

**Broadmoor Crime Prevention & Improvement District**

**Meeting of the Board of Commissioners**

**January 27, 2014 @ 5:30 pm**

**Broadmoor Methodist Church**

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

I. ROLL CALL

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

II. Approval of Minutes from October 28, 2013 – Steven Graham moved, seconded by M. J. Chustz and unanimously carried to approve the minutes as presented.

III. Treasurer's Report – Treasurer Mark McDuff advised the board that he received a check for \$128,884.57 from the Sheriff for fees collected. However, because of the size of the check, we had to wait for the full amount to be credited to our account. By consensus, the board agreed to open a savings account at Regions Bank. McDuff advised the board that the report from the Sheriff shows we have 1,652 parcels on the roll. M. J. Chustz moved, seconded by Marcelle DeSoto and unanimously carried to approve the financial report as presented.

Captain Mark Browning addressed the board. He advised the commissioners that he has received a lot of positive feedback from both officers and residents. After the car decals are distributed, we will put up no soliciting signs in the area.

**New Business:**

- A. New Goodwood/Airline Sign – The commissioners reviewed bids which were requested to replace the sign at Goodwood and Airline. The commissioners solicited bids from SignKo, Jacob Construction and Thompson Electric Signs. The low bid was from SignKo at \$12,746.00. Steven Graham moved, seconded by Marcelle DeSoto and unanimously carried to accept the low bid from SignKo. We will discuss other signs for the subdivision at the April meeting.
- B. Contract with River Management Enterprises, LLC – Greg Scott moved, seconded by M. J. Chustz and unanimously carried to authorize the President to sign the contract previously approved with River Management Enterprises, LLC to provide administrative support and accounting services to the district at a cost of \$6,000 per year.
- C. Windshield Decals – Bids were requested and received from Rebel Stamp, FastSigns, and Next Day Signs. Steven Graham moved, seconded by Mark McDuff and unanimously carried to accept the low bid from Rebel Stamp to purchase 10,000 decals at \$.12675 each.

- D. Lawn Service Contract – Bids were requested and received from Charles Tademy, Beau Jardin Landscaping, and Southern Turf Lawn & Landscape to mow the grass every 10 days. Steven Graham moved, seconded by Greg Scott and unanimously carried to approve the low bid from Charles Tademy of \$3,102.50. We will send out bids for flowers and other landscaping work before April.
- E. Private Police Patrol – The commissioners reviewed a list of the officers and the hours they worked the first two weeks of the year.
- F. Invoice from Assessor – Mark McDuff moved, seconded by Marcelle DeSoto and unanimously carried to approve paying the bill from the Assessor of \$1,652.00.

**Old Business:**

- A. North Broadmoor – The commissioners agreed we will need to request an Attorney General Opinion to determine how to proceed. We need to know if the residents of North Broadmoor pay \$100 each voluntarily, could we patrol the area. The other question to be resolved is whether the district can pay for the cost of putting the North Broadmoor subdivision on the ballot in the future.
  - B. Website for District – Linda presented a list of options of items to be included on the website. It was concluded, we will list the names of the commissioners, the cell phone number for the private police patrol and other security instructions, minutes of our previous meetings, and meeting dates and locations. M. J. Chustz asked the district for some funds to purchase supplies to manage the Neighborhood Watch program. M. J. Chustz moved, seconded by Steven Graham and unanimously carried to ask that Linda Alwood purchase the items needed and obtain reimbursement.
- IV. Open Forum – The commissioners discussed how to distribute the car decals to the neighborhood.

It was agreed we will moved the water and electric bills to the Broadmoor Crime Prevention & Improvement District since this will be used to maintain the landscaping and signage entering the subdivision.

V. ADJOURNMENT

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

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Julie Brown White, Secretary

**Broadmoor Crime Prevention & Improvement District**

**Meeting of the Board of Commissioners**

**April 28, 2014 @ 5:30 pm**

**Broadmoor Methodist Church**

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, Greg Scott, M. J. Chustz, Jr. and Marcelle DeSoto. Absent: None.

II. Approval of Minutes from January 27, 2014 –Greg Scott moved, seconded by Mark McDuff and unanimously carried to approve the minutes as presented.

III. Treasurer's Report – Treasurer Mark McDuff reviewed the financial report to date with the commissioners. He said we will be spending \$12,600 on the main entrance sign, which leaves only \$5,400 for other signs. We have \$10,000 for beautification, and we will be spending about \$4,000 for grass mowing. That leaves about \$6,000 for landscaping. McDuff noted under Crime Prevention, we miscalculated the estimate for the Coordinator Fee at \$3,120 annually. It should have been \$7,680. We will have to make that adjustment to the budget later in the year. Steven Graham moved, seconded by Marcel DeSoto, and unanimously carried, to approve the financial report as presented.

NEW BUSINESS

- a. Landscaping Quotes – Linda Alwood advised the board that we received only one quote from Grounds Pro. Five companies were asked to bid on the quote, but Gary Littlefield pointed out that this is a very busy time of the year, and many just did not have the time to submit the quote. He suggested having some general maintenance of the flowerbeds done at this time, with the hope of getting three quotes by the May board meeting. After discussion, M. J. Chustz moved, seconded by Marcelle DeSoto to spend up to \$2,000 at this time for general cleaning and maintenance work on the beds. Greg Scott made a substitute motion, seconded by Steven Graham and unanimously carried to spend up to \$2,500 to clean and maintain the beds until we can get a quote for landscaping.
- b. Construction of Signs in Neighborhood – Gary Littlefield thanked those who have worked on getting the sign completed at the main entrance. Steven Graham said he feels like we will be ready for the installation within two weeks. Terry Lawrence addressed the board. He proposed the Broadmoor Crime Prevention & Improvement District consider installing signs at all entrances of the subdivision that read “Private Police Patrol – No Soliciting”. The board agreed this would definitely fall within the scope of the district’s work. They discussed whether the signs should be metal, or banners. Greg Scott moved, seconded by

Marcel DeSoto and unanimously carried to spend up to \$4,000 to purchase metal signs reading "Private Police Patrol – No Soliciting". Mark McDuff said this money would complete our sign budget for the year.

- c. Commissioners Terms – Gary Littlefield asked Linda Alwood to share information on the commissioners' appointments. Linda Alwood distributed a list showing the date and term for each commissioners. She said she spoke with Sheri Morris, our attorney, and was advised, according to law, the commissioners will serve until their replacement is ready to fill the position. The two commissioners appointed by the Broadmoor Residents Association had a two year term that ended in July of last year, but the association reappointed Gary Littlefield and Julie Brown White to serve an additional term. We will schedule their installation at our next meeting.

OLD BUSINESS:

- A. Private Police Patrol – Captain Mark Browning was not available for the meeting.
- B. Attorney General Opinion – North Broadmoor Subdivision – Linda Alwood said she spoke with our attorney Sheri Morris about obtaining an Attorney General opinion to determine if the District could pay for the cost to add the North Broadmoor subdivision to the district. She said the Attorney General's office is so backed up that it could take from 6-8 months to get an opinion. In the meantime, Ms. Morris suggested, since we are allowed by statute to accept donations, we could go to the North Broadmoor residents and tell them that if they raise the amount it would take to add them to the police coverage, we could do so. The board discussed this proposal, but felt it would be very difficult to get enough contributors to make this happen. Several Commissioners felt the Broadmoor Residents Association should pay for this cost to add North Broadmoor to the District, if the Broadmoor Crime Prevention & Improvement District is prohibited from doing so. Marcelle DeSoto moved, seconded by M. J. Chustz and unanimously carried to call a meeting on May 12, 2014 at 6:00 pm to discuss this matter further with the association.

Linda Alwood asked if the board felt she should do any other notification of the meetings, perhaps have signs made to be posted at the entrances of the subdivision telling residents when we are meeting. The commissioners felt we are sending an eblast to the members, have it posted on our website and we post a copy of the agenda at the meeting location. They felt this was enough to meet the requirements.

There being no further business to come before the board, upon motion by Steven Graham, seconded by Marcelle DeSoto and unanimously carried the meeting adjourned.

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Julie Brown White, Secretary

**Broadmoor Crime Prevention & Improvement District**

**Meeting of the Board of Commissioners**

**May 12, 2014 @ 5:30 pm**

**Broadmoor Methodist Church**

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

I. ROLL CALL

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

- II. The commissioners dispensed with reporting the minutes of our prior meeting and the treasurers report.

NEW BUSINESS

- a. Addition of North Broadmoor –Chairman Gary Littlefield acknowledged several residents attending the meeting. They were invited to address the Board. They wanted the board to understand that not all residents of North Broadmoor wish to be included in the Crime Prevention and Improvement District, as they feel their safety is secured through burglar alarms and other devises instead of increased police patrols. Chairman Littlefield thanked them for their comments, but respectfully disagreed with their position. He said the patrols are already reducing crime in the subdivision, and we should continue with our efforts to include North Broadmoor.

The district is in the process of obtaining an Attorney General’s opinion to determine if any fees collected can be used to pay the cost to go through the process of having the law changed to include North Broadmoor in the district, and placing the item on the ballot for a vote of the residents. However, the Broadmoor Residents Association will vote later tonight as to whether they will pay up to \$10,000 to complete this process, if the AG advises against using the district’s funds. This item would need to be introduced as a bill at the Legislative Session in the spring of 2015. If the bill passes, the item would be placed on the ballot in November of 2015. The consensus of the commissioners present was to (1) draft correct legislation to be introduced in the Legislature, (2) Find a Legislator to agree to use one of their bills during a Fiscal Year to introduce the bill, and (3) Identify up to 10 people in the North Broadmoor Subdivision who would be willing to help communicate the need with other residents in their subdivision.

## Landscaping Quotes

4/23/2014 Grounds Pro

\$10,500.00

7/12/2014 R S Outdoors, LLC

\$10,762.23

**Broadmoor Crime Prevention & Improvement District**

**Meeting of the Board of Commissioners**

**July 28, 2014 @ 5:30 pm**

**Broadmoor Methodist Church**

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

I. ROLL CALL

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

II. Approval of Minutes - Julie Brown White moved, seconded by Mark McDuff and unanimously carried to approve the minutes of April 28, 2014 and May 12, 2014 as presented.

III. Treasurer's report - Mark McDuff described the financial report as of July 28, 2014. He indicated we have collected \$156,525.84 to date. Based on expenses to date of \$44,441.72, we may want to reallocate some funds for either additional Police Patrol hours or the purchase of another sign in this year's budget. These decisions can be made at our October meeting. Linda Alwood was asked to look into the rules for any type restrictions on reserve funds. Marcelle DeSoto moved, seconded by Julie Brown White and unanimously carried to accept the financial report as presented.

NEW BUSINESS

- a. Quotes for Landscaping Services – The board was advised of quotes received from Landscape companies to handle the initial landscaping for the new sign. The lowest quote is from Grounds Pro at \$10,500.00. Marcelle DeSoto moved, seconded by Steve Graham and unanimously carried to offer the bid to the lowest bidder, and if the lower bidder was not able to accept to give the bid to the next lowest bidder R. S. Outdoors for \$10,762.23.
- b. Activity of Private Police Patrol – Terry Lawrence reported that burglaries in the subdivision has declined, and the cell phone used by the Private Police Patrol seems to be working. He said we need to do a better job of educating the residents on the work of the patrolmen. We will get some car stickers to the patrolmen to be distributed if they stop a resident without the sticker.

OLD BUSINESS

- a. Addition of North Broadmoor – The commissioners reviewed a draft of a letter to be mailed requesting an Attorney General's Opinion on whether the crime prevention district could expend funds for costs and fees, including but not limited to the publication required by Section 13 or Article III of the Constitution of Louisiana, related to amending la. R.S.

33:9097:8(B). After review the commissioners suggested all reference to the "residents Association" be deleted, and the "Crime Prevention & Improvement District" be substituted in lieu thereof. Stephen Graham moved, seconded by Mark McDuff and unanimously carried to approve the letter pending these corrections.

The commissioners discussed the fact that residents of North Broadmoor will need to meet independently to promote the passage of the legislation.

Residents of the Crime Prevention & Improvement District asked if funds could be designated to send a one-time post card mailing to the residents to include the number to call for non-emergencies and the Private Police Patrol cell number. Greg Scott moved, seconded by Steve Graham and unanimously carried to approve payment of this one time mailing.

There being no further business to come before the board, upon motion by Marcelle DeSoto and unanimously carried the meeting adjourned.

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Julie Brown White, Secretary