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AGENDA

September 20, 2021

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on September 20, 2021, at 5:30 pm at the Pavilion, 140 Pavilion Drive, Georgetown KY.

- 1) Call to Order and Roll Call;
- 2) Approval of Agenda;
- 3) Public Comments;
- 4) Consent Agenda;
 1. Approval of the minutes for August 16, 2021.
 2. Bills for Approval
- 5) Staff Reports;
 1. Bookkeepers Report – Vicki Miller
 2. Pavilion Report – Ed Maynard
 3. Facilities Maintenance – Mike Short
 4. Outdoor Maintenance – Larry Brandenburg
 5. Directors Report- Kim Rice
- 6) Old Business;
 1. Fraud Inquiry

- 7) New Business;
 1. Policy Change
 - A. Signing Official Documents
 - B. Education and Training for Employees
 - C. Compensation Update
 2. RFQ – Ballfield Infield Dirt-Larry Brandenburg
 3. **Quotes on Seeder-Larry Brandenburg**
 4. Special Request- Eve Oakley Celebration of Life
 5. Special Request – Georgetown Woman’s Club-Vicki
 6. Approval of Surplus Items-Ed Maynard
 7. Request to Change Rental Deposits
 8. Lois Holmes Field Renovations-Billy James
 9. **Executive Session for Hiring KRS61.810(f)**

- 8) Board Members Comments;
- 9) Adjournment

Georgetown Scott County Parks and Recreation Board

Minutes

August 16, 2021

- 1) Call to Order and Roll Call; Dale Stowe called the August 16, 2021, meeting of the Parks and Recreation Board to order. Members Present Erik Flaig, Camille Overstreet, Bill Hamilton, Dale Stowe, Ron Flannery, Ben Van Meter. Others present Kim Rice, Cam Culbertson, Mike Short, Courtlyn Ledesma, Katie Posey, Danielle Lucas, Vicki Miller.
- 2) Approval of Agenda; A motion was made by Ben Van Meter to approve the agenda, seconded by Erik Flaig. The motion carried unanimously.
- 3) Public Comments;
- 4) Consent Agenda items;
 1. Approval of the July 19, 2021, board minutes.
 2. Bills for Approval
Ben Van Meter motioned to approve the consent agenda once a correction is made to July 19th minutes seconded by Erik Flaig. All motions of the consent agenda carried unanimously.
- 5) Staff Reports;
 1. Bookkeepers Report – Vicki Miller reported that the balance on hand is \$1,161,310.28 The balance on hand this date last year was \$582,319.79. A financial report was also provided.
 2. Pavilion Report – Danielle Lucas reported that for the month of August the Pavilion total attendance was 11,217, Ed Davis monthly total attendance was 937 and Suffoletta attendance was 10608. There was discussion about the Suffoletta pools water temperature.
 3. Facilities Maintenance – Mike Short Alarm system being working for 2 months. Getting ready for Pavilion shutdown and replacing 100 plus lights to LED. Mike described a little about shutdown and what gets done and the schedule
 4. Outdoor Maintenance – Kim Rice stated that Bill Hamilton asked Larry Brandenburg to get an estimate on the removal of 4 trees that are dead at Cardome Landing. The tree removal service will drop the trees, parks will pile the debris up and public works will remove the debris. Ben Van Meter made a motion to approve the tree removal at \$4000.00 seconded by Erik Flaig, the motion carried unanimously. Larry also got an estimate for the volleyball court installation at Ed Davis, and he feels that can be done for \$7000.00.
 5. Directors Report- Kim Rice mentioned the special events and turned the floor over to Courtlyn Ledesma to talk about the float fest. Courtlyn stated we had 241 people pre-register and around 100 come and sign up the day of the event. Katie Posey spoke about the back-to-school kick-off held at Ed Davis Learning Center partnered with Kroger, it had to be rescheduled because of weather but we had close to 300 people during the event which offered a free cookout and a balloon artist and giveaways such as a laptop and various other items. Future Ed Davis events include kids' kitchen and a game night. Youth sports had the financial training and we have now decided to make it an annual requirement for them to attend. Kim suggested that Friends of the Parks be put in the rotation of having an audit done, it's been established for 4 years, and every 4 years is the audit schedule. Ron Flannery made a motion to put

them on the schedule to be audited next year seconded by Ben Van Meter, the motion carried unanimously.

Fish and Wildlife is considering taking the dam out at Great Crossing Park because of the unsafe structure, we don't have any say in this process but just wanted everyone informed. Kim has been talking to the city about the ARPA funding and how they are going to handle our revenue loss and look to the community to give input on how to spend those funds. Kim has been requested to help work on a \$50,000 dollar grant application from T-Mobile for improvements at Royal Spring Park. Ben Van Meter made a motion to approve Kim's involvement on the grant process seconded by Ron Flannery the motion carried unanimously

6) Old Business;

1.

7) New Business;

1. Policy Update –

- a. Smoking in the Parks- Found where it was prohibited in parks but combined the city ordinance to state 25ft away and changed the policy to state the 25 feet away. Ben Van Meter made a motion that the smoking policy as it is printed be approved and added to our operating policies and procedures seconded by Erik Flaig the motion carried unanimously.
- b. Electronic Communication- Personal cell phone use on duty changes were added about taking photos of patrons and staff also use while in chair. Ben Van Meter made a motion to accept the policy seconded by Erik Flaig the motion carried unanimously.
- c. RFQ Ballfield Infield Dirt- The bid didn't close in time for the board meeting so the bid will be voted on at the next meeting.
- d. Special Request – Didn't show

8) Adjournment – Ron Flannery motioned to adjourn, seconded by Erik Flaig. Meeting adjourned.

**Georgetown-Scott County Parks and Recreation
Paid Bills
As of September 10, 2021**

	Date	Memo	Account	Debit	Credit
Amazon					
	08/31/2021		2000 · Accounts Payable		1,448.35
	08/31/2021	Desk Calculator, Desk Organizer	4270 · Office Supplies and Equipment	114.98	
	08/31/2021	Ice Packs	8094 · Pavilion - Aquatics Supplies	49.99	
	08/31/2021	Zoigics Fitness Wipes	8100 · Pavilion - Fitness/Wgt Rm Suppl	583.80	
	08/31/2021	Wall Mount Soap Dispenser, Socket Set	8074 · Pavilion - Supp., Serv., Repair	122.94	
	08/31/2021	Cord or Hose Ground Cover, Knobs For Speakers	6850 · New Prog/Sp Events Supplies	529.00	
	08/31/2021	Magnetic Calendar Wipe Board	9230 · ED - Office Supplies	47.64	
Total Amazon				1,448.35	1,448.35
American Business Systems Inc.					
	09/08/2021		2000 · Accounts Payable		589.22
	09/08/2021	Parks/Pavilion Copier Lease Fee	4270 · Office Supplies and Equipment	516.37	
	09/08/2021	Ed Davis Copier Lease Fee	9230 · ED - Office Supplies	72.85	
Total American Business Systems Inc.				589.22	589.22
Columbia Gas of Kentucky					
	08/31/2021		2000 · Accounts Payable		74.82
	08/31/2021	1240 Cincinnati Rd	4600 · Scott County Park	74.82	
	08/31/2021		2000 · Accounts Payable		584.21
	08/31/2021	140 Pavilion Way	8066 · Pavilion - Columbia Gas	584.21	
	08/31/2021		2000 · Accounts Payable		74.82
	08/31/2021	146 Ed Davis Lane	9311 · ED - Columbia Gas	74.82	
Total Columbia Gas of Kentucky				733.85	733.85
Fuelman					
	08/31/2021		2000 · Accounts Payable		237.12
	08/31/2021	Fuel For Mowing	4780 · Fuel and Oil	54.00	
	08/31/2021	Fuel For Vehicles	4780 · Fuel and Oil	121.10	
	08/31/2021	Fuel For Fun Express Field Trip	6650 · Fun Express Supplies	62.02	
Total Fuelman				237.12	237.12

**Georgetown-Scott County Parks and Recreation
Paid Bills
As of September 10, 2021**

	Date	Memo	Account	Debit	Credit
Georgetown Municipal Water					
	08/31/2021		2000 · Accounts Payable		24.75
	08/31/2021	Picnic Shelter	4510 · Suffoletta Park	24.75	
	08/31/2021		2000 · Accounts Payable		13.80
	08/31/2021	Field 2 & 4	4510 · Suffoletta Park	13.80	
	08/31/2021		2000 · Accounts Payable		30.14
	08/31/2021	Field 1	4510 · Suffoletta Park	30.14	
	08/31/2021		2000 · Accounts Payable		24.76
	08/31/2021	Concession Stand	4510 · Suffoletta Park	24.76	
	08/31/2021		2000 · Accounts Payable		13.03
	08/31/2021	Horse Shoe Pit	4510 · Suffoletta Park	13.03	
	08/31/2021		2000 · Accounts Payable		13.79
	08/31/2021	Field 3	4510 · Suffoletta Park	13.79	
	08/31/2021		2000 · Accounts Payable		103.60
	08/31/2021	Battling Cage	4510 · Suffoletta Park	103.60	
	08/31/2021		2000 · Accounts Payable		6,887.89
	08/31/2021	200 Airport Rd Aquatic Center	5050 · SFAC Georgetown Water	6,887.89	
	08/31/2021		2000 · Accounts Payable		119.42
	08/31/2021	151 Ed Davis Lane	9313 · ED - Georgetown Water	119.42	
	08/31/2021		2000 · Accounts Payable		20.79
	08/31/2021	145 Ed Davis Lane	4540 · Ed Davis Park	20.79	
	08/31/2021		2000 · Accounts Payable		13.79
	08/31/2021	Royal Spring Park	4650 · Royal Spring Park	13.79	
	08/31/2021		2000 · Accounts Payable		13.79
	08/31/2021	S. Water St Park	4650 · Royal Spring Park	13.79	
	08/31/2021		2000 · Accounts Payable		13.01
	08/31/2021	Scott Co Park	4600 · Scott County Park	13.01	
	08/31/2021		2000 · Accounts Payable		713.70
	08/31/2021	200 Airport Rd Parks and Rec	4570 · Marshall Park	713.70	
	08/31/2021		2000 · Accounts Payable		125.26
	08/31/2021	140 Pavilion Dr. Upstairs	8070 · Pavilion - Georgetown Water	125.26	

**Georgetown-Scott County Parks and Recreation
Paid Bills
As of September 10, 2021**

	Date	Memo	Account	Debit	Credit
	08/31/2021		2000 · Accounts Payable		24.75
	08/31/2021	1240 Cincinnati Pike	4600 · Scott County Park	24.75	
	08/31/2021		2000 · Accounts Payable		31.82
	08/31/2021	Marshall Park Dr	4570 · Marshall Park	31.82	
	08/31/2021		2000 · Accounts Payable		13.79
	08/31/2021	0 Long Lick Entrance	4600 · Scott County Park	13.79	
	08/31/2021		2000 · Accounts Payable		3,812.89
	08/31/2021	140 Pavilion Dr	8070 · Pavilion - Georgetown Water	3,812.89	
	08/31/2021		2000 · Accounts Payable		148.36
	08/31/2021	1260 Cincinnati Pike	4600 · Scott County Park	148.36	
Total Georgetown Municipal Water				12,163.13	12,163.13
Nextiva Inc.					
	08/31/2021		2000 · Accounts Payable		961.72
	08/31/2021	Pavilion and Parks Phones	4240 · Office Phone	612.90	
	08/31/2021	SFAC Phones	5060 · SFAC Center Phone	220.18	
	08/31/2021	Ed Davis Phones	9310 · ED - Telephone	64.32	
	08/31/2021	Outdoor Maintenance Shop Phone	4600 · Scott County Park	64.32	
Total Nextiva Inc.				961.72	961.72
Republic Services Inc.					
	09/08/2021		2000 · Accounts Payable		1,443.48
	09/08/2021	Garbage Service	8074 · Pavilion - Supp., Serv., Repair	1,443.48	
Total Republic Services Inc.				1,443.48	1,443.48
Verizon Wireless					
	08/31/2021		2000 · Accounts Payable		903.73
	08/31/2021	Cell Phones	4750 · Cell phones	903.73	
Total Verizon Wireless				903.73	903.73

**Georgetown-Scott County Parks and Recreation
Paid Bills
As of September 10, 2021**

	Date	Memo	Account	Debit	Credit
Wal-Mart					
	08/31/2021		2000 · Accounts Payable		702.37
	08/31/2021	Back To School Bash Supplies	9400 · ED-Prog., Event, Supplies&Equip	88.09	
	08/31/2021	Binders, Magnets, Clips	9230 · ED - Office Supplies	30.32	
	08/31/2021	Cleaning Supplies	9320 · ED - Supplies, Serv., Repair	16.01	
	08/31/2021	Cave Run Lake Field Trip Supplies, Cleaning Supplies for Vehicles	6490 · Kidzworld Supplies	70.58	
	08/31/2021	Kleenex,	4270 · Office Supplies and Equipment	23.41	
	08/31/2021	Painting Supplies, Shutdown Supplies	8074 · Pavilion - Supp., Serv., Repair	188.37	
	08/31/2021	Special Event Supplies	6850 · New Prog/Sp Events Supplies	14.40	
	08/31/2021	Printer For Suff Office	5140 · SFAC Pool Supplies/Chemicals	117.94	
	08/31/2021	Supplies For Julies Retirement Party	6880 · Miscellaneous	156.25	
Total Wal-Mart				702.37	702.37
				19,182.97	19,182.97

**Georgetown-Scott County Parks and Recreation
Paid Bill
As of August 27, 2021**

	Date	Memo	Account	Debit	Credit
Justin Lawson					
	08/27/2021		2000 · Accounts Payable		4,000.00
	08/27/2021	Cut Down Dead Trees Along Creek At Cardome	4810 · Supplies	4,000.00	
Total Justin Lawson				4,000.00	4,000.00
Total				4,000.00	4,000.00

GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION
Unpaid Bills Detail
As of September 17, 2021

	Date	Memo	Account	Debit	Credit
1 Better, LLC					
	09/08/2021		2000 · Accounts Payable		349.00
	09/08/2021	Movie Theatre Ad	4300 · Advertising, Print., Marketing	349.00	
Total 1 Better, LLC				349.00	349.00
123 Wellness Inc.					
	08/31/2021		2000 · Accounts Payable		3,567.60
	08/31/2021	Rubber Flooring and Installation For Spire Room	4810 · Supplies	3,567.60	
Total 123 Wellness Inc.				3,567.60	3,567.60
American Welding & Gas					
	08/31/2021	DE772	2000 · Accounts Payable		112.86
	08/31/2021	Compressed Gas For Welder	4810 · Supplies	112.86	
Total American Welding & Gas				112.86	112.86
Arts Rental Equipment					
	08/31/2021		2000 · Accounts Payable		651.00
	08/31/2021	Shutdown-Scissor Lift Rental	8074 · Pavilion - Supp., Serv., Repair	651.00	
Total Arts Rental Equipment				651.00	651.00
Bluegrass Business Health					
	08/31/2021		2000 · Accounts Payable		324.00
	08/31/2021	Employee Drug Screen/ Hearing Test	4130 · Drug Testing	324.00	
Total Bluegrass Business Health				324.00	324.00
Brenntag Mid-South, Inc.					
	08/31/2021		2000 · Accounts Payable		604.07
	08/31/2021	Hydrochloric Acid, Soda Ash	8094 · Pavilion - Aquatics Supplies	604.07	
	09/08/2021		2000 · Accounts Payable		683.54

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021

	Date	Memo	Account	Debit	Credit
	09/08/2021	Hydrochloric Acid	5140 · SFAC Pool Supplies/Chemicals	683.54	
	09/08/2021		2000 · Accounts Payable		514.84
	09/08/2021	Hydrochloric Acid	8094 · Pavilion - Aquatics Supplies	514.84	
Total Brenntag Mid-South, Inc.				1,802.45	1,802.45
City of Georgetown					
	08/31/2021	Finance Department	2000 · Accounts Payable		7,514.83
	08/31/2021	April, May, June Netgain/Microsoft Support	4320 · Technology Support	7,514.83	
Total City of Georgetown				7,514.83	7,514.83
Combs Welding					
	09/16/2021		2000 · Accounts Payable		560.00
	09/16/2021	Repair and Labor On TBW Mower	4810 · Supplies	560.00	
Total Combs Welding				560.00	560.00
Comfort & Process Solutions					
	08/31/2021		2000 · Accounts Payable		1,588.61
	08/31/2021	Replace Blower Motor For Childcare Room	8074 · Pavilion - Supp., Serv., Repair	1,588.61	
	08/31/2021		2000 · Accounts Payable		2,397.72
	08/31/2021	Replaced Condenser Fan/ Blade For Locker Room Unit	8074 · Pavilion - Supp., Serv., Repair	2,397.72	
	09/16/2021		2000 · Accounts Payable		241.60
	09/16/2021	Repair AC Ed Davis	9320 · ED - Supplies, Serv., Repair	241.60	
	09/16/2021		2000 · Accounts Payable		2,629.62
	09/16/2021	Concession Bldg Repair AC	4810 · Supplies	2,629.62	
Total Comfort & Process Solutions				6,857.55	6,857.55
Cooper Wholesale Inc.					
	08/31/2021		2000 · Accounts Payable		891.05
	08/31/2021	Cleaning Supplies For Shutdown	8074 · Pavilion - Supp., Serv., Repair	891.05	
	08/31/2021		2000 · Accounts Payable		134.52
	08/31/2021	Map Bucket	8074 · Pavilion - Supp., Serv., Repair	134.52	

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021**

	Date	Memo	Account	Debit	Credit
	08/31/2021		2000 · Accounts Payable		88.56
	08/31/2021	4 Gal Blast Degreaser	8074 · Pavilion - Supp., Serv., Repair	88.56	
	08/31/2021		2000 · Accounts Payable		118.46
	08/31/2021	Steel SS Cleaner Case	8074 · Pavilion - Supp., Serv., Repair	118.46	
	08/31/2021		2000 · Accounts Payable		283.00
	08/31/2021	Can Liners, Laundry Detergent	8074 · Pavilion - Supp., Serv., Repair	283.00	
	08/31/2021		2000 · Accounts Payable		94.89
	08/31/2021	Cleaning Cart	8074 · Pavilion - Supp., Serv., Repair	94.89	
	08/31/2021		2000 · Accounts Payable		1,435.78
	08/31/2021	Face Mask, Shutdown Cleaning Supplies	8074 · Pavilion - Supp., Serv., Repair	1,435.78	
Total Cooper Wholesale Inc.				3,046.26	3,046.26
Craft, Waninger, Noble & Co. PLLC					
	08/31/2021		2000 · Accounts Payable		3,450.00
	08/31/2021	Audit Yr End 6/30/2020 For Georgetown Football Club	4280 · Professional Fees	3,450.00	
	08/31/2021		2000 · Accounts Payable		300.00
	08/31/2021	Youth Sports Organization Meeting and Travel	4280 · Professional Fees	300.00	
Total Craft, Waninger, Noble & Co. PLLC				3,750.00	3,750.00
D-C Elevator Company, Inc.					
	08/31/2021		2000 · Accounts Payable		100.47
	08/31/2021	Scheduled Maintenance August	8074 · Pavilion - Supp., Serv., Repair	100.47	
Total D-C Elevator Company, Inc.				100.47	100.47
Delta Solutions, LLC					
	08/31/2021		2000 · Accounts Payable		1,683.00
	08/31/2021	Blind Replacement for Multi-purpose and Green Room	8074 · Pavilion - Supp., Serv., Repair	1,683.00	
Total Delta Solutions, LLC				1,683.00	1,683.00
ELIFEGUARD, INC.					
	08/31/2021		2000 · Accounts Payable		567.96
	08/31/2021	Lanyards, Whistles, Umbrellas, Shipping	8094 · Pavilion - Aquatics Supplies	567.96	
Total ELIFEGUARD, INC.				567.96	567.96

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021**

	Date	Memo	Account	Debit	Credit
Equipment Sales and Rentals					
	08/31/2021		2000 · Accounts Payable		60.75
	08/31/2021	Deck Belt For Scag Mower	8074 · Pavilion - Supp., Serv., Repair	60.75	
	08/31/2021		2000 · Accounts Payable		88.51
	08/31/2021	Caster Yoke	8074 · Pavilion - Supp., Serv., Repair	88.51	
Total Equipment Sales and Rentals				<u>149.26</u>	<u>149.26</u>
Everman's Aluminum					
	08/31/2021		2000 · Accounts Payable		425.00
	08/31/2021	Glass Repair Open Barn	4810 · Supplies	425.00	
Total Everman's Aluminum				<u>425.00</u>	<u>425.00</u>
Fastenal Company					
	08/31/2021		2000 · Accounts Payable		22.80
	08/31/2021	Pool Gate Taps	8074 · Pavilion - Supp., Serv., Repair	22.80	
	08/31/2021		2000 · Accounts Payable		22.80
	08/31/2021	Pavilion Pool Gate Taps	8074 · Pavilion - Supp., Serv., Repair	22.80	
	08/31/2021		2000 · Accounts Payable		107.48
	08/31/2021	Nuts/Bolts TBW Mower 180X2	4810 · Supplies	107.48	
	08/31/2021		2000 · Accounts Payable		24.10
	08/31/2021	Bolts/Nuts TBW 180	4810 · Supplies	24.10	
Total Fastenal Company				<u>177.18</u>	<u>177.18</u>
Ferguson Enterprises, Inc.					
	08/31/2021		2000 · Accounts Payable		23.36
	08/31/2021	Locker Room Shower Repair	8074 · Pavilion - Supp., Serv., Repair	23.36	
	08/31/2021		2000 · Accounts Payable		375.90
	08/31/2021	115 Volt Auto Sew Pump	8094 · Pavilion - Aquatics Supplies	375.90	
Total Ferguson Enterprises, Inc.				<u>399.26</u>	<u>399.26</u>

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021

	Date	Memo	Account	Debit	Credit
Georgetown Kiwanis Club					
	08/31/2021		2000 · Accounts Payable		456.00
	08/31/2021	Kiwanis Membership Dues County/n	4360 · Continuing Education	456.00	
Total Georgetown Kiwanis Club				456.00	456.00
Georgetown Printing					
	08/31/2021		2000 · Accounts Payable		437.50
	08/31/2021	Business Cards For Rec/Aquatics Managers	4270 · Office Supplies and Equipment	437.50	
Total Georgetown Printing				437.50	437.50
Georgetown Tire LLC					
	08/31/2021		2000 · Accounts Payable		84.99
	08/31/2021	Trailer Tire	4810 · Supplies	84.99	
Total Georgetown Tire LLC				84.99	84.99
Global Supply & Floor Equipment					
	08/31/2021		2000 · Accounts Payable		503.70
	08/31/2021	Gloves, Can Liners	4810 · Supplies	503.70	
	08/31/2021		2000 · Accounts Payable		94.00
	08/31/2021	Padfolio Poly	8074 · Pavilion - Supp., Serv., Repair	94.00	
	08/31/2021		2000 · Accounts Payable		51.96
	08/31/2021	Mops, Mop Handles	8074 · Pavilion - Supp., Serv., Repair	51.96	
	08/31/2021		2000 · Accounts Payable		327.40
	08/31/2021	Trash Bags, Toilet Paper, Paper Towels	4810 · Supplies	327.40	
	08/31/2021		2000 · Accounts Payable		119.99
	08/31/2021	Microfiber Finish Pad Box	8074 · Pavilion - Supp., Serv., Repair	119.99	
	08/31/2021		2000 · Accounts Payable		196.16
	08/31/2021	Stripper and Polish	8074 · Pavilion - Supp., Serv., Repair	196.16	
	08/31/2021		2000 · Accounts Payable		82.74
	08/31/2021	Angle and Lobby Brooms	8074 · Pavilion - Supp., Serv., Repair	82.74	

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
 As of September 17, 2021

	Date	Memo	Account	Debit	Credit
	08/31/2021		2000 · Accounts Payable		70.50
	08/31/2021	Padfolio Poly Qty 3	4810 · Supplies	70.50	
Total Global Supply & Floor Equipment				1,446.45	1,446.45
Hillyard					
	08/31/2021		2000 · Accounts Payable		273.86
	08/31/2021	Top Clean and Disinfec Cleaner	8074 · Pavilion - Supp., Serv., Repair	273.86	
Total Hillyard				273.86	273.86
IMI Kentucky LLC					
	08/31/2021		2000 · Accounts Payable		858.00
	08/31/2021	Concrete Brooking Park Benches	4810 · Supplies	858.00	
Total IMI Kentucky LLC				858.00	858.00
IMOK LLC.					
	08/31/2021		2000 · Accounts Payable		291.21
	08/31/2021	Promotion Certificates/Belts	8081 · Pavilion - Gym Program Supplies	291.21	
Total IMOK LLC.				291.21	291.21
Innovative Trash Services					
	08/31/2021		2000 · Accounts Payable		760.00
	08/31/2021	Dumpsters For Marshall Field #5 Disposal	4810 · Supplies	760.00	
Total Innovative Trash Services				760.00	760.00
Ken Issacs Interiors Inc.					
	08/31/2021		2000 · Accounts Payable		2,947.68
	08/31/2021	Shutdown-Pavilion Ceramic Tile Repair Labor/Materials	8074 · Pavilion - Supp., Serv., Repair	2,947.68	
Total Ken Issacs Interiors Inc.				2,947.68	2,947.68

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021

	Date	Memo	Account	Debit	Credit
Kentucky Portable Toilets					
	08/31/2021		2000 · Accounts Payable		2,485.00
	08/31/2021	Portable Toilet Services	4810 · Supplies	2,485.00	
Total Kentucky Portable Toilets				2,485.00	2,485.00
Kentucky Recreation & Park Society					
	08/31/2021		2000 · Accounts Payable		625.00
	08/31/2021	Annual Agency Dues KRPS	4360 · Continuing Education	625.00	
	08/31/2021		2000 · Accounts Payable		4,900.00
	08/31/2021	Aquatic Training and Consulting Fee July 1-31 2021	8094 · Pavilion - Aquatics Supplies	4,900.00	
Total Kentucky Recreation & Park Society				5,525.00	5,525.00
Kentucky Utilities Company					
	08/31/2021		2000 · Accounts Payable		26,766.04
	08/31/2021	Markham	4510 · Suffoletta Park	50.25	
	08/31/2021	Oser	4610 · Oser Landing Park	176.70	
	08/31/2021	Horseshoe Pit	4510 · Suffoletta Park	74.16	
	08/31/2021	Louie B. Nunn Dr. Ball	4510 · Suffoletta Park	324.26	
	08/31/2021	Louie B. Nunn Dr.	4510 · Suffoletta Park	748.31	
	08/31/2021	151 Ed Davis Lane	9312 · ED - Kentucky Utilities	558.92	
	08/31/2021	Marshall Park Dr. PL	4570 · Marshall Park	620.65	
	08/31/2021	Airport Field 4	4570 · Marshall Park	123.80	
	08/31/2021	1220 Cincinnati Rd. Shop	4600 · Scott County Park	361.12	
	08/31/2021	Marshall Park Dr. Field #1	4570 · Marshall Park	141.64	
	08/31/2021	Airport Rd. Conc.St	4570 · Marshall Park	274.08	
	08/31/2021	1080 Cincinnati Rd. Ballfield	4600 · Scott County Park	102.43	
	08/31/2021	SFAC	5020 · SFAC Kentucky Utilities	10,428.67	
	08/31/2021	Airport Rd Conc	4570 · Marshall Park	132.46	
	08/31/2021	Pavilion	8068 · Pavilion - Kentucky Utilities	11,625.97	
	08/31/2021	Batting Cage TBR SCYB	4810 · Supplies	506.45	

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021

	Date	Memo	Account	Debit	Credit
	08/31/2021	Ed Davis Park	4540 · Ed Davis Park	171.25	
	08/31/2021	Airport Rd Field #2	4570 · Marshall Park	47.45	
	08/31/2021	Airport Rd. Field #3	4570 · Marshall Park	47.45	
	08/31/2021	Loie B Nunn Dr Ball	4510 · Suffoletta Park	56.20	
	08/31/2021	Airport Rd Field #5	4570 · Marshall Park	51.13	
	08/31/2021	Lisle Rd Soccer Gate	4810 · Supplies	40.83	
	08/31/2021	Oxford Dr	4630 · Oxford Road Park	101.86	
Total Kentucky Utilities Company				26,766.04	26,766.04
L&W Supply Corporation					
	09/16/2021		2000 · Accounts Payable		833.60
	09/16/2021	Glacier Basic Ceiling Tile	8074 · Pavillion - Supp., Serv., Repair	833.60	
Total L&W Supply Corporation				833.60	833.60
Lowe's Home Centers Inc.					
	08/31/2021		2000 · Accounts Payable		3,769.42
	08/31/2021	Qty 2 Pressure Washers, White Return Grill, Drill Bit	5200 · SFAC Pool Supplies/Maintenance	305.28	
	08/31/2021	Shop Tools, Shop Vac, Water Hoses, Blow Guns Shop Supp.	4810 · Supplies	707.61	
	08/31/2021	Supplies For Electric Repairs, Nuts Bolts, Steel Angle	9320 · ED - Supplies, Serv., Repair	161.07	
	08/31/2021	Shutdown Supplies Painting and Repairs	8074 · Pavillion - Supp., Serv., Repair	2,049.28	
	08/31/2021	Shutdown Suppl., Qty 2 Pressure Washers, Grate Screws	8094 · Pavillion - Aquatics Supplies	546.18	
Total Lowe's Home Centers Inc.				3,769.42	3,769.42
Meade Tractor					
	08/31/2021		2000 · Accounts Payable		25.59
	08/31/2021	Spring Pin, Universal Joint Bearing	4810 · Supplies	25.59	
	08/31/2021		2000 · Accounts Payable		138.32
	08/31/2021	V-Belt W99 TBW Qty 2	4810 · Supplies	138.32	
Total Meade Tractor				163.91	163.91

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021

	Date	Memo	Account	Debit	Credit
Miracle Recreation of KY & TN					
	08/31/2021		2000 · Accounts Payable		2,000.00
	08/31/2021	Multiple Playgrounds Sprayed with Armor	4810 · Supplies	2,000.00	
Total Miracle Recreation of KY & TN				2,000.00	2,000.00
Nally & Gibson					
	08/31/2021		2000 · Accounts Payable		130.40
	08/31/2021	Rock For Benches	4810 · Supplies	130.40	
Total Nally & Gibson				130.40	130.40
Netgain Technologies, Inc.					
	08/31/2021		2000 · Accounts Payable		2,399.41
	08/31/2021	Lenovo Think Pad X1 With 3 Yr Warranty	4300 · Advertising, Print., Marketing	2,399.41	
Total Netgain Technologies, Inc.				2,399.41	2,399.41
New Life Cleaning Services					
	09/16/2021		2000 · Accounts Payable		223.27
	09/16/2021	Carpets Cleaned and Deodorized	8074 · Pavilion - Supp., Serv., Repair	223.27	
Total New Life Cleaning Services				223.27	223.27
Pepsi-Cola Bottling Company					
	08/31/2021		2000 · Accounts Payable		85.00
	08/31/2021	Pepsi Products TBR by Stephanie Bryan	5500 · Concession Supplies and Equipme	85.00	
Total Pepsi-Cola Bottling Company				85.00	85.00
Photography Options LLC					
	08/31/2021		2000 · Accounts Payable		120.00
	08/31/2021	Virtual Tour Hosting Fee	4300 · Advertising, Print., Marketing	120.00	
Total Photography Options LLC				120.00	120.00

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
 As of September 17, 2021

	Date	Memo	Account	Debit	Credit
Pitney Bowes-Reserve Acct.					
	09/16/2021		2000 · Accounts Payable		300.00
	09/16/2021	Refill Postage Machine	4270 · Office Supplies and Equipment	300.00	
Total Pitney Bowes-Reserve Acct.				300.00	300.00
Recreonics Corporation					
	08/31/2021		2000 · Accounts Payable		624.00
	08/31/2021	Underwater Magic Caulking	5200 · SFAC Pool Supplies/Maintenance	624.00	
Total Recreonics Corporation				624.00	624.00
SearchBar Marketing LLC					
	09/16/2021		2000 · Accounts Payable		750.00
	09/16/2021	Annual Website Hosting Service Fee	4300 · Advertising, Print., Marketing	750.00	
Total SearchBar Marketing LLC				750.00	750.00
Sherwin Williams					
	08/31/2021		2000 · Accounts Payable		20.95
	08/31/2021	Paint Mixer, Scraper, Knives	8074 · Pavilion - Supp., Serv., Repair	20.95	
	08/31/2021		2000 · Accounts Payable		230.82
	08/31/2021	Shutdown Paint for the Pavilion Fitness Rooms	8074 · Pavilion - Supp., Serv., Repair	230.82	
	08/31/2021		2000 · Accounts Payable		1,116.60
	08/31/2021	Shutdown Qty 20 Gal. Paint	8074 · Pavilion - Supp., Serv., Repair	1,116.60	
	08/31/2021		2000 · Accounts Payable		85.14
	08/31/2021	Shutdown Qty 2 Gal Paint	8074 · Pavilion - Supp., Serv., Repair	85.14	
	08/31/2021		2000 · Accounts Payable		124.38
	08/31/2021	Shutdown Qty 5 Gal Paint	8074 · Pavilion - Supp., Serv., Repair	124.38	
	08/31/2021		2000 · Accounts Payable		63.94
	08/31/2021	Shutdown Qty 2 Gal. Primer	8074 · Pavilion - Supp., Serv., Repair	63.94	
Total Sherwin Williams				1,641.83	1,641.83

Waukegan County Parks and Recreation
Unpaid Bills Detail
 As of September 17, 2021

	Date	Memo	Account	Debit	Credit
Southern States					
	08/31/2021		2000 · Accounts Payable		3,048.07
	08/31/2021	Fuel for Mowers Etc.	4780 · Fuel and Oil	1,457.54	
	08/31/2021	Fuel for Vehicles	4780 · Fuel and Oil	1,590.53	
Total Southern States				3,048.07	3,048.07
Swim Pro Supply					
	08/31/2021		2000 · Accounts Payable		744.00
	08/31/2021	Liquid Chlorine	5140 · SFAC Pool Supplies/Chemicals	744.00	
	08/31/2021		2000 · Accounts Payable		144.00
	08/31/2021	Liquid Chlorine	8094 · Pavilion - Aquatics Supplies	144.00	
Total Swim Pro Supply				888.00	888.00
The Agency Entertainment Co					
	09/09/2021		2000 · Accounts Payable		400.00
	09/09/2021	Advertising, Commercials	4300 · Advertising, Print., Marketing	400.00	
Total The Agency Entertainment Co				400.00	400.00
Time Warner Cable					
	09/15/2021		2000 · Accounts Payable		1,078.01
	09/15/2021	Phone, Internet, TV Pavilion	8074 · Pavilion - Supp., Serv., Repair	436.72	
	09/15/2021	TV, Internet Ed Davis	9315 · ED Internet Service/Cable	241.34	
	09/15/2021	Internet Maintenance	4600 · Scott County Park	134.98	
	09/15/2021	Internet Suffoletta	5060 · SFAC Center Phone	134.98	
	09/15/2021	Internet Concession Bldg	4810 · Supplies	129.99	
Total Time Warner Cable				1,078.01	1,078.01
Whitaker Bank, N.A.					
	08/31/2021		2000 · Accounts Payable		1,243.08
	08/31/2021	EADS Hardware-Repair Hustler Mower	4690 · Equipment Maintenance and Parts	238.98	
	08/31/2021	Movie Tavern-Fun Express Field Trip	6550 · Fun Express Supplies	73.75	
	08/31/2021	Main Event-KDZWorld Field Trip	6490 · Kidzworld Supplies	246.35	

Younger Inc. - Scott County Parks and Recreation
Unpaid Bills Detail
As of September 17, 2021

	Date	Memo	Account	Debit	Credit
	08/31/2021	Keeneland Assoc.-Senior Field Trip	9400 · ED-Prog., Event, Supplies&Equip	365.00	
	08/31/2021	Pavilion-Test Transaction Credit Card Machine	4270 · Office Supplies and Equipment	1.00	
	08/31/2021	NCP-School Folders- Advertising	4300 · Advertising, Print., Marketing	299.00	
	08/31/2021	Dollar Tree- Supplies for Staff Party	6880 · Miscellaneous	19.00	
				1,243.08	1,243.08
Total Whitaker Bank, N.A.					
	08/31/2021		2000 · Accounts Payable		1,704.48
	08/31/2021	Paint and Labor For Rainbow, Buckets, Slide In Pool	8074 · Pavilion - Supp., Serv., Repair	1,704.48	
				1,704.48	1,704.48
Total Wilson Painting					
	08/31/2021		2000 · Accounts Payable		300.00
	08/31/2021	Qty 10 400W Lamps	8074 · Pavilion - Supp., Serv., Repair	300.00	
	08/31/2021		2000 · Accounts Payable		189.00
	08/31/2021	LED Fixture, Qty 2 400W Lamps	8074 · Pavilion - Supp., Serv., Repair	189.00	
	08/31/2021		2000 · Accounts Payable		9,900.00
	08/31/2021	Qty 180 LED Light Fixtures	8074 · Pavilion - Supp., Serv., Repair	9,900.00	
	08/31/2021		2000 · Accounts Payable		137.76
	08/31/2021	1000W Bulb For Gym Qty 2	8074 · Pavilion - Supp., Serv., Repair	137.76	
	08/31/2021		2000 · Accounts Payable		26.15
	08/31/2021	Exit Light	8074 · Pavilion - Supp., Serv., Repair	26.15	
				10,552.91	10,552.91
Total Wiseway					
	09/16/2021		2000 · Accounts Payable		337.50
	09/16/2021	Rewire Pump Motors	8074 · Pavilion - Supp., Serv., Repair	337.50	
	09/16/2021		2000 · Accounts Payable		423.85
	09/16/2021	Replaced Sensors Mens Locker Room	8074 · Pavilion - Supp., Serv., Repair	423.85	
	09/16/2021		2000 · Accounts Payable		291.00
	09/16/2021	Replaced Photo Eyes In Parking Lot	8074 · Pavilion - Supp., Serv., Repair	291.00	
				1,052.35	1,052.35
Total Younger Inc. Electrical Service					
				107,377.15	107,377.15

August 2021 Program Report
For September 20, 2021 GSC Parks & Recreation Board Meeting
Ednal Maynard

Pavilion Operations

Pavilion Program Attendance: **786**

Pavilion Annual Membership: **1,413**

Pavilion Daily Passes: **2,177**

Total Pavilion Attendance Including Programs, Passes, Non-Participants, and Rentals: **4,951**

Fiscal Year To Date Attendance: **16,168**

Pavilion Operations Income: **\$58,698.13**

Pavilion Expenses: **\$110,019.78**

Pavilion Recovery Rate: **53%**

Ed Davis Learning Center

EDLC Attendance Including Daily Attendance, Programs, Community Services, and Rentals: **1,103**

Daily Attendance: **122**

Community Events: **470 (Back to School Bash)**

Programs: **162 (Club David Volleyball)**

Meetings: **53**

Rentals: **170**

Repast: **126**

Suffoletta Family Aquatic Center

SFAC Attendance Including Daily Attendance, Programs, Passes, and Rentals: **5,811**



Pavilion Operations Revenue / Expense

Report for August

Revenue	2017	2018	2019	2020	2021
20 Visit Pass	\$1,081.00	\$2,230.00	\$1,150.60	\$1,156.70	\$1,435.00
6 Month Pass	\$1,873.30	\$2,472.70	\$848.00	\$329.00	\$1,723.00
Annual Pass	\$24,850.58	\$32,415.10	\$29,792.65	\$15,531.13	\$16,683.28
Aquatic Programs	\$4,498.50	\$4,446.70	\$4,298.90	\$3,650.50	\$425.00
Camp Programs	\$525.00	\$1,706.25	\$1,132.50		\$300.00
Child Care	\$94.00	\$2.00	\$6.00	\$8.00	\$16.00
Concessions	\$1,660.00	\$1,438.50	\$1,176.25	\$243.00	
Daily Pass	\$9,066.50	\$10,736.20	\$7,648.00	\$6,988.57	\$8,909.00
Deposit Fee Return	(\$488.50)	(\$601.25)	(\$503.50)		
Facility Rentals	\$1,381.75	\$1,483.75	\$855.50	(\$79.50)	\$961.00
Fun Express Program					\$112.50
Gymnasium Programs	\$2,665.00	\$1,923.25	\$1,705.00	\$502.50	\$465.00
Land Programs	\$24,648.50	\$19,301.00	\$15,535.60	\$17,013.87	\$27,667.35
Miscellaneous	\$23.00	\$68.00	\$15.00	\$14.00	\$1.00
Program Refunds	(\$553.27)	(\$728.00)	(\$1,386.16)		
Total Revenue	\$71,325.36	\$76,894.20	\$62,274.34	\$45,357.77	\$58,698.13

Expenses

	2017	2018	2019	2020	2021
Miscellaneous	\$310.09				
Salaries	\$47,302.18	\$50,980.44	\$45,982.85	\$32,397.67	\$53,536.94
Supplies/ Equipment	\$29,807.88	\$17,458.49	\$30,865.20	\$9,086.64	\$40,334.51
Utilities	\$14,409.17	\$12,990.81	\$15,419.81	\$15,695.46	\$16,148.33
Total Expenses	\$91,829.32	\$81,429.74	\$92,267.86	\$57,179.77	\$110,019.78



FY 2021 - 2022 Attendance

Attendance Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Of Attendance
20 Visit Pass	307	145											452
6 Month Pass	455	210											665
Annual Pass	2498	1413											3911
Complimentary Pass	51	12											63
Daily Pass	6012	2177											8189
Observer Attendance	94	48											142
Program Attendance	1207	786											1993
Rental / Meeting Attendance	593	160											753

Total: 11217 4951

16,168



5 Year Attendance Comparison for August

Attendance Type	2017	2018	2019	2020	2021
20 Visit Pass	202	269	207	247	145
20 Visit Walker Pass	95	175	152	58	
6 Month Pass	417	388	369	194	210
Annual Pass	3090	3783	3368	2051	1413
Complimentary Pass	37	34	26	20	12
Daily Pass	1779	2126	1472	1465	2177
Observer Attendance		267	144	189	48
Off-Site Program Attendance	35	16	7		
Program Attendance	2130	2431	2330	1533	786
Rental / Meeting Attendance	70	129	221		160
	7855	9618	8296	5757	4951



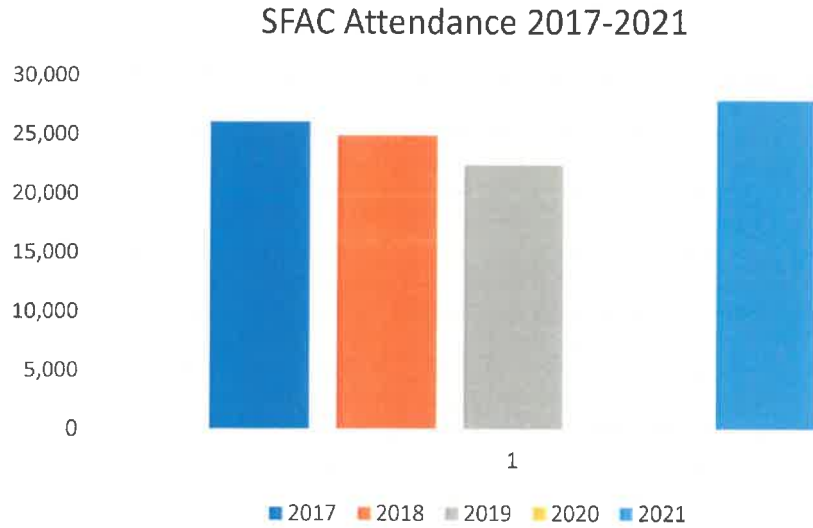
2017 - to Date Fiscal Year Attendance Comparison

AttendanceType	2017-18	2018-19	2019-20	2020-21	2021-22
Daily Pass	39074	34959	20418	26139	8189
Complimentary Pass	577	564	338	249	63
20 Visit Pass	3284	3145	2218	2414	452
6 Month Pass	6507	5558	3213	2320	665
20 Visit Walker Pass	3333	2880	1973	191	
Rental / Meeting Attendance	3883	5533	5706	2308	753
Annual Pass	52177	46454	30733	19202	3911
Program Attendance	43616	42868	29062	19750	1993
Coupon Pass					
Off-Site Program Attendance	488	231	10		
Observer Attendance	7900	7763	5031	1963	142
	160839	149955	98702	74536	16168

Suffoletta Family Aquatic Center
Attendance Comparison 2017 – 2021

The attendance numbers for each year includes programs, member visits, and daily passes.

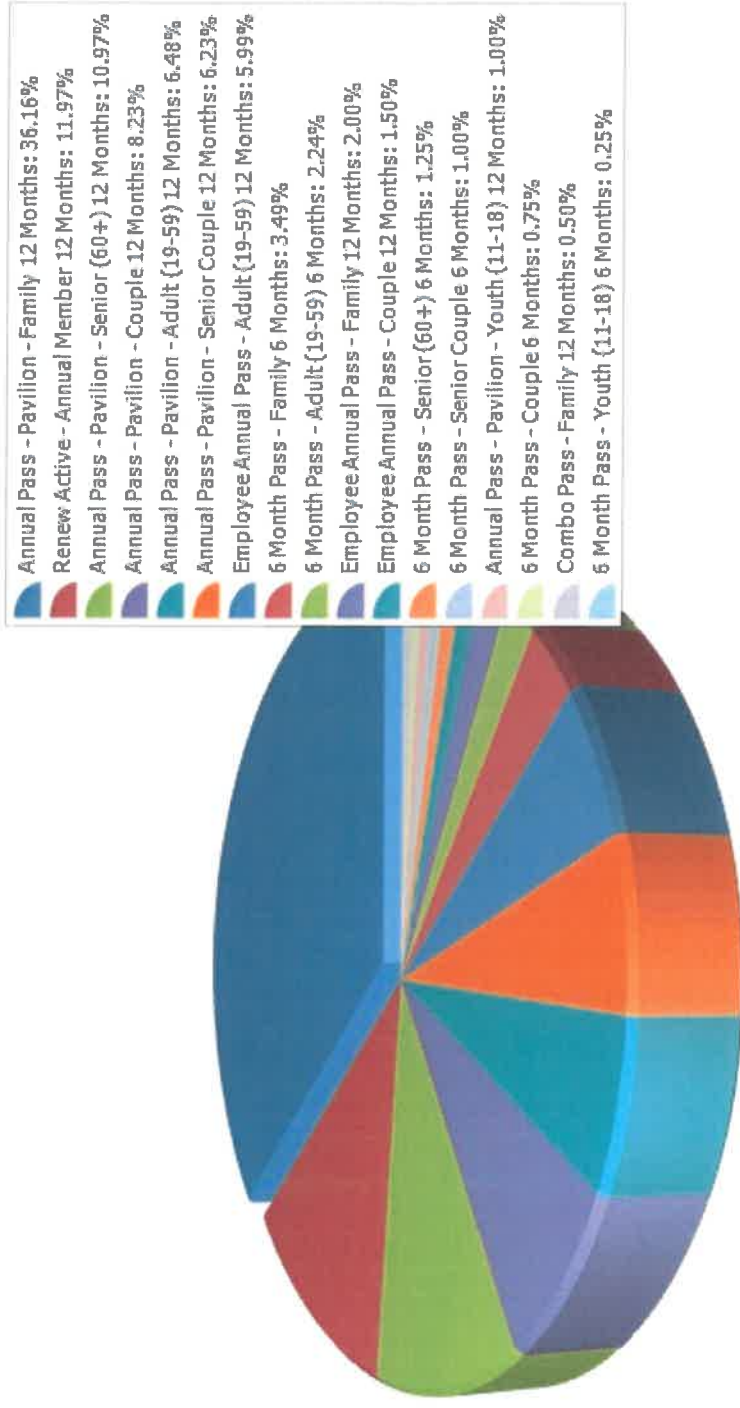
<u>Year</u>	<u>Attendance</u>
2017	26,145
2018	24,955
2019	22,447
2020	0
2021	27,994



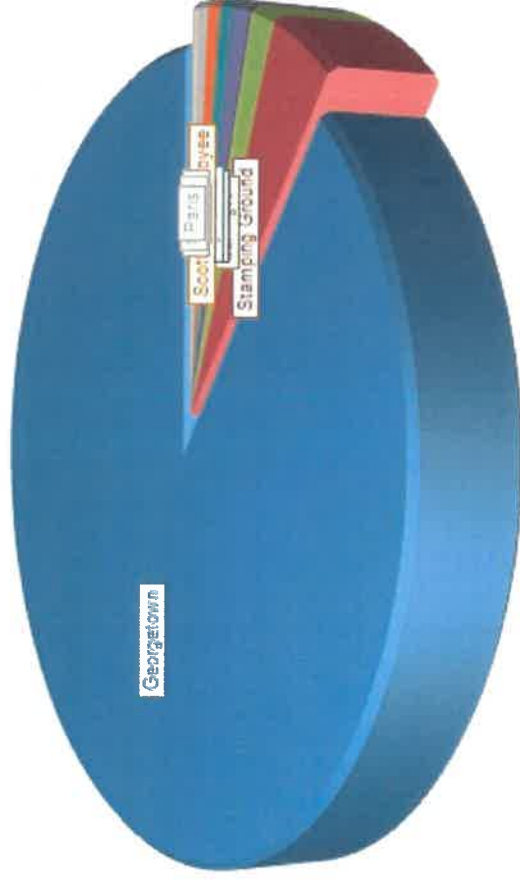
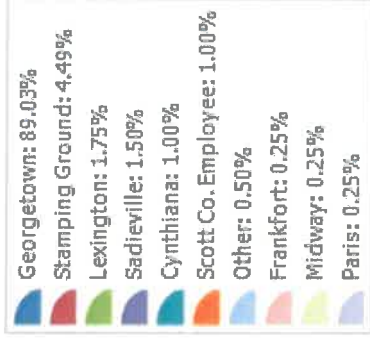
Membership Type Total # of Members

20 Visit Pass - Adult (19-59) 20 Visits: 22.19%	Home School Gym and Swim - Home School 8 Visits: 0.11%	Water Fitness Pass - Senior
Walker Pass - Individual 20 Visits: 19.24%	Aqua Jogging - SFAC Only - Individual 12 Visits: 0.11%	Water Fitness Pass - Individual
Walker Pass - Senior (60+) 20 Visits: 14.94%	Aqua Jogging - Senior (60+) 12 Visits: 0.09%	Aqua Zumba - Senior (60+)
Land Fitness Pass - Individual 10 Visits: 9.09%	Personal Training Pass - Individual 10 Visits: 0.09%	Daily Pass - Senior (60+)
20 Visit Pass - Senior (60+) 20 Visits: 6.99%	Home School Gym and Swim - Annual Member 8 Visits: 0.09%	KRPS 1.Improving Team E
Water Fitness Pass - Senior (60+) 10 Visits: 4.50%	Home School Gym and Swim Additional Child - Annual Member 4 Visits: 0.07%	Water Fitness Pass - Senior
20 Visit Pass - Youth (11-18) 20 Visits: 4.41%	Martial Arts Group Lessons - Individual 6 Visits: 0.07%	
Water Fitness Pass - Individual 10 Visits: 4.18%	Aqua Jogging - Pavilion Only - Senior (60+) 10 Visits: 0.07%	
20 Visit Pass - Child (3-10) 20 Visits: 2.99%	Land Fitness Pass - Annual Member 10 Visits: 0.07%	
Home School Gym and Swim - Youth (11-18) 8 Visits: 2.35%	Home School Gym and Swim Additional Child - Child (3-10) 8 Visits: 0.05%	
Home School Gym and Swim - Child (3-10) 8 Visits: 1.69%	Daily Pass - Child (3-10) 1 Visits: 0.05%	
Land Fitness Pass - Senior (60+) 10 Visits: 1.65%	Aqua Jogging - Pavilion Only - Individual 10 Visits: 0.05%	
Private Swim Lesson Pass - Child (3-10) 6 Visits: 1.58%	Home School Gym and Swim Additional Child - Youth (11-18) 8 Visits: 0.04%	
Private Swim Lesson Pass - Individual 6 Visits: 0.76%	Aqua Jogging - SFAC Only - Individual 8 Visits: 0.04%	
Semi-Private Swim Lessons - Individual 6 Visits: 0.39%	Aqua Zumba - Individual 10 Visits: 0.04%	
Child Care Pass - Child (3-10) 12 Visits: 0.30%	Home School Gym and Swim Additional Child - Child (3-10) 4 Visits: 0.04%	
Personal Training Pass - Individual 5 Visits: 0.27%	Aqua Zumba - Annual Member 10 Visits: 0.04%	
Daily Pass - Adult (19-59) 1 Visits: 0.18%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	
Home School Gym and Swim - Youth (11-18) 4 Visits: 0.16%	Private Swim Lesson Pass - Senior (60+) 6 Visits: 0.04%	
Home School Gym and Swim Additional Child - Annual Member 8 Visits: 0.14%	Dance Private Lessons w/ Instructor - Child (3-10) 4 Visits: 0.02%	
Daily Pass - Youth (11-18) 1 Visits: 0.14%	Dance Private Lessons w/ Director - Youth (11-18) 4 Visits: 0.02%	
Water Fitness Pass - Senior Annual Member 10 Visits: 0.12%	Home School Gym and Swim - Home School 4 Visits: 0.02%	
Water Fitness Pass - Annual Member 10 Visits: 0.12%	Dance Private Lessons w/ Instructor - Senior (60+) 4 Visits: 0.02%	
Home School Gym and Swim - Child (3-10) 4 Visits: 0.12%	Home School Gym and Swim Additional Child - Youth (11-18) 4 Visits: 0.02%	
Dance Private Lessons w/ Instructor - Youth (11-18) 4 Visits: 0.11%	Land Fitness Pass - Child (3-10) 10 Visits: 0.02%	

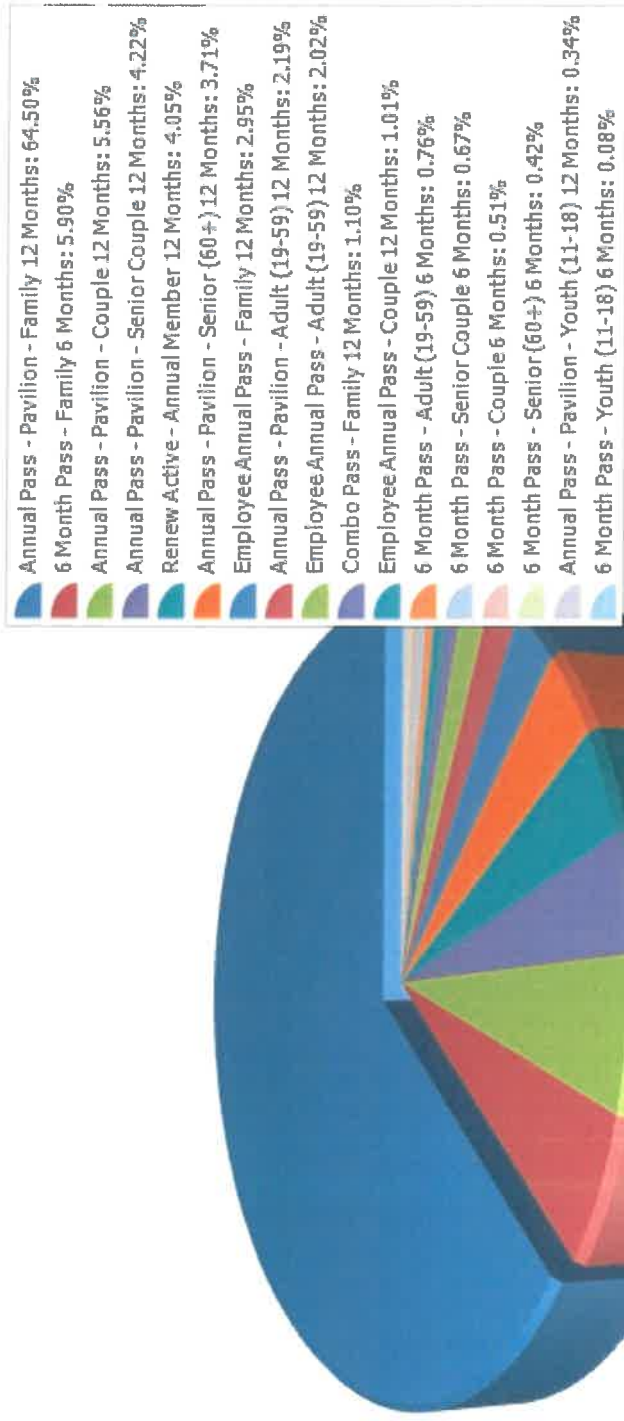
Membership Type Total # of Memberships



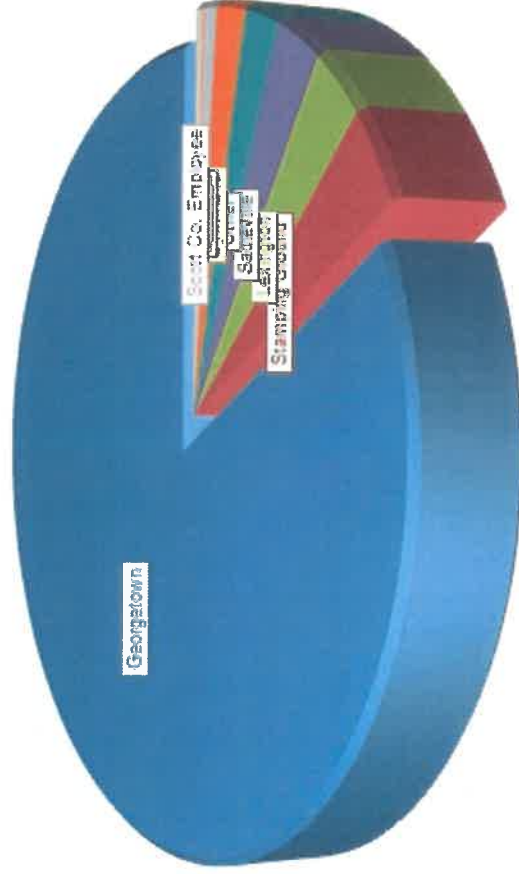
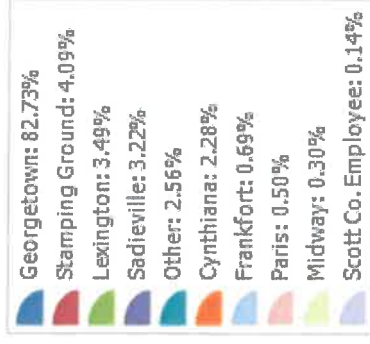
Municipality By Memberships



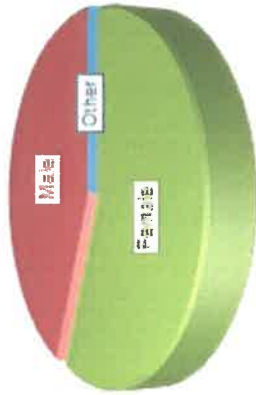
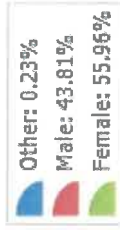
Membership Type Total # of Members



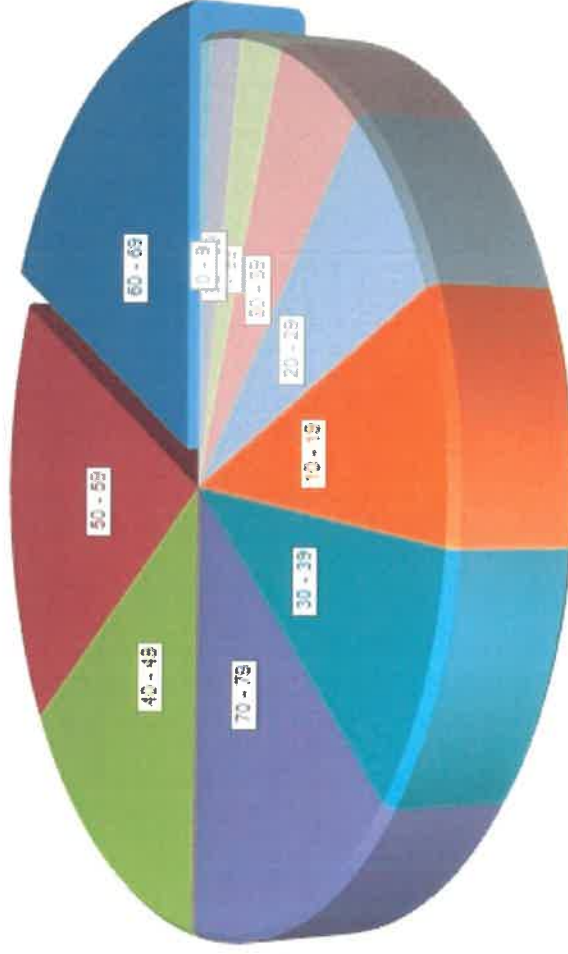
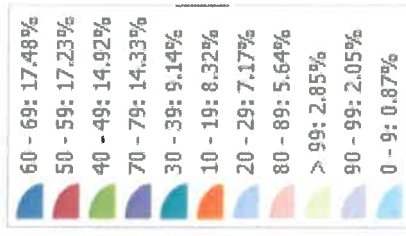
Municipality By Members



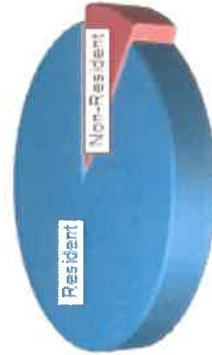
Gender



Age



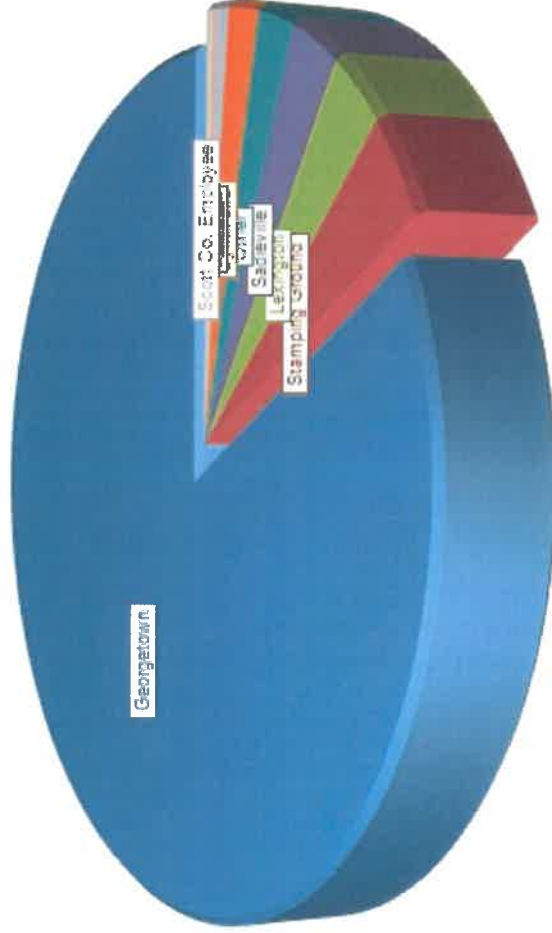
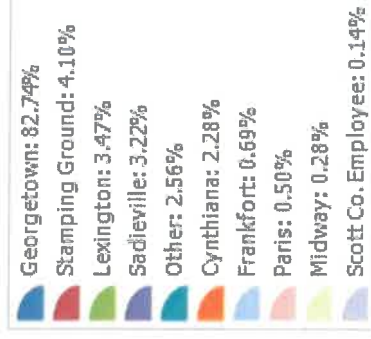
Residency



Visit Pass Type Total # of Visit Passes

20 Visit Pass - Adult (19-59) 20 Visits: 22.23%	Dance Private Lessons w/ Instructor - Youth (11-18) 4 Visits: 0.11%	Home School Gym and Swim - Home School 8 Visits: 0.11%	Home School Gym and Swim
Walker Pass - Individual 20 Visits: 19.27%	Home School Gym and Swim - Home School 8 Visits: 0.11%	Aqua Jogging - SFAC Only - Senior (60+) 12 Visits: 0.09%	KRPS 1 Improving Team 6
Walker Pass - Senior (60+) 20 Visits: 14.96%	Aqua Jogging - SFAC Only - Senior (60+) 12 Visits: 0.09%	Home School Gym and Swim - Annual Member 8 Visits: 0.09%	Land Fitness Pass - Child
Land Fitness Pass - Individual 10 Visits: 9.10%	Home School Gym and Swim - Annual Member 8 Visits: 0.09%	Personal Training Pass - Individual 10 Visits: 0.09%	Water Fitness Pass - Indiv
20 Visit Pass - Senior (60+) 20 Visits: 7.00%	Personal Training Pass - Individual 10 Visits: 0.09%	Aqua Jogging - Pavilion Only - Senior (60+) 10 Visits: 0.07%	Water Fitness Pass - Seni
Water Fitness Pass - Senior (60+) 10 Visits: 4.51%	Aqua Jogging - Pavilion Only - Senior (60+) 10 Visits: 0.07%	Home School Gym and Swim Additional Child - Annual Member 4 Visits: 0.07%	Water Fitness Pass - Seni
20 Visit Pass - Youth (11-18) 20 Visits: 4.42%	Home School Gym and Swim Additional Child - Annual Member 4 Visits: 0.07%	Land Fitness Pass - Annual Member 10 Visits: 0.07%	
Water Fitness Pass - Individual 10 Visits: 4.19%	Land Fitness Pass - Annual Member 10 Visits: 0.07%	Martial Arts Group Lessons - Individual 6 Visits: 0.07%	
20 Visit Pass - Child (3-10) 20 Visits: 2.99%	Martial Arts Group Lessons - Individual 6 Visits: 0.07%	Aqua Jogging - Pavilion Only - Individual 10 Visits: 0.05%	
Home School Gym and Swim - Youth (11-18) 8 Visits: 2.35%	Aqua Jogging - Pavilion Only - Individual 10 Visits: 0.05%	Daily Pass - Child (3-10) 1 Visits: 0.05%	
Home School Gym and Swim - Child (3-10) 8 Visits: 1.69%	Daily Pass - Child (3-10) 1 Visits: 0.05%	Home School Gym and Swim Additional Child - Child (3-10) 8 Visits: 0.05%	
Land Fitness Pass - Senior (60+) 10 Visits: 1.66%	Home School Gym and Swim Additional Child - Child (3-10) 8 Visits: 0.05%	Aqua Jogging - SFAC Only - Individual 8 Visits: 0.04%	
Private Swim Lesson Pass - Child (3-10) 6 Visits: 1.51%	Aqua Jogging - SFAC Only - Individual 8 Visits: 0.04%	Aqua Zumba - Annual Member 10 Visits: 0.04%	
Private Swim Lesson Pass - Individual 6 Visits: 0.69%	Aqua Zumba - Annual Member 10 Visits: 0.04%	Aqua Zumba - Individual 10 Visits: 0.04%	
Semi-Private Swim Lessons - Individual 6 Visits: 0.39%	Aqua Zumba - Individual 10 Visits: 0.04%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	
Child Care Pass - Child (3-10) 12 Visits: 0.30%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Home School Gym and Swim Additional Child - Child (3-10) 4 Visits: 0.04%	
Personal Training Pass - Individual 5 Visits: 0.25%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Home School Gym and Swim Additional Child - Youth (11-18) 8 Visits: 0.04%	
Daily Pass - Adult (19-59) 1 Visits: 0.18%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Private Swim Lesson Pass - Senior (60+) 6 Visits: 0.04%	
Home School Gym and Swim - Youth (11-18) 4 Visits: 0.16%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Aqua Zumba - Senior (60+) 10 Visits: 0.02%	
Daily Pass - Youth (11-18) 1 Visits: 0.14%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Daily Pass - Senior (60+) 1 Visits: 0.02%	
Home School Gym and Swim Additional Child - Annual Member 8 Visits: 0.14%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Dance Private Lessons w/ Director - Youth (11-18) 4 Visits: 0.02%	
Home School Gym and Swim - Child (3-10) 4 Visits: 0.12%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Dance Private Lessons w/ Instructor - Child (3-10) 4 Visits: 0.02%	
Water Fitness Pass - Annual Member 10 Visits: 0.12%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Dance Private Lessons w/ Instructor - Senior (60+) 4 Visits: 0.02%	
Water Fitness Pass - Senior Annual Member 10 Visits: 0.12%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%	Home School Gym and Swim - Home School 4 Visits: 0.02%	
Aqua Jogging - SFAC Only - Individual 12 Visits: 0.11%	Home School Gym and Swim - Annual Member 4 Visits: 0.04%		

Municipality By Visit Passes



For Your Information

September 2021

1. It is worth noting that there was a slight increase in revenue for The Pavilion in the month of August 2021 in comparison to the month of July 2021. However, you may also notice that there was also a significant increase in our expenses for the month of August 2021. This is expected as much of the department's capital purchases are made in the month of August, most notably LED light fixtures, and most of the supplies needed for an effective shut-down period are also purchased in the month of August.
2. You will notice that there was a decrease in The Pavilion's participation numbers for the month of August, this is a direct result of the nine days that the facility was closed for shut down 2021.
3. I encourage all board members to take the time to tour the facility and take a look at the upgrades made by the staff to the facility during shutdown.
4. You should know that we do expect installation of the 4 new treadmills and the cross fit unit by the end of this week.
5. It is also important to note that at Ed Davis Learning Center the department in conjunction with several area churches, and organizations such as Kroger and Ed Davis Community Inc. were able to secure over 500 backpacks filled with snacks for kids and distribute them during the GSC Parks Back to School Bash. In addition, free food, drinks and entertainment were offered at the event.
6. We have successfully opened, operated, and closed SFAC this summer, and the numbers for the summer are very encouraging. Within your packets you will find a 5-year attendance analysis.



Georgetown-Scott County Parks and Recreation Surplus Report

Board Meeting 9/20/2021

Items Needing Approval for Surplus:

- 1 Treadmill (#5) 36,105.9 Miles
- 1 Treadmill (#3) 34,174.4 Miles
- 1 Treadmill (#2) 33,378.4 Miles
- 1 2001 John Deere Gator 4X2 Utility Cart
- 1 1996 M&R Goose Neck 8X20 Trailer
- 1 2006 John Deere 777 Max ZTRAK W/60" Deck
- 1 1985 Wood Trailer (6 ½ X 16)
- 1 2001 Micro Rain Irrigating System (Model #: MP43BP) (Serial#: 02020321)
- 1 Micro Rain Irrigating System (Model #: MR-43BP) (Serial#: 06072288)
- 1 Metal Trailer; Single Axle (12ft X 78 in)
- 3 1 Table and 2 Chair Sets
- 1 4ft Cherry Finish Round Table with Glass Topper
- 1 4ft Round Table
- 1 4 Drawer Filling Cabinet (Grey)
- 1 Bundle of Printer Ink (33 Cartridges)
- 1 Magi Cater 8 Burner Grill
- 1 Char-Broil 6 Burner Grill
- 1 Purex Triton Pool Vacuum Model # CC110
- 1 Harmsco Cartridge Vacuum Model # BF155BKPSC



Policy: Signing Official Documents - New

Policy Number: POL.B.03.20

Page: 146 - 150

Originator: Kimberly Rice

Date: 8/22/2021

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

POL.B.03.20 – Signing Official Documents

Purpose

To establish responsibilities for the review, approval, and signing of Official Documents.

Definitions

- 1) Official Document - A written agreement, proposal, or other formal instrument regarding a course of action, the expenditure of GSC Parks funds, or other contractual obligation - which is intended to be binding upon GSC Parks. Official Documents obligate GSC Parks as a whole, or its departments, to act, engage, consent, perform, or pay. Typically, at least one party to the transaction is external to GSC Parks. Official Documents may be in the form of contracts, proposals, agreements, statements, notices, resolutions, letters, memorandums, licenses, indentures, etc. But such documents may go by other names as well.
- 2) GSC Parks Board Member – An individual holding an appointed position on the GSC Parks Board having been appointed by the City of Georgetown, Scott County Fiscal Court, or jointly. A GSC Parks Board Member has implicit authority to sign Official Documents that have previously been voted and accepted by the GSC Parks Board.
- 3) GSC Parks Officer - An individual holding an executive level position at GSC Parks - typically the Director, Assistant Director, or Acting Director. A GSC Parks Officer has authority to sign Official Documents that have been voted and accepted by the GSC Parks Board.
- 4) Authorized Alternate - An individual designated in writing by a GSC Parks Officer to act in his or her behalf in matters requiring signatures on Official Documents as outlined in this Policy. An Authorized Alternate may exercise such authority in the planned or occasional absence of a GSC Parks Officer, as a “proxy”; or may receive a more permanent delegation of authority for one or many particular Official Documents.

Policy

- 1) All Official Documents shall be signed by a GSC Parks Board Member and/or GSC Parks Officer, an Authorized Alternate, or as otherwise permitted by GSC Parks Policy. For instance, GSC Parks Policy allows for the fact that many business processes, forms, and related documents provide instructions for authorized approvals and signatures to facilitate the processing of routine transactions, such as Purchase Orders, Limited Purchase Orders, Travel Reimbursements, and the like.
- 2) These documents are properly handled at the GSC Parks Board, Director, or Department Manager level. This Policy is not intended to supersede other policies or change approval requirements for these established business processes.
- 3) Purchase Orders, Limited Purchase Orders, Emergency Purchase Orders which are above the procurement level of the GSC Parks Director and have been approved by the GSC Parks Board, it is recommended to have a GSC Parks Board member as the additional signer.
- 4) The originator of an Official Document shall route the document to the office of the appropriate GSC Parks Officer for review, processing, and signature after obtaining necessary approval and/or signature of the Department Manager, Director, or GSC Parks Board Member.
- 5) Exceptions to the signature requirements of this Policy may be authorized by the Director or the Assistant Director when special circumstances or emergency conditions make strict compliance impracticable. Authorization shall be in writing and filed in the Parks Administration Office.
- 6) The designation of any Authorized Alternate and any exceptions to this Policy shall be in writing and filed in the Parks Administration Office.
- 7) Official documents with significant legal implications should be forwarded to the GSC Parks Attorney for review before execution by the appropriate GSC Parks Officer. Documents such as summonses or subpoenas may be received and signed for by a GSC Parks Officer representative, as appropriate, but should be referred to the GSC Parks Attorney for review before any action is taken.
- 8) During the absence of individuals authorized to sign Official Documents, approval and signature should be obtained from the Authorized Alternate or other GSC Parks Officer. The individual designated as an Authorized Alternate will sign his or her own name and not the name of the GSC Parks Officer who made the designation, or of any other person.
- 9) Official Documents shall be routed to the cognizant GSC Parks Officer for signature.



Policy: Education and Training for Employees - New

Policy Number: POL.P.01.23

Page: 118 - TBD

Originator: Kimberly Rice

Date: 8/22/2021

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

POL.P.01.23 – Education and Training for Employees and/or Volunteers

Purpose

The GSC Parks Board supports the education and training for employees and/or volunteers which is further acknowledged in [POL.B.10.01 – Staff and Board Education Training](#) (*Link will be placed in document to policy within the document*). The purpose of this policy is to establish a policy and system whereby every GSC Parks employee receives, reads, and understands the required training established by the GSC Parks management, federal, state, or local laws, ordinances, and/or regulations.

Policy

It is the policy of GSC Parks that all employees and volunteers shall be informed of and understand their duties, assignments, responsibilities, and related policies and procedures. GSC Parks shall establish and provide access to appropriate training, written policies, and procedures to ensure employees and volunteers have adequate information to perform the duties of their position. Employees must be thoroughly familiar with the requirements, responsibilities, operations, and procedures of their assignment to maintain high standards of safe, secure, and efficient operations. It is the employee and/or volunteer's responsibility to familiarize themselves with all current policies and procedures annually and upon updates approved by the GSC Parks Board.

PowerDMS

Access to PowerDMS document management system is provided to key personnel for the storage, access, and distribution of certain departmental operational documents. All employees who are assigned to PowerDMS are required to read and acknowledge their understanding of all applicable policies and procedures whenever:

Employees and/or Volunteers:

- 1) They receive a new or unfamiliar assignment/sport, even if the assignment/sport is temporary;
- 2) A new revision of the GSC Parks Comprehensive Policies and/or GSC Parks Comprehensive Procedures;
- 3) The employee and/or volunteer has not worked the assignment/sport for a period of time.

Supervisors shall also:

- 1) Ensure that each key employee who has been assigned to PowerDMS has received, understands, and has signed off on all relevant documents in a timely manner.
- 2) Ensure that volunteers have been provided access to current GSC Parks Comprehensive Policies and GSC Parks Comprehensive Procedures.

- 3) Review relevant changes to policies and procedures with employees and/or volunteers answering questions and providing direction to ensure that the responsibilities are understood, followed, and carried out; and
- 4) Review policies with employees during Performance Appraisal evaluations to ensure that the employee is not only familiar with, but also has a sound understanding and working knowledge of applicable policies and procedures.

NeoGov

Access to NeoGov is provided to every employee and key volunteers. NeoGov provides a centralized training solution with a library of courses, development program, and tracking.

Employees and/or Volunteers

- 1) Are required to activate their NeoGov account within five (5) workdays of receiving the activation email and begin training modules;
- 2) Will be responsible for completing all assigned trainings in the time required by the module with a passing grade;
- 3) Will be paid for time that in accordance with the time that is allotted by the training module if training is completed offsite;
- 4) Training not performed in a timely manner may result in disciplinary action.

Supervisors shall also:

- 1) Ensure that each employee and/or volunteer under their responsibility has been given access to NeoGov in a timely manner;
- 2) Ensure each employee and/or volunteer is completing all training modules within thirty (30) days of hire or assignment of training module;
- 3) Review assigned learning plans on an annual basis to make recommendations on changes to curriculum;
- 4) Review training modules with employees during Performance Appraisal evaluations to ensure that the employee is not only familiar with, but also has a sound understanding and working knowledge of applicable training.



Policy: Compensation - Update

Policy Number: POL.P.03.01

Page: 119 - 120

Originator: Kimberly Rice

Date: 8/22/2021

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

P.03 – Wages and Payroll

POL.P.03.01 – Compensation

Salary Increase

Full-time and part-time employees may be considered for wage adjustments on an annual basis which will be based budget recommendations.

Overtime Eligibility

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of 40 in a single workweek. Paid time off is not counted as “hours worked” for purposes of calculating overtime. The “hours worked” shall not include any form of leave, or other non-working time, whether paid or unpaid. Exempt employees making in excess of are not eligible for overtime pay.

Overtime Obligations and Approval

Depending on GSC Parks work needs, employees may be required to work overtime. Refusal to work overtime when requested may be cause for disciplinary action up to and including termination of employment. For all non-exempt employees, prior approval of the employee’s immediate supervisor is required before the non-exempt employee works overtime. Employees working overtime without prior approval may be subject to disciplinary action.

Temporary/Interim Assignment Pay

When a vacancy exists in a department due to a reason such as a resignation, retirement, or termination, or due to an extended paid or unpaid leave of absence of the employee who regularly occupies the position, another employee who meets the minimum qualifications of the position, may be assigned to the position on a temporary/interim basis.

The department manager may submit a request to the Director requesting to place an employee in the temporary vacancy. Employees who are currently working in the department where the temporary vacancy exists will be given first consideration. The employee must meet the minimum qualifications of the position; and must be a regular, full-time employee of GSC Parks. If there are no employees within the department who meet these qualifications, an employee from another department who meets the qualifications may be selected for the temporary/interim assignment.

Employees who are placed in a temporary/interim assignment will be compensated at the minimum of the pay grade for that position or be provided a 10% increase in pay, whichever is greater, during the time they occupy the temporary/interim assignment. A temporary assignment

and the accompanying pay will only be granted in situations where an employee will occupy the position for **ten (10) working days or more**. In no case should the temporary assignment last longer than six (6) months, except in extenuating circumstances approved by the Board.

Employees will complete a Temporary/Interim Assignment Form at the time of assignment (Temporary/Interim Assignment Form).

Benefits

Full-time employees shall be entitled to all benefits referenced in the Employee Benefits Section of the Employee Handbook. Part-time or temporary employees shall not be entitled to any benefits unless otherwise stated in these policies.

Georgetown-Scott County Parks and Recreation Financial Statement August 2021

Accounts	Income					% of Budget
	August 2021 Income	YTD Income	Budget	Balance		
3030 · City Funds	190,604.16	190,604.16	1,143,625.00	-953,020.84	16.67%	
3040 · City - Capital	12,402.32	12,402.32	439,110.00	-426,707.68	2.82%	
3050 · County - Capital	0.00	47,625.00	439,110.00	-391,485.00	10.85%	
3060 · County Funds	0.00	276,780.00	1,143,625.00	-866,845.00	24.2%	
3150 · Pool Income	37,064.40	106,471.84	258,000.00	-151,528.16	41.27%	
3180 · Horse Park Pool	0.00	0.00	56,000.00	-56,000.00	0.0%	
3260 · Pool Concessions- Contract	0.00	2,352.08	10,000.00	-7,647.92	23.52%	
3400 · Kidzworld Income	45.00	1,815.75	100,000.00	-98,184.25	1.82%	
3430 · Fun Express Income	862.50	3,712.50	14,000.00	-10,287.50	26.52%	
3470 · KLC Safety Grant	0.00	0.00	3,000.00	-3,000.00	0.0%	
3600 · Facility Rental Income	3,494.23	6,899.23	36,500.00	-29,600.77	18.9%	
3710 · Special Events Income	0.00	0.00	5,000.00	-5,000.00	0.0%	
3720 · Private Donations	0.00	0.00	2,500.00	-2,500.00	0.0%	
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	1,513.00	3,140.70	10,000.00	-6,859.30	31.41%	
8015 · Pavilion - Daily Passes	14,428.50	34,252.10	108,000.00	-73,747.90	31.72%	
8016 · Pavilion - Annual Pass	13,999.87	29,290.37	175,000.00	-145,709.63	16.74%	
8017 · Pavilion - 6 Month Pass	922.00	2,229.80	15,000.00	-12,770.20	14.87%	
8018 · Pavilion - Aquatics Programs	425.00	1,159.00	50,000.00	-48,841.00	2.32%	
8020 · Pavilion Gymnasium Programs	250.00	1,540.00	15,000.00	-13,460.00	10.27%	
8022 · Pavilion - Dance/Gymnastics Pro	21,382.35	21,382.35	78,000.00	-56,617.65	27.41%	
8024 · Pavilion - Aerobics Programs	300.00	719.00	20,000.00	-19,281.00	3.6%	
8026 · Pavilion - Camps/Childrens Act.	0.00	0.00	3,000.00	-3,000.00	0.0%	
8028 · Pavilion - Special Events	0.00	0.00	5,000.00	-5,000.00	0.0%	
8030 · Pavilion - Child Care	22.00	56.00	350.00	-294.00	16.0%	
8032 · Pavilion - Facility Rental	815.00	1,390.00	45,000.00	-43,610.00	3.09%	
8034 · Pavilion - Concession/Vending	1,491.75	2,032.64	20,000.00	-17,967.36	10.16%	
8036 · Pavilion - Miscellaneous	1.00	5.00	1,000.00	-995.00	0.5%	
Total Income	300,023.08	745,859.84	4,201,120.00	-3,455,260.16	17.75%	

Georgetown-Scott County Parks and Recreation Financial Statement August 2021

Accounts	Expense				% of Budget
	August 2021 Expense	YTD Expense	Budget	Balance	
4030 · ADMINISTRATIVE SALARIES - FT	30,278.05	52,980.67	222,000.00	169,019.33	23.87%
4060 · Employer FICA Tax	13,283.78	26,998.51	114,000.00	87,001.49	23.68%
4090 · Unemployment Insurance	0.00	1,033.23	17,500.00	16,466.77	5.9%
4120 · Workers Compensation	0.00	36,967.73	59,000.00	22,032.27	62.66%
4130 · Drug Testing	324.00	464.00	5,000.00	4,536.00	9.28%
4150 · Employers Retirement	18,057.52	32,786.20	217,500.00	184,713.80	15.07%
4180 · Health Insurance	14,496.80	31,340.49	288,000.00	256,659.51	10.88%
4200 · Staff Uniforms	0.00	0.00	2,500.00	2,500.00	0.0%
4201 · REC. MANAGERS SALARIES - FT	13,080.00	26,160.48	174,000.00	147,839.52	15.04%
4202 · PAV. OPERATIONS SALARIES - PT	13,450.33	26,545.09	180,000.00	153,454.91	14.75%
4240 · Office Phone	612.90	1,843.99	1,800.00	-43.99	102.44%
4260 · Equipment rental	0.00	0.00	2,500.00	2,500.00	0.0%
4270 · Office Supplies and Equipment	6,190.03	10,669.76	45,000.00	34,330.24	23.71%
4280 · Professional Fees	4,421.33	11,421.33	21,000.00	9,578.67	54.39%
4300 · Advertising, Print., Marketing	3,692.15	6,711.18	25,000.00	18,288.82	26.85%
4320 · Technology Support	7,514.83	7,514.83	32,000.00	24,485.17	23.48%
4360 · Continuing Education	1,081.00	1,081.00	10,000.00	8,919.00	10.81%
4370 · Liability, Equipment Insurance	0.00	76,414.70	93,000.00	16,585.30	82.17%
4390 · Travel Expense	0.00	0.00	6,000.00	6,000.00	0.0%
4450 · PARKS MAINT. SALARIES - FT	19,391.83	38,499.88	215,000.00	176,500.12	17.91%
4460 · PARKS MAINT. HOURLY - PT	2,160.00	4,440.00	70,000.00	65,560.00	6.34%
4470 · FACILITY MAINT. SALARIES - PT	4,577.79	9,527.31	61,000.00	51,472.69	15.62%
4480 · FACILITY MAINT. SALARIES - FT	12,861.79	26,829.20	149,000.00	122,170.80	18.01%
4509 · Trail Maintenance	0.00	0.00	5,000.00	5,000.00	0.0%
4510 · Suffoleta Park	1,477.05	2,539.60	12,500.00	9,960.40	20.32%
4520 · Skate Park	0.00	0.00	5,000.00	5,000.00	0.0%
4540 · Ed Davis Park	192.04	472.15	6,000.00	5,527.85	7.87%
4570 · Marshall Park	2,184.18	6,409.04	16,000.00	9,590.96	40.06%
4600 · Scott County Park	937.58	3,055.49	13,000.00	9,944.51	23.5%
4610 · Oser Landing Park	176.70	353.62	5,000.00	4,646.38	7.07%
4630 · Oxford Road Park	101.86	204.28	2,000.00	1,795.72	10.21%
4640 · Great Crossing Park	0.00	0.00	12,500.00	12,500.00	0.0%

**Georgetown-Scott County Parks and Recreation
Financial Statement
August 2021**

Accounts	August 2021 Expense	YTD Expense	Budget	Balance	% of Budget
4650 · Royal Spring Park	27.58	55.16	5,500.00	5,444.84	1.0%
4660 · Vehicle Maintenance and Parts	0.00	482.15	12,500.00	12,017.85	3.86%
4690 · Equipment Maintenance and Parts	238.98	2,867.02	12,500.00	9,632.98	22.94%
4750 · Cell phones	903.73	1,841.19	12,000.00	10,158.81	15.34%
4780 · Fuel and Oil	3,223.17	6,285.76	29,000.00	22,714.24	21.68%
4810 · Supplies	16,860.73	21,626.25	78,000.00	56,373.75	27.73%
4850 · Parks Equipment	0.00	0.00	3,500.00	3,500.00	0.0%
4880 · Capital Expenditures	0.00	24,804.64	878,220.00	853,415.36	2.82%
4930 · SUFFOLLETTA POOL SALARIES	33,334.30	66,235.38	104,000.00	37,764.62	63.69%
5000 · HORSE PARK LG HOURS	9,880.93	20,677.46	32,500.00	11,822.54	63.62%
5020 · SFAC Kentucky Utilities	10,428.67	18,833.08	32,500.00	13,666.92	57.95%
5050 · SFAC Georgetown Water	6,887.89	12,119.68	27,000.00	14,880.32	44.89%
5060 · SFAC Center Phone	355.16	930.50	3,500.00	2,569.50	26.59%
5140 · SFAC Pool Supplies/Chemicals	1,921.23	22,625.27	24,000.00	1,374.73	94.27%
5200 · SFAC Pool Supplies/Maintenance	929.28	10,839.36	19,500.00	8,660.64	55.59%
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	12,273.91	39,388.80	95,000.00	55,611.20	41.46%
6490 · Kidzworld Supplies	386.93	6,271.17	5,000.00	-1,271.17	125.42%
6500 · Kidzworld-Transportation	0.00	4,981.89	18,000.00	13,018.11	27.68%
6520 · Kidzworld Lunch Program	0.00	0.00	500.00	500.00	0.0%
6550 · Fun Express Supplies	135.77	430.58	1,000.00	569.42	43.06%
6551 · FUN EXPRESS SALARIES	3,240.50	3,240.50	12,000.00	8,759.50	27.0%
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	0.00	5,000.00	5,000.00	0.0%
6850 · New Prog/Sp Events Supplies	634.44	1,661.95	1,500.00	-161.95	110.8%

Georgetown-Scott County Parks and Recreation Financial Statement August 2021

Accounts	August 2021 Expense	YTD Expense	Budget	Balance	% of Budget
6880 · Miscellaneous	175.25	208.25	800.00	591.75	26.03%
8066 · Pavilion - Columbia Gas	584.21	1,128.21	53,000.00	51,871.79	2.13%
8068 · Pavilion - Kentucky Utilities	11,625.97	25,519.87	130,000.00	104,480.13	19.63%
8070 · Pavilion - Georgetown Water	3,938.15	8,704.96	27,500.00	18,795.04	31.65%
8074 · Pavilion - Supp., Serv., Repair	31,591.68	60,978.32	120,000.00	59,021.68	50.82%
8076 · Pavilion - Equipment	0.00	0.00	12,000.00	12,000.00	0.0%
8080 · PAVILION - GYM PROGRAM SALARIES	499.43	887.76	7,700.00	6,812.24	11.53%
8081 · Pavilion - Gym Program Supplies	291.21	291.21	2,000.00	1,708.79	14.56%
8082 · PAVILION - AEROBICS SALARIES	1,253.86	2,988.09	61,800.00	58,811.91	4.84%
8083 · Pavilion - Aerobics Supplies	0.00	0.00	2,000.00	2,000.00	0.0%
8084 · PAVILION - DANCE/GYM SALARIES	724.20	3,000.20	55,000.00	51,999.80	5.46%
8085 · Pavilion - Dance/Gym Supplies	0.00	0.00	8,500.00	8,500.00	0.0%
8088 · PAVILION - SPECIAL EVENTS SALAR	142.40	142.40	1,000.00	857.60	14.24%
8089 · Pavilion - Special Events Suppl	0.00	0.00	1,250.00	1,250.00	0.0%
8090 · Pavilion - Concession	0.00	178.08	12,500.00	12,321.92	1.43%
8092 · PAVILION - AQUATICS SALARIES PT	17,374.52	34,146.32	177,000.00	142,853.68	19.29%
8094 · Pavilion - Aquatics Supplies	7,345.12	17,466.10	20,000.00	2,533.90	87.33%
8098 · Pavilion - Child Care Supplies	0.00	24.96	500.00	475.04	4.99%
8100 · Pavilion - Fitness/Wgt Rm Suppl	583.80	583.80	2,500.00	1,916.20	23.35%
8102 · Pavilion - Gymnasium Supplies	0.00	0.00	1,000.00	1,000.00	0.0%
8104 · Pavilion - Miscellaneous Expens	0.00	66.42	800.00	733.58	8.3%
Total Expense	348,336.54	865,776.50	4,201,120.00	3,335,343.50	20.61%

Ed Davis Learning Center Financial Statement
 August 2021

Accounts	Income						
	August 2021 Income	YTD Income	Budget	Balance	% of Budget	August 2021 Expense	YTD Expense
3070 · City - Ed Davis Funds	24,458.32	24,458.32	146,750.00	-122,291.68	16.67%	3,520.00	7,040.00
9120 · ED - Program Income	200.00	200.00	4,500.00	-4,300.00	4.44%	411.72	817.81
9130 · ED - Rental Income	462.00	351.00	5,000.00	-4,649.00	7.02%	0.00	46.30
9140 · ED - Miscellaneous Income	0.00	0.00	500.00	-500.00	0.0%	0.00	0.00
Total Income	25,120.32	25,009.32	156,750.00	-131,740.68	15.96%		
Expense							
Accounts	August 2021 Expense	YTD Expense	Budget	Balance	% of Budget		
9200 · ED - SALARIES	3,520.00	7,040.00	47,000.00	39,960.00	14.98%		
9210 · ED - Employer FICA	411.72	817.81	5,800.00	4,982.19	14.1%		
9211 · ED - Unemployment Insurance	0.00	46.30	1,250.00	1,203.70	3.7%		
9212 · ED - Workers Compensation	0.00	4,300.00	4,300.00	0.00	100.0%		
9213 · ED - Employer Retirement	948.64	1,762.98	14,000.00	12,237.02	12.59%		
9214 · ED - Health Insurance	656.99	1,313.98	17,700.00	16,386.02	7.42%		
9220 · ED - Liability, Prop. Insurance	0.00	2,500.00	2,500.00	0.00	100.0%		
9230 · ED - Office Supplies	354.98	427.83	3,000.00	2,572.17	14.26%		
9240 · ED - Advertising/Printing	0.00	0.00	500.00	500.00	0.0%		
9250 · ED - Continuing Education	0.00	0.00	800.00	800.00	0.0%		
9260 · ED - Travel Expense	0.00	0.00	600.00	600.00	0.0%		
9300 · ED - MAINTENANCE SALARIES	0.00	0.00	1,000.00	1,000.00	0.0%		
9310 · ED - Telephone	64.32	192.96	1,000.00	807.04	19.3%		
9311 · ED - Columbia Gas	74.82	149.64	2,600.00	2,450.36	5.76%		
9312 · ED - Kentucky Utilities	558.92	1,109.29	6,000.00	4,890.71	18.49%		
9313 · ED - Georgetown Water	119.42	249.09	1,400.00	1,150.91	17.79%		
9315 · ED Internet Service/Cable	241.34	482.68	3,000.00	2,517.32	16.09%		
9320 · ED - Supplies, Serv., Repair	205.58	2,261.47	6,000.00	3,738.53	37.69%		
9330 · ED - Equipment	0.00	0.00	600.00	600.00	0.0%		
9350 · ED - SP. EVENTS/PROG. SALARIES	1,902.29	3,730.68	34,000.00	30,269.32	10.97%		
9400 · ED-Prog., Event, Supplies&Equip	1,739.36	3,219.16	3,500.00	280.84	91.98%		
9600 · ED - Miscellaneous Expenses	0.00	0.00	200.00	200.00	0.0%		
Total Expense	10,798.38	29,603.87	156,750.00	127,146.13	18.89%		



**REQUEST FOR QUOTES
BALLFIELD INFIELD DIRT
OPENING:
AUGUST 23, 2021, 12:00pm EDT**

SCOPE

The Georgetown – Scott County Parks and Recreation Department (GSC Parks) is accepting bids for Ballfield Infield Dirt to be delivered to 1260 Cincinnati Road, Georgetown, KY 40324.

GENERAL COMPLIANCE

Please read these instructions carefully.

“NO BID:” Bidders unable or unwilling to submit a bid should immediately return the “Quote Sheet” only with “No Bid” marked clearly on the outside of the envelope. Any vendor not submitting a bid is encouraged to indicate the reason(s) for not participating.

NOTE TO BIDDERS: Bid submission does not constitute an agreement or a contract with Georgetown – Scott County Parks and Recreation (GSC Parks).

ALTERNATE BIDS: It is not the intention of the specifications contained herewith to eliminate any bidder; however, quoted items must equal or exceed stated specifications. Alternate bids will be accepted only when such alternates have been requested.

INDICATION OF COMPLIANCE: The bidder shall indicate compliance with either a “Yes” or a “No” for each item specification. Blank spaces shall be considered non-compliance. Any deviation from the specification or where submitted literature does not fully support meeting the specification(s) must be clearly cited on the attached page labeled “EXCEPTIONS TO BID SPECIFICATIONS AND/OR COMMENTS.” No deviation below “minimum” specifications will be accepted.

Additional Information: While not necessary, the bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist GSC Parks in better understanding and evaluating the bidder’s response. Additional documentation shall not serve as a substitute for other documentation which is required by the Request for Quotations (RFQ) to be submitted with the bid.

At the time of bid submission, each bidder will be presumed to have inspected the site(s), if necessary, and to have read the scope and to be thoroughly familiar with the plans and contract documents (including any and all addenda). The failure or

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to this bid.

All bids and submitted information become the property of GSC Parks and will not be returned to the bidder.

BID SUBMISSION: GSC Parks accepts competitive bids via the Public Purchase portal, which can be found at <http://www.publicpurchase.com/>. Potential vendors should register with GSC Parks on Public Purchase. Registration instructions can be found on the GSC Parks website at www.gscparks.com. All bids, and inquiries related thereto, shall be submitted via Public Purchase. All questions related to registration for and use of Public Purchase shall be directed to Vicki Miller at vmiller@gscparks.com.

Typed quotation/bid sheets are preferred; however, if hand-written, the sheets must be legible and uploaded through the Public Purchase portal. Any pricing information that is illegible may result in the rejection of the bid.

ANY BIDS NOT RECEIVED PRIOR TO THE SCHEDULED OPENING DATE AND TIME MAY BE REJECTED.

FAILURE TO SUBMIT REQUIRED DOCUMENTATION: Failure to submit ALL forms and information required in this RFQ may be grounds for disqualification.

LIABILITY: GSC Parks is not liable for any expenses incurred in connection with the preparation of bids.

METHOD OF PROCUREMENT: Competitive Sealed Bidding (KRS 45A.365) will be the method of procurement for the purchase of the item(s) specified herein and in conformance with Purchasing Policies as adopted by GSC Parks, Georgetown, Kentucky. A copy GSC Parks Purchasing Policy is available on GSC Parks website at www.gscparks.com.

KENTUCKY OPEN RECORDS LAW: At the time a bid or proposal is submitted to GSC Parks, vendor shall identify any information that is submitted as part of the bid that is proprietary or confidential in nature and not subject to release for public inspection. GSC Parks will protect any proprietary or confidential information to the extent allowable under the Kentucky Open Records Act.

NEW GOODS, FRESH STOCK: Unless otherwise specifically stated, all Contractors shall provide new commodities, fresh stock, latest model, design or package.

COMPLIANCE WITH LAWS AND REGULATIONS: Each proposer shall comply with all Federal, State & Local regulations concerning this type of service.

METHOD OF AWARD: The bid will be evaluated on the evaluation criteria established in the bid specifications. GSC Parks reserves the right to consider as a part of the bid

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

evaluation the stated warranty, stated delivery schedule, service, features, upgrades and payment terms.

GSC Parks reserves the right to reject any and all bids, to award any bid in whole or in part, and/or to waive any irregularities or minor immaterial defects in any and all bids. The right is also reserved to award bids based on the best interest and/or most advantageous to GSC Parks. GSC Parks may also consider any alternative bid that meets its basic needs.

Award will be made to the lowest responsive and responsible bidder meeting specification on each item. GSC Parks reserves the right to consider as a part of the bid evaluation the stated warranty, stated delivery schedule and payment terms.

PRICING: All prices shall be quoted exclusive of any taxes. GSC Parks is exempt from Federal excise, transportation and/or Kentucky sales tax. Any items supplied directly to GSC Parks from a supplier/manufacturer are exempt from sales tax. Any items purchased by a contractor that will be used in the fulfillment of a contract are not exempt from sales tax.

In case of a discrepancy in the extension of a unit price, the unit price shall govern the total price.

Bidders must provide manufacturer's product literature if available and appropriate with the bid submission.

Prices shall remain firm and open to acceptance by GSC Parks for a minimum period of sixty (60) days after the bid opening. If the time period has expired, GSC Parks may request a letter from bidder asking to extend the time period.

STANDARD AGREEMENT: The selected Bidder will be required to sign a Standard Agreement for Goods and Services with GSC Parks within fourteen (14) days of the Notice of Award. The agreement will contain terms and conditions that include duration of the agreement, sworn statement regarding campaign finance laws, a provision indicating that the bidder and its employees or agents are not employees of GSC Parks, a termination clause, an additional termination clause of those agreements covering multiple fiscal years in the event that sufficient funds are not appropriated as part of the budget process, provision that Kentucky law applies to interpretation of the agreement and any disputes and that venue shall be Scott County, KY, and a provision that the services cannot be assigned without the prior approval of GSC Parks.

A Notice to Proceed will be issued once the agreement has been signed by both parties and all required paperwork herein described is received by GSC Parks.

DELIVERY SCHEDULE: Delivery date shall be specified on each item quoted. The vendor will be expected to fulfill the delivery as specified.

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

PAYMENT: The bid must clearly state the payment terms, including prompt payment discounts and payment due dates. Discounts should be figured into the unit price of the quoted item. GSC Parks reserves the right to select the most beneficial terms.

BONDING: A certified check or Bid Bond in the amount of five percent (5%) of the bid price must be included with the bid response. If a certified check is supplied, it must be made payable to GSC Parks and mailed to Georgetown – Scott County Parks and Recreation Administrative Office at 140 Pavilion Drive, Georgetown, KY 40324, prior to proposal opening. Certified checks will be returned upon receipt of the Performance Bond (when applicable) and entering into a contract in accordance with specifications. In the event of failure to enter into a contract within the time period set forth in this bid, it is agreed the certified check may be cashed and the funds retained by GSC Parks as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.

If a Bid Bond is supplied, a copy of it may be uploaded to Public Purchase to satisfy this requirement. The successful vendor shall provide a performance bond, with sufficient surety satisfactory to GSC Parks, in an amount equal to the contract price.

DEFAULT; TERMINATION OF CONTRACT: In the event that any of the provisions of this Contract are violated by the vendor, such breach shall constitute a default. In the event of a default, the Owner may serve written notice upon the Vendor of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Vendor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.

GSC Parks shall be authorized to terminate for its own convenience all contracts for the procurement of supplies and services when the Department Head determines in writing that such termination will be in the best interest of GSC Parks.

SAFETY: The successful Vendor must perform work in a safe and timely fashion, maintain a clean and safe work environment, follow safety requirements established by OSHA and GSC Parks, and may be required to provide safety equipment. If, in the opinion of the GSC Parks, safety precautions are not in existence, work will cease immediately until corrective action is taken. Work will begin again only when vendor demonstrates to the satisfaction of GSC Parks that conditions are without risk.

INSURANCE REQUIREMENTS: The successful bidder covenants and agrees to maintain and keep in force during the term of the contract insurance policies in the following minimum amounts:

<u>Type of Insurance</u>	<u>Limits</u>
Worker's Compensation	Statutory
Commercial General Liability	\$1,000,000/\$1,000,000 CSL
Commercial Automobile Liability	\$1,000,000

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

On all general and automobile liability policies of insurance, bidder shall have GSC Parks named as an additional insured and shall further require that its liability carrier(s) notify GSC Parks at least thirty (30) days prior to the effective date of any change(s) in or cancellations of said insurance policies. A current copy of bidder's insurance certificate, providing proof of insurance as stated above, must be on file in the GSC Parks Administrative Office prior to the bid award. Submission of an Evidence of Insurability from bidder's provider or an Insurance Certificate copy may be included with the proposal package.

HOLD HARMLESS AGREEMENT: The contractor/subcontractor covenants to save, defend, keep harmless, and indemnify GSC Parks and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney's fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with the contractor's/subcontractor's negligent performance or non-performance of the terms of the contract.

CONTRACTOR STATUS: Contractor understands and agrees that its employees, agents, or sub-contractors are not employees of GSC Parks for any purpose whatsoever.

BIDDER'S QUALIFICATIONS: Bidder must demonstrate to the satisfaction of the GSC Parks that he/she has adequate equipment, personnel, experience and understanding of the specifications to perform service under the contract.

No contract will be awarded to any contractor who, in the opinion of GSC Parks, is not qualified to perform satisfactorily due to a previously unfavorable performance, reputation or lack of experience, capital, organization, equipment, and/or personnel to conduct and complete the services in accordance with the terms and conditions of the contract.

Successful bidder must comply with the City of Georgetown and/or Scott County Fiscal Court ordinances relating to Occupational License Fees, Business Licenses, payroll and net profits and any other ordinances which may apply to any particular bid package.

BIDDER PREFERENCE: Pursuant to KRS 45A.494, which is incorporated herein by reference: "a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder. "

EQUAL OPPORTUNITY STATUTES: GSC Parks is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, physical or mental disability, or any other characteristic protected by law. GSC Parks is also committed to employing only United States citizens and aliens who are authorized to work in the United States. GSC Parks complies with the Immigration Reform and Control Act of 1986. Therefore, the successful proposer

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

must demonstrate to the satisfaction of GSC Parks that he also conforms to all Federal, State, and Local Equal Opportunity statutes. Further, the contractor will reimburse GSC Parks for any damages incurred due to any violation of the above-mentioned statutes by the contractor while under contract to GSC Parks.

"OR EQUAL" CLAUSE: Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vendors' names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any materials, articles or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article or equipment so proposed is, in the opinion of the Owner, of equal substance and function.

AMBIGUITY, CONFLICT OR OTHER ERRORS IN RFP: If a proposer discovers any ambiguity, conflict, discrepancy, omission or other such error in the RFP, he/she shall immediately notify GSC Parks of such error in writing and request modification or clarification of the document if allowable by GSC Parks.

ADDENDA AND INTERPRETATIONS: No interpretation of the meaning of the plans, specifications or other pre-proposal documents will be made to any proposer orally.

Every request for such interpretation should be submitted through the Public Purchase portal (<http://www.publicpurchase.com/>). **Any and all such interpretations and any supplemental instructions, if issued, will be posted to the Public Purchase portal for the specific project.** Questions regarding the project will be due no later than Wednesday, August 18, 2021 at 4:00 PM EDT. Failure of any proposer to receive any such supplementation or interpretation shall not relieve such bidder from any obligation under his/her bid as submitted. All posts so issued shall become part of the contract documents. [All questions related to registration for and use of Public Purchase shall be directed to Vicki Miller at vmiller@gscparks.com.](#)

CONFLICTS OF INTEREST: All bidders are responsible for complying with the following KRS 45A.455: Conflicts of Interest – Gratuities and Kickbacks – Use of Confidential Information.

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract, an any solicitation or proposal therefore, in which to his knowledge.

He, or any member of his immediate family has a financial interest therein; or a business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendations, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in concoction with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract any solicitation or proposal therefore.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the price contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the price contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

The prohibition against conflicts and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation, therefore.

It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of another person.

For further information on the conflict-of-interest statutes, see, the "Recovery of Value of Anything Transferred or Received in Breach of Ethical Standards" at KRS 45A.460, and "Definitions for Terms Used in KRS 45A.445 to 45A.460" at KRS 45A.445.

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

GENERAL REQUIREMENTS

The Georgetown – Scott County Parks and Recreation Department is accepting bids for Ballfield Infield Dirt to be delivered to 1260 Cincinnati Pike, Georgetown, KY 40324.

The bid must meet the following specifications:

1. The bidder shall provide pricing for 144 tons of Washington Ball Mix in bulk.

EVALUATION CRITERIA: Every effort will be made to evaluate the bids as objectively as possible. The best proposal will be determined by Committee that provides the best combination of factors relating to experience, qualifications, service and reputation:

PARAMETER	% WEIGHT
Cost of Product	50
Contractor/Subcontractor Qualifications and Experience	25
Quality of Product	25

The Evaluation Committee may include the following:

- Director of Parks
- Parks Maintenance Manager
- Parks Maintenance Assistant Manager
- Other member(s) deemed necessary as determined by the Director of Parks

Committee members shall not be contacted by the Bidder during the bid preparation and selection process, unless otherwise noted herein.

The Committee shall make a recommendation to the GSC Parks Board of the best bid. The Committee reserves the right to investigate the reputation, integrity, skill, business experience, and quality of performance under similar operations before making a final decision and will be based on both an objective and subjective comparison of the bid.

PRE-BID MEETING

No pre-bid meeting will be held. All inquiries must be submitted via Public Purchase (<http://www.publicpurchase.com/>).

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

AFFIDAVIT

Comes the Affiant, _____, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is _____ and he/she is the individual or the authorized representative of _____ (hereinafter referred to as "Vendor"), and is authorized to submit the Bid Response Form, equal opportunity agreement and Vendor's Statement Pursuant to KRS 45A.343 attached hereto and incorporated herein by reference.
2. Vendor will pay all taxes and fees, which are owed to the City of Georgetown at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Vendor will obtain a City of Georgetown business license, if applicable, prior to award of the contract.
4. Vendor authorizes the City of Georgetown and/or Georgetown-Scott County Parks and Recreation to verify the above-mentioned information with the Division of Revenue and to disclose that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Vendor has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Vendor has not knowingly violated any provision of Chapter 2 of the City of Georgetown Code of Ordinances, known as "Ethics Act."
7. Vendor acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Affiant

STATE OF _____

COUNTY OF _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by _____ on this the _____ day of _____, 2021.

My Commission expires: _____

NOTARY PUBLIC, STATE AT LARGE

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by vendor and sub-vendor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:
 - The Vendor will not discriminate against any employee or applicant for employment because of physical or mental handicap.
- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by vendors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:
 - The Secretary of Labor may investigate the employment practices of any Government vendor or sub-vendor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

Georgetown – Scott County Parks and Recreation practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above-mentioned ordinances may cause a contract to be canceled and the vendors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Vendors

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Signature

Name of Company

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

VENDOR'S STATEMENT PURSUANT TO KRS 45A.343

45A.343 Local Public Agency may adopt provisions of KRS 45A.345 to 45A.460 – Effect of Adoption – Contracts are required to mandate revealing of violations of and compliance with specified KRS chapters – Effect of nondisclosure or noncompliance. (KRS 136 – Corporate taxes; KRS 139 – Sales & use taxes; KRS 141 – Income taxes; KRS 337 – Wage and hour; KRS 338 – Occupational safety; KRS 341 – Unemployment; KRS 342 – Workers Comp.)

The undersigned, as a duly authorized officer of _____ pursuant to KRS 45A.343 states;

1. To the best of my knowledge, information and belief, _____ has not been finally determined to have violated any of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, or 342 that apply to it within the five year period preceding this statement.

2. _____ acknowledges that it will be required to be in compliance with those provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to it for the duration of the Contract to be entered into with Georgetown – Scott County Parks and Recreation, Kentucky.

3. _____ acknowledges that if it fails to reveal any final determination of violation of KRS Chapters 136, 139, 141, 337, 338, 341, or 342, or to comply with the applicable provisions of those statutes for the duration of the aforesaid Contract, such shall be grounds for Georgetown – Scott County Parks and Recreation, Georgetown, Kentucky to:

- a) Cancel its contract with _____, and
- b) Disqualify _____ from eligibility for future contracts awarded by Georgetown – Scott County Parks and Recreation for a period of two years.

This the ____ day of _____, 2021.

Firm: _____

By: _____

Title: _____

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

CHECKLIST FOR REQUIREMENTS

Initial "_____" for all below as indicated or bid may be rejected.

- _____ Proposer received and understands the Request for Bids Package and Specifications.
- _____ Quotes for equipment and services as specified in the GENERAL REQUIREMENTS section attached.
- _____ Additional Requested Information attached (IF APPLICABLE).
- _____ PROPOSER RESPONSE FORM completed and attached.
- _____ EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS completed and attached (IF APPLICABLE).
- _____ AFFIDAVIT signed and attached.
- _____ EQUAL EMPLOYMENT AGREEMENT signed and attached.
- _____ VENDOR'S STATEMENT PURSUANT TO KRS 45A.343 signed and attached.

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

GENERAL REQUIREMENTS

The Georgetown – Scott County Parks and Recreation Department is accepting bids for Ballfield Infield Dirt to be delivered to 1260 Cincinnati Pike, Georgetown, KY 40324.

The bid must meet the following specifications:

1. The bidder shall provide pricing for 144 tons of Washington Ball Mix in bulk.

Washington Ball mix material and Delivery: Yes!

EVALUATION CRITERIA: Every effort will be made to evaluate the bids as objectively as possible. The best proposal will be determined by Committee that provides the best combination of factors relating to experience, qualifications, service and reputation:

PARAMETER	% WEIGHT
Cost of Product	50
Contractor/Subcontractor Qualifications and Experience	25
Quality of Product	25

The Evaluation Committee may include the following:

Director of Parks

Parks Maintenance Manager

Parks Maintenance Assistant Manager

Other member(s) deemed necessary as determined by the Director of Parks

Committee members shall not be contacted by the Bidder during the bid preparation and selection process, unless otherwise noted herein.

The Committee shall make a recommendation to the GSC Parks Board of the best bid. The Committee reserves the right to investigate the reputation, integrity, skill, business experience, and quality of performance under similar operations before making a final decision and will be based on both an objective and subjective comparison of the bid.

PRE-BID MEETING

No pre-bid meeting will be held. All inquiries must be submitted via Public Purchase (<http://www.publicpurchase.com/>).

**REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT**

AFFIDAVIT

Comes the Affiant, Chris Shane, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Chris Shane and he/she is the individual or the authorized representative of Chris Shane Company, LLC (hereinafter referred to as "Vendor"), and is authorized to submit the Bid Response Form, equal opportunity agreement and Vendor's Statement Pursuant to KRS 45A.343 attached hereto and incorporated herein by reference.
2. Vendor will pay all taxes and fees, which are owed to the City of Georgetown at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Vendor will obtain a City of Georgetown business license, if applicable, prior to award of the contract.
4. Vendor authorizes the City of Georgetown and/or Georgetown-Scott County Parks and Recreation to verify the above-mentioned information with the Division of Revenue and to disclose that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Vendor has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Vendor has not knowingly violated any provision of Chapter 2 of the City of Georgetown Code of Ordinances, known as "Ethics Act."
7. Vendor acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Chris Shane
Affiant

STATE OF Ohio

COUNTY OF Montgomery

The foregoing instrument was subscribed, sworn to and acknowledged before me by Christopher Shane on this the 20 day of August, 2021.

My Commission expires: 10/31/2022

Alecia C. Burkhard
NOTARY PUBLIC, STATE AT LARGE



Alecia C. Burkhard
Notary Public, State of Ohio
My Commission Expires 10-31-2022

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

VENDOR'S STATEMENT PURSUANT TO KRS 45A.343

45A.343 Local Public Agency may adopt provisions of KRS 45A.345 to 45A.460 – Effect of Adoption – Contracts are required to mandate revealing of violations of and compliance with specified KRS chapters – Effect of nondisclosure or noncompliance. (KRS 136 – Corporate taxes; KRS 139 – Sales & use taxes; KRS 141 – Income taxes; KRS 337 – Wage and hour; KRS 338 – Occupational safety; KRS 341 – Unemployment; KRS 342 – Workers Comp.)

The undersigned, as a duly authorized officer of Chris Shane Company, LLC pursuant to KRS 45A.343 states;

1. To the best of my knowledge, information and belief, Chris Shane Company, LLC has not been finally determined to have violated any of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, or 342 that apply to it within the five year period preceding this statement.

2. Chris Shane Company, LLC acknowledges that it will be required to be in compliance with those provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to it for the duration of the Contract to be entered into with Georgetown – Scott County Parks and Recreation, Kentucky.

3. Chris Shane Company, LLC acknowledges that if it fails to reveal any final determination of violation of KRS Chapters 136, 139, 141, 337, 338, 341, or 342, or to comply with the applicable provisions of those statutes for the duration of the aforesaid Contract, such shall be grounds for Georgetown – Scott County Parks and Recreation, Georgetown, Kentucky to:

- a) Cancel its contract with Chris Shane Company, LLC, and
- b) Disqualify Chris Shane Company, LLC from eligibility for future contracts awarded by Georgetown – Scott County Parks and Recreation for a period of two years.

This the 19 day of August, 2021.

Firm: Chris Shane Company, LLC

By: Chris Shane

Title: President

REQUEST FOR QUOTES
Ballfield Infield Dirt
OPENING:
August 23, 2021 12:00 PM EDT

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by vendor and sub-vendor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:
 The Vendor will not discriminate against any employee or applicant for employment because of physical or mental handicap.
- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by vendors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:
 The Secretary of Labor may investigate the employment practices of any Government vendor or sub-vendor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

Georgetown – Scott County Parks and Recreation practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above-mentioned ordinances may cause a contract to be canceled and the vendors may be declared ineligible for future consideration.


Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Vendors

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.



Signature



Name of Company

Business License

Expires



4/15/2022

License Number

P O Box 800, Georgetown, KY 40324

147284

Business License Type

Issue Date

Chris Shane Company, LLC
8551 Black Oak Ct
Waynesville OH 45068

Initial

8/18/2021

A handwritten signature in black ink, appearing to read "Chris Shane", is written over a horizontal line.

FILING REQUIREMENT DISCLAIMER: This license is issued in accordance with local ordinance and Kentucky law. All businesses issued a license have an occupational tax filing obligation. A complete audit may reveal additional tax liability due. Visit www.gscrevenue.com to learn more.

Chris Shane Company, LLC

P.O. Box 752224
Dayton OH 45475

Phone: 937/885-5133
Fax: 937/885-5303
E-mail: info@chrisshanecompany.com
www.chrisshanecompany.com

August 20, 2021

Georgetown Scott County Revenue Commission
P.O. Box 800
Georgetown KY 40324

Please find listed below the pricing on Washington Ball Mix to be delivered to:
1260 Cincinnati Pike Georgetown KY 40324

144 tons Washington Ball Mix	\$101.00/ton delivered	\$14,544.00 total
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Our standard terms are Net 10 days.

This is delivered price to your park district.

Thanks for the opportunity to bid on this job.

Regards,

Chris Shane

Chris Shane Company, LLC
P. O. Box 752224
Dayton OH 45475
V: 937 885 5133
F: 937 885 5303
M: 937 414 3386
www.chrisshanecompany.com
chris@chrisshanecompany.com

WASHINGTON BALL MIX

THE BEST PLAY FOR THE BEST PRICE.

YOU WANT QUALITY AND VALUE FOR YOUR BASEBALL FIELD.

Mar-Co's Washington Ball Mix is the affordable standard in ball diamond clay, delivering maximum play with minimum upkeep.

PROVEN ON THE FIELD FOR MORE THAN 25 YEARS

Choose the industry leader for a professional-looking, low-maintenance surface that lasts. Mar-Co has more than 25 years of experience installing and renovating baseball fields across North America.

Whether you're constructing a new field from scratch or rebuilding an existing field, MAR-CO MAKES IT EASY.

PLAY MORE. FIX LESS.



WWW.MARCOCLAY.COM



CHALLENGE

LIMITED BUDGET
LITTLE TIME FOR UPKEEP
WET INFIELD; LOTS OF RAIN DELAYS
IMPROVE SAFETY
FIELD MIX MOVEMENT AND LOSS
RUN-DOWN FIELD APPEARANCE

WASHINGTON BALL MIX SOLUTION

> LOWER MAINTENANCE AND REPAIR COSTS
> FLEXIBLE TO VARIOUS MANAGEMENT ATTENTION LEVELS
> HIGH DRAINAGE
> CONSISTENT, SOFTER FOOTING AND BOUNCE
> OPTIMAL WATER RETENTION ENSURES MINIMAL MIX LOSS
> PROFESSIONAL-LOOKING NATURAL RED CLAY

▶ PLAY MORE. FIX LESS.

Washington Ball Mix is pre-mixed with conditioners throughout, so it doesn't require a conditioning top layer. When you need to make a repair to your Washington Ball Mix field, just add the exact same product back on - no guesswork required.

▶ INVEST TODAY FOR MANY YEARS OF PLAY.

The slightly higher per-ton cost of Washington Ball Mix is offset by multiple factors that deliver long-term value.

- Lighter mix means less tonnage
- Minimal mix loss due to wind and weather, so you keep what you paid for
- No need for conditioning top layer

▶ LET IT RAIN. YOU'LL BE BACK ON THE FIELD IN NO TIME.

Washington Ball Mix percolates rain water, retaining just the right amount to maintain a quality service and ensure maximum field availability.

▶ THE RIGHT MIX FOR THE RIGHT FIELD.

At Mar-Co, we understand that every baseball field is unique. Wondering if Washington Ball Mix is right for you? Visit our website, or call us to learn about our range of performance-based infield mixes. Or ask about our free assessment program, which determines which custom product blends are best for renovating your existing field.



Mar-Co's Washington Ball Mix is by far the best infield mix for our athletic complex softball infields. Managing infields on a municipal level is always a challenge. The Washington Ball Mix ensures we have a reliable and consistent infield surface.



NEIL L. HOSICK | Facilities Coordinator | City of Hermitage, PA, USA

▶ REBUILD.

Our diamond had a lot of wet areas, and we found ourselves losing valuable playing time waiting to get back on the field after a rain. After weighing the pros and cons, we decided to rebuild our diamond with a Mar-Co mix. We now have far less down time and less pressure on our maintenance team.

▶ NEW BUILD.

When it came to building our new baseball field, we knew we wanted a mix that was going to work for all the members of our community, from T-Ball to Little Leaguers to Semi-Professional. We wanted to stay cost effective both short and long term. Washington Ball Mix was the highest quality solution for a reasonable price.

▶ MAINTENANCE / TRAINING.

Mar-Co made sure we knew how to take care of our diamond for many years to come. Anytime we need to replace mix, we know we are getting the exact same mixture without having to worry about adding conditioners bit by bit. Maintaining a professional looking field has never been easier.

It's important for us that our diamonds are being properly maintained, but we have the challenge of getting new maintenance staff every season. So we take advantage of the courses Mar-Co offers, and that allows even our newest employees to quickly become capable of keeping our fields in tip top shape.



1.800.950.2555
sales@marcoclay.com
www.marcoclay.com