



Memorandum

1/10/2023

Item#:

Memorandum

Date: December 26, 2022

To: The Honorable Lake County Board of Supervisors

From: Brian L. Martin, Sheriff/Coroner/Emergency Services Director

Subject: Approval of the Capitalized Fixed Asset listing required upon departure from elected office.

Executive Summary: California Government Code Section 24051 requires my successor be provided a certified capitalized fixed asset listing. This listing is hereto attached to this memo. It has been requested that many items from this listing be removed in years past for various reasons. This documentation is included and it is requested that an accurate copy of this listing be provided to Sheriff Rob Howe. As I will have already retired from the Office of the Sheriff upon your Board's review, Captain Chris Chwialkowski will be available to speak in my absence.

24051.

(a) On or before July 10th in each year, or at any other interval designated by the board of supervisors, each county officer or person in charge of any office, department, service, or institution of the county, and the executive head of each special district whose affairs and funds are under the supervision and control of the board of supervisors or for which the board is ex officio the governing body shall file with the county clerk, or with the county auditor, according to the procedure prescribed by the board, an inventory under oath, showing in detail all county property in his or her possession or in his or her charge at the close of business on the preceding June 30th.

(b) By ordinance the board of supervisors may prescribe an annual or any other period, provided that the period shall not be in excess of three years, for preparation of the inventory and a correspondingly different date for its filing, and may prescribe the manner and form in which the inventory shall be compiled. The inventories shall be kept of record by the county clerk or auditor for at least five years. Any inventory which has been on file for five years or more may be destroyed on order of the board of supervisors or may be destroyed at any time after the document has been reproduced in accordance with Section 26205.1.

(c) A true copy of the inventory shall be delivered by the person who made it to his or her successor in office, who shall receipt for it. The receipt shall be filed with the county clerk or county auditor.

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The Lake County Sheriff's Office has replaced the following video systems over the years due to damage, warranty repair, or end of life. The Watchguard devices were sent to Watchguard and replaced with the same model unit though a different serial number. Since the exchanges, Watchguard has been acquired by Motorola Solutions. After the acquisition, Watchguard has since replaced their computer system thereby no longer retaining any of the original documentation of the exchanges.

The following units have been replaced by Watchguard under warranty:

Device with	Asset Identifier	Serial Number	Reason	Replaced
4RE MAV	12516	DVR2-015850	Warranty Replaced	DVR2-005057
4RE MAV	12517	DVR2-015803	Warranty Replaced	DVR2-011589
4RE MAV	12815	DVR2-019895	Warranty Replaced	DVR2-021841
4RE MAV	12816	DVR2-019947	Warranty Replaced	DVR2-021874
4RE MAV	12818	DVR2-019980	Warranty Replaced	DVR2-033076

The following units have been replaced by Watchguard due to damage:

Device with	Asset Identifier	Serial Number	Reason	Replaced
Vista BWC	24933	WFC1- 006822	Damage	WFN1-003226
Vista BWC	24931	WFC1- 006803	Damage	WFN1-003987
Vista BWC	26731	WFC1- 029522	Damage	WFC1-133303

The following Mobile Vision In-Car Video System has been disposed of by sending it to E-Waste as the device was past its end of life. It was a camera system that utilized VHS recording. In addition to the device being past its end of life, the technology that drove the system became antiquated moving the Sheriff's Office to find an updated form of technology.

Device with	Asset Identifier	Serial Number	Reason	Replaced
Mobile Vision	TWO MAV UNITS	*blank*	End of Life	N/A

The following are adjustments to the fixed asset listing that should be corrected in order for the listing to be accurate.

Sirron Civil Software, asset identifier 23431, (page 2) was replaced with Teleosoft Software found on page 25, asset identifier 23986.

MAV units RSO272, asset identifier 27135, RSO268, asset identifier 27131, RSO269 asset identifier 27132 and RSO271 asset identifier 27134 were all destroyed in 2018. (page 3)

Overhead Console camera units, asset identifiers 16055 and 16057 were both destroyed in 2018 (page 7)

GPS Netclock asset identifier 22257 was replaced in 2016 (page 13)

Wrightline workstations, asset identifiers 25341, 25342, 25343, 25346, 25347 and 256345 were all destroyed in 2022 as no other county department was interested in obtaining them. (page 13)

1999 Baker Trailer, asset identifier Trailer #16 is missing digits on the serial number. Correct number should

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be 47AVA2520X0061114. (page 16)

Yamaha Jet Ski and Trailer, asset identifier 29045 should have Yama2816A9096D3-1084015 as its serial number. (page 16)

Watchguard Newgen MAV asset identifier 12516, serial # DVR2-015850 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #DVR2-005057 (page 18)

Watchguard Newgen MAV asset identifier 12517, serial #DVR2-015803 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #DVR2-011589 (page 18)

WiFi Body Camera, asset identifier 26731, serial #WFC1-029522 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #WFC1-133303. (page 18)

Overhead Con Camera unit, asset identifier 11222 was destroyed in 2018. (page 20)

WiFi Body Camera, asset identifier 24933, serial #WFC1-006822 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #WFC1-003226. (page 20)

WiFi Body Camera, asset identifier 26731, serial #WFC1-006803 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #WFC1-003987. (page 20)

Watchguard Newgen MAV asset identifier 12815, serial # DVR2-019895 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #DVR2-021841 (page 20)

Watchguard Newgen MAV asset identifier 12516, serial # DVR2-019947 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #DVR2-021874 (page 20)

Watchguard Newgen MAV asset identifier 12516, serial # DVR2-019980 was sent back to the factory for repairs, found unrepairable and replaced under warranty with serial #DVR2-033076 (page 20)

9mm Sig Sauer asset identifier B143893. This weapon was destroyed in 2016. Case #16070239 is attached. (page 23)

Two MAV units, asset identifier MAV units were destroyed due to end of life software (VHS units) (page 26)

Taser, asset identifier X00-471261 was destroyed in 2015 during the Valley Fire. Case #15090427 is attached, (page 33)

Taser, asset identifier X00-471436 was stolen in 2016. Case #16080254. (page 34)

RSP166 06 Ford Taurus asset identifier RSP166 was sold at county auction in November 2021. (page 35)

RSP170 07 Ford Taurus asset identifier RSP170 was sold at county auction in November 2021. (page 35)

RSO264 2005 Ford Pursuit asset identifier RSO264 was sold at county auction in November 2021 (page 37)

2014 Police Interceptor asset identifier RSO304 was sold at county auction in November 2021 (page 39)

Booster pump asset identifier X0000845 and Booster pump parts asset identifier X0000535 were replaced

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in 2017 (page 47)

16110 Main St, Lower Lake, asset identifier X0000427 (page 48) and X0000107 (page 49) was transferred to Public Services in 2018 as it does not belong to the Sheriff's Office.

Heated cabinets asset identifier 24221 were sold at county auction in October 2020. (page 49)

Samsung color cameras - it is requested these units be removed from our fixed asset inventory due to their service life and replacement value. These cameras are replaced as they go out of service. The new cameras are not tracked as fixed assets as the cost is less than \$150.00 (pages 50 and 51)

Phone Systems asset identifiers X0001220 and 0004950 were removed when phone system 515A was installed. System 515A is no longer in use but is still on the premises so has been left on the fixed asset listing at this time. (page 55)

Command Post laptops, Dell Latitude E5530, Dell Professional P22-12H, Dell 1RA-4320 LCD, HP Deskjet portable printers, Optiplex 3010 Mini Towers, (page 57-61), These computers were Windows 7 computers which are no longer allowed for use in the County and have been E-wasted through IT. The monitors are replaced as needed, many of which are in operation 24/7. The monitors are not tracked as fixed assets as the cost is less than \$200.00.

Base Station 25 watts, asset identifiers 20587, 10589, 10590, 10591, 10592, 10593, 29071, 29072, 29073 are not P25 compliant as is required by the Department of Justice and CJIS. (page 62)

Kenwood digital portable radios and mobile radios (pages 62-73) these radios have been removed from service and replaced with Motorola radios. These radios are not encrypt capable or P25 compliant as is required by the Department of Justice and CJIS.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☒ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☒ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action: Approval of the Capitalized Fixed Asset listing required upon departure from elected office.

**MEMORANDUM**

To: Brian Martin
Sheriff

From: Jenavive Herrington
Auditor-Controller

By: Philip Sales II
Accountant-Auditor Senior

Ref No.: 23L-050

Date: December 21, 2022

Subject: Fixed Asset Listing

Per Government Code Section 24051, we require certification of all fixed assets prior to the departure of a Department Head. Attached you will find your *Department Capitalized Fixed Asset Listing* for all assets capitalized through December 30, 2022.

Please review the attached listing for accuracy. Corrections to the listing can be made by submitting copies of original control forms or property transfer forms with adequate supporting documentation to the Auditor Controller office.

A review of the fixed asset accounts group for the current fiscal year indicates the following vehicle has been purchased with the intent to capitalize the asset. The resolution authorizing the purchase indicates a prisoner transport insert is included in the appropriation and we have not received a Fixed Asset Control Form for that. Please inform our office when the vehicle is completely assembled and has been placed in service, we will capitalize the asset at that time, and it will appear on the next Department Capitalized Fixed Asset Listing.

- 2023 Chevrolet Tahoe, ID#RSO349, SN-1GNSKLED6PR, Cost \$57,653.21

Please sign and submit your Department Capitalized Fixed Asset Listing [attached] to the Auditor Controller office prior to your departure. If you have any questions, please do not hesitate to contact our office. Thank you for your cooperation.