

**JEFFREY R. SMITH, CPA, CGFO, CGMA**

Clerk of Circuit Court & Comptroller

1801 27<sup>th</sup> Street

Vero Beach, FL 32960



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TO: Board of County Commissioners

FROM: Elissa Nagy, Chief Deputy of Finance

THROUGH: Jeffrey R. Smith, Clerk of Circuit Court and Comptroller

DATE: September 7, 2022

SUBJECT: County Capital Asset Inventories and Reactivation of Asset #25663.

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Annual physical inventories of capital assets are conducted for all Board departments as well as the Clerk of Circuit Court & Comptroller, Property Appraiser, Supervisor of Elections, and Tax Collector. Per Florida Statute 274.02, Finance Department staff has completed a detailed physical inventory of approximately 6,700 assets with a current book value of \$28,014,242. Assets to be removed from the County inventory must be presented to the Board for approval per Florida Statute 274.07. Attached is the list of non-surplus items that must be removed based on the completed physical inventories.

Asset #25663, an electronic message board with trailer, was declared surplus by the Board on December 14, 2021. While completing the annual inventory, asset #25663 was found, and asset #25664, which is also an electronic message board with trailer, was sold in its place.

**Recommendation:**

Staff recommends approval to remove the list of assets from the inventory system as well as reactivate asset #25663.

Schedule of Assets for Deletion

FY2022

| Department                          | Asset Number | Description                              | Acquisition Date | Acquisition Cost | Book Value |  |
|-------------------------------------|--------------|--|------------------|------------------|------------|--|
| 1 Animal Control                    | 22976        | Portable Radio                           | 11/2/2005        | \$2,846.50       | \$0.00     | Traded in to Communications International                    |
| 2 Animal Control                    | 22977        | Portable Radio                           | 11/2/2005        | \$2,846.50       | \$0.00     | Traded in to Communications International                    |
| 3 Building Department               | 26969        | Dell Optiplex 7010 Computer              | 9/30/2013        | \$1,029.32       | \$0.00     | Could not locate   |
| 4 Emergency Management              | 23406        | Dell 4210 Server Rack                    | 6/30/2006        | \$8,987.53       | \$0.00     | Could not locate   |
| 5 Emergency Management              | 24184        | Dell Server Rack                         | 8/17/2007        | \$2,330.65       | \$0.00     | Could not locate   |
| 6 Emergency Management              | 27695        | 16 Port Phone Card for PBX Phone System  | 6/6/2014         | \$2,096.62       | \$0.00     | Was removed with the PBX system - retired 05/17/22           |
| 7 Facilities Management             | 21916        | SCAG Lawnmower                           | 3/9/2004         | \$5,820.00       | \$0.00     | Sold - surplus paperwork not completed prior to sale         |
| 8 Fire Rescue                       | 22347        | Furnishings for Temporary Fire Stations  | 2/15/2005        | \$5,047.12       | \$0.00     | Could not locate   |
| 9 Fire Rescue                       | 22350        | Furnishings for Temporary Fire Stations  | 2/16/2005        | \$5,047.12       | \$0.00     | Could not locate   |
| 10 Fire Rescue                      | 22351        | Furnishings for Temporary Fire Stations  | 2/16/2005        | \$5,047.12       | \$0.00     | Could not locate   |
| 11 Fire Rescue                      | 23305        | 16K lb Boat Lift                         | 5/1/2006         | \$14,480.00      | \$0.00     | Replaced with asset 32905                                    |
| 12 Fire Rescue                      | 25021        | John Deere 19.5HP Mower                  | 4/7/2008         | \$1,399.00       | \$0.00     | Could not locate   |
| 13 Fire Rescue                      | 25551        | EMS Cabinet                              | 8/27/2009        | \$1,319.00       | \$0.00     | Could not locate   |
| 14 Fire Rescue                      | 25563        | HT-362R487 JL-MOC II Cutter              | 9/10/2009        | \$5,400.00       | \$0.00     | Could not locate   |
| 15 Fire Rescue                      | 26114        | Dell Latitude E6520 Laptop               | 6/9/2011         | \$1,101.45       | \$0.00     | Could not locate   |
| 16 Fire Rescue                      | 26231        | Dell Optiplex 790 Computer               | 2/2/2012         | \$1,042.80       | \$0.00     | Could not locate   |
| 17 Fire Rescue                      | 26685        | Dell Latitude E5550 Laptop               | 4/4/2013         | \$1,142.23       | \$0.00     | Could not locate   |
| 18 Fire Rescue                      | 27482        | Dell Latitude E6430 ATG Laptop           | 1/23/2014        | \$2,423.92       | \$0.00     | Could not locate   |
| 19 Fire Rescue                      | 27550        | Dell Optiplex 7010 Computer              | 4/11/2014        | \$1,166.92       | \$0.00     | Could not locate   |
| 20 Fire Rescue                      | 28149        | Dell Optiplex 7020 Computer              | 7/23/2015        | \$1,040.54       | \$0.00     | Could not locate   |
| 21 Fire Rescue                      | 28353        | Dell Latitude E5550 Laptop               | 2/10/2016        | \$1,201.25       | \$0.00     | Could not locate   |
| 22 Fire Rescue                      | 28376        | Dell Optiplex 7020 Computer              | 3/10/2016        | \$1,011.86       | \$0.00     | Could not locate   |
| 23 Fire Rescue                      | 162720       | Viking Pro Turbo Surveyor Unit           | 7/25/1996        | \$1,998.00       | \$0.00     | Could not locate   |
| 24 Fire Rescue                      | 166700       | Yazoo Y236 36" Mower                     | 7/2/1997         | \$1,845.00       | \$0.00     | Could not locate   |
| 25 Fire Rescue                      | 179710       | GE Orion Desktop Base Radio              | 1/29/1998        | \$4,956.50       | \$0.00     | Could not locate   |
| 26 Fire Rescue                      | 179730       | M7100 Base Control Station Radio         | 1/29/1998        | \$2,600.64       | \$0.00     | Could not locate   |
| 27 Fire Rescue                      | 180110       | GE Orion FM Mobile Radio                 | 1/29/1998        | \$1,624.16       | \$0.00     | Could not locate   |
| 28 Fire Rescue                      | 190770       | Living Room Furniture                    | 3/22/2000        | \$2,398.00       | \$0.00     | Could not locate   |
| 29 Fire Rescue                      | 190790       | Living Room Furniture & Conference Table | 3/31/2000        | \$2,100.00       | \$0.00     | Could not locate   |
| 30 Fire Rescue                      | 17944A       | GE Marc V MDX Mobile Radio               | 4/12/2011        | \$0.00           | \$0.00     | Could not locate   |
| 31 Fire Rescue                      | 17946A       | GE Marc V MDX Mobile Radio               | 4/12/2011        | \$0.00           | \$0.00     | Could not locate   |
| 32 Fire Rescue                      | 17949A       | GE Marc V MDX Mobile Radio               | 4/12/2011        | \$0.00           | \$0.00     | Could not locate   |
| 33 Fire Rescue                      | 22457A       | Furnishings for EMS Fire Chief Office    | 5/1/2005         | \$4,510.76       | \$0.00     | Could not locate   |
| 34 Geographic Information Systems   | 29000        | Dell PowerEdge R630 Server               | 3/10/2017        | \$9,837.07       | \$0.00     | Could not locate   |
| 35 Geographic Information Systems   | 21471A       | Dell Optiplex GX270T Computer            | 3/17/2009        | \$0.00           | \$0.00     | Could not locate   |
| 36 Golf Course                      | 22979        | 110 Gallon 3-Point Sprayer               | 10/11/2005       | \$1,755.00       | \$0.00     | Picked up for scrap prior to completion of surplus paperwork |
| 37 Golf Course                      | 22461A       | Toro Sandpro 5020                        | 5/1/2005         | \$11,892.00      | \$0.00     | Picked up for scrap prior to completion of surplus paperwork |
| 38 Golf Course                      | 22462A       | Toro 3500-D Mower                        | 5/1/2005         | \$25,543.00      | \$0.00     | Picked up for scrap prior to completion of surplus paperwork |
| 39 Golf Course                      | 22463A       | Toro Greensmaster 3100                   | 5/1/2005         | \$19,990.93      | \$0.00     | Picked up for scrap prior to completion of surplus paperwork |
| 40 Health Department                | 25489        | Datacard SP55 Color Duplex Printer       | 6/8/2009         | \$2,350.00       | \$0.00     | Could not locate   |
| 41 Health Department                | 31689        | Dell Latitude 3310 Laptop                | 8/1/2020         | \$1,277.98       | \$724.18   | Could not locate   |
| 42 Health Department                | 32807        | Dell Latitude 5420 Laptop                | 9/30/2021        | \$1,253.91       | \$982.21   | Could not locate   |
| 43 Health Department                | 32814        | Dell Latitude 5420 Laptop                | 9/30/2021        | \$1,253.91       | \$982.21   | Could not locate   |
| 44 IG Center                        | 28608        | Dell Optiplex 5040 Computer              | 9/21/2016        | \$1,008.22       | \$0.00     | Could not locate   |
| 45 Information Technology           | 24803        | Barracuda Message Archiver               | 6/20/2008        | \$38,654.02      | \$0.00     | Could not locate   |
| 46 Information Technology           | 26505        | Dell Latitude E5530 Laptop               | 1/17/2013        | \$1,275.28       | \$0.00     | Could not locate   |
| 47 Information Technology           | 27394        | Dell Optiplex 7010 Computer              | 1/10/2014        | \$1,270.44       | \$0.00     | Could not locate   |
| 48 Information Technology           | 27574        | Dell PowerEdge KVM Switch                | 3/6/2014         | \$1,808.98       | \$0.00     | Could not locate   |
| 49 Information Technology           | 27575        | Dell PowerEdge KVM Switch                | 3/6/2014         | \$1,808.98       | \$0.00     | Could not locate   |
| 50 Information Technology           | 31861G       | Dell Latitude 5410 Laptop                | 9/24/2020        | \$1,010.00       | \$589.22   | Could not locate   |
| 51 Jackie Robinson Training Complex | 25323        | Scifit Pro 1000 Arm Machine              | 1/8/2009         | \$3,925.01       | \$0.00     | Could not locate   |
| 52 Jackie Robinson Training Complex | 25421        | Samson 600W Powered Mixer                | 2/11/2009        | \$0.00           | \$0.00     | Replaced   |
| 53 Jackie Robinson Training Complex | 25932        | HP Procure Switch for Wireless Network   | 9/30/2010        | \$1,299.59       | \$0.00     | Replaced   |
| 54 Jackie Robinson Training Complex | 26146        | VBSV Port Shade Structure for Dugout     | 7/1/2011         | \$8,549.30       | \$0.00     | Damaged, in pieces   |
| 55 Jackie Robinson Training Complex | 27431        | WNS100 Windscreen Bat Eye 59"6" x 25"    | 9/30/2013        | \$1,322.89       | \$0.00     | Replaced with asset 30020                                    |
| 56 Jackie Robinson Training Complex | 27444        | Vivitek DLP D952HD Projector             | 1/3/2014         | \$1,074.26       | \$0.00     | Could not locate   |
| 57 Jackie Robinson Training Complex | 28214        | Main Electrical Panel @ Pool Pump House  | 7/10/2015        | \$10,850.00      | \$2,983.69 | Replaced   |
| 58 Jackie Robinson Training Complex | 28346        | Green WSN100 Windscreen 59"6" x 21"7"    | 9/30/2015        | \$1,590.76       | \$0.00     | Replaced with asset 30857                                    |
| 59 Jackie Robinson Training Complex | 28576        | Kyocera Taskalfa 250 CI Color Copier     | 2/29/2016        | \$2,856.90       | \$0.00     | Replaced   |
| 60 Jackie Robinson Training Complex | 29996        | Jackie Robinson Room A/C Compressor      | 1/31/2018        | \$2,799.89       | \$139.99   | A/C unit replaced  |
| 61 Jackie Robinson Training Complex | 31147        | Fire Alarm Control Panel                 | 9/30/2019        | \$1,500.00       | \$575.00   | Replaced   |

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FY2022

| Department                          | Asset Number | Description                                  | Acquisition Date | Acquisition Cost    | Book Value         |  |
|-------------------------------------|--------------|--|------------------|---------------------|--------------------|--|
| 62 Jackie Robinson Training Complex | 26485A       | Briggs & Stratton Engine for Asset 26485     | 4/17/2014        | \$1,208.89          | \$0.00             | Replaced   |
| 63 Recreation                       | 22586        | Portable Radio                               | 7/1/2005         | \$2,418.25          | \$0.00             | Could not locate   |
| 64 Recreation                       | 23136        | Portable Radio                               | 4/6/2006         | \$2,843.69          | \$0.00             | Could not locate   |
| 65 Recreation                       | 23137        | Portable Radio                               | 4/6/2006         | \$2,843.69          | \$0.00             | Could not locate   |
| 66 Recreation                       | 23138        | Portable Radio                               | 4/6/2006         | \$2,843.69          | \$0.00             | Could not locate   |
| 67 Road & Bridge                    | 30654        | John Deere R10 Flex Wing Mower               | 9/26/2019        | \$16,795.24         | \$6,438.20         | Mower had factory defect. Vendor agreed to take this one back and provide different type mower in its place.                 |
| 68 Road & Bridge                    | 156960       | Schulte XH600 Rotary Cutter                  | 4/12/1995        | \$2,490.00          | \$0.00             | Could not locate   |
| 69 Road & Bridge                    | 177600       | GE MDX Mobile Radio                          | 12/16/1997       | \$1,110.64          | \$0.00             | Could not locate   |
| 70 Road & Bridge                    | 177690       | GE MDX Mobile Radio                          | 12/16/1997       | \$1,110.64          | \$0.00             | Could not locate   |
| 71 Road & Bridge                    | 177810       | GE MDX Mobile Radio                          | 12/16/1997       | \$1,110.64          | \$0.00             | Could not locate   |
| 72 Road & Bridge                    | 28003A       | HD Rear-Cradle Diamond Boom Mower            | 1/29/2015        | \$54,744.00         | \$12,317.40        | Totaled in accident  |
| 73 Senior Resource Association      | 21567        | Ericsson Mobile Radio                        | 8/1/2003         | \$1,308.50          | \$0.00             | Traded into Communications International   |
| 74 Senior Resource Association      | 21568        | Ericsson Mobile Radio                        | 8/1/2003         | \$1,308.50          | \$0.00             | Traded into Communications International   |
| 75 Senior Resource Association      | 21569        | Ericsson Mobile Radio                        | 8/1/2003         | \$1,308.50          | \$0.00             | Traded into Communications International   |
| 76 Senior Resource Association      | 29782        | Mobile Radio                                 | 9/30/2017        | \$1,618.42          | \$0.00             | Could not locate   |
| 77 Senior Resource Association      | 30764        | XG-25M Mobile Radio                          | 3/31/2019        | \$2,372.50          | \$672.26           | Could not locate   |
| 78 Senior Resource Association      | 30773        | XG-25M Mobile Radio                          | 3/31/2019        | \$2,372.50          | \$672.26           | Could not locate   |
| 79 Senior Resource Association      | 22997C       | Bike Rack                                    | 7/8/2015         | \$1,053.62          | \$0.00             | Could not locate   |
| 80 Senior Resource Association      | 24383E       | Auto Passenger Counter Unit                  | 6/16/2021        | \$2,513.64          | \$1,843.38         | Could not locate   |
| 81 Shooting Range                   | 26424        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 82 Shooting Range                   | 26425        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 83 Shooting Range                   | 26426        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 84 Shooting Range                   | 26427        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 85 Shooting Range                   | 26428        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 86 Shooting Range                   | 26429        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 87 Shooting Range                   | 26430        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 88 Shooting Range                   | 26431        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 89 Shooting Range                   | 26432        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 90 Shooting Range                   | 26433        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 91 Shooting Range                   | 26434        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 92 Shooting Range                   | 26435        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.22          | \$0.00             | Destroyed in 2021 Fire   |
| 93 Shooting Range                   | 26436        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 94 Shooting Range                   | 26437        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 95 Shooting Range                   | 26438        | Claymate WI-Card Wireless Sport Clay Machine | 6/21/2012        | \$1,269.26          | \$0.00             | Destroyed in 2021 Fire   |
| 96 SWDD                             | 26399        | Fencing-IRC Landfill Recycling Center        | 5/31/2012        | \$24,371.85         | \$0.00             | Replaced with asset 32773  |
| 97 Telecommunications               | 24121A       | Caller ID Cards Sheriff 911 Units            | 9/30/2009        | \$4,533.05          | \$0.00             | Could not locate   |
| 98 Traffic Engineering              | 26966        | Dell Optiplex 7010 Computer                  | 7/24/2013        | \$1,214.29          | \$0.00             | Taken to landfill in error prior to BCC surplus approval   |
| 99 Traffic Engineering              | 27525        | Dell Optiplex 7010 Computer                  | 4/11/2014        | \$1,166.92          | \$0.00             | Taken to landfill in error prior to BCC surplus approval   |
| 100 Traffic Engineering             | 29019        | Dell Optiplex 5040 Computer                  | 3/23/2017        | \$1,014.41          | \$0.00             | Taken to landfill in error prior to BCC surplus approval   |
| 101 Traffic Engineering             | 29027        | Dell Latitude 5414 Laptop                    | 4/20/2017        | \$1,862.80          | \$0.00             | Taken to landfill in error prior to BCC surplus approval<br>No longer use this software - Not compatible with new technology |
| 102 Traffic Engineering             | 26329        | Intravue Enterprise Fiber Network Software   | 3/29/2012        | \$7,450.20          | \$0.00             | technology   |
| 103 Traffic Engineering             | 25664        | Electronic Message Board w/Trailer           | 2/11/2010        | \$11,862.50         | \$0.00             | Sold in error. Should have been identical asset #25663.  |
| 104 Traffic Operations              | 178460       | GE MDX Mobile Radio                          | 1/13/1998        | \$1,110.64          | \$0.00             | Could not locate   |
| 105 Traffic Operations              | 178470       | GE MDX Mobile Radio                          | 1/13/1998        | \$1,110.64          | \$0.00             | Could not locate   |
| 106 Traffic Operations              | 178500       | GE MDX Mobile Radio                          | 1/13/1998        | \$1,110.64          | \$0.00             | Could not locate   |
| 107 Traffic Operations              | 178540       | GE MDX Mobile Radio                          | 1/13/1998        | \$1,110.64          | \$0.00             | Could not locate   |
| 108 Traffic Operations              | 178550       | GE MDX Mobile Radio                          | 1/13/1998        | \$1,110.64          | \$0.00             | Could not locate   |
| 109 Traffic Operations              | 200140       | Solar Power System                           | 1/13/1998        | \$1,110.64          | \$0.00             | Could not locate   |
| 110 Utilities                       | 25768        | Turbidimeter                                 | 6/24/2010        | \$1,710.00          | \$0.00             | Could not locate   |
| 111 Utilities                       | 27031        | Kyocera TA-3550 Color Copier                 | 5/9/2013         | \$6,918.00          | \$0.00             | Taken away by vendor when it was replaced with new copier  |
| 112 Utilities                       | 27800        | Dell Optiplex 7020 Computer                  | 5/26/2015        | \$1,219.76          | \$0.00             | Could not locate   |
| 113 Utilities                       | 31497        | 3G DMMR Receiver & Charger                   | 5/28/2020        | \$2,688.89          | \$1,389.26         | Could not locate   |
| 114 Utilities                       | 31505        | XG-25M Mobile Radio                          | 5/28/2020        | \$2,189.02          | \$1,131.03         | Could not locate   |
| 115 Utilities                       | 178660       | GE Marc V Base Radio                         | 1/19/1998        | \$2,600.64          | \$0.00             | Could not locate   |
| 116 Utilities                       | 179070       | GE MDX Mobile Radio                          | 1/20/1998        | \$1,110.64          | \$0.00             | Traded in to Communications International  |
| 117 Utilities                       | 179100       | GE MDX Mobile Radio                          | 1/20/1998        | \$1,110.64          | \$0.00             | Traded in to Communications International  |
| 118 Utilities                       | 179240       | GE MDX Mobile Radio                          | 1/20/1998        | \$1,110.64          | \$0.00             | Could not locate   |
|                                     |              |  |                  | <u>\$456,831.33</u> | <u>\$31,440.29</u> |  |