



REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING
FOR BOARD AND COMMISSION MEMBERS
(2020)

SPECIAL REPORT
SR290021-03

September 20, 2021

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Leanis L. Steward
City Internal Auditor

Report Highlights

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- Four board members reported business with the City for the year 2020 5
- There are four inactive boards 6



The Council
City of Shreveport

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September 20, 2021

Councilman James Flurry
Chairman, Shreveport City Council

Dear Councilman Flurry:

Subject: SR290021-03 - Disclosure Statement Reporting for Board and Commission Members (2020)

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

Sincerely,

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

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 2020. 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 acknowledgment 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.

Acknowledgments 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 four board members reported having business with the City for the year 2020.
- 2.) **Attachment B** lists four 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 continues to monitor boards, 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:


Nadia Dunams, CIA
Staff Auditor

Approved by:



Leanis L. Steward, CPA, CIA
City Internal Auditor

ts

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

Disclosures Reported by Board Members (2020)

Number of Board Members Reporting Contracts: 4

Name	<i>Abrams, Mr. Reginald</i>	<i>Hagan Jr., Mr. James A.</i>	<i>Schroeder, Mr. David Logan</i>	<i>Williams, Mr. Troy F.</i>
Board	Employment and Procurement Committee for Sam's Town	Industrial Development Board	Downtown Development Authority	Shreveport Redevelopment and Implementation Authority
Initial or Annual Filing	Annual	Annual	Annual	Annual
Legal Name of Contract Entity	Law Office of Reginald W. Abrams, Sr.	Balar Associates, Inc.	Cook, Yancey, King & Galloway	F. Troy Williams Company, Inc.
Address of Legal Entity	330 Marshall St., Ste. 707, Shreveport, LA 71101	631 Milam 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%	83%	5.71%	100%
Position held by Board/ Commission Member in Legal Entity	Owner	President & CEO	Shareholder	President
Name/Description of active contract(s) or subcontract(s) in 2020	Attorney-Legal Services	1. Master Service Agreement (#4) Phase 2 for Misc. Sewer Design; PO 2016-00009018 2. Master Service Agreement (#1) Phase 1 for Misc. Sewer Design; PO 2016-00009018 3. Knight Street Improvements; PO 2019-00007936 4. Linwood Avenue Bridge Inspection	Legal Services	Construction and Real Estate Appraisal Work
Income or value derived in 2020 from contract(s) or subcontract(s)	No set contract amount, based on hourly rate of \$125.00 an hour	1. \$1,138 2. \$9,711 3. \$19,777 4. \$1,494 <i>Total gross billings (receipts) including subconsultants is \$32,120</i>	\$28,145 year to date	\$24,875

2020 Inactive Boards

Inactive Boards	Inactive Status
1.) Alarm Appeal Board <i>(City Ordinance: Sec. 6-37.-Appeals)</i>	2020-current
2.) City of Shreveport Parking Hearing Officer <i>(City Ordinance: Sec. 90-272. - Parking ordinance hearings officer)</i>	2017-current
3.) Loan Review Committee <i>("Note: There is no enabling legislation. This is a committee that was created as a result of a federally funded Economic Development Initiative to provide alternative financing to support businesses".)</i>	2020-current
4.) Shreveport Regional Sports Authority <i>(Resolution No. 105 of 1996)</i>	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.