



Management Services Bureau

Frank Motley, Executive Director, MSB

The Management Services Bureau provides administrative and operational support to all bureaus and the Office of the Sheriff.

Technology Division-Ashish Kakkad, CTO
 Financial Services Division-Eunice Ramos, CFO
 Contracting Division-Dane Gapuz
 Support Services Division- Chris Thibodeaux

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SUPPORT SERVICES DIVISION

Sheriff's Management Seminar - May 16, 2024

Leonard Gonzales - Project Manager
 Kevin Dalton - Fleet Manager

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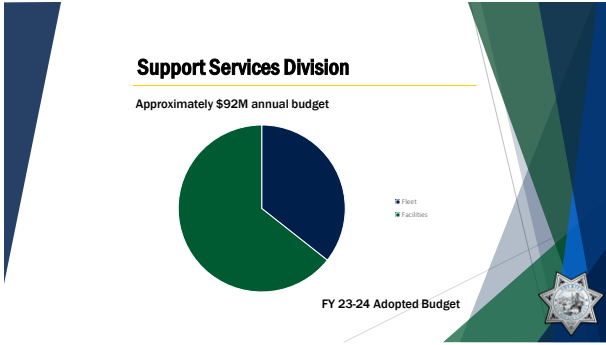


Support Services Division

Christopher Thibodeaux, Director

- Facilities & Special Projects
- Fleet

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Facilities and Special Projects

Routine Maintenance	Long-range Planning
Major Maintenance	Facility Enhancements
Utilities and Service Contracts	Regulatory Programs
Capital Projects	Real Estate (Leasing/ Acquisition)

FUN FACTS:

- Department occupies roughly 2.9 M SF of space
- Spend \$13-16M annually to keep the lights on and flush toilets
- Spend \$3.2 M annually on leased space; most expensive = Miramar Training Facility

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Facilities and Special Projects

The issue that started it all: **Routine Maintenance** in our Jails

"MOA Regarding Maintenance of the San Diego County Sheriff's Detention Facilities"

- Established in 2002 in response to Grand Jury recommendations
- Started with 45 dedicated DGS personnel and \$5M
- Report to the Sheriff's Facilities Superintendents, so that "Jail management can focus on jail operations"
 - ✓ In FY 19-20, the MOA program has grown to 75 maintenance personnel and \$16M annual cost

\$4M annually for non-detention facilities on a category basis Work Orders generated by a TriRiga (T10) Request



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Facilities and Special Projects

Major Maintenance: Repairs or replacement of building systems and components, infrastructure, and/or site improvements which are critical to: maintaining operations and compliance with codes and laws, and to protect the life and safety of occupants. *****NON-DISCRETIONARY*****

- **Develop a 2-5 year plan (MMIP)**
- **Typically executed through the County's JOC program or via low-bid procurement**
 - ✓ Examples: Epoxy jail showers, replace mechanical equipment, new roofs, energy retrofits, elevator upgrades
- **Due to rising costs and need for more and more major maintenance, many projects are being handled as and competing with capital construction projects!**



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Facilities and Special Projects

Capital Projects: Planning, acquisition, design and construction for new or replacement facilities; major expansions or renovations of an existing facility

County Capital Improvement Program Process

- Strategic (5 Year Plan): Capital Improvement Needs Assessment
 - ✓ Call for Projects & "The CINA"
 - ✓ Facilities Planning Board
- Operational (2 Year Plan/Budget): Capital Program

❖ A new definition of "Capital Asset" is currently being shaped by the County to capture capital expenses more accurately.



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Facilities and Special Projects

What has been completed in the last 10+ years?

45 Ranch Substation	ICP/Crime Lab
Alpine Station	STIC
RSD Station	EVOC
Fallbrook ASTREA Base	Rock Mountain Reno
EMRRF (Expansion)	K9 Admin Facility
LCDFP	EOC Elevator
Pine Valley Station	Inmate Transfer Tunnel
Defensive Tactics Building	DOC Remodel
RCS NextGen	

5600M

5600M+

In Progress and Future Planning

ESDF Reno (In Progress)	New EOM Station
Ridgehaven Reno (March 24)	VDF Modernization
Barrow Substation (In Pre-Cons)	Santee Station Replacement
New I-15/76 Station	North Coastal Station Replacement




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Facilities and Special Projects

Facility Enhancements: Building and site upgrades that are not considered maintenance, or part of the County's Capital Program, but which enhance Department operations and the working environment. *****DISCRETIONARY*****

- One-Time Monies:
 - ✓ Department Fund Balance?
 - ✓ Facility Fund Balance?
 - ✓ Bureau Funding?
 - ✓ Facilities & Special Projects?
 - ✓ Asset Forfeiture? **AVOID!**
- The FASP – Facilities & Special Projects Request System
<http://sssp.sdsheriff.com/MSBApps/fasp/SitePages/Home.aspx>

THESE ARE GOING TO BE HARDER AND HARDER TO FUND AS WE DEAL WITH INCREASED ISF AND UTILITY COSTS!!!



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Facilities and Special Projects

What is FASP and why did we create it?

- Fast and easy method for submitting requests
- Better tracking of potential projects
- Helps identify priorities within the Department
- Transparent approval process
- Historical log of proposed projects and outcomes

What it's NOT

- The system does not replace existing processes in place for routine maintenance needs.



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Facilities and Special Projects

Where to go for help...Your Facility Liaison!

Detention Facilities

- Scott Bennett – Sheriff's PM

Law Enforcement Facilities

- Leonard Gonzales – Sheriff's PM

Court Facilities

- Aaron Barling – Sheriff's PM

Human Resources/Training

- Deena Hennig – Sheriff's PM

Telephones & Furniture

- Michael Viernes – Facilities Analyst
- Jose Ruiz – Office Support Specialist



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Fleet

Kevin Dalton, Fleet Manager

FUN FACTS:

- The Department maintains over 1,800 vehicles and pieces of mobile equipment
- Pumps over 1.5 M gallons of fuel annually at a cost of \$8.0 M
- Fuel, Maintenance, and Depreciation are each about 1/3rd of budget (\$8M)
- Estimated Vehicle inventory value \$68M
- Annual operating budget \$22.8M



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Fleet

The Sheriff's Fleet Office monitors maintenance costs and preventative maintenance schedules to reduce downtime on vehicle repairs, monitors fuel usage and costs, develops outfitting guidelines, provides accident administration and stabilizes overall operating costs

Fleet Office

5600 Overland Avenue
Suite 165
(North side of the ROV Building)
858-694-3119



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Fleet

Some of the Department's approximately 1,600 vehicles:

- Patrol Cars, Trucks
- Unmarked Sedans
- Patrol Motorcycles
- Undercover Vehicles
- IP Transport Buses
- Mobile Command Units
- Canine Vehicles
- Court Services Vans and Sedans
- Search and Rescue Ambulance
- Armored Vehicle
- Cargo Vans
- Delivery Trucks
- Off-Road Vehicles



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Fleet

Vehicles are owned by DGS ISF and we "rent" them

- Rental charge is initial purchase price amortized over specific period = the depreciation schedule
- Basis for depreciation includes outfitting and special equipment
- Replacement units are delivered when SDSO turns in vehicles
 - Vehicles not fully depreciated = lump sum remaining depreciation

Vehicle Inventory is 'capped'. New/additional vehicles require Board of Supervisors approval via budget, or funding source!!



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Fleet

Acquisition

- Vehicles are ordered through DGS Fleet Division
- Replacement prioritized based on the following criteria:
 - Mileage
 - Mechanical Problems/Cost of Maintenance
 - Age/Depreciation Status
 - Budget
 - Needs of the Sheriff



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Fleet

Inventory

- Manage fleet data in CRM
- Maintain inventory of vehicles by user group and driver
- Ensure vehicles are properly outfitted per specifications and standards, prior to and after deployment
 - Modifications...



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Fleet

Modification, Installation & Removal of Equipment

P&P 5.3: No vehicle, motorbike, motorized equipment, boat or trailer will be modified, have equipment installed or removed, until such changes have been discussed with the Vehicle Coordinator then approved by the Area Commander. No maintenance, installation or removal of equipment, may be done except when authorized by the vehicle coordinator and performed by specifically trained personnel assigned to perform those tasks. All additions, removals or modifications to department vehicles, motorbikes, motorized equipment, boat, or trailers **must be submitted in writing** for approval.

- Exceptions would be portable electronic equipment, such as cell phone chargers, which are powered by the lighter/adaptor and removed at the end of shift.



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Fleet

Preventative Maintenance

- Authorize repairs on Department vehicles in excess of \$2,000
- Assist users to ensure vehicles and equipment meet initial outfitting and maintenance standards
- Work with DGS Fleet to expedite repairs
- New reporting system for overdue maintenance
 - All vehicles 30 days past due



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Fleet

Facility Commander/Supervisor Responsibilities:

Accidents – Who, When, What, & How

- P&P 5.4 – Collisions Involving Sheriff's Vehicles
 - Operations Support Lieutenant



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Fleet

Facility Commander/Supervisor Responsibilities:

Maintain an assigned Vehicle Administrator at your location:

- Liaison to Sheriff's Fleet
- Inventory for assigned location
- Preventive Maintenance
- Fleet Fuel Card management
- Fuel fob replacement requests



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Fleet

Facility Commander/Supervisor Responsibilities:

Personal assignment + Home Garage Vehicle approval

- SO-92 Forms
- Vehicle assigned to position, not driver
- Responsibility rests with divisional management and assignee
- Very important to keep driver and location information updated!

Team 10 sources say San Diego County sheriff's deputy kept county car and gas card



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Fleet

Where to go for help...

- **Kevin Dalton, Fleet Manager**
 - Fleet Manager
 - Acquisition/assignment questions
- **Arcadio Mora, Preventive Maintenance Coordinator**
 - Liaison with DGS Fleet
 - Monthly PM notifications
- **VACANT, Office Assistant**
 - Loaner Vehicles
 - Fleet Fuel Cards
- **Brittany Jenner, Administrative Analyst II**
 - Budget
 - Manages vehicle inventories and status in CRM