

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, Liz Core

- II. Treasurer's Report – Treasurer Mark McDuff presented the attached 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 -.

C. Website/Newsletter/PR - -The board discussed the items in the budget under administrative. They agreed to leave in the MailChimp expense of \$885 to cover cost of weekly email blasts of crime stats and security concerns. The Hotline, Website and newsletter expense was eliminated. However, the board agreed 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 two 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 Account 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 following items were included in the 2014 Broadmoor Crime Prevention and Improvement District Budget:

Income:

V. Old Business

VI. Upon motion by Steven Graham, seconded by M.J. Chustz 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.

Julie Brown White, Secretary