



BOARD OF SUPERVISORS AGENDA LETTER

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: County Executive Office
Department No.: 012
For Agenda Of: April 8, 2025
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Mona Miyasato, County Executive Officer
Contact Info: Wade Horton, Assistant County Executive Officer
SUBJECT: Transfer Physical Security Coordinator Position from the General Services, Facilities Maintenance Division to the County Executive Office, Risk Management Division

DocuSigned by:
Mona Miyasato
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County Counsel Concurrence

As to form: NA

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Recommended Actions:

It is recommended that the Board of Supervisors:

- Adopt and approve the amendment to the Salary Resolution (Attachment A) to transfer one (1) FTE Operations and Maintenance Management Professional, Senior (Physical Security Coordinator) to the County Executive Office (CEO) Risk Management Division from General Services Operations and Maintenance Division effective May 12, 2025; and
- Determine the activity is not a "Project" subject to the California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5) since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

The County Executive Office (CEO) in conjunction with the General Services Department have identified that the provisioning of the Physical Security Coordinator who is tasked with County Asset and Building Security should not be a General Services function, but should be part of the County's Risk Management Division within the CEO. Transfer of related private security contracts overseen by the Coordinator would also be transferred to Risk Management effective July 1, 2025.

Discussion

The Risk Management Division was transferred to the CEO in 2012 from the General Services Department. The Physical Security Coordinator has historically worked very closely with the Risk Management Division to provide Countywide Physical Security services including but not limited to confidential and sensitive personnel issues; serving as a member of the Threat Assessment and Management Team; providing surveillance and wide rang/broad incident reporting; and leading

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incident response and providing guidance to all levels of staff. The transfer of this position will allow for better communication and efficiency with all Risk Management functions in one department.

Fiscal Impacts:

Budgeted: Yes.

No Fiscal Impact.

Staffing Impacts:

No new positions would need to be authorized by the Board. This position will be transferred from the General Services Facilities Maintenance Division to the County Executive Office Risk Management Division.

Special Instructions:

Please send one copy of the Minute Order to HRPositionControl@countyofsb.org

Attachments:

Attachment A – Salary Resolution Amendment-Physical Security Coordinator

Authored by:

Wade Horton, Assistant County Executive Officer

cc: Kirk Lagerquist, Director, General Services