

**COUNCIL MEETING AGENDA REQUEST FORM**  
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COUNCIL MEETING DATE: May 09, 2017

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 movable property as surplus and not needed for a public purpose and providing for a donation to benefit public safety. 4 (Four) Avalanche Police Bikes**

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**

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

Council Clerk: Tonia Banks Agenda Item Number \_\_\_\_\_

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

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

Mike Williams  
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: <i>HAMMOND PD</i>		Date: <i>5-3-17</i>	
Approved By: <i>J. Stewart</i>	Fax:	Ext.: <i>5750</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* <i>DONATE</i> New Location: <i>211 CASHAHA DR. CHARENTON, LA. 70523</i>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>2934</i>	<i>AVALANCHE POLICE BIKE</i>	<i>POLICE TRAINING Ctr.</i>	<i>FAIR</i>

II. <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 checked="" 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>J. Stewart</i>	Dept Name: <i>HAMMOND P.O.</i>	Date: <i>5-4-17</i>
Received By: <i>V. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-4-17</i>
Completed By: <i>V. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-4-17</i>

**City of Hammond Purchasing Department  
Surplus/Transfer Request Form  
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<b>I.</b>		<b>Department Name:</b> <u>Hammond P.D.</u>	<b>Date:</b> <u>5-3-17</u>
<b>Approved By:</b> <u>J. Stewart</u>	<b>Fax:</b>	<b>Ext.:</b> <u>5750</u>	
<b>Requested Disposition:</b>			
<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 checked="" type="checkbox"/> Transfer tagged property to <u>DONATE</u> Dept* New Location: <u>211 COUShattA Dr. Chalmette, La. 70523</u>			
<b>NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.</b>			
<b>PROPERTY #</b>	<b>DESCRIPTION OF PROPERTY</b>	<b>LOCATION</b>	<b>CONDITION</b>
<u>#2927</u>	<u>Avalanche Police Bike</u>	<u>POLICE TRAINING Ctr.</u>	<u>FAIR</u>

<b>II.</b>	
<b>THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF</b>	
<b>Form Received By Property Control</b>	<b>Date:</b>
<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	
<b>Authorized By Property Control:</b>	<b>Date:</b>

<b>III. ATTENTION:</b>		
<b>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</b>		
<b>Released By:</b> <u>J. Stewart</u>	<b>Dept Name:</b> <u>Hammond P.D.</u>	<b>Date:</b> <u>5-4-17</u>
<b>Received By:</b> <u>V. McBy</u>	<b>Dept Name:</b> <u>Purchasing</u>	<b>Date:</b> <u>5-4-17</u>
<b>Completed By:</b> <u>V. McBy</u>	<b>Dept Name:</b> <u>Purchasing</u>	<b>Date:</b> <u>5-4-17</u>

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Surplus/Transfer Request Form  
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<b>I.</b> Department Name: <u>HAMMOND P.D.</u>		Date: <u>5-3-17</u>	
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>5750</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 checked="" type="checkbox"/> Transfer tagged property to: _____ Dept* <u>DONATE</u> New Location: <u>211 LOUSHANA DR. CHAENTON, LA. 70523</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>#2922</u>	<u>AVANLANCHE Police Bikes</u>	<u>Police Training Ctr.</u>	<u>FAIR</u>

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Authorized By Property Control:	Date:

<b>III. ATTENTION:</b> DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>[Signature]</u>	Dept Name: <u>HAMMOND PD</u>	Date: <u>5-4-17</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-4-17</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-4-17</u>

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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 <i>...</i> Dept* <i>DONATE</i> New Location: <i>211 COUSHAMA DR. CHARENTON, LA 70523</i>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>2921</i>	<i>AVANLACHE POLICE BIKE (white)</i>	<i>POLICE TRAINING CTR.</i>	<i>FAIR</i>

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<i>J. Stewart</i> Released By:	<i>HAMMOND P.D.</i> Dept Name:	Date: <i>5-4-17</i>
<i>J. Stewart</i> Received By:	<i>Purchasing</i> Dept Name:	Date: <i>5-4-17</i>
<i>J. Stewart</i> Completed By:	<i>Purchasing</i> Dept Name:	Date: <i>5-4-17</i>







