



TO: Mayor and Council

FROM: Police Chief Brian Sandell

DATE: January 30, 2024

MEETING DATE: February 5, 2024

Agenda Item: Workstations

Background: With the hire of a seventh full-time officer an additional workstation is needed. Our part-time officer also did not have a dedicated workstation.

A quote was obtained from The Office Shop for two additional workstations, which match our current workstations. Our current workstations have been in use for twenty years and have held up well. The quote contains panels, file cabinets, shelves, chairs, desktops, and brackets. The quote after a 50% discount is \$7,909.00.

Requested Action: Approve the purchase of two workstations. Recommend using building maintenance funds for the purchase.