

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: February 28, 2023

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 declaring moveable property as surplus and providing for a donation to SOARR INC. Three (3) Lenovo Thinkcenter M71z computers

Requested By: Recreation

NAME: Jana Thurman

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

Please note that the Hammond City Council meets the Second and Fourth 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 cockerham\_la@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**

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DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Council Clerk: Lisa Cockerham Agenda Item Number \_\_\_\_\_

Approved: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Remarks: \_\_\_\_\_

Kip Andrews  
Council President

\_\_\_\_\_  
Tonia Banks

\_\_\_\_\_  
Date

TO: CITY OF HAMMOND  
RECREATION DEPT.

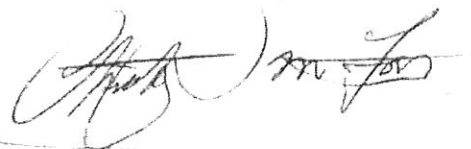
FROM: CHRIS FOX  
SOARR, INC  
28523 GORDON LN  
HOLDER, WA, 90744

TO WHOM IT MAY CONCERN,

THE DONATION OF COMPUTERS RECENTLY DEMON-  
-MISSIONED WILL BE USED TO TRAIN THE YOUTH  
OF THE GREATER HAMMOND AREA IN THE  
FOLLOWING SKILLS AND ACTIVITIES

1. NASA ASTRO CAMP
2. OOD UNDERWATER ROBOTICS
3. GENERAL CODING/ROBOTICS
4. GENERAL AVIATION PRINCIPLES
5. MISC. USE OF INTERNET STEM ASSETS

Sincerely



SOARR PRESIDENT,  
inc.

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

<b>I.</b>			
Department Name: Recreation		Date: 2/2/23	
Approved By: Desirae Dotey	Fax:	Ext.: 5901	
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
8480	Lenovo Thinkcenter M71z	Recreation	Used

<b>II.</b>	
<b>THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF</b>	
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:

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

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NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.				
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION	
8482	Lenovo Thinkcenter M71z	Recreation	Used	

<b>II.</b>	
<b>THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF</b>	
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	
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