

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: August 18, 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 4 (Four) Bullet Proof Vest surplus property and providing for a donation to benefit the safety of Roseland Police Department.**

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: \_\_\_\_\_

\_\_\_\_\_  
Lemar Marshall  
Council President

\_\_\_\_\_  
Tonia Banks  
Council Clerk

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

<b>I.</b> Department Name: <u>HPD</u>		Date: <u>8-1-17</u>	
Approved By: <u>Ju Stewart</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 type="checkbox"/> Transfer tagged property to _____ Dept* New Location: <u>ROSELAND P.D.</u> <u>ATTN: CHIEF HENRY WRIGHT</u>			
<b>NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.</b>			
<u>SERIAL #</u> PROPERTY #	<u>DESCRIPTION OF PROPERTY</u>	<u>LOCATION</u>	<u>CONDITION</u>
<u>488938</u>	<u>2 PANEL POLICE Body Armor</u>	<u>HPD-EVIDENCE</u>	<u>Good</u>

<b>II.</b> 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:

<b>III. ATTENTION:</b> <b>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</b>		
Released By: <u>Ju Stewart</u>	Dept Name: <u>HPD</u>	Date: <u>8-1-17</u>
Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date:

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

<b>I.</b> Department Name: <i>MPD</i>		Date: <i>8-1-17</i>	
Approved By: <i>James W. Stewart</i>	Fax:	Ext.: <i>5950</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: <i>Roseland PD.</i> <i>ATTN: Chief Henry Wright</i>			
<b>NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.</b>			
<b>SERIAL # PROPERTY #</b>	<b>DESCRIPTION OF PROPERTY</b>	<b>LOCATION</b>	<b>CONDITION</b>
<i>285965</i>	<i>2 PANEL Police Body Armor</i>	<i>MPD - EVIDENCE</i>	<i>Good</i>

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

<b>III. ATTENTION:</b> <b>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</b>		
Released By: <i>J Stewart</i>	Dept Name: <i>MPD</i>	Date: <i>8-1-17</i>
Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date:

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

I.		Department Name: <i>HPD</i>	Date: <i>8-1-17</i>
Approved By: <i>James W. 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* New Location: <i>ROSLAND POLICE DEPT., 62438 Commercial Dr. ROSLAND, LA. 70456</i> <i>ATTN: CHIEF HENRY WRIGHT.</i>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED. <i>985-286-9543</i>			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>488965</i>	<i>2 PANEL Police Body Armor</i>	<i>HPD-EVIDENCE</i>	<i>Good</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 <i>ROSLAND PD</i> <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>Police</i>	Date: <i>8-1-17</i>
Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date:

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

I. Department Name: <i>HPD</i>		Date: <i>8-1-17</i>	
Approved By: <i>J Stewart</i>	Fax:	Ext.: <i>5750</i>	
Requested Disposition:			
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NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED. <span style="float: right;"><i>985-286-9543</i></span>			
SERIAL #'S PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>8073829 - FRONT</i> <i>8073830 - REAR</i>	<i>Police Body Armor</i> <i>2 PANELS</i>	<i>HPD - EVIDENCE</i>	<i>Good</i>

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Authorized By Property Control:	Date:

III. ATTENTION: <b>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</b>		
Released By: <i>James W. Stewart</i>	Dept Name: <i>HPD</i>	Date: <i>8-1-17</i>
Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date: