

**PROCEEDINGS OF THE CHARTER REVIEW COMMISSION
OF BOSSIER CITY LOUISIANA TAKEN AT THE MEETING OF
April 8, 2024**

The Charter Commission of the City of Bossier City, State of Louisiana, had a meeting in the Bossier Council Chambers, 620 Benton Road, Bossier City, Louisiana, on April 8, 2024, at 9:00 AM.

Roll Call as follows:

Present: Vicky Whitman, Julianna Parks, Sandra Morehart, Preston Friedley, Jr., David Johnson,

Absent: Shane Cheatham, Lee A. Jeter, Sr., Lisa Wilhite, Panderina Soumas, ex officio non-voting member Richard Ray

Also present was ex officio non-voting member: Chief Administrative Officer, Amanda Nottingham and Director of Finance, Angela Williamson

Invocation was given by Mr. Johnson

Pledge of Allegiance was led by Mrs. Whitman.

Agenda Item called: Approve Agenda

By: Mrs. Whitman **Motion to approve agenda.**

Second by Mrs. Parks

No comment from the audience.

No comments from the commission.

Vote in favor of motion is unanimous.

Present: Vicky Whitman, Julianna Parks, Sandra Morehart, Preston Friedley, Jr., David Johnson,

Nays: none

Absent: Shane Cheatham, Lee A. Jeter, Sr., Lisa Wilhite, Panderina Soumas

Abstain: none

Agenda Item called: Approve Minutes from March 28, 2024 meeting.

By: Mrs. Whitman **Motion to approve minutes from March 28, 2024 meeting.**
Second by Mr. Johnson

No comment from the audience.
No comments from the commission.

Vote in favor of motion is unanimous.
Present: Vicky Whitman, Julianna Parks, Sandra Morehart, Preston Friedley, Jr., David Johnson,

Nays: none
Absent: Shane Cheatham, Lee A. Jeter, Sr., Lisa Wilhite, Panderina Soumas

Abstain: none

Old Business

Agenda Item Called: Discussion of Bossier City Charter review of Chapters 4, 5, 7 in March 28 meeting.

Mr. Friedley stated we had received an email from Mrs. Williamson communicating concerns on the changes in payroll requested in March 28 meeting.

Mrs. Nottingham stated Chapter 4 - Mayor section is spelled out on how payment is made and is not in the Chapter 3 – City Council section. There is a possible addition needed to Chapter 3 for consistency and clarity purposes.

*Defer item to April 15 meeting for wording and clarification from Mr. Jeter.

Mrs. Morehart noted a revised charter with the chapter changes has been provided from Mr. Ray. We will continue to add discussion points which will give us a complete version to review. As we move forward, we should refer to chapter and section item instead of page number.

New Business

Agenda Item Called: Review Bossier City Charter chapter 6 & 16 with Director of Finance

Mrs. Williamson joined the meeting to provide subject matter expert information to the Charter Commission as we reviewed Chapter 6 Budgets and Chapter 16 Department of Finance.

Questions:

Would you outline the overall budget process?

What type of overall budget type/philosophy?

Mrs. Williamson stated the budget is based on prior year information with a review of areas where the budget was missed in a significant amount. Expenditures are provided by Finance to meet with the department to discuss adjustment. Meetings are held with Mayor and team, then City Council and a public workshop.

What are the governing documents? Charter and Local Government Budget Act (LGBA)

Are there any Charter budget requirements that cause difficulties or problems that could be changed? The advertising requirement of the full budget. The LGBA does not require this. Bossier Press Tribune only publishes one time a week, so if anything changes there is not an opportunity to re-publish. **Action required:** Mrs. Williamson and Mrs. Nottingham will provide wording or changes to address.)

Are there any audit findings or budget variances that are out of compliance and require attention or notification to the state? Variances of 5% (total revenue or total expenditures) in general fund and special revenue funds are brought to the City Council to amend budget as required by LGBA.

Are there any ordinances currently in effect that conflict with the Bossier City Charter? **Action required:** Mrs. Williamson and Mrs. Nottingham will provide wording or changes to address.)

6.02 – Budgets covered in this section include:

- (a) General Fund
- (b) Separate Revenue funds (Revenues externally restricted for specific purposes falling under LGBA, for example Community Development fund (CBDG) or Riverboat Gaming Trust fund),
- (c) Enterprise fund budgets including water and sewage, public service and sanitation fund and EMS fund, (**Action needed:** check wording therefrom – clarify)
- (d) Separate Capital Fund is an annual budget – Riverboat Gaming Capital, Sales Tax Capital, Parkway Capital, and EMS Capital – non-restricted, internally restricted for capital
- (e) Capital plan – add 5-year plan

*Follow up question for discussion at workshop: What funds are not covered in 6.02?

6.03 – Estimate of receipts and expenditures

How are the estimations done on receipts and expenditures? Estimates are received from several sources from property taxes, actuarial if needed, and other sources as needed.

How is labor budgeted by department?

Payroll is the largest expenditure between 50-60%. Each department analyzes the headcounts and total dollars. Headcount manning is reported monthly to council. Labor budgets are done with 100% fully staffed all year, no attrition.

Mrs. Morehart asked for the Charter Commission to discuss the recommended change to mandate 2% increases for full time employees (approximately 225 employees). She stated it is risky to mandate in the charter and would not recommend, but wanted to discuss further in the workshop when other committee members are attending.

Mrs. Parks asked if sales tax funding could cover this. Mrs. Nottingham stated it is not covered in sales tax. Mrs. Parks stated it could be an unfunded mandate. Mrs. Whitman asked where it would come from. More discussion will follow in April 15 workshop.

Mrs. Morehart asked what are the historical pay increases for this group of employees. It was noted around 2% or lump sums for the last few years.

Mrs. Nottingham noted the salary study is ongoing and will provide the further guidance.

Mrs. Parks indicated a requirement in the charter could limit executing the salary/wage study.

*Mrs. Morehart asked this item to be added to the agenda for the April 15 meeting.

6.04 – Responsibilities of the City Council on introduction, publications, hearing on and adoption of budget ordinances.

Changes:

“Several budgets” wording, consider using “refer to budgets covered in 6.02”

Line 8 – Change deficit to say “Beginning equity balance” or “Beginning fund balance”

Mrs. Williamson indicated this section does comply with state law.

6.05 Budget Reports and Amendments

Variances are handled according to LGBA - Reported to the City Council and/or amended budget.

How is the accountability of the budget administered? Tracking is done monthly and monitored for variances and line-item transfers done if needed within the department. Discussions are held in evaluating items that can be transferred and no restricted items are moved such as salary/benefits.

6.06 Additional appropriations and budget amendments.

Action needed: Mrs. Williamson will review the wording in this paragraph to clear up confusion discussing line-item transfer. Consider dollar threshold to allow for Director of Finance some latitude for change.

6.07 Appropriations to lapse at close of fiscal year.

Discussion on the “use it or lose it” options to implement change.

No changes

6.08 Certification of funds, penalty for violation.

No changes

6.09 Capital Plan

Line 1 - Add 5-year plan

6.10 Responsibilities of administration on introduction, publication, hearing on, adoption, line-item veto, and adoption of budget ordinance

Ordinance 3 of 2015 changed to not later than September but would prefer the October date.

City Charter complies with LGBA. Consider wording “adhering to state law.”

6.10(b), (c), (d), (e) Change terminology “several budgets” wording, consider using “refer to budgets covered in 6.02”

6.10 (c), (d) – **Action needed:** Mrs. Nottingham will clarify process and research other municipalities.

6.10 (e) Validate the December 27 is acceptable and not too tight for vetoes, overrides and approvals.

Chapter 16. Department of Finance

What is the organizational structure as operating today?

Accounting, Tax, Purchasing, Information Systems, Arena, Customer Service

Proposed changes:

Information Systems – set up direct report to mayor as a stand-alone department.

Arena – move to CAO, Financial activities would remain in finance.

Customer Service – move to CAO – validate no implications in funding in 20.08. Financial activities would remain in finance. No funds balance transfer would need to occur for this change.

Section 16.02 Director of Finance

Discussed proposed deletion of experience required for the Director of Finance role. **Action Required:** Mrs. Williamson and Mrs. Nottingham will provide options for April 15 workshop.

16.02 (c) What does this include? All long-term debt and leases. Reported in annual financials and follows required reporting in ACFR.

16.02 (j) – Clarify wording through or use of an outside investment firm.

16.03 Purchasing Agent

16.03 (a) delete this paragraph – no central storeroom /warehouse any longer

16.03.1 Competitive Bidding – changes indicated on current version.

16.03.2 Appropriated funds availability – possibly adding follows applicable state laws.

Mrs. Whitman asked if there are any instances that are paid inter-department. Mrs. Nottingham said there are some services such as fleet service that charge the department using the vehicle.

Mr. Johnson requested discussion on the “use it or lose it” approach in our workshop.

Future Meetings:

April 15, 2024 6:00 pm Workshop – no votes on action or motions, Bayou room Civic Center

April 23, 2024. 6:00 pm

Tentative May 7, 2024 6:00 pm

By: **Mr. Johnson Motion to adjourn**
Second by: Mrs. Morehart
Adjournment – 11:12 am

No comment from the audience.
No comments from the commission.

Vote in favor of motion is unanimous.

Present: Vicky Whitman, Julianna Parks, Sandra Morehart, Preston Friedley, Jr., David Johnson,

Nays: none

Absent: Shane Cheatham, Lee A. Jeter, Sr., Lisa Wilhite, Panderina Soumas, ex officio non-voting member Richard Ray

Abstain: none

Respectfully submitted:

Publish _____, 2024