



# AGENDA

## Regular Council Meeting

3:00 PM - Tuesday, January 6, 2026

City Court Room, Bossier City Hall  
620 Benton Road, Bossier City, Louisiana

Page

### I. CALL TO ORDER

### II. INVOCATION BY COUNCIL MEMBER JOEL GIROUARD

### III. PLEDGE OF ALLEGIANCE BY COUNCIL MEMBER VINCE MAGGIO

### IV. ROLL CALL

### V. ANNOUNCEMENT

### VI. CEREMONIAL MATTERS/RECOGNITION OF GUESTS

1. BeBossier Campaign Update  
Lisa Johnson, President of Bossier City Chamber of Commerce

### VII. APPROVE AGENDA

### VIII. APPROVE MINUTES

- 5 - 13
1. Approve Minutes of December 16, 2025 Regular Council meeting and dispense with the reading.  
[December 16 of 2025 Minutes](#)

### IX. BIDS

- 14 - 16
1. Witness Opening of Sealed Bids for Bid #1563-2025, Demolition of 2441 Hoyer Street  
[Witness Opening of Sealed Bids for Bid #1563-2025, Demolition of 2441](#)

[Hoyer Street - Pdf](#)

- 17 - 19      2.      Witness Opening of Sealed Bids for Bid #1574-2025, Demolition of 4807 Orchid Circle  
[Witness Opening of Sealed Bids for Bid #1574-2025, Demolition of 4807 Orchid Circle - Pdf](#)

## **X. PUBLIC HEARING/ACTIONS ON UNFINISHED BUSINESS**

- 20 - 22      1.      Adopt an Ordinance appropriating \$21,989.73 from the sewer capital and contingency fund for seal water improvement project on vertical turbine pumps at both the influent and effluent pumping station at the Red River Wastewater Treatment Plant.  
(Final Reading) (Nottingham)

[Adopt an Ordinance appropriating \\$21,989.73 from the sewer capital and contingency fund for seal water improvement project on vertical turbine pum - Pdf](#)

- 23 - 24      2.      Adopt an Ordinance recognizing the Bossier City Marshal vehicle listed surplus to the needs of the City of Bossier City.  
(Final Reading) (Whitman)  
[Adopt an Ordinance recognizing the Bossier City Marshal vehicle listed surplus to the needs of the City of Bossier City. \(Final Reading\) \(Whitman\) - Pdf](#)

- 25 - 28      3.      Adopt an Ordinance amending Ordinance 55 of 2020 to transfer the surplus funding available for design of capital outlay request project Hamilton Road Improvements.  
(Final Reading) (Chandler)

[Adopt an Ordinance amending Ordinance 55 of 2020 to transfer the surplus funding available for design of capital outlay request project Hamilton R - Pdf](#)

- 29 - 30      4.      Adopt an Ordinance authorizing Mayor Thomas H. Chandler to execute an agreement between the City of Bossier City and Central Square Technologies, LLC to upgrade existing Business License Tax software.  
(Final Reading) (Williamson)

[Central Square Technologies Agreement - Pdf](#)

- 31 - 42      5.      Adopt an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached cooperative endeavor agreement between the City of Bossier City and the State of Louisiana, Division of Administration, Office of Facility Planning and Control.  
(Final Reading) (Nottingham)

[An ordinance authorizing Mayor Thomas H. Chandler to execute the attached cooperative endeavor agreement between the City of Bossier City and the Stat - Pdf](#)

- 43 - 50 6. Adopt an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Joint Agreement between the City of Bossier City and Bossier Parish School Board for the collection of Sales and Use Taxes. (Final Reading) (Jacobs)  
[Adopt an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Joint Agreement between the City of Bossier City and Bossier Paris - Pdf](#)

## **XI. NEW BUSINESS**

- 51 - 55 1. Introduce an Ordinance to approve Report of Change Order 2 for the Lateral B-1 Ditch Paving Project, with an increase of \$88,750.00 and an additional 10 days for a total contract price of \$2,225,272.00. (First Reading) (Bajnauth)  
[Introduce an Ordinance to approve Report of Change Order 2 for the Lateral B-1 Ditch Paving Project, with an increase of \\$88,750.00 and an additional - Pdf](#)
- 56 - 57 2. Introduce an Ordinance to repeal Ordinance 138 of 2015 and declare "The Voting Board" as surplus to the City's needs and provide for disposal according to law. (First Reading) (Cliff Smith)  
[Introduce an Ordinance to repeal Ordinance 138 of 2015 and declare "The Voting Board" as surplus to the City's needs and provide for disposal accordin - Pdf](#)
- 58 - 60 3. Introduce an Ordinance to amend the 2026 City Council Operating and 2026 City Council Capital Fund Budgets. (First Reading) (Hammons)  
[Introduce an Ordinance to amend the 2026 City Council Operating and 2026 City Council Capital Fund Budgets. \(First Reading\) \(Hammons\) - Pdf](#)
- 61 - 62 4. Introduce an Ordinance to transfer \$2,500,000 from the Riverboat Gaming Trust Fund to the Risk Management Fund for Workers' Compensation Premiums. (First Reading) (Williamson)  
[Fund Transfer LWCC - Pdf](#)
- 63 - 65 5. Adopt a Resolution Authorizing the Hiring of a Wastewater Plant Operator for the Red River Plant in Public Utilities Dept. Backfilling any vacancy this may create. (First and Final Reading) (Rauschenbach)  
[Adopt a Resolution Authorizing the Hiring of a Wastewater Plant Operator for the Red River Plant in Public Utilities Dept. Backfilling any vacancy thi - Pdf](#)
- 66 - 67 6. Adopt a Resolution authorizing the hiring of one Traffic Control Technician in the Traffic Engineering Division.

(First and Final Reading) (Bajnauth)  
[Adopt a Resolution authorizing the hiring of one Traffic Control Technician in the Traffic Engineering Division. \(First and Final Reading\) \(Bajnauth\) - Pdf](#)

- 68 - 69      7.      Adopt a Resolution authorizing the hiring or promotion of an Accountant I in the Finance Department due to resignation and backfilling any vacant positions this may create.  
(First and Final Reading) (Williamson)  
[Accountant I - Finance - Pdf](#)

## **XII. ANNOUNCEMENTS**

## **XIII. ADJOURN**

Livestream provided at <https://bossiercity.org/373/Live-Stream>

Any member of the public or the designated caregiver of any member of the public with an ADA-recognized disability may submit a request to provide written comment on an agenda item remotely via electronic means.

For more information contact: City Clerk Phyllis McGraw, 620 Benton Road, Bossier City, LA 71111, 318-741-8509 or [cityclerk@bossiercity.org](mailto:cityclerk@bossiercity.org)

**PROCEEDINGS OF THE CITY COUNCIL OF BOSSIER CITY  
STATE OF LOUISIANA TAKEN AT A REGULAR MEETING  
DECEMBER 16, 2025**

The City Council of the City of Bossier City, State of Louisiana, met in Regular session in Council Chambers, 620 Benton Road, Bossier City, Louisiana, December 16, 2025 at 3:00 PM.

Council President, Chris Smith called the meeting to order.

Invocation was given by Council Member Mr. Cliff Smith

Pledge of Allegiance led by Council Member Mr. Craton Cochran

Roll Call as follows:

Present: Honorable Councilor, President Chris Smith, Honorable Councilors Craton Cochran, Vince Maggio, Brian Hammons, Debra W. Ross, Cliff Smith, and Joel Girouard

Also Present: Mayor, Thomas Chandler, City Attorney, Charles Jacobs, and City Clerk, Phyllis McGraw

City Clerk, Phyllis McGraw read the statement about public participation in the meeting and disclosure of conflicts.

**Ceremonial Matters/Recognition of Guests**

Councilors recognized the retirement of Fire Chief Brad Zagone and presented him with plaque and proclamation. They thanked him for his many years of service to the City, told stories about the past and wished him well on his retirement. Chief Zagone said a few words and thanked Council.

Mayor Chandler also recognized the retirement of Chief Zagone and presented him with a key to the City.

By: Mr. Hammons

Motion to approve Agenda

Seconded by Mrs. Ross

No comment

Vote in favor of motion is unanimous

By: Mr. Hammons

Motion to approve Minutes of December 2, 2025, Regular Meeting and dispense with the reading.

Seconded by Mr. Cliff Smith

No comment

Vote in favor of motion is unanimous

**Public Hearings/Actions on Unfinished Business**

*The following Ordinance offered and adopted:*

**Ordinance No. 184 Of 2025**

**AN ORDINANCE TO AMEND THE 2025 DIVERSION PROGRAM FUND BUDGET IN ACCORDANCE WITH THE LOCAL GOVERNMENT BUDGET ACT**

**WHEREAS**, the Local Government Budget Act requires budget amendment for General Fund and Special Revenue Funds when total revenue and other sources plus projected revenue and other sources within a fund are failing to meet total budgeted revenues and other sources by five percent or more, when total actual expenditures and other uses plus projected expenditures and other uses, within a fund, are exceeding the total budgeted expenditures and other uses by five percent or more, and when actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by five percent or more and fund balance is being used to fund current year expenditures; and

**WHEREAS**, the Diversion Program Fund expenditures for 2025 exceed the 2025 budgeted expenditures by 7% due to higher than anticipated diversion revenue which resulted in higher than estimated distributions to the Bossier City Police Department and City Court.

**NOW, THEREFORE, BE IT ORDAINED** that the City Council of Bossier City, Louisiana, in regular session convened, does hereby amend the 2025 Diversion Program Fund Budget to increase Police Distributions by \$50,000 and City Court Distributions by \$50,000.

The above and foregoing Ordinance was discussed and opened for public comment in open and legal session convened, was adopted on a motion by Mrs. Debra W. Ross and seconded by Mr. Joel Girouard and adopted on the 16th day of December 2025, with the votes listed below. Further this Ordinance will publish on December 24, 2025 and become legal 10 days following publication.  
AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio

NAYS: None  
ABSENT: None  
ABSTAIN: None

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Chris Smith, President

\_\_\_\_\_  
Phyllis McGraw, City Clerk

*The following Ordinance offered and adopted:*

**Ordinance No. 185 OF 2025**

**AN ORDINANCE TO AMEND ORDINANCE 125 OF 2001**

**WHEREAS**, Ordinance 125 of 2001 created the Public Services and Sanitation Enterprise Fund that is comprised of the following divisions: Solid Waste, Animal Control, Herbicide & Mosquito Control, and Street Sweeping & Grass Cutting; and

**WHEREAS**, including all of these divisions in an enterprise fund does not provide for the ability to support operations and cover the cost of providing services with resources other than user charges; and

**WHEREAS**, the Mayor and City Council deem it appropriate to supplement all services provided by Public Works with General Fund revenues with the exception of curbside garbage collection that is currently provided by an independent contractor and related solid waste services.

**NOW, THEREFORE, BE IT ORDAINED**, in regular session convened that the City Council of Bossier City, Louisiana, does hereby amend Ordinance No. 125 of 2001 to establish the Sanitation Enterprise Fund to account for the revenues and expenses related to the City's solid waste contract for curbside trash collection and related services; and

**BE IT FURTHER ORDAINED**, that all divisions of the Public Works Department, excluding Solid Waste, are hereby part of the General Fund and all revenues and expenses shall be accounted for in the General Fund ledger.

**BE IT FURTHER ORDAINED**, that the aforementioned changes shall be effective beginning in Budget Year 2026 which commences on January 1, 2026.

The above and foregoing Ordinance was discussed and opened for public comment in open and legal session convened, was adopted on a motion by Mr. Brian Hammons and seconded by Mr. Joel Girouard and adopted on the 16th day of December 2025, with the votes listed below. Further this Ordinance will publish on December 24, 2025 and become legal 10 days following publication.

AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio

NAYS: None

ABSENT: None

ABSTAIN: None

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Chris Smith, City Council President

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Phyllis McGraw, City Clerk

Agenda item called - Adopt an Ordinance authorizing Mayor Thomas H. Chandler to execute and negotiate a Water Services Agreement for a project with an owner outside of the City's existing water service area.

Audience members Alice Boyer and Ruth Pope Johnson addressed the Council and spoke in opposition of the Ordinance. Audience member Duke Lowrey spoke in favor of Ordinance moving forward.

*The following Ordinance offered and adopted:*

**Ordinance No. 186 Of 2025**

**AN ORDINANCE AUTHORIZING MAYOR THOMAS H. CHANDLER TO EXECUTE AND NEGOTIATE A WATER SERVICES AGREEMENT FOR A PROJECT WITH AN OWNER OUTSIDE OF THE CITY'S EXISTING WATER SERVICE AREA.**

**WHEREAS**, the City of Bossier City has an opportunity to participate in a project outside of the City's existing water service area and it is anticipated that the Owner of the project could require 1.8 to 13.5 million of gallons of water per day; and

**WHEREAS**, the City of Bossier City has the capacity to provide said amount of water while still providing water to all existing customers on the condition that the Owner pays for and bears all expenses of the cost of the necessary infrastructure needed to provide said water; and

**WHEREAS**, the City of Bossier City shall have authority to ensure that said infrastructure is properly built, constructed and properly tied into/connected to existing city infrastructure; and

**WHEREAS**, at the appropriate time the City of Bossier City and the Owner will enter into a Water Services Agreement whereby the Owner will fund the infrastructure and the City will supply water to the Owner; and

**WHEREAS**, said agreement is mutually beneficial to both Parties and will promote economic development of both the City and all of Bossier Parish and surrounding areas; and

**WHEREAS**, said Water Services Agreement will improve the overall water quality of the northern area of the City of Bossier City as well as the City's water service area in the northern part of the parish; and

**WHEREAS**, said entity shall pay the customary and designated commercial rate for a commercial customer outside of the city limits for all water used;

**NOW, THEREFORE, BE IT ORDAINED**, that Mayor Thomas H. Chandler is hereby authorized to negotiate all terms and provisions of said Water Services Agreement and further have full authority to execute said Water Services Agreement on behalf of the City of Bossier City.

The above and foregoing Ordinance was discussed and opened for public comment in open and legal session convened, was adopted on a motion by Mr. Cliff Smith and seconded by Mrs. Debra W.

Ross and adopted on the 16th day of December 2025, with the votes listed below. Further this Ordinance will publish on December 24, 2025 and become legal 10 days following publication.

AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio

NAYS: None

ABSENT: None

ABSTAIN: None

\_\_\_\_\_  
Chris Smith, City Council President

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Phyllis McGraw, City Clerk

Agenda item called – Adopt an Ordinance to appropriate \$50,000 from the Hotel/Motel Tax Fund to provide funding to the Independence Bowl Foundation

Council President Chris Smith noted that the City has received an updated Attorney General's Opinion approving the use of these funds, since the citizens of Bossier City would receive benefit from the event.

*The following Ordinance offered and adopted:*

**Ordinance No. 187 OF 2025**

**AN ORDINANCE TO APPROPRIATE \$50,000 FROM THE HOTEL/MOTEL TAX FUND TO PROVIDE FUNDING TO THE INDEPENDENCE BOWL FOUNDATION**

**WHEREAS**, the City of Bossier City benefits from visitors to the region who attend the Independence Bowl; and

**WHEREAS**, additional funds are needed to support the events hosted by the Independence Bowl Foundation; and

**WHEREAS**, several of these events will be held in Bossier City and will have a positive economic impact on our local economy.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of Bossier City, in regular session convened, that the Council does hereby appropriate \$50,000 from the Hotel/Motel Tax fund for the Independence Bowl Foundation.

**BE IT FURTHER ORDAINED**, that the 2025 Hotel/Motel Tax Fund Budget is hereby amended to increase expenditures for the Independence Bowl Foundation by \$50,000 and decrease Fund Balance by \$50,000.

The above and foregoing Ordinance was discussed and opened for public comment in open and legal session convened, was adopted on a motion by Mr. Brian Hammons and seconded by Mr. Cliff Smith and adopted on the 16th day of December 2025, with the votes listed below. Further this Ordinance will publish on December 24, 2025 and become legal 10 days following publication.

AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio

NAYS: None

ABSENT: None

ABSTAIN: None

\_\_\_\_\_  
Chris Smith, President

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Phyllis McGraw, City Clerk

**New Business**

By: Mr. Brian Hammons

Motion to introduce an Ordinance appropriating \$21,989.73 from the sewer capital and contingency fund for seal water improvement project on vertical turbine pumps at both the influent and effluent pumping station at the Red River Wastewater Treatment Plant.

Seconded by Mr. Maggio

No comment

Vote in favor of motion is unanimous

By: Mrs. Debra W. Ross

Motion to introduce an Ordinance recognizing the Bossier City Marshal vehicle listed surplus to the needs of the City of Bossier City.

Seconded by Mr. Joel Girouard

No comment

Vote in favor of motion is unanimous

By: Mr. Brian Hammons

Motion to introduce an Ordinance amending Ordinance 55 of 2020 to transfer the surplus funding available for design of capital outlay request project Hamilton Road Improvements.

Seconded by Mrs. Debra W. Ross

No comment

Vote in favor of motion is unanimous

By: Mr. Cliff Smith

Motion to introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute an agreement between the City of Bossier City and Central Square Technologies, LLC to upgrade existing Business License Tax software.

Seconded by Mr. Brian Hammons

Mrs. Williamson answered questions concerning the software and implementation from the Council

No further comment

Vote in favor of motion is unanimous

By: Mrs. Ross

Motion to introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached cooperative endeavor agreement between the City of Bossier City and the State of Louisiana, Division of Administration, Office of Facility Planning and Control.

Seconded by Mr. Hammons

No comment

Vote in favor of motion is unanimous

By: Mr. Hammons

Motion to introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Joint Agreement between the City of Bossier City and Bossier Parish School Board for the collection of Sales and Use Taxes.

Seconded by Maggio  
No comment  
Vote in favor of motion is unanimous

*The following Resolution offered and adopted:*

**Resolution No. 66 Of 2025**

**A RESOLUTION FOR PUBLIC WORKS TO FILL A LABORER I POSITION IN THE SOLID WASTE DIVISION AND BACKFILL ANY VACANT POSITION THIS CREATES.**

**WHEREAS**, Ordinance No. 76 of 2019 implemented a budgetary control requiring a resolution to be approved by the Bossier City Council prior to hiring or employment of any individual receiving wages, compensation, or remuneration for labor including temporary or contractual employment; and

**WHEREAS**, a Laborer I position is vacant due to voluntary resignation, creating the need to fulfill by hiring or promoting from within and backfill any position this creates; and

**WHEREAS**, the administration and department assure that the current budget has been verified and that funding available in the total budgeted salaries is not exceeded; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the Department of Public Works is hereby authorized to replace a position due to openings and backfill any position this creates by hiring or promoting within the Department of Public Works with no impact to the existing budget.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mrs. Debra W. Ross, and seconded by Mr. Joel Girouard, and adopted on the 16th day of December, 2025 by the following vote:

AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio

NAYS: None

ABSENT: None

ABSTAIN: None

\_\_\_\_\_  
Chris Smith, President

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Phyllis McGraw, City Clerk

*The following Resolution offered and adopted:*

**Resolution No. 67 Of 2025**

**A RESOLUTION FOR PARKS AND RECREATION TO FILL A MAINTENANCE WORKER 1 POSITION IN THE PARKS AND RECREATION DIVISION AND BACKFILL ANY VACANT POSITION THIS CREATES.**

**WHEREAS**, Ordinance No. 76 of 2019 implemented a budgetary control requiring a resolution to be approved by the Bossier City Council prior to hiring or employment of any individual receiving wages, compensation, or remuneration for labor including temporary or contractual employment; and

**WHEREAS**, a Maintenance Worker 1 position is vacant due to termination, creating the need to fulfill by hiring or promoting from within and backfill any position this creates; and

**WHEREAS**, the administration and department assure that the current budget has been verified and that funding available in the total budgeted salaries is not exceeded; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the Department of Parks and Recreation is hereby authorized to replace a position due to openings and backfill any position this creates by hiring or promoting within the Department of Parks and Recreation with no impact to the existing budget.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mrs. Debra W. Ross, and seconded by Mr. Joel Girouard, and adopted on the 16th day of December, 2025 by the following vote:

AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio  
NAYS: None  
ABSENT: None  
ABSTAIN: None

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Chris Smith, President

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Phyllis McGraw, City Clerk

Agenda item called - Adopt a Resolution authorizing the hiring of a Flood Plain Analyst in the Engineering Department due to resignation.

Mayor Chandler introduced the new Analyst and Council members welcomed to the City

*The following Resolution offered and adopted:*

**RESOLUTION 68 Of 2025**

**A RESOLUTION AUTHORIZING THE HIRING OF A FLOOD PLAIN ANALYST IN THE ENGINEERING DEPARTMENT DUE TO RESIGNATION.**

**WHEREAS**, Ordinance No. 76 of 2019 implemented a budgetary control requiring a resolution to be approved by the Bossier City Council prior to the hiring or employment of any individual receiving wages, compensation, or remuneration for labor including temporary or contractual employment; and

**WHEREAS**, the position of Flood Plain Analyst will be vacant due to resignation/ transfer on January 4<sup>th</sup>, 2026; and

**WHEREAS**, the administration and the department assure that all current budgets have been verified and that no authorized salary has been exceeded; and

**WHEREAS**, to keep a smooth and seamless transition, the department would like to start the job advertising, interview, and hiring process with a new hire start date no sooner than January 4<sup>th</sup>, 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to proceed with hiring procedures for the fulfillment of this position.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mr. Brian Hammons, and seconded by Mr. Vince Maggio, and adopted on the 16th day of December, 2025 by the following vote:

AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio  
NAYS: None  
ABSENT: None  
ABSTAIN: None

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Chris Smith, President

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Phyllis McGraw, City Clerk

Agenda item called - Adopt a Resolution authorizing the appointment of Carol Andersen as Project Coordinator for the City of Bossier City.

Mrs. Nottingham answered questions concerning the position and Mrs. Andersen spoke about her excitement of the position.

*The following Resolution offered and adopted:*

**RESOLUTION 69 OF 2025**

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF CAROL ANDERSEN AS  
PROJECT COORDINATOR FOR THE CITY OF BOSSIER CITY**

**WHEREAS**, Section 7.04 of the Bossier City Charter provides for the appointment of a Project Coordinator as nominated by the Mayor and confirmed by the City Council; and

**WHEREAS**, the Project Coordinator shall be responsible for the planning, coordination, and management of special projects, as assigned by the Mayor. The position shall be responsible for coordination and implementation, general administration, and project management of all assigned projects.; and

**WHEREAS**, this position will be an asset to the Administration and help further initiatives that fall outside of standard departmental operations; and

**WHEREAS**, Carol Andersen has served in the Public Affairs Department since 2016 and as Executive Director of the Civic Center since 2021; and

**WHEREAS**, Carol has proven herself as a dedicated leader who is ambitious, resourceful, innovative, and committed to advancing the City of Bossier City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that Carol Andersen is hereby appointed as Project Coordinator for the City of Bossier City and authorize the backfilling or promotion of any vacancies this may create.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of Mrs. Debra W. Ross, and seconded by Mr. Vince Maggio, and adopted on the 16th day of December, 2025 by the following vote:

AYES: Mr. Chris Smith, Mr. Cochran, Mr. Hammons, Mrs. Ross, Mr. Cliff Smith, Mr. Girouard, and Mr. Maggio

NAYS: None

ABSENT: None

ABSTAIN: None

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Chris Smith, Council President

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Phyllis McGraw, City Clerk

Agenda item called - Approve parade permit fee waiver for Plantation Park Elementary Christmas Parade

By: Mr. Hammons

Motion to approve parade permit fee waiver for Plantation Park Elementary Christmas Parade

Seconded by Mr. Girouard

No comment

Vote in favor of motion is unanimous

**Reports**

Angela Williamson, Finance Director went over the Monthly Finance Report.

No monthly Project Report

**Announcements**

Mayor Chandler announced the new Fire Chief, Blair Bockhaus. Council members and Mayor wished everyone a Merry Christmas.

There being no further business to come before this Council, Council President Smith adjourned the meeting at 3:52 PM

**Respectfully submitted:**

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**Phyllis McGraw, City Clerk**

Publish January 7, 2025



City of Bossier City  
**ITEM FACT SHEET**  
 Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** Purchasing  
**Prepared by:** Denna Beauchemin, Purchasing Agent  
**Sponsor:** Angela Williamson, Finance Director  
**Submitted:** December 29, 2025

NOTED:  RECOMMENDED BY:

  
 Thomas Chandler, Mayor

**TITLE:**

Witness Opening of Sealed Bids for Bid #1563-2025, Demolition of 2441 Hoyer Street

**COST/BUDGET DATA:**

Funding approved with General Fund Budget for 2026, Ord 137 of 2025

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[November 4, 2025 Admin Council Minutes](#)

**Reviewed By:**

Denna Beauchemin, Purchasing Agent	Approved - Dec 29 2025
Angela Williamson, Finance Director	Approved - Dec 30 2025
Charles Jacobs, CA	Approved - Dec 31 2025
Thomas Chandler, Mayor	Approved - Dec 31 2025
Emily Pitts, Administrative Assistant	Approved - Dec 31 2025
Phyllis McGraw, City Clerk	Approved - Dec 31 2025

PROCEEDINGS OF THE ADMINISTRATIVE COUNCIL OF BOSSIER CITY  
STATE OF LOUISIANA TAKEN AT A REGULAR MEETING  
NOVEMBER 4, 2025

The Administrative Council of the City of Bossier City, State of Louisiana, met  
November 4, 2025, at 1:30 PM.

Roll Call as follows:

Present: Honorable, Chairman Chris Smith, Honorable Councilor Cliff Smith & Honorable  
Councilor Debra W. Ross

APPROVE AGENDA

Motion by Mrs. Ross and seconded by Mr. Cliff Smith to approve agenda. No comment  
Motion carried unanimously

APPROVE MINUTES

Motion to approve Minutes of the August 12, 2025, Administrative Council Meeting and  
dispense with the reading. Mr. Debra W. Ross and seconded by Mr. Cliff Smith Minutes of the  
August 12, 2025, Administrative Council Meeting and dispense with the reading. Vote in favor  
of motion is unanimous

UNFINISHED BUSINESS:

Hearing to review the recommendation of removal of a dilapidated structure located at  
2580 Tulip Street, Bossier City - This case has been closed due to the property owner completing  
repairs – Property Standards reported that the case has been brought up to code and they have  
closed the case.

Update on Hearing to review the recommendation of removal of a dilapidated structure located at  
613 Edgar Street, Bossier City Chris Ferguson, Property Standards, gave update and Council  
asked Ms. Jones if she will be finished in time. Justin Robinson, Property Standards reported  
that she just needs to bring it up to code for them to close the case. Council asked for her to  
come back to December meeting to give an update

NEW BUSINESS

Blight Hearing for 3001 Shiloh Lane, Bossier City – Kraig Chapman, Property Standards,  
updated the Council on the case. Property owner, Lucius Lavan asked for more time.

Moved by Council Member Chris Smith, seconded by Council Member Cliff Smith, declare it all  
as junk and clean as soon as legally possible and suspend sentence until November 19, 2025.  
Motion carried unanimously

Blight Hearing for 4611 Sullivan Street, Bossier City – Phillip Coleman, Property Standards,  
went over case with Council. Noted that house burned down since case was opened. Owner  
Mona Smith and neighbor spoke about the cleanup

Moved by Council Member Chris Smith, seconded by Council Member Cliff Smith, to declare  
junk and clean as soon as legally possible but suspend sentence until November 25, 2025.  
Motion carried unanimously

Blight Hearing for 1228 Waller Ave. – Phillip Coleman spoke about case and noted that this  
was not the first time that this property had been cleaned by city.

Moved by Council member Chris Smith and seconded by Mr. Debra W. Ross to declare it all  
junk and clean up as soon as legally possible. Motion carried unanimously.

Blight Hearing for 134 Bobbie Street, Bossier City, - Phillip Coleman gave update on property  
and that City has cleaned before. Owner asked for more time.

Motion by Council member Chris Smith and seconded by Council Member Cliff Smith to declare it all junk and clean as soon as legally possible and suspend until November 25, 2025.

Blight Hearing for 4075 Maple Street and 4085 Maple Street, this case was combined since both properties are owned by the same person. Phillip Coleman went over details of case.

Moved by Council member Chris Smith and seconded by Council member Debra W. Ross to declare it all junk and clean as soon as legally possible but to suspend sentence for 3 weeks. Motion carried unanimously

Hearing to review the recommendation of removal of a dilapidated structure located at 2441 Hoyer Street, Bossier City

Chris Ferguson, Property Standards and Gahagan Pugh curator went over case. Descendant Michelle Corely spoke about ownership issues. Charles Jacobs spoke about how she would be able to possibly get clear deed.

Moved by Council Member Chris Smith, seconded by Council Member Cliff. Smith, to condemn and tear down as soon as legally possible. Motion carried unanimously

Hearing to review the recommendation and removal of a dilapidated structure located at 2638 Barbara St. – Chris Ferguson and Gahagan Pugh spoke about case. Owner was a Denesa Richards. Cena Hernandez spoke on property and noted that she was in process of purchasing property and that a permit will be pulled and repair work would be started.

Moved by Council member Chris Smith and seconded by Council Member Cliff Smith to continue case until the December 2, 2025 meeting. No further comment. Motion carried unanimously.

Hearing to review the recommendation and removal of a dilapidated structure located at 4807 Orchid St. Phillip Coleman and Gahagen Pugh spoke on case. No one present to object.

Moved by Council Member Chris Smith and seconded by Council Member Cliff Smith to condemn and tear down as soon as legally possible. Motion carried unanimously.

Hearing to review the recommendation and removal of a dilapidated structure located at 632 Joannes Street. Justin Robinson and Gahagan Pugh gave details of the case. Owner Luis Miguel Estra Flores needed an interpreter. After interpreter arrived, owner agreed to pull a permit immediately and to begin work.

Moved by Council Member Chris Smith and seconded by Council Member Cliff Smith to continue case until the December 2, 2025 meeting.

ADJOURN

There being no further business to come before this Council, meeting adjourned 2:24 PM by Mr. Chris Smith

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Phyllis McGraw, City Clerk  
Publish in December 3, 2025



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** Purchasing  
**Prepared by:** Denna Beauchemin, Purchasing Agent  
**Sponsor:** Angela Williamson, Finance Director  
**Submitted:** December 29, 2025

NOTED:  RECOMMENDED BY:

  
Thomas Chandler, Mayor

**TITLE:**

Witness Opening of Sealed Bids for Bid #1574-2025, Demolition of 4807 Orchid Circle

**COST/BUDGET DATA:**

Funding approved with General Fund Budget for 2026, Ord 137 of 2025

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[November 4, 2025 Admin Council Minutes](#)

**Reviewed By:**

Denna Beauchemin, Purchasing Agent	Approved - Dec 29 2025
Angela Williamson, Finance Director	Approved - Dec 30 2025
Charles Jacobs, CA	Approved - Dec 31 2025
Thomas Chandler, Mayor	Approved - Dec 31 2025
Emily Pitts, Administrative Assistant	Approved - Dec 31 2025
Phyllis McGraw, City Clerk	Approved - Dec 31 2025

PROCEEDINGS OF THE ADMINISTRATIVE COUNCIL OF BOSSIER CITY  
STATE OF LOUISIANA TAKEN AT A REGULAR MEETING  
NOVEMBER 4, 2025

The Administrative Council of the City of Bossier City, State of Louisiana, met  
November 4, 2025, at 1:30 PM.

Roll Call as follows:

Present: Honorable, Chairman Chris Smith, Honorable Councilor Cliff Smith & Honorable  
Councilor Debra W. Ross

APPROVE AGENDA

Motion by Mrs. Ross and seconded by Mr. Cliff Smith to approve agenda. No comment  
Motion carried unanimously

APPROVE MINUTES

Motion to approve Minutes of the August 12, 2025, Administrative Council Meeting and  
dispense with the reading. Mr. Debra W. Ross and seconded by Mr. Cliff Smith Minutes of the  
August 12, 2025, Administrative Council Meeting and dispense with the reading. Vote in favor  
of motion is unanimous

UNFINISHED BUSINESS:

Hearing to review the recommendation of removal of a dilapidated structure located at  
2580 Tulip Street, Bossier City - This case has been closed due to the property owner completing  
repairs – Property Standards reported that the case has been brought up to code and they have  
closed the case.

Update on Hearing to review the recommendation of removal of a dilapidated structure located at  
613 Edgar Street, Bossier City Chris Ferguson, Property Standards, gave update and Council  
asked Ms. Jones if she will be finished in time. Justin Robinson, Property Standards reported  
that she just needs to bring it up to code for them to close the case. Council asked for her to  
come back to December meeting to give an update

NEW BUSINESS

Blight Hearing for 3001 Shiloh Lane, Bossier City – Kraig Chapman, Property Standards,  
updated the Council on the case. Property owner, Lucius Lavan asked for more time.

Moved by Council Member Chris Smith, seconded by Council Member Cliff Smith, declare it all  
as junk and clean as soon as legally possible and suspend sentence until November 19, 2025.  
Motion carried unanimously

Blight Hearing for 4611 Sullivan Street, Bossier City – Phillip Coleman, Property Standards,  
went over case with Council. Noted that house burned down since case was opened. Owner  
Mona Smith and neighbor spoke about the cleanup

Moved by Council Member Chris Smith, seconded by Council Member Cliff Smith, to declare  
junk and clean as soon as legally possible but suspend sentence until November 25, 2025.  
Motion carried unanimously

Blight Hearing for 1228 Waller Ave. – Phillip Coleman spoke about case and noted that this  
was not the first time that this property had been cleaned by city.

Moved by Council member Chris Smith and seconded by Mr. Debra W. Ross to declare it all  
junk and clean up as soon as legally possible. Motion carried unanimously.

Blight Hearing for 134 Bobbie Street, Bossier City, - Phillip Coleman gave update on property  
and that City has cleaned before. Owner asked for more time.

Motion by Council member Chris Smith and seconded by Council Member Cliff Smith to declare it all junk and clean as soon as legally possible and suspend until November 25, 2025.

Blight Hearing for 4075 Maple Street and 4085 Maple Street, this case was combined since both properties are owned by the same person. Phillip Coleman went over details of case.

Moved by Council member Chris Smith and seconded by Council member Debra W. Ross to declare it all junk and clean as soon as legally possible but to suspend sentence for 3 weeks. Motion carried unanimously

Hearing to review the recommendation of removal of a dilapidated structure located at 2441 Hoyer Street, Bossier City

Chris Ferguson, Property Standards and Gahagan Pugh curator went over case. Descendant Michelle Corely spoke about ownership issues. Charles Jacobs spoke about how she would be able to possibly get clear deed.

Moved by Council Member Chris Smith, seconded by Council Member Cliff. Smith, to condemn and tear down as soon as legally possible. Motion carried unanimously

Hearing to review the recommendation and removal of a dilapidated structure located at 2638 Barbara St. – Chris Ferguson and Gahagan Pugh spoke about case. Owner was a Denesa Richards. Cena Hernandez spoke on property and noted that she was in process of purchasing property and that a permit will be pulled and repair work would be started.

Moved by Council member Chris Smith and seconded by Council Member Cliff Smith to continue case until the December 2, 2025 meeting. No further comment. Motion carried unanimously.

Hearing to review the recommendation and removal of a dilapidated structure located at 4807 Orchid St. Phillip Coleman and Gahagen Pugh spoke on case. No one present to object.

Moved by Council Member Chris Smith and seconded by Council Member Cliff Smith to condemn and tear down as soon as legally possible. Motion carried unanimously.

Hearing to review the recommendation and removal of a dilapidated structure located at 632 Joannes Street. Justin Robinson and Gahagan Pugh gave details of the case. Owner Luis Miguel Estra Flores needed an interpreter. After interpreter arrived, owner agreed to pull a permit immediately and to begin work.

Moved by Council Member Chris Smith and seconded by Council Member Cliff Smith to continue case until the December 2, 2025 meeting.

ADJOURN

There being no further business to come before this Council, meeting adjourned 2:24 PM by Mr. Chris Smith

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Phyllis McGraw, City Clerk  
Publish in December 3, 2025



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

**INTRO:** Dec 16 2025  
**NOTICE:** Dec 05 2025  
**ADOPT:** Dec 30 2025

**Meeting Date:** Regular Council - Dec 16 2025  
**Department:** Public Utilities  
**Prepared by:** Todd Thompson, Construction Manager  
**Sponsor:** Amanda Nottingham, Chief Administrative Officer  
**Submitted:** December 5, 2025

**NOTED:**  **RECOMMENDED BY:**

  
Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance appropriating \$21,989.73 from the sewer capital and contingency fund for seal water improvement project on vertical turbine pumps at both the influent and effluent pumping station at the Red River Wastewater Treatment Plant.  
(First Reading) (Nottingham)

**EXPLANATION OF PROPOSAL:**

The Red River Wastewater Treatment Plant relies on multiple vertical turbine pumps at both the influent and effluent pumping stations to maintain continuous and reliable facility operations. The existing seal water supply and distribution systems on these pumps require improvements to ensure proper cooling, lubrication, and protection of the pump shaft packing assemblies, thereby preventing seal failure, loss of pumping capacity, and potential plant process disruptions. The Public Utilities Department has determined that the seal water improvements are necessary to extend equipment life, improve operational stability, and reduce unplanned maintenance.

**COST/BUDGET DATA:**

The total cost for labor, materials, and installation for the seal water improvement project is \$21,989.73

**COUNCIL DATE REQUESTED:**

Regular Council - Dec 16 2025

**ATTACHMENTS:**

[Ordinance RRWWTP Seal Water Improvement Project](#)

**Reviewed By:**

Amanda Nottingham, Chief Administrative Officer	Approved - Dec 08 2025
Angela Williamson, Finance Director	Approved - Dec 10 2025
Richard Ray, ACA	Approved - Dec 11 2025
Thomas Chandler, Mayor	Approved - Dec 11 2025
Emily Pitts, Administrative Assistant	Approved - Dec 11 2025
Phyllis McGraw, City Clerk	Approved - Dec 11 2025

The following Ordinance offered and adopted:

Ordinance No. \_\_\_\_\_ Of 2025

**AN ORDINANCE APPROPRIATING \$21,989.73 FROM THE SEWER CAPITAL AND CONTINGENCY FUND FOR SEAL WATER IMPROVEMENT PROJECT ON VERTICAL TURBINE PUMPS AT BOTH THE INFLUENT AND EFFLUENT PUMPING STATIONS AT THE RED RIVER WASTEWATER TREATMENT PLANT.**

**WHEREAS**, the Red River Wastewater Treatment Plant relies on multiple vertical turbine pumps at both the influent and effluent pumping stations to maintain continuous and reliable facility operations; and

**WHEREAS**, the existing seal water supply and distribution systems on these pumps require improvements to ensure proper cooling, lubrication, and protection of the pump shaft packing assemblies, thereby preventing seal failure, loss of pumping capacity, and potential plant process disruptions; and

**WHEREAS**, the Public Utilities Department has determined that the seal water improvements are necessary to extend equipment life, improve operational stability, and reduce unplanned maintenance; and

**WHEREAS**, the total cost for labor, materials, and installation for the seal water improvement project is \$21,989.73; and

**WHEREAS**, \$21,989.73 shall be appropriated from the Sewer Capital and Contingency Fund for this purpose;

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Bossier City, Louisiana, in regular session convened, that \$21,989.73 is hereby appropriated from the Sewer Capital and Contingency Fund to complete seal water improvement projects for the vertical turbine pumps located at the influent and effluent pumping stations at the Red River Wastewater Treatment Plant.

**BE IT FURTHER ORDAINED**, that the 2025 Sewer Capital and Contingency Budget is hereby amended to increase expenditures for this project by \$21,989.73 and to reduce Fund Balance by the same amount.

**BE IT FURTHER ORDAINED**, that the Mayor is authorized to sign any and all documents necessary to execute the intent of this Ordinance.

The above and foregoing Report was read in full at open and legal session convened, was on motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, and adopted on the 30<sup>th</sup>, day of December 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
**Chris Smith, President**

\_\_\_\_\_  
**Phyllis McGraw, City Clerk**



City of Bossier City  
**ITEM FACT SHEET**  
 Regular Council

**Meeting Date:** Regular Council - Dec 16 2025  
**Department:** Marshalls Office  
**Prepared by:** Jennifer Emert, Secretary  
**Sponsor:** Jim Whitman, Marshall  
**Submitted:** December 10, 2025

NOTED:  RECOMMENDED BY:

  
 Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance recognizing the Bossier City Marshal vehicle listed surplus to the needs of the City of Bossier City.  
 (First Reading) (Whitman)

**COUNCIL DATE REQUESTED:**

Regular Council - Dec 16 2025

**ATTACHMENTS:**

[Ord declaring Bossier City Marshal vehicle surplus to the needs of COB 12.8.25](#)

**Reviewed By:**

Jim Whitman, Marshall	Approved - Dec 10 2025
Angela Williamson, Finance Director	Approved - Dec 10 2025
Richard Ray, ACA	Approved - Dec 11 2025
Thomas Chandler, Mayor	Approved - Dec 11 2025
Emily Pitts, Administrative Assistant	Approved - Dec 11 2025
Phyllis McGraw, City Clerk	Approved - Dec 11 2025

**The following Ordinance offered and adopted:**

**Ordinance No. \_\_\_\_\_ Of 2025**

**AN ORDINANCE RECOGNIZING THE BOSSIER CITY MARSHAL VEHICLE LISTED SURPLUS TO THE NEEDS OF THE CITY OF BOSSIER CITY.**

---

**WHEREAS**, the Bossier City Marshal's Office owns and is in possession of the following listed vehicle:

1. 2012 Chevrolet Tahoe VIN # 1GNLC2E05CR155319

**WHEREAS**, the 2012 Chevrolet Tahoe VIN # 1GNLC2E05CR155319 is a high mileage vehicle and is no longer fit for use by the Bossier City Marshal Office; and

**WHEREAS**, the condition and high mileage rate of said vehicle makes it unfit and impractical for sale at auction;

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council declares said vehicle, 2012 Chevrolet Tahoe VIN # 1GNLC2E05CR155319, surplus to the needs of the City and hereby grants the Bossier City Marshal office the authority to donate said vehicle to the Hossten Police Department as authorized by law for public use of said vehicles. City Marshal, Jimmie A. Whitman shall be further authorized to execute any and all documentation necessary to effect said donation.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_, day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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**Chris Smith, President**

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**Phyllis McGraw, City Clerk**



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

**INTRO:** Dec 16 2025  
**NOTICE:** Dec 08 2025  
**ADOPT:** Dec 30 2025

**Meeting Date:** Regular Council - Dec 16 2025  
**Department:** Engineering Department  
**Prepared by:** Todd Thompson, Construction Manager  
**Sponsor:** Thomas Chandler, Mayor  
**Submitted:** December 8, 2025

**NOTED:**  **RECOMMENDED BY:**

  
Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance amending Ordinance 55 of 2020 to transfer the surplus funding available for design of capital outlay request project Hamilton Road Improvements.  
(First Reading) (Chandler)

**EXPLANATION OF PROPOSAL:**

Hamilton Road is a major corridor and one of the first entry points into Bossier City, serving as a critical gateway from the interstate into the community. The project will enhance the roadway and its surrounding infrastructure to support safety, mobility, and economic development. The City of Bossier City submitted a capital outlay request for improvements that include roadway rehabilitation, pedestrian enhancements, upgraded street lighting, and safety-focused modifications to reduce traffic hazards. As well as aesthetic and functional upgrades at interstate access points, creating a more welcoming and modern entrance into Bossier City. Hamilton Road Improvement Project has a cost estimate of \$6,500,000 from Interstate 20 to state HWY 80.

**COST/BUDGET DATA:**

Ordinance 55 of 2020 has surplus funding in the amount of \$425,000.00. The surplus of \$425,000.00 shall be appropriated from the Walter O'Bigby Carriageway Fund for the design efforts and construction documents to begin ahead of capital outlay appropriations for Hamilton Road Improvement Project.

**COUNCIL DATE REQUESTED:**

Regular Council - Dec 16 2025

**ATTACHMENTS:**

[Ordinance Hamilton Rd Improvement Project Funding](#)

**Reviewed By:**

Andy Bajnauth, City Engineer

Angela Williamson, Finance Director

Richard Ray, ACA

Thomas Chandler, Mayor

Emily Pitts, Administrative Assistant

Phyllis McGraw, City Clerk

Approved - Dec 08 2025

Approved - Dec 10 2025

Approved - Dec 11 2025

**The following Ordinance offered and adopted:**

**Ordinance No. \_\_\_\_\_ Of 2025**

**AN ORDINANCE AMENDING ORDINANCE 55 OF 2020 TO TRANSFER THE SURPLUS FUNDING AVAILABLE FOR DESIGN OF CAPITAL OUTLAY REQUEST PROJECT HAMILTON ROAD IMPROVEMENTS**

---

**WHEREAS**, Hamilton Road is a major corridor and one of the first entry points into Bossier City, serving as a critical gateway from the interstate into the community. The project will enhance the roadway and its surrounding infrastructure to support safety, mobility, and economic development; and

**WHEREAS**, The City of Bossier City submitted a capital outlay request for improvements that include roadway rehabilitation, pedestrian enhancements, upgraded street lighting, and safety-focused modifications to reduce traffic hazards. As well as aesthetic and functional upgrades at interstate access points, creating a more welcoming and modern entrance into Bossier City; and

**WHEREAS**, Hamilton Road Improvement Project has a cost estimate of \$6,500,000 from Interstate 20 to state HWY 80; and

**WHEREAS**, Ordinance 55 of 2020 has surplus funding in the amount of \$425,000.00; and

**WHEREAS**, the surplus of \$425,000.00 shall be appropriated from the Walter O'Bigby Carriageway Fund for the design efforts and construction documents to begin ahead of capital outlay appropriations for Hamilton Road Improvement Project.

**NOW, THEREFORE, BE IT RESOLVED**, in regular session convened that the City Council of Bossier City, Louisiana, does hereby authorize the Mayor to appropriate the available surplus funding from the Walter O'Bigby Carriageway fund to be used to begin engineering design and construction documents for Hamilton Rd. Improvements; and authorizes the City to enter into any necessary contracts for completion of the work.

**BE IT FURTHER ORDAINED**, that the Mayor is authorized to sign any and all documents including but not limited to planning and design services in connection with the furtherance of this Ordinance.

**BE IT FURTHER ORDAINED**, that the Walter O'Bigby Carriageway fund is hereby amended to transfer surplus funding by \$425,000.00 and decrease Fund Balance by \$425,000.00.

The above and foregoing Report was read in full at open and legal session convened, was on motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, and adopted on the 30<sup>th</sup>, day of December 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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**Chris Smith, President**

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**Phyllis McGraw, City Clerk**



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

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**Meeting Date:** Regular Council - Dec 16 2025  
**Department:** Finance  
**Prepared by:** Angela Williamson, Finance Director  
**Sponsor:** Angela Williamson, Finance Director  
**Submitted:** December 11, 2025

NOTED:  RECOMMENDED BY:

Thomas Chandler, Mayor

**TITLE:**

An ordinance authorizing Mayor Thomas H. Chandler to execute an agreement between the City of Bossier City and Central Square Technologies, LLC to upgrade existing Business License Tax software

**COUNCIL DATE REQUESTED:**

Regular Council - Dec 16 2025

**ATTACHMENTS:**

[Ordinance - Central Square Agreement](#)

**Reviewed By:**

Angela Williamson, Finance Director  
Charles Jacobs, CA  
Thomas Chandler, Mayor  
Emily Pitts, Administrative Assistant  
Phyllis McGraw, City Clerk

Approved - Dec 11 2025  
Approved - Dec 11 2025

The following Ordinance offered and adopted:

ORDINANCE NO. \_\_\_\_\_ OF 2025

**AN ORDINANCE AUTHORIZING MAYOR THOMAS H. CHANDLER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF BOSSIER CITY AND CENTRAL SQUARE TECHNOLOGIES, LLC TO UPGRADE EXISTING BUSINESS LICENSE TAX SOFTWARE**

---

**WHEREAS**, Central Square Technologies, LLC has provided financial software to the City for a number of years; and

**WHEREAS**, this upgrade is essential due to the existing software no longer being supported; and

**WHEREAS**, an executed agreement is required to allow for the software to be upgraded; and

**WHEREAS**, sufficient funds are budgeted for the upgrade.

**NOW, THEREFORE, BE IT ORDAINED**, by the Bossier City Council, in regular session convened that Mayor Thomas H. Chandler is hereby authorized to execute the proposed agreement with Central Square Technologies, LLC and said agreement is hereby approved.

The above and foregoing Ordinance, read in full at open and legal session convened, was on motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chris Smith, President

\_\_\_\_\_  
Phyllis McGraw, City Clerk



City of Bossier City  
**ITEM FACT SHEET**  
 Regular Council

**Meeting Date:** Regular Council - Dec 16 2025  
**Department:** Public Affairs  
**Prepared by:** Amanda Nottingham, Chief Administrative Officer  
**Sponsor:** Amanda Nottingham, Chief Administrative Officer

NOTED:  RECOMMENDED BY:

  
 Thomas Chandler, Mayor

**TITLE:**

An ordinance authorizing Mayor Thomas H. Chandler to execute the attached cooperative endeavor agreement between the City of Bossier City and the Stat of Louisiana, Division of Administration, Office of Facility Planning and Control

**EXPLANATION OF PROPOSAL:**

CEA required by FP&C to receive funding.

**COST/BUDGET DATA:**

\$2,000,000 from Capital Outlay

**COUNCIL DATE REQUESTED:**

Regular Council - Dec 16 2025

**ATTACHMENTS:**

[Ordinance - Nanofiltration CEA with FPC](#)  
[CEA 50-M29-25-01 City of Bossier City](#)

**Reviewed By:**

Amanda Nottingham, Chief Administrative Officer	Approved - Dec 11 2025
Angela Williamson, Finance Director	Approved - Dec 11 2025
Charles Jacobs, CA	Approved - Dec 11 2025
Thomas Chandler, Mayor	Approved - Dec 11 2025
Emily Pitts, Administrative Assistant	Approved - Dec 11 2025
Phyllis McGraw, City Clerk	Approved - Dec 11 2025

*The following Ordinance offered and adopted:*

**Ordinance No. \_\_\_\_\_ Of 2025**

**AN ORDINANCE AUTHORIZING MAYOR THOMAS H. CHANDLER TO EXECUTE THE ATTACHED COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CITY OF BOSSIER CITY AND THE STATE OF LOUISIANA, DIVISION OF ADMINISTRATION, OFFICE OF FACILITY PLANNING AND CONTROL**

---

**WHEREAS**, the City of Bossier City received Capital Outlay funding in the amount of \$2,000,000 from the Louisiana State Legislature in the 2025 Regular Legislative Session; and

**WHEREAS**, The Capital Outlay Act requires that appropriations for Non-State Entities be administered by the Office of Facility Planning and Control under Cooperative Endeavor Agreements.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Bossier City, Louisiana, in regular session convened, hereby authorizes Mayor Thomas H. Chandler the authority to execute the attached Cooperative Endeavor Agreement between the City of Bossier City and the State of Louisiana.

**BE IT FURTHER ORDAINED** that Mayor Thomas H. Chandler is authorized to sign any and all documents in connection with the furtherance of FP&C Project No. 50-M29-25-01.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_, day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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**Chris Smith, President**

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**Phyllis McGraw, City Clerk**

State of Louisiana  
Office of Facility Planning and Control

Jeff Landry  
Governor

Taylor F. Barras  
Commissioner of Administration



Division of Administration  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095  
Phone (225) 342-0820  
Fax (225) 342-7624

December 4, 2025

The Honorable Thomas Chandler, Mayor  
City of Bossier City  
620 Benton Road  
Bossier City, LA 71111  
Email: nottinghama@bossiercity.org

Re: Water Treatment Improvements -  
Nanofiltration System, Planning and  
Construction  
(Bossier)  
FP&C Project No. 50-M29-25-01

Dear Mayor Chandler:

I am pleased to advise you that the referenced project has received State Capital Outlay funding. The Capital Outlay Act requires that appropriations for Non-State Entities be administered by the Office of Facility Planning and Control (FPC) under Cooperative Endeavor Agreements (CEA).

Attached you will find the CEA for the above referenced project, including a State Funding Summary. Please note the following:

- Please verify that the name of the signatory on behalf of City of Bossier City is spelled correctly.
- FPC requires your Federal Tax Identification Number before it will process invoices for payment. Please verify that this number as shown on the State Funding Summary of Project Funding is correct.

Please attach the following documents when signing:

- A signed W-9 form
- A copy of a Resolution designating an individual from City of Bossier City, to act on behalf of City of Bossier City, in all matters pertaining to this project, including certifying requests for State disbursements. This individual must be an official of City of Bossier City, and not a contracted consultant. This resolution is a prerequisite for the disbursement of State funds.

Please complete the Vendor Request Form included with the CEA.

Upon final execution of the CEA, a fully executed original will be returned to City of Bossier City.

The **Non-State Entity Capital Outlay Administrative Guidelines** are available online on the FPC website at <https://www.doa.la.gov/doa/fpc/project-administration-non-state/>. You will need this guide as a reference during the CEA development process, as well as throughout the term of the project. The "**Capital Outlay Guidelines**" by reference will become part of the CEA between City of Bossier City and FPC. Please follow the directions as described in the cover letters of the material sent to you.

Please understand that while funding has been granted, City of Bossier City does **not** have full use of, nor statutory authority to spend or obligate any of the funds until such time as the CEA has been fully executed and all of the CEA's provisions met, including all contractual pre-approvals required by FPC's project manager.

If you have not already done so, please register with the State as a Vendor in order to receive funds. To do so, log-on to the FPC website at: <https://www.doa.la.gov/doa/fpc/> and under **Quick Links**, click on **LaGov Vendor Self-**

**Registration.** There you will find the information on how to self-register your entity. If you need help with the registration process, please call (225) 342-8010 or send an email to [vendr\\_inq@la.gov](mailto:vendr_inq@la.gov).

If you have any questions, please feel free to contact Danielle Washington, 504-568-8878 or [danielle.washington@la.gov](mailto:danielle.washington@la.gov).

Sincerely,

Signed by:  
  
87A3B4AD21AB4CB...  
Margaret Hill  
Assistant Director

MH: HB

Enclosures

c: Derrick Angeloz, [CapitalOutlay@la.gov](mailto:CapitalOutlay@la.gov), via email w/attachments  
Danielle Washington, via email w/attachments

**Attach your W-9 here:**

**Attach your Resolution here:**



**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN  
THE STATE OF LOUISIANA and  
CITY OF BOSSIER CITY  
Water Treatment Improvements - Nanofiltration System, Planning and Construction  
(Bossier)  
FP&C Project No. 50-M29-25-01**

In accordance with Article VII, Section 14 of the 1974 Constitution of the State of Louisiana (Constitution), the **STATE OF LOUISIANA** (State), herein represented by **MATTHEW H. BAKER, FACILITY PLANNING AND CONTROL, DIVISION OF ADMINISTRATION (DOA)**, and **CITY OF BOSSIER CITY** (Entity), a political subdivision of the State, herein represented by **THOMAS CHANDLER, MAYOR** do hereby enter into a Cooperative Endeavor Agreement (Agreement) to serve the public for the purposes hereinafter declared.

**ARTICLE I**

**1.1 WHEREAS**, the Capital Outlay Act (Act), adopted in accordance with Article VII, Section 6 of the Constitution, is the comprehensive capital outlay budget required by said Article VII, Section 6, and contains an appropriation for the Entity for the Project Number and Project Description (Project) as set forth in a State Funding Summary ("Funding Summary") attached hereto for reference only; and

**1.2 WHEREAS**, the Omnibus Bond Act of the Louisiana Legislature (OBA), adopted in accordance with Article VII, Section 6 of the Louisiana Constitution of 1974, provides for the issuance by the State Bond Commission of State General Obligation Bonds for certain of the projects contained in the Act, including the Project, which bonds are to be secured by a pledge of the full faith and credit of the State, as well as by monies dedicated to and paid into the Security and Redemption Fund as provided in Article VII, Section 9 of the Constitution, which authorization includes the issuance, **if applicable**, of State General Obligation Bonds for the Project (Project Bonds) as set forth in the Funding Summary; and

**1.3 WHEREAS, if applicable**, the Entity has supplied the State with evidence of the availability and commitment of Local, Federal or Non-State Matching Funds for the Project, as set forth in the Funding Summary; and

**1.4 WHEREAS**, the State appropriated State General Fund (Direct) or other sources of cash for the Project or the Bond Commission did grant a cash line of credit and/or a non-cash line of credit for the Project in the amount(s) as stated in the Funding Summary; and

**1.5 WHEREAS**, the Act provides that all of the funds appropriated, in the absence of express language to the contrary, shall be considered as having been appropriated directly to FP&C and shall be administered by FP&C under Cooperative Endeavor Agreements;

**IT IS HEREBY AGREED** by the State and the Entity that:

**ARTICLE II  
PURPOSE**

**2.1** The purpose of this Agreement is to set forth the terms of administering the Project by FP&C. FP&C will administer this Project in accordance with the Non-State Entity Capital Outlay Administrative Guidelines, January, 2019 ed. (the "Guidelines"), which is incorporated herein and made a part of this Agreement. As required by Section 147(e) of the Internal Revenue Code of 1986, as amended. The Entity hereby understands and agrees that, in addition to requirements of the Guidelines, no proceeds of the Project Bonds can or will be used for airplanes, skyboxes or luxury private boxes, health club facilities, facilities primarily used for gambling, or any store the principal business of which is the sale of alcoholic beverages for consumption off premises.

**ARTICLE III  
SCOPE**

**3.1** As provided in the Act, the State funds for this Project are limited to capital improvements for the Project, in the Parish, and in the amounts set forth in the Funding Summary.

**3.2** If the Entity enters into a contract prior to receipt of funding and prior to execution of a Cooperative Endeavor Agreement, then payments under such contracts are prohibited from capital outlay appropriations and are the sole responsibility of the Entity.

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**3.3** The Entity hereby acknowledges and confirms that this Project constitutes a **Public Purpose** and will fulfill a public need within the parish in which the Project is to be located, all in accordance with Article VII, Section 14 of the Constitution.

**3.4** Allowable costs shall not include the operating expenses of the Entity. In no case shall the total of any of the allowable costs exceed the amount shown in the Funding Summary.

#### **ARTICLE IV** **USE OF FUNDS**

**4.1** The Entity hereby acknowledges and agrees that the funds provided by the State to the Entity shall be used solely for the purposes authorized and permitted in the Act and in accordance with all provisions of law affecting the Project, as well as the constitutional and statutory restrictions on the use of State funds for public purposes. The Entity acknowledges that any funds not used in accordance with the terms of this Agreement and state law will be reimbursed to the State.

**4.2** The Entity shall not execute any contracts or agreements that would expend or commit State funds in excess of the amount for which lines of credit were granted pursuant to the Act. The Entity shall be solely responsible for any amount that exceeds the amount appropriated by the State.

**4.3** If the Project is authorized to be funded through the issuance of Project Bonds, the Entity shall not take any action which would have the effect of impairing the tax exempt status of the Project Bonds. The Entity agrees that the proceeds will not be used directly or indirectly in any trade or business carried on by any person other than a governmental unit. The Entity further agrees that the proceeds will not be used directly or indirectly to provide a facility used by any person other than the Entity pursuant to a lease, management contract, requirements contract or other arrangement granting, directly or indirectly, an interest in or special legal entitlement to the Project to a person other than the Entity, unless the State receives an opinion from a nationally recognized bond counsel that such contract will not adversely affect the tax-exempt status of the Project Bonds. The Entity shall immediately notify the State prior to entering into any such contract.

**4.4** The Entity shall make no changes in its local laws, bylaws, charter or other organizational documents which would allow use of the Project for any purpose other than a public purpose.

#### **ARTICLE V** **ADMINISTRATIVE COSTS**

**5.1** Notwithstanding any provision of this contract to the contrary, FP&C may use up to six percent of each State fund line item contained in the Funding Summary for costs associated with administering the Project, all in accordance with the provisions of the Act.

#### **ARTICLE VI** **PUBLIC BID LAWS**

**6.1** The Entity will solicit bids for the services, labor and materials needed to construct said Project in accordance with the public bid laws of the State, including, but not limited to R.S. 38:2211, *et seq.*, applicable to political subdivisions of the State. The Entity will also keep a procurement file relative to the necessary acquisition of services, labor and materials needed to complete said Project which will be subject to review by the State at any time.

#### **ARTICLE VII** **COORDINATION**

**7.1** It is the responsibility of the Entity to administer the Project according to all applicable laws, rules and regulations and to ensure that the work is the best obtainable within established trade practice. The submittal of documentation to FP&C as required by this Agreement shall be for the purpose of verifying that the funds are spent in accordance with this Agreement and the applicable legislation, providing evidence of the progress of the Project and verifying that such documentation is being produced. FP&C will not provide extensive document review for the Project or take the responsibility for determining whether or not this documentation is complete and accurate.

**7.2** The participation by FP&C in the Project shall in no way be construed to make FP&C a party to any contract between the Entity and its contractors.

#### **ARTICLE VIII** **CHANGE ORDERS**

**8.1** A change order for the Project shall be subject to the approval of FP&C. However, as per R.S. 39:126, one or more change orders that cause an excess in the aggregate of **Two Hundred Fifty Thousand Dollars (\$250,000)** per

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month shall also require the approval of the Joint Legislative Committee on the Budget ("Committee") and the Commissioner of Administration or his designee. Any change order in excess of fifty thousand dollars (\$50,000) but less than two hundred fifty thousand dollars (\$250,000) shall be submitted to the Joint Legislative Committee on the Budget for review but shall not require Committee approval.

#### **ARTICLE IX** **HOLD HARMLESS AND INDEMNITY**

**9.1** The Entity agrees and obligates itself, its successors and assigns to defend, indemnify and save harmless and provide a defense for the State, its officials, officers and employees against any and all claims, demands, suits, actions (*ex contractu, ex delictu*, quasi-contractual, statutory or otherwise), judgments of sums of money, attorney's fees and court costs to any party or third person including, but not limited to amounts for loss of life or injury or damage to persons, property or damages to contractors, subcontractors, suppliers, laborers or other agents or contractors of the Entity or any of the above, growing out of, resulting from or by reason of any violation of the requirements of the Act and OBA or any other State law, or any negligent act or omission, operation or work of the Entity, its employees, servants, contractors or any person engaged upon or in connection with the engineering services, construction and construction engineering required or performed by the Entity hereunder including, but not limited to any omissions, defects or deficiencies in the plans, specifications or estimates, or by virtue of any extra work, delays, disruptions, inefficiencies or nonpayment of any engineering, construction or construction engineering cost incurred, or any other claim of whatever kind or nature arising from, out of or in any way connected with the Project, to the extent permitted by law.

**9.2** Nothing herein is intended, nor shall be deemed to create a third party beneficiary to or for any obligation by FP&C herein or to authorize any third person to have any action against FP&C arising out of this Agreement.

**9.3** The Entity further agrees and obligates itself, its successors and assigns, to indemnify and hold harmless the State for any monetary consequences resulting any Project Bonds issued by the State or interest therein being declared taxable as a result of the Entity's actions or inactions hereunder.

#### **ARTICLE X** **DISBURSEMENT OF FUNDS**

**10.1** After execution of this Agreement in accordance with the terms hereof and the Act, the State, through FP&C, shall provide the Entity, identified under the Federal Tax Identification Number as set forth in the Funding Summary, with funds on an *as-needed* basis as approved by FP&C, but not to exceed the total Capital Outlay Cash, less FP&C Administration fee, as set forth in the Funding Summary. The Entity shall not be entitled to reimbursement of any expenditures made prior to the issuance of a cash line of credit or receipt of cash funding.

**10.2** If the Project is authorized to be funded through the issuance of Project Bonds, the Entity agrees to use its best efforts to expend all of the funds subject to this Agreement within two (2) years from the date of the issuance of the Project Bonds. FP&C agrees that it will notify the Entity of the date the Project Bonds are issued within one (1) month from the issuance thereof. The Entity understands and agrees that if the funds subject to this Agreement are not totally expended within two (2) years from the issuance of the Project Bonds, FP&C can close the Project and recommend that the Legislature reallocate any unexpended proceeds to other projects.

**10.3** The Entity recognizes and agrees that the receipt of the State monies is contingent upon the receipt, pledge and expenditure of Local/Federal Matching Funds by the Entity in the amount stated in the Funding Summary. The Entity acknowledges and agrees that the requisite amount of matching funds has been received, pledged, and/or expended on the Project.

**10.4** In the event funds subject to this Agreement represent a non-cash line of credit as set forth in the Funding Summary, the Entity understands that the funds so designated represent a non-cash line of credit and that no monies can be withdrawn from the Treasury for the non-cash line of credit unless and until the State Bond Commission has either issued bonds or a cash line of credit therefor.

#### **ARTICLE XI** **OWNERSHIP OF PROPERTY**

**11.1** The Entity hereby covenants that it owns, will acquire title to, or obtain servitudes for the property upon which the Project is to be located and that it shall not, while any of the Project Bonds remain outstanding, or during the term of this Agreement, transfer, convey, sell, lease, mortgage, assign or otherwise alienate its ownership or servitude rights in the land or real property and appurtenances which constitute the Project except as provided in Section 4.3. Projects to be located by permits on existing property of the State or a political subdivision of the State are exempt from these ownership requirements.

**11.2** The Entity shall not sell, transfer, or otherwise dispose of any of the facilities financed with the Project Bond proceeds prior to the end of the Term, except such minor parts or portions thereof as may be disposed of due to normal wear and tear and obsolescence.

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**ARTICLE XII**  
**INSURANCE**

**12.1** If State funds for this Project are used in whole or in part towards construction of fixed insurable improvements, then upon completion of construction, the Entity shall, for the term of this Agreement, maintain or cause to be maintained property insurance issued by a company or companies admitted to do business in the State of Louisiana, in an amount equal to 100% of the replacement cost of such improvements.

**12.2** If the property is located in a Special Flood Hazard Area, flood insurance equal to 100% of the value of the building or up to a minimum of \$500,000 as allowed by National Flood Insurance Program (NFIP) shall be obtained on this property. This includes properties shown on a Flood Insurance Rate Map (FIRM) issued by FEMA as Zone A, AO, A1-30, AE, A99, AH, VO, V1-30, VE, V, ZM, or E.

**ARTICLE XIII**  
**PLEDGE OF LEASE REVENUES**

**13.1** If the Project is authorized to be funded through the issuance of Project Bonds, the Entity hereby covenants and agrees that it shall not, while any portion of the Project Bonds issued by the State to fund the Project remain outstanding, enter into any agreement or otherwise covenant to directly pledge to the State any lease revenues from any lessee, its successors or assigns, for the payment of principal, interest or other requirements with respect to the Project Bonds, nor shall the Entity deposit any such lease revenues into the Bond Security and Redemption Fund of the State unless the State receives an opinion from a nationally recognized bond counsel that such contract and/or deposit of funds will not adversely affect the tax-exempt status of the Project Bonds.

**ARTICLE XIV**  
**TERM**

**14.1** The provisions of this Agreement shall be effective from the date of execution hereof and shall be binding upon all parties and shall remain in effect until FP&C determines that the project(s) for which funds are appropriated is completed or for as long as any Project Bonds issued for the Project, or any refunding bonds therefor, remain outstanding.

**ARTICLE XV**  
**TERMINATION**

**15.1** FP&C may terminate this Agreement for cause based upon the failure of Entity to totally spend all funds subject to this Agreement within two years from the execution of this Agreement or, if applicable, within two years from the issuance of any Project Bonds or for any act by the Entity that the State determines to be unlawful or in violation of this Agreement.

**15.2** FP&C may terminate this Agreement at any time without penalty by giving thirty (30) days written notice to the Entity of such termination. Entity shall be entitled to payment for deliverables in progress to the extent work has been approved by FP&C and subject to the availability of funds.

**ARTICLE XVI**  
**AVAILABILITY OF FUNDS**

**16.1** The availability of funds set forth in the Funding Summary are subject to and contingent upon appropriation of funds by the legislature and, if applicable, issuance of a line of credit by the State Bond Commission.

**ARTICLE XVII**  
**ASSIGNMENT**

**17.1** Entity shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the FP&C.

**ARTICLE XVIII**  
**AUDIT**

**18.1** As provided in the Act, the Entity agrees to comply with the provisions of R.S. 24:513. The Act provides that no funds shall be released or provided to the Entity if, when and for as long as the Entity fails or refuses to comply with R.S. 24:513.

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**18.2** The Entity shall maintain appropriate financial records, and the State reserves the right to audit these records or require the Entity to provide an audit at any time. The Entity agrees to retain all books, records, and other documents relevant to this Agreement and the funds expended hereunder for at least three years after maturity of any Project Bonds, including bonds issued by the State to refinance such Project Bonds (such term of Project Bonds is expected to be not less than 20 years).

**18.3** The Entity agrees to comply with the provisions of La. R.S 24:513 (H)(2)(a) and shall designate an individual who shall be responsible for filing annual financial reports with the legislative auditor and shall notify the legislative auditor of the name and address of the person so designated.

**ARTICLE XIX**  
**REQUIRED MATCH AND ESCROW ACCOUNT**

**19.1** Pursuant to LA R.S. 39:112(E)(2), Entity agrees to provide a match of not less than twenty-five (25) percent of the total project costs except as provided in LA R.S. 39:112(E)(2)(a) or (b).

**19.2** In addition to the 25 percent match required, the Entity agrees to comply with the provisions of Senate Bill No.318 Act No. 764 – 2024, for the construction of buildings which shall include major repairs and renovations, fixed equipment connected to buildings, and equipment and furnishings of new buildings. Entity agrees to provide an established escrow account which shall contain no less than three percent of the total project cost. Evidence of such account shall be submitted to Facility Planning and Control prior to the first advertisement for bids for the project. Each year thereafter, the nonstate entity shall deposit into the escrow account an additional one-half percent of the total project costs until such time as the account balance totals ten percent of the total project cost or one million dollars, whichever is less.

**19.3** Pursuant to Senate Bill No.318 Act No. 764 – 2024, the escrow account shall be a separate interest-bearing bank account denoted as a restricted asset to be used exclusively for costs associated with the long-term major capital maintenance of the project.

**ARTICLE XX**  
**AMENDMENT OF AGREEMENT**

**20.1** Any alteration, variation, modification, or waiver of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed. No amendment shall be valid until it has been executed by all parties.

**ARTICLE XXI**  
**REVISIONS TO STATE FUNDING SUMMARY**

**21.1** FP&C may revise the Funding Summary based on the appropriation in the most current Capital Outlay Act and, if applicable, the issuance of a line of credit by the State Bond Commission.

**ARTICLE XXII**  
**PROJECT CLOSEOUT**

**22.1** The Entity shall submit to FP&C a final Request for Disbursement with all invoices, payment applications, change order, etc., on any contract for which FP&C has obligated funding. The Entity shall also submit to FP&C a statement that no additional funds are due to the Entity under this appropriation. Said final Request for Disbursement and statement shall be submitted not later than eighteen (18) months after the date of substantial completion or acceptance of the project.

**22.2** Should the Entity fail to submit the final Request for Disbursement within the time period specified in Section 22.1, then FP&C will consider all obligations as being paid in full to the Entity and the project will be closed.

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**THUS DONE AND SIGNED**, on \_\_\_\_\_

at \_\_\_\_\_, Louisiana.

**STATE OF LOUISIANA**

BY: \_\_\_\_\_

**MATTHEW H. BAKER  
FP&C DIRECTOR  
DIVISION OF ADMINISTRATION**

**THUS DONE AND SIGNED**, on \_\_\_\_\_

at \_\_\_\_\_, Louisiana.

**CITY OF BOSSIER CITY**

BY: \_\_\_\_\_

**THOMAS CHANDLER  
MAYOR**

**FUNDING SUMMARY**  
**THE STATE OF LOUISIANA and**  
**City of Bossier City**  
**Water Treatment Improvements - Nanofiltration System, Planning and Construction**  
**(Bossier)**  
**FP&C Project No. 50-M29-25-01**

REVISION NO. \_\_\_\_\_ Date: \_\_\_\_\_

ACT #	YEAR	DESCRIPTION	STATE CASH	STATE NON-CASH LINE OF CREDIT	OTHER	TOTAL FUNDING
2	2025	G.O. Bonds	\$2,000,000	\$21,000,000		\$23,000,000
<b>TOTAL</b>			<b>\$2,000,000</b>	<b>\$21,000,000</b>	<b>\$7,666,667</b>	<b>\$30,666,667</b>
		<b>FPC ADMIN.</b>	<b>\$75,000</b>			

Federal Tax Identification for Entity: 72-6000179

Notes:

1. Planning costs shall not exceed 10% of Construction costs. Miscellaneous costs shall not exceed 5% of Construction costs.
2. Capital Outlay Cash includes General Funds, NRP Bonds, Cash Line of Credit and/or Bonds sold.
3. Total in "Other" column equals required 25% match as reflected in Article XIX.
4. The total estimated project cost is **\$35,030,000** per the 2025-26 Capital Outlay Request.

State of Louisiana  
Office of Facility Planning and Control

**Jeff Landry**  
Governor

**Taylor F. Barras**  
Commissioner of Administration



**Division of Administration**  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095  
Phone (225) 342-0820  
Fax (225) 342-7624

**LaGOV VENDOR NUMBER REQUEST FORM**

**MEMORANDUM**

**TO: ALL CEA HOLDERS FOR FACILITY PLANNING AND CONTROL**

**FROM: MARGARET HILL  
ASSISTANT DIRECTOR**

*Please be advised that no CEA will be executed by the Division of Administration until the following information is provided. LaGov Vendor numbers are required for disbursement of funds.*

*If you are not currently registered as a vendor in LaGov, please do so through the Office of State Procurement Vendor Center at <https://www.doa.la.gov/oa/osp/vendor-resources/>.*

*If you have any questions about this process, please contact the Vendor Help Desk at [Vendr\\_inq@la.gov](mailto:Vendr_inq@la.gov) or 225-342-8010.*

1. COMPLETED FORM W-9 (Request for Taxpayer Identification Number and Certification).
2. FEDERAL EMPLOYER ID NUMBER: \_\_\_\_\_
3. LA GOV VENDOR NUMBER: \_\_\_\_\_



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

**Meeting Date:** Regular Council - Dec 16 2025  
**Department:** Legal  
**Prepared by:** Jennifer Emert, Secretary  
**Sponsor:** Charles Jacobs, CA  
**Submitted:** December 15, 2025

NOTED:  RECOMMENDED BY:

Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Joint Agreement between the City of Bossier City and Bossier Parish School Board for the collection of Sales and Use Taxes.  
(First Reading) (Jacobs)

**COUNCIL DATE REQUESTED:**

Regular Council - Dec 16 2025

**ATTACHMENTS:**

[COBC-BPSB sales tax agreement](#)

[Ordinance - authorizing Mayor Thomas H. Chandler to execute attached Joint Agreement btwn COB and BPSB](#)

**Reviewed By:**

Richard Ray, ACA	Approved - Dec 15 2025
Angela Williamson, Finance Director	Approved - Dec 15 2025
Thomas Chandler, Mayor	Approved - Dec 15 2025
Emily Pitts, Administrative Assistant	Approved - Dec 15 2025
Phyllis McGraw, City Clerk	Approved - Dec 15 2025

**JOINT AGREEMENT BETWEEN THE CITY OF BOSSIER CITY  
AND THE BOSSIER PARISH SCHOOL BOARD FOR THE  
COLLECTION OF SALES AND USE TAXES**

UNITED STATES OF AMERICA  
STATE OF LOUISIANA  
PARISH OF BOSSIER

Be it known and remembered by these present that on this the \_\_\_day of \_\_\_\_\_, 2025, in the presence of the undersigned competent witnesses, personally came and appeared:

PARISH SCHOOL BOARD OF THE PARISH OF BOSSIER, STATE OF LOUISIANA, the governing authority of said Parish for public school purposes, represented herein and appearing through its duly authorized and empowered President, \_\_\_\_\_ in accordance with a resolution adopted by said School Board on \_\_\_\_\_, 2025, a certified copy of said resolution being attached hereto, and hereinafter referred to as the "School Board."

CITY OF BOSSIER CITY, STATE OF LOUISIANA, a political corporation and subdivision of the State of Louisiana, created, organized and existing under the laws of the State of Louisiana, represented herein and appearing through its duly authorized and empowered mayor, Honorable Thomas Chandler, in accordance with an ordinance adopted by the City Council of said City, the governing authority thereof, on \_\_\_\_\_, 2025, a certified copy of said ordinance being attached hereto, and hereinafter referred to as Bossier City;

who did declare and say that they entered into, and do hereby make, enter into and effect a contract and agreement under the following terms and conditions;

**Whereas**, the School Board has levied and has collected within the boundaries of the Parish of Bossier since September 1, 1979 a tax of one and one-half cent (1 ½%) and an additional one quarter percent (0.25%) since 2005 upon the sale at retail, the use, the lease or rental, the consumption and storage for use or consumption of tangible personal property and on sales of services in said Parish, and

**Whereas**, the interest of the Parish, its merchants, citizens and taxpayers would be best served by the collection, by a single collector, of all sales and use taxes levied by the taxing authorities in accordance with La. R.S. 47:337.14(A); and

**Whereas**, the School Board has determined that the most efficient and practical method of collecting and distributing said taxes is to contract with the City of Bossier City, as the single collector of all local sales and uses taxes levied in the Parish, for the collection of the School Board's sales and use taxes; and

**Whereas**, the City of Bossier City has been selected as the single collector of all local sales and use taxes levied in the Parish; and



**Whereas**, it is provided in Article 6, Section 20 of the Louisiana Constitution of 1974 that except as otherwise provided by law, a political subdivision may exercise and perform any authorized power and function, including financing, jointly or in cooperation with one or more political subdivisions, either within or without the State, or with the United States of America or its Agencies; and

**Whereas**, it is provided in the Local Services Law (Part VII, Chapter 2, Title 33 of the Louisiana Revised Statutes of 1950) that municipalities and parishes may engage jointly in the construction, acquisition or improvement of any public project or improvement, the promotion and maintenance of any undertaking or the exercise of any power provided that the participants are authorized under provisions of general or special law to perform such activity or exercise such power as may be necessary for completion of the undertaking;

Now, therefore, in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the parties hereto, it is agreed by and between the parties as follows:

I.

The City shall continue to maintain a sales and use tax collection department in Bossier City, Louisiana, and said department shall continue to be known as the "Bossier City-Parish Sales and Use Tax Division", herein referred to as the "Division". The Division shall collect each of the sales and use taxes (hereinafter cumulatively referred to as "Local Sales and Use Taxes") levied by the School Board, the City of Bossier City and any other entities that levy sales and use taxes (hereinafter referred to as the "Taxing Authorities") within the Parish, in accordance with the terms and provisions of the ordinances levying the Local Sales and Use Taxes as said sales and use tax ordinances presently exist or may be hereafter amended. The Division shall ensure that all revenues and expenses relative to the collection of Local Sales and Use Taxes are accounted for separately and that such are not commingled with the revenues and expenses relative to the collection of any other types of taxes, fines, or fees. Bossier City is hereby re-designated as the public body to administer the collection of the Local Sales and Use Taxes with all necessary powers to issue any and all regulations and take any other actions on behalf of the Taxing Authorities. The Division may be authorized by the respective sales and use tax ordinances for the proper collection of such taxes and to the extent such ordinances may authorize another designated official/entity to perform such functions, the provision of this agreement shall prevail.

II.

The Division shall have the duty and authority to perform the following:

1. To represent the parties hereto in all matters necessary for the proper collection, enforcement and administration of the respective taxes;
2. To make, appoint, amend and promulgate rules and regulations in accordance with applicable laws and enactments of the parties hereto relative to their respective taxes;
3. To conduct hearings and pass upon any complaints by any taxpayer, dealer or other interested party on any matter which may arise in connection with the collection, enforcement and administration of said taxes;
4. To delegate authority and responsibilities to employees of the Division as may be necessary to carry out the proper functions of the office;

5. To make and publish such reports regarding the work and affairs of the Division as may be required or helpful to assist dealers, taxpayers or other affected parties in promoting the orderly and effective collection of said taxes;
6. To maintain adequate and complete records in accordance with usual governmental accounting procedures, said records to constitute public records and to be reviewed and audited as required by law; provided, however, no records shall be disclosed in violation of the confidentiality sections of the Ordinances levying the Local Sales and Use Taxes unless the protection of those sections is waived by the persons protected;
7. To prepare an annual budget for the Division, subject to review by the CFO of the School Board and the Director of Finance of Bossier City;
8. To control and direct all business affairs of the Division. By way of extension and not limitation, these duties shall include the making of necessary purchases of equipment, supplies and materials in accordance with the then existing purchasing policies of the City; provided, however, that these purchases are in accordance with the approved budget;
9. To distribute the proceeds of the respective taxes with the respective fiscal agent of the parties hereto in the manner provided for in the aforesaid ordinances levying the respective taxes;
10. To receive, deposit and expend money credited to the Bossier City-Parish Sales and Use Tax Operating Account as contemplated by the School Board, Bossier City, and the other Taxing Authorities;
11. To make monthly reports to the parties hereto showing all receipts and disbursements of revenues, penalties and other income derived from the respective taxes, as well as a reasonably itemized statement of all costs and expenditures of the Division for the previous month;
12. To employ such employees as may be necessary to accomplish the functions and purposes of the Division, provided, however, that no employment or other expense not contemplated by the budget or the Division shall be made; without first notifying the taxing authorities;
13. To furnish all necessary information to the Bossier Parish School Board, however, no records shall be disclosed in violation of law or the confidentiality sections of the ordinances levying the Local Sales and Use Taxes unless the protection of those sections is waived by the person protected.
14. To submit to an audit of the Division a minimum of every three (3) years, with said audit to be conducted by an independent audit firm at the mutual agreement of the School Board and Bossier City. The cost of said audit shall be borne equally by Bossier City and the School Board. The initial audit shall not be conducted prior to January 1, 2029, and shall include the calendar years 2026, 2027, and 2028.
15. To submit to any special audit, if requested by the School Board, at the sole expense of the School Board as the party requesting the special audit.
16. To perform any other duties and functions which may be necessary or desirable to carry out the purposes and functions of the Division.
17. The term of this agreement will be for a ten (10) year term with the intent to review for further considerations.

18. The total amount of the expenses of the Division (hereinafter referred to as the "Division Expenses") shall be initially calculated using the 2026 budgeted amount of expenses of the Division of \$1,130,905 as included in the 2026 budget of the City of Bossier City adopted on November 12, 2025. The initial calculated Division Expenses shall be used for calendar year 2026. Beginning on January 1, 2027, and continuing for two additional years thereafter, the Division Expenses shall be increased annually by the same percentage as the "all items index" of the Consumer Price Index ("CPI") as published by the U.S. Bureau of Labor Statistics for the 12 months ending in December of each year. After the initial three years of the agreement, the Division Expenses shall be established by audit of the Division.

III.

All taxes, revenues, funds, assessments, monies, penalties, fees or other income which may be collected or come into the possession of the City of Bossier City, as agent of the parties hereto, under any provision of the ordinances levying the Local Sales and Use Taxes shall be deposited monthly by the Division for the account of the political subdivision on whose behalf the collection was made less and except any reimbursement charge for expenses as provided for in Article IV hereof. The Division shall furnish the School Board a monthly statement and a detailed monthly report reflecting expenses and those monies collected on behalf of all Taxing Authorities and other amounts which may have been deposited in escrow as a result of protest or other legal proceedings.

IV.

In consideration for the reasonable and necessary joint costs and expenses incurred by the City in collecting and administering the Local Sales and Use Taxes and administering the Local Sales and Use Tax Ordinances as well as the various administrative and enforcement procedures established in said ordinances, the amount of such monthly statement shall be calculated as the lesser of:

1. One Percent (1%) of the sales tax revenue collected on behalf of the School Board except for pass throughs;
- OR**
2. The School Board's pro-rata share of the Division's sales tax collection costs/expenses based upon the School Board's percentage of the sales and use taxes collected in comparison to the amount collected on behalf of all Taxing Authorities.

Such amounts shall be reconciled by the parties on a monthly basis in order to ensure that the School Board bears no more than its pro-rata share and shall be paid by the School Board electronically within ten (10) days of its receipt of such statement.

The other Taxing Authorities will pay a fee to the Division of One Percent (1%) of the total amount of tax collected for the respective entity. Such costs and expenses shall only include those costs directly related to the collection of sales and use taxes and shall not include costs related to the collection of other revenue streams that may be administered by the Division. In addition, such costs and expenses shall be calculated as provided in Article II. (18) and shall include by way of illustration but not of limitation, all necessary costs and expenses incurred for supplies, fuel, operation and maintenance of vehicles, office equipment and printing, software and technology,

postage, utilities, rent, insurance, salaries and benefits, audit costs, court costs, legal fees, and other related items contained in the annual budget of the Division.

All extraordinary costs and expenses, that is, those not considered as incurred for the joint administration and collection of the local Sales and Use Taxes shall be paid fully by the party or parties on whose behalf they were incurred. Such costs and expenses may include start-up costs and litigation.

V.

The CFO of the School Board and the Director of Finance Bossier City shall, for the duration of the agreement, maintain open communication and shall provide each other with documents and information upon request in order to facilitate the collection of sales and use tax for the School Board. No litigation shall be initiated nor shall any other singular expense in which the total cost is reasonably anticipated to exceed Fifty Thousand (\$50,000) Dollars shall be incurred without Bossier City providing a minimum ten (10) days' notice to the CFO of the School Board.

Thus Done, Executed and Signed, on \_\_\_\_\_, 2025, in the presence of the undersigned competent witnesses.

Witnesses:

BOSSIER PARISH SCHOOL BOARD

\_\_\_\_\_

\_\_\_\_\_  
Jason Rowland, Superintendent of Schools

Printed Name

\_\_\_\_\_

Printed Name

Thus Done, Executed and Signed, on \_\_\_\_\_, 2025, in the presence of the undersigned competent witnesses.

Witnesses:

CITY OF BOSSIER CITY

\_\_\_\_\_

\_\_\_\_\_  
Thomas H. Chandler, Mayor

Printed Name

\_\_\_\_\_

Printed Name

The following Ordinance offered and adopted:

ORDINANCE NO. \_\_\_\_\_ OF 2025

**AN ORDINANCE AUTHORIZING MAYOR THOMAS H. CHANDLER TO EXECUTE THE ATTACHED JOINT AGREEMENT BETWEEN THE CITY OF BOSSIER CITY AND BOSSIER PARISH SCHOOL BOARD FOR THE COLLECTION OF SALES AND USE TAXES.**

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**WHEREAS**, on December 7, 1989, the City of Bossier City (“City”) and the Bossier Parish School Board (“BPSB”) entered into an agreement entitled JOINT/AGREEMENT FOR COLLECTION OF SALES AND USE TAXES. The purpose of said agreement included the establishment of the *Bossier City–Parish Sales and Use Division* (“Division”). This newly established department was created to provide for the collection of sales and use tax levied by the City as well as sales taxes levied by BPSB. The agreement was also adopted to establish the payment terms whereby BPSB would reimburse the City for expenses and costs associated with the collection of sales tax by the City for the benefit of BPSB; and

**WHEREAS**, the BPSB has levied and has collected within the boundaries of the Parish of Bossier since September 1, 1979 a tax of one and one-half cent (1 ½%) and an additional one quarter cent (0.25%) since 2005 upon the sale at retail, the use, the lease or rental, the consumption and storage for use or consumption of tangible personal property and on sales of services in Bossier Parish; and

**WHEREAS**, the interest of Bossier Parish, its merchants, citizens and taxpayers are best served by the collection, by a single collector, of all sales and use taxes levied by the taxing authorities in accordance with La. R.S. 47:337.14(A); and

**WHEREAS**, the BPSB has agreed that the most efficient and practical method of collecting and distributing said taxes is to continue to contract with the City, as the single collector of all local sales and use taxes levied in Bossier Parish, for the collection of the BPSB’s sales and use taxes; and

**WHEREAS**, Representatives of the City and BPSB have worked diligently in recent days to negotiate the draft agreement that provides for a ten (10) year extension of the collection of sales and use tax by the City on behalf of BPSB; and

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of Bossier City, in regular session convened, that Mayor Thomas H. Chandler is hereby authorized to execute the attached Joint Agreement marked as Exhibit “A” between the City of Bossier City and the Bossier Parish School Board for the collection of sales and use taxes.

The above and foregoing Ordinance, read in full at open and legal session convened, was on motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chris Smith, President

\_\_\_\_\_  
Phyllis McGraw, City Clerk



City of Bossier City  
**ITEM FACT SHEET**  
 Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** Engineering Department  
**Prepared by:** Regina Nation, Office Manager  
**Sponsor:** Andy Bajnauth, City Engineer  
**Submitted:** December 30, 2025

NOTED:  RECOMMENDED BY:

  
 Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance to approve Report of Change Order 2 for the Lateral B-1 Ditch Paving Project, with an increase of \$88,750.00 and an additional 10 days for a total contract price of \$2,225,272.00.  
 (First Reading) (Bajnauth)

**EXPLANATION OF PROPOSAL:**

Additional funds are needed for the cleaning of the concrete ditch from Airline Drive to 50 ft. south of the railroad

**COST/BUDGET DATA:**

Increase of \$88,750.00 and 10 additional days.

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[Ordinance Change Order 2](#)  
[20-24 Testament C.O. 2-A](#)

**Reviewed By:**

Andy Bajnauth, City Engineer	Approved - Dec 30 2025
Angela Williamson, Finance Director	Approved - Dec 31 2025
Charles Jacobs, CA	Approved - Dec 31 2025
Thomas Chandler, Mayor	Approved - Dec 31 2025
Emily Pitts, Administrative Assistant	Approved - Dec 31 2025

Phyllis McGraw, City Clerk

Approved - Dec 31 2025

The following Ordinance offered and adopted:

**ORDINANCE NO. \_\_\_\_ OF 2025**

**AN ORDINANCE TO APPROVE REPORT OF CHANGE ORDER 2 FOR THE LATERAL B-1 DITCH PAVING PROJECT, WITH AN INCREASE OF \$88,750.00 AND AN ADDITIONAL 10 DAYS, FOR A TOTAL CONTRACT PRICE OF \$2,225,272.00.**

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**WHEREAS; Ordinance** 67 of 2022 appropriated \$35,000 for the design and study of potential improvements to the Lateral B-1 Drainage Canal; and

**WHEREAS; Ordinance** 120 of 2022 appropriated \$1,000,000 for the design and construction of improvements to the Lateral B-1 Drainage Canal; and

**WHEREAS;** Ordinance 69 of 2024 appropriated \$150,000 for the for the design and construction of improvements to the Lateral B-1 Drainage Canal; and

**WHEREAS;** the Bossier Parish Levee Board has agreed to provide \$1,200,000 towards this project; and

**WHEREAS;** the Lateral B-1 Ditch Paving Project requires the cleanout of the existing concrete ditch from Airline Drive to 50 feet South of the railroad; and

**WHEREAS;** the aforementioned work requires an additional lump sum of \$88,750.00 and an additional 10 days; and

**WHEREAS;** an additional \$88,750.00 and will be added to the contract price, for a total contract of \$2,225,272.00 for this project; and

**NOW, THEREFORE, BE IT ORDAINED,** in regular session convened that the Bossier City Council does hereby approve report of Change Order 2 for the Lateral B-1 Ditch Paving Project, with an increase of \$88,750.00, for a total contract price of \$2,225,272.00, and an additional ten working days; and

**BE IT FURTHER ORDAINED,** that the Mayor is hereby authorized to sign any and all instruments in connection with the furtherance of this Ordinance.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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Chris Smith, President

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Phyllis McGraw, City Clerk





City of Bossier City  
**ITEM FACT SHEET**  
 Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** City Council Group  
**Prepared by:** Phyllis McGraw, City Clerk  
**Sponsor:** Cliff Smith, Council Member District 3  
**Submitted:** December 31, 2025

NOTED:  RECOMMENDED BY:

  
 Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance to repeal Ordinance 138 of 2015 and declare "The Voting Board" as surplus to the City's needs and provide for disposal according to law.  
 (First Reading) (Cliff Smith)

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[Repeal Ordinance 138 of 2015](#)

**Reviewed By:**

Emily Pitts, Administrative Assistant	Approved - Dec 31 2025
Angela Williamson, Finance Director	Approved - Dec 31 2025
Charles Jacobs, CA	Approved - Dec 31 2025
Richard Ray, ACA	Pending
Thomas Chandler, Mayor	Approved - Dec 31 2025
Barbara Nichols, Secretary	Pending
Phyllis McGraw, City Clerk	None

**ORD OF 2026**

**AN ORDINANCE TO REPEAL ORDINANCE NO. 138 OF 2015 AND DECLARE “THE VOTING BOARD” AS SURPLUS TO THE CITY’S NEEDS AND PROVIDE FOR DISPOSAL ACCORDING TO LAW**

**WHEREAS**, Ordinance No. 138 of 2015 designated the “Voting Board” from the City Council Chambers as having an historical significance; and

**WHEREAS**, Ordinance No. 138 of 2015 required preserving the Bossier City Council “Voting Board” from the City Council Chamber to be displayed in the Bossier City Council Conference Room in perpetuity; and

**WHEREAS**, due to upgrades in City Council Chambers and Council Clerk offices, the “Voting Board” will need to be removed and as such offices will no longer be able to accommodate Ord 138 of 2015; and

**WHEREAS**, the Bossier City Council wishes to declare the “Voting Board” as surplus to the City’s needs and authorizes the Purchasing Agent to dispose of said item in accordance with State law.

**NOW THEREFORE, BE IT ORDAINED**, that this Ordinance will repeal Ordinance 138 of 2015 and declare “The Voting Board” as surplus to the City’s needs and provide for disposal according to law.

The above and foregoing Ordinance was discussed and opened for public comment in open and legal session convened, was adopted on a motion by and seconded by and adopted on the , with the votes listed below. Further this Ordinance will publish on and become legal 10 days following publication.

AYES:

NAYES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chris Smith, President

\_\_\_\_\_  
Phyllis McGraw, City Clerk



City of Bossier City  
**ITEM FACT SHEET**  
 Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** City Council Group  
**Prepared by:** Phyllis McGraw, City Clerk  
**Sponsor:** Brian Hammons, Council Member  
**Submitted:** December 31, 2025

**NOTED:**  **RECOMMENDED BY:**

  
 Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance to amend the 2026 City Council Operating and 2026 City Council Capital Fund Budgets.  
 (First Reading) (Hammons)

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[council budget](#)

**Reviewed By:**

Emily Pitts, Administrative Assistant	Approved - Dec 31 2025
Angela Williamson, Finance Director	Approved - Dec 31 2025
Charles Jacobs, CA	Pending
Richard Ray, ACA	Pending
Thomas Chandler, Mayor	Approved - Dec 31 2025
Barbara Nichols, Secretary	Pending
Phyllis McGraw, City Clerk	None

**The following Ordinance offered and adopted:**

**Ordinance No. \_\_\_\_\_ Of 2026**

**AN ORDINANCE TO AMEND THE 2026 CITY COUNCIL OPERATING AND 2026  
CITY COUNCIL CAPITAL FUND BUDGETS**

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**WHEREAS**, the Bossier City Charter Section 6.06 Additional appropriations and budget amendments require that additional appropriations be made by amending the respective budgets by ordinance; and

**WHEREAS**, the City Council Operating and Capital budgets need to have amendments made to better serve the department operations and capital expenses; and

**WHEREAS**, it is estimated that additional appropriations of \$6,200 from the 2026 General Fund Fund Balance and \$65,000 from the 2026 Sales Tax Capital to cover capital, operational and maintenance costs for the remainder of the fiscal year; and

**WHEREAS**, the 2026 City Council Operating and the 2026 City Council Sales Tax Capital budgets need be amended to appropriate additional funding to ensure sufficient funds are available to cover anticipated expenses for the remainder of the fiscal year.

**NOW, THEREFORE, BE IT ORDAINED** that the City Council of Bossier City, Louisiana, in regular session convened, does hereby amend the 2026 City Council Operating Budget to increase Postage by \$100, Storage fees by \$2,100, Memberships and Subscriptions by \$2,000, Fuel by \$1,500, Vehicle Maintenance and Repairs by \$500, and 2026 City Council Sales Tax Capital Budget to increase Vehicles by \$40,000 and implementation and initial maintenance of new meeting manager software by \$25,000.

The above and foregoing Ordinance was read in full at open and legal session convened, was on motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_, day of \_\_\_\_\_, 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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**Chris Smith, President**

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**Phyllis McGraw, City Clerk**



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** Finance  
**Prepared by:** Angela Williamson, Finance Director  
**Sponsor:** Angela Williamson, Finance Director  
**Submitted:** December 30, 2025

NOTED:  RECOMMENDED BY:

  
Thomas Chandler, Mayor

**TITLE:**

Introduce an Ordinance to transfer \$2,500,000 from the Riverboat Gaming Trust Fund to the Risk Management Fund for Workers' Compensation Premiums.  
(First Reading) (Williamson)

**EXPLANATION OF PROPOSAL:**

LWCC Premiums

**COST/BUDGET DATA:**

\$2,500,000 / Riverboat Gaming Trust Fund

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[Ordinance - Transfer from Riverboat Gaming Trust Fund to Risk Management Fund](#)

**Reviewed By:**

Angela Williamson, Finance Director  
Charles Jacobs, CA  
Thomas Chandler, Mayor  
Emily Pitts, Administrative Assistant  
Phyllis McGraw, City Clerk

Approved - Dec 30 2025  
Approved - Dec 31 2025

The following Ordinance offered and adopted:

ORDINANCE NO. \_\_\_\_\_ OF 2026

**AN ORDINANCE TO TRANSFER \$2,500,000 FROM THE RIVERBOAT GAMING TRUST FUND TO THE RISK MANAGEMENT FUND FOR WORKERS' COMPENSATION PREMIUMS**

---

**WHEREAS**, a transfer of \$2,500,000 from the Riverboat Gaming Trust Fund to the Risk Management Fund is needed to pay workers' compensation premiums; and

**WHEREAS**, a budget amendment is required to transfer appropriations between funds.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of Bossier City, in regular session convened, that the Council approves a transfer of \$2,500,000 from the Riverboat Gaming Trust Fund to the Risk Management Fund to pay workers' compensation premiums.

**BE IT FURTHER ORDAINED**, that the 2026 Riverboat Gaming Trust Fund Budget is hereby amended to increase Transfers Out by \$2,500,000 and decrease Fund Balance by \$2,500,000 and the 2026 Risk Management Fund Budget is hereby amended to increase Transfers In by \$2,500,000 and increase Insurance Premiums by \$2,500,000.

The above and foregoing Ordinance, read in full at open and legal session convened, was on motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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Chris Smith, President

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Phyllis McGraw, City Clerk



City of Bossier City  
**ITEM FACT SHEET**  
 Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** Public Utilities  
**Prepared by:** Kellie Bell, Office Manager  
**Sponsor:** Benjamin Rauschenbach, Public Utilities Manager and City Engineer  
**Submitted:** December 17, 2025

NOTED:  RECOMMENDED BY:

  
 Thomas Chandler, Mayor

**TITLE:**

Adopt a Resolution Authorizing the Hiring of a Wastewater Plant Operator for the Red River Plant in Public Utilities Dept. Backfilling any vacancy this may create.  
 (First and Final Reading) (Rauschenbach)

**EXPLANATION OF PROPOSAL:**

Transfer to another dept.

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[Resolution for WWPO RRTP](#)

**Reviewed By:**

Amanda Nottingham, Chief Administrative Officer	Approved - Dec 17 2025
Angela Williamson, Finance Director	Approved - Dec 18 2025
Charles Jacobs, CA	Approved - Dec 31 2025
Thomas Chandler, Mayor	Approved - Dec 31 2025
Emily Pitts, Administrative Assistant	Approved - Dec 31 2025
Phyllis McGraw, City Clerk	Approved - Dec 31 2025

**The following Resolution offered and adopted:**

**RESOLUTION \_\_\_\_\_ OF 2026**

**A RESOLUTION AUTHORIZING THE HIRING OF A WASTEWATER PLANT OPERATOR FOR THE RED RIVER PLANT IN PUBLIC UTILITIES DEPT. BACKFILLING ANY VACANCY THIS MAY CREATE.**

---

**WHEREAS**, Ordinance No. 76 of 2019 implemented a budgetary control requiring a resolution to be approved by the Bossier City Council prior to the hiring or employment of any individual receiving wages, compensation, or remuneration for any labor including temporary or contractual employment.

**WHEREAS**, the position of Wastewater Plant Operator is vacant due to transferring to another dept.; and

**WHEREAS**, the administration and the department assure that all current budgets have been verified and that no authorized salary has been exceeded; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to proceed with hiring procedures for the fulfillment of this position.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, and adopted on the 6<sup>th</sup> day of January 6<sup>th</sup> 2026 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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Chris Smith, Council President

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Phyllis McGraw, City Clerk



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** Engineering Department  
**Prepared by:** Regina Nation, Office Manager  
**Sponsor:** Andy Bajnauth, City Engineer  
**Submitted:** December 30, 2025

NOTED:  RECOMMENDED BY:

  
Thomas Chandler, Mayor

**TITLE:**

Adopt a Resolution authorizing the hiring of one Traffic Control Technician in the Traffic Engineering Division.  
(First and Final Reading) (Bajnauth)

**EXPLANATION OF PROPOSAL:**

A Traffic Control Technician position is open due to resignation.

**COST/BUDGET DATA:**

No additional costs to the budget.

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[Traffic Control Tech RES2025](#)

**Reviewed By:**

Andy Bajnauth, City Engineer	Approved - Dec 30 2025
Angela Williamson, Finance Director	Approved - Dec 30 2025
Charles Jacobs, CA	Approved - Dec 31 2025
Thomas Chandler, Mayor	Approved - Dec 31 2025
Emily Pitts, Administrative Assistant	Approved - Dec 31 2025
Phyllis McGraw, City Clerk	Approved - Dec 31 2025

**The following Resolution offered and adopted:**

**RESOLUTION \_\_\_\_\_ Of 2025**

**A RESOLUTION AUTHORIZING THE HIRING OF ONE TRAFFIC CONTROL TECHNICIAN IN THE TRAFFIC ENGINEERING DIVISION.**

**WHEREAS**, Ordinance No. 76 of 2019 implemented a budgetary control requiring a resolution to be approved by the Bossier City Council prior to the hiring or employment of any individual receiving wages, compensation, or remuneration for any labor including temporary or contractual employment;

**WHEREAS**, the position of Traffic Control Technician is vacant due to resignation; and

**WHEREAS**, the administration and the department assure that all current budgets have been verified and that no authorized salary has been exceeded; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to proceed with hiring procedures for the fulfillment of this position.

The above and foregoing Resolution was read in full at open and legal session convened, was on motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_, day of \_\_\_\_\_, 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
**Chris Smith, President**

\_\_\_\_\_  
**Phyllis McGraw, City Clerk**



City of Bossier City  
**ITEM FACT SHEET**  
Regular Council

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**Meeting Date:** Regular Council - Jan 06 2026  
**Department:** Finance  
**Prepared by:** Beverly Steiner, Accountant I  
**Sponsor:** Angela Williamson, Finance Director  
**Submitted:** December 16, 2025

NOTED:  RECOMMENDED BY:

  
Thomas Chandler, Mayor

**TITLE:**

Adopt a Resolution authorizing the hiring or promotion of an Accountant I in the Finance Department due to resignation and backfilling any vacant positions this may create.  
(First and Final Reading) (Williamson)

**COUNCIL DATE REQUESTED:**

Regular Council - Jan 06 2026

**ATTACHMENTS:**

[Resolution - Accountant I 1-6-2026](#)

**Reviewed By:**

Angela Williamson, Finance Director  
Charles Jacobs, CA  
Thomas Chandler, Mayor  
Emily Pitts, Administrative Assistant  
Phyllis McGraw, City Clerk

Approved - Dec 16 2025  
Approved - Dec 31 2025

The following Resolution offered and adopted:

RESOLUTION NO.        OF 2026

**A RESOLUTION AUTHORIZING THE HIRING OR PROMOTION OF AN ACCOUNTANT I IN THE FINANCE DEPARTMENT DUE TO RESIGNATION AND BACKFILLING ANY VACANT POSITIONS THIS MAY CREATE**

---

**WHEREAS**, Ordinance No. 76 of 2019 implemented a budgetary control requiring a resolution to be approved by the Bossier City Council prior to the hiring or employment of any individual receiving wages, compensation, or remuneration for any labor including temporary or contractual employment; and

**WHEREAS**, the Finance Department has an available position due to resignation of an employee; and

**WHEREAS**, this resignation provides for an opportunity to hire a replacement or promote from within and backfill any vacancies created; and

**WHEREAS**, this action will have no impact on the existing budget.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bossier City, Louisiana, in regular session convened, that the administration is authorized to hire or promote an Accountant I in the Finance Department and backfill any vacancies this may create with no impact to the existing budget.

The above and foregoing Resolution, was discussed and opened for public input at open and legal session convened, was on motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chris Smith, President

\_\_\_\_\_  
Phyllis McGraw, City Clerk