

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: March 10, 2020

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 to declare as surplus and authorize the sale of the items listed below to sell on Govdeal.com.

- 2008 Ford Crown Victoria – VIN# 1FAFP71VX8X125695 (78715 Miles)
- Bag of Digital Cameras & Video Cameras
- Used Hats & Helmets
- Reflectors/Bag
- Noise Meter
- Box of Cassette tapes (New)
- Leather Jackets (Bulk)
- Motorcycle boots (4pairs)
- 2 Mobile security computer cabinet Model 273114 (New)

Requested By: Purchasing
 NAME: Jana Thurman Soileau
 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 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: _____

Carlee Gonzales -Council President

Tonia Banks

Date

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

I. Department Name: <u>Police</u>		Date: <u>3-4-20</u>	
Approved By:	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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>7619</u>	<u>11-FAFP71VX8X125695</u> <u>2008 Ford Crown Victoria</u>	<u>Fleet Yard</u>	<u>M. 7815</u> <u>POOR</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 type="checkbox"/> To be transferred to another dept as indicated <input type="checkbox"/> Nonc/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		
<u>Eric Akeel</u> Released By:	Dept Name: <u>Police</u>	Date: <u>3-4-20</u>
<u>Janice Sarlow</u> Received By:	Dept Name: <u>Purchasing</u>	Date: <u>3-4-20</u>
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>Hammond Police</i>	Date: <i>10-16-19</i>
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Approved By: <i>LT. J. Harst</i>	Fax: <i>925 872-5221</i>	Ext.: <i>877-5763</i>
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Requested Disposition:

Surplus item(s) to City of Hammond Property Control

Department wishes to keep item(s) & dismantle for parts to repair like equipment.

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
	<i>BULK box of digital cameras & video cameras</i>	<i>surplus warehouse</i>	<i>Fair</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 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:
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**III. ATTENTION:
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED**

Released By: <i>HGA</i>	Dept Name: <i>HPD</i>	Date: <i>11/16/19</i>
Received By: <i>V. Meyer</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>
Completed By: <i>V. Meyer</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>

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

I.		Department Name: <i>Hammond Police</i>	Date: <i>10-16-19</i>
Approved By: <i>LT, J. Harack</i>	Fax: <i>985 277-5721</i>	Ext.: <i>277-5743</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
	<i>Bulk hats & Helmets</i>	<i>Surplus Warehouse</i>	<i>Fair</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 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>JGA</i>	Dept Name: <i>HPD</i>	Date: <i>11/16/19</i>
Received By: <i>V. M. Bee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>
Completed By: <i>V. M. Bee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</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>11/16/19</i>	
Approved By: <i>Lt J. Hauck</i>		Fax: <i>277-5721</i>		Ext.: <i>277-5763</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: _____					
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.					
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION		
	<i>Reflectors/BAG</i>	<i>Surplus Warehouse</i>	<i>Fair-old</i>		

II.	
THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF	
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:

III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>AGH</i>	Dept Name: <i>HPD</i>	Date: <i>11/16/19</i>
Received By: <i>V. McFee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>
Completed By: <i>V. McFee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</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>11/16/19</i>	
Approved By: <i>Lt. J. Hawick</i>	Fax: <i>277-5721</i>	Ext.: <i>985-277-5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
	<i>Noise meter</i>	<i>Surplus Warehouse</i>	<i>Fair</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 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>AGA</i>	Dept Name: <i>HPD</i>	Date: <i>11/16/19</i>
Received By: <i>V. M. Bee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>
Completed By: <i>V. M. Bee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</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>11/16/19</i>
Approved By: <i>L.J. Mauch</i>	Fax: <i>277-5721</i>	Ext.: <i>980-277-5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
	<i>Bulk box of Cassette Tapes</i>	<i>Surplus Warehouse</i>	<i>New</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 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>L.J. Mauch</i>	Dept Name: <i>HPD</i>	Date: <i>11/16/19</i>
Received By: <i>V. McLee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>
Completed By: <i>V. McLee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</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>11/16/19</i>	
Approved By: <i>Lt. J. Hauca</i>		Fax: <i>277-5721</i>		Ext.: <i>277-5763</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: _____					
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.					
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION		
	<i>Bulk Police Leather Jackets</i>	<i>Surplus warehouse</i>	<i>Fair</i>		

II.	
THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
<input checked="" 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:

III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>L. J. Hauca</i>	Dept Name: <i>HPD</i>	Date: <i>11/16/19</i>
Received By: <i>V. M. Gee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>
Completed By: <i>V. M. Gee</i>	Dept Name: <i>Purchasing</i>	Date: <i>11/17/19</i>

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

I.		Department Name: <u>Police</u>		Date: <u>11/16/19</u>	
Approved By: <u>L.J. Hauck</u>		Fax: <u>277-5721</u>		Ext.: <u>277-5763</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: _____					
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.					
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION		
	<u>Leather Blk Motorcycle Boots</u>	<u>Surplus Warehouse Police</u>	<u>fair-used</u>		

II.	
THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF	
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:

III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>L.J.H</u>	Dept Name: <u>HPD</u>	Date: <u>11/16/19</u>
Received By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>11/17/19</u>
Completed By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>11/17/19</u>

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

I.			
Department Name: Hammond Police	Date: 12-18-2019		
Approved By: Lt. J. Hauck	Fax: _____ Ext.: 985-277-5762		
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
	TWO each Mobile Security Computer Cabinet Model # 273114	Hammond Police Evidence Building	NEW

II.	
THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By: <i>[Signature]</i>	Date: 12/19/2019
<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:

III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>[Signature]</i>	Dept Name: HPD	Date: 12/19/19
Received By: <i>[Signature]</i>	Dept Name: Purchasing	Date: 12/19/19
Completed By: <i>[Signature]</i>	Dept Name: Purchasing	Date: 12/19/19