



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Economic Development Surplused Office Furniture

Submitted By: Charise Clay, Staff Assistant

Date Submitted: August 12, 2024

Work Session Date: August 19, 2024

Council Meeting Date: August 19, 2024

Background/History: The Economic Development Staff Assistant & Project Manager worked in the same office. The Project Manager is now the Main Street Manager and needs an individual office with a meeting area. The desk & chairs they use now need to be surplused. The Staff Assistant will move and a new office will be created for them

Action Requested from Council: Approval of surplus

Cost: \$ 0.00 to remove

Budgeted for: X Yes No

Financial Impact: New furniture for both offices estimates around \$3,145.52.
