



Board Agenda Item 4

DATE: January 7, 2020

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Salary Resolution Amendment - ISD, Security Services

RECOMMENDED ACTION(S):

1. **Approve Amendment to the Salary Resolution adding 11 positions to the Internal Services Department, Security Services Org 8970, effective January 13, 2020, as reflected in Appendix C; and**
2. **Adopt Budget Resolution increasing FY 2019-20 appropriations and estimated revenues for the Internal Services Department, Security Services Org 8970 in the amount of \$370,026 (4/5 vote).**

Approval of the recommended actions will allow the Internal Services Department, Security Services Division (ISD-Security) to fulfill current contract obligations, respond to the overall increased requests for public safety services, and effectively provide necessary services related to future County departmental moves. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to maintain the current level of staff in the ISD-Security Division or approve the addition of an alternate number of staff. Either of these options will limit on-going requests for services in a timely manner.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended actions. Approval of the first recommended action will increase the permanent number of position allocations in the ISD-Security Services Org 8970 by 11 positions in order to ensure sufficient staffing for the increase in requested security services and to improve division operations.

Approval of the second recommended action will increase FY 2019-20 appropriations and estimated revenues for ISD-Security Org 8970 in the amount of \$370,026, to be recovered through rates charged back to departments utilizing ISD-Security Services. Funding for subsequent salaries and benefits will be included in future budget requests.

DISCUSSION:

ISD-Security provides for the 24-hour physical security of County facilities and safety of employees and administers the County parking program.

Currently, ISD-Security provides direct daily services to 12 County departments in approximately 18 County

facilities during regular business hours. Facility support increases during the non-regular business hours as Security is responsible for shutting down and opening all metro locations, which includes facilities such as the Hamilton Yard, which is not directly supported by ISD-Security.

As departments countywide have relocated or are preparing to relocate operations and services, ISD-Security is receiving requests for additional services. In order to fulfill current contract obligations and the increased department requests for services, mainly from the Department of Social Services and the Department of Behavioral Health, staff is requesting your Board's approval to increase the number of positions in the ISD-Security Services Org 8970 by 11 positions to include one (1) Supervising Security Officer, one (1) Senior Security Officer, and nine (9) Security Officers.

The addition of one (1) Supervising Security Officer will allow the Security Division to restructure its operation for greater flexibility in providing services to additional locations. The addition of one (1) Senior Security Officer will allow the current ratio of Senior Officers to line staff to remain consistent with current levels for optimal supervision and training and to increase retention. The addition of nine (9) Security Officer positions will allow ISD-Security to meet increased requests for services.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C
On file with Clerk - Budget Resolution

CAO ANALYST:

Yussel Zalapa