



Phone: (502) 863-7865

Fax: (502) 867-3710

December 17, 2020

Dear Board Member,

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on December 21, 2020 at 5:30 pm at the Ed Davis Learning Center, 151 Ed Davis Lane Georgetown KY. Meeting Protocol per Commonwealth of Kentucky, Office of the Secretary:

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

Several important topics will be discussed. Your presence will be greatly appreciated.

Sincerely,

Julie Wash

Office Manager



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AGENDA

December 21, 2020

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

Georgetown Scott County Parks and Recreation Board
Minutes
November 16, 2020

- 1) Call to Order and Roll Call; Bill Hamilton called the November 16, 2020 meeting of the Parks and Recreation Board to order. Members Present Bill Hamilton, Ben Van Meter, Dale Stowe, DT Wells, Andrea Giusti. Via zoom Camille Overstreet. Others Present Kim Rice, Julie Wash, Ed Maynard, Vicki Miller, Cam Culbertson, Lily Caudill, Mike Short, Courtlyn Ledesma and Michael Ortman.
- 2) Approval of Agenda; A motion was made by Andrea Giusti to approve the Agenda, seconded by Dale Stowe. The motion carried unanimously.
- 3) Public Comments;
- 4) Consent Agenda;
 1. Approval of the minutes - A motion was made by Dale Stowe to approve the September 21, 2020 minutes, seconded by DT Wells. The motion carried unanimously. A motion was made by DT Wells to approve the October 19, 2020 minutes, seconded by Dale Stowe. The motion carried unanimously
 2. Bills for Approval – A motion was made by Ben Van Meter to approve to pay the bills as presented, seconded by Andrea Giusti. The motion carried unanimously.
- 5) Staff Reports;
 1. Bookkeepers Report - Julie Wash reported that the balance on hand is \$415,939.60. The balance on hand this date last year was \$1,145,786.09. A financial report was also provided.
 2. Pavilion Report – Ed Maynard reported the Pavilion program October attendance 2,124. The total Pavilion attendance 6,991. The Ed Davis Learning Center October total attendance 395.
 3. Facilities Maintenance – Mike Short reported moving forward, sanitizing.
 4. Outdoor Maintenance – Nothing to report.
 5. Q3 Marketing – Courtlyn Ledesma presented 3rd Quarter Marketing Report.
 6. Director's Report – Kim Rice reported Scott Co. Fiscal Court putting out a RFP for Phase 1 Lisle Road, The OSHA health report went out today. The Administration and Finance committee met and decided to post all job posting internal and external for 10 business days. The internal candidate is guaranteed an interview. The job application will be digitized and put online. We have been supplying our new Auditor with documents that have been requested. Board Elections are December 21, 2020. The Board Committees will also be established. DT Wells and Jaime Kumar will be leaving the Board. There will be a Board Park tour January 23, 2021. There will also be a Board Committee orientation January 25 thru January 27.
- 6) Old Business;
 1. Georgetown Force Volleyball – Michael Ortman presented information on the Volleyball program. They have 2 new Board Members, Julie McClanahan & Emily Harris. They had 273 participants. Their balance is \$6,540.97. Their bylaws have not changed. The gym they were using is being renovated. The

travel program has been split out. Now it is only Parks and Recreation Developmental Program.

2. Youth Sports Agreement- Next meeting

7) New Business;

1. Directors Evaluation – DT Wells and Bill Hamilton to complete.
2. Policy Updates – Drug Free workplace typo, Annual Board meeting date correction, employee right to know, Suff SDS sheets, Cam Culbertson had reviewed updates and approved. Ben Van Meter motioned to accept the updates, seconded by Dale Stowe. The motion carried unanimously.

8) Board Members Comments; Ben Van Meter stated Super Sharks swim meet was a success. Bill Hamilton stated zoom meetings will continue. Kimberly also stated the Halloween Movie in the Park was sponsored by Dan Cummins.

9) Adjournment

*This meeting was recorded on zoom.

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

	Date	Memo	Account	Debit	Credit
Amazon					
	12/09/2020		2000 · Accounts Payable		41.84
	12/09/2020	Calculator Ribbon/Ink, File Cabinet Keys	4270 · Office Supplies and Equipment	34.34	
	12/09/2020	Hotel Transylvania Movie	6850 · New Prog/Sp Events Supplies	7.50	
Total Amazon				41.84	41.84
American Business Systems Inc.					
	12/09/2020		2000 · Accounts Payable		560.84
	12/09/2020	Parks & Pavilion Copy Machine Lease Payment	4270 · Office Supplies and Equipment	497.99	
	12/09/2020	Ed Davis Copy Machine Lease Payment	9230 · ED - Office Supplies	62.85	
Total American Business Systems Inc.				560.84	560.84
Columbia Gas of Kentucky					
	11/30/2020		2000 · Accounts Payable		153.59
	11/30/2020	146 Ed Davis Lane	9311 · ED - Columbia Gas	153.59	
Total Columbia Gas of Kentucky				153.59	153.59
Georgetown Municipal Water					
	11/30/2020		2000 · Accounts Payable		12.12
	11/30/2020	Royal Spring Park	4650 · Royal Spring Park	12.12	
	11/30/2020		2000 · Accounts Payable		12.12
	11/30/2020	S. Water St. Park	4650 · Royal Spring Park	12.12	
	11/30/2020		2000 · Accounts Payable		12.12
	11/30/2020	145 Ed Davis Ln	4540 · Ed Davis Park	12.12	
	11/30/2020		2000 · Accounts Payable		93.20
	11/30/2020	151 Ed Davis Ln	9313 · ED - Georgetown Water	93.20	
	11/30/2020		2000 · Accounts Payable		12.13
	11/30/2020	Scott Co Park	4600 · Scott County Park	12.13	
	11/30/2020		2000 · Accounts Payable		23.14
	11/30/2020	200 Airport Rd Aquatic Center	5050 · SFAC Georgetown Water	23.14	

**Georgetown-Scott County Parks and Recreation
Paid Bills Detail
As of December 10, 2020**

Date	Memo	Account	Debit	Credit
11/30/2020		2000 · Accounts Payable		12.15
11/30/2020	1260 Cincinnati Pike	4600 · Scott County Park	12.15	
11/30/2020		2000 · Accounts Payable		23.14
11/30/2020	1240 Cincinnati Pike	4600 · Scott County Park	23.14	
11/30/2020		2000 · Accounts Payable		12.12
11/30/2020	0 Long Lick Rd	4600 · Scott County Park	12.12	
11/30/2020		2000 · Accounts Payable		97.39
11/30/2020	140 Pavilion Dr Upstairs	8070 · Pavilion - Georgetown Water	97.39	
11/30/2020		2000 · Accounts Payable		3,126.95
11/30/2020	140 Pavilion Dr	8070 · Pavilion - Georgetown Water	3,126.95	
11/30/2020		2000 · Accounts Payable		23.15
11/30/2020	Marshall Park Dr	4570 · Marshall Park	23.15	
11/30/2020		2000 · Accounts Payable		23.19
11/30/2020	200 Airport Rd Parks and Rec	4570 · Marshall Park	23.19	
11/30/2020		2000 · Accounts Payable		104.82
11/30/2020	Batting Cage	4510 · Suffoletta Park	104.82	
11/30/2020		2000 · Accounts Payable		51.83
11/30/2020	Field #1	4510 · Suffoletta Park	51.83	
11/30/2020		2000 · Accounts Payable		12.13
11/30/2020	Field#2 & Field #4	4510 · Suffoletta Park	12.13	
11/30/2020		2000 · Accounts Payable		12.12
11/30/2020	Field #3	4510 · Suffoletta Park	12.12	
11/30/2020		2000 · Accounts Payable		23.14
11/30/2020	Picnic Shelter	4510 · Suffoletta Park	23.14	
11/30/2020		2000 · Accounts Payable		23.14
11/30/2020	Concession Stand	4510 · Suffoletta Park	23.14	
11/30/2020		2000 · Accounts Payable		12.13
11/30/2020	Horse Shoe Pit	4510 · Suffoletta Park	12.13	
	Total Georgetown Municipal Water		3,722.23	3,722.23
	Nextiva Inc.			
11/30/2020		2000 · Accounts Payable		946.16
11/30/2020	Pavilion & Parks Phones	4240 · Office Phone	612.90	

**Georgetown-Scott County Parks and Recreation
Paid Bills Detail
As of December 10, 2020**

	Date	Memo	Account	Debit	Credit
	11/30/2020	SFAC Phones	5060 · SFAC Center Phone	204.62	
	11/30/2020	Ed Davis Phones	9310 · ED - Telephone	64.32	
	11/30/2020	Scott Co Maint. Shop	4600 · Scott County Park	64.32	
Total Nextiva Inc.				946.16	946.16
Republic Services Inc.					
	12/09/2020		2000 · Accounts Payable		1,349.05
	12/09/2020	Garbage Service	8074 · Pavilion - Supp., Serv., Repair	1,349.05	
Total Republic Services Inc.				1,349.05	1,349.05
Verizon Wireless					
	11/30/2020		2000 · Accounts Payable		1,372.29
	11/30/2020	Cell Phones Includes Last Months Payment, Lost Check In Mail	4750 · Cell phones	1,372.29	
Total Verizon Wireless				1,372.29	1,372.29
Wal-Mart					
	11/30/2020		2000 · Accounts Payable		258.54
	11/30/2020	Caution Tape, Hand Sanitizer, Sandwich Bags	6850 · New Prog/Sp Events Supplies	94.08	
	11/30/2020	Cleaning And Shop Supplies	4810 · Supplies	58.97	
	11/30/2020	Lysol Spray	4270 · Office Supplies and Equipment	14.82	
	11/30/2020	EZ Carry Totes	4300 · Advertising, Print., Marketing	17.96	
	11/30/2020	Spray Bottles	8094 · Pavilion - Aquatics Supplies	6.00	
	11/30/2020	To Be Reimbursed By KRPS	4270 · Office Supplies and Equipment	66.71	
Total Wal-Mart				258.54	258.54
Total				8,404.54	8,404.54

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of December 17, 2020**

	Date	Memo	Account	Debit	Credit
American Welding & Gas					
	11/30/2020		2000 · Accounts Payable		88.95
	11/30/2020	Argon Mix Annual Lease	4810 · Supplies	88.95	
Total American Welding & Gas				88.95	88.95
Bluegrass Business Health					
	11/30/2020		2000 · Accounts Payable		35.00
	11/30/2020	Employee Drug Screen	4130 · Drug Testing	35.00	
Total Bluegrass Business Health				35.00	35.00
BMI					
	11/30/2020		2000 · Accounts Payable		364.00
	11/30/2020	Music Licensing Annual Fee 10/1/20-9/30/21	4280 · Professional Fees	364.00	
Total BMI				364.00	364.00
Columbia Gas of Kentucky					
	11/30/2020		2000 · Accounts Payable		3,182.78
	11/30/2020	140 Pavilion Dr	8066 · Pavilion - Columbia Gas	3,182.78	
	11/30/2020		2000 · Accounts Payable		164.49
	11/30/2020	1240 Cincinnati Rd	4600 · Scott County Park	164.49	
Total Columbia Gas of Kentucky				3,347.27	3,347.27
Cooper Wholesale Inc.					
	11/30/2020		2000 · Accounts Payable		480.27
	11/30/2020	Cleaning Supplies	8074 · Pavilion - Supp., Serv., Repair	480.27	
	11/30/2020		2000 · Accounts Payable		89.56
	11/30/2020	Gloves, Surface Cleaner	8074 · Pavilion - Supp., Serv., Repair	89.56	
	11/30/2020		2000 · Accounts Payable		537.26
	11/30/2020	Cleaning Supplies, Paper Towels	8074 · Pavilion - Supp., Serv., Repair	537.26	
Total Cooper Wholesale Inc.				1,107.09	1,107.09

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of December 17, 2020**

	Date	Memo	Account	Debit	Credit
D-C Elevator Company, Inc.					
	11/30/2020		2000 · Accounts Payable		100.47
	11/30/2020	Scheduled Maintenance November	8074 · Pavilion - Supp., Serv., Repair	100.47	
	12/10/2020		2000 · Accounts Payable		100.47
	12/10/2020	Scheduled Maintenance December	8074 · Pavilion - Supp., Serv., Repair	100.47	
Total D-C Elevator Company, Inc.				200.94	200.94
Ferguson Enterprises, Inc.					
	11/30/2020		2000 · Accounts Payable		9.99
	11/30/2020	Gasket For Kidzone Toilet	8074 · Pavilion - Supp., Serv., Repair	9.99	
	11/30/2020		2000 · Accounts Payable		25.41
	11/30/2020	Clogged Urinal Repair	4810 · Supplies	25.41	
	11/30/2020		2000 · Accounts Payable		53.52
	11/30/2020	PVC Pipe & Fitting Sutton Field	4810 · Supplies	53.52	
Total Ferguson Enterprises, Inc.				88.92	88.92
Georgetown Kiwanis Club					
	12/17/2020		2000 · Accounts Payable		456.00
	12/17/2020	Annual Membership Dues Kim Rice	4360 · Continuing Education	456.00	
Total Georgetown Kiwanis Club				456.00	456.00
IMOK LLC.					
	11/30/2020		2000 · Accounts Payable		184.38
	11/30/2020	Marital Arts Awards	8081 · Pavilion - Gym Program Supplies	184.38	
Total IMOK LLC.				184.38	184.38
Johnson Controls Fire Protection					
	11/30/2020		2000 · Accounts Payable		890.00
	11/30/2020	Alarm and Detection Service For Repair	8074 · Pavilion - Supp., Serv., Repair	890.00	
Total Johnson Controls Fire Protection				890.00	890.00

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of December 17, 2020**

	Date	Memo	Account	Debit	Credit
Kentucky GFOA					
	11/30/2020		2000 · Accounts Payable		50.00
	11/30/2020	KGFOA Membership Dues	4280 · Professional Fees	50.00	
Total Kentucky GFOA				50.00	50.00
Kentucky Motor of Glown					
	11/30/2020		2000 · Accounts Payable		10.94
	11/30/2020	Battery Terminals	4810 · Supplies	10.94	
	11/30/2020		2000 · Accounts Payable		204.10
	11/30/2020	Truck Battery Qty 2	4810 · Supplies	204.10	
	11/30/2020		2000 · Accounts Payable		14.50
	11/30/2020	Battery Terminal	4810 · Supplies	14.50	
Total Kentucky Motor of Glown				229.54	229.54
Kentucky Portable Toilets					
	11/30/2020		2000 · Accounts Payable		715.00
	11/30/2020	Portable Toilets	4810 · Supplies	715.00	
	11/30/2020		2000 · Accounts Payable		290.00
	11/30/2020	Portable Toilets For Movie Night Halloween	6850 · New Prog/Sp Events Supplies	290.00	
	11/30/2020		2000 · Accounts Payable		345.00
	11/30/2020	Portable Toilets Movie Football Game	6850 · New Prog/Sp Events Supplies	345.00	
Total Kentucky Portable Toilets				1,350.00	1,350.00
Kentucky Utilities Company					
	11/30/2020		2000 · Accounts Payable		13,694.16
	11/30/2020	Markham	4510 · Suffoletta Park	32.44	
	11/30/2020	Oser	4610 · Oser Landing Park	172.50	
	11/30/2020	Horseshoe Pit	4510 · Suffoletta Park	49.95	
	11/30/2020	Louie B. Nunn Dr. Ball	4510 · Suffoletta Park	300.81	
	11/30/2020	Louie B. Nunn Dr.	4510 · Suffoletta Park	178.31	

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of December 17, 2020**

	Date	Memo	Account	Debit	Credit
	11/30/2020	151 Ed Davis Lane	9312 - ED - Kentucky Utilities	206.17	
	11/30/2020	Marshall Park Dr. PL	4570 - Marshall Park	605.15	
	11/30/2020	Airport Field 4	4570 - Marshall Park	162.66	
	11/30/2020	1220 Cincinnati Rd. Shop	4600 - Scott County Park	329.55	
	11/30/2020	Marshall Park Dr. Field #1	4570 - Marshall Park	211.02	
	11/30/2020	Airport Rd. Conc.St	4570 - Marshall Park	119.31	
	11/30/2020	1080 Cincinnati Rd. Ballfield	4600 - Scott County Park	123.71	
	11/30/2020	SFAC	5020 - SFAC Kentucky Utilities	390.15	
	11/30/2020	Airport Rd Conc	4570 - Marshall Park	130.03	
	11/30/2020	Pavilion	8068 - Pavilion - Kentucky Utilities	9,453.94	
	11/30/2020	Batting Cage TBR SCYB	4810 - Supplies	348.58	
	11/30/2020	Ed Davis Park	4540 - Ed Davis Park	215.57	
	11/30/2020	Airport Rd Field #2	4570 - Marshall Park	237.69	
	11/30/2020	Airport Rd. Field #3	4570 - Marshall Park	133.96	
	11/30/2020	Loie B Nunn Dr Ball	4510 - Suffoletta Park	64.83	
	11/30/2020	Airport Rd Field #5	4570 - Marshall Park	91.85	
	11/30/2020	Lisle Rd Soccer Gate	4810 - Supplies	34.61	
	11/30/2020	Oxford Dr	4630 - Oxford Road Park	101.37	
Total Kentucky Utilities Company				13,694.16	13,694.16
KY. Dept. of Housing, Building, & Const.					
	11/30/2020		2000 - Accounts Payable		100.00
	11/30/2020	Elevator Inspection Annual	8094 - Pavilion - Aquatics Supplies	100.00	
Total KY. Dept. of Housing, Building, & Const.				100.00	100.00
Lowe's Home Centers Inc.					
	11/30/2020		2000 - Accounts Payable		66.54
	11/30/2020	PVC Pipe And Fittings	4810 - Supplies	21.93	
	11/30/2020	D Batteries, Shrink-wrap	8074 - Pavilion - Supp., Serv., Repair	44.61	
Total Lowe's Home Centers Inc.				66.54	66.54

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of December 17, 2020**

	Date	Memo	Account	Debit	Credit
Meade Tractor					
	11/30/2020		2000 · Accounts Payable		109.78
	11/30/2020	16in Chain, Gal Mix, Filing Guide	4810 · Supplies	109.78	
Total Meade Tractor				109.78	109.78
Netgain Technologies, Inc.					
	11/30/2020		2000 · Accounts Payable		1,003.06
	11/30/2020	Fiber Cable Work	4320 · Technology Support	990.00	
	11/30/2020	Shipping & Handling From Invoice 181550	4320 · Technology Support	5.83	
	11/30/2020	Shipping & Handling From Invoice 181658	4320 · Technology Support	7.23	
Total Netgain Technologies, Inc.				1,003.06	1,003.06
Pepsi-Cola Bottling Company					
	11/30/2020		2000 · Accounts Payable		542.70
	11/30/2020	Pepsi Products	8090 · Pavillion - Concession	542.70	
Total Pepsi-Cola Bottling Company				542.70	542.70
Safe-Haven Fire Protection					
	12/09/2020		2000 · Accounts Payable		122.95
	12/09/2020	Annual Fire Ext Inspection	8074 · Pavillion - Supp., Serv., Repair	122.95	
Total Safe-Haven Fire Protection				122.95	122.95
SearchBar Marketing LLC					
	12/17/2020		2000 · Accounts Payable		300.00
	12/17/2020	Adding Employment Application To Website	4300 · Advertising, Print., Marketing	300.00	
Total SearchBar Marketing LLC				300.00	300.00
Smitson Indoor Air LLC					
	12/09/2020		2000 · Accounts Payable		101.50
	12/09/2020	Service Call For Heat/Fuses	9320 · ED - Supplies, Serv., Repair	101.50	
Total Smitson Indoor Air LLC				101.50	101.50

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of December 17, 2020**

	Date	Memo	Account	Debit	Credit
Southern States					
	11/30/2020		2000 · Accounts Payable		921.42
	11/30/2020	Fuel For Chain Saws	4780 · Fuel and Oil	67.43	
	11/30/2020	Fuel For Vehicles	4780 · Fuel and Oil	853.99	
Total Southern States				921.42	921.42
Time Warner Cable					
	11/30/2020		2000 · Accounts Payable		1,068.43
	11/30/2020	Phone, Internet, TV Pavilion	8074 · Pavilion - Supp., Serv., Repair	427.14	
	11/30/2020	TV, Internet Ed Davis	9315 · ED Internet Service/Cable	241.34	
	11/30/2020	Internet Maintenance	4600 · Scott County Park	134.98	
	11/30/2020	Internet Suffoletta	5060 · SFAC Center Phone	134.98	
	11/30/2020	Internet Concession Bldg	4810 · Supplies	129.99	
Total Time Warner Cable				1,068.43	1,068.43
Whitaker Bank, N.A.					
	11/30/2020		2000 · Accounts Payable		631.13
	11/30/2020	Zoom Meeting Fee, Compliance Poster	4270 · Office Supplies and Equipment	204.40	
	11/30/2020	Camera	4300 · Advertising, Print., Marketing	402.79	
	11/30/2020	Tax On Arcade Game TBR Next Strt	9230 · ED - Office Supplies	23.94	
Total Whitaker Bank, N.A.				631.13	631.13
Total				27,053.76	27,053.76

Georgetown-Scott County Parks and Recreation
140 Pavilion Drive
Georgetown, Ky 40324

Youth Sports Agreement

This agreement is made and entered into between the Georgetown-Scott County Parks and Recreation (“GCS Parks and Recreation”) and all youth sports programs that use park facilities and fall under GCS Parks and Recreation jurisdiction (“the League”) for the express purpose of providing the League with athletic facilities where they may host a youth sports program for the benefit of the youth of our community.

I. DUTIES OF THE LEAGUE—GENERAL

- a. The League shall not turn away or exclude any minor who wishes to participate in its youth sports program, except where such minor falls outside the age limitations or residential boundaries applicable to the League’s youth sports program, or where such minor repeatedly and persistently violates the League’s rules of conduct in such a manner as to interfere with the ability of other program participants to enjoy the benefits of the program. If the League believes that a situation warrants exception to this rule, it may submit a brief, written statement explaining its position to GCS Parks and Recreation, which shall then issue a written decision as to whether an exception will be permitted.
- b. The League shall not discriminate, in any of its programs or activities, against any current or prospective participants, volunteers, employees, or agents based on financial ability to pay, race, color, national origin, age, sex, religion, or disability.
- c. The League shall operate separately under its own constitution or set of by-laws and an Executive Board of Directors. The general administration shall be vested in the Executive Board.
- d. An annual meeting shall be held following the season. The election of officers to the Executive Board is held at this meeting. You must be a Scott County resident to be elected to the board. A resident is defined as anyone living, working, or owning property in Scott County. Rule changes to the existing constitution for the following season will also be voted on at this meeting. All Scott County residents (18 years or older) in attendance will have a right to vote.
- e. The League shall be responsible for inspecting the field before each game and shall assume sole liability and responsibility for repairing any unsafe conditions it may discover, or that it might have discovered by reasonable diligence.
- f. The League shall not charge spectators an admission fee to attend games without prior, written approval from GCS Parks and Recreation. Should the League wish to charge an admission fee, it may submit a written request describing the amount to be charged and the method of collecting payment to GCS Parks and Recreation at least fifteen (15) days before the game at which the fee is to be charged.

- g. The League shall include the GCS Parks and Recreation Logo in all of its advertising and marketing materials. A digital copy of the Logo shall be sent electronically to the League President.
- h. The League shall abide by all local, state, and federal laws and regulations.
- i. If the League wishes to install and maintain security cameras on the premises, it may submit to GCS Parks and Recreation a written request for permission to do so, to be accompanied by an accurate and precise depiction of the proposed location for each camera to be installed and the results of a recent criminal background check for any and all persons who would have access to footage recorded by the cameras. GCS Parks and Recreation may grant or deny, or conditionally grant or deny, the request in its sole discretion, with or without reason. Should GCS Parks and Recreation grant the League permission to install security cameras on the premises, the League shall be solely responsible for all expenses arising out of or in connection with the purchase, installation, and maintenance of the security cameras.
- j. GCS Parks and Recreation must be granted access to security cameras if requested
- k. The League shall comply with all applicable health codes in the operation of its concession stand(s) and submit to random inspection by the local health department. It will be the responsibility of the League to make all adjustments necessary to comply with applicable health codes, other than those that would require structural changes to the facility. Should the League at any time believe that structural changes are necessary, it may submit a written request for such to GCS Parks and Recreation. Failure to comply with Health Department personnel or codes may result in the termination of the League's right to operate concession stands under this Agreement.
- l. The League shall service, repair, maintain, and replace, as needed and in a timely manner, all appliances that may be used or required while operating concession stands.

II. DUTIES OF THE LEAGUE—VOLUNTEERS, EMPLOYEES, AND OFFICIALS

- a. All head coaches and assistant coaches must have a current Kentucky background check on-file with GCS Parks and Recreation. A new background check must be done each year. A person shall be disqualified and prohibited from serving as a volunteer or board member with a Parks and Recreation Department youth sport if the person:
 - i. fails to consent to a personal criminal background search; or
 - ii. has been convicted of a felony crime within the last ten years.
 - iii. any felony conviction at any time that is defined as a sexual offense, child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, any offense against a minor, and kidnapping, (including crimes whereby a plea of "No Contest" was entered); or
 - iv. has been twice convicted, in any combination within the past 2 years of the following offenses: misdemeanor assault, misdemeanor theft; or
 - v. has been convicted three times, in any combination during the past 5 years, of the following offenses: driving while intoxicated (DWI) or driving under the influence (DUI), or any violation of the Controlled Substance Act; or
 - vi. has been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection; or
 - vii. for reasons deemed necessary by the League's board. If this provision is used

in disqualifying someone from volunteering a written reason must be submitted to GSC Parks and Recreation before the disqualification and must be revisited each year the person wishes to volunteer again

- b. The League shall keep a current and accurate record containing the names, home addresses, and telephone numbers of all volunteers and/or paid staff.
- c. The League shall be responsible for securing all umpires and scorekeepers necessary to officiate its games. The League shall provide a written statement to GCS Parks and Recreation containing the mailing address, primary telephone number, and primary email address, where applicable, of the organization providing the League with umpires. The League shall also provide GCS Parks and Recreation with a copy of the organization's certificate of liability insurance.

III. DUTIES OF THE LEAGUE—REPORTING & COMPLIANCE

- a. The League shall complete and return the provided Division and Gender Report and League Financial Report, attached hereto as Appendices A and B, respectively. The Division and Gender Report shall be completed and returned no later than two (2) weeks after the League's first game of the season. The League Financial Report shall be completed and returned no later than one (1) month after the end of each season.
- b. The League shall submit a copy of its completed IRS Form 990 to GCS Parks and Recreation within one (1) week of filing the form with the IRS, but no later than April 15 of the tax year covering the season.
- c. The League shall submit to GCS Parks and Recreation a roster identifying the gender, race, age, and address of all League participants no later than two (2) weeks after the League's first game of the season. Participants' names are not required.
- d. The League shall fully comply with the [GSC Parks Behavior Management Policy \(POL.A.07.08\)](#), and shall distribute copies of such to all League participants and volunteers. In the event the League encounters unsportsmanlike conduct from players, fans, spectators, coaches, etc., the League shall report the incident on the next business day to GCS Parks and Recreation so that GCS Parks and Recreation can determine if further action needs to be taken. The League shall fully cooperate in the GCS Parks and Recreation if an investigation is necessary by providing written statements from all individuals involved in the incident and from spectators who witnessed the incident(s). During the investigation, the individual(s) accused will be suspended from all sporting activities and/or sports-related events that are sponsored by GCS Parks and Recreation or take place on property owned or managed by GCS Parks and Recreation.
- e. Head coaches must complete a certified program sanctioned by the authority under which the sport is chartered and agreed upon by the Leagues Executive Board. It is also recommended that any/all assistant coaches receive the same training.
- f. The League shall fully comply with [GCS Parks Participant Protection Policy \(POL.S.01.11\)](#) and shall distribute copies of such to all League participants and volunteers.
- g. All leagues will follow the American Red Cross and National Lightning Safety Institute guidelines for weather issues: There will be a 30-minute delay from the last sight of lightning or the last sound of thunder. In addition, all leagues will follow the KHSAA Procedure for Avoiding Heat Injury/Illness
- h. No employee or volunteer may be paid monies defined as a bonus

- i. Each League shall provide a season-ending report to the Parks and Recreation Board after the season(s) is completed. These reports will take place as follows; Softball and Baseball in January, Soccer and Football in February, Archery and Volleyball in March, Stingrays and SuperSharks in September, and Tennis in October. These reports shall include a complete financial report of the past season, a participant report, any/all proposed changes for the next year, and any/all maintenance requests.
- j. As part of the Parks and Recreation Department's annual audit, each youth sports group will be audited at least once every four years as seen on the table below. All monies must be accounted for and the following information must be submitted to the Parks and Recreation office within two weeks of request: 1) All bank statements for the budget year, 2) all receipts for purchases, and 3) time sheets for officials 4) General ledgers and trial balances in excel or a QuickBooks backup 5) Copies of the board minutes for the Organizations to be audited 6) Copies of the employee, volunteer manuals, bylaws, and policies and procedures for the Organizations to be audited 7) Copies of the bank statements and reconciliations at 6/30/20 and 6/30/19 for the YSOs. In addition, the treasurer and/or president of each league must attend a training session with the Parks and Recreation Department's auditors. This meeting will be arranged by the Parks and Recreation Department.

Youth Sports Organization Audits		
Scott County Youth Baseball	4 Years	Audit 2019-2020
Georgetown Football Club	4 Years	Audit 2019-2020
Scott County Softball Club	4 Years	Audit 2020-2021
Georgetown Force Volleyball	4 Years	Audit 2020-2021
Scott County Youth Football	4 Years	Audit 2020-2021
Archery	4 Years	Audit 2021-2022
Supersharks	4 Years	Audit 2021-2022
Stingrays	4 Years	Audit 2022-2023
Georgetown Tennis Association	4 Years	Audit 2022-2023

IV. FACILITIES

- a. The League shall submit a schedule of its regular season games (to include make up days for rain outs, etc.) to GCS Parks and Recreation no later than two (2) weeks before the first game. Should the League change its schedule for any reason, it shall provide GCS Parks and Recreation with notice of the change as soon as possible.
- b. The League shall submit a schedule of its regular team practice times and field locations to GCS Parks and Recreation no later than two (2) weeks before the first practice.
- c. The League shall not take any action that would prevent or interfere with the ability of the public to access the Facilities, unless authorized to do so in writing by GCS Parks and Recreation.
- d. GCS Parks and Recreation retains the right to schedule other events, including events hosted by or involving other youth sports programs, at the Facilities when the Facilities are not being used by the League.
- e. The League shall not permit its participants, employees, agents, or volunteers to drive or park on the grass or sidewalks at or surrounding the facilities. The League shall not

permit its participants, employees, agents, or volunteers to hit or throw balls against fences or other permanent structures at the Facilities.

V. MAINTENANCE AND CONSTRUCTION OF FIELDS AND STRUCTURES

- a. GCS Parks and Recreation shall retain ownership of any and all improvements made to the Facilities.
- b. All Leagues must provide GCS Parks and Recreation Maintenance keys to all facilities. If locks are changed by leagues at any time, GCS Parks and Recreation must be given the new keys. GCS Parks and Recreation needs access to all facilities in order to do repairs, winterize, etc.
- c. Should the League wish to make any improvement, modification, or alteration to the Facilities, it must first present its proposed improvement, modification, or alteration to GCS Parks and Recreation, and must receive from GCS Parks and Recreation written permission to proceed with the proposed improvement, modification, or alteration. Should GCS Parks and Recreation choose to place any conditions upon its grant of permission, the League shall only be permitted to proceed with its improvement, modification, or alteration upon agreement to those conditions.
- d. GCS Parks and Recreation reserves the right to make improvements, modifications, alterations, and repairs to the Facilities as it deems necessary, but shall have no duty to make such improvements, modifications, alterations, or repairs. Should GCS Parks and Recreation decide, in its sole discretion, to undertake such improvements, modifications, alterations, or repairs, it shall have no duty to provide the League with advance notice of or to seek the League's consent to such. Provided, however, that GCS Parks and Recreation shall make reasonable efforts to make improvements, modifications, alterations, and repairs at such times and in such manner as to minimize disruption of the League's activities at the Facilities.
- e. The League may submit requests for pre-season repairs in writing to GCS Parks and Recreation prior to October 1st.

VI. MISCELLANEOUS

- a. This Agreement constitutes the entire agreement between parties, and there are no other covenants, agreements, promises, terms, provisions, conditions, undertakings, or understandings, either oral or written, between them other than those herein set forth.
- b. The headings, captions, numbering system, etc., are inserted only as a matter of convenience and may under no circumstances be considered in interpreting the provisions of the Agreement.
- c. All of the provisions of this Agreement are hereby made binding upon the personal representatives, heirs, successors, and assigns of both parties hereto.
- d. The League shall not sublet, assign, or otherwise transfer any interests or rights acquired under this contract without prior, written approval from GCS Parks and Recreation.
- e. Time is of the essence in this agreement. In the computation of any period of time provided for in this Agreement or by law, any date falling on a Saturday, Sunday, or legal holiday shall be deemed to refer to the next day which is not a Saturday, Sunday, or legal holiday.

- f. If any provision hereof is for any reason unenforceable or inapplicable, the other provisions hereof will remain in full force and effect in the same manner as if such unenforceable or inapplicable provision had never been contained herein.
- g. This Agreement shall be construed under and in accordance with the laws of the Commonwealth of Kentucky.
- h. This Agreement may be executed in any number of counterparts, each of which will for all purposes be deemed to be an original, and all of which are identical.

November 2020 Program Report
For December 21, 2020 GSC Parks & Recreation Board Meeting
Ednal Maynard

Pavilion Operations

Pavilion Program Attendance: **1,620**

Pavilion Annual Membership: **1,406**

Pavilion Daily Passes: **1,437**

Total Pavilion Attendance Including Programs, Passes, Non-Participants, and Rentals: 4,914

Fiscal Year To Date Attendance: **26,836**

Pavilion Operations Income: **\$34,036.70**

Pavilion Expenses: **\$53,202.15**

Pavilion Recovery Rate: **64%**

Ed Davis Learning Center

EDLC Attendance Including Daily Attendance, Programs, Community Services, and Rentals: 297

Daily Attendance: **111**

Community Events: **0**

Programs: **48**

Meetings: **26**

Rentals: **112**

Repast: **0**



Pavilion Operations Revenue / Expense Report for November

Revenue	2016	2017	2018	2019	2020
20 Visit Pass	\$1,158.00	\$1,904.60	\$2,010.60	\$1,899.60	\$898.00
6 Month Pass	\$2,283.30	\$3,346.70	\$2,463.00	\$1,722.00	\$1,648.00
Annual Pass	\$28,397.39	\$31,761.27	\$31,068.32	\$59,088.29	\$17,088.98
Aquatic Programs	\$1,672.25	\$2,086.75	\$1,856.35	\$6,056.00	\$1,303.00
Child Care	\$26.00	\$4.00	\$16.00	\$8.00	\$2.00
Concessions	\$1,410.00	\$1,433.00	\$1,028.90	\$790.50	\$407.00
Daily Pass	\$9,030.50	\$11,958.50	\$9,759.70	\$19,129.98	\$5,059.00
Deposit Fee Return	(\$918.50)	(\$442.75)	(\$585.75)	(\$420.75)	
Facility Rentals	\$2,224.00	\$1,381.50	\$2,611.00	\$5,196.00	\$269.50
Fun Express Program	\$760.00	\$847.50	\$403.75	\$562.50	
Gymnasium Programs	\$1,877.50	\$2,015.00	\$1,035.00	\$3,104.50	\$865.00
Land Programs	\$9,813.10	\$19,435.50	\$18,824.35	\$40,922.20	\$6,494.22
Miscellaneous	\$87.00	\$67.00	\$68.77	\$78.00	\$2.00
Program Refunds	(\$746.10)	(\$715.50)	(\$434.31)	(\$341.90)	
Total Revenue	\$57,074.44	\$75,083.07	\$70,125.68	\$137,794.92	\$34,036.70

Expenses

	2016	2017	2018	2019	2020
Salaries	\$41,883.89	\$43,942.50	\$66,604.99	\$62,020.65	\$31,859.18
Supplies/ Equipment	\$16,177.82	\$11,481.59	\$27,445.60	\$7,369.40	\$5,481.91
Utilities	\$1,394.96	\$13,867.68	\$15,703.97	\$16,375.44	\$15,861.06
Total Expenses	\$59,456.67	\$69,291.77	\$109,754.56	\$85,765.49	\$53,202.15



5 Year Attendance Comparison for November

Attendance Type	2016	2017	2018	2019	2020
20 Visit Pass	274	242	231	200	162
20 Visit Walker Pass	218	299	236	219	
6 Month Pass	457	433	439	297	143
Annual Pass	3193	3902	3491	3127	1406
Complimentary Pass	44	47	30	61	4
Coupon Pass					
Daily Pass	1930	2329	1969	1916	1437
Observer Attendance		907	836	569	131
Off-Site Program Attendance	56	54	18		
Program Attendance	3806	3891	3551	3012	1620
Rental / Meeting Attendance	624	244	804	888	11
	10602	12348	11605	10289	4914



FY 2020 - 2021 Attendance

Attendance Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Of Attendance
20 Visit Pass	164	247	213	230	162								1016
20 Visit Walker Pass	39	58		38									135
6 Month Pass	94	194	154	139	143								724
Annual Pass	1304	2051	1493	1694	1406								7948
Complimentary Pass	25	20	5	27	4								81
Daily Pass	1445	1465	713	2437	1437								7497
Observer Attendance	86	189	251	302	131								959
Program Attendance	1015	1533	2153	2124	1620								8445
Rental / Meeting Attendance	8		12		11								31

Total: 4180 5757 4994 6991 4914 26,836



2016 - to Date Fiscal Year Attendance Comparison

AttendanceType	2016-17	2017-18	2018-19	2019-20	2020-21
Daily Pass	35211	39074	34959	20418	7497
Complimentary Pass	656	577	564	338	81
20 Visit Pass	3842	3284	3145	2218	1016
6 Month Pass	6087	6507	5558	3213	724
20 Visit Walker Pass	3328	3333	2880	1973	135
Rental / Meeting Attendance	4306	3883	5533	5706	31
Annual Pass	45631	52177	46454	30733	7948
Program Attendance	47230	43616	42868	29062	8445
Coupon Pass					
Off-Site Program Attendance	631	488	231	10	
Observer Attendance	39	7900	7763	5031	959
	146961	160839	149955	98702	26836



**Job Description – Facilities Maintenance Manager
(Grade 9) - Update**

Originator: Kimberly Rice

Date: 12/2/2020

Authorized by: _____

Date: _____

Board Chair

References: Human Resources CAPRA 4.3

Revision Date: _____

GEORGETOWN-SCOTT COUNTY PARKS & RECREATION

POSITION TITLE: Facility Maintenance Manager

POSITION CLASSIFICATION: Exempt

GRADE: 9

DEPARTMENT: Facility Maintenance

IMMEDIATE SUPERVISOR: Parks and Recreation Assistant Director

SUPERVISES: All Facility Maintenance Personnel, including Custodians

CHARACTERISTICS OF POSITION: Under general direction of Parks and Recreation Assistant Director, directs and supervises all facility and grounds maintenance while assisting with required duties; assists with the design and construction of facilities as it pertains to electrical, plumbing and HVAC aspects of the design within the department; performs related duties as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Assists with directing the design, construction, maintenance, landscaping, beautification, cleanliness, and improvements of all indoor facilities and their immediate grounds within the department; provides input in planning and developing, future facilities and projects; responsible for construction oversight of a project as it pertains to electrical, plumbing and HVAC; assists in developing annual budget for facilities and grounds; administers approved budget; recommends full time, part time, and seasonal personnel requirements for indoor facilities; trains, supervises, coordinates and evaluates maintenance and custodial personnel while assisting with required duties; prepares and/or approves time sheets; develops long range plans for the development, maintenance and upkeep of indoor facilities; responds to public inquiries, concerns and complaints regarding indoor maintenance activities; insures readiness of indoor facilities and grounds for scheduled activities; assists with troubleshooting alarm, security, heating and cooling systems as required; supervises and performs the more skilled work of planting, trimming, cultivation, care and treatment of shrubs, flowers, and lawns; repairs plumbing problems, including valves, leaks, etc.; repairs electrical systems, including breakers, starters, receptacles; any work requiring an outside contractor must be approved by the

Director and/or Assistant Director; maintains all indoor facilities, including roof repair, window repairs or replacement, painting, etc.; assists with snow and ice removal from sidewalks, roads and parking lots of all parks and facilities; assists the Aquatic Recreation Manager and Aquatic Recreation Assistant Manager with swimming pool maintenance; **will act as the OSHA Program Administrator for Georgetown-Scott County Parks and Recreation**; purchases materials and supplies for indoor maintenance valued below \$500. Any purchase value exceeding \$500 has to have the approval from the Assistant Director and/or Director; must work within the confines of the fiscal budget; monitors utilization of department equipment and supplies; prepares and maintains accurate reports; attends Parks and Recreation Board meetings; reports on activities as requested.

Non-essential: May perform other related duties as assigned by Parks & Recreation Assistant Director and/or Director.

QUALIFICATIONS/REQUIREMENTS:

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

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Thorough knowledge of the principles, methods, materials, and practices used in indoor facility maintenance and management; knowledge of landscaping, horticulture and general construction work as applied to building construction and maintenance; knowledge of management practices, including employment, orientation, training, scheduling and disciplining of employees; thorough knowledge of safety requirements for staff and participants; knowledge of fiscal requirements in public organizations as it relates to the bidding process.

Skills: Skills in use of standard maintenance equipment.

Abilities: Ability to plan, assign and review the work of employees performing a variety of activities while assisting with required duties; ability to determine needed improvements, and to inspect, evaluate and approve work after completion; ability to prepare and maintain accurate reports; ability to establish and maintain effective working relationships with government agencies and employees, department employees and the general public. Possess mechanical aptitude, manual dexterity, and good physical condition.

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

ADDITIONAL REQUIREMENTS:

Instructions: General; must use own judgment most of the time.

Processes: Must frequently refine existing methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Work is generally reviewed through oral and written reports; completed work may be spot-checked.

Analytical Requirements: Duties are of a complex nature, requiring judgment for which there is no precedent.

Work Environment: Inside and outside.

Availability: Must be able to attend meetings and departmental activities in evening hours and on weekends; must be able to respond to calls at all hours; must be able to work irregular hours on a regular basis.

Physical Demands:

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

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

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



Policy: Public Comments - Update

Policy Number: POL.B.05.12

Page: pp. 18-19

Originator: Kimberly Rice

Date: 10/2/2020

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

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.

Guidelines

- **The time limit for public comments is three (3) minutes per speaker.**
- **This is a public discussion, not a debate.** The purpose is *not* to win an argument, but to hear many points of view and explore many options and solutions.
- **Everyone is encouraged to participate.** You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment.
- **No one or two individuals should dominate a discussion.** If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.
- **When you speak, state your name and where you live.** In a public meeting, it is helpful to know who is speaking as well as where they live in the community.
- **One person speaks at a time.** Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- **Listen to and respect other points of view.**
- **Do your best to understand the pros and cons of every option,** not just those you prefer. Be as objective and fair-minded as you can be.
- **Seek first to understand, not to be understood.** Ask questions to seek clarification when you don't understand the meaning of someone's comments.



Policy: Participant Protection - Replacement

Policy Number: POL.S.01.11

Page: pp. 141-144

Originator: Kimberly Rice

Date: 10/2/2020

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

POL.S.01.11 – Participant Protection

Purpose

Youth athletes and program participants should be guided by what is best for the safe and healthy development of the individual. In working with each child and/or participant, it is essential that we are mindful of their physical, emotional, and developmental needs and to recognize the vulnerabilities of individuals. It is the responsibility of all adult association with GSC Parks youth sports and/or programs to develop the knowledge and skills to create and maintain a safe environment.

Scope

Coaches, officials, staff, parks employees, volunteers, and chaperones are in positions of authority and trust. While the majority of adults seek to create a positive experience for youths, some may seek to take advantage of a child's trust and use their position for purposes that can damage a child's positive developmental experience. All persons on GSC Parks property or parks or in GSC Parks recreational programs sponsored by GSC Parks are to comply with this policy.

Policy

To safeguard athletes and program participants, GSC Parks requires background checks on all employees, officials, and coaches in GSC Parks sponsored programs. All franchises, organizations, and partners should require and conduct background checks on their officials, coaches, staff, and other volunteers working in any official capacity for the respective organization that is in a leadership role or works directly with minors.

Abuse or harassment may take several forms including but not limited to any improper or inappropriate comment, action, or gesture directed toward a person that is related to race, ethnicity, national origin, religion, age, gender, of a sexual nature, disability, or other personal characteristics. The creation of an environment through behavior or a course of conduct that is insulting, intimidating, humiliating, demeaning, or offensive prevents or limits the enjoyment of the sport, program, and development of a young individual. Harassment may come from adults, teenager, or another child. GSC Parks will not tolerate or condone any form of harassment or abuse.

The Federal Child Abuse Prevention and Treatment Act ([CAPTA](#)) (42 U.S.C.A §5106g) as amended by the Keeping Children and Families Safe Act of 2003, defines child abuse and neglect as, at a minimum:

Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse, or exploitation/ or an act or failure to act which presents an imminent risk of serious harm.

Areas of Responsibility

Coaches, officials, parks employees, volunteers, and chaperones are in positions of authority and trust.

Prevention Guidelines

If a child or participant advises GSC Parks staff that someone has molested or otherwise abused the child, staff should be prepared to help the child. See the Crisis Management & Communication Plan.

- 1) GSC Parks staff working with the child or participant shall:
 - a. Parents and guardians should be encouraged to support and attend their child's programs, games, and practices.
 - b. All practices, games, and programs should be open to observation by parents and guardians at all times, exception is when observation causes a distraction to the participants and interferes with the ability to provide the program. Parents and family members may not cause a disturbance with the program while observing or they may be asked to leave.
 - c. Two-deep leadership: at least one coach and one other adult should be present at all fo the programs, practices, or activities.
 - d. In providing two-deep leadership; at least two of the adults should not be closely related family members.
 - e. All interaction between leaders and program participants should occur in an open and observable environment. Some programs may be designated to provide services to clients/participants that require personal hygiene care. In specified programs, trained leaders, staff, or volunteers may provide such care, however, should have assistance from another trained leader, staff, or volunteer or notify the program leader prior to providing and immediately after personal hygiene care.
 - f. Coaches, staff, and other adult leaders should not invite youth participants to their home without permission of a parent or guardian.
 - g. Should travel occur, all room checks, meetings and/or other activities should have two-deep leadership. If participants are paired for overnight stays; they should be of the same gender and similar age.
 - h. Any other arrangement should be discussed with all parties and written permission obtained from the parent or guardian before hand.
 - i. Youth participants should not ride in a coach's vehicle without another adult present unless prior parental permission is obtained.
 - j. Communication between youth participants and adults should be positive and of a relevant subject; not sexual or otherwise inappropriate nature. Horseplay, rough housing should be avoided.
 - k. Youth participants should have a "buddy system" with another participant of the same gender and similar age while involved in programs and events that involve travel when a parent or guardian is not available. Buddy system may include opposite gender, if the participants are family members.
 - l. At a minimum every franchise and/or partner league must confirm on an annual basis that this policy is understood and communicated to everyone involved in the program/league.

- m. Every franchise and/or partner league must adopt or comply with their organization's harassment and abuse policy. If that policy conflicts with GSC Parks policy, the partner agency must notify the GSC Parks Youth Sports Liaison and request a clarification.
- n. Allegations of child abuse or neglect should always be investigated by qualified social service or law enforcement.
- o. Kentucky Unified Juvenile Code KRS 620.040(5)(c) & KRS 620.030 states that it is the duty of everyone who reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause and oral or written report to be made to a local law enforcement agency or the Kentucky State Police, the Cabinet or its designated representative; the Commonwealth's Attorney or the county attorney by telephone or otherwise. Certain professionals such as healthcare personnel, childcare personnel, and peace officers have a further duty to report.

Handling Allegations of Abuse

- p. **Remain calm and reassuring.** If you panic, become angry, or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he or she is speaking is in control of the situation and will reassure him or her that everything will be okay.
 - q. **Don't criticize the child, question the child's story, or imply that the child may have misunderstood what happened.** Accept the information openly without indicating value judgment.
 - r. **Encourage the child to tell the Director or the appropriate supervisor what happened.** Tell the child no one should ask him or her to keep a secret about what happened and that it is okay to talk to the Director about it. Make sure the child feels that he or she is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be very stressful for the child.
 - s. **Respect the child's privacy.** Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the child's situation only with the Director or with the appropriate DCFS and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off GSC Parks premises. The child and his or her family or other persons involved should not have to pay the price of a person's indiscretion. Disclosing the information to other persons is in violation of the child's privacy rights and the privacy rights of other persons involved.
- The Director or his/her designee should be the contact person for reporting suspected child abuse. In his/her absence, the Department Head should be notified. The Director and staff person reporting the suspected abuse should immediately notify DCFS as required under the Act by telephone to the DCFS "central register" or in person or by telephone through the nearest DCFS office at 1-877-597-2331. Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS"), which will in turn begin to investigate the matter.
 - The report should include, if known:
 - 1) the name and address of the child and his or her parents or other persons responsible for the child's welfare;

- 2) the name and address of the school that the child attends or the school that the child last attended, if the report is written during the summer when school is not in session, and the name of the school district in which the school is located, if applicable;
 - 3) the child's age, sex and race;
 - 4) the nature of the child's abuse or neglect, including any evidence of previous injuries, abuse or neglect of the child or his or her siblings;
 - 5) the names of the persons apparently responsible for the abuse or neglect;
 - 6) family composition, including names, ages, sexes, and races of other children in the home;
 - 7) the name of the person making the report, his or her occupation, and where he or she can be reached;
 - 8) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and
 - 9) any other information that the person making the report believes might be helpful in the furtherance of the purposes of this Act.
- The oral report should be confirmed by the reporting staff person in writing to the assigned CPS within 48 hours of the initial report. The Director will notify the Chair of the Park Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services.

Details of the report shall not be discussed with other staff or participants.

The Commonwealth of Kentucky has provided a child abuse and neglect booklet to help with additional questions that is available online:

<https://chfs.ky.gov/agencies/dcbs/Documents/ChildAbuseandNeglectBooklet.pdf>

Replaces Policy:

POL.S.01.10 - Abused and Neglected Child and Elder Reporting

It is the policy of GSC Parks to fully comply with the State of Kentucky ([KRS 620](#), [KRS 209](#)). As such, GSC Parks will make every reasonable effort and precaution to prevent, detect and handle cases of suspected child abuse and neglect for children who participate and use GSC Parks programs, areas and facilities and will ensure that any such cases get reported to the Kentucky Department of Children and Family Services ("DCFS") in accordance with the Act.

Definitions

"Abused child" means a child whose parent or immediate family member or any person responsible for the child's welfare or any individual residing in the same home as the child or a paramour of the child's parent:

- 1) Inflicts, causes to be inflicted or allows to be inflicted upon such child physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- 2) Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

- 3) Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961 as amended and extending those definitions of sex offenses to include children under eighteen (18) years of age;
- 4) Commits or allows to be committed an act or acts of torture upon such child;
- 5) Inflicts excessive corporal punishment;
- 6) Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961 against the child; or

A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Act ([KRS 620.350](#)).

“Neglected child” means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child’s well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child’s welfare without a proper plan of care; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child shall not be considered neglected for the sole reason that such child’s parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child’s parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Section 26 of The School Code, as amended (105 ILCS 5/26-1 et seq.).

Handling Allegations of Abuse

If a child advises GSC Parks staff that someone has molested or otherwise abused the child, staff should be prepared to help the child. See the Crisis Management & Communication Plan.

- 2) GSC Parks staff working with the child shall:
 - a. **Remain calm and reassuring.** If you panic, become angry, or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he or she is speaking is in control of the situation and will reassure him or her that everything will be okay.
 - b. **Don’t criticize the child, question the child’s story, or imply that the child may have misunderstood what happened.** Accept the information openly without indicating value judgment.
 - c. **Encourage the child to tell the Director or the appropriate supervisor what happened.** Tell the child no one should ask him or her to keep a secret about what happened and that it is okay to talk to the Director about it. Make sure the child feels that

he or she is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be very stressful for the child.

- d. **Respect the child's privacy.** Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the child's situation only with the Director or with the appropriate DCFS and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off GSC Parks premises. The child and his or her family or other persons involved should not have to pay the price of a person's indiscretion. Disclosing the information to other persons is in violation of the child's privacy rights and the privacy rights of other persons involved.
- The Director or his/her designee should be the contact person for reporting suspected child abuse. In his/her absence, the Department Head should be notified. The Director and staff person reporting the suspected abuse should immediately notify DCFS as required under the Act by telephone to the DCFS "central register" or in person or by telephone through the nearest DCFS office at 1-877-597-2331. Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS"), which will in turn begin to investigate the matter.
 - The report should include, if known:
 - 1) the name and address of the child and his or her parents or other persons responsible for the child's welfare;
 - 2) the name and address of the school that the child attends or the school that the child last attended, if the report is written during the summer when school is not in session, and the name of the school district in which the school is located, if applicable;
 - 3) the child's age, sex and race;
 - 4) the nature of the child's abuse or neglect, including any evidence of previous injuries, abuse or neglect of the child or his or her siblings;
 - 5) the names of the persons apparently responsible for the abuse or neglect;
 - 6) family composition, including names, ages, sexes, and races of other children in the home;
 - 7) the name of the person making the report, his or her occupation, and where he or she can be reached;
 - 8) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and
 - 9) any other information that the person making the report believes might be helpful in the furtherance of the purposes of this Act.
 - The oral report should be confirmed by the reporting staff person in writing to the assigned CPS within 48 hours of the initial report. The Director will notify the Chair of the Park Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services.

Details of the report shall not be discussed with other staff or participants.



Policy: Park Rental Policies - Update

Policy Number: POL.A.06.04

Page: pp. 64-67

Originator: Kimberly Rice

Date: 10/2/2020

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

POL.A.06.04 – Park Rental Policies

It is the general policy of GSC Parks to protect the general public from harm while utilizing department facilities; protect public property which is within the jurisdiction of the department; and prevent the use of public property, which is paid for and maintained by tax dollars, from being utilized for private gain.

Therefore, the following rental policies are adopted for use in the process of renting any facility owned, managed, or maintained by GSC Parks by any person or organization other than the department:

Only non-profit organizations exempt from federal and state income tax shall be permitted to reserve or utilize any park facility for the purpose of holding any event where an admission for attendance or participation will be charged. Proof of tax-exempt status must be shown to the satisfaction of GSC Parks before a reservation will be accepted. Individuals shall not be allowed to reserve or utilize park facilities for this purpose. An individual or for-profit organization shall not be allowed to reserve or utilize park facilities for the purpose of giving private athletic lessons in exchange for payment.

Brooking Park Concessions Building

1. The following shall be required of all non-profit organizations seeking to reserve or utilize any GSC Parks facility for an event which an admission for attendance or participation will be charged:

- a. A one hundred-dollar (\$100) cleanup deposit paid to GSC Parks within two (2) weeks after the reservation is made. A one hundred ten-dollars (\$110) fee per day of the event to be paid to GSC Parks no later than two (2) weeks prior to the first day of the scheduled event.
- b. A certificate of coverage showing proof of a liability insurance policy covering the non-profit organization with a minimum limit of \$1,000,000.00 naming Georgetown-Scott County Parks and Recreation, its members and employees, as an additional insured, must be presented to GSC Parks no later than two (2) weeks prior to the first day of the scheduled event.
- c. A certificate of coverage showing proof of a worker's compensation insurance policy covering the employees of the non-profit organization as well as any volunteers, for all workers' compensation liabilities set forth in the Worker's Compensation Act of Kentucky.
- d. Within seven (7) days of the last day of the rental the non-profit organization shall provide to GSC Parks a profit/loss statement of the event. This statement shall include at a minimum a breakdown of all categories of expenses and sources of revenue as well as determination of the

net profit or net loss for the event. In order to facilitate this requirement, the non-profit organization renting the facility shall sell numbered tickets to those patrons charged to attend
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the event. Ticket information shall be provided in the profit/loss statement to GSC Parks. This shall include:

- i. The number of the first ticket sold;
- ii. The number of the last ticket sold;
- iii. The number of tickets sold; and
- iv. Price per ticket

If the price of tickets varies then the number sold of each differently priced ticket must be reported separately.

Pulling Events

All pulling events will be conducted as a partnership between GSC Parks and the non-profit organization. Any non-profit organization wishing to partner with GSC Parks for a pulling event will contact GSC Parks to obtain a pulling event request form.

1. If more than one non-profit organization applies to partner with GSC Parks in any particular month, the request forms will be reviewed in the order in which they were received in the GSC Parks Administrative office. After the pulling event request form is submitted to the GSC Parks Administrative office, the request will be processed and a staff member of GSC parks will contact the non-profit organization within one working week of the submittal date. Non-profit organizations will be pre-approved on the basis of the request form. GSC parks may require references for the purpose of assisting the process of approving a request.
2. GSC Parks must approve any organization and equipment to be used in the process of holding a pulling event. References may be required for the purpose of assisting the process of approving any organization or equipment.
3. GSC Parks will not partner with any non-profit organization for more than two (2) pulls per calendar year. GSC Parks will provide one person to help oversee the pull on the night of the event. The non-profit organization will be responsible for all other volunteers needed to host the event.
4. All expenses for the pull (i.e. pulling organization fees, sled fees, advertising, insurance, concession supplies, etc.) will be the responsibility of the non-profit organization. All funds raised by the event will go to the non-profit organization. The non-profit organization will be required to complete a Pulling Event Income/Expense Report and submit it within seven working days of the event.
5. Pulls may only be held on dates specified by GSC Parks between the months of April and October of each calendar year. These designated dates will be reserved by GSC Parks until February 28 of each calendar year. After February 28, on any dates initially reserved as pull dates for which no pull has been scheduled, GSC Parks may allow other Brooking Park facilities (i.e. Concession building, barns) to be reserved, thereby eliminating the use of the park for a pull on that date. No pulls shall be held on Sunday. Rain dates will automatically be scheduled for the following Saturday after the approved date on the request form.

6. All supercharged motorized activity and/or competition must cease between the hours of 12:00am – 10:00am for each day that the event is scheduled. Any non-profit organization failing to comply with this provision may, at GSC Park's discretion after consideration of all relevant circumstances, be deemed ineligible to host a pull for a period of one year. Ineligibility shall begin after formal notification from GSC Parks has been given to the

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non-profit organization hosting the pull. A request to partner with GSC Parks for a pulling event will only be considered after the suspension is no longer in effect.

7. There will be a four (4) class maximum for each event night that begins at 6:00pm or later. Any request for additional classes must be approved during the application process by GSC Parks. The start time for any event with more than four (4) classes must be approved by GSC Parks.

8. Fire and emergency personnel must be furnished for all motorized events. The cost of providing these personnel, if any, shall be paid for by the non-profit organization.

Rental of Buildings at Brooking Park which are Non-Revenue Generating

Rental of the buildings at Brooking park for events where no admission/participation fee is charged shall be as follows:

1. Barn #1 (enclosed) \$55.00 + \$250.00 clean up deposit
2. Barn #2 (partially enclosed) \$115.00 + \$250.00 clean up deposit
3. Concession Building \$110.00 + \$100.00 clean up deposit

These fees shall be in addition to any fees paid to rent the other facilities at Brooking Park. The barns shall be used solely for agricultural events, i.e. Cattle shows/sales, sheep sales, etc. and there will be a required \$250.00 clean up deposit payable to GSC Parks within two weeks of reserving the facility. If the facility is reserved within two weeks of the scheduled event, the deposit and fee will be due within two days of reserving the facility. This deposit will only be returned to the lessor upon cleanup of the facilities, including sweep out, hose out, and removal of hay/straw and/or animal droppings, etc. from the park premises. Clean up must be completed within three (3) working days of the date of the rental.

Picnic Areas and/or Shelter Rentals

The picnic areas may be reserved for small gatherings such as family reunions, birthday parties, etc., for a fee of \$50.00 per day. A \$25.00 clean up deposit is required to be paid to GSC Parks within two (2) weeks of making a reservation and in no event less than two weeks prior to the event.

Use of GSC Parks facilities without a reservation for families or informal groups is free. These events include picnics, jogging, tennis, playground, etc.

Park Sport Amenities Rentals

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

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

1. The renting entity shall pay to GSC Parks ten percent (10%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for three (3) days or less per activity.
2. The renting entity shall pay to GSC Parks fifteen (15%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for more than three (3) days per activity.
3. The program or entity shall provide to parks within two (2) days of the end of the rental period the fee charged for the rental. Along with this payment the program or entity shall provide a breakdown of the revenue generated by the activity/rental. (e.g. dollar amount per team for tournaments, dollar amount per player per camps, dollar amount per player per tryouts).

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4. All non-parks programs or entities shall pay a deposit of two hundred dollars (\$200.00) per field or court within two weeks of reserving or within two weeks prior to the activity/rental, whichever is sooner.
5. Usage of the lights associated with the activity/rental will be charged at a rate of fifteen dollars (\$15.00) per hour.
6. All programs or entities renting the field(s) or court(s) for the purpose of conducting camps and tournaments shall obtain liability insurance in advance of renting any field(s) or court(s) in the amount of \$1,000,000.00. Said insurance shall name Georgetown-Scott County Parks and Recreation as an additional insured under the policy.
7. No sporting activity shall start any later than 11:00p.m.
8. Field/Court rentals for the purpose of holding practice that is non-revenue generating are exempt from non-profit organization and liability insurance requirements. A rental fee of twenty dollars (\$20.00) per hour per field/court will be charged for anyone wishing to rent for practice, etc.

Failure to Comply with Rental Policies

Failure to provide a profit/loss statement or other financial documentation, if requested, documentation of the revenue and expenses shall result in a suspension of the non-profit organization's privilege to conduct an activity for a period of six (6) months for the first offense; one (1) year for the second offense; permanent suspension for the third offense.

An individual or for-profit organization that reserves or utilizes GSC Parks facilities for the purpose of giving private athletic lessons in exchange for payment is subject to a suspension of that individual's or organization's privilege to conduct an activity on GSC Parks facilities for a period of six (6) months for the first offense; one (1) year for the second offense; permanent suspension for the third offense.

Failure to comply with any provisions entered herein shall constitute grounds to terminate the rental agreement and deny rental privileges in the future. Repeated failure to comply with the provisions herein shall constitute grounds for permanent suspension of the right to rent GSC Parks facilities.

Any issue concerning the rental of any GSC Parks park facility not addressed herein shall be determined by a majority vote of the Georgetown-Scott County Parks and Recreation Board.

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

Accounts	Income			
	November 2020 Income	YTD Income	Balance	% of Budget
3070 · City - Ed Davis Funds	12,175.00	72,172.65	151,300.00	47.7%
9120 · ED - Program Income	0.00	-120.00	2,070.00	-5.8%
9130 · ED - Rental Income	42.00	1,359.50	3,000.00	45.32%
9140 · ED - Miscellaneous Income	0.00	0.00	500.00	0.0%
Total Income	12,217.00	73,412.15	156,870.00	46.8%
Accounts	Expense			
	November 2020 Expense	YTD Expense	Balance	% of Budget
9200 · ED - SALARIES	3,720.92	20,426.02	48,120.00	42.45%
9210 · ED - Employer FICA	539.47	2,288.20	5,800.00	39.45%
9211 · ED - Unemployment Insurance	0.00	64.72	1,250.00	5.18%
9212 · ED - Workers Compensation	0.00	4,300.00	4,300.00	100.0%
9213 · ED - Employer Retirement	1,431.04	5,579.90	13,000.00	42.92%
9214 · ED - Health Insurance	1,199.76	5,985.28	17,700.00	33.82%
9220 · ED - Liability, Prop. Insurance	0.00	2,500.00	2,500.00	100.0%
9230 · ED - Office Supplies	86.79	705.34	3,000.00	23.51%
9240 · ED - Advertising/Printing	0.00	0.00	500.00	0.0%
9250 · ED - Continuing Education	-600.00	-515.00	800.00	-64.38%
9260 · ED - Travel Expense	0.00	220.00	600.00	36.67%
9300 · ED - MAINTENANCE SALARIES	0.00	0.00	1,000.00	0.0%
9310 · ED - Telephone	64.32	333.02	1,000.00	33.3%
9311 · ED - Columbia Gas	153.59	439.04	2,600.00	16.89%
9312 · ED - Kentucky Utilities	206.17	1,746.32	6,000.00	29.11%
9313 · ED - Georgetown Water	93.20	465.93	1,400.00	33.28%
9315 · ED Internet Service/Cable	482.68	1,442.14	3,000.00	48.07%
9320 · ED - Supplies, Serv., Repair	0.00	2,230.17	6,000.00	37.17%
9330 · ED - Equipment	0.00	0.00	600.00	0.0%
9350 · ED - SP. EVENTS/PROG. SALARIES	1,133.21	10,191.26	34,000.00	29.97%
9400 · ED-Prog., Event, Supplies&Equip	0.00	276.14	3,500.00	7.89%
9600 · ED - Miscellaneous Expenses	0.00	0.00	200.00	0.0%
Total Expense	8,511.15	58,678.48	156,870.00	37.41%

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

Accounts	Income				
	November 2020 Income	YTD Income	Budget	Balance	% of Budget
3030 · City Funds	91,559.25	534,815.25	1,098,711.00	-563,895.75	48.68%
3040 · City - Capital	0.00	19,461.00	22,500.00	-3,039.00	86.49%
3050 · County - Capital	5,625.00	11,250.00	22,500.00	-11,250.00	50.0%
3060 · County Funds	274,677.75	549,355.50	1,098,711.00	-549,355.50	50.0%
3150 · Pool Income	0.00	0.00	53,000.00	-53,000.00	0.0%
3180 · Horse Park Pool	0.00	0.00	11,555.00	-11,555.00	0.0%
3400 · Kidzworld Income	0.00	0.00	93,600.00	-93,600.00	0.0%
3430 · Fun Express Income	0.00	-750.00	14,000.00	-14,750.00	-5.36%
3470 · KLC Safety Grant	0.00	0.00	3,000.00	-3,000.00	0.0%
3600 · Facility Rental Income	-730.60	27,017.60	17,500.00	9,517.60	154.39%
3710 · Special Events Income	0.00	1,250.00	3,500.00	-2,250.00	35.71%
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	774.00	5,007.30	13,000.00	-7,992.70	38.52%
8015 · Pavilion - Daily Passes	8,006.50	32,000.10	108,000.00	-75,999.90	29.63%
8016 · Pavilion - Annual Pass	12,367.98	74,566.75	280,000.00	-205,433.25	26.63%
8017 · Pavilion - 6 Month Pass	1,527.00	3,218.40	16,000.00	-12,781.60	20.12%
8018 · Pavilion - Aquatics Programs	1,636.00	8,953.00	31,400.00	-22,447.00	28.51%
8020 · Pavilion Gymnasium Programs	965.00	3,041.87	15,000.00	-11,958.13	20.28%
8022 · Pavilion - Dance/Gymnastics Pro	5,025.47	26,005.71	70,000.00	-43,994.29	37.15%
8024 · Pavilion - Aerobics Programs	172.00	1,489.00	17,000.00	-15,511.00	8.76%
8028 · Pavilion - Special Events	0.00	0.00	1,000.00	-1,000.00	0.0%
8030 · Pavilion - Child Care	2.00	18.00	200.00	-182.00	9.0%
8032 · Pavilion - Facility Rental	11,896.50	12,017.00	20,000.00	-7,983.00	60.09%
8034 · Pavilion - Concession/Vending	503.15	1,705.40	17,000.00	-15,294.60	10.03%
8036 · Pavilion - Miscellaneous	2.00	46.00	1,000.00	-954.00	4.6%
Total Income	414,009.00	1,310,467.88	3,033,477.00	-1,723,009.12	43.2%

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

Expense					
Accounts	November 2020 Expense	YTD Expense	Budget	Balance	% of Budget
4030 · ADMINISTRATIVE SALARIES · FT	8,979.03	48,648.65	187,000.00	138,351.35	26.02%
4060 · Employer FICA Tax	8,565.52	32,103.68	113,000.00	80,896.32	28.41%
4090 · Unemployment Insurance	0.00	1,141.22	16,500.00	15,358.78	6.92%
4120 · Workers Compensation	21,111.29	37,922.58	54,000.00	16,077.42	70.23%
4130 · Drug Testing	35.00	805.00	5,000.00	4,195.00	16.1%
4150 · Employers Retirement	15,438.01	67,872.34	216,500.00	148,627.66	31.35%
4180 · Health Insurance	15,564.66	75,365.79	255,000.00	179,634.21	29.56%
4200 · Staff Uniforms	0.00	0.00	2,000.00	2,000.00	0.0%
4201 · REC. MANAGERS SALARIES - FT	12,000.00	66,000.00	134,000.00	68,000.00	49.25%
4202 · PAV. OPERATIONS SALARIES - PT	10,205.11	56,278.55	170,000.00	113,721.45	33.11%
4240 · Office Phone	612.90	3,035.63	1,800.00	-1,235.63	168.65%
4250 · Standard Life and Casualty	0.00	0.00	0.00	0.00	0.0%
4260 · Equipment rental	0.00	0.00	2,500.00	2,500.00	0.0%
4270 · Office Supplies and Equipment	8,138.24	21,879.89	45,000.00	23,120.11	48.62%
4280 · Professional Fees	870.58	3,614.39	16,000.00	12,385.61	22.59%
4300 · Advertising, Print., Marketing	420.75	7,322.05	10,000.00	2,677.95	73.22%
4320 · Technology Support	1,003.06	18,124.65	30,000.00	11,875.35	60.42%
4360 · Continuing Education	0.00	1,689.00	10,000.00	8,311.00	16.89%
4370 · Liability, Equipment Insurance	40,967.56	80,147.72	85,000.00	4,852.28	94.29%
4390 · Travel Expense	0.00	2,252.53	3,000.00	747.47	75.08%
4450 · PARKS MAINT. SALARIES - FT	13,629.62	74,725.95	203,595.00	128,869.05	36.7%
4460 · PARKS MAINT. HOURLY - PT	735.20	7,062.38	70,000.00	62,937.62	10.09%
4470 · FACILITY MAINT. SALARIES - PT	4,065.97	23,848.69	61,000.00	37,151.31	39.1%
4480 · FACILITY MAINT. SALARIES - FT	9,005.33	65,360.02	148,500.00	83,139.98	44.01%
4509 · Trail Maintenance	0.00	0.00	5,000.00	5,000.00	0.0%
4510 · Suffoletta Park	865.65	5,209.58	12,500.00	7,290.42	41.68%
4520 · Skate Park	0.00	126.33	5,000.00	4,873.67	2.53%
4540 · Ed Davis Park	227.69	1,271.17	5,000.00	3,728.83	25.42%
4570 · Marshall Park	1,738.01	7,617.11	15,500.00	7,882.89	49.14%

Georgetown-Scott County Parks and Recreation Financial Statement November 2020

Accounts	November 2020 Expense	YTD Expense	Budget	Balance	% of Budget
4600 · Scott County Park	1,011.57	4,319.70	12,500.00	8,180.30	34.56%
4610 · Oser Landing Park	172.50	865.37	5,000.00	4,134.63	17.31%
4630 · Oxford Road Park	101.37	508.22	2,000.00	1,491.78	25.41%
4640 · Great Crossing Park	0.00	16.99	12,500.00	12,483.01	0.14%
4650 · Royal Spring Park	24.24	360.78	5,500.00	5,139.22	6.56%
4660 · Vehicle Maintenance and Parts	0.00	639.38	12,000.00	11,360.62	5.33%
4690 · Equipment Maintenance and Parts	0.00	1,768.96	12,000.00	10,231.04	14.74%
4750 · Cell phones	1,372.29	4,279.56	12,000.00	7,720.44	35.66%
4780 · Fuel and Oil	921.42	7,035.34	27,000.00	19,964.66	26.06%
4810 · Supplies	-5,241.12	8,885.03	78,000.00	69,114.97	11.39%
4850 · Parks Equipment	0.00	0.00	3,500.00	3,500.00	0.0%
4880 · Capital Expenditures	0.00	38,922.00	45,000.00	6,078.00	86.49%
4930 · SUFFOLETTA POOL SALARIES	0.00	0.00	65,000.00	65,000.00	0.0%
5000 · HORSE PARK LG HOURLY	0.00	0.00	17,000.00	17,000.00	0.0%
5020 · SFAC Kentucky Utilities	390.15	3,899.91	25,000.00	21,100.09	15.6%
5050 · SFAC Georgetown Water	23.14	155.02	27,000.00	26,844.98	0.57%
5060 · SFAC Center Phone	474.58	1,832.98	3,500.00	1,667.02	52.37%
5140 · SFAC Pool Supplies/Chemicals	0.00	339.80	20,000.00	19,660.20	1.7%
5200 · SFAC Pool Supplies/Maintenance	0.00	84,293.88	15,500.00	-68,793.88	543.83%
5650 · Tennis Supplies and Equipment	0.00	0.00	500.00	500.00	0.0%
6280 · Little League Baseball	0.00	0.00	500.00	500.00	0.0%
6340 · Youth Softball	0.00	0.00	500.00	500.00	0.0%
6370 · Youth Soccer	0.00	0.00	500.00	500.00	0.0%
6400 · Youth Football	0.00	0.00	500.00	500.00	0.0%
6420 · Youth Volleyball	0.00	0.00	500.00	500.00	0.0%
6430 · Georgetown Stingrays	0.00	0.00	250.00	250.00	0.0%
6440 · Super Sharks	0.00	0.00	250.00	250.00	0.0%
6460 · KIDZWORLD SALARIES	0.00	0.00	250.00	250.00	0.0%
6490 · Kidzworld Supplies	0.00	0.00	58,800.00	58,800.00	0.0%
6500 · Kidzworld-Transportation	0.00	0.00	3,000.00	3,000.00	0.0%
6520 · Kidzworld Lunch Program	0.00	0.00	12,000.00	12,000.00	0.0%
		0.00	500.00	500.00	0.0%

Georgetown-Scott County Parks and Recreation Financial Statement November 2020

Accounts	November 2020 Expense	YTD Expense	Budget	Balance	% of Budget
6550 · Fun Express Supplies	0.00	0.00	800.00	800.00	0.0%
6551 · FUN EXPRESS SALARIES	0.00	0.00	12,000.00	12,000.00	0.0%
6700 · SPORTS CAMPS SALARIES PT	0.00	0.00	500.00	500.00	0.0%
6720 · Sports Camps Supplies	0.00	0.00	500.00	500.00	0.0%
6840 · NEW PROG/SPEC EVENTS SAL PT	79.00	146.17	2,500.00	2,353.83	5.85%
6850 · New Prog/Sp Events Supplies	961.81	1,990.76	1,000.00	-990.76	199.08%
6880 · Miscellaneous	-55.00	448.02	800.00	351.98	56.0%
8066 · Pavilion - Columbia Gas	3,182.78	6,819.99	53,000.00	46,180.01	12.87%
8068 · Pavilion - Kentucky Utilities	9,453.94	58,585.19	130,000.00	71,414.81	45.07%
8070 · Pavilion - Georgetown Water	3,224.34	13,932.76	27,500.00	13,567.24	50.67%
8074 · Pavilion - Supp., Serv., Repair	4,648.83	33,104.00	120,000.00	86,896.00	27.59%
8076 · Pavilion - Equipment	0.00	0.00	4,000.00	4,000.00	0.0%
8080 · PAVILION - GYM PROGRAM SALARIES	549.00	2,001.00	7,400.00	5,399.00	27.04%
8081 · Pavilion - Gym Program Supplies	184.38	1,579.22	1,000.00	-579.22	157.92%
8082 · PAVILION - AEROBICS SALARIES	2,046.53	11,580.19	58,000.00	46,419.81	19.97%
8083 · Pavilion - Aerobics Supplies	0.00	0.00	2,000.00	2,000.00	0.0%
8084 · PAVILION - DANCE/GYM SALARIES	5,953.06	16,438.58	54,482.00	38,043.42	30.17%
8085 · Pavilion - Dance/Gym Supplies	0.00	97.95	8,000.00	7,902.05	1.22%
8088 · PAVILION - SPECIAL EVENTS SALAR	0.00	0.00	500.00	500.00	0.0%
8089 · Pavilion - Special Events Suppl	0.00	0.00	1,250.00	1,250.00	0.0%
8090 · Pavilion - Concession	542.70	1,981.45	10,000.00	8,018.55	19.82%
8092 · PAVILION - AQUATICS SALARIES PT	9,039.51	55,994.30	156,000.00	100,005.70	35.89%
8094 · Pavilion - Aquatics Supplies	106.00	6,305.98	18,000.00	11,694.02	35.03%
8098 · Pavilion - Child Care Supplies	0.00	117.05	500.00	382.95	23.41%
8100 · Pavilion - Fitness/Wgt Rm Suppl	0.00	15.00	2,000.00	1,985.00	0.75%
8102 · Pavilion - Gymnasium Supplies	0.00	0.00	1,000.00	1,000.00	0.0%
8104 · Pavilion - Miscellaneous Expens	0.00	0.00	800.00	800.00	0.0%
Total Expense	213,346.20	1,078,685.43	3,033,477.00	1,954,791.57	35.56%