



Tonia Banks <banks\_tm@hammond.org>

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## Council Agenda Item

1 message

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**Jana Thurman** <thurman\_je@hammond.org>  
To: Tonia Banks <banks\_tm@hammond.org>

Tue, Mar 17, 2020 at 10:56 AM

Good Morning,  
Please see the attached Request for an Ordinance to donate a vehicle to Tickfaw.

Thanks,

**Jana Thurman Soileau**


**Purchasing Manager, City of Hammond**

**PO Box 2788, Hammond, LA 70404**

**O: 985-277-5633 | Fax: 985-277-5636**

[thurman\\_je@hammond.org](mailto:thurman_je@hammond.org)

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 **20200317101859.pdf**  
120K

**COUNCIL MEETING AGENDA REQUEST FORM**  
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COUNCIL MEETING DATE: March 24, 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 declaring movable property as surplus and providing for a donation to benefit public safety. One (1) Crown Victoria.**

Requested By:

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**

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

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

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

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

Carlee Gonzales  
Council President

\_\_\_\_\_  
Tonia Banks

\_\_\_\_\_  
Date

Tickfaw P/D

miles 83008

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

I. Department Name: <u>Police</u>		Date: <u>3.9.20</u>	
Approved By: <u>T. Oak</u>		Fax:	Ext.:
Requested Disposition:  <input 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: _____			
<b>NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.</b>			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>7837</u>	<u>2FAHP71V99X123687 2009 Ford Crown Vic</u>	<u>Fleet Yard</u>	<u>Fair</u>

#763

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: <b>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</b>		
Released By: <u>[Signature]</u>	Dept Name: <u>Police</u>	Date: <u>3.9.20</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>3.10.20</u>
Completed By:	Dept Name:	Date: