

**CITY OF BELLE SLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: March 18, 2025
To: Honorable Mayor and City Council Members
From: Staff
Subject: Surplus Request of office furniture and equipment

Background:

The City of Belle Isle staff requests approval to surplus the following furniture and unusable equipment. Many listed items have not been in service for over two years and are outdated, making them no longer suitable for departmental use. If approved for surplus, the hard drives will be removed and destroyed in accordance with department policy to ensure data security.

- 1 Bookcase – City Manager 54" wide by 12" deep by 76" high with shelves and lighting at the top
- 1 City Manager L-Shaped Desk
- 4-staff office desks - 54" wide by 30" deep by 29" high
- File cabinet - 37" wide by 18 1/2" deep by 29" high
- 2-staff credenzas
- 1-Table - 54" round by 29" tall
- 2-ceiling fans
- 4-sitting chairs
- 1-Canon Power shot camera, not operable
- 1-Ipad Air 2019 DMPPM4YMG5WQ (screen cracked)
- 1-Iphone (District 1) not operable, not operable
- 1-Iphone (District 4) not operable, not operable
- 1-ZTE Phone outdated, not operable
- 1-PD MiFi outdated, not operable

In accordance with Section 2-223, If the property has been determined to be surplus to be of some commercial value, but such value does not exceed \$100, the city manager shall dispose of such property in any reasonable manner which the city manager, in the city manager's sole discretion, determines will bring the greatest price.

Staff Recommendation and Council Discussion Points:

Staff recommends approval to surplus the furniture and outdated equipment.

Suggested Motion:

"I move to approve the surplus of outdated computer equipment and office furniture in accordance with Section 2-223 BI City Code.

Alternatives: Council discussion.

Fiscal Impact: There will be no immediate fiscal impact. Any future financial considerations will be addressed as needed.

Attachments: N/A

