


# City of Coconut Creek InterOffice Memorandum

---

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

**Date:** December 18, 2023

**From:** Gretchen Marie Rodríguez   
Procurement Technician

**Subject:** **2<sup>nd</sup> Quarter 2024 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 February 8, 2024 City Commission Meeting. Items are due to the City Clerk's office by January 22, 2024.

The attached lists from Public Works/Fleet Department details 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 1548.