



REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING
FOR BOARD AND COMMISSION MEMBERS
(2018)

SPECIAL REPORT
SR290019-04

June 26, 2019

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Report Highlights

Page(s)

- Five board members reported business with the City for the year 2018 5
- There are seven inactive boards 7



The Council
City of Shreveport

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June 26, 2019

Councilman Jerry Bowman, Jr.
Chairman, Shreveport City Council

Dear Councilman Bowman:

Subject: SR290019-04 - Disclosure Statement Reporting for Board and Commission Members (2018)

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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INDEX

Index	2
Objectives	3
Background	3
Scope and Methodology.....	3
Conclusions.....	3
Recommendations	4

Attachments

Disclosures Reported by Board Members (2018)	Attachment A	Page 5
Inactive Boards	Attachment B	Page 7



OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year 2018. 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

The results of disclosure reporting activities are as follows:

- 1.) **Attachment A** shows a total of five board members reported having business with the City for the year 2018.
- 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 Director of Governmental Affairs): The administration is in the process of monitoring each board, making certain vacancies are filled to ensure that boards can properly convene to handle business. Also, the administration is evaluating whether listed inactive boards are still needed, especially if services are currently being rendered by other active boards.

Prepared by:

Nadia Dunams, CIA
Associate Auditor

Approved by:

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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 (2018)

Number of Board Members Reporting Contracts: 5

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: \$125.00 per hour
- Description of goods and services provided or to be provided: Defense of the 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: Hagan Jr., Mr. James A.***

Board: Industrial Development Board

- Nature of contract or subcontract: Master Service Agreement–Miscellaneous Sewer Design Projects, Relocation of Pine Hills Force Main-Dept. Engineering & Environmental Construction Materials Testing Contracts-Downtown Airport Taxiways, Subcontract w/EJES, INC.-Master Service Agreement
- 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: 83%
- Position held by Board or Commission Member in Legal Entity: President

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

Board: Metropolitan Planning Commission

- Nature of contract or subcontract: To provide legal services to the City of Shreveport
- 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 Services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: Partner/Owner

Disclosures Reported by Board Members (2018)

Number of Board Members Reporting Contracts: 5

4. ***Name: Schroeder, Mr. David Logan***

Board: Downtown Development Authority

- Nature of contract or subcontract: Legal Services
- Legal Name of Contract Entity: Cook, Yancey, King & Galloway, APLC
- Address of Legal Entity: 333 Texas Street, Suite 1700, Shreveport, LA 71101
- Amount of contract or subcontract: \$32,943.50 year to date
- Description of goods and services provided or to be provided: Legal Services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 5.0%
- Position held by Board or Commission Member in Legal Entity: Shareholder

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

Board: Shreveport Redevelopment and Implementation Authority

- Nature of contract or subcontract: Completed various contracts through Community Development
- 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: \$88,665.00
- Description of goods and services provided or to be provided: Construction and rehab of multiple properties for Community Development Program
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 100%
- Position held by Board or Commission Member in Legal Entity: President

2019 Inactive Boards

Inactive Boards	Inactive Status (* Prior listing in previous Disclosure Statement Reports)
1.) Building Board	**2013-current
2.) City of Shreveport Parking Hearing Officer	**2017-current
3.) Comprehensive Board of Appeals	**2013-current
4.) Electrical Board	**2013-current
5.) Mechanical Board	**2013-current
6.) Plumbing & Gas Piping Board	**2013-current
7.) Shreveport Regional Sports Authority	**2013-current

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

***The inactive boards may have to be removed through City Council Legislation if no longer functioning.**