

**Broadmoor Crime Prevention & Improvement District**

**Meeting of the Board of Commissioners**

**January 28, 2013 @ 5:30 pm**

Gary Littlefield called the meeting to order, and welcomed those present.

I. ROLL CALL

The following commissioners were present: Gary Littlefield, Steven Graham, Julie Brown White, Mark McDuff, M. J. Chustz, Jr., Greg Scott and Marcelle DeSoto. Also present: Linda Alwood

II. Approval of Minutes from November 15, 2012

Greg Scott moved, seconded by Marcelle DeSoto and unanimously carried to approve the minutes of the November 15, 2012 meeting.

III. Treasurer's Report - No Report

IV. New Business -

A. Reimbursement of Expenditures to Broadmoor Residents' Association: Linda Alwood advised the commissioners that she spoke with Sheri Morris of the law firm Roedel Parsons by phone this week. Ms. Morris has handled the legal work for several other crime prevention districts. Alwood distributed a copy of notes from the call with Ms. Morris which included: (1) a description of the steps we will need to take from here forward; (2) we will not need to set up a checking account until the end of the year so that you have somewhere to place the money received from the sheriff; (3) we do not have to go out on bid to get quotes for security officers if we use Sheriff's Deputies or City Policy Deputies; (4) Ms. Morris charges \$200 per hour and currently works with Shenandoah, Jefferson Place/Bocage, etc.; (5) Ms. Morris noted that a public agency cannot borrow money for more than 90 days without going before the Bond Commission. The district cannot pay the homeowners association back the money they spent to create the district; and (6) All commissioners must go through a one hour ethics training by December 31st.

Alwood stated she feels the district needs to have the input of an attorney knowledgeable in public meetings law, and the procedures necessary to handle the work of the district. Greg Scott moved, seconded by M. J. Chustz and unanimously carried to propose to the Homeowners Association that they obtain the services of Sheri Morris during this interim period when the district has no funds. It was agreed, they will ask that the Homeowners Association to pay to allow the executive committee to meet with Ms. Morris for one hour to answer some of the questions we still have.

B. Assessor's Office List - Linda Alwood presented copies of the list of homes to be billed by the Sheriff's Office, which she obtained from the Assessor's office. The commissioners will divide the list among themselves and prepare a master list of any changes and corrections to be made.

C. Budget - Gary Littlefield said he is still working on a preliminary budget for the district. Originally, the goal was to have 24 hour security guards for 30 days per month. The cost would be \$259,200. He said we are now looking at the budget more realistically proposing 12 hours of coverage, which would equal 360 hours for a total of \$93,600. He said the first year we receive funds, we will need to spend money on our signage and D&O Insurance Coverage. M. J. Chustz said he talked with the police coordinator for Old Goodwood. He will try to meet with her to get more details, but for now he understands they have 6 hours of patrol each day, and they pay a coordinator 1 hour per week to take care of scheduling the police.

D. Future Meetings - M. J. Chustz moved, seconded by Steven Graham and unanimously carried to schedule the meeting for this year on April 22, 2013, July 22, 2013, and October 28, 2013 at 5:30 pm at the Goodwood Library. Proper notice is to be made in the official journal.

V. Old Business

A. North Broadmoor Legislation - After discussion, the commissioners concluded that there are no funds available to use to go back to the legislature this year to amend the law to include North Broadmoor. However, they will discuss this with Ms. Sheri Morris to see if the District can use funds next year for this purpose.

VI. Upon motion by Steven Graham, seconded by M.J. Chustz and unanimously carried, the meeting adjourned.

Respectfully submitted,

Julie Brown White, Secretary

**Broadmoor Crime Prevention & Improvement District**

**Meeting of the Board of Commissioners**

**April 22, 2013 @ 5:30 pm**

**Goodwood Library**

Gary Littlefield called the meeting to order, and welcomed those present.

I. ROLL CALL

The following commissioners were present: Gary Littlefield, Steven Graham, Julie Brown White, Mark McDuff, M. J. Chustz, Jr., and Marcelle DeSoto. Absent: Greg Scott. Also present: Terry Lawrence and Bob Thorn.

II. Approval of Minutes from January 28, 2013.

Steven Graham moved, seconded by Marcelle DeSoto and unanimously carried to approve the minutes of the January 28, 2013 meeting as presented.

III. Treasurer's Report – No report

IV. New Business -

- A. Contract with Sheri M. Morris and the law firm of Roedel, Parsons, Koch, Blache, Balhoff & McCollister, A.L.C. – After the commissioners reviewed the contract proposal, upon motion by Marcelle DeSoto, seconded by M. J. Chustz and unanimously carried, the contract was approved, and the commissioners authorized Chairman Gary Littlefield to sign the contract.
- B. Metro Council Police Units – The Commissioners discussed the action of the Metro Council relative to their Police Units. The commissioners agreed we should look into the price for a private police patrol. Gary Littlefield said he met with Captain Mark Browning, who handles the Goodwood Property Owners Association. Their association uses city police, and Captain Browning coordinates it for them.

V. Old Business

VI. Open Forum – The commissioners discussed the possibility of shooting radar to deter speeders. They will look into this further to see if it is an option.

VII. Upon motion by Marcelle DeSoto, seconded by M.J. Chustz and unanimously carried, the meeting adjourned.

Respectfully submitted,

Julie Brown White, Secretary

## Broadmoor Crime Prevention & Improvement District

### Meeting of the Board of Commissioners

July 22, 2013 @ 5:30 pm

Gary Littlefield called the meeting to order, and welcomed those present.

#### I. ROLL CALL

The following commissioners were present: Gary Littlefield, Julie Brown White, Mark McDuff, M. J. Chustz, Jr., Greg Scott and Marcelle DeSoto. Steven Graham was not present and was excused.

#### II. Approval of the Minutes from the April, 2013 meeting will be approved at a later date due to the absence of Linda Alwood, Administrator.

#### III. Treasurer's Report – Commissioner Mark McDuff distributed a draft copy of the proposed 2014 budget. Mark noted that the portion pertaining to North Broadmoor will be deleted because they will not be assessed in the 2014 legislative year. It was also noted that the portion amount assigned for the neighborhood signs can be revised. Regarding the entrance sign at Airline, the board can vote again after bids are received. It was also noted that \$10,000.00 has been allocated to beautification in the draft budget. It was further noted that there is a reserve amount for legal services. The amount reserved for the private police patrol was discussed. The amount allocated for the patrol coordinator of \$100.00 is an estimate based upon the amount paid to the coordinator of the police patrol of another district. This amount can be further estimated after the meeting with Mr. Browning, the police patrol coordinator. The costs of the window decals need to be considered. The cost is approximately .25/decals X 2,000 decals. Therefore this \$2,000.00 has been put in the draft budget as a part of crime prevention so that the patrol officers can identify vehicles that belong to residents. We will have to consider the cost of extra decals for those residences having multiple vehicles. We may or may not need to bid out the cost of the decals. There was a question as to whether or not the cost can be folded into the deficit for the entrance signs. If the budget sticks for 2014, there is a question as to whether or not it is permissible to carry over any surplus in 2014 to 2015. It was discussed that the law may be that we will have to be within 5% of the budget, at least on paper. It was also noted that we may need to reserve additional funds for legal/ accounting services.

#### IV. New Business -

A. Motion to accept Brian Wilson, Assessor letter- The assessor's letter concerning his fees for collection was discussed. (a copy of this letter will be attached to the official minutes). Gary read the assessor's letter to the board and requested a motion to approve signing the letter and returning the signed letter to the East Baton Rouge Parish Assessor's office by August 1, 2013. Greg Scott moved, seconded by M J Chustz and unanimously carried to sign and return the assessor's letter.

B. Steps and assignments for remaining portion of 2013- Per Gary, Skip over this section and see item D. below.

C. Next meeting Dates- October 28, 2014 at 5:30 pm.

D. Communications: Who/ What will the BCPID be paying for beginning in 2014. A discussion took place regarding funding of costs of communications of BCPID. Julie is to contact Sheri Morris to determine the rules that apply with respect to costs of this item. The costs to consider are for maintaining the website at approximately \$3000 per year plus \$600 in web provider fees /year. To prepare newsletter costs \$1000 per year. Mailing/printing costs are \$2000/issue four times /year. Can BCPID pay to join BRA website? Other items to consider are a cell phone provided to police patrol so residents can use to contact the officer on patrol at any given time for example to report a crime in progress. We need to determine if the cost of the cell phones are permissible expenditures. Can BCPID pay to participate in the crime prevention portion of a web page? Can this be allocated as a crime prevention cost?

E. Zoning & Restrictions: Will these responsibilities and funding stay with BRA or become a part of BCPID? What about complaint line regarding violations of restrictions? IS BCPID permitted to budget for this item? Can BCPID fund these items but have BRA do the leg work? In sum, 80% of budget has to be allocated to crime prevention. What items may legitimately be included in this category or fall within this umbrella? We need a document that sets forth what BCPID funds may be used for. For example, can cost of trimming overgrown foliage fall within crime prevention?

V. Old Business-None discussed under this agenda item

VI. Upon motion by Marcelle DeSoto, seconded by Mark McDuff and unanimously carried, the meeting adjourned.

Respectfully submitted,

Julie Brown White, Secretary

V. ADJOURNMENT

Mark McDuff moved, seconded by Steven Graham and unanimously carried to adjourn the meeting.

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Julie Brown White, Secretary

**Broadmoor Crime Prevention & Improvement District**

**Meeting of the Board of Commissioners**

**October 28, 2013 @ 5:30 pm**

**Goodwood Library**

Gary Littlefield called the meeting to order, and welcomed those present.

I. ROLL CALL

The following commissioners were present: Gary Littlefield, Steven Graham, Julie Brown White, Mark McDuff, M. J. Chustz, Jr., and Marcelle DeSoto. Absent: Greg Scott. Also present: Captain Mark Browning, Terry Lawrence, Sterling Core and Liz Core.

- II. Treasurer's Report – Treasurer Mark McDuff presented a draft of a proposed budget for the board's review and approval. He advised the board that he is setting up the budget with a 10% uncollectable rate, with a proposed income of \$156,600. The board agreed to discuss specific items on the proposed budget throughout the meeting.

- III. Approval of Minutes from July 22, 2013.

Marcelle DeSoto moved, seconded by M. J. Chustz and unanimously carried to approve the minutes of the July 22, 2013 meeting.

IV. New Business -

A. Captain Mark Browning – Private Police Patrol: Captain Mark Browning of the Private Police Patrol was introduced. Captain Browning advised the board that 8 hours per day is more than effective at seven days per week. The proposed budget had included 11-12 hours per day, but Captain Browning felt this would be too much. He suggested we have a cell phone to be used by the officer on duty. This will include 56 hours for patrolmen, 2 hours administrative, and 2 hours extra that can be used during times of the year when additional security is necessary. We will need a drop point for the patrolmen to pick up the cell phone and the book.

B. Register with Secretary of State -If appropriate, we will need to register with the Secretary of State. Linda Alwood will check on this to see if it is necessary.

C. Website/Newsletter/PR - -The board discussed the items in the budget under the heading "Administrative". They agreed to leave in the MailChimp expense of \$885 to cover cost of weekly email blasts of crime stats and security concerns. However, the Hotline, Website and newsletter expense was eliminated. The consensus of the board was to include a Communications item in the budget for \$2,000. We may purchase ads in the Association newsletter to communicate with the residents, if needed.

D. Windshield decals/finalize design and vendor. Steven Graham presented a proposed design for the windshield decals. He said we should send two to each house and tell the homeowner if they need additional stickers to let us know. Terry Lawrence suggested we have the stickers in envelopes for the homeowners to be given out at the Homeowners Association meeting the first week in February. The block captains could have extra stickers to be distributed. Steven Graham moved, seconded by Marcelle DeSoto and unanimously carried to order 6,000 decals.

E. Mr. Sterling Core – Entrance Sign Design – Mr. Sterling Core addressed the board relative to the entrance sign for the neighborhood. He said he has talked with three contractors who have given various quotes to complete this work. The board agreed we should include a flag pole and hooks for decorations on the sign. It was agreed we will budget \$18,000 for this project in the hopes we can do signs for the both the main entrances. We will delete the \$5,000 budgeted for the six other entrances at this time.

F. Committee for handling PPP going forward: M. J. Chustz, Steven Graham and Gary Littlefield were appointed by the President to serve on the Private Police Patrol Committee

The Board continued to discuss the budget items listed. The proposed budget included \$5,000 for Administrative Expenses and Accounting Services. Linda Alwood of River Management Enterprises, LLC proposed the following duties be handled at a cost of \$6,000 per year: (1) Prepare Agenda, Minutes and handouts for each meeting; (2) Handle all public notification in The Advocate of meetings, budget, etc.; (3) Handle accounts payable to assure all bills are paid, including the checks to the private police patrol; (4) Provide financial reports for the commissioners' review; (5) Prepare RFP's and Bids when required by law; (6) Work with the contract attorney to make sure the commissioners comply with the public records law, state purchasing code, etc.; (7) Coordinate with the Legislative Fiscal Office to make sure District is in compliance of their fiscal rules and regulations, including submittal of financial documents for their audit; and (8) Coordinate with the Secretary of State to make sure appropriate appointments are made to replace commissioners who are rotating off the board. Steven Graham moved, seconded by Marcelle DeSoto and unanimously carried to approve the proposal from River Management Enterprises, LLC as presented. The budget will be increased to \$6,000 for this item.

After the adjustments were made to the proposed budget, the 2014 Broadmoor Crime Prevention and Improvement District Budget includes:

**Income - \$156,600**

**Expenses:**

Collection Fees

EBR Assessor Tax Roll Fee - \$1,740

EBR Sheriff's Office Tax collection commission - \$2,349



Administrative:

River Management Enterprises, LLC - \$6,000  
Professional Services - \$3,000  
D & O Insurance - \$2,000  
Bank Fees - \$200  
Mail and other - \$250  
Mailchimp – weekly email blasts of crime stats, and security concerns, etc. - \$885  
Communications - \$2,000  
Total Administrative - \$14,334

Improvements

Replacement of 2 main entrance signs - \$18,000  
Beautification and Decorations - \$10,000  
Utilities - \$3,000  
Total Improvements - \$31,000

Legal

Restrictions Projects - \$5,000  
Subdivision Restriction Renewals - \$2,500  
Total Legal - \$7,500

Crime Prevention

Police Patrol – main - \$87,360  
Police Patrol – variable hours - \$3,120  
Police Patrol – Coordinator Fee - \$3,120  
Window Stickers - \$2,300  
Cell Phone/Service (2 phones) - \$1,000  
Total Crime Prevention - \$96,900

**Total Expenses - \$153,824**

**Surplus/Deficit - \$2,776**

Marcelle DeSoto moved, seconded by M. J. Chustz and unanimously carried to approve the budget as presented.

The commissioners asked that a Tax ID number be obtained.

M. J. Chustz moved, seconded by Julie Brown White to approve the following Resolution :

Board Resolution of Broadmoor Crime Prevention & Improvement District  
To Open Bank Account and Authorizing the Signing of Checks  
Duly passed on October 28, 2014

WHEREAS, the Board of Directors of the Broadmoor Crime Prevention & Improvement District has determined it to be in the best interest of the District to establish a bank account with Regions Bank,

WHEREAS, THE Board of Directors hereby designates and authorizes those individuals in the following positions to sign checks:

- 1) President Gary Littlefield
- 2) Vice President Steven Graham
- 3) Treasurer Mark McDuff
- 4) Secretary Julie Brown White

WHEREAS, one signature is required for checks written under \$5,000, and two signatures for all checks \$5,000 and greater.

RESOLVED, the Commissioners of the Board of Directors of the Broadmoor Crime Prevention & Improvement District is hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution; and

I, , the undersigned, hereby certify that the that the President Gary Littlefield, Vice President Steven Graham, Treasurer Marc McDuff and Secretary Julie Brown White are each authorized as signatory on the account.

RESOLVED, that the account will require one signature, unless the check amount is over \$5,000. At that time, the account will require two signatures.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 6          NAYS: 0          ABSENT: 1

WHEREUPON, the resolution was declared to be adopted on this the 25th day of June, 2012.

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**Secretary**

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**Chairman**

V. Old Business

The Commissioners were reminded to complete their Ethics Training prior to the end of the year.

- VI. 2014 Meeting Dates – M J. Chustz moved, seconded by Julie Brown White and unanimously carried to set the meeting dates for 2014 as follows: January 27, 2014, April 28, 2014, July 28, 2014 and October 27, 2014. Every effort will be made to hold the meetings at the Goodwood Library.

VII. ADJOURNMENT

Upon motion by Marcelle DeSoto and unanimously carried the meeting adjourned. .

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Julie Brown White, Secretary