COUNCIL MEETING AGENDA REQUEST FORM
****

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
****
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:** Police		**Date:** 07/18/19
Approved By: Chief Edwin Bergeron	**Fax:**	(985) **Ext.:** 277-5750

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
8064	2009 DODGE DURANGO	Fleet Yard	Good

Vin# 1D8HD38P69F706282

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

Sgt D. Banks **Released By:**	Police **Dept Name:**	**Date:** 07/19/19
Krystle Noto **Received By:**	**Dept Name:** Purchasing	**Date:** 7/19/19
Jane Sailem **Completed By:**	**Dept Name:** Purchasing	**Date:** 8.5.19

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

Tickfaw Police Department

14493 2nd Street

Tickfaw, La 70466

(985) 345-4677

Chief Dibenedetto

Jana Thurman

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:** POLICE		**Date:** 07/18/19
Approved By: Chief Edwin Bergeron	**Fax:**	**Ext.:** (985) 277-5750

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
8063	Vin# 1D8HD38P49F706281 2009 DODGE DURANGO	FLEET YARD	GOOD

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: Sgt. D Banks	**Dept Name:** POLICE	**Date:** 07/19/19
Received By: [signature]	**Dept Name:** Purchasing	**Date:** 07/19/19
Completed By: [signature]	**Dept Name:** Purchasing	**Date:** 8.5.19

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

Tickfaw Police Department

14493 2nd Street

Tickfaw, La 70466

(985) 345-4677

Chief Dibenedetto