

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

Meeting Date: May 6, 2025
To: Honorable Mayor and City Council Members
From: Staff
Subject: Surplus Request of Office Equipment

Background:

The following equipment is either depreciated in use or not working due to updates.
We request authorization to sell the items at a minimum cost or surplus the following items:

- 1 HP Laserjet 4630
- 1 HP Officejet Pro 8100

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Staff recommends approval to surplus the outdated equipment.

Suggested Motion:

"I move to approve the surplus of equipment in accordance with the recommendation and 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