

STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
 DF-46 (REV 08/15)

Fiscal Year 2016-17	Business Unit 0890	Department Secretary of State	Priority No. 006
Budget Request Name 0890-005-BCP-BR-2016-GB		Program 9900100-ADMINISTRATION	Subprogram

Budget Request Description
 Secretary of State Headquarters Building Security Improvements

Budget Request Summary

The Secretary of State (SOS) requests 2.0 positions and an augmentation of \$226,000 in FY 2016-17 (\$172,000 Business Fees Fund and \$54,000 General Fund), of which \$216,000 is ongoing (\$164,000 Business Fees Fund and \$52,000 General Fund). This expenditure authority is requested for staff needed to coordinate the security infrastructure improvement project currently in progress at the Secretary of State and State Archives Building Complex, providing on-going support and operating the updated security badging, and camera systems.

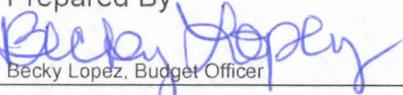
Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed
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Does this BCP contain information technology (IT) components? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO	Date
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For IT requests, specify the date a Special Project Report (SPR) or Feasibility Study Report (FSR) was approved by the Department of Technology, or previously by the Department of Finance.

FSR SPR Project No. Date:

If proposal affects another department, does other department concur with proposal? Yes No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By  Becky Lopez, Budget Officer	Date OCTOBER 20, 2015	Reviewed By  Kristin Dagsher, Fiscal Affairs Manager	Date OCTOBER 20, 2015
Department Director  Cindy Hanneman, Chief, Mgmt Svc Div	Date OCTOBER 20, 2015	Agency Secretary  Kimberly L. Gauthier, Deputy SOS, Operations	Date OCTOBER 20, 2015

Department of Finance Use Only

Additional Review: Capital Outlay ITCU FSCU OSAE CALSTARS Dept. of Technology

BCP Type: Policy Workload Budget per Government Code 13308.05

PPBA 	Date submitted to the Legislature 1/2/16
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A. Budget Request Summary

The Secretary of State (SOS) requests 2.0 positions at the Associate Governmental Program Analyst (AGPA) and Associate Information Systems Analysts (AISA) levels and an augmentation of \$226,000 (\$172,000 Business Fees Fund and \$54,000 General Fund), of which \$216,000 is ongoing (\$164,000 Business Fees Fund and \$52,000 General Fund). The request is for staff needed to coordinate and administer security improvements being implemented at the Secretary of State and State Archives Building Complex.

These improvements are based on security assessments performed by the Department of General Services (DGS) and the California Highway Patrol (CHP). At this time, only the cost of staff needed to coordinate the security infrastructure improvement project, including on-going support and to operate the updated security badging, and camera systems, is being requested. Upon completion of a Space Planning Evaluation by DGS, the SOS expects to request additional funding for completing the anticipated design, build-out, and movement of staff required to fully implement the security assessment recommendations.

B. Background/History *(Provide **relevant** background/history and provide program resource history. Provide workload metrics, if applicable.)*

The Secretary of State and State Archives Building Complex, which houses the Business Operations of the SOS, the California State Archives and the California Museum, is in need of security infrastructure upgrades and improvements. The building complex is in a high-traffic area as it is located one block south from the State Capitol and is immediately adjacent to the Archives Plaza light rail station. The complex enjoys a unique mix of public access consisting of visitors to the Archives and Museum, groups using the large auditorium for meetings and training, and people needing to do business at a variety of public counters within the SOS. These public counters are located throughout the building on various floors and are open to the back offices (employee work areas). The physical design of the building poses an increased security risk to occupants and visitors as the building utilizes a very open concept that allows the public to move about throughout all common spaces, such as hallways, stairwells, corridors, and restrooms on each floor of the building unescorted and without benefit of interior security cameras in several areas. Recent security events in the building have highlighted the need to reduce the deep access that an unescorted visitor has within the current security control points. The ability to more closely monitor access at more points in the building has also been identified as a necessary security improvement.

In June of 2015, DGS and CHP completed assessments to evaluate the facility's security. They have recommended the following improvements to the building's physical barriers and other key components of the facility's security infrastructure:

- Additional key card readers being installed at recommended locations
- Installation of physical barriers at public counters
- Main entry improvements to include installation of turnstiles
- Replacement of existing analog-based closed circuit television system with a digital system
- Installation of new emergency push button call system
- Installation of new Security Doors at recommended locations throughout the facility
- DGS Consultant to perform study of building layout and usage, to include path of travel of the public throughout the facility to determine if a possible restacking of program areas is needed to limit public access to the building to only designated areas where public services are provided.

The Security Assessment Report prepared by DGS proposes these improvements be divided into four project focus areas for a total estimated cost of \$2,431,000. The projects are as follows:

- **Project One: Space Planning Evaluation*, Card Key Access and Main Entry Improvements** – Estimated Cost: \$365,500
- **Project Two: Video Camera Upgrades and Distress Call Improvements** – Estimated Cost: \$1,184,600

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- **Project Three: New Security Door Locations** – Estimated Cost: \$127,700
- **Project Four: Physical Barriers at Public Counters** – Estimated Cost: \$754,000.

*Space Planning Evaluation to be performed by DGS not called out in the report, however, upon subsequent meetings, it was agreed that in order to determine where to wall-off corridors and install new security doors, determine which public counters may need to be relocated and/or have physical barriers installed, as well as address any additional restack needs, an evaluation of this type was needed.

To date, the SOS has set aside funds totaling \$2.6 million in an Architectural Revolving Fund (ARF) account, DGS Project Number 140467, ABMS #137939 to address these security concerns. The ARF funding will cover the estimated cost of the four projects above and leave a balance of \$168,200. This balance will not be enough to support the costs of the design, build-out, and movement of staff to be determined from the Space Planning Evaluation. The SOS anticipates making a funding request for this work once the scope of work and cost estimates are completed.

In order to coordinate this project, the SOS is requesting funding for two positions.

Resource History (Dollars in thousands)

Program Budget	PY - 4	PY - 3	PY - 2	PY - 1	PY
Authorized Expenditures	N/A	N/A	N/A	N/A	N/A
Actual Expenditures	N/A	N/A	N/A	N/A	N/A
Revenues	N/A	N/A	N/A	N/A	N/A
Authorized Positions	N/A	N/A	N/A	N/A	N/A
Filled Positions	N/A	N/A	N/A	N/A	N/A
Vacancies	N/A	N/A	N/A	N/A	N/A

Workload History

Workload Measure	PY - 4	PY - 3	PY - 2	PY - 1	PY	CY
e.g., Applications Received, Applications Processed, Call Volume, etc.	N/A	N/A	N/A	N/A	N/A	N/A

C. State Level Considerations

No state level considerations.

D. Justification

The Secretary of State and State Archives Building Complex has a unique mix of people entering the space for a variety of reasons on any given day. Maintaining a consistently high level of safety for all who enter the complex is of great importance and requires a system which integrates various levels of security to support a comprehensive and strong building security infrastructure.

The building complex security infrastructure assessments performed by DGS and CHP have identified the need for improved levels of security in the following areas:

- Surveillance/Monitor – add cameras and upgrade guard stations
- Control Movement – add key card readers to stairwell doors and relocate public counters to common vertical core accessed only through main lobby elevators

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- Restrict Passage - install physical barriers at public counters to prevent access to back office areas and wall-off interior corridors to limit work areas to employees and escorted visitors only.

Staging the implementation of these improvements was discussed in the Background/History portion of this BCP and some funding has been set aside in an ARF account. However, in order to ensure the overall project is managed to keep it on track and within budget, an AGPA is required who is dedicated to work with DGS engineers and space planners, CHP, the State Fire Marshall, various vendors and contractors, SOS management and staff, as well as to prepare and communicate project updates to Executive management and to meet any external reporting requirements. Upon completion of the project, the AGPA is needed to assist the Business Operations manager and the SOS Health and Safety Officer with on-going system maintenance and periodic reevaluations, and developing and maintaining an emergency protocol and threat mitigation plan based on the building's new configuration. The AGPA will also be the point of contact (POC) for internal communications related to security incidents.

The installation of a new closed circuit television computer system and upgraded access management system requires on-going support by a staff member with CCure 9000 User and Technical certification. An AISA is the appropriate level to perform this function. As noted above, not only will the AISA be responsible to administer, manage, program, configure, operate, and troubleshoot the system, he/she will ensure, should an event occur on-site, that all related recorded data may be retrieved, extracted, and preserved for law enforcement investigation purposes and possible future legal proceedings.

The AGPA and AISA will report to the Business Operations manager in the SOS Management Services Division. There are currently no vacancies or staff with the requisite qualifications that can be redirected to perform the duties associated with these positions.

Without a dedicated AGPA to oversee the project implementation, and later perform on-going security infrastructure maintenance, the duties will need to be split up amongst other Business Operations staff that currently have full workloads. This reduced oversight may adversely impact the project causing possible delays that may result in cost overruns and impacts to SOS operations. The lack of adequate staffing will not only impact the project itself, but also the integrity of the comprehensive security system. Failure to adequately maintain and periodically reevaluate the system will, in time, render it ineffective and obsolete, putting the building complex occupants and visitors at risk and devaluing the amount of time and money spent putting the system in place.

This is also true for the closed circuit television computer system and upgraded access management system. Without a dedicated AISA with CCure 9000 User and Technical certification, the full functionality and value of the system will be degraded. As with any computer system, the software and hardware will require on-going support such as system patching and software updates, as well as hardware maintenance and periodic upgrades. This requires a trained staff member.

E. Outcomes and Accountability *(Provide summary of expected outcomes associated with Budget Request and provide the projected workload metrics that reflect how this proposal improves the metrics outlines in the Background/History Section.)*

The addition of an AGPA and AISA will ensure the successful implementation of the security infrastructure improvement project and will also ensure the necessary on-going maintenance and support of the security systems. This will not only safeguard the investment made in the purchase and installation of the system components, but also ensure that the full value and functionality of these improvements are utilized.

Projected Outcomes

Workload Measure	CY	BY	BY+1	BY+2	BY+3	BY+4
e.g., Applications Received, Applications Processed, Call Volume, etc.						

F. Analysis of All Feasible Alternatives

Alternative 1: Approve the request for an AGPA and AISA

This will ensure the integrity and value of the upgraded building security systems are maintained and that full functionality of these systems is utilized. Furthermore, occupant and visitor safety will be greatly improved.

Alternative 2: Do nothing

The SOS plans to install the new closed circuit television system and upgraded access management system as well as implement the other security infrastructure improvements. Without the oversight and maintenance which is required for successful and timely implementation and to keep these systems updated, running at optimal levels, and fully functional, the investment in time and money spent will be devalued.

Alternative 3: Redirect existing staff

As stated, the SOS Management Services Division which oversees facility operations does not have staff available to perform this work. The necessary level of expertise could not be achieved if the work was to be parsed out between existing staff members as they currently all have full workloads. Other vital work would be impacted and service to the building complex occupants and visitors would be degraded.

G. Implementation Plan

H. Supplemental Information *(Describe special resources and provide details to support costs including appropriate back up.)*

I. Recommendation

Alternative 1: Approve the request for an AGPA and AISA and related expenditure authority.

BCP Fiscal Detail Sheet

BCP Title: Secretary of State Headquarters Building Security Improvements

DP Name: 0890-005-BCP-DP-2016-GB

Budget Request Summary

	CY	BY	FY16			
			BY+1	BY+2	BY+3	BY+4
Positions - Permanent	0.0	2.0	2.0	2.0	2.0	2.0
Total Positions	0.0	2.0	2.0	2.0	2.0	2.0
Salaries and Wages						
Earnings - Permanent	0	129	129	129	129	129
Total Salaries and Wages	\$0	\$129	\$129	\$129	\$129	\$129
Total Staff Benefits	0	61	61	61	61	61
Total Personal Services	\$0	\$190	\$190	\$190	\$190	\$190
Operating Expenses and Equipment						
5301 - General Expense	0	26	16	16	16	16
5302 - Printing	0	2	2	2	2	2
5304 - Communications	0	2	2	2	2	2
5306 - Postage	0	2	2	2	2	2
5322 - Training	0	2	2	2	2	2
5344 - Consolidated Data Centers	0	2	2	2	2	2
Total Operating Expenses and Equipment	\$0	\$36	\$26	\$26	\$26	\$26
Total Budget Request	\$0	\$226	\$216	\$216	\$216	\$216

Fund Summary

Fund Source - State Operations						
0001 - General Fund	0	54	54	54	54	54
0228 - Secretary of States Business Fees Fund	0	172	164	164	164	164
Total State Operations Expenditures	\$0	\$226	\$216	\$216	\$216	\$216
Total All Funds	\$0	\$226	\$216	\$216	\$216	\$216

Program Summary

Program Funding						
0700 - Filings and Registrations	0	176	167	167	167	167
0705 - Elections	0	34	33	33	33	33
0710 - Archives	0	16	16	16	16	16
9900100 - Administration	0	226	216	216	216	216
9900200 - Administration - Distributed	0	-226	-216	-216	-216	-216
Total All Programs	\$0	\$226	\$216	\$216	\$216	\$216

