



November 12, 2024
SPECIAL
REPORT NO. 24-04

Disclosure Statement Reporting for Board and Commission Members (2023)

REPORT HIGHLIGHTS:

PAGE:

- 2 Board members reported business with the City for 2023 5
- There are 2 inactive boards 6



505 Travis St. Suite 450
Shreveport, LA 71101



Office: 318-673-7900
Fraud Hotline: 318-222-5698

<http://www.shreveportla.gov/1149/Fraud-Hotline>



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

November 12, 2024

Councilman Dr. Alan Jackson, Jr.
Chairman, Shreveport City Council

Dear Councilman Jackson:

Subject: SR24-04 - Disclosure Statement Reporting for Board and Commission Members (2023)

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

Sincerely,

Leanis Steward

Leanis L. Steward, CPA, CIA
City Internal Auditor

T.S

INDEX

Index 2

Objectives 3

Background 3

Scope and Methodology..... 3

Conclusions..... 3

Recommendations 4

Attachments

Disclosures Reported by Board Members (2023)..... [Attachment A](#).....Page 5

Inactive Boards..... [Attachment B](#).....Page 6



OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year **2023**. 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.

There are 25 active boards and commissions, as well as an additional two inactive, whose members file annual disclosures with the Internal Auditor if they have business with the City. These boards and commissions have significant responsibility and authority within the City of Shreveport, and as such, are also held to high ethical standards. Citizens of Shreveport are interested in how well public funds are used, and the annual disclosure reports should help increase public confidence in City government.

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

The results of disclosure reporting activities are as follows:

- 1.) **Attachment A** shows a total of two board members reported having business with the City for the year 2023.
- 2.) **Attachment B** lists two inactive boards that were provided by management.

<AUDITOR'S NOTE> The active boards and commissions can be viewed by visiting <https://www.shreveportla.gov/1493/Boards->



[Commissions](#)

RECOMMENDATIONS:

We 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, (as shown in **Attachment B**) the governing authority should consider their abolishment, as deemed appropriate.

Management Response (Reported by Chief of Staff and Government Affairs): The administration is still reviewing and evaluating the boards that are considered inactive.

Due Date: October 25, 2025

Prepared by:

Shanika Carey

Shanika Carey
Associate Auditor

Approved by:

Leanis Steward

Leanis L. Steward, CPA, CIA
City Internal Auditor

SJC:TS

c: Mayor
CAO
City Attorney
Clerk of Council
City Council
Carr, Riggs & Ingram

Disclosures Reported by Board Members (2023)

Number of Board Members Reporting Contracts: 2

Name	Reginald Abrams	James A. Hagan, Jr., P.E.
Board	Employment and Procurement Committee for Sam's Town	Industrial Development Board
Initial or Annual Filing	Annual	Annual
Legal Name of Contract Entity	Law Office of Reginald W. Abrams, Sr.	BALAR Associates, Inc
Address of Legal Entity	330 Marshall Street, Suite 707 Shreveport, LA 71101	631 Milam Street, Suite 300 Shreveport, LA 71101
% Owned of Legal Entity	100%	83%
Position held by Board/Commission Member in Legal Entity	Owner	President & CEO
Name/Description of active contract(s) or subcontract(s) in 202x	Attorney - Legal Services	Engineering design work on the following public works projects for the City of Shreveport: (1) Ultraviolet Disinfection System Improvements at Lucas WWTP & North Regional WWTP, Project No. F-11007, City of Shreveport, Louisiana; and (3) Master Services Agreement - Miscellaneous Sewer & Lift Station Design, RFS 20-703 City of Shreveport, LA
Income or value derived in 202x from contract(s) or subcontract(s)	No set contract amount. Contract based on hourly rate of \$150.00	<ol style="list-style-type: none"> 1. Ultraviolet Disinfection Improvements at Lucas WWTP & North Regional WWTP: \$12,259.00 (incl. \$5,241.63 FSC & DBE subconsultants) 2. Master Services Agreement - Miscellaneous Sewer & Lift Station Design: \$250,595.73 (incl \$21,597.52 in FSC & DBE subconsultants) 3. Water Main Bypass for Sewer Service Line Repairs on Greenwood Rd. (\$1,481.00)

2023 Inactive Boards

Inactive Boards	Inactive Status
1.) Shreveport Regional Sports Authority <i>(Resolution No. 105 of 1996)</i>	2013-current
2.) City of Shreveport Parking Hearing Officer <i>(City Ordinance: Sec. 90-272. - Parking ordinance hearings officer)</i>	2017-current

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

The inactive boards may have to be removed through City Council Legislation if no longer functioning.