

MANATEE COUNTY GOVERNMENT

AGENDA MEMORANDUM

SUBJECT	2010 IT Inventory	TYPE AGENDA ITEM	Consent
DATE REQUESTED	July 26, 2011	DATE SUBMITTED/REVISED	June 17, 2011
BRIEFINGS? Who?	None	CONSEQUENCES IF DEFERRED	2010 inventory will not be closed
DEPARTMENT/DIVISION	IT / Administration	AUTHORIZED BY TITLE	Michael McLoughlin, IT Director <i>Michael McLoughlin</i>
CONTACT PERSON TELEPHONE/EXTENSION	Chuck Peabody, ext. 3445	PRESENTER/TITLE TELEPHONE/EXTENSION	Chuck Peabody, ext. 3445
ADMINISTRATIVE APPROVAL		<i>[Signature]</i>	

ACTION DESIRED INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED
Acceptance to remove depreciated assets from IT inventory, depreciated value of \$6,377.75.

ENABLING/REGULATING AUTHORITY
Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy

BACKGROUND/DISCUSSION
We have made a thorough and diligent search of the department and are unable to locate these items. Continuing to search for these items is not an effective use of staff time. Remove assets # 41492, 42055, 44026, 44285, 44294, 44297, 48120, 50102, 53257, 51723, 51602 - 04 from IT inventory.

COUNTY ATTORNEY REVIEW	
Check appropriate box	
<input type="checkbox"/>	REVIEWED Written Comments: <input type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials)
<input checked="" type="checkbox"/>	NOT REVIEWED (No apparent legal issues.)
<input type="checkbox"/>	NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)
<input type="checkbox"/>	OTHER

APPROVED IN OPEN SESSION

JUL 28 2011

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

ATTACHMENTS: (List in order as attached)		INSTRUCTIONS TO BOARD RECORDS:	
Memo to Commissioners, Asset Description		Copy to IT and Dan Wolfson, Finance Director <i>MR 7/26/11</i>	
COST:		SOURCE (ACCT # & NAME):	
COMMENTS:		AMT./FREQ. OF RECURRING COSTS: (ATTACH FISCAL IMPACT STATEMENT)	

MEMORANDUM



Information Technology Department
Administration
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Bradenton, FL 34235

MANATEE COUNTY
FLORIDA

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To: Board of County Commissioners
From: Michael McLaughlin, IT Director
Date: June 17, 2011
Subject: IT 2010 Inventory

The following assets were last located during our 2009 inventory:

41492 - Cisco Router
42055 - Cisco Router
44026, 44285, 44294, 44297 - Baystack Switch
48120 - T-Smart Standalone
50102, 53257 - Nortel Switch
51723 - Clearcube

Assets 51602, 51603, 51604 were part of a large security camera order and should not have been individually tagged as an asset. These cameras are located somewhere at the main jail site.

We have made a thorough and diligent search of the department and are unable to locate these items. Continuing to search for these items is not an effective use of staff time.

The grand total of the Information Technology's total assets are \$12,071,428.00 and the amount not found is \$30,221 which is the original cost of the assets. The depreciated value of these assets is \$6,377.75. This would amount to .25% of the total assets currently held by IT.

Please remove these items from inventory so we can close out the 2010 IT inventory.

ISD Missing Assets

ASSET TAG #	DESCRIPTION	LAST KNOWN LOCATION	MODEL#	MAKE	SERIAL/VIN#
00041592	ROUTER, CISCO 2611/ADMINISTRAT	EMS STATION 6-OR ADMIN LOCK UP	2611	CISCO	JAB0351862L
00042055	ROUTER, DUAL-ENET CISCO 2611/M	MYAKKA-EMS STATION 14	2611	CISCO	JAB0503084W1
00044026	SWITCH, BAYSTACK 420-24T 10/10	EMS STATION 11-26TH ST	420	BAYSTACK	ACC070YL9
00044285	SWITCH, BAYSTACK 470-48T 10/10	MSO JAIL PROB/EVIDENCE	470	BAYSTACK	ACC1000Q6
00044294	SWITCH, BAYSTACK 470-48T 10/10	MSO JAIL BOOKING	470	BAYSTACK	ACC1000NY
00044297	SWITCH, BAYSTACK 470-48T 10/10	MSO JAIL BOOKING	470	BAYSTACK	ACC1000OT
00048120	T-SMART, ESF CSU STANDALONE	26TH AVE CLOSET E	240R48VDC	KENTROX	507439500
00050102	SWITCH, NORTEL BAYSTACK	TRANSIT PBX CLOSET	BAYSTACK 470 48T	NORTEL	SACC1015ZS
00051602	SECURITY CAMERA	*NOT FOUND FROM LAST YEAR*	SCC931T	SAMSUNG	Q4466VSP201103B
00051603	SECURITY CAMERA	*NOT FOUND FROM LAST YEAR*	SCC931T	SAMSUNG	
00051604	SECURITY CAMERA	*NOT FOUND FROM LAST YEAR*	SCC931T	SAMSUNG	
00051723	CLEARCUBE R1300	CHECK W/ANNE CHANGE	R1300	CLEARCUBE	ZRK19005
00053257	SWITCH, NORTEL 470-48T ETHERNT	LANDFILL-SCALEHOUSE	470-48T	NORTEL	LBNNMTMJX7300M7