

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: September 23, 2025

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 moveable property as surplus and providing for a donation to St. Helena Parish. One (1) 2016 Tahoe (k-9 unit)

Requested By: Police Department

NAME: Charles Borchers

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: Lisa Cockerham Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Kip Andrews
Council President

Date

☐ Keys

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

I. Department Name: <u>Hammond PD</u>		Date: <u>8/27/25</u>
Approved By: <u>[Signature]</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 checked="" type="checkbox"/> Transfer tagged property to <u>St. Helena</u> Dept* New Location: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION
1086	2016 Tahoe 16 NCL DEC 1 6238 2602	Patrol K-9
		CONDITION <u>Not Running</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:	Date:
Received By:	Dept Name:	Date:
Completed By:	Dept Name:	Date:











