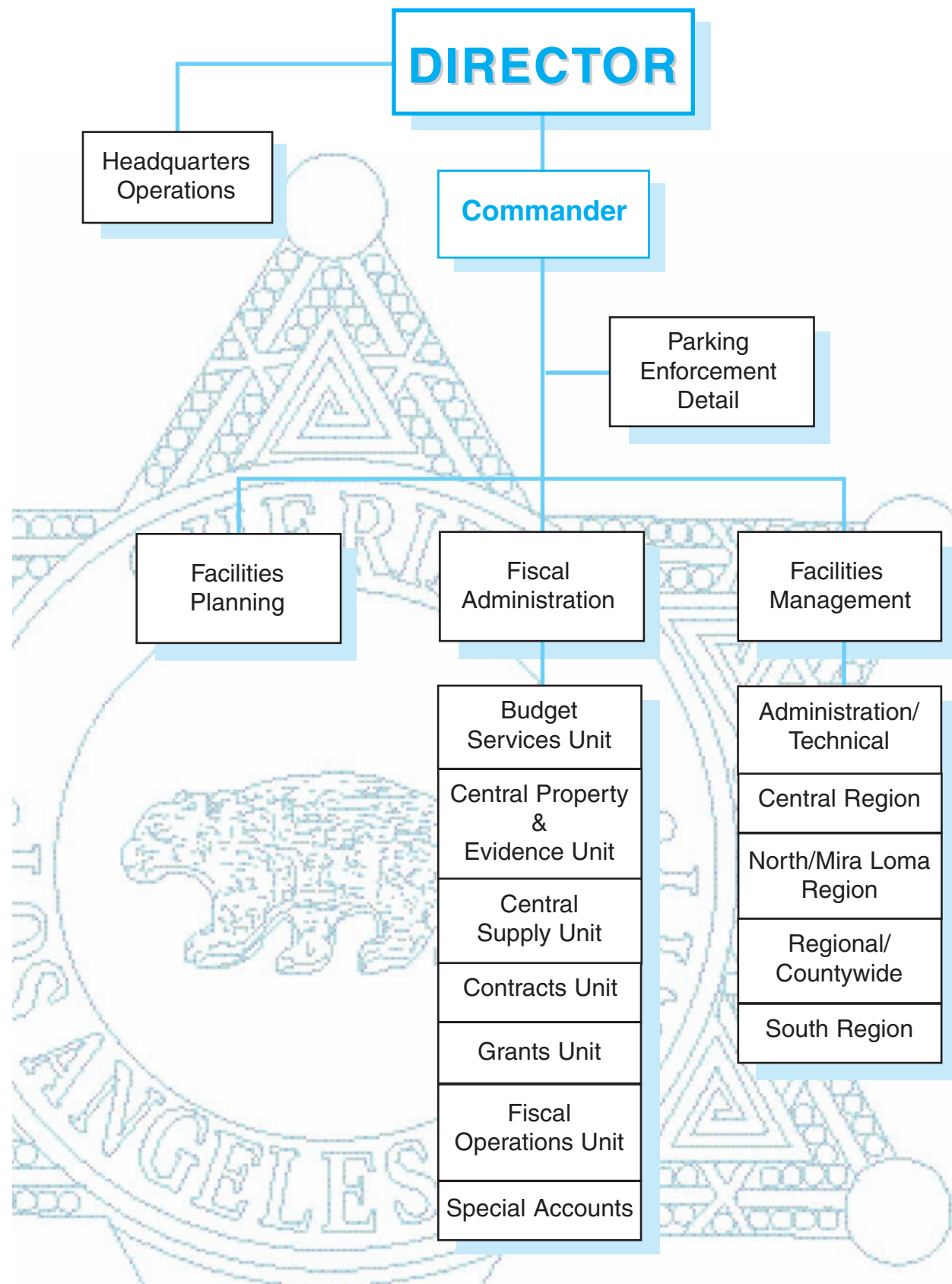




OFFICE OF ADMINISTRATIVE SERVICES

YEAR IN REVIEW • 1998

OFFICE OF ADMINISTRATIVE SERVICES



OFFICE OF ADMINISTRATIVE SERVICES

The Office of Administrative Services (OAS) is responsible for providing administrative and technical support for all units and facilities throughout the Department. The OAS includes Fiscal Administration, Facilities Planning, Facilities Management, and Parking Enforcement Detail. The specialized support services provided by these units include fiscal, grants, contracts, planning and facilities management.

During 1998, OAS underwent numerous organizational changes including the transfer of Contract Law Enforcement Bureau to Region III, the transfer of the OAS Commander to Technical Services Division, and the transfer of the Subrogation Unit from Professional, Standards and Training Division, Risk Management Bureau to OAS, Fiscal Administration.

FACILITIES MANAGEMENT SERVICES

Facilities Management Services (FMS) is responsible for the maintenance, repair and operation of 6.5 million square feet of space within 75 Departmental facilities. FMS is organized into three geographical regions, North, Central and South, and one county-wide Support Region.



Director Victor C. Rampulla
Facilities Management

FMS was involved in many significant Departmental projects in 1998. The most notable of these were: The continuing modification to Twin Towers, significant building upgrades to Men's Central Jail, NCCF, North Facility, East Facility, South Facility,

CRDF, and continuing support of the Mira Loma Project. FMS also completed network cabling at several stations.

An amount of more than three million dollars was invested in the building upgrades, which included asbestos abatement, pipe chase water-proofing, air duct cleaning, asphalt resurfacing, refurbishing exhaust systems, refurbishing air conditioning systems, replacing ceilings, upgrading sewage connections, upgrading fire alarms and security systems.

FMS has made major improvements in its work management program. Units will now be able to input and track their work requests using the Sheriff's Data Network. This process should significantly improve our efficiency.

FMS completed more than 75,000 work orders during 1998, including 1,437 emergency requests completed after hours or on weekends. FMS remains committed to providing the best working environment possible.

FACILITIES PLANNING SERVICES

The Facilities Planning Services (FPS) Unit comprises three sections: architectural, project management, and administrative/fiscal operations.

The primary responsibility of FPS is to oversee the financing, planning and construction for all LASD capital projects and refurbishments. Secondary is the administration of leased facilities and alterations and improvements to existing facilities. In addition, FPS Unit is responsible for LASD compliance and participation in the South Coast Air Quality Management District (AQMD), Average Vehicle Ridership (AVR), and Rideshare and Rule 2202 - On Road Motor Vehicle Mitigation Program.



Sharon R. Bunn
Director





Director Carlos Hernandez
Facilities Planning Services

FPS is also the LASD liaison between the Board of Supervisors, Chief Administrative Office (CAO), and other Federal/State/County/City Departments in matters related to capital projects and leases.

The mission of FPS is to provide the Department with the highest quality and most expedient service in space planning, architectural services, project estimates, project management, project schedules, cost and budget analysis, and reporting.

Projects completed by FPS during 1998 include:

- ☛ *Advocacy unit - remodel*
- ☛ *Altadena Station - locker room remodel*
- ☛ *Antelope Valley Station - remodel*
- ☛ *BC - remodel/relocation of Department Procurement Unit*
- ☛ *Century Youth Foundation - remodel*
- ☛ *Gold Star Restaurant - closure/remodel*
- ☛ *Industry Station - remodel vehicle maintenance area for Cal Gains Unit, water well monitoring tests*
- ☛ *IRC - beam and flooring repair/construction*
- ☛ *Littlerock/Pearblossom Substation - new lease*
- ☛ *MCJ - installation of bus washing facility, earthquake repair of 4-story parking structure, removal of dry-cleaning tank, construction/refurbishment of roadway and back parking lot*
- ☛ *NORSAT - remodel/relocation*
- ☛ *Palmdale Station (Interim) - development*
- ☛ *Twin Towers - remodel/renovation of Medical Services basement section*
- ☛ *TRAP - new lease Paramount TRAP Unit*

☛ *Various facilities - Fuel tank removal/replacement (East Facility, Mira Loma (exterior only), South Facility, West Hollywood Station)*

FISCAL ADMINISTRATION

Fiscal Administration comprises 16 units. They include the following:

Accounts Payable

This unit maintains all budgetary accounting records, and certain specialized accounting records for the Department. This is a payment processing unit and is responsible for on-line processing of expenditure data resulting in the automatic issuance of warrants.

During 1998, this unit continued to automate its payment processing. Additionally, this unit established a system of verifying payments to the vendor on the same day.

Central Property and Evidence Unit

Central Property and Evidence Unit is the highlighted unit for the Office of Administrative Services. (see page 98)

Budget Services Unit

Budget Services Unit, in cooperation with divisional budget staff, prepares the Sheriff's Department annual general fund budget request for submission to the Chief Administrative Officer. In addition, the Unit monitors monthly expenditures and revenues to estimate Net County Cost for each fiscal year, in order to ensure that the Department remains within the Board-approved Adopted Budget. In 1998, Budget Services staff, in concert with Data Systems Bureau, automated the review of Salaries & Employee Benefits expenditures, for comparison to the Adopted Budget by each Budget Division and Unit. To fully automate the estimate of monthly expenditures and other varied budget functions, the Unit is working with a Sierra Systems fiscal consultant to identify budget functions

that can be automated under one system. This one system will possibly use County-wide data, and it will interface with departmental personnel and fiscal operations to provide consistent and accurate reporting of information for all users.

Cost Accounting/ Special Projects Unit

The Cost Accounting/Special Projects Unit is responsible for conducting cost studies for budget purposes, and establishes rates used to bill for various services provided by the Department. Additionally, this unit is responsible for developing the annual indirect cost proposal (overheads) for the Department, and for submitting claims for Federal Emergency Management Assistance (FEMA) reimbursement on federally declared disasters. In Calendar Year 1998, for the "El Nino Floods of 1998", the Department expended \$1 million in reimbursable costs.

The unit also captures costs associated with implementation of State mandates (SB90). In FY 1997-98, the unit submitted 23 claims to the State, totaling \$12.3 million in reimbursements. In 1998-99, this unit has, so far, submitted 14 claims to the State, totaling \$2,989,359 million in reimbursements. In Calendar Year 1998, two new State mandates were funded for the first time, Prisoner Parental Rights and Threats Against Peace Officers. Additionally, the "Sexually Violent Predators" statute was deemed to impose a new State mandate on the Sheriff, and represents an additional reimbursement opportunity.

Contracts Administration Unit

The Contracts Administration Unit has the responsibility of assisting the units within the Department in establishing contracts for services. It does this through the preparation of solicitations, evaluation of responders and the selection of the most qualified and most responsive vendor. These agreements may include such professional services as equipment maintenance, systems, fleet and facilities maintenance, janitorial

services, consulting, communications and temporary personnel services. The agreements typically exceed \$100,000 in total cost, requiring the approval of the Board of Supervisors. Contract staff are also utilized to conduct evaluations for services to be contracted, and they assist in preparing feasibility analysis of various proposed programs.

Document Control

Document Control processes all Department Supply Requisitions (DSR'S), Purchasing and Central Services (PCS) requisitions, and purchase orders. The unit also receives and reviews all Department Invoices for PCS and other County Departments, and ensures all charges are correct.

Document Control is also responsible for approving all on-line Various Vendor orders for the six Sheriff's Department budget units. Additionally, this is a payment processing unit, and is responsible for on-line processing of expenditure data resulting in the automatic issuance of warrants.

Facilities Procurement

The Facilities Procurement Unit handles the purchasing of commodities and services that are required to maintain the operation for Facilities Maintenance and Facilities Planning. Unit responsibilities include placing orders to vendors, employing follow-up procedures to ensure timely and accurate delivery of merchandise, matching the receiving documents with order requests and invoices, and submitting matched documents to the Accounts Payable Unit for payment.

General Accounting Unit

The General Accounting Unit maintains all budgetary accounting records and certain specialized accounting records for the Department. Unit responsibilities include processing Departmental invoice billings for services provided by other County Departments, reconciliation of Departmental expenditures with

Countywide Accounting and Purchasing System (CAPS), and remitting payment for evidence collection charges. Additionally, this unit is responsible for data input into the Department's Financial Management System (FMS).

Grants Unit

Guided by the Department's mission, prioritized initiatives, objectives, critical issues, and fiscal shortfalls, and in response to requests from Departmental units, the Grants Unit researches, analyzes and tracks grant programs, and disseminates information on grant availability. The Grants Unit also provides technical assistance in grant application preparation, submission and acceptance.

Grants Unit staff serve as the primary liaison between the Departmental unit administering the grant and the grantor agencies, co-applicants, subgrantees, Legal Counsel, Units within Fiscal Administration, the Board of Supervisors, and the County's Auditor Controller. The Grants Unit assists other units to ensure compliance with grantor, Departmental and County fiscal policies and procedures.

In addition to performing grants administration related activities, the Grants Unit provides grants for management activities for the Department's Community Oriented Policing Services (COPS) and the County's Anti-Drug Abuse programs.

The Grants Unit is also tasked with:

- 1) *analyzing and preparing State and Federal legislative reports and recommendations;*
- 2) *providing assistance in budget development and processing to other divisions relating to revenue generating agreements, such as agreements with the Community Development Commission;*
- 3) *maintaining an inventory of grantor funded contract cities agreements.*

Recent developments include:

- 1) *organization of the Unit into teams, and establishment of a generic Grants Coordinator philosophy that permits staff to provide coverage during their teammates' absence;*
- 2) *presentation regarding the Unit to the newly elected Sheriff;*
- 3) *coordination of the Federal COPS Office successful site visit;*
- 4) *recognition by the Federal COPS Director of the Departmental achievement in receiving \$10 million in COPS grants; and*
- 5) *management of \$65 million in grant funding.*

Parking Enforcement Detail

This unit administers the processing of parking citations. The unit provides supervision and management of the enforcement officers deployed in the unincorporated areas of Los Angeles County. The enforcement officers comprise a staff of 55 field personnel. During 1998, more than 148,000 citations were issued, generating more than \$5.7 million in gross revenue. This unit also administers the adjudication process for County departments and various contract cities.

Prisoner Maintenance

Prisoner Maintenance is responsible for preparing and processing billings to various Federal, State, and City agencies for booking inmates into our custody facilities, transporting parole violators to State prisons, conducting Morrissey hearings, housing State inmates at Pitchess Detention Center, and housing immigration inmates at Mira Loma.

Prisoner Maintenance participated in formulating Assembly Bill 1655, which requires the State to reimburse the County for inmates held in our custody more than five (5) days following their sentencing to State Prison. In 1999, the Prisoner Maintenance Unit will begin billing the State.

In 1998, the Prisoner Maintenance Unit billed U.S. Immigration (Mira

Loma) \$16,505,575, Department of Corrections (Pitchess Contract) \$21,880,325, and Morrissey Hearings for Parole Violators \$804,785.

Revenue & Billing

The Revenue and Billing Unit of Special Accounts maintains accounting records for all billings and collections made by the Department. The responsibilities of this section include preparing complex billing spreadsheets, generating invoices, and tracking payments for various services provided by the Department, such as law enforcement services to contract cities, school districts, other governmental agencies, and private entities, reconciling revenue transactions against the Auditor's Countywide Accounting and Purchasing System (CAPS), and generating revenue reports. The bulk of the revenue processed in this unit is received from the contract city agreements, the MTA contract, the Trial Courts, and grants from State and Federal agencies.

In October 1997, the fuel system was automated to facilitate billings to other County departments. To date, 80% of the Sheriff's stations are fully automated, and 20% remain on the manual reporting process. In FY 1997-98, we received \$190,000 in revenues, and, for FY 1998-99, we anticipate receiving approximately \$120,000 for fuel services.

Under the provisions of the Lockyer-Isenberg Trial Court Funding Act of 1997 (Assembly Bill 233) which became effective on January 1, 1998, we started billing all the Los Angeles County Superior and Municipal Courts for the Sheriff's cost of providing security services.

In July 1998, Contract Law Enforcement Bureau implemented a new pricing system which is referred to as the "Single Price Service Unit" rate. This pricing system simplifies the billing process to contract cities, and allows the Unit Commander and contract city greater flexibility in the use of resources.

During the later part of 1998, the Revenue & Billing Section was given automated access to reports produced by the Financial Information System (FIS). This access gave Special Accounts the ability to generate invoices and to print miscellaneous FIS revenue reports on a daily basis, without having to notify DSB first. Previously, the unit had to wait for month-end reports or request special reports from Data Systems Bureau.

Special Fund Accounting

The Special Fund Accounting Unit maintains and controls the financial records related to the Financial Administration of Grants and the following funds: Inmate Welfare, Jail Stores, Automated Fingerprint Information System, Narcotic Enforcement Fund, Automated Countywide Warrant System, Crime Lab Fund, Sheriff's Processing Fee (AB1109), Vehicle Theft Program, and Sheriff's Department Special Training Fund.

Subrogation Unit

The Subrogation Unit is responsible for the recovery of monies when a third person or entity causes or contributes to the damage of County property or injury to a County employee. For the 1998-99 fiscal year, this unit has collected a total of \$206,963, so far, for medical payments and property damage.

Travel Training

This unit is responsible for processing travel advances, expense claims, gasoline credit cards, cellular telephones, and travel requests. Travel/Training also processes payment vouchers for expense claims and travel advances.

Trust & Cashiering

The Trust and Cashiering Unit manages the Special Appropriations Fund, the Bail & Fine Account, and maintains the Department's bank accounts. Additionally, this unit tracks the inflows and outflows of other cash funds such as miscellaneous fees, inmate trust funds, and state-wide transportation.

In 1998, this Unit processed approximately 4,717 transmittals pertaining to collections made at various stations, jail facilities, and other specialized operations, representing a 17% increase over 1997.

