



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 25, 2026

Originating Department: Public Works

Agenda Title: Resolution 19-03-26 - Transfer Obsolete Automatic License Plate Reader Equipment - Palm Beach County Sheriff's Office

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$ 0.00 **Funding Source:** N/a

Account Number: 001-408-597 **Finance Signature:** Barbara A. Gould

Advertised:

Date: N/a **Newspaper:** _____

Attachments:

- 1) Resolution No. 19-03-2026, authorizing transfer of ownership of listed equipment to Palm Beach County Sheriff's Office
- 2) Exhibit A, Motorola Automatic License Plate Reader equipment inventory list, 33 items
- 3) Town of Lake Park Equipment Donation Agreement

Please initial one:

X Yes, I have notified everyone.

Not applicable in this case

Summary Explanation/Background:

The Public Works Department is requesting Town Commission approval to transfer ownership of certain obsolete (or end-of-life) Motorola Solutions Automatic License Plate Reader equipment to the Palm Beach County Sheriff's Office.

The ~~current~~ obsolete Automatic License Plate Reader (ALPR) equipment consists of older camera system components that have been replaced by newer systems, but remain functional generally as parts for other cameras that may be available.

However, although this equipment is currently managed and deployed by the Palm Beach County Sheriff's Office, the assets remain listed under the Town's ownership for financial (audit and inventory) reporting

purposes. To support accurate fixed asset accounting and to remove these items from the Town's asset inventory and books, staff is requesting the Town Commission to transfer ownership of the listed items to the Palm Beach County Sheriff's Office.

Note: The proposed obsolete equipment was included as part of the larger fixed asset #3092 Surveillance System License Plate Reader equipment that was purchased by the Town in April 2019 and removed from the Town's fixed assets list upon installation of the replacement license plate reader system purchased in November 2023. Thus, this equipment is available to be disposed.

The Palm Beach County Sheriff's Office has indicated that there would be use for this end-of-life equipment as parts for other cameras that they maintain within the Town to expand security coverage for our residents.

The proposed transfer documents and/or supporting agency request materials have been prepared by the Public Works Director and reviewed by the PBSO Captain, the Chief Information Technology Officer, the Finance Director and the Town Attorney.

Recommendation:

I move to adopt Resolution 19-03-26 to transfer obsolete automatic license plate reader (ALPR) equipment to the Palm Beach County Sheriff's Office; and authorize the Town Manager and/or their designee to execute any necessary documents to transfer the ALPR equipment and update the Town's fixed asset records.