



AGENDA REQUEST

TO: Mayor and City Council
FROM: Tanner Newman, Director of Development Services
DATE: Nov. 1, 2022
SUBJECT: IN THE MATTER OF REQUEST TO SURPLUS AND TRADE IN ASSETS
TOWARDS THE PURCHASE OF NEW OFFICE FURNITURE TN

Request:

Approval to surplus and trade in nine (9) office chairs towards the purchase of new office furniture.

Description of Nine (9) Chairs Subject to Surplus Request

Make: Harter Steel Chairs **Materials:** Metal, Leather **Color:** Green, Tan