

Cottonwood Heights
Parks and Recreation
Service Area

Board of Trustees
Board Meeting

January 22, 2025

3:15 pm Work Session

4:00 pm Board Meeting

**Cottonwood Heights Parks and Recreation Service Area
Board of Trustees
January 22, 2025**

**Work Session-3:15 pm
Board Meeting – 4:00 pm
Foundation Meeting – after the Board Meeting**

AGENDA

WORK SESSION - *no action will be taken during the work session*

3:15 pm

- A. Discussion about the Utah Recreation and Parks Association Annual Convention
- B. Discussion of any items listed on the General Board Meeting Agenda

GENERAL BOARD MEETING

4:00 pm

GENERAL BUSINESS

- A. Welcome and Pledge of Allegiance
- B. Review and Approval of December 18, 2024 Public Hearing Minutes – Dan Morzelewski
- C. Review and Approval of December 18, 2024 Board Minutes-Dan Morzelewski
- D. Review and Approval of the Financial Statement for December 2024 – Ben Hill
- E. Review and Approval of Accounts Payable Selected Entries for December 2024 – Lyse' Durrant

INFORMATION/DISCUSSION ITEMS

- A. Citizen/Customer Comments
- B. Board District Representation Reports – Trustees
- C. Executive Director's Report – Ben Hill
- D. Group Home Membership discussion –Ben Hill
- E. Discussion and Information regarding Policy #XVII: Benefits Policy
- F. Discussion and Information regarding Policy #XXIV: Vehicle Usage Policy

SPECIAL BUSINESS

ADJOURN

CLOSED MEETING (if needed and voted upon) - a closed meeting to discuss litigation, property acquisition or the character and professional competence or physical or mental health of an individual

FOUNDATION MEETING

- A. Review Minutes of October 16, 2024 – Ben Hill
- B. Quarterly Financial Review – Ben Hill
- C. Foundation Requests – Ben Hill

ADJOURN

The above items will be discussed at the Board meeting on January 22, 2025 at 4:00 p.m. with a work session held at 3:15 pm. This meeting will be held at the Cottonwood Heights Recreation Center, 7500 S. 2700 E. CWH, UT 84121. If you would like to submit written comment, please email all comments to lysed@cottonwoodheights.com. All comments received by 2:00 pm on January 22, 2025 will be summarized for the public record (Full name and address must be submitted as well). 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 Recreation Center.

**Minutes for the
Public Hearing / 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 December 2024
Pursuant of Notice**

all minutes pending until approved at the following Board Meeting

Board of Trustees Present:

Bart Hopkin
Dan Morzelewski
Patti Hansen

Staff Present:

Ben Hill
Lyse' Durrant
Andrew Davis
Cameron Gonzales
Audrey Durfee
Allie Brown
Melissa Ruff
Alex Ihrig

A Work Session was held on December 18th @ 5:15pm where there was a Quarterly Safety Report given by Ms. Durrant, and a discussion of any items listed on the Public Hearing and General Board Meeting Agenda.

PUBLIC HEARING

6:00pm

A. Welcome and Verification of Compliance – Bart Hopkin

B. Pledge of Allegiance

- Ms. Ruff led the pledge.

C. 2024 Amended Budget, 2025 Proposed Budget, and the 2025 Fee Schedule - Ben Hill

- Mr. Hill presented information regarding the 2024 Amended Budget, 2025 Proposed Budget, and the 2025 Fee Schedule.

D. Public Hearing to Receive citizen comment on the 2024 Amended Budget, the 2025 Proposed Budget, and the 2025 Fee Schedule

- Mr. Evans inquired about future TRCC plans, If CHPRSA is taking over the Dover Hills Park, and the process behind CHPRSA increasing wages.
 - Mr. Hill addressed all questions.

Adjourned. The Public Hearing regarding the 2024 Budget Amendments, 2025 Budget and Fee Schedule. @6:22pm

GENERAL BOARD MEETING

4:00pm

General Business

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

B. Review and Approval of November 2024 General Board Meeting Minutes – Bart Hopkin

- After review, Ms. Hansen made a motion to approve the November 2024 Board Minutes. Mr. Morzelewski seconded the motion. Motion carried unanimously with Mr. Hopkin, Mr. Morzelewski, and Ms. Hansen voting "Aye."

C. Review and Approval of the Financial Statement for November 2024 – Ben Hill

- Mr. Hill presented the Financial Statement for November 2024 to the Board.
- After review, Mr. Morzelewski made a motion to approve the November 2024 Financial Statement. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin, and Mr. Morzelewski voting “Yes.”

D. Review and Approval of Accounts Payable Selected Entries for November 2024 – Lyse’ Durrant

- Ms. Durrant presented the Accounts Payable Selected Entries for November 2024 to the Board.
- After review, Ms. Hansen made a motion to approve the November 2024 Accounts Payable Selected Entries. Mr. Morzelewski 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

- Ms. Hansen thanked staff for their work in making the 40th Annual Thanksgiving Day 5k a success.

C. Executive Directors Report – Ben Hill

INFORMATION & UPDATES:

- TRCC Application - 2024:
 - Bywater Park Improvements:
 - Tennis, Baseball, Playground/Swings Surface, and Monument Sign.
 - County Council Approved (\$412,217.00) on December 10, 2024.
- RFP – 2025 Facility Capital Maintenance Master Plan.
- Brighton Bank:
 - Free Skate Day – Saturday, January 11th (12:45 – 1:45PM / 2 - 4PM).
- CH2:
 - ~~Report on Wednesday, December 11th Meeting: Canceled~~
 - Inter-Local Agreement Expires... June 30th, 2025:

- Possible Feasibility Study for Exhibit Cost – Early 2025
 - City Budget Requests 2025/2026.
 - Skate with Santa: Saturday, December 21st (2 – 4PM)
 - Next Meeting is Wednesday, January 8th at 10AM (Dan)
- Employee Planning Retreat at City Hall:
 - Wednesday, February 5th (10AM – 2PM)
- Other Business:
 - CH Parks, Trails, Open Space Committee Meeting (November 20th)
 - Meeting with City Manager – Jared Gerber (November 21st)
 - Thanksgiving 5K (November 28th)
 - CHPRSA – Safety Meeting (December 2nd)
 - Lunch with Mike Peterson (December 3rd)
 - 2024 URPA Regional Director’s Retreat (December 4th - 5th)
 - UASD Board Meeting (December 5th)
 - Meeting with Brighton Little League Football President – Parley Baldwin (December 9th)
 - Utah Outdoor Recreation – Grant Workshop (December 12th)

Special Business

A. Consideration and Recommendation to Approve the 2025 Board of Trustees Meeting Dates – Resolution 2024-14

- After review, Mr. Morzelewski made a motion to approve the 2025 Board of Trustees Meeting Dates with the change of the Nov. meeting going from Wed. the 19th to Tues. the 18th – Resolution 2024-14. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Morzelewski and Mr. Hopkin voting “Aye”

B. Consideration and Recommendation to Approve the 2025 Board of Trustees Positions – Resolution 2024 – 15

- After review, Ms. Hansen made a motion to approve the 2025 Board of Trustees Positions – Resolution 2024 – 15. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Morzelewski and Mr. Hopkin voting “Yes”

C. Consideration and Recommendation to Approve the Amended 2024 Budget – Resolution – 2024 – 16

- After review, Mr. Morzelewski made a motion to approve the Amended 2024 Budget – Resolution – 2024 – 16. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hanses, Mr. Morzelewski and Mr. Hopkin voting “Yes”

D. Consideration and Recommendation to Approve the 2025 Budget and Fee Schedule – Resolution 2024 – 17

- After review, Ms. Hansen made a motion to approve the 2025 Budget and Fee Schedule Resolution 2025-17. Mr. Morzelewski seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Morzelewski and Mr. Hopkin voting “Yes”

The next meeting of the Board will be held on January 22, 2025 @ 4pm

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

December 2024

	Dec 24	Budget	% of Budget	Jan - Dec 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4000 · MEMBERSHIPS	75,492.64	61,000.00	123.76%	829,971.83	790,000.00	105.06%	790,000.00
4010 · SILVER SNEAKERS	8,876.00	17,500.00	50.72%	102,989.30	100,000.00	102.99%	100,000.00
4100 · ARENA ADMISSIONS	27,796.41	15,500.00	179.33%	94,104.90	95,500.00	98.54%	95,500.00
4120 · LTS GROUP SKATE LESSONS	13,161.00	-12,500.00	-105.29%	43,187.87	33,500.00	128.92%	33,500.00
4130 · BMS SKATE LESSONS	0.00	-5,000.00	0.0%	0.00	0.00	0.0%	0.00
4140 · FREESTYLE	8,193.62	-26,000.00	-31.51%	73,769.64	75,000.00	98.36%	75,000.00
4150 · PRIVATE ARENA RENTAL	29,587.68	15,700.00	188.46%	164,471.97	187,700.00	87.63%	187,700.00
4160 · PRIVATE SKATE LESSONS	1,444.00	-1,500.00	-96.27%	10,819.00	9,500.00	113.88%	9,500.00
4200 · POOL ADMISSIONS	6,007.82	39,500.00	15.21%	345,063.97	340,000.00	101.49%	340,000.00
4210 · PUBLIC SWIM LESSONS	5,032.00	-38,700.00	-13.0%	66,856.55	67,000.00	99.79%	67,000.00
4220 · PRIVATE SWIM LESSONS	350.00	-569.00	-61.51%	3,464.09	3,656.00	94.75%	3,656.00
4230 · AQUACISE	85.00	-500.00	-17.0%	3,781.00	4,200.00	90.02%	4,200.00
4240 · SPECIALTY CLASSES	0.00	-1,650.00	0.0%	1,519.50	1,500.00	101.3%	1,500.00
4250 · TEAM DUES	0.00	-2,950.00	0.0%	800.00	800.00	100.0%	800.00
4255 · TEAM UNIFY INCOME	56,018.07	45,750.00	122.44%	242,531.82	242,000.00	100.22%	242,000.00
4260 · TEAM MEET FEES	370.00	-8,000.00	-4.63%	3,643.25	4,000.00	91.08%	4,000.00
4275 · INVITATIONAL	0.00	3,909.00	0.0%	34,409.24	34,409.00	100.0%	34,409.00
4280 · PRE-COMP	993.00	-16,445.00	-6.04%	18,584.08	20,000.00	92.92%	20,000.00
4290 · WATER POLO	0.00	-14,000.00	0.0%	-234.00	0.00	100.0%	0.00
4300 · TRACK ADMISSIONS	141.74	287.00	49.39%	1,059.81	1,187.00	89.29%	1,187.00
4310 · GYM ADMISSIONS	1,159.89	-1,300.00	-89.22%	8,707.09	8,800.00	98.94%	8,800.00
4320 · GYM RENTAL	2,100.00	-1,450.00	-144.83%	19,450.00	17,350.00	112.1%	17,350.00
4330 · PICKLEBALL	0.00			10.00			
4400 · RB COURT FEES	1,553.41	1,200.00	129.45%	15,481.86	17,500.00	88.47%	17,500.00
4410 · RB GUEST FEES	0.00			10.00			
4500 · LOCKERS	150.00	-150.00	-100.0%	5,728.55	5,900.00	97.09%	5,900.00
4600 · AEROBICS/CYCLE	3,293.00	5,700.00	57.77%	30,828.28	28,200.00	109.32%	28,200.00
4605 · AEROBIC CAMPS	1,270.00	3,400.00	37.35%	6,184.75	4,900.00	126.22%	4,900.00
4610 · ROOM RENTAL	-3,345.00	-2,950.00	113.39%	23,544.75	27,550.00	85.46%	27,550.00
4630 · PERSONAL TRAINERS	505.00	700.00	72.14%	4,175.00	3,900.00	107.05%	3,900.00
4640 · WEIGHT ROOM	5,981.10	15,500.00	38.59%	53,618.07	51,500.00	104.11%	51,500.00
4660 · ADVERTISING	0.00	-300.00	0.0%	700.00	650.00	107.69%	650.00
4700 · NURSERY	549.00	-150.00	-366.0%	6,192.50	6,300.00	98.29%	6,300.00
4710 · SNACK BAR	0.00	3,382.00	0.0%	13,882.41	13,882.00	100.0%	13,882.00
4720 · VENDING	504.08	-2,200.00	-22.91%	10,012.97	11,600.00	86.32%	11,600.00
4730 · PRO SHOP	187.15	-1,140.00	-16.42%	3,412.80	3,750.00	91.01%	3,750.00

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

December 2024

	Dec 24	Budget	% of Budget	Jan - Dec 24	YTD Budget	% of Budget	Annual Budget
4735 · POSTAGE/COPIES	5.50	-25.00	-22.0%	14.70	20.00	73.5%	20.00
4740 · CANYON'S SCHOOL DISTRICT	0.00	11,144.00	0.0%	202,323.61	202,323.00	100.0%	202,323.00
4760 · REBATES	0.00	11,400.00	0.0%	14,923.86	14,900.00	100.16%	14,900.00
4800 · PAVILION	0.00	5,415.00	0.0%	25,415.00	25,415.00	100.0%	25,415.00
4810 · FIELD FEES	0.00	6,640.00	0.0%	45,347.56	44,640.00	101.59%	44,640.00
4820 · TENNIS	360.00	2,900.00	12.41%	23,010.50	22,900.00	100.48%	22,900.00
4821 · PICKLEBALL TOURNAMENT ENTRY	0.00	1.00	0.0%	6,293.26	6,251.00	100.68%	6,251.00
4823 · OUTDOOR COURT RESERVATIONS	10.00	700.00	1.43%	7,521.30	7,500.00	100.28%	7,500.00
4830 · ADMIN FEES	0.00	0.00	0.0%	2,500.00	2,500.00	100.0%	2,500.00
4916 · 5-K RACE INCOME	14,664.01	14,740.00	99.48%	66,799.74	61,740.00	108.2%	61,740.00
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	400,664.39	884,300.00	45.31%	2,888,822.61	2,920,000.00	98.93%	2,920,000.00
4921 · FEE IN LIEU, ETC.	9,989.68	1,475.00	677.27%	156,447.21	160,000.00	97.78%	160,000.00
4930 · INTEREST INCOME	6,531.43	45,750.00	14.28%	59,156.84	55,000.00	107.56%	55,000.00
4960 · GAIN (LOSS) ON SALE OF EQUIP	0.00			10,580.00			
4965 · CWH CITY MINTC CONTRACT	18,212.75	18,183.00	100.16%	224,786.56	218,229.00	103.01%	218,229.00
4972 · KIDS SPORTS CAMP INCOME	0.00	12,537.00	0.0%	61,551.75	61,537.00	100.02%	61,537.00
4973 · FLAG FOOTBALL INCOME	0.00	397.00	0.0%	43,874.50	43,897.00	99.95%	43,897.00
4974 · JR. JAZZ	110.00	4,300.00	2.56%	43,824.00	43,800.00	100.06%	43,800.00
4975 · CWH YOUTH SOCCER	0.00	18,165.00	0.0%	88,045.10	88,165.00	99.86%	88,165.00
5810 · INTEREST INCOME BOND	1,784.73			33,549.04			
Total Income	699,789.10	1,129,596.00	61.95%	6,257,519.99	6,200,551.00	100.92%	6,200,551.00
Gross Profit	699,789.10	1,129,596.00	61.95%	6,257,519.99	6,200,551.00	100.92%	6,200,551.00
Expense							
5000 · ADMIN/BENEFITED EMPLOYEES	40,693.22	42,757.00	95.17%	525,412.82	526,323.00	99.83%	526,323.00
5001 · ADMIN FICA,WC,S,V	3,271.25	5,369.00	60.93%	43,672.76	63,159.00	69.15%	63,159.00
5010 · WAGES/MANAGER ON DUTY	5,138.62	4,500.00	114.19%	63,295.94	64,943.00	97.46%	64,943.00
5020 · WAGES/NURSERY	1,571.52	-6,345.00	-24.77%	23,018.81	27,485.00	83.75%	27,485.00
5040 · WAGES/CSR	15,754.50	38,648.00	40.76%	214,834.78	209,934.00	102.33%	209,934.00
5041 · ADMIN WAGES/FICA,WRKCOMP	1,816.70	4,836.00	37.57%	24,481.28	36,283.00	67.47%	36,283.00
5100 · SALARIES/AQUATICS	18,440.24	17,329.00	106.41%	235,437.94	234,168.00	100.54%	234,168.00
5101 · AQUATICS, SALARY,FICA,WRKCOMP	1,536.85	2,078.00	73.96%	20,056.90	28,100.00	71.38%	28,100.00
5110 · WAGES/SWIM INSTRUCTORS	2,552.63	3,000.00	85.09%	66,073.30	66,226.00	99.77%	66,226.00
5120 · WAGES/SPECIALTY CLASSES	0.00	-2,000.00	0.0%	1,536.31	1,800.00	85.35%	1,800.00
5130 · WAGES/LIFEGUARDS	23,142.61	81,416.00	28.43%	477,638.94	465,000.00	102.72%	465,000.00
5140 · WAGES/AQUACISE INSTRUCTORS	1,540.00	-2,300.00	-66.96%	21,110.87	23,000.00	91.79%	23,000.00
5141 · WAGES/AQUATICS/FICA,WRKCOMP	2,306.31	9,638.00	23.93%	46,321.38	66,723.00	69.42%	66,723.00
5160 · WAGES/SWIM TEAM	2,759.91	-7,907.00	-34.91%	41,078.36	53,000.00	77.51%	53,000.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
December 2024**

	Dec 24	Budget	% of Budget	Jan - Dec 24	YTD Budget	% of Budget	Annual Budget
5161 · SWIM TEAM WAGES/FICA,WRKCOMP	241.92	-949.00	-25.49%	3,654.64	6,360.00	57.46%	6,360.00
5200 · SALARIES/PROGRAMS	13,801.32	9,345.00	147.69%	172,473.12	167,754.00	102.81%	167,754.00
5201 · SALARIES/PROGRAMS,FICA,WC,S,V	1,150.42	1,118.00	102.9%	14,756.59	20,130.00	73.31%	20,130.00
5210 · WAGES/AEROBICS	7,188.74	8,106.00	88.68%	97,241.61	98,356.00	98.87%	98,356.00
5240 · WAGES/SKATE GUARDS	8,614.23	-3,350.00	-257.14%	62,086.87	62,150.00	99.9%	62,150.00
5250 · WAGES/LTS INSTRUCTORS	2,111.52	-10,369.00	-20.36%	17,980.14	22,200.00	80.99%	22,200.00
5260 · WAGES/SUPER SPORT	0.00	-4,212.00	0.0%	27,881.03	27,733.00	100.53%	27,733.00
5264 · WAGES/YOUTH SOCCER	0.00	-1,228.00	0.0%	4,613.44	5,500.00	83.88%	5,500.00
5266 · WAGES/FLAG FOOTBALL	134.98	-530.00	-25.47%	6,296.40	6,200.00	101.56%	6,200.00
5268 · WAGES/JUNIOR JAZZ	1,938.59	2,342.00	82.78%	6,786.70	7,000.00	96.95%	7,000.00
5270 · WAGES/TENNIS INSTRUCTORS	83.95	1,639.00	5.12%	8,748.93	8,670.00	100.91%	8,670.00
5271 · WAGES/ARENA,FICA,WC,S,V	1,367.57	-912.00	-149.95%	16,867.20	28,537.00	59.11%	28,537.00
5300 · SALARIES/OPERATIONS	19,603.48	19,993.00	98.05%	248,274.74	249,682.00	99.44%	249,682.00
5301 · SALARIES/OPER,FICA,WC,S,V	1,730.11	2,399.00	72.12%	22,893.40	29,962.00	76.41%	29,962.00
5310 · WAGES/OPERATIONS	2,864.17	-1,554.00	-184.31%	35,877.00	43,979.00	81.58%	43,979.00
5311 · WAGES/OPER,FICA,WC,S,V	264.77	-187.00	-141.59%	3,526.48	5,277.00	66.83%	5,277.00
5400 · SALARIES/GROUNDS	25,111.27	23,538.00	106.68%	294,542.83	315,000.00	93.51%	315,000.00
5401 · SALARY/GOUNDS,FICA,WC,S,V	2,153.71	2,824.00	76.27%	26,433.51	37,800.00	69.93%	37,800.00
5410 · WAGES/GROUNDS	2,215.77	-1,500.00	-147.72%	53,222.70	55,000.00	96.77%	55,000.00
5411 · WAGES/GROUNDS,FICA,WC,S,V	244.55	-180.00	-135.86%	5,349.36	6,600.00	81.05%	6,600.00
5500 · SALARIES/VISUAL MAINTENANCE	7,359.34	-2,124.00	-346.49%	113,769.99	119,178.00	95.46%	119,178.00
5501 · SALARIES/VM,FICA,WC,S,V	654.97	-256.00	-255.85%	10,265.78	14,301.00	71.78%	14,301.00
5510 · WAGES,VISUAL MNTNC	2,862.36	-6,725.00	-42.56%	35,136.14	38,343.00	91.64%	38,343.00
5511 · WAGES,VISUAL MNTNC,FICA,WC,S,V	279.45	-807.00	-34.63%	3,728.01	4,601.00	81.03%	4,601.00
5700 · PAYROLLTAXES/FICA,SS,MED	2,277.82			2,277.82			
5960 · PAYROLL GENERAL/UNEMPLOYMENT	0.00			3,872.00			
6000 · UT STATE RETIREMENT	30,424.29	15,000.00	202.83%	269,505.19	256,000.00	105.28%	256,000.00
6010 · HEALTH INS,DISABILITY	25,297.56	15,250.00	165.89%	336,653.38	337,650.00	99.71%	337,650.00
6011 · HEALTH INS-SEC 125 PR DEDUCT	497.10			5,965.05			
6030 · BOARD FEES	1,249.98	1,500.00	83.33%	21,648.53	24,000.00	90.2%	24,000.00
6040 · TRAVEL	0.00	0.00	0.0%	11,405.88	18,000.00	63.37%	18,000.00
6050 · TRAINING/WORKSHOPS	0.00	1,750.00	0.0%	8,824.92	18,400.00	47.96%	18,400.00
6560 · PAYROLL EXPENSES	-60.00			-1,372.34			
66900 · Reconciliation Discrepancies	0.00			-0.01			
7001 · MARKETING	411.05	-750.00	-54.81%	8,752.04	11,000.00	79.56%	11,000.00
7010 · AUDITING	0.00	-3,000.00	0.0%	14,550.00	17,500.00	83.14%	17,500.00
7020 · CONSULTING	9,570.00	-16,000.00	-59.81%	15,901.25	25,000.00	63.61%	25,000.00
7040 · DUES & SUBSCRIPTIONS	8,444.61	1,731.00	487.85%	108,796.73	103,639.00	104.98%	103,639.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
December 2024**

	Dec 24	Budget	% of Budget	Jan - Dec 24	YTD Budget	% of Budget	Annual Budget
7050 · PROPERTY INSURANCE	0.00	0.00	0.0%	171,873.54	118,000.00	145.66%	118,000.00
7060 · LEGAL/CONSULTING,ADVERTISING	0.00	5,000.00	0.0%	9,885.00	11,000.00	89.86%	11,000.00
7065 · CWH CITY CONTRACT EXP	157.90	3,824.00	4.13%	48,729.93	48,572.00	100.33%	48,572.00
7090 · RETIRED EMPLOYEE BENEFITS	0.00	-25,000.00	0.0%	0.00	0.00	0.0%	0.00
7130 · BANK/CREDIT CARD SRVC CHARGES	17,078.26	70,500.00	24.22%	146,922.65	150,000.00	97.95%	150,000.00
7140 · OVER/SHORT	-78.02			-515.55			
7141 · UNCLEARED BANK TRANSACTIONS	0.00			-4.00			
7200 · SWIM TEAM REIMBURSABLES	10,601.10	2,500.00	424.04%	61,767.81	56,000.00	110.3%	56,000.00
7215 · INVITATIONAL EXP	0.00	-4,960.00	0.0%	10,039.76	10,040.00	100.0%	10,040.00
7220 · SWIM TEAM EXPENSE	1,255.71	450.00	279.05%	23,796.13	25,150.00	94.62%	25,150.00
7221 · TEAM UNIFY EXPENSES	0.00	-1,250.00	0.0%	1,498.00	2,250.00	66.58%	2,250.00
7230 · WATER POLO EXP	0.00	-8,892.00	0.0%	1,108.30	1,108.00	100.03%	1,108.00
7540 · TELEPHONE EXP	2,144.19	2,000.00	107.21%	27,227.72	28,000.00	97.24%	28,000.00
7550 · UTILITIES/GAS	15,541.25	-1,500.00	-1,036.08%	194,790.87	238,500.00	81.67%	238,500.00
7551 · UTILITIES/ELECTRICITY	21,606.81	12,900.00	167.5%	248,503.76	236,900.00	104.9%	236,900.00
7552 · UTILITIES/SEWER	0.00	4,425.00	0.0%	4,896.00	17,700.00	27.66%	17,700.00
7553 · UTILITIES/WATER	0.00	13,010.00	0.0%	22,092.67	53,000.00	41.68%	53,000.00
7561 · UTILITIES/GROUNDS/ELECT	1,252.57	600.00	208.76%	7,896.31	7,700.00	102.55%	7,700.00
7562 · UTILITIES/GROUNDS,WATER	812.25	29,500.00	2.75%	119,978.62	104,500.00	114.81%	104,500.00
7563 · UTILITIES/GROUNDS,SEWER-GARBAGE	5,444.72	8,000.00	68.06%	40,182.86	36,000.00	111.62%	36,000.00
7700 · AUTO EXP	3,524.94	11,725.00	30.06%	30,793.85	31,150.00	98.86%	31,150.00
8000 · REP & MNTNC ADMIN	0.00	-2,500.00	0.0%	2,422.14	12,000.00	20.19%	12,000.00
8010 · REP & MNTNC/POOLS	3,605.34	37,000.00	9.74%	74,373.48	71,000.00	104.75%	71,000.00
8020 · REP & MNTNC/ARENA	2,304.92	47,737.00	4.83%	87,381.30	85,737.00	101.92%	85,737.00
8030 · REP & MNTNC/GYM,WT RMS	3,250.64	12,000.00	27.09%	26,695.80	23,000.00	116.07%	23,000.00
8036 · REP & MNTNC/TENNIS	0.00	-300.00	0.0%	200.80	700.00	28.69%	700.00
8040 · REP & MNTNC/SNACK BAR	91.00	-1,200.00	-7.58%	1,203.31	1,300.00	92.56%	1,300.00
8050 · REP & MNTC OP,PARKS,VM	1,815.63	17,000.00	10.68%	140,312.71	163,000.00	86.08%	163,000.00
8100 · PRO SHOP/COST OF GOODS	915.60	-1,500.00	-61.04%	3,114.92	3,500.00	89.0%	3,500.00
8130 · UNIFORMS EXPENSE	2,889.00	944.00	306.04%	13,652.79	16,444.00	83.03%	16,444.00
8140 · UNIFORMS AQUATICS	-86.00	0.00	100.0%	8,883.38	10,000.00	88.83%	10,000.00
8500 · SUNDRIES	3,074.04	3,855.00	79.74%	17,502.27	17,300.00	101.17%	17,300.00
9000 · SUPPLIES/ADMIN	3,724.17	-2,500.00	-148.97%	32,389.98	35,000.00	92.54%	35,000.00
9010 · SUPPLIES/OFFICE POSTAGE	0.00	50.00	0.0%	4,842.53	4,500.00	107.61%	4,500.00
9020 · SUPPLIES/COMPUTER	1,428.97	0.00	100.0%	30,606.20	35,000.00	87.45%	35,000.00
9040 · SUPPLIES/NURSERY	80.84	-125.00	-64.67%	923.66	1,250.00	73.89%	1,250.00
9050 · SUPPLIES/POOL	978.89	-2,250.00	-43.51%	13,223.78	12,500.00	105.79%	12,500.00
9055 · SUPPLIES/POOL(OPERATING)	2,716.52	17,000.00	15.98%	140,335.24	142,000.00	98.83%	142,000.00

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

December 2024

	Dec 24	Budget	% of Budget	Jan - Dec 24	YTD Budget	% of Budget	Annual Budget
9060 · SUPPLIES/AQUACISE	0.00	-500.00	0.0%	467.51	1,000.00	46.75%	1,000.00
9070 · SUPPLIES/SPECIALTY CLASSES	0.00	-500.00	0.0%	9,061.02	9,000.00	100.68%	9,000.00
9080 · SUPPLIES/PROGRAMS	180.57	50.00	361.14%	2,869.04	3,250.00	88.28%	3,250.00
9081 · SUPPLIES/LTS	220.02	-500.00	-44.0%	486.28	400.00	121.57%	400.00
9085 · SUPPLIES/ARENA	419.17	1,000.00	41.92%	8,307.62	7,900.00	105.16%	7,900.00
9090 · SUPPLIES/AEROBICS	42.98	214.00	20.08%	5,483.91	5,564.00	98.56%	5,564.00
9091 · SUPPLIES/SILVER SNEAKERS	0.00	100.00	0.0%	174.07	400.00	43.52%	400.00
9092 · Supplies Aerobic Camp	0.00	489.00	0.0%	988.91	989.00	99.99%	989.00
9110 · SUPPLIES/WEIGHT ROOM	87.59	250.00	35.04%	5,847.73	5,250.00	111.39%	5,250.00
9115 · SUPPLIES/GYM	0.00	925.00	0.0%	2,373.35	2,375.00	99.93%	2,375.00
9116 · SUPPLIES/TENNIS	0.00	-800.00	0.0%	988.31	1,000.00	98.83%	1,000.00
9120 · SUPPLIES/OPERATIONS	0.00	0.00	0.0%	2,652.84	4,500.00	58.95%	4,500.00
9130 · SUPPLIES/GROUNDS	189.91	-2,750.00	-6.91%	9,350.98	10,000.00	93.51%	10,000.00
9131 · FIELD COSTS	0.00	680.00	0.0%	11,179.78	11,180.00	100.0%	11,180.00
9140 · SUPPLIES/M,CLEANING	2,544.92	2,000.00	127.25%	24,959.36	26,452.00	94.36%	26,452.00
9150 · SUPPLIES/M PAPER	3,389.17	1,500.00	225.95%	15,276.47	19,355.00	78.93%	19,355.00
9200 · SMALL EQUIP	0.00	0.00	0.0%	23,743.62	25,000.00	94.97%	25,000.00
9210 · THANKSGIVING 5K RACE EXPENSE	6,973.88	6,600.00	105.67%	32,388.88	36,600.00	88.49%	36,600.00
9212 · BUTLERVILLE DAYS 5K EXPENSE	0.00	550.00	0.0%	4,247.72	4,250.00	99.95%	4,250.00
9222 · KIDS SPORTS CAMP EXPENSE	0.00	0.00	0.0%	2,429.53	2,500.00	97.18%	2,500.00
9224 · FLAG FOOTBALL EXPENSE	0.00	-1,000.00	0.0%	24,325.11	25,000.00	97.3%	25,000.00
9225 · JR. JAZZ EXPENSE	0.00	0.00	0.0%	24,573.24	25,000.00	98.29%	25,000.00
9226 · CWH Youth Soccer expense	0.00	7,000.00	0.0%	32,033.24	32,000.00	100.1%	32,000.00
Total Expense	420,793.41	506,272.00	83.12%	5,916,894.48	6,126,412.00	96.58%	6,126,412.00
Net Ordinary Income	278,995.69	623,324.00	44.76%	340,625.51	74,139.00	459.44%	74,139.00
Other Income/Expense							
Other Income							
5760 · TRCC/ Grants / Spec Proj Income	0.00			49,967.00			
Total Other Income	0.00			49,967.00			
Other Expense							
9300 · CAPITAL EQUIPMENT/IMPROVEMENTS	0.00	-116,409.00	0.0%	427,474.59	377,506.00	113.24%	377,506.00
9301 · CAPITAL & OPERATING LEASES	10,068.66	-13,280.00	-75.82%	111,913.10	118,845.00	94.17%	118,845.00
Total Other Expense	10,068.66	-129,689.00	-7.76%	539,387.69	496,351.00	108.67%	496,351.00
Net Other Income	-10,068.66	129,689.00	-7.76%	-489,420.69	-496,351.00	98.6%	-496,351.00
Net Income	268,927.03	753,013.00	35.71%	-148,795.18	-422,212.00	35.24%	-422,212.00

Cottonwood Heights Parks and Recreation

Bill Payment Register

As of December 31, 2024

Type	Date	Num	Name	Memo	Amount
1016 · GENERAL CHECKING					
Bill Pmt -Check	12/03/2024	ACH	UTAH LOCAL GOVERN...		-1,482.86
Bill Pmt -Check	12/05/2024	ach	Citi Cards		-18,643.99
Bill Pmt -Check	12/05/2024	65398	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	12/05/2024	65399	BLOMQUIST HALE CON...		-385.00
Bill Pmt -Check	12/05/2024	65400	ETHERINGTON, TODD (...)	JR. NATIONALS	-280.00
Bill Pmt -Check	12/05/2024	65401	LINFORD, JEEHAE	REFUND JR. JAZZ	-80.00
Bill Pmt -Check	12/05/2024	65402	PREMIER VEHICLE INS...	LIGHTING FOR 2023 CHEVY	-2,149.46
Bill Pmt -Check	12/05/2024	65403	READING TRUCK	SNOW PLOW SERVICE	-1,643.11
Bill Pmt -Check	12/05/2024	65404	ROCKY MOUNTAIN PO...		-21,079.31
Bill Pmt -Check	12/05/2024	65405	SIMPLIVERIFIED		-44.30
Bill Pmt -Check	12/05/2024	65406	SOUTH DAVIS RECREA...	DUAL MEET	-900.00
Bill Pmt -Check	12/05/2024	65407	USA RACING	BIBS	-82.00
Bill Pmt -Check	12/05/2024	65408	UTAH SWIMMING	SENIOR CHAMPIONSHIP MEET	-1,451.00
Bill Pmt -Check	12/12/2024	65409	AMERICAN RED CROSS	Lifeguard Training	-782.00
Bill Pmt -Check	12/12/2024	65410	CEM AQUATICS		-1,377.99
Bill Pmt -Check	12/12/2024	65411	ENBRIDGE		-3,745.51
Bill Pmt -Check	12/12/2024	65412	HONEY BUCKET	BYWATER	-450.00
Bill Pmt -Check	12/12/2024	65413	KONOPACKI, DANIEL	REFUND DUES	-475.00
Bill Pmt -Check	12/12/2024	65414	L A ROSER COMPANY	SHAFT FOR HEAT PUMP	-2,869.33
Bill Pmt -Check	12/12/2024	65415	MITY LITE	FINAL 50%	-1,365.00
Bill Pmt -Check	12/12/2024	65416	PACIFIC FITNESS PRO...	FITNESS ROOM GRIPS	-500.00
Bill Pmt -Check	12/12/2024	65417	PACIFIC WATER INC.	2173	-50.00
Bill Pmt -Check	12/12/2024	65418	PITNEY BOWES	postage	-273.27
Bill Pmt -Check	12/12/2024	65419	POCO LOCO	CHAT APPERAL	-1,300.00
Bill Pmt -Check	12/12/2024	65420	RADIATE VOLLEYBALL	RECREATION LEAGUE	-7,500.00
Bill Pmt -Check	12/12/2024	65421	RAMPTON, MELISSA	REFUND SPLASH ROOM	-50.00
Bill Pmt -Check	12/12/2024	65422	RICHARDS LABORATO...		-150.00
Bill Pmt -Check	12/12/2024	65424	SAMARASINAHA, GAYA	REFUND DUES	-250.00
Bill Pmt -Check	12/12/2024	65425	SUMMIT ENERGY		-15,541.25
Bill Pmt -Check	12/12/2024	65426	SUMMIT FIRE & SECURI...	528418	-2,268.25
Bill Pmt -Check	12/12/2024	65427	UNIVERSAL GRINDING ...		-96.00
Bill Pmt -Check	12/12/2024	65428	WASTE MANAGEMENT		-2,691.52
Bill Pmt -Check	12/12/2024	65429	WATER STAR USA	100-8481511-001	-107.70
Bill Pmt -Check	12/12/2024	65430	WAXIE SANITARY SUPP...		-2,394.59
Bill Pmt -Check	12/12/2024	65431	SALT LAKE CITY CORP...		-164.42
Bill Pmt -Check	12/13/2024	Ach	UTAH STATE RETIREM...		-13,085.88
Bill Pmt -Check	12/19/2024	65432	AMERIGAS SALT LAKE ...		-932.77
Bill Pmt -Check	12/19/2024	65433	COMCAST		-574.54
Bill Pmt -Check	12/19/2024	65434	COTTONWOOD HEIGHT...	5K DUE FOUNDATION	-3,125.74
Bill Pmt -Check	12/19/2024	65435	COTTONWOOD IMPRO...		-4,896.00
Bill Pmt -Check	12/19/2024	65436	CUSTOM WATER TECH...		-470.00
Bill Pmt -Check	12/19/2024	65437	Dudley, Lorie	CPA	-1,040.00
Bill Pmt -Check	12/19/2024	65438	ECONO.PEST		-91.00
Bill Pmt -Check	12/19/2024	65439	EMPLOYERS COUNCIL	EMPLOYEE SURVEY	-8,530.00
Bill Pmt -Check	12/19/2024	65440	FUEL NETWORK		-1,116.94
Bill Pmt -Check	12/19/2024	65441	GRAINGER		-52.19
Bill Pmt -Check	12/19/2024	65442	HUNTINGTON NATIONA...	OCT & NOV. INVOICE NOT RECI...	-3,543.66
Bill Pmt -Check	12/19/2024	65443	INTERMOUNTAIN SOFT ...		-55.00
Bill Pmt -Check	12/19/2024	65444	JAIDA'S CORNER	CHAT PARTY	-151.20
Bill Pmt -Check	12/19/2024	65445	LARSEN, COURTNEY	REFUND ROOM RENTAL	-25.00
Bill Pmt -Check	12/19/2024	65446	MILLER, LIZ	REIMBURSEMENT AEROBIC IN...	-42.98
Bill Pmt -Check	12/19/2024	65447	MOUNTAINLAND SUPPLY	OPS.	-144.46
Bill Pmt -Check	12/19/2024	65448	NORCO		-3,017.84
Bill Pmt -Check	12/19/2024	65449	PHOTOHIVE.PRO	5K PHOTOS	-100.00
Bill Pmt -Check	12/19/2024	65450	RIGHTWAY SANITARY ...		-1,499.20
Bill Pmt -Check	12/19/2024	65451	SALT LAKE CITY CORP...		-760.04
Bill Pmt -Check	12/19/2024	65452	STARFISH AQUATIC IN...	LICENSE RENEWAL	-749.00
Bill Pmt -Check	12/19/2024	65453	STRUCTURE COMPUTE...		-1,400.00
Bill Pmt -Check	12/19/2024	65454	UTAH AQUATICS	MEET FEES	-2,435.00
Bill Pmt -Check	12/19/2024	ACH	PUBLIC EMPLOYEES H...	11/24 FLEX REIMBURSEMENT	-733.82
Bill Pmt -Check	12/19/2024	ACH	UTAH STATE RETIREM...		-13,375.87
Bill Pmt -Check	12/19/2024	65455	ZIONS BANK		-6,525.00
Bill Pmt -Check	12/26/2024	ach	Utah State Tax Commissi...	11/24 sales tax	-8,233.71
Bill Pmt -Check	12/26/2024	65456	BIG COTTONWOOD DR...	CHAT ATTIRE/CULTURE CREW ...	-5,812.36
Bill Pmt -Check	12/26/2024	65457	CEM AQUATICS	OPS	-3,379.10
Bill Pmt -Check	12/26/2024	65458	GRAINGER	OPS	-132.58
Bill Pmt -Check	12/26/2024	65459	JENSON REFRIGERATI...	NEW LIGHTING	-1,523.75

1:29 PM

Cottonwood Heights Parks and Recreation

01/10/25

Bill Payment Register

Accrual Basis

As of December 31, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/26/2024	65460	ROTO AIRE FILTER SAL...	OPS	-1,356.81
Bill Pmt -Check	12/26/2024	65461	SESAC	MUSIC FEE	-367.00
Bill Pmt -Check	12/31/2024	ACH	UTAH STATE RETIREM...		-13,152.27
Total 1016 · GENERAL CHECKING					-195,102.69
TOTAL					-195,102.69

EXECUTIVE DIRECTOR'S REPORT

January 2025

INFORMATION & UPDATES:

- RFP – 2025 Facility Capital Maintenance Master Plan:
 - Proposals Due – February 20, 2025 at 3PM
- 2025 Fee Schedule Updates:
 - Group Home Rates
- 2025 TRCC Project – Bywater Park Improvements:
 - Contract with Salt Lake County is in progress
 - Scott Peters, VENN Collaborative – Design Work, etc.
- CH2:
 - Report on Wednesday, January 8th Meeting:
 - Inter-Local Agreement Expires... June 30th, 2025:
 - Possible Feasibility Study for Exhibit Cost – Early 2025
 - Sweet Heart Skate (BOGO) – Friday, February 14th (7-9PM)
 - Butlerville Days is July 24th – 26th
 - 2025 TRCC Support - \$60,000.00
 - My next meeting with Jared is Thursday, January 23rd
 - Next CH2 Meeting is Wednesday, February 12th at 10AM (Dan)
- Employee Planning Retreat – 2025 at City Hall:
 - Wednesday, February 5th (10AM – 2PM)
 - 2025 Department, Executive Director, and Board Goals (Due by February 28, 2025)
- URPA Conference – 2025 (St. George, UT):
 - Monday – Wednesday (March 10th – 12th)
 - Trustees (3) / Staff (Ben, Lyse', Melissa, Audrey, McKenna, Preston, Andrew, Morgan)
 - Preston will be recognized and graduating from Leadership Academy.
 - Ben's nomination as URPA: President-elect.
 - Award Nominations:
 - Outstanding Professional: Audrey (Aquatics), Andrew (Parks), Melissa (HR), and Preston (Young Professional).
 - Outstanding Citizen Advocate: Bart Hopkin
 - Outstanding Program: Thanksgiving 5K – 40th Anniversary
 - Outstanding Facility: Antczak Park
- Other Business:
 - CH Parks, Trails, Open Space Committee Meeting (December 18th)
 - Skate with Santa (December 21st)
 - CHPRSA – Safety Meeting (January 6th)
 - Free Skate Day – Brighton Bank (January 11th)
 - State of the City – Address (January 15th)
 - UASD Board Meeting (January 16th)

SECTION XVII: BENEFITS

1. WORKERS' COMPENSATION.

- A. All employees are covered by workers' compensation which provides medical reimbursement and disability benefits for job-related illness or injury. For compensation coverage, check the worker's compensation contract on file with the **Executive** Director, or designee.
- B. Medical Attention. An employee who sustains a bona fide, on-the-job injury may seek medical attention from a medical facility determined by the current Workers Compensation carrier. The **Executive** Director or designee may instruct the employee to receive medical assessment or treatment. He/She must report to the medical provider, how, when and where the accident occurred. The medical provider will complete a medical report and copies of this report should be sent within seven (7) days to the insurance carrier, the Industrial Commission, and to the injured worker (Please Note: Do not submit doctor or hospital bills for on-the-job injuries or illness to the regular medical plan).
- D. Initial Reporting of Illness or Injury. Reporting the accident or illness is critical to qualification for payment under workers' compensation. If an employee is injured while on the job, no matter how minor, the circumstances should be reported to the **Executive** Director or designee immediately. ~~The Human Resources Manager~~ will complete the necessary forms and ensure that a copy is sent to the insurance carrier and a copy is sent to the Industrial Commission within seven (7) days of the date of injury.
- E. Reporting while off the Job. While on leave because of a bone fide, on-the-job injury or illness, an employee must contact their supervisor or the **Executive** Director to report on their condition. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.
- F. Return to Service. All employees must return to work after the approval of the attending physician. A statement from the attending physician stating the employee is able to resume normal duties will be required before returning to work. Failure to return to work when directed may result in immediate termination. An employee who is able to return to work on light duty status may be required to work in a different department and perform duties not contained within their current job classification.

- G. At the time of final release or settlement of a workers' compensation claim, if no vacancy exists and, if a reasonable effort which has proven to be unsuccessful has been made to place the employee in another position, they may be terminated and paid any accrued benefits due to them.
2. SOCIAL SECURITY/FICA. All employees whether full-time, part-time, or seasonal are covered by the benefits of Old Age, Survivors, and Disability Insurance as provided for by law. Contributions of the employee and Cottonwood Heights Parks and Recreation Service Area will be made in accordance with the provision of the law.
3. INSURANCE.
- A. Medical and Dental Health Insurance. It is the policy of Cottonwood Heights Parks and Recreation Service Area to offer health, dental, and minimum life insurance for each individual full-time employee and their immediate family.
- (1) The effective date for insurance coverage will be the hire date.
 - (2) The date of termination of employment will be the effective date of termination of insurance coverage.
 - (3) Employees who have access to more than one insurance plan are encouraged to utilize only one where possible and when it does not prove detrimental to the employee.
- B. Employee Cost for Health Insurance
- (1) Benefited employees pay a portion of the annual premium for the selected health insurance plan as determined by the Board of Trustees.
 - (2) Health Insurance plans available to employees are determined by Administration with the approval of the Board of Trustees.
 - (3) *Employees who do not utilize the Service Area's health or dental insurance plan, may be eligible for a stipend. This stipend will be determined and approved in the annual budget.*
- D. Life Insurance. A life insurance policy is provided for each benefited employee (\$25,000), their spouse (\$15,000) and dependants (\$5,000). The premiums are paid by the Service Area.

- (1) Employees who were provided with the Provident_Life Insurance Policy will be covered as an additional policy as per the terms of the Provident Life Insurance policy until termination of employment.

E. Insurance Termination, Transition, and Conversion.

- (1) Termination. When an employee is terminated from employment with Cottonwood Heights Parks and Recreation Service Area, Cottonwood Heights Parks and Recreation Service Area will cease making contributions to the employee's insurance plans.
- (2) Transition. In cases requiring longer than three (3) months, arrangements may be made with the **Executive** Director for the employee to pay the additional premiums required. Both Medical/Dental Insurance and Life Insurance may be converted on termination in accordance with the terms of the individual policies. This is an individual responsibility that should be made directly between the individual employee and Cottonwood Heights Parks and Recreation Service Area.
- (3) Conversion.
 - (a) The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 is available for those employees who resign or are terminated from employment or if work hours are reduced which makes the employee no longer eligible to participate in the Service Area group health insurance plans. Employees may have the right to continue to participate in a COBRA program through the insurance carrier for up to eighteen (18) months at the employee's expense, subject to current state and federal law.
 - (b) Eligible dependents may also extend coverage, at their expense, for up to thirty-six (36) months in the current insurance health plans in the event of the employee's death, divorce, legal separation, or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan, subject to current state and federal law.

4. STATE AND FEDERAL UNEMPLOYMENT. All employees whether regular, part-time, or seasonal are covered by the benefits of State and Federal Unemployment.

5. CONTINUING EDUCATION. Employees are encouraged to obtain continuing education through attendance at job related seminars. Requests for attendance must be approved in advance by the Executive Director, or designee.

A. Required by Cottonwood Heights Parks and Recreation Service Area: When Cottonwood Heights Parks and Recreation Service Area requires an employee to attend any education or training course, conference, seminar, or certification course, Cottonwood Heights Parks and Recreation Service Area will provide the necessary time off with pay and will reimburse the employee for all associated costs including tuition or registration fees, authorized travel, meals, and lodging.

B. Encouraged by Cottonwood Heights Parks and Recreation Service Area: Non-seasonal, full-time employees are encouraged to further their education and training in areas that will enhance their job performance. Upon advance approval by the Executive Director, and upon successful completion of relevant training courses, employees shall be reimbursed 75% for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts.

(1) Proof of successful completion will include one of the following:

(a) A certificate indicating successful course completion, if applicable.

(b) A grade point average of 2.0 or higher on a 4.0 (A, B, C, D) scale.

(c) A grade "pass" on a pass/fail grading system.

C. Termination of employment with Cottonwood Heights Parks and Recreation Service Area will result in the following repayment schedule:

(a) Any tuition received within the preceding 12 months – 100% of the total amount.

6. RETIREMENT SYSTEM. Additional details are available from the Executive Executive Director or designee.

A. All non-seasonal full-time Cottonwood Heights Parks and Recreation Service Area employees, including Board appointed Executive Director, are enrolled in the Utah State Retirement Systems, Non-contributory Plan, unless otherwise authorized by the Board according to State Law. (This is in addition to Social

Security coverage). An eligible employee is one employed in a position requiring at least thirty (30) hours of service per week and receives one benefit.

- (1) The effective date for Utah Retirement will be the employee's hire date.

- B. All benefited employees upon the effective hire date, are eligible to enroll in a Defined Contribution Plan offered by Utah Retirement Systems. After completion of the six (6) month probationary period and enrolled in the Utah Retirement 401K plan or 457 Plan, Cottonwood Heights Parks and Recreation Service Area will contribute a maximum of 2% matching funds to the employee's plan, not to exceed the maximum allowed annually by Utah Retirement.

- C. Cottonwood Heights Parks and Recreation Service Area elected officials are ineligible to participate in any Retirement plan the Service area offers to its eligible employees.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____

~~Carl Evans~~, Chairperson

SECTION XXIV: VEHICLE USAGE POLICY

1. GENERAL POLICY. Cottonwood Heights Parks & Recreation Service Area's employees are responsible for operating both Service Area owned vehicles and personal vehicles on Service Area business according to state and federal laws and Service Area policy. For personal vehicle mileage reimbursement, refer to SECTION VXI; 3, E. All drivers must be at least sixteen (16) years old and possess a valid **Utah** driver's license with endorsements appropriate for the vehicles to be operated. Any employee without a valid driver's license will not be allowed to operate a Service Area vehicle or drive on Service Area business. If driving is an essential job function, and the employee cannot be reasonably accommodated, the employee will be terminated.

2. MANDATORY MOTOR VEHICLE REPORTS. Motor Vehicle Reports will be checked on all employees who use Service Area vehicles or use personal vehicles for business purposes, after the date of hire and any subsequent rehire. A Motor Vehicle Report will also be updated monthly and monitored to address any unacceptable status. **All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification report.** The report will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the Service Area.

3. **"Acceptable", "Borderline", or "Unacceptable" qualification will be determined using the following criteria. Any number of violations or accident in excess of the "borderline" criteria constitutes a failure to meet the driver qualification standard resulting in revocation of driver authorization. (note-DUI and DWI are not evaluated as a standard violation)**

ACCEPTABLE

- Up to 2 violations recorded on the MVR, or
- Up to 1 at fault work related accident in the prior three years, or
- A combination of 1 violation on the MVR and 1 at fault work related accident in the last three years

BORDERLINE

- 3 violations recorded on the MVR or,
- 2 at fault work related accidents in the last three years or,
- DUI or DWI with in the last 5 years or,
- Any violation for Careless, Reckless or Distracted Driving

UNACCEPTABLE

- No valid Utah Drivers License
- DUI conviction within the the last 24 months
- 4 or more violations recorded on the MVR

4. A single major violation recorded on the MVR, or resulting from a work related incident, may result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to:

- DUI or DWI in the previous 24 months
- Failure to stop/report an accident
- Making a false accident report
- Attempting to elude law enforcement
- Others as determined by the Fleet Manger, Human Resource Director, Executive Director or designee

~~A. The suspension of driving privileges may occur for up to one (1) year for the following reasons:~~

- ~~(1) The employee has been involved in two (2) or more at fault and/or preventable accidents within a two (2) year period;~~
- ~~(2) The employee has two (2) or more moving violations while driving a Service Area vehicle within a twelve (12) month period;~~
- ~~(3) The employee has been convicted of any driving violation that the Executive Director or designee determines to pose a significant risk to the safety of the Service area; or~~
- ~~(4) The employee engages in unauthorized use or misuse of a Service Area vehicle.~~

3. PROCEDURES.

- (1) Employees shall not operate a vehicle if he or she is not physically and mentally able to drive safely.
- (2) Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions.
- (3) Drivers must abide by all laws regarding the use of electronic devices (including cellular phones) in vehicles.
- (4) Seat belts must be worn by the driver and all passengers whenever a vehicle is in motion.

- (5) Employees shall not allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- (6) Service Area-owned vehicles are to be used for Service Area business only. There shall be no personal use of a Service Area-owned vehicle. Service Area vehicles may be driven home and used as transportation to and from work only if approved by the Service Area Executive Director which will only be given for limited periods of time.
- (7) Employees are responsible for all fines they incur while operating a vehicle for Service Area business.
- (8) Personal automobiles, if used for Service Area business, must be legally insured, registered, and in safe operating condition. Personal automobile liability insurance is primary in the event of a claim while driving a personal vehicle on Service Area business.
- (9) Employees are required to report to their manager, **within twenty-four (24) hours** any moving or parking violations received while driving on Service Area business and/or in Service Area-owned vehicles. An Incident Report must be completed to document the violation. Failure to do so may result in disciplinary action up to including termination.
- (10) Employees involved in accidents while driving on Service Area business and/or in Service Area-owned vehicles are required to complete and submit an Incident Report to their manager within **twelve (12)** ~~twenty-four (24)~~ hours of the accident. Failure to do so may result in disciplinary action up to including termination.
- (11) Employees must inform their manager if they have a change in their driver's license status. Employees must also report the suspension, revocation or termination of their driver's license, a DUI or DWI citation and/or conviction within 5 days of incident. Failure to do so may result in disciplinary action up to including termination.
- (12) It shall be the duty and responsibility of the Parks and Facilities Maintenance Manager to see that any Service Area-owned vehicle used is properly serviced, maintained and cleaned. This includes, but is not limited to, having the appropriate service performed on the vehicle at all designated intervals as set forth by management. A sticker will be affixed to the vehicle in a conspicuous place indicating time of usage

and service due for the vehicle. Proper service or maintenance as prescribed by management must take place within thirty (30) working days or five hundred (500) miles of the required service or maintenance time.

APPROVED AND PASSED THIS _____ DAY OF _____, 20_____.

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____

~~Debbie Tyler~~, Chairperson

Cottonwood Heights Parks and Recreation Center

Foundation Meeting Minutes

October 16, 2024

A. Review and Approval of the July 17, 2024, Foundation Meeting Minutes

- After review, Mr. Morzelewski made a motion to approve the July 17, 2024, Foundation Meeting Minutes. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Hopkin, Mr. Morzelewski, and Ms. Hansen voting “Yes.”

B. Quarterly Financial Review – Ben Hill

- After review, Ms. Hansen made a motion to approve the Quarterly Financials. Mr. Morzelewski seconded the motion. Motion carried unanimously with Mr. Hopkin, Mr. Morzelewski, and Ms. Hansen voting “Yes.”

C. REVEL Big Cottonwood Canyon Marathon Donation – Darrell Phippen (Brooksee – Head of Events)

- Mr. Phippen presented the Cottonwood Heights Parks and Recreation Center Foundation with a check in the amount of \$2,700 for the CHPRSA volunteer efforts at the REVEL Big Cottonwood Canyon Marathon Donation

D. Charity Golf Tournament – Bonnie Lee

- Ms. Lee gave the Board the financial breakdown from the 2024 Cottonwood Heights Parks and Recreation Foundation Charity Golf Tournament.

E. Upcoming Thanksgiving 5k – Bonnie Lee and Allie Brown

- Ms. Lee and Ms. Brown gave the Board an update on the progress of the upcoming 40th Annual Cottonwood Heights Thanksgiving 5k.

F. Annual 990 Review – Ben Hill

- Upon review, Mr. Morzelewski made a motion to approve Mr. Hill to sign the Annual 990 on behalf of the Board. Ms. Hansen seconded the motion. Motioned carried unanimously with Mr. Hopkin, Ms. Hansen an Mr. Morzelewski voting “Aye”

G. Foundation Requests

H. Mr. Hill requested \$2,500 from the Foundation for the Administrative fee

- Board approves request.
- Mr. Morzelewski made a motion to approve \$2,500 to be moved from the Foundation to the General Fund for administrative costs. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Hansen, Mr. Hopkin and Mr. Morzelewski voting “Yes.”

Meeting adjourned at 5:35PM

The next Foundation Meeting will be held on tentatively on January 29, 2025 directly following the General Board Meeting.

FOUNDATION PROFIT & LOSS SUMMARY

	2023 Carryforward	Income Jan-Dec 2024	Expense Jan-Dec 2024	2024 Fixed Asset Additions	Accumulated Totals	Net Restricted and Unrestricted Funds
RESTRICTED						
Restricted Income and Expense						
4912 Restr / Golden Hills (DA)	120.00	-	-	-	120.00	120.00
4913 Restr / Swim Team (DA)	23,344.98	2,473.50	-	-	25,818.48	
7113 Restr / Swim Team			2,775.13		(2,775.13)	23,043.35
TOTAL Restr / Swim Team Balance	29.44				29.44	23,043.35
4914 Restr / England Field (DA)						29.44
7114 Restr / England Field						
4916 Restr/ 5K Run Special Event						
7116 Restr / 5 K Run Expense						
4917 Restr / Water Polo	21,466.79				21,466.79	
7117 Restr / Water Polo Expense						21,466.79
TOTAL Restr / Water Polo Balance						21,466.79
4926 Restr / Ferguson Park						
7126 Restr / Ferguson Park						
4935 Restr / Butler Middle School Students	300.00				300.00	
7115 Youth Memberships (BMS)						300.00
Restricted Totals:	45,261.21	2,473.50	2,775.13	-	44,959.58	44,959.58
UNRESTRICTED						
Unrestricted Income and Expense						
4911 Unrestr / Golf / Special Event	10,249.85	27,768.19			38,018.04	
7170 Unrestr / Golf Trmmt Direct Exp			15,459.42		(15,459.42)	22,558.62
4915 Unrestr / Figure Skating						
7160 Unrestr / Figure Skating		5,849.74				
4940 Unrestr / Misc. Donations	65,806.90				71,656.64	71,656.64
7165 Unrestr/IdentifiedReserve (\$10,000 TRCC)						
4950 Unrestr / Interest		1,527.95			1,527.95	1,527.95
Other Expense						
7150 Unrestr / Admin Fees Misc.			3,692.85		(3,692.85)	(3,692.85)
7151 Unrestr / Misc Sponsorships			8,129.66		(8,129.66)	(8,129.66)
7155 Unrestr / Bank Fees						
7180 Unrestr / Movie Night						
Swim Team Fixed Asset	51,723.00				51,723.00	51,723.00
Accumulated Depreciation	(11,648.30)		(5,172.30)		(16,820.60)	(16,820.60)
Depreciation Expense						
Unrestricted Totals:	116,131.45	35,145.88	22,109.63	-	118,823.10	118,823.10
Current Year-to-Date Net Profit & (Loss): \$2,390.02						
Net Restricted and Unrestricted Assets	161,392.66	37,619.38	24,884.76	-	163,782.68	163,782.68