

COUNCIL MEETING AGENDA REQUEST FORM

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

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: <u>HPD</u>		Date: <u>8-1-17</u>	
Approved By: <u>Ju Juvent</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 PD.</u> <u>ATTN: CHIEF HENRY WRIGHT</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
SERIAL # PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
488938	2 PANEL POLICE BODY ARMOR	HPD-EVIDENCE	Good

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>J. Stewart</i>	Dept Name: <i>HPD</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: MPD	Date: 8-1-17		
Approved By: James W. Stewart	Fax:		
Ext.: 5750			
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: ROSELAND PD. ATTN: Chief HENRY WRIGHT			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
SERIAL # PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
285965	2 PANEL Police Body Armor	MPD - EVIDENCE	Good

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>[Signature]</i>	Dept Name: <i>HPD</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: <u>HPD</u>		Date: <u>8-1-17</u>	
Approved By: <u>James W. 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 Police Dept., 62438 Commercial Dr.</u> <u>Atn: Chief Henry Wright.</u> <u>Roseland, La. 70456</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED. 985-286-9543			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>488965</u>	<u>2 PANEL</u> <u>Police Body Armor</u>	<u>HPD-Evidence</u>	<u>Good</u>

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>Rescued 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: <u>HPD</u>		Date: <u>8-1-17</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 type="checkbox"/> Transfer tagged property to _____ Dept* New Location: <u>ROSELAND PD. ATTN: CHIEF HENRY WRIGHT</u> <u>62438 Commercial Dr. ROSELAND, LA. 70456</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED. <div style="text-align: right;">985-286-9543</div>			
SERIAL #'S PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
8073829 - FRONT 8073830 - REAR	POLICE BODY ARMOR 2 PANELS	HPD - EVIDENCE	Good

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>HPD</i>	Date: <i>8-1-17</i>
Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date: