



REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

DISCLOSURE STATEMENT REPORTING
FOR BOARD AND COMMISSION MEMBERS
(2015)

SPECIAL REPORT
SR280016-03

July 20, 2016

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Leanis L. Steward
City Internal Auditor

Report Highlights

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- Six board members reported business with the City for the year 2015 4
- There are six inactive boards 7



The Council
City of Shreveport

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July 20, 2016

Councilman Willie Bradford
Chairman, Shreveport City Council

Dear Councilman Bradford:

Subject: SR280016-03 - Disclosure Statement Reporting for Board and Commission Members (2015)

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 (2015) SPECIAL REPORT SR280016-03

OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year 2015. 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 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/RECOMMENDATIONS

The results of disclosure reporting activities are as follows:

- 1.) **Attachment A** shows a total of six board members reported having business with the City for the year 2015.
- 2.) **Attachment B** lists six 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.



- 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:

From the Executive Assistant to the Mayor for Governmental Affairs: There are a couple of the boards on the web site. I will hopefully finish putting the boards, qualifications and number of members on the site by Sept. 2016.

As of this message, the Administration is still reviewing the inactive boards. After further evaluation, Mayor Tyler will decide which ones to reactivate and I will notify you at that time.

<NOTE> The Administration listed all current boards and commissions on the City's website prior to the release of this report. Information for a specific board or commission can be viewed by visiting: <http://www.shreveportla.gov/DocumentCenter/View/6965>

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 Council
Carr, Riggs & Ingram

Disclosures Reported by Board Members (2015)

Number of Board Members Reporting Contracts: 6

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, L.L.C.
- Address of Legal Entity: 330 Marshall St., Ste. 1020, Shreveport, LA 71101
- Amount of contract or subcontract: \$125.00 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:

JOB#	YEAR	Name/Nature of Contract	\$ amount	Description of Goods & Services
n/a	2015	CADA	\$110	fire extinguishers
9065	2015	CADA	\$590	Kitchen Hood - repairs
73542	2015	Caddo Correctional Center	\$2,690	Fire Sprinkler - Repair work
1765	2015	Caddo Correction Center	\$187,900	fire pump
9006	2015	Caddo Correction Center	\$1,210	Kitchen Hood - repairs
52527	2015	Caddo Correctional Center	\$240	Fire Alarm - Repair work
74006	2015	Caddo Correctional Center	\$1,345	Fire Sprinkler - Repair work
73967	2015	Caddo Correctional Center	\$580	Fire Sprinkler - Repair work
73489	2015	Caddo Courthouse	\$2,490	Fire Sprinkler - Repair work
73699	2015	Caddo Juvenile Justice Ctr - New Library	\$7,780	Fire Sprinkler - new installation
74109	2015	City of Shreveport - Maint Div	\$58	Fire Sprinkler - Repair work
73723	2015	Council on Alcoholism	\$385	Fire Sprinkler - Repair work
52877	2015	Government Plaza	\$405	Fire Alarm - Repair work
1856	2015	Ledbetter Heights Housing	\$53,590	Fire Sprinkler - new installation
1698C	2015	North Louisiana Forensic Sciences Center	\$136,490	Fire Sprinkler & Fire Alarm Systems - FM-200
53149	2015	Red River District	\$170	Fire Alarm - Repair work
52501	2015	Red River District	\$170	Fire Alarm - Repair work
73925	2015	Sciport	\$2,400	Fire Sprinkler - Repair work
73691	2015	Shreve Memorial Library	\$235	Fire Sprinkler - Repair work
52798	2015	Shreve Memorial Library Broadmoor	\$255	Fire Alarm - Repair work
53269	2015	Shreve Memorial Library Broadmoor	\$170	Fire Alarm - Repair work
52734	2015	Shreve Memorial Library Downtown	\$570	Fire Alarm - Repair work
52619	2015	Shreve Memorial Library Downtown	\$9,880	Fire Alarm - Repair work
52980	2015	Shreve Memorial Library Downtown	\$4,930	Fire Alarm - Repair work

Disclosures Reported by Board Members (2015)

Number of Board Members Reporting Contracts: 6

JOB#	YEAR	Name/Nature of Contract	\$ amount	Description of Goods & Services
52405	2015	Shreve Memorial Library Downtown	\$300	Fire Alarm - Repair work
52621	2015	Shreve Memorial Library Pines Rd	\$7,730	Fire Alarm - Repair work
52411	2015	Shreve Memorial Library Pines Rd	\$170	Fire Alarm - Repair work
52880	2015	Shreve Memorial Library West Branch	\$440	Fire Alarm - Repair work
73776	2015	Shreve Memorial Library West Shreveport	\$1,820	Fire Sprinkler - Repair work
9073	2015	Shreveport Convention Center	\$170	Kitchen Hood - repairs
73571	2015	Shreveport Convention Center	\$1,075	Fire Sprinkler - Repair work
74100	2015	Shreveport Federal Courthouse	\$1,115	Fire Sprinkler - Repair work
9007	2015	Shreveport Fire Station #12	\$410	Kitchen Hood - repairs
9013	2015	Shreveport Fire Station #9	\$3,150	Kitchen Hood - new installation
9067	2015	Shreveport Job Corp	\$560	Kitchen Hood - repairs
inspect	2015	Shreveport Regional Airport	\$1,500	annual fire sprinkler inspections
53242	2015	Shreveport Regional Airport	\$340	Fire Alarm - Repair work
n/a	2015	Shreveport Regional Airport	\$920	fire extinguishers
74059	2015	Shreveport Regional Airport	\$1,550	Fire Sprinkler - Repair work
74023	2015	Shreveport Regional Airport	\$186	Fire Sprinkler - Repair work
1845	2015	YMCA of NWLA - Knight St & Preston	\$89,000	Fire Sprinkler - new installation
Total			\$525,079	

- 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: \$525,079
- 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: Master Service Agreement Miscellaneous Sewer Design Projects; 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: \$2,943,000 +/-
- Description of goods and services provided or to be provided: Civil Engineering & Land Surveying Services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: Vice President

Disclosures Reported by Board Members (2015)

Number of Board Members Reporting Contracts: 6

Attachment A
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4. ***Name: Todaro, Mr. Keith***

Board: Downtown Development Authority

- Nature of contract or subcontract: Office Products/Furniture/Printing
- Name of Legal Entity Contract is through: Bath Co. LTD., Inc.
- Address of Legal Entity: 610 Market St, Shreveport, LA 71101
- Amount of contract or subcontract: \$9,140.18
- Description of goods and services provided or to be provided: Office Products/Furniture/Printing
- Initial or Annual Filing: Both
- Percentage Owned of Legal Entity: 50%
- Position held by Board or Commission Member in Legal Entity: President

5. ***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: \$6,502.00
- 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 Colby Walker
- Familial relationship to board member: Wife and son

6. ***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: \$6,502.00
- 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 Colby Walker
- Familial relationship to board member: Husband and son

Inactive Boards As of March 2016

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.