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January 20, 2022

RE: DDD Board of Director's West Side Business & Property Owner Seat Appointment

Dear Hammond City Council,

Per your directive on Tuesday, December 13, 2022, the nomination period for the DDD Board of Director's West Side Business & Property Owner Seat was re-opened on January 1 – 17, 2023. The following are the seat nomination requirements per DDD statute (RS 33:2740.15):

- 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.
- Registered to vote in Tangipahoa Parish.
- Owns property in the district; is a business owner within the district; or is an officer of a business entity owning property in the district.
- All taxes and licenses are current.

**Our office receive three eligible nominations for the open seat. Attached are the supporting documents for all nominated (presented in the order when completed application was received) for your consideration for appointment.**

**Nominee: Paul Murphy**

- Resume
- Evidence of business and/or property ownership in district
- Nominating Parties
  - Mannino's Pharmacy – 113 W Charles St
  - Bayou Booksellers – 201 W Thomas St, Suite A
  - Johnny's Downtown – 209 W Thomas St
  - Jamestown Inc – 110 N Oak St
  - Crescent Bar – 110 W Thomas St

**Nominee: Chelsea Kessenich**

- Resume
- Evidence of business and/or property ownership in district
- Nominating Parties
  - Carolyn Griffing – 117-119 W Thomas St
  - The Rind Cheese Shop – 212 SW Railroad Ave



- Ed Veatch – 306 W Robert St
- Stiel Insurance Northshore, Inc – 118 SW Railroad Ave
- Crescent Bar – 110 W Thomas St
- Anntoine Marketing + Design – 113 S Pine St

Nominee: Sharon Smith

- Resume
- Evidence of business and/or property ownership in district
- Nominating Parties
  - Citizens I, LLC - 201 NW Railroad Ave
  - Parkside I, LLC - 210 W Robert St
  - Richard Macaluso, Attorney - 201 NW Railroad Ave, Suite 309
  - Planters Bank - 201 NW Railroad Ave, Suite 111
  - Thomas A Galloway & Associates, LLC - 201 NW Railroad Ave, Suite 301
  - Schiff White Manning, LLP - 201 NW Railroad Ave, Suite 302
  - Brett K Duncan and Co - 201 NW Railroad Ave, Suite 211

All nominating parties and nominees are current on property tax and sales tax payments (where applicable), as well as current on occupational licenses issued by the City of Hammond (where applicable). All nominees are registered voters of Tangipahoa Parish.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michelle Kendall".

**Michelle Kendall**

Executive Director

***Hammond Downtown Development District***

#2 W. Thomas St.

Hammond, LA 70401

(o) 985-277-5683

# Sharon Smith

Hammond, LA 70401

## **OBJECTIVE**

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To obtain a position in a growing company where I can utilize my skills in accounts receivable and accounts payable.

## **STRENGTHS/SKILLS**

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- Well-accomplished, proactive professional with more than 28 years of experience in accounts receivable and accounts payable
- Able to oversee all aspects of property management including staff
- Maintain a professional demeanor and appearance at all times
- Proficient in accounts receivable and accounts payable
- Proficient in Windows XP, Word, Excel, QuickBooks, Yardi/Gensis 2 and 10 Key
- Dedicated, organized, and self-motivated to work independently
- Hard working, able to multi-task, forward thinking with a strong and confident personality
- Skilled in vendor service and account management

## **PROFESSIONAL WORK EXPERIENCE**

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Smith Properties	Hammond, LA
CFO of Citizens I, LLC	
Bookkeeper/Accounting	November 1994 – January 2023

### Accounts Receivable/Accounts Payable

- Print monthly reports and financial statements
- Guide accounting clerical staff by coordinating activities and answering questions
- Maintain accounting controls by recommending, preparing, and updating policies and procedures
- Approve bank ACH drafts for tenant rents
- Process accounts receivable quickly with accuracy including making multiple bank deposits in proper accounts
- Post monthly rents and closed out end of the prior month accounting
- Maintain multiple bank accounts by entering payable auto drafts
- Work closely with vendors to maintain accounts payable and ensure payments were made in a timely manner
- Communicate with vendors in a professional manner
- Distribute money within departments and between LLCs
- Reconcile numerous bank accounts
- Manage two HOA accounts

# Sharon Smith

Hammond LA 70401

## Property Management/Supervisor

- Supervise overall daily operations, including budgeting, resident relations
- Manage on-site personnel of multiple complexes, which included over 900 units
- Work closely with Maintenance, Construction, and A/C workers to ensure proper maintenance of properties
- Work closely with vendors to order supplies needed to maintain complexes
- Kept office supplies stocked and proper paperwork forms updated
- Greet and met prospective clients and satisfied their needs
- Check out each property prior to a new tenant
- Met monthly occupancy goals by maintaining full capacity
- Investigate resident's complaints then ensured proper resolution
- Monitor maintenance problems and collaborated with maintenance crew to order supplies, oversee repairs, and insured repairs were completed properly
- Ensure that all rent and late fees were entered into Yardi/Gensis 2
- Maintain tenant accounts by collecting outstanding monies
- Filed court paperwork for eviction of non paying tenants, participated in court proceedings, and ensured residents vacated the premises
- Ensure current resident files were properly maintained and updated

## **EDUCATION**

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Southeastern Louisiana University	Hammond, LA
Ponchatoula High School	Ponchatoula, LA

## **CERIFICATION**

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Fair Housing Certification	Annually/Current
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## **LEADERSHIP EXPERIENCE**

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Downtown Development District Board of Director (5 Years)	Hammond, LA
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**Sharon Smith**

**Hammond, LA 70401**

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**Nita Gorrell- Business Attorney**

**Phone number - (985) 345-2203**

**Email - nita@gorrelllawfirm.com**

**CPA Yettie S. Costner, CPA - Business CPA**

**Phone number - (985) 845-8861**

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