

# City of Coconut Creek InterOffice Memorandum

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

**Date:** May 22, 2026

**From:** Orlando Torres  
Procurement Technician



**Subject:** 4th Quarter 2026 Surplus  
Items for Commission  
Approval

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**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 June 25, 2026 City Commission Meeting. Items are due to the City Clerk's office by June 8, 2026.

The attached lists from Public Works (Fleet), Utility & Engineering, 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.

# City of Coconut Creek

## InterOffice Memorandum

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**To:** Orlando Torres  
Procurement Technician

**Date:** June 11, 2026

**From:** Jessica Cannon  
Transportation Supervisor

**Subject:** 964 Surplus

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Unit 964 is being temporarily removed from the surplus list submitted May 2026. This decision is necessary due to the prolonged downtime of, Unit 3000, which will be out of service for an extended period due to back-order parts

Reinstating Unit 964 will allow the City to meet current operational needs without incurring the cost of renting a reel mower. Once Unit 3000 is repaired and returned to service, Unit 964 will be retired again and reinstated on the surplus inventory list.