

**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