


City of Coconut Creek

InterOffice Memorandum

To: Peta-Gay Lake, Director 
Finance and Administrative Services

Date: December 15, 2025

From: Orlando Torres
Procurement Technician 

Subject: 2nd Quarter 2026 Surplus
Items for Commission
Approval

Authority:

Per Resolution No. 2018-223, the City's Administrative Order No. P-01 (3) – Purchasing Policies and Procedures; and Chapter 274, Florida Statutes, City surplus property valued \$5,000 and over and classified as obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function shall be approved for disposition at the January 22, 2026 City Commission Meeting. Items are due to the City Clerk's office by January 5, 2026.

The attached lists from Public Works (Fleet), Parks & Recreation, Community Relations, and Police Departments detail the items to be sold, scrapped, or discarded using the most efficient and cost effective means of disposal.

Please review and kindly sign each Surplus Designation Form if in approval. Should you have any questions, please contact me at extension 6681.