COUNCIL MEETING AGENDA REQUEST FORM
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COUNCIL MEETING DATE: February 27, 2018

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver ☐ | Open Container Law Waiver ☐
Other: _____

Please be specific about the reason to be on the agenda.

Introduction of an ordinance to declare as surplus and authorize the sale of the items listed below to sell on GovsDeal.com:
Unit # 861- 2005 Nissan Altima, VIN# 1N4BL11D55C118337
Unit # 108- 2007 Nissan Altima, VIN# 1N4AL21E17C115951
Unit # 501- 2003 Chevy Tahoe, VIN# 1GNEC13Z53R106450
Unit # 614- 2006 Chevy Trailblazer. VIN# 1GNES13M562262735

Requested By: Purchasing

NAME: Jana Thurman
ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the First and Third Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401,All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK
****
DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____(Yes) _____(No)

Remarks: _____

_____
Johnny Blunt
Council President

_____
Tonia Banks

Council Clerk

_____
Date

City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]

I. **Department Name:** Hammond Police		**Date:** 1/26/18
Approved By: Jason Anderson	**Fax:**	**Ext.:** 5729

Requested Disposition:

[X] Surplus item(s) to City of Hammond Property Control
[__] Department wishes to keep item(s) & dismantle for parts to repair like equipment.
[__] Transfer tagged property to_____Dept*
New Location:_____

NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
108	2007 Nissan Altima 1N4AL21E17C115951	120 S. Oak St.	Poor

II. **THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF**	
Form Received By Property Control	**Date:**
[X] To be transported by Physical Plant to PC Surplus [__] To be transferred to another dept as indicated [__] None/Property delivered with form by department [__] Authorization for dept to cannibalize for parts	
Authorized By Property Control:	**Date:**

III. ATTENTION: **DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED**		
Released By: James W. Stewart	**Dept Name:** HPD	**Date:** 1-28-18
Received By: [illegible]	**Dept Name:** Purchasing	**Date:** 2.19.18
Completed By: [illegible]	**Dept Name:** Purchasing	**Date:** 2.19.18

299.64

City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]

I. Department Name: Hammond Fire		Date: 2-8-18
Approved By: John Thomas	Fax:	Ext.: 5800

Requested Disposition:

[✓] Surplus item(s) to City of Hammond Property Control
[__] Department wishes to keep item(s) & dismantle for parts to repair like equipment.
[__] Transfer tagged property to_____Dept*
New Location:_____

NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.

PROPERTY #	DESCRIPTION OF VIN PROPERTY	LOCATION	CONDITION
501	2003 Chevy Tahoe 1GNEC13Z53R106450	405 S. Oak St	Ignition Short

II. THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:

[__] To be transported by Physical Plant to PC Surplus
[__] To be transferred to another dept as indicated
[__] None/Property delivered with form by department
[__] Authorization for dept to cannibalize for parts

Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: JT	Dept Name: Fire	Date: 2/8/18
Received By:	Dept Name: Purchasing	Date: 2.8.18
Completed By:	Dept Name: Purchasing	Date: 2.8.18

City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]

I. **Department Name:** Hammond Police		**Date:** 1/26/18
Approved By: Jason Anderson	**Fax:**	**Ext.:**

Requested Disposition:

[X] **Surplus item(s) to City of Hammond Property Control**
[__] **Department wishes to keep item(s) & dismantle for parts to repair like equipment.**
[__] **Transfer tagged property to_____Dept***
New Location:_____

NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
861	2005 Nissan Altima 1N4BL11D55C118337	120 S. Oak St	Poor Transmission

II. **THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF**	
Form Received By Property Control	**Date:**
[X] **To be transported by Physical Plant to PC Surplus** [__] **To be transferred to another dept as indicated** [__] **None/Property delivered with form by department** [__] **Authorization for dept to cannibalize for parts**	
Authorized By Property Control:	**Date:**

III. ATTENTION: **DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED**		
James Stewart **Released By:**	HPD **Dept Name:**	**Date:** 1-26-2018
Anna Thurman **Received By:**	Purchasing **Dept Name:**	**Date:** 2.19.18
Anna Thurman **Completed By:**	Purchasing **Dept Name:**	**Date:** 2.19.18

City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]

unit # 614

I. **Department Name:** Garage		**Date:** 2/20/18
Approved By: Randall Sellers	**Fax:** 985-277-5954	**Ext.:** 5954

Requested Disposition:

[✓] Surplus item(s) to City of Hammond Property Control
[__] Department wishes to keep item(s) & dismantle for parts to repair like equipment.
[__] Transfer tagged property to_____Dept*
New Location:_____

NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
7191	02/06 chevy trailblazer V8	1905	Body/interior Good needs engine

Unit 1GNES13M562262735

II.
THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF

Form Received By Property Control	**Date:**

[__] To be transported by Physical Plant to PC Surplus
[__] To be transferred to another dept as indicated
[__] None/Property delivered with form by department
[__] Authorization for dept to cannibalize for parts

Authorized By Property Control:	**Date:**

III. ATTENTION:
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED

Released By:	**Dept Name:** Garage	**Date:** 2/20/18
Received By:	**Dept Name:** Purchasing	**Date:** 2.21.18
Completed By:	**Dept Name:** Purchasing	**Date:** 2.21.18