

MARIN EMERGENCY RADIO AUTHORITY

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DATE: November 13, 2013
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **C-6**: PROPOSED MERA SURPLUS PROPERTY POLICY
AND PROCEDURES AND REQUEST FOR
APPROVAL OF DISPOSITION OF CERTAIN
MERA ASSETS

Recommended Action: Approve the Proposed MERA Surplus Property Policy and Procedures as presented and disposition of Certain MERA Assets as presented by the MERA Operations Officer.

Background: With the replacement of MERA's back-up generator at the Bay Hill Site, DPW staff has identified an opportunity to surplus parts from the existing generator. While MERA has a Capital Assets Policy and Procedures, it does not have a Surplus Property Policy and Procedures.

The attached policy is proposed for your review and approval, which permits the County's Purchasing Agent, as MERA's designee, to dispose of approved items. A procedure detailing specifics as to write-off information, including audit requirements, date of purchase, costs, etc. will be developed by the MERA Executive with review by the MERA Operations Officer.

Any proceeds from a sale would be deposited in MERA Fund 70036 (Replacement)

Also attached is a description from DPW of the generator parts to be surplus.

ATTACHMENTS:

C-6a Proposed MERA Surplus Property Policy and Procedures

C-6b DPW Description of Generator Parts to be Surplused