

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Ingrid S. Penney, Administrative Services Manager

Date: September 20, 2018

Subject: Request for Relief of Accountability and Authorization to Surplus/Trade-in Capital Equipment

Introduction/Background:

After review of current vehicles and equipment, staff has identified a couple of Capital Equipment items which have no service value to the District. The FY2018-19 Final Budget includes new equipment to replace these items.

Staff recommends approval to surplus or trade-in the equipment as appropriate; approve a relief of accountability in order to clear it off our fixed asset records. The items listed below represent the subject assets:

Asset #	Description	Original Cost	Comments
51115	1994 Ford Ranger ID # 141984 VIN #1FTCR14A2RPB83319	\$10,899.73	Surplus/Trade-in
65844	2005 DK65 Cab Tractor	\$39,669.24	Surplus/Trade-in

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 costs of the assets listed in this report; approval to dispose of the equipment items identified in the report through surplus or through trade-in on new replacement equipment.