

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

**BOARD OF COMMISSIONERS SPECIAL MEETING**

Wednesday, January 18, 2017, at 6:00 pm  
Ingleside United Methodist Church  
Sanctuary  
4264 Capital Heights Avenue  
Baton Rouge, LA 70806

**NOTICE OF MEETING AND AGENDA** *(revised January 17, 2018)*

- I. Roll call
- II. Review and approval of the minutes of the board meetings held August 31, 2016, and November 2, 2016
- III. Review of the election results and execution of the proces verbal of the canvass of the December 10, 2016 election results
- IV. Discussion and adoption of a resolution to impose and collect a parcel fee in 2017
- V. Discussion and adoption of a resolution establishing the meeting schedule for 2017, to include the date, time and location of meetings
- VI. Discussion and adoption of bylaws and rules of order
- VII. Receipt of proposed budget recommendation for FY2017
- VIII. Discussion of administrative and organizational tasks to include website preparation and maintenance, establishment of a bank account, communications with the public, and other items of this nature
- XI. Announcements
- X. Other
- XII. Adjournment

This meeting notice was posted at Ingleside United Methodist Church on the main door facing Ingleside Drive, at 4:45, p.m. on Jan 17, 2016 by Aaron Cuzery.

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

The following resolution was offered by AARON CHERRY and seconded by

ELISE REAN :

**RESOLUTION NO. 2017-001**

A RESOLUTION TO IMPOSE AND COLLECT OF AN ANNUAL PARCEL FEE OF \$100 WITHIN THE CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT BEGINNING IN 2017 AND ENDING IN 2026.

WHEREAS, Act 292 (2016) enacted La. R.S. 33:9097.28 creating the Capital Heights Crime Prevention And Improvement District ("District") as a political subdivision of the state to aid in crime prevention, to enhance security within the District, to provide for an increase in security patrols in the District, and to provide for the overall betterment of the District in accordance with La. R.S. 33:9097.28; and

WHEREAS, on December 10, 2016, a special election was held in the District at which the following proposition was approved by a majority of the registered voters within the District voting thereon:

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

Shall the Board of Commissioners of the Capital Heights Crime Prevention and Improvement District ("District") be authorized to levy and collect an annual parcel fee ("Fee") for ten years, beginning in 2017 and ending in 2026, with the Fee for unimproved parcels to be 50% of the Fee for improved parcels and the Fee for parcels subject to the special assessment level provided by Article VII, Section 18(G)(1) of the Louisiana Constitution to be 25% of the Fee for improved parcels, where the initial Fee for improved parcels is \$100, which Fee may be increased by the District annually by an amount not to exceed 20% of the Fee for the previous calendar year and with a maximum Fee for improved parcels not to exceed \$250, to be used to aid in crime prevention, provide for an increase in security patrols and for the District's overall betterment including but not limited to providing improved lighting, signage, or matters relating to the District's security and for beautification and improvement of the District as provided in Act 292(2016) (\$84,150 is estimated to be collected from the initial levy)?; and

WHEREAS, La. R.S. 33:9097.28(F) authorizes the District to impose and collect an annual parcel fee at the same time and in the same manner as ad valorem taxes are collected in East Baton Rouge Parish.

BE IT RESOLVED that the Capital Heights Crime Prevention and Improvement District Board of Commissioners ("Governing Authority"), hereby imposes and requests the East Baton Rouge Parish Assessor ("Assessor") to include an annual parcel fee of \$100 on each improved parcel, \$50 on each unimproved parcel and \$25 on each parcel whose owner qualifies for and receives special assessment level provided by Article VII, Section 18(G)(1) of the Constitution of Louisiana, to be collected at the same time and in the same manner as ad valorem taxes are collected in East Baton Rouge Parish beginning in 2017 and ending in 2026;

BE IT FURTHER RESOLVED that the Governing Authority hereby requests the East Baton Rouge Parish Sheriff to collect the parcel fee and to remit all amounts collected in accordance with law and authorizes the Sheriff to retain one percent (1%) of the amount collected as a collection fee; and

BE IT FURTHER RESOLVED that the District's Chair is hereby authorized to take any and all actions necessary to carry out the purposes of this Resolution including but not limited to execution of an intergovernmental agreement with the Assessor for payment of costs related to preparation of the annual tax roll for the District.

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 5 CHERRY, COLE, LAUBSCHER, HICKS, READ

NAYS: 0

ABSENT: 0

ABSTAINING: 0

and the Resolution was declared adopted on the 18<sup>th</sup> day of January, 2017.

ATTEST:



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Elise Read, Chair



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Aaron Cherry, Secretary

# Capital Heights Crime Prevention and Improvement District Bylaws

## Article I - Capital Heights Crime Prevention and Improvement District

Act No. 292 of the 2016 Regular Session of the Louisiana Legislature created the Capital Heights Crime Prevention and Improvement District ("District") as a political subdivision of the state. The District shall be governed by a Board of Commissioners (hereinafter the "Board") comprised of five members (hereinafter "members").

## Article II - Public Purpose

The purpose of the District is to promote and encourage security and the overall betterment of the areas within the District's jurisdiction as provided in R.S. 33:9097.19. The Board is established to accomplish this objective.

## Article III - Governance

**Section 1** - The District shall be governed by a five member Board of Governors, to be appointed in accordance with the provisions of R.S. 33:9097.28(D). Board members shall serve four-year terms, except for specific limited terms beginning at the time of initial constitution of the Board as provided in R.S. 33:9097.28(D)(3). A vacancy in any membership of the Board shall be filled for the remainder of the unexpired term in the same manner as the original appointment. Board members shall be eligible for reappointment.

**Section 2** - Board members shall serve without compensation, but shall be reimbursed for their reasonable out-of-pocket expenses directly related to the governance of the district, not to exceed one hundred dollars per year.

## Article IV - Officers of the Board

**Section 1** - The Board shall elect from among its members the following officers: Chairman, Vice Chairman, Secretary, Treasurer and such other officers as it may deem necessary.

**Section 2** - Officers shall serve for a term of one year and until their successors are elected. Officers shall be elected at the first meeting of each calendar year by a majority vote of the members present and voting. Officers serving at the time of adoption of these Bylaws shall serve until the first meeting of the Board in 2018. An officer vacancy shall be filled for the remainder of the unexpired term in the same manner as the original election, such election to be held at the first regular meeting of the Board occurring at least ten days after the members are notified of the vacancy.

**Section 3** - The Chairman shall, subject to the direction and supervision of the Board, be the chief executive officer of the District. The Chairman shall preside at all meetings of the Board and have all of the general powers and duties which are normally vested in the office of a Chairman, including but not limited to the power to appoint committees from among the members from time to time as may be determined by the Board.

**Section 4** - The Vice Chairman shall assist the Chairman and shall perform such duties as may be assigned by the Chairman or by the Board. In the absence of the Chairman, the Vice Chairman shall have the powers and perform the duties of the Chairman.

**Section 5** - The Secretary shall maintain minutes of all meetings of the Board. The secretary shall have charge of all books, papers, and records as the Board may direct; and shall, in general, perform all duties incident to the office of secretary. The secretary shall also be responsible for other matters as may from time to time be assigned by the Chairman or by the Board.

**Section 6** - The Treasurer shall be responsible for maintaining records of the funds of the District and shall cause such monies to be deposited in a bank or banks selected by the Board, which monies may be drawn as prescribed by the Board. The Treasurer shall see that the financial records of the Board are properly maintained, shall present at each regular meeting a budget status and financial report and shall perform such other duties as are assigned by the Board. If the Board contracts for services of a certified public accountant, the Treasurer shall be the member responsible for management of that contract for purposes of the District.

#### **Article V - Powers and Duties of the Board**

**Section 1** - The Board shall establish an address and location to maintain the records of the District, which records shall be maintained in conformity with the requirements of the Public Records Law as provided in R.S. 44:1, et seq. as such provisions may be applicable to the District's operations. Beginning no later than January 1, 2017, the Board shall maintain a website for the purpose of providing public information concerning business of the District.

**Section 2** - The fiscal year of the District shall be January 1 through December 31.

**Section 3** - The Board shall adopt annual budgets in accordance with the requirements of the Louisiana Local Government Budget Act, R.S. 39:1302, et seq. The proposed budget and a resolution for its adoption shall be considered by the Board before the start of the respective fiscal year.

**Section 4** - At the close of each fiscal year, the books and records of the District shall be reviewed or audited in accordance with the requirements of the Louisiana Legislative Auditor as provided in R.S. 24:513.

**Section 5** - The withdrawal of funds from any District bank account shall require the signature of at least two officers.

**Section 6** - The Board may procure and maintain liability insurance for its members, as provided in R.S. 33:9097.28(E)(9).

**Section 7** - Procurements of goods and services for purposes of the District shall be made in accordance with the Louisiana Procurement Code, R.S. 39:1551, et seq. The Board may enter into contracts for services including, but not limited to, security patrols, security patrol coordination, legal counsel, accounting, management, maintenance, and bookkeeping. The Board may participate in state programs administered by the Office of State Purchasing, Division of Administration, concerning purchasing by public bodies.

### **Article VI - Meetings**

**Section 1** - The Board shall annually conduct at least two regularly scheduled meetings, the number and schedule of meetings to be determined at the first meeting of the Board in each calendar year. The annual schedule of meetings for each calendar year, any other special meetings, and cancellations of meetings by the Board shall be made available to the public and noticed pursuant to Louisiana Open Meetings Law, R.S. 42:12, et seq., particularly R.S. 42:19.

**Section 2** - Special meetings of the Board may be called by the Chairman or by written request of at least three members. The call of any special meeting shall be delivered to members at least five days in advance of the meeting.

**Section 3** - Emergency meetings of the Board may be called by an officer of the Board and shall be limited to dealing with only those items related to the emergency.

**Section 4** - A quorum of the members shall consist of a majority of the then current membership of the Board. A quorum shall be required to decide any question proposed by a motion, or to take official action of the Board on any matter.

### **Article VII - Committees**

Committees may be established by a majority vote of the members present and voting at any regular meeting of the Board. The Chairman shall appoint all members of any committee.

### **Article VIII - Rules**

The Board may adopt rules for purposes of its operation by a two-thirds vote of a quorum of the members. A change in a rule shall require the same approval.

**Article VIII - Parliamentary Authority**

The current edition of Robert's Rules of Order Newly Revised shall be used by the Board in the conduct of its business, to the extent that such rules are not inconsistent with these Bylaws, a rule of the Board, or Louisiana law or constitution.

**Article IX - Amendment of Bylaws**

These Bylaws may be amended by a two-thirds vote of a quorum of the membership of the Board at any regular meeting, provided that written notice of the proposed amendment has been delivered to all members at least ten days in advance of the meeting at which the amendment is to be considered.

Board of Commissioners

  
Elise Read, Chair

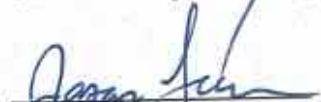
January 18, 2017

  
Tyley Hicks, Vice-Chair


January 18, 2017

  
Aaron Cherry, Secretary

January 18, 2017

  
Jason Laubscher,  
Treasurer

January 18, 2017

  
Amy Cole

January 18, 2017

Sworn to and subscribed before me, this  
18<sup>th</sup> day of January 2017



David O. Mooney  
Notary Public  
LA, BAR # 20967



**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

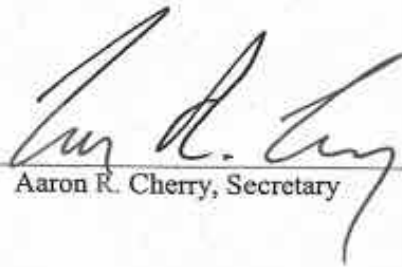
I, the undersigned Secretary of the Capital Heights Crime Prevention and Improvement District Board of Commissioners, do hereby certify that the foregoing three pages constitute a true and correct copy of Resolution No. 2017-001, adopted on January 18, 2017, to impose and

**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Capital Heights Crime Prevention and Improvement District Board of Commissioners do hereby certify that the foregoing two pages constitute a true and correct copy of the January 18, 2017 Proces Verbal for the December 10, 2016 election to levy and collect an annual parcel fee within the Capital Heights Crime Prevention and Improvement District.

Signed this 18<sup>th</sup> day of January, 2017.



Aaron R. Cherry, Secretary

Adopted

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

The following resolution was offered by Read and seconded by Cherry :

**RESOLUTION NO. 2017-002**

WHEREAS, R.S. 42:19(A)(1)(a) requires that each public body give written public notice of their regular meetings at the beginning of each calendar year, such notice to contain the date, time, and location of such meetings.

NOW THEREFORE, BE IT RESOLVED THAT:

The Capital Heights Crime Prevention and Improvement District Board of Commissioners, acting as the Governing Authority of the Capital Heights Crime Prevention and Improvement District, will conduct the following regular public meetings during 2017 concerning the affairs of the District:

- 1. October 4, 2017, at <sup>6:00</sup>~~6:30~~ p.m. at the Ingelside United Methodist Church, 4264 Capital Heights Avenue, Baton Rouge, LA 70806, meeting room to be established on the notice of meeting.
- 2. December 6, 2017, at <sup>6:00</sup>~~6:30~~ p.m. at the Ingelside United Methodist Church, 4264 Capital Heights Avenue, Baton Rouge, LA 70806, the meeting room shall be as provided on the meeting notice.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 5 Read, Hicks, Cole, Cherry, Laubscher

NAYS: 0

ABSENT: 0

This resolution was declared adopted on this, the 18 day of January 2017.


  
Elise Read, Chairman

**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Capital Heights Crime Prevention and Improvement District Board of Commissioners do hereby certify that the foregoing page constitutes a true and correct copy of Resolution No. 2017-002, adopted on January 18, 2017.

Signed this 18 day of JANUARY, 2017.



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Aaron R. Cherry, Secretary

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**RESOLUTION NO. 2017-003**

WHEREAS, R.S. 42:1305 requires that each political subdivision cause to be prepared a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund and each special reserve fund, the chief executive officer of the political subdivision to prepare the proposed budget.

WHEREAS, R.S.42:1405(D) requires that a budget proposed for consideration by the governing authority be accompanied by a proposed budget adoption instrument, such instrument to serve as the appropriation authority for implementation of the budget through the expenditure of public monies.

NOW THEREFORE, BE IT RESOLVED THAT:

The Capital Heights Crime Prevention and Improvement District Board of Commissioners, acting as the Governing Authority of the Capital Heights Crime Prevention and Improvement District, adopts and authorizes the implementation of the proposed budget presented on January 18, 2017, a copy of which is attached to this resolution as Addendum A.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

This resolution was declared adopted on this, the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Elise Read, Chairman

# Capital Heights Crime Prevention and Improvement District

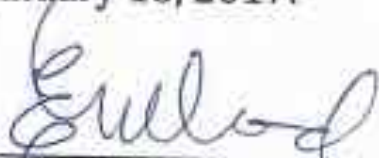
## Board of Commissioners

*Addendum "A"*

### PROPOSED BUDGET FOR FISCAL YEAR 2017

Expenditures	\$ 0
Revenues	<u>\$ 0</u>
Net revenues	\$ 0

Presented to the Board of Commissioners at the public meeting held on  
January 18, 2017.



Elise Read, Chairman

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

**PROCES VERBAL**

**PROCES VERBAL OF THE CANVASS OF THE DECEMBER 10, 2016  
ELECTION RESULTS FOR THE CAPITAL HEIGHTS CRIME PREVENTION  
AND IMPROVEMENT DISTRICT**

On Wednesday, January 18, 2017 at 6:00 p.m., a quorum of the Board of Commissioners of the Capital Heights Crime Prevention and Improvement District met at the United Methodist Church, Sanctuary, 4264 Capital Heights Ave., in Baton Rouge, Louisiana to canvass the election results for the following proposition:

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

Shall the Board of Commissioners of the Capital Heights Crime Prevention and Improvement District ("District") be authorized to levy and collect an annual parcel fee ("Fee") for ten years, beginning in 2017 and ending in 2026, with the Fee for unimproved parcels to be 50% of the Fee for improved parcels and the Fee for parcels subject to the special assessment level provided by Article VII, Section 18(G)(1) of the Louisiana Constitution to be 25% of the Fee for improved parcels, where the initial Fee for improved parcels is \$100, which Fee may be increased by the District annually by an amount not to exceed 20% of the Fee for the previous calendar year and with a maximum Fee for improved parcels not to exceed \$250, to be used to aid in crime prevention, provide for an increase in security patrols and for the District's overall betterment including but not limited to providing improved lighting, signage, or matters relating to the District's security and for beautification and improvement of the District as provided in Act 292(2016) (\$84,150 is estimated to be collected from the initial levy)?

The East Baton Rouge Parish Board of Election Supervisors certified the following results:


<b>Precinct</b>	<b>Yes</b>	<b>No</b>
<b>01 064</b>	<b>152</b>	<b>74</b>
<b>01 035 (In Part)</b>	<b>160</b>	<b>111</b>
<b>Early voting</b>	<b>60</b>	<b>30</b>
<b>TOTAL</b>	<b>372</b>	<b>215</b>


THEREFORE, the Capital Heights Crime Prevention and Improvement District hereby declares that the Proposition was approved by a majority of the registered voters voting thereon.

For: 5, Cherry, Cole, Read, Hicks, Laubscher  
Against: 0  
Absent: 0  
Abstaining: 0

Signed this 18<sup>th</sup> day of January, 2017.

ATTEST:

  
\_\_\_\_\_  
Aaron R. Cherry, Secretary

  
\_\_\_\_\_  
Elise Read, Chair

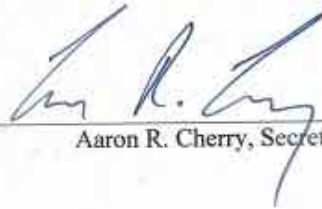


**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

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Signed this 18<sup>th</sup> day of January, 2017.



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Aaron R. Cherry, Secretary