

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: July 23, 2024

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

- 1. 2013 Kia Soul
- 2. Unit 728 2008 Dodge Ram
- 3. 2 Wanco Digital Messaging boards
- 4. Hot water pressure washer Model # HW2-1100
- 5. Rear seats and cages from Police Vehicles
- 6. 18 wooden Chairs
- 7. 15 tables
- 8. Light bars, wiring and camera heads

Requested By: Purchasing

NAME: Mayor Pete Panepinto

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 cockerham_lc@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: Lisa Cockerham Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Kip Andrews - Council President

Lisa Cockerham


Date

City of Hammond

Gov Deals List

Department	Property #	Description of property	Location	Condition
Police		Light bars , wiring , and camera heads	Patrol	Broken
Police		Rear Seats, and 9 Cages	Patrol	Used
Police		18 wooden chairs	190 shop	Fair
Police		10-7.5 ft. tables 5- 6ft tables	Training Center	Fair
Garage		HW2-1100 Hot water pressure washer	190 Surplus	No heat No pressure
Police	300	Kia Soul -2013	190 Surplus Yard	Parts car
Airport	Unit 728	Dodge Ram 2008 Pickup truck	190 Surplus	Poor Needs transmission, major oil leak, A/C Broke, windows don't function, lights etc
Street	65 and 66	Wanco Digital Messaging Board	190 Surplus	Non- programmable, Character's missing

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

I. Department Name: <u>Hammond Police Dept.</u>		Date: <u>6-18-24</u>
Approved By: 	Fax: <u>985-277-5727</u>	Ext.: <u>985-277-5750</u>

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: _____

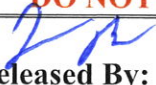
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
300	Kia Soul-2013	711 Pecan St. Hammond, LA	Parts Car

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: 	Dept Name: <u>Police</u>	Date: <u>7/3/24</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]

I. Department Name: <u>Airport</u>		Date: <u>4/26/24</u>	
Approved By: <u>David Tolson</u>	Fax:	Ext.: <u>5667</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>unit # 728</u>	<u>Dodge Ram 2008 Pick-up truck</u>	<u>Airport</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"/> 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>David Tolson</u>	Dept Name: <u>Airport</u>	Date: <u>23 Apr 24</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]**

I. Department Name: STREET		Date: 7/17/2024	
Approved By: <i>[Signature]</i>	Fax: 985-277-5958	Ext.: 985-277-5955	
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>666</i>	<i>Wanco Sign</i>	<i>190</i>	<i>POOR</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>[Signature]</i>	Dept Name: <i>STREET</i>	Date: <i>7/18/24</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>7.18.24</i>
Completed By:	Dept Name:	Date:

Wanco Signs

1 message

Jana Thurman <thurman_je@hammond.org>

Wed, Jul 17, 2024 at 9:56 AM

To: "Dori St. Cyr" <stcyr_d@hammond.org>, Linzie Lucien <lucien_ld@hammond.org>, Robert Williams <williams_rg@hammond.org>

Good Morning,

I need a surplus paper for the attached 2 signs by tomorrow so we can place them on the council agenda.

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**IMG_6539.jpg**
4978K





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

I. Department Name: STREET		Date: 7/17/2024	
Approved By: <i>[Signature]</i>	Fax: 985-277-5958	Ext.: 985-277-5955	
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
65	Wanco sign	190	Poor

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: STREET	Date: 7/18/24
Received By: <i>[Signature]</i>	Dept Name: Purchasing	Date: 7.18.24
Completed By:	Dept Name:	Date:

Wanco Signs

1 message

Jana Thurman <thurman_je@hammond.org>

Wed, Jul 17, 2024 at 9:56 AM

To: "Dori St. Cyr" <stcyr_d@hammond.org>, Linzie Lucien <lucien_ld@hammond.org>, Robert Williams <williams_rg@hammond.org>

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Jana Thurman Soileau

Purchasing Manager, City of Hammond

PO Box 2788, Hammond, LA 70404

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thurman_je@hammond.org**IMG_6539.jpg**
4978K





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

I.		Department Name: <u>GARAGE</u>	Date: <u>5/7/24</u>
Approved By: <u>Randy Soder</u>		Fax:	Ext.: <u>5954</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>5726</u>	<u>Lander VHW 2-1100 Hot water pressure washer</u>	<u>190 supplies</u>	<u>psa NO Heat. NO pressure</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>[Signature]</u>	Dept Name: <u>GARAGE</u>	Date: <u>5/7/24</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-7-24</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-7-24</u>



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

I.		Department Name: <i>Hammond Police Patrol</i>		Date: <i>6-3-24</i>
Approved By: <i>[Signature]</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>Rear seats 9 cages</i>	<i>Patrol</i>	<i>used</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>Fleet</i>	Date: <i>6-6-24</i>
Received By:	Dept Name:	Date:
Completed By:	Dept Name:	Date:



Jana Thurman <thurman_je@hammond.org>

Surplus seat and cages

1 message

Ben Robertson <robertson_bc@hammond.org>
To: Jana Thurman <thurman_je@hammond.org>

Mon, Jun 3, 2024 at 1:50 PM








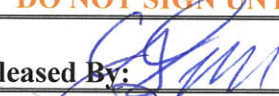
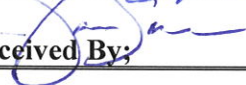




**City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]**

I. Department Name: <u>Hammond Police Training</u>		Date: <u>04/17/2024</u>	
Approved By:  Chief E. Bergeron	Fax:	Ext.: <u>985-277-5750</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
	<u>18 Wooden Chairs</u>	<u>190 Shop</u>	<u>Fair</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: 	Dept Name: <u>Training</u>	Date: <u>4/17/24</u>
Received By: 	Dept Name: <u>Purchasing</u>	Date: <u>4-17-24</u>
Completed By:	Dept Name:	Date:

Pics

1 message


Craig Dunn <dunn_c@hammond.org>
To: Craig Dunn <dunn_c@hammond.org>

Wed, Apr 17, 2024 at 11:54 AM




Sgt. Craig Dunn Jr.
Training Division
Hammond Police Dept.
985-277-5757

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

I. Department Name: Training		Date: 06/18/2024	
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
	10-7/2 ft (7 1/2) 5-6 ft (left)	Training Center	Fair

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:

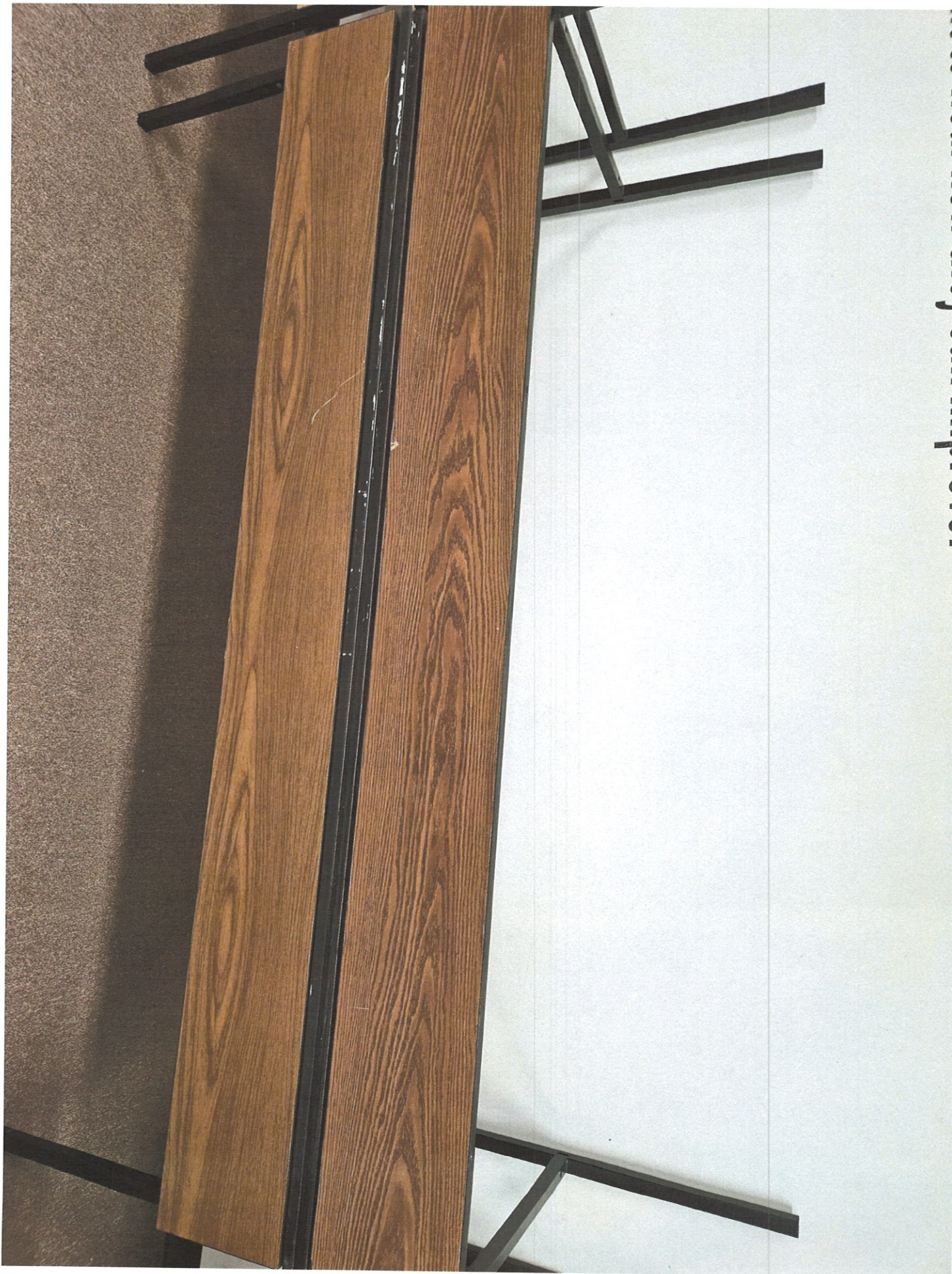
III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: 	Dept Name: Police	Date: 6/24/2024
Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date:







www.nvcc.edu





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

I. Department Name: <i>Hammond Police Patrol</i>		Date: <i>6-3-24</i>	
Approved By: <i>[Signature]</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>Light Bars - 6 Warning/Cameras Heads</i>	<i>Patrol</i>	<i>Broken</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>Fleet</i>	Date: <i>6-6-24</i>
Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date:



