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 the Town of Independence. One (1) 2011 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

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

I.

Department Name: Hammond Police		**Date:** 7/22/25
Approved By: [signature] Fax:		**Ext.:**

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 __Independence__ Dept*
  New Location: _____

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
853	2011 Tahoe K-9 1GNLC2E00BR177081	Police Dept.	used

II.

THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF

Form Received By Property Control	Date:
[__] To be transported by Physical Plant to PC Surplus [__] To be transferred to another dept as indicated [__] None/Property delivered with form by department [__] 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:

Louisiana

HPD 710

▪ Hammond Police ▪