



Notice Advertised in Southwest Daily News the Official Journal & Posted on Website and Building: November 6th & 8th, 2019

SULPHUR PARKS AND RECREATION (SPAR)

Public Hearing

Held at the SPAR Recreation and Aquatic Center Multipurpose Room

933 W. Parish Road Sulphur, LA 70663

Tuesday, November 19, 2019 5:30 PM

A public hearing was held by the Board of Commissioners of Sulphur Parks and Recreation at 5:30 pm on Tuesday, November 19, 2019 in the multipurpose room at SPAR Recreation and Aquatic Center in Sulphur, Louisiana to present, review, and discuss the Amended 2019 and Proposed 2020 general fund budget. The hearing was called to order and a roll call was taken. Board members present were: Mitch Bowers, Tina Brown, David Couvillon, and Johnny Stanley. Doug Como was absent.

The Amended 2019 General Fund Budget was presented, reviewed, and discussed. The director, Mr. Gayfield, explained that due to conservative budgeting and spending, expenses were within range and as expected. He stated that Golf Course revenue was lower than planned due to weather, construction, and issues with greens. Staff recommended to adjust revenue down \$50,000 total through a combination of reduced green fees, cart rentals, and grill revenue. There were no public comments on this agenda item and no action taken by the board.

The Proposed 2020 General Fund Budget was presented, reviewed, and discussed. The director presented the proposed budget and thanked board members Bowers and Couvillon for their participation in the development of the 2020 capital project list. General notes to the budget were mentioned including the reorganization of the presented information to align to departments. A budgeted cost of living increase was included at 2% with an additional 3% budgeted for merit increases. Revenue was presented as \$8,968,500 for the year, with an increase in Ad Valorem collections projected while a decrease is expected to golf course revenues due to the ongoing construction along the Dick Ackel Main drainage canal. Total expenses were presented as \$11,628,200, a moderate increase over 2019, with carry over projects and an aggressive capital project responsible for the additional expenses. Personnel budget was reviewed to mention existing vacancies including two (2) rec assistants, one (1) rec supervisor, a custodian for the Rec & Aquatic Center, an accounting clerk, and a new position of IT assistant. The director encouraged the board to accept the addition of the IT position to make the district more secure as retirements may impact current staffing levels. The board asked if it would be better for the district to outsource some of the IT responsibility. The director responded that based on SPAR's past experience, internal staff has done a more thorough job of maintaining the IT infrastructure. The director reviewed the capital project list and touched on possible demolition of the parsonage and transitioning the records retention and administrative staff to the Girls Village home. An inclusive playground was proposed as an addition and upgrade to Frasch Park with a revamping of restroom facilities as well. He mentioned that Collins field may also be upgraded to house a "Miracle Field" for inclusive play. The board was positive about the proposed capital projects and stated that they would be supportive of hiring additional staff if needed to reach the organizational goals.

When opened for public comment, Mrs. Joy Abshire approached the board to discuss the Girls Village (Ellender home). Mrs. Abshire presented her recommendation that the space be converted to meeting and rental space due to the proximity to Frasch Park and Golf Course with potential to generate additional rental, golf and grill revenue.

Following a motion by Mr. Bowers, seconded by Mr. Couvillon, and carried, the hearing was adjourned at 5:51 pm.

SULPHUR PARKS AND RECREATION (SPAR)
Regular Board of Commissioners Meeting
Held at the SPAR Recreation and Aquatic Center Multipurpose Room
933 W. Parish Road Sulphur, LA 70663
Tuesday, November 19, 2019 5:51 PM

The Board of Commissioners of Sulphur Parks and Recreation met on Tuesday, November 19, 2019 at 5:51 p.m. for the regular scheduled session, following a public hearing session that began at 5:30 p.m. in the multipurpose room at SPAR Recreation and Aquatic Center in Sulphur, Louisiana. The meeting was called to order and a roll call was taken. Board members present were: Mitch Bowers, Tina Brown, David Couvillon, and Johnny Stanley. Doug Como was absent.

The minutes from October 15, 2019 regular board meeting were presented and approved as written on a motion by Mr. Bowers, seconded by Mr. Couvillon, and carried.

Financial statements for October 2019 were presented by staff. The director noted the amended budget addressed golf revenues and all revenues and expenses were as expected. Statements were approved as presented on a motion by Mr. Couvillon, seconded by Mr. Stanley, and carried.

The amended financial budget for 2019 was presented with a call for questions or comments from the Board and public. No additional questions or comments were received, questions from Board were addressed in the public hearing held prior to the start of the regular meeting. The board called for a motion to adopt the 2019 Amended General Fund Budget, reflecting the amended revenues of 8,645,000, a reduction of \$50k in the Golf department. Expenses remained the same at \$10,928,000. The board adopted the amended budget on a motion by Mr. Bowers, seconded by Mr. Couvillon, and carried.

On a motion by Mr. Bowers, seconded by Mr. Stanley, and carried, the staff was granted permission to raise the dollar limit of SPAR assets from \$500 to \$2500 effective January 1st, 2020. The director stated that the low threshold has required items that are nearly disposable to be capitalized as assets. The parish uses \$5000 as the threshold and the director settled on \$2500 to preserve the conservative approach SPAR has taken as well as allowing such items like golf and utility carts to remain as assets. All current items on the asset run between \$500 and \$2500 will remain until they are disposed of.

The 2020 financial budget was presented with a call for questions or comments from the Board and public. No additional questions or comments were received, questions from the Board were addressed in the public hearing held prior to the start of the regular meeting. The Board called for a motion to adopt the 2020 General Fund Budget as presented with revenues of \$8,968,500, and expenditures of \$11,628,200. The Board on a motion by Mr. Couvillon, seconded by Mr. Stanley, and carried adopting the general fund budget for 2020 as presented.

The staff presented and requested the adoption a Leave Donation Policy to be added to SPAR's personnel manual. This policy allows employees to donate vacation and / or sick time to a coworker for use in personal or family illness who have exhausted other types of paid leave in the course of grave or catastrophic illnesses/accidents. The director explained that unfortunately the employee that triggered the development of this policy passed, but that he felt it was a positive employee service. Mr. Gayfield stated that the policy was developed in comparison to other public agencies such as the Parish and the City of Sulphur. The board confirmed that this policy activates when paid leave is exhausted. The board confirmed that the donated time never expires and carries over annually as a banked amount available to those who may need it. Procedures will be developed to maintain and manage the policy. Public comment was heard from City of Sulphur Police Chief Coates. Mr. Coates described the policy recently adopted by the City as very beneficial to the employees and that little to no abuse had been observed. On a motion by Mr. Couvillon, seconded by Mr. Bowers, and carried, the board adopted the proposed leave donation policy.

Staff was granted permission to develop and advertise a Request for Proposal and / or purchase from Louisiana State Contract a new sound system for the North Frasch Softball complex, on a motion by Mr. Bowers, seconded by Mr. Couvillon, and carried. Estimated approximate cost of \$50k. This expenditure is a 2020 Budget funded capital item. The director explained that rather than building the project in house, a request for proposal would be sought with parameters set as to what the system would need to provide.

On a motion by Mr. Bowers, seconded by Mr. Couvillon, and carried, staff was granted to prepare, place on advertisement, and execute as needed Public Bids and/or Quotes for 2020 Budget funded items to be received in 2020 as listed below:

- a) Swimming Pool Chemicals
- b) Sports Equipment for 2020 as needed (*Large quantities of items and amounts to be placed for Public Bid, small number of miscellaneous items and amounts to be quoted as needed throughout the seasons*).

The staff requested permission to prepare and execute as needed the following 2020 Budget funded items to be Quoted and Ordered in 2020 as needed. On a motion by Mr. Couvillon, seconded by Mr. Bowers, the motion carried.

- a) Gasoline and #2 Off-Road Diesel
- b) Dirt, Sand, & Clay
- c) Limestone Materials

City of Sulphur's Police Chief Lewis Coates, and Ms. Joy Abshire City Council Representative addressed the Board with a request for SPAR's consideration in participating with the City of Sulphur in the development of a "Safety Town". The guests presented the concept of "Safety Town" with a slide show and comments on the specific need of the Sulphur Community. They stated that a large part of the investment needed from SPAR was in the form of land. The board was receptive and encouraged staff to participate with the City of Sulphur and other entities to discover how SPAR could best be of use and what would be required from SPAR.

Notifications to the Board:


- a) Thank you card, received from Westlake Chemical Corp. for SPAR's participation in their annual safety and health fair held September 19, 2019.
- b) Notification to the Board of upcoming events:
 - LHSAA State Swim Championships – Wed. Nov. 20th – Sat. Nov. 23, 2019 (Rec. & Aquatic Center)
 - Annual Lions Club/City of Sulphur Thanksgiving Dinner – Thurs. Nov. 28, 2019 (Rec. & Aquatic Center)
 - Holiday House Preview Party – Thurs. Dec. 5, 2019 6:30-9:30 p.m. (Henning Cultural Center)
 - Christmas Under the Oaks Festival – Fri. Dec. 6th - Sat. Dec. 7th, 2019 (Heritage Square)
 - Care Help's Toy Store – Sat. Dec. 14th, 2019 (Annex Bldg.)
 - Model Train Exhibit – Every Saturday in the month of December 2019 (Brimstone Museum)

All business taken care of, a motion to adjourn was made by Mr. Bowers, seconded by Mr. Couvillon, and carried.

Meeting adjourned at 6:38 pm



Approved (Board Member)



Attested