



REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING
FOR BOARD AND COMMISSION MEMBERS
(2017)

SPECIAL REPORT
SR290018-03

September 28, 2018

INTERNAL AUDIT OFFICE

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Leanis L. Steward
City Internal Auditor

Report Highlights

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- Seven board members reported business with the City for the year 2017 5
- There are seven inactive boards 8



The Council
City of Shreveport

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September 28, 2018

Councilman Jerry Bowman, Jr.
Chairman, Shreveport City Council

Dear Councilman Bowman:

Subject: SR290018-03 - Disclosure Statement Reporting for Board and Commission Members (2017)

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

Sincerely,

Leanis L. Steward, CPA, CIA
City Internal Auditor

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OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year 2017. 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 anything 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 seven board members reported having business with the City for the year 2017.
- 2.) **Attachment B** lists seven inactive boards that were provided by management.

Recommendations:

- We recommend the Administration review the status of the appointed boards and commissions to assess their continued significance once 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 continues to carefully review each board to see if there are services that can be provided to the City and its citizens. As you will note, progress is being made as we continue to monitor the remaining of the boards.

Prepared by:

A handwritten signature in blue 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

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

Disclosures Reported by Board Members (2017)

Number of Board Members Reporting Contracts: 7

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. 707, Shreveport, LA 71101
- Amount of contract or subcontract: No set amount. Based on hourly rate of \$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
Caddo Correction Center	\$ 4,745.00	Fire Sprinkler - Repair
Caddo Correctional Center	\$ 565.00	Fire Extinguisher - Inspections
Caddo Courthouse	\$ 2,010.00	Fire Sprinkler - Repair
Caddo Juvenile Justice-5 Year Internal	\$ 1,180.00	Fire Sprinkler
Caddo Parish Commission	\$ 2,153.00	Fire Sprinkler - Repair
Caddo Parish Commission	\$ 1,655.00	Fire Sprinkler - Repair
Sci-Port	\$ 522.00	Fire Sprinkler - Repair
Sci-Port - Alarm on panel from FM-200 inspection	\$ 170.00	Fire Alarm - Repair
Sci-Port - Fire Alarm Replacement	\$ 43,070.00	Fire Alarm
Shreveport Fire Dept	\$ 440.00	Fire Extinguisher - Inspections
Shreve City Leasing	\$ 170.00	Fire Alarm - Repair
Shreve Downtown Library	\$ 1,670.50	Fire Alarm - Repair
Shreve Mem Library	\$ 160.00	Fire Sprinkler - Repair
Shreve Mem Library-Reset Fire panel	\$ 160.00	Fire Alarm - Repair
Shreve Memorial Library	\$ 1,421.30	Fire Alarm - Repair
Shreve Memorial Library	\$ 810.00	Fire Alarm - Repair
Shreveport City Jail	\$ 1,041.00	Fire Sprinkler - Repair
Shreveport City Jail-5 Year Internals	\$ 1,910.00	Fire Sprinkler
Shreveport Convention Center-	\$ 5,162.16	Suppression Service
Shreveport Fire Dept #22	\$ 170.00	Fire Alarm - Repair
Shreveport Fire Dept Station #13	\$ 1,540.00	Fire Sprinkler - Repair
Shreveport Fire Station #19	\$ 855.00	Fire Alarm - Repair
Shreveport Fire Station #2	\$ 950.00	Suppression Service
SporTran	\$ 1,150.00	Fire Extinguisher - Inspections
SporTran- replace gas sensors	\$ 170.00	Suppression Service
Stageworks	\$ 950.00	Fire Alarm - Repair
West Shreveport Library-Call Out	\$ 170.00	Fire Alarm - Repair
Total	\$74,969.96	

Disclosures Reported by Board Members (2017)

Number of Board Members Reporting Contracts: 7

- 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: \$74,969.96
 - 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
3. **Name: Ferrell, Mr. Marshall**
Board: Zoning Appeals
- Nature of contract or subcontract: Bid only-no contract walk in business/call in business
 - Legal Name of Contract Entity: Construction Safety Products, Inc.
 - Address of Legal Entity: 359 Mount Zion Road, Shreveport, LA 71106
 - Amount of contract or subcontract: \$75,000-\$1,100,000 in sales per calendar year
 - Description of goods and services provided or to be provided: Traffic control items, signs, tools, consumables, Gatorade, PPE
 - Initial or Annual Filing: Both
 - Percentage Owned of Legal Entity: 25.6%
 - Position held by Board or Commission Member in Legal Entity: President
4. **Name: Hagan Jr., Mr. James A.**
Board: Industrial Development Board
- Nature of contract or subcontract: Master Service Agreement–Miscellaneous Sewer Design Projects, Relocation of Pine Hill Road, Southern Trace Lift Station Survey, Construction Materials Testing
 - 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: \$5,810,000 +/-
 - Description of goods and services provided or to be provided: Civil Engineering Design, Land Surveying, Materials Testing & Related Professional Services Performed by Balar Associates, Inc.
 - Initial or Annual Filing: Annual
 - Percentage Owned of Legal Entity: 50%
 - Position held by Board or Commission Member in Legal Entity: Vice-President & CEO

Disclosures Reported by Board Members (2017)

Number of Board Members Reporting Contracts: 7

5. ***Name: Joseph Jr., Mr. Curtis R.***

Board: Metropolitan Planning Commission

- Nature of contract or subcontract: Contract to provide legal services (i.e. defense of workers compensation and general liability matters)
- Legal Name of Contract Entity: Winchell & Joseph, LLC
- Address of Legal Entity: 2124 Fairfield Avenue, Shreveport, LA 71104
- Amount of contract or subcontract: \$125 per hour
- Description of goods and services provided or to be provided: Legal representation
- Initial or Annual Filing: Both
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: Partner/Member

6. ***Name: Sater, Mr. Harold H.***

Board: Civil Service

- Nature of contract or subcontract: City rents items from Encore at times
- Legal Name of Contract Entity: Notley Mgmt. DBA Encore Event Rentals
- Address of Legal Entity: 7710 Jewella Ave. Shreveport, LA 71108
- Amount of contract or subcontract: Open
- Description of goods and services provided or to be provided: Open
- Initial or Annual Filing: Both
- Percentage Owned of Legal Entity: Investor
- Position held by Board or Commission Member in Legal Entity: Board Member
- Name of Family Member: Christopher James Sater
- Familial relationship to board member: Son

7. ***Name: Williams, Mr. Troy F.***

Board: Shreveport Redevelopment and Implementation Authority

- Nature of contract or subcontract: Multiple construction contracts for houses that are repaired and remodeled for the Community Development Program
- Legal Name of Contract Entity: F. Troy Williams Company, Inc.
- Address of Legal Entity: P.O. Box 38138, Shreveport, LA 71133
- Amount of contract or subcontract: Around \$30,000 for multiple contracts to repair and remodel residential properties for the Community Development Program
- Description of goods and services provided or to be provided: provided construction services on several residential properties for the City of Shreveport Community Development Program
- 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 June 2018**

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

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