

REPORT TO THE CITY COUNCIL BY THE CITY INTERNAL AUDITOR

SPECIAL REPORT

DISCLOSURE STATEMENT REPORTING FOR BOARD AND COMMISSION MEMBERS (2008-2009)

SR906010-08

**AUGUST 23, 2010
REVISED
DECEMBER 20, 2010**



August 23, 2010

Councilwoman Joyce Bowman
Chairman, Shreveport City Council

Dear Councilwoman Bowman:

Subject: SR906010-08 - Disclosure Statement Reporting for Board and Commission Members (2008-2009)

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

Sincerely,

Leanis L. Graham, CPA, CIA
City Internal Auditor

LP

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SPECIAL REPORT
Disclosure Statement Reporting for
Board and Commission Members (2008-2009)
SR906010-08

OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for years 2008 and 2009. 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 before confirmation by the City Council. Annual disclosure statements are due by December 31st of each fiscal year.

SCOPE AND METHODOLOGY

The work was performed in accordance with A.50 of the Internal Audit Office Operating Instructions Manual. Procedures we performed do not constitute an audit of the information compiled and presented in this report. The procedures we performed included reviewing, summarizing, evaluating, and analyzing the information presented in the disclosure forms.

INTRODUCTION

The Internal Audit Office performed administrative oversight responsibilities by mailing out disclosure statement form letters to board and commission members requesting that they review the ordinance and complete the disclosure statement form, if necessary. This report summarizes the results of the responses we received from board and commission members. Specifically:

- There is no current finding section. It has been revised to reflect current compliance by a board member.



SR906010-08
AUGUST 16, 2010

- Attachment A shows the disclosures reported by board and commission members.
- Attachment B lists board members and boards/commissions on which the members serve that were provided by the boards.

Prepared by:

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Staff Auditor

Approved by:

Leanis L. Graham, CPA, CIA
City Internal Auditor

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

Disclosures Reported by Board Members (2008)

Number of Board Members Reporting Contracts: 5
Total number of contracts: 5

1. ***Name: Abrams, Mr. Reginald*** # of Contracts: 1
Board: Employment and Procurement Committee for Sam's Town
 - Nature of contract or subcontract: No written contract
 - Name of Legal Entity Contract is through: Abrams and Lafargue, LLC
 - Address of Legal Entity: 330 Marshall Street, Suite 1020, Shreveport LA 71101
 - Amount of contract or subcontract: \$11,954.95
 - Description of goods and services provided or to be provided: Legal services
 - Initial or Annual Filing: Annual
 - Percentage Owned of Legal Entity: 50%
 - Position held by Board or Commission Member in Legal Entity: Partner

2. ***Name: Braddock, Ms. Sandra*** # of Contracts: 1
Board: Shreveport Regional Sports Authority
 - Nature of contract or subcontract: No written contract
 - Name of Legal Entity Contract is through: Jean Simpson Personnel
 - Address of Legal Entity: 1318 Shreveport Barksdale Hwy, Shreveport LA 71105
 - Amount of contract or subcontract: \$67,147.00
 - Description of goods and services provided or to be provided: Clerical and data service
 - Initial or Annual Filing: Annual
 - Percentage Owned of Legal Entity: 37%
 - Position held by Board or Commission Member in Legal Entity: President/CEO

3. ***Name: McClanahan III, Mr. Fred*** # of Contracts: 1
Board: Caddo Communication District 1 (911 Board)
 - Nature of contract or subcontract: No written contract
 - Name of Legal Entity Contract is through: N/A
 - Address of Legal Entity: N/A
 - Amount of contract or subcontract: \$3,568.20
 - Description of goods and services provided or to be provided: Marketing and Productions
 - 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: Smoak, Mr. Randal***

of Contracts: 1

Board: Comprehensive Board of Appeals

- Nature of contract or subcontract: No written contract
- Name of Legal Entity Contract is through: Cothren, Graff, Smoak Engineering , Inc.
- Address of Legal Entity: 6305 Westport Ave., Shreveport LA 71129
- Amount of contract or subcontract: \$1,800.00
- Description of goods and services provided or to be provided: Engineering services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 25%
- Position held by Board or Commission Member in Legal Entity: N/A

5. ***Name: Weems, Mr. Ronald***

of Contracts: 1

Board: A & E Committee

- Nature of contract or subcontract: No written contract
- Name of Legal Entity Contract is through: Weems, Schimpf, Gilsoul, Haines, Landry & Carmouche APLC
- Address of Legal Entity: 912 Kings Hwy, Shreveport LA 71104
- Amount of contract or subcontract: \$251,983.90
- Description of goods and services provided or to be provided: Legal services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 14.29%
- Position held by Board or Commission Member in Legal Entity: President

Disclosures Reported by Board Members (2009)

Number of Board Members Reporting Contracts: 5
Total number of contracts: 5

1. ***Name: Abrams, Mr. Reginald*** # of Contracts: 1
Board: Employment and Procurement Committee for Sam's Town
 - Nature of contract or subcontract: No written contract
 - Name of Legal Entity Contract is through: Abrams and Lafargue, LLC
 - Address of Legal Entity: 330 Marshall Street, Suite 1020, Shreveport LA 71101
 - Amount of contract or subcontract: \$66,443.17
 - Description of goods and services provided or to be provided: Legal services
 - Initial or Annual Filing: Annual
 - Percentage Owned of Legal Entity: 50%
 - Position held by Board or Commission Member in Legal Entity: Partner
2. ***Name: Braddock, Ms. Sandra*** # of Contracts: 1
Board: Shreveport Regional Sports Authority
 - Nature of contract or subcontract: No written contract
 - Name of Legal Entity Contract is through: Jean Simpson Personnel
 - Address of Legal Entity: 1318 Shreveport Barksdale Hwy, Shreveport LA 71105
 - Amount of contract or subcontract: \$129,712.00
 - Description of goods and services provided or to be provided: Clerical and data service
 - Initial or Annual Filing: Annual
 - Percentage Owned of Legal Entity: 37%
 - Position held by Board or Commission Member in Legal Entity: President/CEO
3. ***Name: Broussard, Jr., Mr. Charles*** # of Contracts: 1
Board: Shreveport Electrical Board
 - Nature of contract or subcontract: No written contract
 - Name of Legal Entity Contract is through: Super Neon Advertising, Inc.
 - Address of Legal Entity: 4203 Pro Street, Shreveport LA 71109
 - Amount of contract or subcontract: \$16,000.00
 - Description of goods and services: Maintenance management
 - Initial or Annual Filing: Annual
 - Percentage Owned of Legal Entity: 49%
 - Position held by Board or Commission Member in Legal Entity: President

4. ***Name: McNew, Mr. Brian***

of Contracts: 1

Board: Building Code Board of Appeals

- Nature of contract or subcontract: sub contract
- Name of Legal Entity Contract is through: McNew Architecture, Inc.
- Address of Legal Entity: 3556 Youree Drive, Shreveport LA 71105
- Amount of contract or subcontract: \$20,000.00
- Description of goods and services provided or to be provided: Architectural design services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 100%
- Position held by Board or Commission Member in Legal Entity: President

5. ***Name: Weems, Mr. Ronald***

of Contracts: 1

Board: A & E Committee

- Nature of contract or subcontract: No written contract
- Name of Legal Entity Contract is through: Weems, Schimpf, Gilsoul, Haines, Landry & Carmouche APLC
- Address of Legal Entity: 912 Kings Hwy, Shreveport LA 71104
- Amount of contract or subcontract: \$136,131.60
- Description of goods and services provided or to be provided: Legal services
- Initial or Annual Filing: Annual
- Percentage Owned of Legal Entity: 14.29%
- Position held by Board or Commission Member in Legal Entity: President