

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: June 13, 2017

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 GoysDeal.com

- Unit # 644 - 2007 Ford Crown Victoria, VIN# 2FAFP71W57X130858
- Unit # 712 - 2008 Ford Crown Victoria, VIN# 2FAFP71V08X125690
- Unit # 762 - 2009 Ford Crown Victoria, VIN# 2FAHP71V79X123686
- Unit # 716 - 2008 Ford Crown Victoria, VIN# 2FAFP71V88X125680
- Unit # 816 - 2010 Ford Crown Victoria, VIN# 2FABP7BV7AX109814
- Unit # 814 - 2010 Ford Crown Victoria, VIN# 2FABP7BV3AX109812
- Unit # 568 - 2004 Ford F-250, VIN# 1FTNF20L54EB85231

Requested By: Purchasing

NAME: Jana Thurman

ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the First and Third 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: _____

Lemar Marshall
Council President

Tonia Banks
Council Clerk

Date

**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>6-8-17</u>	
Approved By: <u>McC J. Anderson</u> ²⁶⁶⁷	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>644</u>	<u>2FAFP71W57X130858</u> <u>2007 Ford Crown Vic</u>	<u>Patrol @</u> <u>Training Center</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>James W Stewart</u>	Dept Name: <u>Police</u>	Date: <u>6/8/17</u>
Received By: <u>V. M. G...</u>	Dept Name: <u>Purchasing</u>	Date: <u>6/8/17</u>
Completed By: <u>V. M. G...</u>	Dept Name: <u>Purchasing</u>	Date: <u>6/8/17</u>

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

I.			
Department Name: <i>Hammond Police Dept</i>	Date: <i>6-8-17</i>		
Approved By: <i>OFC J. Anderson</i> <small>2667</small>	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>712</i>	<i>2FAFP71V08X125690 2008 Ford Crown Vic</i>	<i>Patrol @ Training Center</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>James Stewart</i>	Dept Name: <i>Police</i>	Date: <i>6/8/17</i>
Received By: <i>V. M. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>6/8/17</i>
Completed By: <i>V. M. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>6/8/17</i>

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

I. Department Name: <i>Hammond Police Dept</i>		Date: <i>6-8-17</i>	
Approved By: <i>H. J. Anderson</i> ²⁶⁶⁷	Fax: <i>1</i>	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>716</i>	<i>2FAPP71V88X125680 2008 Ford Crown Vic</i>	<i>Patrol e Training Center</i>	<i>Poor</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>James W. Stewart</i>	Dept Name: <i>Police</i>	Date: <i>6/8/17</i>
Received By: <i>J. Miller</i>	Dept Name: <i>Purchasing</i>	Date: <i>6/8/17</i>
Completed By: <i>J. Miller</i>	Dept Name: <i>Purchasing</i>	Date: <i>6/8/17</i>

**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>6/8/17</u>	
Approved By: <u>Ofc. J. Anderson 2660</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
Unit 816	<u>2FABP7BV7AX109814</u> 2010 Ford Crown Vic.	Patrol @ training center	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: <u>James W. Stewart</u>	Dept Name: <u>Police</u>	Date: <u>6/8/17</u>
Received By: <u>M. Lee</u>	Dept Name: <u>Purchasing</u>	Date: <u>6/8/2017</u>
Completed By: <u>C. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>6/8/2017</u>

**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>JUNE 8, 2017</u>		
Approved By: <u>Ofc. J. Anderson 2660</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
Unit 814	2FABP78V3AX10982 '10 Crown Vic	Patrol @ training center	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: <u>James W. Stewart</u>	Dept Name: <u>Police</u>	Date: <u>6/8/17</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>6/8/2017</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>6/8/17</u>

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

Unit 568

I. Department Name: <u>Water / Sewer</u>		Date: <u>5-3-16</u>	
Approved By: <u>Guy Palermo</u>	Fax: <u>5959</u>	Ext.: <u>5962</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. VIN# <u>1FTNF20L54EB 85231</u>			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>6980</u>	<u>2004 Ford F-250</u>	<u>18104 Hwy 190 EAST</u>	<u>Poor - Still Runs Sometimes Smokes - Has Pulled Heavy Equipment</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>G.P.</u>	Dept Name: <u>WATER</u>	Date: <u>5/3/16</u>
Received By: <u>J. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>5/3/2016</u>
Completed By: <u>J. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>5/3/2016</u>