

34-5

Agenda Item #:

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: November 6, 2007

**[X] Consent [] Regular
[] Ordinance [] Public Hearing**

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

(A) the transfer of the following assets to the Palm Beach County Sheriff's Office (PBSO) - Asset Nos. 10141796, 10142386, & K09614 (Shop Equipment); and

(B) the transfer of the following assets to the Department of Airports - Asset Nos. J07824, J08691, 10121610, H04510, J08686, J08687, M04791, M09840, M09121, G08595, J06747, K07670, 10150568, J06635, J09919, K03142, 10116169, M03350, M04229, M04230, M04227, M04228, 10144052, J03483, K07553, & 10121601 (Shop & Vehicle Maintenance Equipment).

Summary: Fleet Management has moved from its previous location at 3700 Belvedere Road to its new location at 2601 Vista Parkway. Pursuant to its lease, it is Fleet Management's responsibility to remove or transfer any fixed assets remaining at the 3700 Belvedere complex. The assets being transferred are either not removable or would require disposal by Fleet at a cost. Rather than incur the cost of disposal, Fleet is transferring the assets to other County departments and agencies for re-use. In addition to removing the overhead lube reels that PBSO is obtaining in the transfer, PBSO has agreed to remove all the remaining overhead lube reels throughout the facilities, place them on pallets and seal off the lube system. Once the reels are on pallets, Fleet Management will transport them to the Fixed Assets Warehouse for sale. **(Fleet Management) District 2 (JM)**

Background and Justification: Fleet Management has moved from its previous location at 3700 Belvedere Road to its new location at 2601 Vista Parkway. Fleet Management must now remove or transfer any fixed assets remaining at the 3700 Belvedere complex.

Attachments:

Fixed Assets Surplus Transfer Requests

Recommended by:

Anthony Wolf
Department Director

10/17/07
Date

Approved by:

LC Baker
County Administrator

10/30/07
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	<u><u>-0-</u></u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes ☐ No ☐
Budget Account No: Fund Dept Unit Object Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The value of the assets transferred to PBSO is approximately \$15,000. The assets being transferred to Airports have an approximate value of \$166,000.

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Development & Control Comments:

10-23-07
OFMB
10-23-07
10/23/07

Dr. J. Jacobs 10/25/07
Contract Dev. and Control
E. Jones 10/25/07

B. Legal Sufficiency:

James C. Murphy 10/29/07
Assistant County Attorney

C. Other Department Review:

N/A

FIXED ASSET TRANSFER OR RE-DISTRIBUTION NOTIFICATION
PALM BEACH COUNTY

OFMB/FINANCIAL MANAGEMENT

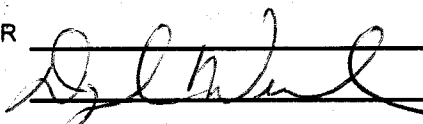
DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form #4

DONOR DEPARTMENT NAME(OR FAMO) FD&O, FLEET MANAGEMENT		RECEIVING DEPARTMENT NAME PALM BEACH COUNTY SHERIFF'S OFFICE		DATE 10/11/07
ASSET NUMBER	DESCRIPTION	NEW CUSTODIAN CODE	NEW LOCATION CODE	FAMO UPDATE REFERENCE
10141796	Overhead Lube Reels			
10142386	Air Compressor, Ingersol			
K09614	FIC Controller (Lube Tank Farm)			

COMMENTS:

APPROVAL-FAMO or DONOR DEPARTMENT		APPROVAL-RECEIVING DEPARTMENT	
ORIGINATOR _____	DATE _____	INVENTORY OFFICER _____	DATE _____
INVENTORY OFFICER _____	DATE _____	CUSTODIAN _____	DATE _____
CUSTODIAN  _____	DATE 10-14-07		

FIXED ASSET TRANSFER OR RE-DISTRIBUTION NOTIFICATION
PALM BEACH COUNTY

OFMB/FINANCIAL MANAGEMENT

DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form #4

DONOR DEPARTMENT NAME(OR FAMO) FD&O, FLEET MANAGEMENT		RECEIVING DEPARTMENT NAME AIRPORTS		DATE 10/11/07
ASSET NUMBER	DESCRIPTION	NEW CUSTODIAN CODE	NEW LOCATION CODE	FAMO UPDATE REFERENCE
J07824	Ultra Tank For AntiFreeze			
J08691	500 Gal. Ultra Tank			
10121610	Air Compressor, Speedaire			
H04510	Heavy Equipment Cleansing (Washrack)			
J08686	RGF Water Recycling System			
J08687	Water Tank, Washrack			
M04791	Weld Shop Expansion			
M09840	HE Shop Metal Building			
M09121	Parts Room Renovation			
G08595	Refrigerated Air Dryer, Kaeser			
J06747	Garage Door Opener			
K07670	Air Compressor Pump, Qunicy			
10150568	Air Compressor, Speedaire (Air Dryer)			

COMMENTS:

APPROVAL-FAMO or DONOR DEPARTMENT		APPROVAL-RECEIVING DEPARTMENT	
ORIGINATOR	DATE	INVENTORY OFFICER	DATE
INVENTORY OFFICER	DATE	CUSTODIAN	DATE
CUSTODIAN	DATE 10/19/07		

FIXED ASSET TRANSFER OR RE-DISTRIBUTION NOTIFICATION
PALM BEACH COUNTY

OFMB/FINANCIAL MANAGEMENT

DIVISION
 FIXED ASSETS MANAGEMENT OFFICE
 Form #4

DONOR DEPARTMENT NAME(OR FAMO)	RECEIVING DEPARTMENT NAME	DATE
FD&O, FLEET MANAGEMENT	AIRPORTS	10/11/07

ASSET NUMBER	DESCRIPTION	NEW CUSTODIAN CODE	NEW LOCATION CODE	FAMO UPDATE REFERENCE
J06635	Air Compressor, Gilbarco (Shop Air)			
J09919	Floor Lift, Vehicle, Mohawk			
K03142	Maintenance Lift for Equipment			
10116169	Envirovault Fuel Tank			
M03350	Sitework, Fleet Fuel Farm			
M04229	Elect Sitework Fleet Fuel Farm			
M04230	Paving Fleet Fuel Farm			
M04227	Imp. Fuel Island (CNG)			
M04228	Imp. Fleet Fuel Farm			

COMMENTS:

APPROVAL-FAMO or DONOR DEPARTMENT		APPROVAL-RECEIVING DEPARTMENT	
ORIGINATOR	DATE	INVENTORY OFFICER	DATE
INVENTORY OFFICER	DATE	CUSTODIAN	DATE
CUSTODIAN	DATE 10/19/07		

DISTRIBUTION: ORIGINAL SIGNATURES-FAMO

PHOTOCOPY-RECEIVING DEPARTMENT

Rev 3/2006

FIXED ASSET TRANSFER OR RE-DISTRIBUTION NOTIFICATION
PALM BEACH COUNTY

OFMB/FINANCIAL MANAGEMENT

DIVISION

FIXED ASSETS MANAGEMENT OFFICE

Form #4

DONOR DEPARTMENT NAME(OR FAMO)		RECEIVING DEPARTMENT NAME		DATE
ENGINEERING - TRAFFIC		AIRPORTS		10/11/07
ASSET NUMBER	DESCRIPTION	NEW CUSTODIAN CODE	NEW LOCATION CODE	FAMO UPDATE REFERENCE
10144052	Ice Machine, Ice-O-Matic			
J03483	Air Conditioniner, Data Temp			
K07553	Ice Machine, Crystal Tip			
10121601	Air Compressor, 5 HP			

COMMENTS:

APPROVAL-FAMO or DONOR DEPARTMENT		APPROVAL-RECEIVING DEPARTMENT	
ORIGINATOR	DATE	INVENTORY OFFICER	DATE
INVENTORY OFFICER	DATE	CUSTODIAN	DATE
CUSTODIAN	DATE		