

OMB Granicus Review

Granicus Title	Declare surplus and authorize the sale of County-owned equipment and vehicles.				
Granicus ID#	23-0827A	Reference #	N/A	Date	May 30, 2023

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	Y	Original Amount	N/A
Fund(s)	Multiple Funds	Amount of Change (+/-)	N/A
Cost Center(s)	100200	Total Amount	Currently Unknown
Program(s)	Multiple Programs	Amount Available (FY23)	N/A
Account(s)	Multiple Accounts	Included in Applicable Budget? (Y/N)	N
Fiscal Year(s)	FY23		

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.)

Background

The Department of Administrative Services' (DAS) Fleet Management Division (Fleet) is seeking approval to declare the equipment and vehicles in the attachments as surplus and sell them at auction. The items will be available through public auction by Tampa Machinery Auction and Royal Auctions in accordance with Florida Statute 274.06. Unlike miscellaneous surplus property, surplus rolling stock is not available for donation.

The estimated amount that will be received is currently unknown and will not be known until after auction. The value of the vehicle at auction can be based on many factors, including usage, age, and condition, making an estimate difficult to achieve. The fiscal impact is therefore also unknown at this time, however, once the funds are collected, they will be entered as revenue under the original purchasing Fund. The listed funds that will be impacted can be found in the attachments. All funds that were part of the Vehicle Replacement Plan (VRP) will be added to 5002.100200.3644101.1545.

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, Qwestica 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).