

Southern Heights Neighborhood Crime Prevention and Improvement District (SHNCPID) Commissioner Meeting

Scotlandville Library

December 17, 2023 @ 3:30 pm

MEETING MINUTES

- **Call to Order**
 - Commissioner Roll Call – Troi Davis (present), Audrey Hampton (absent), Patti Hatch (present), Tia Mills (present), Yvette Moody (present), Sheila Sims (present), Eddie Veal (absent)
 - Quorum Met
- **Approval of Agenda**
 - **Motion made to change Agenda to add SHNCPID Operations Status made by Sheila Sims.**
Seconded by Patti Hatch
No discussion by public and Board

Motion adopted by voice vote

SHNCPID Operations Status added to Agenda for meeting.
- **Meeting Minutes Approval**
 - Minor modifications submitted to 11-20 Meeting Minutes by Tia Mills
 - **Motion to accept the Meeting Minutes, as modified, made by Tia Mills.**
Seconded by Sheila Sims.
No discussion by public and Board

Motion adopted by voice vote
- **SHNCPID Operational Status**
 - Report provided by Sheila Sims, Treasurer in records received from Rita Johnson, former Treasurer and Anjel Smith, Bookkeeper on Dec 9, 2023
 - Partial transfer of financial records (May 2017 to October 2023)
 - Patrol documentation received
 - Total Patrol hours in total hours is 25 per week at a rate of \$30 p/hour
 - Patrol Administrator receives \$300 p/month to coordinate patrols.

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- Documentation needed from prior Board
 - Budget/Actuals documentation for November & December.
 - Need information, costs, etc on website SHNCPID.com
 - Patrol previously only reported time in & out w/o details.
 - Bookkeeper was hired to keep financial records by prior Board.
 - **Recommendation** is to have the Bookkeeper complete financial data for Nov 2023 through end of year and produce 1099s for patrol. Former Treasurer and Bookkeeper will be asked for additional or missing information.
 - **Recommendation** for Patrol to provide documentation of patrol activity in addition to hours worked.
 - **Recommendations were adopted unanimously.**
- **SHNCPID Financials**

The account balance from the SHNCPID bank account and the newly received October 2023 Budget to Date financial document were presented by Sheila Sims, Treasurer.

Checking Account Balance (as of Nov 30, 2023)



111 E. 8219
Gulfport, MS 39503-4119
Return Service Requested



Page: 1 of 2
Statements Dates
11/01/2023 - 11/30/2023
Account Number:
██████████ 7517
Truings:
12
* IMAGE * ED

1 000000 902
 SOUTHERN HEIGHTS NEIGHBORHOOD CRIME
 PREVENTION AND IMPROVEMENT DISTRICT
 # 0 BOX 74665
 BAYTON BOULEVARD LA 70876

Checking Account Summary

PREVIOUS BALANCE	47,687.96	AVERAGE BALANCE
+ 0 CREDITS	.00	46,051.29
- 12 DEBITS	3,200.00	YTD INTEREST PAID
- SERVICE CHARGES	3.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	44,484.96	

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October 2023 Budget to Date Under Review

Southern Heights Neighborhood Crime
Prevention & Improvement District
2023 Actual Budget VS Year to Date (YTD) & Estimate Comparison

	2023 Budget	YTD (Jan. - Oct.)	Estimates for Remainder of Year	Estimate Total for the Year
RECEIPTS				
Public Tax Funds	\$ 52,500.00	\$ 53,368.70	\$ -	\$ 53,368.70
Interest Earned				
TOTAL RECEIPTS	\$ 52,500.00	\$ 53,368.70	\$ -	\$ 53,368.70
DISBURSEMENTS				
Contract Labor	\$ 40,000.00	\$ 33,745.10	\$ 6,433.33	\$ 40,178.43
Professional Fees (Accounting, Notary)	\$ 900.00	\$ 1,401.22	\$ 450.00	\$ 1,851.22
Allocation for Beautification	\$ 7,000.00		\$ 7,000.00	\$ 7,000.00
Crime Fees Tim Rolls	\$ 650.00	\$ 522.00		\$ 522.00
Bank Charges	\$ 300.00	\$ 280.13		\$ 280.13
Postal Fees	\$ 250.00	\$ 232.00		\$ 232.00
Other (if known)	\$ 75.00	\$ 601.81		\$ 601.81
TOTAL DISBURSEMENTS	\$ 49,175.00	\$ 39,780.26		\$ 39,065.56
Change in Fund Balance	\$ 3,315.00	\$ 16,780.44		\$ 2,000.11
Beginning Fund Balance	\$ 31,657.53	\$ 31,657.53		\$ 31,657.53
Ending Fund Balance	\$ 34,972.52	\$ 47,837.96		\$ 33,657.64

NOTE: Sheila Sims, Treasurer indicates that there are questions on the Budget vs Actuals to Date Report (Jan 2023 to October 2023). The report is listed as under review. Grayed numbers (when shown in color on red) but are positive numbers. This differs from normal accounting practices. Additionally, the carryover funds from prior years are listed at the bottom of the page rather than the top of the page which is typical. Follow-up questions will be discussed with Rita Johnson and Bookkeeper.

Discussion

How are funds received? Funds are distributed via ACH to SHNCPID by the Sheriff's Office as property taxes are paid. One percent is kept by the EBR Sheriff Department as handling fees.

How are patrols paid? Patrols send weekly timesheets with clock in / clock out time and hours worked. Requests have been made to the Patrols to provide detail records with patrol hours. Patrols have complied with the request and have included pictures and narrative activity descriptions. Patrols have indicated that they are willing to do things that make the neighborhood better. Patrols are paid weekly by check, based on previous Board practices. Through the end of year, checks will be paid weekly until the end of the year for continuity. 1099 forms will need to be generated for 2023 patrol work activity. Changes will be set up in the future, particularly to reduce efforts.

- **Motion to accept report adopted.**

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- **Motion by Yvette Moody to discuss the payment process at the next Board meeting**

Seconded by Patti Hatch.

No comments / discussion from public and Board.

Motion was approved by voice vote.

- **Recommendations made by Sheila Sims**

- To authorize SHNCPID to pay outstanding bills and future bills for November and December 2023.

- To pay the Bookkeeper to close out the fiscal year 2023 and create 1009 forms for 2023 Patrol payments in January 2024.

No public discussion/comments. Board discussed.

Motion was approved by voice vote.

- **Preliminary 2024 Budget Discussion**

- Presented 2024 Budget from prior Board since records were only recently turned over to the new Board and there was not enough time to make budget decisions. Budget needs to be revamped and will be submitted in January 2024.

Southern Heights Neighborhood Crime Prevention Improvement District 2024 Proposed Budget

	2024 Proposed Budget
PROPOSED RECEIPTS	
Estimated Receipts	\$ 53,400.00
TOTAL ESTIMATED RECEIPTS	\$ 53,400.00
PROPOSED DISBURSEMENTS	
Contract Labor	\$ 40,000.00
Professional Fees (Accounting, Notary)	\$ 900.00
Allocation for Improvement & Crime Prevention	\$ 10,000.00
IT Charges	\$ 700.00
Crime Fees Tax Rolls	\$ 650.00
Bank Charges	\$ 350.00
Postal Fees	\$ 250.00
TOTAL DISBURSEMENTS	\$ 52,850.00
Change in Fund Balance	\$ 550.00
Estimated Fund Balance at Beginning of Year	\$ 38,500.00
Estimated Ending Balance	\$ 39,050.00

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- **Candidate 2024 Project Discussion**

- Floor was opened for project suggestions.
 - HOA requested CPID signage, joint effort with SHCPID & HOA to designate SH as a No Solicitation Subdivision (must be placed on signage) and that the Traffic Calming Study results be considered for the budget.
- **Motion was made by Yvette Moody** to have a special open forum meeting for residents, SHPOA and SHNCPID to identify needs, concerns and project requests in order to make certain all residents' can participate in early January 2024 so data can be included in SHNCPID 2024 Budget.

Motion was made by Yvette Moody. Seconded by Sheila Sims.
Public and Board members supported the motion.

Motion was approved by voice vote.

- **Preliminary 2024 Calendar of Meetings Discussion**

- **Motion made by Yvette Moody** that the Board meet on 3rd Sundays on the 1st month of every quarter plus the 3rd Sunday in December for five meetings over 2024. Target dates for are January 21, April 21, July 21, October 20 and December 15. Meetings will be held at 3 pm.

Motion. Seconded by Patti Hatch.
No discussion by public. Board discussed.

Motion was approved by voice vote

- **Meeting Adjournment**

- **Meeting was adjourned at 5:03 pm by unanimous consent.**