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TO: Board of County Commissioners

FROM: Elissa Nagy, Chief Deputy Comptroller

THROUGH: Ryan L. Butler, Clerk of the Circuit Court and Comptroller

DATE: August 14, 2025

SUBJECT: County Capital Asset Inventories

Annual physical inventories of capital assets are conducted for all Board departments as well as the Clerk of the Circuit Court & Comptroller, Property Appraiser, Supervisor of Elections, and Tax Collector. Per Florida Statute 274.02, the Comptroller Division has completed a detailed physical inventory of approximately 3,500 assets with a current book value of \$44,890,599. Assets to be removed from the inventory must be presented to the Board for approval per Florida Statute 274.07. Two lists have been attached. The first list contains items that need to be removed as they were not located during the physical inventories. The second list contains items that need to be deleted due to reasons other than prior approval for surplus by the Board. The reasons for deletion include assets that were removed by vendors as part of the installation of new assets, demolition of buildings, and replacement of software among others. The reason for each asset removal is detailed on the list.

Recommendation:

Staff recommends approval to remove the listed assets from the inventory system.

Schedule of Assets & Attractive Items Not Located - FY 2024/25

	Department	Asset Number	Description	Acquisition Date	Acquisition Cost	Book Value	Comments
1	Facilities Management	31864G	DELL LATITUDE 5410 BTX LAPTOP	9/24/2020	N/A	N/A	Item not located
2	Jackie Robinson Training Complex	25284	KING BED W/ HEADBOARD	1/8/2009	\$5,117.00	\$0.00	Inadvertently sold with other assets approved for surplus previously
3	Jackie Robinson Training Complex	25295	CLEVELAND STEAMCRAFT ULTRA 10	1/8/2009	\$12,632.54	\$0.00	Inadvertently sold with other assets approved for surplus previously
4	Health Department	31688	DELL LATITUDE 3310 LAPTOP	8/1/2020	N/A	N/A	Inadvertently sold with other assets approved for surplus previously
5	Fire Rescue	206970	PARTNER K-12 CUTOFF RESCUE SAW	3/12/2002	N/A	N/A	Item not located
6	Information Technology	31284G	DELL LATITUDE 5410 BTX LAPTOP	9/24/2020	N/A	N/A	Inadvertently sold with other assets approved for surplus previously
7	Information Technology	31791G	DELL LATITUDE 5510 LAPTOP	3/18/2021	N/A	N/A	Inadvertently sold with other assets approved for surplus previously
8	Road & Bridge	23512	2006 SUZUKI LTF 400 ATV	7/27/2006	\$5,424.85	\$0.00	Was inside enclosed trailer that was surplussed when sold (21571)
				Grand Total	\$23,174.39	\$0.00	

Schedule of Assets for Deletion - FY 2024/25

	Department	Asset Number	Description	Acquisition Date	Acquisition Cost	Book Value	Comments
1	Utilities - Wastewater Treatment	28676	CAMERA SYSTEM & GATE SECURITY	5/16/2016	\$7,250.00	\$0.00	Gate to be replaced with new one in 2025
2	Facilities Management	30603	TRANE 5 TON A/C UNIT - @ NCAC	2/7/2019	\$6,075.00	\$0.00	Removed when new unit (34095) installed
3	Property Appraiser	28060	2013 CHEVY TRAVERSE	5/13/2015	\$25,032.68	\$0.00	Vehicle damaged by Hurricane Milton - totalled
4	Parks	27742	FAIRGROUNDS RED LED OUTDOOR SIGN	6/30/2014	\$27,100.00	\$0.00	Removed by contractor with new sign installation
5	Parks	27742A	FAIRGROUNDS RED LED OUTDOOR SIGN - REPAIR	3/31/2021	\$7,000.00	\$0.00	Removed by contractor with new sign installation
6	Utilities - Customer Service	26290C	UTILITIES CIS INFINITY MOBILE APPLICATION	6/22/2018	\$122,500.00	\$0.00	Software no longer in use by Utilities
7	Utilities - Wastewater Collection	6148 5	CONVAULT 2000 GAL FUEL TANK	12/1/1999	\$11,357.35	\$0.00	Removed by contractor 2/27/2025
8	Engineering	32898	LEICA CS20 LTE FIELD CONTROLLER	12/21/2021	\$5,750.80	\$1,725.21	Traded in for new equipment with other items approved by BCC 2/25/25
9	Utilities - Biosolids	26223	CAMERA/VIDEO SURVEILLANCE MONITORING SYS	9/15/2011	\$6,661.88	\$0.00	Hard drive crashed. Disposed.
10	Clerk of Court IT	23641	IBM 3580-L 33 TAPE DRIVE	7/31/2006	\$6,289.00	\$0.00	IBM replaced with new (non-asset) drive and removed this item
11	Clerk of Court IT	21674	BROCADE 3200 8-PORT SWITCH	10/1/2003	\$6,799.00	\$0.00	Part of Xiotech System (FA# 22680) surplussed in 2025 and sold with unit
12	Clerk of Court IT	22768	NEXSAN - ATA DISK STORAGE	8/16/2005	\$22,072.50	\$0.00	Part of Xiotech System (FA# 22680) surplussed in 2025 and sold with unit
13	Clerk of Court IT	27147	PERCUSSION CM1 WEB BASED MGMT SYSTEM	8/30/2013	\$20,000.00	\$0.00	Software system no longer in use by Clerk IT
14	Fire Rescue	27751	QUANTIFIT RESPIRATOR FIT TESTING SYSTEM	7/17/2014	\$7,936.76	\$0.00	Traded into vendor for replacement system
15	SWDD	6166 0	HAZARDOUS WASTE STORAGE BLDG.	5/26/1993	\$53,690.62	\$0.00	Building demolished
16	SWDD	9632 0	HAZARDOUS MAT. STORAGE BLDG.	3/23/1988	\$36,098.34	\$0.00	Building demolished
17	GIS	24714	RASTER DESIGN 2008 NETWRK & SUBSCRIPT	9/30/2007	\$5,924.64	\$0.00	Software system no longer in use by GIS
18	Utilities - Wastewater Treatment	28703	SNYDER 5500 GALLON CAPTOR CHLORINE TANK	6/24/2016	\$22,939.24	\$0.00	Tank removed when new tanks installed at South WWTF
19	Utilities - Wastewater Treatment	28704	SNYDER 5500 GALLON CAPTOR CHLORINE TANK	6/24/2016	\$22,939.24	\$0.00	Tank removed when new tanks installed at South WWTF
20	Utilities - Wastewater Treatment	28208	SNYDER 5500 GALLON CAPTOR CHLORINE TANK	7/9/2015	\$22,316.98	\$0.00	Tank removed when new tanks installed at Central WWTF
21	Utilities - Wastewater Treatment	28209	SNYDER 5500 GALLON CAPTOR CHLORINE TANK	7/9/2015	\$22,316.98	\$0.00	Tank removed when new tanks installed at Central WWTF
22	Utilities - Wastewater Treatment	28210	SNYDER 5500 GALLON CAPTOR CHLORINE TANK	7/9/2015	\$22,316.98	\$0.00	Tank removed when new tanks installed at Central WWTF
				Grand Total	\$490,367.99	\$1,725.21	