



Phone: (502) 863-7865

Fax: (502) 867-3710

February 14, 2020

Dear Board Member,

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on February 17, 2020 at 5:30 pm at the Pavilion. Several important topics will be discussed. Your presence will be greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Julie Wash". The signature is written in a cursive style with a large, looped "J" and a trailing "h".

Julie Wash

Office Manager



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BOARD MEETING

A G E N D A

February 17, 2020

- I. CALL TO ORDER**
- II. APPROVAL OF THE MINUTES**
- III. BOOKKEEPERS REPORT**
- IV. BILLS FOR APPROVAL**
- V. BUSINESS**

- A. Cell Phone Discussion**
- B. Marketing Report – Kim Rice**
- C. Athletic Field Contract**
- D. Horse Park Contract**
- E. Supersharks Contract**
- F. Board Policy Draft**
- G. Executive Session KRS 61.810(1)(f)**
- H. Directors Report - Sherri Nicholas**
- I. Facilities/Program Reports - Robin Allen**
- J. Maintenance Reports – Larry Brandenburg (Parks)**
Bill Parker (Facilities)

- VI. ADJOURNMENT**

GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION

January 21, 2020

MEMBERS PRESENT

DT Wells
Erik Flaig
Jaime Kumar
Dale Stowe

Andrea Giusti
Bill Hamilton
Ben Van Meter

OTHERS PRESENT:

Robin Allen
Julie Wash
Vicki Miller
Cam Culbertson
Donnie Fryman
Bronson Williams
Dennis Zlosel

Larry Brandenburg
Kim Rice
Bill Parker
Drew Beckett
Amithyst Tyler
Alan Freeman
Maryellen Zlosel

I. CALL TO ORDER: DT Wells called the January 21, 2020 special meeting of the Parks and Recreation Board to order.

II. APPROVAL OF THE MINUTES: A motion was made by Bill Hamilton to accept the minutes of the December 2019 meeting, seconded by Jaime Kumar. The motion carried unanimously.

III. BOOKKEEPERS REPORT: Julie reported that the balance on hand is \$931,096.65. The balance on hand this date last year was \$771,284.94.

IV. BILLS FOR APPROVAL: Julie gave the Board a list of bills to be approved for payment. A motion was made by Ben Van Meter to approve the bills, seconded by Dale Stowe. The motion carried unanimously.

V. BUSINESS:

- A. **Baseball** – Drew Beckett, President SCYB, presented their Financial Report. Drew reported on the fundraising and improvements made 2019. Drew commended Larry Brandenburg on his assistance. 2019 had 652 participants, fall ball 260. The number one need is fencing and number two concession stand.
- B. **Softball** – Amithyst Tyler and Erik Flaig presented financial information for the Scott County Softball Club. Ami presented their brochure with Club information. Their needs for this year are field 3 & 4 new dirt. Drainage on field 2. Having a batting cage is still a goal. No Vape – No Smoking signs are needed.
- C. **Supersharks** – Bronson Williams reported that the Supersharks have requested to have an invitational swim meet on a Saturday. November 7th or 21st. It was requested to put the meet in their contract instead of paying an hourly fee. This will be an amendment to their existing contract for approval at the next board meeting.
- D. **Audit** – Donnie Fryman presented the Audit report for year ending June 30, 2019. Dale Stowe motioned to accept the audit as presented, seconded by Ben Van Meter. The motion carried unanimously.
- E. **Park Hours** – Discussion to make a recommendation to Judge Covington and the Fiscal Court to set and place park hours at Brooking Park to help alleviate vandalism. There is also a need to stop students from parking there

during school hours. DT Wells made a motion to adopt City Park hours in the County Park and restrict school parking in the county park, to make a proposal/resolution for them to consider those items to adopt them as their own, seconded by Erik Flaig. The motion carried unanimously.

- F. Officer Elections – DT Wells nominated Bill Hamilton for Board Chair, seconded by Ben Van Meter, Jaime Kumar nominated Dale Stowe for Vice Chair, seconded by DT Wells, DT Wells nominated Andrea Giusti for Secretary, seconded by Erik Flaig, Erik Flaig nominated Jaime Kumar for Treasurer, seconded by DT Wells, Ben Van Meter motioned to elect previously mentioned slate of Officers to direct this Board, Bill Hamilton Chair, Dale Stowe Vice Chair, Andrea Giusti Secretary, Jaime Kumar Treasurer, DT Wells called for a vote all in favor? Yes unanimous.
- G. Uncashed Checks Policy – Kim Rice is researching the SPGE guidelines on this issue. Erik Flaig motioned that if a check is not cashed after 6 months it will be sent to the state according to their policies, KRS393a, seconded by Bill Hamilton. The motion carried unanimously.
- H. School Rental Contract – Jaime Kumar motioned to renew current contract. DT stated an amendment to the contract is needed due to a change in the verbiage concerning signage at the fields. Tabled until new contract is presented.
- I. Tracking Assets Standard Procedures – Going forward purchases will be noted in Google Docs with detail information.
- J. Create Policy Review Committee – Director, Bill Hamilton, Dale Stowe and Kim Rice.
- K. Directors Report – Robin Allen welcomed Andrea Giusti to the Board.
- L. Facilities/Program Report – Kim Rice reported the Pavilion program December attendance 2,350. The total Pavilion attendance 9,549. Ed Davis Learning Center December total attendance 342.
- M. Maintenance Reports – Larry Brandenburg/Parks – The contractor has begun replacing the lights on Sutton Field. Bill Parker/Facility Report – Pricing repair at SFAC \$10,700.00. Bill Parker to write specs for bid to put out ASAP if needed. Cam will research if sealed bid is required. Work is still being done on skate park.

VI. ADJOURNMENT: There being no further business to be brought to the Parks and Recreation Board, a motion was made by Ben Van Meter to adjourn, seconded by Erik Flaig, meeting adjourned.

Georgetown-Scott County Parks and Recreation

Paid Bills

As of February 10, 2020

	Date	Memo	Account	Debit	Credit
Amazon					
	01/30/2020		2000-Accounts Payable		1087.14
	01/30/2020	Coffee Bar Supplies, Highlighters	4270-Office Supplies Equipment	478.32	
	01/30/2020	CPR Key Chains, Kraft Paper	8094-Aquatics Supplies	184.30	
	01/30/2020	Trailer Accessories	4810- Supplies	65.59	
	01/30/2020	Zogic Wellness Wipes	8100-Pavilion/Wgt Room Suppl	259.90	
	01/30/2020	Cable For Monitor	9230-Ed Office Supplies	17.97	
	01/30/2020	Black Out Curtains	8102-Pavilion Gymnasium Supplies	36.21	
	01/30/2020	Mesh Bags For Smart Start	8081-Pavilion Gym Program Suppl	44.85	
Total Amazon				1087.14	1087.14
American Business Systems					
	01/30/2020		2000-Accounts Payable		535.04
	01/30/2020	Copier Lease Payment Dec.	4270 Office Supplies Equipment	472.19	
	01/30/2020	Copier Lease Payment Dec.	9230 Ed Office Supplies	62.85	
	01/30/2020		2000-Accounts Payable		535.04
	01/30/2020	Copier Lease Payment Jan.	4270 Office Supplies Equipment	472.19	
	01/30/2020	Copier Lease Payment Jan.	9230 Ed Office Supplies	62.85	
	02/10/2020		2000-Accounts Payable		614.34
	02/10/2020	Copier Lease Payment Feb.	4270 Office Supplies Equipment	551.49	
	02/10/2020	Copier Lease Payment Feb.	9230 Ed Office Supplies	62.85	
Total American Business Systems				1684.42	1684.42
American Mini Storage					
	01/08/2020		2000 · Accounts Payable		150.00
	01/08/2020	Storage Fee 2/9-3/8	4810 · Supplies	150.00	
Total American Mini Storage				150.00	150.00
Columbia Gas of Kentucky					
	01/30/2020		2000-Accounts Payable		3,966.03
	01/30/2020	140 Pavilion Dr	8066-Pavilion Columbia Gas	3,966.03	

Georgetown-Scott County Parks and Recreation

Paid Bills

As of February 10, 2020

	Date	Memo	Account	Debit	Credit
	01/30/1900		2000-Accounts Payable		451.94
	01/30/2020	1240 Cincinnati Pike	4600- Scott Co Park	451.94	
	01/30/2020		2000 · Accounts Payable		338.77
	01/30/2020	146 Ed Davis Lane	9311 · ED - Columbia Gas	338.77	
Total Columbia Gas of Kentucky				4,756.74	4,756.74
Georgetown Municipal Water					
	01/30/2020		2000 · Accounts Payable		21.33
	01/30/2020	200 Airport Rd	5050 · SFAC Georgetown Water	21.33	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Horse Shoe Pit	4510 · Suffoletta Park	11.27	
	01/30/2020		2000 · Accounts Payable		21.33
	01/30/2020	Concession Stand	4510 · Suffoletta Park	21.33	
	01/30/2020		2000 · Accounts Payable		21.33
	01/30/2020	Picnic Shelter	4510 · Suffoletta Park	21.33	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Field #3	4510 · Suffoletta Park	11.27	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Fields #2 & #4	4510 · Suffoletta Park	11.27	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Field #1	4510 · Suffoletta Park	11.27	
	01/30/2020		2000 · Accounts Payable		21.34
	01/30/2020	Batting Cage	4510 · Suffoletta Park	21.34	
	01/30/2020		2000 · Accounts Payable		21.37
	01/30/2020	Airport Rd	4570 · Marshall Park	21.37	
	01/30/2020		2000 · Accounts Payable		21.33
	01/30/2020	Marshall Dr	4570 · Marshall Park	21.33	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Scott Co Park	4600 · Scott County Park	11.27	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Long Lick Entrance	4600 · Scott County Park	11.27	
	01/30/2020		2000 · Accounts Payable		2,079.08
	01/30/2020	140 Pavilion Dr	8070 · Pavilion - Georgetown Water	2,079.08	

Georgetown-Scott County Parks and Recreation

Paid Bills

As of February 10, 2020

	Date	Memo	Account	Debit	Credit
	01/30/2020		2000 · Accounts Payable		11.28
	01/30/2020	1260 Cincinnati Pike	4600 · Scott County Park	11.28	
	01/30/2020		2000 · Accounts Payable		178.99
	01/30/2020	Up Stairs 140 Pavilion Dr	8070 · Pavilion - Georgetown Water	178.99	
	01/30/2020		2000 · Accounts Payable		91.37
	01/30/2020	151 Ed Davis Lane	9313 · ED - Georgetown Water	91.37	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Ed Davis Ln	4540 · Ed Davis Park	11.27	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	S Water St Park	4650 · Royal Spring Park	11.27	
	01/30/2020		2000 · Accounts Payable		11.27
	01/30/2020	Royal Spring Park	4650 · Royal Spring Park	11.27	
	01/30/2020		2000 · Accounts Payable		21.33
	01/30/2020	1240 Cincinnati Pike	4600 · Scott County Park	21.33	
Total Georgetown Municipal Water				2,611.51	2,611.51
Nextiva Inc.					
	01/30/2020		2000 · Accounts Payable		926.61
	01/30/2020	Pavilion Phones	4240 · Office Phone	588.05	
	01/30/2020	SFAC Phones	5060 · SFAC Center Phone	204.62	
	01/30/2020	Ed Davis Phones	9310 · ED - Telephone	66.97	
	01/30/2020	Outdoor Maintenance Phones	4600 · Scott County Park	66.97	
Total Nextiva Inc.				926.61	926.61
Republic Services Inc.					
	02/10/2020		2000 · Accounts Payable		1,349.05
	02/10/2020	Garbage Service	8074 · Pavilion - Supp., Serv., Repair	1,349.05	
Total Republic Services Inc.				1,349.05	1,349.05
Time Warner Cable					
	02/10/2020		2000 · Accounts Payable		1,007.81
	02/10/2020	Phone, Internet, TV Pavilion	8074 · Pavilion - Supp., Serv., Repair	404.47	

Georgetown-Scott County Parks and Recreation
Paid Bills
As of February 10, 2020

	Date	Memo	Account	Debit	Credit
	02/10/2020	TV, Internet Ed Davis	9315 · ED Internet Service	223.39	
	02/10/2020	Internet Maintenance	4600 · Scott County Park	124.98	
	02/10/2020	Internet Suffoletta	5060 · SFAC Center Phone	124.98	
	02/10/2020	Internet Concession Bldg	4810 · Supplies	129.99	
Total Time Warner Cable				1,007.81	1,007.81
Verizon Wireless					
	01/30/2020		2000 · Accounts Payable		1,027.36
	01/30/2020	Cell Phones	4750 · Cell phones	1,027.36	
Total Verizon Wireless				1,027.36	1,027.36
Wal-Mart					
	01/30/2020		2000 · Accounts Payable		326.08
	01/30/2020	Kids Kitchen Program	9400 · ED-Prog., Event, Supplies&Equip	49.09	
	01/30/2020	Brooms, Shower Liners	8074-Pavilion -Supp., Serv.,Repair	53.66	
	01/30/2020	Printer Ink, Supplies, Coffee Bar Supplies	4270 · Office Supplies and Equipment	181.89	
	01/30/2020	Binders	8094 Aquatics Supplies	15.52	
	01/30/2020	Curtain Rods	8081 · Pavilion - Gym Program Supplies	25.92	
Total Wal-Mart				326.08	326.08
Whitaker Bank					
	01/30/2020		2000-Accounts Payable		4,067.04
	01/30/2020	Dance Costumes TBR By Students	8023 Costumes	4,067.04	
Total Whitaker Bank				4,067.04	4,067.04
Total				18,993.76	18,993.76

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of February 13, 2020

	Date	Memo	Account	Debit	Credit
1 Better, LLC					
	02/10/2020		2000 · Accounts Payable		349.00
	02/10/2020	Movie Ads February	4300 · Advertising, Print., Marketing	349.00	
Total 1 Better, LLC				349.00	349.00
American Red Cross					
	02/10/2020		2000 · Accounts Payable		182.00
	02/10/2020	Qty 5 CPR Certifications	8094 · Pavilion - Aquatics Supplies	182.00	
Total American Red Cross				182.00	182.00
Asian World of Martial Arts, Inc.					
	02/13/2020		2000 · Accounts Payable		144.15
	02/13/2020	Martial Arts Uniforms	8081 · Pavilion - Gym Program Supplies	144.15	
Total Asian World of Martial Arts, Inc.				144.15	144.15
Brenntag Mid-South, Inc.					
	02/10/2020		2000 · Accounts Payable		459.48
	02/10/2020	Hydrochloric Acid, Sodium Bicarbonate, Soda Ash	8094 · Pavilion - Aquatics Supplies	459.48	
	02/10/2020		2000 · Accounts Payable		280.00
	02/10/2020	Sodium Hypochlorite	8094 · Pavilion - Aquatics Supplies	280.00	
Total Brenntag Mid-South, Inc.				739.48	739.48
CDW Government, Inc.					
	02/10/2020		2000 · Accounts Payable		495.00
	02/10/2020	Qty 3 Windows 10Pro Licenses	4270 · Office Supplies and Equipment	495.00	
Total CDW Government, Inc.				495.00	495.00
Comfort & Process Solutions					
	02/13/2020		2000 · Accounts Payable		3,218.83
	02/13/2020	Boiler Not Firing On The Slide Pool	8074 · Pavilion - Supp., Serv., Repair	3,218.83	
Total Comfort & Process Solutions				3,218.83	3,218.83

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of February 13, 2020

	Date	Memo	Account	Debit	Credit
Cooper Wholesale Inc.	01/31/2020		2000 · Accounts Payable		241.25
	01/31/2020	Sof Ciling, Sanitizer, Soap, Paper Towels	8074 · Pavilion - Supp., Serv., Repair	241.25	
	01/31/2020		2000 · Accounts Payable		617.54
	01/31/2020	Tissue, Laundry Deterg, Can Liners, Paper Towels, Sof-Ciling	8074 · Pavilion - Supp., Serv., Repair	617.54	
	01/31/2020		2000 · Accounts Payable		328.91
	01/31/2020	Tissue, Sof-Ciling, Paper Towels	8074 · Pavilion - Supp., Serv., Repair	328.91	
Total Cooper Wholesale Inc.				1,187.70	1,187.70
D-C Elevator Company, Inc.					
	01/31/2020		2000 · Accounts Payable		97.54
	01/31/2020	Scheduled Maintenance January	8074 · Pavilion - Supp., Serv., Repair	97.54	
Total D-C Elevator Company, Inc.				97.54	97.54
Dan Cummins of Georgetown					
	01/31/2020		2000 · Accounts Payable		500.59
	01/31/2020	Unit 4 Parts For Repair	4660 · Vehicle Maintenance and Parts	500.59	
	01/31/2020		2000 · Accounts Payable		106.61
	01/31/2020	Unit 4 Parts For Repair	4660 · Vehicle Maintenance and Parts	106.61	
Total Dan Cummins of Georgetown				607.20	607.20
Emsco DBA Op Aquatics					
	01/31/2020		2000 · Accounts Payable		164.64
	01/31/2020	Testing Strips	8094 · Pavilion - Aquatics Supplies	164.64	
Total Emsco DBA Op Aquatics				164.64	164.64
Fastenal Company					
	01/31/2020		2000 · Accounts Payable		97.04
	01/31/2020	Hilo Rock-On Screws Qty 600	8074 · Pavilion - Supp., Serv., Repair	97.04	
	01/31/2020		2000 · Accounts Payable		317.92
	01/31/2020	Hilo Rock-on Screws Qty 2500	8074 · Pavilion - Supp., Serv., Repair	317.92	
Total Fastenal Company				414.96	414.96

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of February 13, 2020

	Date	Memo	Account	Debit	Credit
Georgetown News-Graphic					
	01/31/2020		2000 · Accounts Payable		446.82
	01/31/2020	Rally Cards	4300 · Advertising, Print, Marketing	99.00	
	01/31/2020	GT Magazine Promotions	4300 · Advertising, Print, Marketing	335.00	
	01/31/2020	Legal Ad	4270 · Office Supplies and Equipment	12.82	
Total Georgetown News-Graphic				446.82	446.82
Global Supply & Floor Equipment					
	01/31/2020		2000 · Accounts Payable		461.46
	01/31/2020	Disposable Gloves, Can Liners, Paper Towels	4810 · Supplies	461.46	
	01/31/2020		2000 · Accounts Payable		191.80
	01/31/2020	Qty 2 Ink Cartridge 410A	4270 · Office Supplies and Equipment	191.80	
Total Global Supply & Floor Equipment				653.26	653.26
Interstate Towing Service					
	01/31/2020		2000 · Accounts Payable		75.00
	01/31/2020	Towing Service For Unit 4	4810 · Supplies	75.00	
Total Interstate Towing Service				75.00	75.00
Kentucky League of Cities					
	01/31/2020		2000 · Accounts Payable		30.00
	01/31/2020	Webinar On CBD And Employment	4270 · Office Supplies and Equipment	30.00	
Total Kentucky League of Cities				30.00	30.00
Kentucky Motor of Gtown					
	01/31/2020		2000 · Accounts Payable		19.34
	01/31/2020	Qty 2 Oil Dry	4810 · Supplies	19.34	
	01/31/2020		2000 · Accounts Payable		319.33
	01/31/2020	Unit 21 Oil, Oil Filter, Rotor And Hub, Brake Pads	4810 · Supplies	319.33	
Total Kentucky Motor of Gtown				338.67	338.67

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of February 13, 2020

	Date	Memo	Account	Debit	Credit
Kentucky Portable Toilets					
	01/31/2020		2000 · Accounts Payable		495.00
	01/31/2020	Portable Toilets	4810 · Supplies	495.00	
Total Kentucky Portable Toilets				495.00	495.00
Kentucky Utilities Company					
	01/31/2020		2000 · Accounts Payable		15,529.57
	01/31/2020	Markham	4510 · Sufoletta Park	39.48	
	01/31/2020	Oser	4610 · Oser Landing Park	173.51	
	01/31/2020	Horseshoe Pit	4510 · Sufoletta Park	40.88	
	01/31/2020	Louie B. Nunn Dr. Ball	4510 · Sufoletta Park	307.05	
	01/31/2020	Louie B. Nunn Dr.	4510 · Sufoletta Park	57.30	
	01/31/2020	151 Ed Davis Lane	9312 · ED - Kentucky Utilities	281.85	
	01/31/2020	Marshall Park Dr. PL	4570 · Marshall Park	606.03	
	01/31/2020	Airport Field 4	4570 · Marshall Park	35.86	
	01/31/2020	1220 Cincinnati Rd. Shop	4600 · Scott County Park	584.53	
	01/31/2020	Marshall Park Dr. Field #1	4570 · Marshall Park	119.68	
	01/31/2020	Airport Rd. Conc.St	4570 · Marshall Park	200.67	
	01/31/2020	1080 Cincinnati Rd. Ballfield	4600 · Scott County Park	88.64	
	01/31/2020	SFAC	5020 · SFAC Kentucky Utilities	523.02	
	01/31/2020	Airport Rd Conc	4570 · Marshall Park	88.30	
	01/31/2020	Pavilion	8068 · Pavilion - Kentucky Utilities	10,326.40	
	01/31/2020	Batting Cage TBR SCYB	4810 · Supplies	1,411.21	
	01/31/2020	Ed Davis Park	4540 · Ed Davis Park	271.10	
	01/31/2020	Airport Rd Field #2	4570 · Marshall Park	35.86	
	01/31/2020	Airport Rd. Field #3	4570 · Marshall Park	35.86	
	01/31/2020	Loie B Nunn Dr Ball	4510 · Sufoletta Park	47.61	
	01/31/2020	Airport Rd Field #5	4570 · Marshall Park	118.02	
	01/31/2020	Lisle Rd Soccer Gate	4810 · Supplies	35.26	
	01/31/2020	Oxford Dr	4630 · Oxford Road Park	101.45	
				15,529.57	15,529.57
Total Kentucky Utilities Company				15,529.57	15,529.57

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of February 13, 2020

	Date	Memo	Account	Debit	Credit
LEX18					
	01/31/2020		2000 · Accounts Payable		2,250.00
	01/31/2020	Advertising On TV	4300 · Advertising, Print, Marketing	2,250.00	
Total LEX18				2,250.00	2,250.00
Lowe's Home Centers Inc.					
	01/31/2020		2000 · Accounts Payable		533.88
	01/31/2020	Supplies For Skate Park Repairs, Wood, Screws	8074 · Pavilion - Supp., Serv., Repair	324.05	
	01/31/2020	Garbage Bags, Auto Charger, Bench Grinder	4810 · Supplies	209.83	
Total Lowe's Home Centers Inc.				533.88	533.88
Pepsi-Cola Bottling Company					
	01/31/2020		2000 · Accounts Payable		1,405.00
	01/31/2020	Pepsi Products	8090 · Pavilion - Concession	1,405.00	
Total Pepsi-Cola Bottling Company				1,405.00	1,405.00
Recreonics Corporation					
	01/31/2020		2000 · Accounts Payable		399.18
	01/31/2020	Seals, Flapper Valves, Clamp Ring For Pools	8074 · Pavilion - Supp., Serv., Repair	399.18	
	01/31/2020		2000 · Accounts Payable		127.40
	01/31/2020	Buoy Rope Hooks Qty4	8094 · Pavilion - Aquatics Supplies	127.40	
Total Recreonics Corporation				526.58	526.58
S&S Worldwide Inc.					
	01/31/2020		2000 · Accounts Payable		1,645.00
	01/31/2020	Camp Supplies/Equipment	6490 · Kidzworld Supplies	822.50	
	01/31/2020	Homeschool Supplies/Equipment	8081 · Pavilion - Gym Program Supplies	822.50	
Total S&S Worldwide Inc.				1,645.00	1,645.00

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of February 13, 2020

	Date	Memo	Account	Debit	Credit
Sam's Club					
	01/30/2020		2000 · Accounts Payable		161.74
	01/30/2020	Coffee Bar Supplies	4270 · Office Supplies and Equipment	161.74	
Total Sam's Club				161.74	161.74
Southern States					
	01/31/2020		2000 · Accounts Payable		962.88
	01/31/2020	Gas For Vehicles	4780 · Fuel and Oil	962.88	
Total Southern States				962.88	962.88
The UPS Store #5114					
	01/31/2020		2000 · Accounts Payable		96.99
	01/31/2020	Shipping Fee Card Printer	4270 · Office Supplies and Equipment	96.99	
Total The UPS Store #5114				96.99	96.99
Whitaker Bank, N.A.					
	01/31/2020		2000 · Accounts Payable		4,283.87
	01/31/2020	Marketing Facebook Ads, Swag Basket Supplies	4300 · Advertising, Print., Marketing	108.91	
	01/31/2020	Dance Costumes TBR By Students	8023 · Costumes	2,896.70	
	01/31/2020	Dance Competition Fee Reimbursed By Students	8022 · Pavilion - Dance/Gymnastics Pro	1,120.00	
	01/31/2020	First Aid Supplies, Booklet	8094 · Pavilion - Aquatics Supplies	171.73	
	01/31/2020	Refund Coffee Bar Supplies	4270- Office Supplies and Equipment	-13.47	
Total Whitaker Bank, N.A.				4,283.87	4,283.87
Total				37,034.76	37,034.76



5 Year Attendance Comparison for January

Attendance Type	2016	2017	2018	2019	2020
20 Visit Pass	440	393	341	353	355
20 Visit Walker Pass	715	505	523	491	354
6 Month Pass	882	905	876	643	474
Annual Pass	4642	5110	5081	4730	4330
Complimentary Pass	63	70	85	82	75
Daily Pass	3517	3424	3189	3306	1329
Observer Attendance		39	1298	773	820
Off-Site Program Attendance	44	27	27	11	
Program Attendance	3860	4308	3995	3999	3516
Rental / Meeting Attendance	404	493	571	612	1791
	14567	15274	15986	15000	13044



FY 2019 - 2020 Attendance

Attendance Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Of Attendance
20 Visit Pass	229	207	252	201	200	208	355						1652
20 Visit Walker Pass	170	152	201	208	219	234	354						1538
6 Month Pass	490	369	348	353	297	340	474						2671
Annual Pass	4432	3368	3407	3227	3127	3113	4330						25004
Complimentary Pass	55	26	14	28	61	50	75						309
Daily Pass	3908	1472	1621	1813	1916	2330	1329						14389
Observer Attendance	700	144	736	654	569	213	820						3836
Off-Site Program Attendance	3	7											10
Program Attendance	4615	2330	3518	3639	3012	2350	3516						22980
Rental / Meeting Attendance	407	221	369	504	888	711	1791						4891
Total:	15009	8296	10466	10627	10289	9549	13044						77,280



FY 2019 - 2020 Pavilion Based Program Attendance

Program	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Aqua Jogging	4			10									14
Aqua Zumba	43	23	69	58	55	54	16						318
Aquatic Tai Chi	1						1						2
Burn it Up	40	21	29	25	22	25	32						194
C.S.R. Chisel, Strength, Renew	40	36	38	23	25	15	12						189
Cardio Circuit Silver Sneakers	47	43	43	49	71	64	116						433
Cardio Orientation						2	1						3
Chair Yoga Silver Sneakers	150	81	134	113	108	90	171						847
Core & More	1	1	0	0	0								2
Couch to 5K		2		4									6
Country Heat	60	22	48	53	44	24							251
Dance and Gymnastics	54	12	645	499	514	63	647						2434
Dance Fitness							42						42
Fun Express	70	259		93									422
Glow Zumba				12									12
G-Town Force VB Practice	32		11	5									48
Home School & Gym			31	53	95	58	53						290
Ignition	96	98	113	109	113	114	115						758
Kayak Roll Clinic						41							41
KidzWorld	1344												1344
KidzZone	495	385	222	294	187	184	285						2052
Lifeguard Instructor Course						6	8						14
Lifeguard Recertification					1								1
Lifeguard Training Class		3			16								19
Line Dancing	41	48	66	67	47	43	75						387
Martial Arts	222	172	72	123	44	30	133						796
Move Boom Silver Sneakers	17	37	36	35	23	21	55						224
Open Volleyball					4	28							32

Program	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Personal Training	36	44	31	33	26	22	12						204
Pickle Ball	154	189	169	136	146	172	174						1140
Pilates	42	45	50	48	38	44	12						279
Private Dance		5	3		2	1	1						12
R & R Rest & Relaxation					12	6	8						26
Senior Stretch (Off-Site)	3	7											10
SilverSneakers Classic	268	288	260	202	219	179	240						1656
Start Smart Basketball							37						37
STRONG	93	54	46	64	57	32	71						417
SuperSharks Swim Team	66		672	785	594	632	653						3402
Swim Lessons	566	36	107	89	82	10	115						1005
Thriller School			9	9									18
Try Out Lifeguarding							3						3
Turkey Burn					8								8
Water Aerobics	390	196	391	363	242	158	200						1940
You v You (HIIT)	8	17	17	6	29	25	32						134
Zumba	143	110	109	140	105	100	117						824
Total:	4526	2234	3421	3500	2929	2243	3437						22,290



FY 2019 - 2020 EDLC Attendance

Attendance Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Of Attendance
Community Event				43	465	201							709
Daily	56	129	88	98	49	39	18						477
Meetings	2			10			8						20
Program	204		4		18	27	18						271
Rentals	235	290	76	162	61	75	4						903
Special Events		210			32								242
Total:	497	629	168	313	625	342	48						2,622



FY 2019 - 2020 EDLC Based Program Attendance

Program	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Ag-Exploration Camp							2						2
Back to School Giveaway		210											210
Boo Bash					32								32
Camp Explore More	204												204
Club David P.A.S.S.			4										4
Community Feed						201							201
Community Services				43	465								508
Daily Attendance	56	129	88	98	49	39	18						477
Kid's Kitchen					18	17							35
Meeting	2			10			8						20
Middle School Tutoring						10	16						26
Rental	235	290	76	162	61	75	4						903
Total:	497	629	168	313	625	342	48						2,622

This Agreement is made and entered into this _____ day of _____, 2020 by and between the Georgetown/ Scott County Parks and Recreation Department, hereinafter "Parks," and the Georgetown Supersharks Swim Team, hereinafter "the team".

WITNESSETH:

WHEREAS, Parks operates and makes available for use to the team the Pavilion Aquatic Center, in particular the pool located therein; and

WHEREAS, the team members are permitted to use said pool at hours set by Parks and for a set price as determined by Parks; and

WHEREAS, the team and Parks have reached an agreement as to the hours the pool may be used by the team and the fees associated therewith and now the parties desire to reduce the same to writing for greater certainty;

NOW, THEREFORE, for and in consideration of the mutual terms and conditions contained herein, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Parks shall make a set number of lanes available to the team in the pool located at the Pavilion aquatic facility from the day after Labor Day through March 31st during the following times:

Monday:	4 lanes from 5:30 a.m. -- 7:15 a.m. 3 lanes from 4:00 p.m. -- 7:00 p.m.
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Tuesday:	3 lanes from 4:00 p.m. -- 7:00 p.m. 2 lanes from 7:00 p.m. -- 8:30 p.m.
----------	--

Wednesday:	4 lanes from 5:30 a.m. -- 7:15 a.m. 4 lanes from 4:00 p.m. -- 7:00 p.m. 4 lanes from 7:00 p.m. -- 8:30 p.m.
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Thursday:	3 lanes from 4:00 p.m. – 7:00 p.m. 2 lanes from 7:00 p.m. -- 8:30 p.m.
Friday:	4 lanes from 5:30 a.m. -- 7:15 a.m. 4 lanes from 4:00 p.m. – 6:00 p.m. 3 lanes from 6:00 p.m. -- 8:30 p.m.
Saturday:	3 lanes from 10:00 a.m. – 2:00 p.m.

However, these lane reservations are subject to the Scott County High School Swim Team's priority to use the pool for home swim meets. Any additional lane time during the months not included above will be agreed upon by the aquatic manager and the team coach.

2. Parks agrees to make the pool located at the Pavilion aquatic facility available to the team for one ten-hour period on a Saturday between the Labor Day through March 31st for the purpose of the team hosting a swim meet. The time and date of the swim meet will be coordinated on a date mutually agreeable to Parks and the team taking into account all scheduling considerations.
3. The fees to be paid by the team to Parks for the use of the pool shall be set for the following schedule:

January-February:	\$7.00 per swimmer/per month
March-April:	\$3.50 per swimmer/per month
May:	\$7.00 per swimmer/per month
June-July	\$2.30 per swimmer/per month
August:	0
September-December:	\$7.00 per swimmer/per month

Additionally, upon execution of this agreement, the team shall pay to Parks all past rental fees.

4. Payment for use of the pool shall be made by the team to Parks no later than the tenth (10th) day of the month immediately following the month the pool was used.
5. This Agreement shall terminate on April 1, 2021. However, either party may terminate the Agreement at any time by providing written notice to the other party thirty (30) days in advance of the date of termination. Any notice to the parties shall be sent to the following addresses:

Georgetown/Scott County Parks Department
140 Pavilion Drive
Georgetown, Kentucky 40324

Supersharks Swim Team

Georgetown, Kentucky 40324

The parties may change these addresses by providing written notice to the other party.

6. This writing contains the entire agreement between the parties. Neither party is relying on any representation made by the other not contained herein.
7. This Agreement may only be modified by a written agreement executed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands

this _____ day of _____, 2020.

GEORGETOWN/SCOTT COUNTY
PARKS DEPARTMENT

BY: _____
SHERRI NICHOLAS, DIRECTOR

COMMONWEALTH OF KENTUCKY

COUNTY OF SCOTT

The foregoing was subscribed, sworn to and acknowledge before me this
_____ day of _____, 2020, by SHERRI NICHOLAS,
Director, on behalf of Georgetown/Scott County Parks Department.

NOTARY PUBLIC
My commission expires:

SUPERSHARKS SWIM TEAM

BY: _____

ITS: PRESIDENT

COMMONWEALTH OF KENTUCKY

COUNTY OF SCOTT

The foregoing was subscribed, sworn to and acknowledge before me this
_____ day of _____ 2020, by _____,
President on behalf of Supersharks Swim Team.

NOTARY PUBLIC
My commission expires:

PREPARED BY:

CAMERON R. CULBERTSON
ATTORNEY AT LAW
198 East Washington Street
Georgetown, Kentucky 40324

AGREEMENT

This AGREEMENT is made and entered into this _____ day of _____, 2020, by and between the GEORGETOWN – SCOTT COUNTY PARKS AND RECREATION DEPARTMENT (HEREINAFTER "Parks"), the BOARD OF EDUCATION OF SCOTT COUNTY, KENTUCKY (HEREINAFTER the "Board"), and the SCOTT COUNTY FISCAL COURT (HEREINAFTER "Fiscal Court").

WITNESSETH:

WHEREAS, the parties hereto are both involved in various athletic programs; and

WHEREAS, Parks manages facilities use for said athletic programs for Scott County Fiscal Court; and

WHEREAS, the parties desire to provide for orderly use and maintenance of said facilities; and

WHEREAS, the parties have reached an agreement with respect to the use and maintenance of said facilities and desire to reduce the same to writing for greater certainty;

NOW, THEREFORE, for and in consideration of mutual terms and conditions contained hereinafter, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

I. SUTTON FIELD AND SENIOR LEAGUE FIELD #1

The use, scheduling and maintenance of Sutton Field and the Senior League Field #1 shall be as follows:

1. For the "High School Season", which shall be the period from February 15th each year until the end of Scott County High School Baseball Season, the first priority for use of the fields shall be for Scott County High School Baseball teams with the exception of Senior League Field #1 on Sundays and Wednesdays. This shall include the varsity, junior varsity, and freshman teams.
2. For the "Early Summer Season" which shall be from June 1st of each year through July 31st of each year the Scott County High School summer team shall have priority use of the field. This team may schedule practice or games any day during this time period. However, during the annual "dead period", Parks may schedule practice and games for other teams as Parks deems appropriate. As consideration for the field being reserved for the high school team during this period, the Board shall pay to Parks the sum of two

thousand dollars (\$2,000) per year. Said payment shall be due on June 1 of each year. This amount is in addition to the \$10,000 payment due under provision V. herein.

3. For the "Summer Season", which shall be the period from the end of the Scott County High School Baseball Season until September 11th of each year, all scheduling for use of the fields shall be coordinated through Parks. All schedules of games or requests for field use shall be submitted to Parks by May 15th of each year. In scheduling use of the fields for this period Parks shall be required to incorporate the following priorities:
 - (A) First priority shall be given to the Senior League teams that are organized through Parks.
 - (B) Second priority shall be given to Parks rentals and special events. This shall include but not be limited to special tournaments and charitable events.
 - (C) Third priority shall be given to all other requests for scheduling use of the fields.
4. For the "Winter Season", which shall be the period from September 11th each year through the following February 14th of the following year priority shall be for performing maintenance on the fields. This shall include but not be limited to any necessary construction, re-seeding, aerating, fertilizing and landscaping.
5. The responsibilities that are associated with using and maintaining the fields shall be divided as follows:
 - (A) All mowing and weed eating as well as preparing the fields for play for each game (dragging the field, laying down foul lines, trash pickup, water removal, etc.) shall be the sole responsibility of the entity scheduled to use the fields.
 - (B) Maintaining the fields shall be the sole responsibility of the Board. Maintenance shall be defined to include all work on the fields other than mowing and weed eating. The Board is not required to expend money for construction on, improvements to, or landscaping the fields. The Board is not responsible for repairing and remedying damage or field conditions which are the result of vandalism or misuse of the fields by others, including improper conduct by other users of the fields in mowing, weed eating, dragging the infields, etc. Such repairs or remedies shall be the responsibility of Parks. The Board

shall be responsible for maintaining the net and backstop around the fields and the Board shall not hold Parks responsible for the negligence of the Board's agents or employees with regard to this responsibility.

(C) All other responsibilities associated with maintaining the fields not specifically addressed herein shall be the joint responsibility of Parks and the Board.

6. The parties hereby agree that advertisement signage, banners or other similar displays may be placed on or attached to the fences located in the park limited to the fence surrounding the playing fields. That signage may be placed one week prior to the start of the regular playing season and removed no later than one week after the conclusion of the regular season.

II. HOLMES FIELD

The use, scheduling and maintenance of Holmes Field shall be as follows:

1. For the "Spring Season" which shall be the period from February 15th each year until the end of the Scott County School Spring Season, the first priority for use of the field shall be for Scott County High School Girls Softball teams. This shall include the varsity, junior varsity, and freshman teams.
2. For the "Summer Season", which shall be the period from the end of the Scott County School Spring Season until September 11th of each year, all scheduling for use of the field shall be coordinated through Parks. All schedules of games or requests for field use shall be submitted to Parks by May 15th of each year. In scheduling use of the fields for this period Parks shall be required to incorporate the following priorities:
 - (A) First priority shall be given to league teams that are organized through Parks.
 - (B) Second priority shall be given to Parks' special events. This shall include but not be limited to special tournaments and charitable events.
 - (C) Third priority shall be given to all other request for scheduling use of the field.
3. For the "Winter Season", which shall be the period from September 11th each year through February 14th of the following year, priority shall be for

performing maintenance on the field. This shall include but not be limited to any necessary construction, reseeding, aerating, fertilizing and landscaping.

4. The responsibilities that are associated with using and maintaining the field shall be divided identically to the division set out in Paragraph I.5., above.
5. The parties hereby agree that advertisement signage, banners or other similar displays may be placed on or attached to the fences located in the park limited to the fence surrounding the playing fields. That signage may be placed one week prior to the start of the regular playing season and removed no later than one week after the conclusion of the regular season.

III. MARSHALL PARK FIELD NO. 3

The use, scheduling and maintenance of Marshall Park Field No. 3 shall be as follows:

1. All scheduled use of the field shall be coordinated by Parks. Any requests for use of the field by the Board shall be submitted to Parks for approval.
2. Once the Board has finalized its schedule, the same shall be provided to Parks not later than two (2) weeks prior to the start of the schedule.
3. Parks shall notify the Board when the field has been sufficiently prepared for use for the season. This date will not be before February 15th of each year.
4. On any particular day, if Parks cancels its scheduled games or practices then any use of the field for practice or games on said day by the Board must also be cancelled. Parks is responsible for ensuring that the Board's contact person is provided notice of cancellation prior to the scheduled use of the field by the Board.
5. All maintenance of the field shall be the responsibility of Parks.

IV. BROOKING PARK and GREAT CROSSING PARK TENNIS COURTS

The use, scheduling and maintenance of Brooking Park and Great Crossing Park tennis courts shall be as follows:

1. For the "High School Tennis Season", which shall be February 15th each year until the end of the calendar school year, the first priority of the courts shall be for the Scott County High School tennis teams. The priority shall be for both practice and matches from the hours of 4:00 p.m. through 7:00 p.m.

The board shall not be required to set aside any courts for public use during this priority period.

2. For the "Summer Season" which shall be the period from the end of the calendar school year until February 15th of each year, all scheduling for use of the courts shall be set by Parks. All scheduling for use, including tournaments, shall be submitted to Parks during this period. The priority for use shall be determined by Parks in its sole discretion.
3. Use of tennis courts by Scott County High School and Great Crossing High School physical education classes shall be subject to the public's right to use courts. Two courts shall be available for public use during use of the courts by said physical education classes.
4. Daily maintenance (cleaning of courts, trash pickup) shall be the responsibility of the Board during the High School Tennis season and the responsibility of Parks at all other times. All long-term repair costs (defined as construction, repair, or improvements to the Courts, whether due to age, vandalism, misuse or other causes) shall be the sole responsibility of Parks.
5. From July 15th through the first weekend of November each year, Brooking Park and Great Crossing Park will be allowed to be used as reasonably needed for practices and meets by the cross country teams of Scott County High School and Great Crossing High School.

V. PROVISIONS APPLYING TO ALL FACILITIES

1. A fee will be set by Parks each year covering direct costs associated with providing facilities for school programs.
2. The fee for the 2019-2020 school years will be \$10,000. This will be paid within thirty (30) days following the execution of this Agreement, and annually on the same date during each year in which this agreement is in effect.
3. For facilities listed herein the Board shall maintain at all times during the life of this Agreement a liability insurance policy in the minimum amount of seven million dollars (\$7,000,000) which lists thereon Parks, Scott County Fiscal Court and the City of Georgetown as covered insureds. This policy is only intended to insure Parks, Scott County Fiscal Court, and the City of Georgetown against loss or injury arising from the use of the facilities by the Board as reference in this Agreement.

4. The Board shall designate a specific individual as the contact person who is authorized to address any questions or concerns by Parks, including requesting action by the Board, with respect to the facilities. All contact information for said individual, phone number, email, etc., shall be provided to Parks upon execution of the Agreement. Any changes in the designated person and/or their contact information shall be immediately provided to Parks.
5. The Board shall make sure that at every Board athletic event held on property managed by Parks an administrator or a designee of the Board shall be present for the entire event.
6. The Board shall not allow parking on the grass in any of the parks managed by Parks at any practice or athletic competition held by the Board.
7. This Agreement shall be binding on the successors and assigns of both parties.
8. This Agreement contains the entire agreement between the two parties and neither party is relying on any representations by the other not contained herein.
9. This Agreement may only be amended in writing executed by authorized representatives of both parties.
10. This Agreement shall be governed and construed under the laws of the Commonwealth of Kentucky. The venue for any dispute arising hereunder shall be in Scott County, Kentucky.
11. This Agreement shall be effective for a period of one year from the date of the execution hereof. Additionally, this Agreement shall be automatically renewed for one year terms unless written notice to terminate the Agreement is given by either party giving at least thirty (30) days notice prior to the effective date of said termination.
12. This Agreement is not intended to grant rights to any individual not a party hereto, and is not intended by either party to work to the benefit of any third party.
13. If any terms of this Agreement are found to be illegal or unconstitutional, to the extent possible, the parties intend for the offending term(s) to be severed herefrom, and the remainder of the Agreement to remain in effect, to the extent practicable.

IN WITNESS WHEREOF, the parties hereto have set their hands through their duly authorized representatives this _____ day of _____ 2020.

GEORGETOWN – SCOTT COUNTY PARKS
AND RECREATION DEPARTMENT

BY: _____
Sherri Nicholas, Director

COMMONWEALTH OF KENTUCKY

COUNTY OF SCOTT

Subscribed and sworn to before me by Sherri Nicholas, Director, Georgetown – Scott County Parks and Recreation Department on this the _____ day of _____, 2020.

Notary Public
My Commission Expires: _____

BOARD OF EDUCATION OF SCOTT COUNTY,
KENTUCKY

BY: _____
Secretary

COMMONWEALTH OF KENTUCKY

COUNTY OF SCOTT

Subscribed and sworn to before me by _____, Secretary, Board of Education of Scott County, Kentucky, on this the _____ day of _____, 2020.

Notary Public
My Commission Expires: _____

SCOTT COUNTY FISCAL COURT

BY: _____

Joe Pat Covington, Judge Executive

COMMONWEALTH OF KENTUCKY

COUNTY OF SCOTT

Subscribed and sworn to before me by Joe Pat Covington, Judge Executive, Board
of Scott County Fiscal Court, on this the _____ day of _____, 2020.

Notary Public

My Commission Expires: _____

PREPARED BY:

CAMERON R. CULBERTSON
ATTORNEY AT LAW
198 E. Washington St.
Georgetown, KY 40324

Georgetown-Scott County Parks and Recreation Board Policies

B.01 – Purpose of Policies, Biennial Review

POL.B.01.02 – Purpose of Policies

These policies, adopted unanimously by the Board of Members of Georgetown – Scott County Parks and Recreation (“GSC Parks”), set forth many basic tenets to guide the Georgetown – Scott County Parks Board (the “Board”) as it governs GSC Parks and the staff in administering the policies. These policies not intended to be comprehensive in nature; the Board maintains additional rules, regulations, and guidelines. Through the use of these policies, the Board hopes to ensure good, honest, and accountable representation of and service to its constituents.

The responsibility for creating and updating, or causing to be created, procedures for implementing policy falls to the Director. The differences between "policy" and "procedure" are outlined below:

Policy

A policy is any plan or course of action reflecting the aims to be achieved by GSC Parks that are officially approved by the Board. It reflects value judgments on issues related to the purposes of GSC Parks and gives direction to the Director and staff in the discharge of their duties. The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in overseeing the operation of GSC Parks. A policy must be formally adopted by the Board and recorded in the minutes of the meetings of the Board.

Procedure

A procedure is any plan or course of action formulated, developed, and implemented by the Director to facilitate day-to-day GSC Parks operations within the respective policies established in writing by the Board. Procedure guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy. The Executive Director shall have the function and responsibility of specifying the action required and designing the detailed arrangements under which the District will be operated.

POL.B.01.02 - Biennial Review

It is the intention of the Board to review these policies biennially for consistency with applicable law and the practices of the Board and District. These policies may be revised in writing by majority vote of the Board.

B.02 – Mission, Vision, and Values

POL.B.02.01 - Statement of Mission, Vision, and Values

Mission

The Georgetown – Scott County Parks and Recreation Department continually strives to develop, provide, and maintain quality programs and facilities that meet the increasing needs of our growing community.

Vision

To be the state leader in promoting community health and well-being through fun, progressive and memorable parks and recreation experiences and activities for everyone.

GSC Parks' parks and other facilities provide quality open space and recreation opportunities for all county residents, and the Board will work persistently to maintain the availability of the County's parks, other facilities, and programs for generations to come. The Board strives to provide an excellent parks and recreation system that is safe and deeply integrated into the distinctive Scott County living experience. The Board believes that the system is a major contributor to the enhanced quality of life that exists in Scott County. The Board values and respects the history of Scott County and of GSC Parks, GSC Parks' civic involvement, and GSC Parks's tradition of innovation, and the Board strongly considers these factors as it plans for the future.

The Board believes strongly in the value of citizen participation in the Board's governance of GSC Parks. The Board thus will conduct the business of GSC Parks in an open and communicative fashion, seeking feedback and advice whenever possible. The Board will reach out to all residents of Scott County to assure that all are served equally to the fullest extent possible with the resources of GSC Parks.

The Board believes that one key to maintaining an excellent parks and recreation system is to sustain partnerships with other agencies throughout the community who can contribute to the services provided by GSC Parks. These valuable partnerships may be with agencies within Scott County's boundaries or outside of them. The Board is committed to seeking out these partnerships.

In addition, the Board is committed to preserving the open spaces it is responsible for even while offering innovative, high quality programs.

In striving for excellence, GSC Parks' values include:

- **Partnerships:** We will work collaboratively with others in our community.
- **Responsible Leadership:** We will create a high performing, engaged, and accountable organization.
- **Integrity:** In all that we do, we will adhere to moral, honest, and ethical principles and work toward accessibility and inclusion.
- **Innovation:** We will continuously try new methods and ideas, adapt services according to trends, and continuously improve processes in order to exceed the needs of our customers.
- **Sustainability:** GSC Parks will endure through renewal, maintenance, stewardship and stability in all aspects of operation.

B.03 – Board Responsibilities and Guidelines

POL.B.03.01 – Board Responsibilities

The Georgetown-Scott County Parks and Recreation (GSC Parks) Board is a policy making board. Policy-making recreation and parks boards are independent governing boards with final decision-making responsibilities. The GSC Parks Board is responsible for overseeing the welfare of the parks, athletic fields, recreation facilities, and other public access areas to the benefit of all citizens. The board advises the City of Georgetown and Scott County Fiscal Court on the current needs and long-term sustainability issues that develop in parks and recreation facilities and programs. The board consists of nine

(9) members that meet monthly or as needed. The nine members include four City of Georgetown appointees, four Scott County Fiscal Court appointees, and one joint appointee. The GSC Parks Board's responsibilities include:

- 1) Provide continuing directions for planning, operation and evaluation of the department's growth, programs, and facilities.
- 2) Attend all board meetings and functions such as special events.
- 3) Actively serve on committees and take on special assignments.
- 4) Remain informed about the departments mission, services, policies and programs.
- 5) Review agenda and supporting materials prior to Board meeting.
- 6) Inform others about the department and its services.
- 7) Keep up to date on development in the field of Parks and Recreation Services.
- 8) Review, evaluate and approve the departments financial and operating policies.
- 9) Follow the requirements of the open records law.
- 10) Approve hiring, discipline, and firing of full-time staff.

POL.B.03.02 – Board Members Term of Office

Georgetown – Scott County Parks and Recreation is governed by a Board comprised of nine appointed members, each of whom serves a four-year term which can be reappointed up one additional four-year term. The City of Georgetown and Scott County Fiscal Court believes that a nine-member board is appropriate for the size of the department.

POL.B.03.03 - No Compensation

The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in these policies.

POL.B.03.04 - Board Authority Pursuant to State Law

The Board functions under the authority of [Kentucky Revised Statutes 97](#) and within the framework of applicable State of Kentucky and federal laws.

POL.B.03.05 – Actions Taken in Representative Capacity

Board members, collectively and individually, act as representatives of the residents of GSC Parks in maintaining and promoting GSC Parks' parks, facilities, and programs. Through careful evaluation of needs, resources, and other factors, Board members make decisions that determines how to best serve the entire community.

POL.B.03.06 - Collective Decision-Making

In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It is improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

POL.B.03.07 - Policymaking is Primary Role

The Board concerns itself primarily with questions of policy rather than with administrative matters. The department's Director is charged with the administrative responsibility to implement the Board's policies. The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of GSC Parks and GSC Parks' facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

POL.B.03.08 - Board Retreat and Goal-Setting

The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are required to attend the retreat.

POL.B.03.09 – GSC Parks Director is Primary Board Resource

Board members should respect the Board's commitment to implement its policies through the Director and to rely on the Director to handle the administrative functions of GSC Parks. Board members should request desired information from the Director rather than from other employees of GSC Parks. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about GSC Parks matters to the Director. Board members also should support the actions of the Director when those actions have been directed, ratified, or otherwise supported by the Board.

POL.B.03.10 - Ethics and Conduct

Because each action taken by a Board member in the course of his or her duties should be motivated by GSC Parks' best interests, a Board member should be free of undue outside influences and of self interest. A Board member should advise the Director of all memberships and financial interests that a Board member has in companies or organizations that are doing business with GSC Parks. Board members will educate themselves about, and comply with, all other federal, state and local laws, regulations, and ordinances applicable to the conduct of appointed officials. Additionally, Board members must:

- On a yearly basis, file a Financial Interest Statement with the City of Georgetown;
- Complete the online [Open Records Act and Open Meetings Act](#) summary produced by the Attorney General on its website;
- Represent all the residents of GSC Parks and avoid partisanship based on special interests;
- Respect the confidentiality appropriate to issues of a sensitive nature; and
- When the Board must decide upon an issue about which a member may have an unavoidable conflict of interest, that member must disclose the interest, and recuse him/herself from all discussion, deliberation and vote taking about the issue, as required by applicable state and federal law.

POL.B.03.11 - Political Advocacy

Many of the activities of GSC Parks are funded with money from County, State, and federal agencies. In addition, many of the activities of GSC Parks are affected by the laws of County, State, and federal agencies. For that reason, it is useful that the Board stay informed about pending legislation that is of interest to GSC Parks. When appropriate, the Board shall encourage its members to contact County, State, and federal elected representatives to advocate the best interests of GSC Parks.

POL.B.03.12 - Media Relations

The designated spokespersons for GSC Parks are the Board Chair, the Director, and the Marketing & Special Events Recreation Manager under the direction of the Director. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the President to speak to a media representative about a matter with which that Board member has particular experience or expertise. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all of the facts and circumstances about the matter of inquiry. If a Board member speaks for himself or herself, then that Board member first should be fully informed about the matter at hand and should clearly state that his or her comments are being made as a private resident and not as a representative of GSC Parks. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to GSC Parks.

POL.B.03.13 - Planning Responsibilities

The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities, equipment, and property of the District. Among other things, the Board shall undertake the following:

- Park Master Plans
- Capital Project Plan

POL.B.03.14 - Intergovernmental and Civic Cooperation

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to Scott County and act consistently with the best interests and well-being of GSC Parks. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of GSC Parks. The Board encourages board members and the Director to promote intergovernmental and civic cooperation through appropriate relationships between local officials and staff and the officials and staff of other agencies.

POL.B.03.15 - Board Committees, Task Forces

Currently there are four standing committees of the Board. See Section 6 of these Board of Commissioner Policies regarding the standing committees and other committees and task forces of the Board.

POL.B.03.16 - Recruiting and Training

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of GSC Parks be appointed for a position on the Board. In addition, Board members should take an active role training newly elected Board members. Staff share and prepare an information packet containing essential information to be available to perspective candidates. Additionally, at least one informational session with the Director and a Department Head must take place.

POL.B.03.17 - New Board Member Orientation

The Board shall assist with the orientation of new Board members by:

- 1) Providing assistance to the Director with preparation of written materials, which shall include, among other materials, the following:
 - a. Georgetown – Scott County Parks and Recreation Policies;
 - b. Georgetown – Scott County Parks and Recreation Rules and Regulations Governing Use of Park Facilities
- 2) Providing a tour of GSC Parks' parks and other facilities; and
- 3) Arranging meetings with the Board Chair, the Director, the Superintendents, and other staff as determined by the Director, for the purpose of explaining GSC Parks' organizational structure and the planning, financial, and budget procedures of the Board.

POL.B.03.18 - Electronic Communication

The Kentucky Open Meetings Act (KRS 61.805[1]) defines "Meeting" as "all gatherings of every kind, including video teleconferences, regardless of where the meeting is held, and whether regular or special and informational or casual gatherings held in anticipation of or in conjunction with a regular or special meeting." Electronic mail may be used to discuss public business by less than a majority of a quorum, subject to the restrictions contained in this policy. Electronic mail may also be used to communicate in any other manner that does not constitute deliberation under applicable Kentucky law. The following are examples of permitted use of e-mail by Board Members to discuss business of the Board:

- E-mails between two board members not copied to a third member;
- One e-mail from a board member to all other board members provided it is not responded to;
- E-mails between any number of board members not addressing public business of the Board or any sub-body of the Board.

Board members are also prohibited from using electronic means to seek out personal or confidential information regarding GSC Parks employees, contracts, finances, or other non-public matters. Harassment of any kind is prohibited. Harassment policies apply equally to all electronic media. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, age, national origin, physical attributes, or sexual preference shall be transmitted.

POL.B.03.19 - Vacancies in Office

The Board shall declare vacant the office of any member who dies, resigns, ceases to be a resident within Scott County, or otherwise is rendered by law as unqualified to serve as a board member. A vacancy shall be filled by appointment of either the Mayor or Judge Executive determined by they originally appointer of the empty office. The appointed Board Member shall serve until the end of the original term and in a manner provided by law.

B.04 – Board Officers

POL.B.04.01 – Chair

The Board Chair shall be the chief executive officer of the Board. The Chair shall be the presiding officer at meetings of the Board. The Chair shall appoint with Board approval annually, the committees and/or members and chairpersons of the standing committees of the Board. The Chair, with the consent of the Board, shall appoint the members of special committees created by the Board. The Chair shall appoint a

Secretary pro tempore of the Board to serve in the absence of the Secretary. The Chair shall sign all policies passed by the Board and all such other documents and papers of GSC Parks that by law require a signature. The Chair shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The Chair's vote shall be called for on all matters before the Board in the normal voting rotation with the other board members. The Chair shall establish an effective working relationship with the Director by meeting regularly to actively communicate with the Director about special issues and problems affecting the Department. The Chair shall work with the Director to prepare Board meeting agendas and schedule an annual performance evaluation of the Director. The Chair shall effectively communicate with the Board Members to ensure all members are kept abreast of important issues affecting GSC Parks and schedule an annual Board evaluation. As well as serving as the official spokesperson for the Board, the Chair or designee shall serve on committees, commissions, or boards representing GSC Parks and represent the Board at community and GSC Parks events. The Board shall also serve as the official GSC Parks representative to the Kentucky Recreation and Parks Society Conference and any other official legislative committee that will enhance the mission and vision of GSC Parks.

POL.B.04.02 - Vice-Chair

The Board Vice-Chair shall perform the duties of the Chair in the Chair's absence or refusal or inability to act. The Vice-Chair will serve as the Chair the following year.

POL.B.04.03 – Secretary

The Board Secretary shall oversee the taking, completion, and recording of all minutes, policies, orders, and resolutions of the Board. The Secretary shall be responsible for all official correspondence of the Board. If the Chair and Vice-Chair both are absent from a meeting at which a quorum of Board Members is present, then the Secretary shall call the meeting to order and call for selection of a Chair pro tempore for that meeting by a majority vote of the board members present. The Secretary shall be present at all meetings of the Board. The Secretary shall also serve as the Legislative liaison of the Board, keeping in contact with legislators and keeping the Board informed of legislative issues that would interest the Board.

POL.B.04.04 – Treasurer

The Board Treasurer, in conjunction with the Director and the Office Manager, report to the Board monthly all receipts and disbursements of GSC Parks and shall submit such financial statements and detailed information as may be required by the Board.

B.05 - Meetings

POL.B.05.01 - Regular Monthly Board Meetings

The regular meetings of the Board are held on the third Monday of the month at 5:30 p.m. at the Pavilion Community & Recreation Center, 140 Pavilion Drive, except at otherwise posted by the Board in accordance with the [Kentucky Open Meetings Act](#).

POL.B.05.02 - Special Meetings

Special meetings of the Board may be called by the Board Chair or by any two members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall

be provided to Board members and shall be delivered and posted as required by the [Kentucky Open Meetings Act](#).

[POL.B.05.03 - Annual Meeting](#)

The official “Annual Meeting” of the Board will be held on the third Monday in December or as soon thereafter as practicable and shall include the election of the Board officers, including the Vice-Chair, Secretary, and Treasurer for one (1) year terms. The election will also include the Chair election if the seat is vacated. The standing chairs of the standing committees and liaison positions of the Board members will also be established.

[POL.B.05.04 - Preparation of Meeting Agendas](#)

The Director, in consultation with the Board Chair, is responsible for preparing the agendas for all Board meetings. The Director shall cause the Board and GSC Parks’ General Counsel to receive appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of GSC Parks’ income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Director, with the concurrence of the Board Chair, may revise the agenda from time to time as appropriate depending on the current business of the Board:

- 1) Call to Order and Roll Call;
- 2) Approval of Agenda;
- 3) Public Comments;
- 4) Consent Agenda;
- 5) Staff Reports;
- 6) Old Business;
- 7) New Business;
- 8) Board Members Comments;
- 9) Executive Session (if necessary); and
- 10) Adjournment

[POL.B.05.05 - Director's Attendance at Meetings](#)

The Director, or if the Director is unable to attend then his or her designee, shall be present at all meetings of the Board.

[POL.B.05.06 – Quorum](#)

The Board is comprised of nine Board Members. Five Board Members constitute a quorum of the Board.

[POL.B.05.07 – Voting](#)

For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of GSC Parks funds, creating a penalty or fine, creating a liability for GSC Parks, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the board members shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll calls votes. The initiation and seconding of motions also shall be recorded.

POL.B.05.08 - Roberts Rules of Order

To the extent not otherwise provided in these policies or other rules or procedures of GSC Parks, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

POL.B.05.09 - Open Meetings

All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the [Kentucky Open Meetings Act](#). All meetings shall be open to the public except when an executive session is called in accordance with that act.

POL.B.05.10 - Executive Sessions

The Board may call executive sessions at such times and places as may be required for private discussion of personnel matters; pending, probable, or imminent litigation; and other matters as provided by the [Kentucky Open Meetings Act](#).

POL.B.05.11 - Effective Meetings

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during the meetings of the Committee of the Whole or other standing committee. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Director prior to the meetings.

POL.B.05.12 - Public Comment

Members of the public will be allowed to speak during the "Public Comments" portion of a Committee of the Whole or Regular Board meeting, unless the business or circumstances of the Board at a particular meeting precludes public comment. The general rule shall be that an individual shall have not more than three minutes to make his or her comments and that repetitive comments are discouraged. The Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments if necessary, to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

POL.B.05.13 - Effective Communications

Processes and procedures of the District will be designed to facilitate effective communications of the Board's policies and business decisions.

B.06 – Board Committees

POL.B.06.01 - Board Authority to Establish Standing Committees

The Board, by majority vote, may designate standing committees of the Board from time to time, and in so doing the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its standing committees from time to time. The Board currently maintains four standing committees:

- Committee of the Whole
- Administration and Finance Committee
- Recreation and Facility Programming Committee
- and Building & Grounds/Facility Maintenance Committee

POL.B.06.02 - Committee of the Whole

The Committee of the Whole of the Board, comprised of all nine Board members shall meet from time to time. The meeting time and place shall give notice of time and day in accordance with the [Kentucky Open Meetings Act](#). The Board Chair shall be the presiding officer of the Committee of the Whole. The agendas for meetings of the Committee of the Whole shall be prepared by the Director in consultation with the Board Chair.

POL.B.06.03 - Other Standing Committees Generally

The other standing committees of the Board shall meet and discuss their business during the meetings of the Committee of the Whole. A committee may determine to meet at a separate time, provided that notice of such change shall be given in accordance with the [Kentucky Open Meetings Act](#). A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Director, or by some other suitable format. The committee chairman may appoint non-Board members to serve as members of the committee. The Chair of the Board shall serve as an ex-officio member of all committees.

Administration and Finance Committee

The Administration and Finance Committee shall be comprised of the Board Treasurer as chairperson, one other Board member, and such other Board members as may be appointed by the Board Chair with the consent of the Board. The Board Chair, the Director, and the Office Manager shall be ex-officio members of this committee. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

Recreation and Facility Programming Committee

The Recreation and Facility Programming Committee shall be comprised of the Board Secretary as chairperson, one other Board member, and such other Board members as may be appointed by the Board Chair with the consent of the Board. The Board Chair, the Director, and the Assistant Director shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding all relating to facility usage, recreational programming, communications, marketing, and related matters.

Building & Grounds/Facility Maintenance Committee

The Building & Grounds/Facility Maintenance Committee shall be comprised of the Board Vice-Chair as chairperson, one other Board member, and such other Board members as may be appointed by the Board Chair with the consent of the Board. The Board Chair, the Director, the Park Maintenance Manager, and the Facilities Maintenance Manager shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding park

properties, development, buildings and grounds maintenance, grants, historic preservation, capital projects, and related matters.

B.07- Personnel Policies

POL.B.07.01 - Board Responsibility to Establish Personnel Policies

The Board shall have the responsibility of establishing policies governing GSC Parks Employees. The Board may adopt and maintain a personnel handbook that establishes the terms, rules, and policies related to employment with GSC Parks.

POL.B.07.02 - Employment of Director

The Board shall employ a properly educated and trained professional to serve as Director, the chief administrative officer of GSC Parks. The Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Director annually.

POL.B.07.03 - Director Responsibilities

The Director shall be the chief administrative officer of GSC Parks. The Director shall be responsible for the hiring, management, discipline, termination, and other matters related to GSC Parks part-time employees. The Director has the authority to change the organizational structure to manage the day to day operations. The Director also shall be responsible for the efficient operation of GSC Parks consistent with Board-established policies. The Director also shall serve as advisor to the Board on matters of policy formation. The Director shall be charged with overseeing the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund for GSC Parks.

POL.B.07.04 - Qualified Employees

The Board recognizes that GSC Parks competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of GSC Parks.

POL.B.07.05 - Employees' Performance of Duties

No Board member shall inhibit, obstruct, or otherwise interfere with any GSC Parks employee in the performance of his or her assigned duties. All inquiries relating to a GSC Parks employee should be directed only to the Director.

B.09 – GSC Parks' Parks and Facilities

POL.B.09.01 - Tours of Facilities

The Board shall endeavor to tour the GSC Parks' parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the GSC Parks' facilities. The tour shall be conducted by knowledgeable members of GSC Parks' staff. Board members also are strongly encouraged to visit and review the facilities and programs of GSC Parks individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

B.10 – Additional Matters

POL.B.10.01 - Staff and Board Education and Training

The Board believes that it is in the best interests of GSC Parks to maintain an informed and educated GSC Parks staff and Board. The Board thus believes that GSC Parks should pay appropriate costs and expenses for the Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions in furtherance of their ability to best serve GSC Parks, as designated by the majority of the Board. Board members are expected to participate in seminars, and state and national conferences as attendance at these events makes a well-informed Board Member.

POL.B.10.02 - Membership in KRPS and NRPA

Based on the determination that the programs, services, and information provided by the Kentucky Recreation and Parks Society (KRPS) and National Recreation and Park Association (NRPA) are beneficial to GSC Parks, GSC Parks shall maintain membership in the KRPS and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

POL.B.10.03 - Annual Calendar of Actions and Activities

The Director, in consultation with the Board Chair, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

POL.B.10.04 - Use of Expert Consultants

The Board shall seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

POL.B.10.05 - Recognition of Outgoing Board Members

Service on the Board shall be recognized, upon completion of the term, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the annual meeting of the Board.

POL.B.01.02 – General Fiscal Matters

The Board shall exercise prudent financial judgement and practices so that Georgetown-Scott County Parks and Recreation (GSC Parks) remains financially sound. The Board shall review and approve the proposed annual budget for GSC Parks. The Board also shall regularly review reports regarding GSC Parks financial status, including accounts payable, current status of each of the funds of the department and similar reports.

POL.B.01.03 – Competitive Bidding

The Director shall use a competitive bidding process for public works projects undertaken by GSC Parks, when required by law or otherwise appropriate. When such a project has been set for competitive bidding, the Board will award the contract to the lowest responsible bidder in the best interests of GSC Parks in

accordance with State law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past projects or similar nature, adequacy of equipment, ability to perform under current circumstances, references, and other pertinent matters. Contracts for public works project should be provided to the Board and the Board may reject any and all bids when the Board determines that it is in the best interest of the GSC Parks to do so.

POL.B.01.04 – Fiscal Year

This fiscal year of GSC Parks commences on July 1 and ends on the following June 30.

POL.B.01.05 - Annual Budget

The Board shall review and approve an annual budget after review and recommendation of the Administration and Finance Committee. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget.

The Director shall supervise the preparation of the proposed budget in consultation with the Office Manager and GSC Parks attorney. The proposed budget shall be released for public inspection in the manner provided by law. The Board will hold a public hearing on the proposed budget. The Board shall approve a budget at a Board meeting prior to the beginning of the department's fiscal year, usually at the regular meeting of the Board in June.

POL.B.01.06 – Annual Audit

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. GSC Park's accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

POL.B.01.07 – Program Fees

The Board shall maintain a Revenue Policy that recognizes the various costs related to GSC Parks' parks, facilities, and programs, including without limitation facilities operations costs, facilities maintenance costs, program costs, and administrative costs. That policy also shall recognize the various types of programs provided by GSC Parks and the scope of those programs, including without limitation community-wide programs (for example special events) that benefit the community as a whole, community-based special interest programs (for example swimming lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example gymnastics and summer camps) that principally benefit the participants. Program fees should be established and adjusted based both on costs and expenses and program type.

POL.B.01.08 – Debt Service Principles and Procedures

Inappropriate levels of general obligation debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that GSC Parks is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels

of debt, however, may provide a mechanism to reduce costs for GSC Parks by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitable among current users and future users of the improvements. The Board also recognizes that the condition of GSC Parks' facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of GSC Parks' facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

- The Board will endeavor to achieve and maintain the highest possible bond rating for GSC Parks.
- Except under extraordinary circumstances, average annual bond maturities shall not exceed 20 years.
- GSC Parks will endeavor to maintain minimum reserves in the Debt Service Fund at least equal to the next required principal and interest payments on outstanding debt.
- Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund capital improvements included in GSC Parks' 5-Year Capital Projects Plan.
- No person or committee or other entity shall be authorized to create any financial liability of behalf of GSC Parks except only as approved in nature and amount by the Board or in accordance with GSC Parks' purchasing policy.
- The 5-Year Capital Projects Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.

[POL.B.01.09 - Grants](#)

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.