

**RIVERBEND CRIME PREVENTION  
AND IMPROVEMENT DISTRICT (RBCPID)  
BOARD OF COMMISSIONERS MEETING  
January 15, 2019 @ 6:00 p.m.  
Carver Branch Library  
720 Terrace Street, Baton Rouge, LA 70802**

**AGENDA/MINUTES**

- I. Call to Order
  - Adrienne Bowser - present
  - Barbara Goodson – present
  - Bob Harper - present
  - David Trusty - absent
  - Ed Lundin - present
  - Andre Rodrigue - present
  - Johnny Narcisse - absent
  
- II. Approval of November Minutes
  - Approved: Barbara Goodson
  - Seconded without objection: Ed Lundin
  
- III. Treasurer Report
  - a. Prior year close out, roll forward of funds
  - b. Authorization of prior year deposit in saving account and authorize proper investment
    - Approved: Andre Rodrigue
    - Seconded without objection: Ed Lundin
  - c. Status of cost sharing camera insurance with other neighborhoods  
IT WAS REPORTED THAT ONLY RIVERBEND ESTATES PAID AND BOB WAS ASKED TO FOLLOW UP.
  - d. Approval of 2019 year budget
    - Approved: Adrienne Bowser
    - Seconded without objection: Andre Rodrigue
  
- IV. Meeting schedule for 2019
  - Tuesday, January 15th
  - Thursday, March 14th
  - Tuesday, May 7th
  - Tuesday, September 3rd
  - Tuesday, November 5th
  - All at 6:00 p.m. - 7:00 p.m.
  
- V. General Business
  - a. Status of landscaping/signage updates
    - Adrienne Bowser reported that Landscaping is complete at the front of the neighborhood and the sign should be install by the end of February.
  - b. Status of sign for acknowledgement of HOA and District for rehabilitating the pavilion

Bob Harper got approval for the wording of the sign. This sign will be installed inside the Gazabo.

A. Hays Town-Designed Pavilion  
Structural Rehabilitation, July 2018  
Landscaping and Signage Rehabilitation, January 2019  
Through the Cooperative Endeavor  
Between  
Riverbend Homeowners Association  
and  
Riverbend Crime Prevention and Improvement District.  
Financial Assistance also provide by:

Approved: Barbara Goodson  
Seconded without objection: Andre Rodrigue

- c. Update on insurance coverage for off duty patrols  
Bob Harper reported this is ongoing discussion and will keep everyone updated.

VI. New Business

- a. Discussion/approval of off duty patrol policy  
The off duty administrative officer was introduced, and a discussion of the patrol activities was held with the board. Ed Lundin suggested that an Annual Report should be compiled for the activities of 2018. Bob will prepare a draft format/report for the next board meeting for board approval summarizing the prior year activities. Bob also presented a draft of a policy for off duty officer patrols and requested board approval.  
Approved: Barbara Goodson  
Seconded without objection: Andre Rodrigue
- b. Misc.

VII. Adjournment

Approved: Andre Rodrigue  
Seconded without objection: Ed Lundin

**Agenda Approved:**

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ROBERT D. Harper,  
Chairman of the Board  
Riverbend Crime Prevention and Improvement District

**Created by:**

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Adrienne Boutté Bowser  
Secretary, Riverbend Crime Prevention and Improvement District  
President, Riverbend Homeowners Association



Riverbend Taxing District 2019 Budget  
and 2018 Actuals

Income	2018 Actual	2019 Budget
Prior Year Carry Forward	\$ 13,846.94	\$ 8,497.69
Maintenance Dues (476 @ \$150 year)	\$ 71,550.00	\$ 71,400.00
Interest earned from Sheriff	\$ 103.97	
Cost sharing/Subdivisions	\$ 26.25	
<b>Total Income</b>	<b>\$ 85,527.16</b>	<b>\$ 79,897.69</b>
<b>Expenditures</b>		
Entergy	\$ 970.76	\$ 2,000.00
Water	\$ 592.39	\$ 900.00
Security (1020 hours a year/85 hours a month@ \$30.00) Budget is for 12 months	\$ 30,090.00	\$ 30,600.00
Security Camera	\$ 525.00	\$ 1,000.00
Landscaping	\$ 13,340.00	\$ 15,000.00
Landscaping prior year obligation	\$ 1,219.94	\$ -
Gazebo	\$ 9,899.00	\$ -
Brick Wall	\$ 1,125.00	\$ -
Front Entrance	\$ 7,500.00	\$ 16,500.00
Maintenance	\$ 1,766.00	\$ 2,000.00
Website Maintenance	\$ 301.25	\$ 500.00
Misc. Bank Charges	\$ -	\$ 50.00
Legal Expenses	\$ 292.50	\$ 1,000.00
Liability Insurance	\$ 856.00	\$ 1,000.00
Mailbox Rental	\$ 280.50	\$ 300.00
Savings Account (10% of total collected)	\$ 7,155.00	\$ 7,140.00
Misc.	\$ 49.50	\$ 200.00
1% collected by Sheriff	\$ 715.50	\$ 714.00
\$1.00 per parcel to Assessor	\$ 477.00	\$ 477.00
<b>Total Expenditures</b>	<b>\$ 77,155.34</b>	<b>\$ 79,381.00</b>

**Future Proposed Projects:**  
Complete Front Entrance

<b>Checkbook Balance January 13, 2019</b>	\$ 18,772.69
<b>Savings Account Balance January 13, 2019</b>	\$ 7,104.45



## **Policy for Off Duty Patrols of the Riverbend Neighborhood**

- All patrols will be conducted by off duty commissioned officers of the Baton Rouge Police Department.
- All Baton Rouge Police Department policies regarding off duty work will be adhered to.
- An average of 85 hours per month, including 5 hours for administrative work performed by the administrative office, will be the target amount of monthly patrols. However the actual number may be more or less with additional hours authorized during the summer vacation and holiday periods.
- A target of 10 hours per month for enhanced speed control is established. All normal city police protocols will be followed in this enforcement activity.
- Vacation checks will be performed if requested on the by a neighborhood resident and a notice of inspection will be provided the resident. (Multiple notices will not be issued due to accumulation issues). To request a vacation check residents are to send a message to [security@riverbendsub.org](mailto:security@riverbendsub.org). Requesting a check and providing details such as address, period of absence, comments about vehicles, housekeepers etc.
- At the beginning of a shift the off duty officer will check [security@riverbendsub.org](mailto:security@riverbendsub.org) to determine vacation requests and check as appropriate.
- The administrative officer will schedule patrols at random times and will ensure that only one office is on duty at a time.
- District policies in regard to the crime/license plate camera will be adhered to.
- Communication with the Administrative Officer for patrols should be done through [security@riverbendsub.org](mailto:security@riverbendsub.org).
- If a resident feels there is suspicious activity in the neighborhood they should contact the Baton Rouge City Police through a call to 389-2000. If there is an emergency they should call 911.