

Cottonwood Heights Parks and Recreation Service Area

Board of Trustees

August 11, 2026

Work Session-3:00 pm

Board Meeting – 4:00 pm

AGENDA

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

3:00 pm

- A. Board District Representation Reports
- B. Safety Meeting Minute – Audrey Durfee
- C. Information and Discussion regarding possible Truth in Taxation
- 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 July 15, 2026 Board Meeting Minutes – Patti Hansen
- D. Review of the Financial Statement for July 2026 (Financials will be unreconciled and will be approved in the September meeting) – Lyse’ Durrant
- E. Review and Approval of Accounts Payable Selected Entries for July 2026– Audrey Durfee

INFORMATION/DISCUSSION ITEMS

- A. Public Comment
- B. Executive Director’s Report – Lyse’ Durrant
- C. Information and Discussion regarding Policy XXIV-Vehicle Usage Policy – Melissa Ruff
- D. Information and Discussion regarding Policy XXV-Use of Office Equipment, Computers and Computer Systems – Melissa Ruff
- E. 2027 Budget Timeline – Audrey Durfee

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 August 11, 2026 at 4:00 p.m. with a work session held at 3:00 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 August 11, 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 15th day of July 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 Bonnie Lee

Allie Brown Melissa Ruff

Andrew Davis Kevin Suchey

Jenny Soifua

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

General Board Meeting – 4pm

A. Welcome – Patti Hansen

B. Pledge of Allegiance – Andrew Davis

C. Review and Approval of the June 15, 2026, Minutes – Patti Hansen

- After review, Mr. Magaro made a motion to approve June 15, 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 June 2026 – Lyse' Durrant

- After review, Ms. Cottam made a motion to approve the Financial Statement for June 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 June 2026 - Lyse' Durrant

- After review Mr. Magaro made a motion to approve the Accounts Payable Selected Entries for June 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

- None

B. Executive Directors Report – Lyse’ Durrant

- Update on Outdoor Dive Tank
- Golf Tournament Meeting was held June 23
- PTOS meeting held June 24 and the next meeting will be July 22.
- BVDDays planning meeting and field walkthrough
- Mayors Cup Pickleball Tournament
- BVDDAYS July 16-18. Parade on July 18
- No CH2 in July. Next meeting will be held August 12
- Change of August and September Board meeting dates: August 19 to August ? September 16 to September 15.
- Communication after a Board meeting when there is public comment-what do you want that to look like?
- Recreation Bond presentation
- Summer!!!
- Other

C. Discussion about moving the dates of the August and September Board Meetings

- The Board discussed the possibility of rescheduling the August Board meeting to August 27 and the September Board meeting to September 15. No final decision was made.

D. Discussion regarding Truth in Taxation and setting up potential work session

- The Board discussed and agreed to hold a Truth in Taxation work session on August 11 at 3:00 p.m.

Meeting Adjourned.

The August Board meeting date is to be determined and will be posted on the Utah Public Notice Website and at the Cottonwood Heights Recreation Center.

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

July 2026

		Jul 26	Budget	% of Budget	Jan - Jul 26	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense								
Income								
	4000 · MEMBERSHIPS	90,542.97	70,500.00	128.43%	565,362.10	526,000.00	107.48%	830,000.00
	4010 · SILVER SNEAKERS	12,003.50	9,000.00	133.37%	79,892.00	61,000.00	130.97%	104,000.00
	4100 · ARENA ADMISSIONS	3,240.12	2,250.00	144.01%	78,105.42	66,500.00	117.45%	120,000.00
	4120 · LTS GROUP SKATE LESSONS	7,421.80	3,000.00	247.39%	50,421.12	32,500.00	155.14%	65,000.00
	4130 · BMS SKATE LESSONS	0.00	0.00	0.0%	5,788.02	5,000.00	115.76%	5,000.00
	4140 · FREESTYLE	13,138.09	6,500.00	202.12%	86,520.70	66,500.00	130.11%	117,000.00
	4150 · PRIVATE ARENA RENTAL	26,462.00	15,000.00	176.41%	154,387.27	129,000.00	119.68%	225,000.00
	4160 · PRIVATE SKATE LESSONS	2,150.00	1,100.00	195.46%	10,163.00	8,200.00	123.94%	14,000.00
	4200 · POOL ADMISSIONS	112,232.74	100,000.00	112.23%	254,538.48	251,000.00	101.41%	332,783.00
	4210 · PUBLIC SWIM LESSONS	16,470.55	18,000.00	91.5%	79,346.73	73,000.00	108.69%	100,000.00
	4220 · PRIVATE SWIM LESSONS	658.00	682.00	96.48%	3,341.00	3,817.00	87.53%	6,875.00
	4230 · Water Fitness	1,084.00	625.00	173.44%	2,312.00	2,950.00	78.37%	5,000.00
	4240 · SPECIALTY CLASSES	0.00	0.00	0.0%	2,877.00	2,180.00	131.97%	3,500.00
	4250 · TEAM DUES	0.00	0.00	0.0%	0.00	250.00	0.0%	500.00
	4255 · TEAM UNIFY INCOME	7,854.47	7,000.00	112.21%	121,928.37	126,500.00	96.39%	250,000.00
	4260 · TEAM MEET FEES	0.00	3,000.00	0.0%	2,866.50	6,500.00	44.1%	10,000.00
	4275 · INVITATIONAL	-722.88	0.00	100.0%	36,324.82	35,000.00	103.79%	35,000.00
	4280 · PRE-COMP	2,582.00	4,000.00	64.55%	18,071.92	16,750.00	107.89%	24,000.00
	4290 · WATER POLO	0.00	0.00	0.0%	3.75	0.00	100.0%	7,000.00
	4300 · TRACK ADMISSIONS	112.55	50.00	225.1%	455.74	725.00	62.86%	1,000.00
	4310 · GYM ADMISSIONS	681.69	600.00	113.62%	6,489.96	5,800.00	111.9%	10,000.00
	4320 · GYM RENTAL	0.00	1,000.00	0.0%	-125.00	7,500.00	-1.67%	14,500.00
	4400 · RB COURT FEES	1,119.97	825.00	135.75%	11,584.01	8,850.00	130.89%	15,000.00
	4500 · LOCKERS	410.00	550.00	74.55%	4,755.52	4,700.00	101.18%	9,000.00
	4600 · Land Fitness	2,120.00	2,400.00	88.33%	18,106.30	18,800.00	96.31%	32,000.00
	4605 · Fitness Camps	0.00	0.00	0.0%	3,704.60	2,000.00	185.23%	4,000.00
	4610 · ROOM RENTAL	-2,315.00	1,800.00	-128.61%	24,678.74	14,600.00	169.03%	25,000.00
	4630 · PERSONAL TRAINERS	1,250.00	400.00	312.5%	4,941.00	3,300.00	149.73%	5,500.00

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

July 2026

		Jul 26	Budget	% of Budget	Jan - Jul 26	YTD Budget	% of Budget	Annual Budget
	4640 · WEIGHT ROOM	5,264.73	4,000.00	131.62%	40,893.29	32,500.00	125.83%	55,000.00
	4660 · ADVERTISING	50.00	0.00	100.0%	100.00	300.00	33.33%	750.00
	4700 · NURSERY	1,095.00	650.00	168.46%	6,813.00	4,000.00	170.33%	7,000.00
	4710 · SNACK BAR	6,107.38	5,000.00	122.15%	6,107.38	8,000.00	76.34%	13,500.00
	4720 · VENDING	1,628.69	1,500.00	108.58%	9,066.40	8,500.00	106.66%	15,000.00
	4730 · PRO SHOP	681.98	500.00	136.4%	2,294.85	2,900.00	79.13%	4,000.00
	4735 · POSTAGE/COPIES	0.00	5.00	0.0%	2.24	15.00	14.93%	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	500.00	0.0%	3,232.82	3,500.00	92.37%	4,000.00
	4800 · PAVILION	2,630.00	2,700.00	97.41%	19,950.00	18,650.00	106.97%	23,000.00
	4810 · FIELD FEES	6,980.89	0.00	100.0%	19,865.89	17,000.00	116.86%	42,000.00
	4820 · TENNIS	157.00	2,000.00	7.85%	28,003.60	23,000.00	121.76%	23,000.00
	4821 · PICKLEBALL TOURNAMENT ENTRY	2,598.50	4,000.00	64.96%	4,783.50	5,500.00	86.97%	5,500.00
	4823 · OUTDOOR COURT RESERVATIONS	305.00	500.00	61.0%	4,445.00	4,200.00	105.83%	6,000.00
	4830 · ADMIN FEES	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
	4840 · Processing fees	8,383.39	5,000.00	167.67%	41,103.74	30,500.00	134.77%	50,000.00
	4910 · FOUNDATION / DONATIONS	4,475.00			13,700.29			
	4916 · 5-K RACE INCOME	500.00	0.00	100.0%	535.00	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	18,986.95	17,000.00	111.69%	190,951.14	122,700.00	155.62%	2,937,000.00
	4921 · FEE IN LIEU, ETC.	12,262.54	16,000.00	76.64%	92,334.28	104,000.00	88.78%	170,000.00
	4930 · INTEREST INCOME	2,201.40	3,500.00	62.9%	28,856.55	24,000.00	120.24%	37,500.00
	4960 · GAIN (LOSS) ON SALE OF EQUIP	0.00			13,442.00			
	4965 · CWH CITY MNTNC CONTRACT	32,819.50	32,819.00	100.0%	160,951.64	157,718.00	102.05%	321,813.00
	4970 · UNIFORM INCOME	0.00			389.00			
	4972 · KIDS SPORTS CAMP INCOME	581.00	0.00	100.0%	60,541.98	58,000.00	104.38%	58,000.00
	4973 · FLAG FOOTBALL INCOME	10,718.85	5,000.00	214.38%	37,053.85	30,000.00	123.51%	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	22,135.32	13,000.00	170.27%	98,215.67	86,000.00	114.2%	92,000.00
	5810 · INTEREST INCOME BOND	2,053.67			13,733.27			

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

July 2026

		Jul 26	Budget	% of Budget	Jan - Jul 26	YTD Budget	% of Budget	Annual Budget
Total Income		441,113.36	361,956.00	121.87%	2,524,207.45	2,219,905.00	113.71%	6,615,499.00
Gross Profit		441,113.36	361,956.00	121.87%	2,524,207.45	2,219,905.00	113.71%	6,615,499.00
Expense								
	5000 · ADMIN/BENEFITED EMPLOYEES	42,395.05	44,468.00	95.34%	326,067.45	348,089.00	93.67%	599,129.00
	5001 · ADMIN FICA,WC,S,V	198.21	5,111.00	3.88%	23,132.88	38,018.00	60.85%	66,222.00
	5010 · WAGES/MANAGER ON DUTY	4,792.45	5,000.00	95.85%	38,183.53	37,000.00	103.2%	65,000.00
	5020 · WAGES/NURSERY	3,750.49	2,900.00	129.33%	24,598.57	20,900.00	117.7%	35,050.00
	5040 · WAGES/CSR	20,192.54	19,000.00	106.28%	130,893.49	127,500.00	102.66%	215,000.00
	5041 · ADMIN WAGES/FICA,WRKCOMP	148.66	2,959.00	5.02%	13,540.63	20,394.00	66.4%	34,656.00
	5100 · SALARIES/AQUATICS	19,681.61	20,336.00	96.78%	149,371.98	152,520.00	97.94%	266,716.00
	5101 · AQUATICS, SALARY,FICA,WRKCOMP	198.21	2,237.00	8.86%	11,144.11	16,778.00	66.42%	29,339.00
	5110 · WAGES/SWIM INSTRUCTORS	16,030.78	13,000.00	123.31%	48,993.12	44,000.00	111.35%	66,500.00
	5120 · WAGES/SPECIALTY CLASSES	0.00	75.00	0.0%	2,938.94	2,200.00	133.59%	2,500.00
	5130 · WAGES/LIFEGUARDS	84,584.35	84,973.00	99.54%	304,495.69	288,038.00	105.71%	450,000.00
	5140 · Wages/Water Fitness Instructors	1,310.00	2,500.00	52.4%	10,372.92	16,000.00	64.83%	27,000.00
	5141 · WAGES/AQUATICS/FICA,WRKCOMP	371.64	11,060.00	3.36%	21,706.56	38,197.00	56.83%	60,060.00
	5160 · WAGES/SWIM TEAM	6,434.28	5,499.00	117.01%	37,869.55	34,834.00	108.71%	55,000.00
	5161 · SWIM TEAM WAGES/FICA,WRKCOMP	49.55	605.00	8.19%	2,706.26	3,832.00	70.62%	6,050.00
	5200 · SALARIES/PROGRAMS	14,277.95	14,266.00	100.08%	111,090.28	111,162.00	99.94%	191,100.00
	5201 · SALARIES/PROGRAMS,FICA,WC,S,V	148.66	1,649.00	9.02%	8,319.68	11,900.00	69.91%	21,118.00
	5210 · Wages/Land Fitness	8,984.61	8,600.00	104.47%	70,839.07	60,800.00	116.51%	105,000.00
	5240 · WAGES/SKATE GUARDS	6,143.84	5,000.00	122.88%	49,386.21	46,000.00	107.36%	78,500.00
	5250 · WAGES/LTS INSTRUCTORS	2,378.65	1,200.00	198.22%	19,934.32	18,300.00	108.93%	25,750.00
	5260 · WAGES/SUPER SPORT	11,031.19	12,320.00	89.54%	20,722.78	27,280.00	75.96%	42,540.00
	5261 · WAGES/RECREATION COORDINATOR PT	1,489.08			3,883.10			
	5264 · WAGES/YOUTH SOCCER	418.22	0.00	100.0%	3,437.22	3,600.00	95.48%	7,500.00
	5266 · WAGES/FLAG FOOTBALL	0.00	0.00	0.0%	3,231.86	3,500.00	92.34%	7,000.00
	5268 · WAGES/JUNIOR JAZZ	51.75	0.00	100.0%	2,556.21	5,300.00	48.23%	8,000.00
	5270 · WAGES/TENNIS INSTRUCTORS	3,048.29	3,300.00	92.37%	7,864.22	7,850.00	100.18%	9,250.00
	5271 · WAGES/ARENA,FICA,WC,S,V	173.43	3,289.00	5.27%	10,825.44	18,762.00	57.7%	30,608.00

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

July 2026

		Jul 26	Budget	% of Budget	Jan - Jul 26	YTD Budget	% of Budget	Annual Budget
	5300 · SALARIES/OPERATIONS	22,177.33	21,936.00	101.1%	162,716.48	162,213.00	100.31%	283,913.00
	5301 · SALARIES/OPER,FICA,WC,S,V	371.64	2,413.00	15.4%	12,961.84	17,844.00	72.64%	31,230.00
	5310 · WAGES/OPERATIONS	3,058.28	3,902.00	78.38%	24,603.11	27,554.00	89.29%	50,565.00
	5311 · WAGES/OPER,FICA,WC,S,V	74.33	429.00	17.33%	2,083.10	3,032.00	68.7%	5,562.00
	5400 · SALARIES/GROUNDS	29,562.78	26,987.00	109.55%	202,909.66	204,555.00	99.2%	352,983.00
	5401 · SALARY/GOUNDS,FICA,WC,S,V	371.64	2,969.00	12.52%	15,485.67	22,502.00	68.82%	38,828.00
	5410 · WAGES/GROUNDS	11,527.26	13,000.00	88.67%	35,275.64	33,250.00	106.09%	58,750.00
	5411 · WAGES/GROUNDS,FICA,WC,S,V	845.98	1,430.00	59.16%	3,856.36	3,658.00	105.42%	6,463.00
	5500 · SALARIES/VISUAL MAINTENANCE	11,555.20	11,445.00	100.96%	84,768.39	84,480.00	100.34%	147,526.00
	5501 · SALARIES/VM,FICA,WC,S,V	148.66	1,259.00	11.81%	6,497.43	9,293.00	69.92%	16,228.00
	5510 · WAGES,VISUAL MNTNC	3,582.97	3,538.00	101.27%	26,429.31	26,541.00	99.58%	46,000.00
	5511 · WAGES,VISUAL MNTNC,FICA,WC,S,V	99.09	389.00	25.47%	2,326.41	2,920.00	79.67%	5,060.00
	5700 · PAYROLLTAXES/FICA,SS,MED	24,964.12			24,964.12			
	5960 · PAYROLL GENERAL/UNEMPLOYMENT	622.62			622.62			
	6000 · UT STATE RETIREMENT	20,692.59	22,830.00	90.64%	162,622.48	168,994.00	96.23%	290,974.00
	6010 · HEALTH INS,DISABILITY	26,213.56	30,000.00	87.38%	197,570.23	213,500.00	92.54%	367,000.00
	6030 · BOARD FEES	1,287.48	1,300.00	99.04%	12,223.77	18,100.00	67.54%	27,500.00
	6040 · TRAVEL	496.79	250.00	198.72%	4,686.68	13,750.00	34.09%	18,000.00
	6050 · TRAINING/WORKSHOPS	1,554.00	600.00	259.0%	4,917.20	11,850.00	41.5%	17,100.00
	6560 · PAYROLL EXPENSES	0.00			-70.00			
	7001 · MARKETING	469.93	1,500.00	31.33%	5,113.78	7,500.00	68.18%	12,500.00
	7010 · AUDITING	0.00	1,000.00	0.0%	14,550.00	16,500.00	88.18%	20,500.00
	7020 · CONSULTING	862.50	5,000.00	17.25%	50,759.94	23,500.00	216.0%	50,000.00
	7040 · DUES & SUBSCRIPTIONS	24,796.53	9,640.00	257.23%	79,998.01	53,145.00	150.53%	99,750.00
	7050 · PROPERTY INSURANCE	112,528.42	2,500.00	4,501.14%	112,528.42	118,250.00	95.16%	125,000.00
	7060 · LEGAL/CONSULTING,ADVERTISING	3,595.00	500.00	719.0%	9,975.00	6,000.00	166.25%	9,000.00
	7065 · CWH CITY CONTRACT EXP	9,131.30	7,500.00	121.75%	50,153.35	39,500.00	126.97%	62,021.00
	7130 · BANK/CREDIT CARD SRVC CHARGES	28,095.14	30,000.00	93.65%	131,500.67	149,000.00	88.26%	200,000.00
	7140 · OVER/SHORT	-65.35			-374.53			
	7200 · SWIM TEAM REIMBURSABLES	2,003.79	5,800.00	34.55%	31,374.76	27,800.00	112.86%	56,000.00

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

July 2026

		Jul 26	Budget	% of Budget	Jan - Jul 26	YTD Budget	% of Budget	Annual Budget
	7215 · INVITATIONAL EXP	-66.83	2,500.00	-2.67%	16,584.82	20,000.00	82.92%	20,000.00
	7220 · SWIM TEAM EXPENSE	958.20	5,000.00	19.16%	3,391.38	13,200.00	25.69%	20,700.00
	7221 · TEAM UNIFY EXPENSES	0.00	0.00	0.0%	1,498.00	1,750.00	85.6%	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	2,230.07	2,500.00	89.2%	16,100.97	19,500.00	82.57%	28,000.00
	7550 · UTILITIES/GAS	15,279.87	14,000.00	109.14%	97,611.09	145,000.00	67.32%	250,000.00
	7551 · UTILITIES/ELECTRICITY	28,139.06	28,000.00	100.5%	170,423.23	165,000.00	103.29%	280,000.00
	7552 · UTILITIES/SEWER	0.00	200.00	0.0%	9,834.36	9,350.00	105.18%	18,000.00
	7553 · UTILITIES/WATER	0.00	500.00	0.0%	3,641.00	12,500.00	29.13%	60,000.00
	7560 · UTILITIES/GROUNDS,GAS	85.40			85.40			
	7561 · UTILITIES/GROUNDS/ELECT	394.00	550.00	71.64%	5,189.77	4,950.00	104.84%	8,000.00
	7562 · UTILITIES/GROUNDS,WATER	20,366.84	30,000.00	67.89%	42,117.65	47,000.00	89.61%	110,000.00
	7563 · UTILITIES/GROUNDS,SEWER-GARBAGE	3,461.33	3,500.00	98.9%	15,003.75	20,600.00	72.83%	36,000.00
	7700 · AUTO EXP	1,291.57	1,465.00	88.16%	8,659.89	15,550.00	55.69%	22,450.00
	8000 · REP & MNTNC ADMIN	0.00	2,000.00	0.0%	3,663.12	8,000.00	45.79%	15,000.00
	8010 · REP & MNTNC/POOLS	1,464.67	5,000.00	29.29%	27,393.71	30,000.00	91.31%	60,000.00
	8020 · REP & MNTNC/ARENA	1,330.97	3,500.00	38.03%	24,496.84	27,500.00	89.08%	40,000.00
	8030 · REP & MNTNC/GYM,WT RMS	50.00	1,000.00	5.0%	6,153.01	8,000.00	76.91%	12,000.00
	8036 · REP & MNTNC/TENNIS	0.00	250.00	0.0%	337.59	750.00	45.01%	1,000.00
	8040 · REP & MNTNC/SNACK BAR	102.00	500.00	20.4%	847.78	1,900.00	44.62%	2,500.00
	8050 · REP & MNTC OP	7,188.35	8,500.00	84.57%	34,562.68	54,000.00	64.01%	80,000.00
	8055 · REP & MNTC GROUNDS	8,632.38	9,000.00	95.92%	61,766.40	52,500.00	117.65%	80,000.00
	8100 · PRO SHOP/COST OF GOODS	239.74	750.00	31.97%	1,581.11	3,400.00	46.5%	4,000.00
	8130 · UNIFORMS EXPENSE	0.00	500.00	0.0%	13,372.07	14,500.00	92.22%	17,000.00
	8140 · UNIFORMS AQUATICS	-130.00	0.00	100.0%	3,128.73	10,000.00	31.29%	10,000.00
	8500 · SUNDRIES	1,902.23	1,640.00	115.99%	8,427.94	7,245.00	116.33%	17,300.00
	9000 · SUPPLIES/ADMIN	3,797.94	2,000.00	189.9%	28,188.21	30,000.00	93.96%	40,000.00
	9010 · SUPPLIES/OFFICE POSTAGE	0.00	250.00	0.0%	2,833.01	3,250.00	87.17%	5,000.00
	9020 · SUPPLIES/COMPUTER	6,376.92	2,500.00	255.08%	19,933.10	20,500.00	97.24%	38,000.00
	9040 · SUPPLIES/NURSERY	46.89	105.00	44.66%	524.51	730.00	71.85%	1,250.00

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

July 2026

		Jul 26	Budget	% of Budget	Jan - Jul 26	YTD Budget	% of Budget	Annual Budget
	9050 · SUPPLIES/POOL	6,844.91	1,000.00	684.49%	15,362.42	11,500.00	133.59%	15,000.00
	9055 · SUPPLIES/POOL(OPERATING)	14,438.21	21,000.00	68.75%	106,657.59	90,000.00	118.51%	150,000.00
	9060 · SUPPLIES/AQUACISE	240.00	0.00	100.0%	331.56	1,250.00	26.53%	1,500.00
	9070 · SUPPLIES/SPECIALTY CLASSES	0.00	0.00	0.0%	4,577.93	6,900.00	66.35%	8,000.00
	9080 · SUPPLIES/PROGRAMS	210.97	250.00	84.39%	2,327.67	2,250.00	103.45%	3,250.00
	9081 · SUPPLIES/LTS	0.00	50.00	0.0%	918.55	600.00	153.09%	800.00
	9085 · SUPPLIES/ARENA	772.22	150.00	514.81%	2,590.32	4,581.00	56.55%	5,481.00
	9090 · Supplies/Land Fitness	36.55	300.00	12.18%	4,055.37	4,500.00	90.12%	6,000.00
	9091 · SUPPLIES/SILVER SNEAKERS	0.00	0.00	0.0%	285.20	350.00	81.49%	500.00
	9092 · Supplies/Fitness Camp	0.00	0.00	0.0%	583.61	500.00	116.72%	1,000.00
	9110 · SUPPLIES/WEIGHT ROOM	87.59	450.00	19.46%	1,703.04	3,150.00	54.07%	5,250.00
	9115 · SUPPLIES/GYM	0.00	125.00	0.0%	297.52	875.00	34.0%	1,500.00
	9116 · SUPPLIES/TENNIS	53.88	200.00	26.94%	1,162.47	1,300.00	89.42%	1,300.00
	9120 · SUPPLIES/OPERATIONS	0.00	300.00	0.0%	0.00	2,500.00	0.0%	4,000.00
	9130 · SUPPLIES/GROUNDS	727.03	1,460.00	49.8%	4,520.07	6,460.00	69.97%	10,460.00
	9131 · FIELD COSTS	3,786.94	1,250.00	302.96%	9,159.85	9,303.00	98.46%	13,053.00
	9140 · SUPPLIES/VM,CLEANING	2,444.27	2,837.00	86.16%	12,373.48	17,972.00	68.85%	29,242.00
	9150 · SUPPLIES/VM PAPER	959.50	2,099.00	45.71%	4,849.35	13,242.00	36.62%	21,392.00
	9200 · SMALL EQUIP	0.00	0.00	0.0%	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	235.82	1,050.00	22.46%	3,503.93	3,550.00	98.7%	3,550.00
	9222 · KIDS SPORTS CAMP EXPENSE	106.81	0.00	100.0%	979.42	2,000.00	48.97%	2,000.00
	9224 · FLAG FOOTBALL EXPENSE	868.00	0.00	100.0%	11,927.45	13,000.00	91.75%	22,000.00
	9225 · JR. JAZZ EXPENSE	0.00	0.00	0.0%	23,427.00	26,000.00	90.1%	26,000.00
	9226 · CWH Youth Soccer expense	1,400.00	0.00	100.0%	22,969.23	19,000.00	120.89%	38,000.00
	Total Expense	725,261.37	635,695.00	114.09%	3,808,726.21	3,968,943.00	95.96%	6,615,499.00
Net Ordinary Income		-284,148.01	-273,739.00	103.8%	-1,284,518.76	-1,749,038.00	73.44%	0.00
Other Income/Expense								
Other Expense								
	9300 · CAPITAL EQUIPMENT/IMPROVEMENTS	0.00	0.00	0.0%	95,037.00	80,000.00	118.8%	125,000.00

Cottonwood Heights Parks and Recreation Monthly Consolidated Board Financials

July 2026

		Jul 26	Budget	% of Budget	Jan - Jul 26	YTD Budget	% of Budget	Annual Budget
	9301 - CAPITAL & OPERATING LEASES	27,681.41	27,687.00	99.98%	100,854.23	100,871.00	99.98%	137,018.00
	Total Other Expense	27,681.41	27,687.00	99.98%	195,891.23	180,871.00	108.3%	262,018.00
	Net Other Income	-27,681.41	-27,687.00	99.98%	-195,891.23	-180,871.00	108.3%	-262,018.00
		-311,829.42	-301,426.00	103.45%	-1,480,409.99	-1,929,909.00	76.71%	-262,018.00

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Accrual Basis

Cottonwood Heights Parks and Recreation

Bill Payment Register

As of July 31, 2026

Type	Date	Num	Name	Memo	Amount
1016 - GENERAL CHECKING					
Bill Pmt -Check	07/02/2026	ACH	PITNEY BOWES	postaGe	-941.99
Bill Pmt -Check	07/02/2026	ACH	UTAH LOCAL GOVERN...	WCF	-1,916.80
Bill Pmt -Check	07/02/2026	67109	ABRAHAMSON, JULIE	REFUND TENNIS	-60.00
Bill Pmt -Check	07/02/2026	67110	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	07/02/2026	67111	BIG COTTONWOOD DR...	TEAM GEAR	-2,088.00
Bill Pmt -Check	07/02/2026	67112	BRADY INDUSTRIES INC.	VM	-286.07
Bill Pmt -Check	07/02/2026	67114	FUEL NETWORK		-1,426.41
Bill Pmt -Check	07/02/2026	67115	FURMAN, JESSICA	VOID: REFUND PICKLEBALL repl...	0.00
Bill Pmt -Check	07/02/2026	67116	JENKINS PLUMBING CO.	PARKS	-1,165.00
Bill Pmt -Check	07/02/2026	67117	JOE'S TRIPLE A	URINALS	-646.00
Bill Pmt -Check	07/02/2026	67118	McKINSTRY	INVESTMENT GRADE AUDIT	-44,800.00
Bill Pmt -Check	07/02/2026	67119	PUBLIC EMPLOYEE HE...		-513.53
Bill Pmt -Check	07/02/2026	67120	PUBLIC EMPLOYEES H...		-32,216.08
Bill Pmt -Check	07/02/2026	67121	ROCKY MOUNTAIN PO...		-29,688.94
Bill Pmt -Check	07/02/2026	67122	THATCHER COMPANY	OPS	-4,396.60
Bill Pmt -Check	07/02/2026	67123	DEJA, JACQUELINE	REFUND SWIM LESSONS	-99.00
Bill Pmt -Check	07/09/2026	ACH	Citi Cards		-22,994.83
Bill Pmt -Check	07/09/2026	67124	ADVANTAGE BUSINESS...	Checks	-605.78
Bill Pmt -Check	07/09/2026	67125	ALLEN, EMILY	REFUND PICKLEBALL	-50.00
Bill Pmt -Check	07/09/2026	67126	BLOMQUIST HALE CON...		-385.00
Bill Pmt -Check	07/09/2026	67127	BRADY INDUSTRIES INC.	vis main	-962.19
Bill Pmt -Check	07/09/2026	67128	CEM AQUATICS	ops	-883.40
Bill Pmt -Check	07/09/2026	67129	Cottonwood Heights City (1)	NEWLETTER 2/26-6/26	-579.05
Bill Pmt -Check	07/09/2026	67130	EVANS, GRACE	REFUND KIDS CAMP	-160.00
Bill Pmt -Check	07/09/2026	67131	GAO, JIABAO	REFUND KIDS CAMP	-75.00
Bill Pmt -Check	07/09/2026	67132	GRAINGER	OPS	-87.77
Bill Pmt -Check	07/09/2026	67133	GREEN, SABRINA	REFUND RICKLEBALL	-60.00
Bill Pmt -Check	07/09/2026	67134	HANSEN, SHAYLEE	REFUND SWIM LESSONS	-48.00
Bill Pmt -Check	07/09/2026	67135	HARDING, JILIAN	REFUND KIDS CAMP	-40.00
Bill Pmt -Check	07/09/2026	67136	JENSON REFRIGERATI...	PARKS	-3,787.39
Bill Pmt -Check	07/09/2026	67137	MOUNTAINLAND SUPPLY	PARKS	-1,692.67
Bill Pmt -Check	07/09/2026	67138	PRICE, NATHAN	REFUND JR. REAL	-90.00
Bill Pmt -Check	07/09/2026	67139	ROTO AIRE FILTER SAL...		-1,115.05
Bill Pmt -Check	07/09/2026	67140	SHANAHAN, JOHN	REFUND REC LEAGUE	-130.00
Bill Pmt -Check	07/09/2026	67141	SUMMIT ENERGY		-10,626.29
Bill Pmt -Check	07/09/2026	67142	USA RACING	REC & FIT	-3,008.20
Bill Pmt -Check	07/09/2026	67143	WARR, ALYSSA	REFUND TENNIS	-50.00
Bill Pmt -Check	07/09/2026	67144	WATER STAR USA	100-8481511-001	-8.45
Bill Pmt -Check	07/09/2026	67145	WOO, APRIL	REFUND KIDS CAMP	-180.00
Bill Pmt -Check	07/09/2026	67146	ZAMBONI	UTS01	-1,695.48
Bill Pmt -Check	07/14/2026	ACH	UTAH STATE RETIREM...		-13,853.84
Bill Pmt -Check	07/16/2026	67178	AMERIGAS SALT LAKE ...		-861.93
Bill Pmt -Check	07/16/2026	67179	ANKORED INC.	50%	-2,268.00
Bill Pmt -Check	07/16/2026	67180	BIG T RECREATION	TABLE	-2,601.00
Bill Pmt -Check	07/16/2026	67181	BLATNICK, HEIDI	REFUND SKATE LESSONS	-70.00
Bill Pmt -Check	07/16/2026	67182	BRAY, MEGAN	REFUND SWIM LESSONS	-102.00
Bill Pmt -Check	07/16/2026	67183	CHEEVER, SPIKE	REFUND SWIM LESSONS	-64.00
Bill Pmt -Check	07/16/2026	67184	COLORADO TIME SYST...	PAGE CLOCK	-2,145.00

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Accrual Basis

Cottonwood Heights Parks and Recreation

Bill Payment Register

As of July 31, 2026

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/16/2026	67185	COMCAST		-629.60
Bill Pmt -Check	07/16/2026	67186	COOK, JAMIE	REFUND SWIM LESSONS	-64.00
Bill Pmt -Check	07/16/2026	67187	Dudley, Lorie	CPA	-862.50
Bill Pmt -Check	07/16/2026	67188	ENBRIDGE		-4,653.58
Bill Pmt -Check	07/16/2026	67189	EWING IRRIGATION	PARKS	-136.64
Bill Pmt -Check	07/16/2026	67190	HONEY BUCKET	TEMP. FENCING	-3,125.04
Bill Pmt -Check	07/16/2026	67191	INTERMOUNTAIN SOFT ...	OPS	-55.00
Bill Pmt -Check	07/16/2026	67192	JANITOR'S CLOSET	VM	-880.00
Bill Pmt -Check	07/16/2026	67193	JENKINS PLUMBING CO.	PARKS	-990.41
Bill Pmt -Check	07/16/2026	67194	JENSON REFRIGERATI...	PARKS	-1,435.06
Bill Pmt -Check	07/16/2026	67195	MENLOVE, CARLY	REFUND TENNIS	-50.00
Bill Pmt -Check	07/16/2026	67196	PACIFIC WATER INC.	2173	-50.00
Bill Pmt -Check	07/16/2026	67197	R & S DISTRIBUTING	VIS. MAINT.	-514.18
Bill Pmt -Check	07/16/2026	67198	SALT LAKE CITY CORP...	WATER	-19,639.30
Bill Pmt -Check	07/16/2026	67199	STANTON, SEAN.	REFUND OF DEDUCTIONS TAK...	-271.38
Bill Pmt -Check	07/16/2026	67200	STERICYCLE, INC.		-440.89
Bill Pmt -Check	07/16/2026	67201	STITT, LIZ	REFUND SWIM LESSONS	-51.00
Bill Pmt -Check	07/16/2026	67202	STRUCTURE COMPUTE...	3 COMPUTERS+	-6,376.92
Bill Pmt -Check	07/16/2026	67203	THATCHER COMPANY	OPS	-18,458.30
Bill Pmt -Check	07/16/2026	67204	UNIVERSAL GRINDING ...	ARENA	-48.00
Bill Pmt -Check	07/16/2026	67205	WARR, ALYSSA	REFUND TENNIS	-50.00
Bill Pmt -Check	07/16/2026	67206	WASTE MANAGEMENT		-5,674.41
Bill Pmt -Check	07/16/2026	67207	ZION ENGINEERING	OPS	-5,754.14
Bill Pmt -Check	07/16/2026	67208	ZIONS BANK	FITNESS EQUIP	-7,094.77
Bill Pmt -Check	07/23/2026	ACH	PUBLIC EMPLOYEES H...	FLEX REIMBURSEMENT	-581.52
Bill Pmt -Check	07/23/2026	ACH	UTAH STATE RETIREM...		-13,897.00
Bill Pmt -Check	07/23/2026	ACH	WHEN TO WORK	SUBSCRIPTION	-10,998.00
Bill Pmt -Check	07/23/2026	67209	CEM AQUATICS	OPS	-1,265.99
Bill Pmt -Check	07/23/2026	67210	COTTONWOOD IMPRO...		-72.00
Bill Pmt -Check	07/23/2026	67211	ECONO.PEST		-102.00
Bill Pmt -Check	07/23/2026	67212	ETHERINGTON, TODD (...)	PER DIEM WESTERN ZONES	-645.00
Bill Pmt -Check	07/23/2026	67213	EVANS, MIA	REFUND KIDS CAMP	-90.00
Bill Pmt -Check	07/23/2026	67214	FABIAN VANCOTT	LEGAL	-3,595.00
Bill Pmt -Check	07/23/2026	67215	FUEL NETWORK	PARKS	-1,291.57
Bill Pmt -Check	07/23/2026	67216	HICKS, WENDY	REFUND PAVILION	-90.00
Bill Pmt -Check	07/23/2026	67217	IFA	PARKS	-900.00
Bill Pmt -Check	07/23/2026	67218	MOUNTAINLAND SUPPLY	PARKS	-2,052.40
Bill Pmt -Check	07/23/2026	67219	NORCO	OPS	-1,217.28
Bill Pmt -Check	07/23/2026	67220	TURNER, SAVANNAH	REFUND SKATE LESSONS	-60.00
Bill Pmt -Check	07/23/2026	67221	WATER SAFETY PROD...	AQUATICS	-323.96
Bill Pmt -Check	07/23/2026	67222	XIA, WEN	REFUND SWIM LESSONS	-27.00
Bill Pmt -Check	07/23/2026	67223	ZIONS BANK	LAWNMOVERS	-6,880.85
Bill Pmt -Check	07/30/2026	ACH	Utah State Tax Commissi...	6/26 sales tax	-15,291.04
Bill Pmt -Check	07/30/2026	ACH	UTAH DEPT. of WORKF...		-622.62
Bill Pmt -Check	07/30/2026	ACH	UTAH LOCAL GOVERN...	Annual property liabilities	-115,006.02
Bill Pmt -Check	07/30/2026	ACH	UTAH STATE RETIREM...		-13,101.61
Bill Pmt -Check	07/30/2026	67224	BULLARD, ANDREA	REFUND TENNIS	-45.00
Bill Pmt -Check	07/30/2026	67225	COTTONWOOD HEIGHT...	ASPIRE TEE'S	-192.50
Bill Pmt -Check	07/30/2026	67226	FEE, JOANNE	REFUND PAVILION	-90.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/30/2026	67227	FURMAN, JESSICA	REFUND PICKLEBALL	-20.00
Bill Pmt -Check	07/30/2026	67228	GALLEGOS, RYAN	REFUND KIDS CAMP	-90.00
Bill Pmt -Check	07/30/2026	67229	LEE, BONNIE	REIMBURSEMENT MAYOR'S CUP	-19.82
Bill Pmt -Check	07/30/2026	67230	LIPPINCOTT, CASEY	REFUND SWIM LESSONS	-48.00
Bill Pmt -Check	07/30/2026	67231	LUDWIG, LISA	Refund Swim lessons	-112.00
Bill Pmt -Check	07/30/2026	67232	MOORE, MANDY	Refund Pickleball	-81.00
Bill Pmt -Check	07/30/2026	67233	OGILVIE, PAIGE	REFUND TENNIS	-120.00
Bill Pmt -Check	07/30/2026	67234	PITTSBURGH PAINTS CO.	parks	-451.80
Bill Pmt -Check	07/30/2026	67235	PUBLIC EMPLOYEE HE...		-510.80
Bill Pmt -Check	07/30/2026	67236	PUBLIC EMPLOYEES H...		-28,105.08
Bill Pmt -Check	07/30/2026	67237	RAST, JAMIE	REFUND KIDS CAMP	-360.00
Bill Pmt -Check	07/30/2026	67238	RILEY, BEN	REFUND TENNIS	-45.00
Bill Pmt -Check	07/30/2026	67239	RODGERS, BREANNA	REFUND PICKLEBALL	-36.00
Bill Pmt -Check	07/30/2026	67240	SALT LAKE CITY CORP...		-727.54
Bill Pmt -Check	07/30/2026	67241	THATCHER COMPANY		-3,702.40
Bill Pmt -Check	07/30/2026	67242	ZIONS BANK		-13,705.79
Total 1016 · GENERAL CHECKING					-505,452.57
TOTAL					-505,452.57

EXECUTIVE DIRECTOR UPDATES

July 2026

- Update on Outdoor Dive Tank
- Golf Tournament Meetings and Golf Tournament coming up on August 26
- No PTOS was held in July. Next meeting is the 26th of August
- Mayors Cup Pickleball Tournament
- BVDAYS July 16-18
- CH2 meeting will be held August 12 @ 10 am. No meeting was held in July
- Summer so far has been amazing and amazingly hot! Kudos to all staff
- Personnel Policy reviewed by Attorney
- Budget 2027 Process
- Credit Card processor discussion
- Bi-Monthly meeting with Jared, City Manager
- Indoor Pools closed August 1-September 7 for annual maintenance
- We had a wedding and an awesome staff party
- Other
 - o Ice Skating Public Session cancelation requests
 - OKTOBERFEST: September 17-20, 2026
 - Test Session: Friday, December 4, 2026 2-4 PM
 - LTS/CHFSC Winter Show: Wednesday, December 9, 2026 7-9 PM

SECTION XXIV: VEHICLE USAGE POLICY

1. GENERAL POLICY. Cottonwood Heights Parks & Recreation Service Area's employees are responsible for operating both Service Area owned vehicles and personal vehicles on Service Area business according to state and federal laws and Service Area policy. For personal vehicle mileage reimbursement, refer to SECTION ~~VXI~~; 3, E. All drivers must be at least sixteen (16) years old and possess a valid driver's license with endorsements appropriate for the vehicles to be operated. Any employee without a valid driver's license will not be allowed to operate a Service Area vehicle or drive on Service Area business. If driving is an essential job function and the employee cannot lawfully perform that function, the Service Area will consider whether the employee can be reasonably accommodated or reassigned as required by law. If no reasonable accommodation or reassignment is available, the employee may be subject to termination. ~~If driving is an essential job function, and the employee cannot be reasonably accommodated, the employee will be terminated.~~

Commented [RA1]: Should this be XVI?

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2. MANDATORY MOTOR VEHICLE REPORTS. Motor Vehicle Reports will be checked on all employees who use Service Area vehicles or use personal vehicles for business purposes, after the date of hire and any subsequent rehire. A Motor Vehicle Report will also be updated monthly and monitored to address any unacceptable status. The report will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the Service Area. Motor Vehicle Reports shall be obtained and monitored only with required authorization and for a permissible employment-related purpose. If the Service Area uses a third-party consumer reporting agency or monitoring service, it shall comply with the Fair Credit Reporting Act, including applicable disclosure, authorization, and adverse-action procedures.

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

Before suspending driving privileges or taking other adverse employment action based on a Motor Vehicle Report or license-status information, the Service Area shall provide the employee an opportunity to identify any error or provide relevant information, unless immediate action is necessary for safety or legal compliance.

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3. PROCEDURES.

- (1) Employees shall not operate a vehicle if he or she is not physically and mentally able to drive safely.
- (2) Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions.
- (3) Drivers must abide by all laws regarding the use of electronic devices (including cellular phones) in vehicles.
- (4) Seat belts must be worn by the driver and all passengers whenever a vehicle is in motion.
- (5) Employees shall not allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- (6) Service Area-owned vehicles are to be used for Service Area business only. There shall be no personal use of a Service Area-owned vehicle. Service Area vehicles may be driven home and used as transportation to and from work only if approved by the Service Area Director which will only be given for limited periods of time.
- (7) Employees are responsible for all fines they incur while operating a vehicle for Service Area business.
- (8) Personal automobiles, if used for Service Area business, must be legally insured, registered, and in safe operating condition. Personal automobile liability insurance is primary in the event of a claim while driving a personal vehicle on Service Area business.
- (9) Employees are required to report to their manager any moving or parking violations received while driving on Service Area business and/or in Service Area-owned vehicles. An Incident Report must be

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completed to document the violation. Failure to do so may result in disciplinary action up to including termination.

- (10) Employees involved in accidents while driving on Service Area business and/or in Service Area-owned vehicles are required to complete and submit an Incident Report to their manager within twenty-four (24) hours of the accident. Failure to do so may result in disciplinary action up to including termination.
- (11) Employees must inform their manager if they have a change in their driver's license status. Employees must also report the suspension, revocation or termination of their driver's license, a DUI or DWI citation and/or conviction within 5 days of incident. Failure to do so may result in disciplinary action up to including termination.
- (12) It shall be the duty and responsibility of the Parks and Facilities Maintenance Manager to see that any Service Area-owned vehicle used is properly serviced, maintained and cleaned. This includes, but is not limited to, having the appropriate service performed on the vehicle at all designated intervals as set forth by management. A sticker will be affixed to the vehicle in a conspicuous place indicating time of usage and service due for the vehicle. Proper service or maintenance as prescribed by management must take place within thirty (30) working days or five hundred (500) miles of the required service or maintenance time.

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

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

~~Lyse' Durrant~~, ~~Ben Hill~~, Executive Director

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BOARD OF TRUSTEES

By: _____

SECTION XXIV

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Patti Hansen, Debbie Tyler, Chairperson

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SECTION XXV: USE OF OFFICE EQUIPMENT, COMPUTERS AND COMPUTER SYSTEMS

1. GENERAL POLICY. Cottonwood Heights Parks and Recreation Service Area provides miscellaneous office equipment and computer equipment for employees use. Employees are required to use these devices appropriately and must abide by the Service Area's policies established for any type of usage, electronic storage, electronic communication and internet usage.
 - A. FAX and Copying Machines. Any employee desiring to use Cottonwood Heights Parks and Recreation Service Area owned FAX or copying machines for items of a personal nature may do so after paying for such use at the employee rate which is in effect at the time of use.
 - B. Postage Meters. Any employee desiring to use Cottonwood Heights Parks and Recreation Service Area owned postage machines for items of a personal nature may do so after paying for such use at the appropriate rate which is in effect at the time of use.
 - C. Telephone calls.
 - (1) Employees may use Cottonwood Heights Parks and Recreation Service Area owned telephones for local personal calls judiciously. Local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.
 - (2) Cell Phones. Employees are permitted limited, appropriate use of their personal cell phone while working on premise. Use of personal cell phone must not distract employee from their duties and responsibilities or cause a safety concern to either employee or patron.
 - (a) Any use of the Service Area's WiFi system on an employee's cell phone, must be followed in conjunction with CHPRSA's policies governing appropriate workplace conduct and behavior. (Refer to section D-3 below).
 - (b) Use of personal cell phones for work purposes (via texting, emailing, etc.) is considered a business record of CHPRSA and may be subject to discovery in the event of litigation or GRAMA requests. Employees who conduct Service Area business on personal devices, personal accounts, text messages, or other electronic platforms must preserve and provide those records to the Service Area upon request so the Service Area can comply with GRAMA, records retention, litigation hold, and other legal obligations
 - D. Computer Systems, E-mail and Internet (WiFi) Usage.

- (1) All technology provided by CHPRSA, including computer systems, company-related work records and any other information stored electronically or in a cloud service device, is the property of CHPRSA and not the employee.
- (2) CHPRSA reserves the right to monitor computers, programs on devices, email and internet usage using any legal means. This includes data usage restriction or tracking, website monitoring and tracking, blocking websites or content deemed dangerous or unnecessary and reviews of computer content and files. Employees have no expectation of privacy when using Service Area-owned equipment, systems, accounts, networks, cloud storage, email, internet access, WiFi, or other technology resources, except as otherwise required by law. All data stored on, and software developed on, CHPRSA owned computer equipment or cloud storage is the property of CHPRSA and may be viewed/reviewed by the Executive Director, or designee, at any time.
- (3) No pornographic or sexually explicit material shall be accessed, stored, or viewed/reviewed on Cottonwood Heights Parks and Recreation Service Area owned computer equipment or using Service Area WiFi.
- (4) Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from Administration. All files or software should be passed through virus-protection programs prior to use.
- (5) Personal use of Cottonwood Heights Parks and Recreation Service Area owned computer systems is permitted only when all of the following criteria are met.
 - (a) The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.
 - (b) The use is voluntary, personal, and not work performed for the Service Area. Nonexempt employees may not perform off-the-clock work and must accurately report all time worked.~~The employee is not compensated for the work performed, unless the employee has received prior written approval by the Director, or designee.~~
 - (c) The employee pays for the cost of consumables and other attendant expenses (paper, computer on-line/access charges, etc.).
 - (d) The employee uses the computer system after hours, or on the

employee's personal time.

- (e) The employee does not use the computer system for permanent storage of data.
 - (f) Do not access or attempt to use any copyrighted material or program where the intention is to access such material.
 - (g) Use does not conflict with the employee's Cottonwood Heights Parks and Recreation Service Area responsibilities or normal Cottonwood Heights Parks and Recreation Service Area business.
 - (h) No personal games or personal programs are to be installed on Cottonwood Heights Parks and Recreation Service Area computers.
 - (h) No downloading of personal information onto Cottonwood Heights Parks & Recreation Service Area computers. Likewise disabling or attempting to bypass antivirus or other security programs or items is prohibited.
 - (i) The use has been approved by the Executive Director, or designee.
 - (j) Any unusual computer behavior or suspicious activity should be reported immediately.
- (6) Use of the company's electronic communications (email and/or chat tools) should be job-related and not for personal convenience.
- (a) CHPRSA reserves the right to examine, monitor and regulate e-mail and any other electronic communications administered through CHPRSA's communication networks.
 - (b) External/internal e-mail and other electronic communications are considered business records and may be subject to discovery in the event of litigation or GRAMA requests. Employees must be aware of this possibility when communicating electronically within and outside of the Service Area.
 - (c) All CHPRSA outgoing e-mail communications must reflect a professional workplace and may not include any type of derogatory, harassing or inappropriate content.
 - (d) Any type of email containing disparaging, abusive, profane or offensive language is strictly prohibited.

- (e) An employee who does not conduct electronic communications in an appropriate manner may be subject to disciplinary action up to including termination.
- (7) Internet (Wifi) use on CHRPSA computer network must be used in an appropriate, ethical and professional manner.
 - (a) Employees are prohibited from visiting any internet sites which contain any pornographic, sexually explicit or inappropriate materials.
 - (b) Employees may not use CHRPSA's network to engage in any illegal activities including but not limited to gambling, piracy, cracking, extortion, hacking, blackmail, buying copyright infringement, etc.
 - (c) Employees may not use Service Area systems, networks, equipment, accounts, logos, confidential information, or official authority to post, transmit, or support content that is unlawful, harassing, threatening, discriminatory, knowingly false, or otherwise violates Service Area policy.~~Employees may not be involved in, contribute to or relay CHRPSA information on any social media, software app, or network which is deemed inappropriate or derogatory.~~
 - (d) Employees may not represent that they are speaking on behalf of the Service Area unless authorized to do so. Employees may be subject to discipline for electronic or social-media activity that violates law or Service Area policy, discloses confidential or protected information, constitutes unlawful harassment, threatens workplace or public safety, materially disrupts Service Area operations, or directly conflicts with the Service Area's essential business-related interests.~~An employee who is involved in the production of any social media, software app, or network literature which may be considered inappropriate or could portray a misrepresentation of CHRPSA may be subject to disciplinary action up to including termination.~~
 - (e) CHRPSA reserves the right to monitor internet usage and may block inappropriate sites deemed potentially dangerous or unnecessary.

Nothing in this policy is intended to prohibit lawful off-duty expression or expressive activity protected by applicable law, including Utah Code § 34A-5-112, provided the employee does not use Service Area time, property, resources, authority, or endorsement and the activity does not directly conflict with the Service Area's essential business-related interests.

E. Inappropriate Content. For the purposes of this policy, "inappropriate" or "inappropriate content" means content that is unrelated to the business of the Service

Area and also unlawful, harmful, obscene, vulgar, indecent, pornographic, offensive, defamatory, threatening, abusive, hateful, liable to incite racial hatred, menacing, or invasive of another’s privacy.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

~~Ben Hill~~ Lyse’ Durrant, Executive Director

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BOARD OF TRUSTEES

By: _____

~~Bart Hopkin~~, Patti Hansen Chairperson

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2027 CHPRSA Budget Timeline

September 10

Budget 2027 Available

- Budgets ready on TEAMS
- All formulas should be in the worksheet and will be transferred to the overall budget (Please do not change anything on the **overall** budget). Only work in your department tab.
- I have calculated all of the salaries for 2026 and 2027. Wages already have the FICA line prepopulated. You just need to input into the wage line (not FICA). Please do not increase your wages. Base them on the wage that your employees would be at the end of the year 2026.
- Project your budget for year-end 2026 and 2027 proposed **without any increase of services or funds.**
- If you have an increase or decrease in your budget (because of a fee increase/decrease or a new program), please fill out the form “Proposed increase or decrease to the 2027 Budget” and give it to Audrey with your budget. This is for significant changes to your budget based on new programs, positions, or removing existing services/programs. We will have a separate meeting regarding fees and capital projects.

September 21

Capital Project meeting at 12pm (or right after Managers meeting). This is where you bring your list with price estimates in the order of priority.

September 23

Preliminary Budgets Due (by 5pm)

- Have your 2026 Year End Projected Budget and 2027 Projected Budget completed and saved in TEAMS.
- Fill out the proposed increase or decrease to the 2027 Budget form if you have any changes to your base budget and submit with your budget.
- Lyse’ and Audrey will review it and may ask for clarification on some items before your individual meetings.
- **PROPOSED FEE** increases are also due along with your budget.

October 5-9

Department Meetings with Lyse’ and Audrey

October 21

Board Meeting at 4pm

October 28

Board of Trustee work session 10am – 12pm

November 18

Board of Trustees meeting to present the 2026 CHPRSA Proposed Budget

?? ??

Board of Trustee work session –if needed

December 16

Public Hearing for 2027 Budget and Fees and 2026 Amendments at 6pm

December 17

Board Meeting at 4pm