

## \_OMB Granicus Review

<b>Granicus Title</b>	Declare surplus and authorize the sale or donation of miscellaneous County-owned equipment.				
<b>Granicus ID#</b>	24-1198A	<b>Reference #</b>	N/A	<b>Date</b>	07/08/2024

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>		<b>Revenue</b>	<b>X</b>	<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N/A	<b>Original Amount</b>	N/A
<b>Fund(s)</b>	Multiple Funds	<b>Amount of Change (+/-)</b>	N/A
<b>Cost Center(s)</b>	100200	<b>Total Amount</b>	TBD
<b>Program(s)</b>	Multiple Programs	<b>Amount Available (FY23)</b>	TBD
<b>Account(s)</b>	Multiple Accounts	<b>Included in Applicable Budget? (Y/N)</b>	<b>N</b>
<b>Fiscal Year(s)</b>	FY24		

### 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.)

The Department of Administrative Services' (DAS) Facilities and Real Property Division (FRP) has supplied a list of assets that departments, constitutional offices, and other elected officials determined had exhausted their usefulness. These assets will either be donated to governmental entities, non-profit agencies, or the Social Action Funding List designees or liquidated through public auction.

The total fiscal impact is unknown at this time due to the final sale being done via an auction. Following the public auction, FRP will have a total for the unanticipated revenue. The revenue generated from the public auction is not budgeted for in FY24 and will be distributed to the fund that owned the sold 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).