

Cottonwood Heights Parks and Recreation Service Area

Board of Trustees

April 22, 2026

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

AGENDA

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

3:15 pm

- A. Board District Representation Reports
- B. Safety Meeting Minute-Audrey Durfee
- C. Department Head updates
- D. Department Goals
- E. Discussion of any items listed on the General Board Meeting Agenda

GENERAL BOARD MEETING

4:00 pm

GENERAL BUSINESS

- A. Welcome-Patti Hansen
- B. Pledge of Allegiance-by Invitation
- C. Review and Approval of March 25, 2026 Minutes – Patti Hansen
- D. Review and Approval of the Financial Statement for March 2026 – Lyse’ Durrant
- E. Review and Approval of Accounts Payable Selected Entries for March 2026– Audrey Durfee

INFORMATION/DISCUSSION ITEMS

- A. Public Comments
- B. Executive Director’s Report – Lyse’ Durrant
- C. Update regarding McKinstry Energy savings and possible financing options-Lyse’ Durrant
- D. Information and Discussion regarding Policy VI-Employee Code of Conduct-Lyse’ Durrant
- E. Discussion regarding future work session about budget year 2027-Lyse’ Durrant

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 and Approval of January 28, 2026 Minutes- Lyse’ Durrant
- B. Quarterly Financial Review and Accounts Payable-Lyse’ Durrant
- C. Foundation Requests-Lyse’ Durrant
- D. Charity Golf Tournament-Lyse’ Durrant

ADJOURN

The above items will be discussed at the Board meeting on April 22, 2026 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. Public comments will be limited to 3 minutes. If you would like to submit written comment, please email all comments to allie@chparksandrecut.gov. All comments received by 2:00 pm on April 22, 2026 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
Cottonwood Heights Parks and Recreation Service Area
General Board Meeting
Held at 7500 South 2700 East, CWH, UT
On the 18th day of March 2026
Pursuant of Notice**

all minutes pending until approval at the next Board Meeting

Board of Trustees Present

Patti Hansen
Jen Cottam
Dennis Magaro

Staff Present

Lyse' Durrant Audrey Durfee
Allie Brown Melissa Ruff
Andrew Davis Kevin Suchey
Jenny Soifua

A work session was held on March 18, 2026, at 3:15 p.m. During the session, Board members provided District Representation reports and reviewed the 2026 URPA Conference with staff, sharing three key takeaways each. Audrey Durfee presented the Safety Meeting Minutes, and department heads provided updates on their respective departments. Lyse' Durrant reviewed Conflict of Interest forms with the Board. The Board also discussed items listed on the general board meeting agenda.

General Board Meeting – 4pm

A. Welcome – Patti Hansen

B. Pledge of Allegiance – Melissa Ruff

C. Review and Approval of the February 25, 2026, Minutes – Patti Hansen

- After review, Mr. Magaro made a motion to approve February 25, 2026, minutes. Ms. Cottam seconded the motion. The motion carried unanimously, with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

D. Review and Approval of the Financial Statement for February 2026 – Lyse' Durrant

- After review, Ms. Cottam made a motion to approve the Financial Statement for February 2026. Mr. Magaro seconded the motion. The motion was carried unanimously with Ms. Hansen, Ms. Cottam, Mr. Magaro voting “Yes.”

E. Review and Approval of the Accounts Payable Selected Entries for February 2026 - Lyse' Durrant

- After review Ms. Cottam made a motion to approve the Accounts Payable Selected Entries for February 2026. Mr. Magaro seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

Information/Discussion Items

A. Citizen/Customer Comments

- None

B. Executive Directors Report – Lyse’ Durrant

- New Aquatic Manager was hired, Jenny Soifua
- In the process of reviewing everyone’s goals and meeting with the department heads at their 1:1. Will bring to the April Board Meeting
- Presented at City Council on the Master Plan 3.3URPA Conference March 9-12, 2026
- CH2 was held today (3/18)
- Other Business and Events
 - ZAP Applications....
 - Meeting with Jared (3/25)
 - Culture Crew Meeting (3/25)
 - McKinstry OAC Meeting 3/10/26
 - McKinstry OAC Meeting 3/24/2026
 - PTOS 3/25/2028
 - Rec and Fit coordinator Cameron has resigned his position
 - CWH Easter Egg Hunt April 4. Event starts at 10:00 with activities starting at 9:30 am
 - Reminder we are closed Easter Sunday, April 5, 2026

C. Information and Discussion regarding McKinstry Presentation and possible financing options – Lyse’ Durrant

- Ms. Durrant presented information regarding the McKinstry Presentation and possible financing options to the Board. To be brought back in Special Business.

D. Information and Discussion regarding Policy #400 Age Restrictive Activities – Lyse’ Durrant

- Ms. Durrant presented information regarding Policy #400 Age Restrictive Activities. To be brought back in Special Business.

SPECIAL BUSINESS

A. Consideration and Recommendation to approve Policy #400 Age Restrictive Activities - Resolution 2026-4 – Patti Hansen

- After review, Mr. Magaro made a motion to Approve Policy #400 Age Restrictive Activities – Resolution 2026-4. Ms. Cottam seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

**B. Consideration and Recommendation to implement the contract with McKinstry
subject to the financing agreement being executed - Resolution 2026-5 – Patti Hansen**

- After review, Ms. Cottam made a motion to implement the contract with McKinstry subject to the financing agreement being executed – Resolution 2026-5. Mr. Magaro seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam and Mr. Magaro voting “Yes.”

Adjourned @ 4:23pm

The next meeting of the Board will be held on April 22, 2026 @ 4pm

Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
March 2026

Ordinary Income/Expense	Mar 26	Budget	% of Budget	Jan - Mar 26	YTD Budget	% of Budget	Annual Budget
Income							
4000 · MEMBERSHIPS	69,775.91	65,000.00	107.35%	215,353.65	215,000.00	100.16%	830,000.00
4010 · SILVER SNEAKERS	17,176.50	8,000.00	214.71%	34,547.50	25,000.00	138.19%	104,000.00
4100 · ARENA ADMISSIONS	11,534.42	10,000.00	115.34%	60,474.30	54,000.00	111.99%	120,000.00
4120 · LTS GROUP SKATE LESSONS	9,561.20	8,000.00	119.52%	20,147.18	19,000.00	106.04%	65,000.00
4130 · BMS SKATE LESSONS	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
4140 · FREESTYLE	13,801.38	12,000.00	115.01%	36,899.87	33,500.00	110.15%	117,000.00
4150 · PRIVATE ARENA RENTAL	24,325.52	23,000.00	105.76%	79,776.89	69,000.00	115.62%	225,000.00
4160 · PRIVATE SKATE LESSONS	1,230.00	1,200.00	102.5%	3,089.00	3,600.00	85.81%	14,000.00
4200 · POOL ADMISSIONS	7,622.99	6,000.00	127.05%	23,247.38	18,000.00	129.15%	332,783.00
4210 · PUBLIC SWIM LESSONS	10,560.00	8,000.00	132.0%	18,740.33	16,000.00	117.13%	100,000.00
4220 · PRIVATE SWIM LESSONS	522.00	537.00	97.21%	1,532.00	1,524.00	100.53%	6,875.00
4230 · Water Fitness	142.00	325.00	43.69%	354.00	975.00	36.31%	5,000.00
4240 · SPECIALTY CLASSES	84.00	360.00	23.33%	328.00	760.00	43.16%	3,500.00
4250 · TEAM DUES	0.00	250.00	0.0%	0.00	250.00	0.0%	500.00
4255 · TEAM UNIFY INCOME	38,152.04	52,000.00	73.37%	48,023.11	60,500.00	79.38%	250,000.00
4260 · TEAM MEET FEES	12.00	0.00	100.0%	36.00	2,500.00	1.44%	10,000.00
4275 · INVITATIONAL	3,325.00	0.00	100.0%	3,325.00	0.00	100.0%	35,000.00
4280 · PRE-COMP	3,677.00	1,500.00	245.13%	8,410.00	4,250.00	197.88%	24,000.00
4290 · WATER POLO	3.75	0.00	100.0%	3.75	0.00	100.0%	7,000.00
4300 · TRACK ADMISSIONS	22.32	125.00	17.86%	250.19	375.00	66.72%	1,000.00
4310 · GYM ADMISSIONS	635.43	1,000.00	63.54%	3,710.19	3,000.00	123.67%	10,000.00
4320 · GYM RENTAL	0.00	1,100.00	0.0%	-125.00	3,200.00	-3.91%	14,500.00
4400 · RB COURT FEES	1,464.66	1,500.00	97.64%	6,098.94	5,200.00	117.29%	15,000.00
4500 · LOCKERS	410.00	850.00	48.24%	2,287.00	2,550.00	89.69%	9,000.00
4600 · Land Fitness	3,366.50	2,800.00	120.23%	9,036.40	8,400.00	107.58%	32,000.00
4605 · Fitness Camps	140.00	0.00	100.0%	3,628.00	2,000.00	181.4%	4,000.00
4610 · ROOM RENTAL	5,597.50	2,200.00	254.43%	17,946.75	6,600.00	271.92%	25,000.00
4630 · PERSONAL TRAINERS	614.00	500.00	122.8%	1,672.00	1,500.00	111.47%	5,500.00
4640 · WEIGHT ROOM	6,550.01	4,500.00	145.56%	20,285.66	15,500.00	130.88%	55,000.00
4660 · ADVERTISING	0.00	0.00	0.0%	50.00	0.00	100.0%	750.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
March 2026**

	Mar 26	Budget	% of Budget	Jan - Mar 26	YTD Budget	% of Budget	Annual Budget
4700 · NURSERY	948.50	500.00	189.7%	2,553.50	1,500.00	170.23%	7,000.00
4710 · SNACK BAR	0.00	0.00	0.0%	0.00	0.00	0.0%	13,500.00
4720 · VENDING	881.55	1,000.00	88.16%	3,898.74	3,000.00	129.96%	15,000.00
4730 · PRO SHOP	159.16	300.00	53.05%	758.54	600.00	126.42%	4,000.00
4735 · POSTAGE/COPIES	0.74	0.00	100.0%	1.49	0.00	100.0%	30.00
4740 · CANYON'S SCHOOL DISTRICT	0.00	0.00	0.0%	0.00	0.00	0.0%	219,748.00
4760 · REBATES	0.00	2,500.00	0.0%	3,232.82	2,500.00	129.31%	4,000.00
4800 · PAVILION	1,100.00	900.00	122.22%	2,510.00	1,950.00	128.72%	23,000.00
4810 · FIELD FEES	0.00	0.00	0.0%	0.00	0.00	0.0%	42,000.00
4820 · TENNIS	-210.00	0.00	100.0%	860.00	0.00	100.0%	23,000.00
4821 · PICKLEBALL TOURNAMENT ENTRY	0.00	0.00	0.0%	0.00	0.00	0.0%	5,500.00
4823 · OUTDOOR COURT RESERVATIONS	590.00	600.00	98.33%	1,480.00	1,600.00	92.5%	6,000.00
4830 · ADMIN FEES	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
4840 · Processing fees	4,149.20	3,500.00	118.55%	12,946.25	11,500.00	112.58%	50,000.00
4910 · FOUNDATION / DONATIONS	1,000.00			1,000.00			
4916 · 5-K RACE INCOME	25.00	0.00	100.0%	35.00	0.00	100.0%	67,500.00
4918 · COTTONWOOD HEIGHTS CITY HOSTING	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
4920 · PROPERTY TAX REVENUE	42,772.53	24,300.00	176.02%	81,411.52	57,300.00	142.08%	2,937,000.00
4921 · FEE IN LIEU, ETC.	0.00	20,000.00	0.0%	15,203.19	40,000.00	38.01%	170,000.00
4930 · INTEREST INCOME	0.00	3,500.00	0.0%	10,715.28	10,000.00	107.15%	37,500.00
4965 · CWH CITY MNTNC CONTRACT	20,816.08	20,816.00	100.0%	62,448.24	62,448.00	100.0%	321,813.00
4972 · KIDS SPORTS CAMP INCOME	0.00	0.00	0.0%	0.00	0.00	0.0%	58,000.00
4973 · FLAG FOOTBALL INCOME	1,880.00	5,000.00	37.6%	21,590.00	20,000.00	107.95%	40,000.00
4974 · JR. JAZZ	0.00	0.00	0.0%	0.00	0.00	0.0%	40,000.00
4975 · CWH YOUTH SOCCER	3,800.00	0.00	100.0%	51,617.01	55,000.00	93.85%	92,000.00
5810 · INTEREST INCOME BOND	0.00			3,777.02			
Total Income	308,218.89	293,663.00	104.96%	895,166.69	839,582.00	106.62%	6,615,499.00
Gross Profit	308,218.89	293,663.00	104.96%	895,166.69	839,582.00	106.62%	6,615,499.00
Expense							
5000 · ADMIN/BENEFITED EMPLOYEES	38,607.59	39,742.00	97.15%	136,493.50	147,211.00	92.72%	599,129.00
5001 · ADMIN FICA,WC,S,V	3,197.49	5,040.00	63.44%	11,275.51	15,126.00	74.54%	66,222.00
5010 · WAGES/MANAGER ON DUTY	5,324.46	4,900.00	108.66%	15,900.98	14,900.00	106.72%	65,000.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
March 2026**

	Mar 26	Budget	% of Budget	Jan - Mar 26	YTD Budget	% of Budget	Annual Budget
5020 · WAGES/NURSERY	2,517.41	2,800.00	89.91%	7,457.91	8,300.00	89.85%	35,050.00
5040 · WAGES/CSR	17,119.66	16,500.00	103.76%	49,924.73	48,800.00	102.31%	215,000.00
5041 · ADMIN WAGES/FICA,WRKCOMP	2,024.73	2,662.00	76.06%	5,959.01	7,997.00	74.52%	34,656.00
5100 · SALARIES/AQUATICS	15,254.87	20,336.00	75.01%	61,604.77	61,008.00	100.98%	266,716.00
5101 · AQUATICS, SALARY,FICA,WRKCOMP	1,323.21	2,238.00	59.13%	5,248.10	6,712.00	78.19%	29,339.00
5110 · WAGES/SWIM INSTRUCTORS	4,127.15	4,250.00	97.11%	10,053.39	9,500.00	105.83%	66,500.00
5120 · WAGES/SPECIALTY CLASSES	532.09	75.00	709.45%	532.09	150.00	354.73%	2,500.00
5130 · WAGES/LIFEGUARDS	22,367.50	19,636.00	113.91%	67,161.04	61,686.00	108.88%	450,000.00
5140 · Wages/Water Fitness Instructors	1,408.75	2,000.00	70.44%	4,022.25	5,800.00	69.35%	27,000.00
5141 · WAGES/AQUATICS/FICA,WRKCOMP	2,436.41	2,828.00	86.15%	6,479.36	7,826.00	82.79%	60,060.00
5160 · WAGES/SWIM TEAM	6,444.21	5,499.00	117.19%	15,262.86	14,665.00	104.08%	55,000.00
5161 · SWIM TEAM WAGES/FICA,WRKCOMP	531.64	605.00	87.87%	1,297.35	1,614.00	80.38%	6,050.00
5200 · SALARIES/PROGRAMS	14,787.81	14,782.00	100.04%	44,364.31	44,346.00	100.04%	191,100.00
5201 · SALARIES/PROGRAMS,FICA,WC,S,V	1,247.93	1,626.00	76.75%	3,791.40	4,879.00	77.71%	21,118.00
5210 · Wages/Land Fitness	10,581.59	8,200.00	129.04%	28,837.26	24,600.00	117.23%	105,000.00
5240 · WAGES/SKATE GUARDS	6,922.04	7,500.00	92.29%	22,246.86	23,500.00	94.67%	78,500.00
5250 · WAGES/LTS INSTRUCTORS	4,112.48	3,500.00	117.5%	8,863.65	8,500.00	104.28%	25,750.00
5260 · WAGES/SUPER SPORT	0.00	0.00	0.0%	0.00	0.00	0.0%	42,540.00
5264 · WAGES/YOUTH SOCCER	34.69	0.00	100.0%	34.69	0.00	100.0%	7,500.00
5266 · WAGES/FLAG FOOTBALL	0.00	0.00	0.0%	97.17	0.00	100.0%	7,000.00
5268 · WAGES/JUNIOR JAZZ	496.57	0.00	100.0%	2,504.46	5,300.00	47.25%	8,000.00
5270 · WAGES/TENNIS INSTRUCTORS	47.67	250.00	19.07%	353.85	750.00	47.18%	9,250.00
5271 · WAGES/ARENA,FICA,WC,S,V	1,651.28	2,140.00	77.16%	4,560.85	6,892.00	66.18%	30,608.00
5300 · SALARIES/OPERATIONS	21,494.21	21,480.00	100.07%	64,863.36	64,441.00	100.66%	283,913.00
5301 · SALARIES/OPER,FICA,WC,S,V	1,938.26	2,363.00	82.03%	5,902.07	7,089.00	83.26%	31,230.00
5310 · WAGES/OPERATIONS	3,655.47	3,602.00	101.48%	10,114.36	10,411.00	97.15%	50,565.00
5311 · WAGES/OPER,FICA,WC,S,V	338.53	396.00	85.49%	955.93	1,147.00	83.34%	5,562.00
5400 · SALARIES/GROUNDS	27,031.61	28,364.00	95.3%	77,769.42	82,958.00	93.75%	352,983.00
5401 · SALARY/GOUNDS,FICA,WC,S,V	2,361.05	3,120.00	75.68%	6,896.39	9,125.00	75.58%	38,828.00
5410 · WAGES/GROUNDS	1,066.73	1,750.00	60.96%	2,859.45	3,750.00	76.25%	58,750.00
5411 · WAGES/GROUNDS,FICA,WC,S,V	180.49	196.00	92.09%	509.24	413.00	123.3%	6,463.00
5500 · SALARIES/VISUAL MAINTENANCE	11,240.77	11,182.00	100.53%	33,730.06	33,547.00	100.55%	147,526.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
March 2026**

	Mar 26	Budget	% of Budget	Jan - Mar 26	YTD Budget	% of Budget	Annual Budget
5501 · SALARIES/VM,FICA,WC,S,V	977.11	1,230.00	79.44%	2,965.48	3,690.00	80.37%	16,228.00
5510 · WAGES,VISUAL MNTNC	4,020.88	3,538.00	113.65%	11,625.25	10,614.00	109.53%	46,000.00
5511 · WAGES,VISUAL MNTNC,FICA,WC,S,V	386.22	389.00	99.29%	1,132.38	1,167.00	97.03%	5,060.00
6000 · UT STATE RETIREMENT	20,901.57	22,495.00	92.92%	64,636.35	67,485.00	95.78%	290,974.00
6010 · HEALTH INS,DISABILITY	26,285.52	30,000.00	87.62%	81,257.29	90,000.00	90.29%	367,000.00
6030 · BOARD FEES	3,450.39	4,000.00	86.26%	6,492.98	10,000.00	64.93%	27,500.00
6040 · TRAVEL	4,189.89	7,500.00	55.87%	4,189.89	8,500.00	49.29%	18,000.00
6050 · TRAINING/WORKSHOPS	390.00	2,500.00	15.6%	1,206.20	5,500.00	21.93%	17,100.00
6560 · PAYROLL EXPENSES	-25.00			-70.00			
7000 · ADVERTISING, ADMIN	235.32			235.32			
7001 · MARKETING	72.54	500.00	14.51%	1,363.40	2,000.00	68.17%	12,500.00
7010 · AUDITING	0.00	500.00	0.0%	0.00	500.00	0.0%	20,500.00
7020 · CONSULTING	634.94	2,500.00	25.4%	3,597.44	3,500.00	102.78%	50,000.00
7040 · DUES & SUBSCRIPTIONS	26,047.87	9,200.00	283.13%	45,551.52	25,125.00	181.3%	99,750.00
7050 · PROPERTY INSURANCE	0.00	0.00	0.0%	0.00	750.00	0.0%	125,000.00
7060 · LEGAL/CONSULTING,ADVERTISING	225.00	500.00	45.0%	3,465.00	3,000.00	115.5%	9,000.00
7065 · CWH CITY CONTRACT EXP	6,068.48	4,000.00	151.71%	11,829.11	8,000.00	147.86%	62,021.00
7130 · BANK/CREDIT CARD SRVC CHARGES	14,673.56	13,500.00	108.69%	54,594.15	45,500.00	119.99%	200,000.00
7140 · OVER/SHORT	-12.69			-66.77			
7200 · SWIM TEAM REIMBURSABLES	10,157.76	7,000.00	145.11%	15,682.76	15,000.00	104.55%	56,000.00
7215 · INVITATIONAL EXP	334.89	0.00	100.0%	334.89	0.00	100.0%	20,000.00
7220 · SWIM TEAM EXPENSE	672.28	3,500.00	19.21%	1,531.17	5,500.00	27.84%	20,700.00
7221 · TEAM UNIFY EXPENSES	0.00	1,500.00	0.0%	0.00	1,500.00	0.0%	2,000.00
7230 · WATER POLO EXP	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
7540 · TELEPHONE EXP	2,108.60	2,500.00	84.34%	6,634.03	9,500.00	69.83%	28,000.00
7550 · UTILITIES/GAS	12,212.72	27,000.00	45.23%	35,373.36	58,000.00	60.99%	250,000.00
7551 · UTILITIES/ELECTRICITY	22,523.08	19,000.00	118.54%	67,214.49	64,000.00	105.02%	280,000.00
7552 · UTILITIES/SEWER	4,896.00	4,225.00	115.88%	4,938.36	4,625.00	106.78%	18,000.00
7553 · UTILITIES/WATER	3,598.64	10,000.00	35.99%	3,641.00	10,500.00	34.68%	60,000.00
7561 · UTILITIES/GROUNDS/ELECT	837.97	650.00	128.92%	2,989.31	2,850.00	104.89%	8,000.00
7562 · UTILITIES/GROUNDS,WATER	3,149.21	7,000.00	44.99%	4,729.43	9,000.00	52.55%	110,000.00
7563 · UTILITIES/GROUNDS,SEWER-GARBAGE	1,390.78	2,500.00	55.63%	3,117.33	6,600.00	47.23%	36,000.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
March 2026**

	Mar 26	Budget	% of Budget	Jan - Mar 26	YTD Budget	% of Budget	Annual Budget
7700 · AUTO EXP	1,681.28	3,235.00	51.97%	3,229.81	9,540.00	33.86%	22,450.00
8000 · REP & MNTNC ADMIN	0.00	1,000.00	0.0%	944.86	2,750.00	34.36%	15,000.00
8010 · REP & MNTNC/POOLS	4,075.60	5,000.00	81.51%	8,008.36	14,000.00	57.2%	60,000.00
8020 · REP & MNTNC/ARENA	2,228.74	7,000.00	31.84%	10,956.21	15,000.00	73.04%	40,000.00
8030 · REP & MNTNC/GYM,WT RMS	970.97	1,000.00	97.1%	2,134.22	4,000.00	53.36%	12,000.00
8036 · REP & MNTNC/TENNIS	0.00	250.00	0.0%	0.00	250.00	0.0%	1,000.00
8040 · REP & MNTNC/SNACK BAR	102.00	100.00	102.0%	306.00	300.00	102.0%	2,500.00
8050 · REP & MNTC OP	4,340.11	8,500.00	51.06%	19,649.17	28,500.00	68.94%	80,000.00
8055 · REP & MNTC GROUNDS	4,061.39	10,000.00	40.61%	6,472.05	18,000.00	35.96%	80,000.00
8100 · PRO SHOP/COST OF GOODS	0.00	400.00	0.0%	278.00	800.00	34.75%	4,000.00
8130 · UNIFORMS EXPENSE	0.00	500.00	0.0%	1,848.07	6,500.00	28.43%	17,000.00
8140 · UNIFORMS AQUATICS	-66.00	4,000.00	-1.65%	-81.00	5,000.00	-1.62%	10,000.00
8500 · SUNDRIES	1,117.69	600.00	186.28%	3,551.42	1,835.00	193.54%	17,300.00
9000 · SUPPLIES/ADMIN	1,062.19	7,500.00	14.16%	10,039.29	20,000.00	50.2%	40,000.00
9010 · SUPPLIES/OFFICE POSTAGE	991.99	500.00	198.4%	991.99	1,500.00	66.13%	5,000.00
9020 · SUPPLIES/COMPUTER	1,411.49	3,500.00	40.33%	7,247.04	10,500.00	69.02%	38,000.00
9040 · SUPPLIES/NURSERY	46.87	105.00	44.64%	240.29	310.00	77.51%	1,250.00
9050 · SUPPLIES/POOL	704.87	2,000.00	35.24%	1,054.77	4,500.00	23.44%	15,000.00
9055 · SUPPLIES/POOL(OPERATING)	8,000.49	11,000.00	72.73%	17,586.46	25,000.00	70.35%	150,000.00
9060 · SUPPLIES/AQUACISE	0.00	500.00	0.0%	0.00	650.00	0.0%	1,500.00
9070 · SUPPLIES/SPECIALTY CLASSES	480.00	1,000.00	48.0%	1,023.93	3,150.00	32.51%	8,000.00
9080 · SUPPLIES/PROGRAMS	152.30	250.00	60.92%	434.31	1,250.00	34.75%	3,250.00
9081 · SUPPLIES/LTS	100.47	100.00	100.47%	726.05	300.00	242.02%	800.00
9085 · SUPPLIES/ARENA	9.99	150.00	6.66%	107.91	450.00	23.98%	5,481.00
9090 · Supplies/Land Fitness	239.51	300.00	79.84%	2,645.23	3,300.00	80.16%	6,000.00
9091 · SUPPLIES/SILVER SNEAKERS	0.00	0.00	0.0%	0.00	350.00	0.0%	500.00
9092 · Supplies/Fitness Camp	78.31	250.00	31.32%	78.31	500.00	15.66%	1,000.00
9110 · SUPPLIES/WEIGHT ROOM	209.99	450.00	46.66%	1,073.82	1,350.00	79.54%	5,250.00
9115 · SUPPLIES/GYM	0.00	125.00	0.0%	20.47	375.00	5.46%	1,500.00
9116 · SUPPLIES/TENNIS	0.00	0.00	0.0%	0.00	0.00	0.0%	1,300.00
9120 · SUPPLIES/OPERATIONS	0.00	0.00	0.0%	0.00	500.00	0.0%	4,000.00
9130 · SUPPLIES/GROUNDS	867.28	1,000.00	86.73%	1,364.11	2,500.00	54.56%	10,460.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
March 2026**

	Mar 26	Budget	% of Budget	Jan - Mar 26	YTD Budget	% of Budget	Annual Budget
9131 · FIELD COSTS	4,063.17	2,053.00	197.91%	4,229.57	4,053.00	104.36%	13,053.00
9140 · SUPPLIES/VM,CLEANING	1,907.83	2,254.00	84.64%	5,042.86	6,768.00	74.51%	29,242.00
9150 · SUPPLIES/VM PAPER	0.00	1,597.00	0.0%	1,910.60	4,847.00	39.42%	21,392.00
9200 · SMALL EQUIP	0.00	5,000.00	0.0%	2,184.19	11,000.00	19.86%	24,480.00
9210 · THANKSGIVING 5K RACE EXPENSE	0.00	0.00	0.0%	0.00	0.00	0.0%	38,000.00
9212 · Pickleball Tournaments	0.00	0.00	0.0%	0.00	0.00	0.0%	3,550.00
9222 · KIDS SPORTS CAMP EXPENSE	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	2,000.00
9224 · FLAG FOOTBALL EXPENSE	10,570.00	13,000.00	81.31%	10,756.26	13,000.00	82.74%	22,000.00
9225 · JR. JAZZ EXPENSE	0.00	9,000.00	0.0%	8,779.00	10,000.00	87.79%	26,000.00
9226 · CWH Youth Soccer expense	37.96	1,500.00	2.53%	37.96	1,500.00	2.53%	38,000.00
Total Expense	452,256.37	532,508.00	84.93%	1,292,990.34	1,450,477.00	89.14%	6,615,499.00
Net Ordinary Income	-144,037.48	-238,845.00	60.31%	-397,823.65	-610,895.00	65.12%	0.00
Other Income/Expense							
Other Expense							
9300 · CAPITAL EQUIPMENT/IMPROVEMENTS	0.00	0.00	0.0%	49,278.00	20,000.00	246.39%	125,000.00
9301 · CAPITAL & OPERATING LEASES	0.00	0.00	0.0%	27,681.40	27,687.00	99.98%	137,018.00
Total Other Expense	0.00	0.00	0.0%	76,959.40	47,687.00	161.38%	262,018.00
Net Other Income	0.00	0.00	0.0%	-76,959.40	-47,687.00	161.38%	-262,018.00
Net Income	-144,037.48	-238,845.00	60.31%	-474,783.05	-658,582.00	72.09%	-262,018.00

Cottonwood Heights Parks and Recreation
Bill Payment Register
As of March 31, 2026

Type	Date	Num	Name	Memo	Amount
1016 - GENERAL CHECKING					
Bill Pmt -Check	03/05/2026	ACH	Citi Cards		-14,209.43
Bill Pmt -Check	03/05/2026	66733	ETHERINGTON, TODD (...)	PER DIEM BOISE	-977.00
Bill Pmt -Check	03/05/2026	66734	UTAH SWIMMING	MEET FEES	-2,474.00
Bill Pmt -Check	03/05/2026	66735	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	03/05/2026	66736	BLOMQUIST HALE CON...		-385.00
Bill Pmt -Check	03/05/2026	66737	BROWER, KATERYNA	REFUND FOOTBALL	-75.00
Bill Pmt -Check	03/05/2026	66738	BROWN, ALEXANDRIA	URPA PER DIEM	-607.00
Bill Pmt -Check	03/05/2026	66739	COTTAM, JENNIFER	URPA PER DIEM	-607.00
Bill Pmt -Check	03/05/2026	66740	DAVIS, ANDREW	URPA PER DIEM	-607.00
Bill Pmt -Check	03/05/2026	66741	DOTY, LUKE	REFUND MEMBERSHIP	-235.32
Bill Pmt -Check	03/05/2026	66742	Dudley, Lorie	CPA	-2,962.50
Bill Pmt -Check	03/05/2026	66743	DURFEE, AUDREY.	URPA PER DIEM	-66.45
Bill Pmt -Check	03/05/2026	66744	DURRANT, LYSE	URPA PER DIEM	-389.50
Bill Pmt -Check	03/05/2026	66745	DURRANT, MADIE	URPA PER DIEM	-607.00
Bill Pmt -Check	03/05/2026	66746	ELMER, TIRSA .	REFUND PICKLEBALL	-30.00
Bill Pmt -Check	03/05/2026	66747	ETHERINGTON, TODD (...)	PER DIEM SECTIONALS	-977.00
Bill Pmt -Check	03/05/2026	66748	HANSEN, PATTI	URPA PER DIEM	-607.00
Bill Pmt -Check	03/05/2026	66749	KATZENBACH, MARCI	REFUND PICKLEBALL	-30.00
Bill Pmt -Check	03/05/2026	66750	KUEHN, JENNIFER	VOID: REFUND SKATE LESSON...	0.00
Bill Pmt -Check	03/05/2026	66751	LEE, BONNIE	URPA PER DIEM	-577.00
Bill Pmt -Check	03/05/2026	66752	MALMSTROM, RANDY	REFUND MEMBERSHIP	-143.91
Bill Pmt -Check	03/05/2026	66753	MINE & INDUSTRIAL EQ...	OPS	-578.00
Bill Pmt -Check	03/05/2026	66754	MOUNTAINLAND SUPPLY	OPS AND PARKS	-462.17
Bill Pmt -Check	03/05/2026	66755	PUBLIC EMPLOYEE HE...		-518.99
Bill Pmt -Check	03/05/2026	66756	ROCKY MOUNTAIN PO...		-24,035.44
Bill Pmt -Check	03/05/2026	66757	SAFETY-KLEEN	OPS	-1,714.77
Bill Pmt -Check	03/05/2026	66758	SUMMIT ENERGY		-8,055.02
Bill Pmt -Check	03/05/2026	66759	SWIM LAKE CITY	BEEHIVE FINALE MEET FEE	-868.00
Bill Pmt -Check	03/05/2026	66760	TURF EQUIPMENT	PARKS	-2,861.24
Bill Pmt -Check	03/05/2026	66761	UTAH SWIMMING	SANCTION FEE	-100.00
Bill Pmt -Check	03/05/2026	66762	VANDAL AQUATIC CLUB	SECTIONAL MEET FEE	-1,468.50
Bill Pmt -Check	03/05/2026	66763	WASTE MANAGEMENT		-3,021.77
Bill Pmt -Check	03/05/2026	66764	ZION ENGINEERING	OPS	-1,149.31
Bill Pmt -Check	03/06/2026	ACH	UTAH STATE RETIREM...		-12,889.08
Bill Pmt -Check	03/12/2026	66765	ALLEN, GARY	REFUND PICKLEBALL	-30.00
Bill Pmt -Check	03/12/2026	66766	BIG O TIRES	FACILITIES TRUCK	-65.00
Bill Pmt -Check	03/12/2026	66767	BRADY INDUSTRIES INC.	VM	-1,515.24
Bill Pmt -Check	03/12/2026	66768	ENBRIDGE		-4,157.70
Bill Pmt -Check	03/12/2026	66769	GRAINGER	OPS	-42.41
Bill Pmt -Check	03/12/2026	66770	HERRSCHER, STEVE	REFUND ROOM RENTAL	-75.00
Bill Pmt -Check	03/12/2026	66771	JEPPESEN, MELISSA	REFUND PICKLEBALL	-30.00
Bill Pmt -Check	03/12/2026	66772	JOHNSON, STEPHANIE	REFUND MEMBERSHIP	-283.25
Bill Pmt -Check	03/12/2026	66773	KENNEDY, JULIE	CHAT REIMBURSEMENT	-119.08
Bill Pmt -Check	03/12/2026	66774	NEWMAN, COREY	REFUND PICKLEBALL	-30.00
Bill Pmt -Check	03/12/2026	66775	NORDFELT, LAURA	REFUND PICKLEBALL	-60.00
Bill Pmt -Check	03/12/2026	66776	PACIFIC WATER INC.	2173	-50.00
Bill Pmt -Check	03/12/2026	66777	PITTSBURGH PAINTS CO.	FIELD PAND	-3,249.72
Bill Pmt -Check	03/12/2026	66778	RAWSTONE, JILL	REFUND PICKLEBALL	-30.00

Cottonwood Heights Parks and Recreation
Bill Payment Register
 As of March 31, 2026

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	03/12/2026	66779	RICHARDS LABORATO...		-150.00
Bill Pmt -Check	03/12/2026	66780	SALT LAKE CITY CORP...		-6,709.28
Bill Pmt -Check	03/12/2026	66781	STRUCTURE COMPUTE...		-1,387.50
Bill Pmt -Check	03/12/2026	66782	THORUP, BAILEY	REFUND SKATE LESSONS	-42.00
Bill Pmt -Check	03/12/2026	66783	WATER STAR USA	100-8481511-001	-16.64
Bill Pmt -Check	03/19/2026	66784	ADVANCED FITNESS R...	PROGRAMS	-185.00
Bill Pmt -Check	03/19/2026	66785	AMERIGAS SALT LAKE ...	OPS	-904.55
Bill Pmt -Check	03/19/2026	66786	ANDERSON, DONNA	REFUND FLAG FOOTBALL	-65.00
Bill Pmt -Check	03/19/2026	66787	CEM AQUATICS	OPS	-2,052.90
Bill Pmt -Check	03/19/2026	66788	COMCAST		-629.56
Bill Pmt -Check	03/19/2026	66789	COTTONWOOD IMPRO...		-4,896.00
Bill Pmt -Check	03/19/2026	66790	CUSTOM WATER TECH...		-520.00
Bill Pmt -Check	03/19/2026	66791	ECONO.PEST	PEST SPRAY	-102.00
Bill Pmt -Check	03/19/2026	66792	EWING IRRIGATION	IRRIGATION PARTS	-222.03
Bill Pmt -Check	03/19/2026	66793	FABIAN VANCOTT	LEGAL	-225.00
Bill Pmt -Check	03/19/2026	66794	GILSON, JEN	REFUND DUCKY DROP	-61.80
Bill Pmt -Check	03/19/2026	66795	HANSEN, PATTI	REIMBURSEMENT FOR URPA H...	-471.48
Bill Pmt -Check	03/19/2026	66796	INTERMOUNTAIN SOFT ...		-55.00
Bill Pmt -Check	03/19/2026	66797	LEE, SARAH	REFUND DUCKY DROP	-46.35
Bill Pmt -Check	03/19/2026	66798	MOUNTAINLAND SUPPLY	PARKS/OPS	-654.96
Bill Pmt -Check	03/19/2026	66799	NORCO		-3,560.09
Bill Pmt -Check	03/19/2026	66800	PARK, HYESEON	REFUND SWIM LESSONS	-51.00
Bill Pmt -Check	03/19/2026	66801	PATTERSON, HOLLY	REFUND SOCCER	-90.00
Bill Pmt -Check	03/19/2026	66802	ROUSE, MADELINE	REFUND DUCKY DROP	-20.60
Bill Pmt -Check	03/19/2026	66803	SAWTOOTH AQUATIC C...	MEET FEES	-1,335.00
Bill Pmt -Check	03/19/2026	66804	STAT MEDICAL	FIRST AID KITS	-306.00
Bill Pmt -Check	03/19/2026	66805	SUPERIOR LOCKSMITH	PARKS AND FACILITY LOCK MA...	-570.00
Bill Pmt -Check	03/19/2026	66806	SWIM LAKE CITY	ADDITIONAL MEET FEES	-80.00
Bill Pmt -Check	03/19/2026	66807	UNIVERSAL GRINDING ...	ARENA	-96.00
Bill Pmt -Check	03/19/2026	66808	VOSS, CHELSEY	REFUND DUCKY DROP	-20.00
Bill Pmt -Check	03/19/2026	66809	ZAMBONI	UTS01 ARENA	-636.63
Bill Pmt -Check	03/19/2026	66810	ZION ENGINEERING	OPS	-3,219.76
Bill Pmt -Check	03/26/2026	ACH	PITNEY BOWES	postage	-991.99
Bill Pmt -Check	03/26/2026	ACH	Utah State Tax Commissi...	FEBRUARY 2026 SALES TAX	-6,180.45
Bill Pmt -Check	03/26/2026	ACH	UTAH LOCAL GOVERN...	Workers Comp	-1,980.70
Bill Pmt -Check	03/26/2026	66811	FEILOAKI, MEGHAN	REFUND SKATE LESSONS	-120.00
Bill Pmt -Check	03/26/2026	66812	FUEL NETWORK	Parks Fuel	-234.94
Bill Pmt -Check	03/26/2026	66813	MOUNTAINLAND SUPPLY	Parks and Ops	-339.04
Bill Pmt -Check	03/26/2026	66814	PUBLIC EMPLOYEE HE...	Life Ins.	-518.99
Bill Pmt -Check	03/26/2026	66815	PUBLIC EMPLOYEES H...	Health Ins.	-29,961.78
Bill Pmt -Check	03/26/2026	66816	SAFETY-KLEEN	OPS	-1,364.00
Bill Pmt -Check	03/26/2026	66817	SALT LAKE CITY CORP...		-38.57
Bill Pmt -Check	03/26/2026	66818	VCBO ARCHITECTURE	MASTERPLAN FINAL	-634.94
Bill Pmt -Check	03/26/2026	66819	VOS, ASAF	REFUND CHAT DUES	-166.50

3:08 PM

04/13/26

Accrual Basis

Cottonwood Heights Parks and Recreation
Bill Payment Register
As of March 31, 2026

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	03/26/2026	66820	ZION ENGINEERING	OPS	-793.50
Bill Pmt -Check	03/26/2026	ACH	PUBLIC EMPLOYEES H...	FLEX REIMBURSEMENT 2/26	-581.52
Total 1016 · GENERAL CHECKING					-167,364.97
TOTAL					<u>-167,364.97</u>

EXECUTIVE DIRECTOR UPDATES

APRIL 2026

- New Ice Coordinator was hired, Kelli Gotberg
- New Fitness Coordinator, Chrisanthi Hatzantonis
- New Part Time Recreation Coordinator
- CH2
- Other Business and Events
 - ZAP Applications should open this week and close sometime in May
 - Meeting with Jared (3/25)
 - Culture Crew Meeting (3/25)
 - McKinstry OAC Meeting (4/7/26 & 4/21/26)
 - PTOS (3/25/26 & 4/22/26)
 - Successful Easter Egg Hunt
 - Possible change to Monster Mash
 - Women in Leadership Conference (4/23/26)
 - Golf Tournament Meeting (4/28/26)
 - Fox 13 @ the pool and Fox 13 @ the Park

SECTION VI: EMPLOYEE CODE OF CONDUCT

1. **PROFESSIONALISM.** Cottonwood Heights Parks and Recreation Service Area is a professional association whose purpose, among others, is to provide exceptional facilities, parks and professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. Employees are required to efficiently carry out the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining respectful interpersonal relationships with their coworkers, supervisors, the public, and public officials. Employee involvement in any type of unlawful discriminatory behavior, harassment or victimization is strictly prohibited.
2. **PRIVILEGED INFORMATION.** Cottonwood Heights Parks and Recreation Service Area employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which, could be affected by any Cottonwood Heights Parks and Recreation Service Area plan or activity, this situation must be reported to the Executive Director immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released as defined in the Government Records Access and Management Act.
3. **CONFIDENTIALITY.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
4. **GIFTS AND GRATUITIES.** Cottonwood Heights Parks and Recreation Service Area employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with Cottonwood Heights Parks and Recreation Service Area, or from any person within or outside Cottonwood Heights Parks and Recreation Service Area employment whose interests may be affected by the employees' performance or nonperformance of official duties. Cottonwood Heights Parks and Recreation Service Area employees will not accept gifts, services or gratuities except under circumstances allowed by the "Public Officers' and Employees' Ethics Act", Utah Code 67-16-1. Employees will also abide by Utah state law "Receiving and Soliciting a Bribe by a Public a Servant", Utah Codes 76-8-105.
5. **CONFLICT OF INTEREST.** Cottonwood Heights Parks and Recreation Service Area employees are prohibited from using or attempting to use their official positions to substantially further their personal economic interest or to secure special privileges or exemptions for themselves or others.

A. An employee who is an officer, Executive Director, employee or an owner with substantial interest in any business entity which may be involved in any transaction with Cottonwood Heights Parks and Recreation Service Area shall disclose in a sworn written statement any such position held and the precise nature and value of the employees interest.

(1) An Employees sworn statement will be provided to Cottonwood Heights Parks and Recreation Service Area and be filed with the Executive Director, or designee. A statement is not required where the total value of the interest does not exceed \$2,000.

(2) The sworn statement will be reviewed by the Executive Director, or designee to determine if the relationship will create a substantial conflict of interest between the employee's private interest and the public duties which violates Utah law. If this sworn statement is determined questionable, the Executive Director may refer such statement to the Board of Trustees for further review.

(3) This disclosed statement is public information and shall be available for examination by the public.

B. Employees shall recuse themselves from any discussion that involves any business entity in which they are officers, directors, employees, or own a substantial interest.

6. ATTENDANCE. Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify their supervisor prior to the scheduled work time. If the employee is ill or has an emergency, they should notify their supervisor or the manager in charge as soon as possible on each day of absence. An employee is expected to work their scheduled shift. Any sharing or splitting of shifts is prohibited unless pre-approved by the department head.

7. APPEARANCE. Cottonwood Heights Parks and Recreation Service Area reserves the right to expect its employees to present a favorable impression while working or during any contact with the public. Employees are expected to dress in modest, casual work attire which is considered appropriate for the duties and responsibilities they are performing. Employees are also expected to maintain a neat and clean personal appearance.

A. For the purpose of this policy, "casual work attire" refers to a dress code that is a more relaxed style, yet still maintains a practical and professional appearance.

- B. ~~Each department head or designee has the responsibility to enforce the dress code and any department specific dress codes. If clothing or general appearance is determined to be inappropriate for scheduled responsibilities, the employee may be asked to leave and return in appropriate attire and appearance. Failure to comply with this request may result in disciplinary action or termination.~~
- C. Employees, who are required to wear Cottonwood Heights insignia imprinted apparel, will be provided with an appropriate number of these items. Employees are required to wear these items while working. ~~are provided with Cottonwood Heights current insignia imprinted apparel which must be worn at all times while working.~~
- (1) Employees are responsible to keep their clothing neat, clean and in good repair. If an employee is in need of additional apparel they are required to communicate with their Supervisor and request additional items.
 - (2) Staff ~~shirts~~ apparel is ~~are~~ to be worn appropriately without modification.
 - (3) Each department head or designee has the responsibility to enforce the dress code and any department specific dress codes.
 - (4) If clothing or general appearance is determined to be inappropriate for scheduled responsibilities, the employee may be asked to leave and return in appropriate attire and appearance. Failure to comply with this request may result in disciplinary action or termination.
- D. Employees who are authorized, and given the option, to wear a Cottonwood Heights Parks and Recreation Service Area issued name tag, must adhere to the “casual work attire” dress code, which reflects a neat, clean and professional appearance.
- (1) Clothing should be appropriate for a professional office setting and not be overly casual, revealing or distracting.
 - (2) Tank tops and sleeveless tops may be worn only if they maintain a professional appearance. Tank tops or sleeveless garments with straps less than four fingers wide are not appropriate for the workplace and should not be worn. Additionally, all tops should provide adequate coverage and not expose undergarments or midriff.
 - (3) Slacks, Khakis, tailored pants, jeans, skirts and shorts are considered casual work attire, however may not be excessively ripped, frayed, short or revealing.

- (3) Each department head or designee is responsible for establishing an overall guideline for department-specific dress codes, with the approval of the Executive Director.
 - (4) If clothing or general appearance is determined to be inappropriate for scheduled responsibilities, the employee may be asked to leave and return in appropriate attire and appearance. Failure to comply with this request may result in disciplinary action or termination.
- E. Employees are expected to maintain a neat and clean personal appearance for every scheduled shift. The following are guidelines for personal hygiene and appearance:
 - (a) Employees are expected to maintain good personal and oral hygiene such that body odor, smoke, and other odors are not detectable. Strong perfumes and colognes are discouraged.
 - (b) Hairstyles must be neat and clean. Employees may be asked to secure long hair if it is determined to be a safety factor.
 - (c) Beards and mustaches are allowed but must be neatly trimmed and well groomed.
- F. Acceptable footwear is determined by department:
 - (a) Closed- toe shoes with socks must be worn in the following departments: Operations, Parks, Visual Maintenance, Ice Arena, Gymnasium, and Fitness Rooms.
 - (b) Lifeguards and swim instructors are permitted to wear sandals or water shoes. If sandals are worn, socks should not be worn unless weather conditions dictate otherwise. Leather sandals are not permitted. Other types of shoes are not permitted while life guarding or instructing.
- G. Visible tattoos are subject to approval of administration. The employee will be required to cover the tattoo if it is considered to be obscene or derogatory towards race, color, gender, religion, or sex to either staff or patrons.
- H. Jewelry and Body Piercing
 - (a) Some jewelry that is part of a body piercing may be considered inappropriate and may also become a safety hazard due to the duties and responsibilities of the employee. The employee may be asked to remove the jewelry if it is considered inappropriate so as to not potentially cause

a safety hazard.

- (b) Employees may not wear chains, necklaces, etc., or ear rings larger than studs while working on or near heavy equipment or machines or who may come in close personal contact with patrons, while performing their duties.
- (c) Jewelry is subject to approval of Administration if it is considered to be inappropriate or unsafe.

8. VAPING/SMOKING. In compliance with the Utah Indoor Clean Air Act vaping/smoking is not permitted in the Cottonwood Heights Parks and Recreation Service Area Center or on any company owned or maintained property. Cottonwood Heights Parks and Recreation Service Area also prohibits vaping/smoking in Cottonwood Heights Parks and Recreation Service Area owned vehicles. Employees who choose to vape/smoke must maintain a distance of 25 feet from any entrance, in the area designated by Administration.

9. TIME CLOCKS

- A. All employees of Cottonwood Heights Parks and Recreation Service Area are required to maintain an accurate record of hours worked for Cottonwood Heights Parks and Recreation Service Area by using an electric time clock located in designated areas.
- B. Employees are not allowed to clock in or out for another employee.
- C. Failure to clock in or out more than twice during a single pay period may result in disciplinary action.
- D. Service Area employees will not be reimbursed for work done away from the site unless pre-approved by the Department Head.

10. OUTSIDE ACTIVITIES. Cottonwood Heights Parks and Recreation Service Area employees shall not use Cottonwood Heights Parks and Recreation Service Area owned property in support of outside interests and activities when such use would compromise the integrity of Cottonwood Heights Parks and Recreation Service Area or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, religious organization, committee unrelated to Cottonwood Heights Parks and Recreation Service Area business, public office, or service club, shall:

- A. Pursue the outside activity on the employee's own time.
- B. Pursue the outside activity away from Cottonwood Heights Parks and Recreation

Service Area offices.

- C. Discourage any phone, mail or visitor contact related to the outside interest at Cottonwood Heights Parks and Recreation Service Area offices.
- D. Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
- E. Not use data processing equipment, postage metering machines, copiers, other Cottonwood Heights Parks and Recreation Service Area owned equipment or supplies for the outside interest. (Except as provided in Policy *SECTION XXV.D.5*)

11. POLITICAL ACTIVITY (Excluding voting).

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity during work hours, unless on approved leave.
- C. An employee shall not use Cottonwood Heights Parks and Recreation Service Area owned equipment, supplies or resources, and other attendant expenses (~~diskettes~~, paper, computer online and access charges, etc.) when engaged in political activity.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

12. SECONDARY EMPLOYMENT.

- A. Whether full-time or part-time, employees may not have outside employment that interferes with their duties on behalf of the Service Area or otherwise creates a negative impact upon the Service Area, as determined by the Executive Director.
 - (1) All employees will be judged by the same performance standards and will be subject to the Service Area's scheduling demands, regardless of any existing outside work requirements.
 - (2) If the Service Area determines that an employee's outside work interferes with the employee's performance or the ability to meet the requirements of the Service Area, the employee may be asked to terminate the outside

employment if they wish to remain employed by the Service Area.

- (3) Employees shall not engage in outside employment or any outside activity while on duty for the Service Area.
- (4) Employees may not have outside employment or engage in any outside activity that creates a conflict of interest with the Service Area.
- (5) The Executive Director, or ~~his~~ designees, upon written or verbal notification of secondary employment, shall review the information and determine whether the employee's outside employment creates or constitutes a conflict of interest. Factors to consider include, but are not limited to, the following:
 - (a) That the secondary employment reasonably articulates some factor or factors which could negatively impact the performance of an employee for Cottonwood Heights Parks and Recreation Service Area. For example, the secondary employment could reasonably be expected to be physically or mentally draining on the employee.
 - (b) That the secondary employment could invoke a conflict of interest as an employee of Cottonwood Heights Parks and Recreation Service Area. For example, the employee may be promoting similar types of services which may cause a negative impact on the Service Area.
 - (c) That the secondary employment is immoral or unethical.

B. Non Seasonal Full Time Employees

- (1) Non-Seasonal Full-time employment with Cottonwood Heights Parks and Recreation Service Area shall be the employee's primary employment. Outside employment must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.
- (2)
 - (a) A non-seasonal full time employee may not be a contractor or licensee.
- (2) Non-seasonal, Full-time Employees are required to provide written notification to the Executive Director, or designee, before starting any secondary or outside employment. This notification should include the following information:
 - (a) The employer's name, business name, and business address.

- (b) A general overview of the type of business engaged in by the secondary employer.
 - (c) The specific duties engaged in by the employee at their secondary employment.
 - (3) The decision of approval or disapproval for secondary employment shall be communicated in writing to the employee. The employee:
 - (a) Shall abide by that decision.
 - (b) May appeal the decision to the Board, whose decision shall be final.
 - (c) May voluntarily resign their employment with Cottonwood Heights Parks and Recreation Service Area.
- C. No employee will be reimbursed for missed days from secondary employment due to a conflict with work assignments for Cottonwood Heights Parks and Recreation Service Area.

13. CHILDREN AT WORK

- A. Children of employees, eight years old and younger, if accompanying the employee to work, must be cared for in the Service Area Child Care Facility while the employee is on duty and during the operating hours of the Child Care.
 - (1) Employees are subject to all rules and regulations of Section XIII of this manual governing usage of the Child Care facility.
 - (2) Employees must follow all rules and regulations of the State of Utah governing Child Care Facilities.
 - (3) When the Child Care is not open, children may not accompany the employee or be involved in any work process while the employee is on duty.
 - (4) Children related to the employee but not a dependent must abide by the guidelines as established in the ~~Nursery~~ **Child Care center**. (I.e. ~~Two~~**one** hour time limit, hourly fees, etc.)
- B. Children nine years and older may not be cared for in the child care and may not accompany the employee or be involved in any work process while the

employee is on duty.

- (1) Children may be involved in a Service Area activity or program while the employee is working. E.g. Kid's Club, swimming, ice skating, basketball, racquetball, etc.
 - (2) Children not involved in a Service Area activity or program may not accompany the employee or be in the work area of the employee.
- C. The Executive Director or designee may make exceptions in an emergency situation or extenuating circumstances.

APPROVED AND PASSED THIS _____ OF ~~OCTOBER~~, ~~2022~~^{MAY}, 2022²⁶

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

~~Ben Hill~~^{Lyse' Durrant}, Executive Director

BOARD OF TRUSTEES

By: _____

~~Dan Morzelewski~~^{Patti Hansen}, Chair

Cottonwood Heights Parks and Recreation

Foundation Meeting

January 28, 2026

A. Review and Approval of the October 15, 2025, Minutes – Lyse’ Durrant

- After review, Ms. Hansen made a motion to approve the October 2025 Cottonwood Heights Parks and Recreation Foundation Minutes. Ms. Cottam seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

B. Quarterly Financial Review – Lyse’ Durrant

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

C. Thanksgiving 5k Review – Bonnie Lee

- Ms. Lee presented information regarding the success of the 2025 Thanksgiving 5k.

D. Foundation Requests – Lyse’ Durrant

- None.

Meeting Adjourned

The next meeting of the Cottonwood Heights Parks and Recreation Foundation will be held April 22, 2026, following the General Board Meeting.

FOUNDATION PROFIT & LOSS SUMMARY

	2025 Carryforward	Income Jan-Mar 2026	Expense Jan-Mar 2026	2026 Fixed Asset Additions	Accumulated Totals	Net Restricted and Unrestricted Funds
<u>RESTRICTED</u>						
Restricted Income and Expense						
4912 Restr / Golden Hills (DA)	120.00	-			120.00	
7112 Restr / Golden Hills			-		-	120.00
4913 Restr / Swim Team (DA)	24,376.63	2,947.52			27,324.15	
7113 Restr / Swim Team			-		-	27,324.15
TOTAL Restr / Swim Team Balance						27,324.15
4914 Restr / England Field (DA)	29.44				29.44	
7114 Restr / England Field			543.00		(543.00)	(513.56)
4916 Restr/ 5K Run Special Event	3,003.77	-			3,003.77	
7116 Restr / 5 K Run Expense			-		-	3,003.77
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	-				-	
4934930 Rest/Soccer Field Income	4,261.95	-			4,261.95	4,261.95
TOTAL Restr/Comp Soccer Field Income						4,261.95
7126 Restr / Ferguson Park					-	4,261.95
4935 Restr / Butler Middle School Students	300.00	-			300.00	
7115 Youth Memberships (BMS)					-	300.00
Restricted Totals:	53,558.58	2,947.52	543.00	-	55,963.10	55,963.10
<u>UNRESTRICTED</u>						
Unrestricted Income and Expense						
4911 Unrestr / Golf / Special Event		-			-	
7170 Unrestr / Golf Trnmt Direct Exp	38,861.58	-	-		38,861.58	38,861.58
4915 Unrestr / Figure Skating					-	
7160 Unrestr / Figure Skating	-				-	-
4940 Unrestr / Misc. Donations	48,241.83	2,057.69			50,299.52	50,299.52
7165 Unrestr/IdentifiedReserve (\$10,000 TRCC)	-				-	-
4950 Unrestr / Interest	-	491.92			491.92	491.92
Other Expense						
7150 Unrestr / Admin Fees Misc.	-	-	18.00		(18.00)	(18.00)
7151 Unrestr / Misc Sponsorships	-	-	-		-	-
7155 Unrestr / Bank Fees	-				-	-
7180 Unrestr / Movie Night	-				-	-
Swim Team Fixed Asset	51,723.00				51,723.00	51,723.00
Accumulated Depreciation	(21,992.90)				(21,992.90)	(21,992.90)
Depreciation Expense			-		-	-
Unrestricted Totals:	116,833.51	2,549.61	18.00	-	119,365.12	119,365.12
Current Year-to-Date Net Profit & (Loss): \$6,609.41						
Net Restricted and Unrestricted Assets	170,392.09	5,497.13	561.00	-	175,328.22	175,328.22