

COUNCIL MEETING AGENDA REQUEST FORM

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: <u>Hammond Police</u>		Date: <u>1/26/18</u>
Approved By: <u>Jason Anderson</u>	Fax:	Ext.: <u>5729</u>
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
108	2007 NISSAN Altima IN4AL21E17C115951	120 S. Oak St.	Poor

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
<input checked="" 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:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>James W. Stewart</u>	Dept Name: <u>HPD</u>	Date: <u>1-28-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2-19-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2-19-18</u>

209.64

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

I. Department Name: <u>Hammond Fire</u>		Date: <u>2-8-18</u>	
Approved By: <u>John Thomas</u>	Fax:	Ext.: <u>5800</u>	
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 VIN PROPERTY	LOCATION	CONDITION
<u>501</u>	<u>2003 Chevy Tahoe 1GNEC13Z53R106450</u>	<u>4055. Oak St</u>	<u>IGNITION Short</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:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>[Signature]</u>	Dept Name: <u>Fire</u>	Date: <u>2/8/18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2-8-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2-8-18</u>

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

I. Department Name: <u>Hammond Police</u>		Date: <u>1/26/18</u>	
Approved By: <u>Jason Anderson</u>	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>861</u>	<u>2005 Nissan Altima 1N4BL11D55C118337</u>	<u>120 S. Oak St</u>	<u>Poor Transmission</u>

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<input checked="" 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:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>James Stewart</u>	Dept Name: <u>HPO</u>	Date: <u>1-26-2018</u>
Received By: <u>Anna Human</u>	Dept Name: <u>Purchasing</u>	Date: <u>2.19.18</u>
Completed By: <u>Anna Human</u>	Dept Name: <u>Purchasing</u>	Date: <u>2.19.18</u>

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

unit # 614

I. Department Name: <i>Garage</i>		Date: <i>2/20/18</i>
Approved By: <i>Randall S. Lee</i>	Fax: <i>277-5954</i> <i>985-9</i>	Ext.: <i>5954</i>
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
<i>7191</i>	<i>02/06 chevy trailblazer</i>	<i>190 E</i>	<i>Body/interior Good needs engine</i>

VS Unit 16NES13m562262735

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
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<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:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>[Signature]</i>	Dept Name: <i>Garage</i>	Date: <i>2/20/18</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>2.21.18</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>2.21.18</i>