

**Cottonwood Heights  
Parks and Recreation  
Service Area**

**Board of Trustees  
Board Meeting**

***November 20, 2023***

**3:45 pm Work Session**

**4:30 pm Board Meeting**

**Cottonwood Heights Parks and Recreation Service Area  
Board of Trustees  
November 20, 2023**

**Work Session – 3:45 pm  
General Business Meeting – 4:30 pm**

**AGENDA**

**WORK SESSION**

**3:45 pm**

**Work Session - no action will be taken during the work session**

- A. Review Budget
- B. Discussion of any items listed on the General Board Meeting Agenda

**GENERAL BOARD MEETING**

**4:30 pm**

**GENERAL BUSINESS**

- A. Verification of Compliance - Open Meeting Law – Patti Hansen
- B. Pledge of Allegiance
- C. Review and Approval of October 2023 Board Minutes – Patti Hansen
- D. Approval of the Financial Statement – October 2023 – Ben Hill
- E. Approval of Accounts Payable Selected Entries – Lyse' Durrant

**INFORMATION/DISCUSSION ITEMS**

- A. Citizen/Customer Comments
- B. Board District Representation Reports
- C. Executive Director's Report – Ben Hill
- D. Information and Discussion of the Proposed 2024 Budget and Fee Schedule-Ben Hill
- E. Information and Discussion of appointment of 2024 Board of Trustee Positions-Patti Hansen
- F. Information and Discussion of 2024 Trustee Meeting Dates-Patti Hansen
- G. Information and Discussion regarding Personnel Policy Section XII-Employment Classification-Ben Hill

**SPECIAL BUSINESS**

- A. Consideration and Recommendation to Approve the 2024 Proposed Budget and Fee Schedule-Resolution 2023-16

**CLOSED MEETING (if needed and voted upon)**

**ADJOURN**

The above items will be discussed at the Board meeting on November 20, 2023 at 4:30 p.m., or soon thereafter, with a work session held at 3:45 pm. This meeting will be held at the Cottonwood Heights Recreation Center, 7500 S. 2700 E. CWH, UTAH. If you would like to submit written comment, please email all comments to [lysed@cottonwoodheights.com](mailto:lysed@cottonwoodheights.com). Comments received by 2:00 pm on November 20, 2023 will be entered into the public record. Comments made after that time will be forwarded to the Board of Trustees but will not be on the record. Posted on the PNW, CHPRSA website and CHRC.

**Minutes for the  
General Board Meeting for the  
Cottonwood Heights Parks and Recreation Service Area  
Held at 7500 South 2700 East, Cottonwood Heights, Utah  
On the 18th day of October 2023  
Pursuant of Notice**

\*\*all minutes pending until approved at the following Board Meeting\*\*

**Board of Trustees Present:**

Patti Hansen (via phone)

Bart Hopkin

Dan Morzelewski

**Staff Present:**

Ben Hill

Lyse' Durrant

Audrey Durfee

Melissa Ruff

Bonnie Harris

Alex Ihrig

Andrew Davis

Allie Brown

Preston Jones

Cameron Gonzales

A Work Session was held on October 18, 2023 @ 3:15pm where there was an update on Customer Service and Memberships given by Ms. Brown. There was also a discussion regarding the upcoming UASD conference, and any items listed on the General Board Meeting Agenda.

**GENERAL BOARD MEETING**

4:00pm

**General Business**

**A. Verification of Compliance – Open Meeting Law – Bart Hopkin**

**B. Pledge of Allegiance**

- Mr. Morzelewski led the Pledge of Allegiance.

**C. Review and Approval of September 2023 Board Minutes – Bart Hopkin**

- After review, Mr. Morzelewski made a motion to approve the September 2023 Board Minutes. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting "Yes."

**D. Review and Approval of the Financial Statement for September 2023 – Ben Hill**

- Mr. Hill presented the Financial Statement for September 2023 to the Board.
- After review, Ms. Hansen made a motion to approve the September 2023 Financial Statement. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting "Aye."

**E. Review and approval of Accounts Payable Selected Entries for September 2023 – Lyse' Durrant**

- Ms. Durrant presented the Accounts Payable Selected Entries for September 2023 to the Board.
- After review, Mr. Morzelewski made a motion to approve the September 2023 Accounts Payable Selected Entries. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting "Yes."

**INFORMATION/DISCUSSION ITEMS**

**A. Citizen/Customer Comments**

- No comments.

**B. Board District Representation Reports – Trustees**

- The Board has received great feedback from the community, and thanked staff for the work they did in making the new playgrounds happen.

### C. Executive Directors Report – Ben Hill

#### INFORMATION & UPDATES:

- Cottonwood Heights Community Playgrounds (TRCC):
  - Antczak Playground / Mill Hollow Playground – Completed
  - Bywater – Started Monday, September 25<sup>th</sup>
  - Bywater and Antczak Playground Additional Site Improvements and Contingencies
- Bywater Master Plan:
  - Concept Alternatives
  - Public Involvement
- CH2:
  - Monster Mash at CHRC: Friday, October 27<sup>th</sup> (5-7PM)
  - Ferguson Park Maintenance Concerns/Questions
  - Next Meeting is Tuesday, October 24<sup>th</sup> at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
  - Report on Wednesday, September 27<sup>th</sup> Meeting:
    - Active Transportation
    - Volunteers in the Parks (VIP) Program
      - Captains, etc.
  - Next Meeting is Wednesday, October 25<sup>th</sup> (6-8PM)
- Upcoming CHRC Holiday Hours:
  - Tuesday, October 31<sup>st</sup>: 5AM – 4PM
  - Thursday, November 23<sup>rd</sup>: 7AM – 1PM
  - Sunday, December 24<sup>th</sup>: Closed
  - Monday, December 25<sup>th</sup>: Closed
  - Tuesday, December 26<sup>th</sup>: 7AM – 9PM
- New CHPRSA Website:
  - Upcoming launch date...
- Upcoming Board Meetings:
  - 2023 Budget Work Session: Wednesday, October 25<sup>th</sup> (10AM – Noon)
  - Confirmation of November's Board Meeting Date and Time Change?
    - November General Board Meeting will be held Monday, November 20<sup>th</sup>.  
@ 4:30pm.
- UASD Annual Convention: November 8<sup>th</sup> – 10<sup>th</sup>, 2023
  - Davis Conference Center (Layton, UT)
- Other:
  - Crestwood Pool discussion and site visit with Tim Tingey (Thursday, September 21<sup>st</sup>)
  - Lunch meeting between Butler Middle School and CHRC (Friday, September 22<sup>nd</sup>)
  - Ferguson Park Ribbon Cutting (Tuesday, September 26<sup>th</sup>)
  - NRPA in Dallas, TX (October 9<sup>th</sup> – 13<sup>th</sup>)

**D. Information and Discussion regarding 2023 Capital Project Status**

- Ms. Durrant gave an update regarding the 2023 Capital Project Status

**Meeting Adjourned at 4:57pm**

**The next meeting of the Board will be held November 20, 2023 @ 4:30pm.**

# Cottonwood Heights Parks and Recreation

## Monthly Consolidated Board Financials

### October 2023

Ordinary Income/Expense	Income						
	Oct 23	Budget	% of Budget	Jan - Oct 23	YTD Budget	% of Budget	Annual Budget
4000 · MEMBERSHIPS	47,629.41	50,000.00	95.26%	653,831.93	639,000.00	102.32%	760,000.00
4010 · SILVER SNEAKERS	8,000.50	5,700.00	140.36%	84,469.70	59,900.00	141.02%	72,000.00
4100 · ARENA ADMISSIONS	4,453.52	5,000.00	89.07%	72,113.29	66,000.00	109.26%	100,000.00
4120 · LTS GROUP SKATE LESSONS	6,100.00	6,000.00	101.67%	44,075.78	37,000.00	119.12%	45,000.00
4130 · BMS SKATE LESSONS	0.00	0.00	0.0%	5,475.00	6,000.00	91.25%	6,000.00
4140 · FREESTYLE	10,072.19	7,000.00	143.89%	96,149.43	59,000.00	162.97%	70,000.00
4150 · PRIVATE ARENA RENTAL	23,883.20	18,000.00	132.68%	177,741.27	147,000.00	120.91%	200,000.00
4160 · PRIVATE SKATE LESSONS	2,144.00	900.00	238.22%	13,503.00	9,100.00	148.39%	11,000.00
4200 · POOL ADMISSIONS	2,788.45	5,000.00	55.77%	251,136.26	299,500.00	83.85%	305,000.00
4210 · PUBLIC SWIM LESSONS	5,606.00	7,000.00	80.09%	86,942.85	97,000.00	89.63%	105,000.00
4220 · PRIVATE SWIM LESSONS	75.00	425.00	17.65%	2,400.00	4,050.00	59.26%	4,800.00
4230 · AQUACISE	447.00	400.00	111.75%	3,307.50	4,700.00	70.37%	5,200.00
4240 · SPECIALTY CLASSES	105.00	200.00	52.5%	2,788.75	4,250.00	65.62%	4,500.00
4250 · TEAM DUES	0.00	300.00	0.0%	731.00	6,200.00	11.79%	7,000.00
4255 · TEAM UNIFY INCOME	6,885.68	6,000.00	114.76%	187,197.31	186,000.00	100.64%	230,000.00
4260 · TEAM MEET FEES	1,375.00	1,300.00	105.77%	4,687.50	9,500.00	49.34%	12,000.00
4275 · INVITATIONAL	0.00	0.00	0.0%	35,051.66	30,500.00	114.92%	30,500.00
4280 · PRE-COMP	2,338.00	3,000.00	77.93%	30,240.00	30,500.00	99.15%	35,000.00
4290 · WATER POLO	40.00	400.00	10.0%	14,458.74	24,700.00	58.54%	25,000.00
4300 · TRACK ADMISSIONS	48.51	130.00	37.32%	1,166.31	700.00	166.62%	1,000.00
4310 · GYM ADMISSIONS	560.07	1,000.00	56.01%	8,763.15	8,500.00	103.1%	10,500.00
4320 · GYM RENTAL	1,725.00	1,500.00	115.0%	20,400.00	14,500.00	140.69%	18,500.00
4400 · RB COURT FEES	360.61	1,200.00	30.05%	19,293.48	12,600.00	153.12%	15,000.00
4500 · LOCKERS	725.00	1,050.00	69.05%	5,595.50	5,500.00	101.74%	6,500.00
4600 · AEROBICS/CYCLE	1,837.00	2,250.00	81.64%	21,448.50	21,500.00	99.76%	25,000.00
4605 · AEROBIC CAMPS	0.00	0.00	0.0%	765.00	1,500.00	51.0%	1,500.00
4610 · ROOM RENTAL	7,248.00	2,500.00	289.92%	30,922.95	23,000.00	134.45%	30,000.00
4615 · MISC INCOME	0.00			10.00			
4630 · PERSONAL TRAINERS	334.00	500.00	66.8%	2,922.00	4,100.00	71.27%	5,000.00
4640 · WEIGHT ROOM	4,403.01	2,500.00	176.12%	44,537.05	26,500.00	168.06%	32,500.00
4660 · ADVERTISING	0.00	100.00	0.0%	425.00	950.00	44.74%	1,000.00
4700 · NURSERY	355.00	650.00	54.62%	4,140.98	6,600.00	62.74%	8,000.00
4710 · SNACK BAR	0.00	0.00	0.0%	10,085.00	10,500.00	96.05%	10,500.00
4720 · VENDING	1,874.24	2,000.00	93.71%	14,754.51	12,750.00	115.72%	13,750.00
4730 · PRO SHOP	62.64	250.00	25.06%	3,656.38	4,165.00	87.79%	5,000.00

# Cottonwood Heights Parks and Recreation

## Monthly Consolidated Board Financials

### October 2023

	Oct 23	Budget	% of Budget	Jan - Oct 23	YTD Budget	% of Budget	Annual Budget
4735 · POSTAGE/COPIES	1.00	5.00	20.0%	10.13	45.00	22.51%	50.00
4740 · CANYON'S SCHOOL DISTRICT	0.00	0.00	0.0%	191,179.69	179,019.00	106.79%	179,019.00
4760 · REBATES	0.00	0.00	0.0%	8,939.45	3,500.00	255.41%	3,500.00
4800 · PAVILION	250.00	250.00	100.0%	20,053.00	17,250.00	116.25%	17,250.00
4810 · FIELD FEES	1,012.50	2,500.00	40.5%	21,394.50	14,500.00	147.55%	30,000.00
4820 · TENNIS	653.92	400.00	163.48%	23,622.42	18,100.00	130.51%	18,500.00
4821 · PICKLEBALL TOURNAMENT ENTRY	1,854.50	0.00	100.0%	6,719.00	6,000.00	111.98%	6,000.00
4823 · OUTDOOR COURT RESERVATIONS	635.00	300.00	211.67%	6,005.50	6,400.00	93.84%	6,500.00
4830 · ADMIN FEES	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
4910 · FOUNDATION / DONATIONS	0.00			317.63			
4916 · 5-K RACE INCOME	10,831.80	3,000.00	361.06%	12,568.20	3,500.00	359.09%	45,000.00
4918 · COTTONWOOD HEIGHTS CITY HOSTING	0.00	0.00	0.0%	10,000.00	10,000.00	100.0%	10,000.00
4920 · PROPERTY TAX REVENUE	245,200.93	115,000.00	213.22%	387,928.57	281,450.00	137.83%	2,900,000.00
4921 · FEE IN LIEU, ETC.	38,902.78	10,225.00	380.47%	139,361.72	148,475.00	93.86%	180,000.00
4930 · INTEREST INCOME	1,592.60	750.00	212.35%	51,359.05	7,950.00	646.03%	9,000.00
4965 · CWH CITY MNTNC CONTRACT	15,313.83	15,939.00	96.08%	176,959.44	159,390.00	111.02%	191,262.00
4972 · KIDS SPORTS CAMP INCOME	0.00	0.00	0.0%	53,094.70	47,500.00	111.78%	47,500.00
4973 · FLAG FOOTBALL INCOME	0.00	0.00	0.0%	40,339.50	35,000.00	115.26%	35,000.00
4974 · JR. JAZZ	12,442.00	16,000.00	77.76%	38,239.00	32,000.00	119.5%	33,000.00
4975 · CWH YOUTH SOCCER	0.00	0.00	0.0%	65,676.00	50,000.00	131.35%	50,000.00
Total Income	470,166.89	296,624.00	158.51%	3,208,954.28	2,893,344.00	110.91%	5,975,831.00
Gross Profit	470,166.89	296,624.00	158.51%	3,208,954.28	2,893,344.00	110.91%	5,975,831.00
Expense							
5000 · ADMIN/BENEFITED EMPLOYEES	37,881.62	37,122.00	102.05%	386,372.79	386,557.00	99.95%	469,867.00
5001 · ADMIN FICA, WC, S, V	3,187.29	4,454.00	71.56%	32,837.85	46,380.00	70.8%	56,384.00
5010 · WAGES/MANAGER ON DUTY	5,306.65	4,400.00	120.61%	48,353.79	48,150.00	100.42%	58,850.00
5020 · WAGES/NURSERY	1,476.48	3,500.00	42.19%	12,499.07	31,850.00	39.24%	40,000.00
5040 · WAGES/CSR	13,475.86	12,000.00	112.3%	134,832.65	134,500.00	100.25%	162,000.00
5041 · ADMIN WAGES/FICA, WRKCOMP	1,761.48	2,388.00	73.76%	17,392.09	25,674.00	67.74%	31,302.00
5100 · SALARIES/AQUATICS	16,190.57	17,435.00	92.86%	180,669.75	183,179.00	98.63%	224,866.00
5101 · AQUATICS, SALARY, FICA, WRKCOMP	1,513.72	2,092.00	72.36%	17,031.53	21,979.00	77.49%	26,984.00
5110 · WAGES/SWIM INSTRUCTORS	5,435.47	4,000.00	135.89%	64,092.40	54,137.00	118.39%	59,637.00
5120 · WAGES/SPECIALTY CLASSES	94.35	150.00	62.9%	1,369.17	3,325.00	41.18%	3,500.00
5130 · WAGES/LIFEGUARDS	21,547.70	22,000.00	97.94%	313,784.87	343,000.00	91.48%	388,000.00
5140 · WAGES/AQUACISE INSTRUCTORS	2,783.31	2,000.00	139.17%	22,122.56	23,540.00	93.98%	26,240.00
5141 · WAGES/AQUATICS/FICA, WRKCOMP	2,807.74	3,378.00	83.12%	36,002.45	50,939.00	70.68%	57,285.00
5160 · WAGES/SWIM TEAM	2,059.12	3,545.00	58.09%	40,657.71	52,107.00	78.03%	63,305.00



# Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

October 2023

	Oct 23	Budget	% of Budget	Jan - Oct 23	YTD Budget	% of Budget	Annual Budget
5161 - SWIM TEAM WAGES/FICA,WRKCOMP	225.00	425.00	52.94%	3,907.56	6,252.00	62.5%	7,597.00
5200 - SALARIES/PROGRAMS	12,361.61	11,691.00	105.74%	121,277.51	119,271.00	101.68%	147,401.00
5201 - SALARIES/PROGRAMS,FICA,WC,S,V	1,152.16	1,402.00	82.18%	11,678.56	14,309.00	81.62%	17,688.00
5210 - WAGES/AEROBICS	7,716.44	6,750.00	114.32%	73,268.50	71,250.00	102.83%	88,500.00
5240 - WAGES/ISKATE GUARDS	5,299.94	4,750.00	111.58%	54,404.18	50,250.00	108.27%	65,500.00
5250 - WAGES/ILTS INSTRUCTORS	1,970.14	2,500.00	78.81%	20,480.66	28,205.00	72.61%	33,705.00
5260 - WAGES/SUPER SPORT	0.00	0.00	0.0%	26,481.02	28,890.00	91.66%	28,890.00
5261 - WAGES/YOUTH SPORTS	0.00	2,700.00	0.0%	0.00	16,150.00	0.0%	19,260.00
5264 - WAGES/YOUTH SOCCER	1,514.07			6,183.48			
5266 - WAGES/FLAG FOOTBALL	1,550.82			5,756.39			
5268 - WAGES/JUNIOR JAZZ	48.05			5,310.92			
5270 - WAGES/TENNIS INSTRUCTORS	0.00	0.00	0.0%	8,360.67	5,885.00	142.07%	5,885.00
5271 - WAGES/ARENA,FICA,WC,S,V	1,262.94	2,004.00	63.02%	15,646.31	24,075.00	64.99%	29,009.00
5300 - SALARIES/OPERATIONS	18,834.23	17,732.00	106.22%	186,459.55	186,194.00	100.14%	230,524.00
5301 - SALARIES/OPER,FICA,WC,S,V	1,949.15	2,127.00	91.64%	20,214.35	22,335.00	90.51%	27,663.00
5310 - WAGES/OPERATIONS	2,944.24	3,162.00	93.11%	26,982.82	33,204.00	81.26%	41,110.00
5311 - WAGES/OPER,FICA,WC,S,V	326.36	379.00	86.11%	3,248.78	3,983.00	81.57%	4,933.00
5400 - SALARIES/GROUNDS	21,098.28	21,349.00	98.83%	190,788.21	224,165.00	85.11%	277,537.00
5401 - SALARY/GOUNDS,FICA,WC,S,V	2,123.83	2,561.00	82.93%	20,537.87	26,892.00	76.37%	33,304.00
5410 - WAGES/GROUNDS	1,324.76	4,058.00	32.65%	27,178.96	57,658.00	47.14%	58,750.00
5411 - WAGES/GROUNDS,FICA,WC,S,V	267.54	486.00	55.05%	4,041.62	6,918.00	58.42%	7,050.00
5500 - SALARIES/VISUAL MAINTENANCE	9,537.11	9,595.00	99.4%	100,513.16	101,750.00	98.78%	125,737.00
5501 - SALARIES/VI,FICA,WC,S,V	934.24	1,151.00	81.17%	10,082.63	12,206.00	82.6%	15,088.00
5510 - WAGES,VISUAL MNTNC	1,624.83	3,715.00	43.74%	19,434.76	39,015.00	49.81%	47,880.00
5511 - WAGES,VISUAL MNTNC,FICA,WC,S,V	257.61	445.00	57.89%	3,054.33	4,677.00	65.31%	5,746.00
5960 - PAYROLL GENERAL/UNEEMPLOYMENT	0.00			7,206.94			
6000 - UT STATE RETIREMENT	20,964.14	20,500.00	102.26%	206,973.58	209,000.00	99.03%	250,000.00
6010 - HEALTH INS,DISABILITY	20,147.30	27,750.00	72.6%	218,391.98	304,750.00	71.66%	347,000.00
6011 - HEALTH INS-SEC 125 PR DEDUCT	493.14			493.14			
6030 - BOARD FEES	2,350.11	3,000.00	78.34%	18,175.53	22,500.00	80.78%	30,500.00
6040 - TRAVEL	1,103.10	5,000.00	22.06%	13,113.05	15,150.00	86.56%	18,000.00
6050 - TRAINING/WORKSHOPS	632.12	1,500.00	42.14%	9,261.61	13,500.00	68.61%	15,750.00
6560 - PAYROLL EXPENSES	-216.00			-343.36			
6999 - PAYROLL/PAYLOCITY DISCREPANCY	0.00			-6.42			
7001 - MARKETING	234.38	500.00	46.88%	6,750.11	10,500.00	64.29%	12,500.00
7010 - AUDITING	0.00	500.00	0.0%	14,737.50	20,500.00	71.89%	20,500.00
7020 - CONSULTING	0.00	3,000.00	0.0%	8,864.25	36,500.00	24.29%	45,000.00

# Cottonwood Heights Parks and Recreation

## Monthly Consolidated Board Financials

October 2023

	Oct 23	Budget	% of Budget	Jan - Oct 23	YTD Budget	% of Budget	Annual Budget
7040 · DUES & SUBSCRIPTIONS	8,618.99	11,500.00	74.95%	69,613.06	74,630.00	93.28%	106,050.00
7050 · PROPERTY INSURANCE	0.00	0.00	0.0%	114,855.76	112,000.00	102.55%	112,000.00
7060 · LEGAL/CONSULTING,ADVERTISING	600.00	200.00	300.0%	1,647.80	6,500.00	25.35%	6,500.00
7065 · CWH CITY CONTRACT EXP	5,143.29	3,500.00	146.95%	50,296.22	32,273.00	155.85%	37,273.00
7090 · RETIRED EMPLOYEE BENEFITS	0.00	15,000.00	0.0%	0.00	25,000.00	0.0%	25,000.00
7130 · BANK/CREDIT CARD SRVC CHARGES	5,112.49	4,500.00	113.61%	76,823.24	50,000.00	153.65%	58,000.00
7140 · OVER/SHORT	-5.99			-211.48			
7200 · SWIM TEAM REIMBURSABLES	5,577.89	2,500.00	223.12%	42,373.96	47,740.00	88.76%	56,240.00
7215 · INVITATIONAL EXP	0.00	0.00	0.0%	17,674.36	15,000.00	117.83%	15,000.00
7220 · SWIM TEAM EXPENSE	713.00	300.00	237.67%	22,079.23	23,500.00	93.95%	25,700.00
7221 · TEAM UNIFY EXPENSES	0.00	0.00	0.0%	1,498.00	4,500.00	33.29%	4,500.00
7230 · WATER POLO EXP	2,215.94	2,000.00	110.8%	11,160.47	18,000.00	62.0%	20,000.00
7540 · TELEPHONE EXP	1,996.19	1,500.00	133.08%	20,295.35	18,700.00	108.53%	20,000.00
7550 · UTILITIES/GAS	19,421.49	20,000.00	97.11%	308,920.73	231,500.00	133.44%	265,000.00
7551 · UTILITIES/ELECTRICITY	23,787.55	21,000.00	113.27%	211,239.04	207,000.00	102.05%	241,000.00
7552 · UTILITIES/SEWER	0.00	0.00	0.0%	12,420.00	13,281.00	93.52%	17,708.00
7553 · UTILITIES/WATER	0.00	10.00	0.0%	5,690.39	7,090.00	80.26%	30,000.00
7561 · UTILITIES/GROUNDS/ELECT	415.59	600.00	69.27%	4,524.60	6,500.00	69.61%	7,700.00
7562 · UTILITIES/GROUNDS, WATER	5,369.43	1,500.00	357.96%	27,494.11	14,000.00	196.39%	55,000.00
7563 · UTILITIES/GROUNDS,SEWER-GARBAGE	3,118.70	2,250.00	138.61%	27,664.61	23,750.00	116.48%	28,000.00
7700 · AUTO EXP	2,842.26	1,329.00	213.87%	11,414.48	13,092.00	87.19%	15,350.00
8000 · REP & MNTNC ADMIN	100.92	1,000.00	10.09%	12,148.10	11,500.00	105.64%	13,500.00
8010 · REP & MNTNC/POOLS	710.61	2,000.00	35.53%	51,503.73	28,000.00	183.94%	30,000.00
8020 · REP & MNTNC/ARENA	386.93	4,000.00	9.67%	14,533.49	26,500.00	54.84%	30,000.00
8030 · REP & MNTNC/GYM,WT RMS	2,145.27	1,000.00	214.53%	13,801.14	10,000.00	138.01%	12,000.00
8036 · REP & MNTNC/TENNIS	239.98	100.00	239.98%	239.98	925.00	25.94%	1,000.00
8040 · REP & MNTNC/SNACK BAR	85.00	80.00	106.25%	1,510.24	2,500.00	60.41%	2,500.00
8050 · REP & MNTC OP,PARKS,VM	18,439.08	10,000.00	184.39%	168,166.83	120,800.00	139.21%	130,800.00
8100 · PRO SHOP/COST OF GOODS	0.00	250.00	0.0%	2,604.50	4,500.00	57.88%	5,000.00
8130 · UNIFORMS EXPENSE	0.00	1,650.00	0.0%	6,850.37	13,000.00	52.7%	13,000.00
8140 · UNIFORMS AQUATICS	-67.50	3,500.00	-1.93%	3,969.92	7,400.00	53.65%	10,000.00
8500 · SUNDRIES	1,076.14	1,155.00	93.17%	10,514.02	11,400.00	92.23%	15,270.00
9000 · SUPPLIES/ADMIN	5,322.50	4,000.00	133.06%	38,769.07	31,000.00	125.06%	35,000.00
9010 · SUPPLIES/OFFICE POSTAGE	0.00	250.00	0.0%	2,341.36	4,150.00	56.42%	4,500.00
9020 · SUPPLIES/COMPUTER	1,820.00	6,500.00	28.0%	31,991.96	29,500.00	108.45%	34,000.00
9040 · SUPPLIES/NURSERY	60.79	125.00	48.63%	958.47	1,250.00	76.68%	1,500.00
9050 · SUPPLIES/POOL	19.99	500.00	4.0%	16,074.94	13,100.00	122.71%	14,000.00

# Cottonwood Heights Parks and Recreation

## Monthly Consolidated Board Financials

### October 2023

	Oct 23	Budget	% of Budget	Jan - Oct 23	YTD Budget	% of Budget	Annual Budget
9055 · SUPPLIES/POOL(OPERATING)	7,602.51	10,000.00	76.03%	122,643.72	114,000.00	107.58%	120,000.00
9060 · SUPPLIES/AQUACISE	0.00	0.00	0.0%	222.53	1,300.00	17.12%	1,500.00
9070 · SUPPLIES/SPECIALTY CLASSES	625.00	550.00	113.64%	6,807.04	8,500.00	80.08%	9,500.00
9080 · SUPPLIES/PROGRAMS	345.97	250.00	138.39%	3,025.09	2,800.00	108.04%	3,000.00
9081 · SUPPLIES/LTS	133.51	150.00	89.01%	946.03	1,050.00	90.1%	1,200.00
9085 · SUPPLIES/ARENA	5,250.81	800.00	656.35%	6,366.07	6,800.00	93.62%	7,000.00
9090 · SUPPLIES/AEROBICS	0.00	400.00	0.0%	4,926.51	4,800.00	102.64%	5,000.00
9091 · SUPPLIES/SILVER SNEAKERS	0.00	40.00	0.0%	84.65	400.00	21.16%	400.00
9092 · Supplies Aerobic Camp	0.00	0.00	0.0%	0.00	500.00	0.0%	500.00
9110 · SUPPLIES/WEIGHT ROOM	173.24	500.00	34.65%	3,446.75	4,800.00	71.81%	5,000.00
9115 · SUPPLIES/GYM	10.79	150.00	7.19%	1,011.74	1,350.00	74.94%	1,500.00
9116 · SUPPLIES/TENNIS	0.00	0.00	0.0%	1,734.07	2,500.00	69.36%	2,500.00
9120 · SUPPLIES/OPERATIONS	544.47	300.00	181.49%	3,201.97	4,300.00	74.46%	4,500.00
9130 · SUPPLIES/GROUNDS	5,941.56	1,000.00	594.16%	13,135.29	11,000.00	119.41%	12,500.00
9131 · FIELD COSTS	930.25	500.00	186.05%	9,601.44	7,500.00	128.02%	7,500.00
9140 · SUPPLIES/VM,CLEANING	969.05	1,700.00	57.0%	14,857.34	18,643.00	79.69%	22,043.00
9150 · SUPPLIES/VM PAPER	778.75	1,200.00	64.9%	10,370.46	13,679.00	75.81%	16,129.00
9200 · SMALL EQUIP	8,737.21	500.00	1,747.44%	20,241.66	23,000.00	88.01%	25,000.00
9210 · THANKSGIVING 5K RACE EXPENSE	5,859.70	6,000.00	97.66%	6,159.70	7,000.00	88.0%	24,500.00
9212 · BUTLERVILLE DAYS 5K EXPENSE	0.00	0.00	0.0%	3,445.55	4,200.00	82.04%	4,200.00
9222 · KIDS SPORTS CAMP EXPENSE	0.00	0.00	0.0%	2,526.79	2,500.00	101.07%	2,500.00
9224 · FLAG FOOTBALL EXPENSE	1,057.47	0.00	100.0%	27,936.21	24,000.00	116.4%	24,000.00
9225 · JR. JAZZ EXPENSE	0.00	0.00	0.0%	21,576.00	24,000.00	89.9%	24,000.00
9226 · CWH Youth Soccer expense	1,760.60	2,250.00	78.25%	24,696.11	24,500.00	100.8%	24,500.00
Total Expense	411,540.42	429,285.00	95.87%	4,499,344.06	4,693,954.00	95.85%	5,572,790.00
Net Ordinary Income	58,626.47	-132,661.00	-44.19%	-1,290,389.78	-1,800,610.00	71.66%	403,041.00
Other Income/Expense							
Other Income							
5760 · TRCC/ Grants / Spec Proj Income	0.00			258,459.98			
Total Other Income	0.00			258,459.98			
Other Expense							
9300 · CAPITAL EQUIPMENT/IMPROVEMENTS	32,137.41	0.00	100.0%	429,748.93	408,852.00	105.11%	408,852.00
9301 · CAPITAL & OPERATING LEASES	9,556.83	11,224.00	85.15%	118,037.49	129,160.00	91.39%	148,274.00
Total Other Expense	41,694.24	11,224.00	371.47%	547,786.42	538,012.00	101.82%	557,126.00
Net Other Income	-41,694.24	-11,224.00	371.47%	-289,326.44	-538,012.00	53.78%	-557,126.00
Net Income	16,932.23	-143,885.00	-11.77%	-1,579,716.22	-2,338,622.00	67.55%	-154,085.00

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## Cottonwood Heights Parks and Recreation

11/15/23

## Bill Payment Register

Accrual Basis

As of October 31, 2023

Type	Date	Num	Name	Memo	Amount
<b>1016 - GENERAL CHECKING</b>					
Bill Pmt -Check	10/05/2023	ACH	Citi Cards		-11,348.56
Bill Pmt -Check	10/05/2023	ACH	CCG	50% down Office Furniture	-3,142.17
Bill Pmt -Check	10/05/2023	ACH	UTAH LOCAL GOVERN...		-3,416.83
Bill Pmt -Check	10/05/2023	63940	COTTONWOOD HEIGHT...	9/23 INTERSQUAD MEET	-873.25
Bill Pmt -Check	10/05/2023	63941	COTTONWOOD HEIGHT...	GOLF FUNDS TRANSFERRED T...	-27,390.24
Bill Pmt -Check	10/05/2023	63942	AMERICAN CHILLER ME...	POOL PAK/PUMP	-10,325.00
Bill Pmt -Check	10/05/2023	63943	AMERIGAS SALT LAKE ...		-548.79
Bill Pmt -Check	10/05/2023	63944	BIG T RECREATION	MILL HOLLOW PLAYGROUND	-172,200.33
Bill Pmt -Check	10/05/2023	63945	BLOMQUIST HALE CON...		-385.00
Bill Pmt -Check	10/05/2023	63946	CEM AQUATICS	SPLASH ZONE PLUMING AND R...	-37,071.27
Bill Pmt -Check	10/05/2023	63947	McPHIE, VANESSA	REFUND SOCCER	-60.00
Bill Pmt -Check	10/05/2023	63948	RIGHTWAY SANITARY ...		-661.95
Bill Pmt -Check	10/05/2023	63949	ROCKY MOUNTAIN PO...		-26,933.67
Bill Pmt -Check	10/05/2023	63950	SUMMIT ENERGY		-15,589.02
Bill Pmt -Check	10/05/2023	63951	TOUCHSTONE COMME...		-313.94
Bill Pmt -Check	10/05/2023	63952	TRUGREEN-CHEMLAWN		-2,823.17
Bill Pmt -Check	10/05/2023	63953	UTAH SWIMMING	10/20 & 10/27 SANCTION FEE S...	-502.50
Bill Pmt -Check	10/05/2023	63954	WASTE MANAGEMENT		-4,614.30
Bill Pmt -Check	10/05/2023	63956	WAXIE SANITARY SUPP...	WATER HOG	-528.00
Bill Pmt -Check	10/12/2023	ACH	PUBLIC EMPLOYEES H...	FLEX REIMBURSEMENT	-719.27
Bill Pmt -Check	10/12/2023	63957	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	10/12/2023	63958	BIG O TIRES	TIRE REPAIR	-1,130.78
Bill Pmt -Check	10/12/2023	63959	CENTURYLINK		-48.71
Bill Pmt -Check	10/12/2023	63960	ECONO.PEST		-85.00
Bill Pmt -Check	10/12/2023	63961	FABIAN VANCOTT		-600.00
Bill Pmt -Check	10/12/2023	63962	FINLINSON, NICOLE	REFUND OVERPAYMENT DUES	-300.00
Bill Pmt -Check	10/12/2023	63963	LES OLSON COMPANY		-480.00
Bill Pmt -Check	10/12/2023	63964	MOTION INDUSTRIES	SEAL	-83.03
Bill Pmt -Check	10/12/2023	63965	MOUNTAINLAND POWE...	109015	-5.36
Bill Pmt -Check	10/12/2023	63966	NORCO		-858.47
Bill Pmt -Check	10/12/2023	63967	PACIFIC WATER INC.	2173	-50.00
Bill Pmt -Check	10/12/2023	63968	PYRAMIDE USA INC.	50% DOWN AQUA ZIP LINE	-7,549.55
Bill Pmt -Check	10/12/2023	63969	SALT LAKE CITY CORP...		-4,453.87
Bill Pmt -Check	10/12/2023	63970	SALT LAKE COUNTY HE...		-775.00
Bill Pmt -Check	10/12/2023	63971	SOUTH DAVIS RECREA...	LIFEGUARD INSTRUCTOR COU...	-325.00
Bill Pmt -Check	10/12/2023	63973	WATER STAR USA	100-8481511-001	-107.70
Bill Pmt -Check	10/12/2023	ACH	UTAH STATE RETIREM...		-12,251.96
Bill Pmt -Check	10/19/2023	63974	AMERICAN RED CROSS	TRAINING	-258.00
Bill Pmt -Check	10/19/2023	63975	ATKINSON FITNESS SE...	PREVENTIVE REPAIRS	-325.00
Bill Pmt -Check	10/19/2023	63976	BAER, JENNY	REFUND JR. JAZZ	-85.00
Bill Pmt -Check	10/19/2023	63977	BYBEE, ROBIN	REFUND OVERPAYMENT JR. JA...	-20.00
Bill Pmt -Check	10/19/2023	63978	CEM AQUATICS		-325.71
Bill Pmt -Check	10/19/2023	63979	COTTONWOOD IMPRO...		-180.00
Bill Pmt -Check	10/19/2023	63980	CUSTOM WATER TECH...		-455.00
Bill Pmt -Check	10/19/2023	63981	DOMINION ENERGY		-3,832.47
Bill Pmt -Check	10/19/2023	63982	FUEL NETWORK		-873.84
Bill Pmt -Check	10/19/2023	63983	GOLDEN LANDSCAPIN...	ANTCZAK MAINLINE	-3,482.66
Bill Pmt -Check	10/19/2023	63984	INTERMOUNTAIN SOFT ...		-55.00
Bill Pmt -Check	10/19/2023	63985	MAILEI, KRISTEN	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	10/19/2023	63986	McCALL, MICHELLE	REIMBURSEMENT SENIOR NIGHT	-50.00
Bill Pmt -Check	10/19/2023	63987	MOTION INDUSTRIES	MOTORS	-418.64
Bill Pmt -Check	10/19/2023	63988	RICHARDS LABORATO...		-150.00
Bill Pmt -Check	10/19/2023	63989	SEMI SERVICE INC.	RETAINER RING	-876.86
Bill Pmt -Check	10/19/2023	63990	SIMPLIVERIFIED		-566.50
Bill Pmt -Check	10/19/2023	63991	SOUTH DAVIS AQUATIC...	FALL KICKOFF MEET FEES	-1,473.00
Bill Pmt -Check	10/19/2023	63992	STERICYCLE, INC.		-123.63
Bill Pmt -Check	10/19/2023	63993	STRUCTURE COMPUTE...		-1,820.00
Bill Pmt -Check	10/19/2023	63994	TRUGREEN-CHEMLAWN	PARKS AERATION AND SEEDING	-5,987.43
Bill Pmt -Check	10/19/2023	63995	UNIVERSAL GRINDING ...		-96.00
Bill Pmt -Check	10/19/2023	63996	WAXIE SANITARY SUPP...		-532.88
Bill Pmt -Check	10/19/2023	63997	ZENGER, JENNIFER	REFUND PICKLEBALL	-25.00
Bill Pmt -Check	10/19/2023	63998	ZIONS BANK		-6,525.00
Bill Pmt -Check	10/23/2023	ACH	UTAH STATE RETIREM...		-12,510.93
Bill Pmt -Check	10/26/2023	ACH	Utah State Tax Commissi...	9/23 sales tax	-4,591.57
Bill Pmt -Check	10/26/2023	64000	ATKINSON FITNESS SE...	Upholstery weight room	-637.50
Bill Pmt -Check	10/26/2023	64001	CENTURYLINK		-68.11
Bill Pmt -Check	10/26/2023	64002	DIAMOND RENTAL & SA...	BOOM LIFT	-779.33

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## Cottonwood Heights Parks and Recreation

11/15/23

## Bill Payment Register

Accrual Basis

As of October 31, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/26/2023	64003	GOLDEN LANDSCAPIN...	BYWATER MAINLINE REPLACE...	-3,638.78
Bill Pmt -Check	10/26/2023	64004	HUNTINGTON NATIONA...		-1,181.22
Bill Pmt -Check	10/26/2023	64005	ID EDGE	ribbon, cards	-1,095.00
Bill Pmt -Check	10/26/2023	64006	KENNEDY, WHITNEY.	MILEAGE REIMBURSEMENT	-106.82
Bill Pmt -Check	10/26/2023	64007	KERSHAW, MATT	REFUND SWIM LESSONS	-38.00
Bill Pmt -Check	10/26/2023	64008	MA, CLAIRE	REFUND PICKLEBALL	-30.00
Bill Pmt -Check	10/26/2023	64009	PEAK ALARM		-100.92
Bill Pmt -Check	10/26/2023	64010	PETERSON, CATHY	REFUND MEMBERSHIP	-117.98
Bill Pmt -Check	10/26/2023	64011	PUBLIC EMPLOYEE HE...		-493.14
Bill Pmt -Check	10/26/2023	64012	PUBLIC EMPLOYEES H...		-26,844.64
Bill Pmt -Check	10/26/2023	64013	RAMPTON, MELISSA	REFUND SKATE LESSONS	-275.00
Bill Pmt -Check	10/26/2023	64014	SALT LAKE CITY CORP...		-915.56
Bill Pmt -Check	10/26/2023	64015	TURF EQUIPMENT	Toro repairs	-638.15
Bill Pmt -Check	10/26/2023	64016	ZIONS BANK		-1,850.61
Total 1016 - GENERAL CHECKING					-433,126.69
<b>TOTAL</b>					<b>-433,126.69</b>

# EXECUTIVE DIRECTOR'S REPORT

November 2023

## **INFORMATION & UPDATES:**

- Cottonwood Heights Community Playgrounds (TRCC):
  - Antczak Playground / Mill Hollow / Bywater Playgrounds – Completed
  - Bywater and Antczak Playground Additional Site Improvements and Contingencies:
    - Plan Completion Date is before December 15, 2023
- Bywater Park Master Plan:
  - Public Open House at the CHRC:
    - Monday, November 20<sup>th</sup> (6-7PM)
- CH2:
  - Report on Tuesday, October 24<sup>th</sup> Meeting (Lyse):
    - Thanksgiving 5K: Thursday, November 23<sup>rd</sup> (9AM)
    - 2024 Exhibit:
      - Ferguson Park / Snow Removal
  - Next Meeting is Tuesday, November 28<sup>th</sup> at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
  - Report on Wednesday, October 25<sup>th</sup> Meeting:
    - Ferguson Park Concerns and Questions
    - Cottonwood Heights Arts Council – Mountview Park, etc.
  - Next Meeting is Wednesday, November 29<sup>th</sup> (6-8PM)
    - Bywater Master Plan – Scott
    - Andy / VIP Reports
- Upcoming Board Meetings:
  - 2023 Public Hearing – Budget
    - December 20<sup>th</sup>, 2023 at 6PM (5:15PM Work Session)
- Other:
  - UASD Annual Convention (November 8<sup>th</sup> – 10<sup>th</sup>)
  - Monster Mash at CHRC (Friday, October 27<sup>th</sup>)

**COTTONWOOD HEIGHTS  
PARKS AND RECREATION  
SERVICE AREA**

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**2024 BOARD OF TRUSTEE  
APPOINTMENTS**

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**CHAIR-*Bart Hopkin***

**TREASURER- *Dan Morzelewski***

**CLERK-*Patti Hansen***

**Cottonwood Heights Parks and Recreation Service Area  
Board of Trustees  
Proposed 2024 Meeting Dates**

**The following proposed dates and times have been established by the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area for their General Meetings and Public Hearing in 2024.**

- **January 24, 2024 (Wed.) @ 4:00 P.M.**
  - **February 28, 2024 (Wed.) @ 4:00 P.M.**
    - **URPA March 11-13, 2024 St. George, UT**
  - **March 20, 2024 (Wed.) @ 4:00 P.M.**
  - **April 17, 2024 (Wed.) @ 4:00 P.M.**
  - **May 15, 2024 (Wed.) @ 4:00 P.M.**
  - **June 26, 2024 (Wed.) @ 4:00 P.M.**
  - **July 17, 2024 (Wed.) @ 4:00 P.M.**
  - **August 21, 2024 (Wed.) @ 4:00 P.M.**
  - **September 18, 2024 (Wed.) @ 4:00 P.M.**
    - **NRPA October 8-10, 2024 Atlanta, GA**
  - **October 16, 2024 (Wed.) @ 4:00 P.M.**
  - **November 20, 2024 (Wed.) @ 4:00 P.M.**
  - **December 18, 2024 (Wed.) @ 6:00 P.M.**
- **Public Hearing - Budget**

**Although these dates and times have been established, they are subject to change and will be advertised if such changes are made. All meetings are open to the public and they are encouraged to attend. For more information regarding these meetings, please call 943-3190x102. Posted at the Cottonwood Heights Recreation Center and on the Utah Public Notice Website on December 21, 2023.**



## **SECTION XII: EMPLOYMENT CLASSIFICATIONS/COMPENSATION**

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1. **GENERAL POLICY.** Cottonwood Heights Parks and Recreation Service Area will pay at least minimum wages and overtime to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938. Cottonwood Heights Parks and Recreation Service Area will also provide equal pay to all employees doing similar work which requires substantially equal skill, effort, and responsibility and are performed under similar working conditions in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.
2. **AT-WILL EMPLOYMENT.** The Service Area's employees are employed as employees-at-will, which means that no employee has any obligation to continue working for the Service Area, and the Service Area has no obligation to employ an employee, for any fixed period of time or duration. Each employee is free to resign at any time, with or without cause, and with or without advance notice. The Service Area similarly may terminate the employment relationship at any time, with or without cause, and with or without advance notice.
  - A. Nothing in this manual is intended or should be construed to create any express or implied promise or agreement by the Service Area that any employee's employment with the Service Area is for any specific duration or only may be terminated for good cause or after warnings have been given or progressive discipline has been imposed.
  - B. Any statement made or action taken by any of the Service Area's Board members, Department Heads, supervisors, management personnel or employees which is inconsistent with the Service Area's policy of at-will employment is unauthorized, and should not be construed to create any express or implied promise or agreement by the Service Area that any employee's employment with the Service Area is other than "at-will".
3. **EMPLOYMENT CLASSIFICATIONS.**
  - A. **Board Appointed.** The position of the Executive Director is appointed by the Board of Trustees. Salary and benefits are determined by the Board of Trustees annually.
  - B. **Full-time Benefited.** An employee hired for an indefinite period in a position for which the normal work schedule is forty (40) hours per week. Full-time Benefited employees qualify for Cottonwood Heights Parks and Recreation Service Area benefits. Refer to Sections XVII and XIX.

- C. Part-Time Benefited (as per job description). An employee hired for an indefinite period in a position for which the normal work schedule is less than 2080 hours per year but a minimum of 1560 hours per year. Benefits include vacation and sick leave, holiday pay, and all other benefits as outlined in sections XVII and XIX
  - D. Part-time Non-Benefited (as per job description). An employee hired for an indefinite period of time in a position or a combination of positions for which the normal work schedule is up to a maximum of 1508 hours per fiscal year. Or if hired after January 1, an employee will be measured from their hire date. If an employee reaches the maximum of 1508 hours, this employee will not be allowed to work any hours until the new fiscal year begins. Violation of this policy may result in disciplinary action, up to and including termination. Part-time Non-Benefited employees do not qualify for Cottonwood Heights Parks and Recreation Service Area benefits.
4. EMPLOYMENT STATUS. To facilitate provisions of the Fair Labor Standards Act, employees shall also be classified as either exempt or non-exempt, with respect to eligibility for overtime payment. They shall be defined as:
- A. Exempt. Positions of a managerial, administrative, or professional nature, as prescribed by Federal and State Labor Statutes shall be exempt from minimum wage and mandatory overtime payment regulations.
  - B. Nonexempt. Positions of a clerical, technical, or service nature, as defined by Federal and State Labor Statutes, which are covered by provisions for minimum wage and mandatory overtime payment regulations.
5. WORK WEEK.
- A. Begins on Sunday at 12:00 a.m.
  - B. Ends on Saturday after 11:59 p.m.
6. ATTENDANCE. Exempt employees shall be in attendance at their assigned duties and locations during work hours as approved by the Executive Director.
- A. An exempt employee unable to report for duty should notify the Executive Director or Designee on each day of absence.
7. ATTENDANCE. Non-Exempt employees shall be in attendance at their assigned duties and locations during scheduled work hours.
- A. An employee unable to report for duty shall follow instructions from their supervisor for covering his/her scheduled shift.

- 1) An employee shall notify their immediate supervisor if unable to cover his/her scheduled shift, no later than one hour before the beginning of their scheduled shift.
  - 2) Changes must be made on the department schedule if a substitute is found.
  - 3) The substitute may not exceed normal working hours so as to cause overtime unless pre-approved by the Department Head or Manager.
  - 4) Excessive absences and schedule changes may be subject to disciplinary action or termination.
- B. An employee who begins their scheduled shift and is not required to stay for their entire shift as determined by the Manager, will be compensated for a minimum of one hour or the total hours worked, at their regular rate of pay.
- C. An employee who is called into work by the Department Head or Manager and is not on the regular schedule will be compensated a minimum of two hours or the total hours worked, at their regular rate of pay.
- D. A non-exempt employee required by the Service Area to be available for on-call work, shall be compensated one hour for every 12 consecutive hours the employee is on-call.
- (1) Time is considered on-call time when an employee has freedom of movement in personal matters as long as the employee is available to promptly respond for duty. An employee may not be on-call while using leave or while otherwise unable to respond.
  - (2) If an employee is on-call, however cannot be reached or cannot promptly report for duty, that employee is not eligible for on-call compensation and may be subject to disciplinary action.
8. BREAKS AND LUNCH PERIODS.
- A. Full-time:
- (1) Breaks: Two (2) optional fifteen (15) minute paid breaks during a standard work day (each 4 hour work period). Breaks cannot be used to extend the lunch period or shorten an employee's work hours. If an employee chooses to work through their paid breaks, it is their decision to do so and no extra compensation or time off will be given for the extra

time worked.

- a. *Employees may not combine their two (2) optional fifteen (15) minute paid breaks to create a longer break period.*
- b. *If an employee needs more than fifteen (15) minutes for a break, they must clock out for the additional time.*

- (2) Lunch period: a lunch period is ½ hour to 1 hour of unpaid time during a shift scheduled longer than six and one-half (6 1/2) hours. The lunch period may not be used to delay the scheduled start of a shift or to shorten the scheduled shift unless pre approved by the Department Head or Executive Director. Hours worked must meet the schedule as determined by the Department Head.
- (3) All hours worked are subject to the overtime policy. Lunch periods are not to be used by the employee to manipulate or adjust the work schedule.

B. Part-time:

- (1) *Breaks:* One *optional* fifteen (15) minute *paid* break during a four-six (4-6) hour shift or two *optional* fifteen (15) minute *paid* breaks during a seven-eight (7-8) hour shift.
  - a. *Employees may not combine their optional fifteen (15) minute paid breaks to create a longer break period.*
  - b. *If an employee needs more than fifteen (15) minutes for a break, they must clock out for the additional time.*
- (2) Lunch period: Optional one-half (1/2) hour unpaid lunch period during a shift scheduled longer than six and one-half (6 1/2) hours.
- (3) State of Utah Labor Commission regulations apply to 14-17 year olds regarding breaks and lunch periods which are required, not optional.
  - a. A rest break of 15 minutes is required for minors for every three hour period or part thereof that is worked.
  - b. A meal period of 30 minutes is required for minors who work a minimum of 5 hours from the beginning of their shift.

9. PAID EXERCISE TIME

- A. Exercise is any physical activity that is planned, structured, and repetitive for the purpose of conditioning any part of the body. Exercise is used to improve health, maintain fitness and is important as a means of physical rehabilitation. Non-seasonal, benefited employees are entitled to three exercise sessions per week, up to 30 minutes per session, with approval from immediate supervisor. Each 30

minute exercise session must be conducted on a different day of the week. Employees may not extend this time to shower, change, etc. However, the employee may combine their exercise session time with one paid 15 minute break or one unpaid 30 minute lunch break, to create time for this. Paid exercise time may not interfere with the employees normally scheduled work day. Also, paid exercise time scheduling is up to the immediate supervisor's discretion, by making certain that this time would not interfere with the employee's duties and responsibilities.

#### 10. REMOTE WORK.

- A. *Cottonwood Heights Parks and Recreation Service Area has established that it is an in-person first workforce and employees are expected to be working onsite in their designated area.*
- (1) *Working remotely is not a typical, encouraged practice.*
  - (2) *If a full-time employee is requesting to work remotely due to an unforeseen or extenuating circumstance, the request must be made in writing, must be approved by the Department Head, and approved by the Executive Director, or designee.*
  - (3) *Due to the duties and responsibilities of certain positions, some full-time employees are not eligible for remote work.*
  - (4) *Part-time employees are not eligible for remote work.*

#### 11. COMPENSATORY TIME OFF.

- A. Non-exempt benefitted employees may choose to receive compensatory time off in lieu of overtime pay at Cottonwood Heights Parks and Recreation Service Area's discretion. The Executive Director, or designee, may schedule when an employee's compensatory time off will be used. Written employee requests, to use their accumulated compensatory time during specific dates and times must be pre-approved by the Executive Director, or designee.
- B. Compensatory time off for non-exempt benefitted employees will be accumulated at the overtime rate of one and one-half (1 and ½) hours for every hour worked, for all overtime hours worked.
- C. Compensatory time cannot exceed 80 hours. If compensatory time exceeds 80 hours, it will be paid out at time and a half. Accumulating compensatory time over 80 hours will not be approved and may result in disciplinary action, up to and including termination.

#### 12. OVERTIME PAY.

- A. Overtime pay would apply for over forty (40) hours worked in the designated work week, and shall be compensated at the rate of one and one-half (1 ½) the regular hourly rate for non-exempt employees.
  - B. If a holiday, vacation, or sick day falls within a work-week, the employee must work forty (40) hours over and above these hours before overtime must be paid. If an employee works on a holiday, they will:
    - (1) Receive over-time pay for the time worked on the holiday. If the hours worked are less than the normal workday, the remaining hours will be paid at regular pay.
      - a. The employee will be allowed to take time off for the hours worked on the holiday during the same pay week as the holiday scheduled to work.
    - (2) Department Heads should schedule minimal staff to accommodate scheduled activities on holidays. No extra activities will be scheduled such as swim team workouts, figure skating sessions, ice hockey sessions, etc. without prior approval of the Executive Director or designee.
  - C. Overtime shall be pre-approved and when possible, in writing, by the Department Head and the Executive Director or designee. Lack of adhering to this policy may result in disciplinary action, up to and including termination.
132. AWARDS FOR COMMENDABLE PERFORMANCE: An employee performing duties or extra duties in a commendable manner may be recommended by the Department Head and recognized by the Director with a letter of commendation, leave with pay, or a cash award.
- A. Letters of commendation will be given to the employee, their direct supervisor, and placed in their personnel file.
  - B. Employees may be eligible for leave with pay for one (1) day for instances of commendable performance when recommended and approved by the Department Head and approved by the Executive Director or designee.
    - (1) Leave-with-pay granted under this procedure shall be taken when mutually agreed upon by the Supervisor and employee and shall not be accrued.
    - (2) Leave-with-pay must be recorded with ~~the~~ Human Resources Manager.

- C. Upon recommendation of the Department Head, the Executive Director may elect to offer small cash or other awards so long as the combination of such awards does not exceed \$500.00 after taxes per individual employee per calendar year. Cash awards in the context of this policy represent compensation and are therefore subject to normal payroll taxes.
- (1) Cash awards shall be recorded by ~~with the Human Resources Manager~~ for payment.
- D. All recognition shall be documented and distributed to the employee, their direct supervisor, and ~~the Human Resources Manager~~ for placement in their personnel file.

APPROVED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA

By: \_\_\_\_\_

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: \_\_\_\_\_

Patti Hansen  
Board of Trustee, Chair

## RESOLUTION NO. 2023-16

### A RESOLUTION ADOPTING THE PROPOSED 2024 BUDGET AND FEE SCHEDULE FOR THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA.

**WHEREAS**, the Cottonwood Heights Parks and Recreation Service Area and Board of Trustees has considered the Proposed 2024 Budget and Fee Schedule;

**WHEREAS**, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area, in accordance with law, desires to adopt the Proposed 2024 Budget and Fee Schedule;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA AS FOLLOWS:

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area (the "Service Area") hereby adopts the Proposed 2024 Cottonwood Heights Parks and Recreation Service Area Budget and Fee Schedule.
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 20<sup>th</sup> DAY OF NOVEMBER 2023.**

**COTTONWOOD HEIGHTS PARKS AND  
RECREATION SERVICE AREA**

\_\_\_\_\_  
Patti Hansen, Chair

\_\_\_\_\_  
Bart Hopkin, Treasurer

\_\_\_\_\_  
Dan Morzelewski, Clerk

ATTEST:\_\_\_\_\_