

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Stacey Yankee, District Administrator
Matt Lemcke, Administrative Services Manager

Date: July 16, 2026

Subject: Request for Relief of Accountability and Authorization to Surplus or Sell Capital Equipment

Background/Discussion:

After review of current vehicles and equipment, staff has identified a Capital item which has no service value to the District. The 15 Seat Passenger Van was previously used by the Kids Hang Out program for transport of children, however this vehicle requires a Class-B license for operation. Currently, the District has no employee with such a license, and there is not a plan in the near future to hire such an employee into the Van Driver position. In addition, the FY 2026-2027 budget includes the projected income from selling the van as part of the balanced budget for 337A.

Staff recommends approval to surplus the equipment as appropriate and approve a relief of accountability in order to clear it off the District fixed asset records.

Asset #82316 2017 T350 Passenger Van

Recommendation:

Staff proposes that the Carmichael Recreation and Park District Advisory Board of Directors recommend approval of a Relief of Accountability to the County for the cost of Asset #82316; and designate approval to the Parks Services Manager to coordinate sale of the van through either County surplus or an authorized dealership.