



# Disclosure Statement Reporting for Board and Commission Members (2022)

## Special Report

### SR23-09

December 29, 2023

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### Report Highlights

### Page(s)

- 5 board members reported business with the City for the year 2022 5
- There are 2 inactive boards 6



The Council  
City of Shreveport

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December 29, 2023

Councilman James Green  
Chairman, Shreveport City Council

Dear Councilman Green:

Subject: SR23-09- Disclosure Statement Reporting for Board and Commission Members (2022)

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

Sincerely,

*Leanis L. Steward*

Leanis L. Steward, CPA, CIA  
City Internal Auditor

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### **Attachments**

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## **OBJECTIVES**

The objective of this special report is to provide the City Council with disclosure statement reporting activities for year **2022**. 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 31<sup>st</sup> of each fiscal year.

There are 25 active boards and commissions, as well as an additional two inactive boards, whose members file annual disclosures with the Internal Auditor if they conduct business with the city. These boards and commissions bear 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 five board members reported having business with the City for the year 2022.
- 2.) **Attachment B** lists two inactive boards that were provided by management.



**SR23-09**  
**December 12, 2023**

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<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 the Senior Assistant to the Mayor):** The administration is still reviewing and evaluating the boards that are considered inactive.

**Due Date:** 1 year or More

Prepared by:

*Shanika Carey*

Shanika Carey  
Associate Auditor

Approved by:

*Leanis L. 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 (2022)

Number of Board Members Reporting Contracts: 5

Name	Reginald Abrams	James A. Hagan, Jr., P.E.	Curtis R. Joseph, Jr	David Logan Schroeder	F. Troy Williams
Board	Employment and Procurement Committee for Sam's Town	Industrial Development Board	Metropolitan Planning Commission	Downtown Development Authority	Shreveport Implementation and Redevelopment Authority
Initial or Annual Filing	Annual	Annual	Annual	Annual	Annual
Legal Name of Contract Entity	Law Office of Reginald W. Abrams, Sr.	BALAR Associates, Inc	Winchell & Joseph, LLC	Cook, Yancey, King & Galloway	F. Troy Williams Co., Inc.
Address of Legal Entity	330 Marshall Street, Suite 707 Shreveport, LA 71101	631 Milam Street, Suite 300 Shreveport, LA 71101	2124 Fairfield Avenue, Shreveport, LA 71104	333 Texas Street, Suite 510, Shreveport, LA 71101	P.O. Box 38138 Shreveport, LA 71133-8138
% Owned of Legal Entity	100%	83%	50%	8%	100%
Position held by Board/Commission Member in Legal Entity	Owner	President & CEO	Partner	Shareholder	President
Name/Description of active contract(s) or subcontract(s) in 2022	Attorney - Legal Services	Engineering design work on the following public works projects for the City of Shreveport: (1) Knight Street Improvements, Project No. 11-C002, City of Shreveport, LA; and (2) Ultraviolet Disinfection System Improvements at Lucas WWTP and North Regional WWTP, Project No. F-11007, City of Shreveport, LA; and (3) Master Services Agreement - Miscellaneous Sewer & Lift Station Design, RFWS 20-703 City of Shreveport, LA	Curtis R. Joseph, Jr., through Winchell & Joseph, LLC provided legal work on contract with the City of Shreveport.	Legal Services	Multiple Contracts
Income or value derived in 2022 from contract(s) or subcontract(s)	No set contract amount. Contract based on hourly rate of \$150.00	1. Knight Street Improvements: \$64,515.40 (incl. \$24,332.00 in DBE subconsultants). 2. Ultraviolet Disinfection Improvements at Lucas WWTP and North Regional WWTP: \$291,960 (incl. \$107,217.68 FSC & DBE subconsultants). 3. Master Services Agreement - Miscellaneous Sewer & Lift Station Design: \$58,673.50 (incl. \$7,122.00 in FSC & DBE subconsultants).	\$12,720.96	\$5,535.00	\$27,713.00

# 2022

## Inactive Boards

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**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.

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