



# City of Apopka

## CITY COUNCIL STAFF REPORT

**Type of Form:** Consent

**Meeting Date:** May 3, 2023

**Department:** Purchasing

**SUBJECT:**

Surplus Property

**REQUEST:**

Authorize the disposal of surplus equipment/property and removal of asset property from the asset list.

**SUMMARY:**

Staff requests City Council approval to dispose of surplus capital equipment/property which has no useful benefit to the daily operation of the city. This request is per Administrative Policy 122.1.1.II: "The disposal of capital asset property which is obsolete, or for which the continued use would be uneconomical or inefficient, shall be in accordance with Florida Statue 274 and must be approved by the City Council". The asset property includes the disposal of items by auction, donation, or elimination. The attached forms identify equipment and vehicles which no longer function or have usefulness to the city.

**Item(s):** Canon Plotter

**Department:** Public Services

**Purchased:** 2007

**Acquisition Value:** \$9,999

**Book Value:** \$0

**FUNDING SOURCE:**

N/A

**RECOMMENDED MOTION:**

Authorize the disposal of said equipment/property.

**ATTACHMENTS:**

- Surplus disposal form (PDF)