

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: June 13, 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 3 (Three) Bullet Proof Vest surplus property and providing for a donation to benefit the safety of Tickfaw State Park Ranger's.

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: _____

Lemar Marshall
Council President

Tonia Banks
Council Clerk

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

I. Department Name: <i>Hammond P.D.</i>		Date: <i>5-17-17</i>	
Approved By: <i>James W. Stewart</i>	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: <i>27225 PATTERSON RD. Spring Field, La. 70462</i> <i>POC: Cody WESTMORELAND - TUCKER STATE PARK</i>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
	<i>1-APA Bullet proof vest 05092498 - Back - Serial # 05092490 Front Serial #</i>		<i>Good Used</i>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
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>James W. Stewart</i>	Dept Name: <i>Hammond Police Dept.</i>	Date: <i>5-17-17</i>
Received By: <i>V. McBe</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-19-17</i>
Completed By: <i>V. McBe</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-19-17</i>

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

I. Department Name: <i>Police</i>		Date: <i>5/17/17</i>	
Approved By: <i>James W. Stewart</i>		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: <i>27275 PATTERSON RD. Springfield, LA. 70462</i> <i>POC: TUCKAW STATE PARK, Cody Westmoreland.</i>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
	<i>1 - Second Chance Police Cruiser 1174631 - Serial # Back 11346630 - Serial # Front</i>		<i>Good Used</i>

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Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>James W. Stewart</i>	Dept Name: <i>Hammond PD</i>	Date: <i>5/17/17</i>
Received By: <i>V. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5/19/17</i>
Completed By: <i>V. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5/19/17</i>

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

I.		Department Name: <i>HAMMOND P.D</i>		Date: <i>5/17/17</i>
Approved By: <i>James W. Stewart</i>		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: <i>27225 PATTERSON RD. Spring Pt. 10, La. 70462</i> <i>POC: Cody WESTMORELAND, TICKFAW STATE PARK.</i>				
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.				
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION	
	<i>1-PACA Bullet proof vest</i>		<i>Good</i>	
	<i>286850-Front Chack Sw. L&E</i>		<i>Used</i>	

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III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>James W. Stewart</i>	Dept Name: <i>Hammond PD</i>	Date: <i>5-17-17</i>
Received By: <i>V. M. P. Lee</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-19-17</i>
Completed By: <i>V. M. P. Lee</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-19-17</i>