

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: April 24, 2018

SUBJECT/REASON FOR AGENDA ITEM:

- 1) An ordinance for the Council to approve and declare police confiscated bikes as surplus and to be donated to Churches and other non-profit organizations. There are approximately 13 seized bikes.

(INCLUDE NAME, ADDRESS, PHONE NUMBER)

APPROVED BY: _____
(COUNCIL MEMBER OR CITY ADMINISTRATION)

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVE _____ **TIME RECEIVED:** _____

COUNCIL CLERK: Tonia Banks **AGENDA ITEM NUMBER** _____

APPROVED: _____ **(YES)** _____ **(NO)**

REMARKS:

COUNCIL PRESIDENT: _____

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

I.			
Department Name: <u>Police</u>	Date: <u>1-19-18</u>		
Approved By:	Fax: Ext.:		
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> 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
<u>Evidence</u>	<u>13 bicycles</u>	<u>Training Center</u>	<u>Fair</u>

II.	
THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
<input type="checkbox"/> To be transported by Physical Plant to PC Surplus <input type="checkbox"/> To be transferred to another dept as indicated <input type="checkbox"/> None/Property delivered with form by department <input type="checkbox"/> Authorization for dept to cannibalize for parts	
Authorized By Property Control: <u>[Signature]</u>	Date: <u>2/1/18</u>

III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
<u>[Signature]</u> Released By:	Dept Name:	Date:
Received By:	Dept Name:	Date:
Completed By:	Dept Name:	Date:

This is the list of the (13) bikes

17-06673	Mongoose Blk/Orange Serial# SNFSD16JU0791
17-08059	Next Nitro26 Green/white lettering Serial# LBGH034188
17-09384	Mongoose Estes Silver/Black Serial# SNFSD07HJ1056
17-11528	Ozone Ultra Shock Blk/Grn Serial# DJGI122993
17-12963	Huffy Nel Lusso Brown/Gold Serial# SNHEJ09M62804
17-12963	Huffy Nel Lusso Pink/White Serial# SNH1C15C59547
17-13730	Schwinn Point Beach (white/blue) Serial# SNFSD11A36326
17-13741	Schwinn (black/pink or purple) Serial# CSC2J97558
17-23635	Huffy Nel Lusso (SeaGreen/Brown) Serial# SNHTC13J41742
17-26853	Road Master Granite Peak (gray) Serial # SNFSD17D91490
17-26877	Western Flyer Galzxy Flyer (blue) UNK SERIAL #
17-27468	Mongoose mt. bike (Orange) 5NALL10E19633
17-18754	Schwinn (baby blue/white) Serial# SN2493