023. Shortly thereafter, the parties began bargaining for their first contract. In order to align this BU with other similarly situated units, it was agreed that the term of this agreement would expire on September 30, 2025. This MOU will establish the status quo from which parties will bargain subsequent agreements. | |
| EQUITY INDEX OR LENS WAS UTILIZED | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how: | |
| SUPPORTS ONE OF THE NINE BOARD PRIORITIES | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: | |
| DEPARTMENTAL CONTACTS | Name, Title, Phone # & Email: Greg Kandaharian, Principal Analyst, gkandaharian@ceo.lacounty.gov | |

**BOARD OF
SUPERVISORS**

Hilda L. Solis
First District

Holly J. Mitchell
Second District

Lindsey P. Horvath
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District



**Chief
Executive
Office.**

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101
ceo.lacounty.gov

Chief Executive Officer
Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

October 14, 2025

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:

**APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR BARGAINING UNIT 804
REPRESENTED BY PROGRAM MANAGERS ASSOCIATION
ALL DISTRICTS (4 VOTES)**

SUBJECT

The County has reached a tentative agreement for its first Memorandum of Understanding (MOU) with the County's Bargaining Unit (BU) 804, represented by the Program Managers Association. BU 804 has ratified the agreement, and we are requesting that the Board of Supervisors (Board) adopt the MOU in order to place the agreed-to terms and conditions into effect.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying successor MOUs for a three-year term from October 1, 2023, through September 2025, for BU 804 - Program Managers Association.
2. Delegate authority to execute the MOU on behalf of Los Angeles County (County), to the Chief Executive Officer.
3. Instruct the Auditor-Controller to make all the payroll system changes necessary to implement the recommendations contained herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

After protracted bargaining for the initial MOU with the Program Managers Association, BU 804, the

County and the Union reached an agreement in May 2025. This Board letter seeks approval to officially adopt the terms and conditions of this contract between BU 804 and the County, including but not limited to all operational, salary, and pay provisions. BU 804 was certified as the bargaining representative for Program Managers at the Child Support Services Department in April of 2023. Shortly thereafter, the parties began bargaining for their first contract. In order to align this BU with other similarly situated units, it was agreed that the term of this agreement would expire on September 30, 2025. This MOU will establish the status quo from which parties will bargain subsequent agreements.

Implementation of Strategic Plan Goals

The actions recommended in this Board letter are consistent with the County of Los Angeles' Strategic Plan North Star 3 Realize Tomorrow's Government Today Focus Area Goal G Internal Controls and Processes of Fiscal Sustainability by providing a wage and benefit structure that is financially responsible.

Strategic Asset Management Principles Compliance

N/A

FISCAL IMPACT/FINANCING

The provisions of the successor MOU have been ratified by its respective union and are within the parameters established by the Board of Supervisors for this period. The County's pension actuary, Cheiron, has advised that the proposed salary adjustments exceed the Los Angeles County Employees Retirement Association's current actuarial assumptions. However, the accumulated increases in consideration of no salary increases in the prior fiscal year, offset the impact of these proposed salary adjustments.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This MOU represents terms and conditions that were agreed to by the County and BU 804 as a result of good faith negotiations between the parties and are comparable to labor agreements with similarly situated unions. Due to negotiations commencing following the Board's establishment of salary increases for both represented and non-represented employees for the period of 2022-2025, such increases were paid to BU employees during that period.

ENVIRONMENTAL DOCUMENTATION

N/A

CONTRACTING PROCESS

N/A

IMPACT ON CURRENT SERVICES (OR PROJECTS)

No impact on current services.

CONCLUSION

N/A

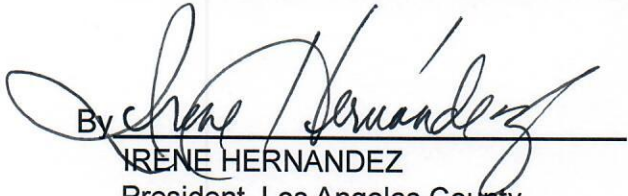
Respectfully submitted,

FAD:JMN
KLW:GK:rfm

c: Executive Office, Board of Supervisors
County Counsel
All Department Heads


IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Memorandum of Understanding the day, month and year first above written.

LOS ANGELES COUNTY
PROGRAM MANAGERS ASSOCIATION, CSSD

By 
IRENE HERNANDEZ
President, Los Angeles County
Program Managers Association, CSSD

COUNTY OF LOS ANGELES
AUTHORIZED MANAGEMENT
REPRESENTATIVES

By
FESIA A. DAVENPORT
Chief Executive Officer

By 

TRIS CARPENTER
Consultant,
California Labor Strategies

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

| | | |
|--|---|-----------------|
| CLUSTER AGENDA REVIEW DATE | 9/24/2025 | |
| BOARD MEETING DATE | 10/14/2025 | |
| SUPERVISORIAL DISTRICT AFFECTED | <input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th | |
| DEPARTMENT(S) | Auditor-Controller | |
| SUBJECT | Request to approve the annual statement of the William S. Hart Endowment and Income Funds and the Transfer of the Remaining Funds to the City of Santa Clarita | |
| PROGRAM | N/A | |
| AUTHORIZES DELEGATED AUTHORITY TO DEPT | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| SOLE SOURCE CONTRACT | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| | If Yes, please explain why: | |
| SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter. | |
| DEADLINES/ TIME CONSTRAINTS | Annual Letter for Board approval | |
| COST & FUNDING | Total cost: \$ N/A | Funding source: |
| | TERMS (if applicable): | |
| | Explanation: | |
| PURPOSE OF REQUEST | Approve and file with the County Clerk the annual statement of the William S. Hart Endowment and Income Funds to comply with the Hart estate probate judgment. Additionally, approve to transfer the remaining Hart trust corpuses from the County to the City of Santa Clarita. | |
| BACKGROUND (include internal/external issues that may exist including any related motions) | The endowment was established to provide funding for the operation and maintenance of the William S. Hart Park. Income from the endowment of \$2,990 plus \$10,000 endowment principal was transferred to Parks and Recreation. The endowment Hart fund has a balance of \$60,211. The California Superior Court approved to transfer Hart trust corpuses from the County to the City of Santa Clarita on May 28, 2025. On July -14, 2025, a quitclaim deed was recorded. | |
| EQUITY INDEX OR LENS WAS UTILIZED | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how: | |
| SUPPORTS ONE OF THE NINE BOARD PRIORITIES | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how: | |
| DEPARTMENTAL CONTACTS | Name, Title, Phone # & Email: Elaine Wu, Division Chief, (213) 974-8326, ewu@auditor.lacounty.gov | |



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

OSCAR VALDEZ
AUDITOR-CONTROLLER

CONNIE YEE
CHIEF DEPUTY AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**MAJIDA ADNAN
RACHELLE ANEMA
ROBERT G. CAMPBELL**

October 14, 2025

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 APPROVE THE ANNUAL STATEMENT OF THE
WILLIAM S. HART ENDOWMENT AND INCOME FUNDS AND THE TRANSFER OF
THE REMAINING FUNDS TO THE CITY OF SANTA CLARITA
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This letter requests the Board to approve the annual financial statement of the William S. Hart Endowment and Income Funds and file the statement with the County Clerk, in accordance with the order and judgment of the California Superior Court in connection with the probate of the William S. Hart estate.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and file with the County Clerk, the annual statement of the William S. Hart Endowment and Income Funds. The endowment was established to provide funding for the operation and maintenance of the William S. Hart Park.
2. Approve the transfer of the remaining Hart trust corpus from the County to the City of Santa Clarita, effective upon Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The judgment of the Superior Court in the probate of the William S. Hart estate requires the Board of Supervisors to file with the County Clerk an annual statement showing the receipts and disbursements of the estate funds and a statement of investments. In Fiscal Year 2024-25, the Department of Parks and Recreation paid \$1,882,587 in salaries and maintenance for the William S. Hart Park.

On May 28, 2025, the California Superior Court approved the petition of the County and the City of Santa Clarita (City") to appoint the City as the successor trustee of the Hart Charitable Trust, thereby replacing the County as the trustee, and ordering the transfer of the Hart trust corpuses from the County to the City, including real property, personal property, and a trust fund. On July 14, 2025, a quitclaim deed was recorded transferring the real property of the Hart estate from the County to the City. Approval of the recommended actions will authorize the County to transfer the remaining Hart trust corpuses and fulfill the County's legal obligations under the judgment and complete the transfer process. Once the Endowment and Income Funds are transferred, the City may use the funds consistent with the terms of the will of William S. Hart, for the operation and support of William S. Hart Park.

Implementation of Strategic Plan Goals

Approval of this action is consistent with the Strategic Plan North Star III.G – Realize Tomorrow's Government Today, Internal Controls and Processes.

FISCAL IMPACT/FINANCING

There is no net County cost associated with these actions. Income from the endowment of \$2,990, along with \$10,000 of endowment principal, was transferred on July 7, 2025, to offset General Fund operating and maintenance costs for William S. Hart Park.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 15, 2004, your Board authorized the use of up to \$10,000 annually from the William S. Hart endowment principal. This request recommends the withdrawal of the annual maximum amount of \$10,000.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no negative impact on current services. These actions will fulfill Superior Court requirements, ensure transparency in the administration of the William S. Hart trust funds, and complete the transfer of the remaining funds to the City of Santa Clarita. Income from the endowment and \$10,000 from the William S. Hart endowment principal and interest funded over \$12,900 of expenditures related to the Department of Parks and Recreation.

Respectfully submitted,

OSCAR VALDEZ
Auditor-Controller

OV:CY:RA:EW:LS:JP:WC:pw

H:\Acctg Control\Year End\William Hart Board Letter\FY 2024-25

Attachment

c: Fesia A. Davenport, Chief Executive Officer
Dean C. Logan, Registrar-Recorder/County Clerk
Norma E. Garcia-González, Director, Department of Parks and Recreation
Countywide Communications

WILLIAM S. HART ESTATE

Statement of Receipts and Disbursements Fiscal Year 2024-25

| | Endowment Trust Fund (L05) | Endowment Income Fund (K01) |
|---|----------------------------------|-----------------------------------|
| Cash Balance, July 1, 2024 | <u>\$ 70,210.94</u> | <u>\$</u> |
| Receipts - | | |
| Interest earned on investments | <u></u> | <u>2,989.63</u> |
| Total Receipts and Beginning Balance | <u>\$ 70,210.94</u> | <u>\$ 2,989.63</u> |
| Disbursement - | | |
| Abatement of Parks and Recreation Department Expense | <u>(10,000.00)</u> | <u>(2,989.63)</u> |
| Cash Balance, June 30, 2025 | <u><u>\$ 60,210.94</u></u> | <u><u>\$ -0-</u></u> |

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

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|--|---|--|--------------------------|--|---|--|--|--|
| CLUSTER AGENDA REVIEW DATE | 9/24/2025 | | | | | | | |
| BOARD MEETING DATE | 10/14/2025 | | | | | | | |
| SUPERVISORIAL DISTRICT AFFECTED | <input type="checkbox"/> All <input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th | | | | | | | |
| DEPARTMENT(S) | Department of Public Social Services (DPSS) | | | | | | | |
| SUBJECT | Two-year license renewal for 100 parking spaces 611-623 S. Carondelet Street, Los Angeles 90012 | | | | | | | |
| PROGRAM | DPSS Wilshire Special District Office | | | | | | | |
| AUTHORIZES DELEGATED AUTHORITY TO DEPT | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | |
| SOLE SOURCE CONTRACT | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: | | | | | | | |
| SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter. | | | | | | | |
| DEADLINES/ TIME CONSTRAINTS | N/A | | | | | | | |
| COST & FUNDING | <table border="1"> <tr> <td>Total cost: \$455,000</td><td>Funding source: The rental costs will be 80.11 percent subvented by State and federal funds and 19.89 percent by net County Cost (NCC) that is already included in DPSS's existing budget. DPSS will not be requesting additional NCC for this action</td></tr> <tr> <td colspan="2">TERMS (if applicable): The proposed license will have a first-year license cost of \$224,000.</td></tr> <tr> <td colspan="2">Explanation: Sufficient funding to cover the proposed license fee for the first year of the proposed license agreement is included in the Fiscal Year 2025-26 Rent Expense budget and will be billed back to DPSS. DPSS has sufficient funding in its Fiscal Year 2025-26 Operating Budget to cover the proposed license fee for the first year. Future funding for the costs associated with the proposed license will be addressed through the annual budget process for DPSS.</td></tr> </table> | | Total cost: \$455,000 | Funding source: The rental costs will be 80.11 percent subvented by State and federal funds and 19.89 percent by net County Cost (NCC) that is already included in DPSS's existing budget. DPSS will not be requesting additional NCC for this action | TERMS (if applicable): The proposed license will have a first-year license cost of \$224,000. | | Explanation: Sufficient funding to cover the proposed license fee for the first year of the proposed license agreement is included in the Fiscal Year 2025-26 Rent Expense budget and will be billed back to DPSS. DPSS has sufficient funding in its Fiscal Year 2025-26 Operating Budget to cover the proposed license fee for the first year. Future funding for the costs associated with the proposed license will be addressed through the annual budget process for DPSS. | |
| Total cost: \$455,000 | Funding source: The rental costs will be 80.11 percent subvented by State and federal funds and 19.89 percent by net County Cost (NCC) that is already included in DPSS's existing budget. DPSS will not be requesting additional NCC for this action | | | | | | | |
| TERMS (if applicable): The proposed license will have a first-year license cost of \$224,000. | | | | | | | | |
| Explanation: Sufficient funding to cover the proposed license fee for the first year of the proposed license agreement is included in the Fiscal Year 2025-26 Rent Expense budget and will be billed back to DPSS. DPSS has sufficient funding in its Fiscal Year 2025-26 Operating Budget to cover the proposed license fee for the first year. Future funding for the costs associated with the proposed license will be addressed through the annual budget process for DPSS. | | | | | | | | |
| PURPOSE OF REQUEST | Approval of the recommended actions will authorize and provide continued use of the parking facility by DPSS staff. | | | | | | | |
| BACKGROUND (include internal/external issues that may exist including any related motions) | DPSS leases office space at 2415 West Sixth Street which doesn't have enough parking spaces for DPSS staff so the County has been using this site since 1998 for supplemental parking. The proposed license renewal will allow the County staff to continue using this site as the area has very limited public parking availability. Upon DPSS' relocation of its Wilshire Special District Office to the County-owned project known as Vermont Corridor 2, the proposed license will be terminated. | | | | | | | |
| EQUITY INDEX OR LENS WAS UTILIZED | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how: | | | | | | | |
| SUPPORTS ONE OF THE NINE BOARD PRIORITIES | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how: | | | | | | | |
| DEPARTMENTAL CONTACTS | Alexandra Nguyen-Rivera Section Chief, Leasing CEO Real Estate Division 213-974-4189 arivera@ceo.lacounty.gov | | | | | | | |



Chief Executive Office.

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

October 14, 2025

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

Dear Supervisors:

**LICENSE AGREEMENT
DEPARTMENT OF PUBLIC SOCIAL SERVICES
611-623 SOUTH CARONDELET STREET, LOS ANGELES
(FIRST DISTRICT) (3 VOTES)**

SUBJECT

Approval of a proposed two-year license agreement (License) to renew an existing agreement to provide the Department of Public Social Services (DPSS) with continued use of supplemental parking spaces for staff located at 2415 West Sixth Street, Los Angeles (Wilshire Special District Office).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed License is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the record of the project.
2. Authorize the Chief Executive Officer, or her designee, to execute the proposed License with Los Angeles Unified School District (Licensor), for approximately 100 on-site parking spaces located at 611-623 South Carondelet Street, Los Angeles (Premises) to be occupied by DPSS. This proposes a License for a term of two-years. The estimated first year license cost is \$224,000. The estimated total proposed License cost is \$455,000 over the two-year term. The rental costs will be fully funded by State and federal funds with the current subvention rate of 80.11 percent and 19.89 percent net County cost (NCC) that is already included in DPSS's existing budget. The subvention rate may be subject to change in future

years, and any NCC variance will be absorbed by the department. DPSS will not be requesting additional NCC for this action.

3. Authorize and direct the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the proposed License, and to take actions necessary and appropriate to implement the proposed License, including, without limitation, exercising up to two one-year options to extend, subject to Consumer Price Index (CPI) adjustments for an additional two years.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Since August 1998, DPSS has used the Premises, a parking structure, as supplemental parking for 200 parking spaces for its staff who work at the Wilshire Special District Office. The supplemental parking is located within walking distance of the Wilshire Special District Office. The Wilshire Special District Offices provide services to constituents who need, or are recipients of General Relief, CalFresh, and Medi-Cal programs.

DPSS has implemented teleworking where possible and as such, requested to decrease its supplemental parking needs from 200 parking spaces to 100 parking spaces. Also, the term of the proposed License, along with any options to extend, was negotiated to ensure that DPSS has sufficient parking for its Wilshire Special District Offices until its relocation to the County-owned project known as Vermont Corridor 2. Upon relocation, the proposed License will be terminated.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan North Star 1 – *“Make Investments That Transform Lives”* – provides that LA County is a highly responsive organization investing in solutions that address our most complex societal challenges (health, jobs, housing, food security, and recidivism) affecting our most vulnerable communities – one person at a time.

The proposed License is also consistent with the Strategic Asset Management Goal – Strengthen connection between service priorities and asset decisions, and Key Objective No. 3 – Optimize Real Estate Portfolio.

The proposed License supports the above goal by allowing DPSS to continue to provide parking to its staff who work at the Wilshire Special District Office.

The proposed License conforms with the Asset Management Principles outlined in Enclosure A.

FISCAL IMPACT/FINANCING

The estimated maximum first-year license cost is \$224,000 and will provide DPSS 100 parking spaces. The aggregate cost associated with the proposed License over the two-year term is \$455,000, as shown on Enclosure B-1. The proposed License costs will be fully funded by State and Federal funds, with the current subvention rate of 80.11 percent and 19.89 percent NCC that is already included in DPSS's existing budget. The subvention rate may be subject to change in future years, and any NCC variance will be absorbed by the department. DPSS will not be requesting additional NCC for this action.

Sufficient funding to cover the proposed License fee for the first year of the proposed License is included in the Fiscal Year 2025-26 Rent Expense budget and will be billed back to DPSS. DPSS has sufficient funding in its Fiscal Year 2025-26 Operating Budget to cover the proposed license fee for the first year. Future funding for the costs associated with the proposed License will be addressed through the annual budget process for DPSS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In addition to the terms previously stated, the proposed License also contains the following provisions:

- Upon commencement of the proposed License, the annual rate will increase from approximately \$126 per space per year to approximately \$186 per space per year.
- A two-year term with up to two one-year options to extend the proposed License, subject to CPI annual increases. If all options are exercised, the total term of the proposed License will be four years.
- A comparison of the existing license and the option terms is shown in Enclosure B-2.
- The County does not have the right to terminate the proposed License early.
- The proposed License will be effective upon approval by the Board and full execution of the proposed License by both parties and will commence on November 1, 2025.

The Chief Executive Office conducted a market search of available secured parking structures but was unable to identify any sites that could accommodate this requirement more economically. Based upon a review of available industry data, it has been established that the monthly parking rental range for a comparable parking structure in

the area is between \$200 and \$260 per parking space, per month. The monthly license fee of \$186 per parking space, per month for the proposed License represents a rate that is below the market range for the area.

County Counsel has reviewed the proposed License and approved it as to form. The proposed License is authorized by Government Code Section 25351, which allows the County to enter into licenses and agreements for the leasing of buildings, as necessary, to carry out the work of the county government.

The proposed License will continue to provide a suitable location for the DPSS's program, which is consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012, as outlined in Enclosure C.

ENVIRONMENTAL DOCUMENTATION

This project is exempt from CEQA, as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and section 15301 of the State CEQA Guidelines (Existing Facilities). The proposed License, which involves the leasing of existing parking spaces within an existing building, with no expansion of the existing building, is within a class of projects that have been determined not to have a significant effect on the environment and meets the criteria set forth in section 15301 of the State CEQA Guidelines (Guidelines), and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, based on the proposed project records, it will comply with all applicable regulations, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled, pursuant to Government Code Section 65962.5, or indications that it may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

Upon the Board's approval of the recommended actions, a Notice of Exemption will be filed with the Registrar-Recorder/County Clerk in accordance with section 21152 of the California Public Resources Code.

The Honorable Board of Supervisors
October 14, 2025
Page 5

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed License will adequately provide the necessary parking for this County requirement. DPSS concurs with the proposed License and recommendations.

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:JTC
JLC:HD:ANR:OM:ns

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Public Social Services

**Department of Public Social Services
611-623 South Carondelet Street, Los Angeles**

Asset Management Principles Compliance Form¹

| | | | | | |
|--|------------------------------------|---|------------|-----------|------------|
| 1. | <u>Occupancy</u> | | Yes | No | N/A |
| | A | Does lease consolidate administrative functions? ² | | | X |
| | B | Does lease co-locate with other functions to better serve clients? ² | | | X |
| | C | Does this lease centralize business support functions? ² | | | X |
| | D | Does this lease meet the guideline of 200 sq. ft of space per person? ² | | | X |
| | E | Does lease meet the 4/1000 sq. ft. parking ratio guideline? ² | | | X |
| | F | Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location? ² | | | X |
| 2. | <u>Capital</u> | | | | |
| | A. | Is it a substantial net County cost (NCC) program? | | X | |
| | B | Is this a long-term County program? | X | | |
| | C | If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy? | | | X |
| | D | If no, are there any suitable County-owned facilities available? | | X | |
| | E | If yes, why is lease being recommended over occupancy in County-owned space? | | | X |
| | F | Is Building Description Report attached as Enclosure C? | | X | |
| | G | Was build-to-suit or capital project considered? ² | | | X |
| 3. | <u>Portfolio Management</u> | | | | |
| | A | Did department use CEO Space Request Evaluation (SRE)? | X | | |
| | B | Was the space need justified? | X | | |
| | C | If a renewal lease, was co-location with other County departments considered? | | | X |
| | D | Why was this program not co-located with other County departments? | | | X |
| | | 1. ____ The program clientele requires a "stand alone" facility. | | | X |
| | | 2. <u>X</u> No suitable County occupied properties in project area. | | | |
| | | 3. ____ No County-owned facilities available for the project. | | | |
| | | 4. ____ Could not get City clearance or approval. | | | |
| | | 5. ____ The Program is being co-located. | | | |
| | E | Is lease a full-service license? ² | | | X |
| | F | Has growth projection been considered in space request? | X | | |
| | G | ¹ Has the Dept. of Public Works completed seismic review/approval? | | | X |
| ¹ As adopted by the Board of Supervisors 11/17/98 | | | | | |
| ² If not, why not? | | | | | |

| OVERVIEW OF THE PROPOSED BUDGETED LICENSE COSTS | | | |
|---|----------------------------|----------------------------|---------------------------|
| 611-623 S. Carondelet Ave, Los Angeles | | | |
| Department of Public Social Services | | | |
| Basic License Assumptions | | | |
| Number of Parking Spaces | 100 | | |
| Fee per Parking Space | \$ 186.37 | | |
| | Monthly | Annual | |
| License Fee | \$18,637.00 | \$223,644.00 | |
| Term (Months) | 24 | 2 | |
| Annual Adjustment ⁽¹⁾ | 3% | | |
| | | | |
| | 1st Year | 2nd Year | Total 2 Year Costs |
| Annual License Fee ⁽¹⁾ | \$224,000 | \$231,000 | \$455,000 |
| Total Annual License Fee Payable to Licensor | \$224,000 | \$231,000 | \$455,000 |
| *Calculation note: All numbers are rounded up to ensure sufficient funds available to pay the specified expense. | | | |
| Footnotes | | | |
| ⁽¹⁾ License fee is subject to CPI annual increases. | | | |

COMPARISON OF THE PROPOSED LICENSE TO EXISTING LICENSE

| | Existing License: 611-623 S. Carondelet St | Proposed License: 611-623 S. Carondelet St | Change |
|--|---|---|---------------------------------|
| Area (Square Feet) | 200 Parking Spaces | 100 Parking Spaces | Reduction of 100 parking spaces |
| Term (years) | Five years | Two years plus two one-year options to renew | Plus 2 years |
| Annual Cost | \$321,000 | \$224,000 | -\$97,000 |
| Total Annual License Costs payable to Licensor | \$321,000 | \$224,000 | -\$97,000 |
| License rate adjustment | Annual CPI adjustments | Annual CPI adjustments | No Change |

FACILITY LOCATION POLICY ANALYSIS

Proposed license: License for the Department of Public Social Services – 611-623 South Carondelet Street – First District.

- A. Establish Service Function Category** – Regional and local public service function.
- B. Determination of the Service Area** – Near the existing DPSS Wilshire Special Office near Mid-Wilshire service area.

C. Apply Location Selection Criteria to Service Area Data

- Need for proximity to service area and population: Near the DPSS office at 2415 West Sixth street.
- Need for proximity to existing County facilities: N/A
- Need for proximity to Los Angeles Civic Center: N/A
- Economic Development Potential: N/A
- Proximity to public transportation: The location is adequately served by local transit services, i.e.
- Availability of affordable housing for County employees: The surrounding area provides for affordable housing and rental opportunities.
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: This parking structure provides parking spaces for DPSS staff located nearby at 2415 W. Sixth Street.
- Compatibility with local land use plans: N/A
- Estimated acquisition/construction and ongoing operational costs: The aggregate cost associated with the proposed License over the two-year term is \$455,000.

D. Analyze results and identify location alternatives

The Chief Executive Office conducted a market search of available secured parking structures for license, but was unable to identify any sites that could accommodate this requirement more economically. Based upon a review of available industry data, it has been established that the monthly parking rental range for a comparable parking structure in the area is between \$200 and \$260 per parking space, per month. The monthly license fee of \$186 per parking space, per month for the proposed License represents a rate that is below the market range for the area.

E. Determine benefits and drawbacks of each alternative based upon functional needs, service area, cost, and other Location Selection Criteria

The proposed license will provide adequate and efficient parking space for 100 employees, consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

| | | | |
|---|---|--|--|
| CLUSTER AGENDA REVIEW DATE | 9/24/2025 | | |
| BOARD MEETING DATE | 10/14/2025 | | |
| SUPERVISORIAL DISTRICT AFFECTED | <input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th | | |
| DEPARTMENT(S) | Registrar-Recorder/County Clerk | | |
| SUBJECT | APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S INFORMATION TECHNOLOGY INFRASTRUCTURE FUND FOR THE ACQUISITION OF ONE BLUECREST AUTOMATED SIGNATURE RECOGNITION (ASR) MACHINE AND APPROVAL OF AN APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2025-26 | | |
| PROGRAM | Election Vote By Mail | | |
| AUTHORIZES DELEGATED AUTHORITY TO DEPT | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| SOLE SOURCE CONTRACT | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| | If Yes, please explain why: | | |
| SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter. | | |
| DEADLINES/ TIME CONSTRAINTS | | | |
| COST & FUNDING | Total cost: \$758,000.00 | Funding source: The ITIB approved the use of \$758,000 in one-time funding from the County's ITF on July 31, 2025. Ongoing maintenance and service costs, estimated up to \$100,000, will be funded through the existing Election Management System contract. The purchase is expected to generate cost savings of up to \$300,000 per countywide election after the expiration of the current ASR contract. | |
| | TERMS (if applicable): | | |
| | Explanation: | | |
| PURPOSE OF REQUEST | The Department of Registrar Recorder/County Clerk (RR/CC) is requesting Board approval of an appropriation adjustment and authorization to utilize \$758,000 in one-time funding from the County's Information Technology Fund (ITF) for the Department to acquire one BlueCrest Automatic Signature Recognition (ASR) machine to expand the capacity to process Vote-by-Mail (VBM) ballots to 135,000 ballots per hour. | | |
| BACKGROUND (include internal/external issues that may exist including any related motions) | <p>Currently, the RR/CC uses eight legacy ASR machines that collectively process 16,000 ballots per hour, requiring 24 staff and over 600 hours of overtime per election, costing an additional \$20,000 per election. These machines operate on outdated software, leading to increased manual verification and slower processing times.</p> <p>To address these challenges, RR/CC has installed two modern BlueCrest ASR machines capable of processing up to 90,000 ballots per hour. The proposed acquisition of a third BlueCrest ASR machine will:</p> <ul style="list-style-type: none"> Increase processing capacity to 135,000 ballots per hour Eliminate operational bottlenecks and reduce overtime costs Improve signature verification accuracy and reduce reliance on manual review Future-proof operations against continued growth in VBM turnout | | |
| EQUITY INDEX OR LENS WAS UTILIZED | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how: | | |
| SUPPORTS ONE OF THE NINE BOARD PRIORITIES | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how: | | |
| DEPARTMENTAL CONTACTS | Name, Title, Phone # & Email: Aman Bhullar Assistant RR/CC, Information Technology Bureau (562) 462-2714 abhullar@rrcc.lacounty.gov Monica Flores Assistant RR/CC, Candidate and Voter Services Bureau (562) 462-2697 mflores@rrcc.lacounty.gov | | |



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

October 14, 2025

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:

**APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S INFORMATION
TECHNOLOGY INFRASTRUCTURE FUND FOR THE ACQUISITION OF ONE
BLUECREST AUTOMATED SIGNATURE RECOGNITION (ASR) MACHINE AND
APPROVAL OF AN APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2025-26
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

The Department of Registrar Recorder/County Clerk (RR/CC) is requesting Board approval of an appropriation adjustment and authorization to utilize \$758,000 in one-time funding from the County's Information Technology Fund (ITF) for the Department to acquire one BlueCrest Automatic Signature Recognition (ASR) machine to expand the capacity to process Vote-by-Mail (VBM) ballots to 135,000 ballots per hour.

IT IS RECOMMENDED THAT THE BOARD:

Approve a Fiscal Year 2025-26 appropriation adjustment in the ITF to reallocate \$758,000 from Services and Supplies (S&S) to Other Financing Uses and to increase RR/CC's Capital Asset (CA) Budget to procure and implement one BlueCrest ASR machine to improve VBM ballot processing.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The RR/CC manages elections for the largest voting jurisdiction in the country. Since the implementation of the Voter Choice Act in 2018, VBM ballot volume has increased by approximately 75%, creating significant operational demands.

Currently, the RR/CC uses eight legacy ASR machines that collectively process 16,000 ballots per hour, requiring 24 staff and over 600 hours of overtime per election, costing an additional \$20,000 per election. These machines operate on outdated software, leading to increased manual verification and slower processing times.

To address these challenges, RR/CC has installed two modern BlueCrest ASR machines capable of processing up to 90,000 ballots per hour. The proposed acquisition of a third BlueCrest ASR machine will:

- Increase processing capacity to 135,000 ballots per hour
- Eliminate operational bottlenecks and reduce overtime costs
- Improve signature verification accuracy and reduce reliance on manual review
- Future-proof operations against continued growth in VBM turnout

This investment will ensure timely and accurate election results, strengthen voter confidence, and align with the County's commitment to transparency and operational excellence.

Implementation of Strategic Plan Goals

The recommended action aligns with the Countywide Strategic Plan's North Stars, particularly North Star One: Making investments that transform lives and North Star Two: Foster vibrant and resilient communities. Investing in BlueCrest ASR machines is a transformative step toward ensuring timely, accurate, and fair vote processing, while also critically supporting vulnerable and historically underrepresented communities by strengthening democracy and protecting the integrity of election services. By enhancing operational capacity and modernizing election infrastructure, this initiative reinforces community resilience and public trust. It contributes to building strong, equitable systems that uphold civic engagement and community well-being across Los Angeles County.

FISCAL IMPACT/FINANCING

The ITF, governed by the County's Information Technology Investment Board (ITIB), was established to fund Countywide or multi-departmental technology projects that improve the delivery of services to the public; generate operational improvements to one or more departments or programs; and improve interdepartmental or interagency collaboration.

The ITIB approved the use of \$758,000 in one-time funding from the County's ITF on July 31, 2025. Ongoing maintenance and service costs, estimated up to \$100,000, will be funded through the existing Election Management System contract. The purchase is expected to generate cost savings of up to \$300,000 per countywide election after the expiration of the current ASR contract.

Approval of the recommended appropriation adjustment (attached) in the ITF will reallocate \$758,000 from S&S to Other Financing Uses and will increase RR/CC's CA Budget offset with revenue in Operating Transfer In.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions related to this recommended action.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This project will enhance election operations by reducing processing time, minimizing human verification requirements, and ensuring timely results. These improvements will improve public confidence and safeguard the integrity of the County's election process.

CONCLUSION

Upon Board approval, please return one adopted copy of this board letter to the RR/CC.

Respectfully submitted,

Dean C. Logan
Registrar-Recorder/County Clerk

Peter Loo
Chief Information Officer

DL:JJ
JS:dl

Attachment

cc: Chief Executive Office
Chief Information Office
County Counsel
Executive Office

September 02, 2025

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE
FY 2025-26
4 - VOTES

| SOURCES | | USES | |
|--|--------------|---|--------------|
| INFORMATION TECHNOLOGY INFRASTRUCTURE FUND B16-AO-2000-40033 SERVICES & SUPPLIES DECREASE APPROPRIATION | 758,000 | INFORMATION TECHNOLOGY INFRASTRUCTURE FUND B16-AO-6100-40033 OTHER FINANCING USES INCREASE APPROPRIATION | 758,000 |
| REGISTRAR-RECORDER/COUNTY CLERK A01-RR-96-9911-11300 OPERATING TRANSFERS IN INCREASE REVENUE | 758,000 | REGISTRAR-RECORDER/COUNTY CLERK A01-RR-6030-11300 CAPITAL ASSETS - EQUIPMENT INCREASE APPROPRIATION | 758,000 |
| SOURCES TOTAL | \$ 1,516,000 | USES TOTAL | \$ 1,516,000 |

JUSTIFICATION

This adjustment reflects a shift in appropriation from the Information Technology Infrastructure Fund to Registrar-Recorder/County Clerk to acquire a BlueCrest Vantage automatic signature recognition machine to expand the capacity to process Vote by Mail ballots.

AUTHORIZED SIGNATURE Jerome Jordan, Chief Deputy

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

| | | |
|--|---|--|
| REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR--- | <input type="checkbox"/> ACTION | <input type="checkbox"/> APPROVED AS REQUESTED |
| | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> APPROVED AS REVISED |
| AUDITOR-CONTROLLER | BY | CHIEF EXECUTIVE OFFICER |
| B.A. NO. | DATE | BY |
| | | DATE |