ORANGE COUNTY
OC Community Resources
Our Community. Our Commitment.

MEMORANDUM

DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
DEPUTY DIRECTOR
OC COMMUNITY RESOURCES

ROGER UMINSKI
DIRECTOR
ADMINISTRATIVE SERVICES

MIKE KAVIANI
DIRECTOR
OC ANIMAL CARE

SHANNON LEGERE
DIRECTOR
OC HOUSING & HOMELESS SERVICES

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

STACY BLACKWOOD
DIRECTOR
OC PARKS

SHERRY TOTH
ACTING COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

DATE: June 27, 2019

TO: Eric Woolery, Auditor-Controller

FROM: Dylan Wright, Director, OC Community Resources

SUBJECT: **Relief of Accountability for Capital Asset Equipment**

The physical inventory of the Orange County Community Resources capital asset was conducted per the schedule adopted by the Board of Supervisors.

Per County Accounting Procedure, Orange County Community Resources would like to request relieve of accountability for the capital assets listed on the attachment.

These capital assets represent equipment that are obsolete and have been sent to surplus and equipment that was not located during the physical inventory.

Thank you

Dylan Wright, Director
OC Community Resources

c: Roger Uminski II, Director, Administrative Services
Connie Chang, Manager, Finance/Strategic Planning
Peggi Buff, Manager, Volunteer, Support and Safety
Jonny Arcos, Auditor-Controller, Capital Assets Unit
Marilyn Barker, Auditor-Controller, Capital Assets Unit
Ha Huynh, Auditor-Controller, Capital Assets Unit
Ryan Grace, Auditor-Controller, Capital Assets Unit

Attachment: Release of Liability Items

1770 NORTH BROADWAY, SANTA ANA, CA 92706-2642 • PHONE (714) 480-2788 FAX (714) 480-2899

CAPITAL ASSET NUMBER	DESCRIPTION	BUD CTRL
48677	17 FOOT 1981 BOSTON WHALER SAILBOAT	405
61774	SEDECAL STNDARD VETRNARY X-RAY, UPGRADED 10/07	012
64332	VOLVO GASOLINE/OUTDRIVE ENGINE MDL 5.7GS1/DP	405
65995	KUBOTA BL4690A BACKHOE	405
67533	LP350V DLP PROJECTOR 1300 LUMN	405
67925	2001 PASSENGER VAN 4 X 4	405
69481	DM500 DIGITAL MAILING SYSTEM PITNEY BOWES	108
69494	75-GALLON WATER HEATER	108
70697	TORO Z550 52" DECK LAWN MOWER	405
71562	HYPOCHLORITE GENERATION SYSTEM ON-SITE	405
75791	2011 ELECTRIC UTILITY TRUCK	108

To: Auditor Controller Capital Asset Inventory Team

From: Peggi Buff, OCCR Capital Asset Inventory Manager

Date: 7/22/19

Subject: OCCR Improved Capital Asset Processes and Corrective Actions

Processes to improve Orange County Community Resources Department Capital Asset Inventory were implemented this year. Steps taken include:

- Developing expanded staff instructions for OCCR Deputy Purchasing Agents, program Asset Team members and Warehouse Supervisors to improve communications and documentation.
- Developing a Capital Asset Inventory Team comprised of representatives from our five program areas, and scheduling quarterly meetings to encourage up-to-date-record keeping.
- Developing a process to utilize the Expediter program to track purchases, item locations and sales/surplus status.

Past OCCR Capital Asset Inventory practices presented challenges this year and the Auditor Controller Asset Team staff provided excellent guidance as OCCR worked to provide our 2019 inventory report. We appreciate the new and improved asset tags. A predominant past issue was the deteriorated, unreadable asset tags. These new durable tags will contribute to OCCR's success in coming years. In addition to implementing the new tags to new items as they are purchased, during the next year, it is our plan to replace the worn and barely readable tags on all Capital Asset items with the new durable tags.

OCCR is enthusiastic and looks forward to implementing our corrective actions and improve methods to provide accurate future Capital Asset Inventory reports.

STEVEN J. SENTMAN
CHIEF PROBATION OFFICER

TELEPHONE: (714) 569-2000

1055 N. MAIN STREET, 5TH FLOOR
SANTA ANA, CA 92701

MAILING ADDRESS:
P.O. BOX 10260
SANTA ANA, CA 92711-0260

DATE: June 6, 2019

TO: Ryan Grace
Auditor-Controller
Manager, Capital Assets Units

CC: Chier Probation Officer, Steve J. Sentman
Chief Deputy Probation Officer, Bryan Prieto, Juvenile Facilities Bureau
Chief Deputy Probation Officer, Sue DeLacy, Audit Operations Bureau
Division Director, Dana Schultz, Administrative and Fiscal Division

FROM: Todd Graham, Chief Deputy Probation Officer, Operations Support Bureau

SUBJECT: Request for Relief of Accountability of Disposed Items: Follow-up Letter to 2019 Capital Asset Inventory Report

The Orange County Probation Department's 2019 Capital Assets Inventory Report submitted to the Auditor-Controller Capital Assets Unit included an Exception List indicating items that were disposed of, with no available documentation. Probation's Property control Unit made further inquiries to IT staff at both Probation and CEO IT. Other than the explanations noted on the Exception List, no additional determinations of the exact manner of disposition of the items have become available as a result of those inquiries.

52 of the 55 items listed on the Exception list are Servers, Chasis and Modules inside of servers that are mounted on the Chasis, the Fixed Asset stickers are not attached directly to the Items, as well as most of these Items do not have a visible space to attach the Fixed Asset stickers onto.

Accordingly, the Orange county Probation Department requests authorization to delete the following items from the Capital Asset Inventory and relieve the Orange County Probation Department of their accountability:

Asset#	Serial#	Description
68292	D225KF52D	COMPAQ PROLIANT SERVER MODEL ML370
68297	D224JZG2D	COMPAQ PROLIANT SERVER MODEL DL380
68643		HP TAPE DRIVE MODEL MSL5030
68934	C54605-8-	QUANTAR/QUANTRO FAMILY MODEL T5365
69602	TOP:48-15	CONVECTION GAS OVEN - HOBART MODEL HGC502
70883	USE708NBOT	HP PROLIANT DL580 G4 RACK SERVER
70884	USE708NBOZ	HP PROLIANT DL580 G4 RACK SERVER
70884	USE708NBOZ	HP PROLIANT DL380 G7 HIGH PERFORMANCE SERVER
72134	SA2006000	24 PORT 10/100/1000 BASE -T, RJ45 BIGIRON
72135	SA1106212	24 PORT 10/100/1000 BASE -T, RJ45 BIGIRON
72136	SA1106204	24 PORT 10/100/1000 BASE -T, RJ45 BIGIRON
72137	SA1106204	24 PORT 10/100/1000 BASE -T, RJ45 BIGIRON
72138	SA1608105	24 PORT 10/100/1000 BASE -T, RJ45 BIGIRON
72139	SA1107028	24 PORT 10/100/1000 BASE -T, RJ45 BIGIRON
72140	SA2006007	24 PORT 10/100/1000 BASE -T, RJ45 BIGIRON

72141	SA4505135	24-PORT 1-GF SFP BIGIRON RX-SERIES
72142		FASTIRON SUPERX MANAGEMENT-1 MODULE
72342		FASTLRON SUPERX M1 MGMT MODULE
72343		FASTLRON SUPERX M1 MGMT MODULE
72550	SA2106032	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72551	SA2006013	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72552	SA2106033	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72553	SA2106033	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72554	SA2006009	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72555	SA1306017	24-PORT 1 GE SFP BIGIRON RX-SERIES
72556		BI RX-16 CHASSIS 1 MR, 3SWF3, 4PS
72557		BI RX-16 CHASSIS 1 MR, 3SWF3, 4PS
72560	SA1107046	2-PORT 10GBE XFP BIGIRON RX-SERIES
72561	SA1106025	2-PORT 10GBE XFP BIGIRON RX-SERIES
72562	SA2006010	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72563	SA2006002	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72564	SA1106129	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72565	SA5205104	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72566	SA2006010	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72567	SA2106034	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72568	SA2006008	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72569	SA2006005	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72570	SA2006013	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72571	SA2006013	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72572	SA2006000	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72573	SA2006002	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72574	SA2106034	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72575	SA2507064	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72576	SA2006009	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72577	SA2006008	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72578	SA2006009	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72579	SA2006004	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72580	SA2106036	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72581	SA2006000	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72582	SA2006009	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72583	SA2006002	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72584	SA1106206	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72585	SA1107028	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72600	SA2006010	24-PORT 10/100/1000 BASE-T, RJ45 BIGIRON
72688		NORTEL SR3120 1-PRT CH-T3 S/N:31200AF3D6310034

Most of the missing capital assets were not identified as the tags were not visible when the items were surplused. The surplus officer was not notified by OCIT that there were additional capital assets that had not been capitalized with the larger capital asset and those items had their own tags. Thusly, these items were not documented when they were picked up by e-waste. The items inside the larger capital asset should have been capitalized with the larger capital asset. We are working with CEO IT and Probation staff to improve the tracking process of incoming

and outgoing capital assets. Additionally, we've discussed methods of tagging capital assets to ensure they are not surplused without being documented.

Please call Cathy Chang, Supervising Administrative Manager at 714-645-7025 for any questions relating to the report.

Thank you.

Todd Graham
Chief Deputy Probation

RICHARD SANCHEZ
DIRECTOR
(714) 834-2830
Richard.Sanchez@ochca.com

405 W. 5th STREET, 7th FLOOR
SANTA ANA, CA 92701
FAX: (714) 834-5506

OFFICE OF THE DIRECTOR

April 23, 2019

TO: **Eric Woolery, Auditor-Controller**
Auditor-Controller Department

SUBJECT: **Relief of Accountability for Capital Asset Equipment**

The physical inventory of the Health Care Agency Department capital asset was conducted per the schedule adopted by the Board of Supervisors.

Per County Accounting Procedure, Health Care Agency would like to request relieve of accountability for the capital assets listed on the attachment.

These capital assets represent equipment that are obsolete and have been sent to surplus.

Thank you

Richard Sanchez, Director

RS:jg

Attachment

cc: Maritza Fajardo, HCA Purchasing, Administrative Services
Edith Knott, HCA Purchasing, Administrative Services
Jessica Gardea, HCA Purchasing, Administrative Services
Marilyn Barker, Auditor-Controller, Capital Assets Unit
Ha Huynh, Auditor-Controller, Capital Assets Unit
Ryan Grace, Auditor-Controller, Capital Assets Unit

Capital Assets: Asset/Unit Summary
OCDW PRODUCTION download as of 03/15/2019

View:
As of Period:
Department:
Asset Type: Release of Liability
Include Disposed Assets:

Asset #	Serial #	Description	Cmplx/Bldg	Net Book Value
23251	00615007951	DEFIBRILLATOR, CARDIAC MONITOR W/CHARGER, FIVE	EMS-SADDLEBACK COLLEGE~38F~HS-20	0.00
45668	3118A0245	HP GAS CHROMATOGRAPHY MASS SPECTROMETER SYSTEM	LAB-1729 W. 17TH ST~40~101	0.00
59919	TSR#94020	ONSITE TELEPHONE SYSTEM	ACS-2035 EAST BALL RD~98A~202C	0.00
61486	G1B203024	3M LCD PROJECTOR W/SOFT CASE	1719 W. 17TH ST.~79~107	0.00
61503		FIBRE CHANNEL SAN SWITCH 8-EL	515 N. SYCAMORE~1T81M~B80	0.00
61592	6J34LGP1E	SERVER DL360 GERERATION THREE	515 N. SYCAMORE	0.00
61594	6J34KYD1E	SERVER DL360	515 N. SYCAMORE~1T81M	0.00
61598		HP STORAGE WORKS ENTERPRISE MODULAR ARRAY	1110 N. MAIN ST~1T82M	0.00
61705	EA10LD5Z4	HP PROLIANT DL 580 SERVER	515 N. SYCAMORE, SANTA ANA~IT81M	0.00
61816	USE526A31	PROLIANT DL360 G4 INTEL XEON PROCESSOR	515 N. SYCAMORE~IT81M	0.00
61837	28022EA2	REFURBISHED GE AMX3, NEW X-RAY TUBE	1725 W 17TH ST~50A~101H	0.00
70888		QST 3130 4 CAP GEN ANALYZER	1729 W. 17TH ST	0.00
72618		HP PROLIANT DL385 HIGH PERF SERVER #3 OF 15	811 N. BROADWAY, SANTA ANA	0.00
72624		HP PROLIANT DL385 HIGH PERF SERVER #9 OF 15	811 N. BROADWAY, SANTA ANA	0.00
72626		HP PROLIANT DL385 HIGH PERF SERVER #11 OF 15	811 N. BROADWAY, SANTA ANA	0.00
72684		GP-BASE-EGUARDPOST PRIMARY BASE SERVER	515 N. SYCAMORE ST., SANTA ANA~81-A~222	0.00
72760		HP PROLIANT DL580 G4	811 N. BROADWAY, SANTA ANA	0.00
73736		ETHERNET ROUTING SWITCH 1624G	515 N SYCAMORE, SANTA ANA~81-A~222	0.00
73737		ETHERNET ROUTING SWITCH 1624G	515 N SYCAMORE, SANTA ANA~81-A~222	0.00
73769		SECURE WEB (WEBWASHER) MODEL WW1100E	511 N SYCAMORE ST., SANTA ANA	0.00
74820		HP PROLIANT DL365 G5 HIGH PERF SERVER	511 N SYCAMORE ST., SANTA ANA	0.00
75333	SGA948000G	COMPUTER HARDWARE FOR MINI & MAIN FRAME	515 N SYCAMORESANTA ANA	0.00
75871	LBNNTMJPT41Y0G	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75873	LBNNTMJPT41YD9	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75874	LBNNTMJPT41Y3V	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75875	LBNNTMJPT41YCD	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75876	LBNNTMJPT41YDC	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75880	LBNNTMJPT41Y55	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75886	LBNNTMJPT41YC7	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75887	LBNNTMJPT41YD7	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75890	LBNNTMJPT41YD8	AVAYA SWITCHES	200 W. SANTA ANA BLVD #1000SANTA ANA, CA 92701	0.00
75982		FIREWALL SERVER	IT 200 W SANTA ANA BLVDSANTA ANA	0.00
76427		B 1 CATALYST SWITCH	IT DATA CENTER1400 S GRAND AVESANTA ANA	0.00
76438	USE3225BVW	HP PROLIANT DL380	DATA CENTER1400 S GRANDSANTA ANA	6.36
76439		TAPE LIBRARY MSL4048	DATA CENTER1400 S GRAND AVESANTA ANA	8.49
76535		CISCO CATALYST 4500 E SERIES SWITCH	1400 S GRAND AVE SANTA ANA	4,938.05
76573	SF0C1743V3EG	CISCO 3850 CATALYST SWITCH	1400 S GRAND AVESANTA ANA	667.75
76574	SF0C1743U1CN	CISCO 3850 CATALYST SWITCH	1400 S GRAND AVESANTA ANA	667.75
77360		AVAYA CATALYST SWITCH	200 W SANTA ANA BLVD SUITE 1000SANTA ANA	2,057.12

Huynh, Ha [AC]

From: Gardea, Jessica <JGardea@ochca.com>
Sent: Thursday, May 30, 2019 11:21 AM
To: Huynh, Ha [AC]
Cc: HCA Assets [HCA]; Gardea, Jessica [HCA]
Subject: Corrective Actions Taken for Capital Assets

Attention Auditor Controller – Capital Asset Group

HCA has made updates pertaining to capital asset documentation. Program asset officers, DPA purchasing staff and warehouse staff have been informed and trained during meetings and trainings of a more efficient process.

Currently many assets that are listed in CAPS+ do not have the serial number listed or a partial serial number listed. Many of these capital assets are now being sent to e-waste and with an asset tag missing and no serial number listed in CAPS+ or in HCA's inventory tracking system there is no way of cross-referencing this information to properly remove from our inventory.

All capital assets are now completely documented with serial numbers and invoiced descriptions on the Acquisition/Betterment Form. This information is provided to the Auditor Controller - Capital Asset Group where it is uploaded into CAPS+ as well as the HCA inventory tracking system.

This pertinent information can be used for cross reference in the event an asset tag is erroneously removed or dismantled after many years of use and movement. DPA Purchasing staff is including me on the requisition process so I'm aware of the delivery of the equipment. Warehouse staff is listing capital assets by their assigned asset number or serial number when an asset tag is not present during e-waste and surplus pickups. This information is being used as backup to the e-waste log that sometimes has typos when listing the capital asset numbers.

Since Auditor Controller – Capital Asset Group started providing batches of capital asset tags to HCA there has been a significant decrease in missing information. There is no longer a delay for tagging capital assets since I am able to provide these asset tags in a timely manner; before installation in most cases.

Please contact me with any questions you may have.

Thank you.

OC health CARE AGENCY

Jessica Gardea
HCA Property Officer/Staff Specialist
Purchasing Services
200 W. Santa Ana Blvd.,Ste 650 Santa Ana CA 92701

Office: (714) 834-3152 | Fax: (714) 834-2657
Website | Facebook | Twitter

NEAL KELLEY
Registrar of Voters

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

REGISTRAR OF VOTERS
1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
FAX (714) 567-7627
ocvote.com

April 30, 2019

To: Auditor Controller General Ledger Unit

From: Neal Kelley, Registrar of Voters

Re: Relief of Accountability for Fixed Asset Equipment

Per County Accounting Procedure FA-5, OC Registrar of Voters would like to request relief of Accountability for the following fixed assets:

54027 – Cisco WS-C2948G 48-Port Switch
68334 – Interactive Voice Response System

Asset 54027 acquisition date was on 8/1/1999 at the cost of $7,145.45. On 9/23/15 various IT equipment was surplused. We believe this item was in this group of items and labeled incorrectly as a 48-port panel when it was surplused.

Asset 68334 acquisition date was 9/1/2002 at the cost of $58,829.05. This item was surplused. We believe it was surplused 12/7/13 with various IT equipment and miscellaneous office supplies.

To prevent a reoccurrence the Registrar of Voters has created an internal surplus policy which requires approval from department manager and Operations Manager. Once approval is received the requesting team works with the Surplus Officer and the Administrative Services team to verify all items before the surplus occurs.

If you have any questions, please contact Christina Morales at (714) 567-5169 or christina.morales@rov.ocgov.com.

Neal Kelley, Registrar of Voters
Orange County Registrar of Voters

COUNTY OF ORANGE
Capital Asset Disposition Form

Capital Asset Number:	Component Number:
68334	

☒ **Capital Asset Disposition**

Disposition Method:	Date of Disposition:	Selling Price: *(if applicable)*
☐ CIPT (Transferred CIP) ☐ SOL (Sold) ☐ TRD (Trade-In) ☐ LOS (Lost/Stolen) ☐ TRNO (Transferred Out) ☐ OTHD (Other Disposition)		$

☐ **Capital Asset Selling Price Change**

☐ **Capital Asset Increase (Decrease) in Actual Cost**

New Selling Price:	Actual Cost Increase (Decrease):
$	$

Justification for disposition:
Relief of Accountability requested. Item believed to have been surplused.

Department Contact: Christina Morales **Email:** christina.morales@rov.ocgov.com **Phone Number:** 714-567-5169

Department Approval: Kim Golden **Date:** 6-3-19

Please submit completed form and supporting documentation to Auditor Controller Capital Asset Group, ATTN: capitalassets@ac.ocgov.com

ATTACHMENT B

COUNTY OF ORANGE
Capital Asset Modification Form

☒ Capital Asset Transfer

Capital Asset Number:	Component Number:
54027	

New Department: *(if applicable)*	New Unit:

☒ Capital Asset Disposition

Disposition Method:	Date of Disposition:	Selling Price: *(if applicable)*
☐ CIPT (Transferred CIP) ☐ SOL (Sold) ☐ TRD (Trade-In) ☐ LOS (Lost/Stolen) ☐ TRNO (Transferred Out)		$

☐ Capital Asset Internal Sale

☐ Capital Asset Selling Price Change

☐ Capital Asset Increase (Decrease) in Actual Cost

New Accounting Line Codes:						
Fund:	Department:	Unit:	Budget Control:	Budget Unit :	Job Number:	Program:

New Selling Price:	Actual Cost Increase (Decrease):
$	$

Justification for modification:
Relief of Accountability requested. Item believed to have been surplused.

Department Contact: Christina Morales Email: christina.morales@rov.ocgov.com Phone Number: 714-567-5167

Department Approval: Kim Golden Date: 4/30/19

ATTACHMENT B