



AGENDA

Regular Council Meeting

3:00 PM - Tuesday, February 17, 2026

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

Page

I. CALL TO ORDER

II. INVOCATION BY COUNCIL MEMBER CLIFF SMITH

III. PLEDGE OF ALLEGIANCE BY COUNCIL MEMBER BRIAN HAMMONS

IV. ROLL CALL

V. ANNOUNCEMENT

VI. CEREMONIAL MATTERS/RECOGNITION OF GUESTS

1. Recognition of Black History Month and Bossier City Employee, Carnielius "Skillet" Rogers
2. Recognition of Charles Cupit

VII. APPROVE AGENDA

VIII. APPROVE MINUTES

6 - 12

1. Approve Minutes of February 3, 2026 Regular Council meeting and dispense with the reading.
[February 3 of 2026 Minutes](#)

IX. BIDS

- 13 - 14 1. Witness Opening of Sealed Bids for Project #P26-05 City Fuel Station Conversions
[Witness Opening of Sealed Bids for Project #P26-05 City Fuel Station Conversions - Pdf](#)

X. EMERGENT BUSINESS

- 15 - 17 1. Adopt an Ordinance to declare that an extreme emergency did exist in the city of Bossier City which affected property, public health, and safety due to the requirement to restore 10-inch watermain blowout at 2400 Hospital Dr. at a cost of \$13,870.49 to come from water capital contingency fund
(First and Final Reading) (Cheatham)
[Adopt an Ordinance to declare that an extreme emergency did exist in the city of Bossier City which affected property, public health, and safety due t - Pdf](#)
- 18 - 20 2. Adopt an Ordinance to declare that an emergency exists in the City of Bossier City which affects property, public health, and safety due to the failure of an 8-inch gravity sewer main on Lampkin Street; Authorizing emergency repairs in an amount of \$72,000.00 from Sewer Capital and Contingency Fund.
(First and Final Reading) (Cheatham)
[Adopt an Ordinance to declare that an emergency exists in the City of Bossier City which affects property, public health, and safety due to the failur - Pdf](#)

XI. NEW BUSINESS

- 21 - 23 1. Introduce an Ordinance terminating the Joint Cooperative Endeavor Agreement with the Bossier Arts Council and repealing certain existing ordinances allowing use of city premises by Bossier Arts Council.
(First Reading) (Jacobs)
[Introduce an Ordinance terminating the Joint Cooperative Endeavor Agreement with the Bossier Arts Council and repealing certain existing ordinances al - Pdf](#)
- 24 - 28 2. Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached amendment to the Master Agreement with SRI, Inc.
(First Reading) (Williamson)
[Amendment to Master Agreement with SRI, Inc. - Pdf](#)
- 29 - 65 3. Introduce an Ordinance authorizing and approving the engagement of Heard, McElroy, & Vestal, LLC to provide professional services to audit the financial statements of the City of Bossier City and Brookshire Grocery Arena.

- (First Reading) (Williamson)
[Heard, McElroy and Vestal, LLC Audit Engagements 2025 - Pdf](#)
- 66 - 71 4. Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Concessions Agreement between the City of Bossier City and Southwest Concession.
 (First Reading) (Ward)
[Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Concessions Agreement between the City of Bossier City and Southwe - Pdf](#)
- 72 - 73 5. Introduce an Ordinance to amend Ordinance 12 of 2026 making changes to the 2026 City Council Budgets
 (First Reading) (Hammons)
[Introduce an Ordinance to amend Ordinance 12 of 2026 making changes to the 2026 City Council Budgets - Pdf](#)
- 74 - 88 6. Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Master Services Agreement with Law Enforcement Administrative & Management Services ("LEAMS").
 (First Reading) (Haugen)
[Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Master Services Agreement with Law Enforcement Administrative & - Pdf](#)
- 89 - 91 7. Introduce an Ordinance declaring a certain portion of SBC Subdivision surplus to the needs of the City of Bossier City.
 (First Reading) (Jacobs)
[Introduce an Ordinance declaring a certain portion of SBC Subdivision surplus to the needs of the City of Bossier City. \(First Reading\) \(Jacobs\) - Pdf](#)
- 92 - 103 8. Adopt a Resolution to adopt the Five Year Capital Projects Plan
 (First and Final Reading) (Williamson)
[Five Year Capital Projects Plan 2026 - 2030 - Pdf](#)
- 104 - 105 9. Adopt a Resolution Authorizing The Hiring Of new Part-Time Employees In The Building Maintenance Department as appropriated in the 2026 Operating Budgets
 (First and Final Reading) (Ford)
[Adopt a Resolution Authorizing The Hiring Of new Part-Time Employees In The Building Maintenance Department as appropriated in the 2026 Operating Budg - Pdf](#)
- 106 - 107 10. Adopt a Resolution to hire one Booking Manager for the Bossier City Civic Center.
 (First and Final Reading) (Chandler)
[Adopt a Resolution to hire one Booking Manager for the Bossier City Civic Center. \(First and Final Reading\) \(Chandler\) - Pdf](#)
- 108 - 109 11. Adopt a Resolution for Public Works to fill a fulltime Animal Control

Officer position in the Animal Control Division and backfill any vacant position this creates.

(First and Final Reading) (Rich)

[Adopt a Resolution for Public Works to fill a fulltime Animal Control Officer position in the Animal Control Division and backfill any vacant position - Pdf](#)

- 110 - 114 12. Adopt a Resolution nominating for confirmation by the Bossier City Council Terry Harris as the Bossier City Civic Center Executive Director. (First and Final Reading) (Chandler)
[Adopt a Resolution nominating for confirmation by the Bossier City Council Terry Harris as the Bossier City Civic Center Executive Director. \(First an - Pdf](#)

XII. PUBLIC HEARING

- 115 - 151 1. Public Hearing concerning the application of Sarah Lytle requesting a Conditional Use approval to allow the establishment of the Bloom House, a Community Service Use, operating as a supervised family visitation center serving children involved with the Department of Children and Families, with Greenacres Subdivision, located at 2519 Waverly Drive, Bossier City, Louisiana, that was ruled unfavorable by the MPC on January 15, 2026.
[denied by mpc C-USE-000201-2025 Conditional Use to Allow a Community Center for Bloom House 2519 Waverly Drive Sarah Lytle Bloom House](#)

XIII. REPORTS

- 152 - 157 1. Angela Williamson, Finance Director - Monthly Financial Report
[January 2026 Financials - Pdf](#)
2. Andy Bajnauth, City Engineer - Monthly Project Report

XIV. ANNOUNCEMENTS

XV. 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

**PROCEEDINGS OF THE CITY COUNCIL OF BOSSIER CITY
STATE OF LOUISIANA TAKEN AT A REGULAR MEETING
FEBRUARY 3, 2026**

The City Council of the City of Bossier City, State of Louisiana, met in Regular session in City Court, 620 Benton Road, Bossier City, Louisiana, February 3, 2026 at 3:00 PM.

Council President, Chris Smith called the meeting to order.

Invocation was given by Council Member Joel Girouard

Pledge of Allegiance led by Council Member Debra W. Ross

Roll Call as follows:

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

Absent: Honorable Councilor Cliff Smith

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.

By: Mr. Brian Hammons

Motion to add agenda item #6 under New Business - Adopt a Resolution of Support for Senator Adam Bass' Upcoming Legislation.

Seconded by Mr. Vince Maggio

Council member Girouard asked that City employees use caution with late Add-Ons while the City Council is meeting in their temporary location.

Vote in favor of motion is unanimous

By: Mr. Brian Hammons

Motion to approve Minutes of January 20, 2026, Regular Meeting and dispense with the reading.

Seconded by Mrs. Debra W. Ross

No comment

Vote in favor of motion is unanimous

Bids

By: Mr. Brian Hammons

Motion to continue bids for Project #P26-05 until February 17, 2026.

Seconded by Mrs. Debra W. Ross

No comment

Vote in favor of motion is unanimous

Witness Opening of Sealed Bids for Project #P26-04 - 2026 On-Demand Concrete Public Works
A & H Building and Construction: \$778,700
James R. Martin B&R LLC: \$798,000
PRC Construction LLC: \$842,230
RVP Construction Inc.: \$775,200

By: Mr. Brian Hammons

Motion to approve reading of bids

Seconded by Mr. Vince Maggio

Council member Hammons and Wade Rich, Director of Public Works, discussed the potential damage from the freeze. Mr. Rich stated they were still assessing roadways.

No further comment

Vote in favor of motion is unanimous

Public Hearings/Actions on Unfinished Business

The following Ordinance offered and adopted:

Ordinance No. 13 Of 2026

AN ORDINANCE APPROPRIATING \$500,000 FROM THE WATER CAPITAL AND CONTINGENCY FUND TO PLAN, DESIGN, AND CONSTRUCT COMMERCIAL WATER FILLING STATIONS.

WHEREAS, the City of Bossier City continues to experience significant commercial, industrial, and residential growth within both the City limits and the surrounding Parish; and

WHEREAS, commercial water filling stations provide a secure, metered, and automated method for delivering potable water to contractors, developers, industrial users, and bulk-water haulers, thereby reducing unauthorized hydrant use, protecting system integrity, and ensuring accurate consumption reporting; and

WHEREAS, the construction of commercial water filling stations is expected to generate new ongoing revenue through user fees, consumption charges, and system-access payments, with revenue projections increasing proportionally with anticipated development in the Parish; and

WHEREAS, the Water Capital and Contingency Fund is the appropriate funding source for infrastructure projects that are expected to strengthen long-term financial performance of the utility and reduce operational burdens associated with unregulated bulk water withdrawals; and

WHEREAS, investing in the construction of commercial water filling stations will improve system control, reduce strain on fire hydrants and distribution assets, enhance billing accuracy, and create a sustainable revenue stream that offsets the initial capital investment; and

WHEREAS, the proposed filling station improvements will include planning, engineering design, survey, permitting, construction, electrical service, metering, security infrastructure, and all related professional and administrative costs;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Bossier City, Louisiana, in regular session convened, that \$500,000 is hereby appropriated from the Water Capital and Contingency Fund to provide the required funding for the planning, design, and construction of commercial water filling stations.

BE IT FURTHER ORDAINED, that the Mayor is authorized to sign any and all documents, including permits, professional service agreements, and any construction-related documents necessary to implement the intent of this Ordinance.

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 3rd day of February 2026, with the votes listed below. Further this Ordinance will publish on February 11, 2026 and become legal 10 days following publication.

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

NAYS: None

ABSENT: Mr. Cliff Smith

ABSTAIN: None

Chris Smith, President

Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

Ordinance No. 14 Of 2026

AN ORDINANCE AUTHORIZING MAYOR THOMAS CHANDLER TO EXECUTE THE ATTACHED MEMORANDUM OF UNDERSTANDING FOR CROSSING GUARDS BETWEEN THE CITY OF BOSSIER CITY AND BOSSIER PARISH SCHOOL BOARD FOR THE COST-SHARING OF CROSSING GUARDS UTILIZED THROUGHOUT BOSSIER CITY.

WHEREAS, the City Bossier City and the Bossier Parish School Board are political subdivisions of the State of Louisiana; and

WHEREAS, the City Bossier City and the Bossier Parish School Board have an interest in the safety of the students, pedestrians, and motorists of Bossier City; and

WHEREAS, the City Bossier City and the Bossier Parish School Board have an extensive history of cooperation in the retention, payment, and placement of crossing guards; and

WHEREAS, the City Bossier City is proposing to budget the sum of \$150,000 for said total expenditure/cost.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council does hereby authorize Mayor Thomas Chandler to execute the attached Memorandum of Understanding for Crossing Guards marked as Exhibit "A" between the City of Bossier City and the Bossier Parish School Board for the cost-sharing of crossing guards utilized throughout Bossier City.

BE IT FURTHER ORDAINED, that the 2026 General Fund Budget is hereby amended to increase expenditures for Bossier Parish School Crossing Guards \$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. Joel Girouard and seconded by Mrs. Debra W. Ross and adopted on the 3rd day of February 2026, with the votes listed below. Further this Ordinance will publish on February 11, 2026 and become legal 10 days following publication.

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

NAYS: Mr. Hammons

ABSENT: Mr. Cliff Smith

ABSTAIN: None

Chris Smith, President

Phyllis McGraw, City Clerk

The following Ordinance offered and adopted:

Ordinance No. 15 Of 2026

ADOPT AN ORDINANCE AMENDING ORDINANCE 121 OF 2025 CHANGING FUNDING SOURCE FROM THE 2025 HOTEL/MOTEL FUND BUDGET TO THE 2026 HOTEL/MOTEL FUND BUDGET

WHEREAS Resolution 42 of 2025 endorsed and encouraged the administration to engage a professional marketing firm; and

WHEREAS, Ordinance 121 of 2025 appropriated \$100,000 from the 2025 Hotel/Motel Tax Fund Budget for the professional marketing services; and

WHEREAS, in November of 2025 the city engaged the services of a professional marketing firm. The marketing firm has been actively working since engagement, but no invoice was received by the Administration in 2025. The city made no payments to the marketing firm in 2025 and the budgeted appropriation lapsed at the end of fiscal year 2025; and

WHEREAS, The funding source for this project should be changed from the 2025 Hotel/Motel Fund Budget to the 2026 Hotel/Motel Fund Budget.

NOW, THEREFORE, BE IT ORDAINED that the City Council of Bossier City, Louisiana, in regular session convened, does hereby amend the 2026 Hotel/Motel Budget to increase Marketing and Promotional expenditures \$100,000 and decrease Fund Balance \$100,000.

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. Joel Girouard and adopted on the 3rd day of February 2026, with the votes listed below. Further this Ordinance will publish on February 11, 2026 and become legal 10 days following publication.

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

NAYS: None

ABSENT: Mr. Cliff Smith

ABSTAIN: None

Chris Smith, President

Phyllis McGraw, City Clerk

New Business

Agenda item called - Adopt an Ordinance approving a Conditional Use Approval for the sale of high and low content alcohol for on premise consumption at a restaurant, The Brine Provisions, located at 201 Boardwalk Boulevard, Building M, Bossier City, Louisiana.

Council member Girouard encouraged everyone to visit The Pickler at the Boardwalk, which is where The Brine Provisions restaurant will be located.

No further comment

The following ordinance offered and adopted:

ORDINANCE NO. 16 OF 2026

AN ORDINANCE APPROVING A CONDITIONAL USE FOR THE RETAIL SALE OF HIGH AND LOW CONTENT ALCOHOL FOR ON PREMISE CONSUMPTION AT A RESTAURANT, THE BRINE PROVISIONS LLC, LOCATED AT 201 BOARDWALK BOULEVARD, BUILDING M, BOSSIER CITY, LOUISIANA.

WHEREAS; Chris Elbersen, has applied to the Bossier City-Parish Metropolitan Planning Commission for Conditional Use Approval for the sale of high and low content alcohol, for on premise consumption at a restaurant, The Brine Provisions LLC, 201 Boardwalk Boulevard, Building M Bossier City, Louisiana.

WHEREAS; a public hearing for the Conditional Use application was held on January 15, 2026; and

WHEREAS; The Planning Department has submitted the results of said public hearing to the Mayor and the City Council of the City of Bossier City being:

Favorable recommendation by the Bossier Metropolitan Planning Commission.

THE CITY COUNCIL OF THE CITY OF BOSSIER CITY HEREBY ORDAINS:

SECTION 1. That the Conditional Use for the sale of high and low content alcohol for on premise consumption at 201 Boardwalk Boulevard, Building M Bossier City, Louisiana is hereby approved.

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 3rd day of February 2026, with the votes listed below. Further this Ordinance will publish on February 11, 2026 and become legal 10 days following publication.

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

NAYS: None

ABSENT: Mr. Cliff Smith

ABSTAIN: None

Chris Smith, President
C-ALC-000215-2025(SC)

Phyllis McGraw, City Clerk

The following Resolution offered and adopted:

RESOLUTION NO. 10 OF 2026

A RESOLUTION AUTHORIZING THE HIRING OR PROMOTION OF AN ACCOUNTS CLERK III IN THE SALES TAX DEPARTMENT DUE TO SEPARATION 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 Sales Tax Department has an available position due to separation of an employee; and

WHEREAS, this separation 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 Accounts Clerk III in the Sales Tax Department and backfill any vacancies this may create with no impact to the existing budget.

The above and foregoing Resolution was presented 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. Vince Maggio and adopted on the 3rd day of February, 2026 by the following vote:

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

NAYS: None

ABSENT: Mr. Cliff Smith

ABSTAIN: None

Chris Smith, President

Phyllis McGraw, City Clerk

The following Resolution offered and adopted:

RESOLUTION NO. 11 OF 2026

A RESOLUTION AMENDING RESOLUTION 7 OF 2024 TO REPLACE AMANDA NOTTINGHAM AS THE PROJECT SIGNEE FOR THE LWI PROJECT, TO ANDY BAJNAUTH AS THE PROJECT SIGNEE.

WHEREAS; Resolution 7 of 2024 authorized Mayor Chandler to execute and enter into a Cooperative Endeavor Agreement between the City of Bossier City and the Louisiana Office of Community Development; and

WHEREAS; the resolution designated Amanda Nottingham as the appointed project signee for the contract documents; and

WHEREAS; Amanda Nottingham has resigned as Bossier City CAO and is no longer employed with the city, warranting the following amendment to Res. 7 of 2024; and

WHEREAS; Andy Bajnauth is the Bossier City Engineer overseeing the LWI Project, and is hereby designated as the project signee for all relative documents for the City relating to the LWI Project; and

WHEREAS; the City Council acknowledges and concurs with the attached 08/29/25 Commitment Letter, made part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bossier City, Louisiana, in regular session convened, that the Bossier City Council resolves to authorize the amendment replacing Amanda Nottingham with Andy Bajnauth as the designated signee for any relative contract documents for the LWI Project.

The above and foregoing Resolution was presented 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 3rd day of February, 2026 by the following vote:

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

NAYS: None

ABSENT: Mr. Cliff Smith

ABSTAIN: None

Chris Smith, President

Phyllis McGraw, City Clerk

By: Mr. Brian Hammons

Motion to approve Parade Permit Fee Waiver, Sun City Elementary Mardi Gras Parade 2026, February 17, 2026

Seconded by Mr. Joel Girouard

No comment

Vote in favor of motion is unanimous

By: Mrs. Debra W. Ross

Motion to approve Parade Permit Fee Waiver, Waller's Mardi Gras Parade, February 17, 2026

Seconded by Mr. Vince Maggio

No comment

Vote in favor of motion is unanimous

The following Resolution offered and adopted:

RESOLUTION 12 Of 2026

A RESOLUTION OF SUPPORT FOR SENATOR ADAM BASS' UPCOMING LEGISLATION.

WHEREAS, the Bossier City Police Department has submitted requests to alter some of its existing civil service classification plans and restructure promotional seniority; and

WHEREAS, the administration and the department is asking for support in these measures; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bossier City, Louisiana, in regular session convened, that the administration openly supports Senator Adam Bass and the bills related to the Bossier City Police Department.

The above and foregoing Resolution was presented 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 3rd day of February, 2026 by the following vote:

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

NAYS: None

ABSENT: Mr. Cliff Smith

ABSTAIN: None

Chris Smith, President

Phyllis McGraw, City Clerk

Announcements

Council member Ross recognized Black History.

Council member Chris Smith recognized Wade Rich, Police Chief Daniel Haugen, Fire Chief Blair Bockhaus, Todd Thompson, Ben Rauschenbach, the Public Works and Public Utilities Departments, Mayor Chandler, and Louis Johnson for their hard work in response to the ice storm.

There being no further business to come before this Council, Council President Smith adjourned the meeting at 3:15 PM

Respectfully submitted:

Phyllis McGraw, City Clerk

Publish February 11, 2026



City of Bossier City
ITEM FACT SHEET
Regular Council

Meeting Date: Regular Council - Feb 03 2026
Department: Purchasing
Prepared by: Denna Beauchemin, Purchasing Agent
Sponsor: Angela Williamson, Finance Director
Submitted: January 29, 2026

NOTED: RECOMMENDED BY:


Thomas Chandler, Mayor

TITLE:

Witness Opening of Sealed Bids for Project #P26-05 City Fuel Station Conversions

EXPLANATION OF PROPOSAL:

Conversion of Public E85 & CNG Fuel Stations to City Use Regular and Diesel Fuel Stations, fencing, removal of underground tanks behind City Hall, fill, pave and strip for parking

COST/BUDGET DATA:

Funding from Ord 60 of 2025 for Conversion. Project estimate \$1,150,000

COUNCIL DATE REQUESTED:

Regular Council - Feb 03 2026

ATTACHMENTS:

[Ord 60 of 2025](#)

Reviewed By:

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

Approved - Jan 29 2026
Approved - Jan 29 2026

The following Ordinance offered and adopted:

ORDINANCE NO. 60 OF 2025

**AN ORDINANCE APPROPRIATING \$1,200,000.00 FROM THE
EQUIPMENT REPLACEMENT FUND TO CONVERT THE
ALTERNATIVE FUEL STATIONS TO SERVE THE CITY'S
FLEET**

WHEREAS, demand for alternative fuels has significantly decreased in recent years and the economic incentives have been eliminated; and

WHEREAS, the City of Bossier City currently operates two Alternative Fuel Stations that have consistently operated at a deficit and are in need of upgraded dispensers if they remain open to the public; and

WHEREAS, the existing tanks at the fleet fueling station at Municipal Complex must be replaced and there is no fleet fueling station south of Interstate 20; and

WHEREAS, it has been determined that converting the current Alternative Fuel Stations to diesel and unleaded fuels for the City's fleet and removing the fueling station at Municipal Complex will be cost-effective and meet the growing needs of the City's fleet.

NOW, THEREFORE, BE IT ORDAINED, in regular session convened that the City Council of Bossier City does hereby appropriate \$1,200,000.00 to come from the Equipment Replacement Fund to convert the Alternative Fuel Stations to diesel and unleaded fuels, remove the existing fuel station at Municipal Complex, and cover all associated project costs; and

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

The above and foregoing Ordinance was discussed and opened for public input at open and legal session convened, was on motion by Mr. David Montgomery, Jr. and seconded by Mr. Vince Maggio, and adopted on this the 6th, day of May 2025, with the votes listed below. Further this Ordinance will publish on May 14, 2025 and will become legal 10 days following publication.

AYES: Mr. Montgomery, Jr., Mr. Smith Mr. Darby, Mr. Williams, Mr. Free, and Mr. Maggio

NAYS: none

ABSENT: Mr. Hammons

ABSTAIN: none



Don Williams, President



Phyllis McGraw, City Clerk



City of Bossier City
ITEM FACT SHEET
 Regular Council

INTRO: Feb 17 2026
NOTICE: Feb 10 2026
ADOPT: Feb 17 2026

Meeting Date: Regular Council - Feb 17 2026
Department: Public Utilities
Prepared by: Todd Thompson, Construction Manager
Sponsor: Shane Cheatham, Chief Administrative Officer
Submitted: February 10, 2026

NOTED: RECOMMENDED BY:


 Thomas Chandler, Mayor

TITLE:

Adopt an Ordinance to declare that an extreme emergency did exist in the city of Bossier City which affected property, public health, and safety due to the requirement to restore 10-inch watermain blowout at 2400 Hospital Dr. at a cost of \$13,870.49 to come from water capital contingency fund (First and Final Reading) (Cheatham)

EXPLANATION OF PROPOSAL:

The Public Utilities Department responded to an emergency 10-inch water main rupture due to mechanical valve failure at Willis Knighton Bossier Facility requiring immediate action to repair a short section of this main and valve. The Public Utilities Department required support to make the repairs to the main due to the material, size, depth, and existing utility conflicts at the location.

COST/BUDGET DATA:

The repairs will cost \$13,870.49 in labor, equipment, and materials to complete the repair efforts.

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Willis Knighton Extreme Emergency 10-inch Water Main Repair](#)

Reviewed By:

Shane Cheatham, Chief Administrative Officer	Approved - Feb 10 2026
Angela Williamson, Finance Director	Approved - Feb 11 2026
Richard Ray, ACA	Approved - Feb 11 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026

Phyllis McGraw, City Clerk

Approved - Feb 12 2026

The following Ordinance offered and adopted:

Ordinance No. _____ Of 2026

AN ORDINANCE TO DECLARE THAT AN EXTREME EMERGENCY DID EXIST IN THE CITY OF BOSSIER CITY WHICH AFFECTED PROPERTY, PUBLIC HEALTH, AND SAFETY DUE TO THE REQUIREMENT TO RESTORE 10-INCH WATERMAIN BLOWOUT AT 2400 HOSPITAL DR. AT A COST OF \$13,870.49 TO COME FROM WATER CAPITAL CONTINGENCY FUND.

WHEREAS, The Public Utilities Department responded to an emergency 10-inch water main rupture due to mechanical valve failure at Willis Knighton Bossier Facility requiring immediate action to repair a short section of this main and valve; and

WHEREAS, the Public Utilities Department required support to make the repairs to the main due to the material, size, depth, and existing utility conflicts at the location; and

WHEREAS, the repairs will cost \$13,870.49 in labor, equipment, and materials to complete the repair efforts; and

WHEREAS, \$13,870.49 shall be appropriated from the Water Capital Contingency Fund.

NOW, THEREFORE, BE IT RESOLVED, in regular session convened that the City Council of Bossier City, Louisiana, does hereby declare that an emergency exists and authorizes the Mayor to appropriate \$13,870.49 to come from the Water Capital and Contingency Fund to be used for the purpose of making repairs to the 10-inch water main; 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 in connection with the furtherance of this Ordinance.

BE IT FURTHER ORDAINED, that the 2026 Water Capital and Contingency Budget is hereby amended to increase expenditures for required repairs by \$13,870.49 and decrease Fund Balance by \$13,870.49.

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 17th, day of February 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Chris Smith, President

Phyllis McGraw, City Clerk



City of Bossier City
ITEM FACT SHEET
Regular Council

INTRO: Feb 17 2026
NOTICE: Feb 10 2026
ADOPT: Feb 17 2026

Meeting Date: Regular Council - Feb 17 2026
Department: Public Utilities
Prepared by: Todd Thompson, Construction Manager
Sponsor: Shane Cheatham, Chief Administrative Officer
Submitted: February 10, 2026

NOTED: **RECOMMENDED BY:**


Thomas Chandler, Mayor

TITLE:

Adopt an Ordinance to declare that an emergency exists in the City of Bossier City which affects property, public health, and safety due to the failure of an 8-inch gravity sewer main on Lampkin Street; Authorizing emergency repairs in an amount of \$72,000.00 from Sewer Capital and Contingency Fund.
(First and Final Reading) (Cheatham)

EXPLANATION OF PROPOSAL:

Gravity sewer mains and manholes are critical infrastructure in Bossier's wastewater collection system and overtime the ground water table fluctuates causing the pipe bedding to shift in which the manhole jars, main, or service collapses/separate. The Public Utilities Department needed emergency support to replace two 20ft 8-inch sewer segments as it collapsed. The scope of work involved is beyond the Utility Department's capabilities, so the repairs were solicited due to the size and scale of the equipment, material, and labor required.

COST/BUDGET DATA:

It will cost \$72,000.00 in labor, equipment, and materials to complete the replacement of the mains, service connections, and manhole connection.

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Burdine and Lampkin St. Gravity Main Replacment ORD](#)

Reviewed By:

Shane Cheatham, Chief Administrative Officer

Approved - Feb 10 2026

Angela Williamson, Finance Director
Richard Ray, ACA
Thomas Chandler, Mayor
Emily Pitts, Administrative Assistant
Phyllis McGraw, City Clerk

Approved - Feb 11 2026
Approved - Feb 11 2026
Approved - Feb 12 2026
Approved - Feb 12 2026
Approved - Feb 12 2026

The following Ordinance offered and adopted:

Ordinance No. _____ Of 2026

AN ORDINANCE TO DECLARE THAT AN EMERGENCY EXISTS IN THE CITY OF BOSSIER CITY WHICH AFFECTS PROPERTY, PUBLIC HEALTH, AND SAFETY DUE TO THE FAILURE OF AN 8-INCH GRAVITY SEWER MAIN ON LAMPKIN STREET; AUTHORIZING EMERGENCY REPAIRS IN AN AMOUNT OF \$72,000.00 FROM THE SEWER CAPITAL AND CONTINGENCY FUND;

WHEREAS, gravity sewer mains and manholes are critical infrastructure in Bossier’s wastewater collection system and overtime the ground water table fluctuates causing the pipe bedding to shift in which the manhole jars, main, or service collapses/separate; and

WHEREAS, the Public Utilities Department needed emergency support to replace two 20ft 8-inch sewer segments as it collapsed; and

WHEREAS, the scope of work involved is beyond the Utility Department’s capabilities, so the repairs were solicited due to the size and scale of the equipment, material, and labor required; and

WHEREAS, it will cost \$72,000.00 in labor, equipment, and materials to complete the replacement of the mains, service connections and Manhole connection; and

WHEREAS, \$72,000.00 shall be appropriated from the Sewer Capital and Contingency Fund.

NOW, THEREFORE, BE IT RESOLVED, in regular session convened that the City Council of Bossier City, Louisiana, does hereby declare that an emergency exists and authorizes the Mayor to appropriate \$72,000.00 to come from the Sewer Capital and Contingency Fund to be used for the purpose of replacing and repairing the gravity sewer main segment; 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 in connection with the furtherance of this Ordinance.

BE IT FURTHER ORDAINED, that the 2026 Sewer Capital and Contingency Budget is hereby amended to increase expenditures for required repairs by \$72,000.00 and decrease Fund Balance by \$72,000.00.

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 17th, day of February 2026, 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 - Feb 17 2026
Department: Legal
Prepared by: Jennifer Emert, Secretary
Sponsor: Charles Jacobs, CA
Submitted: February 12, 2026

NOTED: **RECOMMENDED BY:**

TITLE:

Introduce an Ordinance terminating the Joint Cooperative Endeavor Agreement with the Bossier Arts Council and repealing certain existing ordinances allowing use of city premises by Bossier Arts Council.
(First Reading) (Jacobs)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Ord. terminating CEA w Bossier Arts Council and repealing certain ordinances](#)

Reviewed By:

Charles Jacobs, CA	Pending
Richard Ray, ACA	Pending
Emily Pitts, Administrative Assistant	None
Phyllis McGraw, City Clerk	None

The following Ordinance offered and adopted:

Ordinance No. _____ Of 2026

AN ORDINANCE TERMINATING THE JOINT COOPERATIVE ENDEAVOR AGREEMENT WITH THE BOSSIER ARTS COUNCIL AND REPEALING CERTAIN EXISTING ORDINANCES ALLOWING USE OF CITY PREMISES BY THE BOSSIER ARTS COUNCIL.

WHEREAS, the Bossier Arts Council has been found to be in non-compliance with the Louisiana Legislative Auditor in that the Bossier Arts Council has failed to submit the required financial reports for three consecutive years; and

WHEREAS, the City of Bossier City allows the Bossier Arts Council to use the city owned premises located at 630 Barksdale Boulevard free of charge and/or payment of rent; and

WHEREAS, the City of Bossier City further provides the Bossier Arts Council certain municipal utilities at said location without charge; and

WHEREAS, the Office of the Louisiana Legislative Auditor has provided guidance that the City of Bossier City provide no funding to the Bossier Arts Council due to the above-described non-compliance; and

NOW, THEREFORE, BE IT ORDAINED, by the Bossier City Council, in regular session convened, that the City of Bossier City hereby terminates any and all existing agreements and/or contracts with the City of Bossier City including but not limited to any agreement and/or arrangement wherein the City of Bossier City provides any sort of funding or financial benefit of any kind unto the Bossier Arts Council.

NOW, THEREFORE, BE IT FURTHER ORDAINED, that the Bossier Arts Council shall vacate the city owned premises located at 630 Barksdale Boulevard, Bossier City, LA 71111 the earlier of March 30, 2026, or within seven (7) days of this instant ordinance becoming final and effective.

NOW, THEREFORE, BE IT FURTHER ORDAINED, that City Ordinance No. 11 of 2023 and Section 7A-15 of Ordinance No. 13 of 1987 as amended by Ordinance No. 97 of 1994 are hereby fully and finally repealed no longer having any legal effect.

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 _____, 2026, 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 - Feb 17 2026
Department: Finance
Prepared by: Jennifer Emert, Secretary
Sponsor: Angela Williamson, Finance Director
Submitted: February 11, 2026

NOTED: RECOMMENDED BY:

A handwritten signature in blue ink, appearing to read "Thomas H. Chandler", written over a horizontal line.

Thomas Chandler, Mayor

TITLE:

Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached amendment to the Master Agreement with SRI, Inc.
(First Reading) (Williamson)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Exhibit A to Master Agreement - SRI, Inc.](#)
[Amendment to the Master Agreement with SRI Inc](#)

Reviewed By:

Angela Williamson, Finance Director
Richard Ray, ACA
Thomas Chandler, Mayor
Emily Pitts, Administrative Assistant
Phyllis McGraw, City Clerk

Approved - Feb 11 2026
Approved - Feb 11 2026
Approved - Feb 12 2026
Approved - Feb 12 2026
Approved - Feb 12 2026



8082 BASH STREET | INDIANAPOLIS, IN 46250
800.800.9588 f 317.842.5948

EXHIBIT A TO SRI SERVICES MASTER AGREEMENT FOR SRI SERVICES

All services to be performed by SRI or its subcontractor, subject to the provisions of paragraph 1(a) and (b) of SRI Services Master Agreement, unless specifically provided herein to be the obligations of the City of Bossier City. All notices and other communications shall be sent in the name of the City of Bossier City Tax Collector, and in a form created and approved by the Tax Collector. SRI shall not mail any notice or submit any publication without specific instruction to do so by the Tax Collector.

1. March 2nd, 2026 – The CITY OF BOSSIER CITY will add the SRI cost of one hundred dollars (\$100.00) for the Research and Noticing along with the 1% interest that will be due for March.
2. March 2nd, 2026 - CITY OF BOSSIER CITY will select the parcels that require Research and Noticing and make this delinquent parcel data available by transmitting it electronically to SRI via an Extract provided by Software and Services TCM system
3. March 2nd, 2026 – April 28TH, 2026 - SRI mails certified notices and commences research in the mortgage and conveyance records and through other means to find alternate addresses for returned mail for immovable properties only
4. As a function of the research SRI will research and send each identified party and address a notice as well as the delinquent owner of record if they do not reside on the property subject to the tax sale or if the property is unimproved assessed land.
5. SRI will export the copies of the notices electronically. Software and Services will create a procedure for the CITY OF BOSSIER CITY to import this information to the TCM system.
6. The CITY OF BOSSIER CITY will remit to SRI one hundred dollars (\$100.00) per parcel that is collected as a cost of the sale for all delinquent tax payments and for each parcel sold at auction thereafter.



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This fee is to be paid monthly to SRI beginning in April of 2026 and shall be included with the monthly payment report.

In witness thereof, the parties have executed this exhibit by their duly authorized representatives as of the date included with the signature.

SRI, Inc.

The City of Bossier City Mayor's Office,

By: _____

By: _____

Printed: Zachary Hughes

Printed: _____

Its: President

Its: _____

Date: _____

Date: _____

The following Ordinance offered and adopted:

Ordinance No. Of 2026

AN ORDINANCE AUTHORIZING MAYOR THOMAS H. CHANDLER TO EXECUTE THE ATTACHED AMENDMENT TO THE MASTER AGREEMENT WITH SRI, INC.

WHEREAS, SRI currently conducts the City of Bossier City online tax sale; and

WHEREAS, there have been recent changes to the Property Tax Sale Laws, specifically research and notice requirements, resulting from Act 774 of 2024 and Act 557 of 2025; and

WHEREAS, it is necessary to amend the current Master Services Agreement to include research and notice services in order to ensure that the City of Bossier City is in compliance with the above-described changes to existing Louisiana State Law; and

NOW, THEREFORE, BE IT ORDAINED, that Mayor Thomas H. Chandler is hereby authorized to execute the attached amendment to the Master Agreement between the City of Bossier City and SRI, Inc.

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 _____, 2026, 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 - Feb 17 2026
Department: Finance
Prepared by: Angela Williamson, Finance Director
Sponsor: Angela Williamson, Finance Director
Submitted: February 9, 2026

NOTED: RECOMMENDED BY:


Thomas Chandler, Mayor

TITLE:

Introduce an Ordinance authorizing and approving the engagement of Heard, McElroy, & Vestal, LLC to provide professional services to audit the financial statements of the City of Bossier City and Brookshire Grocery Arena.
(First Reading) (Williamson)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Ordinance Engagement of HMV LLC City and Arena Audits 2025](#)
[City of Bossier City 2025 Engagement Letter](#)
[Brookshire Grocery Arena Fund 2025 Engagement Letter](#)

Reviewed By:

Angela Williamson, Finance Director	Approved - Feb 09 2026
Richard Ray, ACA	Approved - Feb 11 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026

The following Ordinance offered and adopted:

ORDINANCE NO. _____ OF 2026

AN ORDINANCE AUTHORIZING AND APPROVING THE ENGAGEMENT OF HEARD, MCELROY, & VESTAL, LLC TO PROVIDE PROFESSIONAL SERVICES TO AUDIT THE FINANCIAL STATEMENTS OF THE CITY OF BOSSIER CITY AND BROOKSHIRE GROCERY ARENA FUND

WHEREAS, Heard, McElroy, & Vestal, LLC, has conducted audits of the finances of the referenced entities in previous years; and

WHEREAS, the referenced entities are required to have annual audits and prepare an annual comprehensive financial report for the year ended December 31, 2025;

NOW, THEREFORE, BE IT ORDAINED, that the City Council of Bossier City, in regular session convened, that Mr. Chris Smith, is hereby authorized to execute letters of engagement with Heard, McElroy, & Vestal, LLC and said letters of engagement are hereby approved.

The above and foregoing Ordinance 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



REGIONS TOWER
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101
318.429.1525 (P) | 318.429.2124 (F)

November 17, 2025

The Honorable Thomas H. Chandler, Mayor
and Members of the Bossier City Council
P. O. Box 5337
Bossier City, Louisiana 71171-5337

Heard, McElroy & Vestal (“firm,” “we,” “us,” or “our”) is pleased to provide the City of Bossier City, Louisiana (“the City”, “you” or “your”) with the professional services described below. This letter, and the attached *Terms and Conditions Addendum* and any other attachments incorporated herein (collectively, “Agreement”), confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

Engagement Objective and Scope

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City, as of and for the year ended December 31, 2025.

Accounting standards generally accepted in the United States of America (“GAAP”) require certain supplementary information (“RSI”), such as management’s discussion and analysis (“MD&A”), to supplement the City’s financial statements. Such information, although not part of the financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. We will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America (“GAAS”) and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States (“Government Auditing Standards”). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the financial statements, as well as other knowledge we obtain during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or

provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules and related Notes
- 3) Schedules of Proportional Share of the Net Pension Liability and Related Ratios
- 4) Schedules of Required Pension Contributions
- 5) Schedule of Changes in the City's Net OPEB Liability and Related Ratios
- 6) Schedule of Employer Contributions - OPEB

The following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements. Certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, will be performed, in accordance with auditing standards generally accepted in the United States of America ("GAAS"), and we will express an opinion on the following supplementary schedule(s) in relation to the financial statements as a whole in a report combined with our auditor's report:

- 1) Schedule of Expenditures of Federal Awards, when applicable.
- 2) Schedule of Compensation and Benefits and Other Payments to Paid Elected Officials
- 3) Justice System Funding Schedule(s) as required by Act 87
- 4) Local Sales Tax Collecting Schedule as required by Act 669
- 5) Combining Financial Statements, as applicable.

Audit Objectives

The objective of an audit is the expression of an opinion about whether the financial statements present fairly, in all material respects, the financial position of the City as of December 31, 2025, and the results of its operations and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles ("GAAP") and to report on whether the supplementary information is fairly stated in all material respects in relation to the financial statements as a whole.

The objective also includes reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("Government Auditing Standards").

The Government Auditing Standards reports on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing,

and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. Both reports will state that the report is not suitable for any other purpose.

Our reports will be addressed to management and/or those charged with governance of the City.

We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise requiring us to modify our report or withdraw from the engagement. We will fully discuss the reasons with you in advance should such circumstances arise.

Due to the inherent limitations of an audit, as well as the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected in the performance of our audit procedures, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in Government Auditing Standards, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and the provisions of Louisiana Revised Statutes 24:513 and the provisions of the Louisiana Governmental Audit Guide, published jointly by the Society for Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

If during our audit we become aware that the City is subject to an audit requirement that is not encompassed by the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

CPA Firm Responsibilities

We will conduct our engagement in accordance with GAAS and Government Auditing Standards, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and the provisions of Louisiana Revised Statutes 24:513 and the provisions of the Louisiana Governmental Audit Guide, published jointly by the Society for Louisiana Certified Public Accountants and the Louisiana Legislative Auditor, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express our opinion.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether caused by error, fraud, misappropriation of assets or violations of laws or governmental regulations that are attributable to the City or to acts by management or employees on its behalf. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, account balances, and disclosures, there is a risk that material misstatements, whether caused by error or fraud, may exist and not be detected by us.

In addition, our engagement is not designed to detect immaterial misstatements, including those caused by error, fraud, theft, illegal acts, any wrongdoing within the City, or noncompliance with laws or governmental regulations, that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance, as

professional standards require, of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of or noncompliance with laws, governmental regulations, provisions of contracts or grant agreements that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention during the audit. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Our audit will include testing of accounting records and other procedures we consider necessary to obtain sufficient appropriate audit evidence to afford a reasonable basis for an opinion on the financial statements. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Based upon the assessed risk of material misstatement, we will design and perform substantive procedures. Such procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, funding sources, creditors, financial institutions, and other third parties. We also may request written representations from your attorneys on litigation, claims, and assessments as part of the engagement, and they may bill you for responding to our inquiries. At the conclusion of our audit, we also will request certain written representations from management made during the audit about the financial statements and other matters as required by GAAS and Governmental Auditing Standards.

Our audit also will include assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation, including the related disclosures. We may advise management about appropriate accounting principles and their application, and we may assist in the assembly of your financial statements. However, management has the final responsibility for the selection and application of accounting policies and the fair presentation of financial statements that reflect the nature and operation of the City.

Our audit includes obtaining an understanding of the City and its environment, including internal controls over financial reporting (“internal controls”), sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. Accordingly, we will consider your internal controls as a basis for designing our audit procedures for the purpose of expressing an opinion on your financial statements. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City’s compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

We will communicate to management and those charged with governance in a separate letter or report those significant deficiencies or material weaknesses in internal controls identified during our audit that are required to be communicated under AICPA professional standards and Government Auditing Standards. This communication of internal control related matters is intended solely for the information and use of management, the audit committee or those charged with governance. The communication is not intended to be, and should not be, distributed to anyone other than these specified parties.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We also are responsible for communicating with the Audit Committee or those charged with governance our audit responsibility under GAAS and Government Auditing Standards, an overview of the planned scope and timing of the audit, significant issues or findings from the audit, including our views about the qualitative aspects of the City's significant accounting practices, significant difficulties encountered during the audit, disagreements with management, uncorrected and corrected misstatements, significant findings or issues discussed or subject to correspondence with management, and management's written representations.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection if called for by applicable requirements.

Our responsibility under this engagement is limited to the period covered by our audit and does not extend to matters that may arise during any periods for which we are not engaged as auditor.

Heard, McElroy and Vestal, LLC (HMV) hereby notifies the City that HMV, in its sole discretion, may engage with another CPA firm (third-party agent) for the purpose of staffing on the engagement. HMV is ultimately responsible for the quality of the engagement, with such responsibility defined as:

- HMV remains responsible for every employee of their own staff and/or for any employee of third-party agent who performs work on the audit;
- HMV shall also attest, using reasonable due diligence, to the qualifications of every employee and/or every third-party agent who performs work on the audit;
- Every employee and/or third-party agent shall be trained as required by governmental auditing standards;
- Every employee and/or third-party agent shall be subject to all confidentiality requirements as mandated by R.S. 24:513(I);

- Every employee and/or third-party agent must have the cybersecurity training required by R.S. 42:1267; and
- HMV agrees to indemnify the City, the Louisiana Legislative Auditor (LLA), and the State of Louisiana, for errors or omissions arising from the services performed by every employee and/or third-party agent engaged by HMV to provide services pursuant to the terms of this engagement agreement, subject to a finding of fault, pursuant to the Louisiana Revised Statutes, against HMV and/or the third-party agent and pursuant to the terms and conditions of HMV's applicable professional liability insurance policy. HMV's obligation to indemnify shall be limited to compensatory losses and does not include indemnification for attorney fees, costs or other expenses incurred in pursuing indemnity from HMV.

Client Responsibilities

Your management is responsible for:

- the preparation and fair presentation of the financial statements and all representations contained therein, including the notes, in accordance with U.S. GAAP,
- designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error;
- preventing and detecting fraud, including the design and implementation of programs and controls to prevent and detect fraud;
- identifying and ensuring that you comply with the applicable laws, regulations, contracts, agreements and grants applicable to your activities, for informing us of any known material violations of such laws, regulations, agreements and grants, and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report;
- designing, implementing, and maintaining internal controls relevant to achieve compliance with applicable laws, regulations, contracts and grant agreements;
- making all personnel, financial records and related information available to us on a timely basis, including communications from you;
- ensuring that the records and information are complete, accurate and safeguarded;
- adjusting the financial statements to correct material misstatements and affirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole;

- informing us about all known, alleged, or suspected thefts or fraud that involve your management, employees who have a significant role in internal control over financial reporting, former employees, or others where the thefts or fraud could have a material effect on the financial statements, whether received in communications from employees, former employees, grantors, regulators or others; and
- providing us, at the conclusion of the engagement, with a management representation letter that confirms certain representations made to us during the audit.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Engagement Objective and Scope section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. Management is also responsible for providing its views on our current findings, conclusions, and recommendations, as well as its planned corrective actions, for the report, and for the timing and format for providing that information.

To ensure our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Other Matters

If the City is required to undergo a single audit in accordance with the Federal Single Audit Act Amendments of 1996 and the provisions of the Uniform Guidance, we will discuss with you the additional fees. Fees will be dependent on the number of programs determined to be a major program based upon the criteria in the Uniform Guidance. A separate engagement letter that meets the requirements of the Federal Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* will be required.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of contract when requested by you. Accordingly, our 2021 peer review report accompanies this letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarize our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City's Mayor, City Council, and the Louisiana Legislative Auditor's office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Heard, McElroy & Vestal, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Legislative Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Heard, McElroy & Vestal, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the City of Bossier. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Timing of the Engagement

We expect to begin our services, as described in the *Engagement Objective and Scope*, on approximately November 11, 2025, and plan to issue our report on approximately June 15, 2026. The timing of our work is dependent upon the timely receipt of the information we request from you. Our services will conclude at the earliest occurrence of one (1) of the following:

- delivery of our report to you;
- the date of our closure letter;
- written termination of the engagement by either party; or
- one (1) year from the execution of this Agreement.

Professional Fees

Our professional fee for the services outlined above is estimated to be \$156,000. This fee is based upon the complexity of the work to be performed, and our professional time, as well as out-of-pocket expenses. The estimate contemplates maximum of two (2) single audit major federal programs. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

We appreciate the opportunity to be of service to the City. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,
Heard, McElroy & Vestal, LLC



Nick Courville, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the City.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Heard, McElroy & Vestal, LLC
Louisiana Terms and Conditions Addendum

This addendum to the engagement letter describes our standard terms and conditions (“Terms and Conditions Addendum”) related to our provision of services to you. This addendum, and the accompanying engagement letter, comprise your agreement with us (“Agreement”). If there is any inconsistency between the engagement letter and this *Terms and Conditions Addendum*, the engagement letter will prevail.

For the purposes of this *Terms and Conditions Addendum*, any reference to “HMV”, “firm,” “we,” “us,” or “our” is a reference to Heard, McElroy & Vestal, LLC, and any reference to “you,” or “your” is a reference to the party or parties that have engaged us to provide services.

Billing and Payment Terms

If our Agreement requires a retainer upon execution, you agree that the retainer will be earned as our professional time to complete the engagement is incurred. The retainer will be applied to the final billing, and any unused balance will be refunded at the end of the engagement.

We will bill you for our professional fees and out-of-pocket costs. Payment is due within thirty (30) days of the date on the billing statement. You have thirty (30) days from the invoice date to review the invoice and to communicate to us, in writing, any disagreement with the charges, after which you waive the right to contest the invoice.

We reserve the right to suspend or terminate our work for non-payment of fees. In the event that work is discontinued, either temporarily or permanently, as a result of delinquent or non-payment, we shall not be liable for any loss you may incur as a result of the work stoppage, including penalties, interest, fines or fees assessed against you. In such cases, you assume all risks associated with your failure to meet any governmental or other deadlines.

Termination and Withdrawal

Either party may terminate this Agreement at any time and for any reason.

If this Agreement is terminated before services are completed, you agree to pay all fees and expenses we incur through the effective date of termination.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce or make available to anyone other than your personnel, any such documents. This provision will apply to all materials whether in digital, “hard copy” format, or other medium.

Conflicts of Interest

If we, in our sole discretion, believe a conflict of interest has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to terminate our services without issuing our work product.

Portals

We will utilize one or more secure portals (CCH Axxess Portal, CCH Axxess Share Safe, SafeSend, Suralink, Karbon, Inflo, and/or PensionPro), which are collaborative, virtual workspaces in a protected, online environment. These secure portals permit real-time collaboration across geographic boundaries and time

zones and allow HMV and you to share data, engagement information, and deliverables in a protected environment. In order to use these secure portals, you may be required by the provider to execute a portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement.

Unless we are specifically engaged to do so, HMV is not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us with or without notice to you.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any loss arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

Third-Party Service Providers or Subcontractors

We may use third-party service providers, subcontractors, commercially available artificial intelligence, or software tools, some of which may utilize or offer artificial intelligence capabilities (collectively, “external party” or “external parties”), to assist us where necessary to help provide professional services to you or support the needs of our firm. You consent to our use of external parties. Our firm remains responsible for exercising reasonable care in providing our services, and our services and work product will be subject to our firm’s customary quality procedures.

We may provide your confidential information to external parties in support of our services. You consent to the disclosure of your confidential information to those external parties. We take reasonably prudent business care consistent with our professional standards to prevent the unauthorized release of your confidential information.

In certain circumstances, we may require a separate, written consent from you before your information is transmitted to an external party or parties.

Records Management

Record Retention and Ownership

We will return any original records and documents you provide to us. Our copies of your records and documents are solely for our documentation purposes and are not a substitute for your own record-keeping obligations under any applicable laws or regulations. You are responsible for maintaining complete and accurate books and records, which may include financial statements, schedules, tax returns and other deliverables provided to you by us. If we provide deliverables or other records to you via an information portal, you must download this information within 30 days. Professional standards may preclude us from being the sole repository of your original data, records, or information.

Workpapers and other items created by us to support the delivery of our services are our property and will remain in our control. We will consider requests for copies of workpapers and other items created by us in accordance with the AICPA Code of Professional Conduct. Our workpapers will be maintained by us in accordance with our firm’s record retention policy and any applicable legal and regulatory requirements. A copy of our record retention policy is available upon request.

Unless otherwise required by law or regulation, our firm retains workpaper files for a period of six to eight years in accordance with applicable professional standards, after which they are securely destroyed. Catastrophic events or physical deterioration may result in damage to or destruction of our firm’s records, causing the records to be unavailable before the expiration of the retention period, as stated in our record retention policy.

Working Paper Access Requests by Regulators and Others

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will only be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a state, federal, or foreign regulatory request, we agree to inform you of it as soon as practicable unless we are prohibited from doing so by applicable laws or regulations. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Confidentiality

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e. information that can be used to distinguish or trace an individual's identity such as address, bank account and social security information. We will maintain all client information, including PII, on a confidential basis and have a duty to do so based on the standards promulgated by the American Institute of Certified Public Accountants as well as applicable laws and regulations. You assume the risk of loss if you provide us with information, including PII, which differs from the information we request in order to provide services to you in accordance with the Agreement.

Referrals

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. As a courtesy, we may identify professional(s) or product(s) for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or suitability of any product we refer to you or that you separately retain.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email (rather than, for example, through a memorandum delivered as an email attachment that is a deliverable of a separate engagement) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility for any liability, including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate agreement.

Brokerage or Investment Advisory Statements or Digital Asset Tax Return Information

If you provide our firm with copies of brokerage or investment advisor statements, or digital asset tax return information, we will use the information solely for the purpose described in the Engagement Objective and Scope section of this Agreement. We will not monitor transactions, investment activity, provide investment advice, or supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf.

Disclaimer of Legal and Investment Advice

Our services under this Agreement do not constitute investment advice unless specifically engaged in the *Engagement Objective and Scope* section of this Agreement. Our services under this Agreement do not constitute legal advice.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

Marketing and Educational Communications

If we send you newsletters, updates, explanations of technical developments or similar communications, it is strictly for marketing or general educational purposes and should not be construed as professional advice on which you may rely. These communications, by themselves, do not create a contractual relationship between us and you, a binding obligation for us to provide services to you, nor a requirement on our part to monitor issues for you.

Federally Authorized Practitioner – Client Privilege

Internal Revenue Code §7525, Confidentiality Privileges Related to Taxpayer Communication, provides a limited confidentiality privilege applying to tax advice in taxpayer communications with federally authorized tax practitioners in certain limited situations.

While we will cooperate with you with respect to the privilege, asserting the privilege is your responsibility.

Mediation

If a dispute arises out of or relates to this Agreement, including the scope of services contained herein, or the breach thereof, and it cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association (“AAA”) under the *AAA Accounting and Related Services Arbitration Rules and Mediation Procedures* before resorting to arbitration, litigation, or any other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. The mediation will be conducted in *Louisiana*.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

This provision shall not apply to any dispute regarding fees owed, billed or due.

Limitation of Liability

HEARD, MCELROY & VESTAL, LLC AND OUR FIRM’S OWNERS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR ASSIGNS (COLLECTIVELY “STAKEHOLDERS”) LIABILITY FOR ALL CLAIMS, DAMAGES, AND COSTS ARISING FROM NEGLIGENT ACTS, ERRORS, OR OMISSIONS COMMITTED BY US IN THE PERFORMANCE OF THIS ENGAGEMENT IS LIMITED TO 3 TIMES THE TOTAL AMOUNT OF FEES PAID BY YOU TO US FOR THE SERVICE GIVING RISE TO THIS LIABILITY.

Limitation of Damages

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, WE AND STAKEHOLDERS SHALL NOT BE LIABLE FOR ANY LOST PROFITS, INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, CONSEQUENTIAL, OR SIMILAR DAMAGES, TO THE EXTENT SUCH DAMAGES MAY BE LAWFULLY LIMITED OR EXCLUDED, OF ANY NATURE EVEN IF WE HAVE BEEN ADVISED BY YOU OF THE POSSIBILITY OF SUCH DAMAGES.

Indemnification of Heard, McElroy & Vestal, LLC

The following is applicable to audit and attest engagements only:

You agree to hold us harmless from any and all claims which arise from knowing misrepresentations to us, or the intentional withholding or concealment of information from us by your management. You also agree to indemnify us for any claims made against us by third parties, which arise from any of these actions by your management. The provisions of this paragraph shall apply regardless of the nature of the claim.

The following applies to non-attest engagements only:

You agree to indemnify, defend, and hold harmless our firm and Stakeholders with respect to any and all claims made by third parties arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims found to have arisen from the gross negligence or intentional acts of our firm.

Designation of Venue and Jurisdiction

In the event of a dispute, the courts of the state of Louisiana shall have exclusive jurisdiction, and all disputes will be submitted to the 1st Judicial District of Louisiana in Caddo Parish, Louisiana. We also agree that the law of the state of Louisiana, except for laws governing the choice of law, shall govern all such disputes.

Timing for Disputes

You agree that any claim arising out of this Agreement shall be commenced within one (1) year from the date our services conclude as outlined in the *Timing of the Engagement* section of the Agreement, regardless of any

longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against us.

Insurance

We shall, during the term of the engagement and for [1] year after termination of same by either you or us, maintain in full force and effect, accountants' professional liability and cyber liability insurance coverage from an insurer or insurers licensed to conduct business in the state of Louisiana.

Upon your written request, we shall furnish certificates of insurance for the required insurance coverage. Such certificate of insurance shall indicate the minimum limits of liability per claim and in the aggregate, as required by you.

Independent Contractor

When providing services to your company, we will function as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this Agreement are solely obligations of our firm, and no Stakeholder shall be subjected to any personal liability whatsoever to you or any person or entity.

Severability

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Survivability

The following sections of this Terms and Conditions Addendum shall survive termination of the Agreement: Limitation of Liability, Limitation of Damages, Indemnification, and Timing for Disputes.

Assignment, No Third-Party Beneficiaries

All parties acknowledge and agree that the obligations and responsibilities of this Agreement cannot be assigned to any third party except as agreed to in writing. This Agreement has been entered into solely between you and us, and no third-party beneficiaries are created hereby.

Force Majeure

Neither party shall be held liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, epidemics or pandemics as defined by The Centers for Disease Control and Prevention, or any law, order or requirement of any governmental agency or authority. However, no Force Majeure event shall excuse you of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature intended to replicate a written signature shall be presumed valid, and we may reasonably rely upon it. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

Non-Solicitation of Employees

Both parties undertake that each will not for a period of two years from the termination of this Agreement entice away or endeavor to entice away from the other party any employee of such other party. Each party acknowledges that the prohibition and restriction contained in this clause are reasonable in the circumstances and necessary to protect the business of the other party. Should either party hire any employee of the other

party, the hiring party agrees to pay the other party a hiring fee equal to two times the employee's previous year's Medicare wages per the employees Form W2. Any communication regarding this matter must be directed to Danielle Cram, Human Resources Director of Heard, McElroy & Vestal, LLC at (318) 429-2014.

Entire Agreement

This Agreement, including this *Terms and Conditions Addendum*, represents the entire agreement of the parties and supersedes all previous oral, written or other understandings and agreements between the parties. Any modification to the terms of this Agreement must be made in writing and signed by both parties.



Report on the Firm's System of Quality Control

September 25, 2024

To the Members of Heard, McElroy & Vestal, LLC
and the Peer Review Committee of the Society of Louisiana CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Heard, McElroy & Vestal, LLC (the firm) in effect for the year ended May 31, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act; audits of employee benefit plans, and audits performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Heard, McElroy & Vestal, LLC in effect for the year ended May 31, 2024, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Heard, McElroy & Vestal, LLC has received a peer review rating of *pass*.

Ericksen Krentel, LLP

Certified Public Accountants



REGIONS TOWER
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101
318.429.1525 (P) | 318.429.2124 (F)

January 27, 2026

The Honorable Thomas H. Chandler, Mayor
and Members of the Bossier City Council
P. O. Box 5337
Bossier City, Louisiana 71171-5337

Heard, McElroy & Vestal (“firm,” “we,” “us,” or “our”) is pleased to provide the Brookshire Grocery Arena Fund of Bossier City, Louisiana (“the Arena,” “you” or “your”) with the professional services described below. This letter, and the attached *Terms and Conditions Addendum* and any other attachments incorporated herein (collectively, “Agreement”), confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

Engagement Objective and Scope

We will audit the financial statements of the Brookshire Grocery Arena Fund, a special revenue fund of the City of Bossier City, Louisiana, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Arena, as of and for the year ended December 31, 2025.

Accounting standards generally accepted in the United States of America (“GAAP”) require certain supplementary information (“RSI”), such as management’s discussion and analysis (“MD&A”), to supplement the Arena’s financial statements. Such information, although not part of the financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. We will apply certain limited procedures to the Arena’s RSI in accordance with auditing standards generally accepted in the United States of America (“GAAS”) and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States (“Government Auditing Standards”). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the financial statements, as well as other knowledge we obtain during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis.
- 2) Budgetary Comparison Schedules and related Notes.

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The following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements. Certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, will be performed, in accordance with auditing standards generally accepted in the United States of America ("GAAS"), and we will express an opinion on the following supplementary schedule(s) in relation to the financial statements as a whole in a report combined with our auditor's report:

- 1) Schedule of Expenditures of Federal Awards, when applicable.
- 2) Schedule of Compensation and Benefits and Other Payments to Paid Elected Officials.

Audit Objectives

The objective of an audit is the expression of an opinion about whether the financial statements present fairly, in all material respects, the financial position of the Arena as of December 31, 2025, and the results of its operations and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles ("GAAP") and to report on whether the supplementary information is fairly stated in all material respects in relation to the financial statements as a whole.

The objective also includes reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("Government Auditing Standards").

The Government Auditing Standards reports on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Arena's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Arena's internal control and compliance. Both reports will state that the report is not suitable for any other purpose.

Our reports will be addressed to management and/or those charged with governance of the Arena.

We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise requiring us to modify our report or withdraw from the engagement. We will fully discuss the reasons with you in advance should such circumstances arise.

Due to the inherent limitations of an audit, as well as the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected in the performance of our audit procedures, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in Government Auditing Standards, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and the provisions of Louisiana Revised Statutes 24:513 and the provisions of the Louisiana Governmental Audit Guide, published jointly by the Society for Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

If during our audit we become aware that the Arena is subject to an audit requirement that is not encompassed by the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

CPA Firm Responsibilities

We will conduct our engagement in accordance with GAAS and Government Auditing Standards, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and the provisions of Louisiana Revised Statutes 24:513 and the provisions of the [Louisiana Governmental Audit Guide](#), published jointly by the Society for Louisiana Certified Public Accountants and the Louisiana Legislative Auditor, and will include tests of the accounting records of the Arena and other procedures we consider necessary to enable us to express our opinion.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether caused by error, fraud, misappropriation of assets or violations of laws or governmental regulations that are attributable to the Arena or to acts by management or employees on its behalf. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, account balances, and disclosures, there is a risk that material misstatements, whether caused by error or fraud, may exist and not be detected by us.

In addition, our engagement is not designed to detect immaterial misstatements, including those caused by error, fraud, theft, illegal acts, any wrongdoing within the Arena, or noncompliance with laws or governmental regulations, that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance, as professional standards require, of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of or noncompliance with laws, governmental regulations, provisions of contracts or grant agreements that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention during the audit. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Our audit will include testing of accounting records and other procedures we consider necessary to obtain sufficient appropriate audit evidence to afford a reasonable basis for an opinion on the financial statements. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Based upon the assessed risk of material misstatement, we will design and perform substantive procedures. Such procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, funding sources, creditors, financial institutions, and other third parties. We also may request written representations from your attorneys on litigation, claims, and assessments as part of the engagement, and they may bill you for responding to our inquiries. At the conclusion of our audit, we also will request certain written representations from management made during the audit about the financial statements and other matters as required by GAAS and Governmental Auditing Standards.

Our audit also will include assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation, including the related disclosures. We may advise management about appropriate accounting principles and their application, and we may assist in the assembly of your financial statements. However, management has the final responsibility for the selection and application of accounting policies and the fair presentation of financial statements that reflect the nature and operation of the Arena.

Our audit includes obtaining an understanding of the Arena and its environment, including internal controls over financial reporting (“internal controls”), sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. Accordingly, we will consider your internal controls as a basis for designing our audit procedures for the purpose of expressing an opinion on your financial statements. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Arena’s compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

We will communicate to management and those charged with governance in a separate letter or report those significant deficiencies or material weaknesses in internal controls identified during our audit that are required to be communicated under AICPA professional standards and Government Auditing Standards. This communication of internal control related matters is intended solely for the information and use of management, the audit committee or those charged with governance. The communication is not intended to be, and should not be, distributed to anyone other than these specified parties.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Arena’s major programs. The purpose of these procedures will be to express an opinion on the Arena’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We also are responsible for communicating with the Audit Committee or those charged with governance our audit responsibility under GAAS and Government Auditing Standards, an overview of the planned scope and timing of the audit, significant issues or findings from the audit, including our views about the qualitative aspects of the Arena’s significant accounting practices, significant difficulties encountered during the audit, disagreements with management, uncorrected and corrected misstatements, significant findings or issues discussed or subject to correspondence with management, and management’s written representations.

We will provide copies of our reports to the Arena; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection if called for by applicable requirements.

Our responsibility under this engagement is limited to the period covered by our audit and does not extend to matters that may arise during any periods for which we are not engaged as auditor.

Heard, McElroy and Vestal, LLC (HMV) hereby notifies the Arena that HMV, in its sole discretion, may engage with another CPA firm (third-party agent) for the purpose of staffing on the engagement. HMV is ultimately responsible for the quality of the engagement, with such responsibility defined as:

- HMV remains responsible for every employee of their own staff and/or for any employee of third-party agent who performs work on the audit;
- HMV shall also attest, using reasonable due diligence, to the qualifications of every employee and/or every third-party agent who performs work on the audit;
- Every employee and/or third-party agent shall be trained as required by governmental auditing standards;
- Every employee and/or third-party agent shall be subject to all confidentiality requirements as mandated by R.S. 24:513(I);
- Every employee and/or third-party agent must have the cybersecurity training required by R.S. 42:1267; and
- HMV agrees to indemnify the auditee, the Louisiana Legislative Auditor (LLA), and the State of Louisiana, for errors or omissions arising from the services performed by every employee and/or third-party agent engaged by HMV to provide services pursuant to the terms of this engagement agreement, subject to a finding of fault, pursuant to the Louisiana Revised Statutes, against HMV and/or the third-party agent and pursuant to the terms and conditions of HMV's applicable professional liability insurance policy. HMV's obligation to indemnify shall be limited to compensatory losses and does not include indemnification for attorney fees, costs or other expenses incurred in pursuing indemnity from HMV.

Client Responsibilities

Your management is responsible for:

- the preparation and fair presentation of the financial statements and all representations contained therein, including the notes, in accordance with U.S. GAAP,
- designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error;
- providing us with:
 - access to all information of which your management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
 - additional information that we may request from your management for the purpose of the audit; and
 - unrestricted access to persons within the entity of whom we determine it necessary to obtain audit evidence;

- preventing and detecting fraud, including the design and implementation of programs and controls to prevent and detect fraud;
- identifying and ensuring that you comply with the applicable laws, regulations, contracts, agreements and grants applicable to your activities, for informing us of any known material violations of such laws, regulations, agreements and grants, and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report;
- designing, implementing, and maintaining internal controls relevant to achieve compliance with applicable laws, regulations, contracts and grant agreements;
- making all personnel, financial records and related information available to us on a timely basis, including communications from you;
- ensuring that the records and information are complete, accurate and safeguarded;
- adjusting the financial statements to correct material misstatements and affirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole;
- informing us about all known, alleged, or suspected thefts or fraud that involve your management, employees who have a significant role in internal control over financial reporting, former employees, or others where the thefts or fraud could have a material effect on the financial statements, whether received in communications from employees, former employees, grantors, regulators or others; and
- providing us, at the conclusion of the engagement, with a management representation letter that confirms certain representations made to us during the audit.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Engagement Objective and Scope section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. Management is also responsible for providing its views on our current findings, conclusions, and recommendations, as well as its planned corrective actions, for the report, and for the timing and format for providing that information.

To ensure our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Other Matters

If the Arena is required to undergo a single audit in accordance with the Federal Single Audit Act Amendments of 1996 and the provisions of the Uniform Guidance, we will discuss with you the additional fees. Fees will be dependent on the number of programs determined to be a major program based upon the criteria in the Uniform Guidance. A separate engagement letter that meets the

requirements of the Federal Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* will be required.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of contract when requested by you. Accordingly, our 2021 peer review report accompanies this letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City's Mayor, City Council, and the Louisiana Legislative Auditor's office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Heard, McElroy & Vestal, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Legislative Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Heard, McElroy & Vestal, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Brookshire Grocery Arena. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Timing of the Engagement

We expect to begin our services at a time mutually determined by you and us and after, receipt of this executed Agreement and all documents requested by our office. The timing of our work is dependent upon the timely receipt of the information we request from you. Our services will conclude at the earliest occurrence of one (1) of the following:

- delivery of our report to you;
- the date of our closure letter;
- written termination of the engagement by either party; or
- one (1) year from the execution of this Agreement.

Professional Fees

Our professional fee for the services outlined above is estimated to be \$24,000. This fee is based upon the complexity of the work to be performed, and our professional time, as well as out-of-pocket expenses. The estimate contemplates maximum of two (2) single audit major federal programs. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

We appreciate the opportunity to be of service to the Arena. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,
Heard, McElroy & Vestal, LLC



Nick Courville, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Arena.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Heard, McElroy & Vestal, LLC
Louisiana Terms and Conditions Addendum

This addendum to the engagement letter describes our standard terms and conditions (“Terms and Conditions Addendum”) related to our provision of services to you. This addendum, and the accompanying engagement letter, comprise your agreement with us (“Agreement”). If there is any inconsistency between the engagement letter and this *Terms and Conditions Addendum*, the engagement letter will prevail.

For the purposes of this *Terms and Conditions Addendum*, any reference to “HMV”, “firm,” “we,” “us,” or “our” is a reference to Heard, McElroy & Vestal, LLC, and any reference to “you,” or “your” is a reference to the party or parties that have engaged us to provide services.

Billing and Payment Terms

If our Agreement requires a retainer upon execution, you agree that the retainer will be earned as our professional time to complete the engagement is incurred. The retainer will be applied to the final billing, and any unused balance will be refunded at the end of the engagement.

We will bill you for our professional fees and out-of-pocket costs. Payment is due within thirty (30) days of the date on the billing statement. You have thirty (30) days from the invoice date to review the invoice and to communicate to us, in writing, any disagreement with the charges, after which you waive the right to contest the invoice.

We reserve the right to suspend or terminate our work for non-payment of fees. In the event that work is discontinued, either temporarily or permanently, as a result of delinquent or non-payment, we shall not be liable for any loss you may incur as a result of the work stoppage, including penalties, interest, fines or fees assessed against you. In such cases, you assume all risks associated with your failure to meet any governmental or other deadlines.

Termination and Withdrawal

Either party may terminate this Agreement at any time and for any reason.

If this Agreement is terminated before services are completed, you agree to pay all fees and expenses we incur through the effective date of termination.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce or make available to anyone other than your personnel, any such documents. This provision will apply to all materials whether in digital, “hard copy” format, or other medium.

Conflicts of Interest

If we, in our sole discretion, believe a conflict of interest has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to terminate our services without issuing our work product.

Portals

We will utilize one or more secure portals (CCH Axxess Portal, CCH Axxess Share Safe, SafeSend, Suralink, Karbon, Inflo, and/or PensionPro), which are collaborative, virtual workspaces in a protected, online environment. These secure portals permit real-time collaboration across geographic boundaries and time

zones and allow HMV and you to share data, engagement information, and deliverables in a protected environment. In order to use these secure portals, you may be required by the provider to execute a portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement.

Unless we are specifically engaged to do so, HMV is not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us with or without notice to you.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any loss arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

Third-Party Service Providers or Subcontractors

We may use third-party service providers, subcontractors, commercially available artificial intelligence, or software tools, some of which may utilize or offer artificial intelligence capabilities (collectively, “external party” or “external parties”), to assist us where necessary to help provide professional services to you or support the needs of our firm. You consent to our use of external parties. Our firm remains responsible for exercising reasonable care in providing our services, and our services and work product will be subject to our firm’s customary quality procedures.

We may provide your confidential information to external parties in support of our services. You consent to the disclosure of your confidential information to those external parties. We take reasonably prudent business care consistent with our professional standards to prevent the unauthorized release of your confidential information.

In certain circumstances, we may require a separate, written consent from you before your information is transmitted to an external party or parties.

Records Management

Record Retention and Ownership

We will return any original records and documents you provide to us. Our copies of your records and documents are solely for our documentation purposes and are not a substitute for your own record-keeping obligations under any applicable laws or regulations. You are responsible for maintaining complete and accurate books and records, which may include financial statements, schedules, tax returns and other deliverables provided to you by us. If we provide deliverables or other records to you via an information portal, you must download this information within 30 days. Professional standards may preclude us from being the sole repository of your original data, records, or information.

Workpapers and other items created by us to support the delivery of our services are our property and will remain in our control. We will consider requests for copies of workpapers and other items created by us in accordance with the AICPA Code of Professional Conduct. Our workpapers will be maintained by us in accordance with our firm’s record retention policy and any applicable legal and regulatory requirements. A copy of our record retention policy is available upon request.

Unless otherwise required by law or regulation, our firm retains workpaper files for a period of six to eight years in accordance with applicable professional standards, after which they are securely destroyed. Catastrophic events or physical deterioration may result in damage to or destruction of our firm’s records, causing the records to be unavailable before the expiration of the retention period, as stated in our record retention policy.

Working Paper Access Requests by Regulators and Others

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will only be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a state, federal, or foreign regulatory request, we agree to inform you of it as soon as practicable unless we are prohibited from doing so by applicable laws or regulations. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Confidentiality

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e. information that can be used to distinguish or trace an individual's identity such as address, bank account and social security information. We will maintain all client information, including PII, on a confidential basis and have a duty to do so based on the standards promulgated by the American Institute of Certified Public Accountants as well as applicable laws and regulations. You assume the risk of loss if you provide us with information, including PII, which differs from the information we request in order to provide services to you in accordance with the Agreement.

Referrals

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. As a courtesy, we may identify professional(s) or product(s) for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or suitability of any product we refer to you or that you separately retain.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email (rather than, for example, through a memorandum delivered as an email attachment that is a deliverable of a separate engagement) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility for any liability, including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate agreement.

Brokerage or Investment Advisory Statements or Digital Asset Tax Return Information

If you provide our firm with copies of brokerage or investment advisor statements, or digital asset tax return information, we will use the information solely for the purpose described in the Engagement Objective and Scope section of this Agreement. We will not monitor transactions, investment activity, provide investment advice, or supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf.

Disclaimer of Legal and Investment Advice

Our services under this Agreement do not constitute investment advice unless specifically engaged in the *Engagement Objective and Scope* section of this Agreement. Our services under this Agreement do not constitute legal advice.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

Marketing and Educational Communications

If we send you newsletters, updates, explanations of technical developments or similar communications, it is strictly for marketing or general educational purposes and should not be construed as professional advice on which you may rely. These communications, by themselves, do not create a contractual relationship between us and you, a binding obligation for us to provide services to you, nor a requirement on our part to monitor issues for you.

Federally Authorized Practitioner – Client Privilege

Internal Revenue Code §7525, Confidentiality Privileges Related to Taxpayer Communication, provides a limited confidentiality privilege applying to tax advice in taxpayer communications with federally authorized tax practitioners in certain limited situations.

While we will cooperate with you with respect to the privilege, asserting the privilege is your responsibility.

Mediation

If a dispute arises out of or relates to this Agreement, including the scope of services contained herein, or the breach thereof, and it cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association (“AAA”) under the *AAA Accounting and Related Services Arbitration Rules and Mediation Procedures* before resorting to arbitration, litigation, or any other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. The mediation will be conducted in *Louisiana*.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

This provision shall not apply to any dispute regarding fees owed, billed or due.

Limitation of Liability

HEARD, MCELROY & VESTAL, LLC AND OUR FIRM’S OWNERS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR ASSIGNS (COLLECTIVELY “STAKEHOLDERS”) LIABILITY FOR ALL CLAIMS, DAMAGES, AND COSTS ARISING FROM NEGLIGENT ACTS, ERRORS, OR OMISSIONS COMMITTED BY US IN THE PERFORMANCE OF THIS ENGAGEMENT IS LIMITED TO 3 TIMES THE TOTAL AMOUNT OF FEES PAID BY YOU TO US FOR THE SERVICE GIVING RISE TO THIS LIABILITY.

Limitation of Damages

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, WE AND STAKEHOLDERS SHALL NOT BE LIABLE FOR ANY LOST PROFITS, INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, CONSEQUENTIAL, OR SIMILAR DAMAGES, TO THE EXTENT SUCH DAMAGES MAY BE LAWFULLY LIMITED OR EXCLUDED, OF ANY NATURE EVEN IF WE HAVE BEEN ADVISED BY YOU OF THE POSSIBILITY OF SUCH DAMAGES.

Indemnification of Heard, McElroy & Vestal, LLC

The following is applicable to audit and attest engagements only:

You agree to hold us harmless from any and all claims which arise from knowing misrepresentations to us, or the intentional withholding or concealment of information from us by your management. You also agree to indemnify us for any claims made against us by third parties, which arise from any of these actions by your management. The provisions of this paragraph shall apply regardless of the nature of the claim.

The following applies to non-attest engagements only:

You agree to indemnify, defend, and hold harmless our firm and Stakeholders with respect to any and all claims made by third parties arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims found to have arisen from the gross negligence or intentional acts of our firm.

Designation of Venue and Jurisdiction

In the event of a dispute, the courts of the state of Louisiana shall have exclusive jurisdiction, and all disputes will be submitted to the 1st Judicial District of Louisiana in Caddo Parish, Louisiana. We also agree that the law of the state of Louisiana, except for laws governing the choice of law, shall govern all such disputes.

Timing for Disputes

You agree that any claim arising out of this Agreement shall be commenced within one (1) year from the date our services conclude as outlined in the *Timing of the Engagement* section of the Agreement, regardless of any

longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against us.

Insurance

We shall, during the term of the engagement and for [1] year after termination of same by either you or us, maintain in full force and effect, accountants' professional liability and cyber liability insurance coverage from an insurer or insurers licensed to conduct business in the state of Louisiana.

Upon your written request, we shall furnish certificates of insurance for the required insurance coverage. Such certificate of insurance shall indicate the minimum limits of liability per claim and in the aggregate, as required by you.

Independent Contractor

When providing services to your company, we will function as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this Agreement are solely obligations of our firm, and no Stakeholder shall be subjected to any personal liability whatsoever to you or any person or entity.

Severability

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Survivability

The following sections of this Terms and Conditions Addendum shall survive termination of the Agreement: Limitation of Liability, Limitation of Damages, Indemnification, and Timing for Disputes.

Assignment, No Third-Party Beneficiaries

All parties acknowledge and agree that the obligations and responsibilities of this Agreement cannot be assigned to any third party except as agreed to in writing. This Agreement has been entered into solely between you and us, and no third-party beneficiaries are created hereby.

Force Majeure

Neither party shall be held liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, epidemics or pandemics as defined by The Centers for Disease Control and Prevention, or any law, order or requirement of any governmental agency or authority. However, no Force Majeure event shall excuse you of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature intended to replicate a written signature shall be presumed valid, and we may reasonably rely upon it. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

Non-Solicitation of Employees

Both parties undertake that each will not for a period of two years from the termination of this Agreement entice away or endeavor to entice away from the other party any employee of such other party. Each party acknowledges that the prohibition and restriction contained in this clause are reasonable in the circumstances and necessary to protect the business of the other party. Should either party hire any employee of the other

party, the hiring party agrees to pay the other party a hiring fee equal to two times the employee's previous year's Medicare wages per the employees Form W2. Any communication regarding this matter must be directed to Danielle Cram, Human Resources Director of Heard, McElroy & Vestal, LLC at (318) 429-2014.

Entire Agreement

This Agreement, including this *Terms and Conditions Addendum*, represents the entire agreement of the parties and supersedes all previous oral, written or other understandings and agreements between the parties. Any modification to the terms of this Agreement must be made in writing and signed by both parties.



Report on the Firm's System of Quality Control

September 25, 2024

To the Members of Heard, McElroy & Vestal, LLC
and the Peer Review Committee of the Society of Louisiana CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Heard, McElroy & Vestal, LLC (the firm) in effect for the year ended May 31, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act; audits of employee benefit plans, and audits performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Heard, McElroy & Vestal, LLC in effect for the year ended May 31, 2024, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Heard, McElroy & Vestal, LLC has received a peer review rating of *pass*.

Ericksen Krentel, LLP

Certified Public Accountants



City of Bossier City
ITEM FACT SHEET
Regular Council

Meeting Date: Regular Council - Feb 17 2026
Department: Parks
Prepared by: Jennifer Emert, Secretary
Sponsor: Mary Ward, Parks Director
Submitted: February 10, 2026

NOTED: RECOMMENDED BY:

Thomas Chandler, Mayor

TITLE:

Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Concessions Agreement between the City of Bossier City and Southwest Concession. (First Reading) (Ward)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Concessions Agreement 2026](#)

[Ord. Authorizing Mayor to execute an agreement with Southwest Concessions](#)

Reviewed By:

Mary Ward, Parks Director
Angela Williamson, Finance Director
Richard Ray, ACA
Thomas Chandler, Mayor
Emily Pitts, Administrative Assistant
Phyllis McGraw, City Clerk

Approved - Feb 10 2026
Approved - Feb 11 2026
Approved - Feb 11 2026
Approved - Feb 12 2026
Approved - Feb 12 2026
Approved - Feb 12 2026



BOSSIER PARKS &
RECREATION
P.O. Box 5337 Bossier City, LA 71171-5337
318-741-8450

Concessions Agreement

This agreement between the City of Bossier City signed by its agent **Mayor Thomas H. Chandler** and **Southwest Concession**, hereinafter referred to as concessionaire is for twelve (12) months effective January 1, 2026 and terminating on December 31, 2026.

1. General Requirements:

- a. **Intent:** It is the intention of the City of Bossier City (owner) to contract with a qualified concessionaire for concession services at City Sports Complexes detailed here-in. Said concessionaire will be required to furnish any and all equipment and/or furnishing that may be required or desired for the operation of the concessions, beyond that provided by the City.
- b. **Locations:** All specified concessions provide for applicable services for general park patrons. Patron service will usually be confined to the following concession's locations, all situated within the corporate limits of Bossier City, LA.
 - i. **Tinsley Park Softball fields:** 3201 Old Shed Rd, Bossier City, LA 71111
 - ii. **Tinsley Park Football Fields:** 2250 Tinsley Boulevard, Bossier City, LA 71111
 - iii. **Tinsley Park Soccer Fields:** 2291 Tinsley Boulevard, Bossier City, LA 71111
 - iv. **Meadowview Ball Fields:** 4208 Shed Road, Bossier City, LA 71111

Temporary or permanent portable concession areas may be established at other specified municipal parks/locations with the prior written approval of the Director. All temporary concession locations must meet all local, state, and parish ordinances and code requirements. The City of Bossier City reserves the right, during special events (Example: Sports Tournaments, etc.) to institute, provide, and operate additional concession services.

- 2. Concessions Building:** In exchange for providing reasonably priced concessions at locations listed under 1.b. above; the City of Bossier City will make the concessions buildings available to concessionaires for concession activities for a 10% commission of the gross sales. This payment will be made to the City of Bossier City on the 15th of each month for the prior month sales. No payment is due if there are no games being played during the month. Concessionaire shall accept the buildings "as is" and the City will be responsible for all routine maintenance to the buildings.

- 3. Duration of Contract:** One (1) year period, commencing January 1, 2026, and ending December 31, 2026.

- a. After year 1, the contract can be extended up to an additional (4) years on approval basis with a written extension executed no less than thirty (30) days prior to the termination date. Both parties must agree to the extension in order for it to be in effect.

4. Facilities & Equipment:

- a. All property of the City of Bossier City, real or personal, used by the concessionaire shall be kept in good condition and returned to the City in the same or better condition as at commencement of said use. All necessary repairs or approved alterations shall be made at the concessionaire's expense. All City of Bossier City's concession equipment will be promptly repaired by the concessionaire on approval of the Director of Parks, Recreation & Public facilities or his designee, and placed back into service as soon as possible. If a unit(s) of City equipment will not be returned to full service within twenty-four (24) hours of breakdown, the concessionaire shall notify the Director of Parks, Recreation & Public Facilities, or his designee, of the status and

disposition of the problem.

- b. City-owned equipment is provided to the concessionaire without consideration of rent or lease, for use at specified service locations. All existing equipment provided by the concessionaire will be in "as is" condition at the commencement of the concessionaire's operation for the City.
- c. The concessionaire is responsible for providing all equipment, deemed necessary to fulfill the contract. In lieu of, or in addition to, City provided equipment, the concessionaire may provide his/her own equipment. The installation or provision of equipment not provided by the City must receive prior written use authorization before the units are placed in service. All concessionaire-owned equipment and use-approved equipment will be installed at the concessionaire's expense.
- d. Concessionaire will be responsible for the keys to the building and will have to pay for any lost keys. Concessionaire will be issued four (4) sets of keys that cannot be reproduced. There will be a fifty (50) dollar per key fee for any lost or damaged keys.

5. Exceptions:

- a. *Certain organizations using City of Bossier City sports complexes depend on concession sales during tournaments as a source of operating funds. In the event, that an organization requires a percentage of gross sales, the price limitations listed below are not binding. The percentage amount will be negotiated between the concessionaire and the organization. Organizations wishing to operate the concession independently will provide their own inventory, labor, and portable concession facility.*
- b. *In addition to the above, The City of Bossier City made improvements to Tinsley Park in connection with the 2014 Dixie World Series that make that park uniquely qualified to host Dixie or Little League type State Championships and World Series. As these events have costs burdens on them that require concession sale to offset such costs, this agreement and the exclusivity thereof shall not apply to concessions for any Dixie or Little League World Series or State Championship events that fall during the term hereof. No rent will be paid to the City by the Concessionaire during these events.*

6. Insurance Requirements: The concessionaire will be required to obtain and provide a certificate of insurance for the following:

- a. **Commercial General Liability** including personal injury, products, and completed.
- b. **Operations Liability** with a minimum limit of \$1,000,000 per occurrence, combined for Workers Compensation and employers' liability covering all employees, bodily injury, personal injury, and property damage liability.
- c. **Indemnity:** Concessionaire agrees to indemnify and hold harmless the City of Bossier City against any claims, suit, or expense due to or arising out of any actual or alleged injury to any of the employees of the City of Bossier City, its agents, or contractors including any suit alleging the negligence of the City of Bossier City or that the city failed to provide a safe place to work.

7. Close of Season: At the conclusion of the authorized operating season, the concessionaire shall **remove all concession stock items and clean all affected areas** to the satisfaction of the Director of Parks, Recreation & Public Facilities. All specified "Close of Season" concessionaire responsibilities will be completed within fifteen (15) days of the last day of authorized operations. Failure to adequately clean a concession site will result in the City's assessment to the concessionaire of all expenses incurred for such cleaning by the City's designee.

8. Licenses and Taxes: The concessionaire shall pay all taxes and license fees that shall accrue or become due under the laws of the United States or the State of Louisiana or the ordinances of the City of Bossier City during the terms of this contract. To include, but not be limited to personal property, sales, income, and all other taxes that may be applicable.

9. Utilities/Security: Concessionaire will be responsible for security of the building. The City of Bossier City will furnish all utilities at no cost. The concessionaire will exercise energy-conservation methods and procedures whenever possible. The City reserves the right to monitor all applicable energy consumption and determine conservation measures to be implemented by the concessionaire that will not impede the facility retail potential.

10. Complementary Drinks: Team soft drinks in 8oz cuts will be furnished free to all players, coaches and umpires while in uniform.

11. Quality of Merchandise: All foods, beverages, confectionery or other items deemed "refreshments" sold or kept for sale, shall be of first quality, pure, wholesome, and shall conform in all respects to Federal, State, and municipal food laws, ordinances, and regulations.

- a. All meat items sold or served must be 100% meat, with no cereal added. No imitation, adulterated or misbranded

items shall be sold or kept for sale.

- b. All merchandise offered for sale shall be stored and handled with due respect to complete and proper sanitation procedures. All merchandise kept for sale shall be subject to inspection, approval and/or rejection by the Director of Parks, Recreation, and Public Facilities or duly authorized representatives. Any article rejected shall be removed from the premises and shall not be offered for sale.
- c. Food and/or drink shall not be sold in glass containers of any kind.
- d. Items being stored before serving must be kept at temperatures of 45 degrees or less (cold food) and 140 degrees or more (hot food).

12. Sanitation: All facilities shall be kept clean and free from rubbish/refuse, and should be cleaned and policed at all times, as herein described:

- a. The concessionaire shall be responsible for, and will cause repair of, damages to a concession facility operated through this contract or adjacent park grounds-caused by said concessionaire's operation or lack of proper supervision during hours of concession operation.
- b. Concession facilities, including but not limited to, floors, walls, ceilings, working surfaces, cabinets, sinks, electrical fixtures, plumbing fixtures, storage, and food and beverage equipment, shall be maintained in a sanitary manner acceptable to the Director of Parks, Recreation & Public Facilities, City of Bossier City and the Bossier Parish Health Department.
- c. Manual cleaning and bacterial treatment of utensils shall be done in the three (3) unit sinks so as to permit washing, rinsing, and sanitizing at not less than 170 degrees Fahrenheit. After bactericidal treatment, utensils shall be stored in a clean, dry place protected from insects and other contamination, and shall be handled in a manner to prevent contamination.
- d. The concessionaire shall make provisions for effective fly control.
- e. All food/beverages shall be kept clean, free from spoilage and in all ways safe for human consumption. Concession facilities, equipment, and 'specified area' cleanliness standards shall be as determined by the Director of Parks, Recreation & Public Facilities.

13. Health Department: Concessionaire shall forward **all** copies of Health Department inspections to the Director of Parks, Recreation, and Public Facilities.

14. Merchandise Prices: It is agreed that the following price list is the maximum to be charged for the items listed. In addition, a sign containing the list and price of each item shown below will be prominently displayed at the point of sale. Items not listed will be sold for comparably reasonable prices:

Item	Size	Brand	Price
Bottled Drinks			\$3.75
Candy			\$2.00
Nachos			\$5.50
Fries			\$4.00
1/3 Angus Cheese Burger w/Fries			\$6.00
1/3 Angus Porkbelly Cheese Burger			\$8.00
Pickle			\$1.50
Pickle Pop			2 for \$1.00
Pulled Pork Sandwich			\$4.00
Hog Heaven Fries (loaded with bacon &			\$5.00
Ring Pops			\$.50
Hot Dogs			\$4.75 with chili/cheese
Funnel Cake			\$6.75
Ribbon Fries			\$7.00
Chicken and Sausage Gumbo			\$8.75
Crawfish Etouffee			\$8.75
Red Beans & Rice			\$8.75
Boudin Balls			\$4.00 each
ABSOLUTELY NO gum, sunflower seeds, peanuts, or any other shelled snacks sold or consumed at the park. Also, no red Powerade. Other items may be Prohibited as we become aware that their sales or consumption negatively affects the playing field or park.			

15. Storage: The City does not have, nor can it provide additional storage space other than the space in the concessions themselves.

16. Scheduling: The Concessionaire will be provided a schedule of events that require services weekly by email. The Concession stand must be open 30 minutes prior to the first scheduled time of the event.

17. Signage: On a menu board or another conspicuous place, the concessionaire shall post a complete list of prices of all items offered for sale under the terms of this contract. The manner of posting such lists, including the style and size of the signs, shall be subject to the approval of the Director of Parks, & Recreations.

- 18. Advertising:** Appropriate indoor advertising signs will be permitted; however, the concessionaire must receive prior written approval from the Director of Parks & Recreation relative to size, type, and location of all advertising signs.
- 19. Employees:** The concessionaire shall not employ any person or persons; in or about any building or facility the concessionaire operates for the City, who shall use improper language or otherwise act in a loud, unprofessional or socially unacceptable manner, or who shall wear inappropriate dress. Upon request from the Director or his designee, the concessionaire will dismiss any employee who the Director deems unsuitable to be in attendance at said facility. The concessionaire shall employ no person under the age of sixteen (16) for operations related to this contract.
- 20. Security Deposit:** Upon signature of this Contract, the concessionaire shall pay to the City of Bossier a security deposit of \$1000.00 on the Effective Date to cover any clean up or miss use of equipment. The City of Bossier shall return to the concessionaire any remaining balance of the Security Deposit within 30 days after the termination or expiration of this contract.
- 21. Coke Contract:** If the City of Bossier City enters into an agreement with Coca-Cola you must only buy from Coca-Cola. You will be able to continue to sell Johnny Freeze just not snow cones. Southwest Concession shall agree and affirm that should the City of Bossier City enter into a contract with a Coca-Cola wholesale entity, Southwest will/shall purchase all categories of products available to be provided by said entity from said entity. Notwithstanding any provision contained herein, Southwest will/shall be allowed to sell Johnny Freeze products.
- 22. Termination of Contract:**
- a. This agreement will terminate December 31, 2026 unless renewed by mutual agreement in writing for up to four (4) years. The agreement must be completed 30 days prior to termination.
 - b. Violation of any of the terms or conditions of this contract by the concessionaire may be cause for cancellation of the contract. At such time the concessionaire will cease to have any rights under the contract, and any amount paid, owed, and/or deposited by the concessionaire shall be forfeited to the City as liquidated damages for breach of contract.
 - c. The owner may terminate the contract at any time by giving written notice to the concessionaire of at least thirty (30) calendar days prior to the contemplated termination date.

IN WITNESS WHEREOF, the parties below have executed and signed above agreement as of the date shown hereon.

Witness

City of Bossier City (Mayor)

Witness

Concessionaire (Southwest Concessions)

The following Ordinance offered and adopted:

Ordinance No. _____ Of 2026

AN ORDINANCE AUTHORIZING MAYOR THOMAS H. CHANDLER TO EXECUTE THE ATTACHED CONCESSIONS AGREEMENT BETWEEN THE CITY OF BOSSIER CITY AND SOUTHWEST CONCESSION.

WHEREAS, the City of Bossier City has been engaged in a prior contractual relationship with Southwest Concessions in order to provide concessions at various city parks and events based upon the city receiving a percentage of proceeds received from gross sales; and

WHEREAS, Southwest Concessions has provided exemplary performance pursuant to the prior contract in place and has met all its obligations pursuant to said contract; and

WHEREAS, the term of said prior contract has expired and the city desires to enter into a current contract with Southwest Concessions providing that Southwest Concessions shall provide the same services to the city for which the city shall receive the same commission-based consideration;

NOW, THEREFORE, BE IT ORDAINED, that Mayor Thomas H. Chandler is hereby authorized and empowered to execute the attached Concession Agreement with Southwest Concessions on behalf of the City of Bossier City.

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 _____, 2026, 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 - Feb 17 2026
Department: City Council Group
Prepared by: Phyllis McGraw, City Clerk
Sponsor: Brian Hammons, Council Member
Submitted: February 12, 2026

NOTED: **RECOMMENDED BY:**

TITLE:

Introduce an Ordinance to amend Ordinance 12 of 2026 making changes to the 2026 City Council Budgets

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[council budget amend Feb 17th](#)

The following Ordinance offered and adopted:

Ordinance No. _____ Of 2026

**AN ORDINANCE TO AMEND ORDINANCE 12 OF 2026 MAKING CHANGES TO THE
2026 CITY COUNCIL BUDGETS**

WHEREAS, Ordinance 12 of 2026 made changes to the City Council Operating Budget for additional appropriations to better serve the department operations; and

WHEREAS, the Software Maintenance and Subscription will be to implement new software for use by the City Council and the MPC for meetings; and

WHEREAS, the funding source for the additional appropriation of \$25,000 for Software Maintenance and Subscriptions need to be changed from the 2026 General Fund Fund Balance to the 2026 Sales Tax Capital Budget as well as add an additional appropriation from the 2026 Sales and Use Tax Budget to add a \$45,000 line item in the City Council Capital Budget for vehicles; and

WHEREAS, these changes better reflect the needs for the 2026 City Council Budgets to ensure sufficient funds are available and from the correct sources to cover anticipated expenses for the remainder of the fiscal year; and

NOW, THEREFORE, BE IT ORDAINED that the City Council of Bossier City, Louisiana, in regular session convened, does hereby amend Ordinance 12 of 2026 to change the appropriation of the \$25,000 of the Software Maintenance and Subscriptions Budget from the 2026 General Fund Fund Balance and instead come from the 2026 Sales Tax Capital budget and to also appropriate \$45,000 from the 2026 Sales Tax Capital Budget to the 2026 City Council Capital Budget for vehicles.

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:

Chris Smith, President

Phyllis McGraw, City Clerk



City of Bossier City
ITEM FACT SHEET
Regular Council

Meeting Date: Regular Council - Feb 17 2026
Department: Police Administration
Prepared by: Jennifer Emert, Secretary
Sponsor: Daniel Haugen, Chief
Submitted: February 11, 2026

NOTED: RECOMMENDED BY:

A handwritten signature in blue ink, appearing to read "Thomas H. Chandler", written over a horizontal line.

Thomas Chandler, Mayor

TITLE:

Introduce an Ordinance authorizing Mayor Thomas H. Chandler to execute the attached Master Services Agreement with Law Enforcement Administrative & Management Services ("LEAMS"). (First Reading) (Haugen)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Bossier City PD MSA](#)

[Ord. Authorizing Mayor to execute the attached Master Services Agreement with LEAMS.](#)

Reviewed By:

Daniel Haugen, Chief	Approved - Feb 11 2026
Angela Williamson, Finance Director	Approved - Feb 11 2026
Richard Ray, ACA	Approved - Feb 11 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026



Master Services Agreement

This Master Services Agreement (“Agreement”) is entered into as of the Effective Date and is between **Law Enforcement Administrative & Management Services (“LEAMS”)**, to include current and future software affiliates, with offices located at 16225 Park Ten Place, Unit 543, Houston, Texas 77084, and **Bossier City Police Department (“Client”)**, located at 620 Benton Road, Bossier City, Louisiana 71171. LEAMS and Client are sometimes individually referred to herein as “Party” and collectively as the “Parties”.

“Effective Date” – If no date is specified, the Effective Date of this Agreement is the date of the last signature below.

“Recitals” – In consideration of the reciprocal promises, covenants, and agreements contained in the Agreement, and for other good and valuable consideration, which the parties acknowledge the receipt and sufficiency of, the Parties agree to the following Terms & Conditions.

TERMS & CONDITIONS

1. Services

1.1 Statements of Work and the Services

(A) Except where expressly stated otherwise to the contrary, LEAMS shall perform, at its sole expense, the Services described in this Agreement, and any applicable Statements of Work (or schedules or other attached documents) that the Parties may execute from time to time during the term of this Agreement. As used in this Agreement, “Statement of Work” or “SOW” means Statement of Work executed pursuant to this section 1.1, including all schedules, exhibits, and attachments thereto, as each may be amended from time to time and agreed to in writing by an authorized representative of the Parties. “Services” as used in this Agreement means, collectively, the services, deliverables, and functions to be provided by LEAMS under this Agreement. LEAMS shall provide the requisite staff, and resources necessary to provide Client with the services described in this Agreement, and any applicable Statement of Work. LEAMS shall provide Client with support services for the coordination, management, and provision of its personnel related to the Client’s off duty, uniformed officer outside employment services. LEAMS shall provide Client with support and administrative services specific to Client of off duty outside employment requests and assignments that include, but are not limited to scheduling, billing, payroll, and reporting.

(B) Each Statement of Work shall include a description of the Statement of Work, schedules, rates, and other specifications and terms the Parties agree are applicable to such Statement of Work shall, upon execution by authorized representatives of the Parties, be deemed incorporated into this agreement.

(C) Customer is defined as any person or entity requesting Client’s off duty officer outside employment services.

Invoicing and Payment – Client acknowledges that LEAMS will charge Customers the officer’s pay rate plus an administrative fee per assignment, and any applicable sales tax as specified in the applicable Statement

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



of Work. LEAMS reserves the right to require Customers to either prepay or pay by credit card for the services requested, including any applicable administrative fee, and sales tax. Customer shall pay LEAMS's invoice(s) within thirty (30) days after the date Customer receives such invoice(s). A late payment charge of 1.5% per month may be imposed by LEAMS on all past due, undisputed balances. Where state law mandates a lower late payment charge, the late payment charge shall be lowered to the highest rate legally permitted. If payment of such unpaid, past due, and undisputed amounts is not promptly received in accordance with the terms hereof, the LEAMS will have the option to terminate services at one or more of Customer's facilities following LEAMS's provision of at least two (2) days' notice to Customer.

- Prepayment Checks: There will be an additional 3.5% fee for all prepayments with checks.
- Credit Card Payments: For customers paying with a credit or debit card, there will be an additional 3.5% fee.

2. Term and Termination

2.1 This agreement is valid for a term of ninety (90) days from the date of the most recent signature, unless terminated in accordance with the terms of this Agreement. "Term" in this Agreement includes the aforementioned period in addition to any applicable renewal.

2.2 Renewals: With the mutual written consent of the Parties, the Term of this Agreement may be renewed for one (1) year periods. Any renewal under this subsection 2.2 will be a continuation of the same terms and conditions set forth in this Agreement, and any applicable addendums.

2.3 Termination

- (A) Either party may terminate this Agreement for convenience and without cause, at any time, by giving the other party thirty (30) days advance written notice designating the date of termination. Any notice required or permitted under this Agreement shall be sent in accordance with Section 8 of this Agreement.
- (B) Each Party may terminate this Agreement if the other party materially breaches its obligations under this Agreement and fails to cure such breach within thirty (30) days following receipt of written notice of such breach from the other party.
- (C) It is the intent of the Parties that, where allowed by law, they be placed in the respective positions immediately before their entry into this agreement in the event of a termination or expiration of this Agreement.

2.4 Permits and Licenses: LEAMS shall, at LEAMS's expense, obtain and maintain all necessary permits, licenses, and government approvals needed to perform its obligations under this Agreement.

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



2.5 Business Name: LEAMS shall conduct business under its own name. LEAMS shall not use the Client's name nor the Client's Affiliates in providing the Services.

2.6 Contractor's Judgment: LEAMS shall determine the specific time and manner in which the Services are performed pursuant to this Agreement and the resources that are used to perform such Services. Client shall have no authority to direct the day-to-day activities of LEAMS or any of LEAMS's employees, agents, or independent contractors (together with Contractor, the "Staff").

3. Relationship

3.1 Client and LEAMS agree that neither party has the authority to bind or make any commitment on behalf of the other nor are any of either party's employees entitled to employment rights or benefits of the other party.

3.2 Nothing herein shall be deemed or construed to create a joint venture, partnership, agency, or employer/employee relationship for any purpose.

3.3 Client is interested in the end results to be achieved by this Agreement and LEAMS shall have full power and authority to select the means, manner, mode, and methods of performing the Services hereunder, subject to compliance with performance and quality control standards mutually agreed to.

3.4 LEAMS shall be solely responsible for paying the wages and other compensation of its Staff and all related withholding taxes, workers' compensation insurance, and other obligations pertaining to its Staff.

4. Confidential Information

4.1 Definition of Confidential Information: All information disclosed by either Client or LEAMS as a "Disclosing Party" to the other party as a "Receiving Party" or otherwise learned by the Receiving Party in connection with performance of Services here under ("Confidential Information") shall be treated by Receiving Party as confidential information of the Disclosing Party. The Confidential Information includes, but is not limited to, personal, consumer, customer, Client, or employee information; business plans, marketing information, cost estimates, forecasts, bid and proposal data, or financial data; or formulae, products, processes, procedures, programs, inventions, systems, or designs of the Disclosing Party.

4.2 Ownership and Use: The Receiving Party acknowledges that all Confidential Information remains the property of Disclosing Party. Receiving Party agrees not to use any Confidential Information for any purpose except pursuant to this Agreement. The Receiving Party shall keep all Confidential Information in confidence and shall not disclose any Confidential Information to any third party. Such obligations do not apply to information which 1) is or hereafter becomes generally known, or 2) is hereafter furnished to the Receiving Party by a third party without restriction on disclosure, or 3) subject to the Texas Public Information Act as provided by Texas Government Code 552.

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



4.3 Protection: LEAMS will implement and maintain safeguards for Confidential Information sufficient to 1) ensure the security and confidentiality of the Confidential Information, 2) protect against anticipated threats or hazards to the security or integrity of such Confidential Information, and 3) protect against unauthorized access to or use of such Confidential Information. LEAMS has established and will follow procedures for all employees with access to Confidential Information to protect the privacy of such information. At a minimum, (i) LEAMS shall not transmit Confidential Information across unsecured communication channels or wireless LANs and shall ensure that all Confidential Information, whether in transmission or storage, is secured against unauthorized access and/or distribution through encryption, authentication and robust access, distribution and replication controls; (ii) LEAMS shall implement security assessment tools to monitor the system resources and security controls; (iii) LEAMS shall implement and maintain detective and intrusion response and recovery plans for monitoring potential unauthorized access to its systems, and shall maintain regularly updated anti-virus and spyware software on all computers (laptops, desktops, servers, etc.) connected to its network; (iv) LEAMS shall implement and maintain security alert mechanisms to generate alerts on attempted breaches and attacks that could compromise the integrity of Confidential Information.

4.4 Security: LEAMS will notify Client as soon as possible in the event it believes, or has reason to believe, that either a loss of Confidential Information or security breach has occurred and will provide assistance in identifying appropriate information relating to the breach.

4.5 Return: Within five (5) business days following the earlier of (i) the request of Disclosing Party, or (ii) the expiration of termination of this Agreement, Receiving Party shall return to the Disclosing Party or destroy Confidential Information and all related documents and materials. Such Confidential Information must be destroyed by modifying, shredding, erasing, or otherwise making the information unreadable or undecipherable.

4.6 Injunctive Relief: The parties acknowledge that the Disclosing Party may not have an adequate remedy at law in the event of any breach or threatened breach of this Agreement pertaining to the Confidential Information and intellectual property, and that the Disclosing Party or its customers or suppliers may suffer irreparable injury as a result. In the event of any such breach or threatened breach, the Receiving Party hereby consents to the granting of injunctive relief without the posting by the Disclosing Party of any bond or other security.

5. Trademarks and Intellectual Property

5.1 Neither party may use the other party's name, logo, trade or service marks, or similar indicia without the other party's prior written consent. Except as expressly stated herein, each party retains all right, title, and interest in and to its intellectual property.

5.2 LEAMS is, and shall be, the sole and exclusive owner of all right, title, and interest in and to all intellectual property developed and/or deployed in the performance of the Services, including any methods, systems, plans, software (including the Badge Time software), tools, and equipment.

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



5.3 The performance of the Services may require Client to make use of LEAMS's proprietary technology, such as but not limited to Badge Time software, the use of which requires the acknowledgement and agreement to the terms and conditions thereof. Client acknowledges and agrees that failure to comply with the terms of use thereof constitutes a breach of Client's obligations hereunder.

5.4 Client acquiring software licenses under the Agreement shall hold, use, and operate such software to compliance with the Software License Agreement set forth in the applicable attachment. No changes to the Software License Agreement terms and conditions may be made unless previously agreed to between LEAMS and Client. Client shall make the Software License Agreement terms and conditions available to all users. Compliance with the Software License Agreement is the responsibility of the Client. LEAMS shall not be responsible for any Client's compliance with the Software License Agreement. Regardless of any other provision or other license terms which may be issued prior to or following the effective date of this Agreement, and irrespective of whether any such provisions have been proposed prior to or after the execution of this Agreement for software utilized in the implementation of this Agreement, or the fact that such other agreement may be affixed to or accompany software upon delivery (shrink-wrap), the terms and conditions set forth in this Agreement shall supersede and govern the license terms between the parties.

6. Warranties

6.1 LEAMS warrants that all Services provided hereunder shall be performed in accordance with generally accepted standards for the industry to which such Services relate. If any Service or work product does not meet the warranties set forth above, LEAMS will do everything necessary, without charge, to bring the Services or work product, as applicable, into compliance with such warranties in a timely manner. Clients acknowledge that the furnishing of the Services provided for herein by LEAMS does not guarantee protection against all contingencies.

6.2 LEAMS warrants that it will perform and provide the Services in compliance with all policies of Client as may be provided from time to time by Client, and all laws, rules, and regulations applicable to the Services and/or Contractor in its performance and delivery of the Services.

7. Insurance

LEAMS, at its own expense, will maintain the following insurance throughout the term of this Agreement:

General Liability:	\$1,000,000 Each Occurrence
Workers' Compensation:	Full statutory coverage
Employer's Liability:	\$1,000,000 Each Occurrence

A combination of primary and excess/umbrella liability policies will be acceptable to meet the limits specifically required hereunder.

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All certificates of insurance shall name Client as additional insured with respect to general liability coverage and shall require that Client be provided with at least thirty (30) days advance written notice of cancellation. General liability insurance shall cover claims for bodily injury, death, personal injury, and property damage occurring during performance of the Services. LEAMS shall provide certificates of insurance to Client prior to the Agreement Effective Date, and thereafter upon the renewal of all policies to be maintained hereunder.

8. General Provisions

8.1 Notices: Legal Notices under this Agreement shall be in writing. Notices may be served by certified mail, postage paid with return receipt requested, by private courier, prepaid, by facsimile, or other telecommunication device capable of transmitting or creating a written record, or personally. Mailed notices shall be deemed delivered three (3) days after mailing properly addressed. Couriered notices shall be deemed delivered on the date that the courier represents that delivery will occur. Telecommunicated notices shall be deemed delivered when receipt is either confirmed by confirming transmission equipment or acknowledged by the addressee or its official. Personal delivery shall be effective when accomplished. Unless a party changes its address by giving notice to the other party as provided herein, notices shall be delivered to the parties as follows:

If to LEAMS, to Principal Place of Business: 16225 Park Ten Place, Unit 543, Houston, TX 77084

If to Client, to: Chief of Police – P.O. Box 5337 or 620 Benton Road, Bossier City, LA 71171

8.2 Assignment and Delegation

- (a) No Assignment or Delegation: Client may not assign any of its rights nor may Client delegate any performance under this Agreement, except with the prior written consent of LEAMS. Any assignment of Client's rights or delegation of Client's duties are prohibited under this subsection, whether they are voluntarily or involuntary, by subcontract, agency, merger, consolidation, dissolution, operation of law, change of control, or any other manner.
- (b) Ramifications of Purported Assignment or Delegation: Without limiting any other remedy, LEAMS may have against Client for such purported assignment, any purported assignment of rights or delegation of performance in violation of this section is void.
- (c) Successors and Assigns: This Agreement binds and benefits the parties and their respective permitted successors and assigns.

8.3 Governing Laws/Jurisdiction: This Agreement shall be governed by and construed in accordance with the laws of the State of Texas without giving effect to principles of conflicts of law thereof. Further, the parties expressly consent to the exclusive jurisdiction and venue in the applicable Division of the United States District Court where the defendant Party is located, or the Texas District Courts in the county in which the defendant Party is located, and if located in more than one county/parish, in the county/parish in which the principal offices of the defendant

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Party are located, and all applicable appellate courts. Accordingly, any action or proceeding brought by either party which is based on, or derives from, this Agreement will be brought in such courts.

8.4 Attorneys' Fees and Court Costs: If any suit or actions arising out of or related to this Agreement is brought by any party, the prevailing party shall be entitled to apply to the courts for the recovery of any direct and reasonable costs and fees (including without limitation direct and reasonable attorney fees, the fees and costs of experts and consultants) incurred by such party in such suit or action, including without limitation any post-trial or appellate proceeding.

8.5 Limitation of Liability: To the extent permitted by law, neither party will be liable to the other or any third party for lost profits, incidental, consequential, punitive, special, exemplary, or indirect damages of any kind, even if such party has been advised of such damages in advance or such damages were foreseeable.

8.6 Entire Agreement: This Agreement (including, without limitation, all applicable schedules and attachments referenced in and attached to this Agreement) constitutes the final, complete, and exclusive statement of the agreement between the parties with respect to the subject matter hereof and cannot be altered, amended, or modified except in writing signed by an authorized representative of each party.

8.7 Headings: The section headings in this Agreement are included for convenience only; they do not give full notice of the terms of any portion of this Agreement and are not relevant to the interpretation of any provision of this Agreement.

8.8 Survival: The following provisions shall survive expiration or termination of the Agreement: Trademarks and Intellectual Property, Confidentiality, Warranties, Limitation of Liability, Insurance, and any other provisions that by their nature are intended to survive expiration or termination of this Agreement.

8.9 Counterparts: This Agreement may not be executed in one or more counterparts, each of which is deemed original, but all of which together shall constitute one and the same instrument. Further, each party agrees to accept telefax signature pages as originals.

8.10 Severability: In the event that any provision contained in this Agreement is held to be unenforceable by a court of competent jurisdiction, the validity, legality, or enforceability of the remainder of this Agreement shall in no way be affected or impaired thereby.

8.11 Employment Contracts: Any responsibility and/or liability with regard to any employment contract between Client and any law enforcement personnel assigned to a Customer work-site shall be the exclusive responsibility and/or liability of Client and LEAMS shall not be a party to any such agreement. LEAMS will have neither responsibility nor liability in connection with or arising out of any such employment contract except to prepare checks and to pay such employee who is party to such contract in conformity with information provided by Client. With respect to any employment contract between Client and any law enforcement personnel assigned to a

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



Customer work-site, Client shall be acting solely on its own volition and responsibility with regard to all aspects of any such contract, including but not limited to its negotiation, compliance, implementation, renewal, enforcement, and termination.

8.12 Authority: This Agreement shall be valid and enforceable only upon signature by an authorized person with authority to execute this Agreement on behalf of LEAMS. Any individual signing this Agreement on behalf of Client represents, warrants, and guarantees that he or she has full authority to do so. Each party represents that it has the power and actual authority to enter into this Agreement and to be bound by conditions and terms contained herein.

8.13 Waiver: No delay or omission by a party in exercising any right or remedy under this Agreement shall operate to impair such right or remedy or be construed as a waiver thereof.

8.14 Force Majeure: Neither party shall be liable to the other party in any manner whatsoever if it is unable to perform any of its obligations under this Agreement due to any cause beyond its reasonable control including but not limited to acts of God, war or national emergency, riots, civil commotion, terrorism, fire, explosion, flood, epidemic, acts of Government, highway authorities, telecommunications network operators or other competent authorities or interruptions of, or inability in obtaining, supplies, or services from third parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

Law Enforcement Administrative & Management Services

By: _____

Printed Name: _____

Title: _____

Date: _____

Agency

By: _____

Printed Name: _____

Title: _____

Date: _____

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



EXHIBIT A STATEMENT OF WORK

Scope of Services

Law Enforcement Administrative & Management Services (LEAMS) will manage all external customer requests for off-duty officers outside employment services as of the agreed upon commencement date. LEAMS will manage the following for the agency:

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- Officer Payroll – with the exception of Bossier Parish Community College (BPCC), the Civic Center, and XXXXXX, which will continue to be paid directly to the officer. Any paid directly to the officer will be excluded from insurance coverage provided by LEAMS.
- Scheduling
- Invoicing/Collections

Policies and Procedures

- LEAMS will comply with all applicable agency orders, rules, and policies.
 - o No more than 24 hours of off duty work to be assigned to an officer without supervisor approval.
 - o Officers within the Field Training Program are not eligible for off-duty assignments.
 - o Agency will notify LEAMS of restrictions due to FMLA, light-duty, disciplinary, etc.
- LEAMS will coordinate with agency should there be any questions with a customer or assignment.
 - o Guidelines to be provided by agency for process for approval of jobs or screening by agency liaison.
- Agency will modify existing off-duty policies to incorporate LEAMS management and administration.

Payroll/Rates and Fees

- Officers interested in working for
- LEAMS will be required to sign up as 1099 contractors for LEAMS.
- Officers will be paid weekly for any work completed through LEAMS for the prior week.

Pay Rates

New Work

- o Regular \$50
- o Supervisor \$65
- o Holiday* \$75
- o Emergency \$65

Existing Accounts

There are existing accounts with a lower officer hourly rate. Those hourly officer rates will be honored until officer rate increases can be negotiated per agency administration.

* The holiday rate will apply to the following days: New Yars Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day.

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Customer Fees

- Standard rates will include a \$14 per hour service fee in addition to the officer rate.
- Due to the nature of some accounts, additional fees may be added.

Scheduling

Assignment Selection

- Assignments will be pushed out to officers via **Badge Time** to their mobile devices once received and approved.
- Officers will select and work shifts first come, first serve.

Minimum and Maximum Per Shift Work

- 4 hour minimum per regular shift and 5 minimum per holiday shift.
- Officers are limited to work a total of 24 hours of per week per agency policy.

Minimum Job Notifications

- 24 hours with rate subject to be higher.

Insurance Coverages

- LEAMS will provide liability coverage and statutory workers compensation coverage. COI will be provided to the City.

Badge Time Software

- Officers working for LEAMS will be required to utilize Badge Time to pick up shifts, clock/in and out, and report incidents.
- Agency will be provided access to Badge Time to view LEAMS assignments requested through their agency.
- LEAMS will provide Agency access to Badge Time software to create and manage internal assignments and assignments not being managed through LEAMS payroll. These assignments will be viewed by officers on the same database with officer profiles being managed by LEAMS.
- Badge Time training will be provided by LEAMS.
- Additional Badge Time Software Terms and Conditions outlined in Exhibit B.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

Law Enforcement Administrative & Management Services

By: _____

Printed Name: _____

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



Title: _____

Date: _____

Agency

By: _____

Printed Name: _____

Title: _____

Date: _____

**EXHIBIT B
BADGE TIME TERMS AND CONDITIONS**

1. Data Entry and Use

1.1 System Administrator Expectations – Because System Administrators can access any part of the server and issue commands that reveal, change, or delete data, it is expected that each user with such permissions would have access to confidential information belonging to their agency. System Administrators are expected to exhibit high professional standards as to maintaining the confidentiality of data, needs, and requests. System Administrators are appointed by their respective agencies. They have the ability to perform functions

L.E.A.M.S. 16225 Park Ten Place, Suite 500 Houston, TX 77084



within their own agency's data affecting only their agency. Their permissions to delete once approved must have agency head approval prior to performing deletion tasks.

- 1.2 Ongoing Maintenance is the responsibility of LEAMS. LEAMS will notify the client of any system downtime to perform such maintenance. Unexpected outages shall be reported by either party upon becoming aware of the outage.
- 1.3 Proprietary Information - Proprietary Information disclosed by all parties to one another for the purposes of this Agreement, which is clearly so identified in writing as proprietary, shall be protected by the recipient in the same manner and the same degree that the recipient protects its own proprietary information. Such information will only be disclosed to those employees of the recipient requiring access thereto in order to perform this Agreement. All information or data on the network shall be treated as proprietary regardless of ownership.
- 1.4 Authorized Use – This Agreement is intended for use by current employees of the City of Bossier City. The Chief of Police or designated liaison will be the final authorization for user access to the system. A master list of all authorized users will be maintained by the site.
- 1.5 Indirect Access – All parties will take measures to prevent unauthorized third-party access to the system. Should unauthorized access occur, any damages or cost of litigation including attorney's fees incurred as a result of such unauthorized access shall be allocated between the parties.
- 1.6 User Account Access – Each user shall have a unique user account with a unique password, thereby identifying the user as an Authorized Individual. This account is used within the system to determine system rights of the user and to provide a method of accounting for access to information. Sharing of accounts within the agency is strictly prohibited. Each user shall utilize their unique user name and password when accessing the system.

The following Ordinance offered and adopted:

Ordinance No. _____ Of 2026

AN ORDINANCE AUTHORIZING MAYOR THOMAS H. CHANDLER TO EXECUTE THE ATTACHED MASTER SERVICES AGREEMENT WITH LAW ENFORCEMENT ADMINISTRATIVE & MANAGEMENT SERVICES (“LEAMS”).

WHEREAS, certain police officers of the City of Bossier City Police Department have and continue to be employed to provide off-duty security service to local businesses and entities located within the city and surrounding area; and

WHEREAS, the scheduling and administration of said approved off-duty employment service places a considerable burden upon the City of Bossier City Police Department; and

WHEREAS, Law Enforcement Administrative and Management Services (hereinafter referred to as LEAMS) is able to provide the above-described scheduling and administrative services at no cost or expense to the City of Bossier City; and

NOW, THEREFORE, BE IT ORDAINED, that Mayor Thomas H. Chandler is hereby authorized to execute the attached Master Services Agreement between the City of Bossier City and LEAMS. on behalf of the City of Bossier City.

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 _____, 2026, 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 - Feb 17 2026
Department: Legal
Prepared by: Jennifer Emert, Secretary
Sponsor: Charles Jacobs, CA
Submitted: February 9, 2026

NOTED: RECOMMENDED BY:


Thomas Chandler, Mayor

TITLE:

Introduce an Ordinance declaring a certain portion of SBC Subdivision surplus to the needs of the City of Bossier City.
(First Reading) (Jacobs)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Ordinance - SBC Subdivision surplus to city's needs 2.9.26](#)
[Exhibit A - SBC Subdivision](#)

Reviewed By:

Richard Ray, ACA	Approved - Feb 11 2026
Angela Williamson, Finance Director	Approved - Feb 11 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026

The following Ordinance offered and adopted:

ORDINANCE NO ____ OF 2026

**AN ORDINANCE DECLARING A CERTAIN PORTION OF SBC
SUBDIVISION SURPLUS TO THE NEEDS OF THE CITY OF BOSSIER
CITY.**

WHEREAS, the City of Bossier City owns a certain portion of SBC Subdivision, more particularly described in Exhibit “A”; and

WHEREAS, this portion of land is not currently being used by the City of Bossier City and the sale of this property will relieve the City of the maintenance requirements of said parcels.

NOW, THEREFORE, BE IT ORDAINED, in regular session convened that the City Council of Bossier City, Louisiana, does hereby declare a certain portion of SBC Subdivision more particularly described in Exhibit “A” surplus to the needs of the City of Bossier City.

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 _____, day of _____, 2026 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

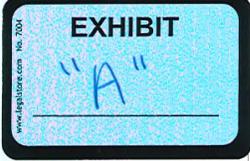
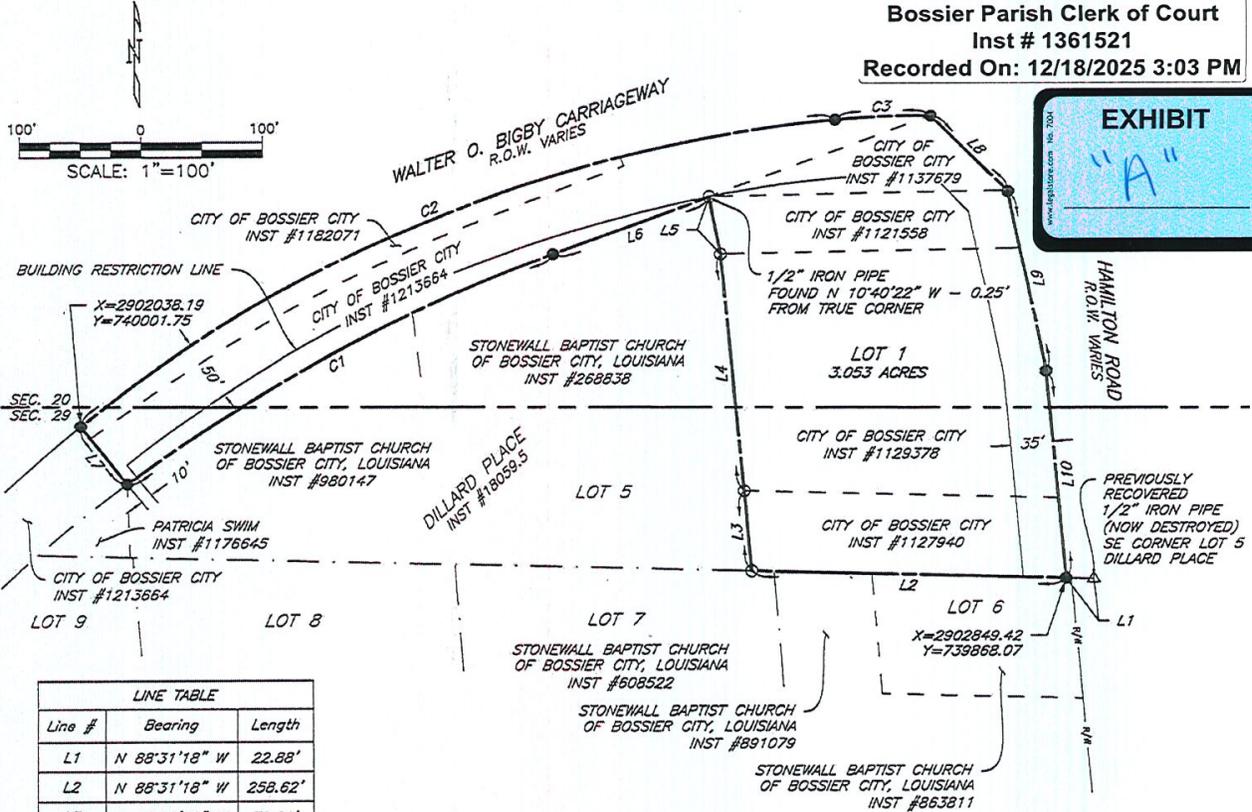
Chris Smith, City Council President

Phyllis McGraw, City Clerk

SBC SUBDIVISION

A RESUBDIVISION OF A PORTION OF LOT 5, DILLARD PLACE, AS RECORDED IN INSTRUMENT NUMBER 18059.5 OF THE RECORDS OF BOSSIER PARISH, A PORTION OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF FRACTIONAL SECTION 20 AND A PORTION OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 29, ALL IN TOWNSHIP 18 NORTH, RANGE 13 WEST OF THE LOUISIANA PRIME MERIDIAN, NORTHWESTERN LAND DISTRICT, BOSSIER CITY, BOSSIER PARISH, LOUISIANA CONTAINING 3.053 ACRES, MORE OR LESS

Jill M. Sessions
Bossier Parish Clerk of Court
Inst # 1361521
Recorded On: 12/18/2025 3:03 PM



Line #	Bearing	Length
L1	N 88°31'18" W	22.88'
L2	N 88°31'18" W	258.62'
L3	N 05°02'49" W	70.01'
L4	N 05°18'45" W	204.87'
L5	N 10°40'22" W	50.23'
L6	S 69°05'12" W	138.03'
L7	N 37°38'12" W	63.17'
L8	S 44°20'46" E	91.60'
L9	S 11°21'14" E	157.39'
L10	S 05°08'50" E	179.94'

Curve #	Radius	Length	Chord Bearing	Chord Length	Delta Angle
C1	1382.68'	403.57'	S 60°43'30" W	402.14'	16°43'24"
C2	1142.00'	684.86'	N 67°08'56" E	674.64'	34°21'37"
C3	700.00'	78.50'	N 87°32'29" E	78.46'	6°25'30"

Legend

- Dillard Place Lot Line
- SBC Subdivision Lot Line
- Original Tract Line
- Found 1/2" Pipe
- Set 5/8" Rebar with Cap "G.H. Gilleon PLS 4976"
- △ Calculated Corner

NOTES:
I hereby certify that this survey and plat based on it were prepared by me or those under my direct supervision and control. This survey is in compliance with the current Louisiana Standards of Practice for Boundary Surveys, as stipulated by the Rules of the Louisiana Professional Engineering and Land Surveying Board in Chapter 29 of Title 46, Part LXI, for a Classification "B" Survey.

The Undersigned Surveyor and NTB Associates, Inc. do not guarantee title, ownership or that all servitudes of record or of use affecting this property are shown hereon. The surveyor was not provided any information by the client regarding servitudes, easements or rights of way for this property. The surveyor and NTB Associates, Inc. have not made a comprehensive title search or public record search in compiling the data for this map.

Bearings and Coordinates based on Louisiana Coordinate System of 1983, North Zone.

The above described tract is located in Zone "X" as per Flood Insurance Rate Map Number 22015CD413D, map dated September 26, 2008.

NTB Associates, Inc. is not responsible for any wetlands delineation or determination, environmental site assessment or subsurface conditions for this survey tract.

No attempt was made by NTB Associates, Inc. to locate or show any underground utilities on this survey.

RECORDED OWNER:

Thomas H. Chandler 12-12-25
CITY OF BOSSIER CITY
BY MAYOR THOMAS H. CHANDLER DATE

APPROVED:

Gregory Alan Rouse
METROPOLITAN PLANNING COMMISSION 12/11/25 DATE

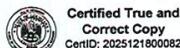
Gregory Alan Rouse 12/12/25
CITY ENGINEER DATE

Thomas H. Chandler 12-12-25
MAYOR DATE

I hereby certify this subdivision conforms to all regulations and requirements of the Bossier City-Parish Metropolitan Planning Commission Subdivision Regulations of 2004 and Louisiana Revised Statute 33:5051.



Grant H. Gilleon 10/08/25
GRANT H. GILLEON, PLS
LA REG. NO. 4976
NTB ASSOCIATES, INC.
525 LOUISIANA AVENUE
SHREVEPORT, LA 71101
318.226.9199 DATE



Jill M. Sessions
Bossier Parish
Clerk of Court

Generated Date:
12/18/2025 3:03 PM

Alteration and subsequent re-filing of the certified copy may violate La. R.S. 14:132, 133, and/or RPC Rule 3.3(a)(2).



City of Bossier City
ITEM FACT SHEET
Regular Council

Meeting Date: Regular Council - Feb 17 2026
Department: Finance
Prepared by: Angela Williamson, Finance Director
Sponsor: Angela Williamson, Finance Director
Submitted: February 12, 2026

NOTED: RECOMMENDED BY:

Thomas Chandler, Mayor

TITLE:

Adopt a Resolution to adopt the Five Year Capital Projects Plan
(First and Final Reading) (Williamson)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Resolution to Adopt The Five Year Capital Projects Plan](#)
[City of Bossier City Five Year Capital Projects Plan 2026 - 2030](#)

Reviewed By:

Angela Williamson, Finance Director	Approved - Feb 12 2026
Richard Ray, ACA	Approved - Feb 12 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026

The following Ordinance offered and adopted:

RESOLUTION NO. _____ OF 2026

A RESOLUTION TO ADOPT THE FIVE YEAR CAPITAL PROJECTS PLAN

WHEREAS, Section 6.09 of the Bossier City Charter requires adoption of a five-year capital improvement projects program; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bossier City, Louisiana, in regular session convened, that the attached Five Year Capital Projects Plan for 2026-2030 is hereby adopted.

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



City of Bossier City

Five Year Capital Projects Plan

2026 – 2030

Five Year Capital Projects Plan

Introduction

The Bossier City Charter, section 6.09 Capital budget, requires that the City of Bossier prepare a five year capital improvement projects program as part of the annual budget process.

The plan includes the character and relative importance of capital improvements and the order in which they should be made.

Assembly

The plan was assembled by compiling master plan documents from various City departments including Public Affairs, Engineering, Parks and Recreation, Public Works, Building Maintenance and Public Utilities.

Funding

The City of Bossier City utilizes the following principal sources of funding for capital projects:

Revenue Bonds - These bonds are sold with the pledge that they will be repaid from the revenues of the City's Water and Sewer operations, sales tax revenues, or other dedicated revenue sources. Although these bonds may be issued without an election, there are public hearing and notice provisions written into State law that governs these sales.

Federal and State Grants - Some capital projects are funded in full or in part from grants from other governmental agencies. Federal assistance is typically involved in road, water and sewer, and building improvement projects. State assistance may be used to fund design and construction of buildings, roads and various other projects.

Local Funds – The City also uses local funding for capital projects. These funds may come from Water and Sewer operating revenues, Sales Tax revenues, or Hotel Occupancy Tax Revenues.

Five Year Capital Projects Plan

Summary

	2026	2027	2028	2029	2030	Total
Transportation	\$9,989,480	\$25,175,016	\$21,115,000	\$12,340,000	\$12,340,000	\$80,959,496
Engineering	\$6,131,135	\$22,700,000	\$7,350,000	\$1,500,000	-	\$37,681,135
Public Works	\$1,400,000	-	-	-	-	\$1,400,000
Parks and Recreation	\$1,176,000	\$20,635,000	\$862,000	\$560,000	\$650,000	\$23,883,000
Building Maintenance	\$675,000	\$650,000	\$650,000	\$500,000	\$500,000	\$2,975,000
Water	\$16,080,000	\$1,250,000	\$650,000	\$650,000	\$650,000	\$19,280,000
Sewer	\$4,198,617	\$6,481,067	\$3,781,067	\$3,781,067	\$3,781,068	\$22,022,886
Total	\$39,650,232	\$76,891,083	\$34,408,067	\$19,331,067	\$17,921,068	\$188,201,517

Five Year Capital Projects Plan

Transportation Improvement Plan

Project	Estimated Project Cost	2026	2027	2028	2029	2030
Hamilton Road Improvements	\$7,500,000	\$450,000	\$1,762,500	\$1,762,500	\$1,762,500	\$1,762,500
Bardot Lane & Montgomery Lane Drainage	\$550,000	\$54,794	\$495,206			
Lateral B-1 Drainage Canal	\$2,225,272	\$1,177,574	\$1,047,698			
Viking Drive Improvements	\$25,000,000	\$450,000	\$6,137,500	\$6,137,500	\$6,137,500	\$6,137,500
Kubota Way Extension to Medical Drive	\$5,000,000	\$450,000	\$2,275,000	\$2,275,000		
Wemple / Old Brownlee Road Intersection Improvements	\$1,000,000	\$500,000	\$500,000			
Airline Drive Improvements - Between Beene Boulevard and Viking Drive	\$1,500,000	\$500,000	\$1,000,000			
Bossier City Striping Improvements	\$1,500,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Bossier City Street Improvements	\$10,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Stormwater Master Planning	\$3,300,000	\$150,000	\$150,000	\$1,000,000	\$1,000,000	\$1,000,000
Traffic Engineering Communications Upgrade	\$900,000	\$200,000	\$700,000			
Texas Street and Hamilton Road Left Turn Signals	\$380,000	\$190,000	\$190,000			
Benton Road Panel Replacement	\$2,000,000	\$977,112	\$977,112			
Community Rating System	\$300,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Sidewalk Infrastructure Improvements	\$4,150,000	\$830,000	\$830,000	\$830,000	\$830,000	\$830,000
Street Light Illumination Upgrades	\$1,250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
South Bossier Redevelopment District	\$4,000,000	\$500,000	\$500,000	\$500,000		
Innovation Drive / Modica Road Loop	\$12,000,000		\$6,000,000	\$6,000,000		
LA Hwy 3 (Benton Road) @ Greenacres Place Turn Lane Expansion	\$200,000	\$200,000				
Northgate Road and Patricia Drive Intersection Improvements	\$350,000	\$350,000				
Airline Drive and Greenacres Boulevard Intersection Improvements	\$400,000	\$400,000				
Total	\$83,505,272	\$9,989,480	\$25,175,016	\$21,115,000	\$12,340,000	\$12,340,000

Five Year Capital Projects Plan

Engineering

Project	Estimated Project Cost	2026	2027	2028	2029	2030
City Council Chambers Renovation	\$1,581,135	\$1,581,135				
Multi-Purpose Indoor Sports Venue	\$20,000,000	\$1,000,000	\$15,000,000	\$4,000,000		
City Hall Annex	\$4,000,000	\$500,000				
Swan Lake Road to Deen Point Waterline Extension	\$8,500,000	\$550,000	\$6,000,000	\$1,850,000		
I-20 Exit Improvements	\$6,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	
CNG Fueling Stations Conversion	\$1,200,000	\$1,000,000	\$200,000			
Total	\$41,281,135	\$6,131,135	\$22,700,000	\$7,350,000	\$1,500,000	-

Five Year Capital Projects Plan

Public Works Projects

Project	Estimated Project Cost	2026	2027	2028	2029	2029
Unplanned Street Repairs	\$500,000	\$500,000				
Unplanned Drainage Repairs	\$500,000	\$500,000				
South end of Hazel Jones Road	\$400,000	\$400,000				
Total	\$1,400,000	\$1,400,000	-	-	-	-

Five Year Capital Projects Plan

Parks and Recreation Capital Improvement Projects

Project	Estimated Project Cost	2026	2027	2028	2029	2030
Donald Bond Optimist Playlot	\$150,000				\$150,000	
Field of Dreams Park Improvements	\$575,000	\$75,000		\$500,000		
South Bossier Parks Improvements (Mike Wood, Shady Grove Community Center, Walker Place Park)	\$1,285,000	\$130,000	\$500,000	\$225,000	\$300,000	\$130,000
North Bossier Tennis Center Improvements	\$301,000	\$121,000	\$20,000	\$120,000	\$20,000	\$20,000
North Bossier Park Improvements	\$540,000				\$40,000	\$500,000
Meadowview Splash Pad	\$600,000	\$600,000				
Pump Track	\$300,000	\$250,000			\$50,000	
Tinsley Parks – Baseball – Softball – Football - Soccer Complexes (6 Court Multi-Facility)	\$20,132,000		\$20,115,000	\$17,000		
Total	\$23,883,000	\$1,176,000	\$20,635,000	\$862,000	\$560,000	\$650,000

Five Year Capital Projects Plan

Building Maintenance

Project	Estimated Project Cost	2026	2027	2028	2029	2030
Buildings and Grounds Improvements	\$2,500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Vehicles	\$475,000	\$175,000	\$150,000	\$150,000		
Total	\$2,975,000	\$675,000	\$ 650,000	\$ 650,000	\$ 500,000	\$ 500,000

Five Year Capital Projects Plan

Drinking Water Capital Improvement Plan

Project	Estimated Project Cost	2026	2027	2028	2029	2030
Nanofiltration Plant	\$35,550,000	\$8,300,000	\$500,000	\$500,000	\$500,000	\$500,000
South Bossier Booster Pump Station	\$4,500,000	\$4,000,000	\$500,000			
Water Meter Replacement Project	\$3,000,000	\$3,000,000				
Replace a Combination of 106 Modules - #11 Membrane Skids	\$630,000	\$630,000				
Office Renovations	\$50,000		\$50,000			
Renovate abandoned lab	\$50,000		\$50,000			
Miscellaneous Water Loops	\$750,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Total	\$44,530,000	\$16,080,000	\$1,250,000	\$650,000	\$650,000	\$650,000

Five Year Capital Projects Plan

Sewer System Capital Improvement Plan

Project	Estimated Project Cost	2026	2027	2028	2029	2030
Shady Grove & Normand Street Sewer Lift Station	\$4,500,000	\$1,760,000	\$2,400,000			
Shed and Veva Lift Station	\$200,000	\$200,000				
Sewer Basin BC-22 (Big Airline Area) (Priority 3)	\$3,500,000		\$875,000	\$875,000	\$875,000	\$875,000
Sewer Basin BC-03	\$2,993,086	\$598,617	\$598,617	\$598,617	\$598,617	\$598,618
Sewer Basin BC-18	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Sewer Basin BC-24	\$3,869,800		\$967,450	\$967,450	\$967,450	\$967,450
Install Concrete Road around Plants #1 and #2	\$600,000	\$300,000	\$300,000			
SCADA Update - Northeast Treatment Plant	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Non-potable water line to sludge barn	\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
SCADA Update - Red River Waste Water Treatment Plant	\$575,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
Lift Station Rehabs and Improvements	\$2,500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Odor Control	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Lift Station Wetwell SSES	\$750,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Sanitary Sewer Evaluation Survey (SSES)	\$750,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Sewer Manhole Rehabilitation Projects	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Total	\$22,362,886	\$4,198,617	\$6,481,067	\$3,781,067	\$3,781,067	\$3,781,068



City of Bossier City
ITEM FACT SHEET
Regular Council

Meeting Date: Regular Council - Feb 17 2026
Department: Building Maintenance
Prepared by: Emily Pitts, Administrative Assistant
Sponsor: Steve Ford, Director of Building Maintenance
Submitted: February 9, 2026

NOTED: RECOMMENDED BY:


Thomas Chandler, Mayor

TITLE:

Adopt a Resolution Authorizing The Hiring Of new Part-Time Employees In The Building Maintenance Department as appropriated in the 2026 Operating Budgets (First and Final Reading) (Ford)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[part time building maintenance](#)

Reviewed By:

Steve Ford, Director of Building Maintenance	Approved - Feb 10 2026
Angela Williamson, Finance Director	Approved - Feb 11 2026
Richard Ray, ACA	Approved - Feb 11 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026

The following Resolution offered and adopted:

RESOLUTION _____ OF 2026
A RESOLUTION AUTHORIZING THE HIRING NEW PART-TIME
EMPLOYEES IN THE BUILDING MAINTENANCE DEPARTMENT AS
APPROPRIATED IN THE 2026 OPERATING BUDGET

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 2026 Budget authorized the addition of 2 new part-time employees and added the appropriations required to fund these positions; and

WHEREAS, the administration and the department assures 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 these positions.

The above and foregoing Resolution was presented and opened for public comment in open and legal session convened, was adopted on a motion by and seconded by and adopted on the, day of, by the following vote:

Yeas:
Nays:
Absent:
Abstain:

Chris Smith, President

Phyllis McGraw, City Clerk



City of Bossier City
ITEM FACT SHEET
Regular Council

Meeting Date: Regular Council - Feb 17 2026
Department: Public Affairs
Prepared by: Jennifer Emert, Secretary
Sponsor: Thomas Chandler, Mayor
Submitted: February 12, 2026

NOTED: RECOMMENDED BY:

A handwritten signature in blue ink, appearing to read "Thomas Chandler", written over a horizontal line.

Thomas Chandler, Mayor

TITLE:

Adopt a Resolution to hire one Booking Manager for the Bossier City Civic Center.
(First and Final Reading) (Chandler)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Resolution Booking Manager Civic Center 2026](#)

Reviewed By:

Shane Cheatham, Chief Administrative Officer	Approved - Feb 12 2026
Angela Williamson, Finance Director	Approved - Feb 12 2026
Charles Jacobs, CA	Approved - Feb 12 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026

The following Resolution offered and adopted:

RESOLUTION _____ Of 2026

A RESOLUTION TO HIRE ONE BOOKING MANAGER FOR THE BOSSIER CITY CIVIC CENTER.

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 Bossier City Civic Center is facility that provides a venue with more than 31,500 square feet of space that is utilized by both public and private organizations and has been an important part of the community since 1987; and

WHEREAS, in recent years, the utilization of the Bossier City Civic Center has increased and hiring a Booking Manager is necessary to both maintain the current booking level while working to increase the number and quality of events to be held in the facility; and

WHEREAS, the position of Booking Manager is a full-time position that was previously approved in the 2026 budget and filling this open position will not change the number of full-time positions previously approved in the 2026 budget; and

WHEREAS, the administration and the department assures that all current budgets have been verified and that no authorized salary has been exceeded.

NOW, THEREFORE, be it ordained the administration is hereby authorized to hire one Booking Manager for the Bossier City Civic Center.

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 _____, 2026 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 - Feb 17 2026
Department: Public Works
Prepared by: Dorothy Crenshaw, Office Manager
Sponsor: Wade Rich, Director
Submitted: February 9, 2026

NOTED: RECOMMENDED BY:


Thomas Chandler, Mayor

TITLE:

Adopt a Resolution for Public Works to fill a fulltime Animal Control Officer position in the Animal Control Division and backfill any vacant position this creates.
(First and Final Reading) (Rich)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Positions Resolution 2019n \(57\)](#)

Reviewed By:

Wade Rich, Director	Approved - Feb 09 2026
Angela Williamson, Finance Director	Approved - Feb 10 2026
Richard Ray, ACA	Approved - Feb 11 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026

The following Resolution offered and adopted:

Resolution No. ____ Of 2025

A RESOLUTION FOR PUBLIC WORKS TO FILL A FULL TIME ANIMAL CONTROL OFFICER POSITION IN THE ANIMAL CONTROL 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 full time Animal Control Officer position is vacant due to termination and creates 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 the position due to an opening 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 _____, 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 - Feb 17 2026
Department: Public Affairs
Prepared by: Jennifer Emert, Secretary
Sponsor: Thomas Chandler, Mayor
Submitted: February 12, 2026

NOTED: RECOMMENDED BY:


Thomas Chandler, Mayor

TITLE:

Adopt a Resolution nominating for confirmation by the Bossier City Council Terry Harris as the Bossier City Civic Center Executive Director.
(First and Final Reading) (Chandler)

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[Nomination Exec Dir Civic Center Feb 2026](#)
[Terry Resume 2026](#)

Reviewed By:

Shane Cheatham, Chief Administrative Officer	Approved - Feb 12 2026
Angela Williamson, Finance Director	Approved - Feb 12 2026
Charles Jacobs, CA	Approved - Feb 12 2026
Thomas Chandler, Mayor	Approved - Feb 12 2026
Emily Pitts, Administrative Assistant	Approved - Feb 12 2026
Phyllis McGraw, City Clerk	Approved - Feb 12 2026

The following Resolution offered and adopted:

RESOLUTION NO. ___ OF 2026

A RESOLUTION NOMINATING FOR CONFIRMATION BY THE BOSSIER CITY COUNCIL TERRY HARRIS AS THE BOSSIER CITY CIVIC CENTER EXECUTIVE DIRECTOR

WHEREAS, due to the confirmation of Carol Andersen as Project Coordinator, a vacancy exists in the position of Executive Director of the Bossier City Civic Center; and

WHEREAS, in accordance with the Bossier City Charter Sections 4.06 (m) and 14.02, the Mayor shall nominate for confirmation by the City Council an Executive Director of the Bossier City Civic Center; and

WHEREAS, Terry Harris has been employed in various capacities in the Bossier Civic Center since 2022 and possesses vast experience, has served with distinction, and is well qualified to serve in the position of Executive Director;

WHEREAS, the position of Executive Director is a full-time position that was previously approved in the 2026 budget and filling this open position will not change the number of full-time positions previously approved in the 2026 budget; and

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

WHEREAS, Mayor Thomas H. Chandler hereby nominates Terry Harris for the position of Executive Director of the Bossier City Civic Center and requests that the Bossier City Council confirm Terry Harris for the position effective immediately; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bossier City, Louisiana, in regular session convened, that the nomination of Terry Harris as the Executive Director of the Bossier City Civic Center is hereby confirmed.

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 _____,

2026 by the following vote:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

Chris Smith, President

Phyllis McGraw, City Clerk

Terry L. Harris, Jr.
4116 Calderwood Drive, Shreveport, LA 71119
318-401-6817
terryharris73@bellsouth.net

- Skills Profile**
- Well-rounded background in Business Operations, Human Resources, and Customer Service.
 - Proven track record of effective leadership skills, event planning, and employee development.
 - Skilled in developing and implementing standards and initiatives that align employee performance with company policies and objectives.
 - Strong written and oral communication.
-

Work History

Operations Manager

Bossier Civic Center

January 2022 –
Present

- Meet with clients to plan, design, and execute events.
- Collaborate with co-workers and neighboring departments to maximize efficiency.
- Hire, train, and coach team members for success.
- Communicate with a diverse group of stakeholders with varying areas of interest.
- Ensure that the facility is clean and operating in an orderly manner.
- Inventory supplies and ensure adequate supply is on hand while staying within budget.
- Coordinate vendors for property maintenance and event production.

Merchandise Associate

The Home Depot

November 2020-
December 2021

- Arrange store merchandise to promote a pleasant shopping experience.
- Assemble merchandise and execute seasonal projects.
- Assist customers with product information and locating merchandise.
- Work collaboratively with co-workers and varied departments.

Night / Weekend Supervisor

Shreve Memorial Library

December 2020-
June 2021

- Ensure that library services are functioning and available to patrons.
- Maintain an orderly and motivated work environment.
- Address infractions with patrons as the need arises.
- Assist patrons with varied requests.
- Process in-bound and out-bound library material in a timely manner.

Operations Manager

Caesars Entertainment

November 2009-

April 2019

- Coordinate multiple departments to optimize performance...
- Review budget to ensure financial efficiency.
- Maintain compliance with various governing bodies.
- Select team member and manage daily functions.
- Address scheduling, payroll, and employee relation concerns.
- Communicate /collaborate with colleagues for overall success.

Instructor of Career Development & Computer Concepts,

Ayers Career College

July 2009 –

Dec. 2010

- Instruct students on business essentials such as time management, goal setting, business etiquette, and interpersonal skills.
- Instruct students on the proficient use of the Microsoft Office suite (Word, PowerPoint, Excel, Outlook, and Access).
- Mentor students to develop mentalities of commitments to excellence.
- Work with colleagues to maintain strong student support base.

Customer Service / Human Resources Manager,

Sam's Town Shreveport Casino and Hotel

Customer Service Manager Duties:

June 2006 –

July 2009

- Maintained customer service satisfaction ratings that were consistently above regional average.
- Designed and implemented employee rewards and recognition program.
- Assessed service levels and provided middle and upper management with feedback and plans to maintain improvement.
- Planned and managed employee events.
- Resolved issues and concerns for clients throughout organization.
- Ensured fair and consistent treatment of employees.
- Represented company at high profile public events.
- Coordinated and managed company involvement in public relations endeavors to include, Paint Your Heart Out Shreveport, Caddo Council on Aging Meals on Wheels Delivery, United Way Day of Caring, and Susan G. Komen Race for the Cure®.

Human Resources Duties:

- Conducted employee grievance and infarction investigations.
- Assisted with financial review and budgeting.
- Coordinated and managed employee career fairs.
- Managed employee recruitment database.
- Conducted New Hire Orientation.
- Conducted managerial training modules.
- Interviewed prospective employee.
- Audited employee files for accuracy and regulatory compliance.
- Served as Chairman of the Employee Crisis Fund.

	<ul style="list-style-type: none"> • Served as Chairman of the Employee Satisfaction Committee. • Served as Chairman of the Customer Service Taskforce. 	
	<p>Slot Shift Manager, Harrah’s Louisiana Downs</p> <ul style="list-style-type: none"> • Lead the operation’s team in the 2003 opening of the property. • Identified and assured purchase of any and all essential items. • Hired and trained all team members... • Coordinated the scheduling and training of employees. • Developed and implemented policies to ensure compliance with regulatory laws and mandates. • Motivated team to provide consistently great service by keeping them informed, inspired, and well served. • Evaluated team member performance and provide accurate feedback. 	August 2002 – May 2006
	<p>Assistant Shift Manager, Harrah’s Shreveport</p> <ul style="list-style-type: none"> • Oversight of the slot department in the absence of the shift manager. • Addressed employee concerns and issues. • Ensured that customers receive the very best service and addressed any barriers that may have diminished the customer experience. • Represented and spoke on behalf of team members at award luncheons. 	2000 – August 2002
	<p>Slot Supervisor, Harrah’s Shreveport</p> <ul style="list-style-type: none"> • Supervised the daily operations on the casino floor. • Ensured that all team members were performing optimally. • Communicate information and objectives to team members. • Evaluated team member performance and delivered accurate feedback. 	1998 - 2000
	<p>Valet Supervisor, Harrah’s Shreveport</p> <ul style="list-style-type: none"> • Ensured that all customers that entered and exited the property received fast and friendly service. • Ensured that team members are informed and concerns are addressed. 	1997-1998
Education	<p>Bachelor of Science, Accounting Louisiana State University Shreveport</p>	2008
	<p>Masters of Business Administration, Human Resources Louisiana State University Shreveport</p>	2020



C-USE-000201-2025

MPC ACTIONS:
Denied

METROPOLITAN PLANNING COMMISSION

**January 15, 2026
2:00 P.M.**

PRELIMINARY [] PUBLIC HEARING [X] CONDITIONAL USE [X]

FROM: Carolina Blunck, MPC Senior Planner

APPLICANT: Sarah Lytle, Bloom House

ITEM: **C-USE-000201-2025** – The application of Sarah Lytle requesting Conditional Use approval to allow the establishment of The Bloom House, a Community Service Use, operating as a supervised family visitation center serving children involved with the Department of Children and Families, within Greenacres Subdivision, located at 2519 Waverly Drive, Bossier City, Louisiana. (City Council District 5) (Police Jury District 7)

<input type="checkbox"/> ZONING AMENDMENT <input type="checkbox"/> TEMPORARY USES <input type="checkbox"/> SUBDIVISION APPROVAL	<input type="checkbox"/> PLANNED UNIT DEVELOPMENT <input checked="" type="checkbox"/> CONDITIONAL USE <input type="checkbox"/> OTHER
---	--

APPLICATION CONTACT INFORMATION:

OWNER/APPLICANT: Sarah Lytle,
Bloom House
212 Macey Ln,
Bossier City, LA 71111

I. **APPLICATION SUBMITTAL DATE:** November 28, 2025

II. **PROJECT NAME:**

CUA to allow the establishment of The Bloom House

III. LOCATION:

The property is generally located at 2519 Waverly Drive, Bossier City, Louisiana 71111. The site is approximately 700 feet northwest of the intersection of Belle Grove Drive and Waverly Drive and is located within Greenacres Subdivision, Unit No. 5.

IV. BACKGROUND INFORMATION:

The applicant, is requesting Conditional Use approval to allow the establishment of *Bloom House*, a supervised family visitation center, within an existing single-family residence located at 2519 Waverly Drive, Bossier City. The proposed use is intended to provide a structured, supervised, and residentially scaled environment for court-ordered or agency facilitated family visitation involving children who have experienced family separation.

According to the applicant's operational narrative, Bloom House will function in a manner consistent with a residential setting. All visitation sessions will be scheduled and supervised, with activities occurring primarily during standard daytime hours (8:00 a.m. to 5:00 p.m.). Limited administrative functions associated with case coordination and support services will occur on site and will be incidental to the primary use. No exterior alterations are proposed that would change the residential character of the structure.

Parking will be accommodated by the existing driveway, with limited on-street parking available as needed. The applicant indicates that visitation schedules will be staggered to minimize traffic impacts and neighborhood disruption. Safety and security measures include supervised visitation and the use of interior and exterior monitoring systems. Signage will be minimal and limited to identification of the facility at the residence.

Building Area: 1,165 sq. ft.

V. PHYSICAL CONDITIONS:

Properties have an existing residential dwelling with a driveway.

VI. UNRESOLVED ISSUES:

There are no irresolvable issues at this time.

VII. PLANNING ANALYSIS:

The following criteria must be met to approve this request.

1. LAND USE (MASTER PLAN - 2013):

Future Land Use Plan: Designates this area for Medium Density Residential

Thoroughfare Plan: This property is accessed from Waverly St. a residential street.

2. ZONING:

The following zoning issues are relative to this request:

Zoning District: R-LD Residential, Low Density

Base Zoning District Requirements:

- Minimum Lot Size:
 - Single-family dwelling: 6,000 sq. ft.
 - Any other permitted use: 8,000 sq. ft.
- Minimum Lot width – 60’
- Maximum Height: 2 stories or 35 ft., whichever is less
- Yard requirements: 25’ Front, 5’ Side, 20’ Rear

Adjacent Zoning:

	Zoning
North	R-LD Residential, Low Density
South	R-LD Residential, Low Density Waverly Drive
East	R-LD Residential, Low Density
West	R-LD Residential, Low Density

3. AIR INSTALLATION COMPATIBLE USE ZONE:

AICUZ – Outside AICUZ Decibel Level Contour
Noise level per the Air Installation Compatible Use (AICUZ)
Study for Barksdale Air Force Base.

4. UTILITIES:

City water and sewer

VIII. ATTACHMENTS:

- Property Owner Certification
- Vicinity map
- Map
- Zoning Map

C-USE-000201-2025

- District Map
- FLU Map
- Subdivision Map
- Photo
- Letter of Intent
- Other documents
- Property Owners within 300'



Property Owner Certification

Application Instructions and Submittal Documents

1. ALL owners of record must sign this certificate and upload it into the Energov system.
2. If a company (including an LLC), corporation, partnership, or other group is an owner of the property, the signee must indicate company/corporate position/title **AND** submit substantiating documentation.
3. Any person signing with Power of Attorney for others must print the names of those individuals **AND attach** a notarized copy of the Power of Attorney.

Application Type*

- | | | |
|--|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Master Development Plan | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Amended/Minor Plat | <input type="checkbox"/> Miscellaneous Request | <input type="checkbox"/> Small Cell Tower |
| <input checked="" type="checkbox"/> BOA – Variance, Special Exception Use, Appeal | <input type="checkbox"/> Off-Premise Sign Review | <input type="checkbox"/> Telecommunication Tower |
| <input checked="" type="checkbox"/> Conditional Use (land use, parking, landscaping, etc.) | <input type="checkbox"/> On-Premise Sign Review | <input type="checkbox"/> Temporary Use |
| | | <input type="checkbox"/> Zoning Amendment |

Project Information

Name of Project*: The Bloom House

Property Address*: 2519 Waverly Drive Bossier City, La 71111
(If property address is not assigned, please indicate assessment number(s).)

Tax Assessment Number*: 126519

Property Owner Contact Information

Check here if primary contact

CONFIDENTIAL

I Michael Lytle will represent myself; or I hereby designate Sarah Lytle
 (Property Owner) (Name of Project Representative)

to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request.

Acknowledgment*

1. I acknowledge that private deed restrictions or covenants may exist on the subject property. I recognize that neither the Bossier City – Parish Metropolitan Planning Commission (MPC) nor its staff may consider such deed restrictions or covenants, if any, when determining approval or denial of an application.
2. I understand that the application fee is nonrefundable.
3. Pending Application Expiration: The applicant understands that the application expiration timeframe begins when the applicant submits the application. Pending applications shall expire 180 days from the date of submittal.
4. I hereby certify that I am the owner of the property and further certify that the information regarding the property ownership provided as a part of this application is true and correct. (Attach additional pages if necessary)

12/16/25
 Property Owner(s) Signature Date

 Property Owner(s) Signature Date

* Required information in order to process Application.

Bloom House exists to create a home-like environment for children who have experienced family separation. It is designed to be a place of peace, consistency, and connection, offering:

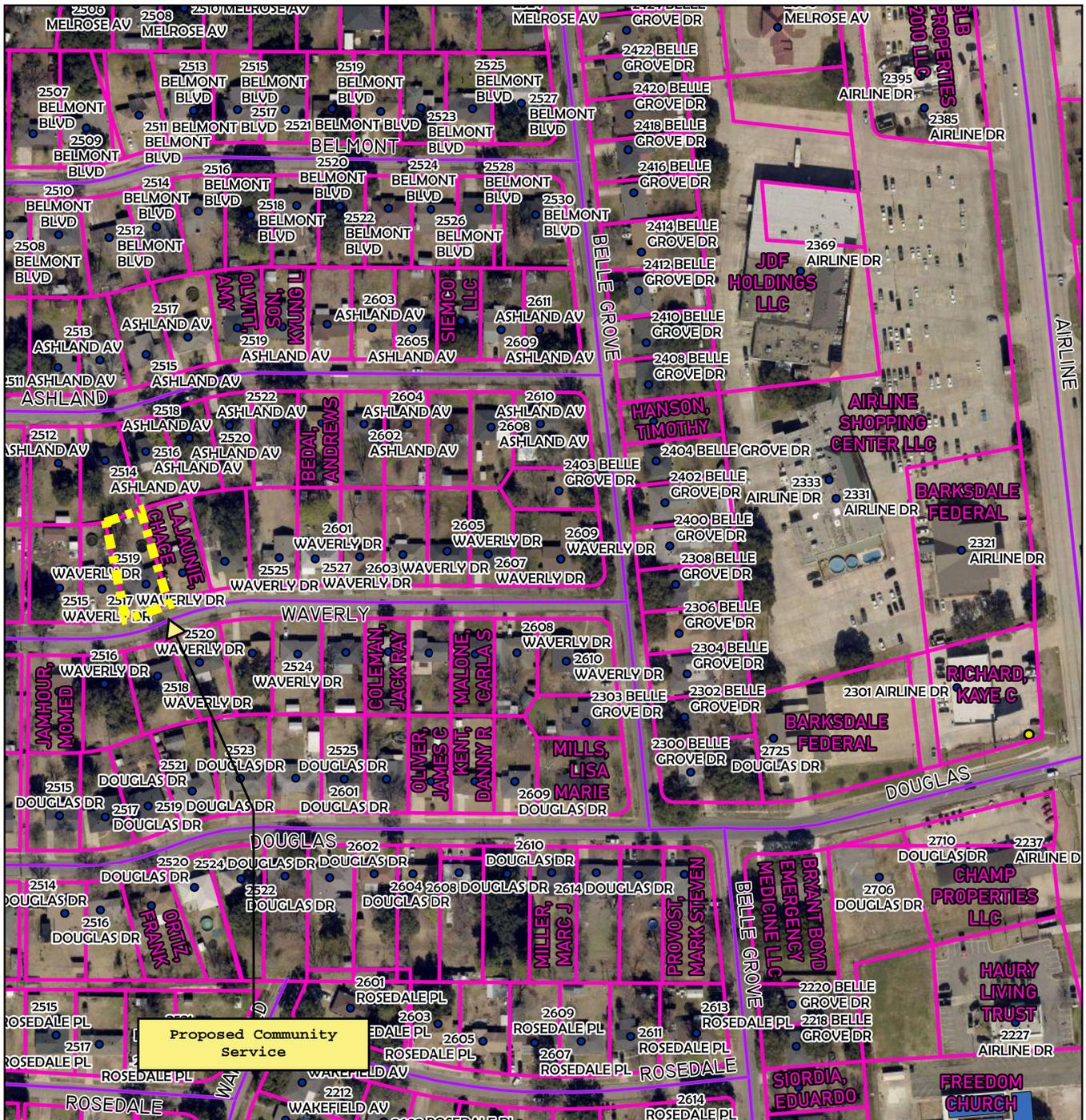
- A nurturing visitation space where children and their parents can spend time together in a safe, calm, and supportive setting.
- A stable hub for the community, providing continuity and familiar faces to kids whose lives often feel unpredictable.
- Creative services for waiting children, including trauma-sensitive photography and video sessions that help capture their stories with dignity and hope.
- A functional workspace used intermittently where our team can complete casework, planning, and support services efficiently and compassionately.

At its heart, Bloom House ensures that every child who walks through the door feels seen, safe, and valued.

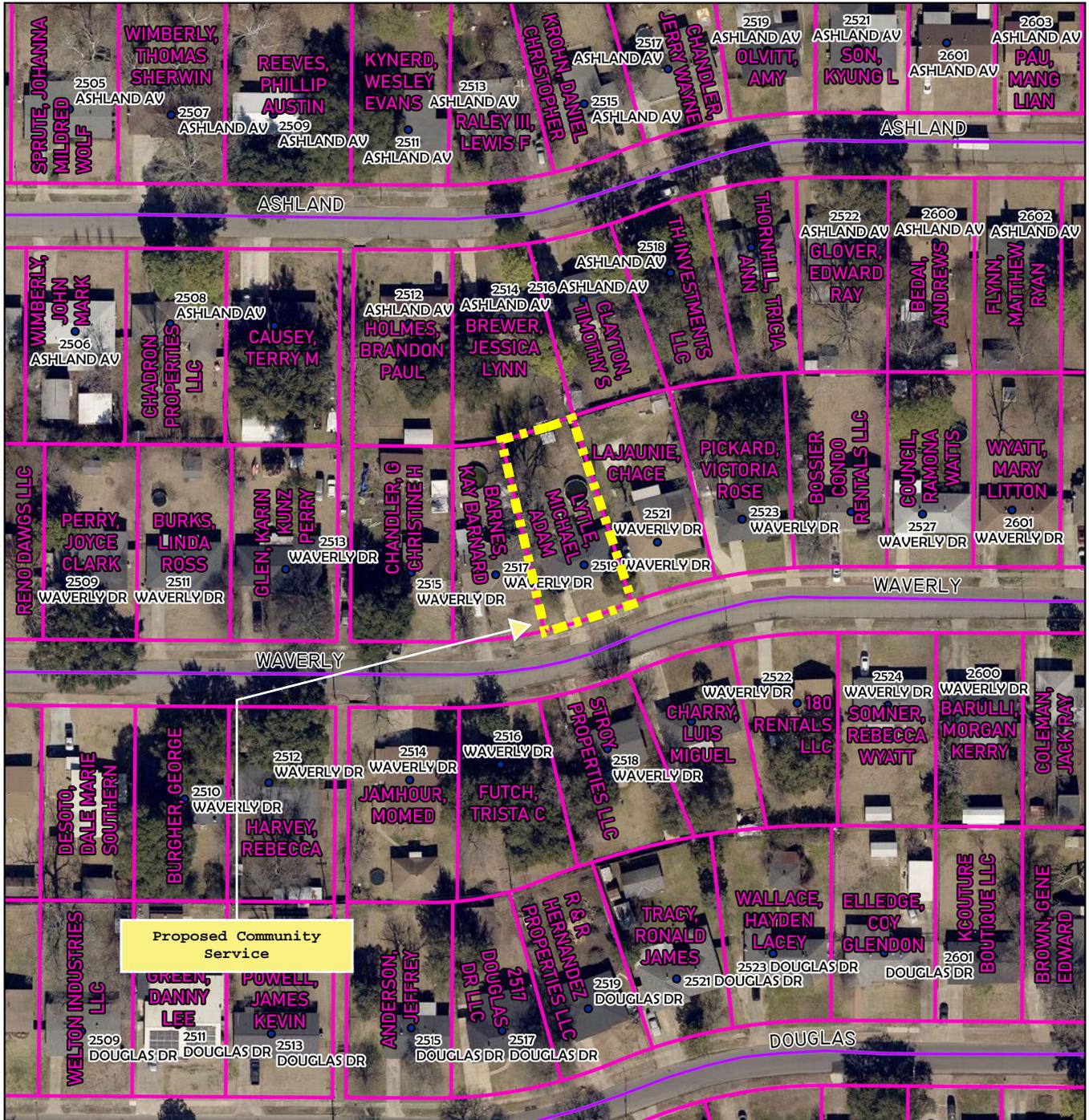
Operations & Logistics

- Hours of Operation: 8:00 a.m. – 5:00 p.m. Occasional housekeeping may be performed after hours by the homeowners or lessors.
- Parking: Space is available for two vehicles in the driveway, with two additional overflow spaces on the street at the front of the home.

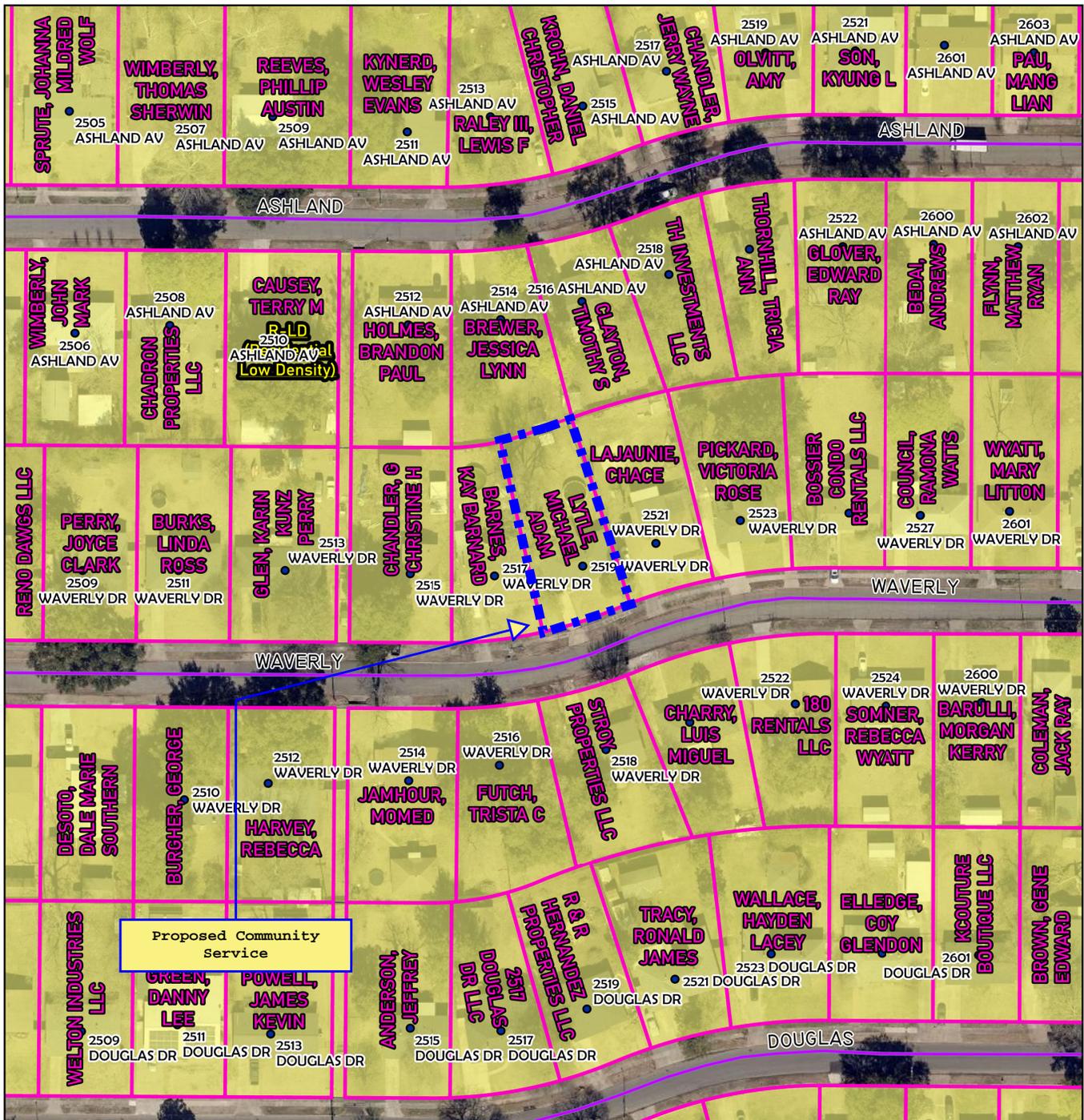
- Visitation Flow: All visits will be scheduled and staggered, ensuring a controlled environment with minimal traffic and preventing an abundance of activity at any given time.
- Safety & Security: Bloom House will utilize indoor and outdoor cameras for security, and all visitation sessions will be supervised.
- Identification: A simple sign labeled “The Bloom House” will be placed on the front door to clearly identify the home.



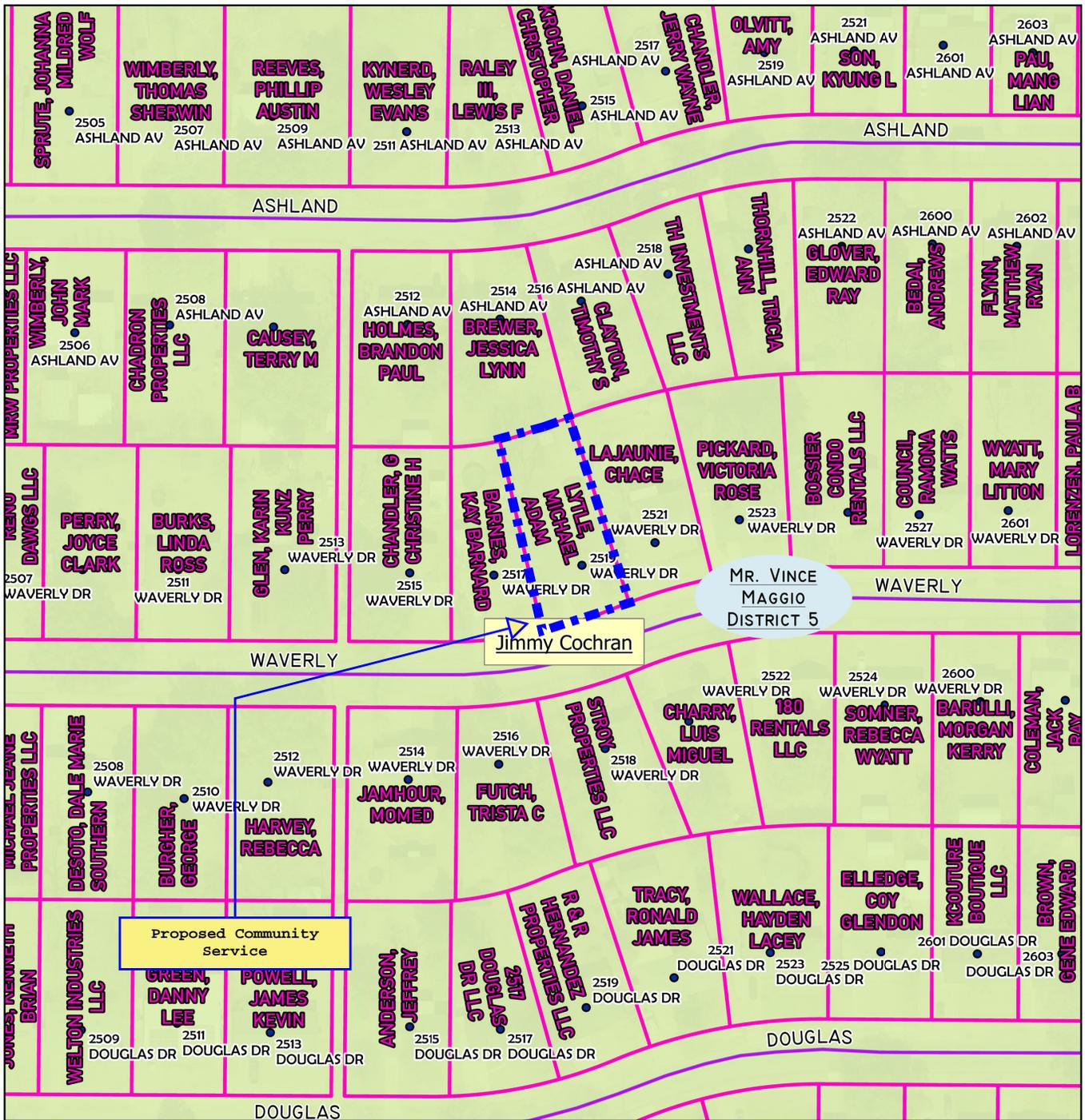
<ul style="list-style-type: none"> ● PARISH ADDRESSES (152) ● BILLBOARDS (1) — BOSSIER CITY ROAD (18) □ PARCELS (203) 	<ul style="list-style-type: none"> ● RESTRICTIVE USES (ALCOHOL) (1) 	<p>0 50 100 Feet</p>
<p>BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>	<p>MAP - BOSSIER</p> <p>2519 Waverly Dr, Bossier City, LA 71111</p>	<p>Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA</p> <p>Page 8 of 37</p> <p>Drawn by: Blunck Map Revised: 12.29.25</p> <p style="text-align: right;">C-USE-000 201-2025</p>



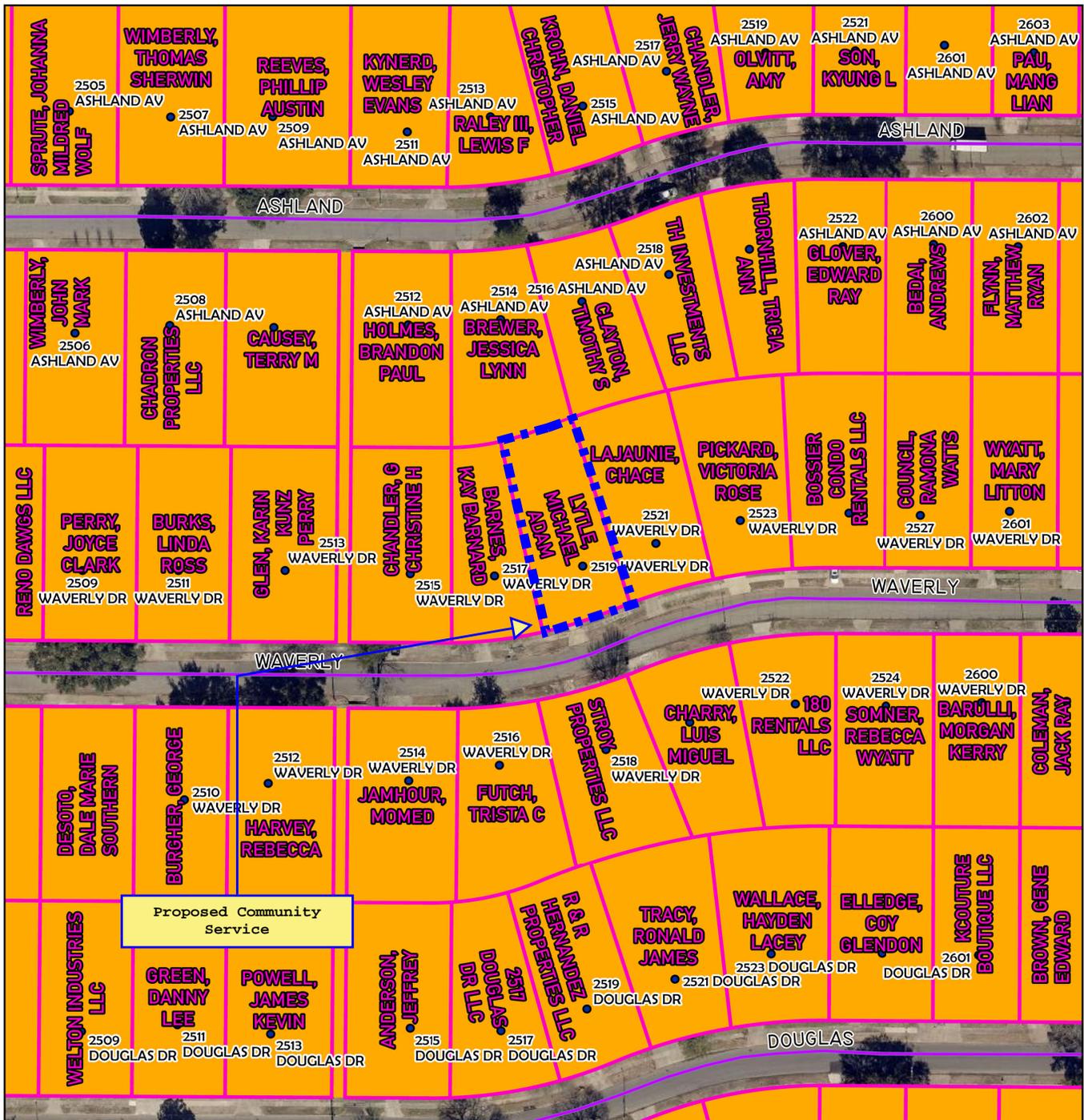
<ul style="list-style-type: none"> ● PARISH ADDRESSES (55) — BOSSIER CITY ROAD (3) □ PARCELS (69) 		
<p>BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>	<p>MAP - BOSSIER</p> <p>2519 Waverly Dr, Bossier City, LA 71111</p>	<p>Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA</p> <p>Page 9 of 37 C-USE-000 201-2025</p> <p>Drawn by: Blunck Map Revised: 12.29.25</p>



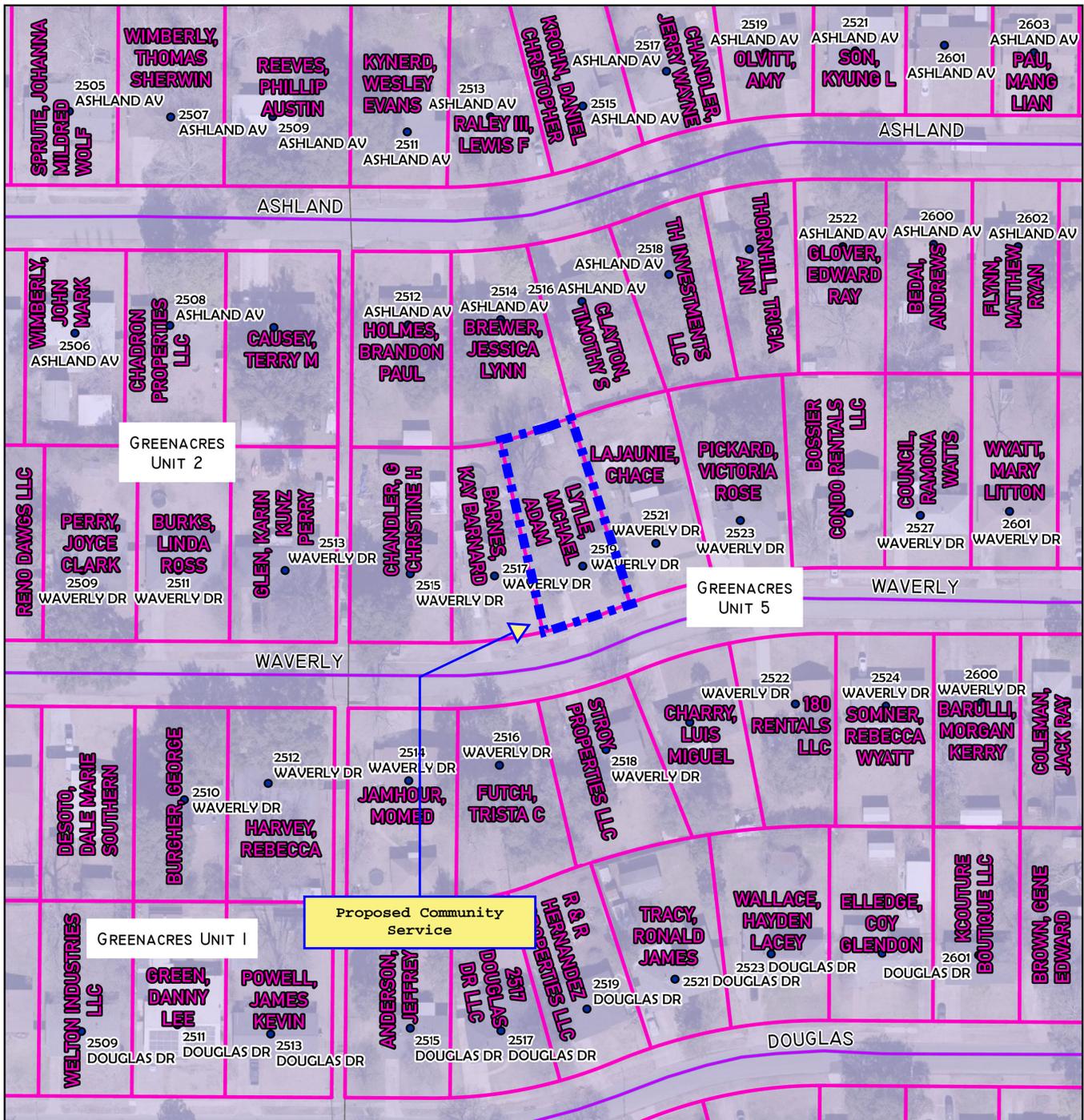
<ul style="list-style-type: none"> ● PARISH ADDRESSES (55) ZONE1 — BOSSIER CITY ROAD (3) □ PARCELS (69) 	<ul style="list-style-type: none"> □ R-LD (RESIDENTIAL LOW DENSITY) (68) 		
<p>BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION</p> <p>PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>	<p>ZONING MAP - BOSSIER</p> <p>2519 Waverly Dr, Bossier City, LA 71111</p>	<p>Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA</p>	<p>C-USE-000 201-2025</p>
		<p>Drawn by: Blunck</p>	<p>Map Revised: 12.29.25</p>



<ul style="list-style-type: none"> ● PARISH ADDRESSES (55) — BOSSIER CITY ROAD (3) □ PARCELS (69) 	<ul style="list-style-type: none"> ■ CITY DISTRICT 5 - VINCE MAGGIO (1) ■ BPPJ DISTRICT 7 - MR. JIMMY COCHRAN (1) 		
<p>BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 - 926 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>	<p>DISTRICT MAP - BOSSIER</p> <p>2519 Waverly Dr, Bossier City, LA 71111</p>	<p>Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA</p>	<p>C-USE-000 201-2025</p>
		<p>Drawn by: Blunck</p>	<p>Map Revised: 12.29.25</p>



<ul style="list-style-type: none"> ● PARISH ADDRESSES (55) — BOSSIER CITY ROAD (3) 	<ul style="list-style-type: none"> □ PARCELS (69) ■ MEDIUM DENSITY RESIDENTIAL (68) 		
<p>BOSSIER CITY—PARISH METROPOLITAN PLANNING COMMISSION PHONE 741-8924 — 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</p>		<p align="center">FLU MAP - BOSSIER</p> <p align="center">2519 Waverly Dr, Bossier City, LA 71111</p>	
<p align="center">Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA</p>		<p align="center">C-USE-000 201-2025</p>	
<p>Drawn by: Blunck</p>		<p>Map Revised: 12.29.25</p>	



● PARISH ADDRESSES (55) □ PARCELS (69)
 — BOSSIER CITY ROAD (3) □ GREENACRES (3)

0 50 100
 Feet

 BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION <small>PHONE 741-8924 - 920 BENTON RD. BOSSIER CITY, LOUISIANA 71111</small>	SUBDIVISION MAP - BOSSIER 2519 Waverly Dr, Bossier City, LA 71111	Bossier City-Parish Metropolitan Planning Commission Bossier Parish, LA Drawn by: Blunck Map Revised: 12.29.25	C-USE-000 Page 13 of 37 201-2025
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2519 Waverly Dr, Bossier City, LA 71111-2418, Bossier County

APN: 126519 CLIP: 6284005377

	Beds	Full Baths	Half Baths	Sale Price	Sale Date
	N/A	N/A	N/A	N/A	N/A
	Bldg Sq Ft	Lot Sq Ft	Yr Built	Type	
	1,165	9,372	1962	SFR	

OWNER INFORMATION			
Owner Name	Lytle Michael Adam	Tax Billing Zip	71111
Tax Billing Address	2114 Surrey Ln	Tax Billing Zip+4	5537
Tax Billing City & State	Bossier City, LA	Owner Occupied	No

LOCATION INFORMATION			
Location City	Bossier City	Subdivision	Greenacres Sub #5
School District	Bossier Psb	Census Tract	105.00
School District Code	2200270	Carrier Route	C005
Elementary School District	2200270	Within 250 Feet of Multiple Flood Zone	Yes (Ae, X500)
High School District	2200270		

TAX INFORMATION			
Tax ID	126519	Lot	27
Parcel ID	126519		
Legal Description	LOT 27, GREENACRES #5.		

ASSESSMENT & TAX			
Assessment Year	2024	2023	2022
Assessed Value - Total	\$7,627	\$6,638	\$7,073
Assessed Value - Land			\$1,900
Assessed Value - Improved			\$5,173
YOY Assessed Change (\$)	\$989	-\$435	
YOY Assessed Change (%)	14.9%	-6.15%	
Market Value - Total	\$76,273	\$66,376	
Tax Year	Total Tax	Change (\$)	Change (%)
2022	\$757		
2023	\$922	\$164	21.71%
2024	\$762	-\$160	-17.34%

CHARACTERISTICS			
Land Use - Corelogic	SFR	Building Sq Ft	1,165
Land Use - County	Single Family Residence	# of Buildings	1
Estimated Lot Acres	0.2151	Year Built	1962
Estimated Lot Sq Ft	9,372		

SELL SCORE			
Rating	Moderate	Value As Of	2025-11-23 05:17:48
Sell Score	582		

ESTIMATED VALUE			
RealAVM™	\$118,900	Confidence Score	58
RealAVM™ Range	\$99,500 - \$138,400	Forecast Standard Deviation	16
Value As Of	11/10/2025		

(1) RealAVM™ is a CoreLogic® derived value and should not be used in lieu of an appraisal. This represents an estimated sale price for this property. It is not the same as the opinion of value in an appraisal developed by a licensed appraiser under the Uniform Standards of Professional Appraisal Practice.

(2) The Confidence Score is a measure of the extent to which sales data, property information, and comparable sales support the property valuation analysis process. The confidence score range is 50 - 100. Clear and consistent quality and quantity of data drive higher confidence scores while lower confidence scores indicate diversity in data, lower quality and quantity of data, and/or limited similarity of the subject property to comparable sales.

(3) The FSD denotes confidence in an AVM estimate and uses a consistent scale and meaning to generate a standardized confidence metric. The FSD is a statistic that measures the likely range or dispersion an AVM estimate will fall within, based on the consistency of the information available to the AVM at the time of estimation. The FSD can be used to create confidence that the true value has a statistical degree of certainty.

RENTAL TRENDS			
Estimated Value	968	Cap Rate	6.6%
Estimated Value High	1187	Forecast Standard Deviation (FSD)	0.23

2519 Waverly Dr, Bossier City, LA 71111-2418, Bossier County

APN: 126519 CLIP: 6284005377

	Beds	Full Baths	Half Baths	Sale Price	Sale Date
	N/A	N/A	N/A	N/A	N/A
	Bldg Sq Ft	Lot Sq Ft	Yr Built	Type	
	1,165	9,372	1962	SFR	

OWNER INFORMATION			
Owner Name	Lytle Michael Adam	Tax Billing Zip	71111
Tax Billing Address	2114 Surrey Ln	Tax Billing Zip+4	5537
Tax Billing City & State	Bossier City, LA	Owner Occupied	No

LOCATION INFORMATION			
Location City	Bossier City	Subdivision	Greenacres Sub #5
School District	Bossier Psb	Census Tract	105.00
School District Code	2200270	Carrier Route	C005
Elementary School District	2200270	Within 250 Feet of Multiple Flood Zone	Yes (Ae, X500)
High School District	2200270		

TAX INFORMATION			
Tax ID	126519	Lot	27
Parcel ID	126519		
Legal Description	LOT 27, GREENACRES #5.		

ASSESSMENT & TAX			
Assessment Year	2024	2023	2022
Assessed Value - Total	\$7,627	\$6,638	\$7,073
Assessed Value - Land			\$1,900
Assessed Value - Improved			\$5,173
YOY Assessed Change (\$)	\$989	-\$435	
YOY Assessed Change (%)	14.9%	-6.15%	
Market Value - Total	\$76,273	\$66,376	
Tax Year	Total Tax	Change (\$)	Change (%)
2022	\$757		
2023	\$922	\$164	21.71%
2024	\$762	-\$160	-17.34%

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Land Use - County	Single Family Residence	# of Buildings	1
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RENTAL TRENDS			
Estimated Value	968	Cap Rate	6.6%
Estimated Value High	1187	Forecast Standard Deviation (FSD)	0.23

Estimated Value Low

749

(1) Rental Trends is a CoreLogic® derived value and should be used for informational purposes only. Rental Trends is not intended to provide recommendations regarding rental prices, lease renewal terms, or occupancy levels to landlords.

(2) The FSD denotes confidence in a Rental Trends estimate and uses a consistent scale and meaning to generate a standardized confidence metric. The FSD is a statistic that measures the likely range or dispersion a Rental Trends estimate will fall within, based on the consistency of the information available at the time of estimation. The FSD can be used to create confidence that the displayed value has a statistical degree of certainty.

LAST MARKET SALE & SALES HISTORY		
Recording Date	07/05/2005	03/08/2004
Nominal	Y	
Buyer Name	Lytle Michael A	Lytle Michael
Seller Name	Lytle Brittnee	Crumbliss Larry & Mary
Document Number	1343-468	1303-173
Document Type	Deed (Reg)	Deed (Reg)

OWNER TRANSFER INFORMATION			
Recording Date	07/05/2005	Document #	1343-468
Deed Type	Deed (Reg)	Owner Name	Lytle Michael Adam

MORTGAGE HISTORY			
Mortgage Date	10/22/2020	04/29/2015	03/15/2006
Mortgage Amount	\$54,500	\$72,500	\$25,000
Mortgage Lender	Caliber Hm Loans Inc	Caliber Hm Loans Inc	Home123 Corp
Mortgage Code	Conventional	Conventional	Conventional

PROPERTY MAP

The left map is a detailed view of the property lot, outlined in red. The lot is roughly rectangular with dimensions of 56 feet on the top side, 150 feet on the left and right sides, and 69 feet on the bottom side. It is situated along Waverly Dr. The right map is a broader street view showing the property's location relative to surrounding streets: Conrad St, Melrose Ave, Belmont Blvd, Ashland Ave, Waverly Dr, Douglas Dr, Rosedale Pl, Plantation Dr, Belle Grove Dr, and Airline Dr. A red arrow points to the property location on Ashland Ave. Both maps include a Google logo and a scale bar (25 yards for the left map, 200 yards for the right map).

*Lot Dimensions are Estimated

Estimated Value Low

749

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Buyer Name	Lytle Michael A	Lytle Michael
Seller Name	Lytle Brittnee	Crumbliss Larry & Mary
Document Number	1343-468	1303-173
Document Type	Deed (Reg)	Deed (Reg)

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Recording Date	07/05/2005	Document #	1343-468
Deed Type	Deed (Reg)	Owner Name	Lytle Michael Adam

MORTGAGE HISTORY			
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Mortgage Amount	\$54,500	\$72,500	\$25,000
Mortgage Lender	Caliber Hm Loans Inc	Caliber Hm Loans Inc	Home123 Corp
Mortgage Code	Conventional	Conventional	Conventional

PROPERTY MAP

The left map shows a red-outlined lot with dimensions: 56', 150', 150', and 69'. The right map shows a street grid with a red arrow pointing to the property location.

*Lot Dimensions are Estimated

Estimated Value Low

749

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LAST MARKET SALE & SALES HISTORY		
Recording Date	07/05/2005	03/08/2004
Nominal	Y	
Buyer Name	Lytle Michael A	Lytle Michael
Seller Name	Lytle Brittnee	Crumbliss Larry & Mary
Document Number	1343-468	1303-173
Document Type	Deed (Reg)	Deed (Reg)

OWNER TRANSFER INFORMATION			
Recording Date	07/05/2005	Document #	1343-468
Deed Type	Deed (Reg)	Owner Name	Lytle Michael Adam

MORTGAGE HISTORY			
Mortgage Date	10/22/2020	04/29/2015	03/15/2006
Mortgage Amount	\$54,500	\$72,500	\$25,000
Mortgage Lender	Caliber Hm Loans Inc	Caliber Hm Loans Inc	Home123 Corp
Mortgage Code	Conventional	Conventional	Conventional

PROPERTY MAP

The left map displays a red-outlined lot with dimensions: 56' (top), 150' (left), 150' (right), and 69' (bottom). The lot is situated along Waverly Dr. Surrounding lots are labeled with addresses 2512, 2515, 2517, 2519, and 2521. A scale bar indicates 25 yards. Map data is ©2025.

The right map shows a street grid with Waverly Dr running horizontally. Other streets include Ashland Ave, Belmont Blvd, Melrose Ave, Conrad St, Clinton St, Douglas Dr, Rosedale Pl, Plantation Dr, Belle Grove Dr, and Airline Dr. A red arrow points to the location of the property on Waverly Dr. A scale bar indicates 200 yards. Map data is ©2025.

*Lot Dimensions are Estimated

Column1	Column2	Column3	Column4	Column5
AssessmentName	Address1	Address2	Address3	Address4
POWELL, JAMES KEVIN	ET AL,	C/O JAMES KEVIN POWELL	2513 DOUGLAS DR	BOSSIER CITY LA 71111
GLEN, KARIN KUNZ PERRY	GLEN, THOMAS	2513 WAVERLY DR	BOSSIER CITY LA 71111	
HARVEY, REBECCA	2512 WAVERLY DR	BOSSIER CITY LA 71111		
BURKS, LINDA ROSS	2511 WAVERLY DR	BOSSIER CITY LA 71111		
PERRY, JOYCE CLARK	2370 HWY 494	NATCHITOCHE LA 71457		
BURGHER, GEORGE	BURGHER, ANGELIQUE	14550 W SHAW BUTTE DR	SURPRISE AZ 85679	
WIMBERLY, JOHN MARK	162 formby dr	benton LA 71006		
CHADRON PROPERTIES LLC	103 COLONEL BURT DR	BENTON LA 71006		
CAUSEY, TERRY M	CAUSEY, AMPORN BOON PA SOOM	2510 ASHLAND AVE	BOSSIER CITY LA 71111	
REEVES, PHILLIP AUSTIN	2509 ASHLAND AVE	BOSSIER CITY LA 71111		
WIMBERLY, THOMAS SHERWIN	2768 CYPRESS VILLAGE DR	BENTON LA 71006		
KYNERD, WESLEY EVANS	GATES, KAREN ANN KYNERD	2511 ASHLAND AVE	BOSSIER CITY LA 71111	
KROHN, DANIEL CHRISTOPHER	9090 FERRY CREEK DR	SHREVEPORT LA 71106		
RALEY III, LEWIS F	2513 ASHLAND AVE	BOSSIER CITY LA 71111		
SON, KYUNG L	2521 ASHLAND AVE	BOSSIER CITY LA 71111		
CHANDLER, JERRY WAYNE	438 LINTON RD	BENTON LA 71006		
OLVITT, AMY	2519 ASHLAND AVE	BOSSIER CITY LA 71111		
BEDAI, ANDREWS	2600 ASHLAND AVE	BOSSIER CITY LA 71111		
GLOVER, EDWARD RAY	2522 ASHLAND AVE	BOSSIER CITY LA 71111		
THORNHILL, TRICIA ANN	2520 ASHLAND AVE	BOSSIER CITY LA 71111		
TH INVESTMENTS LLC	PO BOX 5961	BOSSIER CITY LA 71171-5961		
BREWER, JESSICA LYNN	2514 ASHLAND AVE	BOSSIER CITY LA 71111		
HOLMES, BRANDON PAUL	HOLMES, KATIE ELLIS	639 CALEDONIA DR	BOSSIER CITY LA 71111-7131	
CHANDLER, G CHRISTINE H	2515 WAVERLY DR	BOSSIER CITY LA 71111-2418		
BARNES, KAY BARNARD	457 COUNTY ROAD 3473	JOAQUIN TX 75954		
LYTLE, MICHAEL ADAM	2114 SURREY LN	BOSSIER CITY LA 71111		
LAJAUNIE, CHACE	2521 WAVERLY DR	BOSSIER CITY LA 71111		
BOSSIER CONDO RENTALS LLC	5111 HOLLY POINT	BENTON LA 71006		
COUNCIL, RAMONA WATTS	2527 WAVERLY DR	BOSSIER CITY LA 71111		
WYATT, MARY LITTON	2601 WAVERLY DR	BOSSIER CITY LA 71111		
CLAYTON, TIMOTHY S	9006 LAKE BRADDOCK DR	BURKE VA 22015-2131		
COLEMAN, JACK RAY	2602 WAVERLY DR	BOSSIER CITY LA 71111		
BARULLI, MORGAN KERRY	121 PEBBLE BEACH DR	BENTON LA 71006		
SOMNER, REBECCA WYATT	2524 WAVERLY DR	BOSSIER CITY LA 71111		
FLYNN, MATTHEW RYAN	2602 ASHLAND AVE	BOSSIER CITY LA 71111		
PICKARD, VICTORIA ROSE	2523 WAVERLY DR	BOSSIER CITY LA 71111		

AssessmentName	Address1	Address2	Address3	Address4
180 RENTALS LLC	135 PLANTATION TRCE	BOSSIER CITY LA 71112		
CHARRY, LUIS MIGUEL	2520 WAVERLY DR	BOSSIER CITY LA 71111		
STROY PROPERTIES LLC	1909 CITIZENS BANK DR	BOSSIER CITY LA 71111		
FUTCH, TRISTA C	2516 WAVERLY DR	BOSSIER CITY LA 71111		
JAMHOUR, MOMED	JAMHOUR, SABRIN	2514 WAVERLY DR	BOSSIER CITY LA 71111	
ANDERSON, JEFFREY	ANDERSON, CATHY	252 VINTAGE DR	MADISON MS 39110	
R & R HERNANDEZ PROPERTIES LLC	906 LINCOLN DR	SHREVEPORT LA 71107		
TRACY, RONALD JAMES	2521 DOUGLAS DR	BOSSIER CITY LA 71111-3449		
ELLEDGE, COY GLENDON	ELLEDGE, SHIRLEY FERGUSON	2525 DOUGLAS DR	BOSSIER CITY LA 71111	
KCOUTURE BOUTIQUE LLC	1104 ISLAND PARK BLVD	SHREVEPORT LA 71105		
WALLACE, HAYDEN LACEY	WALLACE, AMBER NICHOLE EASLEY	2523 DOUGLAS DR	BOSSIER CITY LA 71111	
2517 DOUGLAS DR LLC	2015 E 70TH ST	SHREVEPORT LA 71105		

From: [caitlin.brice](#)
To: [BossierMPC](#)
Subject: [EXT] Bloom house in old Greenacres.
Date: Tuesday, January 13, 2026 9:54:59 AM

Hello.

As a resident and mother of girls in Old Greenacres neighborhood I oppose the Bloom house.

My girls and I frequently walk the neighborhood as do many other women and we don't know enough about this proposal with this property to approve of it.

With this property being one block away from my home a where I MOST frequently walk I do not like the idea of it being a halfway house/ or some place individuals who needs supervision can come.

With the sheer amount of young children that walk home from school in the afternoon and kids living in the neighborhood I just do not think this is a good idea.

Sincerely a considered mother of two.
Caitlin Brice

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

From: [Carolyn Honaker](#)
To: [BossierMPC](#)
Subject: [EXT] Bloom House
Date: Tuesday, January 13, 2026 9:59:22 AM

As a long-time resident of Greenacres, I want to make my position known concerning the proposed opening of the Bloom House in our neighborhood. I agree that these children need to have visitation with their parents, but I think it should take place in another setting. Since these are inmates, I'm concerned about the safety of our people. Please reconsider and have this located somewhere besides a residential neighborhood.

Sincerely,
Carolyn Honaker
2413 Ashdown Drive

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

To Whom It May Concern:

I am a homeowner and resident of Old Green Acres Neighborhood. The property in question is directly behind my home. I put together a petition for neighbors who oppose the installation of this project. Though I didn't have much time to put it together - because I received my letter on Monday, 12th of January - within 30 minutes my petition had accumulated an entire page of signatures. I will be attending this afternoon's meeting, but I wanted to give you this copy of having this list handwritten. If you have any questions, please reach out to me via email or cell phone.

Thank you,
 Jessica Brewer
 514-662-2268

This email has been scanned for spam and viruses by Proofpoint Essentials. Visit the following link to report this email as spam.

Neighborhood Petition Form



Reason for Petition: "Bloom House" in Old Green Acres Neighborhood, Bossier City

Action Requested: OPPOSING the "Bloom House" at 2519 Waverly, Bossier City

Petition Forwarded to: Bossier City MPC

DATE	NAME	ADDRESS	SIGNATURE
1-13-26	Trisha Harris	2516 Waverly Drive	<i>Trisha Harris</i>
1-13-26	Jessica Harris	2516 Waverly Dr	<i>Jessica Harris</i>
1-13-26	Lonnie Hutchins	2517 Waverly Dr.	<i>Lonnie Hutchins</i>
1-13-26	Rose T. Hue	2512 Waverly Dr.	<i>Rose T. Hue</i>
1-13-26	Sara Gery	2510 Douglas Dr	<i>Sara Gery</i>
1-13-26	Heather Bickham	2508 Douglas Dr	<i>Heather Bickham</i>
1-13-26	Jonie Chandler	2517 Waverly Dr	<i>Jonie Chandler</i>
1-13-26	Cody Chandler	2517 Waverly Dr	<i>Cody Chandler</i>
1-13-26	Jeremy Coz	2514 Waverly Dr	<i>Jeremy Coz</i>
1-13-26	Antonia Aquino	2512 Waverly Dr	<i>Antonia Aquino</i>
1-13-26	Randall Thompson	2512 Ashland Ave	<i>Randall Thompson</i>
1-13-26	Greg Thompson	252 Ashland Ave	<i>Greg Thompson</i>
1-14-26	Shirley Rice	2518 Ashland Ave	<i>Shirley Rice</i>
1-14-26	Kimberly Roper	2516 Ashland Ave	<i>Kimberly Roper</i>
1-14-26	Lyndee Brown	2516 Ashland	<i>Lyndee Brown</i>
1-14-26	Terry H. Cusby	2516 Ashland	<i>Terry H. Cusby</i>
1-14-26	Chris Cordina	2517 Ashland	<i>Chris Cordina</i>
1-14-26	Benjamin Lavel	2517 Ashland	<i>Benjamin Lavel</i>
1-14-26	Jessica Brewer	2514 Ashland	<i>Jessica Brewer</i>
1-14-26	Espereana Lee	2514 Ashland	<i>Espereana Lee</i>

From: [A Elliott](#)
To: [BossierMPC](#)
Subject: [EXT] Attn: Charlotte Asquew
Date: Tuesday, January 13, 2026 12:27:50 PM

To Carlotta Asquew,

I am writing to you about the proposed visitation house on 2519 Waverly Drive, in The Greenacres subdivision. My family owns the home at 2308 Wesley Circle and I strongly oppose this proposition.

I am an active mother of young children who frequently walks and ride bikes on the sidewalks along Wesley and down N. Waverly. My family selected the home we did because it was a quiet family friendly neighborhood within the walking zone for Apollo Elementary school and Airline High. In fact, if you are at the home in the morning or early afternoon you will see the sidewalks filled with kids strolling home from school. There are many retired, original owners sprinkled in with younger families like our own and it is apparent that the neighbors are really making an effort to keep Old Greenacres a safe and friendly place. Turning a residential home, which could otherwise be filled with a family, into a supervised visitation house is not what is in the best interest of a neighborhood. Bringing in unfamiliar cars and visitors to a neighborhood zoned for school walkers is completely unsafe. Neighborhood watchers know to look for unfamiliar cars and faces so this will be a continued problem for the establishment making the request. I can understand the mission of 'Bloom' and have compassion for the service they are trying to provide but it has no place embedded in this neighborhood. The frequent coming and going of people who have had their children taken away, for whatever reason that may be, do need support but not at the cost of the children, families, and vulnerable elderly that takes residence in this neighborhood. The unpredictability and inconsistency needs to stay clear of the Old Greenacres community which is trying so hard to make a safe and welcoming haven inbetween the two busy roads of Benton Rd & Airline Drive. This proposal will set precedence for other establishments and businesses to encroach into our family friendly neighborhood. I wouldn't want this for my kids, my friends, my parents, or my grandparents, would you? Please hear my plea, and that of my neighbors, to reject this proposal and push 'Bloom' to land at a location that fits the best interests of all parties and our community.

Thank you for your time and I appreciate your consideration.

Sincerely,
Ashley & James Elliott

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From: [Jacquelyn Q Kennedy](#)
To: [BossierMPC](#); [Sharon Shores](#); [Theresa Quinn](#); [Patti Richter](#)
Subject: [EXT] Bloom home
Date: Tuesday, January 13, 2026 3:22:20 PM

Good afternoon,

I'm unable to attend the meeting on Thursday due to work. I wanted to write my concerns regarding the Bloom Home in Old Greenacres Subdivision.

Please do not vote for this. With our neighborhood aging, there are many elderly people, along with younger families coming back that DO NOT need this environment. This type of service should be handled in an environment with higher authority involved. Example the court house. A controlled environment.

People being accountable for coming and going.

Someone monitoring the whole situation. I read where some past visitations had no supervision, no authority there in past homes. The whole situation could turn ugly quick.

We have elderly people living throughout our neighborhood. My neighbor on one side of me is 90+, across the street, 80+, opposite side, late 70's with a grandchild she is raising, plus other younger families with small children. Children ride their bikes freely, play outside freely. This type of home could cause problems. Please keep our neighborhood family friendly and safe. I grew up in Old Greenacres, and have recently come back living in my childhood home. I want to keep our neighborhood a great place to continue living in. This type of service will cause it to decline very quickly.

Thank you for your time.

Jacquelyn Q Kennedy

[Sent from the all new AOL app for iOS](#)

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From: [Lynne Young](#)
To: [BossierMPC](#)
Subject: [EXT] Waverly house
Date: Tuesday, January 13, 2026 10:21:01 PM

Dear Ms. Askew,

I am writing to you today in regards to the house located at 2519 Waverly Dr. Bossier City, LA 71111 located within the subdivision known as "Old" Greenacres. This residential home wants to become a commercial property for a supervised visitation center which is in association with the Department of Children and Families.

My family has lived in this neighborhood for over 50 years. This is a residential neighborhood established as a residential neighborhood dating back to the 1940's.

There are many concerns that we would have about bringing a supervised "visitation" center to this residential neighborhood.

Who will actually be operating this house? Who will do the upkeep of this house? Will people be living in the house? What kind of security would be provided to the existing neighbors who bought their house thinking they would always be living in a neighborhood and not having to contend with people who have committed some kind of offense to lose their child/children. Would providing full time security be an option for the "if" something were to happen. What if something did happen and caused the area schools to have to go on lockdown and people living close by to be in fear of their lives. Who is protecting and looking out for the people already living in this area? Should the MPC approve this center would the MPC be liable for any harm that may be brought to anyone and their families by these offenders should something happen. If these people are possible pedophiles/criminals/drug users you are putting other children and people at risk as well. There is a reason (which most likely isn't a good reason) for their children to be taken away from them. Are there any other centers like this one proposed that have already been approved in existing neighborhoods? and if so where are they located?

What would stop other people/entities from buying residential properties and turning them into a commercial business. I am sure there are plenty of commercial properties within the City of Bossier that these visitations could take place. There is absolutely no reason it should take place in a residential neighborhood. Would you like this to be located next to you or any family member??

Thank you for your attention to this matter.

Sincerely,
Lynne Cyr Young

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From: [terry branch](#)
To: [BossierMPC](#)
Subject: [EXT] House on Waverly wanting to receive visitation from parents that don't have custody
Date: Tuesday, January 13, 2026 12:19:56 PM

My name is Terry Branch. We live in Old GreenAcer's. I understand a nice lady on Waverly is trying to set up a business,for visitation for Parents that need supervision.

I oppose this decision because, this would be a business in our neighborhood, Our community doesn't deserve just anyone, continually visiting our neighborhood. Also this serve should be done at a counselor's office.,They are experienced with how to deal with these people.It is up to you to keep our community safe, and these children. Thank you for your time.

[Sentfrom Yahoo Mail for iPhone](#)

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From: [csibickham](#)
To: [BossierMPC](#)
Subject: [EXT] Attention: Carlotta Asquew
Date: Tuesday, January 13, 2026 12:17:25 PM

I am concerned about the situation of the residence at 2519 Waverly street in Greenacres subdivision. Not everyone was notified of this situation and I am against this situation. This is not safe for our neighborhood. We have many children and elderly people in the neighborhood and I feel that this is not a safe place for this business. I am planning on attending the meeting on Thursday to object to this recommendation.
Thank you.

Sent from my Verizon, Samsung Galaxy smartphone

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From: [Holly Caskey](#)
To: [BossierMPC](#)
Cc: [Holly Caskey](#)
Subject: [EXT] Proposed Bloom House | Old Green Acres | OPPOSED
Date: Wednesday, January 14, 2026 6:39:04 PM

Dear Director Asquew,

I am writing to formally express my strong opposition to the proposal to use the residence on Waverly in the Old Green Acres neighborhood as a visitation or meeting house, Bloom House.

I have significant concerns regarding safety, supervision, zoning, and the overall impact this would have on our residential neighborhood.

It is my understanding that while these meetings are intended to be supervised, that is not always the case in practice. In the past, similar meetings have been held in neutral, public locations such as government buildings or restaurants, which feels far more appropriate. The possibility of unsupervised meetings, combined with emotional and sometimes volatile situations involving parents and children, raises serious safety concerns. This is especially troubling given that children regularly walk home from Green Acres Middle School through this area.

Old Green Acres is a family-oriented, residential neighborhood with many children. Residents should reasonably expect a safe and stable environment without increased traffic, unfamiliar visitors coming and going throughout the day, or uncertainty about whether nearby activities are being properly supervised.

I am also concerned about the precedent this would set. Allowing one non-residential use opens the door for additional requests in the future, which could fundamentally change the character of our neighborhood. Property values, quality of life, and neighborhood stability are all at risk when residential zoning is gradually eroded.

While I understand that Old Green Acres may be viewed as convenient due to its location, convenience should not outweigh zoning intent or the voices of the residents who live here. Neighborhood residents should have the strongest say in what occurs within their community.

Thank you for taking the time to consider these concerns.

Sincerely,
Holly Caskey
Registered Voter, Bossier City, Louisiana



HOLLY CASKEY
Creative Director, Romph Pou Agency

[318.424.2676](tel:318.424.2676) 315 [318.426.9064](tel:318.426.9064) rpagency.com



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From: [Rose Terracina Hue](#)
To: [BossierMPC](#)
Subject: [EXT] Proposed Bloom House in Old Green Acres
Date: Wednesday, January 14, 2026 5:50:24 PM

Although there is a need for a supervised family visitation center, I am strongly OPPOSED to having a house in our residential subdivision used as such. Houses in our subdivision are meant for families to live in, not for use by a business or government agency. I believe that having the house located at 2519 Waverly Drive used as The Bloom House will make it less safe for the neighboring children to play in their yards, in addition to bringing the neighboring property values down.

Thank you for your consideration of this matter.

Rose T. Hue

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From: [John Deere](#)
To: [John Deere](#)
Subject: [John Deere](#)
Date: Thursday, January 11, 2024 10:04 AM

I am a concerned neighbor in the Community that doesn't support this violation here. Although I am not against it being in a commercial area or another place. It does not belong in a residential place where we already have stores and crime. We pay our mortgage and taxes and this is OK. Some businesses we shouldn't have to deal with the issues that could arise from this and the criminal activity that comes with these situations. I urge you to reconsider this for the safety of our families that we've been here for. If it needs to be a residential then maybe consider one with a club house and be monitored by cameras and police and security guards. Maybe even install electric and drug dogs.

Thank you!
Tom Korman
Sent from my iPhone

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City of Bossier City
ITEM FACT SHEET
Regular Council

Meeting Date: Regular Council - Feb 17 2026
Department: Finance
Prepared by: Angela Williamson, Finance Director
Sponsor: Angela Williamson, Finance Director
Submitted: February 12, 2026

NOTED: **RECOMMENDED BY:**

TITLE:

Angela Williamson, Finance Director - Monthly Financial Report

COUNCIL DATE REQUESTED:

Regular Council - Feb 17 2026

ATTACHMENTS:

[January 2026 Financials](#)

Reviewed By:

Angela Williamson, Finance Director
Emily Pitts, Administrative Assistant
Phyllis McGraw, City Clerk

Approved - Feb 12 2026
Approved - Feb 12 2026
Approved - Feb 12 2026

City of Bossier City
Revenue by Fund
January 2026

Fund Number	Fund Name	January 2026	January 2025	January 2026 YTD		% YTD Budget
				Actual	Budget	
<i>Governmental Funds</i>						
100	General Fund	7,464,660	6,373,301	7,464,660	6,815,416	110%
200	Metropolitan Planning Commission	124,072	127,648	124,072	69,806	178%
210	Community Development	-	-	-	53,367	0%
215	Diversion Program	47,451	14,596	47,451	12,500	380%
230	Civic Center	48,840	78,875	48,840	53,708	91%
235	Hotel Motel Taxes	108,003	98,573	108,003	222,917	48%
237	Disaster Reserve	8,411	8,321	8,411	667	1261%
240	Fire Improvements and Operations	453,012	330,028	453,012	332,617	136%
250	Jail and Municipal Building	245,027	268,553	245,027	184,583	133%
260	Streets and Drainage	266,006	460,941	266,006	194,583	137%
810	Riverboat Gaming Trust	94,407	130,931	94,407	4,167	2266%
820	Public Safety & Health Trust	63,427	85,943	63,427	2,083	3045%
<i>Proprietary Funds</i>						
600	Water	1,601,465	1,414,509	1,601,465	1,774,167	90%
601	Sewer	1,517,560	1,567,402	1,517,560	1,528,333	99%
610	Emergency Medical Services	1,001,256	818,367	1,001,256	789,586	127%
620	Sanitation	831,899	579,546	831,899	554,917	150%
700	Health Insurance	1,083,403	991,424	1,083,403	1,061,042	102%
710	Risk Management	3,737,039	1,170,535	3,737,039	551,667	677%
<i>Capital Funds</i>						
400	Sales Tax Capital	1,163,085	1,144,745	1,163,085	811,783	143%
410	Parkway Capital	705,818	789,563	705,818	261,667	270%
430	Boardwalk Capital	21,775	27,361	21,775	19,792	110%
480	Riverboat Capital	1,249,095	958,980	1,249,095	962,917	130%
602	Water Capital	175,682	4,661,699	175,682	204,917	86%
603	Sewer Capital	106,194	136,649	106,194	202,708	52%
616	EMS Capital	132,004	148,772	132,004	66,667	198%
621	Sanitation Capital	25,853	-	25,853	25,625	101%
Total		22,275,444	22,387,262	22,275,444	16,762,202	133%

City of Bossier Sales Tax Collections - Cash Basis	6,366,337	5,493,623	116%
General Fund Sales Tax	3,743,620	3,016,600	124%

City of Bossier City
Expenses by Fund
January 2026

Fund Number	Fund Name	January 2026	January 2025	January 2026 YTD		% YTD Budget
				Actual	Budget	
<i>Governmental Funds</i>						
100	General Fund	6,167,558	9,252,938	6,167,558	6,812,894	91%
200	Metropolitan Planning Commission	102,315	55,938	102,315	87,567	117%
210	Community Development	42,689	23,716	42,689	53,333	80%
215	Diversion Program	25,085	3,563	25,085	12,500	201%
230	Civic Center	37,365	44,606	37,365	53,257	70%
235	Hotel Motel Taxes	221,058	130,297	221,058	201,458	110%
237	Disaster Reserve	8,188	-	8,188	667	1228%
240	Fire Improvements and Operations	332,617	319,313	332,617	403,450	82%
250	Jail and Municipal Building	187,111	208,263	187,111	184,583	101%
260	Streets and Drainage	455,117	83,333	455,117	193,333	235%
810	Riverboat Gaming Trust	3,436,980	-	3,436,980	288,333	1192%
820	Public Safety & Health Trust	428,293	-	428,293	37,229	1150%
<i>Proprietary Funds</i>						
600	Water	1,327,668	1,222,433	1,327,668	1,552,952	85%
601	Sewer	1,518,868	1,296,016	1,518,868	1,663,058	91%
610	Emergency Medical Services	581,450	465,181	581,450	793,138	73%
620	Sanitation	111,069	574,728	111,069	546,009	20%
700	Health Insurance	821,169	805,248	821,169	1,061,042	77%
710	Risk Management	4,201,425	2,148,904	4,201,425	550,833	763%
<i>Capital Funds</i>						
400	Sales Tax Capital	1,075,090	408,864	1,075,090	763,650	141%
410	Parkway Capital	34,014	439	34,014	36,250	94%
430	Boardwalk Capital	3,359	64,920	3,359	16,667	20%
480	Riverboat Capital	821,486	783,867	821,486	886,250	93%
602	Water Capital	45,166	4,081	45,166	323,958	14%
603	Sewer Capital	183,342	63,633	183,342	223,083	82%
616	EMS Capital	-	288,316	-	37,725	0%
621	Sanitation Capital	-	-	-	25,417	0%
Total		22,168,482	18,248,597	22,168,482	16,808,636	132%

BOSSIER CITY — PARISH



Sales and Use Tax Division

P.O. BOX 71313
 BOSSIER CITY, LOUISIANA 71171-1313
 PHONE NO: (318) 741-8549
 FAX NO: (318) 741-8997



COMPARATIVE REPORT

TO: Mayor Chandler
FROM: Bossier City - Parish Sales Tax Division
SUBJECT: Sales Tax Collection during January 2026

End of Month Date	1/31/2026	Amount	Percentage
1/31/2026 Collections		\$ 6,366,337	
1/31/2025 Collections		\$ 6,482,975	
	Decrease	\$ (116,638)	-1.8%
1/31/2026 YTD Collections		\$ 6,366,337	
1/31/2025 YTD Collections		\$ 6,482,975	
	Decrease	\$ (116,638)	-1.8%
1/31/2026 Collections include state check of		\$ 336,405	
1/31/2025 Collections include state check of		\$ 311,137	
	Increase	\$ 25,268	8.1%
1/31/2026 YTD Collections include state check of		\$ 336,405	
1/31/2025 YTD Collections include state check of		\$ 311,137	
	Increase	\$ 25,268	8.1%
January Audit Collections		\$ 196,211	
January Audit Collections YTD		\$ 196,211	
January Compliance Collections		\$ 286,229	
January Compliance Collections YTD		\$ 286,229	

THIS REPORT INCLUDES AMOUNTS FROM DMV CHECKS.

**CITY OF BOSSIER CITY
2026 BUDGET
MANNING TABLE REPORT**

Department	Full Time			Monthly Expense Including Benefits	Part Time			Monthly Expense Including Benefits	Notes
	January 2026 Current Manning	2026 Budget	Variance		January 2026 Current Manning	2026 Budget	Variance		
01 CITY COUNCIL	9	9	-						
02 PUBLIC AFFAIRS	4	5	(1)	12,552					
03 FINANCE DEPARTMENT	6	8	(2)	12,437	1	1	-		
04 PURCHASING DIVISION	2	2	-						
05 HUMAN RESOURCES DEPARTMENT	4	4	-						
06 LEGAL DEPARTMENT	5	5	-						
07 CITY COURT	13	13	-		1	2	(1)	4,586	
08 CITY MARSHAL	16	16	-		1	1	-		
09 COMMUNITY DEVELOPMENT	3	3	-		-	1	(1)	1,903	
10 FLEET SERVICES	15	15	-						
11 BUILDING MAINTENANCE	6	6	-		-	2	(2)	4,282	
12 INFORMATION SERVICES	8	9	(1)	7,506					
13 PROPERTY TAX AND LICENSES	3	3	-						
15 ENGINEERING DEPARTMENT	9	10	(1)	6,404					
16 TRAFFIC ENGINEERING	6	7	(1)	5,549					
17 PERMITS & INSPECTIONS DIVISION	10	10	-						
20 POLICE DEPARTMENT	207	214	(7)	42,800	2	6	(4)	11,420	
21 FIRE DEPARTMENT	196	206	(10)	60,659					
25 PUBLIC WORKS DEPARTMENT	20	22	(2)	9,516					
26 STREET DIVISION	2	4	(2)	9,906	1	2	(1)	1,903	
27 SANITATION DIVISION	6	6	-		-	1	(1)	915	
30 ANIMAL CONTROL	9	10	(1)	4,989	3	4	(1)	2,284	
32 PARKS AND RECREATION DEPARTMENT	30	31	(1)	5,717	4	6	(2)	3,711	
51 METROPOLITAN PLANNING COMMISSION	6	7	(1)	6,882	-	1	(1)	560	
54 CIVIC CENTER	1	2	(1)	9,051	2	3	(1)	1,427	
61 WATER ADMINISTRATION	2	2	-						
63 WATER TREATMENT PLANT	13	13	-						
64 WATER TRANSMISSION AND DISTRIBUTION	9	9	-						
66 CUSTOMER SERVICE	16	17	(1)	4,944					
72 RED RIVER TREATMENT PLANT	8	8	-						
73 SEWER MAINTENANCE	5	5	-						
74 SEWER LIFT STATION	10	10	-						
75 NORTHEAST SEWER TREATMENT PLANT	6	6	-						
76 ENVIRONMENTAL AFFAIRS	3	3	-						
81 SALES TAX ADMINISTRATION	8	9	(1)	5,650					
	<u>676</u>	<u>709</u>	<u>(33)</u>	<u>\$ 204,562</u>	<u>15</u>	<u>30</u>	<u>(15)</u>	<u>\$ 32,991</u>	Per month
Previous Report	678			\$ 2,454,744	15			\$ 395,892	Full Year
Change from Last Report	(2)			\$ 204,562	-			\$ 32,991	1 Month

**City of Bossier City
Water and Sewer
Year to Date January 2026**

	Actual 2026	Actual 2025		2026	2025		2026		12 months	12 months	
	Current Month	Prior Year	+ / -	Actual YTD	Actual YTD	+ / -	Budget YTD	+ / -	Feb 25 to Jan 26	Feb 24 to Jan 25	+ / -
Water Fund - 600											
Operating Revenues											
Water Sales - Charges	354,891	288,714		354,891	288,714		350,000		4,153,320	3,301,305	
Water Sales - Usage	1,060,907	938,219		1,060,907	938,219		1,250,000		12,413,479	11,651,268	
Water Sales - Hydrant Rental	5,000	5,000		5,000	5,000		5,000		60,000	60,000	
Other Revenue	180,667	71,240		180,667	71,240		169,167		2,273,101	1,469,361	
Total Operating Revenues	1,601,465	1,303,173	23%	1,601,465	1,303,173	23%	1,774,167	-10%	18,899,900	16,481,934	15%
Operating Expenses											
Administration	126,862	129,946		126,862	129,946		154,164		1,818,074	1,631,901	
Water Treatment Plant	334,972	546,191		334,972	546,191		450,285		4,926,376	4,817,501	
Water Transmission and Distribution	78,357	107,611		78,357	107,611		166,514		1,130,685	1,125,953	
Customer Service	175,226	195,501		175,226	195,501		152,064		1,519,643	1,479,588	
Total Operating Expenses	715,417	979,249	-27%	715,417	979,249	-27%	923,027	-22%	9,394,778	9,054,943	4%
Sewer Fund - 601											
Operating Revenues											
Sewer Charges	856,232	852,806		856,232	852,806		875,000		10,218,277	10,174,589	
Sewer Usage	470,540	508,967		470,540	508,967		458,333		5,475,915	5,943,223	
BAFB Contract	-	3		-	3		50,000		552,978	528,740	
Other Revenue	44,851	77,494		44,851	77,494		61,667		620,647	658,838	
Total Operating Revenues	1,371,623	1,439,270	-5%	1,371,623	1,439,270	-5%	1,445,000	-5%	16,867,817	17,305,390	-3%
Operating Expenses											
Administration	104,463	105,049		104,463	105,049		135,303		1,562,373	1,355,519	
Red River Treatment Plant	144,136	142,977		144,136	142,977		183,660		1,874,332	1,635,279	
Sewer Maintenance	36,928	32,820		36,928	32,820		63,220		628,022	540,212	
Sewer Lift Station	110,390	89,565		110,390	89,565		118,173		1,293,005	1,042,135	
Northeast Treatment Plant	80,329	81,593		80,329	81,593		110,409		1,098,466	871,789	
Sewer Pretreatment	19,421	21,037		19,421	21,037		23,709		260,784	245,453	
Total Operating Expenses	495,667	473,041	5%	495,667	473,041	5%	634,474	-22%	6,716,982	5,690,387	18%
Total Operating Revenue	2,973,088	2,742,443	8%	2,973,088	2,742,443	8%	3,219,167	-8%	35,767,717	33,787,324	6%
Total Operating Expenses	1,211,084	1,452,290	-17%	1,211,084	1,452,290	-17%	1,557,501	-22%	16,111,760	14,745,330	9%
Net Operating Income	1,762,004	1,290,153	37%	1,762,004	1,290,153	37%	1,661,666	6%	19,655,957	19,041,994	3%
Transfer in For Debt Service	83,333	83,333		83,333	83,333		83,333		1,000,000	1,000,000	
Transfers out for Debt Service	(1,373,383)	(1,377,083)		(1,373,383)	(1,377,083)		(1,373,383)		(16,521,300)	(16,525,000)	
Net Operating Income after Debt Service	471,954	(3,597)	13221%	471,954	(3,597)	13221%	371,616	27%	4,134,657	3,516,994	18%