



INTERNAL AUDIT
OFFICE
505 Travis St.
Suite 450
Shreveport, LA 71101
www.shreveportla.gov
Office: 318-673-7900
Fraud Hotline: 318-222-5698



Leanis L. Steward
City Internal Auditor

REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING
FOR BOARD AND COMMISSION MEMBERS
(2016)

SPECIAL REPORT
SR290017-04

September 07, 2017

Report Highlights	Page
• Four board members reported business with the City for the year 2016	4
• There are eight inactive boards	7



The Council
City of Shreveport

Leanis L. Steward, CPA, CIA
City Internal Auditor
P.O. Box 31109
Shreveport, LA 71130-1109

E-Mail Address:
Leanis.Steward@shreveportla.gov
Phone: 318.673.7900
Fax: 318.673.7911

September 07, 2017

Councilman James Flurry
Chairman, Shreveport City Council

Dear Councilman Flurry:

Subject: SR290017-04 - Disclosure Statement Reporting for Board and Commission Members (2016)

Attached please find the report mentioned above. Management comments are included in the report.

Sincerely,

Leanis L. Steward, CPA, CIA
City Internal Auditor

nd

INDEX

Index	1
Objectives	2
Background.....	2
Scope and Methodology	2
Conclusions/Recommendations	2

Attachments

Disclosures Reported by Board Members (2016).....	Attachment A	Page 4
Inactive Boards.....	Attachment B	Page 7

DISCLOSURE STATEMENT REPORTING FOR BOARD AND COMMISSION MEMBERS (2016) SPECIAL REPORT SR290017-04

OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year 2016. Disclosure requirements are outlined in the Code of Ordinances, Section 2-51.

BACKGROUND

Section 2-51 of the Code of Ordinances requires that any member of any board, commission, or other body appointed by the Mayor and confirmed by the City Council, immediate family members, and any legal entity in which they have a financial interest must file with the City Internal Auditor:

- An acknowledgement of understanding of Section 2-51 of the Code of Ordinances.
- Initial and annual disclosure statements if they derive income or any thing of financial value from a contract with the City of Shreveport.

Acknowledgements and initial disclosure statements are required in writing within 30 days after the confirmation of the appointment by the City Council. Annual disclosure statements are due by December 31st of each fiscal year.

SCOPE AND METHODOLOGY

Procedures we performed do not constitute an audit conducted in accordance with generally accepted government audit standards. The procedures we performed included summarizing and evaluating the information presented in the disclosure forms and compiling and presenting the information in this report.

CONCLUSIONS/RECOMMENDATIONS

The results of disclosure reporting activities are as follows:

- 1.) **Attachment A** shows a total of four board members reported having business with the City for the year 2016.
- 2.) **Attachment B** lists eight inactive boards that were provided by management.

Recommendations:

- To provide transparency of information, we recommend the Administration continue to update the City's website of all current boards and commissions with information regarding duties, appointment requirements, composition requirements, etc.

<NOTE> *All of the boards have not been listed on the City's website as of March 2017.*



SR290017-04
March 13, 2017

- We recommend the Administration review the status of the appointed boards and commissions to assess their continued significance every two to five years. If the boards or commissions are not fulfilling their established functions (as shown in **Attachment B**), the governing authority should consider their abolishment, as deemed appropriate.

Management Response (Reported by the Executive Assistant to the Mayor for Governmental Affairs): The administration is still reviewing and evaluating the boards that are considered inactive.

Due Date: 1 Year or More

Prepared by:

A handwritten signature in black ink that reads "Nadia Dunams".

Nadia Dunams, CIA
Associate Auditor

Approved by:

A handwritten signature in blue ink that reads "Leanis L. Steward".

Leanis L. Steward, CPA, CIA
City Internal Auditor

nd

c: Mayor
CAO
City Attorney
Clerk of Council
City Council
Carr, Riggs & Ingram

Disclosures Reported by Board Members (2016)

Number of Board Members Reporting Contracts: 4

1. **Name: Abrams, Mr. Reginald**

Board: Employment and Procurement Committee for Sam's Town

- Nature of contract or subcontract: Attorney-Legal Services
- Legal Name of Contract Entity: Abrams & Lafargue, L.L.C.
- Address of Legal Entity: 330 Marshall St., Ste. 1020, Shreveport, LA 71101
- Amount of contract or subcontract: \$125.00 per hour
- Description of goods and services provided or to be provided: Defense of City of Shreveport and Sportran
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: Partner

2. **Name: Biernacki, Ms. Linda**

Board: A&E Selection Committee

- Nature of contract or subcontract:

Name/Nature of Contract	\$ Amount	Description of Goods & Services
911 Call Center - Shreveport	\$ 490.00	Fire Sprinkler & Fire Alarm
Caddo 911- replace smoke head in duct #43	\$ 347.50	Fire Alarm - Repair Work
Caddo Correction Center	\$ 5,500.00	Inspections - donation
Caddo Correctional-Replaced batteries in G and J pod/ re-wired waterflow	\$ 170.00	Fire Alarm - Repair Work
Caddo Courthouse	\$ 3,300.00	Inspections
Caddo Courthouse - FPC Starter Contact	\$ 1,865.00	Fire Sprinkler - Repair Work
Caddo Juvenile Justice	\$ 300.00	Inspections
Caddo Parish Communications	\$ 110.00	Inspections
Caddo Parish Court House- replaced (2) Kidde smoke detectors	\$ 405.00	Fire Alarm - Repair Work
Caddo Parish Courthouse - 7th Floor Renovations (\$46,070 = \$14,170 FA & \$31,900 FS)	\$ 46,070.00	Fire Sprinkler - Repair Work
Caddo Parish Courthouse (7th floor callout)	\$ 651.00	Fire Sprinkler - Repair Work
Caddo Parish Regional Lab	\$ 300.00	Inspections
CCC (callout 12/19/16)	T&M	Fire Sprinkler - Repair Work
CCC (callout 12/19/16)	T&M	Fire Sprinkler - Repair Work
City of Shreveport Police- smoke detector in alarm	\$ 170.00	Fire Alarm - Repair Work
Fire Alarm - Repair Work	\$ 1,590.00	Fire Sprinkler - Repair Work
Fire Station #19- replace batteries and strobe bulb	\$ 250.00	Fire Alarm - Repair Work
Fire Station #20- replace smoke detector	\$ 575.00	Fire Alarm - Repair Work
Fire Station #22- replace (2) 7ah batteries	\$ 235.00	Fire Alarm - Repair Work
Fire Station #3- replace batteries	\$ 235.00	Fire Alarm - Repair Work
Fire Station #3- trouble due to smoke detector #14 in hallway	\$ 750.00	Fire Alarm - Repair Work
Forensic Laboratory - Cover smoke detectors	T&M	Fire Alarm - Repair Work

Disclosures Reported by Board Members (2016)

Number of Board Members Reporting Contracts: 4

Name/Nature of Contract	\$ Amount	Description of Goods & Services
Francis Bickham Building	\$ 500.00	Inspections
Red River District (Lea Hall pays)	\$ 750.00	Inspections
Red River District- panel problems	\$ 566.00	Fire Alarm - Repair Work
Red River District- panel problems	\$ 170.00	Fire Alarm - Repair Work
Sheriff's Academy (callout 3/10/16)	\$ 2,151.00	Fire Sprinkler - Repair Work
Shreve Library Hearne Ave- replace all batteries	\$ 360.00	Fire Alarm - Repair Work
Shreve Library- replace halon system	\$ 5,780.00	Fire Alarm - Repair Work
Shreve Library Texas St- ground fault	\$ 762.50	Fire Alarm - Repair Work
Shreve Library Texas St- replace panel batteries	\$ 240.00	Fire Alarm - Repair Work
Shreve Library-Broadmoor-Fire Alarm Trouble	T&M	Fire Alarm - Repair Work
Shreve Memorial Libraries - All Branches	\$ 4,500.00	Inspections
Shreve Memorial Library Hollywood- replace horn strobe	\$ 285.00	Fire Alarm - Repair Work
Shreve Memorial Library- replace (2) modules	\$ 330.00	Fire Alarm - Repair Work
Shreve Memorial Library- replace smoke in office	\$ 390.00	Fire Alarm - Repair Work
Shreve Memorial Library Texas St- replace panel batteries	\$ 240.00	Fire Alarm - Repair Work
Shreve Memorial Library-Downtown-FA Additions	\$ 4,080.00	Fire Alarm - Repair Work
Shreveport City Jail	\$ 1,570.00	Fire Extinguisher
Shreveport City Jail	\$ 450.00	Inspections
Shreveport City Jail (callout 12/19/16)	T&M	Fire Sprinkler - Repair Work
Shreveport City Jail B Block seg 7 (callout 4/28/16)	\$ 475.00	Fire Sprinkler - Repair Work
Shreveport City Jail D Block seg 6 (callout 4/28/16)	\$ 475.00	Fire Sprinkler - Repair Work
Shreveport Conv. Center (callout 11/30/16)	\$ 723.00	Kitchen Hood - Repairs
Shreveport Convention Center-Replace Valve	\$ 1,570.00	Fire Sprinkler - Repair Work
Shreveport Fire Station	\$ 4,750.00	Inspections
Shreveport Fire Station#12- replace cylinder	\$ 900.00	
Shreveport Job Corps.-Replace Painted Heads	\$ 2,860.00	Fire Sprinkler - Repair Work
Shreveport Mem Library- Bad Smoke detector#41	\$ 260.00	Fire Alarm - Repair Work
Sportran	\$ 387.00	Fire Extinguisher
TOTAL	\$ 252,658.00	

- Legal Name of Contract Entity: Fire Tech Systems, Inc.
- Address of Legal Entity: 721 N. Ashley Ridge Loop, Shreveport, LA 71106
- Amount of contract or subcontract: \$252,658
- Description of goods and services provided or to be provided: See above table
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 100%
- Position held by Board or Commission Member in Legal Entity: President

Disclosures Reported by Board Members (2016)

Number of Board Members Reporting Contracts: 4

3. **Name: Hagan, Mr. James A., Jr.**

Board: Industrial Development Board

- Nature of contract or subcontract: Master Service Agreement, Miscellaneous Sewer Design Projects
- Legal Name of Contract Entity: Balar Associates, Inc.
- Address of Legal Entity: 631 Milam Street, Suite 300, Shreveport, LA 71101
- Amount of contract or subcontract: \$5,250,000
- Description of goods and services provided or to be provided: Civil Engineering, Land Surveying Services, & Related Professional Services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: Vice President

4. **Name: Gonzalez Spaht, Ms. Carolyn**

Board: Civil Service Board

- Nature of contract or subcontract: To facilitate strategic plan creation and train on strategic planning
- Legal Name of Contract Entity: CSG Consulting, Inc.
- Address of Legal Entity: 932 Ockley Drive, Shreveport, LA 71106
- Amount of contract or subcontract: \$19,863
- Description of goods and services provided or to be provided: Management strategic consulting, training, facilitation of community leaders & internal stakeholders
- Initial or Annual Filing: Both
- Percentage Owned of Legal Entity: 100%
- Position held by Board or Commission Member in Legal Entity: President



Inactive Boards As of March 2017

1.) Building Board
2.) City of Shreveport Parking Ordinance Board
3.) Comprehensive Board of Appeals
4.) Electrical Board
5.) Loan Review Committee
6.) Mechanical Board
7.) Plumbing & Gas Piping Board
8.) Shreveport Regional Sports Authority

<NOTE> Submitted to us by the various boards. We have not audited this information.