

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: June 13, 2023

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.***

A resolution to approve the Mayor to enter into a contract with The Daily Star as the Official Journal for the City of Hammond, LA from July 1, 2023- June 30,2024.

Requested By: \_\_\_\_\_  
NAME: Jana Soileau  
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 cockerham\_la@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: Lisa Cockerham Agenda Item Number \_\_\_\_\_

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

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

Kip Andrews  
Council President

\_\_\_\_\_  
Lisa President

\_\_\_\_\_  
Date



1010 CM Fagan Suite 105  
Hammond, LA 70403  
(985) 254-7827

May 8, 2023

City of Hammond  
Lacy Landrum  
P.O. Box 2788  
Hammond, La 70404

#### PROPOSAL – OFFICIAL JOURNAL

The following proposal is submitted as our bid to continue as The Official Journal for the City of Hammond for the period July 1, 2023 through June 23, 2024. In addition to notices appearing in The Daily Star, legal notices are posted on the Internet at [www.lapress.com](http://www.lapress.com)- Louisiana Public Notices as well as our website at [www.hammondstar.com](http://www.hammondstar.com). Daily Star circulation 3,995.

The Daily Star submits the following proposal to serve as the City of Hammond's Official Journal:

\$6.00 per square of 100 words per insertion.

**Procedure for determining the space occupied by legal notices and judicial proceedings that are submitted for advertising in the Daily Star.**

#### Definitions

1. A square is 100 words set solid.
2. One square equals 3.125 col. Inches
3. 50 words per 1.563 inches or 100 words in 3.125 column inches.
4. Commercial classified ads are set at a standard 7-point type.

### Four types of legal notice and judicial proceedings advertising

1. Judicial notices are charged by the column inch at 90% of commercial classified rate.
2. Tabular legal notice advertising – defined as consisting of a table- a numerical or alphabetical sequence arranged in a list or use of other graphic elements indicating a list or series, use of rules and borders separating copy, accounting presentations in rows and/or columns, scientific tables, surveyor tables or lists.

(a). Copy submitted by fax, mail, or hand delivered:

Scan copy as submitted. Reduce to 7pt. type ( 35% average reduction), divide by 2 = no. of squares x rate x number of insertions = amount to be billed. Billable space includes the white space that would have “otherwise been occupied”.

(b). Copy submitted by E-Mail that can be “flowed” into our single column format. Note: Not all copy lends itself to be “flowed”. Tables, rows, of numbers or multiple lists for example may not be readable and will then be scanned as submitted and charged as described in 2 (a). above.

3. Straight copy defined as not tabular, that is submitted by fax, mail, or hand delivered.

(a). Scan and reduce to 7 point type (35% reduction) then reduce that result by 40% to obtain the equivalent column inch space that would occupy 100 words set solid. Divide by 2 =no. of squares x rate x insertions. This eliminates white space.

(b). For copy submitted by E-Mail flow the copy into Base view software, which automatically sets the copy at 7 point, to determine the column inches. Divide by 2 = no. square x rate x insertion.

4. For legal notices that contain both tabular and straight copy. Follow procedures as described above, separating the space occupied by the tabular copy (follow step 2 (a) or (b) and the space occupied by straight copy (follow step 3 (a) or (b)).

The Daily Star meets all requirements of La. R.S. 43:142. We look forward to continuing to serve the Schcol Board’s Official Journal.

Sincerely yours,

*Reece Terry*

Reece Terry  
Group Publisher