

**Agenda Item
No.**

B-4

DATE SUBMITTED 02/12/2025

SUBMITTED BY E. Haller

DATE ACTION REQUIRED 02/19/2025

COUNCIL ACTION (X)
PUBLIC HEARING ()
REQUIRED RESOLUTION ()
ORDINANCE 1ST READING ()
ORDINANCE 2ND READING ()
CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
AGENDA ITEM**

<p>SUBJECT: DISCUSSION/ACTION: DECLARATION OF SURPLUS ITEMS</p> <p>1. DECLARE WORN OR NO LONGER IN USE ITEMS AS SURPLUS 2. AUTHORIZE THE DONATION OR DISPOSAL OF SURPLUS ITEMS</p>	
<p>DEPARTMENT INVOLVED: LIBRARY</p>	
<p>BACKGROUND/SUMMARY:</p> <p>The Imperial Public Library procured new chairs and space-saving tables for the Literacy Services Program to replace the worn, broken task chairs and computer tables acquired over fifteen years ago provided for the learners. In addition, the small literacy room houses a bulky reception desk with a large filing cabinet and old, no longer-in-use metal filing cabinets and storage cabinets. Also, the library stores plexiglass barriers removed after the COVID-19 pandemic. All City departments have been notified of the surplus items; no departments need or have space for them.</p> <p>During the Imperial Public Library Board of Trustees on February 11, 2025, the board passed the motion to recommend Imperial City Council to declare the department's current inventory of outdated, worn, or no longer in use items identified above as surplus. Salvaged items will be removed according to City policies. The Library Board requested the salvaged items be donated to a local non-profit. Items beyond repair will be discarded.</p>	
<p>FISCAL IMPACT: None</p>	<p>FINANCE INITIALS <u>JMS</u></p>
<p>STAFF RECOMMENDATION: The department recommends declaring worn or no longer in use items as surplus and authorizing the donation or disposal of the surplus items.</p>	<p>DEPT. INITIALS <u>[Signature]</u></p>
<p>MANAGER'S RECOMMENDATION: <u>approve</u></p>	<p>CITY MANAGER'S INITIALS <u>[Signature]</u></p>
<p>MOTION:</p> <p>SECONDED: APPROVED () REJECTED () AYES: DISAPPROVED () DEFERRED () NAYES: ABSENT: REFERRED TO:</p>	

Items requested to declare as surplus include:

- 11 - Black Computer Tables
- 12 - Task Chairs
- 2 – Black Book Storage Cabinets
- 1 – Almond Metal Storage Cabinet
- 1 – Short Almond Metal Filing Cabinet
- 1 – Tall Black Metal Filing Cabinet
- 1 – L-Shaped Reception Desk with Large Filing Cabinet
- Plexiglass Barriers

