

# VILLAGE OF HOMEWOOD



## BOARD AGENDA MEMORANDUM

DATE OF MEETING: August 26, 2025

**To:** Village President and Board of Trustees

**Through:** Napoleon Haney, Village Manager

**From:** Terence Acquah, Assistant Village Manager

**Topic:** Sale of Surplus Equipment

### PURPOSE

Staff requests that the Village Board pass an ordinance authorizing the sale or disposal of electronic equipment listed as surplus property.

### PROCESS

Semi-annually, the Village disposes of surplus property as equipment is replaced. Below is a list of items designated for disposal by intergovernmental sale or auction, trade-in, private sale, or sealed bid.

#### *The Equipment*

The Village purchased the Canon image PROGRAF PRO-4000S plotter printer in 2016 and the equipment served the Village well. In 2016, the plotter retailed for roughly \$4,195. For many years, the printer was used to print large exhibits, notices, posters for events, downtown advertisement, marketing items, maps, posters and exhibits. Because the Village printed these materials in-house, there was and still is an inherent cost savings derived from not having to outsource these printing services. Unfortunately, as with most software and computer-type equipment, the printer is now obsolete and does not have a maintenance agreement because of limited replacement part availability. The Village has since purchased a replacement plotter printer, and does not require the use of this older equipment.

<u>Make</u>	<u>Model</u>	<u>Serial</u>	<u>Type</u>
Canon	Pro-4000S	BAGH0019R	Plotter Printer
LG	27BK430H	907MXKDKS941	Monitor

### OUTCOME

Approval of the ordinance will authorize the Village Manager to sell, trade-in, or dispose of the surplus electronic equipment.

### FINANCIAL IMPACT

- **Funding Source:** N/A
- **Budgeted Amount:** N/A

## VILLAGE OF HOMEWOOD



### **LEGAL REVIEW**

Not Required

### **RECOMMENDED BOARD ACTION**

Pass an ordinance authorizing the Village Manager to sell, trade-in, or dispose of two (2) pieces of electronic equipment listed as surplus property.

### **ATTACHMENT(S)**

Ordinance