NorthPort FLORIDA

MEMORANDUM
Finance Department

TO: **Kimberly Williams, Finance Director**

CC: **Angela Hollister, Senior Accountant**

FROM: **Tammy Oliver, Fixed Assets**

SUBJECT: **Property Disposal Forms – IT Below Threshold 1, 2, 3 & 4**

DATE: **January 3, 2024**

The attached property disposal forms from IT Department consist primarily of assets previously disposed from the Fixed Assets module of Naviline. They were removed on 2/17/2016 due to the capitalization limit change to assets of $5,000.00 or more. However, as these assets are going to auction, they require your signature and approval by the City Commission.

Please note there are some assets I have highlighted in green. These assets are in the Fixed Assets module as their values are above $5,000.00. I have listed those assets below:

- Asset #10058, Dell Poweredge R620 Server & Windows Software – Capitalized Value $13,000.42
- Asset #11142, Zerto Replication Software – Capitalized Value $34,922.38
  NOTE: Both items are fully depreciated in the Fixed Assets module.

Please let me know if you have any questions.

Thank you,

Tammy

CITY OF NORTH PORT
PROPERTY DISPOSAL FORM

Department Submitted By: CMO/IT

Date: 9/18/23

[ ] Overthreshold Item(s)

[X] Underthreshold Item(s)

CID #	Asset #	Condition	Reason	Method	Wiped	Notes
09862	10023	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 6/02/2014 Service Tag : 5MQV12
09860	10021	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 6/02/2014 Service Tag : 5MR0V12
09626	09423	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 4/15/2013 Service Tag: 7XWHCX1
09305	09015	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 790 Acquisition date: 4/4/2012 Service Tag: HD92MS1
09754	09600	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 8/7/2013 Service Tag: 9FX7Y1
09636	09433	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 4/15/2013 Service Tag: 7Y1HCX1
09863	10024	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 6/02/2014 Service Tag: 5MQ0V12
09861	10022	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 6/02/2014 Service Tag: 5MQ1V12
08391	07665	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 745 Acquisition date: 10/23/2007 Service Tag: 8Z9BYD1
09939	10319	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 09/16/2014 Service Tag: DVDQM22
10092	10621	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 Acquisition date: 05/05/2015 Service Tag: 4JZBC42
09820	09833	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 1/23/2014 Service Tag: 1ZP4FZ1
10094	10623	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 Acquisition date: 05/05/2015 Service Tag: 4KYDC42
09818	09831	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 01/23/2014 Service Tag: 1ZP2FZ1
09817	09830	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 01/23/2014 Service Tag: 1ZN4FZ1
09822	09835	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 01/23/2014 Service Tag: 1ZP3FZ1
09819	09832	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition date: 01/23/2014 Service Tag: 1ZQ3FZ1
09821	09834	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition datE: 01/23/2014 Service Tag: 1ZQ2FZ1
16061	N/A	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 04/29/16 Service Tag: FSR5GB2
10093	10622	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 05/12/2015 Service Tag: 3ZTPD32
16053	N/A	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 04/29/16 Service Tag: FSQ8GB2
10133	10674	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 Acquisition Date: 05/12/2015 Service Tag: 3ZTPD32
16054	N/A	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 04/29/16 Service Tag: FSQ9GB2
16060	N/A	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 04/29/16 Service Tag: FRS9GB2

Per the Code of the City of North Port, Florida (Chapter 55 Section 10-D):

Assets with an original purchase value greater than the threshold limit set forth in Chapter 274.02 (1), Florida Statutes, must receive City Commission approval for disposal and then may be disposed of (BY PURCHASING) in an appropriate fashion.

By signing this form, I attest that due diligence has been performed and proper procedures have been followed as outlined in the Code of the City of North Port, Florida (Chapter 55 Section 10-D) prior to this/these disposal(s). I accept full responsibility for this action.

J. B. Bellin 9/26/23

DEPARTMENT DIRECTOR DATE

R Edwards 9/25/23

FIXED ASSET CUSTODIAN DATE

By signing this form, I attest that the required information necessary for the proper disposal of said asset(s) has been received.

Kimberly Williams Digitally signed by Kimberly Williams Date: 2024.01.04 10:28:18 -05'00'

FINANCE DIRECTOR DATE

CITY MANAGER DATE

CITY OF NORTH PORT
PROPERTY DISPOSAL FORM

Department Submitted By: CMO/IT

Date: 9/18/23

[ ] Overthreshold Item(s)

[X] Underthreshold Item(s)

CID #	Asset #	Condition	Reason	Method	Wiped	Notes
09855	09917	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 05/05/2014 Service Tag: GQQSL02
16059	N/A	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 04/29/16 Service Tag: FSR8GB2
09866	10058	Good	Obsolete; End of Life	Auction	X	DELL POWEREDGE R620 Acquisition Date: 6/13/2014 Service Tag: 1S5VV12
09311	09021	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 790 DESKTOP Acquisition Date: 04/04/2012 Service Tag: HDB1MS1
10224	11018	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 Acquisition Date: 07/31/2015 Service Tag: 430GB32
10132	10673	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 Acquisition Date: 05/12/2015 Service Tag: 6ZTPD32
10131	10672	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 Acquistion Date: 05/12/2015 Service Tag: 57TPD32
10125	10654	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 9020 Acquisition Date: 05/07/2015 Service Tag: HY69D42
16057	N/A	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 04/29/16 Service Tag: FSR6GB2
16058	N/A	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 3020 SMALL FORM Acquisition Date: 04/29/16 Service Tag: FSR7GB2
09816	09829	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition Date: 01/23/2014 Service Tag: 1ZN3FZ1
09823	09836	Good	Obsolete; End of Life	Auction	X	DELL OPTIPLEX 7010 Acquisition Date: 01/23/2014 Service Tag: 1ZM4FZ1
09575	09363	Good	Obsolete; End of Life	Auction	X	DELL LATITUDE E6530 Acquisition Date: 03/06/2013 Service Tag: 76Z7XW1
09574	09362	Good	Obsolete; End of Life	Auction	X	DELL LATITUDE E6530 Acquisition Date: 03/06/2013 Service Tag: 7JZ7XW1
09571	09359	Good	Obsolete; End of Life	Auction	X	DELL LATITUDE E6530 Acquisition Date: 03/06/2013 Service Tag: 2TZ7XW1

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9/26/23
DEPARTMENT DIRECTOR DATE

9/25/23
FIXED ASSET CUSTODIAN DATE

By signing this form, I attest that the required information necessary for the proper disposal of said asset(s) has been received.

Kimberly Williams Digitally signed by Kimberly Williams Date: 2024.01.04 10:31:48 -05'00'
FINANCE DIRECTOR DATE

CITY MANAGER DATE

CITY OF NORTH PORT
PROPERTY DISPOSAL FORM

Department Submitted By: General Services/IT

Date: 7/10/23

[ ] Overthreshold Item(s)

[X] Underthreshold Item(s)

CID #	Asset #	Condition	Reason	Method	Wiped	Notes
09873	10070 sn: SCA042200BJ	Good	Obsolete	Sell	X	CATALYST 6500
09735	09580 sn: SFOC1706W1H1	Good	Obsolete	Sell	X	CISCO CATALYST 2960S
09871	10068 sn: FOC1101Y2A7	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
09954	10334 sn: FOC1218W344	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
09963	10349 sn: FOC0926U049	Good	Obsolete	Sell	X	CISCO CATALYST 3560g
09964	10350 sn: FOC1315Y228	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
09966	10352 sn: FOC1315Y23D	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
09967	10353 sn: FOC1315Y237	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
10067	10560 sn: FOC1040X3D7	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
09251-1	08961-1 sn: FOC1550W1Q7	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
	sn: FOC1428Y4MG	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
	sn: FDO1235Z00R	Good	Obsolete	Sell	X	CISCO CATALYST C3560
	sn: FOC1332Z46L	Good	Obsolete	Sell	X	CISCO CATALYST C3560G

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By signing this form, I attest that the required information necessary for the proper disposal of said asset(s) has been received.

DEPARTMENT DIRECTOR — DATE 8/14/23

FIXED ASSET CUSTODIAN — DATE 8/10/23

Kimberly Williams — Digitally signed by Kimberly Williams Date: 2024.01.04 10:32:21 -05'00'

FINANCE DIRECTOR — DATE

CITY MANAGER — DATE

CITY OF NORTH PORT
PROPERTY DISPOSAL FORM

Department Submitted By: CMO/IT

Date: 9/18/23

[ ] Overthreshold Item(s)

[X] Underthreshold Item(s)

CID #	Asset #	Condition	Reason	Method	Wiped	Notes
09959	10345 S#FXS1731Q0YK	Good	Obsolete	Sell		CISCO Catalyst 4503E Switch Chassis
09959-1	10345 S#JAE1221IPDN	Good	Obsolete	Sell		CISCO Catalyst 4503E Switch Chassis
09959-2	10345 S#JAE0922E1QM	Good	Obsolete	Sell		CISCO Catalyst 4503E Switch
09959-3	10345 S#JAE14310FKB	Good	Obsolete	Sell		Cisco Power AC Series Supervisor
09959-4	10345 S#SNI1223C1EW	Good	Obsolete	Sell		Cisco Power AC Series Supervisor
09959-5	10345 S#SNI1107C11L	Good	Obsolete	Sell		Cisco Power AC Series Supervisor
	SN: WD004766472	Good	Obsolete	Sell		Ithaca Ithem 280 Working- paper no longer available for unit.
	SN: HP003846407	Good	Obsolete	Sell		93 PLUS ITHACA Receipt Printer
07356	05864	Good	Obsolete	Sell		HP LaserJet Color Printer 4650N
IT 16112	sn: FOC1348Z1J5	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 17165	sn: FOC1140Y44M	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 17166	sn: FOC1310Z1W0	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 18070	sn: FOC1131Y0BK	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 18071	sn: FOC1232WSNQ	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 18080	sn: FOC1034Z1AX	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 18081	sn: FOC1071Y026	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 18088	sn: FOC1537X1YR	Good	Obsolete	Sell	X	CISCO CATALYST C3560G
IT 20001	sn: FOC1124Y06T	Good	Obsolete	Sell	X	CISCO CATALYST 3560G

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J B Bellia 9/26/23

DEPARTMENT DIRECTOR DATE

9/26/23

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Kimberly Williams Digitally signed by Kimberly Williams Date: 2024.01.04 10:33:17 -05'00'

FINANCE DIRECTOR DATE

CITY MANAGER DATE