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Leanis L. Steward
City Internal Auditor

REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING
FOR BOARD AND COMMISSION MEMBERS
(2014)

SPECIAL REPORT
SR280015-05

October 19, 2015

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The Council
City of Shreveport

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October 19, 2015

Councilman Jeff Everson
Chairman, Shreveport City Council

Dear Councilman Everson:

Subject: SR280015-05 - Disclosure Statement Reporting for Board and Commission Members (2014)

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 (2014) SPECIAL REPORT SR280015-05

OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year 2014. 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. As of September 2015, the Internal Audit Office identified 25 boards, commissions, and like entities created by law or executive order comprising 115 members appointed by the Mayor and confirmed by the City Council.

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.) **Attachment A** shows a total of 9 board members that reported having business with the city for the year 2014.
- 2.) **Attachment B** lists currently 6 inactive boards that were provided by management.

Recommendations:

- To provide transparency of information, we recommend the Administration list on the City's Website all current boards and commissions, with information regarding duties, appointment requirements, composition requirements, etc., and establish a designee contact person for each board or commission.



SR280015-05
September 22, 2015

- We recommend if a board member is replacing another board member, Administration notify City Council who the board member is replacing.
- 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: The Administration will provide a list of all current boards and commissions on the city website, www.shreveportla.gov. This list will include duties, appointment requirements, and contact person. This task will be completed by the first quarter of 2016.

Currently, the Administration is notifying the City Council as well as the Clerk of Council of all new board appointments, replacements and who the board member is replacing. The Administration is also including the expiration date of each term.

Over the past several months, the Mayor has made it a priority to visit with many of the board members. She will continue to visit boards as she appoints and replaces the members. A quick reference book has been made to identify and address concerns and status of all boards. The book is updated as appointments are made to the various boards and commissions.

Prepared by:

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

Nadia Dunams
Administrative Assistant

Approved by:

A handwritten signature in blue 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 (2014)

Number of Board Members Reporting Contracts: 9

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
2014	AB Palmer	\$65	annual fire extinguisher inspection
2014	SPAR – Public Entities	\$150	annual fire extinguisher inspection
2014	401 Texas Street	\$1,400	annual fire sprinkler inspections
2014	AB Palmer	\$300	annual fire sprinkler inspections
2014	Airport Park	\$300	annual fire sprinkler inspections
2014	Bill Cockrell Park	\$300	annual fire sprinkler inspections
2014	Caddo 911 Call Center	\$890	annual fire sprinkler inspections
2014	Caddo Correction Center	\$3,500	annual fire sprinkler inspections
2014	Caddo Juvenile Center	\$300	annual fire sprinkler inspections
2014	Caddo Parish Commission Building	\$300	annual fire sprinkler inspections
2014	Caddo Parish Courthouse	\$1,200	annual fire sprinkler inspections
2014	Caddo Regional Lab	\$300	annual fire sprinkler inspections
2014	David Raines	\$250	annual fire sprinkler inspections
2014	Government Plaza	\$890	annual fire sprinkler inspections
2014	Independence Stadium	\$1,700	annual fire sprinkler inspections
2014	Municipal Auditorium	\$400	annual fire sprinkler inspections
2014	River Hall Theatre	\$300	annual fire sprinkler inspections
2014	Shreve Memorial Libraries	\$8,500	annual fire sprinkler inspections
2014	Shreveport City Jail	\$600	annual fire sprinkler inspections
2014	Shreveport Regional Airport	\$1,500	annual fire sprinkler inspections
2014	Southern Hills Tennis Center	\$300	Kitchen Hood repairs/annual F.E. inspection
2014	CADA-Council on Alcoholism-blue hall day rm	\$450	Fire Alarm - replace smoke detector in
2014	Shreve Memorial Library	\$520	Fire Alarm - add (2) modules
2014	Shreveport Regional Airport	\$240	Fire Alarm - Adjusted FS
2014	Shreveport Regional Airport	T&M	Fire Alarm - disable heat det.
2014	Shreve Memorial Library -Texas St	\$170	Fire Alarm - Elev equip Rm constr
2014	SRAC -Shreveport Regional Arts Council	\$1,190	Fire Alarm - Knox Box
2014	Regional Aiport	\$320	Fire Alarm - Label wires
2014	CADA-Council on Alcoholism	\$468	Fire Alarm - Repair work

Disclosures Reported by Board Members (2014)

Number of Board Members Reporting Contracts: 9

YEAR	Name/Nature of Contract	\$ amount	Description of Goods & Services
2014	Caddo Parish 911	\$2,230	Fire Alarm - Repair work
2014	Sci-Port	\$170	Fire Alarm - Repair work
2014	Shreve Memorial Library - Mooretown	\$170	Fire Alarm - Repair work
2014	Shreve Memorial Library - Line Ave	\$306	Fire Alarm - Repair work
2014	Shreve Memorial Library - North Market	\$405	Fire Alarm - Repair work
2014	Shreveport Regional Airport	\$480	Fire Alarm - Repair work
2014	Municipal Auditorium	\$425	Fire Alarm - Stand By Alarm
2014	Multicultural Center	\$1,660	Fire Alarm /Fire Pump Repairs
2014	Shreve Memorial Library - Resource Center	\$28,490	Fire Alarm - Clean Agent system
2014	CADA-Council on Alcoholism	\$170	Fire Alarm - install dialer & rehang smoke detectors
2014	CADA-Council on Alcoholism	\$220	fire extinguishers
2014	Central Art Station-Restoration Artist Residence	\$8,645	Fire Sprinkler
2014	Caddo Court House	\$401	Fire Sprinkler – air compressor
2014	Caddo Correctional Center	\$640	Fire Sprinkler - Foxtrot Valve
2014	Shreveport Fire Station #20	\$256	Fire Sprinkler - Freeze damage
2014	Caddo Correctional Center	\$2,850	Fire Sprinkler - inspections repair work
2014	Caddo Correctional Center	\$615	Fire Sprinkler - repair fill cup
2014	Caddo Correctional Center	\$615	Fire Sprinkler - repair fill cup
2014	ArtSpace	\$1,980	Fire Sprinkler - repair work
2014	Shreveport City Jail C-Block Cell 5	\$482	Fire Sprinkler – repair work 12/13/14
2014	CADA Treatment Center	\$235	Fire Sprinkler - repair work 5/20/14
2014	Shreveport City Jail	\$1,393	Fire Sprinkler - repair work callout 9/3/14
2014	Caddo Correctional Center	\$405	Fire Sprinkler - replace Drain Pipe
2014	Caddo Parish Regional Health	\$1,509	Fire Sprinkler - replace dry pendent
2014	CADA Treatment Center	\$650	Fire Sprinkler - replace painted sprinkler
2014	Municipal Auditorium	\$1,330	Fire Sprinkler - Replace Pressure Switch
2014	Caddo 911 Call Center	\$1,290	Fire sprinkler & Fire Alarm repairs
2014	North Louisiana Forensic Sciences Center	\$234,690	Fire Sprinkler & Fire Alarm Systems -FM-200
2014	Job Corp	\$1,500	Kitchen Hood - Dump
2014	Shreveport Convention Center	\$1,622	Kitchen Hood - repairs
2014	Shreveport Convention Center	\$1,622	Kitchen Hood - repairs

Total \$324,259

- 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: \$324,259
- Description of goods and services provided or to be provided: See above table
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 100%
- Position held by Board or Commission Member in Legal Entity: President

3. **Name: Hagan Jr., Mr. James A.**

Board: Industrial Development Board

- Nature of contract or subcontract: Active Engineering Contract with the City for Design/Surveying Associated with Knight Street Improvements
- Name of Legal Entity Contract is through: Balar Associates, Inc.
- Address of Legal Entity: 631 Milam Street, Suite 300, Shreveport, LA 71101
- Amount of contract or subcontract: \$1,228.50
- Description of goods and services provided or to be provided: Consulting Engineering (Design) and Professional Land Surveying Services
- Initial or Annual Filing: Both
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: Vice President

4. **Name: Pierre, Ms. Markey**

Board: Shreveport-Bossier Sports Commission

- 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: \$75,000.00
- 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 2014
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 80%
- Position held by Board or Commission Member in Legal Entity: Managing Partner

5. **Name: Rogers, Ms. Irma**

Board: Civil Service Board

- Nature of contract or subcontract: Contract to employ an unemployed worker for training and hiring purposes
- Name of Legal Entity Contract is through: R&R Auto Sales, LLC
- Address of Legal Entity: 2937 Dr. Martin L. King, Jr. Drive
- Amount of contract or subcontract: \$2,800.00
- Description of goods and services provided or to be provided: Employer will hire and pay wages to a new worker for the restaurant owned by R&R Auto Sales for the purpose of training and reducing the unemployment rate in the specific area.
- Initial or Annual Filing: Both
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: Vice President
- Name of Family Member: Herbert Rogers, Jr.
- Familial relationship to board member: Spouse

6. ***Name: Thaxton, Mr. Frank***

Board: Greater Shreveport Human Relations Commission

- Nature of contract or subcontract: Case by Case Mediation Services
- Name of Legal Entity Contract is through: Louisiana Mediation and Arbitration, Inc.
- Address of Legal Entity: 7591 Fern Avenue, Suite 1901, Shreveport , LA 71105
- Amount of contract or subcontract: \$1,500.00
- Description of goods and services provided or to be provided: Mediation Services
- Initial or Annual Filing: Both
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: President

7. ***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: \$9,849.00
- 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

8. ***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: \$9,849.00
- 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 - Operations
- Name of Family Member: Arthur L. Walker and Cobly Walker
- Familial relationship to board member: Husband and son

9. ***Name: Wells Sr., Mr. Louis Clarence***

Board: Property Standards Hearing Officers

- Nature of contract or subcontract: Shreveport Regional Jazz/wind Ensemble
- Name of Legal Entity Contract is through: N/A
- Address of Legal Entity: N/A
- Amount of contract or subcontract: Less than \$1,500.00
- Description of goods and services provided or to be provided: Musical Performances, 20 member group
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: N/A
- Position held by Board or Commission Member in Legal Entity: N/A

**Inactive Boards
As of September 2015**

- 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.