

_OMB Granicus Review

Granicus Title	Declare surplus and authorize the sale or donation of miscellaneous County-owned equipment.				
Granicus ID#	24-2238A	Reference #	N/A	Date	01/15/2025

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 miscellaneous County-owned items and equipment as surplus and authorize the sale to the highest bidder or donation to partner agencies of said items.

The total fiscal impact is unknown at this time due to the final sale conducted via a public auction. 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).