



Georgetown-Scott County  
Parks & Recreation  
140 Pavilion Drive  
Georgetown, KY 40324

**parks&recreation**  
GEORGETOWN-SCOTT COUNTY

Phone: (502) 863-7865

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January 15, 2021

Dear Board Members,

As you know our regularly scheduled board meeting is the third Monday of each month. The third Monday of January is a holiday for department employees and therefore, the regularly scheduled meeting will not be held on January 18, 2021.

This letter is to serve as your notice that, per KRS 61.823 (2), a special meeting **will be** scheduled for January 19, 2021 at 5:30 pm at the Ed Davis Learning Center. The agenda for the meeting is attached.

In recognition of the fact that there are confirmed cases of COVID-19 in Kentucky, and with more expected, all Kentucky Boards and Commissions are encouraged to take proper health precautions to mitigate the spread, including the use of video software for meetings. All meetings shall be conducted in accordance with the Kentucky Open Meetings Act, including but not limited to KRS 61.826.

Thank you,  
Dale Stowe, Chair  
Georgetown – Scott County Parks and Recreation



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## NOTICE OF SPECIAL BOARD MEETING

### AGENDA

**January 19, 2021**

The special meeting of the Georgetown-Scott County Parks and Recreation Board will be held on **January 19, 2021 at 5:30 pm at the Ed Davis Learning Center, 151 Ed Davis Lane Georgetown KY.** Meeting Protocol per Commonwealth of Kentucky, Office of the Secretary:

In recognition of the fact that there are confirmed cases of COVID-19 in Kentucky, and with more expected, all Kentucky Boards and Commissions are encouraged to take proper health precautions to mitigate the spread, including the use of video software for meetings. All meetings shall be conducted in accordance with the Kentucky Open Meetings Act, including, but not limited to, KRS 61.826.

- 1) Call to Order and Roll Call;
- 2) Approval of Agenda;
- 3) Public Comments;
- 4) Consent Agenda;
  1. Approval of the minutes
  2. Bills for Approval
- 5) Staff Reports;
  1. Bookkeepers Report – Julie Wash
  2. Pavilion Report – Ed Maynard
  3. Marketing Report Q4 – Courtlyn Ledesma
  4. Facilities Maintenance – Mike Short
  5. Outdoor Maintenance – Larry Brandenburg
  6. Director’s Report – Kim Rice
- 6) Old Business;
  
- 7) New Business;
  1. Job Description Updates
  2. Policy Update Park Rentals
- 8) Board Members Comments;
- 9) Adjournment

Georgetown Scott County Parks and Recreation Board  
Minutes  
December 21, 2020

- 1) Call to Order and Roll Call; Bill Hamilton called the December 21, 2020 meeting of the Parks and Recreation Board to order. Members Present Bill Hamilton, Ben Van Meter, Dale Stowe, DT Wells, Camille Overstreet. Via zoom Erik Flaig, Andrea Giusti. Others present Kim Rice, Julie Wash, Ed Maynard, Vicki Miller, Courtlyn Ledesma. Via zoom Cam Culbertson, Bryan Williams, Larry Brandenburg.
- 2) Approval of Agenda; A motion was made by Erik Flaig to approve the Agenda, seconded by Dale Stowe. The motion carried unanimously.
- 3) Public Comments;
- 4) Consent Agenda;
  1. Approval of the minutes - A motion was made by Erik Flaig to approve the November 16, 2020 minutes, seconded by Dale Stowe. The motion carried unanimously.
  2. Bills for Approval – A motion was made by Erik Flaig to approve to pay the bills as presented, seconded by Dale Stowe. The motion carried unanimously.
- 5) Staff Reports;
  1. Bookkeepers Report - Julie Wash reported that the Whitaker Bank balance is \$684,341.97. A financial report was also provided.
  2. Pavilion Report – Ed Maynard reported the Pavilion program November attendance was 1,620. The total Pavilion attendance was 4,914. The Ed Davis Learning Center November total attendance was 297.
  3. Facilities Maintenance – Nothing to report
  4. Outdoor Maintenance – Larry Brandenburg reported Field 5 at Marshall Park will go to football and adult softball will go to Senior League at Brooking Park. Larry is in the process of getting prices. Tree trimming is ongoing.
  5. Director’s Report – Kim Rice reported the full time and part time job applications are now available on our website. Several positions are posted. Mary Franey, Pavilion Recreation Manager, resigned. November 20th we phased back and laid off 62 part time employees. We also received a resignation from a full time Facility Maintenance employee. We have requested \$60,000.00 reimbursement from the city for SFAC repairs and the additional \$60,000.00 plus will be requested in our budget amendment in January to be split with both the City and the County. There will be a Board Park tour on January 23<sup>rd</sup>. The Board training by Committee on the 25<sup>th</sup> through 27<sup>th</sup> of January.
- 6) Old Business;
  1. Youth Sports Agreement- Ben Van Meter motioned to approve the agreement as presented, seconded by DT Wells. The motion passed unanimously.
  2. Policy Updates – 3 policy updates. Park Rental Policy, Participant Protection Policy replaces Abused and Neglected Child and Elder Reporting, Public Comment Policy. Cam Culbertson stated he had reviewed policies which look fine. Bill Hamilton stated he was comfortable approving the policies as

presented tonight knowing it's a living document and can be changed if we learn more. DT Wells motioned to approve as presented realizing it's a living document and we will change it if necessary, seconded by Dale Stowe. The motion carried unanimously.

7) New Business;

1. Horsey Hundred Request – Bryan Williams, Event Director, Horsey Hundred Cycling Event requested to use Scott County and Brooking Park this year. They are interested in usage of all of the Barns, Concession Building, also would like to have camping at SCP and RV campers on the blacktop area. They would have possibly Country Boy and 8-10 Food trucks. The main request for the Board is the overnight camping, RV parking and alcohol served. Bill Hamilton stated to work out restrictions and requirements with Park's staff. Georgetown Tourism is heavily involved in this event also. Ben Van Meter motioned to allow the Horsey Hundred to use the Park based on staff working out the details, bringing updates to the Board and to approve overnight camping, seconded by Andrea Giusti. The motion carried unanimously.
2. Facility Maintenance Manager Job Description Grade 9 – OSHA Program Administrator was added to the job description. Dale Stowe motioned to approve the addition, seconded by DT Wells. The motion carried unanimously.
3. Board Elections - Vice Chair, Dale Stowe, moves to Chair. DT Wells nominated Camille Overstreet for Vice Chair. Ben Van Meter volunteered for Treasurer; Erik Flaig volunteered for Secretary. Dale Stowe motioned to approve the slate of candidates Camille Overstreet-Vice Chair, Ben Van Meter-Treasurer, Erik Flaig-Secretary, seconded by DT Wells. The motion carried unanimously.

8) Board Members Comments; Ben Van Meter congratulated Mary Franey for her time here and she will be missed. Dale Stowe gave kudos to DT Wells, Erik Flaig thanked everyone for their work in 2020. Bill Hamilton gave thanks to everyone for keeping things going. DT Wells was presented a commemorative clock and thanks for his service.

9) Adjournment

\*This meeting was recorded on zoom.

**Sevier-Scott County Parks and Recreation**  
**Unpaid Bills Detail**  
 As of January 15, 2021

	Date	Memo	Account	Debit	Credit
<b>1 Better, LLC</b>					
	01/08/2021		2000 · Accounts Payable		
	01/08/2021	Theatre Movie Screen Ads	4300 · Advertising, Print., Marketing	349.00	349.00
<b>Total 1 Better, LLC</b>				349.00	349.00
<b>Brenntag Mid-South, Inc.</b>					
	01/09/2021		2000 · Accounts Payable		
	01/09/2021	Hydrochloric Acid, Sodium Bicarbonate, Sodium	8094 · Pavilion - Aquatics Supplies	724.02	724.02
	01/15/2021		2000 · Accounts Payable		
	01/15/2021	Hydrochloric Acid, Sodium Bicarbonate	8094 · Pavilion - Aquatics Supplies	714.69	714.69
<b>Total Brenntag Mid-South, Inc.</b>				1,438.71	1,438.71
<b>CDW Government, Inc.</b>					
	01/08/2021		2000 · Accounts Payable		
	01/08/2021	NEC E507Q 50" LED TV	5140 · SFAC Pool Supplies/Chemicals	873.27	873.27
<b>Total CDW Government, Inc.</b>				873.27	873.27
<b>Comfort &amp; Process Solutions</b>					
	12/31/2020		2000 · Accounts Payable		
	12/31/2020	Heat In Green Room Not Working	8074 · Pavilion - Supp., Serv., Repair	403.01	403.01
<b>Total Comfort &amp; Process Solutions</b>				403.01	403.01
<b>Cooper Wholesale Inc.</b>					
	12/31/2020		2000 · Accounts Payable		
	12/31/2020	Sof Cling Cleaner	8074 · Pavilion - Supp., Serv., Repair	79.68	79.68
<b>Total Cooper Wholesale Inc.</b>				79.68	79.68
<b>D-C Elevator Company, Inc.</b>					
	01/14/2021		2000 · Accounts Payable		
	01/14/2021	Scheduled Maintenance January	8074 · Pavilion - Supp., Serv., Repair	100.47	100.47
<b>Total D-C Elevator Company, Inc.</b>				100.47	100.47

**Georgetown-Scott County Parks and Recreation**  
**Unpaid Bills Detail**  
As of January 15, 2021

	Date	Memo	Account	Debit	Credit
<b>Georgetown Kiwanis Club</b>					
	01/08/2021		2000 · Accounts Payable		456.00
	01/08/2021	Kiwanis Membership Dues Jonathan Brandenbu	4360 · Continuing Education	456.00	
<b>Total Georgetown Kiwanis Club</b>				456.00	456.00
<b>Georgetown News-Graphic</b>					
	12/31/2020		2000 · Accounts Payable		393.50
	12/31/2020	Advertising For Open Full-Time Positions	4300 · Advertising, Print, Marketing	393.50	
<b>Total Georgetown News-Graphic</b>				393.50	393.50
<b>Hillyard</b>					
	10/31/2020		2000 · Accounts Payable		-51.54
	10/31/2020	Return of Product	8074 · Pavilion - Supp., Serv., Repair	-51.54	
	01/14/2021		2000 · Accounts Payable		193.20
	01/14/2021	Arsenal Top Clean	8074 · Pavilion - Supp., Serv., Repair	193.20	
<b>Total Hillyard</b>				141.66	141.66
<b>Kentucky Motor of Gtown</b>					
	12/31/2020		2000 · Accounts Payable		101.15
	12/31/2020	Unit 21 Manifold Gasket, Coolant, Injector Seal	4810 · Supplies	101.15	
	12/31/2020		2000 · Accounts Payable		32.89
	12/31/2020	Unit 21 Coolant, Thermostat	4810 · Supplies	32.89	
	12/31/2020		2000 · Accounts Payable		53.80
	12/31/2020	Unit 21 Oil, Oil Filter	4810 · Supplies	53.80	
	12/31/2020		2000 · Accounts Payable		11.16
	12/31/2020	Thrust Starting Fluid	8074 · Pavilion - Supp., Serv., Repair	11.16	
	12/31/2020		2000 · Accounts Payable		23.05
	12/31/2020	Unit 12 Oil	8074 · Pavilion - Supp., Serv., Repair	23.05	
	12/31/2020		2000 · Accounts Payable		75.81

Warrick County Parks and Recreation  
**Unpaid Bills Detail**  
 As of January 15, 2021

	Date	Memo	Account	Debit	Credit
	12/31/2020	Unit 2 Oil, Oil Filter	8074 · Pavilion - Supp., Serv., Repair	75.81	
	12/31/2020		2000 · Accounts Payable		70.12
Total Kentucky Motor of Gtown	12/31/2020	Unit 20 Ignition Coil, Spark Plugs	4810 · Supplies	70.12	
				367.98	367.98
<b>Kentucky Portable Toilets</b>					
	12/31/2020		2000 · Accounts Payable		
	12/31/2020	Portable Toilets	4810 · Supplies	715.00	
Total Kentucky Portable Toilets				715.00	715.00
<b>Kentucky Utilities Company</b>					
	12/31/2020		2000 · Accounts Payable		
	12/31/2020	Markham	4510 · Suffoletta Park	42.11	15,125.33
	12/31/2020	Oser	4610 · Oser Landing Park	175.66	
	12/31/2020	Horseshoe Pit	4510 · Suffoletta Park	38.50	
	12/31/2020	Louie B. Nunn Dr. Ball	4510 · Suffoletta Park	347.48	
	12/31/2020	Louie B. Nunn Dr.	4510 · Suffoletta Park	78.49	
	12/31/2020	151 Ed Davis Lane	9312 · ED - Kentucky Utilities	339.74	
	12/31/2020	Marshall Park Dr. PL	4570 · Marshall Park	615.34	
	12/31/2020	Airport Field 4	4570 · Marshall Park	66.94	
	12/31/2020	1220 Cincinnati Rd. Shop	4600 · Scott County Park	498.13	
	12/31/2020	Marshall Park Dr. Field #1	4570 · Marshall Park	153.78	
	12/31/2020	Airport Rd. Conc.St	4570 · Marshall Park	235.06	
	12/31/2020	1080 Cincinnati Rd. Ballfield	4600 · Scott County Park	104.04	
	12/31/2020	SFAC	5020 · SFAC Kentucky Utilities	398.90	
	12/31/2020	Airport Rd Conc	4570 · Marshall Park	188.47	
	12/31/2020	Pavilion	8068 · Pavilion - Kentucky Utilities	9,618.97	
	12/31/2020	Batting Cage TBR SCYB	4810 · Supplies	1,548.99	
	12/31/2020	Ed Davis Park	4540 · Ed Davis Park	237.31	
	12/31/2020	Airport Rd Field #2	4570 · Marshall Park	96.37	
	12/31/2020	Airport Rd. Field #3	4570 · Marshall Park	39.55	
	12/31/2020	Lole B Nunn Dr Ball	4510 · Suffoletta Park	43.33	

**Unpaid Bills Detail**  
As of January 15, 2021

	Date	Memo	Account	Debit	Credit
	12/31/2020	Airport Rd Field #5	4570 · Marshall Park	121.48	
	12/31/2020	Lisle Rd Soccer Gate	4810 · Supplies	34.32	
	12/31/2020	Oxford Dr	4630 · Oxford Road Park	102.37	
<b>Total Kentucky Utilities Company</b>				<b>15,125.33</b>	<b>15,125.33</b>
<b>Lowe's Home Centers Inc.</b>					
	12/31/2020		2000 · Accounts Payable		490.21
	12/31/2020	Drill Bits, Torch, Insulation, Joist Hangers, Air H	4810 · Supplies	385.84	
	12/31/2020	Metallic Primer, Paint Supplies	4270 · Office Supplies and Equipment	52.19	
	12/31/2020	Drain Cleaner, Drain Bladder	8074 · Pavilion - Supp., Serv., Repair	52.18	
<b>Total Lowe's Home Centers Inc.</b>					<b>490.21</b>
<b>M.O.S.E.S.S. Inc.</b>					
	12/31/2020		2000 · Accounts Payable		24.00
	12/31/2020	Sharpen Chain Saw	4810 · Supplies	24.00	
	12/31/2020	Air Filter, File Plate	4810 · Supplies	13.96	
	12/31/2020	File Handle	4810 · Supplies	9.36	
<b>Total M.O.S.E.S.S. Inc.</b>					<b>47.32</b>
<b>Meade Tractor</b>					
	12/31/2020		2000 · Accounts Payable		151.58
	12/31/2020	Deck Belt And Pulley	4810 · Supplies	151.58	
<b>Total Meade Tractor</b>					<b>151.58</b>
<b>Netgain Technologies, Inc.</b>					
	12/31/2020		2000 · Accounts Payable		1,555.09
	12/31/2020	HP Zbook Firefly Laptop Kim Rice	4270 · Office Supplies and Equipment	1,555.09	
<b>Total Netgain Technologies, Inc.</b>					<b>1,555.09</b>



**Sevier County Parks and Recreation**  
**Unpaid Bills Detail**  
 As of January 15, 2021

	Date	Memo	Account	Debit	Credit
<b>New Life Cleaning Services</b>					
	01/08/2021		2000 · Accounts Payable		81.90
	01/08/2021	Cleaned and Deodorized Carpets Reception and 8074 · Pavilion - Supp., Serv., Repair		81.90	
<b>Total New Life Cleaning Services</b>				81.90	81.90
<b>Pitney Bowes Global Financial Svcs, LLCL</b>					
	12/31/2020		2000 · Accounts Payable		300.18
	12/31/2020	Lease Payment Postage Machine	4270 · Office Supplies and Equipment	300.18	
<b>Total Pitney Bowes Global Financial Svcs, LLCL</b>				300.18	300.18
<b>Scheller's Fitness &amp; Cycling</b>					
	01/14/2021		2000 · Accounts Payable		420.00
	01/14/2021	Gym Antibacterial Wipes Qty 12	8081 · Pavilion - Gym Program Supplies	420.00	
<b>Total Scheller's Fitness &amp; Cycling</b>				420.00	420.00
<b>SESAC</b>					
	01/08/2021		2000 · Accounts Payable		483.00
	01/08/2021	Music License Annual Fee	4280 · Professional Fees	483.00	
<b>Total SESAC</b>				483.00	483.00
<b>Southern States</b>					
	12/31/2020		2000 · Accounts Payable		614.59
	12/31/2020	Vehicles	4780 · Fuel and Oil	614.59	
<b>Total Southern States</b>				614.59	614.59
<b>Swim Pro Service, Inc.</b>					
	01/08/2021		2000 · Accounts Payable		262.80
	01/08/2021	Fixed Main Drain In Vortex Leisure Pool, Filled ; 8074 · Pavilion - Supp., Serv., Repair		262.80	
	01/08/2021		2000 · Accounts Payable		196.00
	01/08/2021	Lazy River Light Fixture Replaced	8074 · Pavilion - Supp., Serv., Repair	196.00	
<b>Total Swim Pro Service, Inc.</b>				458.80	458.80

**Unpaid Bills Detail**  
As of January 15, 2021

	Date	Memo	Account	Debit	Credit
<b>Swim Pro Supply</b>					
	12/31/2020		2000 · Accounts Payable		1,175.50
	12/31/2020	C-Liquid Chlorine	8094 · Pavilion - Aquatics Supplies	1,175.50	
<b>Total Swim Pro Supply</b>				1,175.50	1,175.50
<b>Whittaker Bank, N.A.</b>					
	12/31/2020		2000 · Accounts Payable		191.90
	12/31/2020	Kraftbilt W-2 Supplies, Circuit	4270 · Office Supplies and Equipment	191.90	
<b>Total Whittaker Bank, N.A.</b>				191.90	191.90
<b>Total</b>				<b>26,413.68</b>	<b>26,413.68</b>

# Georgetown-Scott County Parks and Recreation Paid Bills As of January 11, 2021

	Date	Memo	Account	Debit	Credit
<b>Amazon</b>					
	01/09/2021		2000 · Accounts Payable		508.99
	01/09/2021	Bluetooth Conference Speaker,	4270 · Office Supplies and Equipment	129.00	
	01/09/2021	Decibel Reader, 14in Spreader Spinner	4810 · Supplies	177.00	
	01/09/2021	Tarp For Salt Spreader, Decibel Reader	8074 · Pavilion - Supp., Serv., Repair	202.99	
<b>Total Amazon</b>				<b>508.99</b>	<b>508.99</b>
<b>American Business Systems Inc.</b>					
	01/09/2021		2000 · Accounts Payable		560.84
	01/09/2021	Pavilion/Parks Copier Lease Payment	4270 · Office Supplies and Equipment	497.99	
	01/09/2021	Ed Davis Copier Lease Payment	9230 · ED - Office Supplies	62.85	
<b>Total American Business Systems Inc.</b>				<b>560.84</b>	<b>560.84</b>
<b>Columbia Gas of Kentucky</b>					
	12/31/2020		2000 · Accounts Payable		429.80
	12/31/2020	146 Ed Davis Lane	9311 · ED - Columbia Gas	429.80	
	12/31/2020		2000 · Accounts Payable		5,542.96
	12/31/2020	140 Pavilion Way	8066 · Pavilion - Columbia Gas	5,542.96	
	12/31/2020		2000 · Accounts Payable		368.38
	12/31/2020	1240 Cincinnati Rd	4600 · Scott County Park	368.38	
<b>Total Columbia Gas of Kentucky</b>				<b>6,341.14</b>	<b>6,341.14</b>
<b>Georgetown Municipal Water</b>					
	12/31/2020		2000 · Accounts Payable		29.14
	12/31/2020	Aquatic Center	5050 · SFAC Georgetown Water	29.14	
	12/31/2020		2000 · Accounts Payable		12.13
	12/31/2020	Scott Co Park	4600 · Scott County Park	12.13	
	12/31/2020		2000 · Accounts Payable		18.12
	12/31/2020	145 Ed Davis Lane	4540 · Ed Davis Park	18.12	
	12/31/2020		2000 · Accounts Payable		99.15
	12/31/2020	151 Ed Davis Lane	9313 · ED - Georgetown Water	99.15	

# Georgetown-Scott County Parks and Recreation Paid Bills As of January 11, 2021

Date	Memo	Account	Debit	Credit
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	S. Water St Park	4650 · Royal Spring Park	12.12	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Royal Spring Park	4650 · Royal Spring Park	12.12	
12/31/2020		2000 · Accounts Payable		133.16
12/31/2020	Batting Cage	4510 · Suffoletta Park	133.16	
12/31/2020		2000 · Accounts Payable		19.88
12/31/2020	Field #1	4510 · Suffoletta Park	19.88	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Field #2 & #4	4510 · Suffoletta Park	12.12	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Field #3	4510 · Suffoletta Park	12.12	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	Picnic Shelter	4510 · Suffoletta Park	23.14	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	Concession Stand	4510 · Suffoletta Park	23.14	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Horseshoe Pit	4510 · Suffoletta Park	12.12	
12/31/2020		2000 · Accounts Payable		12.13
12/31/2020	1260 Cincinnati Pike	4600 · Scott County Park	12.13	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	1240 Cincinnati Pike	4600 · Scott County Park	23.14	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	0 Long Lick Entrance	4600 · Scott County Park	12.12	
12/31/2020		2000 · Accounts Payable		64.19
12/31/2020	140 Pavilion Dr Upstairs	8070 · Pavilion - Georgetown Water	64.19	
12/31/2020		2000 · Accounts Payable		2,485.83
12/31/2020	140 Pavilion Dr	8070 · Pavilion - Georgetown Water	2,485.83	
12/31/2020		2000 · Accounts Payable		29.14
12/31/2020	Marshall Park Dr	4570 · Marshall Park	29.14	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	200 Airport Rd Parks and Rec	4570 · Marshall Park	23.14	
Total Georgetown Municipal Water			3,068.15	3,068.15

# Georgetown-Scott County Parks and Recreation Paid Bills As of January 11, 2021

	Date	Memo	Account	Debit	Credit
<b>Nextiva Inc.</b>					
	12/31/2020		2000 · Accounts Payable		946.16
	12/31/2020	Parks And Pavilion Phone	4240 · Office Phone	612.90	
	12/31/2020	SFAC Phone	5060 · SFAC Center Phone	204.62	
	12/31/2020	Ed Davis Phone	9310 · ED - Telephone	64.32	
	12/31/2020	Maintenance Bldg Phone	4600 · Scott County Park	64.32	
<b>Total Nextiva Inc.</b>				<b>946.16</b>	<b>946.16</b>
<b>Republic Services Inc.</b>					
	01/08/2021		2000 · Accounts Payable		1,349.05
	01/08/2021	Garbage Service	8074 · Pavilion - Supp., Serv., Repair	1,349.05	
<b>Total Republic Services Inc.</b>				<b>1,349.05</b>	<b>1,349.05</b>
<b>Time Warner Cable</b>					
	01/09/2021		2000 · Accounts Payable		1,068.43
	01/09/2021	Phone, Internet, TV Pavilion	8074 · Pavilion - Supp., Serv., Repair	427.14	
	01/09/2021	TV, Internet Ed Davis	9315 · ED Internet Service/Cable	241.34	
	01/09/2021	Internet Maintenance	4600 · Scott County Park	134.98	
	01/09/2021	Internet Suffoletta	5060 · SFAC Center Phone	134.98	
	01/09/2021	Internet Concession Bldg	4810 · Supplies	129.99	
<b>Total Time Warner Cable</b>				<b>1,068.43</b>	<b>1,068.43</b>
<b>Tractor Supply Company</b>					
	12/31/2020		2000 · Accounts Payable		9.98
	12/31/2020	Pipe Plugs	4810 · Supplies	9.98	
<b>Total Tractor Supply Company</b>				<b>9.98</b>	<b>9.98</b>
<b>Verizon Wireless</b>					
	12/31/2020		2000 · Accounts Payable		693.42
	12/31/2020	Cell Phones	4750 · Cell phones	693.42	
<b>Total Verizon Wireless</b>				<b>693.42</b>	<b>693.42</b>

**Georgetown-Scott County Parks and Recreation  
Paid Bills**

As of January 11, 2021

	Date	Memo	Account	Debit	Credit
<b>Wal-Mart</b>					
	12/31/2020		2000 · Accounts Payable		679.75
	12/31/2020	Office Supplies	4270 · Office Supplies and Equipment	40.46	
	12/31/2020	Arcade Machine For Ed Davis	9230 · ED - Office Supplies	399.00	
	12/31/2020	Shop Cleaning Supplies, Printer Ink	4810 · Supplies	194.72	
	12/31/2020	Paint Supplies	8098 · Pavilion - Child Care Supplies	45.57	
<b>Total Wal-Mart</b>				<b>679.75</b>	<b>679.75</b>
<b>Total</b>				<b>15,225.91</b>	<b>15,225.91</b>



## **Policy: Park Sport Amenities Rentals - Update**

Policy Number: POL.A.06.04

Page: pp. 76-77

Originator: Kimberly Rice

Date: 1/14/2021

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Chair*

References: Policies CAPRA 1.4.1

Revision Date: \_\_\_\_\_

### **Park Sport Amenities Rentals**

This policy is intended to set the guidelines associated with the rental of sports amenities (fields/courts) within the GSC Parks system to exclude shelter rentals which are set forth in a separate policy.

Rental of any athletic playing field(s), volleyball court(s), tennis court(s), or basketball court(s) by a non-parks program or entity must be to the benefit of a non-profit organization. If the rental is made for the purpose of generating revenue shall be charged a rental fee as follows:

1. The renting entity shall pay to GSC Parks ten percent (10%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for three (3) days or less per activity.
2. The renting entity shall pay to GSC Parks fifteen (15%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for more than three (3) days per activity.
3. The program or entity shall provide to parks within two (2) days of the end of the rental period the fee charged for the rental. Along with this payment the program or entity shall provide a breakdown of the revenue generated by the activity/rental. (e.g. dollar amount per team for tournaments, dollar amount per player per camps, dollar amount per player per tryouts).
4. All non-parks programs or entities shall pay a deposit of two hundred dollars (\$200.00) per field or court within two weeks of reserving or within two weeks prior to the activity/rental, whichever is sooner.
5. All programs or entities renting the field(s) or court(s) for the purpose of conducting camps and tournaments shall obtain liability insurance in advance of renting any field(s) or court(s) in the amount of \$1,000,000.00. Said insurance shall name Georgetown-Scott County Parks and Recreation as an additional insured under the policy.
6. No sporting activity shall start any later than 11:00p.m. **without board approval.**
7. Field/Court rentals for the purpose of holding practice that is non-revenue generating are exempt from non-profit organization and liability insurance requirements. A rental fee of twenty-five dollars (\$25.00) per hour per field/court will be charged for anyone wishing to rent for practice, etc.

### **Park Sport Amenities Rentals Extra/Optional Fees**

1. Usage of the lights associated with the activity/rental will be charged at a rate of twenty-one dollars (\$21.00) per hour.
2. Field Preparation (standard drag and lining of the field) is available Monday – Friday at a rate of forty dollars (\$40.00) per field.



## **Job Description – Facility Custodian (Grade 4) - Update**

Originator: Kimberly Rice

Date: 1/15/2021

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Chair*

References: Human Resources CAPRA 4.3

Revision Date: \_\_\_\_\_

## **GEORGETOWN-SCOTT COUNTY PARKS & RECREATION**

**POSITION CLASSIFICATION:** *Facility Custodian/Maintenance Technician:* Non-exempt Classification

**GRADE:** 4

**DEPARTMENT:** Facility Maintenance

**IMMEDIATE SUPERVISOR:** Facility Maintenance Manager  
and/or Facility Maintenance Assistant  
Manager

**SUPERVISES:** Facility Maintenance Personnel (part time)

**CHARACTERISTICS OF POSITION:** Under general supervision, performs routine janitorial and maintenance work at all Parks and Recreation buildings and facilities; performs related duties as required

### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Responsible for the proper cleaning and custodial work of all buildings, parking lots, and grounds. Sweeps, mops, scrubs, and polishes floors. Dusts, polishes, arranges, and moves furniture. Assists in setups and tear downs of equipment. Removes, disposes, and cleans all trash from receptacles on a regular basis. Cleans restrooms and replenishes all paper products and supplies on a regular basis. Keeps all windows, stainless steel toilet accessories, door hardware, and electrical covers clean. Checks, tightens, and replaces all bolts on bleachers and basketball goals as needed. Performs basic maintenance on HVAC and fitness equipment as needed. Reports to supervisor when equipment or materials need repairing or replacing. Performs or assists in repair, replacement, or additions in plumbing, electrical, and general trades work. Opens and secures facility as needed. Operates motorized equipment, including mowers and tractors, weed eaters, floor buffers, hand drills, etc. safely



## **QUALIFICATIONS/REQUIREMENTS**

### **Education, Training, Experience:**

Graduation from high school or equivalent (GED). Experience in general housekeeping, maintenance, electrical, plumbing, and general trade duties.

## **SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge:**

Knowledge of equipment, materials, methods, and techniques used in janitorial work. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, supplies, and procedures.

### **Skills:**

Skills in use of standard cleaning equipment.

### **Abilities:**

Ability to perform manual labor for extended periods of time. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with department employees and the general public. Possess mechanical aptitude and manual dexterity.

## **SPECIAL LICENSING REQUIREMENTS:**

Valid Kentucky driver's license required.

## **ADDITIONAL REQUIREMENTS:**

**Instructions:** Detailed and specific, covering most aspects of the work.

**Processes:** Work varies slightly, seldom required to take different, new, or unusual approaches in completing work.

**Review of Work:** Completed work is spot-checked.

**Analytical Requirements:** Duties are of routine nature.

**Work Environment:** Inside and outside.

### **Physical Demands:**

**Lifting:** Must lift objects weighing more than 75 pounds on a regular basis. Requires stooping, bending, walking, and standing. May work outside in inclement weather.

**Use of Equipment:** Janitorial and grounds equipment; other tools and equipment assigned to department.

**Vehicle Operation:** May operate vehicle; other light, medium equipment assigned to department.

and efficiently. Conducts security checks as needed. Mows grass, and trims along sidewalks and curbs. Removes snow and ice from driveways, parking lots, and sidewalks when necessary. Attends additional training as requested by supervisors. Must be able to work a flexible schedule that will include days, nights, and weekends. Work locations include all Park and Recreation facilities.

**Non-essential:** May perform other related duties as assigned by Facility Maintenance Manager, Facility Maintenance Assistant Manager, Assistant Director and/or Director.



## **Job Description – Assistant Facilities Maintenance Manager (Grade 7) - Update**

Originator: Kimberly Rice

Date: 1/19/2021

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Chair*

References: Human Resources CAPRA 4.3

Revision Date: \_\_\_\_\_

### **GEORGETOWN-SCOTT COUNTY PARKS & RECREATION**

**POSITION TITLE:** Facility Maintenance Assistant Manager

**POSITION CLASSIFICATION:** Non-Exempt

**GRADE:** 7

**DEPARTMENT:** Facility Maintenance

**IMMEDIATE SUPERVISOR:** Facility Maintenance Manager

**SUPERVISES:** All assigned personnel including full-time, part-time, and seasonal employees.

**CHARACTERISTICS OF POSITION:** Under general supervision of the Facility Maintenance Manager, directs facilities and grounds maintenance while assisting with required duties; performs semi-skilled and manual labor work activities in the maintenance of indoor facilities and grounds; performs related duties as required.

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Assists in the construction, maintenance and cleanliness of all indoor facilities and immediate grounds within the department; assists in training, supervising, coordinating and evaluating maintenance and custodial personnel; insures readiness of buildings and grounds for scheduled activities, while assisting with required duties; plants, waters, sprays, fertilizes trees and shrubs; cuts grass, weeds, trees, and tree limbs; assists with troubleshooting of alarm, security, heating and cooling systems as required; repairs minor plumbing problems, including valves, leaks, etc.; repairs minor electrical systems, including breakers, starters, receptacles; maintains all indoor departmental facilities, including roof repair, window repairs or replacement, painting, etc.; opens and secures facility as needed; conducts security checks as needed; assists with snow and ice removal from sidewalks, roads and parking lots of all parks and facilities; assists Recreation Aquatic Manager and Recreation Aquatic Assistant Manager with swimming pool maintenance; **will act as the Assistant OSHA Program Administrator for Georgetown-Scott County Parks and Recreation;** operates motorized equipment, including mowers and tractors, weed eaters, floor buffers, hand drills, etc. safely and efficiently; monitors utilization of department equipment and supplies; prepares and maintains accurate reports; attends additional training as requested by supervisors; work locations include all Parks and Recreation facilities; attends Parks and Recreation Board

meetings when requested and in the absence of the Facility Maintenance Manager ; acts as Department Head in the absence of the Facility Maintenance Manager; purchases materials and supplies for maintenance valued below \$500. Any purchase value exceeding \$500 has to have the approval from the Assistant Director and/or Director; must work within the confines of the fiscal budget

**Non-essential:** May perform other related duties as assigned by Facility Maintenance Manager, Assistant Director and/or Director.

**QUALIFICATIONS/REQUIREMENTS:**

**Education, Training, Experience:** Graduation from high school or equivalent (GED) or be willing to acquire degree. Five years directly related work experience including two years in an administrative or supervisory capacity. Additional specialized training (skill/trade) may be substituted for work experience required in an administrative or supervisory capacity on a year per year basis.

**SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:** Thorough knowledge of equipment, materials, methods and techniques used in the construction, maintenance and cleanliness of departmental grounds and facilities; thorough knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures. Knowledge of management practices, including employment, orientation, training, scheduling and disciplining of employees.

**Skills:** Skills in use of standard maintenance equipment.

**Abilities:** Ability to supervise others while assisting with required duties; ability to comply with established safety standards; ability to operate motorized equipment; ability to prepare and maintain accurate reports; ability to establish and maintain effective working relationships with government agencies and employees, department employees and the general public; ability to perform heavy labor for extended periods of time; possess mechanical aptitude, manual dexterity, and good physical condition.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license required.

**ADDITIONAL REQUIREMENTS:**

**Instructions:** Somewhat General; many aspects of work covered specifically but must use own judgment most of the time.

**Processes:** Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

**Review of Work:** Completed work is generally spot-checked.

**Analytical Requirements:** Duties are of a routine nature.

**Work Environment:** Inside and outside.

**Availability:** Must be able to respond to calls at all hours; must be able to work irregular hours when needed.

**Physical Demands:**

**Lifting:** Lifts heavy objects of more than 75 pounds on a routine basis. Requires stooping, bending, walking, and standing. May work outside in inclement weather.

**Use of Equipment:** Uses tools and equipment assigned to department.

**Vehicle Operation:** May operate vehicle; other light, medium equipment assigned to department.

**December 2020 Program Report**  
**For January 19, 2021 GSC Parks & Recreation Board Meeting**  
**Ednal Maynard**

**Pavilion Operations**

Pavilion Program Attendance: **718**

Pavilion Annual Membership: **1,128**

Pavilion Daily Passes: **534**

**Total Pavilion Attendance Including Programs, Passes, Non-Participants, and Rentals: 2,936**

Fiscal Year To Date Attendance: **29,772**

Pavilion Operations Income: **\$21,181.47**

Pavilion Expenses: **\$33,287.62**

Pavilion Recovery Rate: **64%**

**Ed Davis Learning Center**

**EDLC Attendance Including Daily Attendance, Programs, Community Services, and Rentals: 110**

Daily Attendance: **78**

Community Events: **0**

Programs: **11**

Meetings: **21**

Rentals: **0**

Repast: **0**



# Pavilion Operations Revenue / Expense Report for December

Revenue	2016	2017	2018	2019	2020
20 Visit Pass	\$4,238.00	\$5,400.20	\$4,274.00	\$2,668.00	\$675.00
6 Month Pass	\$6,455.16	\$10,959.60	\$4,943.60	\$5,233.00	\$877.70
Annual Pass	\$58,966.84	\$69,956.26	\$60,489.20	\$58,877.88	\$12,055.67
Aquatic Programs	\$6,080.00	\$8,222.00	\$9,976.40	\$4,092.00	\$200.00
Child Care	\$88.00	\$28.00	\$12.00	\$20.00	
Concessions	\$4,066.00	\$2,868.00	\$2,422.82	\$2,555.00	\$498.00
Daily Pass	\$30,499.50	\$29,394.00	\$26,298.02	\$23,540.00	\$2,159.00
Deposit Fee Return	(\$787.00)	(\$641.50)	(\$612.50)	(\$699.25)	
Facility Rentals	\$3,816.00	\$2,541.00	\$3,542.98	\$2,559.76	(\$181.50)
Fun Express Program	\$8,285.00	\$2,770.00	\$2,770.00	\$1,860.00	
Gymnasium Programs	\$3,017.80	\$4,079.00	\$2,793.00	\$3,587.00	
Land Programs	\$43,125.10	\$23,022.40	\$16,308.00	\$10,505.60	\$4,897.60
Miscellaneous	\$220.00	\$148.00	\$130.00	\$271.00	
Program Refunds	(\$120.00)	(\$1,144.38)	(\$65.62)	(\$676.80)	
<b>Total Revenue</b>	<b>\$167,950.40</b>	<b>\$157,602.58</b>	<b>\$133,281.90</b>	<b>\$114,393.19</b>	<b>\$21,181.47</b>

<b>Expenses</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Miscellaneous		\$123.20	\$28.44		
Salaries	\$57,241.71	\$58,834.91	\$37,996.08	\$33,015.97	\$12,137.24
Supplies/ Equipment	\$10,775.76	\$14,844.45	\$15,225.55	\$24,825.90	\$3,438.43
Utilities	\$26,358.41	\$17,065.48	\$17,178.07	\$16,657.90	\$17,711.95
<b>Total Expenses</b>	<b>\$94,375.88</b>	<b>\$90,868.04</b>	<b>\$70,428.14</b>	<b>\$74,499.77</b>	<b>\$33,287.62</b>









## 5 Year Attendance Comparison for December

Attendance Type	2016	2017	2018	2019	2020
20 Visit Pass	670	250	235	208	171
20 Visit Walker Pass	387	349	234	234	56
6 Month Pass	430	442	393	340	163
Annual Pass	3307	3631	3539	3113	1128
Complimentary Pass	65	51	57	50	7
Daily Pass	2975	2918	2629	2330	534
Observer Attendance		267	337	213	23
Off-Site Program Attendance	48	76	57		
Program Attendance	2717	2447	2550	2350	718
Rental / Meeting Attendance	303	199	499	711	136
	<b>10902</b>	<b>10630</b>	<b>10530</b>	<b>9549</b>	<b>2936</b>



## 2016 - to Date Fiscal Year Attendance Comparison

AttendanceType	2016-17	2017-18	2018-19	2019-20	2020-21
Daily Pass	35211	39074	34959	20418	8031
Complimentary Pass	656	577	564	338	88
20 Visit Pass	3842	3284	3145	2218	1187
6 Month Pass	6087	6507	5558	3213	887
20 Visit Walker Pass	3328	3333	2880	1973	191
Rental / Meeting Attendance	4306	3883	5533	5706	167
Annual Pass	45631	52177	46454	30733	9076
Program Attendance	47230	43616	42868	29062	9163
Coupon Pass					
Off-Site Program Attendance	631	488	231	10	
Observer Attendance	39	7900	7763	5031	982
	<b>146961</b>	<b>160839</b>	<b>149955</b>	<b>98702</b>	<b>29772</b>

**Georgetown-Scott County Parks and Recreation  
Bills Added  
As of January 19, 2021**

	Date	Memo	Account	Debit	Credit
Bluegrass Business Health					
	12/31/2020		2000 · Accounts Payable		105.00
	12/31/2020	Employee Drug Screening	4130 · Drug Testing	105.00	
Total Bluegrass Business Health				105.00	105.00
<b>Total</b>				<b>105.00</b>	<b>105.00</b>

**Ed Davis Learning Center  
Financial Statement  
December 2020**

Accounts	Income				
	December 2020 Income	YTD Income	Budget	% of Budget	
3070 · City - Ed Davis Funds	0.00	72,172.65	151,300.00	47.7%	
9120 · ED - Program Income	0.00	-120.00	2,070.00	-5.8%	
9130 · ED - Rental Income	0.00	1,359.50	3,000.00	45.32%	
9140 · ED - Miscellaneous Income	0.00	0.00	500.00	0.0%	
<b>Total Income</b>	<b>0.00</b>	<b>73,412.15</b>	<b>156,870.00</b>	<b>46.8%</b>	
Accounts	Expense				
December 2020 Expense	YTD Expense	Budget	Balance	% of Budget	
9200 · ED - SALARIES	3,720.92	24,146.94	48,120.00	23,973.06	50.18%
9210 · ED - Employer FICA	275.10	2,563.30	5,800.00	3,236.70	44.2%
9211 · ED - Unemployment Insurance	0.00	64.72	1,250.00	1,185.28	5.18%
9212 · ED - Workers Compensation	0.00	4,300.00	4,300.00	0.00	100.0%
9213 · ED - Employer Retirement	917.16	6,497.06	13,000.00	6,502.94	49.98%
9214 · ED - Health Insurance	1,199.76	7,185.04	17,700.00	10,514.96	40.59%
9220 · ED - Liability, Prop. Insurance	0.00	2,500.00	2,500.00	0.00	100.0%
9230 · ED - Office Supplies	461.85	1,167.19	3,000.00	1,832.81	38.91%
9240 · ED - Advertising/Printing	0.00	0.00	500.00	500.00	0.0%
9250 · ED - Continuing Education	0.00	-515.00	800.00	1,315.00	-64.38%
9260 · ED - Travel Expense	0.00	220.00	600.00	380.00	36.67%
9300 · ED - MAINTENANCE SALARIES	0.00	0.00	1,000.00	1,000.00	0.0%
9310 · ED - Telephone	64.32	397.34	1,000.00	602.66	39.73%
9311 · ED - Columbia Gas	429.80	868.84	2,600.00	1,731.16	33.42%
9312 · ED - Kentucky Utilities	339.74	2,086.06	6,000.00	3,913.94	34.77%
9313 · ED - Georgetown Water	99.15	565.08	1,400.00	834.92	40.36%
9315 · ED Internet Service/Cable	0.00	1,442.14	3,000.00	1,557.86	48.07%
9320 · ED - Supplies, Serv., Repair	101.50	2,331.67	6,000.00	3,668.33	38.86%
9330 · ED - Equipment	0.00	0.00	600.00	600.00	0.0%
9350 · ED - SP. EVENTS/PROG. SALARIES	0.00	10,191.26	34,000.00	23,808.74	29.97%
9400 · ED-Prog., Event, Supplies&Equip	0.00	276.14	3,500.00	3,223.86	7.89%
9600 · ED - Miscellaneous Expenses	0.00	0.00	200.00	200.00	0.0%
<b>Total Expense</b>	<b>7,609.30</b>	<b>66,287.78</b>	<b>156,870.00</b>	<b>90,582.22</b>	<b>42.26%</b>

**Georgetown-Scott County Parks and Recreation  
Financial Statement  
December 2020**

Accounts	Income				
	December 2020 Income	YTD Income	Budget	Balance	% of Budget
3030 · City Funds	0.00	534,815.25	1,098,711.00	-563,895.75	48.68%
3040 · City - Capital	0.00	19,461.00	22,500.00	-3,039.00	86.49%
3050 · County - Capital	0.00	11,250.00	22,500.00	-11,250.00	50.0%
3060 · County Funds	0.00	549,355.50	1,098,711.00	-549,355.50	50.0%
3150 · Pool Income	0.00	0.00	53,000.00	-53,000.00	0.0%
3180 · Horse Park Pool	0.00	0.00	11,555.00	-11,555.00	0.0%
3400 · Kidzworld Income	0.00	0.00	93,600.00	-93,600.00	0.0%
3430 · Fun Express Income	0.00	-750.00	14,000.00	-14,750.00	-5.36%
3470 · KLC Safety Grant	0.00	0.00	3,000.00	-3,000.00	0.0%
3600 · Facility Rental Income	140.00	27,157.60	17,500.00	9,657.60	155.19%
3710 · Special Events Income	1,500.00	2,750.00	3,500.00	-750.00	78.57%
3730 · New Programs Income	0.00	0.00	5,000.00	-5,000.00	0.0%
3750 · Miscellaneous Income	0.00	0.00	300.00	-300.00	0.0%
8014 · Pavilion - 20 V Passes	694.00	5,701.30	13,000.00	-7,298.70	43.86%
8015 · Pavilion - Daily Passes	1,877.50	33,877.60	108,000.00	-74,122.40	31.37%
8016 · Pavilion - Annual Pass	13,711.30	88,278.05	280,000.00	-191,721.95	31.53%
8017 · Pavilion - 6 Month Pass	726.00	3,944.40	16,000.00	-12,055.60	24.65%
8018 · Pavilion - Aquatics Programs	100.00	9,053.00	31,400.00	-22,347.00	28.83%
8020 · Pavilion Gymnasium Programs	50.00	3,091.87	15,000.00	-11,908.13	20.61%
8022 · Pavilion - Dance/Gymnastics Pro	3,673.85	29,679.56	70,000.00	-40,320.44	42.4%
8024 · Pavilion - Aerobics Programs	129.00	1,618.00	17,000.00	-15,382.00	9.52%
8028 · Pavilion - Special Events	0.00	0.00	1,000.00	-1,000.00	0.0%
8030 · Pavilion - Child Care	0.00	18.00	200.00	-182.00	9.0%
8032 · Pavilion - Facility Rental	1,481.50	13,498.50	20,000.00	-6,501.50	67.49%
8034 · Pavilion - Concession/Vending	394.60	2,100.00	17,000.00	-14,900.00	12.35%
8036 · Pavilion - Miscellaneous	0.00	46.00	1,000.00	-954.00	4.6%
<b>Total Income</b>	<b>24,477.75</b>	<b>1,334,945.63</b>	<b>3,033,477.00</b>	<b>-1,698,531.37</b>	<b>44.01%</b>

Georgetown-Scott County Parks and Recreation  
Financial Statement  
December 2020

Accounts	Expense				
	December 2020 Expense	YTD Expense	Budget	Balance	% of Budget
4030 · ADMINISTRATIVE SALARIES - FT	7,667.02	56,315.67	187,000.00	130,684.33	30.12%
4060 · Employer FICA Tax	4,030.99	36,134.67	113,000.00	76,865.33	31.98%
4090 · Unemployment Insurance	0.00	1,141.22	16,500.00	15,358.78	6.92%
4120 · Workers Compensation	-9,962.06	27,960.52	54,000.00	26,039.48	51.78%
4130 · Drug Testing	105.00	910.00	5,000.00	4,090.00	18.2%
4150 · Employers Retirement	10,411.46	78,283.80	216,500.00	138,216.20	36.16%
4180 · Health Insurance	15,592.51	90,958.30	255,000.00	164,041.70	35.67%
4200 · Staff Uniforms	0.00	0.00	2,000.00	2,000.00	0.0%
4201 · REC. MANAGERS SALARIES - FT	12,000.00	78,000.00	134,000.00	56,000.00	58.21%
4202 · PAV. OPERATIONS SALARIES - PT	5,078.81	61,357.36	170,000.00	108,642.64	36.09%
4240 · Office Phone	612.90	3,648.53	1,800.00	-1,848.53	202.7%
4250 · Standard Life and Casualty	-12.00	-12.00	0.00	12.00	100.0%
4260 · Equipment rental	0.00	0.00	2,500.00	2,500.00	0.0%
4270 · Office Supplies and Equipment	3,008.75	24,888.64	45,000.00	20,111.36	55.31%
4280 · Professional Fees	0.00	3,614.39	16,000.00	12,385.61	22.59%
4300 · Advertising, Print., Marketing	693.50	8,015.55	10,000.00	1,984.45	80.16%
4320 · Technology Support	0.00	18,124.65	30,000.00	11,875.35	60.42%
4360 · Continuing Education	456.00	2,145.00	10,000.00	7,855.00	21.45%
4370 · Liability, Equipment Insurance	-555.79	79,591.93	85,000.00	5,408.07	93.64%
4390 · Travel Expense	26.27	2,278.80	3,000.00	721.20	75.96%
4450 · PARKS MAINT. SALARIES - FT	13,530.51	88,256.46	203,595.00	115,338.54	43.35%
4460 · PARKS MAINT. HOURLY - PT	0.00	7,062.38	70,000.00	62,937.62	10.09%
4470 · FACILITY MAINT. SALARIES - PT	1,456.23	25,304.92	61,000.00	35,695.08	41.48%
4480 · FACILITY MAINT. SALARIES - FT	9,105.00	74,465.02	148,500.00	74,034.98	50.15%
4509 · Trail Maintenance	0.00	0.00	5,000.00	5,000.00	0.0%
4510 · Suffoletta Park	785.59	5,995.17	12,500.00	6,504.83	47.96%
4520 · Skate Park	0.00	126.33	5,000.00	4,873.67	2.53%
4540 · Ed Davis Park	255.43	1,526.60	5,000.00	3,473.40	30.53%



## Georgetown-Scott County Parks and Recreation Financial Statement December 2020

Accounts	December 2020 Expense	YTD Expense	Budget	Balance	% of Budget
4570 · Marshall Park	1,569.27	9,186.38	15,500.00	6,313.62	59.27%
4600 · Scott County Park	1,094.39	5,414.09	12,500.00	7,085.91	43.31%
4610 · Oser Landing Park	175.66	1,041.03	5,000.00	3,958.97	20.82%
4630 · Oxford Road Park	102.37	610.59	2,000.00	1,389.41	30.53%
4640 · Great Crossing Park	0.00	16.99	12,500.00	12,483.01	0.14%
4650 · Royal Spring Park	24.24	385.02	5,500.00	5,114.98	7.0%
4660 · Vehicle Maintenance and Parts	0.00	639.38	12,000.00	11,360.62	5.33%
4690 · Equipment Maintenance and Parts	0.00	1,768.96	12,000.00	10,231.04	14.74%
4750 · Cell phones	693.42	4,972.98	12,000.00	7,027.02	41.44%
4780 · Fuel and Oil	614.59	7,649.93	27,000.00	19,350.07	28.33%
4810 · Supplies	3,345.71	12,230.74	78,000.00	65,769.26	15.68%
4850 · Parks Equipment	0.00	0.00	3,500.00	3,500.00	0.0%
4880 · Capital Expenditures	0.00	38,922.00	45,000.00	6,078.00	86.49%
4930 · SUFFOLETTA POOL SALARIES	0.00	0.00	65,000.00	65,000.00	0.0%
5000 · HORSE PARK LG HOURLY	0.00	0.00	17,000.00	17,000.00	0.0%
5020 · SFAC Kentucky Utilities	398.90	4,298.81	25,000.00	20,701.19	17.2%
5050 · SFAC Georgetown Water	29.14	184.16	27,000.00	26,815.84	0.68%
5060 · SFAC Center Phone	204.62	2,037.60	3,500.00	1,462.40	58.22%
5140 · SFAC Pool Supplies/Chemicals	0.00	339.80	20,000.00	19,660.20	1.7%
5200 · SFAC Pool Supplies/Maintenance	0.00	84,293.88	15,500.00	-68,793.88	543.83%
5650 · Tennis Supplies and Equipment	0.00	0.00	500.00	500.00	0.0%
6280 · Little League Baseball	0.00	0.00	500.00	500.00	0.0%
6340 · Youth Softball	0.00	0.00	500.00	500.00	0.0%
6370 · Youth Soccer	0.00	0.00	500.00	500.00	0.0%
6400 · Youth Football	0.00	0.00	500.00	500.00	0.0%
6420 · Youth Volleyball	0.00	0.00	250.00	250.00	0.0%
6430 · Georgetown Stingrays	0.00	0.00	250.00	250.00	0.0%
6440 · Super Sharks	0.00	0.00	250.00	250.00	0.0%
6460 · KIDZWORLD SALARIES	0.00	0.00	58,800.00	58,800.00	0.0%
6490 · Kidzworld Supplies	0.00	0.00	3,000.00	3,000.00	0.0%
6500 · Kidzworld-Transportation	0.00	0.00	12,000.00	12,000.00	0.0%

**Georgetown-Scott County Parks and Recreation  
Financial Statement  
December 2020**

Accounts	December 2020 Expense	YTD Expense	Budget	Balance	% of Budget
6520 · Kidzworld Lunch Program	0.00	0.00	500.00	500.00	0.0%
6550 · Fun Express Supplies	0.00	0.00	800.00	800.00	0.0%
6551 · FUN EXPRESS SALARIES	0.00	0.00	12,000.00	12,000.00	0.0%
6700 · SPORTS CAMPS SALARIES PT	0.00	0.00	500.00	500.00	0.0%
6720 · Sports Camps Supplies	0.00	0.00	500.00	500.00	0.0%
6840 · NEW PROG/SPEC EVENTS SAL PT	0.00	146.17	2,500.00	2,353.83	5.85%
6850 · New Prog/Sp Events Supplies	7.50	1,998.26	1,000.00	-998.26	199.83%
6880 · Miscellaneous	9.98	458.00	800.00	342.00	57.25%
8066 · Pavilion - Columbia Gas	5,542.96	12,362.95	53,000.00	40,637.05	23.33%
8068 · Pavilion - Kentucky Utilities	9,618.97	68,204.16	130,000.00	61,795.84	52.47%
8070 · Pavilion - Georgetown Water	2,550.02	16,482.78	27,500.00	11,017.22	59.94%
8074 · Pavilion - Supp., Serv., Repair	2,217.36	35,321.36	120,000.00	84,678.64	29.43%
8076 · Pavilion - Equipment	0.00	0.00	4,000.00	4,000.00	0.0%
8080 · PAVILION - GYM PROGRAM SALARIES	100.00	2,101.00	7,400.00	5,299.00	28.39%
8081 · Pavilion - Gym Program Supplies	0.00	1,579.22	1,000.00	-579.22	157.92%
8082 · PAVILION - AEROBICS SALARIES	1,199.82	12,780.01	58,000.00	45,219.99	22.04%
8083 · Pavilion - Aerobics Supplies	0.00	0.00	2,000.00	2,000.00	0.0%
8084 · PAVILION - DANCE/GYM SALARIES	821.75	17,260.33	54,482.00	37,221.67	31.68%
8085 · Pavilion - Dance/Gym Supplies	0.00	97.95	8,000.00	7,902.05	1.22%
8088 · PAVILION - SPECIAL EVENTS SALAR	0.00	0.00	500.00	500.00	0.0%
8089 · Pavilion - Special Events Suppl	0.00	0.00	1,250.00	1,250.00	0.0%
8090 · Pavilion - Concession	0.00	1,981.45	10,000.00	8,018.55	19.82%
8092 · PAVILION - AQUATICS SALARIES PT	3,460.63	59,474.93	156,000.00	96,525.07	38.13%
8094 · Pavilion - Aquatics Supplies	1,175.50	7,481.48	18,000.00	10,518.52	41.56%
8098 · Pavilion - Child Care Supplies	45.57	162.62	500.00	337.38	32.52%
8100 · Pavilion - Fitness/Wgt Rm Suppl	0.00	15.00	2,000.00	1,985.00	0.75%
8102 · Pavilion - Gymnasium Supplies	0.00	0.00	1,000.00	1,000.00	0.0%
8104 · Pavilion - Miscellaneous Expens	0.00	0.00	800.00	800.00	0.0%
<b>Total Expense</b>	<b>109,308.49</b>	<b>1,187,993.92</b>	<b>3,033,477.00</b>	<b>1,845,483.08</b>	<b>39.16%</b>



Phone: (502) 863-7865

Fax: (502) 867-3710

January 15, 2021

Dear Board Members,

As you know our regularly scheduled board meeting is the third Monday of each month. The third Monday of January is a holiday for department employees and therefore, the regularly scheduled meeting will not be held on January 18, 2021.

This letter is to serve as your notice that, per KRS 61.823 (2), a special meeting **will be** scheduled for January 19, 2021 at 5:30 pm at the Ed Davis Learning Center. The agenda for the meeting is attached.

In recognition of the fact that there are confirmed cases of COVID-19 in Kentucky, and with more expected, all Kentucky Boards and Commissions are encouraged to take proper health precautions to mitigate the spread, including the use of video software for meetings. All meetings shall be conducted in accordance with the Kentucky Open Meetings Act, including but not limited to KRS 61.826.

Thank you,  
Dale Stowe, Chair  
Georgetown – Scott County Parks and Recreation

*Growing Strong Roots for a Healthy Community*®



Georgetown-Scott County  
Parks & Recreation  
140 Pavilion Drive  
Georgetown, KY 40324

Phone: (502) 863-7865

Fax: (502) 867-3710

## NOTICE OF SPECIAL BOARD MEETING

### AGENDA

**January 19, 2021**

The special meeting of the Georgetown-Scott County Parks and Recreation Board will be held on January 19, 2021 at 5:30 pm at the Ed Davis Learning Center, 151 Ed Davis Lane Georgetown KY. Meeting Protocol per Commonwealth of Kentucky, Office of the Secretary:

In recognition of the fact that there are confirmed cases of COVID-19 in Kentucky, and with more expected, all Kentucky Boards and Commissions are encouraged to take proper health precautions to mitigate the spread, including the use of video software for meetings. All meetings shall be conducted in accordance with the Kentucky Open Meetings Act, including, but not limited to, KRS 61.826.

- 1) Call to Order and Roll Call;
- 2) Approval of Agenda;
- 3) Public Comments;
- 4) Consent Agenda;
  1. Approval of the minutes
  2. Bills for Approval
- 5) Staff Reports;
  1. Bookkeepers Report – Julie Wash
  2. Pavilion Report – Ed Maynard
  3. Marketing Report Q4 – Courtlyn Ledesma
  4. Facilities Maintenance – Mike Short
  5. Outdoor Maintenance – Larry Brandenburg
  6. Director’s Report – Kim Rice
- 6) Old Business;
  
- 7) New Business;
  1. Job Description Updates
  2. Policy Update Park Rentals
  
- 8) Board Members Comments;
- 9) Adjournment

*Growing Strong Roots for a Healthy Community*®

Georgetown Scott County Parks and Recreation Board  
Minutes  
December 21, 2020

- 1) Call to Order and Roll Call; Bill Hamilton called the December 21, 2020 meeting of the Parks and Recreation Board to order. Members Present Bill Hamilton, Ben Van Meter, Dale Stowe, DT Wells, Camille Overstreet. Via zoom Erik Flaig, Andrea Giusti. Others present Kim Rice, Julie Wash, Ed Maynard, Vicki Miller, Courtlyn Ledesma. Via zoom Cam Culbertson, Bryan Williams, Larry Brandenburg.
- 2) Approval of Agenda; A motion was made by Erik Flaig to approve the Agenda, seconded by Dale Stowe. The motion carried unanimously.
- 3) Public Comments;
- 4) Consent Agenda;
  1. Approval of the minutes - A motion was made by Erik Flaig to approve the November 16, 2020 minutes, seconded by Dale Stowe. The motion carried unanimously.
  2. Bills for Approval – A motion was made by Erik Flaig to approve to pay the bills as presented, seconded by Dale Stowe. The motion carried unanimously.
- 5) Staff Reports;
  1. Bookkeepers Report - Julie Wash reported that the Whitaker Bank balance is \$684,341.97. A financial report was also provided.
  2. Pavilion Report – Ed Maynard reported the Pavilion program November attendance was 1,620. The total Pavilion attendance was 4,914. The Ed Davis Learning Center November total attendance was 297.
  3. Facilities Maintenance – Nothing to report
  4. Outdoor Maintenance – Larry Brandenburg reported Field 5 at Marshall Park will go to football and adult softball will go to Senior League at Brooking Park. Larry is in the process of getting prices. Tree trimming is ongoing.
  5. Director’s Report – Kim Rice reported the full time and part time job applications are now available on our website. Several positions are posted. Mary Franey, Pavilion Recreation Manager, resigned. November 20th we phased back and laid off 62 part time employees. We also received a resignation from a full time Facility Maintenance employee. We have requested \$60,000.00 reimbursement from the city for SFAC repairs and the additional \$60,000.00 plus will be requested in our budget amendment in January to be split with both the City and the County. There will be a Board Park tour on January 23<sup>rd</sup>. The Board training by Committee on the 25<sup>th</sup> through 27<sup>th</sup> of January.
- 6) Old Business;
  1. Youth Sports Agreement- Ben Van Meter motioned to approve the agreement as presented, seconded by DT Wells. The motion passed unanimously.
  2. Policy Updates – 3 policy updates. Park Rental Policy, Participant Protection Policy replaces Abused and Neglected Child and Elder Reporting, Public Comment Policy. Cam Culbertson stated he had reviewed policies which look fine. Bill Hamilton stated he was comfortable approving the policies as

presented tonight knowing it's a living document and can be changed if we learn more. DT Wells motioned to approve as presented realizing it's a living document and we will change it if necessary, seconded by Dale Stowe. The motion carried unanimously.

7) New Business;

1. Horsey Hundred Request – Bryan Williams, Event Director, Horsey Hundred Cycling Event requested to use Scott County and Brooking Park this year. They are interested in usage of all of the Barns, Concession Building, also would like to have camping at SCP and RV campers on the blacktop area. They would have possibly Country Boy and 8-10 Food trucks. The main request for the Board is the overnight camping, RV parking and alcohol served. Bill Hamilton stated to work out restrictions and requirements with Park's staff. Georgetown Tourism is heavily involved in this event also. Ben Van Meter motioned to allow the Horsey Hundred to use the Park based on staff working out the details, bringing updates to the Board and to approve overnight camping, seconded by Andrea Giusti. The motion carried unanimously.
2. Facility Maintenance Manager Job Description Grade 9 – OSHA Program Administrator was added to the job description. Dale Stowe motioned to approve the addition, seconded by DT Wells. The motion carried unanimously.
3. Board Elections - Vice Chair, Dale Stowe, moves to Chair. DT Wells nominated Camille Overstreet for Vice Chair. Ben Van Meter volunteered for Treasurer; Erik Flaig volunteered for Secretary. Dale Stowe motioned to approve the slate of candidates Camille Overstreet-Vice Chair, Ben Van Meter-Treasurer, Erik Flaig-Secretary, seconded by DT Wells. The motion carried unanimously.

8) Board Members Comments; Ben Van Meter congratulated Mary Franey for her time here and she will be missed. Dale Stowe gave kudos to DT Wells, Erik Flaig thanked everyone for their work in 2020. Bill Hamilton gave thanks to everyone for keeping things going. DT Wells was presented a commemorative clock and thanks for his service.

9) Adjournment

\*This meeting was recorded on zoom.

**Georgetown-Scott County Parks and Recreation**  
**Unpaid Bills Detail**  
As of January 15, 2021

	Date	Memo	Account	Debit	Credit
<b>1 Better, LLC</b>					
	01/08/2021		2000 · Accounts Payable		349.00
	01/08/2021	Theatre Movie Screen Ads	4300 · Advertising, Print., Marketing	349.00	
<b>Total 1 Better, LLC</b>				349.00	349.00
<b>Brenttag Mid-South, Inc.</b>					
	01/09/2021		2000 · Accounts Payable		724.02
	01/09/2021	Hydrochloric Acid, Sodium Bicarbonate, Sodium	8094 · Pavilion - Aquatics Supplies	724.02	
	01/15/2021		2000 · Accounts Payable		714.69
	01/15/2021	Hydrochloric Acid, Sodium Bicarbonate	8094 · Pavilion - Aquatics Supplies	714.69	
<b>Total Brenttag Mid-South, Inc.</b>				1,438.71	1,438.71
<b>CDW Government, Inc.</b>					
	01/08/2021		2000 · Accounts Payable		873.27
	01/08/2021	NEC E507Q 50" LED TV	5140 · SFAC Pool Supplies/Chemicals	873.27	
<b>Total CDW Government, Inc.</b>				873.27	873.27
<b>Comfort &amp; Process Solutions</b>					
	12/31/2020		2000 · Accounts Payable		403.01
	12/31/2020	Heat In Green Room Not Working	8074 · Pavilion - Supp., Serv., Repair	403.01	
<b>Total Comfort &amp; Process Solutions</b>				403.01	403.01
<b>Cooper Wholesale Inc.</b>					
	12/31/2020		2000 · Accounts Payable		79.68
	12/31/2020	Sof Cling Cleaner	8074 · Pavilion - Supp., Serv., Repair	79.68	
<b>Total Cooper Wholesale Inc.</b>				79.68	79.68
<b>D-C Elevator Company, Inc.</b>					
	01/14/2021		2000 · Accounts Payable		100.47
	01/14/2021	Scheduled Maintenance January	8074 · Pavilion - Supp., Serv., Repair	100.47	
<b>Total D-C Elevator Company, Inc.</b>				100.47	100.47

**Georgetown-Scott County Parks and Recreation**  
**Unpaid Bills Detail**  
As of January 15, 2021

	Date	Memo	Account	Debit	Credit
<b>Georgetown Kiwanis Club</b>					
	01/08/2021		2000 · Accounts Payable		456.00
	01/08/2021	Kiwanis Membership Dues Jonathan Brandenbu	4360 · Continuing Education	456.00	
<b>Total Georgetown Kiwanis Club</b>				456.00	456.00
<b>Georgetown News-Graphic</b>					
	12/31/2020		2000 · Accounts Payable		393.50
	12/31/2020	Advertising For Open Full-Time Positions	4300 · Advertising, Print, Marketing	393.50	
<b>Total Georgetown News-Graphic</b>				393.50	393.50
<b>Hillyard</b>					
	10/31/2020		2000 · Accounts Payable		-51.54
	10/31/2020	Return of Product	8074 · Pavilion - Supp., Serv., Repair	-51.54	
	01/14/2021		2000 · Accounts Payable		193.20
	01/14/2021	Arsenal Top Clean	8074 · Pavilion - Supp., Serv., Repair	193.20	
<b>Total Hillyard</b>				141.66	141.66
<b>Kentucky Motor of Gtwn</b>					
	12/31/2020		2000 · Accounts Payable		101.15
	12/31/2020	Unit 21 Manifold Gasket, Coolant, Injector Seal	4810 · Supplies	101.15	
	12/31/2020		2000 · Accounts Payable		32.89
	12/31/2020	Unit 21 Coolant, Thermostat	4810 · Supplies	32.89	
	12/31/2020		2000 · Accounts Payable		53.80
	12/31/2020	Unit 21 Oil, Oil Filter	4810 · Supplies	53.80	
	12/31/2020		2000 · Accounts Payable		11.16
	12/31/2020	Thrust Starting Fluid	8074 · Pavilion - Supp., Serv., Repair	11.16	
	12/31/2020		2000 · Accounts Payable		23.05
	12/31/2020	Unit 12 Oil	8074 · Pavilion - Supp., Serv., Repair	23.05	
	12/31/2020		2000 · Accounts Payable		75.81



**Georgetown-Scott County Parks and Recreation  
Unpaid Bills Detail  
As of January 15, 2021**

	Date	Memo	Account	Debit	Credit
	12/31/2020	Unit 2 Oil, Oil Filter	8074 · Pavilion - Supp., Serv., Repair	75.81	
	12/31/2020		2000 · Accounts Payable		70.12
	12/31/2020	Unit 20 Ignition Coil, Spark Plugs	4810 · Supplies	70.12	
Total Kentucky Motor of Grown				367.98	367.98
<b>Kentucky Portable Toilets</b>					
	12/31/2020		2000 · Accounts Payable		715.00
	12/31/2020	Portable Toilets	4810 · Supplies	715.00	
Total Kentucky Portable Toilets				715.00	715.00
<b>Kentucky Utilities Company</b>					
	12/31/2020		2000 · Accounts Payable		15,125.33
	12/31/2020	Markham	4510 · Suffoletta Park	42.11	
	12/31/2020	Oser	4610 · Oser Landing Park	175.66	
	12/31/2020	Horseshoe Pit	4510 · Suffoletta Park	38.50	
	12/31/2020	Louie B. Nunn Dr. Ball	4510 · Suffoletta Park	347.48	
	12/31/2020	Louie B. Nunn Dr.	4510 · Suffoletta Park	78.49	
	12/31/2020	151 Ed Davis Lane	9312 · ED - Kentucky Utilities	339.74	
	12/31/2020	Marshall Park Dr. PL	4570 · Marshall Park	615.34	
	12/31/2020	Airport Field 4	4570 · Marshall Park	66.94	
	12/31/2020	1220 Cincinnati Rd. Shop	4600 · Scott County Park	498.13	
	12/31/2020	Marshall Park Dr. Field #1	4570 · Marshall Park	153.78	
	12/31/2020	Airport Rd. Conc.St	4570 · Marshall Park	235.06	
	12/31/2020	1080 Cincinnati Rd. Ballfield	4600 · Scott County Park	104.04	
	12/31/2020	SFAC	5020 · SFAC Kentucky Utilities	398.90	
	12/31/2020	Airport Rd Conc	4570 · Marshall Park	188.47	
	12/31/2020	Pavilion	8068 · Pavilion - Kentucky Utilities	9,618.97	
	12/31/2020	Batting Cage TBR SCYB	4810 · Supplies	1,548.99	
	12/31/2020	Ed Davis Park	4540 · Ed Davis Park	237.31	
	12/31/2020	Airport Rd Field #2	4570 · Marshall Park	96.37	
	12/31/2020	Airport Rd. Field #3	4570 · Marshall Park	39.55	
	12/31/2020	Loie B Nunn Dr Ball	4510 · Suffoletta Park	43.33	

**Georgetown-Scott County Parks and Recreation**  
**Unpaid Bills Detail**  
 As of January 15, 2021

	Date	Memo	Account	Debit	Credit
	12/31/2020	Airport Rd Field #5	4570 · Marshall Park	121.48	
	12/31/2020	Lisle Rd Soccer Gate	4810 · Supplies	34.32	
	12/31/2020	Oxford Dr	4630 · Oxford Road Park	102.37	
<b>Total Kentucky Utilities Company</b>				<b>15,125.33</b>	<b>15,125.33</b>
<b>Lowe's Home Centers Inc.</b>					
	12/31/2020		2000 · Accounts Payable		490.21
	12/31/2020	Drill Bits, Torch, Insulation, Joist Hangers, Air H	4810 · Supplies	385.84	
	12/31/2020	Metallic Primer, Paint Supplies	4270 · Office Supplies and Equipment	52.19	
	12/31/2020	Drain Cleaner, Drain Bladder	8074 · Pavilion - Supp., Serv., Repair	52.18	
<b>Total Lowe's Home Centers Inc.</b>				<b>490.21</b>	<b>490.21</b>
<b>M.O.S.E.S.S. Inc.</b>					
	12/31/2020		2000 · Accounts Payable		24.00
	12/31/2020	Sharpen Chain Saw	4810 · Supplies	24.00	
	12/31/2020		2000 · Accounts Payable		13.96
	12/31/2020	Air Filter, File Plate	4810 · Supplies	13.96	
	12/31/2020		2000 · Accounts Payable		9.36
	12/31/2020	File Handle	4810 · Supplies	9.36	
<b>Total M.O.S.E.S.S. Inc.</b>				<b>47.32</b>	<b>47.32</b>
<b>Meade Tractor</b>					
	12/31/2020		2000 · Accounts Payable		151.58
	12/31/2020	Deck Belt And Pulley	4810 · Supplies	151.58	
<b>Total Meade Tractor</b>				<b>151.58</b>	<b>151.58</b>
<b>Netgain Technologies, Inc.</b>					
	12/31/2020		2000 · Accounts Payable		1,555.09
	12/31/2020	HP Zbook Firefly Laptop Kim Rice	4270 · Office Supplies and Equipment	1,555.09	
<b>Total Netgain Technologies, Inc.</b>				<b>1,555.09</b>	<b>1,555.09</b>

**Georgetown-Scott County Parks and Recreation**  
**Unpaid Bills Detail**  
As of January 15, 2021

	Date	Memo	Account	Debit	Credit
<b>New Life Cleaning Services</b>					
	01/08/2021		2000 · Accounts Payable		81.90
	01/08/2021	Cleaned and Deodorized Carpets Reception anc	8074 · Pavilion - Supp., Serv., Repair	81.90	
<b>Total New Life Cleaning Services</b>				81.90	81.90
<b>Pitney Bowes Global Financial Svcs, LLCL</b>					
	12/31/2020		2000 · Accounts Payable		300.18
	12/31/2020	Lease Payment Postage Machine	4270 · Office Supplies and Equipment	300.18	
<b>Total Pitney Bowes Global Financial Svcs, LLCL</b>				300.18	300.18
<b>Scheller's Fitness &amp; Cycling</b>					
	01/14/2021		2000 · Accounts Payable		420.00
	01/14/2021	Gym Antibacterial Wipes Qty 12	8081 · Pavilion - Gym Program Supplies	420.00	
<b>Total Scheller's Fitness &amp; Cycling</b>				420.00	420.00
<b>SESAC</b>					
	01/08/2021		2000 · Accounts Payable		483.00
	01/08/2021	Music License Annual Fee	4280 · Professional Fees	483.00	
<b>Total SESAC</b>				483.00	483.00
<b>Southern States</b>					
	12/31/2020		2000 · Accounts Payable		614.59
	12/31/2020	Vehicles	4780 · Fuel and Oil	614.59	
<b>Total Southern States</b>				614.59	614.59
<b>Swim Pro Service, Inc.</b>					
	01/08/2021		2000 · Accounts Payable		262.80
	01/08/2021	Fixed Main Drain In Vortex Leisure Pool, Filled	8074 · Pavilion - Supp., Serv., Repair	262.80	
	01/08/2021		2000 · Accounts Payable		196.00
	01/08/2021	Lazy River Light Fixture Replaced	8074 · Pavilion - Supp., Serv., Repair	196.00	
<b>Total Swim Pro Service, Inc.</b>				458.80	458.80

**Georgetown-Scott County Parks and Recreation  
Unpaid Bills Detail  
As of January 15, 2021**

	Date	Memo	Account	Debit	Credit
<b>Swim Pro Supply</b>					
	12/31/2020		2000 · Accounts Payable		1,175.50
	12/31/2020	C-Liquid Chlorine	8094 · Pavilion - Aquatics Supplies	1,175.50	
<b>Total Swim Pro Supply</b>				1,175.50	1,175.50
<b>Whitaker Bank, N.A.</b>					
	12/31/2020		2000 · Accounts Payable		191.90
	12/31/2020	Kraftbit W-2 Supplies, Circuit	4270 · Office Supplies and Equipment	191.90	
<b>Total Whitaker Bank, N.A.</b>				191.90	191.90
<b>Total</b>				<b>26,413.68</b>	<b>26,413.68</b>

# Georgetown-Scott County Parks and Recreation Paid Bills As of January 11, 2021

	Date	Memo	Account	Debit	Credit
<b>Amazon</b>					
	01/09/2021		2000 · Accounts Payable		508.99
	01/09/2021	Bluetooth Conference Speaker,	4270 · Office Supplies and Equipment	129.00	
	01/09/2021	Decibel Reader, 14in Spreader Spinner	4810 · Supplies	177.00	
	01/09/2021	Tarp For Salt Spreader, Decibel Reader	8074 · Pavilion - Supp., Serv., Repair	202.99	
<b>Total Amazon</b>				508.99	508.99
<b>American Business Systems Inc.</b>					
	01/09/2021		2000 · Accounts Payable		560.84
	01/09/2021	Pavilion/Parks Copier Lease Payment	4270 · Office Supplies and Equipment	497.99	
	01/09/2021	Ed Davis Copier Lease Payment	9230 · ED - Office Supplies	62.85	
<b>Total American Business Systems Inc.</b>				560.84	560.84
<b>Columbia Gas of Kentucky</b>					
	12/31/2020		2000 · Accounts Payable		429.80
	12/31/2020	146 Ed Davis Lane	9311 · ED - Columbia Gas	429.80	
	12/31/2020		2000 · Accounts Payable		5,542.96
	12/31/2020	140 Pavilion Way	8066 · Pavilion - Columbia Gas	5,542.96	
	12/31/2020		2000 · Accounts Payable		368.38
	12/31/2020	1240 Cincinnati Rd	4600 · Scott County Park	368.38	
<b>Total Columbia Gas of Kentucky</b>				6,341.14	6,341.14
<b>Georgetown Municipal Water</b>					
	12/31/2020		2000 · Accounts Payable		29.14
	12/31/2020	Aquatic Center	5050 · SFAC Georgetown Water	29.14	
	12/31/2020		2000 · Accounts Payable		12.13
	12/31/2020	Scott Co Park	4600 · Scott County Park	12.13	
	12/31/2020		2000 · Accounts Payable		18.12
	12/31/2020	145 Ed Davis Lane	4540 · Ed Davis Park	18.12	
	12/31/2020		2000 · Accounts Payable		99.15
	12/31/2020	151 Ed Davis Lane	9313 · ED - Georgetown Water	99.15	

# Georgetown-Scott County Parks and Recreation Paid Bills As of January 11, 2021

Date	Memo	Account	Debit	Credit
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	S. Water St Park	4650 · Royal Spring Park	12.12	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Royal Spring Park	4650 · Royal Spring Park	12.12	
12/31/2020		2000 · Accounts Payable		133.16
12/31/2020	Batting Cage	4510 · Suffoletta Park	133.16	
12/31/2020		2000 · Accounts Payable		19.88
12/31/2020	Field #1	4510 · Suffoletta Park	19.88	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Field #2 & #4	4510 · Suffoletta Park	12.12	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Field #3	4510 · Suffoletta Park	12.12	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	Picnic Shelter	4510 · Suffoletta Park	23.14	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	Concession Stand	4510 · Suffoletta Park	23.14	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	Horseshoe Pit	4510 · Suffoletta Park	12.12	
12/31/2020		2000 · Accounts Payable		12.13
12/31/2020	1260 Cincinnati Pike	4600 · Scott County Park	12.13	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	1240 Cincinnati Pike	4600 · Scott County Park	23.14	
12/31/2020		2000 · Accounts Payable		12.12
12/31/2020	0 Long Lick Entrance	4600 · Scott County Park	12.12	
12/31/2020		2000 · Accounts Payable		64.19
12/31/2020	140 Pavilion Dr Upstairs	8070 · Pavilion - Georgetown Water	64.19	
12/31/2020		2000 · Accounts Payable		2,485.83
12/31/2020	140 Pavilion Dr	8070 · Pavilion - Georgetown Water	2,485.83	
12/31/2020		2000 · Accounts Payable		29.14
12/31/2020	Marshall Park Dr	4570 · Marshall Park	29.14	
12/31/2020		2000 · Accounts Payable		23.14
12/31/2020	200 Airport Rd Parks and Rec	4570 · Marshall Park	23.14	
Total Georgetown Municipal Water			3,068.15	3,068.15

**Georgetown-Scott County Parks and Recreation  
Paid Bills  
As of January 11, 2021**

	Date	Memo	Account	Debit	Credit
<b>Nextiva Inc.</b>					
	12/31/2020		2000 · Accounts Payable		946.16
	12/31/2020	Parks And Pavilion Phone	4240 · Office Phone	612.90	
	12/31/2020	SFAC Phone	5060 · SFAC Center Phone	204.62	
	12/31/2020	Ed Davis Phone	9310 · ED - Telephone	64.32	
	12/31/2020	Maintenance Bldg Phone	4600 · Scott County Park	64.32	
<b>Total Nextiva Inc.</b>				946.16	946.16
<b>Republic Services Inc.</b>					
	01/08/2021		2000 · Accounts Payable		1,349.05
	01/08/2021	Garbage Service	8074 · Pavilion - Supp., Serv., Repair	1,349.05	
<b>Total Republic Services Inc.</b>				1,349.05	1,349.05
<b>Time Warner Cable</b>					
	01/09/2021		2000 · Accounts Payable		1,068.43
	01/09/2021	Phone, Internet, TV Pavilion	8074 · Pavilion - Supp., Serv., Repair	427.14	
	01/09/2021	TV, Internet Ed Davis	9315 · ED Internet Service/Cable	241.34	
	01/09/2021	Internet Maintenance	4600 · Scott County Park	134.98	
	01/09/2021	Internet Suffoletta	5060 · SFAC Center Phone	134.98	
	01/09/2021	Internet Concession Bldg	4810 · Supplies	129.99	
<b>Total Time Warner Cable</b>				1,068.43	1,068.43
<b>Tractor Supply Company</b>					
	12/31/2020		2000 · Accounts Payable		9.98
	12/31/2020	Pipe Plugs	4810 · Supplies	9.98	
<b>Total Tractor Supply Company</b>				9.98	9.98
<b>Verizon Wireless</b>					
	12/31/2020		2000 · Accounts Payable		693.42
	12/31/2020	Cell Phones	4750 · Cell phones	693.42	
<b>Total Verizon Wireless</b>				693.42	693.42

# Georgetown-Scott County Parks and Recreation Paid Bills

As of January 11, 2021

	Date	Memo	Account	Debit	Credit
<b>Wal-Mart</b>					
	12/31/2020		2000 · Accounts Payable		679.75
	12/31/2020	Office Supplies	4270 · Office Supplies and Equipment	40.46	
	12/31/2020	Arcade Machine For Ed Davis	9230 · ED - Office Supplies	399.00	
	12/31/2020	Shop Cleaning Supplies, Printer Ink	4810 · Supplies	194.72	
	12/31/2020	Paint Supplies	8098 · Pavilion - Child Care Supplies	45.57	
<b>Total Wal-Mart</b>				<b>679.75</b>	<b>679.75</b>
<b>Total</b>				<b>15,225.91</b>	<b>15,225.91</b>





## **Policy: Park Sport Amenities Rentals - Update**

Policy Number: POL.A.06.04

Page: pp. 76-77

Originator: Kimberly Rice

Date: 1/14/2021

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Chair*

References: Policies CAPRA 1.4.1

Revision Date: \_\_\_\_\_

### Park Sport Amenities Rentals

This policy is intended to set the guidelines associated with the rental of sports amenities (fields/courts) within the GSC Parks system to exclude shelter rentals which are set forth in a separate policy.

Rental of any athletic playing field(s), volleyball court(s), tennis court(s), or basketball court(s) by a non-parks program or entity must be to the benefit of a non-profit organization. If the rental is made for the purpose of generating revenue shall be charged a rental fee as follows:

1. The renting entity shall pay to GSC Parks ten percent (10%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for three (3) days or less per activity.
2. The renting entity shall pay to GSC Parks fifteen (15%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for more than three (3) days per activity.
3. The program or entity shall provide to parks within two (2) days of the end of the rental period the fee charged for the rental. Along with this payment the program or entity shall provide a breakdown of the revenue generated by the activity/rental. (e.g. dollar amount per team for tournaments, dollar amount per player per camps, dollar amount per player per tryouts).
4. All non-parks programs or entities shall pay a deposit of two hundred dollars (\$200.00) per field or court within two weeks of reserving or within two weeks prior to the activity/rental, whichever is sooner.
5. All programs or entities renting the field(s) or court(s) for the purpose of conducting camps and tournaments shall obtain liability insurance in advance of renting any field(s) or court(s) in the amount of \$1,000,000.00. Said insurance shall name Georgetown-Scott County Parks and Recreation as an additional insured under the policy.
6. No sporting activity shall start any later than 11:00p.m. **without board approval.**
7. Field/Court rentals for the purpose of holding practice that is non-revenue generating are exempt from non-profit organization and liability insurance requirements. A rental fee of twenty-five dollars (\$25.00) per hour per field/court will be charged for anyone wishing to rent for practice, etc.

### *Park Sport Amenities Rentals Extra/Optional Fees*

1. Usage of the lights associated with the activity/rental will be charged at a rate of twenty-one dollars (\$21.00) per hour.
2. Field Preparation (standard drag and lining of the field) is available Monday – Friday at a rate of forty dollars (\$40.00) per field.



## **Job Description – Facility Custodian (Grade 4) - Update**

Originator: Kimberly Rice

Date: 1/15/2021

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair

References: Human Resources CAPRA 4.3

Revision Date: \_\_\_\_\_

### **GEORGETOWN-SCOTT COUNTY PARKS & RECREATION**

**POSITION CLASSIFICATION:** **Facility Custodian/Maintenance Technician:** Non-exempt Classification

**GRADE:** 4

**DEPARTMENT:** Facility Maintenance

**IMMEDIATE SUPERVISOR:** Facility Maintenance Manager  
and/or Facility Maintenance Assistant  
Manager

**SUPERVISES:** Facility Maintenance Personnel (part time)

**CHARACTERISTICS OF POSITION:** Under general supervision, performs routine janitorial and maintenance work at all Parks and Recreation buildings and facilities; performs related duties as required

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Responsible for the proper cleaning and custodial work of all buildings, parking lots, and grounds. Sweeps, mops, scrubs, and polishes floors. Dusts, polishes, arranges, and moves furniture. Assists in setups and tear downs of equipment. Removes, disposes, and cleans all trash from receptacles on a regular basis. Cleans restrooms and replenishes all paper products and supplies on a regular basis. Keeps all windows, stainless steel toilet accessories, door hardware, and electrical covers clean. Checks, tightens, and replaces all bolts on bleachers and basketball goals as needed. Performs basic maintenance on HVAC and fitness equipment as needed. Reports to supervisor when equipment or materials need repairing or replacing. Performs or assists in repair, replacement, or additions in plumbing, electrical, and general trades work. Opens and secures facility as needed. Operates motorized equipment, including mowers and tractors, weed eaters, floor buffers, hand drills, etc. safely

## **QUALIFICATIONS/REQUIREMENTS**

### **Education, Training, Experience:**

Graduation from high school or equivalent (GED). Experience in general housekeeping, maintenance, electrical, plumbing, and general trade duties.

## **SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge:**

Knowledge of equipment, materials, methods, and techniques used in janitorial work. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, supplies, and procedures.

### **Skills:**

Skills in use of standard cleaning equipment.

### **Abilities:**

Ability to perform manual labor for extended periods of time. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with department employees and the general public. Possess mechanical aptitude and manual dexterity.

## **SPECIAL LICENSING REQUIREMENTS:**

Valid Kentucky driver's license required.

## **ADDITIONAL REQUIREMENTS:**

**Instructions:** Detailed and specific, covering most aspects of the work.

**Processes:** Work varies slightly, seldom required to take different, new, or unusual approaches in completing work.

**Review of Work:** Completed work is spot-checked.

**Analytical Requirements:** Duties are of routine nature.

**Work Environment:** Inside and outside.

### **Physical Demands:**

**Lifting:** Must lift objects weighing more than 75 pounds on a regular basis. Requires stooping, bending, walking, and standing. May work outside in inclement weather.

**Use of Equipment:** Janitorial and grounds equipment; other tools and equipment assigned to department.

**Vehicle Operation:** May operate vehicle; other light, medium equipment assigned to department.

and efficiently. Conducts security checks as needed. Mows grass, and trims along sidewalks and curbs. Removes snow and ice from driveways, parking lots, and sidewalks when necessary. Attends additional training as requested by supervisors. Must be able to work a flexible schedule that will include days, nights, and weekends. Work locations include all Park and Recreation facilities.

**Non-essential:** May perform other related duties as assigned by Facility Maintenance Manager, Facility Maintenance Assistant Manager, Assistant Director and/or Director.



## **Job Description – Assistant Facilities Maintenance Manager (Grade 7) - Update**

Originator: Kimberly Rice

Date: 1/19/2021

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Chair*

References: Human Resources CAPRA 4.3

Revision Date: \_\_\_\_\_

### **GEORGETOWN-SCOTT COUNTY PARKS & RECREATION**

**POSITION TITLE:** Facility Maintenance Assistant Manager

**POSITION CLASSIFICATION:** Non-Exempt

**GRADE:** 7

**DEPARTMENT:** Facility Maintenance

**IMMEDIATE SUPERVISOR:** Facility Maintenance Manager

**SUPERVISES:** All assigned personnel including full-time, part-time, and seasonal employees.

**CHARACTERISTICS OF POSITION:** Under general supervision of the Facility Maintenance Manager, directs facilities and grounds maintenance while assisting with required duties; performs semi-skilled and manual labor work activities in the maintenance of indoor facilities and grounds; performs related duties as required.

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Assists in the construction, maintenance and cleanliness of all indoor facilities and immediate grounds within the department; assists in training, supervising, coordinating and evaluating maintenance and custodial personnel; insures readiness of buildings and grounds for scheduled activities, while assisting with required duties; plants, waters, sprays, fertilizes trees and shrubs; cuts grass, weeds, trees, and tree limbs; assists with troubleshooting of alarm, security, heating and cooling systems as required; repairs minor plumbing problems, including valves, leaks, etc.; repairs minor electrical systems, including breakers, starters, receptacles; maintains all indoor departmental facilities, including roof repair, window repairs or replacement, painting, etc.; opens and secures facility as needed; conducts security checks as needed; assists with snow and ice removal from sidewalks, roads and parking lots of all parks and facilities; assists Recreation Aquatic Manager and Recreation Aquatic Assistant Manager with swimming pool maintenance; **will act as the Assistant OSHA Program Administrator for Georgetown-Scott County Parks and Recreation;** operates motorized equipment, including mowers and tractors, weed eaters, floor buffers, hand drills, etc. safely and efficiently; monitors utilization of department equipment and supplies; prepares and maintains accurate reports; attends additional training as requested by supervisors; work locations include all Parks and Recreation facilities; attends Parks and Recreation Board

meetings when requested and in the absence of the Facility Maintenance Manager ; acts as Department Head in the absence of the Facility Maintenance Manager; purchases materials and supplies for maintenance valued below \$500. Any purchase value exceeding \$500 has to have the approval from the Assistant Director and/or Director; must work within the confines of the fiscal budget

**Non-essential:** May perform other related duties as assigned by Facility Maintenance Manager, Assistant Director and/or Director.

**QUALIFICATIONS/REQUIREMENTS:**

**Education, Training, Experience:** Graduation from high school or equivalent (GED) or be willing to acquire degree. Five years directly related work experience including two years in an administrative or supervisory capacity. Additional specialized training (skill/trade) may be substituted for work experience required in an administrative or supervisory capacity on a year per year basis.

**SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:** Thorough knowledge of equipment, materials, methods and techniques used in the construction, maintenance and cleanliness of departmental grounds and facilities; thorough knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures. Knowledge of management practices, including employment, orientation, training, scheduling and disciplining of employees.

**Skills:** Skills in use of standard maintenance equipment.

**Abilities:** Ability to supervise others while assisting with required duties; ability to comply with established safety standards; ability to operate motorized equipment; ability to prepare and maintain accurate reports; ability to establish and maintain effective working relationships with government agencies and employees, department employees and the general public; ability to perform heavy labor for extended periods of time; possess mechanical aptitude, manual dexterity, and good physical condition.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license required.

**ADDITIONAL REQUIREMENTS:**

**Instructions:** Somewhat General; many aspects of work covered specifically but must use own judgment most of the time.

**Processes:** Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

**Review of Work:** Completed work is generally spot-checked.

**Analytical Requirements:** Duties are of a routine nature.

**Work Environment:** Inside and outside.

**Availability:** Must be able to respond to calls at all hours; must be able to work irregular hours when needed.

**Physical Demands:**

**Lifting:** Lifts heavy objects of more than 75 pounds on a routine basis. Requires stooping, bending, walking, and standing. May work outside in inclement weather.

**Use of Equipment:** Uses tools and equipment assigned to department.

**Vehicle Operation:** May operate vehicle; other light, medium equipment assigned to department.

**December 2020 Program Report**  
**For January 19, 2021 GSC Parks & Recreation Board Meeting**  
**Ednal Maynard**

**Pavilion Operations**

Pavilion Program Attendance: **718**

Pavilion Annual Membership: **1,128**

Pavilion Daily Passes: **534**

**Total Pavilion Attendance Including Programs, Passes, Non-Participants, and Rentals: 2,936**

Fiscal Year To Date Attendance: **29,772**

Pavilion Operations Income: **\$21,181.47**

Pavilion Expenses: **\$33,287.62**

Pavilion Recovery Rate: **64%**

**Ed Davis Learning Center**

**EDLC Attendance Including Daily Attendance, Programs, Community Services, and Rentals: 110**

Daily Attendance: **78**

Community Events: **0**

Programs: **11**

Meetings: **21**

Rentals: **0**

Repast: **0**





# Pavilion Operations Revenue / Expense Report for December

<b>Revenue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
20 Visit Pass	\$4,238.00	\$5,400.20	\$4,274.00	\$2,668.00	\$675.00
6 Month Pass	\$6,455.16	\$10,959.60	\$4,943.60	\$5,233.00	\$877.70
Annual Pass	\$58,966.84	\$69,956.26	\$60,489.20	\$58,877.88	\$12,055.67
Aquatic Programs	\$6,080.00	\$8,222.00	\$9,976.40	\$4,092.00	\$200.00
Child Care	\$88.00	\$28.00	\$12.00	\$20.00	
Concessions	\$4,066.00	\$2,868.00	\$2,422.82	\$2,555.00	\$498.00
Daily Pass	\$30,499.50	\$29,394.00	\$26,298.02	\$23,540.00	\$2,159.00
Deposit Fee Return	(\$787.00)	(\$641.50)	(\$612.50)	(\$699.25)	
Facility Rentals	\$3,816.00	\$2,541.00	\$3,542.98	\$2,559.76	(\$181.50)
Fun Express Program	\$8,285.00	\$2,770.00	\$2,770.00	\$1,860.00	
Gymnasium Programs	\$3,017.80	\$4,079.00	\$2,793.00	\$3,587.00	
Land Programs	\$43,125.10	\$23,022.40	\$16,308.00	\$10,505.60	\$4,897.60
Miscellaneous	\$220.00	\$148.00	\$130.00	\$271.00	
Program Refunds	(\$120.00)	(\$1,144.38)	(\$65.62)	(\$676.80)	
<b>Total Revenue</b>	<b>\$167,950.40</b>	<b>\$157,602.58</b>	<b>\$133,281.90</b>	<b>\$114,393.19</b>	<b>\$21,181.47</b>

<b>Expenses</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Miscellaneous		\$123.20	\$28.44		
Salaries	\$57,241.71	\$58,834.91	\$37,996.08	\$33,015.97	\$12,137.24
Supplies/ Equipment	\$10,775.76	\$14,844.45	\$15,225.55	\$24,825.90	\$3,438.43
Utilities	\$26,358.41	\$17,065.48	\$17,178.07	\$16,657.90	\$17,711.95
<b>Total Expenses</b>	<b>\$94,375.88</b>	<b>\$90,868.04</b>	<b>\$70,428.14</b>	<b>\$74,499.77</b>	<b>\$33,287.62</b>







## 5 Year Attendance Comparison for December

Attendance Type	2016	2017	2018	2019	2020
20 Visit Pass	670	250	235	208	171
20 Visit Walker Pass	387	349	234	234	56
6 Month Pass	430	442	393	340	163
Annual Pass	3307	3631	3539	3113	1128
Complimentary Pass	65	51	57	50	7
Daily Pass	2975	2918	2629	2330	534
Observer Attendance		267	337	213	23
Off-Site Program Attendance	48	76	57		
Program Attendance	2717	2447	2550	2350	718
Rental / Meeting Attendance	303	199	499	711	136
	<b>10902</b>	<b>10630</b>	<b>10530</b>	<b>9549</b>	<b>2936</b>



## 2016 - to Date Fiscal Year Attendance Comparison

AttendanceType	2016-17	2017-18	2018-19	2019-20	2020-21
Daily Pass	35211	39074	34959	20418	8031
Complimentary Pass	656	577	564	338	88
20 Visit Pass	3842	3284	3145	2218	1187
6 Month Pass	6087	6507	5558	3213	887
20 Visit Walker Pass	3328	3333	2880	1973	191
Rental / Meeting Attendance	4306	3883	5533	5706	167
Annual Pass	45631	52177	46454	30733	9076
Program Attendance	47230	43616	42868	29062	9163
Coupon Pass					
Off-Site Program Attendance	631	488	231	10	
Observer Attendance	39	7900	7763	5031	982
	<b>146961</b>	<b>160839</b>	<b>149955</b>	<b>98702</b>	<b>29772</b>

# Georgetown-Scott County Parks and Recreation Bills Added

As of January 19, 2021

	Date	Memo	Account	Debit	Credit
Bluegrass Business Health					
	12/31/2020		2000 · Accounts Payable		105.00
	12/31/2020	Employee Drug Screening	4130 · Drug Testing	105.00	
Total Bluegrass Business Health				105.00	105.00
<b>Total</b>				<b>105.00</b>	<b>105.00</b>

**Ed Davis Learning Center  
Financial Statement  
December 2020**

Accounts	Income			
	December 2020 Income	YTD Income	Budget	% of Budget
3070 · City - Ed Davis Funds	0.00	72,172.65	151,300.00	47.7%
9120 · ED - Program Income	0.00	-120.00	2,070.00	-5.8%
9130 · ED - Rental Income	0.00	1,359.50	3,000.00	45.32%
9140 · ED - Miscellaneous Income	0.00	0.00	500.00	0.0%
<b>Total Income</b>	<b>0.00</b>	<b>73,412.15</b>	<b>156,870.00</b>	<b>46.8%</b>
Accounts	Expense			
	December 2020 Expense	YTD Expense	Budget	% of Budget
9200 · ED - SALARIES	3,720.92	24,146.94	48,120.00	50.18%
9210 · ED - Employer FICA	275.10	2,563.30	5,800.00	44.2%
9211 · ED - Unemployment Insurance	0.00	64.72	1,250.00	5.18%
9212 · ED - Workers Compensation	0.00	4,300.00	4,300.00	100.0%
9213 · ED - Employer Retirement	917.16	6,497.06	13,000.00	49.98%
9214 · ED - Health Insurance	1,199.76	7,185.04	17,700.00	40.59%
9220 · ED - Liability, Prop. Insurance	0.00	2,500.00	2,500.00	100.0%
9230 · ED - Office Supplies	461.85	1,167.19	3,000.00	38.91%
9240 · ED - Advertising/Printing	0.00	0.00	500.00	0.0%
9250 · ED - Continuing Education	0.00	-515.00	800.00	-64.38%
9260 · ED - Travel Expense	0.00	220.00	600.00	36.67%
9300 · ED - MAINTENANCE SALARIES	0.00	0.00	1,000.00	0.0%
9310 · ED - Telephone	64.32	397.34	1,000.00	39.73%
9311 · ED - Columbia Gas	429.80	868.84	2,600.00	33.42%
9312 · ED - Kentucky Utilities	339.74	2,086.06	6,000.00	34.77%
9313 · ED - Georgetown Water	99.15	565.08	1,400.00	40.36%
9315 · ED Internet Service/Cable	0.00	1,442.14	3,000.00	48.07%
9320 · ED - Supplies, Serv., Repair	101.50	2,331.67	6,000.00	38.86%
9330 · ED - Equipment	0.00	0.00	600.00	0.0%
9350 · ED - SP. EVENTS/PROG. SALARIES	0.00	10,191.26	34,000.00	29.97%
9400 · ED - Prog., Event, Supplies&Equip	0.00	276.14	3,500.00	7.89%
9600 · ED - Miscellaneous Expenses	0.00	0.00	200.00	0.0%
<b>Total Expense</b>	<b>7,609.30</b>	<b>66,287.78</b>	<b>156,870.00</b>	<b>42.26%</b>



Georgetown-Scott County Parks and Recreation  
Financial Statement  
December 2020

Accounts	Income				
	December 2020 Income	YTD Income	Budget	Balance	% of Budget
3030 · City Funds	0.00	534,815.25	1,098,711.00	-563,895.75	48.68%
3040 · City - Capital	0.00	19,461.00	22,500.00	-3,039.00	86.49%
3050 · County - Capital	0.00	11,250.00	22,500.00	-11,250.00	50.0%
3060 · County Funds	0.00	549,355.50	1,098,711.00	-549,355.50	50.0%
3150 · Pool Income	0.00	0.00	53,000.00	-53,000.00	0.0%
3180 · Horse Park Pool	0.00	0.00	11,555.00	-11,555.00	0.0%
3400 · Kidzworld Income	0.00	0.00	93,600.00	-93,600.00	0.0%
3430 · Fun Express Income	0.00	-750.00	14,000.00	-14,750.00	-5.36%
3470 · KLC Safety Grant	0.00	0.00	3,000.00	-3,000.00	0.0%
3600 · Facility Rental Income	140.00	27,157.60	17,500.00	9,657.60	155.19%
3710 · Special Events Income	1,500.00	2,750.00	3,500.00	-750.00	78.57%
3730 · New Programs Income	0.00	0.00	5,000.00	-5,000.00	0.0%
3750 · Miscellaneous Income	0.00	0.00	300.00	-300.00	0.0%
8014 · Pavilion - 20 V Passes	694.00	5,701.30	13,000.00	-7,298.70	43.86%
8015 · Pavilion - Daily Passes	1,877.50	33,877.60	108,000.00	-74,122.40	31.37%
8016 · Pavilion - Annual Pass	13,711.30	88,278.05	280,000.00	-191,721.95	31.53%
8017 · Pavilion - 6 Month Pass	726.00	3,944.40	16,000.00	-12,055.60	24.65%
8018 · Pavilion - Aquatics Programs	100.00	9,053.00	31,400.00	-22,347.00	28.83%
8020 · Pavilion Gymnasium Programs	50.00	3,091.87	15,000.00	-11,908.13	20.61%
8022 · Pavilion - Dance/Gymnastics Pro	3,673.85	29,679.56	70,000.00	-40,320.44	42.4%
8024 · Pavilion - Aerobics Programs	129.00	1,618.00	17,000.00	-15,382.00	9.52%
8028 · Pavilion - Special Events	0.00	0.00	1,000.00	-1,000.00	0.0%
8030 · Pavilion - Child Care	0.00	18.00	200.00	-182.00	9.0%
8032 · Pavilion - Facility Rental	1,481.50	13,498.50	20,000.00	-6,501.50	67.49%
8034 · Pavilion - Concession/Vending	394.60	2,100.00	17,000.00	-14,900.00	12.35%
8036 · Pavilion - Miscellaneous	0.00	46.00	1,000.00	-954.00	4.6%
<b>Total Income</b>	<b>24,477.75</b>	<b>1,334,945.63</b>	<b>3,033,477.00</b>	<b>-1,698,531.37</b>	<b>44.01%</b>

**Georgetown-Scott County Parks and Recreation  
Financial Statement  
December 2020**

Accounts	Expense				Balance	% of Budget
	December 2020 Expense	YTD Expense	Budget			
4030 · ADMINISTRATIVE SALARIES - FT	7,667.02	56,315.67	187,000.00		130,684.33	30.12%
4060 · Employer FICA Tax	4,030.99	36,134.67	113,000.00		76,865.33	31.98%
4090 · Unemployment Insurance	0.00	1,141.22	16,500.00		15,358.78	6.92%
4120 · Workers Compensation	-9,962.06	27,960.52	54,000.00		26,039.48	51.78%
4130 · Drug Testing	105.00	910.00	5,000.00		4,090.00	18.2%
4150 · Employers Retirement	10,411.46	78,283.80	216,500.00		138,216.20	36.16%
4180 · Health Insurance	15,592.51	90,958.30	255,000.00		164,041.70	35.67%
4200 · Staff Uniforms	0.00	0.00	2,000.00		2,000.00	0.0%
4201 · REC. MANAGERS SALARIES - FT	12,000.00	78,000.00	134,000.00		56,000.00	58.21%
4202 · PAV. OPERATIONS SALARIES - PT	5,078.81	61,357.36	170,000.00		108,642.64	36.09%
4240 · Office Phone	612.90	3,648.53	1,800.00		-1,848.53	202.7%
4250 · Standard Life and Casualty	-12.00	-12.00	0.00		12.00	100.0%
4260 · Equipment rental	0.00	0.00	2,500.00		2,500.00	0.0%
4270 · Office Supplies and Equipment	3,008.75	24,888.64	45,000.00		20,111.36	55.31%
4280 · Professional Fees	0.00	3,614.39	16,000.00		12,385.61	22.59%
4300 · Advertising, Print., Marketing	693.50	8,015.55	10,000.00		1,984.45	80.16%
4320 · Technology Support	0.00	18,124.65	30,000.00		11,875.35	60.42%
4360 · Continuing Education	456.00	2,145.00	10,000.00		7,855.00	21.45%
4370 · Liability, Equipment Insurance	-555.79	79,591.93	85,000.00		5,408.07	93.64%
4390 · Travel Expense	26.27	2,278.80	3,000.00		721.20	75.96%
4450 · PARKS MAINT. SALARIES - FT	13,530.51	88,256.46	203,595.00		115,338.54	43.35%
4460 · PARKS MAINT. HOURLY - PT	0.00	7,062.38	70,000.00		62,937.62	10.09%
4470 · FACILITY MAINT. SALARIES - PT	1,456.23	25,304.92	61,000.00		35,695.08	41.48%
4480 · FACILITY MAINT. SALARIES - FT	9,105.00	74,465.02	148,500.00		74,034.98	50.15%
4509 · Trail Maintenance	0.00	0.00	5,000.00		5,000.00	0.0%
4510 · Suffoletta Park	785.59	5,995.17	12,500.00		6,504.83	47.96%
4520 · Skate Park	0.00	126.33	5,000.00		4,873.67	2.53%
4540 · Ed Davis Park	255.43	1,526.60	5,000.00		3,473.40	30.53%

## Georgetown-Scott County Parks and Recreation Financial Statement December 2020

Accounts	December 2020 Expense	YTD Expense	Budget	Balance	% of Budget
4570 · Marshall Park	1,569.27	9,186.38	15,500.00	6,313.62	59.27%
4600 · Scott County Park	1,094.39	5,414.09	12,500.00	7,085.91	43.31%
4610 · Oser Landing Park	175.66	1,041.03	5,000.00	3,958.97	20.82%
4630 · Oxford Road Park	102.37	610.59	2,000.00	1,389.41	30.53%
4640 · Great Crossing Park	0.00	16.99	12,500.00	12,483.01	0.14%
4650 · Royal Spring Park	24.24	385.02	5,500.00	5,114.98	7.0%
4660 · Vehicle Maintenance and Parts	0.00	639.38	12,000.00	11,360.62	5.33%
4690 · Equipment Maintenance and Parts	0.00	1,768.96	12,000.00	10,231.04	14.74%
4750 · Cell phones	693.42	4,972.98	12,000.00	7,027.02	41.44%
4780 · Fuel and Oil	614.59	7,649.93	27,000.00	19,350.07	28.33%
4810 · Supplies	3,345.71	12,230.74	78,000.00	65,769.26	15.68%
4850 · Parks Equipment	0.00	0.00	3,500.00	3,500.00	0.0%
4880 · Capital Expenditures	0.00	38,922.00	45,000.00	6,078.00	86.49%
4930 · SUFFOLETTA POOL SALARIES	0.00	0.00	65,000.00	65,000.00	0.0%
5000 · HORSE PARK LG HOURLY	0.00	0.00	17,000.00	17,000.00	0.0%
5020 · SFAC Kentucky Utilities	398.90	4,298.81	25,000.00	20,701.19	17.2%
5050 · SFAC Georgetown Water	29.14	184.16	27,000.00	26,815.84	0.68%
5060 · SFAC Center Phone	204.62	2,037.60	3,500.00	1,462.40	58.22%
5140 · SFAC Pool Supplies/Chemicals	0.00	339.80	20,000.00	19,660.20	1.7%
5200 · SFAC Pool Supplies/Maintenance	0.00	84,293.88	15,500.00	-68,793.88	543.83%
5650 · Tennis Supplies and Equipment	0.00	0.00	500.00	500.00	0.0%
6280 · Little League Baseball	0.00	0.00	500.00	500.00	0.0%
6340 · Youth Softball	0.00	0.00	500.00	500.00	0.0%
6370 · Youth Soccer	0.00	0.00	500.00	500.00	0.0%
6400 · Youth Football	0.00	0.00	500.00	500.00	0.0%
6420 · Youth Volleyball	0.00	0.00	250.00	250.00	0.0%
6430 · Georgetown Stingrays	0.00	0.00	250.00	250.00	0.0%
6440 · Super Sharks	0.00	0.00	250.00	250.00	0.0%
6460 · KIDZWORLD SALARIES	0.00	0.00	58,800.00	58,800.00	0.0%
6490 · Kidzworld Supplies	0.00	0.00	3,000.00	3,000.00	0.0%
6500 · Kidzworld-Transportation	0.00	0.00	12,000.00	12,000.00	0.0%

**Georgetown-Scott County Parks and Recreation  
Financial Statement  
December 2020**

Accounts	December 2020 Expense	YTD Expense	Budget	Balance	% of Budget
6520 · Kidzworld Lunch Program	0.00	0.00	500.00	500.00	0.0%
6550 · Fun Express Supplies	0.00	0.00	800.00	800.00	0.0%
6551 · FUN EXPRESS SALARIES	0.00	0.00	12,000.00	12,000.00	0.0%
6700 · SPORTS CAMPS SALARIES PT	0.00	0.00	500.00	500.00	0.0%
6720 · Sports Camps Supplies	0.00	0.00	500.00	500.00	0.0%
6840 · NEW PROG/SPEC EVENTS SAL PT	0.00	146.17	2,500.00	2,353.83	5.85%
6850 · New Prog/Sp Events Supplies	7.50	1,998.26	1,000.00	-998.26	199.83%
6880 · Miscellaneous	9.98	458.00	800.00	342.00	57.25%
8066 · Pavilion - Columbia Gas	5,542.96	12,362.95	53,000.00	40,637.05	23.33%
8068 · Pavilion - Kentucky Utilities	9,618.97	68,204.16	130,000.00	61,795.84	52.47%
8070 · Pavilion - Georgetown Water	2,550.02	16,482.78	27,500.00	11,017.22	59.94%
8074 · Pavilion - Supp., Serv., Repair	2,217.36	35,321.36	120,000.00	84,678.64	29.43%
8076 · Pavilion - Equipment	0.00	0.00	4,000.00	4,000.00	0.0%
8080 · PAVILION - GYM PROGRAM SALARIES	100.00	2,101.00	7,400.00	5,299.00	28.39%
8081 · Pavilion - Gym Program Supplies	0.00	1,579.22	1,000.00	-579.22	157.92%
8082 · PAVILION - AEROBICS SALARIES	1,199.82	12,780.01	58,000.00	45,219.99	22.04%
8083 · Pavilion - Aerobics Supplies	0.00	0.00	2,000.00	2,000.00	0.0%
8084 · PAVILION - DANCE/GYM SALARIES	821.75	17,260.33	54,482.00	37,221.67	31.68%
8085 · Pavilion - Dance/Gym Supplies	0.00	97.95	8,000.00	7,902.05	1.22%
8088 · PAVILION - SPECIAL EVENTS SALAR	0.00	0.00	500.00	500.00	0.0%
8089 · Pavilion - Special Events Suppl	0.00	0.00	1,250.00	1,250.00	0.0%
8090 · Pavilion - Concession	0.00	1,981.45	10,000.00	8,018.55	19.82%
8092 · PAVILION - AQUATICS SALARIES PT	3,480.63	59,474.93	156,000.00	96,525.07	38.13%
8094 · Pavilion - Aquatics Supplies	1,175.50	7,481.48	18,000.00	10,518.52	41.56%
8098 · Pavilion - Child Care Supplies	45.57	162.62	500.00	337.38	32.52%
8100 · Pavilion - Fitness/Wgt Rm Suppl	0.00	15.00	2,000.00	1,985.00	0.75%
8102 · Pavilion - Gymnasium Supplies	0.00	0.00	1,000.00	1,000.00	0.0%
8104 · Pavilion - Miscellaneous Expens	0.00	0.00	800.00	800.00	0.0%
<b>Total Expense</b>	<b>109,308.49</b>	<b>1,187,993.92</b>	<b>3,033,477.00</b>	<b>1,845,483.08</b>	<b>39.16%</b>



# 4TH QUARTER MARKETING REPORT 2020

GEORGETOWN SCOTT  
COUNTY PARKS AND  
RECREATION

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# MARKETING OBJECTIVES — Q4 2020

- 
- Prepare for Annual Report
  - Facebook & Website Analytics
  - Special Events

# GSC PARKS AND RECREATION MARKETING – Q4 2020

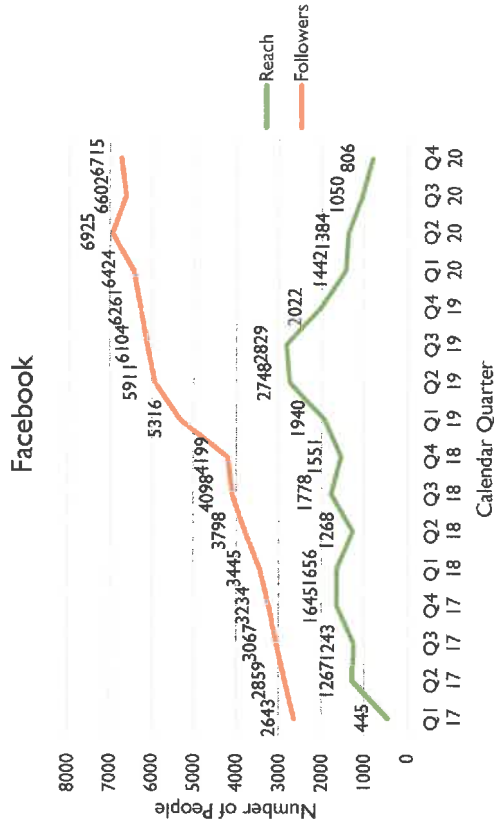
## Facebook

### Facebook Reach

- 806 Average Reach per post
- Decrease of 23% from Q3 2020
- Decrease of 60% from Q4 2019

### Facebook Followers

- 6715 Followers
- Increase of 2% from Q3 2020
- Increase of 7% from Q4 2019



# GSC PARKS AND RECREATION MARKETING – Q4 2020

## Website

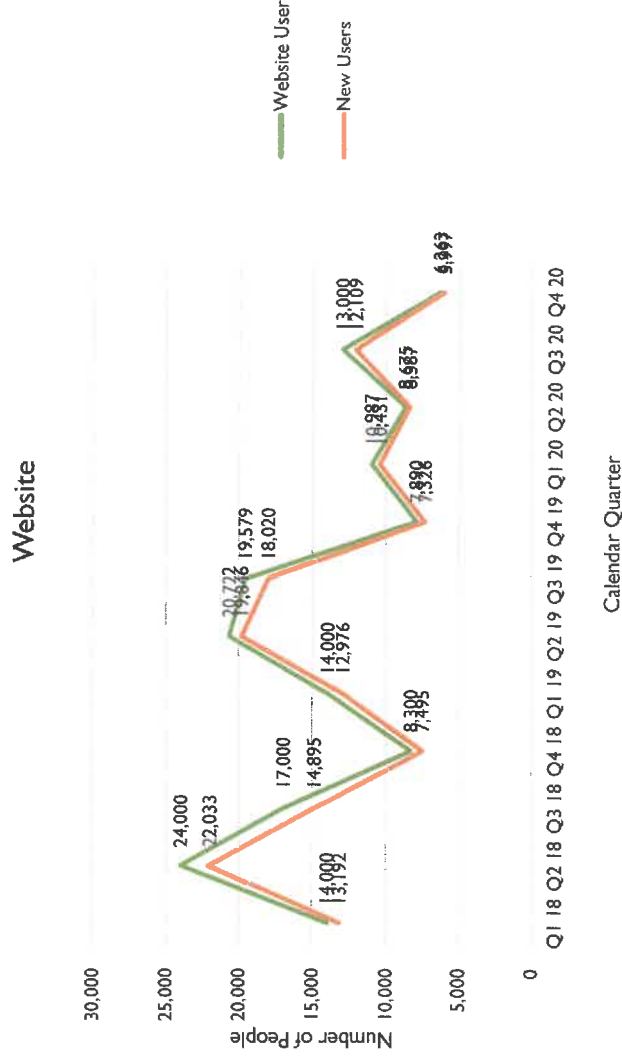
- 6,263 Users
- Decrease of 52% from Q3 2020
- Decrease of 21% from Q4 2019

## Pages

- 17,633 Pages Visited
- Decrease 54% from Q3 2020
- Increase of 30% from Q4 2019

## Annual Comparisons

- 37,498 Website Users for 2020
  - Decrease of 37% from 2019 annual totals
- 121,735 Page Views for 2020
  - Decrease of 41% from 2019 annual totals
  - 70.2% were new users





# SPECIAL EVENT: DRIVE THROUGH TRICK-OR-TREAT



**THANK YOU!**

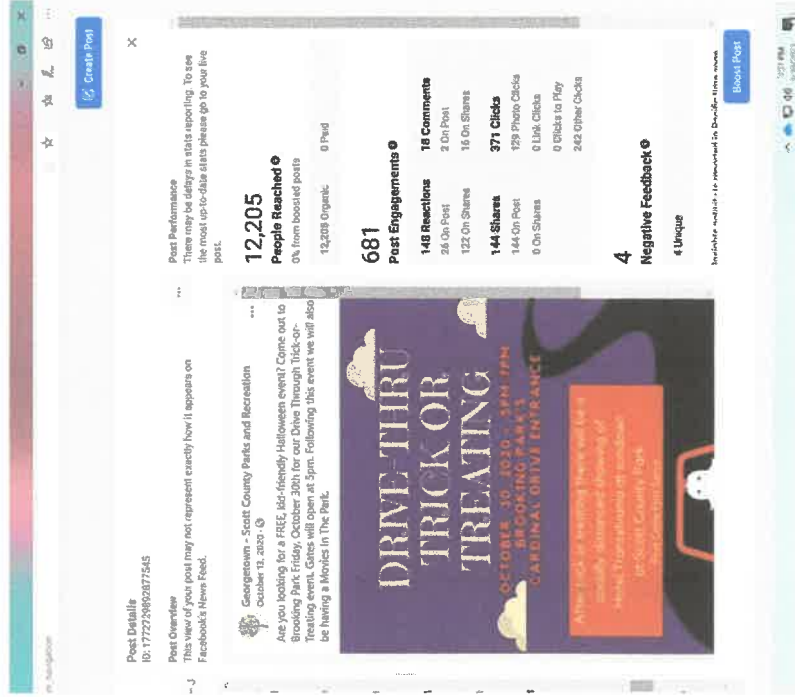
Thank you Cleveland Animal Clinic, Global Supply  
 Inc., Georgetown Dermatology, our sponsors and  
 all community members for their generous part



- Served over 1,000 community members
- 30+ sponsors
- About 20+ people in attendance for the movie at Scott County Park

For more information on donating

# SPECIAL EVENT: DRIVE THROUGH TRICK-OR-TREAT



Reached over 12,000 people

144 Shares

Started promoting the event October 7, 2020.

Within the span of 24 days, there were 16 post made about the event