

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: August 13, 2019

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 movable property as surplus and not needed for a public purpose and providing for a donation to Tickfaw Police Department to benefit public safety. 2 (Two) Dodge Durango's**

Requested By: Purchasing

NAME: Jana Thurman Soileau

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**

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DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Council Clerk: Tonia Banks Agenda Item Number \_\_\_\_\_

Approved: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Remarks: \_\_\_\_\_

Carlee Gonzales  
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>Police</u>		Date: <u>07/18/19</u>
Approved By: <u>Chief Edward Bergman</u>	Fax:	<u>988</u> Ext.: <u>277-5750</u>
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 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>8064</u>	<u>2009 DODGE DURANGO</u>	<u>Fleet YARD</u>	<u>GOOD</u>
<u>Vin# 1D8HD38P69F706282</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: <b>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</b>		
Released By: <u>Sgt D. Banks</u>	Dept Name: <u>Police</u>	Date: <u>07/19/19</u>
Received By: <u>Kyle [unclear]</u>	Dept Name: <u>Purchasing</u>	Date: <u>7/19/19</u>
Completed By: <u>James Saileau</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.5.19</u>

The Police Department would like to donate the listed property number to:

Tickfaw Police Department

14493 2<sup>nd</sup> Street

Tickfaw, La 70466

(985) 345-4677

Chief Dibenedetto

## Jana Thurman

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**From:** Doug Banks  
**Sent:** Friday, July 19, 2019 12:01 PM  
**To:** Jana Thurman  
**Subject:** Units 753 and 754

The vin numbers are as follows:

Unit 753 1D8HD38P69F706282  
Unit 754 1D8HD38P49F706281

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

I. Department Name: <u>POLICE</u>		Date: <u>07/18/19</u>	
Approved By: <u>Ch. Edward Bergeron</u>	Fax:	Ext.: <u>(985) 277-5750</u>	
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 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>8063</u>	<u>Vin# 1D8HD38P49F706281 2009 DODGE DURANGO</u>	<u>FLEET YARD</u>	<u>GOOD</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: <b>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</b>		
Released By: <u>Sgt. D Banks</u>	Dept Name: <u>POLICE</u>	Date: <u>07/19/19</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>07/19/19</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.5.19</u>

The Police Department would like to donate the listed property number to:

Tickfaw Police Department

14493 2<sup>nd</sup> Street

Tickfaw, La 70466

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Chief Dibenedetto