



**EAST BAY REGIONAL PARK DISTRICT  
FINANCE COMMITTEE  
AGENDA STAFF REPORT**

<b>DATE</b>	January 24, 2024
<b>TITLE</b>	Disposal of Capital Assets for 2023
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	Kim Balingit, Accounting Manager Deb Spaulding, Assistant Finance Officer
<b>APPROVED</b>	Sabrina Landreth, General Manager 

**RECOMMENDATION**

Staff requests that the Board Finance Committee review the entire list of capital asset disposals and recommend to the full Board of Directors approval of accounting adjustments to reflect the disposal of three capital assets with a book value over \$25,000 during the 2023 fiscal year.

**BACKGROUND**

The Park District tracks and depreciates capital assets using the enterprise resource planning (ERP) system known as Finance Enterprise. Annually, the Park District performs an inventory of assets and records an accounting adjustment to “write-off” the remaining net book value (original cost less accumulated depreciation) of any asset no longer in the Park District’s possession. The Operations-Fleet Manager reviews and determines the best disposal method for surplus equipment.

**ANALYSIS**

Per section VIII (I) of the Board Operating Guidelines – Financial Controls – Adjustments to Financial Records, items with a book value of over \$25,000 are subject to Board review and action to remove them from the Capital Assets Inventory.

For 2023 there are three assets that meet this requirement.

- A 2019 Caterpillar Skidsteer was reported stolen in February from an area near the Lafayette Ridge Parking lot used by the Briones Regional Park staff to clear mud along Pleasant Hill Road in Lafayette.
- Solar Panels installed in 2002 on the roof of Peralta Oaks Administration building in Oakland were removed due to a loss of efficiency and performance. The panels were removed and replaced in the latter half of 2023.
- The Main Marina Boat Dock at Del Valle Regional Park in Livermore was damaged beyond repair during the 2023 winter storm. It was built in 1988 of wood and aluminum and was located on the east side of the lake used mainly for rentals of concessionaire boats.

The following is a summary of assets disposed in 2023:

- 22 assets were disposed through Board approved auction process. \$150,793 was received at auction for these items. All but two items were fully depreciated.
- 37 assets were determined not to be auction-able and were disposed or recycled. The net book value of these items was \$599,378 at the time of disposal.
- 1 asset was reported stolen, a 2019 Caterpillar Skidsteer.

### **FISCAL IMPACT**

There is no revenue/cost impact associated with the acceptance of the report.

### **ATTACHMENTS**

- A. Capital Asset Disposal List for 2023