



# Pinellas County

## Staff Report

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**File #:** 19-1520A, **Version:** 1

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### **Subject:**

Adjustment of County fixed asset and expensed item inventories for scrapped, junked, stolen, unaccounted, cannibalized, traded-in and donated items.

### **Recommended Action:**

Declare surplus and authorize disposition of miscellaneous County-owned fixed assets and expensed items, to include:

- Sale of scrap material.
- Disposal of junked material.
- Removal of stolen, unaccounted, cannibalized, traded-in and donated items from County inventories.

### **Strategic Plan:**

Practice Superior Environmental Stewards

3.4 Reduce/reuse/recycle resources including energy, water, and solid waste

Deliver First Class Services to the Public and Our Customers

5.1 Maximize partner relationships and public outreach

5.2 Be responsible stewards of the public's resources

### **Summary:**

This action declares the listed items as surplus and authorizes their respective disposition as scrapped or junked, and removes unaccounted, stolen, cannibalized, traded-in and donated items from County fixed asset and expensed item inventories. This action generally occurs annually at the end of the fiscal year, in collaboration with the Clerk of the Circuit Court (Clerk).

### **Background Information:**

A determination has been made that the usefulness of the listed items, identified as scrap and junk, has been exhausted and any residual value is as recyclable material. Scrapped items are liquidated through an existing contract with Trademark Metals Recycling, LLC., Tampa, Florida. Junked items are disposed of through an existing contract with Waste Management, Inc., Clearwater, Florida.

Items that cannot be located during the physical inventory process are designated as unaccounted. If an item has not been located for two (2) consecutive inventories, the department shall contact their local law enforcement agency and report the item as stolen. Departments immediately report an item stolen if there is an assurance that the item is not misplaced, and has been stolen. Items designated as stolen are reported to the Board, reviewed, and if appropriate, removed from County fixed asset inventory. In the event an item reported as stolen is located, the local law enforcement agency is notified and the item is placed back on the appropriate County department's fixed asset inventory.

Law enforcement and department incident reports are on file with the Clerk.

Cannibalized items have been utilized as a source of parts to repair other County-owned equipment. Items identified as trade-ins have been transferred to vendors to offset part of the purchase price of new equipment. Donated items have been transferred to participating Social Action Funding and other approved not-for-profit entities.

**Fiscal Impact:**

Revenues derived from scrap material sales will vary with each container and will be credited to the fund(s) to which the assets were inventoried.

**Staff Member Responsible:**

Joe Lauro, Director, Administrative Services

**Partners:**

Clerk of the Circuit Court

**Attachments:**

FY19 Asset Items for Board Review

FY19 Expense Items for Board Review