

REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

SPECIAL REPORT

DISCLOSURE STATEMENT REPORTING FOR BOARD AND COMMISSION MEMBERS (2011-2012)

SR280013-04

DECEMBER 31, 2013





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

December 31, 2013

Councilman Joe Shyne
Chairman, Shreveport City Council

Dear Councilman Joe Shyne:

Subject: SR280013-04 - Disclosure Statement Reporting for Board and Commission Members (2011-2012)

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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SPECIAL REPORT
Disclosure Statement Reporting for
Board and Commission Members (2011-2012)
SR280013-04

OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for years 2011 and 2012. 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 of the information compiled and presented in this report. The procedures we performed included reviewing, summarizing, and evaluating the information presented in the disclosure forms.

CONCLUSIONS/RECOMMENDATIONS

The results of disclosure reporting activities are as follows:

1. Attachment A shows the disclosures reported by board and commission members for years 2011 and 2012.
2. Attachment B provides a list of boards/commissions and the members that serve as provided by the boards.
3. Attachment C lists the inactive boards that were provided by management.

Recommendations: To provide transparency of information, we recommend the Administration list all current boards and members on the City's Website. We also recommend the Administration review the status of the inactive boards and determine if revisions are needed to the legislation that created these boards. If the boards or commissions are not fulfilling their established functions, the governing authority should consider their abolishment, as deemed appropriate.



Management Plan of Action: We will explore placement of this information on the city's website and agree to review status of all boards, particularly those that may be inactive.

Timetable: Website placement- 1st quarter 2014, status review- 3rd quarter 2014.

Prepared by:

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

Nadia Dunams
Administrative Assistant

Approved by:

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

Leanis L. Steward, CPA, CIA
City Internal Auditor

nd

c: Mayor
CAO
City Attorney
Clerk of Council
City Attorney
City Council
External Auditor

Disclosures Reported by Board Members (2011)

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
- Name of Legal Entity Contract is through: Abrams & Lafargue
- Address of Legal Entity: 330 Marshall St., Ste. 1020, Shreveport, LA 71101
- Amount of contract or subcontract: \$115.00 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:

YEAR	Name/Nature of Contract	\$ amount	Description of Goods & Services
2011	401 Texas Street	\$1,400	annual fire sprinkler inspections
2011	AB Palmer	\$300	annual fire sprinkler inspections
2011	Airport Park	\$300	annual fire sprinkler inspections
2011	Bill Cockrell Park	\$300	annual fire sprinkler inspections
2011	Government Plaza	\$890	annual fire sprinkler inspections
2011	Independence Stadium	\$1,700	annual fire sprinkler inspections
2011	Municipal Auditorium	\$400	annual fire sprinkler inspections
2011	River Hall Theatre	\$475	annual fire sprinkler inspections
2011	Shreveport City Jail	\$750	annual fire sprinkler inspections
2011	Shreveport City Jail	\$90	Fire Alarm - Repair work
2011	SPAR Facilities - Paid by City of S-port	n/a	annual fire sprinkler inspections

TOTAL \$6,605

- Name of Legal Entity Contract is through: Fire Tech Systems, Inc.
- Address of Legal Entity: 721 N. Ashley Ridge Loop, Shreveport, LA 71106
- Amount of contract or subcontract: \$6,605
- Description of goods and services provided or to be provided: Fire sprinkler inspections and repair work
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 100%
- Position held by Board or Commission Member in Legal Entity: President

3. **Name: Larson, Mr. Tristan**

Board: Property Standards Appeals Board

- Nature of contract or subcontract: Property Renovations, Jewella Whitehouse. Architectural Services
- Name of Legal Entity Contract is through: N/A
- Address of Legal Entity: 136 E. Olive St., Shreveport LA 71104
- Amount of contract or subcontract: \$6,750
- Description of goods and services provided or to be provided: Architectural Services for the Whitehouse Renovation`s project.

Disclosures Reported by Board Members (2011)

Number of Board Members Reporting Contracts: 5

- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: N/A
- Position held by Board or Commission Member in Legal Entity: N/A

4. ***Name: Walker, Mr. Arthur L.***

Board: Housing Authority of the City of Shreveport

- Nature of contract or subcontract: Security and Communication Systems
- Name of Legal Entity Contract is through: SHIR-OMAR INC, DBA Communications One
- Address of Legal Entity: P.O. Box 1722, Shreveport LA 71166
- Amount of contract or subcontract: \$49,495
- Description of goods and services provided or to be provided: Security services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 48%
- Position held by Board or Commission Member in Legal Entity: President

5. ***Name: Walker, Ms. Mayme D.***

Board: Alarm Appeal Board

- Nature of contract or subcontract: Security and Communication Systems
- Name of Legal Entity Contract is through: SHIR-OMAR INC, DBA Communications One
- Address of Legal Entity: P.O. Box 1722, Shreveport, LA 71166
- Amount of contract or subcontract: \$49,495
- Description of goods and services provided or to be provided: Security services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 52%
- Position held by Board or Commission Member in Legal Entity: Vice President of Operations

Disclosures Reported by Board Members (2012)

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
- Name of Legal Entity Contract is through: Abrams & Lafargue
- Address of Legal Entity: 330 Marshall St., Ste. 1020, Shreveport, LA 71101
- Amount of contract or subcontract: \$115.00 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:

YEAR	Name/Nature of Contract	\$ amount	Description of Goods & Services
2012	401 Texas Street	\$1,400	annual fire sprinkler inspections
2012	AB Palmer	\$300	annual fire sprinkler inspections
2012	Airport Park	\$300	annual fire sprinkler inspections
2012	Bill Cockrell Park	\$300	annual fire sprinkler inspections
2012	Government Plaza	\$890	annual fire sprinkler inspections
2012	Independence Stadium	\$1,700	annual fire sprinkler inspections
2012	Municipal Auditorium	\$400	annual fire sprinkler inspections
2012	River Hall Theatre	\$475	annual fire sprinkler inspections
2012	Shreveport City Jail	\$750	annual fire sprinkler inspections
2012	Shreveport City Jail	\$512	Fire Alarm - Repair work
2012	Shreveport City Jail	\$320	Fire Alarm - Repair work
2012	Shreveport Convention Center	\$466	Fire Alarm - Repair work
2012	Shreveport Police Station (Server Room)	\$160	Fire Alarm - Repair work
2012	SPAR Facilities - Paid by City of S-port	n/a	annual fire sprinkler inspections

TOTAL \$7,973

- Name of Legal Entity Contract is through: Fire Tech Systems, Inc.
- Address of Legal Entity: 721 N. Ashley Ridge Loop, Shreveport, LA 71106
- Amount of contract or subcontract: \$7,973
- Description of goods and services provided or to be provided: Fire sprinkler inspections and repair work
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 100%
- Position held by Board or Commission Member in Legal Entity: President

3. **Name: Larson, Mr. Tristan**

Board: Property Standards Appeals Board

- Nature of contract or subcontract: Property Renovations, Jewella Whitehouse.
- Name of Legal Entity Contract is through: N/A
- Address of Legal Entity: 136 E. Olive St., Shreveport LA 71104
- Amount of contract or subcontract: \$10,500

Disclosures Reported by Board Members (2012)

Number of Board Members Reporting Contracts: 5

- Description of goods and services provided or to be provided: Architectural Services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: N/A
- Position held by Board or Commission Member in Legal Entity: N/A

4. ***Name: Walker, Mr. Arthur L.***

Board: Housing Authority of the City of Shreveport

- Nature of contract or subcontract: Security and Communication Systems
- Name of Legal Entity Contract is through: SHIR-OMAR INC, DBA Communications One
- Address of Legal Entity: P.O. Box 1722, Shreveport LA 71166
- Amount of contract or subcontract: \$96,028
- Description of goods and services provided or to be provided: Security services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 48%
- Position held by Board or Commission Member in Legal Entity: President

5. ***Name: Walker, Ms. Mayme D.***

Board: Alarm Appeal Board

- Nature of contract or subcontract: SHIR-OMAR INC, DBA Communications One
- Name of Legal Entity Contract is through: SHIR-OMAR INC
- Address of Legal Entity: P.O. Box 1722, Shreveport, LA 71166
- Amount of contract or subcontract: \$96,028
- Description of goods and services provided or to be provided: Security services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 52%
- Position held by Board or Commission Member in Legal Entity: Vice President of Operations

Boards and Commissions as of November 2013
Submitted by Boards
Positions appointed by Mayor, Confirmed by Council

Boards & Commissions	Members
1.) Alarm Appeal Board	Usie, Mr. Wesley Robert Walker, Ms. Mayme D.
2.) Architectural and Engineering Selection Committee	Aubrey, Mr. David J. Biernacki, Ms. Linda
3.) Caddo Parish Communication District Number One	Anderson, Mr. Van Babineaux, Mr. Clarence McClanahan, Mr. Fred III Thomas, Mr. Roy
4.) Caddo-Bossier Port Commission	Baylor Jr., Mr. Ernest Gregorio, Mr. Sam N. Pannell, Mr. James L. Prescott, Mr. Rick C.
5.) City of Shreveport Parking Ordinance Hearings Officer	McLeod, Mr. Don
6.) Civil Service Board	Atkins, Mr. John E. Jones, Rev. Dr. R. Timothy Olague, Mr. William T. "Todd" Parker, Captain James "Charlie" Thompson, Mr. Lloyd Velez, Dr. Eileen
7.) Comprehensive Environmental Board of Appeals	Allen, Mr. Howard G. Doss Jr., Mr. Burns Lashley, Mr. Larry Raines Jr., Mr. Robert B. Standke, Ms. Susan
8.) Downtown Development Authority	Franklin, Mr. Carl Hardtner, Ms. Karen Henderson, Mr. Shereaz Hubbard, Mr. John Moore, Mr. Terry E. Spikes, Mr. Jeff Voisin, Mr. Samuel A.
9.) Eldorado Casino Advisory Council	Hall, Ms. Monica
10.) Historic Preservation Commission Board	Callaway, Mr. William Lane Henderson, Ms. Leia Lewis Johnson, Jr. Mr. Slattery B.

**Boards and Commissions as of November 2013
Submitted by Boards
Positions appointed by Mayor, Confirmed by Council**

	King, Mr. Lane Griffith
	Wayne, Mr. Billy
11.) Housing Authority of the City of Shreveport	Hubbard, Mr. John
	Madison, Ms. Judy
	Nunley, Ms. Wyvornia DeCarol
	Simpson, Ms. Katiyra
	Walker, Mr. Arthur L.
12.) Industrial Development Board	Dixon, Mr. Darrin L.
	Dotie, Mr. Bennie
13.) Loan Review Committee	Cooper, Mr. Mark A.
	Evans, Ms. Denice
	Gilbert-Baker, Ms. Tanita
	Johnson, Mr. Meter
	Johnson Jr., Mr. Slattery B.
	Turansky, Mr. David
14.) Personnel Board	Critcher Ph.D., Ms. Adrienne P.
	White Sr., Mr. Walter N.
	Williams, Mr. Larry
15.) Property Standards Hearing Officers	Arterberry, Ms. Katheryn
	Cox, Dr. Jerome
	Harris, Ms. Josie
	Larson, Mr. Tristan H.
	Moore, Mr. James S.
	Walters, Mr. Donald
	Wells Sr., Mr. Louis Clarence
16.) Sam's Town Casino Advisory Council	Abrams, Mr. Reginald
	Pierre, Ms. Markey
17.) Shreve Memorial Library Board	Fowler-Sandlin, Mr. Chris
	Lynch, Ms. Deloris
	Palms, Ms. Levada W.
	Smith, Ms. Ascension
	Wade, Ms. Josephine
18.) Shreveport Airport Authority	Brandon, Bishop Larry
	Gamble, Mr. Keith E.
	Jackson, Ms. Mary
	Mills Jr., Mr. George H.
	Shehee, Ms. Margaret S.
19.) Shreveport-Bossier Sports Commission	Pierre, Ms. Markey

**Boards and Commissions as of November 2013
Submitted by Boards
Positions appointed by Mayor, Confirmed by Council**

20.) Shreveport Home Mortgage Authority	Doughty, Ms. Arline
	Lester Jr., Dr. C.M.
	Trice, Ms. Barbara
21.) Shreveport Metropolitan Planning Commission	Andrews Sr., Mr. Winzer R.
	Colvin, Mr. Dale
	Desmarteau, Ms. Lea
	Smith, Ms. Bessie
	Wilson, Dr. Mary
22.) Shreveport Metropolitan Zoning Boards of Appeals	Holland, Mr. Rick
	Osborn, Ms. Betty
	Stewart, Mr. Robert A.
	Waltman, Mr. Jason
23.) Shreveport Parks and Recreation Council	Allen, Mr. Howard G.
	Baylor Jr., Mr. Ernest
	Bell, Mr. Ron
	Brady, Mr. Dean
	Fulco, Mr. Anthony "Buck"
	Pierson, Mr. Carl
	Thomas, Mr. Joe
	Wagner, Mr. Jewell
	Walker, Mr. Joseph
	Wilcox, Dr. Don
24.) Shreveport-Bossier Convention and Tourism Board	Bradford, Ms. Tari T.

<NOTE> These names were submitted to us by the various boards. We have not audited this information.

Inactive Boards as of November 2013

- 1.) Building Board**
- 2.) Comprehensive Board of Appeals**
- 3.) Electrical Board**
- 4.) Mechanical Board**
- 5.) Plumbing & Gas Piping Board**
- 6.) Shreveport Regional Sports Authority**

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