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OUR FILE NO.

November 23, 2015

22,319
UPS

Ms. Lacy Landrum, Director of Administration
City of Hammond
312 E. Charles Street
Hammond, Louisiana 70401

Re: Millage Renewal Election (Saturday, November 21, 2015)
for the City of Hammond, State of Louisiana

Dear Lacy:

We are enclosing herewith three (3) copies of the proceedings to be adopted by the City Council of the City of Hammond, State of Louisiana, at its meeting of Tuesday, December 1, 2015, canvassing the returns and declaring the result of the election held by the City on Saturday, November 21, 2015.

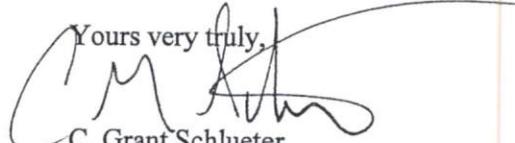
Each copy of the proceedings is to be completed after the meeting by filling in the names of the persons offering and seconding the resolution and inserting the vote therein. Thereafter, the various copies are to be handled in the manner indicated by the attached instruction tags as follows:

1. The first copy is for inscription in the official minute book of the City, after the clipped pages have been signed by the Clerk and the Mayor.
2. The second copy has several copies of a certificate attached which are to be signed by the Clerk, sealed and returned to our office as soon as possible after the meeting.
3. The third copy is for publication one time in the official journal. Since the publication of the resolution and *Procès Verbal* constitute the official promulgation of the election results, it is important that these proceedings be published on **December 9, 2015**. Please note that it will not be necessary to republish these proceedings when the remainder of the minutes of the December 1, 2015 meeting are published.

We need to receive the enclosed certified copy from you as soon as possible in order to file and record same with various state and local agencies.

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If you have any questions regarding the enclosed, or if we can be of any further assistance, please do not hesitate to call.

Yours very truly,

C. Grant Schlueter

CGS/mm
enclosures

cc: ✓ Hon. Pete Panepinto, Mayor
Ms. Tonia Banks, Clerk