

The TARA CRIME PREVENTION AND NEIGHBORHOOD IMPROVEMENT DISTRICT
BOARD OF COMMISSIONERS INFORMATIONAL MEETING

Monday, June 18, 2018 at 7:00 pm
Goodwood Library - 7111 Goodwood Blvd.
Baton Rouge, La.

On Monday, June 18, 2018 a quorum of the Board of Commissioners of the Tara Crime Prevention and Neighborhood Improvement District ("Board") met at the Goodwood Library for the second quarterly meeting of 2018.

The following commissioners were present:

Bill Kipf
Lisa Catalanatto
Dale Songy
Estelle Rome
Fred Gwin
Ross DeNicola

Absent:

Duke Williams

The minutes from the March, 2018 meeting were accepted by acclamation.

Security:

Incident Report:

Fred Gwin and Alesha Kuhn summarized:

- March: burglaries in the 1300 block of Oakley and 8700 block of Darby resulted in arrests made involving the same suspects. The Tara security cameras were a factor in both incidents as well as home security cameras.
- April: there were 10 alarms, no residential or commercial burglaries; no vehicle burglaries & no thefts reported.
- May: no burglaries or thefts reported
- June: there have been 5 alarms to date in June and two reported incidents, including a burglary in the 8700 block of Wakefield in which electronic valuables were stolen. The car involved in the Wakefield burglary appears to be the same vehicle involved in an encounter at a residence on Tallyho near Crescent in which the resident startled the apparent perpetrators and frightened them off. An image of the suspect vehicle was captured by the Tara security cameras and was forwarded to law enforcement officials and posted so residents could be on the look-out. An additional incident in June involved a vehicle burglary in the church parking lot.

A discussion followed with questions and answers related to the proper protocol involving use of the cameras, access to the cameras, and the chain of information. Officer Kuhn confirmed that local police officers are aware of the Tara security cameras and all law enforcement investigators have access to the camera video through Custom Security, with Custom Security verifying access through Fred Gwin and/or Dale Songy.

Dale reminded everyone that the first action involving an incident is to contact police or 911.

Fred reminded everyone that in the event information from the cameras is desired, having a good time frame for the search parameters is important; as is obtaining a good description of the vehicle or individual to assist in the search effort.

As a reminder - as outlined in our December, 2017 meeting - the protocol for accessing camera data will typically involve a police report outlining the incident with access to the cameras available to the police and investigators with assistance from Custom Security. Custom Security relates the data on the security cameras is typically available for up to 3 months.

-Dale noted that in our last meeting the Board had discussed adding one more security camera to one of three remaining locations. Since that time a review of our budget indicates we may have sufficient funds to install all three cameras in a more timely fashion than originally anticipated. The extra money is a result of funds not utilized from budgeted attorney fees and reserved funds for extra security patrols that were not utilized.

Factors to be reviewed include the final actual cost estimate for the cameras and the cost of the electrical service. Dale has had discussions with Saia Electric and their attendant discussions with Entergy. The original allowance outlined an estimate of approximately \$3,000 for installation (per camera) and approximately \$6,700 for each camera.

A motion was made (Lisa) and seconded (Estelle) to allocate the available funds to the acquisition and installation of the additional cameras at a cost not to exceed an aggregate of \$30,000 for all three camera locations (\$10,000 for the camera already in the budget for this year and \$20,000 for the two additional cameras). The motion was passed unanimously.

Discussion returned again to the protocol for the use and access to camera video in which Board policy was reiterated as outlined above.

Budget Report:

-Lisa Catalanatto reported we have received revenues of \$67,746 to date. There still remain some unpaid taxes which the Sheriff's office will collect throughout the year and subsequently send us a check. This compares with \$73,000 received last year, which also included some late receipts from the previous year.

Through the first quarter of this year we have spent approximately \$1,000 on flowers at the Tara Boulevard entrances and approximately \$16,000 for security patrols.

We are wrapping up the legislative audit report which is due June 30.

In response to a question Alesha Kuhn related that security patrol hours typically average approximately 80 hours per month from January thru April; 104 hours per month from May thru August; 80 hours per month in September and October; and approximately 92 hours per month in November and December.

New Business:

Landscaping:

-Estelle Rome reported she had volunteered to act as chairperson of the Beautification Committee, in which capacity she had contacted six landscaping vendors and met with four of them. Three of the vendors (Angellos, Landscape Ideas and Nimos) submitted written bid estimates for planting and maintenance of the boulevard and boulevard entrances.

Estelle related she and Jim Bob Ourso had met with the vendors to describe the scope of the work to be included.

Discussion followed with questions related to the extent of the work involved, frequency of the visits with a suggestion that the bids be re-submitted to include a provision for the maintenance of the Crepe Myrtles along the Boulevard.

A motion was made (Lisa) and seconded (Ross) to revise and re-submit the landscaping bids to include the servicing of the Crepe Myrtles. The motion was passed unanimously.

Dues Increase:

Lisa proposed that a dues increase of 10% be approved to cover:

- increased patrols
- expanded landscaping maintenance

Discussion and comments followed regarding potential costs for the maintenance of the cameras, the demolition and replacement of the Boulevard entrance signs with new lighting, landscaping, increased patrols, and replacement of light posts, with a suggestion that a current revised projected budget for next year be reviewed by the Board in order that an informed decision can be made with respect to the needed revenues and potential dues increase balanced against specific budgeted expenses.

It was noted an increase of 10% would result in additional annual revenues of about \$6,800. Current fees are \$110 per year per parcel. Dale related he will contact Sherri Morris to find out the dead-line for submitting an increase to the Tax Assessors office and coordinate the information with Lisa.

Special Legal Services:

Dale related that Sherri Morris had relocated to a different law firm. Previously, (December, 2017 meeting) the Board had approved retaining Sherri Morris as our special council and the Attorney General needs a resolution from the Board memorializing that decision and the contract for professional services since Sherri Morris has changed law firms.

A motion was made (Ross) and seconded (Lisa) to approve the resolution to retain Sherri Morris as our council. The motion was approved unanimously.

Federation of Crime Districts:

-Bill informed the Board that the Federation of Crime Districts meets the second Thursday of each month at the Main Library at 6pm prior to the Federation of Civic Associations meetings.

Neighborhood Watch Program:

-Bill initiated discussion related to a Neighborhood Watch Program or Block Captain program briefly discussed at the annual Tara Civic Association meeting and Federation of Crime Districts that could involve the coordinating of subdivision residents as active participants in a more structured observation and reporting effort throughout the subdivision.

Old Business:

-Dale reminded all Board members to complete the Ethics course, if they have not already done so. This is required on an annual basis.

-Bill related that communication with the Board can be accomplished by Tara residents through the Tara Civic Association website via e-mail. Tara Crime District information and policies are also posted on this site and are available for review and updating to assist in keeping residents current.

-General discussion revolved around experiences of various members related to communications with residents about the best way to contact someone when an incident or suspicious activity is noted; or the protocol to access security data. A review of the June 4th "red car" incident was discussed and explained as an example of how the communication channel functions between the Board, Custom Security, and police officers.

-Ross asked that the procedure for accessing the "Vacation Stop" service be included in the minutes. Instructions: 1) Access the Tara Civic Association website at "taracivicasociation.org". 2) Click on the "SECURITY" tab located along the top banner. 3) Click on the "Vacation Surveillance" tab. 4) Fill out the form which requests your name, address, e-mail address and dates of departure and arrival, etc.; 5) press "Submit".

-As requested, the Board adjourned to Executive Session to clarify clerical and procedural questions related to rules outlining requirements for a public meeting and proper notification of such; rules prohibiting policy decisions outside of a public meeting vs. general information and alert notices shared among Board members. Also discussed was the need to consult with Sherri Morris to clarify the maximum dollar amount the Board is allowed to spend without securing an RFP. Also discussed was the construction specifications required of the poles to be used in the camera installations.

There being no further business the meeting was adjourned at 8:42pm.