



BOARD OF TRUSTEE BOARD MEETING

May 20, 2026
3:15pm - Work Session
4:00pm - Board Meeting

Cottonwood Heights Parks and Recreation Service Area

Board of Trustees

May 20, 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. 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 April 22, 2026 Minutes – Patti Hansen
- D. Review and Approval of the Financial Statement for April 2026 – Lyse’ Durrant
- E. Review and Approval of Accounts Payable Selected Entries for April 2026– Audrey Durfee

INFORMATION/DISCUSSION ITEMS

- A. Public Comment
- B. Executive Director’s Report – Lyse’ Durrant
- C. Information and Discussion regarding the ZAP Application-Lyse’ Durrant
- D. Information and Discussion regarding the 2025 Audit-Lyse’ Durrant
- E. Information and Discussion regarding the Certified Tax Rate-Lyse’ Durrant
- F. Information and Discussion regarding the Fraud Risk Assessment-Lyse’ Durrant

SPECIAL BUSINESS

- A. Consideration and Recommendation to approve Policy VI-Employee Code of Conduct-Resolution 2026-6

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

ADJOURN

The above items will be discussed at the Board meeting on May 20, 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 May 20, 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 22nd day of April 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 Bonnie Lee

A work session was held on April 22, 2026, at 3:15 p.m. During the session, Board members provided District Representation reports. Audrey Durfee presented the Safety Meeting Minutes, and department heads provided updates on their respective departments. The Board reviewed and discussed department goals and items listed on the general board meeting agenda.

General Board Meeting – 4pm

A. Welcome – Patti Hansen

B. Pledge of Allegiance – Jenny Soifua

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

- After review, Mr. Magaro made a motion to approve March 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 March 2026 – Lyse' Durrant

- After review, Ms. Cottam made a motion to approve the Financial Statement for March 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 March 2026 – Audrey Durfee

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

Information/Discussion Items

A. Citizen/Customer Comments

- Pat Saltsman from Cottonwood Hockey Shop requested that staff explore the possibility of adding additional after-hours ice time.

B. Executive Directors Report – Lyse’ Durrant

- New Ice Coordinator was hired, Kelli Gotberg
- New Fitness Coordinator, Chrisanthi Hatza
- New Part Time Recreation Coordinator, Stella Cronk
- 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

C. Update regarding McKinstry Energy savings and possible financing options – Lyse’ Durrant

- Ms. Durrant gave an update regarding McKinstry Energy savings and possible financing options.

D. Information and Discussion regarding Policy VI-Employee Code of Conduct-Lyse’ Durrant

- Ms. Durrant presented information regarding Policy VI-Employee Code of Conduct. To be brought back in Special Business during the May 2026 Board meeting.

E. Discussion regarding future work session about budget year 2027 – Lyse’ Durrant

- Ms. Durrant presented information regarding a future work session about budget year 2027.

Adjourned

The next meeting of the Board will be held on May 20, 2026 @ 4pm

Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
April 2026

Ordinary Income/Expense	Apr 26	Budget	% of Budget	Jan - Apr 26	YTD Budget	% of Budget	Annual Budget
Income							
4000 · MEMBERSHIPS	63,505.20	55,000.00	115.46%	278,858.85	270,000.00	103.28%	830,000.00
4010 · SILVER SNEAKERS	11,167.00	10,000.00	111.67%	45,714.50	35,000.00	130.61%	104,000.00
4100 · ARENA ADMISSIONS	6,072.90	5,000.00	121.46%	66,547.20	59,000.00	112.79%	120,000.00
4120 · LTS GROUP SKATE LESSONS	6,136.00	3,500.00	175.31%	26,283.18	22,500.00	116.81%	65,000.00
4130 · BMS SKATE LESSONS	5,775.00	2,500.00	231.0%	5,775.00	2,500.00	231.0%	5,000.00
4140 · FREESTYLE	12,019.10	9,500.00	126.52%	48,918.97	43,000.00	113.77%	117,000.00
4150 · PRIVATE ARENA RENTAL	23,835.21	15,000.00	158.9%	103,612.10	84,000.00	123.35%	225,000.00
4160 · PRIVATE SKATE LESSONS	1,704.00	1,200.00	142.0%	4,793.00	4,800.00	99.85%	14,000.00
4200 · POOL ADMISSIONS	6,861.02	8,000.00	85.76%	30,108.40	26,000.00	115.8%	332,783.00
4210 · PUBLIC SWIM LESSONS	16,039.00	18,000.00	89.11%	34,779.33	34,000.00	102.29%	100,000.00
4220 · PRIVATE SWIM LESSONS	370.00	537.00	68.9%	1,902.00	2,061.00	92.29%	6,875.00
4230 · Water Fitness	176.00	325.00	54.15%	530.00	1,300.00	40.77%	5,000.00
4240 · SPECIALTY CLASSES	1,297.00	720.00	180.14%	1,625.00	1,480.00	109.8%	3,500.00
4250 · TEAM DUES	0.00	0.00	0.0%	0.00	250.00	0.0%	500.00
4255 · TEAM UNIFY INCOME	14,748.96	3,500.00	421.4%	62,772.07	64,000.00	98.08%	250,000.00
4260 · TEAM MEET FEES	2,285.00	1,000.00	228.5%	2,321.00	3,500.00	66.31%	10,000.00
4275 · INVITATIONAL	3,100.00	0.00	100.0%	6,425.00	0.00	100.0%	35,000.00
4280 · PRE-COMP	2,964.00	1,500.00	197.6%	11,374.00	5,750.00	197.81%	24,000.00
4290 · WATER POLO	0.00	0.00	0.0%	3.75	0.00	100.0%	7,000.00
4300 · TRACK ADMISSIONS	26.04	125.00	20.83%	276.23	500.00	55.25%	1,000.00
4310 · GYM ADMISSIONS	804.45	800.00	100.56%	4,514.64	3,800.00	118.81%	10,000.00
4320 · GYM RENTAL	0.00	1,100.00	0.0%	-125.00	4,300.00	-2.91%	14,500.00
4400 · RB COURT FEES	1,734.60	1,000.00	173.46%	7,833.54	6,200.00	126.35%	15,000.00
4500 · LOCKERS	933.52	850.00	109.83%	3,220.52	3,400.00	94.72%	9,000.00
4600 · Land Fitness	2,239.50	2,800.00	79.98%	11,275.90	11,200.00	100.68%	32,000.00
4605 · Fitness Camps	6.60	0.00	100.0%	3,634.60	2,000.00	181.73%	4,000.00
4610 · ROOM RENTAL	3,151.99	2,200.00	143.27%	21,098.74	8,800.00	239.76%	25,000.00
4615 · MISC INCOME	90.00			90.00			
4630 · PERSONAL TRAINERS	717.00	500.00	143.4%	2,389.00	2,000.00	119.45%	5,500.00
4640 · WEIGHT ROOM	5,021.30	4,500.00	111.58%	25,306.96	20,000.00	126.54%	55,000.00

Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
April 2026

	Apr 26	Budget	% of Budget	Jan - Apr 26	YTD Budget	% of Budget	Annual Budget
4660 · ADVERTISING	0.00	100.00	0.0%	50.00	100.00	50.0%	750.00
4700 · NURSERY	1,326.00	700.00	189.43%	3,879.50	2,200.00	176.34%	7,000.00
4710 · SNACK BAR	0.00	0.00	0.0%	0.00	0.00	0.0%	13,500.00
4720 · VENDING	2,083.83	1,000.00	208.38%	5,982.57	4,000.00	149.56%	15,000.00
4730 · PRO SHOP	94.40	400.00	23.6%	852.94	1,000.00	85.29%	4,000.00
4735 · POSTAGE/COPIES	0.75	0.00	100.0%	2.24	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	0.00	0.0%	3,232.82	2,500.00	129.31%	4,000.00
4800 · PAVILION	6,600.00	6,000.00	110.0%	9,110.00	7,950.00	114.59%	23,000.00
4810 · FIELD FEES	0.00	4,000.00	0.0%	0.00	4,000.00	0.0%	42,000.00
4820 · TENNIS	17,904.60	10,000.00	179.05%	18,764.60	10,000.00	187.65%	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	935.00	800.00	116.88%	2,415.00	2,400.00	100.63%	6,000.00
4830 · ADMIN FEES	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
4840 · Processing fees	6,333.24	4,000.00	158.33%	19,279.49	15,500.00	124.38%	50,000.00
4910 · FOUNDATION / DONATIONS	-1,000.00			0.00			
4916 · 5-K RACE INCOME	0.00	0.00	0.0%	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	0.00	15,000.00	0.0%	108,670.71	72,300.00	150.31%	2,937,000.00
4921 · FEE IN LIEU, ETC.	0.00	16,000.00	0.0%	36,880.69	56,000.00	65.86%	170,000.00
4930 · INTEREST INCOME	0.00	3,500.00	0.0%	15,576.68	13,500.00	115.38%	37,500.00
4965 · CWH CITY MNTNC CONTRACT	20,865.58	20,816.00	100.24%	83,313.82	83,264.00	100.06%	321,813.00
4972 · KIDS SPORTS CAMP INCOME	61,114.30	55,000.00	111.12%	61,114.30	55,000.00	111.12%	58,000.00
4973 · FLAG FOOTBALL INCOME	0.00	0.00	0.0%	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	-45.00	0.00	100.0%	51,572.01	55,000.00	93.77%	92,000.00
5810 · INTEREST INCOME BOND	0.00			5,772.00			
Total Income	308,993.09	286,473.00	107.86%	1,259,952.85	1,126,055.00	111.89%	6,615,499.00
Gross Profit	308,993.09	286,473.00	107.86%	1,259,952.85	1,126,055.00	111.89%	6,615,499.00
Expense							
5000 · ADMIN/BENEFITED EMPLOYEES	62,817.45	65,105.00	96.49%	199,310.95	212,316.00	93.88%	599,129.00
5001 · ADMIN FICA,WC,S,V	4,979.44	7,602.00	65.5%	16,254.95	22,728.00	71.52%	66,222.00

Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
April 2026

	Apr 26	Budget	% of Budget	Jan - Apr 26	YTD Budget	% of Budget	Annual Budget
5010 · WAGES/MANAGER ON DUTY	7,163.16	7,100.00	100.89%	23,064.14	22,000.00	104.84%	65,000.00
5020 · WAGES/NURSERY	5,199.91	3,900.00	133.33%	12,657.82	12,200.00	103.75%	35,050.00
5040 · WAGES/CSR	24,644.77	20,700.00	119.06%	74,569.50	69,500.00	107.29%	215,000.00
5041 · ADMIN WAGES/FICA,WRKCOMP	2,998.02	3,410.00	87.92%	8,957.03	11,407.00	78.52%	34,656.00
5100 · SALARIES/AQUATICS	28,581.10	30,504.00	93.7%	90,185.87	91,512.00	98.55%	266,716.00
5101 · AQUATICS, SALARY,FICA,WRKCOMP	2,349.15	3,355.00	70.02%	7,597.25	10,067.00	75.47%	29,339.00
5110 · WAGES/SWIM INSTRUCTORS	5,102.15	2,500.00	204.09%	15,155.54	12,000.00	126.3%	66,500.00
5120 · WAGES/SPECIALTY CLASSES	504.63	100.00	504.63%	1,036.72	250.00	414.69%	2,500.00
5130 · WAGES/LIFEGUARDS	35,854.53	29,454.00	121.73%	103,015.57	91,140.00	113.03%	450,000.00
5140 · Wages/Water Fitness Instructors	2,030.75	2,300.00	88.29%	6,053.00	8,100.00	74.73%	27,000.00
5141 · WAGES/AQUATICS/FICA,WRKCOMP	3,653.31	3,779.00	96.67%	10,132.67	11,605.00	87.31%	60,060.00
5160 · WAGES/SWIM TEAM	5,408.05	4,588.00	117.87%	20,670.91	19,253.00	107.37%	55,000.00
5161 · SWIM TEAM WAGES/FICA,WRKCOMP	453.83	504.00	90.05%	1,751.18	2,118.00	82.68%	6,050.00
5200 · SALARIES/PROGRAMS	23,884.79	24,019.00	99.44%	68,249.10	68,365.00	99.83%	191,100.00
5201 · SALARIES/PROGRAMS,FICA,WC,S,V	1,950.01	2,074.00	94.02%	5,741.41	6,953.00	82.58%	21,118.00
5210 · Wages/Land Fitness	14,960.98	11,200.00	133.58%	43,798.24	35,800.00	122.34%	105,000.00
5240 · WAGES/SKATE GUARDS	9,701.59	5,000.00	194.03%	31,948.45	28,500.00	112.1%	78,500.00
5250 · WAGES/LTS INSTRUCTORS	4,294.24	2,700.00	159.05%	13,157.89	11,200.00	117.48%	25,750.00
5260 · WAGES/SUPER SPORT	0.00	1,320.00	0.0%	0.00	1,320.00	0.0%	42,540.00
5264 · WAGES/YOUTH SOCCER	1,586.11	1,300.00	122.01%	1,620.80	1,300.00	124.68%	7,500.00
5266 · WAGES/FLAG FOOTBALL	1,879.76	1,800.00	104.43%	1,976.93	1,800.00	109.83%	7,000.00
5268 · WAGES/JUNIOR JAZZ	0.00	0.00	0.0%	2,504.46	5,300.00	47.25%	8,000.00
5270 · WAGES/TENNIS INSTRUCTORS	155.77	250.00	62.31%	509.62	1,000.00	50.96%	9,250.00
5271 · WAGES/ARENA,FICA,WC,S,V	2,199.99	2,536.00	86.75%	6,760.84	9,428.00	71.71%	30,608.00
5300 · SALARIES/OPERATIONS	32,232.57	32,220.00	100.04%	97,095.93	96,661.00	100.45%	283,913.00
5301 · SALARIES/OPER,FICA,WC,S,V	2,763.86	3,544.00	77.99%	8,665.93	10,633.00	81.5%	31,230.00
5310 · WAGES/OPERATIONS	5,844.05	5,437.00	107.49%	15,958.41	15,848.00	100.7%	50,565.00
5311 · WAGES/OPER,FICA,WC,S,V	506.48	598.00	84.7%	1,462.41	1,745.00	83.81%	5,562.00
5400 · SALARIES/GROUNDS	40,665.01	40,906.00	99.41%	118,434.43	123,864.00	95.62%	352,983.00
5401 · SALARY/GOUNDS,FICA,WC,S,V	3,411.70	4,500.00	75.82%	10,308.09	13,625.00	75.66%	38,828.00
5410 · WAGES/GROUNDS	1,679.43	2,000.00	83.97%	4,538.88	5,750.00	78.94%	58,750.00
5411 · WAGES/GROUNDS,FICA,WC,S,V	224.87	220.00	102.21%	734.11	633.00	115.97%	6,463.00

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

	Apr 26	Budget	% of Budget	Jan - Apr 26	YTD Budget	% of Budget	Annual Budget
5500 · SALARIES/VISUAL MAINTENANCE	16,775.18	16,773.00	100.01%	50,505.24	50,320.00	100.37%	147,526.00
5501 · SALARIES/VM,FICA,WC,S,V	1,403.80	1,845.00	76.09%	4,369.28	5,535.00	78.94%	16,228.00
5510 · WAGES,VISUAL MNTNC	4,971.51	5,313.00	93.57%	16,596.76	15,927.00	104.21%	46,000.00
5511 · WAGES,VISUAL MNTNC,FICA,WC,S,V	458.62	584.00	78.53%	1,591.00	1,751.00	90.86%	5,060.00
6000 · UT STATE RETIREMENT	22,496.12	33,195.00	67.77%	87,132.47	100,680.00	86.54%	290,974.00
6010 · HEALTH INS,DISABILITY	40,209.82	33,500.00	120.03%	121,467.11	123,500.00	98.35%	367,000.00
6030 · BOARD FEES	1,687.48	2,300.00	73.37%	8,180.46	12,300.00	66.51%	27,500.00
6040 · TRAVEL	0.00	500.00	0.0%	4,189.89	9,000.00	46.55%	18,000.00
6050 · TRAINING/WORKSHOPS	1,344.00	3,000.00	44.8%	2,550.20	8,500.00	30.0%	17,100.00
6560 · PAYROLL EXPENSES	0.00			-70.00			
7000 · ADVERTISING, ADMIN	0.00			235.32			
7001 · MARKETING	571.31	1,000.00	57.13%	1,934.71	3,000.00	64.49%	12,500.00
7010 · AUDITING	0.00	5,000.00	0.0%	0.00	5,500.00	0.0%	20,500.00
7020 · CONSULTING	0.00	5,000.00	0.0%	3,597.44	8,500.00	42.32%	50,000.00
7040 · DUES & SUBSCRIPTIONS	6,317.37	4,900.00	128.93%	37,824.04	30,025.00	125.98%	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	260.00	500.00	52.0%	3,725.00	3,500.00	106.43%	9,000.00
7065 · CWH CITY CONTRACT EXP	8,162.14	7,500.00	108.83%	19,991.25	15,500.00	128.98%	62,021.00
7130 · BANK/CREDIT CARD SRVC CHARGES	18,185.82	18,500.00	98.3%	86,824.82	64,000.00	135.66%	200,000.00
7140 · OVER/SHORT	-3.57			-70.34			
7200 · SWIM TEAM REIMBURSABLES	1,882.29	2,000.00	94.12%	19,025.05	17,000.00	111.91%	56,000.00
7215 · INVITATIONAL EXP	3,723.52	5,000.00	74.47%	4,058.41	5,000.00	81.17%	20,000.00
7220 · SWIM TEAM EXPENSE	729.97	1,500.00	48.67%	2,261.14	7,000.00	32.3%	20,700.00
7221 · TEAM UNIFY EXPENSES	0.00	0.00	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	2,832.84	2,500.00	113.31%	9,466.87	12,000.00	78.89%	28,000.00
7550 · UTILITIES/GAS	13,154.46	27,000.00	48.72%	48,527.82	85,000.00	57.09%	250,000.00
7551 · UTILITIES/ELECTRICITY	22,319.87	21,000.00	106.29%	89,534.36	85,000.00	105.34%	280,000.00
7552 · UTILITIES/SEWER	0.00	200.00	0.0%	4,938.36	4,825.00	102.35%	18,000.00
7553 · UTILITIES/WATER	0.00	500.00	0.0%	3,641.00	11,000.00	33.1%	60,000.00
7561 · UTILITIES/GROUNDS/ELECT	631.20	400.00	157.8%	3,620.51	3,250.00	111.4%	8,000.00
7562 · UTILITIES/GROUNDS,WATER	1,115.47	1,000.00	111.55%	5,844.90	10,000.00	58.45%	110,000.00

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

	Apr 26	Budget	% of Budget	Jan - Apr 26	YTD Budget	% of Budget	Annual Budget
7563 · UTILITIES/GROUNDS,SEWER-GARBAGE	1,772.16	3,500.00	50.63%	4,889.49	10,100.00	48.41%	36,000.00
7700 · AUTO EXP	533.88	1,565.00	34.11%	3,763.69	11,105.00	33.89%	22,450.00
8000 · REP & MNTNC ADMIN	1,223.78	1,250.00	97.9%	2,168.64	4,000.00	54.22%	15,000.00
8010 · REP & MNTNC/POOLS	2,680.30	3,000.00	89.34%	10,688.66	17,000.00	62.87%	60,000.00
8020 · REP & MNTNC/ARENA	827.57	2,500.00	33.1%	11,783.78	17,500.00	67.34%	40,000.00
8030 · REP & MNTNC/GYM,WT RMS	924.75	1,000.00	92.48%	3,058.97	5,000.00	61.18%	12,000.00
8036 · REP & MNTNC/TENNIS	88.04	250.00	35.22%	88.04	500.00	17.61%	1,000.00
8040 · REP & MNTNC/SNACK BAR	102.00	100.00	102.0%	408.00	400.00	102.0%	2,500.00
8050 · REP & MNTC OP	1,634.76	4,000.00	40.87%	21,283.93	32,500.00	65.49%	80,000.00
8055 · REP & MNTC GROUNDS	15,437.94	7,000.00	220.54%	21,909.99	25,000.00	87.64%	80,000.00
8100 · PRO SHOP/COST OF GOODS	0.00	600.00	0.0%	278.00	1,400.00	19.86%	4,000.00
8130 · UNIFORMS EXPENSE	29.00	3,000.00	0.97%	1,877.07	9,500.00	19.76%	17,000.00
8140 · UNIFORMS AQUATICS	2,477.73	1,000.00	247.77%	2,396.73	6,000.00	39.95%	10,000.00
8500 · SUNDRIES	1,146.37	790.00	145.11%	4,697.79	2,625.00	178.96%	17,300.00
9000 · SUPPLIES/ADMIN	5,342.01	3,000.00	178.07%	15,381.30	23,000.00	66.88%	40,000.00
9010 · SUPPLIES/OFFICE POSTAGE	0.00	500.00	0.0%	991.99	2,000.00	49.6%	5,000.00
9020 · SUPPLIES/COMPUTER	1,320.59	2,500.00	52.82%	8,567.63	13,000.00	65.91%	38,000.00
9040 · SUPPLIES/NURSERY	58.84	105.00	56.04%	299.13	415.00	72.08%	1,250.00
9050 · SUPPLIES/POOL	2,797.10	2,500.00	111.88%	3,851.87	7,000.00	55.03%	15,000.00
9055 · SUPPLIES/POOL(OPERATING)	25,929.82	12,000.00	216.08%	43,516.28	37,000.00	117.61%	150,000.00
9060 · SUPPLIES/AQUACISE	17.58	200.00	8.79%	17.58	850.00	2.07%	1,500.00
9070 · SUPPLIES/SPECIALTY CLASSES	548.00	1,500.00	36.53%	1,571.93	4,650.00	33.81%	8,000.00
9080 · SUPPLIES/PROGRAMS	295.33	250.00	118.13%	729.64	1,500.00	48.64%	3,250.00
9081 · SUPPLIES/LTS	0.00	100.00	0.0%	726.05	400.00	181.51%	800.00
9085 · SUPPLIES/ARENA	266.00	3,681.00	7.23%	373.91	4,131.00	9.05%	5,481.00
9090 · Supplies/Land Fitness	1,061.37	300.00	353.79%	3,706.60	3,600.00	102.96%	6,000.00
9091 · SUPPLIES/SILVER SNEAKERS	285.20	0.00	100.0%	285.20	350.00	81.49%	500.00
9092 · Supplies/Fitness Camp	339.00	0.00	100.0%	417.31	500.00	83.46%	1,000.00
9110 · SUPPLIES/WEIGHT ROOM	228.70	450.00	50.82%	1,302.52	1,800.00	72.36%	5,250.00
9115 · SUPPLIES/GYM	0.00	125.00	0.0%	20.47	500.00	4.09%	1,500.00
9116 · SUPPLIES/TENNIS	630.08	0.00	100.0%	630.08	0.00	100.0%	1,300.00
9120 · SUPPLIES/OPERATIONS	0.00	400.00	0.0%	0.00	900.00	0.0%	4,000.00

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

	Apr 26	Budget	% of Budget	Jan - Apr 26	YTD Budget	% of Budget	Annual Budget
9130 · SUPPLIES/GROUNDS	798.84	750.00	106.51%	2,162.95	3,250.00	66.55%	10,460.00
9131 · FIELD COSTS	48.45	1,500.00	3.23%	4,278.02	5,553.00	77.04%	13,053.00
9140 · SUPPLIES/VM,CLEANING	1,877.93	2,765.00	67.92%	6,920.79	9,533.00	72.6%	29,242.00
9150 · SUPPLIES/VM PAPER	1,019.75	2,099.00	48.58%	2,930.35	6,946.00	42.19%	21,392.00
9200 · SMALL EQUIP	13,491.90	2,500.00	539.68%	15,676.09	13,500.00	116.12%	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	160.00	0.00	100.0%	160.00	1,000.00	16.0%	2,000.00
9224 · FLAG FOOTBALL EXPENSE	247.00	0.00	100.0%	11,003.26	13,000.00	84.64%	22,000.00
9225 · JR. JAZZ EXPENSE	14,648.00	0.00	100.0%	23,427.00	10,000.00	234.27%	26,000.00
9226 · CWH Youth Soccer expense	420.57	0.00	100.0%	458.53	1,500.00	30.57%	38,000.00
Total Expense	609,621.02	593,815.00	102.66%	1,904,071.36	2,044,292.00	93.14%	6,615,499.00
Net Ordinary Income	-300,627.93	-307,342.00	97.82%	-644,118.51	-918,237.00	70.15%	0.00
Other Income/Expense							
Other Expense							
9300 · CAPITAL EQUIPMENT/IMPROVEMENTS	0.00	20,000.00	0.0%	49,278.00	40,000.00	123.2%	125,000.00
9301 · CAPITAL & OPERATING LEASES	27,681.40	27,687.00	99.98%	55,362.80	55,374.00	99.98%	137,018.00
Total Other Expense	27,681.40	47,687.00	58.05%	104,640.80	95,374.00	109.72%	262,018.00
Net Other Income	-27,681.40	-47,687.00	58.05%	-104,640.80	-95,374.00	109.72%	-262,018.00
Net Income	-328,309.33	-355,029.00	92.47%	-748,759.31	-1,013,611.00	73.87%	-262,018.00

Cottonwood Heights Parks and Recreation

Bill Payment Register

05/14/26

As of April 30, 2026

Accrual Basis

Type	Date	Num	Name	Memo	Amount
1016 - GENERAL CHECKING					
Bill Pmt -Check	04/02/2026	ACH	Citi Cards		-15,402.00
Bill Pmt -Check	04/02/2026	66821	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	04/02/2026	66822	AMERICAN RED CROSS	LIFEGUARD TRAINING	-480.00
Bill Pmt -Check	04/02/2026	66824	BLOMQUIST HALE CON...		-385.00
Bill Pmt -Check	04/02/2026	66825	BRACHO, OSMARY	REFUND SWIM LESSONS	-51.00
Bill Pmt -Check	04/02/2026	66826	BRADY INDUSTRIES INC.	VIS. MAIN.	-1,171.19
Bill Pmt -Check	04/02/2026	66827	CEM AQUATICS	OPS	-961.25
Bill Pmt -Check	04/02/2026	66828	ETHERINGTON, TODD (...)	MILEAGE REIMBURSEMENT	-305.20
Bill Pmt -Check	04/02/2026	66829	GRAINGER	PARKS	-265.89
Bill Pmt -Check	04/02/2026	66830	HANSELL, KATIE	REFUND SOCCER	-45.00
Bill Pmt -Check	04/02/2026	66831	HASTY AWARDS	CHAT AWARDS	-334.89
Bill Pmt -Check	04/02/2026	66832	HEAPS, KAISEY	REFUND SWIM LESSONS	-51.00
Bill Pmt -Check	04/02/2026	66833	LIMBLE	SOFTWARE SUBSCRIPTION	-4,429.80
Bill Pmt -Check	04/02/2026	66834	POCO LOCO	STATE MEET GEAR	-449.25
Bill Pmt -Check	04/02/2026	66835	PRIMUS LAW	GARNISHMENT	-435.00
Bill Pmt -Check	04/02/2026	66836	REYNOLDS, ISABELL	MILEAGE REIMBURSEMENT	-105.00
Bill Pmt -Check	04/02/2026	66837	RIVENDELL TREE EXPE...	PARKS	-1,160.00
Bill Pmt -Check	04/02/2026	66838	ROTO AIRE FILTER SAL...	OPS	-1,115.05
Bill Pmt -Check	04/02/2026	66839	TINY MOBILE ROBOTS	PARKS	-155.48
Bill Pmt -Check	04/02/2026	66840	TRUGREEN-CHEMLAWN	PARKS	-424.76
Bill Pmt -Check	04/02/2026	66841	BIG COTTONWOOD DR...	CHAT GEAR	-2,831.00
Bill Pmt -Check	04/09/2026	66842	AMERIGAS SALT LAKE ...	OPS	-1,126.66
Bill Pmt -Check	04/09/2026	66843	CEM AQUATICS	OPS	-1,426.25
Bill Pmt -Check	04/09/2026	66844	ECONO.PEST	SPRAY	-102.00
Bill Pmt -Check	04/09/2026	66845	HUSER, ELIZABETH	REFUND SKATE LESSONS	-60.00
Bill Pmt -Check	04/09/2026	66846	IFA	PARKS	-599.99
Bill Pmt -Check	04/09/2026	66847	KUEHN, JENNIFER	REFUND SKATE LESSONS	-70.00
Bill Pmt -Check	04/09/2026	66848	MATTHEWS, DAX	REFUND SKATE LESSONS	-60.00
Bill Pmt -Check	04/09/2026	66849	MOUNTAINLAND SUPPLY	PARKS	-326.83
Bill Pmt -Check	04/09/2026	66850	RICHARDS LABORATO...	POOL TESTS	-150.00
Bill Pmt -Check	04/09/2026	66851	RISE FLAG	FLAG FOOTBALL JERSAY'S	-10,570.00
Bill Pmt -Check	04/09/2026	66852	ROCKY MOUNTAIN PO...		-23,361.05
Bill Pmt -Check	04/09/2026	66853	SUMMIT ENERGY		-9,276.47
Bill Pmt -Check	04/09/2026	66854	SYMBOL ARTS	INVITATIONAL	-2,738.70
Bill Pmt -Check	04/09/2026	66855	TRUGREEN-CHEMLAWN	PARKS	-3,607.50
Bill Pmt -Check	04/09/2026	66856	URPA	URPA REGISTRATION	-190.00
Bill Pmt -Check	04/09/2026	66857	WASTE MANAGEMENT		-3,411.77
Bill Pmt -Check	04/09/2026	66858	WATER STAR USA	100-8481511-001	-108.40
Bill Pmt -Check	04/09/2026	66859	ZAMBONI	UTS01	-373.90
Bill Pmt -Check	04/10/2026	ACH	UTAH STATE RETIREM...		-13,250.57
Bill Pmt -Check	04/16/2026	ACH	PUBLIC EMPLOYEES H...	3/2026 FLEX	-581.52
Bill Pmt -Check	04/16/2026	ACH	UTAH STATE RETIREM...		-13,618.79
Bill Pmt -Check	04/16/2026	66861	ATKINSON FITNESS SE...	FITNESS	-175.00
Bill Pmt -Check	04/16/2026	66862	COMCAST		-629.58
Bill Pmt -Check	04/16/2026	66863	COTTONWOOD HEIGHT...	SPORTSMAN TRANSFER FOR B...	-1,000.00
Bill Pmt -Check	04/16/2026	66864	ENBRIDGE		-3,877.99
Bill Pmt -Check	04/16/2026	66865	ENGEL, CHRISTY	REFUND FLAG FOOTBALL	-37.50
Bill Pmt -Check	04/16/2026	66866	FABIAN VANCOTT	LEGAL	-260.00
Bill Pmt -Check	04/16/2026	66867	FUEL NETWORK	PARKS	-533.88
Bill Pmt -Check	04/16/2026	66868	INTERMOUNTAIN SOFT ...		-55.00
Bill Pmt -Check	04/16/2026	66869	NORCO	OPS	-2,144.76
Bill Pmt -Check	04/16/2026	66870	PACIFIC WATER INC.	2173	-50.00
Bill Pmt -Check	04/16/2026	66871	PRIMUS LAW	GARNISHMENT	-554.57
Bill Pmt -Check	04/16/2026	66872	PUBLIC EMPLOY DISAB...		-1,203.58
Bill Pmt -Check	04/16/2026	66873	RIGHTWAY SANITARY ...	VIS. MAIN.	-1,669.00
Bill Pmt -Check	04/16/2026	66874	RUDD, LYDIA	REFUND SOCCER	-45.00
Bill Pmt -Check	04/16/2026	66875	SALT LAKE COUNTY HE...	POOL INSPECTION FEE	-195.00
Bill Pmt -Check	04/16/2026	66876	SIMPLIVERIFIED	PROGRAMS	-127.50
Bill Pmt -Check	04/16/2026	66877	STERICYCLE, INC.	OFFICE SHRED	-187.68
Bill Pmt -Check	04/16/2026	66878	SUMMIT FIRE & SECURI...	528418	-693.00
Bill Pmt -Check	04/16/2026	66879	TRUGREEN-CHEMLAWN	PARKS	-2,141.13
Bill Pmt -Check	04/16/2026	66880	TURF EQUIPMENT	PARKS	-1,982.98
Bill Pmt -Check	04/16/2026	66881	UNIVERSAL GRINDING ...	OPS	-96.00
Bill Pmt -Check	04/16/2026	66882	WALLS, JESSICA.	REFUND LIFEGUARD CLASS	-150.00
Bill Pmt -Check	04/16/2026	66883	WILLIAMS, TINA	REFUND FLAG FOOTBALL	-32.50
Bill Pmt -Check	04/16/2026	66884	ZIONS BANK		-7,094.77
Bill Pmt -Check	04/16/2026	66885	ALARM INNOVATIONS	CAMERAS	-352.51

Cottonwood Heights Parks and Recreation

05/14/26

Bill Payment Register

Accrual Basis

As of April 30, 2026

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/23/2026	ACH	Utah State Tax Commissi...	3/26 sales tax	-6,884.94
Bill Pmt -Check	04/23/2026	ACH	UTAH STATE RETIREM...		-13,592.36
Bill Pmt -Check	04/23/2026	66886	ANKORED INC.	PROGRAMS	-399.00
Bill Pmt -Check	04/23/2026	66887	ATKINSON FITNESS SE...	SPIN BIKE MAINT.	-660.49
Bill Pmt -Check	04/23/2026	66888	CEM AQUATICS	REMAINING DUE FOR PROJECT	-18,955.72
Bill Pmt -Check	04/23/2026	66889	COTTONWOOD IMPRO...		-72.00
Bill Pmt -Check	04/23/2026	66890	CUSTOM WATER TECH...		-520.00
Bill Pmt -Check	04/23/2026	66891	OSTLER, LAUREN	REFUND TENNIS	-60.00
Bill Pmt -Check	04/23/2026	66892	PAHNKE, KATHRYN	REFUND KIDS CAMP	-180.00
Bill Pmt -Check	04/23/2026	66893	PRECISION CONCRETE...	PARKS	-4,203.73
Bill Pmt -Check	04/23/2026	66894	PUBLIC EMPLOYEES H...		-31,846.12
Bill Pmt -Check	04/23/2026	66895	SALT LAKE CITY CORP...		-1,065.28
Bill Pmt -Check	04/23/2026	66896	SCHOOLSIN	PARKS	-549.26
Bill Pmt -Check	04/23/2026	66897	SESAC	LICENSE	-1,278.00
Bill Pmt -Check	04/23/2026	66898	STRUCTURE COMPUTE...	MAINT.	-1,312.50
Bill Pmt -Check	04/23/2026	66899	THATCHER COMPANY	OPS	-3,411.03
Bill Pmt -Check	04/23/2026	66900	TRUGREEN-CHEMLAWN	PARKS	-625.30
Bill Pmt -Check	04/23/2026	66901	WHOLESALE OFFICE F...	REC & FIT	-6,135.00
Bill Pmt -Check	04/23/2026	66902	ZION ENGINEERING	OPS	-518.00
Bill Pmt -Check	04/23/2026	66903	ZIONS BANK		-6,880.84
Bill Pmt -Check	04/30/2026	ACH	CCG		-5,373.92
Bill Pmt -Check	04/30/2026	66904	ALARM INNOVATIONS	CAMERAS	-836.27
Bill Pmt -Check	04/30/2026	66905	BIG COTTONWOOD DR...	CHAT GEAR	-1,460.00
Bill Pmt -Check	04/30/2026	66906	COLLINS, CODY	REFUND KIDS CAMP	-120.00
Bill Pmt -Check	04/30/2026	66907	COLLINS, TRACEY	REFUND KIDS CAMP	-80.00
Bill Pmt -Check	04/30/2026	66908	EARTH TO MEL	REC & FIT	-339.00
Bill Pmt -Check	04/30/2026	66909	ENKHBAT, BOLOR	REFUND SWIM LESSONS	-56.00
Bill Pmt -Check	04/30/2026	66910	ETHERINGTON, TODD (...)	PER DIEM/MILAGE	-670.10
Bill Pmt -Check	04/30/2026	66911	GRAINGER	PARKS	-88.98
Bill Pmt -Check	04/30/2026	66912	GREENBERG, MELISSA	REFUND KIDS CAMP	-260.00
Bill Pmt -Check	04/30/2026	66913	IFA	PARKS	-419.86
Bill Pmt -Check	04/30/2026	66914	LIAN, ANH	REFUND TENNIS	-120.00
Bill Pmt -Check	04/30/2026	66915	MOUNTAINLAND SUPPLY	PARKS	-33.44
Bill Pmt -Check	04/30/2026	66916	PRIMUS LAW	Garnishment	-554.57
Bill Pmt -Check	04/30/2026	66917	PUBLIC EMPLOYEE HE...		-510.80
Bill Pmt -Check	04/30/2026	66918	STAT MEDICAL	FIRST AID SUPPLIES	-393.00
Bill Pmt -Check	04/30/2026	66919	STOTZ EQUIPMENT	PARKS	-964.40
Bill Pmt -Check	04/30/2026	66920	TRUGREEN-CHEMLAWN	PARKS	-5,369.43
Bill Pmt -Check	04/30/2026	66921	UTAH VALLEY AQUATICS	MEET FEES	-1,280.00
Bill Pmt -Check	04/30/2026	66922	YOUNG, TIM	REFUND KIDS CAMP	-40.00
Bill Pmt -Check	04/30/2026	66923	ZION ENGINEERING	OPS	-870.61
Bill Pmt -Check	04/30/2026	66924	ZIONS BANK	CARDIO	-13,705.79
Bill Pmt -Check	04/30/2026	ACH	UTAH LOCAL GOVERN...		-1,916.80
Total 1016 · GENERAL CHECKING					-275,518.75
TOTAL					-275,518.75

EXECUTIVE DIRECTOR UPDATES

May 2026

- ZAP Applications close Friday, May 22.
- Golf Tournament Meeting was held on April 28. Next meeting will be held on May 26
- Attended the Health in the Heights Coalition Key Stake Holder Meeting
- Board Budget Work Session regarding possible TNT. Would like to hold another workshop in late June or early July
- Splash Pad update at Mountview Park
- Ribbon Cutting for Summerhill Park on May 26 @ noon
- Outdoor pool Opening -Saturday, May 23
- Sun and Fun Days here May 20, 21, 22, 26 and 27
- Fox 13 news from the parks and from the pool
- ULGT Annual meeting @ the TRUST on May 21
- Auditors will present at the June Board meeting
- Other

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. 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.
- (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 apparel is 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.
- C. 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.

- D. 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.
- E. 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.
- F. 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.
- G. 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 (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.

(3) 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.

(4) 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 Child Care center. (I.e. 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 MAY, 2026

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Lyse' Durrant, Executive Director

BOARD OF TRUSTEES

By: _____

Patti Hansen, Chair

RESOLUTION NO. 2026-6

A RESOLUTION ADOPTING CHANGES TO A PERSONNEL POLICY OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA PERSONNEL POLICY SECTION VI-EMPLOYEE CODE OF CONDUCT

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area Board of Trustees has adopted Personnel Policy Section VI-Employee Code of Conduct;

WHEREAS, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts changes to Personnel Policy Section VI-Employee Code of Conduct;

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

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts Personnel Policy Section VI-Employee Code of Conduct;
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD
HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 20th DAY OF MAY 2026.**

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

Patti Hansen, Chair

Jennifer Cottam

Dennis Magaro

Attest: Allie Brown