

_OMB Granicus Review

Granicus Title	Adjustment of County fixed asset inventories for scrapped, junked, stolen, unaccounted, cannibalized, and traded-in items.				
Granicus ID#	24-0338A	Reference #	N/A	Date	04/17/2025

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other		Revenue	X	Project	

Fiscal Information:

New Contract (Y/N)	N/A	Original Amount	N/A
Fund(s)	Multiple Funds	Amount of Change (+/-)	N/A
Cost Center(s)	100200	Total Amount	TBD
Program(s)	Multiple Programs	Amount Available (FY24)	TBD
Account(s)	Multiple Accounts	Included in Applicable Budget? (Y/N)	N
Fiscal Year(s)	FY25		

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Construction and Property Management (CPM) is seeking to declare surplus and authorize disposition of miscellaneous County-owned fixed assets, to include the sale of scrap material, disposal of junked material, and removal of stolen, unaccounted, cannibalized, and traded-in items from County inventories.

The total fiscal impact is unknown at this time and will not be known until the final sale is conducted. These revenues are not budgeted for in the FY25 Adopted Budget and will generate unanticipated revenue for the funds that owned the sold/donated asset.

Analyst: Shane Kunze

Ok to Sign: ☒

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to ____)"**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
 - b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
 - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).