

# Memo

Carmichael



RECREATION AND  
PARK DISTRICT

**To:** Advisory Board of Directors

**From:** Ingrid S. Penney, Administrative Services Manager

**Date:** November 18, 2021

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

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## ***Introduction/Background:***

As part of the FY2021-22 Budget, the Advisory Board approved a proposal from the Recreation Division to replace the existing 12 and 15-passenger 2017 Ford Transit Vans purchased in FY 2016-17 with new 10-passenger Ford Transit Vans. The Recreation Division has already established that the 10-passenger vans will meet program needs. The recommendation was made by the Recreation Division in order to address staffing challenges - finding drivers that meet CA license requirements.

California law imposes restrictions, that passenger vans carrying more than 10 passengers must be driven by persons holding a valid Class B license with a passenger transport endorsement or a commercial driver's license with passenger endorsement. The law does not consider 10-passenger vans as minibuses; therefore, the driver is not required to have a special license. A person 18 or older, holding a valid Basic Class C, non-commercial license is permitted to hold a job position as a 10-passenger van driver. This difference allows more flexibility to fill this job classification whether on a regular or temporary basis.

Recently, staff has learned that used vans are in greater demand. It is possibly more advantageous to sell the existing vans through County Surplus than to trade them in for the newer models. The dealership was not offering what the vans were worth in the marketplace. County Surplus will allow the CRPD to set a minimum acceptable bid. CRPD can retain control and can determine whether County Surplus or the dealership trade-in will yield the higher value, with any savings benefitting the District. FY2021-22 Budget provided an allowance for either method of sale.

Staff recommends approval to surplus 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
82414	2017 Ford Transit T350 12 Passenger Van; Vin # 1FBZX2ZG6HKA40389	32,489.38	Surplus
82315	2017 Ford Transit T350 15 Passenger Van; Vin #1FBZX2ZG2HKA40387	36,179.07	Surplus
82316	2017 Ford Transit T350 15 Passenger Van; Vin # 1FBZX2ZG4HKA40388	36,179.07	Surplus

***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.