

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: September 22, 2026

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Amy Zukowski, Finance Director

Topic: Disposal of Surplus Property

PURPOSE

Staff requests that the Village Board pass an ordinance authorizing the disposal of surplus property.

PROCESS

The Finance Department has purchased new desk furniture for the first floor office staff. The previous desks, over 20 years old, show significant wear and have exceeded their functional lifespan.

The following items are to be disposed of either by intergovernmental sale, auction, trade-in, private sale or donation:

- 2 L-shaped desks
- 1 L-shaped desk with hutch
- 1 U-shaped desk with hutch
- 1 six-drawer file cabinet
- 1 four-drawer file cabinet

OUTCOME

Approval of the ordinance will enable the Finance Department to oversee the sale, trade-in, disposal, or donation of the furniture.

FINANCIAL IMPACT

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

LEGAL REVIEW

Not required

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RECOMMENDED BOARD ACTION

Pass an ordinance authorizing the Village Manager to sell, donate, or dispose of the equipment and personal property listed.

ATTACHMENT(S)

Ordinance