



Alachua County Department of Parks and Open Spaces

Administration

Jason Maurer, Director of Parks and Open Spaces
Ronald Akins, Administrative Support Manager

MEMORANDUM

TO: Charles "Chuck" Chestnut IV, Chair, Alachua County Board of County Commissioners

VIA: Jason Maurer – Parks and Open Spaces Director

VIA: Ron Akins – Administrative Support Manager

FROM: Anthony Louise – Fiscal Assistant

DATE: 5/22/2025

RE: Special Pay Request for Logokick.com, LLC.

The Parks and Open Spaces Department is requesting Board approval to pay Logokick.com, LLC for a purchase made back in January 2025. There was an order placed by the previous Parks Supervisor to provide shirts and pants to replace and provide new uniforms for the employees working at our multitude of Parks at the start of the calendar year. The order had a total cost of \$6,071.88, but this information was mistakenly not provided to the Fiscal Assistant at that time, so no Purchase Order was created prior to the purchase.

The invoice was discovered on 5/22/2025 due to the Park Supervisor emails being rerouted to the Parks and Open Spaces Manager and his search through the emails to see why there was still emails coming as the Parks Supervisor has retired as of the end of April 2025. When discovered, they were forwarded to the Fiscal Assistant. These purchases are rare in nature, and most quotes that go over \$3,500.00 are normally reviewed to make sure there is no setup required. The initial quote and invoice upon job completion was only sent to the Parks Supervisor and was not known until this circumstance.

Due to the items being customized and in hand for months, a return was no longer possible, so due to the situation Parks and Open Spaces is requesting Board approval on the purchase that was made in excess of \$3,500.00. The employee that placed the order has been retired as explained above, so a reminder of purchasing limits has been provided to the Parks and Open Spaces Department.

If you require any additional information, please feel free to contact me. Thank you for your consideration of this request.