



August 13, 2025
**SPECIAL
REPORT** NO. 25-04

*Disclosure Statement Reporting for Board and Commission
Members (2024)*

REPORT HIGHLIGHTS:

PAGE:

- 4 board members reported business with the City for the year 2024

2



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

August 13, 2025

Councilwoman Tabatha Taylor
Chairman, Shreveport City Council

Dear Councilwoman Taylor:

Subject: SR25-04 - Disclosure Statement Reporting for Board and Commission Members (2024)

Attached please find the report mentioned above.

Sincerely,

Leanis L. Steward

Leanis L. Steward, CPA, CIA
City Internal Auditor

ts



SR25-04 August 7, 2025

OBJECTIVES

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year **2024**. 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. The active boards and commissions can be viewed by visiting <https://www.shreveportla.gov/1493/Boards-Commissions>.

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: The chart below indicates a total of four board members reported having business with the City for the year 2024.



SR25-04
August 7, 2025

Disclosures Reported by Board Members (2024)

Number of Board Members Reporting Contracts: 4

Name	Reginald Abrams	James A. Hagan, Jr., P.E.	Rickey R Hall	Harold Sater
Board	Shreve Memorial Library/Sam's Town Casino Advisory Council	Industrial Development Board	Shreveport Implementation and Redevelopment Authority	Shreveport Metropolitan Planning Commission
Initial or Annual Filing	Annual	Annual	Annual	Annual
Legal Name of Contract Entity	Law Office of Reginald W. Abrams, Sr.	BALAR Associates, Inc	Hall Builders Inc	Notley Management LLC DBA Encore Event Rentals
Address of Legal Entity	330 Marshall Street, Suite 707 Shreveport, LA 71101	631 Milam Street, Suite 300 Shreveport, LA 71101	1185 Hawn Avenue Shreveport, LA 71107	7710 Jewella Road Shreveport, LA 71108
% Owned of Legal Entity	100%	83%	100%	0%
Position held by Board/Commission Member in Legal Entity	Owner	President & CEO	President	N/A
Family Member	N/A	N/A	N/A	Son, Chris Sater 2040 Silver Point Shreveport, LA 71106
Name/Description of active contract(s) or subcontract(s) in 2024	Attorney - Legal Services	Engineering design work projects: (1) Knight Street Improvements (2) Master Services Agreement - Miscellaneous Sewer & Lift Station Design, RFS 20-703 (3) Consulting Engineering Services - Streets & Drainage Improvements.	On Demand Contract Water and Sewer Department	N/A
Income or value derived in 2024 from contract(s) or subcontract(s)	Contract based on hourly rate of \$150.00; No set contract amount	1. Knight Street Improvements = \$165,503.50 (incl. \$52,450.00 FSC/DBE subconsultants) 2. Miscellaneous Sewer & Lift Station Design, RFS 20-703 City of Shreveport, La. = \$71,005.17 (incl \$47,590.17 FSC & DBE subconsultants) 3. Consulting Engineering Services - Streets & Drainage Improvements = \$118,825 (incl. \$44,093 FSC & DBE subs). Total invoices in 2024 = \$355,333.67 Net to BALAR = \$211,200.50 and net to FSC/DBE subs = \$144,133.17.	\$526,036.00	\$3,627.02



SR25-04
August 7, 2025

Prepared by:

Kelsey Metoyer

Kelsey Metoyer
Staff Auditor

Approved by:

Leanis L. Steward

Leanis L. Steward, CPA, CIA
City Internal Auditor

km:ts

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