



INTERNAL AUDIT  
OFFICE  
505 Travis St.  
Suite 450  
Shreveport, LA 71101  
[www.shreveportla.gov](http://www.shreveportla.gov)  
Office: 318-673-7900  
Fraud Hotline: 318-222-5698



**Leanis L. Steward**  
City Internal Auditor

# REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING  
FOR BOARD AND COMMISSION MEMBERS  
(2013)

SPECIAL REPORT  
SR280014-04

October 27, 2014

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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

October 27, 2014

Councilman Joe Shyne  
Chairman, Shreveport City Council

Dear Councilman Joe Shyne:

Subject: SR280014-04 - Disclosure Statement Reporting for Board and Commission Members (2013)

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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# **DISCLOSURE STATEMENT REPORTING FOR BOARD AND COMMISSION MEMBERS (2013) SPECIAL REPORT SR280014-04**

## **OBJECTIVES**

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year 2013. 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 summarizing and evaluating the information presented in the disclosure forms.

## **CONCLUSIONS/RECOMMENDATIONS**

The results of disclosure reporting activities are as follows:

- 1.) There were a total of 5 board members that reported having business with the city for the year 2013.
  - Attachment A shows the disclosures reported by board and commission members for year 2013.
- 2.) There were a total of 15 board members appointed/ reappointed to various boards in 2013 that were appointed by the Mayor and confirmed by the City Council.
  - Attachment B lists these confirmations and appointments for year 2013.
- 3.) As of September 1, 2014, the Internal Audit Office identified 24 boards, commissions, and like entities created by law or executive order with 103 members appointed by Mayor and confirmed by the City Council.
  - Attachment C provides a list of boards/commissions and the members that serve as provided by the boards.



- 4.) There were a total of 6 inactive boards as of September 1, 2014.
- Attachment D 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 and establish a designee contact person for each board or commission.
- We also 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, the governing authority should consider their abolishment, as deemed appropriate.

**Management Plan of Action and Timetable:** We will work to have the Boards and Memberships listed on the City's Website no later than 1st Quarter 2015. A listing is included within the 2015 Budget book, however members were not included.

We agree that a periodic review of boards and commissions needs to be conducted. A recent review was conducted to establish the listing included within this year's Budget book.

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 (2013)

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:

Name/Nature of Contract	\$ amount	Description of Goods & Services
401 Texas Street	\$1,400	annual fire sprinkler inspections
AB Palmer	\$300	annual fire sprinkler inspections
AB Palmer	\$450	annual fire extinguisher inspection
Airport Park	\$300	annual fire sprinkler inspections
Bill Cockrell Park	\$300	annual fire sprinkler inspections
Caddo Correction Center	\$5,200	annual fire sprinkler inspections
Government Plaza	\$890	annual fire sprinkler inspections
Independence Stadium	\$1,700	annual fire sprinkler inspections
Independence Stadium	\$510	Fire Alarm - Repair work
Independence Stadium	\$725	Fire Alarm - Repair work
Municipal Auditorium	\$2,190	Fire Sprinkler - Repair Work
Municipal Auditorium	\$400	annual fire sprinkler inspections
Red River District	\$9,960	Fire Alarm - Repair work
River Hall Theatre	\$475	annual fire sprinkler inspections
Shreve Memorial Library	\$240	Fire Alarm - Repair work
Shreve Memorial Library	\$1,120	Fire Alarm - Repair work
Shreve Memorial Library	\$1,330	Fire Alarm - Repair work
Shreve Memorial Library	\$742	Fire Alarm - Repair work
Shreve Memorial Library	\$800	Fire Alarm - Repair work
Shreve Memorial Library	\$540	Fire Alarm - Repair work
Shreve Memorial Library	\$355	Fire Alarm - Repair work
Shreve Memorial Library	\$9,810	Fire Alarm - Repair work
Shreve Memorial Library	\$507	Fire Alarm - Repair work
Shreveport City Jail	\$750	annual fire sprinkler inspections
Shreveport Fire Department-#13, #19, #20	\$1,444	Fire Alarm - Repair work
Shreveport Fire Stations	\$6,680	repairs on kitchen hood & annual fire extinguisher inspection
Shreveport Regional Airport	\$3,985	annual fire sprinkler inspections
SPAR – Public Entities	\$150	annual fire extinguisher inspection
SPAR Facilities - Paid by City of S-port	n/a	annual fire sprinkler inspections

**Total \$53,253**

## **Disclosures Reported by Board Members (2013)**

Number of Board Members Reporting Contracts: 5

- 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: \$53,253
- 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: *Pierre, Ms. Markey***

Board: Shreveport-Bossier Sports Commission and Sam's Town Casino Advisory Council

- Nature of contract or subcontract: Professional Services Agreement Lobbying Services
- Name of Legal Entity Contract is through: Southern Strategy Group of North Louisiana
- Address of Legal Entity: 401 Market St., Ste. 550, Shreveport LA 71101
- Amount of contract or subcontract: \$84,000.00
- Description of goods and services provided or to be provided: To provide consulting and governmental relations services before state and federal government for the year of 2013
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 80%
- Position held by Board or Commission Member in Legal Entity: Managing Partner

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: \$43,500
- 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
- Name of Family Member: Mayme D. Walker and Cobly Walker
- Familial relationship to board member: Wife and son

**Disclosures Reported by Board Members (2013)**

Number of Board Members Reporting Contracts: 5

5. **Name: Walker, Mrs. 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: \$43,500
- 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
- Name of Family Member: Arthur L. Walker and Cobly Walker
- Familial relationship to board member: Husband and son

<b><i>Boards &amp; Commissions</i></b>	<b><i>Members</i></b>
<b>1.) Civil Service Board</b>	Jones, Rev. Dr. R. Timothy <i>(re-appointment)</i>
	Thompson, Mr. Lloyd <i>(re-appointment)</i>
	Velez, Dr. Eileen
<b>2.) Historic Preservation Commission Board</b>	Callaway, Mr. William Lane
	Henderson, Ms. Leia Lewis
	Johnson, Jr. Mr. Slattery B.
	King, Mr. Lane Griffith
	Wayne, Mr. Billy
<b>3.) Housing Authority of the City of Shreveport</b>	Hubbard, Mr. John
	Simpson, Ms. Katiyra
<b>4.) Industrial Development Board</b>	Dixon, Mr. Darrin L.
<b>5.) Property Standards Hearing Officers</b>	Arterberry, Ms. Katheryn
	Cox, Dr. Jerome
<b>6.) Shreveport Metropolitan Planning Commission</b>	Andrews Sr., Mr. Winzer R. <i>(re-appointment)</i>
<b>7.) Shreveport-Bossier Convention and Tourism Board</b>	Bradford, Ms. Tari T. <i>(re-appointment)</i>

**Boards and Commissions as of September 1, 2014  
Submitted by Boards  
Positions appointed by Mayor, Confirmed by Council**

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

**Boards and Commissions as of September 1, 2014  
Submitted by Boards  
Positions appointed by Mayor, Confirmed by Council**

<b>10.) Historic Preservation Commission Board</b>	Callaway, Mr. William Lane
	Henderson, Ms. Leia Lewis
	Johnson, Jr. Mr. Slattery B.
	King, Mr. Lane Griffith
	Wayne, Mr. Billy
<b>11.) Housing Authority of the City of Shreveport</b>	Hubbard, Mr. John
	Madison, Ms. Judy
	Nunley, Ms. Wyvornia DeCarol
	Simpson, Ms. Katiyra
	Walker, Mr. Arthur L.
<b>12.) Industrial Development Board</b>	Dixon, Mr. Darrin L.
	Dotie, Mr. Bennie
	Hagan Jr., Mr. James A.
	Reynolds, Mr. Jonathan
<b>13.) Loan Review Committee</b>	Cooper, Mr. Mark A.
	Evans, Ms. Denice
	Gilbert-Baker, Ms. Tanita
	Johnson, Mr. Meter
	Johnson Jr., Mr. Slattery B.
	Turansky, Mr. David
<b>14.) Personnel Board</b>	Critcher, Ph.D., Ms. Adrienne P.
	White Sr., Mr. Walter N.
	Williams, Mr. Larry
<b>15.) Property Standards Hearing Officers</b>	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
<b>16.) Sam's Town Casino Advisory Council</b>	Abrams, Mr. Reginald
	Barnes, Ms. Karen
	Pierre, Ms. Markey
<b>17.) Shreve Memorial Library Board</b>	Fowler-Sandlin, Mr. Chris
	Lynch, Ms. Deloris
	Palms, Ms. Levada W.
	Smith, Ms. Ascension
	Wade, Ms. Josephine

**Boards and Commissions as of September 1, 2014  
Submitted by Boards  
Positions appointed by Mayor, Confirmed by Council**

<b>18.) Shreveport Airport Authority</b>	Brandon, Bishop Larry Gamble, Mr. Keith E. Jackson, Ms. Mary Mills Jr., Mr. George H. Shehee, Ms. Margaret S.
<b>19.) Shreveport-Bossier Sports Commission</b>	Pierre, Ms. Markey
<b>20.) Shreveport Home Mortgage Authority</b>	Bradford, Mr. William Jackson, Ms. Lydia Wolf, Mr. Scott
<b>21.) Shreveport Metropolitan Planning Commission</b>	Andrews Sr., Mr. Winzer R. Colvin, Mr. Dale Desmarteau, Ms. Lea Pennywell Jr., Dr. Phillip Smith, Ms. Bessie
<b>22.) Shreveport Metropolitan Zoning Boards of Appeals</b>	Holland, Mr. Rick Osborn, Ms. Betty Stewart, Mr. Robert A. Waltman, Mr. Jason
<b>23.) Shreveport Parks and Recreation Council</b>	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
<b>24.) Shreveport-Bossier Convention and Tourism Board</b>	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 September 1, 2014**

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- 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.