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City Internal Auditor

REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING
FOR BOARD AND COMMISSION MEMBERS
(2019)

SPECIAL REPORT
SR290020-03

December 21, 2020

Report Highlights	Page(s)
• Five board members reported business with the City for the year 2019	5
• There are seven inactive boards	6



The Council
City of Shreveport

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December 21, 2020

Councilman James Flurry
Chairman, Shreveport City Council

Dear Councilman Flurry:

Subject: SR290020-03 - Disclosure Statement Reporting for Board and Commission Members (2019)

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 2019. 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 2019.
- 2.) **Attachment B** lists seven inactive boards that were provided by management.

<AUDITOR'S NOTE> The active boards and commissions can be viewed by visiting <https://www.shreveportla.gov/1493/Boards-Commissions>



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 currently monitoring each board, making certain vacancies are filled to ensure the boards properly convene to handle business. An evaluation of inactive boards is also underway to determine the need for such 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 (2019)

Number of Board Members Reporting Contracts: 5

Name	Abrams, Mr. Reginald	Dunn, Mrs. Brittany	Hagan Jr., Mr. James A.	Schroeder, Mr. David Logan	Williams, Mr. Troy F.
Board	Employment and Procurement Committee for Sam's Town	Zoning Board of Appeals	Industrial Development Board	Downtown Development Authority	Shreveport Redevelopment and Implementation Authority
Initial or Annual Filing	Annual	Both	Annual	Annual	Annual
Legal Name of Contract Entity	Law Office of Reginald W. Abrams, Sr.	N/A	Balar Associates, Inc.	Cook, Yancey, King & Galloway	F. Troy Williams Company, Inc.
Address of Legal Entity	330 Marshall St., Ste 707, Shreveport, LA 71101	N/A	631 Mliam Street, Suite 300, Shreveport, LA 71101	333 Texas Street, Suite 1700, Shreveport, LA 71101	P.O. Box 38138, Shreveport, LA 71133
% Owned of Legal Entity	100%	N/A	83%	5.71%	100%
Position held by Board/ Commission Member in Legal Entity	Owner	N/A	President	Shareholder	President
Name of Family Member	N/A	Drayden Dunn	N/A	N/A	N/A
Familial relationship to board member	N/A	-Spouse	N/A	N/A	N/A
Name/Description of active contract(s) or subcontract(s) in 2019	Attorney-Legal Services	Consent Decree-Envision (Media is a subcontractor for Burns McDonnell	1. Master Service Agreement #1; Misc. Sewer Design 2. Master Service Agreement #5; Misc. Sewer Design 3. Master Service Agreement #4; Misc. Sewer Design 4. Emergency Sewer Repairs; Stoner Lift Station 5. Line Avenue Panel Replacement 6. Pines Rd. Panel Replacement 7. Jewella Rd. Panel Replacement 8. Resident Project Representative Services 9. E.JES, Inc., Master Service Agreement; Misc. Sewer Design (2-NER3)-Subcontract	Legal Services	Multiple construction contracts
Income or value derived in 2019 from contract(s) or subcontract(s)	No set contract amount, based on hourly rate of \$125.00 an hour	\$214,000 June-December 2019	1. \$43,782.50 2. \$33,162.67 3. \$29,611.15 4. \$14,356.00 5. \$1,376.00 Total (Net INCL 30%FSC Participation): \$297,352.82	\$70,348.00 year to date	One- Hundred Ten Thousand Eight-Hundred Nine Dollars and 50/100 (\$110,809.50)

2020
Inactive Boards

Inactive Boards	Inactive Status
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.