



Board of Supervisors Operations Cluster Agenda Review Meeting

REVISED

DATE: January 28, 2026

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: Tami Omoto-Frias, 1st 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 359163428# or [Click here to join the meeting](#)

Teams Meeting ID: 296 429 091 989 41

Passcode: jZ9Ch2sJ

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. INFORMATIONAL ITEM(S):

[Any informational item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]

None.

3. BOARD MOTION ITEM(S):

None.

4. DISCUSSION/PRESENTATION ITEM(S):

A) Board Letter:

HARD-HIRING FREEZE AND FREEZE ON NON-ESSENTIAL SERVICES, SUPPLIES
AND EQUIPMENT PURCHASES

CEO - Mason Matthews, Senior Assistant Chief Executive Officer

B) Board Memo:

ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS FOR A
SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 78636 WITH
LEGACY COMPUTER SERVICE TO PROVIDE CONTINUED HEWLETT PACKARD
TANDEM NONSTOP COMPUTER HARDWARE MAINTENANCE SERVICES

LASD/CIO - Tony Liu, Administrative Services Manager II

C) Board Memo:

ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS FOR A
SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 55301 WITH
MODAXO TRAFFIC MANAGEMENT USA INC. FOR PARKING CITATION
PROCESSING SERVICES

LASD/CIO - Aloett Martin, Administrative Services Manager II

D) Board Letter:

REQUEST TO AUTHORIZE THE PURCHASE OF KEYCARD SYSTEM FOR THE
DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK

RRCC/CIO - Jennifer Storm, Division Manager, Finance and Management Division and
Jeffrey Klein, Division Manager, Management Support Branch

5. PUBLIC COMMENT

6. ADJOURNMENT

UPCOMING ITEMS FOR FEBRUARY 4, 2026:

A) Board Letter:

FISH AND WILDLIFE PROPAGATION FUND GRANT AWARD AND REQUEST FOR
DELEGATED AUTHORITY TO AWARD FUTURE GRANTS AND EXECUTE
AGREEMENTS

EO/BOS - Kellie Johnson, Assistant Executive Officer

B) Board Letter:

MEMORANDA OF UNDERSTANDING FOR BARGAINING UNITS (BUs)
REPRESENTED BY SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721
(SEIU), COMMITTEE OF INTERNS AND RESIDENTS (CIR), ASSOCIATION OF
PUBLIC DEFENDER INVESTIGATORS (APDI), AND RELATED SALARY
ADJUSTMENTS FOR NON-REPRESENTED EMPLOYEES
CEO/LABOR - Jeffrey Hickman, Manager

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

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	1/28/2026		
BOARD MEETING DATE	2/3/2026		
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)	Chief Executive Officer		
SUBJECT	HARD-HIRING FREEZE AND FREEZE ON NON-ESSENTIAL SERVICES, SUPPLIES AND EQUIPMENT PURCHASES		
PROGRAM			
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable		
DEADLINES/ TIME CONSTRAINTS	Must be filed by 1/28/26		
COST & FUNDING	Total cost:		Funding source:
	\$		
	TERMS (if applicable):		
	Explanation:		
PURPOSE OF REQUEST	Due to mounting fiscal pressures that will impact the County's budget for the foreseeable future, the CEO is recommending that the Board of Supervisors authorize and delegate to the CEO the authority to implement a hard hiring freeze and freeze on non-essential services, supplies, and equipment purchases, in accordance to Section 9.140 of the Board Policy Manual.		
BACKGROUND (include internal/external issues that may exist including any related motions)	At the fifth-month mark, several County departments are projecting year-end deficits, while many others show little to no savings, increasing the risk of additional deficits as the fiscal year progresses. At the same time, the County faces significant fiscal uncertainty due to substantial AB 218 settlement obligations and ongoing federal funding reductions, placing added pressure on the County's financial position in the near and long term.		
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: Mason Matthews, Senior Assistant CEO, mmatthews@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) 973-1101 ceo.lacounty.gov

ACTING CHIEF EXECUTIVE OFFICER

Joseph M. Nicchitta

"To Enrich Lives Through Effective and Caring Service"

February 3, 2026

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:

HARD-HIRING FREEZE AND FREEZE ON NON-ESSENTIAL SERVICES, SUPPLIES AND EQUIPMENT PURCHASES (ALL DISTRICTS) (3-VOTES)

SUBJECT

Departmental financial estimates show that at least four County departments are projecting a deficit at fiscal year-end and many other County departments are projecting minimal or no year-end savings, increasing the risk that more departments will begin to show deficits as the fiscal year progresses.

Additionally, the County faces unusual and unpredictable challenges this fiscal year and in future years. The County must finance its Assembly Bill (AB) 218 settlement payments, including aggregate payments of \$1.2 billion this fiscal year and \$1.2 billion next fiscal year. Additional AB 218 claims against the County are pending and are not part of the preexisting settlements. Federal revenue continues to be frozen, reduced, or delayed, sometimes with little or no notice, with over \$2.4 billion in reductions projected over the next two to three fiscal years.

In light of these mounting fiscal pressures that will impact the County's budget for the foreseeable future, the Chief Executive Officer (CEO) is recommending that the Board of Supervisors (Board) authorize and delegate to the CEO the authority to implement a hard-hiring freeze and freeze on non-essential services, supplies, and equipment purchases, in accordance to Section 9.140 of the Board Policy Manual.

Despite its name, a freeze does not prevent departments from hiring. Rather, the freeze slows down expenditures by requiring departments to go through a central approval

process before hiring or promoting, to preserve the County's limited financial resources.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the implementation of a hard-hiring freeze with exemptions or exceptions for critical positions, positions used for high-priority service delivery, and/or offset with continuing and stable revenue streams, as determined by the CEO, as well as a freeze on non-essential services, supplies, and equipment purchases, in accordance to Section 9.140 of the Board Policy Manual. The initial list of exemptions is included as Attachment I.
2. Authorize the Acting CEO, or his designee, to implement and administer the hard-hiring freeze as needed to protect the County's limited resources, as determined by the CEO, including a protocol allowing departments to request exemptions to both freezes on a case-by-case basis for essential services or purchases.
3. Authorize the Acting CEO, or his designee, to work with the Auditor-Controller to freeze appropriation of non-essential purchases of services, supplies, and equipment, including non-essential travel and training, as deemed necessary to protect the County's limited resources, as determined by the CEO.
4. Authorize the Acting CEO to amend the exempt positions list in Attachment I as necessary to adjust to changing fiscal conditions.
5. Direct the Acting CEO to exempt the Department of Homeless Services and Housing (HSH) from both freezes through September 1, 2026, to ensure adequate hiring onto newly established departmental positions and the ramp-up of contracted services.
6. Direct the Acting CEO to report back at the end of Fiscal Year (FY) 2025-26 with recommendations to terminate or continue the freezes into FY 2026-27 based on then-existing financial conditions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

County departments report financial estimates to the CEO in the 5th (November), 9th (March), and 11th (May) months of each fiscal year to ensure departmental projections are consistent with Board-approved budgets.

Departments' fifth-month projections show that, without intervention, the County is on track to exceed budgeted net County cost (NCC). Four departments – Sheriff, Public Health (DPH), Public Social Services (DPSS), and Probation – and two non-departmental budget units – Trial Court and Employee Benefits – are projecting a cumulative year-end deficit over \$182 million. Across the board, departments are largely projecting reduced or

no savings at year-end. This risks more departmental deficits materializing later in the year due to changing conditions such as unexpected cost increases or sudden reductions in revenue, including but not limited to freezes of federal funding and termination of federal grants.

This is troubling because departmental deficits and reduced year-end savings could cause a fiscal “chain reaction” that could jeopardize the County’s long-term financial health. Departmental deficits must be covered with available one-time fund balance at the close of the fiscal year. The County budgets one-time fund balance for critical needs. For example, the County is relying on available fund balance at the end of this fiscal year to finance a portion of the County’s AB 218 settlement payments due next fiscal year. Insufficient fund balance at year-end for critical needs resulting from departmental deficits could cause the County to turn to reserves to pay for operating costs or AB 218 settlement payments, which could threaten the County’s bond ratings, leading to increased operating costs overall at a time when financial pressures are mounting.

ANALYSIS OF FIFTH-MONTH FINANCIAL PROJECTIONS

At the fifth-month mark of the current fiscal year, the countywide projections reflect a weaker outlook compared to the same period last year. When accounting for year-end fund balance needed to fund a portion of the County’s AB 218 settlement payments, the FY 2025-26 fifth-month projections reflect a deficit exceeding \$312 million. Historically, before the need to find additional funding to cover the AB 218 settlement payments, the fifth-month projections reflected a countywide surplus, making the current year deficit especially concerning.

While it is not unusual for the Sheriff’s Department to report a deficit at the fifth month, this year’s projected deficit of \$97.9 million is higher than in prior years at the same point in the fiscal year. More concerning this year is that departments that typically report balanced budgets or modest surpluses in the fifth month are now projecting deficits. These include Probation with a \$7.5 million deficit, DPH with a \$20.8 million deficit, and DPSS with a \$43.4 million deficit. Further, DPH submitted their fifth-month projections reflecting a \$20.8 million deficit and shortly after submission, that amount grew by an additional \$18.6 million to a revised deficit of \$39.4 million. This is a sign that the numbers are volatile and can change quickly. It also grows the County’s overall projected deficit to over \$331 million.

In addition, several departments are reporting reduced variances in appropriation compared to the same period in FY 2024-25, while others are experiencing lower than anticipated revenue receipts. Together, these trends indicate limited capacity to offset cost increases as the fiscal year progresses.

These growing departmental deficits are placing increased pressure on the County’s year-end fund balance. At a minimum, \$125 million in year-end fund balance is required to continue current programs and services. Adding to this pressure in FY 2025-26 is the

need for an additional \$300 million in year-end fund balance to help meet the \$1.2 billion in AB 218 settlement payments. Absent sufficient fund balance, the County may be required to tap into other reserves to meet these obligations. Furthermore, limited fund balance will constrain the availability of one-time funding in FY 2026-27, including carryover requests to sustain existing one-time programs, capital projects, and critical information technology projects.

INTERNAL AND EXTERNAL FISCAL PRESSURES

The County continues to face unprecedented fiscal pressures and uncertainty in the upcoming fiscal years due to multiple challenges. Of immediate concern are the AB 218 settlements that will strain finances for the near and long term. Beyond these existing settlements, the potential for additional AB 218 claims remains unknown and represents an ongoing source of fiscal risk for the County. Additionally, the potential policy changes at the federal level could pause or end federal funding for County-administered programs.

Other significant challenges include slow growth in local housing sales and property losses from the devastating January wildfires in Altadena and Pacific Palisades, which may limit property tax revenue growth. Property taxes make up the largest share of locally generated revenues, which fund the NCC portion of the County budget. In addition, wildfire-related expenditures are encumbering already limited resources. The ability of property owners affected by the wildfires to delay payment of certain property taxes may create additional short-term revenue pressures.

Additionally, far reaching federal actions are impacting the County and will continue to do so for the coming years. While we cannot determine a specific loss amount, realistic estimates easily extend into the billions of dollars when added up over years. The County has already experienced serious financial disruptions, and they are bound to worsen. Under the One Big Beautiful Bill Act (OBBBA), the County immediately lost green infrastructure and supplemental nutritional assistance educational funding. By FY 2027-28, the statute will have cut about \$1 billion of additional funds—cuts targeted primarily at programs that serve the health and social services needs of residents (CalFresh and Medi-Cal).

Separately, the County has lost millions in federal grants with more at risk. Since last March, the federal government has cut or reallocated public health and urban security grant funding, among others. It has attempted to freeze all federal funding that does not provide direct benefits to recipients (again, OBBBA cuts payments for direct benefits or their administration). It has also attempted to alter or impose the terms and conditions associated with existing grants.

New risks arise frequently. In the past month, the federal government has threatened to withhold an additional \$10 billion in childcare and family assistance funding across five states—including Temporary Assistance to Needy Families (known as CalWORKs in California)—representing another \$1 billion to the County alone. Federal authority to

restrict those funds is in pending litigation and so far courts have suspended some of those cuts, but it's not clear for how long. Were the Supreme Court to overturn the lower court injunctions, a flood of losses would swiftly sweep through the County's coffers. Finally, the federal government has begun to look at withholding mandatory entitlements, like Medicaid, in certain states and reenforced its intention to exert financial pressure on counties like Los Angeles to attain cooperation for immigration enforcement and other priorities. The likelihood of imminent, significant losses, necessitates action.

RECOMMENDATIONS

The above challenges necessitate proactive measures to mitigate both known and anticipated impacts on the County budget, as well as better position us to deal with unknown impacts.

Directives 1, 2, and 3 would authorize the Acting CEO to implement a hard-hiring freeze with exemptions or exceptions for critical positions, positions used for high-priority service delivery, and/or offset with continuing and stable revenue streams, as determined by the CEO and as reflected in Attachment I, as well as a freeze on non-essential services, supplies, and equipment purchases, in accordance to Section 9.140 of the Board Policy Manual.

A hard-hiring freeze does not prevent hiring. Rather, the freeze slows down expenditures by requiring departments to go through a central approval process before hiring or promoting, to preserve the County's limited financial resources.

Departments will be able to request an exception to the hiring freeze from the CEO through a streamlined process that was successfully developed and deployed during the COVID-19 pandemic hiring freeze. Promotions and interdepartmental transfers of employees are also subject to this hiring freeze and will require CEO review and approval before proceeding. For revenue-generating positions, departments must provide a justification explaining why the position cannot be filled by reallocating existing non-revenue offset staff and whether the position has an immediate impact on revenue. The departments must also confirm that the revenue stream is not currently threatened by federal actions.

The CEO will work collaboratively with each department to establish hiring and spending plans designed to achieve targeted savings goals, as necessary, rather than implementing an across-the-board approach. This review will enable the County to account for the operational needs and expenditure patterns of individual departments, while continuing critical programs and services. A predetermined hiring and spending plan will also streamline processing exceptions to the hiring freeze.

Directive 4 would authorize the CEO to amend the list of exempt positions in Attachment I as needed based on changing financial conditions.

Directive 5 would direct the Acting CEO to exempt HSH from both freezes through September 1, 2026, to ensure adequate hiring onto newly established departmental positions and the ramp-up of contracted services.

Directive 6 would direct the Acting CEO to report back at the end of FY 2025-26 with recommendations to terminate or continue the freezes into FY 2026-27 based on then-existing financial conditions.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the County Strategic Plan, specifically North Star 3 – Realize Tomorrow's Government Today by strengthening our internal controls and processes while being cognizant of efficiency to continue good stewardship of the public trust and fiscal responsibility. Approval of these recommendations will ensure fiscal sustainability through proactive and prudent fiscal practices.

FISCAL IMPACT/FINANCING

Implementing the hiring and non-essential spending freezes will help the County manage its finances during this period of heightened budgetary uncertainty. The CEO monitors the financial performance of the departments on a bi-monthly basis throughout the fiscal year and will estimate the amount of savings resulting from the hiring freeze as part of our fiscal forecast.

Our latest analysis, reflecting data and estimates five months into the fiscal year, indicates that four departments and two non-departmental budget units are projecting deficits and others are reflecting smaller surpluses compared to prior years. These projected deficits and reduced surpluses are contributing to a lower estimated fund balance at fiscal year-end, creating challenges in achieving the savings necessary to fund existing AB 218 settlement obligations.

Accordingly, by curbing new hiring and reducing discretionary expenditures, the County can contain operating costs and preserve financial reserves, while ensuring that core services continue without disruption. Without appropriate spending controls, coupled with the uncertainty around the revenue impacts and other pressures, the situation could devolve into a fiscal crisis requiring more drastic measures, such as layoffs or significant service cuts.

FACTS AND PROVISION/LEGAL REQUIREMENTS

Under Section 9.140 of the Board Policy Manual, *"Hard-Hiring Freeze and Freeze on Non-Essential Services, Supplies, and Equipment Purchases,"* the Board may impose such freezes during periods of budgetary uncertainty. A freeze may also be instituted due to State and/or federal budget cuts that impact County-administered programs or

delays in reimbursement from outside entities that would have a serious impact upon the County's cash flow.

Per the policy, the CEO is responsible for administering these freezes and providing guidelines and procedures to departments on requesting approvals to hire and purchase non-essential services, supplies, and equipment when a freeze is in place. As outlined above, the hiring-freeze will exempt certain classes of positions (e.g., critical health and safety positions) of high-priority services provided to County residents during times of crisis.

The Board successfully implemented similar measures during the 2008 Great Recession and the COVID-19 pandemic in 2020, demonstrating that these actions are effective tools for managing economic stress while preserving essential operations, including minimizing, forestalling, or avoiding layoffs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

By controlling discretionary spending and new hiring, the County will preserve reserves, remain financially stable, manage budgetary risks, and continue to meet its current obligations, thereby safeguarding core services.

Respectfully submitted,

JOSEPH M. NICCHITTA
Acting Chief Executive Officer

JMN:JG:MRM
YR:cg

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

EXEMPT POSITIONS LIST			
as of January 2026			
DEPARTMENT	ITEM	DESCRIPTION	REASON FOR EXEMPTION
Aging and Disabilities	9051	Social Worker	Provides direct client services
Agricultural Commissioner/Weights & Measures	0004	Agricultural Inspector Aid	Revenue generating positions for state and other governmental contracts
Agricultural Commissioner/Weights & Measures	0005	Associate Agricultural/Weights and Measures Inspector	Revenue generating positions for state and other governmental contracts; supports unclaimed gas tax reimbursement
Agricultural Commissioner/Weights & Measures	0007	Agricultural/Weights & Measures Inspector I	Revenue generating positions for state and other governmental contracts; supports unclaimed gas tax reimbursement
Agricultural Commissioner/Weights & Measures	0009	Agricultural/Weights & Measures Inspector II	Revenue generating positions for state and other governmental contracts; supports unclaimed gas tax reimbursement
Agricultural Commissioner/Weights & Measures	0011	Agricultural/Weights & Measures Inspector III	Revenue generating positions for state and other governmental contracts; supports unclaimed gas tax reimbursement
Agricultural Commissioner/Weights & Measures	0034	Senior Weed Abatement Worker	Provides critical services for brush clearance
Agricultural Commissioner/Weights & Measures	0038	Weed and Pest Abatement Worker	Provides critical services for brush clearance
Agricultural Commissioner/Weights & Measures	0044	Pest Control Worker	Provides critical services to mitigate the spread of disease
Alternate Public Defender	9254	Deputy Alternate Public Defender I	Critical for case processing
Alternate Public Defender	9255	Deputy Alternate Public Defender II	Critical for case processing
Alternate Public Defender	9256	Deputy Alternate Public Defender III	Critical for case processing
Alternate Public Defender	9257	Deputy Alternate Public Defender IV	Critical for case processing
Alternate Public Defender	2901	Investigator II, PD (PD & APD share classification)	Critical for case processing
Alternate Public Defender	2902	Investigator III, PD (PD & APD share classification)	Critical for case processing
Animal Care and Control	2986	Registered Veterinary Technician	Provides critical services at the Animal Care Centers
Animal Care and Control	2987	Supervising Registered Veterinary Technician	Provides critical services at the Animal Care Centers
Animal Care and Control	2980	Veterinarian	Provides critical services at the Animal Care Centers
Assessor	1359	Ownership Services Technician I	Provides support to appraiser series; revenue generating
Assessor	1360	Ownership Services Technician II	Provides support to appraiser series; revenue generating
Assessor	1361	Ownership Services Specialist	Provides support to appraiser series; revenue generating
Assessor	1362	Ownership Services Supervisor I	Provides support to appraiser series; revenue generating
Assessor	1363	Ownership Services Supervisor II	Provides support to appraiser series; revenue generating
Assessor	1958	Appraiser Assistant	Revenue generating position
Assessor	1962	Appraiser	Revenue generating position
Assessor	1965	Appraiser Specialist I	Revenue generating position
Assessor	1968	Supervising Appraiser	Revenue generating position
Assessor	1970	Principal Appraiser	Revenue generating position
Assessor	1974	Chief Appraiser	Revenue generating position
Assessor	1978	Assistant Property Assessment Specialist	Revenue generating position
Assessor	1979	Property Assessment Specialist	Revenue generating position
Assessor	1980	Senior Property Assessment Specialist	Revenue generating position
Assessor	1981	Principal Property Assessment Specialist	Revenue generating position
Assessor	4411	Geographic Info System Technician II	Provides appraiser with key data (maps, zoning, and land use) for assessments
Assessor	4412	Supervising Geographic Info System Technician	Provides appraiser with key data (maps, zoning, and land use) for assessments
Assessor	4413	Geographic Info Systems Analyst	Provides appraiser with key data (maps, zoning, and land use) for assessments

EXEMPT POSITIONS LIST			
as of January 2026			
DEPARTMENT	ITEM	DESCRIPTION	REASON FOR EXEMPTION
Assessor	4414	Senior Geographic Info System Analyst	Provides appraiser with key data (maps, zoning, and land use) for assessments
Assessor	4415	Principal Geographic Info System Analyst	Provides appraiser with key data (maps, zoning, and land use) for assessments
Assessor	4416	Geographic Info Systems Specialist	Provides appraiser with key data (maps, zoning, and land use) for assessments
Assessor	4417	Geographic Info System Manager I	Provides appraiser with key data (maps, zoning, and land use) for assessments
Assessor	4418	Geographic Info System Manager II	Provides appraiser with key data (maps, zoning, and land use) for assessments
Assessor	4419	Geographic Info System Technician I	Provides appraiser with key data (maps, zoning, and land use) for assessments
Chief Executive Office - OEM	--	All Classifications	Provides operations support in times of emergency
Child Support Services	1614	Child Support Officer II	Provides direct client services
Child Support Services	1615	Child Support Officer III	Provides direct client services
Child Support Services	1616	Supervising Child Support Officer	Provides direct client services
Child Support Services	1618	Head Child Support Officer	Provides direct client services
Children and Family Services	8993	Adoptions Assistant	Provides direct client services
Children and Family Services	8995	Human Services Aide	Provides direct client services
Children and Family Services	9071	Children's Social Worker I	Provides direct client services
Children and Family Services	9072	Children's Social Worker II	Provides direct client services
Children and Family Services	9073	Children's Social Worker III	Provides direct client services
Children and Family Services	9074	Supvg Children's Social Worker	Provides direct client services
Children and Family Services	9177	Eligibility Worker III	Provides direct client services
Children and Family Services	9178	Eligibility Worker I	Provides direct client services
Children and Family Services	9179	Eligibility Worker II	Provides direct client services
Children and Family Services	9181	Eligibility Supervisor	Provides direct client services
District Attorney	9272	Deputy District Attorney II	Critical for case processing
District Attorney	9273	Deputy District Attorney III	Critical for case processing
District Attorney	9274	Deputy District Attorney IV	Critical for case processing
District Attorney	2889	Investigator, DA	Critical for case processing
District Attorney	2890	Senior Investigator, DA	Critical for case processing
District Attorney	2891	Sergeant, DA	Critical for case processing
District Attorney	2894	Lieutenant, DA	Critical for case processing
Fire		All Classifications	Special District funded
Health Services	DHS	All Classifications	DHS has implemented a hiring freeze for all units (except for ICHS, JCHS, and Community Programs, due to DOJ Consent Decree, Probation receivership, and homelessness declaration) w/ no blanket exemptions. DHS is fully revenue offset and those that are not offset are either in support of DOJ, subject to or at risk of decrees and/or in support of homeless emergency implementation.
Internal Services	7193	Stationary Engineer Helper	Maintain compliance with Article 15 - BU 401 MOU staffing levels
Internal Services	7198	Stationary Engineer II	Maintain compliance with Article 15 - BU 401 MOU staffing levels
Internal Services	7200	Stationary Engineer Controls Specialist	Monitors energy plant equipment performance
Internal Services	7202	Assistant Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
Internal Services	7203	Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
Medical Examiner	5476	Physician Specialist (Forensic Pathologist)	Mission critical to public health; mass casualty readiness
Mental Health		All Classifications	All exempt as all classifications are fully revenue offset and support homeless emergency implementation
Probation	--	--	Probation is already subject to a Board-approved hard hiring freeze for the Probation Juvenile Institutions Services budget unit and will continue adhere to those protocols; Probation's remaining positions will be subject to this hard hiring freeze
Public Defender	9246	Deputy Public Defender I	Critical for case processing

EXEMPT POSITIONS LIST			
as of January 2026			
DEPARTMENT	ITEM	DESCRIPTION	REASON FOR EXEMPTION
Public Defender	9248	Deputy Public Defender II	Critical for case processing
Public Defender	9251	Deputy Public Defender III	Critical for case processing
Public Defender	9252	Deputy Public Defender IV	Critical for case processing
Public Defender	2901	Investigator II, PD	Critical for case processing
Public Defender	2902	Investigator III, PD	Critical for case processing
Public Health	1270	Assistant Public Health Registrar	Public Health and Safety
Public Health	1272	Public Health Registrar	Public Health and Safety
Public Health	1274	Senior Public Health Registrar	Public Health and Safety
Public Health	4895	Clinical Laboratory Scientist I	Public Health and Safety
Public Health	4896	Clinical Laboratory Scientist II	Public Health and Safety
Public Health	4902	Laboratory Quality Control Coordinator	Public Health and Safety
Public Health	4919	Clinical Microbiologist I	Public Health and Safety
Public Health	4922	Clinical Chemist	Public Health and Safety
Public Health	4926	Clinical Chemist Supervisor I	Public Health and Safety
Public Health	4931	Milk Technician	Public Health and Safety
Public Health	4948	Toxicology Technician	Public Health and Safety
Public Health	4976	Laboratory Assistant	Public Health and Safety
Public Health	4998	PH Microbiologist Trainee	Public Health and Safety
Public Health	4999	PH Microbiologist I	Public Health and Safety
Public Health	5000	PH Microbiologist II	Public Health and Safety
Public Health	5001	PH Microbiologist Supvr I	Public Health and Safety
Public Health	5004	PH Microbiologist Supvr II	Public Health and Safety
Public Health	5298	Clinical Nursing Director I	Public Health and Safety
Public Health	5299	Clinical Nursing Director II	Public Health and Safety
Public Health	5350	Medical Services Coordinator, CCS	Provides critical service authorizations for CCS providers
Public Health	5455	Physician Specialist (MegaFlex)	Public Health and Safety
Public Health	5457	Chief Physician I	Public Health and Safety
Public Health	5458	Chief Physician II	Public Health and Safety
Public Health	5459	Chief Physician III	Public Health and Safety
Public Health	5513	Clinical Pharmacist	Public Health and Safety
Public Health	5644	Public Health Investigator Trainee	Public Health and Safety
Public Health	5645	Public Health Investigator	Public Health and Safety
Public Health	5646	Supvg Public Health Investigator	Public Health and Safety
Public Health	5798	Radiologic Technologist	Public Health and Safety
Public Health	EH	All Classifications	Environmental Health (EH) classifications are fully revenue offset through fees and one-time funding in the EH trust fund; DPH operates this program within available flexibility afforded by the one-time EH trust fund that requires diligent DPH oversight
Public Health	HFID	All Classifications	Health Facilities Inspection Division (HFID) classifications are fully revenue offset and support State-mandated health facility inspections
Public Health	SAPC	All Classifications	Substance Abuse Prevention and Control (SAPC) classifications are fully revenue offset and support homeless emergency implementation
Public Works	0391	Tree Trimmer	Provides and maintains critical infrastructure support
Public Works	0394	Tree Trimmer Working Supervisor	Provides and maintains critical infrastructure support
Public Works	2445	Dispatcher I	Provides and maintains critical infrastructure support

EXEMPT POSITIONS LIST			
as of January 2026			
DEPARTMENT	ITEM	DESCRIPTION	REASON FOR EXEMPTION
Public Works	2447	Dispatcher II	Provides and maintains critical infrastructure support
Public Works	3034	Safety Inspector	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	3684	Traffic Technician I	Provides and maintains critical infrastructure support
Public Works	3685	Traffic Technician II	Provides and maintains critical infrastructure support
Public Works	3686	Traffic Signal Electrician, Pw	Provides and maintains critical infrastructure support
Public Works	3743	Regional Sewer Maintenance Superintendent	Provides and maintains critical infrastructure support
Public Works	3859	Engrg Testing Tech	Provides and maintains critical infrastructure support
Public Works	4161	Building Permit Technician I	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4162	Building Permit Technician II	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4167	Building Engineering Inspector Aid	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4169	Building Inspector I	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4171	Building Engineering Inspector	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4173	Building Inspector II	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4175	Sr Building Engineering Inspector	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4177	Building Inspector III	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4179	Building Inspector IV	Classifications applicable to Altadena One-Stop/Calabasas Field Office or direct services for rebuild efforts
Public Works	4195	Construction Inspector	Provides and maintains critical infrastructure support
Public Works	4197	Senior Construction Inspector	Provides and maintains critical infrastructure support
Public Works	4199	Head Construction Inspector	Provides and maintains critical infrastructure support
Public Works	4203	Supervisor Contract Construction	Provides and maintains critical infrastructure support
Public Works	4213	Waste Control Engineering Inspector	Provides and maintains critical infrastructure support
Public Works	5907	Flood Control Construction Supervisor	Provides and maintains critical infrastructure support
Public Works	5909	Construction Superintendent	Provides and maintains critical infrastructure support
Public Works	5922	Public Works Laborer	Provides and maintains critical infrastructure support
Public Works	5923	Public Works Maintenance Worker	Provides and maintains critical infrastructure support
Public Works	5924	Public Works Crew Leader	Provides and maintains critical infrastructure support
Public Works	5948	Road Maintenance Supervisor	Provides and maintains critical infrastructure support
Public Works	5950	Road Maintenance Superintendent	Provides and maintains critical infrastructure support
Public Works	5968	Sewer Maintenance Supervisor	Provides and maintains critical infrastructure support
Public Works	6051	Heavy Truck Driver	Provides and maintains critical infrastructure support
Public Works	6349	Helper, Electrical	Provides and maintains critical infrastructure support
Public Works	6471	Electrician	Provides and maintains critical infrastructure support
Public Works	6477	Electrician Working Supervisor	Provides and maintains critical infrastructure support
Public Works	6480	Electrician Supervisor	Provides and maintains critical infrastructure support
Public Works	6490	Assistant Electro-Mechanic	Provides and maintains critical infrastructure support
Public Works	6492	Electro-Mechanic	Provides and maintains critical infrastructure support
Public Works	6495	Electro-Mechanic Working Supervisor	Provides and maintains critical infrastructure support
Public Works	6498	Electro-Mechanic Supervisor	Provides and maintains critical infrastructure support
Public Works	7180	Assistant Dam Operator	Provides and maintains critical infrastructure support
Public Works	7183	Dam Operator	Provides and maintains critical infrastructure support
Public Works	7222	Asst Wastewater Treatment Plant Operator	Provides and maintains critical infrastructure support
Public Works	7224	Wastewater Treatment Plant Operator	Provides and maintains critical infrastructure support
Public Works	7227	Wastewater Treatment Plant Opr Supv	Provides and maintains critical infrastructure support
Public Works	7269	Plumber	Provides and maintains critical infrastructure support

EXEMPT POSITIONS LIST			
as of January 2026			
DEPARTMENT	ITEM	DESCRIPTION	REASON FOR EXEMPTION
Public Works	7270	Senior Plumber	Provides and maintains critical infrastructure support
Public Works	7275	Plumber Supervisor	Provides and maintains critical infrastructure support
Public Works	7322	Driller	Provides and maintains critical infrastructure support
Public Works	7323	Senior Driller	Provides and maintains critical infrastructure support
Public Works	7324	Driller Supervisor	Provides and maintains critical infrastructure support
Public Works	7365	Utility Tractor Operator	Provides and maintains critical infrastructure support
Public Works	7371	Hoist Operator	Provides and maintains critical infrastructure support
Public Works	7374	Power Equipment Operator	Provides and maintains critical infrastructure support
Public Works	7378	Heavy Power Equipment Operator	Provides and maintains critical infrastructure support
Public Works	7379	Heavy Power Equipment Oiler	Provides and maintains critical infrastructure support
Public Works	7384	Power Sweeper Operator	Provides and maintains critical infrastructure support
Public Works	7433	Power Equipment Technician	Provides and maintains critical infrastructure support
Public Works	7434	Heavy Stationary Equipment Mechanic	Provides and maintains critical infrastructure support
Public Works	7436	Power Equip Tech Working Supervisor	Provides and maintains critical infrastructure support
Public Works	7847	Water Service Helper I	Provides and maintains critical infrastructure support
Public Works	7848	Water Service Helper II	Provides and maintains critical infrastructure support
Public Works	7849	Water Service Worker	Provides and maintains critical infrastructure support
Public Works	7852	Senior Water Service Worker	Provides and maintains critical infrastructure support
Public Works	7856	Water Service Supervisor	Provides and maintains critical infrastructure support
Public Works	7857	Regional Water Service Superintendent	Provides and maintains critical infrastructure support
Regional Planning	4430	Regional Planner	Classifications applicable to Altadena One-Stop/Coastal Development Unit/W. Area Zoning Enforcement Unit or direct services for rebuild efforts
Regional Planning	4431	Senior Regional Planner	Classifications applicable to Altadena One-Stop/Coastal Development Unit/W. Area Zoning Enforcement Unit or direct services for rebuild efforts
Regional Planning	4435	Principal Regional Planner	Classifications applicable to Altadena One-Stop/Coastal Development Unit/W. Area Zoning Enforcement Unit or direct services for rebuild efforts
Regional Planning	4441	Supervising Regional Planner	Classifications applicable to Altadena One-Stop/Coastal Development Unit/W. Area Zoning Enforcement Unit or direct services for rebuild efforts
Registrar-Recorder/County Clerk	9304H	Clerk, Nc	Required to administer all State/Federal mandated elections
Registrar-Recorder/County Clerk	9312F/H	Election Assistant I, Nc	Required to administer all State/Federal mandated elections
Registrar-Recorder/County Clerk	9313F/H	Election Assistant II, Nc	Required to administer all State/Federal mandated elections
Registrar-Recorder/County Clerk	9315F/H	Election Assistant III, Nc	Required to administer all State/Federal mandated elections
Sheriff	--	All Classifications	Sheriff is already subject to a Board-approved hard hiring freeze for new hires and will adhere to those protocols
Departments with No Exempted Items			
Arts and Culture			
Auditor-Controller			
Beaches and Harbors			
Board of Supervisors			
Consumer and Business Affairs			
County Counsel			
Economic Opportunity			

EXEMPT POSITIONS LIST			
as of January 2026			
DEPARTMENT	ITEM	DESCRIPTION	REASON FOR EXEMPTION
Human Resources			
Independent Defense Counsel Office			
Justice, Care and Opportunities Department			
Library			
Military and Veterans Affairs			
Museum of Art			
Museum of Natural History			
Parks and Recreation			
Public Social Services			
Treasurer and Tax Collector			
Trial Courts			
Youth Development			

BOARD LETTER/MEMO CLUSTER FACT SHEET

☐ Board Letter

☒ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	01/28/26		
BOARD MEETING DATE	Not Applicable		
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)	Sheriff's Department		
SUBJECT	Advance notice to extend Contract Number 78636 with Legacy Computer Service		
PROGRAM	Hewlett Packard (HP) Tandem NonStop Computer hardware maintenance services		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: In compliance with Board Policy 5.100 – Amendments to extend the term of the current contract beyond its original term are “Sole Source Amendments”.		
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	The current Contract expires September 7, 2026.		
COST & FUNDING	Total cost: TBD	Funding source: General Fund	
	TERMS (if applicable): One year, plus two additional one-year periods at County's discretion.		
	Explanation: Cost will be funded through the General Fund (A01) by Communications & Fleet Management Bureau (15757).		
PURPOSE OF REQUEST	This is for the continuation of the support and maintenance for the Department's CAD legacy system hardware, which is still in use while the implementation process for a successor system is completed.		
BACKGROUND (include internal/external issues that may exist including any related motions)	A CAD replacement contract was executed by the Board on June 3, 2025. The proposed extension term and option periods will allow for the continuous support of the legacy hardware during the implementation process for the replacement system. The replacement system is anticipated to go-live at select Department patrol stations in early 2026.		
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: • Tony Liu (213) 229-3272, tliu@lasd.org • Captain Marshall Yelverton (323) 881-8002, mryelver@lasd.org		

January 28, 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:

**ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS
FOR A SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 78636
WITH LEGACY COMPUTER SERVICE TO PROVIDE CONTINUED
HEWLETT PACKARD TANDEM NONSTOP COMPUTER
HARDWARE MAINTENANCE SERVICES**

SUBJECT

This letter provides notification to the Board, in accordance with Board Policy 5.100, Sole Source Contracts and Amendments, that the Los Angeles County (County) Sheriff's Department (Department) intends to enter into negotiations for a Sole Source Amendment (Amendment) to extend Contract Number 78636 (Contract) with Legacy Computer Service for continued hardware maintenance services (Services) for the Department's Hewlett Packard (HP) Tandem NonStop computer hardware that hosts the Department's legacy Computer Aided Dispatch (CAD) system.

PURPOSE

The current Contract expires on September 7, 2026. The proposed Amendment will extend the term of the Contract for one year, plus two additional one-year periods at the County's discretion. The continuation of Services is critical for the uninterrupted operation of the HP Tandem NonStop computer hardware while the Department completes the implementation of the replacement CAD system. The Department intends to utilize a phased approach to move from a decentralized communications

model (Phase 1) to a centralized communications model (Phase 2). The Department is currently working with HiTech Systems Inc., dba Pulsiam (Pulsiam), to implement Phase 1 of the replacement CAD system, which will be deployed one patrol station at a time. The Department anticipates the new CAD system will go live at select Department patrol stations beginning in early 2026.

The Department will continue to depend on the legacy CAD system throughout the implementation of Phase 1. The Department intends to terminate the Contract for convenience, either in whole or in part, with ten calendar days advance written notice upon successful implementation of Phase 1 of the replacement CAD system. The new CAD system will be rolled out in stages, with each patrol station transitioning individually over an estimated 6–9 months, with an estimated date of completion of July 2026. The legacy CAD system will remain in operation to support stations that are pending migration.

BACKGROUND

On March 8, 2017, the Board approved Contract Number 78636 with Legacy Computer Service for a term of three years, with two one-year option periods, plus one additional six-month option period.

The Contract allowed for the provision of Services for HP's Tandem NonStop computer hardware that supports the Department's Mobile Digital Communication System (MDCS). The Department's legacy CAD system is a subsystem of the MDCS and reduces audible voice traffic on the Department's radio system by dispatching routine calls-for-service via typed messages read by deputies from the mobile digital computer screens installed in patrol cars. The legacy CAD operating system has been in use since 1989 and has been unsupported since 2016.

The Contract was amended on three occasions to, among other things, exercise the term extension options. On June 28, 2022, the Board approved Amendment Number Four to the Contract to extend the term of the Contract for two years, with two one-year option periods, to provide continued Services.

On May 2, 2023, the Department released a Request for Proposals for a replacement CAD system. On June 3, 2025, the Board approved the CAD replacement contract with Pulsiam.

SOLE SOURCE JUSTIFICATION

The legacy CAD hardware is over 29 years old and is no longer supported by the manufacturer. Legacy Computer Service possesses the required knowledge and requisite skills to properly maintain the Department's in use CAD hardware.

CONCLUSION

Pursuant to Board Policy, the Department will proceed with sole source negotiations in four weeks, unless otherwise instructed by the Board.

Should you have any questions, please contact Assistant Bureau Director Alex Madera, Fiscal Administration Bureau's Contracts Unit, at (213) 229-3276.

Sincerely,

ROBERT G. LUNA
SHERIFF

RGL:JK:jk

(Fiscal Administration Bureau - Contracts Unit)

- c: Board of Supervisors, Justice Deputies
Edward Yen, Executive Officer, Board of Supervisors
Joe Nicchitta, Acting Chief Executive Officer
Brian Hoffman, Manager, Chief Executive Office (CEO)
Jocelyn Ventilacion, Principal Analyst, CEO
Anna Petrosyan, Senior Analyst, CEO
Michael Xie, Senior Budget Analyst, CEO
Dawyn R. Harrison, County Counsel
Peter Loo, Chief Information Officer, Office of the Chief Information Officer
Timothy J. Kral, Chief Legal Advisor, Legal Advisory Unit
Cammy C. DuPont, Principal Deputy County Counsel, Legal Advisory Unit
April L. Tardy, Undersheriff
Gerardo J. Pinedo, Assistant Sheriff, CFAO
Sergio V. Escobedo, Chief of Staff, Office of the Sheriff
Conrad Meredith, Division Director, Administrative Services Division (ASD)
Brian Yanagi, Chief, Technology and Support Division (TSD)
Richard F. Martinez, Assistant Division Director, ASD
David C. Sum, Commander, TSD
David E. Culver, Bureau Director, Financial Programs Bureau
Tracey Jue, Bureau Director, Fiscal Administration Bureau (FAB)
Marshall R. Yelverton, Captain, Communications & Fleet Management Bureau
Oscar R. Butao, Lieutenant, ASD
Alex Madera, Assistant Bureau Director, FAB, Contracts Unit (CU)
Erica Nunes, Sergeant, ASD
Veronica Urenda, Administrative Services Manager (ASM) III, FAB, CU
Kristine D. Corrales, Deputy, ASD
Tony Liu, ASM II, FAB, CU
Joanna Kim, ASM I, FAB, CU
(Contracts – Legacy 09-12-25)

SOLE SOURCE CHECKLIST

Department Name: _____

- ☐ New Sole Source Contract
- ☐ Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

**QUESTIONNAIRE FOR SOLE SOURCE AMENDMENT TO CONTRACT NUMBER 78636 FOR HEWLETT PACKARD
NONSTOP COMPUTER HARDWARE MAINTENANCE SERVICES WITH
LEGACY COMPUTER SERVICE**

It is the policy of the County, to solicit the maximum number of bids/proposals for a commodity or service from the largest relevant market and to select vendors on a competitive basis.

There are certain acquisitions which when in the best interest of the County, can only be obtained from a sole source. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

NOTE: Please refer to Procedure P-3700 of the ISD Purchasing Policies on Procedures Manual.

**DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION MUST INCLUDE RESPONSES TO THE FOLLOWING
QUESTIONS:**

1. What is being requested?

A Sole Source amendment to extend the Contract with Legacy Computer Service to provide maintenance service for the hardware and operating system (OS) that are used to run the Department's Computer Aided Dispatch (CAD) system.

Hardware: Tandem NonStop Himalaya servers (No longer supported by the manufacturer)
OS Software: Guardian OS (No longer supported by the manufacturer)

2. Why is the product needed – how will it be used?

N/A. Maintenance service is needed for the 29-plus-year-old hardware and OS that is no longer supported by the manufacturer.

3. Is this "brand" of product the only one that meets the user's requirements? If yes, what is unique about the product?

N/A. This is a maintenance service agreement.

4. Have other products/vendors been considered? If yes, which products/vendors have been considered and how did they fail to meet the user's requirements?

Yes, the contract was secured via an open competitive solicitation. The vendors that did respond did not meet the minimum requirements needed to properly service the 29-plus-year-old equipment and OS and/or their pricing was prohibitive.

5. Will purchase of this product avoid other costs, e.g. data conversion, etc? Or will it incur additional cost, e.g. training, conversion, etc?

N/A

6. Is the product proprietary or is it available from various dealers? Have you verified this?

N/A. The contract was secured via an open competitive solicitation for maintenance services.

7. Reasonableness of Price. Does the County obtain a percentage discount or special discount not available to the private sector?

Pricing was obtained via an open competitive bidding process. The pricing obtained is compatible with other private and government entity pricing.

8. What is the dollar value of existing equipment and the Purchase Order No. for the existing equipment?

N/A

BOARD LETTER/MEMO CLUSTER FACT SHEET

☐ Board Letter

☒ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	1/28/2026		
BOARD MEETING DATE	N/A		
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)	Sheriff's Department (Department)		
SUBJECT	Advance notification to the Board that the Department intends to enter into negotiations for a Sole Source Amendment to Contract Number 55301 (Contract) with Modaxo Traffic Management USA Inc. (Modaxo) for parking citation processing services (Services).		
PROGRAM	Parking Citation Processing Services		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: This is a Sole Source Amendment to the existing Contract. The Amendment is needed to ensure the most efficient continuation of Services for the County while the Department completes the solicitation process for a successor contract and the implementation of Services.		
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	The current contract expires July 18, 2026.		
COST & FUNDING	Total cost: Revenue Generating	Funding source: The Contract generates approximately \$15 million per year, of which \$11.275 million is used to pay DMV fees and recover operating costs of the Parking Enforcement Detail Unit.	
	TERMS (if applicable): An additional one-year period, through July 18, 2027.		
	Explanation: The proposed extension will be at zero-net cost to the County and will continue to generate revenue.		
PURPOSE OF REQUEST	Approval of this action will ensure uninterrupted Services while the Department completes the solicitation process for a successor contract and allows the awarded contractor to successfully implement the replacement system and Services.		
BACKGROUND (include internal/external issues that may exist including any related motions)	On July 14, 2015, the Board approved and delegated authority to the Department to execute the Contract. On October 17, 2023, the Board adopted a motion (Agenda Item 10), "Moving Parking Enforcement Services from the Department to the Department of Public Works (DPW)", which directed the Chief Executive Officer to report back with specific steps for DPW to fully execute Services. On March 19, 2024, the Board adopted a motion (Agenda Item 31), "Pause moving Parking Enforcement Services from the Sheriff's Department to the Department of Public Works," for proper vetting and for the Department to report back with a proposed business plan that incorporates equitable investments back into the communities where citation revenues are collected. On July 9, 2024, the Board approved the Department's business plan and adopted a motion to keep Services at the Department based on the recommendations made by the CEO in their June 24, 2024, report.		
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: <ul style="list-style-type: none"> Cynthia Lopez, Contracts Manager, 213-229-3267, ctlopez@lasd.org Patty Reyes, Manager, 323-526-5176, preyes@lasd.org 		

January 28, 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:

**ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS
FOR A SOLE SOURCE AMENDMENT TO EXTEND CONTRACT NUMBER 55301
WITH MODAXO TRAFFIC MANAGEMENT USA INC.
FOR PARKING CITATION PROCESSING SERVICES**

SUBJECT

This letter provides notification to the Board, in accordance with Board Policy 5.100 Sole Source Contracts and Amendments, that the Los Angeles County (County) Sheriff's Department (Department) intends to enter into negotiations for a Sole Source Amendment (Amendment) to extend Contract Number 55301 (Contract) with Modaxo Traffic Management USA Inc. (Modaxo) for continued Parking Citation Processing Services (Services) for the Department's Parking Enforcement Detail.

PURPOSE

The current Contract expires on July 18, 2026. The proposed Amendment will extend the term of the Contract for an additional one-year period, from July 19, 2026, through and including July 18, 2027. This extension will ensure uninterrupted Services while the Department completes the solicitation process for a successor contract and allows the awarded contractor to successfully implement the successor system and Services.

BACKGROUND

Modaxo provides Services to the Sheriff's Department and other County departments, including, but not limited to, the Department of Beaches and Harbors, the Fire Department, and the Internal Services Department (ISD). These Services include processing parking citations, maintaining citation records, distributing notices to violators, sharing data with the Department of Motor Vehicles (DMV) to obtain vehicle ownership information, remitting all cash and check payments to the County, and facilitating electronic transactions by providing violators with a portal to the County's electronic payment service provider, Fidelity National Information Services, Inc.

On July 14, 2015, the Board approved and delegated authority to the Sheriff to execute Contract Number 55301 with Xerox for a term of three years, with two additional one-year extension options, and one six-month extension option.

The Contract has been amended on twelve occasions to, among other things, extend the term of the Contract through July 18, 2026.

On October 17, 2023, the Board adopted a motion (Agenda Item 10), "Moving Parking Enforcement Services from the Sheriff's Department to the Department of Public Works (DPW)," which directed the Chief Executive Officer (CEO) to report back to the Board in writing within 120 days with an implementation plan with specific steps for DPW to fully execute Services no later than July 1, 2024.

On July 9, 2024, the Board approved the Department's Business Plan and adopted a motion to retain Services with the Department, consistent with the recommendations presented in the CEO's report dated June 24, 2024. One of the Board's stated objectives, as outlined in the CEO's report, was the integration of modern technologies and data management systems to enhance operational efficiency and improve Service delivery. In alignment with this objective, on December 23, 2024, the Department issued Request for Information (RFI) No. 681-SH to obtain information on current and emerging technologies utilized in Services.

In May 2025, following the conclusion of RFI demonstrations, the Department began integrating insights and emerging technologies identified during the RFI process into the development of the Request for Proposals (RFP). The Department anticipates releasing the RFP in early 2026.

SOLE SOURCE JUSTIFICATION

The proposed Amendment is needed to ensure the most efficient continuation of Services while the Department completes both the solicitation process and the implementation of a successor contract.

CONCLUSION

Pursuant to Board policy, the Department will proceed with negotiations in four weeks, unless otherwise instructed by the Board.

Should you have any questions, please contact Contracts Manager Cynthia Lopez, Fiscal Administration Bureau, at (213) 229-3267.

Sincerely,

ROBERT G. LUNA
SHERIFF

RGL:VMV:vmv

(Fiscal Administration Bureau—Contracts Unit)

c: Board of Supervisors, Justice Deputies
Edward Yen, Executive Officer, Board of Supervisors
Joe Nicchitta, Acting Chief Executive Officer
Brian Hoffman, Manager, Chief Executive Office (CEO)
Anna Petrosyan, Senior Analyst, CEO
Michael Xie, Senior Budget Analyst, CEO
Dawyn R. Harrison, County Counsel
Peter Loo, Chief Information Officer, Office of the Chief Information Officer
Timothy J. Kral, Chief Legal Advisor, Legal Advisory Unit
Michele Jackson, Principal Deputy County Counsel, Legal Advisory Unit
Sergio V. Escobedo, Chief of Staff, Office of the Sheriff
April L. Tardy, Undersheriff
Gerardo J. Pinedo, Assistant Sheriff, CFAO
Conrad Meredith, Division Director, Administrative Services Division (ASD)
Shawn R. Kehoe, Acting Chief, Court Services Division (CSD)
Richard F. Martinez, Assistant Division Director, ASD
Erik S. Kim, Commander, CSD
Tacey Jue, Bureau Director, ASD, Financial Administration Bureau (FAB)
David E. Culver, Bureau Director, ASD, Financial Programs Bureau
Tina L. Arevalo, Acting Captain, CSD, Civil Management Bureau (CMB)
Alex Madera, Assistant Bureau Director, ASD, FAB, Contracts Unit (CU)
Oscar R. Butao, Lieutenant, ASD
Nicolas Castellanos III, Sergeant, CSD, CMB
Erica M. Nunes, Sergeant, ASD
Kristine D. Corrales, Deputy, ASD
Cyndi Lopez, Administrative Services Manager (ASM) III, ASD, FAB, CU
Patty Reyes, ASM III, CSD, FAB, Parking Enforcement Detail
Aloett Martin, ASM II, ASD, FAB, CU
Victor M. Mora-Vasquez, ASM I, ASD, FAB, CU
(Contracts/Advance Notification – Modaxo Parking Citation Processing Services 01-xx-26)

SOLE SOURCE CHECKLIST

Department Name: _____

☐ New Sole Source Contract

☐ Existing Sole Source Contract Date Sole Source Contract Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

QUESTIONNAIRE FOR SOLE SOURCE AMENDMENT TO CONTRACT NUMBER 55301
WITH MODAXO TRAFFIC MANAGEMENT USA INC.

It is the policy of the County to solicit the maximum number of bids/proposals for a commodity or service from the largest relevant market and to select vendors on a competitive basis.

There are certain acquisitions, which, when in the best interest of the County, can only be obtained from a sole source. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

NOTE: Please refer to Procedure P-3700 of the ISD Purchasing Policies in Procedures Manual.

**DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION MUST INCLUDE RESPONSES
TO THE FOLLOWING QUESTIONS:**

1. What is being requested?

A Sole Source Amendment to extend the Contract with Modaxo Traffic Management USA Inc. for Parking Citation Processing Services (Services). The extension will ensure uninterrupted Services while the Department completes the solicitation for a successor contract and implementation of a replacement system.

2. Why is the product needed – how will it be used?

Modaxo's Services include processing parking citations, maintaining citation records, distributing notices to violators, sharing data with the Department of Motor Vehicles (DMV) to obtain vehicle ownership information, and remitting all cash and check payments to the County.

3. Is the "brand" of the product the only one that meets the user's requirements? If yes, what is unique about the product?

No, the Department is in the process of developing its solicitation for a successor contract.

4. Have other products/vendors been considered? If yes, which products/vendors have been considered, and how did they fail to meet the user's requirements?

No, the Department is in the process of developing a solicitation for a successor contract.

5. Will the purchase of this product avoid other costs, e.g., data conversion, etc.? Or will it incur additional costs, e.g., training, conversion, etc.?

Not applicable.

- 6. Is the product proprietary, or is it available from various dealers? Have you verified this?**

The Services may be available from other vendors, and as such, the Department intends to release a Request for Proposals in early 2026.

- 7. Reasonableness of Price. Does the County obtain a percentage discount or a special discount not available to the private sector?**

Not applicable.

- 8. What is the dollar value of existing equipment and the Purchase Order No. for the existing equipment?**

Not applicable.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	1/28/2026		
BOARD MEETING DATE	3/3/2026		
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input checked="" type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Registrar-Recorder/County Clerk		
SUBJECT	REQUEST TO AUTHORIZE THE PURCHASE OF KEYCARD SYSTEM FOR THE DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK (FOURTH DISTRICT) (3 VOTES)		
PROGRAM	Facilities		
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 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: Estimated at \$700,000.00		Funding source: There is sufficient funding in the Department's Fiscal Year 2025-2026 Final Adopted Budget to fund the equipment purchase. No additional Net County Cost is required for this purchase.
	TERMS (if applicable):		
	Explanation:		
PURPOSE OF REQUEST	<p>The Department is requesting implementation of the same keycard system currently that is compatible with the one utilized 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:</p> <ul style="list-style-type: none"> • 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 all RR/CC locations as a result of utilizing the same system, including: • Aligns the RR/CC keycard system and access control with those currently used by numerous Departments within the County. 		
BACKGROUND (include internal/external issues that may exist including any related motions)	<p>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.</p>		
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: Jennifer Storm Division Manager, Finance and Management Division (562) 462-2636 jstorm@rrcc.lacounty.gov Jeffrey Klein Division Manager, Management Support Branch (562) 462-2992 jklein@rrcc.lacounty.gov		



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

March 3, 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)

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

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:
 - Reports and oversight provided at either location (HQ or BPC) and which will facilitate the identification/location of employees during an emergency.

- 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.
 - 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.

Respectfully submitted,

Dean C. Logan
Registrar-Recorder/County Clerk

DL:JJ
JS:dl

Attachment

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