



## **DDD Board of Directors Nomination Packet**





Dear potential Downtown Development District Board Member,

Thank you for your interest in serving on the Hammond Downtown Development District (DDD) Authority, commonly referred to as 'DDD Board of Directors'. The DDD would not be successful without a strong Board of Directors that volunteers their time to strengthen and revitalize Downtown Hammond. Our work spans across several sectors including: business support for 300+ locally-owned businesses, marketing and advertising, annual community events including a weekly farmers market, infrastructure and development projects, and more. Together, this work allows us to reach our mission of *progressing and stimulating business development and diversity. We protect, unite, and rejuvenate the district in order to benefit residents and local commerce; making Downtown a promising place to socialize, do business, and call home.*

We'd like to take a moment to describe how the DDD was created and its function so you can better understand the requirements during your service as a board member. The Hammond Downtown Development District was created as a political subdivision by the Louisiana State Legislature in 1986, and in 1987, the first DDD millage was voted in-favor by community members. Funding is underwritten by the district's property owners through an ad valorem tax assessed against the district's properties, subject to renewal every ten years. Therefore, the DDD is a governmental agency governed by a board of directors and administered by an Executive Director and other staff as needed. The DDD also upholds Hammond's Cultural District designation and Main Street accreditation in partnership with the Hammond Historic District.

The DDD Board of Directors consists of seven members, each serving in seats nominated by different groups and appointed by the Hammond City Council. Per [DDD Legislative Authority](#), each seat is filled as follows:

- **Mayor-nominated** (1 seat; opens on odd years): One of the members shall be appointed from a list of nominees submitted by the mayor. The City of Hammond Mayor is notified via letter (either mail, email, or hand delivery) that nominations are open.
- **Chamber of Commerce-nominated** (1 seat; opens on odd years): One member shall be appointed from a list of three nominees submitted by the Hammond Chamber of Commerce. The leadership of the Chamber of Commerce is notified via letter (either mail, email, or hand delivery) that nominations are open.
- **East and West Side Property/ Business Owner** (2 seats; east side opens on odd years; west side opens on even years): Two members shall be appointed from nominations submitted by property owners subject to the ad valorem tax provided for in Subsection E of this Section, or who are licensed business owners within the district. Nominations shall be compiled separately for the areas east and west of the ICG Railroad tracks, and each such nominee shall be nominated by a minimum of five business owners from within the respective districts before being considered a valid nominee for the Hammond City Council's review. Nominations are first open via a public hearing. Property and business owners are also notified via letter (either mail, email, or hand delivery) that nominations are open. Nomination forms are provided for these seats.
- **Largest Assessed Property Owner** (3 seats; opens on even years): Three of the members shall be appointed from lists of nominees submitted by each of the six largest assessed property owners within the district. This group is compiled by request of tax records from the Tangipahoa Parish



Assessor and Tangipahoa Parish Sheriff's Office. The six largest property owners are notified via letter (either mail, email, or hand delivery) that nominations are open.

- The City of Hammond Mayor may serve as an ex officio, nonvoting member of the authority.

**Eligibility requirements for all members are as follows:**

- All taxes and licenses of the nominee as well as the taxes and licenses of those placing the nominee's name into consideration must be current.
- Each member of the authority shall own property in the district, be the owner of a business within the district, or be an officer of a corporation or other business entity owning property in the district.
- Shall be a registered voter of Tangipahoa Parish.

***Please see DDD Board Member Nomination Checklist for a complete list of documents needed to complete your application.***

By becoming a DDD Board member, you become an agency head for a state governmental body. As part of your service, there are state requirements that you should be aware of:

- Compliance with the [Louisiana State Code of Governmental Ethics](#) and completion of an [annual online ethics training](#) due by December 31<sup>st</sup> of each year. ***It is extremely important you take a moment to review the code and understand what the code prohibit before committing to service.***
  - Due to Board Member's supervision of funds related to DDD-assistance programs (including but not limited to our Façade Grant, Loan Program, and Sidewalk Reimbursement Program) the Code of Governmental Ethics prohibits active board members from utilizing these programs during their term of service and for two years after their term.
  - The Code of Governmental Ethics prohibits board members, members of appointed committees, and their immediate family members from entering into contracts with the DDD.
- Submission of [Tier 2.1 Personal Financial Disclosure Statement](#) (form 417) by May 15<sup>th</sup> of each year.
  - This is because the DDD Board of Directors "has the authority to expend, disburse, or invest \$10,000 or more of funds in a fiscal year". The DDD's annual tax revenue is roughly \$330,000.
- The DDD must comply with state [Open Meetings Law](#). It is important you take a moment to review these requirements to understand how the DDD functions with regards to public meetings, records, etc.
- This list is not meant to be exhaustive of all state requirements. The DDD Board of Directors receives an annual training from the City of Hammond attorney to review requirements and expectations. However, if you have questions in advance of submitting your nomination forms, please direct inquiries to DDD Executive Director, Michelle Kendall, at [kendall\\_ml@hammond.org](mailto:kendall_ml@hammond.org) or 985-277-5683



## East Side Board of Directors Nominations

The current open DDD seat is for the east side. Only nominations made by eastside business and property owners will be considered. **Deadline to Nominate: Friday, December 1, 2023 by 5PM**

### Per DDD Legislative Authority:

Two members shall be appointed from nominations submitted by property owners subject to the ad valorem tax provided for in Subsection E of this Section, or who are licensed business owners within the district. Nominations shall be compiled separately for the areas east and west of the ICG Railroad tracks, and each such nominee shall be nominated by a minimum of five business owners from within the respective districts before being considered a valid nominee for the Hammond City Council's review.

### Eligibility Requirements:

- All taxes and licenses of the nominee as well as the taxes and licenses of those placing the nominee's name into consideration must be current.
- Each member of the authority shall own property in the district, be the owner of a business within the district, or be an officer of a corporation or other business entity owning property in the district.
- Shall be a registered voter of Tangipahoa Parish.

### Nominee Information:

Name of Nominee: \_\_\_\_\_

Nominee Email: \_\_\_\_\_ Nominee Phone Number: \_\_\_\_\_

Why do you feel this nominee would be an asset to the DDD Board of Directors (provide attachment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### East Side Business/ Property Owner Information (Nominating Party):

Your Name: \_\_\_\_\_

Your Email: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

Your Business or Property Address: \_\_\_\_\_

Your Business Name (if applicable): \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## West Side Board of Directors Nominations

The current open DDD seat is for the west side. Only nominations made by West Side business and property owners will be considered. **Deadline to Nominate: Friday, December 1, 2023 by 5PM**

### *Per DDD Legislative Authority:*

*Two members shall be appointed from nominations submitted by property owners subject to the ad valorem tax provided for in Subsection E of this Section, or who are licensed business owners within the district. Nominations shall be compiled separately for the areas east and west of the ICG Railroad tracks, and each such nominee shall be nominated by a minimum of five business owners from within the respective districts before being considered a valid nominee for the Hammond City Council's review.*

### **Eligibility Requirements:**

- All taxes and licenses of the nominee as well as the taxes and licenses of those placing the nominee's name into consideration must be current.
- Each member of the authority shall own property in the district, be the owner of a business within the district, or be an officer of a corporation or other business entity owning property in the district.
- Shall be a registered voter of Tangipahoa Parish.

### **Nominee Information:**

Name of Nominee: \_\_\_\_\_

Nominee Email: \_\_\_\_\_ Nominee Phone Number: \_\_\_\_\_

Why do you feel this nominee would be an asset to the DDD Board of Directors (provide attachment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **West Side Business/ Property Owner Information (Nominating Party):**

Your Name: \_\_\_\_\_

Your Email: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

Your Business or Property Address: \_\_\_\_\_

Your Business Name (if applicable): \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DDD Board of Directors Nomination Checklist

- Required forms or official letter from nominating group supporting your appointment
- Resume/ CV
- Proof of property ownership in the district, ownership of a business within the district, or proof that you are an officer of a corporation or other business entity owning property in the district
- Proof of voter registration in Tangipahoa Parish (or provide date of birth and zip code)
- Proof of no outstanding taxes and/or licenses where applicable (DDD Executive Director will pull this information from the City of Hammond and Tangipahoa Parish Government)

All the above information must be received by the designated deadline. All the information will be checked for completeness and accuracy with appropriate agencies if needed. Upon successful review, the DDD Executive Director will coordinate with the Hammond City Council Clerk for the appointments to be placed on the Council's agenda (typically in December each year).

Each party interested in being appointment to the board is strongly recommended to attend the City Council meeting and be prepared to approach the Council at the time of their review. Please note that seats may be competitive.

### Important Dates for 2024 Term Members:

Friday, December 1, 2023 – All nominations due by 5PM

Tuesday, December 12, 2023 at 5:30PM - Nominees presented to Hammond City Council

Monday, January 1, 2024 - board member's service begins

Friday, January 5th or 12th, 2024 - Board Retreat (approx. 3-4 hour session)

Wednesday, January 17, 2024 - first board meeting of 2024

Our board currently meets the 3rd Wednesday of each month at 5:30PM. In-person attendance required.