

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: August 25, 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.

- Bobcat Stump Grinder Model # SGx60/B950
- District of America, Auto 2-post lift Model 9000EB
- Scottsman Ice bin
- Portable Air compressor 1HP
- Bobcat Jaw
- Woods 3240 Bat wing Model 9580
- Unit 604 Kubota Tractor M110
- Tracks off a Kubota Excavator
- Tracks off a Bobcat skid steer
- Kohler 180KW Model 180RZD Generator serial 0702759
- Bobcat Breaker Model B950

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

✓

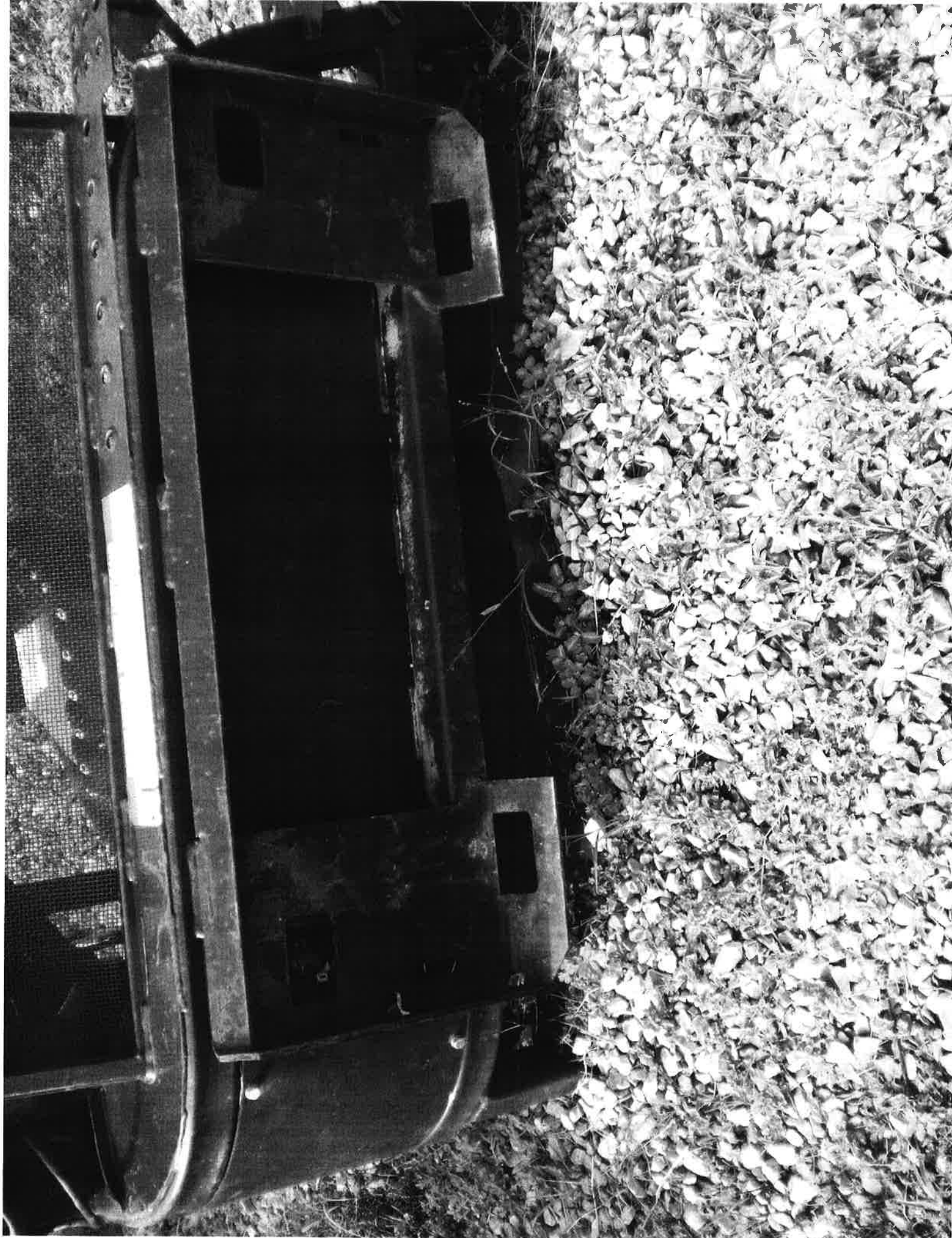
**City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]**

I.	
Department Name: <u>STREET</u>	Date: <u>4-6-2020</u>
Approved By: <u>Robert Morje</u>	Fax: <u>(985) 277-5958</u> Ext.: <u>5957</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>MODEL # SGX60</u>	<u>STUMP REMOVER</u>	<u>18104 Hwy, 190 EAST YARD</u>	<u>POOR</u>
	<u>Broken can't be repaired</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"/> 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>Robert Morje</u>	Dept Name: <u>STREET</u>	Date: <u>4-6-2020</u>
Received By: <u>V. M. G.</u>	Dept Name: <u>Purchasing</u>	Date: <u>4-6-20</u>
Completed By: <u>J. M. B.</u>	Dept Name: <u>Purchasing</u>	Date: <u>4-6-20</u>



✓

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

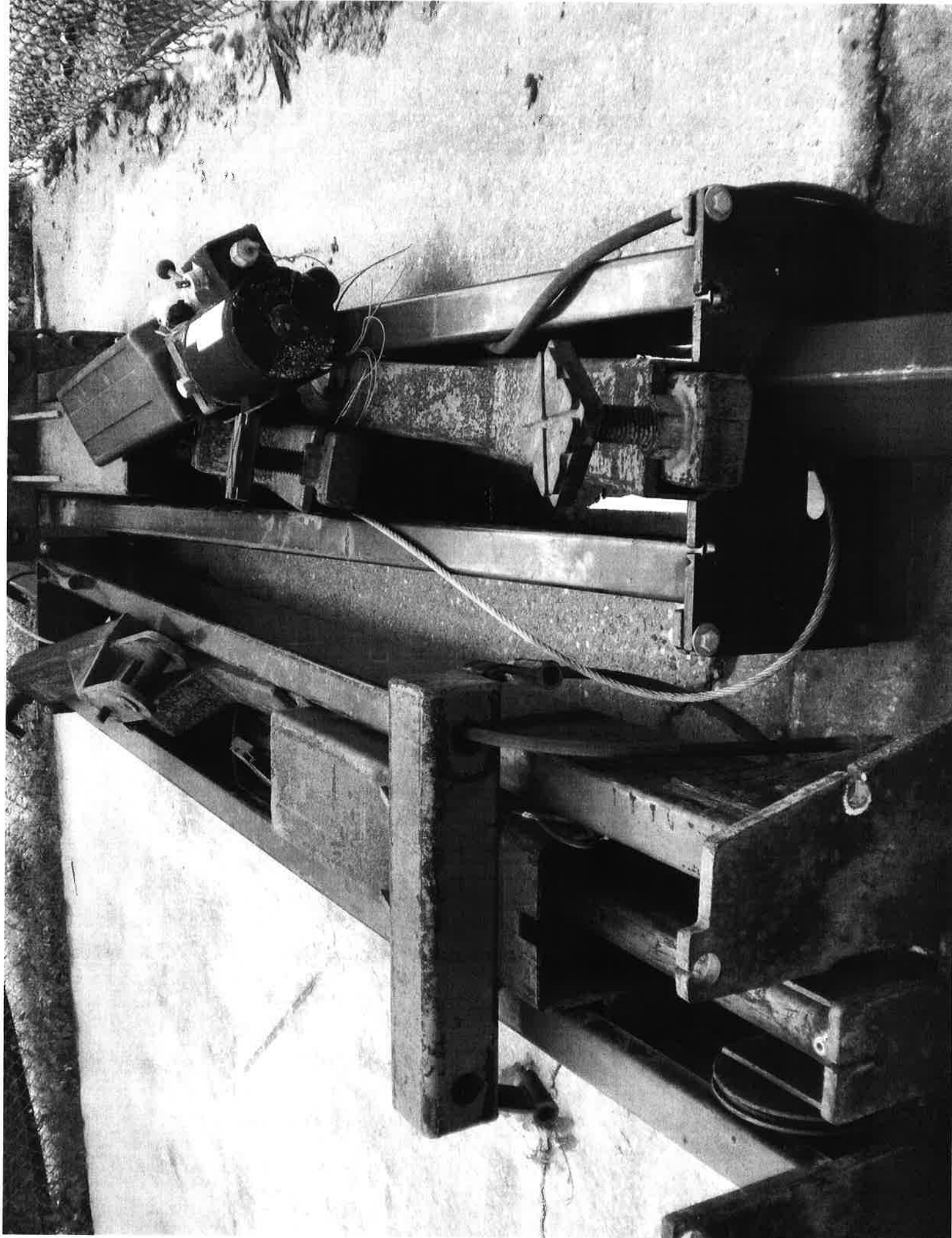
I.		Department Name: <i>Garage</i>	Date: <i>4/27/20</i>
Approved By: <i>Budget Sol</i>		Fax:	Ext.:
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>4164</i>	<i>9,000 LB Auto LIFT 2-post LIFT LIFT District of America - Brand</i>	<i>190 yard</i>	<i>poor</i>

poor missing parts, broken safety latches, Bad cylinder.

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Authorized By Property Control:	Date:

III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>Kush</i>	Dept Name: <i>Garage</i>	Date: <i>4/27/20</i>
Received By: <i>V. Mcbee</i>	Dept Name: <i>Purchasing</i>	Date: <i>4/28/20</i>
Completed By: <i>V. Mcbee</i>	Dept Name: <i>Purchasing</i>	Date: <i>4/28/20</i>



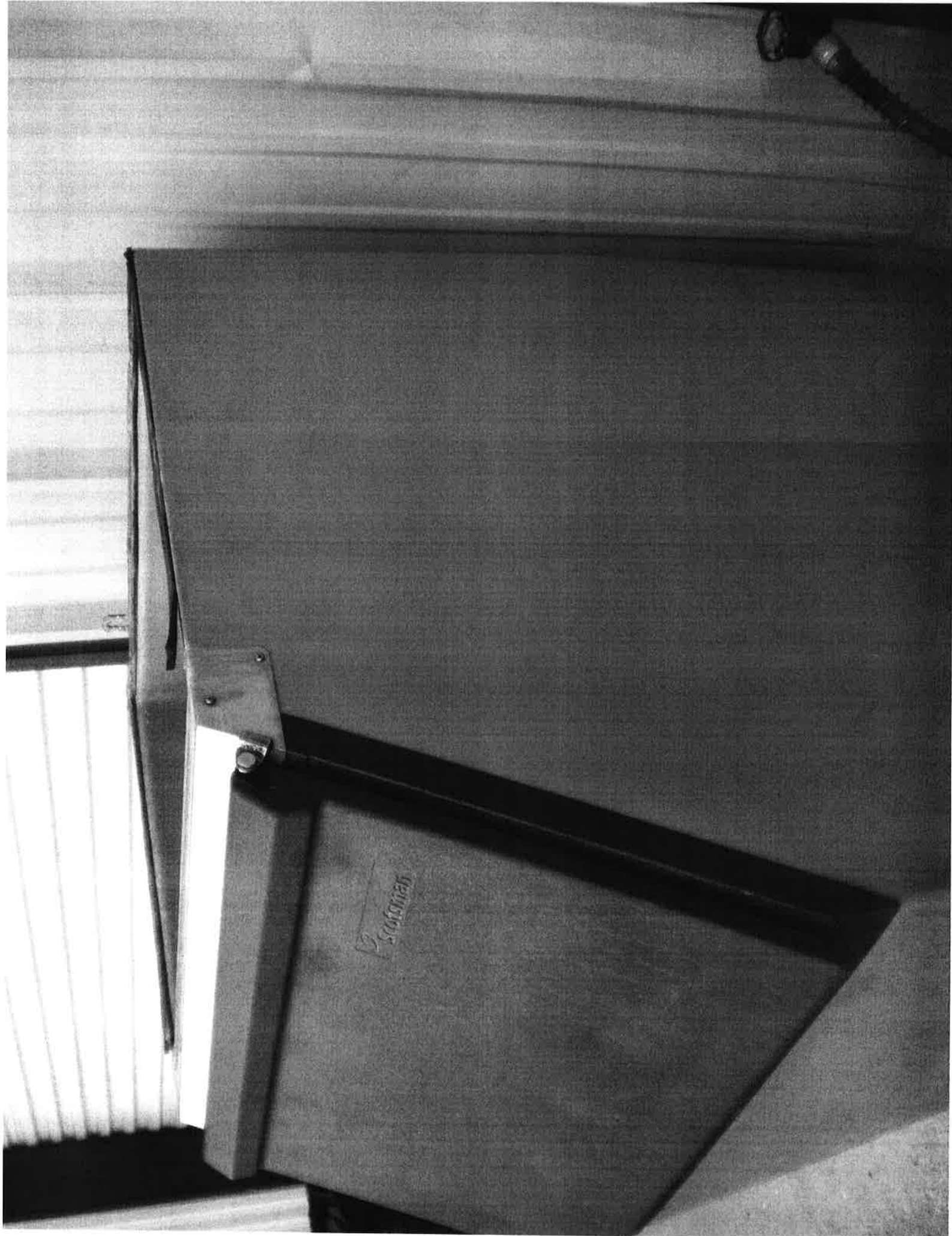
**City of Hammond Purchasing Department
Surplus/Transfer Request Form**
[Use a Separate Form for Different Dispositions]

I. Department Name: <i>Parks & Grounds</i>		Date: <i>6/1/20</i>
Approved By: <i>Whitney Statha</i>	Fax: <i>5956</i>	Ext.: <i>5956</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>Scotsman Ice Bin</i>	<i>Gray Ice Bin</i>	<i>Park & Grounds Shop</i>	<i>Hold in the bottom Bin</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>[Signature]</i>	Dept Name: <i>Grounds</i>	Date: <i>6-1-20</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>6-9-20</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>6-9-20</i>



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

I. Department Name: <i>Parks & Ground</i>		Date: <i>6-1-20</i>
Approved By: <i>Whitney Statha</i>	Fax:	Ext.: <i>5956</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>Super-Quiet 1 1/2 HP Compressor</i>	<i>Portable air Compressor</i>	<i>Park & Ground Shop</i>	<i>Bad</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>[Signature]</i>	Dept Name: <i>Grounds</i>	Date: <i>6-1-20</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>6-9-20</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>6-9-20</i>

SATISFACTION GUARANTEED
DO NOT RETURN TO STORE
PLEASE CALL

HAUSER SERIES
SUPER-QUIET 1HP COMPRESSOR



WARNING



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

I. Department Name: <u>Airport</u>		Date: <u>8/12/20</u>
Approved By: <u>David Foley</u> 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>7195</u>	<u>Woods 3240 Batwing</u>	<u>Airport</u>	<u>Un-repairable</u>
<u>Model # 9580 Serial # 1010389</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"/> 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>D. Jacobs</u>	Dept Name: <u>Airport</u>	Date: <u>8/12/20</u>
Received By: <u>V. Mize</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/12/20</u>
Completed By: <u>V. Mize</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/12/20</u>

Rotted out Deck



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

I. Department Name: <u>Airport</u>		Date: <u>8/12/20</u>	
Approved By: <u>David L. Lee</u>	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>7199</u>	<u>M110 Kubota Tractor</u>	<u>Star equipment</u>	<u>Un-repairable</u>

Unit 604

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: <u>[Signature]</u>	Dept Name: <u>Airport</u>	Date: <u>8/12/20</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/12/20</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/12/20</u>

Transmission will not move



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

I. Department Name: <u>STREET</u>		Date: <u>8-13-2020</u>
Approved By: <u>Robert Morgan</u>	Fax: <u>(985) 277-5958</u>	Ext.: <u>5957</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>TAG#</u> <u>9006</u>	<u>KUBOTA EXCAVATOR</u> <u>TRACKS</u>	<u>Hwy 190</u>	<u>POOR</u>

(unit # 9)

KX 71-35RBR

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: <u>Robert Morgan</u>	Dept Name: <u>STREET</u>	Date: <u>8-13-2020</u>
Received By: <u>Janice</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.13.20</u>
Completed By: <u>Janice</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.13.20</u>





**City of Hammond Purchasing Department
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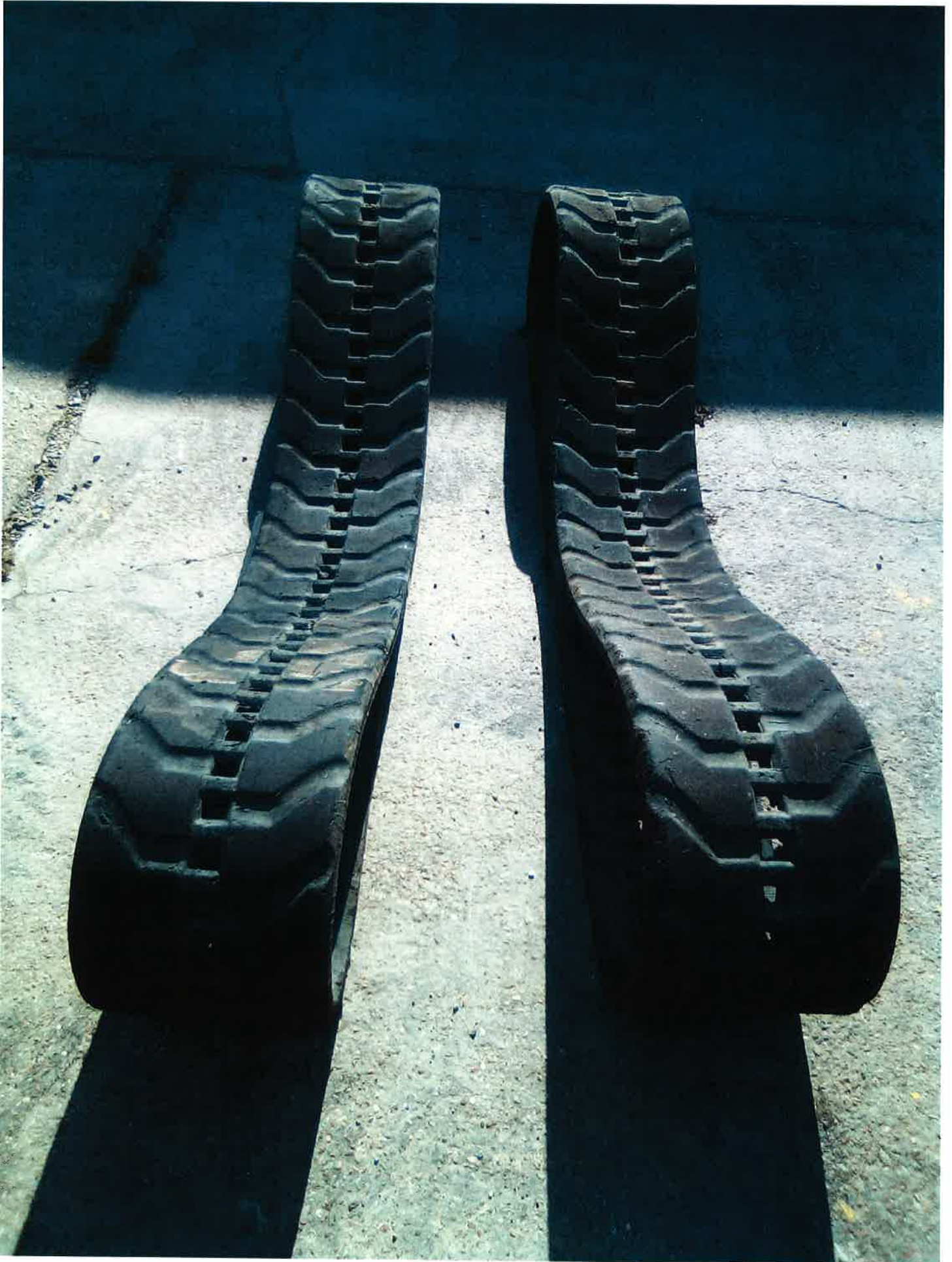
I. Department Name: <u>STREET</u>		Date: <u>8-13-2020</u>
Approved By: <u>Robert Moss</u>	Fax: <u>(985) 277-5958</u>	Ext.: <u>5957</u>
Requested Disposition:		
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & 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>TAG# 7464</u>	<u>T180 TRACK LOADER TRACKS</u>	<u>Hwy 190</u>	<u>POOR</u>

Unit 647 Bobcat Skid Steer tracks

II. THIS SECTION TO BE COPMLETED 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>Robert Moss</u>	Dept Name: <u>STREET</u>	Date: <u>8-13-2020</u>
Received By: <u>Angie Jirbeau</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.13.20</u>
Completed By: <u>Angie Jirbeau</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.13.20</u>





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

Blackburn
Well #2
2002

I.

Department Name: Water Date: 4/3/2020

Approved By: Guy Palermo Fax: 277-5959 Ext.: 5962

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
<u>4852</u>	<u>Generator</u>	<u>18104 Hwy 190</u>	<u>Body Good</u>

WONT RUN Engine problem

II.
THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF

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 Authorization for dept to cannibalize for parts

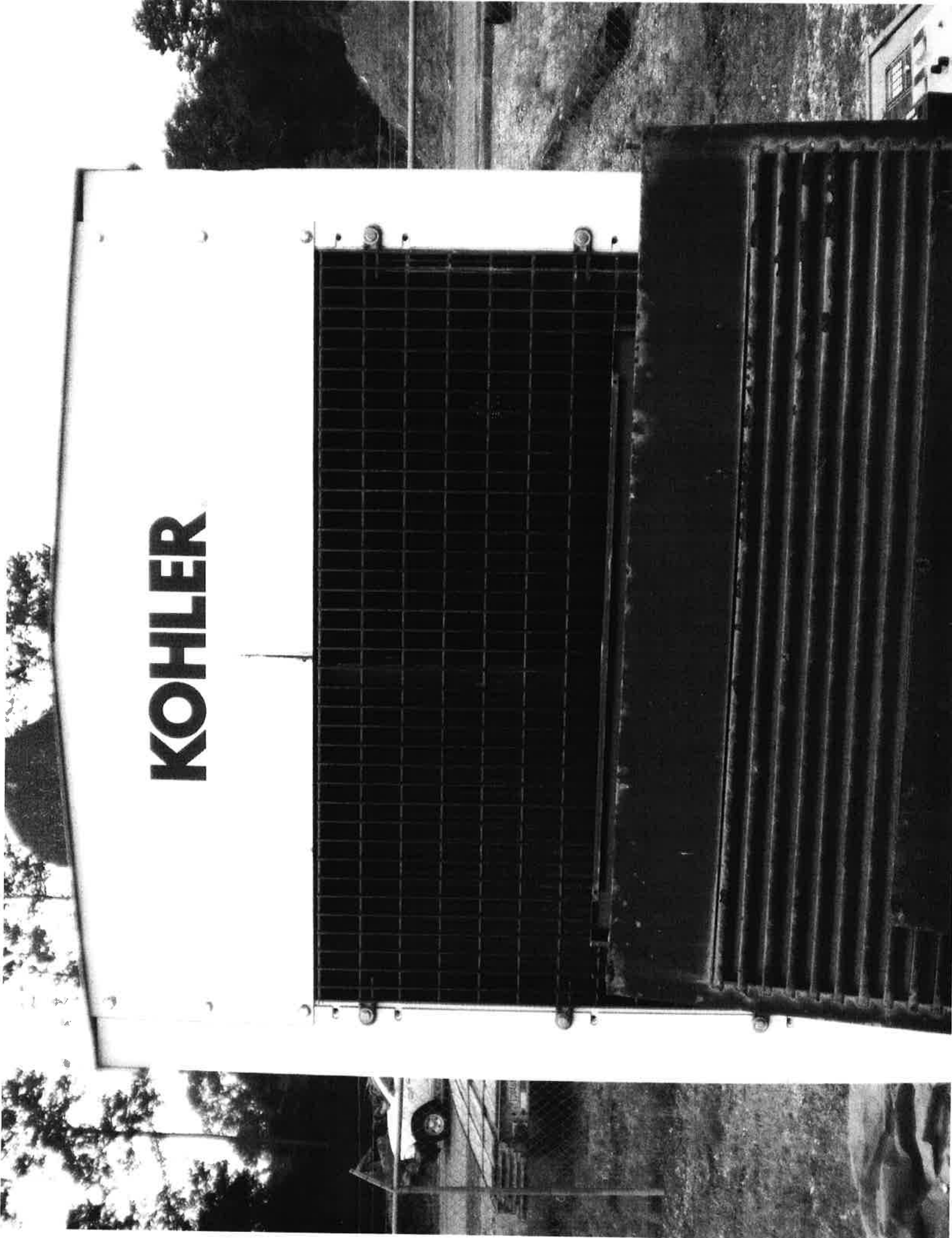
Authorized By Property Control: Date:

III. ATTENTION:
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED

Released By: <u>Guy Palermo</u>	Dept Name: <u>Water & Sewer</u>	Date: <u>4-30-20</u>
Received By: <u>J. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>4-30-20</u>
Completed By: <u>J. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>4-30-20</u>

180KW Kohler 480V Generator + Transfer Switch + Annunciator Panel
 Model 180RZD Serial 0702759 Battery Charger

KOHLER

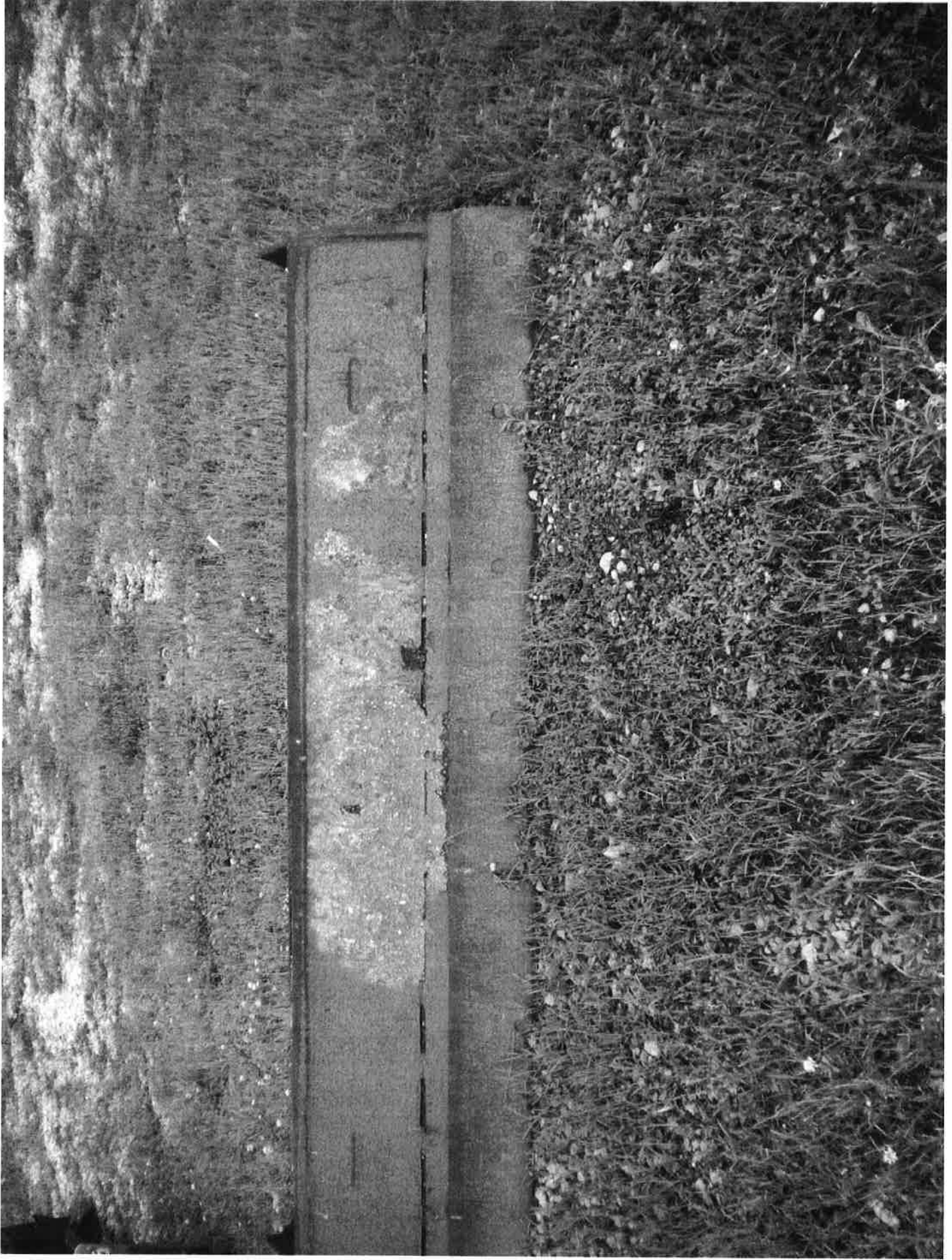


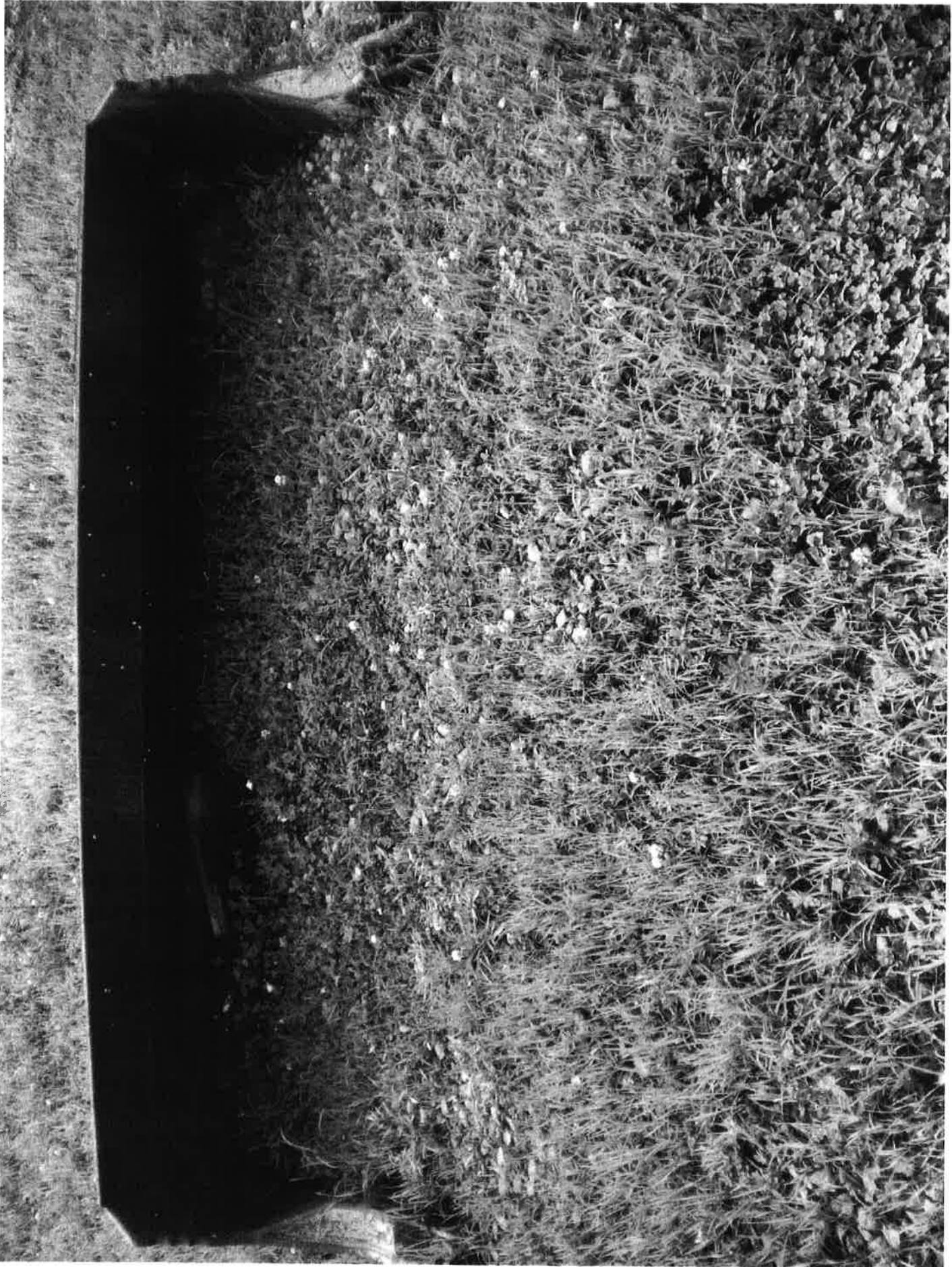
**City of Hammond Purchasing Department
Surplus/Transfer Request Form
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I. Department Name: <u>STREET</u>		Date: <u>8-19-2020</u>	
Approved By: <u>[Signature]</u>	Fax: <u>(985) 277-5958</u>	Ext.: <u>5957</u>	
Requested Disposition:			
<input checked="" 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>TAG# 8067</u>	<u>4105 BACKHOE JAW **JAW ONLY**</u>	<u> Hwy 190</u>	<u>POOR</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>[Signature]</u>	Dept Name: <u>STREET</u>	Date: <u>8-19-2020</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8-19-20</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8-19-20</u>





Vivian McGee

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

I.			
Department Name: <u>STREET</u>	Date: <u>8-16-19</u>		
Approved By: <u>Robert Mays</u>	Fax: <u>(915) 277-5559</u> Ext.: <u>5957</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>6835</u>	<u>BOB CAT BREKER</u> <u>MODEL # 8950</u>	<u>19104 Hwy 190</u> <u>EAST</u>	<u>POOR</u>

II.	
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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>Robert Mays</u>	Dept Name: <u>STREET</u>	Date: <u>8-16-19</u>
Received By: <u>J. M. De</u>	Dept Name: <u>Purchasing</u>	Date: <u>8-16-19</u>
Completed By: <u>J. M. De</u>	Dept Name: <u>Purchasing</u>	Date: <u>8-16-19</u>



8950
Bobcat

AVOID INJURY OR DEATH
KEEP AWAY FROM THE

WARNING
READ ALL INSTRUCTIONS
BEFORE OPERATING
THIS EQUIPMENT
SEE THE
OPERATOR'S
MANUAL FOR
SAFETY
INFORMATION

Bobcat