

**South Davis Recreation District**

**Board Meeting**

October 16<sup>th</sup>, 2020

2:30 p.m.

**REVISE NOTICE OF AND AGENDA FOR** the South Davis Recreation District Board meeting to be held at 550 N 200 W at the South Davis Recreation Center and via electronic means at the date and time given above to help those who prefer not to attend in person. Social distancing measures will be in place. The public is invited to join electronically and can do so by emailing [mary@southdavisrecreation.com](mailto:mary@southdavisrecreation.com) to ask for the information on joining the meeting.

**AGENDA**

1. Welcome
2. Citizen Matters
3. Review and Approval of Minutes for June 29<sup>th</sup>
4. Review & Approval of Expenditures/Financial Statement Review for September 2020
5. Personnel Policy Update Discussion
6. First Discussion on 2021 Budget; Set Public Hearing
7. Master Plan Update and Discussion
8. COVID-19 Update and Discussion
9. Cares Act Funds Agreements and Update
10. Executive Director Report
11. Other Matters
12. Next Schedule Board Meeting – **November 16<sup>th</sup>, 2020**
13. Adjourn

1  
2  
3 **South Davis Recreation District**  
4 **Administrative Control Board Meeting**

5 June 29, 2020, at 2:00 p.m.

6 Board Members present via Zoom:

7 Marti Money, County Representative  
8 Todd Meyers, County Representative  
9 Mayor Len Arave, North Salt Lake  
10 Mayor Randy Lewis, Bountiful  
11 Councilmember Tami Fillmore, Centerville  
12 Bret Millburn, County Representative *\*\*arrived at 2:18 p.m.*  
13 Mayor Rick Earnshaw, Woods Cross *\*\*arrived at 2:25 p.m.*  
14

15 Others in attendance:

16 Jayme Blakesly, District Attorney  
17 Tif Miller, Executive Director  
18 Tyson Beck, District Clerk  
19 Galen Rasmussen, District Treasurer  
20 Scott McDonald, Aquatics & Fitness Director  
21 Cory Haddock, Ice & Recreation Director  
22 Mary Gadd, Office Manager  
23 Haley Turner, Recreation Specialist  
24 Lizie Allen, Aquatics Program Manager  
25 Wendy Jones, Fitness Coordinator  
26 Heidi Kearsley, Customer Service Manager  
27 Tom Lund, Maintenance Supervisor  
28 Kyrene Gibb, Y2 Analytics  
29 Anna Erickson, Bountiful Resident  
30 Ron Mortensen, Bountiful Resident  
31 Cynthia Ong, Bountiful Resident  
32

33 *Chairwoman Fillmore had asked Vice Chair Arave to conduct the meeting as she may be*  
34 *unavailable throughout the meeting.*  
35

36 **WELCOME**

37  
38 Vice Chair Arave opened the meeting at 2:07 p.m.  
39

40 **CITIZEN COMMENTS**

41  
42 None.  
43

44 **APPROVAL OF MINUTES FOR MAY 4<sup>TH</sup>, 2020 BOARD MEETING**

45  
46 Minutes of the Administrative Control Board meeting held on May 4, 2020, was  
47 approved on a motion made by Mayor Lewis, and seconded by Mrs. Money. Board Members  
48 Money, Meyers, Arave, Lewis and Fillmore voted "aye."  
49

50 **COVID 19 RE-OPENING FOLLOW UP**

51  
52 Mr. Miller updated the Board on how the facility has been operating since re-opening.  
53 The key points were attendance continues to grow each day, programs and classes are slowly  
54 returning, and staff is working on keeping common touch points cleaned throughout the day.  
55

56 *\*\*Bret Millburn arrived*  
57

58 **CAPITAL PROJECTS DISCUSSION**

59  
60 Mr. Miller asked what Capital projects should continue to be worked. Mr. Miller  
61 continued that himself and staff went through and marked each project with what items have  
62 been finished, what projects are priorities and should be done this year, other projects that could  
63 be completed and items that should be delayed to be limit expenses.  
64

65 Mayor Arave commented that prices in construction do not appear to be dropping and  
66 that postponing projects that can be would be a good idea. Mrs. Money agreed with that  
67 statement but added that delaying a project could hinder revenue. Mr. Meyers inquired when are  
68 the leisure pool projects being planned for and how long will that area be closed for. Mr. Miller  
69 answered that an RFP still needs to go out for that project but the timeline that VCBO estimated  
70 was 3-4 months.  
71

72 Mayor Arave suggested that projects that are marked by staff as possible delay and are  
73 under \$40,000 be postponed because any project that is higher than \$40,000 will come before the  
74 Board for approval.  
75

76 **CARES ACT FUNDING DISCUSSION**

77  
78 Mr. Miller reported that he received an email from the City Managers from each City in  
79 the District regarding the CARES Act funding and if the District had any interest in it. Mr. Miller  
80 reported on items that have been purchased that are related to covid-19.  
81

82 *\*\*Mayor Arave recognized that Mayor Earnshaw had previously joined the meeting*  
83

84 **MASTER PLAN SURVEY ANALYSIS – Y2 ANALYTICS**

85  
86 Kyrene Gibb returned to answer questions regarding the Master Plan Survey that was  
87 reviewed in the June 1<sup>st</sup>, 2020 Board meeting. Mayor Arave remarked that 28% of survey  
88 respondents being current membership holders seems high and Ms. Gibb replied that respondents  
89 who were most familiar with the District are probably more inclined to respond to the survey.  
90 Mrs. Money commented that the survey results should not be the single mile marker used to  
91 make all decisions regarding the 10-year plan.  
92

93 Mr. Miller remarked that the next step is to have the Steering Committee meet again  
94 and finalize a master plan with VCBO and gain some public input.  
95

96 **EXECUTIVE DIRECTOR REPORT**

97  
98 Mr. Miller reported that he continues to follow State and Health Department guidelines  
99 while in the yellow phase.

100  
101 **NEXT BOARD MEETING**  
102

103 The next Board meeting will be on July 20<sup>th</sup>, 2020.  
104

105 **OTHER MATTERS**  
106

107 Mayor Lewis remarked on the opening of EOS Fitness in the southern part of the District.  
108 Chairwoman Fillmore and Mr. Miller briefly discussed the District's daycare facilities and  
109 staffing.  
110

111 Meeting adjourned at 3:13 p.m. on a motion made by Mayor Lewis.

DRAFT



**SOUTH DAVIS RECREATION DISTRICT**  
**Cash Disbursements Submitted For Approval**  
**For the Period September 1 - 30, 2020**

AGENDA ITEM # \_\_\_\_\_

VENDOR	PURPOSE	CHECK NO.	DOCUMENT DATE	CHECK AMOUNT
<b><u>Payroll &amp; Electronic Disbursements:</u></b>				
1 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES	PAYROLL CHECKS (employees not pd via dir deposit) PPE 8/29/2020	18847-18858	9/4/2020	1,742.62
2 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES	PAYROLL (those paid via direct deposit) PPE 8/29/2020	ACH	9/4/2020	70,957.74
3 INTERNAL REVENUE SERVICE	FED TAX DEPOSIT FOR PAY PERIOD ENDING 8/29/2020	EFTPS	9/4/2020	16,996.22
4 UTAH STATE RETIREMENT SYSTEM	URS ACH DEPOSIT OF RETIREMENT MONEY FOR PPE 8/29/2020	ACH	9/10/2020	5,468.13
5 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES	PAYROLL CHECKS (employees not pd via dir deposit) PPE 9/12/2020	18859-18873	9/18/2020	3,039.48
6 SOUTH DAVIS RECREATION DISTRICT EMPLOYEES	PAYROLL (those paid via direct deposit) PPE 9/12/2020	ACH	9/18/2020	72,726.76
7 INTERNAL REVENUE SERVICE	FED TAX DEPOSIT FOR PAY PERIOD ENDING 9/12/2020	EFTPS	9/18/2020	18,936.60
8 UTAH STATE RETIREMENT SYSTEM	URS ACH DEPOSIT OF RETIREMENT MONEY FOR PPE 9/12/2020	ACH	9/28/2020	5,596.31
9 STATE TAX COMMISSION	E-PMT OF SALES/RESTAURANT TAX FOR AUGUST 2020 SALES	ACH	9/28/2020	9,881.83
10 US BANK	PAYMENT FOR AUGUST 2020 BANK ANALYSIS FEE	ACH	9/30/2020	677.60
11 CREDIT CARD MERCHANTS	PAYMENT FOR AUGUST 2020 CREDIT CARD FEES	ACH	9/30/2020	4,820.80
<b><u>Accounts Payable Check Disbursements:</u></b>				
12 ALPHAGRAPHS #88	Poster Lamination	73613	9/2/2020	32.00
13 BELSON OUTDOORS	Stainless Steel Seat Max	73614	9/2/2020	9,186.88
14 CINTAS CORP	Mats and Snack Bar	73615	9/2/2020	121.69
15 CLIPPER PUBLISHING C	Display Ad Main News	73616	9/2/2020	167.00
16 CODALE ELECTRIC SUPP	Hot Tub Lights/LED Lights	73617	9/2/2020	303.03
17 GRAINGER, INC.	Shower Heads	73618	9/2/2020	81.84
18 GROBERG, MARIE	Refund Swim Lessons Due to COVID-19	73619	9/2/2020	71.00
19 LOUIS A ROSER COMPAN	Rink Compressor Parts/Rink Oil Fail Cutout Switch	73620	9/2/2020	5,511.38
20 OGDEN, RON	Refund to July	73621	9/2/2020	28.96
21 PEAK SOFTWARE SYSTEM	Handsfree Wireless Scanner	73622	9/2/2020	174.60
22 STEP SAVER, INC.	Salt - Customer # 2607	73623	9/2/2020	189.20
23 STEVENS, CINDY	Refund Soccer due to COVID-19	73624	9/2/2020	73.00
24 STEVENS, LINDA	Replacement Payroll Check	73625	9/2/2020	24.93
25 SYSCO INTERMOUNTAIN,	Concession Food and Supplies	73626	9/2/2020	548.06
26 US AIR CONDITIONING	T-Stats for the Buildings	73627	9/2/2020	308.00
27 WALL 2 WALL FLOOR CO	Scrap up Flooring	73628	9/2/2020	360.00
28 YOHO, KENDRA	Refund Swim Lessons	73629	9/2/2020	56.00
29 ALLRED, HEIDI	Refund Soccer due to COVID-19	73630	9/7/2020	48.00
30 BICIN SALES, INC.	Bleach	73631	9/7/2020	122.22
31 BOOTH, MARY	Refund Swim Lessons due to COVID-19	73632	9/7/2020	71.00
32 BOUNTIFUL CITY	Fuel Purchased in August 2020	73633	9/7/2020	114.65
33 BRADY INDUSTRIES, LL	Disinfectant Spray	73634	9/7/2020	2,707.23
34 BRINGHURST, BRITTANY	Refund Swim Lessons due to COVID-19	73635	9/7/2020	43.00
35 BRINGHURST, BRITTANY	Refund Swim Lessons due to COVID-19	73635	9/7/2020	-5.00
36 CANON SOLUTIONS AMER	Maintenance for Copier	73637	9/7/2020	217.61
37 CARR PRINTING CO., I	Postcards	73638	9/7/2020	95.16

VENDOR	PURPOSE	CHECK NO.	DOCUMENT DATE	CHECK AMOUNT
38 CERTIFIED LABS	30 Gallons of Blue Force - Customer # 310014	73639	9/7/2020	754.80
39 CHRISTENSEN, JANINE	Refund Soccer due to COVID-19	73640	9/7/2020	35.00
40 CONOVER, LORI	Refund July Membership	73641	9/7/2020	54.43
41 DAVIS, TARA	Refund Swim Lessons due to COVID-19	73642	9/7/2020	30.00
42 DOLLINS, SONYA	Refunded July Membership	73643	9/7/2020	35.66
43 DOMINION ENERGY UTAH	Acct # 7275871119	73644	9/7/2020	1,567.54
44 EVANS, LYNN	Refund July Membership	73645	9/7/2020	17.84
45 FIRSTMED INDUSTRIAL	Drug Screening Tests	73646	9/7/2020	216.00
46 FOX, MICHAEL	Refund Swim Lessons due to COVID-19	73647	9/7/2020	38.00
47 GRAINGER, INC.	Hand Dryer - Acct # 869791764	73648	9/7/2020	328.57
48 HALL, JENNIFER	Refund June Membership	73649	9/7/2020	42.36
49 HANSEN, BRANDON	Refund Membership	73650	9/7/2020	148.26
50 HARDING, CYNDI	Refund July Membership	73651	9/7/2020	23.14
51 HARTFORD-PRIORITY AC	September 2020 Premium	73652	9/7/2020	394.06
52 HARTFORD-PRIORITY AC	September 2020 Premium	73653	9/7/2020	175.45
53 HAYES GODFREY BELL,	Legal Fees for Aug. 2020	73654	9/7/2020	1,384.50
54 HEBDON, ANDREA	Refund Track and Field due to COVID-19	73655	9/7/2020	68.00
55 HOGAN, JUDY	Refund Swim Lessons	73656	9/7/2020	30.00
56 ICMA RETIREMENT TRUS	PPE 08/29/20	73657	9/7/2020	108.43
57 ICMA RETIREMENT TRUS	PPE 08/29/20	73658	9/7/2020	164.14
58 KARREN, SHANNON	Refund Swim Lessons	73659	9/7/2020	35.00
59 LANGAN, CLACIE	Refund Soccer due to COVID-19	73660	9/7/2020	44.00
60 LAWSON, ALICIA	Refund July Membership	73661	9/7/2020	17.16
61 LEE'S MARKETPLACE	Donuts	73662	9/7/2020	89.90
62 LITTLEWOOD, ANTON	Refund Birthday Pary Room due to COVID-19	73663	9/7/2020	167.00
63 MERRILL, ASHLEY	Refund July Membership Fee	73664	9/7/2020	31.19
64 NATIONAL BENEFIT SER	PPE 08/29/20	73665	9/7/2020	667.44
65 NIELSON, ROHNDA	Refund Swim Lessons due to COVID-19	73666	9/7/2020	32.00
66 NORLUND, STEPHEN	Refund May and June Membership	73667	9/7/2020	47.46
67 NUCO2, LLC	Pool Chemicals - Customer # 489312	73668	9/7/2020	608.37
68 POWER ENGINEERING CO	Cooling Tower	73669	9/7/2020	836.64
69 REVEL MEDIA GROUP	Media	73670	9/7/2020	200.00
70 ROBERT I. MERRILL, C	Door Touch Pads	73671	9/7/2020	249.00
71 SHEPARD, STEVEN	Refund Soccer	73672	9/7/2020	48.00
72 STEVENS, LINDA	Payroll Replacement Check	73673	9/7/2020	49.86
73 STEWART, TARA	Refund Womens Basketball due to COVID-19	73674	9/7/2020	303.00
74 STONEMAN, BEN	Refund June Membership	73675	9/7/2020	42.36
75 SUMMIT ENERGY, LLC	Transportation&Distribution Fuel & Municipal Tax	73676	9/7/2020	2,535.00
76 SYSCO INTERMOUNTAIN,	Concession Food and Supplies - Customer # 382606	73677	9/7/2020	614.50
77 T-MOBILE	Acct # 706133733	73678	9/7/2020	56.36
78 TIPPETS, TODD	Refund Activity Fees	73679	9/7/2020	38.00
79 UTAH STATE TAX COMMI	August 2020 Withholding	73680	9/7/2020	5,649.42
80 WALKER, KIM	Refund Swim Lessons	73681	9/7/2020	81.00

<b>VENDOR</b>	<b>PURPOSE</b>	<b>CHECK NO.</b>	<b>DOCUMENT DATE</b>	<b>CHECK AMOUNT</b>
81 WALL, KAMERON	Refund 5th/6th Grade Volleyball	73682	9/7/2020	58.00
82 WARNER, CHRISTIAN	Refund to July Membership	73683	9/7/2020	63.54
83 WASHBURN, MARNAE G.	Refund June and July Membership	73684	9/7/2020	53.46
84 WHEELER, ANNA	Refund Youth Fitness Camp	73685	9/7/2020	81.00
85 BOUNTIFUL CITY	Monthly Contract during July & August 2020	73686	9/14/2020	25,983.05
86 CEM AQUATICS	Pool Chemicals - Customer # SOU04	73687	9/14/2020	1,189.00
87 CODALE ELECTRIC SUPP	U-Lights/Light Timers	73688	9/14/2020	337.58
88 DICK'S MARKET-CENTER	Balloons	73689	9/14/2020	9.24
89 GRAINGER, INC.	Rink Thermostat/Sanitizer Dispenser/Pipe Wrench	73690	9/14/2020	420.01
90 HOME DEPOT CREDIT SE	Microfiber Cleaning Cloths and Plugs	73691	9/14/2020	146.30
91 HOPKINS, CHARISSE	Replacement Payroll Check	73692	9/14/2020	44.33
92 KEDDINGTON, JAMES	Marketing Services and Email Subscription	73693	9/14/2020	1,505.70
93 M-ONE SPECIALTIES, I	Shower Parts - Acct # 3471	73694	9/14/2020	578.01
94 NUCO2, LLC	Pool Chemicals - Customer # 489312	73695	9/14/2020	247.14
95 PERFORMANCE AUDIO	Repalcement Water Aerobic Headsets	73696	9/14/2020	664.00
96 SWIMVENTORY	Swim Goggles	73697	9/14/2020	1,134.60
97 SYMBOLARTS, LLC	Race Medals, H2O Bottles, BOLO Ties, Tumblers	73698	9/14/2020	3,939.00
98 U.S. BANK	Building Supplies - Acct # 4485-5945-5554-2545	73699	9/14/2020	3,856.04
99 UMPIRES OF UTAH	Umpire Fees	73700	9/14/2020	950.00
100 WEINER'S LTD.	Swim Diapers and Covers	73701	9/14/2020	187.17
101 ALPHAGRAPHS #88	COVID SIGNS	73702	9/21/2020	68.33
102 BRADY INDUSTRIES, LL	FLOOR BRUSH	73703	9/21/2020	232.18
103 CEM AQUATICS	CHLORINE TANK VALVE	73704	9/21/2020	216.84
104 CINTAS CORP	MATS AND SNACK BAR	73705	9/21/2020	243.38
105 CODALE ELECTRIC SUPP	LIGHTS	73706	9/21/2020	830.88
106 GRAINGER, INC.	DREMEL BITS, DRAIN COVER, PRESSURE SWITCH	73707	9/21/2020	247.77
107 HOME DEPOT CREDIT SE	PAINTING SUPPLIES	73708	9/21/2020	131.40
108 ICMA RETIREMENT TRUS	PPE 09/12/20	73709	9/21/2020	129.98
109 ICMA RETIREMENT TRUS	PPE 09/12/20	73710	9/21/2020	164.14
110 JAQUIER, KARI	REIMBURSE DAYCARE SUPPLIES	73711	9/21/2020	22.96
111 JOHNSON, SARAH	MOVIE NIGHT REIMBURSEMENT	73712	9/21/2020	26.80
112 LIFE FITNESS	WEIGHT MACHINE PADS	73713	9/21/2020	432.37
113 NATIONAL BENEFIT SER	PPE 09/12/20	73714	9/21/2020	667.44
114 NATIONAL BENEFIT SER	FSA Admin Fees August 2020	73715	9/21/2020	52.00
115 NUCO2, LLC	BULK CO2	73716	9/21/2020	246.08
116 PUBLIC EMPLOYEES HEA	September 2020 Premium	73717	9/21/2020	18,439.79
117 ROGERS, KATIE	JR JAZZ REFUND	73718	9/21/2020	63.00
118 STATE OF UTAH-STATE	STATE MAIL	73719	9/21/2020	726.83
119 STEP SAVER, INC.	BUILDING SALT	73720	9/21/2020	213.62
120 UTAH JAZZ	JR JAZZ PACKAGES	73721	9/21/2020	31,669.00
121 UTAH SWIMMING, INC.	INTRASQUAD MEET SANCTION FEE	73722	9/21/2020	30.00
122 VCBO ARCHITECTURE	RECREATION CENTER MASTER PLAN	73723	9/21/2020	2,640.00
123 WORKER'S COMPENSATIO	September 2020 Premium	73724	9/21/2020	1,879.98

VENDOR	PURPOSE	CHECK NO.	DOCUMENT DATE	CHECK AMOUNT
124 BARNES, LIZ	Refund Party Room due to COVID	73725	9/28/2020	40.00
125 CHIMEZIE, CHUKS	Refund May and June Membership	73726	9/28/2020	63.82
126 CLIPPER PUBLISHING C	Display Main News Ad- Advertiser # 1752	73727	9/28/2020	167.00
127 CURTIS, MICHAEL	Refund Fall Soccer due to COVID	73728	9/28/2020	185.00
128 DALTON, MEGAN	Refund Jr. Jazz Fall	73729	9/28/2020	63.00
129 DAVIS, ANDREA	Refund Volleyball Spring League	73730	9/28/2020	110.00
130 DOUGLAS, MICHAEL	Refund Youth Soccer	73731	9/28/2020	48.00
131 ETHINGTON, MATTHEW	Refund Jr. Jazz Fee	73732	9/28/2020	73.00
132 GANDY, LINDSEY	Refund 2 Private Swim Lessons	73733	9/28/2020	35.00
133 ITAAEHAU, KASANITA	Refund Flag Football due to COVID	73734	9/28/2020	73.00
134 KISBY, KARA	Refund Volley Fees	73735	9/28/2020	63.00
135 MCMULLAN, SHEENA	Refund Spring Soccer Fees	73736	9/28/2020	50.00
136 MJOLHUS, DUSTIN	Refund Monthly Membership Jun - Aug	73737	9/28/2020	110.74
137 MONTGOMERY, MAEGON	Refund Membership due to COVID	73738	9/28/2020	69.59
138 NASH, DAVID	Refund Membership	73739	9/28/2020	46.39
139 RANDLE, KATHY	Refund Volleyball Fees	73740	9/28/2020	58.00
140 ROHDE, MCKENZIE	Refund Fall Soccer due to COVID	73741	9/28/2020	48.00
141 STEP SAVER, INC.	RINK SALT	73742	9/28/2020	165.00
142 THOMAS, SUZETTE	Refund Membership May-Aug 2020	73743	9/28/2020	571.68
143 WITSMAN, TIPLING	Refund Fall Youth Soccer	73744	9/28/2020	48.00
144 MARIN, EVELYN	REIMBURSE SOCCER	73745	9/30/2020	35.00
145 MCARTHUR, ALISA	REFUND	73746	9/30/2020	30.00
146 WALKER, KIM	REFUND SWIMMING LESSONS	73747	9/30/2020	81.00
147 WHITING, TRENT	REIMBURSE FALL BASKETBALL	73748	9/30/2020	453.00
<b>TOTAL CASH DISBURSEMENTS FOR BOARD APPROVAL.....</b>				<b><u>\$ 353,063.53</u></b>

10/15/2020 09:46  
tyson

South Davis Recreation District  
SEPTEMBER 2020 YTD EXPENSE REPORT

P 1  
glytdbud

FOR 2020 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
565610 Department Swimming Pools							
35 PERSONNEL SERVICES							
565610 411000 Salaries - Perm Empl	331,000	331,000	239,414.02	25,577.61	.00	91,585.98	72.3%
565610 412010 Lifeguards/Swim Inst	660,000	660,000	388,237.81	51,390.96	.00	271,762.19	58.8%
565610 412020 Program Directors	50,000	50,000	39,772.80	3,651.00	.00	10,227.20	79.5%
565610 412030 Aerobics/Wt Trainers	165,000	165,000	99,770.88	14,051.00	.00	65,229.12	60.5%
565610 412050 Cashier-Front Desk	190,000	190,000	94,315.69	10,218.58	.00	95,684.31	49.6%
565610 412080 Swim Team Coaches	60,000	60,000	28,984.74	3,902.07	.00	31,015.26	48.3%
565610 412090 Daycare Staff	46,000	46,000	15,039.38	1,298.82	.00	30,960.62	32.7%
565610 412100 Persnl Trainer Share	65,000	65,000	24,276.21	2,057.50	.00	40,723.79	37.3%
565610 412110 Priv Swim Lsn Instru	18,000	18,000	8,612.62	1,596.60	.00	9,387.38	47.8%
565610 413010 Fica Taxes	121,500	121,500	72,361.41	8,606.71	.00	49,138.59	59.6%
565610 413020 Employee Medical Ins	100,000	100,000	57,648.59	6,606.21	.00	42,351.41	57.6%
565610 413030 Employee Life Ins	2,200	2,200	1,470.07	168.18	.00	729.93	66.8%
565610 413040 State Retirement & 4	67,000	67,000	43,317.08	4,590.59	.00	23,682.92	64.7%
565610 413060 Unemployment Reimb	0	0	5,431.60	.00	.00	-5,431.60	100.0%*
565610 413100 Workers Comp Insuran	28,500	28,500	11,246.76	1,138.97	.00	17,253.24	39.5%
565610 425300 Vehicle Allowance	5,400	5,400	1,768.66	193.88	.00	3,631.34	32.8%
565610 462180 Accrued Comp Time Ex	500	500	.00	.00	.00	500.00	.0%
565610 462190 Accrued Sick Leave E	2,000	2,000	.00	.00	.00	2,000.00	.0%
565610 462200 Accrued Vacation Exp	2,000	2,000	.00	.00	.00	2,000.00	.0%
TOTAL PERSONNEL SERVICES	1,914,100	1,914,100	1,131,668.32	135,048.68	.00	782,431.68	59.1%
40 OPERATIONS & MAINTEN							
565610 421000 Books Subscriptions	25,000	25,000	8,815.21	.00	.00	16,184.79	35.3%
565610 422000 Public Notices	25,000	25,000	8,385.80	1,203.91	.00	16,614.20	33.5%
565610 423000 Travel & Training	13,000	13,000	4,298.52	.00	.00	8,701.48	33.1%
565610 424000 Office Supplies	10,000	10,000	6,743.74	647.84	.00	3,256.26	67.4%
565610 425000 Equip Supplies & Mai	25,000	25,000	6,604.19	432.37	.00	18,395.81	26.4%
565610 426000 Bldg & Grnd Suppl &	115,000	115,000	55,598.57	4,303.35	.00	59,401.43	48.3%
565610 426500 GrndsMaint/Mowing/Sn	0	0	429.17	.00	.00	-429.17	100.0%*
565610 428000 Telephone Expense	2,200	2,200	2,061.42	211.41	.00	138.58	93.7%
565610 431000 Profess & Tech Servi	15,000	15,000	17,160.00	1,584.00	.00	-2,160.00	114.4%*
565610 431040 Bank Account Fees	6,000	6,000	3,847.34	474.32	.00	2,152.66	64.1%
565610 431050 Credit Card Merchant	55,000	55,000	25,773.59	3,374.56	.00	29,226.41	46.9%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
565610 431100 Legal And Auditing F	13,000	13,000	12,634.25	692.25	.00	365.75	97.2%
565610 431500 Acctg & Payroll Serv	56,075	56,075	46,728.00	.00	.00	9,347.00	83.3%
565610 445200 Lifeguard Uniforms	10,000	10,000	5,317.03	.00	.00	4,682.97	53.2%
565610 448000 Operating Supplies	55,000	55,000	14,363.51	1,479.70	.00	40,636.49	26.1%
565610 448200 Water Polo Program E	50,000	50,000	12,608.16	.00	.00	37,391.84	25.2%
565610 448210 Swim Team Program Ex	40,000	40,000	4,110.86	30.00	.00	35,889.14	10.3%
565610 448240 Items Purchasd for R	7,500	7,500	1,990.67	1,295.27	.00	5,509.33	26.5%
565610 448250 Snack Bar Supplies	13,000	13,000	3,496.94	.00	.00	9,503.06	26.9%
565610 448300 Party Room Supplies	5,000	5,000	1,036.64	.00	.00	3,963.36	20.7%
565610 448400 Day Care Supplies	2,000	2,000	467.95	22.96	.00	1,532.05	23.4%
565610 448700 Special Events Suppl	75,000	75,000	26,121.62	3,974.13	.00	48,878.38	34.8%
565610 451100 Insurance & Surety B	58,000	58,000	57,803.00	.00	.00	197.00	99.7%
565610 461000 Miscellaneous Expens	6,000	6,000	20,886.99	162.50	.00	-14,886.99	348.1%*
565610 463000 Cash Over Or Short	0	0	-66.97	-5.15	.00	66.97	100.0%
TOTAL OPERATIONS & MAINTEN	681,775	681,775	347,216.20	19,883.42	.00	334,558.80	50.9%
TOTAL Department Swimming Pools	2,595,875	2,595,875	1,478,884.52	154,932.10	.00	1,116,990.48	57.0%
TOTAL EXPENSES	2,595,875	2,595,875	1,478,884.52	154,932.10	.00	1,116,990.48	
565630 Department Recreation							
35 PERSONNEL SERVICES							
565630 411000 Salaries - Perm Empl	148,000	148,000	106,597.77	12,751.11	.00	41,402.23	72.0%
565630 412000 Salaries-Temp & Part	190,000	190,000	97,529.44	5,309.90	.00	92,470.56	51.3%
565630 413010 Fica Taxes	26,500	26,500	15,445.13	1,346.78	.00	11,054.87	58.3%
565630 413020 Employee Medical Ins	44,000	44,000	31,851.10	3,680.73	.00	12,148.90	72.4%
565630 413030 Employee Life Ins	1,000	1,000	649.94	75.20	.00	350.06	65.0%
565630 413040 State Retirement & 4	30,000	30,000	19,460.52	2,331.32	.00	10,539.48	64.9%
565630 413060 Unemployment Reimb	500	500	509.16	.00	.00	-9.16	101.8%*
565630 413100 Workers Comp Insuran	6,500	6,500	2,393.88	182.62	.00	4,106.12	36.8%
565630 425300 Vehicle Allowance	1,800	1,800	1,012.85	110.78	.00	787.15	56.3%
565630 462180 Accrued Comp Time Ex	500	500	.00	.00	.00	500.00	.0%
565630 462190 Accrued Sick Leave E	2,000	2,000	.00	.00	.00	2,000.00	.0%
565630 462200 Accrued Vacation Exp	2,000	2,000	.00	.00	.00	2,000.00	.0%
TOTAL PERSONNEL SERVICES	452,800	452,800	275,449.79	25,788.44	.00	177,350.21	60.8%
40 OPERATIONS & MAINTEN							
565630 421000 Books, Subscr & Mmbr	1,500	1,500	662.00	.00	.00	838.00	44.1%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">565630 422000 Public Notices</a>	4,000	4,000	1,621.34	167.27	.00	2,378.66	40.5%
<a href="#">565630 423000 Travel &amp; Training</a>	2,500	2,500	2,922.64	.00	.00	-422.64	116.9%*
<a href="#">565630 424000 Office Supplies</a>	1,800	1,800	1,209.47	114.28	.00	590.53	67.2%
<a href="#">565630 425000 Equip Supplies &amp; Mai</a>	3,500	3,500	1,257.68	.00	.00	2,242.32	35.9%
<a href="#">565630 426050 Field Prep &amp; Util-By</a>	3,000	3,000	1,500.00	500.00	.00	1,500.00	50.0%
<a href="#">565630 428000 Telephone Expense</a>	1,000	1,000	942.05	156.00	.00	57.95	94.2%
<a href="#">565630 431000 Profess &amp; Tech Servi</a>	10,000	10,000	4,235.00	1,214.00	.00	5,765.00	42.4%
<a href="#">565630 431040 Bank Account Fees</a>	900	900	549.55	67.76	.00	350.45	61.1%
<a href="#">565630 431050 Credit Card Merchant</a>	8,000	8,000	3,681.94	482.08	.00	4,318.06	46.0%
<a href="#">565630 431500 Acctg &amp; Payroll Serv</a>	28,035	28,035	23,364.00	.00	.00	4,671.00	83.3%
<a href="#">565630 448000 Operating Supplies</a>	65,000	65,000	40,767.72	193.87	.00	24,232.28	62.7%
<a href="#">565630 448100 Jr. Jazz Program Exp</a>	52,000	52,000	31,669.00	31,669.00	.00	20,331.00	60.9%
<a href="#">565630 448250 Snack Bar Supply-Zes</a>	750	750	335.96	.00	.00	414.04	44.8%
<a href="#">565630 461000 Miscellaneous Expens</a>	4,500	4,500	2,707.40	81.00	.00	1,792.60	60.2%
TOTAL OPERATIONS & MAINTEN	186,485	186,485	117,425.75	34,645.26	.00	69,059.25	63.0%
TOTAL Department Recreation	639,285	639,285	392,875.54	60,433.70	.00	246,409.46	61.5%
TOTAL EXPENSES	639,285	639,285	392,875.54	60,433.70	.00	246,409.46	
565650 Department Ice Arena							
35 PERSONNEL SERVICES							
<a href="#">565650 411000 Salaries - Perm Empl</a>	180,000	180,000	131,252.93	20,015.04	.00	48,747.07	72.9%
<a href="#">565650 412000 Salaries-Temp &amp; Part</a>	225,000	225,000	124,779.13	16,788.93	.00	100,220.87	55.5%
<a href="#">565650 412120 Salaries-Temp&amp;Part-T</a>	35,000	35,000	.00	.00	.00	35,000.00	.0%
<a href="#">565650 412200 Board Member Compens</a>	12,000	12,000	9,020.00	.00	.00	2,980.00	75.2%
<a href="#">565650 413010 Fica Taxes</a>	34,500	34,500	20,449.15	2,809.56	.00	14,050.85	59.3%
<a href="#">565650 413020 Employee Medical Ins</a>	54,000	54,000	38,846.08	4,499.15	.00	15,153.92	71.9%
<a href="#">565650 413030 Employee Life Ins</a>	1,200	1,200	786.39	109.54	.00	413.61	65.5%
<a href="#">565650 413040 State Retirement &amp; 4</a>	36,000	36,000	21,849.14	2,518.59	.00	14,150.86	60.7%
<a href="#">565650 413060 Unemployment Reimb</a>	500	500	1,491.51	.00	.00	-991.51	298.3%*
<a href="#">565650 413100 Workers Comp Insuran</a>	8,000	8,000	3,239.45	373.25	.00	4,760.55	40.5%
<a href="#">565650 425300 Vehicle Allowance</a>	6,000	6,000	3,882.42	424.64	.00	2,117.58	64.7%
<a href="#">565650 462180 Accrued Comp Time Ex</a>	500	500	.00	.00	.00	500.00	.0%
<a href="#">565650 462190 Accrued Sick Leave E</a>	2,000	2,000	.00	.00	.00	2,000.00	.0%
<a href="#">565650 462200 Accrued Vacation Exp</a>	2,000	2,000	.00	.00	.00	2,000.00	.0%
TOTAL PERSONNEL SERVICES	596,700	596,700	355,596.20	47,538.70	.00	241,103.80	59.6%
40 OPERATIONS & MAINTEN							
<a href="#">565650 421000 Books, Subscr &amp; Mmbr</a>	4,000	4,000	2,700.00	.00	.00	1,300.00	67.5%



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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
565650 422000 Public Notices	10,000	10,000	2,763.76	516.08	.00	7,236.24	27.6%
565650 423000 Travel & Training	2,000	2,000	2,482.16	.00	.00	-482.16	124.1%*
565650 424000 Office Supplies	4,000	4,000	2,333.83	242.32	.00	1,666.17	58.3%
565650 425000 Equip Supplies & Mai	10,000	10,000	1,267.80	.00	.00	8,732.20	12.7%
565650 425010 EquipSupplies&Maint-	2,000	2,000	419.80	.00	.00	1,580.20	21.0%
565650 426000 Bldg Supplies & Main	13,000	13,000	13,679.99	1,345.19	.00	-679.99	105.2%*
565650 426010 Bldg Supplies & Maint	2,000	2,000	.00	.00	.00	2,000.00	.0%
565650 426500 GrndsMaint/Mowing/Sn	0	0	429.16	.00	.00	-429.16	100.0%*
565650 427010 Utilities - Ice Ribb	12,000	12,000	.00	.00	.00	12,000.00	.0%
565650 428000 Telephone Expense	1,200	1,200	1,026.34	165.21	.00	173.66	85.5%
565650 431000 Profess & Tech Servi	15,000	15,000	8,580.00	792.00	.00	6,420.00	57.2%
565650 431040 Bank Account Fees	1,800	1,800	1,099.22	135.52	.00	700.78	61.1%
565650 431050 Credit Card Merchant	16,000	16,000	7,363.89	964.16	.00	8,636.11	46.0%
565650 431100 Legal And Auditing F	12,000	12,000	12,635.25	692.25	.00	-635.25	105.3%*
565650 431500 Acctg & Payroll Serv	56,075	56,075	23,364.00	23,364.00	.00	32,711.00	41.7%
565650 448000 Operating Supplies	15,000	15,000	9,158.90	618.96	.00	5,841.10	61.1%
565650 448010 Operating Supplies -	10,000	10,000	1,459.41	.00	.00	8,540.59	14.6%
565650 448240 Resale Items	4,000	4,000	.00	.00	.00	4,000.00	.0%
565650 448250 Snack Bar Supplies	70,000	70,000	28,635.29	614.50	.00	41,364.71	40.9%
565650 448300 Party Room Supplies	2,000	2,000	654.47	.00	.00	1,345.53	32.7%
565650 448700 Special Events Suppl	1,000	1,000	54.01	.00	.00	945.99	5.4%
565650 451100 Insurance & Surety B	58,000	58,000	57,764.00	.00	.00	236.00	99.6%
565650 461000 Miscellaneous Expens	3,500	3,500	3,491.69	81.00	.00	8.31	99.8%
TOTAL OPERATIONS & MAINTEN	324,575	324,575	181,362.97	29,531.19	.00	143,212.03	55.9%
TOTAL Department Ice Arena	921,275	921,275	536,959.17	77,069.89	.00	384,315.83	58.3%
TOTAL EXPENSES	921,275	921,275	536,959.17	77,069.89	.00	384,315.83	

565670 Department Maintenance & Debt

35 PERSONNEL SERVICES

565670 411000 Salaries - Perm Empl	178,500	178,500	131,674.35	9,736.09	.00	46,825.65	73.8%
565670 412000 Salaries-Temp & Part	20,000	20,000	2,548.32	202.50	.00	17,451.68	12.7%
565670 413010 Fica Taxes	16,000	16,000	10,117.19	743.36	.00	5,882.81	63.2%
565670 413020 Employee Medical Ins	38,900	38,900	26,768.32	1,883.13	.00	12,131.68	68.8%
565670 413030 Employee Life Ins	1,200	1,200	754.18	62.20	.00	445.82	62.8%
565670 413040 State Retirement & 4	36,000	36,000	23,973.26	1,552.23	.00	12,026.74	66.6%
565670 413100 Workers Comp Insuran	4,000	4,000	1,595.62	100.47	.00	2,404.38	39.9%
565670 462180 Accrued Comp Time Ex	500	500	.00	.00	.00	500.00	.0%



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565670	Department	Maintenance & Debt	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">565670 462190</a>	<a href="#">Accrued Sick Leave E</a>		2,000	2,000	.00	.00	.00	2,000.00	.0%
<a href="#">565670 462200</a>	<a href="#">Accrued Vacation Exp</a>		2,000	2,000	.00	.00	.00	2,000.00	.0%
	TOTAL PERSONNEL SERVICES		299,100	299,100	197,431.24	14,279.98	.00	101,668.76	66.0%
40 OPERATIONS & MAINTEN									
<a href="#">565670 421000</a>	<a href="#">Books, Subscr &amp; Mmbr</a>		500	500	48.26	.00	.00	451.74	9.7%
<a href="#">565670 423000</a>	<a href="#">Travel &amp; Training</a>		2,000	2,000	.00	.00	.00	2,000.00	.0%
<a href="#">565670 424000</a>	<a href="#">Office Supplies</a>		250	250	.00	.00	.00	250.00	.0%
<a href="#">565670 425000</a>	<a href="#">Equip Supplies &amp; Mai</a>		3,000	3,000	624.54	114.65	.00	2,375.46	20.8%
<a href="#">565670 426000</a>	<a href="#">Bldg &amp; Grnd Suppl &amp;</a>		125,000	125,000	79,093.81	7,501.44	.00	45,906.19	63.3%
<a href="#">565670 426500</a>	<a href="#">GrndsMaint/Mowing/Sn</a>		10,500	10,500	6,008.31	1,716.66	.00	4,491.69	57.2%
<a href="#">565670 427000</a>	<a href="#">Utilities</a>		425,000	425,000	244,033.65	4,102.54	.00	180,966.35	57.4%
<a href="#">565670 428000</a>	<a href="#">Telephone Expense</a>		1,500	1,500	1,618.00	212.35	.00	-118.00	107.9%*
<a href="#">565670 434000</a>	<a href="#">Janitorial Services</a>		131,000	131,000	85,356.90	.00	.00	45,643.10	65.2%
<a href="#">565670 448000</a>	<a href="#">Operating Supplies</a>		4,000	4,000	1,647.87	21.54	.00	2,352.13	41.2%
<a href="#">565670 461000</a>	<a href="#">Miscellaneous Expens</a>		500	500	292.07	125.75	.00	207.93	58.4%
<a href="#">565670 462110</a>	<a href="#">Prop Tax Increment P</a>		110,000	110,000	.00	.00	.00	110,000.00	.0%
	TOTAL OPERATIONS & MAINTEN		813,250	813,250	418,723.41	13,794.93	.00	394,526.59	51.5%
45 DEBT SERVICE									
<a href="#">565670 481000</a>	<a href="#">Principal On Bonds</a>		940,000	940,000	.00	.00	.00	940,000.00	.0%
<a href="#">565670 482000</a>	<a href="#">Interest on Bonds</a>		311,525	311,525	143,450.00	.00	.00	168,075.00	46.0%
<a href="#">565670 482040</a>	<a href="#">Int Exp-Dfrd Bond Rf</a>		87,093	87,093	65,320.02	21,773.34	.00	21,772.98	75.0%
<a href="#">565670 482060</a>	<a href="#">Int Exp-Bond Premium</a>		-137,677	-137,677	-103,257.60	-34,419.20	.00	-34,419.40	75.0%*
<a href="#">565670 484000</a>	<a href="#">Paying Agent/Trustee</a>		0	0	425.00	.00	.00	-425.00	100.0%*
	TOTAL DEBT SERVICE		1,200,941	1,200,941	105,937.42	-12,645.86	.00	1,095,003.58	8.8%
	TOTAL Department	Maintenance & D	2,313,291	2,313,291	722,092.07	15,429.05	.00	1,591,198.93	31.2%
		TOTAL EXPENSES	2,313,291	2,313,291	722,092.07	15,429.05	.00	1,591,198.93	
565690 Capital Projects									
55 CAPITAL PROJECTS									
<a href="#">565690 472100</a>	<a href="#">Buildings</a>		1,596,000	1,596,000	48,619.20	.00	.00	1,547,380.80	3.0%

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565690	Capital Projects	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">565690 473100</a>	<a href="#">Improv Other Than Bl</a>	440,000	440,000	.00	.00	.00	440,000.00	.0%
<a href="#">565690 474100</a>	<a href="#">Off Furniture &amp; Equi</a>	25,000	25,000	13,609.68	.00	.00	11,390.32	54.4%
<a href="#">565690 474500</a>	<a href="#">Machinery &amp; Equipmen</a>	1,105,000	1,105,000	3,250.00	.00	.00	1,101,750.00	.3%
<a href="#">565690 474550</a>	<a href="#">Recreation Equipment</a>	225,000	225,000	2,942.88	.00	.00	222,057.12	1.3%
<a href="#">565690 474600</a>	<a href="#">Vehicles</a>	20,000	20,000	.00	.00	.00	20,000.00	.0%
TOTAL CAPITAL PROJECTS		3,411,000	3,411,000	68,421.76	.00	.00	3,342,578.24	2.0%
TOTAL Capital Projects		3,411,000	3,411,000	68,421.76	.00	.00	3,342,578.24	2.0%
TOTAL EXPENSES		3,411,000	3,411,000	68,421.76	.00	.00	3,342,578.24	
GRAND TOTAL		9,880,726	9,880,726	3,199,233.06	307,864.74	.00	6,681,492.94	32.4%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 SWIMMING POOL REVENUE							
<a href="#">563000 347225 Special Events Donat</a>	-30,000	-30,000	-8,093.50	-417.00	.00	-21,906.50	27.0%*
<a href="#">564100 347210 DailyAdmissions-Pool</a>	-620,000	-620,000	-279,135.72	-17,843.26	.00	-340,864.28	45.0%*
<a href="#">564100 347215 Season Passes - Pool</a>	-760,000	-760,000	-377,599.69	-45,061.37	.00	-382,400.31	49.7%*
<a href="#">564100 347217 EFT Mthly Pay Annual</a>	-640,000	-640,000	-272,222.44	-32,949.86	.00	-367,777.56	42.5%*
<a href="#">564100 347218 EFT Mthly Pay Set-Up</a>	-20,000	-20,000	-7,988.45	-810.00	.00	-12,011.55	39.9%*
<a href="#">564100 347220 Ticket Sales-Spcl Ev</a>	-10,000	-10,000	-29.00	.00	.00	-9,971.00	.3%*
<a href="#">564100 347221 Special Events-Races</a>	-110,000	-110,000	-41,515.27	-7,488.00	.00	-68,484.73	37.7%*
<a href="#">564100 347250 Fitness Class - Pool</a>	-2,500	-2,500	.00	.00	.00	-2,500.00	.0%*
<a href="#">564100 347260 Lessons - Pool</a>	-265,000	-265,000	-113,129.83	-9,866.00	.00	-151,870.17	42.7%*
<a href="#">564100 347262 Private Swim Lessons</a>	-32,500	-32,500	-18,150.00	-2,183.00	.00	-14,350.00	55.8%*
<a href="#">564100 347265 Personal Trainers -</a>	-95,000	-95,000	-40,286.00	-3,485.00	.00	-54,714.00	42.4%*
<a href="#">564100 347280 Aquatic Teams Regist</a>	-150,000	-150,000	-81,012.00	-11,437.00	.00	-68,988.00	54.0%*
<a href="#">564100 347281 Water Polo Registrat</a>	-60,000	-60,000	-19,411.00	.00	.00	-40,589.00	32.4%*
<a href="#">564100 347282 Swim Team Program Fu</a>	-45,000	-45,000	-3,775.00	-78.00	.00	-41,225.00	8.4%*
<a href="#">564100 347290 Day Care</a>	-20,000	-20,000	-5,374.00	-290.00	.00	-14,626.00	26.9%*
<a href="#">564200 347271 SDRD Swim Meet Reven</a>	-65,000	-65,000	-24,609.00	-5.00	.00	-40,391.00	37.9%*
<a href="#">564200 347275 Facil Rntl-Hrly/All</a>	-27,500	-27,500	841.77	-834.50	.00	-28,341.77	-3.1%*
<a href="#">564200 347276 Facil Rntl-Party Roo</a>	-24,000	-24,000	-3,627.80	40.00	.00	-20,372.20	15.1%*
<a href="#">564300 347240 Snack Bar Sales - Po</a>	-21,000	-21,000	-3,148.94	.00	.00	-17,851.06	15.0%*
<a href="#">564300 347241 Merchandise Sales -</a>	-12,000	-12,000	-3,718.63	-321.60	.00	-8,281.37	31.0%*
TOTAL SWIMMING POOL REVENUE	-3,009,500	-3,009,500	-1,301,984.50	-133,029.59	.00	-1,707,515.50	43.3%
TOTAL REVENUES	-3,009,500	-3,009,500	-1,301,984.50	-133,029.59	.00	-1,707,515.50	
15 RECREATION REVENUE							
<a href="#">563000 347425 Special Events Donat</a>	-20,000	-20,000	-5,000.00	-5,000.00	.00	-15,000.00	25.0%*
<a href="#">564100 347460 Lessons - Rec</a>	-23,000	-23,000	-12,394.00	.00	.00	-10,606.00	53.9%*
<a href="#">564100 347480 Team Sports</a>	-195,000	-195,000	-48,455.50	-5,893.00	.00	-146,544.50	24.8%*
<a href="#">564100 347481 Jr. Jazz Registratio</a>	-180,000	-180,000	-112,091.00	.00	.00	-67,909.00	62.3%*
<a href="#">564200 347470 Facility Rntl-Gym/Mt</a>	-20,000	-20,000	-3,830.00	.00	.00	-16,170.00	19.2%*
<a href="#">564300 347440 Snack Sales-Zesiger</a>	-1,500	-1,500	-371.49	.00	.00	-1,128.51	24.8%*
<a href="#">564300 347450 Vending Mach Commiss</a>	-2,500	-2,500	-1,333.43	.00	.00	-1,166.57	53.3%*
TOTAL RECREATION REVENUE	-442,000	-442,000	-183,475.42	-10,893.00	.00	-258,524.58	41.5%
TOTAL REVENUES	-442,000	-442,000	-183,475.42	-10,893.00	.00	-258,524.58	
20 ICE RINK REVENUE							
<a href="#">563000 347825 Special Events Donat</a>	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%*

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South Davis Recreation District  
SEPTEMBER 2020 YTD REVENUE REPORT

P 2  
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FOR 2020 09

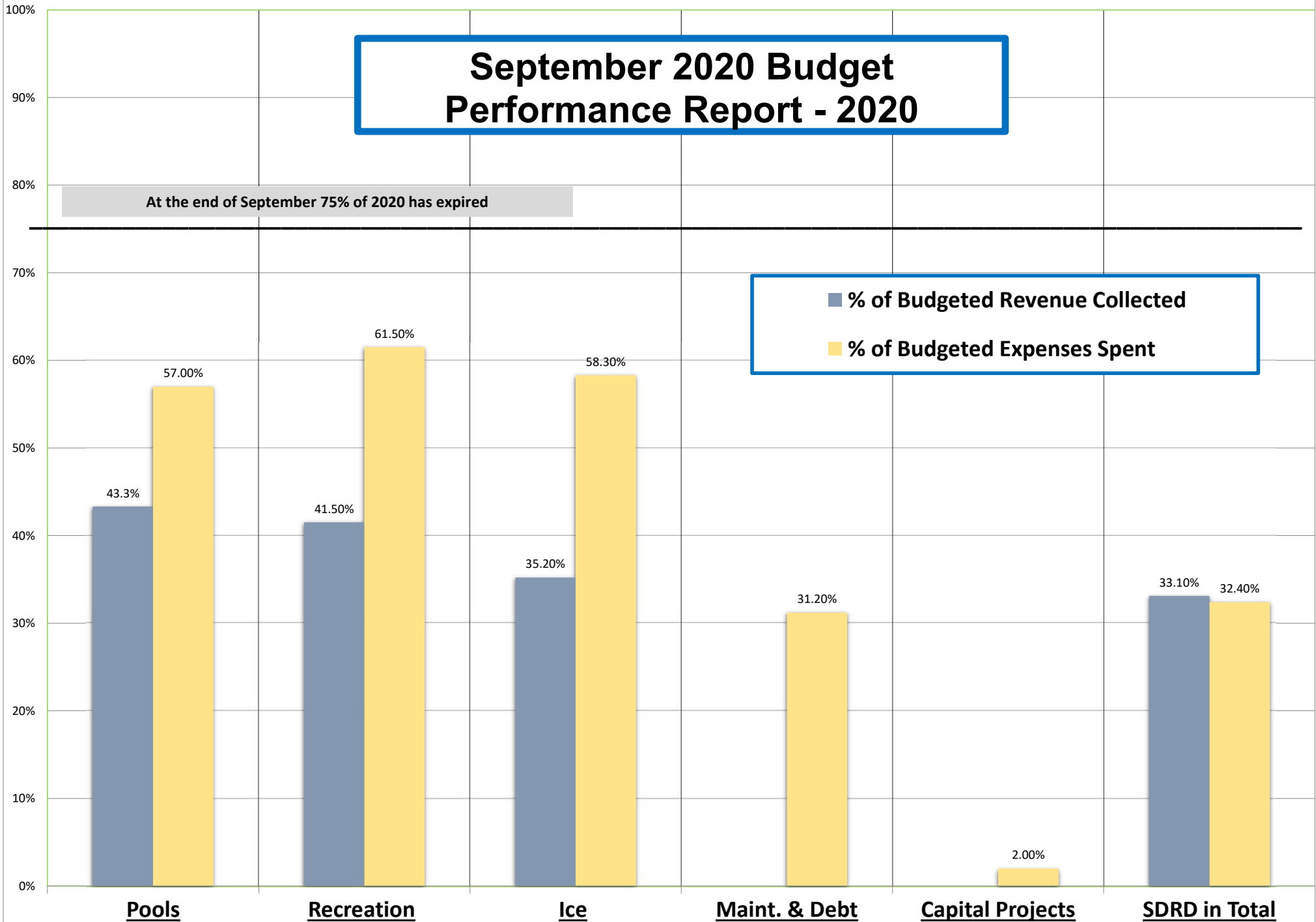
20	ICE RINK REVENUE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	<a href="#">564100 347810 DailyAdmissions-IceR</a>	-80,000	-80,000	-35,397.60	-2,664.57	.00	-44,602.40	44.2%*
	<a href="#">564100 347811 DailyAdmiss.-IceRibb</a>	-75,000	-75,000	.00	.00	.00	-75,000.00	.0%*
	<a href="#">564100 347815 Season Passes - Ice</a>	-135,000	-135,000	-66,635.24	-7,952.01	.00	-68,364.76	49.4%*
	<a href="#">564100 347817 EFT Mthly Pay Annual</a>	-110,000	-110,000	-48,039.18	-5,814.66	.00	-61,960.82	43.7%*
	<a href="#">564100 347820 Ticket Sales-Spcl Ev</a>	-1,500	-1,500	.00	.00	.00	-1,500.00	.0%*
	<a href="#">564100 347830 Groupon Voucher Sale</a>	-8,000	-8,000	-4,537.46	-29.55	.00	-3,462.54	56.7%*
	<a href="#">564100 347860 Skate Lessons</a>	-50,000	-50,000	-15,698.90	-1,983.50	.00	-34,301.10	31.4%*
	<a href="#">564200 347871 Facil Rntl-Hockey/Fi</a>	-130,000	-130,000	-35,024.59	-2,450.00	.00	-94,975.41	26.9%*
	<a href="#">564200 347872 Facil Rntl-Frstyl/Co</a>	-38,000	-38,000	-22,062.22	-2,570.00	.00	-15,937.78	58.1%*
	<a href="#">564200 347874 Rental - Ice Skates</a>	-50,000	-50,000	-24,723.51	-1,841.52	.00	-25,276.49	49.4%*
	<a href="#">564200 347875 Facil Rntl-All Nite</a>	-3,000	-3,000	-1,820.00	.00	.00	-1,180.00	60.7%*
	<a href="#">564200 347876 Facil Rntl-Party Roo</a>	-7,000	-7,000	-2,666.00	.00	.00	-4,334.00	38.1%*
	<a href="#">564200 347877 Rental-Skates-Ribbon</a>	-30,000	-30,000	.00	.00	.00	-30,000.00	.0%*
	<a href="#">564300 347840 Snack Bar Sls-Main S</a>	-105,000	-105,000	-36,244.46	-2,877.84	.00	-68,755.54	34.5%*
	<a href="#">564300 347841 Merchandise Sales -</a>	-4,500	-4,500	-249.96	-18.31	.00	-4,250.04	5.6%*
	TOTAL ICE RINK REVENUE	-832,000	-832,000	-293,099.12	-28,201.96	.00	-538,900.88	35.2%
	TOTAL REVENUES	-832,000	-832,000	-293,099.12	-28,201.96	.00	-538,900.88	
22	TAXES							
	<a href="#">561000 311000 General Property Tax</a>	-850,000	-850,000	-112,306.43	-1,042.15	.00	-737,693.57	13.2%*
	<a href="#">561000 311010 Genl Prop Taxes-Debt</a>	-1,296,000	-1,296,000	-171,234.24	-1,588.96	.00	-1,124,765.76	13.2%*
	<a href="#">561000 311020 Property Tax Increme</a>	-110,000	-110,000	.00	.00	.00	-110,000.00	.0%*
	<a href="#">561000 312000 Prior Yrs'Taxes-Deln</a>	-75,000	-75,000	-52,829.15	-441.69	.00	-22,170.85	70.4%*
	<a href="#">561000 315000 Fees-In-Lieu Of Prop</a>	-135,000	-135,000	-77,623.56	-9,688.78	.00	-57,376.44	57.5%*
	TOTAL TAXES	-2,466,000	-2,466,000	-413,993.38	-12,761.58	.00	-2,052,006.62	16.8%
	TOTAL REVENUES	-2,466,000	-2,466,000	-413,993.38	-12,761.58	.00	-2,052,006.62	
25	OTHER REVENUE							
	<a href="#">562000 369000 Sundry Revenues</a>	0	0	-17,299.86	-332.16	.00	17,299.86	100.0%
	<a href="#">562100 361000 Interest Earnings</a>	-175,000	-175,000	-81,001.22	-3,472.70	.00	-93,998.78	46.3%*
	<a href="#">562100 361010 Interest Earnings -</a>	0	0	-3,694.95	-131.10	.00	3,694.95	100.0%
	TOTAL OTHER REVENUE	-175,000	-175,000	-101,996.03	-3,935.96	.00	-73,003.97	58.3%
	TOTAL REVENUES	-175,000	-175,000	-101,996.03	-3,935.96	.00	-73,003.97	
	GRAND TOTAL	-6,924,500	-6,924,500	-2,294,548.45	-188,822.09	.00	-4,629,951.55	33.1%

\*\* END OF REPORT - Generated by Tyson Beck \*\*

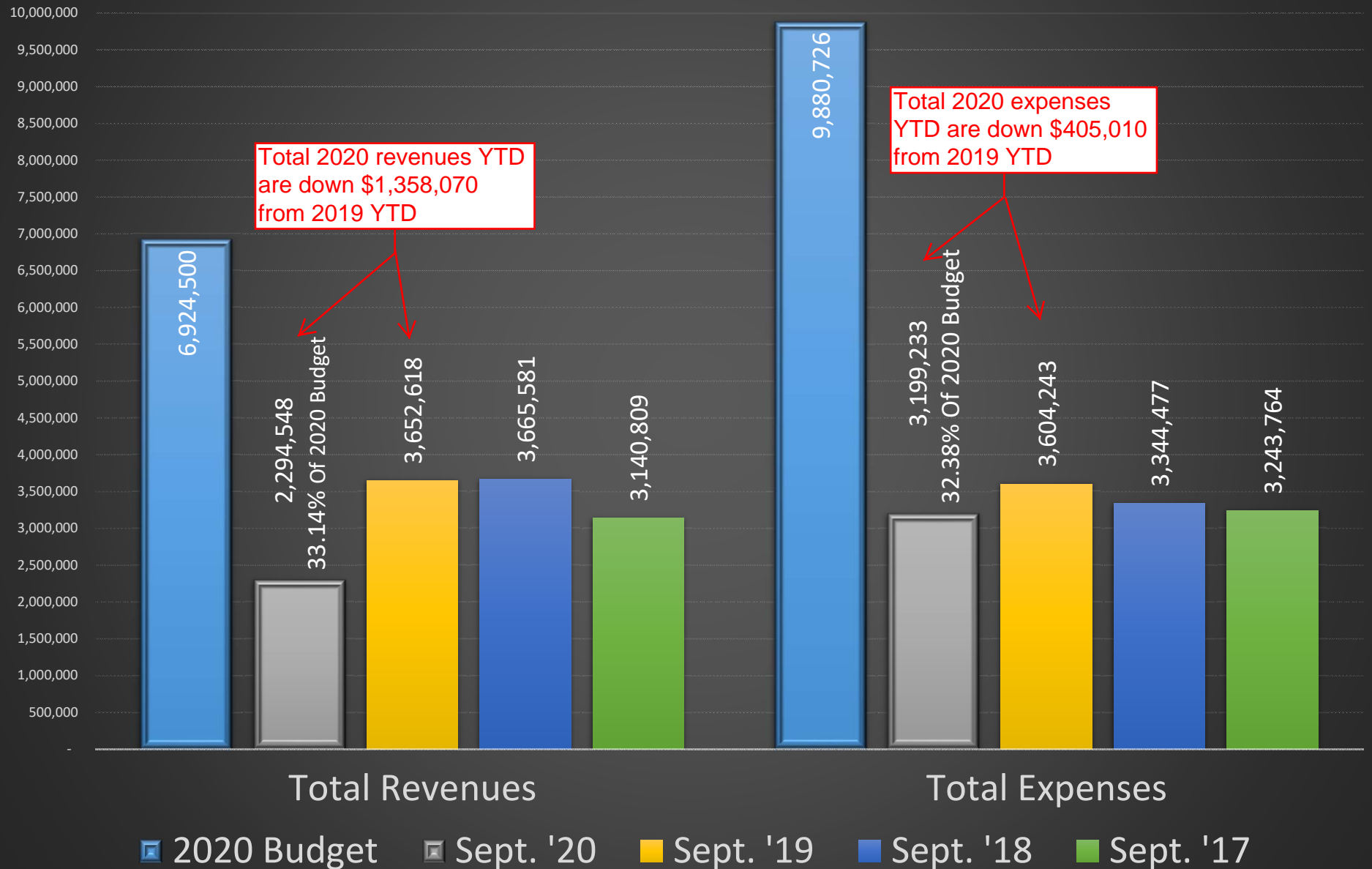
# September 2020 Budget Performance Report - 2020

At the end of September 75% of 2020 has expired

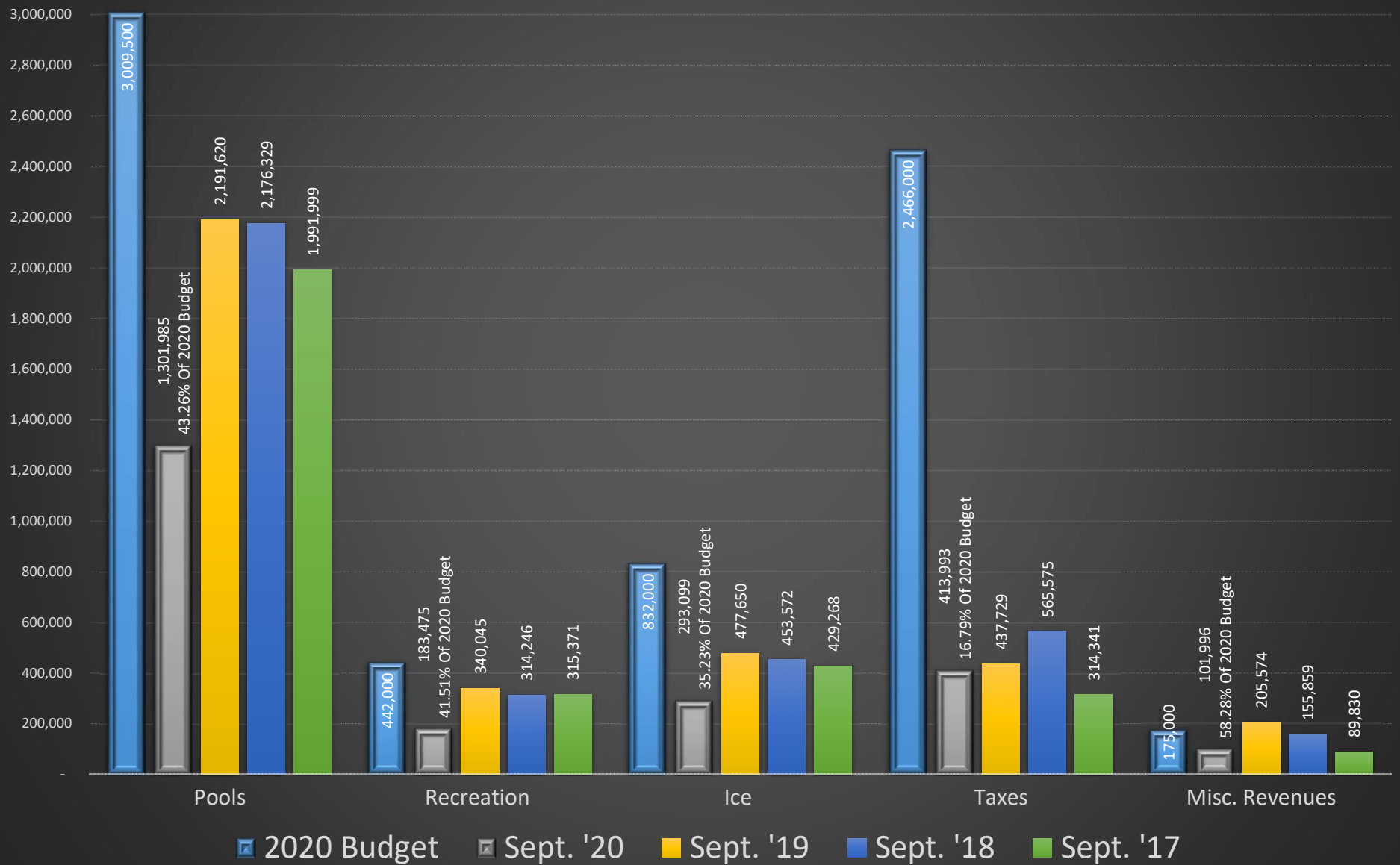
■ % of Budgeted Revenue Collected  
■ % of Budgeted Expenses Spent



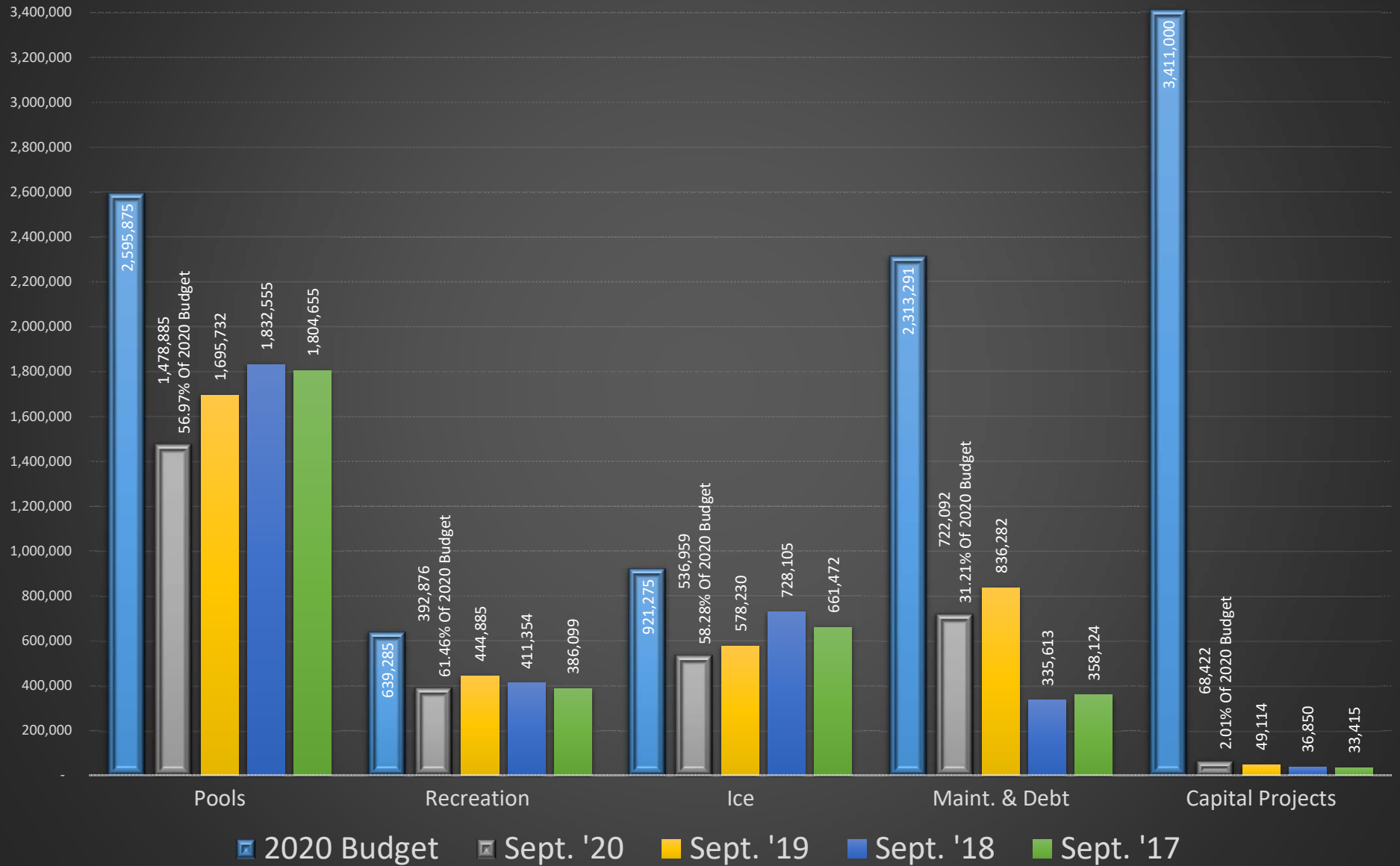
## September YTD 2020 Revenues and Expenses Compared to the 2020 Budget and the Same Timeframe from the Past Three Years



## September YTD 2020 Revenues Compared to the 2020 Budget and Revenues of the Same Timeframe of the Past Three Years



## September YTD 2020 Departmental Expenses Compared to the 2020 Budget and Expenses of the Same Timeframe of the Past Three Years





South Davis Recreation District  
DEPOSITS, INVESTMENTS & RESERVES  
as of close of business on  
September 30, 2020

Date Prepared: October 5, 2020

Name of Bank or Issuer	Type of Account or Security	Year Ago Rate	Current Rate	Maturity Date	Purchase Date	Year Ago Face Amount or Dollar Amount	Current Month Face Amount or Dollar Amount	Current Month Net Earning <Charge>	Held at or Safekeeping Location	Fund Assigned To
U S Bank	Checking	N/A	N/A	N/A	N/A	360,675.88	257,409.81	(677.60)	U S Bank	Enterprise Fund
Utah State Treasurer	Public Treasurers' Investment Fund (PTIF)	2.5658%	0.5227%	N/A	N/A	8,422,673.24	7,939,109.67	3,472.70	State Treasurer	Enterprise Fund
<b>Sub-total (District investable funds)</b>						<b>8,783,349.12</b>	<b>8,196,519.48</b>	<b>2,795.10</b>		
U S Bank	2013 GO Refunding Bond Payment Escrow	N/A	N/A	N/A	N/A	0.00	0.00	0.00	U S Bank	Enterprise Fund
<b>Sub-total (Bond escrow funds)</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Grand Total - Investable Funds and Bond Escrows:</b>						<b>8,783,349.12</b>	<b>8,196,519.48</b>	<b>2,795.10</b>		

**Notes:**

"Net Monthly Earning <Charge>" for checking is the net monthly bank service charges.

Next semi-annual bond payment (2013 G.O. Refunding Bonds) - due on 1/1/2021 in the amount of \$1,183,450.00

**Report of Reserve Balance:**

**General Ledger Account**

Reserve for Repair/Replacement

56 292200

**Previous Month**

**Additions**

**Current Month**

**Year Ago**

\$1,479,348.00

\$0.00

\$1,479,348.00

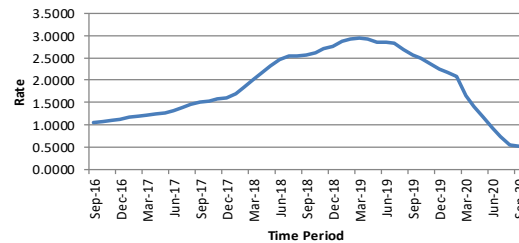
\$1,479,348.00

Prepared by & Title:

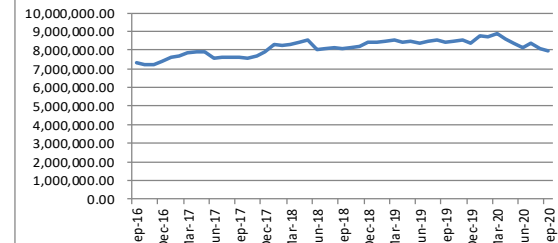
*Galen D. Rasmussen*

Galen D. Rasmussen, District Treasurer

**PTIF Investment Rates**



**PTIF Invested Balance**



# **SOUTH DAVIS RECREATION DISTRICT**

## **PERSONNEL POLICIES AND**

### **PROCEDURES**

As Amended to November 19, 2018

## PREFACE

The purpose of the South Davis Recreation District (the "District") is to provide recreational facilities and services that are necessary or desirable for the citizens living within the District. All that each employee does should be for the public benefit of the people served by the District.

The District recognizes that the quality of the services it provides is largely dependent upon the individual initiative and responsibility of its employees. The District also recognizes that its employees are the District's most valuable resource. Therefore, the District desires to attract and retain qualified and competent employees who exhibit the qualities and characteristics needed for the job.

The information contained in these Personnel Policies and Procedures has been prepared as an aid and guidance to provide a better understanding of what an employee can expect from the District and what the District expects from its employees. The District recognizes that these Policies and Procedures do not address all of the issues that may arise concerning employment with the District. However, each employee is assured that as such issues arise, the District will treat the problem in an efficient and fair manner. In the event there are conditions and policies which an employee believes are in need of improvement, the employee is encouraged to offer suggestions to help improve the District. The information contained herein, and any other statements that may be issued hereinafter from time to time, do not alter the at-will relationship between the District and its employees and is ~~it is~~ not a contract or agreement of any kind between the District and its employees.

**SOUTH DAVIS RECREATION DISTRICT PERSONNEL  
POLICIES AND PROCEDURES**

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## **CHAPTER 1: INTRODUCTION**

### **1.10. Intent and Purpose.**

It is the purpose of these Policies and Procedures to provide guidelines and rules for District employees to assist them in performing and pursuing competent and satisfying employment with the District. Policies and Procedures, by their very nature, are brief and not all inclusive. For this reason, the provisions set forth herein are intended only as a helpful guide, and employees are referred ~~to~~ the District's Manager, hereinafter "Executive Director," ~~when further information is desired~~. No statements contained in these Policies and Procedures should be interpreted as a promise or contract of any kind by the District.

### **1.20. Personnel Director.**

The Executive Director is hereby designated as the District Personnel Director, and as such shall be responsible for the following:

- (a) to develop, implement and administer the policies of the Personnel Policies and Procedures;
- (b) to promote and insure the fair treatment of employees and the administration of the Personnel Policies and Procedures; and
- (c) to annually review the Personnel Policies and Procedures to ensure compliance with all requirements of state and federal law and recommend suggestions or changes deemed necessary by the South Davis Recreation District administrative control board ("Board").

### **1.30. Employees.**

It is the responsibility of all District employees to be aware of and adhere to all the provisions of these Policies and Procedures and any amendments made hereto. Each employee shall sign an Acknowledgment Form attesting to the fact that he or she has received a copy of these Policies and Procedures and has read and understands the provisions set forth herein.

### **1.40. Amendments.**

The District reserves the right to alter, amend or revoke any policy, practice or procedure set forth herein at its sole discretion. The Executive Director shall annually review the provisions and suggest any changes or alterations deemed necessary to the Board. Employees shall be made aware of any such alterations, amendments or changes.

### **1.50. Disclaimer.**

The information contained herein, and any amendments or alterations hereto, do not constitute a contract or agreement of any kind between the District and its employees. No person other than the Executive Director or the Board has the authority to enter into an agreement with any employee for any specified employment term or to make any commitments to District employees.

## CHAPTER 2: ADMINISTRATION

### 2.10. Employee Definitions.

District employees are categorized as follows:

- (a) Full-Time. ~~Exempt and Non-exempt~~ Employees who are scheduled to work forty (40) hours per week or more on a regular basis and who are not considered Part-time employees as defined herein. Full-time employees are eligible for all District benefits.
- (b) Part-Time. Employees who are hired- to work on an "as needed", temporary, seasonal, provisional, or emergency basis, or less than twenty-nine (29) hours per week Part-time employees are not eligible for any benefits.
- (c) Probationary Employees. Employees who are in their first six (6) months of employment at ~~his or her~~their respective position. The successful completion of the six (6) month Probationary period should not be construed as creating a contract or as guaranteeing employment for any specific duration with the District.

### 2.20. Classification Plan.

The District shall establish and adopt a Classification Plan setting forth the positions and corresponding job descriptions of District employees.

### 2.30. Personnel Files.

- (a) Personnel Files. A personnel file shall be kept for each employee of the District, which file shall contain a copy of all records relating to employment of the employee including, but not limited to records regarding hiring, compensation, paid and unpaid leave, grievances, disciplinary action, and any other relevant records. Separate files shall be maintained by the District for employee medical records, drug and alcohol test results, and other confidential records.
- (b) Updates. Each employee is responsible for keeping the District notified of any changes in employee information such as name, address, telephone number, tax exemptions and related information so that the employee's personnel file records may be accurately maintained.
- (c) Confidentiality. All personnel records are confidential and shall be maintained, classified and accessed in accordance with the Government Records Access and Management Act.
- (d) Access. Employees are entitled to examine under direct supervision of the Executive Director and to make copies of documents in their own personnel file upon written request to the Executive Director, subject to the provisions of the Government Records Access and Management Act.



## **CHAPTER 3: HIRING**

### **3.10. Equal Opportunity Employer.**

The District is an "Equal Opportunity Employer" and as such does not discriminate in the hiring, employment or promotion of its employees on the basis of race, color, religion, sex, national origin, political affiliation, age, disability or status as a veteran, in accordance with applicable federal and state laws. It is the policy and commitment of the District to protect the civil rights of all employees, and applicants for employment with the District, and to provide a work environment free from discrimination and harassment.

### **3.20. Administrative Policies.**

It is the policy of the District to administer its personnel system in a manner which shall provide for the recruitment, ~~selection, retention and advancement of employees on the basis of their relative~~ ability, knowledge, skill and performance. It is also the policy of the District to administer its personnel system in a manner such that all applicants and employees are treated fairly without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or status as a veteran, and with proper regard for their privacy and constitutional rights as citizens.

### **3.30. Creation of Job Positions.**

All full-time, regular positions must be created by authorization of the District Board. The Executive Director shall establish the classification and grade of the new positions, and may unilaterally re-classify and re-grade existing positions. All Department Heads wishing to create new, full-time regular positions within their respective departments shall submit a request to the Executive Director, who shall review the position requested, its classification, job description, and proposed pay range. Upon approval by the Executive Director, the proposed position shall be submitted to the District Board for its consideration.

Except in the case of an open Department Head position, all job openings shall be filled by the Department Head in consultation with the Executive Director, provided that sufficient funds are budgeted. Each Department Head, in consultation with the Executive Director, is responsible for developing and implementing recruitment and selection procedures for these positions in the respective department. All open Department Head positions shall be filled by the Executive Director.

### **3.40. Recruitment and Selection.**

Recruiting, selecting and hiring of all applicants for job positions within the SDRD, unless otherwise approved by the Executive Director, shall be conducted in a manner consistent with this policy.

- a. The Department Head and Executive Director shall prepare a method of recruitment suitable to the position involved, which shall be approved by the Executive Director. Recruitment within or outside the organization may be made or waived as deemed appropriate under the circumstances.
- b. Each applicant shall submit all necessary application forms and supply such other pertinent information regarding their training and experience as may be required. Information may

be verified. Each applicant shall be requested to sign a consent to inquire into his/her job performance in prior jobs, the refusal of which shall be grounds for not hiring that applicant.

- c. The Department Head and Executive Director shall select for interview such applicants as are reasonably considered to be candidates for the position on the basis of ability, qualifications, experience and potential.
- d. The interview shall be conducted by the Department Head and the Executive Director or by such persons as they may designate, always having at least two interviewers.
- e. The Department Head and the Executive Director or their designee may make appropriate inquiries to verify experience, character, education and history of any applicant.
- f. If appropriate, interviewers may request applicants demonstrate job-related skills by completing a test or exercise that measures knowledge or skills for the job which are a prediction of job performance. All interviewed applicants must be given the same exercise.
- g. Selection of an applicant for the position shall be made by the Department Head based on the ability, qualifications, experience, potential, and other relevant factors, to perform the duties in the job description. The selection shall be approved by the Executive Director.

### **3.50. New Employee.**

All offers of employment with the District shall be conditioned upon the successful completion of a background check, and a drug test- as required herein.- Upon ~~acceptance of an offer of~~ employment, any new employee shall be provided a copy of these Policies and Procedures and shall be required to submit a W-4 Form, a signed Personnel Policies and Procedures Acknowledgment Form, and any other requested documents to the Executive Director.

### **3.60. Probationary Period.**

The first six (6) months of employment with the District shall be considered ~~a~~ "Probationary Period" which shall be used as a training and evaluation period for the District to observe the employee's ability to perform the various duties pertaining to the position and for the employee to determine whether or not the position adequately meets his or her own expectations and personal needs. The District considers the Probationary Period an intrinsic part of the employee selection process during which the employee will be carefully observed by the District. The employee and his or her supervisor should meet regularly during the Probationary Period to discuss progress that has been made by the employee and to identify areas where additional training or effort is needed. During the sixth month of the Probationary Period, the employee's supervisor shall conduct an evaluation of the employee and prepare a final Probationary Period Performance Evaluation to be submitted to the Executive Director recommending whether the employee should be retained, terminated or extended an additional Probationary Period.

### **3.70. Nepotism.**

It is the policy of the District to comply with the provisions of Utah Code §52-3-1(1) (d), as amended, regarding the prohibition of employment of relatives. No person may appoint or vote for the appointment of, or have direct supervision over his or her relative, including his or her father, mother, husband, wife,

son, daughter, sister, brother, grandfather, grandmother, stepchild, uncle, aunt, nephew, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, for any position within the District. No two relatives, as set forth herein, will be allowed to work together for the District without approval of the Executive Director.

## **CHAPTER 4: COMPENSATION**

### **4.10. Compensation.**

Employee compensation shall be equitable and dependent upon the job classification, performance evaluations, and over-all professional and educational experience and accomplishments of the individual employee.

### **4.20. Annual Review.**

Employee compensation should be reviewed and analyzed annually by the Executive Director who shall recommend appropriate changes to the Board for approval or denial. The Board may review and make appropriate changes or recommendations thereto at any time.

### **4.30. Anniversary Dates.**

The date the employee begins his/her full-time employment with the District shall be that employee's anniversary date. If an employee is promoted, the effective date of the promotion shall be the new anniversary date for that employee. Each employee may be given a performance evaluation on or shortly after each anniversary date and, if eligible, merited and approved by the Department Head and the Executive Director, may receive a portion or all of a step increase in accordance with the salary schedule of the District.

### **4.40. Transfers, Promotions, and Demotions.**

In the event that an employee is promoted to a position of greater responsibility within his/her career field, the employee shall be moved to the first salary step in the new range or receive a five percent promotional increase, whichever is greater. Persons promoted to a higher classification in a different career field shall start at the first step of the applicable salary range and will be eligible for a step increase after one year of satisfactory service in the new career field. In each case, the employee's anniversary date shall be the first full day of work in the higher classification (in the case of a promotion), or the first full day in the new career field. Any exceptions to this policy must be specifically approved in writing by the Executive Director.

An employee who, for disciplinary reasons, is demoted to a position assigned a lower salary range, shall receive the salary in the new range, at the same step he/she was at before the demotion. Persons demoted to a classification in a different career field shall start at the first step of the applicable salary range and will be eligible for a step increase after one year of satisfactory service in the new field. The employee's anniversary date shall be the first full day of work in the position to which he/she was demoted. Any exception to this policy must be specifically approved by the Executive Director.

Employees filling part-time employment positions may be transferred, promoted, or demoted at the discretion of the Department Head with the approval of the Executive Director. The hourly wage of a part-time employee may also be adjusted at the discretion of the Department Head, with the approval of the Executive Director, as part of any of these actions.

#### **4.50. Hours of Work and Work Week.**

The normal work week shall be 40 hours. Exceptions to this must be approved by the Department Head and the Executive Director. Employee work schedules will be approved by each Department Head in order to best meet the operational needs of the District. Each pay period will begin on Sunday at 12:00 midnight and end 14 days later on Saturday at 11:59pm.

#### **4.60. Salary.**

An employee's wage or salary shall be based on the wage and salary schedules approved by the District Board. The employee's actual salary within the authorized range shall be dependent upon longevity and performance. Employees may be eligible for increases as set forth in the salary schedule applicable to their position.

The salary for those positions designated as "management" may be moved up the steps of the scale as approved by the Executive Director.

Step increases are a reward and an encouragement for successful work performance, and are not an entitlement of employees. Step increases, based on employee performance, evaluations and time in service, may be made consistent with the salary range and steps established for that position. Employees shall be eligible for a step increase on their anniversary date and shall receive an evaluation and recommendation from their supervisor and Department Head, which shall be forwarded to the Executive Director for his/her approval.

The salary schedule may be adjusted annually by the cost of living increase, if any, approved by the District Board. Cost of living increases shall be effective at the beginning of the first pay period of the new fiscal year, unless the District Board directs otherwise.

During times of crisis or emergency, it may become necessary to expand, reduce, or change the number of hours worked by an employee. In such situations, the Executive Director will coordinate with the District's Board of Trustees. ~~Board any changes to salary and hours worked.~~

#### **4.70. Overtime.**

For purposes of overtime compensation under the Fair Labor Standards Act, all employees of the District shall be designated as "exempt" or "non-exempt" -as defined in the Act. The Executive Director, Aquatics/Fitness Director and the Recreation Manager are hereby designated as "exempt" All other employees of the District are hereby designated as "non-exempt." Exempt Employees are not entitled to overtime compensation. Non-Exempt Employees are entitled to overtime compensation at a rate of one and one-half times their regular rate of pay. All hours of work officially ordered and/or approved in excess of forty (40) hours per week are overtime. No employee may perform work over his or her designated hours without prior approval by the Executive Director. For purposes of this Section, hours of work shall not include sick leave hours. Whenever a Non-Exempt Employee renders overtime service, that

person may be compensated for such service by either of the following at the option of the Executive Director:

- (a) Pay at one and one-half times the regular hour rate at which such person is employed; or
- (b) One and one-half hours of compensatory time off for each overtime hour worked, in ~~lieu-~~  
~~of lieu of~~ cash payment. Compensatory time may be taken at any time with prior notice to and approval of the Executive Director. No employee may carry a compensatory time balance of more than forty (40) hours.

#### **4.80. Payment.**

Paydays will be on or about every other Friday of each month for a total of twenty-six (26) paydays per year and will be for the ~~two-week~~two-week period ending the previous Friday. Payment will be made by means of Direct Deposit into a checking and/or savings account of the employee's choice. Each employee will be required to execute an Employee Direct Deposit Authorization Form (see copy attached in Appendix A - Forms). Paychecks will be issued to employees only in those circumstances where an employee can demonstrate that it is unreasonable for him/her to have a checking or savings account which can be used for direct deposit or upon termination of employment, as described below. Payroll advances are not made.

The District automatically deducts Federal, State and FICA Income taxes, Medicare, and any other required or requested deductions from each payment. Any employee who voluntarily terminates his/her employment with the District, shall receive final ~~payment on~~payment on the next regularly scheduled payday ~~for~~for the period in which the termination takes place. An employee who is terminated by the District, shall be entitled to a final paycheck within the time period required by law.

Such final payment shall include all compensation that the employee is entitled to for the time worked from the last pay period to the employee's last day and hour of work and additional compensable accrued hours. The final payment may be reduced by any amount or value of offsets allowed by law.

#### **4.90. Reimbursement ~~For~~for Use of Personal Property.**

When the use of an automobile and/or a mobile phone is necessary for an employee to carry out his/her assigned duties, it is the obligation of the District to provide for the use of such equipment or reimbursement for use of personal equipment. An employee will not be required, as a condition of job performance or employment, to use their own personal property in the performance of their duties. An employee may voluntarily agree to do so and will be reimbursed as follows:

- (a) Use of a personal automobile will be reimbursed at the rate per mile published by ~~the Utah's State per diem rates found on the Utah Division of Fleet Operations website. Internal Revenue Service in Publication 15, (Circular E) Employer's Tax Guide, Section 5 Wages and Other Compensation, Per Diem or Other Fixed Allowances.~~ In order to be eligible for reimbursement, the employee must submit to the District adequate mileage records and other appropriate documentation of distances and frequency of use and be approved by his/her supervisor.

- (b) Use of a personal cell or mobile phone must be both voluntary and approved in advance by the Executive Director. ~~Generally, it will be expected that t~~The District ~~will~~ may provide such equipment- for an employee- to use in his/her job performance, either by specific assignment, if the duties so require, or by means of temporary availability from an equipment pool. Use of a personal cell phone ~~or mobile phones should be infrequent~~ may be allowed. In those cases when they are used, the employee will be reimbursed based upon a monthly stipend.

#### **4.100. Garnishment.**

An employee's pay will be held by the District upon receipt of a valid garnishment until otherwise directed by court order.

### **CHAPTER 5: LEAVES OF ABSENCE**

#### **5.10. Holidays.**

Full-time employees shall receive a paid holiday for each of those days defined herein as legal holidays of the District. Part-time employees are not eligible for Holiday Pay. Holidays occurring during an Employee's Vacation Leave are not counted as vacation days. Subject to approval by their Direct Supervisor, e~~Employees who are scheduled to work on one of the following holidays will be able to utilize the holiday at a future date of their choosing.~~ Each Full-time employee will also receive one paid "personal day" which will be added to the total number of holidays per year.

##### **District Holidays.**

The following days are defined as District holidays.

- (a) New Year's Day
- (b) President's Day
- (c) Memorial Day
- (d) Independence Day
- (e) Pioneer Day
- (f) Labor Day
- (g) Veteran's Day
- (h) Thanksgiving Day
- (i) Day after Thanksgiving Day
- (j) Christmas Day
- (k) Personal Day

##### **Holiday Operating Schedule.**

The District's facilities will be closed on the following:

- (a) Thanksgiving Day
- (b) Christmas Eve (1/2 day)

- (c) Christmas Day

#### 5.20. Employee Leave.

Full-time employees are entitled to annual vacation, sick leave, jury duty, family and medical leave, and other leaves as may be established by the District. No paid leave shall accrue or be granted to part-time employees unless otherwise approved by the Board. Employees may be granted unpaid leave under certain circumstances in accordance with the procedures set forth herein. Unless otherwise provided by law, such as military or family and medical leave, unpaid leave is a privilege and not a right. Employees shall not be entitled to accrual of any vacation, sick leave or retirement benefits (exception for military retirement benefits) during the period of unpaid leave, but shall be entitled to life insurance, group health insurance, step raises and seniority entitlements as required by law. The determination of an employee's retirement date may be postponed due to an interruption in contributions during unpaid leave. Unless otherwise required by law, the employee may be required to pay for continuation of insurance benefits during unpaid leave, and reinstatement of the employee cannot be guaranteed if the unpaid leave exceeds thirty (30) days.

#### 5.30. Leave of Absence Procedures.

Except as provided in Sections 5.40 and 5.80, full-time employees desiring Leave, whether paid or unpaid, shall file an Employee Leave Request Form with their Direct Supervisor-Executive Director, as set forth in Appendix "A," at least six (6) working days prior to the desired leave time stating the reason for the leave and its expected duration. The Executive Director-Direct Supervisor shall discuss with the Executive Director and approve or deny the request at his or her discretion, unless otherwise required herein. Any approved Employee Leave Request shall be signed by the Department Head and Executive Director, stating any special provisions or conditions for the leave, the original placed in the employee's personnel file, and a copy returned to the employee. Any Leave Request exceeding six-three (63) months shall require Board approval.

#### 5.40. Leave Procedure Exceptions.

Exceptions to the leave procedures set forth in Section 5.30 shall be made in the following instances:

- (a) Employee Becoming Sick While at Home. In the event an employee becomes sick while at home, the request for leave may be handled from home by a telephone report to his or her supervisor or the Executive Director in accordance with the sick leave provisions provided herein. The employee's supervisor or the Executive Director shall thereafter fill out an Employee Leave Request Form for the employee.
- (b) Family Accident, Medical or Other Emergency. In the event there is a family emergency or accident where the presence of the employee is required, the employee may take the appropriate leave after notifying the Executive Director, or his or her designee. The Executive Director, or his or her designee, will fill out an Employee Leave Request Form for the employee.

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#### 5.50. Vacation Leave.

- (a) Vacation leave is provided for the purpose of rest and relaxation and also for attending to personal business.
- (b) Vacation leave for full-time employees shall accrue at the following rate:

0-6 Months:	6 days (no cash out available until after year one)
6 months -1 year of service:	3.7 hours per pay period (up to 6 days)
<del>1-5 years of service:</del>	<del>3.7 hours per pay period (12 days per year)</del>
16-10 years of service:	4.62 hours per pay period (15 days per year)
11 + years of service:	5.54 hours per pay period (18 days per year)
- (c) Full-time employees may accumulate up to 240 hours of vacation time which can be carried forward to a new calendar year. Employees with more than 240 accrued hours must use their vacation to bring their balance to 240 or fewer hours prior to each December 31. No hours in excess of 240 may be carried forward and will be lost. Employees are encouraged to take their vacation leave annually. However, an extension of the December 31 date may be approved in writing by the Executive Director.
- (d) Accrued vacation leave will be credited to an employee's account each pay period. Vacation leave is to be scheduled at the mutual convenience of the District and the employee, and must be scheduled by the employee with the approval of the Executive Director. Paid holidays occurring during vacation leave will not be charged as vacation time.
- (e) Once each fiscal year a full-time employee may elect to convert up to 56 hours of accrued vacation leave to cash at the current rate of pay. Employees wishing to do this should notify the payroll department on an approved form. Exceptions to this must be approved by the Executive Director and the District Board.
- (f) Terminating employees are entitled to payment at their current rate of compensation for all unused vacation leave up to their 240 and compensatory time which has been accrued.
- (g) Employees may not take vacation leave in advance of its actual accrual.

#### 5.60. Sick Leave.

Sick leave should be valued as an insurance against protracted illness. Sick leave may be used for (i) employee illness or injury, (ii) illness or injury in the employee's immediate family, and (iii) medical and dental appointments. The term "illness" includes illness from a pregnancy. In this section the term "immediate family" means the employee's spouse ~~or~~, child, parent, father-in-law, mother-in-law or family member for whom the employee is the primary caregiver.



The District reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work.

Employees returning from sick leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees.

- (a) All full-time employees will be credited with 3.7 hours of sick leave for each pay period of service with the District. Accrued sick leave will be credited to the employee's account each pay period.
- (b) Employees may accrue sick leave without limitation.
- (c) An employee shall notify his/her supervisor prior to or at the beginning of scheduled work that he/she will be absent from work because of sick leave circumstances. In the event of an extended absence, the employee shall keep his/her supervisor informed of his/her condition. In the event that the absence from work exceeds three working days, the District may require the employee to present a statement from a medical provider justifying the absence from work and containing a clearance to return to work, or stating a physical inability to resume work.
- (d) Any absence or sick leave that extends beyond accrued sick leave will result in the employee being carried on vacation leave status until all accrued vacation and compensatory time balances have been used, and then the employee shall be on a leave-without-pay status. This provision does not give a right to an employee to be carried on any such status.
- (e) Full-time employees may convert a maximum of 32 hours of sick leave each calendar year to cash at their current rate of pay, provided that any sick leave used during the year will be deducted from the 32 hours. Employees desiring to convert sick leave to cash shall notify the payroll department prior to November 30th. Sick leave conversion shall be reflected in a December payroll designated by the Executive Director.
- (f) Staff retiring ~~from the~~ after working for 10 years or more with the District under the retirement program may convert 25% of their accrued but unused sick leave, up to a maximum of 240 hours, to cash at their current rate of pay.

#### **5.70. Bereavement Leave.**

Leave for bereavement of immediate family members will be allowed without deduction from the employee's sick leave or vacation leave for a length of time not to exceed ~~three~~ five (5) days annually as determined by the Executive Director based upon the employee's circumstances. The granting of paid funeral leave is not automatic, but will depend upon the circumstances of each situation.

For purposes of this section, "immediate family member" shall include:

- (a) husband;
- ~~(b) wife;~~ spouse;
- (c) mother (blood, in-law or step);
- (d) father (blood, in-law or step);
- (e) sister (blood, in-law or step);
- (f) brother (blood, in-law or step);
- (g) children (blood, in-law or step);
- (h) grandparents;
- (i) grandchildren.

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#### 5.80. Family and Medical Leave.

Purpose. It is the purpose of this Section to provide guidelines for employees regarding leaves of absence in accordance with the Family and Medical Leave Act of 1993. The provisions set forth herein are intended to comply with such Act, and if any conflict arises or if an issue or definition is not addressed herein, the Federal Act shall control. The provisions of this Section are intended to supersede the unpaid leave provisions provided elsewhere in these Policies and Procedures.

- (a) Eligible Employees. Employees eligible for Family and Medical Leave as provided herein include employees who have been employed with the District for at least twelve (12) months and who have performed at least 1,250 hours of service for the District during the previous twelve-month period.
- (b) Permitted Leave. Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve-month period for the following:
  - (1) the birth of a son or daughter of the employee and in order to care for such son or daughter;
  - (2) the placement of a son or daughter with the employee for adoption or foster care and in order to care for such son or daughter;
  - (3) in order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition; or
  - (4) ~~a serious health condition that makes that employee unable to perform the functions of his or her position.~~ a serious health condition that makes that employee unable to perform the functions of his or her position.
- (c) Leave Procedure.
  - (1) Notice. An employee must notify the Executive Director in writing of any needed Family and Medical Leave by filing an Employee Leave Request at least thirty (30) days before the Leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family

member. If thirty (30) days' notice is not practicable, such as because of lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Failure to give proper notice of intended leave to the District may result in denial of the taking of the leave for up to thirty (30) days after the date the employee provides notice.

- (2) Designation of Leave. Once the District has acquired knowledge that the leave is being taken for a Family and Medical Leave Act-qualifying purpose, the District shall designate the leave as such, whether it is paid or unpaid, and give notice of the designation to the employee. Except as otherwise provided in the Act, absence preceding notice to the employee of the designation, may not be counted against the employee's FMLA leave entitlement.
- (3) Certification. The District may require the employee to provide certification from a health care provider regarding the necessity of the leave. The District reserves the right to require, at the expense of the employee, the opinion of a second health care provider designated or approved by the District regarding the necessity of the leave, and to require subsequent certifications on reasonable basis.
- (4) Reporting. The District may require the employee to report periodically to the employer on the status and intention of the employee to return to work.
- (5) Fitness for Duty. When an employee's leave is necessitated by the employee's own serious health condition, the District may require the employee to obtain and present certification from the health care provider stating that the employee is able to resume work when the employee's leave was occasioned by the employee's own serious health condition.
- (6) Intermittent Leave. Employee leave necessitated by the birth or placement of a son or daughter with the employee as set forth above may not be taken intermittently or on a reduced leave schedule unless otherwise agreed in writing by the District based upon good cause showing. Employee leave necessitated by a serious health condition of the employee or the need to care for a spouse, son, daughter or parent with a serious health condition, may be taken ~~intermittently or~~ intermittently or on a reduced leave schedule when medically necessary. Any intermittent leave requested or granted shall be subject to conditions set forth in the Act, ~~including but~~ including but not limited to alternative position transfer, reasonable notice and scheduling, and certification.

(d) Leave Protection.

- (1) Compensation. Employees shall be required to use accrued vacation and sick leave hours for leave provided herein. Any leave not covered by previously accrued vacation and sick leave shall be permitted as unpaid leave in accordance with the provisions herein. To the extent permitted by law, it is

the intent of the District that all paid leave substituted for unpaid Family and Medical Leave run concurrently with and be counted as Family and Medical Leave.

- (2) **Position.** Except as otherwise provided, employees who take family or medical leave shall be entitled, on return from such leave, to be restored, at the option of the District to: (1) the position of employment held by the employee when the leave commenced, or (2) an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Salaried eligible employees who are among the highest paid ten percent (10%) of the employees employed by the District may be denied restoration of their positions for reasons set forth in the Act.
- (3) **Benefits.** The taking of family or medical leave shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced, other than the required use of vacation and sick leave. An employee's entitlement to benefits other than group health benefits during a period of FMLA leave shall be determined in accordance with the District's policy for providing such benefits for the type of leave taken, i.e. paid or unpaid, as applicable.
- (4) **Insurance.** The District shall maintain coverage for the employee under any "group health plan," including contributions under the "option in lieu of health insurance," for the duration of the leave at the level and under the conditions of coverage the employee would have been provided had the employee continued in employment for the duration of such leave as required by law.
- (e) **Records.** The District shall make, keep and preserve records pertaining to Family and Medical Leave in accordance with the Act. Access and maintenance of such records shall be subject to the requirements of the Government Records Access and Management Act. Documents relating to medical certifications, re-certifications and fitness for duty or medical histories of employees or employees' family members shall be maintained in the office of the Executive Director and shall be treated as confidential medical records.
- (f) **Excluded Employees.** Employees who are not considered "Eligible Employees" as defined herein for purposes of obtaining Family and Medical Leave shall be entitled to a total of six (6) weeks of leave during any twelve-month period for those reasons set forth in Subsection (c)(3). Such leave shall be subject to the procedures and protections set forth herein. Any employee requiring such leave shall be required to use previously accrued vacation and sick leave hours for leave.

#### **5.90. Military leave.**

Employees who enter active service in any branch of the armed forces of the State of Utah or of the United States shall be granted a leave of absence without pay from employment with the District during his or her military service to the extent required by State and Federal law, including Utah Code provisions regarding "Governmental Employees in Military Service."

#### 5.100. Jury Duty.

The District recognizes the duty of its employees as citizens to serve on juries or as court witnesses. When an employee is absent because of being summoned to serve on a jury, or has been required by subpoena to appear as a witness, the employee will be paid his or her full District salary upon forfeiture of the jury/witness fee to the District, provided, the employee is permitted to retain any fee paid for mileage. This allowance only covers time lost while the employee is actually engaged on jury duty and employees are expected to report daily for work before and after jury service, when possible. This Section does not apply when an employee appears in court on his or her own behalf, such as a traffic fine or as a party to a lawsuit.

#### 5.110. Injury Leave.

Employees injured during performance of their job duties are covered by Workers' Compensation Insurance as provided by State law and shall be compensated for such leave in accordance therewith.

#### 5.120. Parental Leave

~~If accrued sick leave is available, e~~Employees who are the biologic or adoptive parent mother or father of a child being born may take up to eight (8) weeks of paid parental leave. The employee will receive 40 hours for of paid parental leave at the time of birth. Additional leave beyond these more than 40 hours, which shall be counted against the sick leave of the employee first, followed by compensatory then vacation leave.— If all sick, compensatory, or vacation leave has been exhausted before the end of the 8 week period, Any additional leave taken in connection with this birth shall fall under the Family Medical Leave Act and shall be unpaid leave unless taken from accrued paid vacation leave. Additional leave past the 6 week period would fall under the Family Medical Leave Act. Consistent with the Family Medical Leave Act, twelve weeks is the maximum total amount of leave available to a single employee within a twelve-month period. Parental leave exceeding three (3) consecutive months twelve weeks will need board approval.

**Comment [JB1]:** Do you allow employees to take Parental Leave intermittently? This is allowed under FMLA.

### CHAPTER 6: BENEFITS

#### 6.10. Disclaimer.

The following provisions briefly describe the District's employee benefits. The District reserves the right to modify or terminate any employee benefits at any time and for any reason, as permitted by law. For more complete information regarding any of these benefit programs, employees may contact the Executive Director.

#### **6.20. Retirement Program.**

The District is a member of the Utah State Retirement System. Participation in and administration of the system shall be conducted in accordance with State statutes and regulations regarding the same. No employee shall be exempt from such system unless permitted by law and approved in writing by the Board.

#### **6.30. Medical Insurance.**

The District participates in a group medical insurance program for its eligible employees which have specified benefits for certain illnesses and injuries. At the sole discretion of the Board, the District may pay all or a portion of the premiums for such insurance for eligible employees and a portion of the employee's dependents' medical insurance premiums. Alternatively, the employee may receive a benefit-in-lieu of medical insurance premium payments which benefit shall be designated and approved in writing by the Board. Enrollment applications and a detailed schedule of benefits should be provided to the employee during the orientation process and periodically thereafter. Benefit information may also be obtained from the Executive Director. Upon termination of employment with the District, or other qualifying event, employees may be eligible for optional continued coverage in accordance with Federal COBRA requirements.

#### **6.40. Workers' Compensation and Disability.**

The District participates in a State approved insurance plan to compensate employees, to a certain extent, for medical and hospital expenses incurred due to injuries from work-related accidents.

#### **6.50. District Recreational Facilities**

Full time regular employees may utilize the District's recreational facilities and programming as established by the Executive Director. These recreational privileges shall extend to family members.

### **CHAPTER 7: WORKING CONDITIONS**

#### **7.10. Hours.**

- (a) Business Hours. Business Hours for the District are established by the Board, Monday through Sunday.
- (b) Employee Hours. Employees are required to report and remain at work promptly at their scheduled time, excluding break and meal periods permitted herein. Late arrivals, early departures and other unapproved personal absences are not acceptable. When it is not possible to report to work on time, the employee shall notify their supervisor as soon as possible before the shift begins. An absence from work without notice or authorization shall be subject to disciplinary action up to and including termination and

shall not be entitled to compensation for such unexcused absences. An employee who is absent from work without notice or authorization for three (3) or more consecutive days shall be considered terminated, subject to termination procedures set forth herein.

- (c) Meal and Break Periods. Full-time employees are entitled to a sixty (60) minute unpaid lunch period. All employees may be required to work overtime. Part-time employees, under 18 years old, who work six (6) hours or less per day are entitled to one fifteen ~~(15)~~ minute break period for every three hours worked, and one ~~30~~ 30-minute meal break no later than 5 hours from the beginning of their shift.

#### **7.20. Political Activity.**

District employees shall not engage in the distribution or publication of materials approving or favoring a candidate for nomination or election to public office during working or office hours or in the South Davis Recreation Facility. An employee may not engage in political activity during working hours. Employees shall not use their position with the District for the political enhancement of any individual or group.

#### **7.30. Confidentiality.**

Information obtained by employees in the course of their job duties is confidential. An employee shall not disclose to any unauthorized person any information acquired in the course of employment other than public information as defined by applicable law.

#### **7.40. Incentive Awards.**

All employees below the level of Department Head are eligible for incentive awards. A recommendation for an award must be submitted in writing by the Department Head. All incentive awards must be approved by the Executive Director.

#### **7.50. Americans with Disabilities Policy.**

- (a) Policy. It is the policy of the District not to discriminate on the basis of disability. No qualified individual with a disability should by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the District, or be subjected to discrimination in employment under any service, program, or activity conducted by the District. Discrimination based on a disability has been held to constitute a violation of the Americans with Disabilities Act. 42 U.S.C. §§ 12101-12213, as amended, and shall not be tolerated.
- (b) Purpose. It is the ~~purpose of purpose - this of this~~ Policy to ~~communicate -~~ to communicate to all applicants, employees, participants, ~~beneficiaries, and beneficiaries,~~ and other interested persons dealing with the District that discrimination on the basis of a disability is prohibited and shall not be tolerated. It is further the intent of this Policy to

communicate to persons with disabilities that they have a means to discourage and seek relief from conditions which create barriers for individuals with disabilities or conduct which constitutes discrimination against individuals with disabilities.

- (c) ADA Coordinator. The Executive Director is hereby designated as the ADA Coordinator for the District. The ADA Coordinator shall be responsible for the administration of this Policy and shall keep all interested persons apprised of the law and the ~~District's policy~~District's policy regarding discrimination on the basis of disability, including, but not limited to, preparing applicable rules and regulations for the administration and enforcement of this Policy, and posting notices describing such rules, regulations and provisions of this Policy. Any questions, comments or complaints regarding matters set forth herein should be addressed to the ADA Coordinator, 550 N 200 W, Bountiful, Utah, 84011.
- (d) Scope. This policy shall extend to all conduct defined as discriminatory under the Americans with Disabilities Act as applicable to the District. The following conduct shall be prohibited:
  - (1) Services. "[N]o qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." 42 U.S.C. § 12132, as amended.
  - (2) Employment. "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regards to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." 42 U.S.C. § 12112, as amended.
- (e) Procedure. Whenever a person believes he or she has been discriminated against on the basis of a disability regarding access to or benefit from District services, activities or programs, or in connection with any employment with the District, the following steps should be taken:
  - (1) Complaint. The aggrieved party should file a written complaint with the ADA Coordinator within ten (10) days of the date the Complainant becomes aware of the alleged violation using an ADA Complaint Form as set forth in Appendix "A" attached hereto.
  - (2) Investigation. Upon receipt of a complaint, the ADA Coordinator shall immediately notify the Attorney for the District of the Complaint, and thereafter conduct an investigation of the Complaint, including but not ~~limited to~~limited to interviewing the Complainant and affording all interested persons and their representatives, if any, the opportunity to submit oral or documentary evidence relevant to the Complaint.
  - (3) Findings and Conclusions. The ADA Coordinator shall, within thirty (30) days from



receipt of the Complaint, prepare and distribute to all parties, his or her findings and conclusions from the investigation, including a description of the resolution of the Complaint and notice of the Complainant's right to appeal.

- (f) Retaliation. Interested persons are entitled to bring good faith complaints hereunder without fear of reprisal, intimidation, coercion, or retaliation. It is unlawful for any person to discriminate against another because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein, and it is further unlawful for any person to coerce, intimidate, threaten, harass, or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein. Any interested person who believes he or she has been subjected to any act of reprisal described herein has the right to file a further complaint alleging reprisal as a separate action under this Policy.
- (g) Records. The ADA Coordinator shall maintain all records of the District pertaining to ADA rules and regulations and any complaints filed hereunder, which records shall be maintained, accessed and classified in accordance with the Government Records Access and Management Act
- (h) Appeal. Any person aggrieved by a decision of the ADA Coordinator regarding a complaint filed hereunder may appeal such decision by filing with the Board a written appeal within ten (10) days from the date of the decision. The Board shall conduct an investigation of the matters and prepare its findings and conclusions within thirty (30) days from receipt of the appeal.
- (i) Other Procedures and Remedies. The grievance procedures provided herein are intended to replace rather than supplement other District grievance procedures for any grievance involving discrimination based upon disability. Nothing in this Policy shall preclude an aggrieved party from pursuing other avenues of relief provided under Federal law.

#### **7.60. Sexual and Other Harassment Policy.**

Any behavior or course of conduct of a harassing or discriminating nature, including that of a sexual nature, which is, unwelcome, demeaning, ridiculing, derisive or coercive, or results in a hostile, abusive or intimidating work environment, constitutes harassment and may be the basis of disciplinary action up to and including termination.

All sexually harassing conduct in the work place, whether committed by supervisors or non-supervisory personnel, may be the basis of disciplinary action against an employee:

- (a) Policy. It is the policy of the District to provide its employees with a work environment free from sexual harassment. Harassment based upon sex has been held to constitute a violation of Title VII of the Civil Rights Act of 1964 and shall not be tolerated by the District under any circumstances.
- (b) Purpose. It is the purpose of this policy to communicate to all employees of the District and

all persons conducting business with the District that sexual harassment is prohibited and that violations of this policy will result in discipline up to and including termination. It is also the intent of this policy to communicate to employees experiencing sexual harassment that they have a means to discourage and report offensive conduct, and that such reports will be immediately investigated and appropriate action will be taken.

- (c) Notice. All employees of the District shall be responsible for knowing the provisions of this Policy regarding sexual harassment. The Executive Director shall be responsible for posting and/or distributing additional literature to employees informing them of the law and the District's Policy regarding sexual harassment.
- (d) Definitions. As used herein, the following words shall have the meaning described below:
  - (1) "Reprisal" means a retaliatory action taken against a complainant, department, investigator, witness, or other District official and/or property as a result of a sexual harassment complaint and/or investigation.
  - (2) ~~"Sexual Harassment" means "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:~~
    - (i) submission to such ~~conduct is made either explicitly or implicitly~~ conduct is made either explicitly or implicitly - term or condition of an individual's employment;
    - (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
    - (iii) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, even if it leads to no tangible or economic job consequences.
- (e) Scope. The following conduct represents some of the types of acts which violate the District's Sexual Harassment Policy. These examples are given as a guide to employees and are not intended to be inclusive of all types of acts which violate the District's Sexual Harassment Policy.
  - (1) Unwanted sexual advances, propositions, or comments, such as:
    - (i) obscene and insulting terms relating to gender;
    - (ii) sexually-oriented gestures, noises, remarks, jokes, or comments;
    - (iii) unwelcome and persistent requests for social contact;
    - (iv) preferential treatment or promises of preferential treatment for

submission to sexual activity; and

- (v) ~~sexual attention~~sexual attention or other conduct which ~~makes—performance~~makes—of performance of the employee's job difficult.

(2) Sexual or discriminatory displays or publications in the work place, such as:

- (i) displaying ~~pictures, posters~~pictures, posters, calendars, graffiti~~calendars, objects~~graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic;
- (ii) reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- (iii) displaying signs or other materials purporting to segregate an employee by sex in any area of the work place (other than restrooms and similar semi-private lockers or changing rooms).

(3) Physical Assaults of a sexual nature, such as:

- (i) rape, sexual battery, molestation or attempts to commit these assaults; and
- (ii) intentional physical conduct which is sexual in nature, such as touching, hugging, pinching, patting, grabbing, brushing, or poking another employee's body.

(f) Reporting Procedures. Any employee who believes that the actions or words of an officer, employee, or volunteer of the District constitute unwelcome harassment or discrimination must report it immediately to any of the following: their Supervisor, Department Head, or Executive Director. All complaints of this nature should be made in writing as soon as possible and should document specific information regarding the harassment. This information should include dates, times, places, witnesses, and specific types of harassment. The Executive Director and the District Attorney shall be immediately notified upon the receipt of a complaint.

- (1) Upon receiving a complaint of harassment, a Department Head (or other individual appointed by the Executive Director, when appropriate) shall investigate the complaint in a prompt, impartial, and confidential manner. The employee shall be notified in writing of any findings and conclusions as quickly as possible. The District shall consider the privacy of the alleged victim identified in the complaint to the greatest extent possible.
- (2) If an employee is not satisfied with either the handling of a complaint or the action

taken by the Department Head or Executive Director appointee, he/she shall bring the complaint to the attention of the Executive Director. The Executive Director shall then investigate the charges and respond in writing to the employee as quickly as possible.

- (3) Any employee, supervisor, or Department Head who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.
- (4) Any form of retaliation against employees who exercise this procedure in good faith or who are the alleged victims of a complaint under this procedure will render an offending employee subject to disciplinary action.
- (g) Confidentiality. All complaints and investigations of ~~sexual~~ harassment, whether formal or informal, will be confidential and only those persons necessary for the investigation and resolution of the complaint will be provided information. Breach of this confidentiality requirement will result in disciplinary action.
- (h) Reprisals. Employees are entitled to bring good faith complaints without any reprisal, intimidation, coercion, or retaliation. If an employee believes he or she has been subjected to any act of reprisal resulting from any complaint or investigation of ~~sexual~~ harassment, he or she has the right to file a further complaint alleging reprisal as a separate action under this Policy.
- (i) Misuse of Policy. Any false claims of harassment or allegations made in bad faith will result in disciplinary action taken against the accuser.
- (j) Appeal. Any employee aggrieved by a decision of the Executive Director regarding a formal complaint filed hereunder may appeal such decision by filing with the Board a written appeal within ten (10) days from the date of the decision. The Board shall conduct an investigation of the matter and prepare its findings and conclusions within thirty (30) days from receipt of the appeal.
- (k) Other Procedures and Remedies. The grievance procedures provided herein are intended to replace rather than supplement other District grievance procedures for any grievance involving harassment. Nothing in this Policy shall preclude an employee from pursuing other avenues of relief for harassment such as reports to the Utah State Anti-Discrimination Division or the Equal Employment Opportunity Commission.

## CHAPTER 8: CONDUCT

### 8.10. Personal Appearance.

Impressions gained by the public visiting the District's facilities or dealing with District employees at any location are very important to the District as a public entity. Consequently, employees are expected

to take pride in their appearance and grooming and to dress in a conservative and appropriate manner. Clothing must be clean and in good repair at all times. Torn or mutilated clothing, cut-offs, transparent clothing, and midriffs or other immodest dress are not allowed.

#### **8.20. Employee Ethics.**

All employees are required to adhere to legal, moral and professional standards of conduct in the fulfillment of their duties with the District and shall demonstrate the highest ideals of honor and integrity in ~~all-public~~~~all-and-public-personal~~~~and personal~~ relationships to merit the respect, trust and confidence of the public. As employees of the District, employees shall adhere to the provisions of the Utah Public Officers and Employees Ethics Act. Except as otherwise provided in the Act, no employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for himself, or herself, or another if such gift tends to influence the employee in the discharge of his or her official duties, nor use or attempt to use his or her official position to secure special privileges or exemptions for himself or another. Employees are encouraged to discuss and raise any questions or concerns regarding public employees' ethical duties with the Executive Director.

#### **8.30. Work Place Violence**

- (a) Oral or written threats, physical assault, harassment, intentional damage, and every other act or threat of violence by ~~Distict~~District employees may be the basis of disciplinary action.
- (b) It is the responsibility of all employees to notify their supervisor or any of the following: Department Head, District Attorney or Executive Director when there has been an act or threat of violence, whether actual, express, or implied. In a situation of immediate danger, the Police Department should be immediately notified.
- (c) All incidents of work place violence are to be reported immediately to the appropriate person as noted above, who shall in turn notify the City Attorney and the City Manager. It is the responsibility of all employees to fully cooperate with any City investigation into an incident of work place violence.
- (d) Work place violence will not be tolerated and is grounds for termination of employment from the City.

#### **8.40. Outside Employment.**

In order to reduce mental and physical fatigue, limit conflicts of interest, and reduce liability insurance expenses, no full-time employee shall be permitted to engage in any outside employment except as provided herein. Any full-time employee desiring to accept outside employment must submit a written request annually with the Executive Director who shall approve or deny the request based upon the following considerations:

- (a) whether the outside employment will in any way interfere with the employee's ability to meet the District's work schedule, including reasonable overtime and standby

assignments;

- (b) whether the outside employment will be directly connected with or contingent upon a representation that the employee is in any way representing the District, either directly or indirectly;
- (c) ~~whether the~~ whether outside the employment outside is employment consistent is and consistent appropriate and with appropriate with the employee's position held with the District;
- (d) whether the outside ~~employment will~~ employment will interfere with ~~interfere with~~ the ~~employee's physical~~ employee's physical, mental, or emotional ability to fully and completely discharge the job duties of his or her District position.

Any request for outside employment shall be placed in the employee's Personnel File. Unless otherwise prohibited by law, the District reserves the right to cancel an approval for outside employment when it is in the District's best interest. Any employee engaged in outside employment without proper approval required herein may be subject to discipline. District employees may not use District equipment in connection with outside employment, nor may they engage in outside employment while on District time. In no event shall any full-time outside employment for full time employees be permitted. Pursuant to the Public Officers' and Employees' Ethics Act, employees may not accept other employment which might impair his or her independence of judging the performance of his or her public duties as an employee of the District or which might interfere with the ethical performance of such duties.

#### **8.50. Personal Activities.**

Employees should not perform personal business during working hours. District telephones should not be used for personal calls except in the case of an emergency, and no private use should be made of District equipment or property.

#### **8.60. Drug and Alcohol Policy.**

- (a) Purpose. It is the purpose of this policy to provide guidelines for the implementation and management of a drug and alcohol testing program for the District. This Policy is intended to provide a safer and more efficient work force by avoiding the negative circumstances created by employee drug and ~~alcohol abuse~~ alcohol abuse. ~~The provisions of this Policy are intended and intended shall be interpreted to be~~ shall be interpreted to be in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act.
- (b) ~~Applicability.~~ This Drug and Alcohol Policy shall apply to all District employees.
- (c) ~~Policy.~~ It is the Policy of the District to employ a work force and create a work place free from the ~~adverse effects~~ adverse effects of alcohol and drug use. No employee of the District may possess, sell or be under the influence of any drugs or alcohol during working hours, when conducting District business or while on District premises, as

shown by the presence of such substances or their metabolites in the employee's system.

(d) Definitions. As used in the Policy, the following words shall have the following meaning:

- (1) "Alcohol" means ethyl alcohol or ethanol.
- (2) "Drugs" means any substance recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopathic Pharmacopoeia, or other recognized drug compendia, or supplement to such compendia, and its metabolite.
- (3) "Employee" means any person in the service of the District including volunteers as defined by the District
- (4) "Prospective Employee" means ~~any person~~any person who has made application for employment or volunteer service with the District and who has been selected as a final applicant by the District.
- (5) "Refusal to Submit" to a test means that the employee (1) fails to provide adequate breath for alcohol testing as required herein without a valid medical explanation after he or she has received notice of the requirement for breath testing; (2) fails to provide an adequate urine sample for controlled substances testing as required herein without a genuine inability to provide a specimen after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that obstructs the testing process.
- (6) "Sample" means urine, blood, breath, saliva or hair.
- (7) "Safety-Sensitive" ~~means~~any position involving duties which directly affects safety of governmental employees, the general public, or positions where there is access to controlled substances during the course of performing job duties.
- (8) "Utah Local Governmental Entity Drug-Free Workplace Act" means the Drug-Free Workplace Act set forth at Utah Code Ann. § 34-41-101, et seq., as amended.

(e) Testing Required. In accordance with the provisions of this Policy, all prospective and current employees shall be subject to drug and alcohol testing as a condition of hiring and/or continued employment with the District. Failure to comply with this Policy may result in the District refusing to hire a prospective employee or disciplinary action for current employees, up to and including termination.

(f) Basis for Testing. Prospective and current employees shall be subject to testing for the presence of drug and/or their metabolites and alcohol by the District in accordance with

the provisions of this Policy as a condition of hiring, continued employment and voluntary services for any of the following reasons.

- (1) Pre-Employment. Final applicants and volunteers selected for a position with the District shall be subject to drug testing as a condition of employment.
  - (2) Pre-Announced Periodic. Employees may be subject to preselected and preannounced drug and alcohol testing as a condition of continued employment conducted on a regular schedule.
  - (3) Accidents. Employees involved in any work-related accident involving the loss of life or substantial harm to any person or property, or in which the employee receives a citation under State or local law for a moving traffic violation arising from the accident, shall be subject to drug and alcohol testing.
  - (4) Reasonable Suspicion. Employees acting in a manner which raises reasonable suspicion that the employee has improperly used or reported to work under the influence of drugs or alcohol shall be subject to drug and alcohol testing. "Reasonable Suspicion" shall be determined by the Executive Director and shall mean an articulated belief based upon recorded facts and reasonable inferences drawn from those facts that the employee is in violation of this Policy.
  - (5) Rehabilitation. Employees in any rehabilitation program shall be subject to drug and alcohol testing in accordance with program requirements. Rehabilitation testing means unannounced but preselected drug or alcohol testing as part of a program of counseling, education, and treatment of an employee in conjunction with this Policy.
  - (6) Random. Employees in safety sensitive positions ~~shall~~ can be subject to unannounced drug- and alcohol testing. Employees ~~shall~~ can be selected for ~~random~~ testing by using a method uninfluenced by any personal characteristics other than job category.
  - (7) Compliance. Employees shall be subject to drug and alcohol testing when required by State or federal law.
- (g) Testing Procedures.
- (1) Consent. Prior to submitting to a drug and alcohol test required herein, prospective and current employees shall sign a Consent Form authorizing the test, permitting the release of test results to the appropriate personnel, and providing the prospective or current employee the ~~opportunity to~~ opportunity to explain or indicate current or recent use of prescription and over-the-counter medication or other relevant medical information.



- (2) Collection. All sample collection for drug and alcohol testing under this Policy shall be performed under reasonable and sanitary conditions. Sample collection, documentation, storage and transportation to the place of testing shall be performed in a manner that reasonably precludes the probability of sample misidentification, contamination or adulteration and which ensures the privacy of the individual being tested. The instructions, chain of custody forms, and collection kits, including bottles and seals used for sample collection shall be prepared by an independent laboratory certified for employment— drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology. Sample collection shall be conducted in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act by an entity independent of the District.
- (3) Samples. Employees shall submit a split urine sample for drug-testing or retesting as required herein. The urine sample shall be divided into two specimen bottles by the collection entity in accordance with the Utah Governmental Entity Drug-Free Workplace Act. Employees shall submit to a breath alcohol test for alcohol-testing required herein.
- (4) Testing. Sample drug testing shall conform to scientifically accepted analytical ~~methods and methods—procedures and procedures~~ and shall be conducted in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act by an independent laboratory certified for employment drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology.
- (5) Time. Any drug or alcohol testing required by the District under this Policy shall occur during or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.
- (6) Costs. ~~Except as otherwise provided~~ Except as otherwise provided, the District ~~shall pay~~ shall pay all costs of sample collection and testing required herein, including the cost of transporting current employees to the testing site if the testing is conducted at a place other than the work site.

(h) Results.

- (1) Positive Results. Positive test results shall refer to those test results that meet or exceed the standard permissible levels of substance in the body as set forth in the Federal DOT Rules and Regulations if addressed therein, or by standards adopted by the State of Utah if not addressed by the Federal DOT Rules and Regulations. Specifically, an employee's alcohol concentration shall not exceed 0.04 or greater.
- (2) Notice. Prospective and current employees shall be notified as soon as possible of

any positive test results conducted in accordance with this Policy by telephone or in writing at their last-known telephone number or address and told of his or her option to have the split urine sample tested as provided in Subsection (4).

- (3) Confirmation. Before the result of any test required herein may be used as a basis for action by the District, the positive test result shall be verified or confirmed. Positive drug test results shall be confirmed by retesting using a gas chromatography or a gas chromatography- mass spectroscopy.
  - (4) Second Test Option. If the test results of the urine sample indicate the presence of drugs or their metabolites, the donor of the test shall have seventy-two (72) hours from the time he or she is notified of such results to request, at his or her option, to have the split urine sample tested. The cost of the second test shall be equally divided between the donor and the District, unless the second sample tests negative in which case the District shall pay for the entire cost of the second test. In addition to the initial test results, the test results of the split sample shall be considered at any subsequent disciplinary hearing if the requirements of this Policy have been complied with in the collection, handling and testing of the samples.
- (i) Action.
    - (1) Discipline. The District may use confirmed positive test results, or any refusal of a prospective or current employee to take the test, as a basis for disciplinary action up to and including termination of current employees and refusal to hire prospective employees.
    - (2) Rehabilitation. The District may also require that an employee rendering positive test results enroll in a District-approved rehabilitation, treatment or counseling program, which may include additional drug or alcohol testing, at the expense of the employee and as a condition of continued employment.
    - (3) Procedure. Any disciplinary action taken by the District for violation of this Policy shall be in accordance with the District disciplinary procedures. Such procedures shall include any required pre-disciplinary hearing and proper appeal proceedings.
  - (j) Policy Distribution. This Policy shall be distributed to employees and made available for review by prospective employees.
  - (k) Records. The use and disposition of all drug and alcohol test results and records shall be considered confidential and are subject to the limitations of the Government Records Access and Management Act and the Americans with Disabilities Act
  - (l) Disclaimers.
    - (1) Physician/Patient Relationship. A physician/patient relationship is not created

between a prospective or current employee and the District or any person performing the test, solely by this Policy and the procedures set forth herein.

- (2) Disabled. A prospective or current employee shall not be considered disabled for purposes of the Utah Anti-Discriminatory Act or the Americans with Disabilities Act solely by reason of testing positive under the terms of this Policy.
- (m) Prescribed Drug Use. This Policy shall not apply to the proper use of drugs prescribed to an employee by a licensed physician who has been informed of the employee's occupation and job duties and is of the opinion that the employee can safely work while taking the prescribed drug. All employees shall inform the licensed physician of the employee's occupation and job duties and ask the physician if the employee can safely perform such duties while taking the prescribed drug. If the licensed physician is of the opinion that the employee cannot safely work or perform his or her job duties while taking the prescribed drug, the employee shall report the prescribed drug use and the physician's opinion regarding its use in writing to the employee's supervisor or the Executive Director prior to performing any work for the District.

#### **8.70. Use of District Vehicles.**

- (a) Purpose. The purpose of this Policy is to establish guidelines for the use of District vehicles by employees. Employees using District vehicles shall comply with this Policy. Employees failing to operate District vehicles in compliance with this Policy shall be subject to disciplinary action.
- (b) Official District Business. The use of District vehicles by employees shall be limited to official District business, provided that reasonable incidental stops may be made while in route of District business or during break or lunch periods.
- (c) Use Agreement and Driver's License Verification. Each employee using a District vehicle shall sign a Vehicle Use Agreement and Driver's License Verification Form as set forth in Appendix "A" prior to using a District vehicle, and shall carry a valid Utah Driver's License corresponding to the type of vehicle being operated. The District shall have the right to review the driving records of all employees in order to identify unsafe or uninsurable drivers. District employees with poor driving records may be prohibited from driving District vehicles. Any employee having his or her Driver's License suspended or revoked shall immediately report such suspension or revocation to the District.
- (d) Authorized Passengers. Non-District persons may only ride in District vehicles in connection with official District business and when accompanied by a District employee. No other persons such as family or friends of employees or strangers are permitted to ride in District vehicles unless otherwise authorized by the Executive Director.
- (e) Parking and Operation. All employees using District vehicles shall operate the vehicles in a

safe manner and in accordance with all state and local traffic regulations. Employees shall exercise defensive driving skills to prevent accidents, and shall wear a seat belt at all times the vehicle is in operation. The employee shall be responsible for any citation received for non-compliance with such regulations. Employees are restricted from using cell phones while in operation of a District vehicle. Answering calls, making calls, or texting is prohibited while the vehicle is in operation, and may only be done when the vehicle is stopped and is no longer in operation.

- (f) **Vehicle Maintenance.** Employees are responsible for the daily care and general maintenance of District vehicles under their control or assigned to them, provided however, that no outside repair or other alteration to the vehicle shall be made without prior written authorization from the Executive Director. Any mechanical problems shall be reported immediately to the Executive Director.
- (g) **Vehicle Abuse.** Any employee abusing a District vehicle shall be subject to disciplinary action. Vehicle abuse includes any intentional or unintentional misuse or misapplication of any District vehicle for a purpose other than that for which it was intended. Vehicle abuse shall include, but shall not be limited to, failure to provide proper maintenance of the vehicle such as checking the oil, tires, and windows, and failure to observe normal driver responsibility.
- (h) **Accidents.** Employees shall immediately report any accident or damage involving a District vehicle to the Executive Director.

#### **8.80. Internet Use Policy.**

- (a) The District provides internet access to designated employees for their use to transact District business.
- (b) Individual employees to have access to the internet through the District's system. Use is for employees that have a business need for access.
- (c) The District may choose to restrict access to various internet sites. Absent specific blocking of a site, employees are expected to refrain from accessing sites which would be considered offensive or inappropriate for use while at work.
- (d) The use of the internet is not private while working for the District and the District reserves the right to monitor individual internet usage on District equipment from time to time at the discretion of the District.
- (e) Employees that access the internet must be aware that hardware and software utilized for the internet access has the ability to log all District internet activity, including linked sites.

- (f) Nothing in this policy shall prohibit law enforcement officials from examining any internet usage in the course of an ongoing investigation of civil or criminal activity. The District has the responsibility to disclose any internet activity to law enforcement officials.
- (g) When accessing the internet, employees are expected to use anti-virus software and secured connections on their workstations and particular caution for computer viruses should be exercised if files are downloaded.
- (h) Any conduct that violates this policy may result in disciplinary action up to and including dismissal.
- (i) The District reserves the right to change this policy at any time, with such prior notice, if any, as may be reasonable under the circumstances.
- (j) No one shall receive authorized access to the internet until he or she has received, reviewed, and agreed, in writing, to comply with this policy. Such documentation shall be retained in the employee's personnel file.

#### **8.90. E-Mail Use Policy**

- (a) The District provides e-mail (electronic mail) to designated employees for their use to transact District business.
- (b) Use of information technology is ~~to comply to comply with Federal with and Federal – State and State~~ law. Any illegal duplication or unauthorized installation of software is prohibited.
- (c) Except for minimal personal use of District technology and equipment, the software and the data are to be used for bona fide District purposes only. It is inappropriate under any circumstances to use District technology and equipment for a personal business.
- (d) Equipment and information belong to the District. Employees should assume that use of email is not private while working for the District and that e-mail access can be monitored.
- (e) Employees have a duty to keep unauthorized persons from using the District's equipment or accessing unauthorized data bases.
- (f) Employees are to retain, categorize and protect public information in accordance with the Government Records Access and Management Act
- (g) Employees have a duty to comply with security measures established by the District.
- (h) Employees are expected to refrain from sending or encouraging the receipt of, messages for which the content would be considered offensive or inappropriate while at work.

- (i) The District reserves the right to access and disclose the contents of e-mail messages, but will do so only when it has a legitimate business need, as required by law, or if specific circumstances offset the District's commitment to honor the employee's interest in privacy.
- (j) The District will not monitor e-mail messages as a routine matter; however, there may be a need for the District to occasionally review e-mail content for specific reasons.
- (k) Nothing in this policy shall prohibit law enforcement officials from examining any e-mail messages in the course of an on-going investigation of civil or criminal activity. The District has the responsibility to disclose any e-mail messages to law enforcement officials in such cases.
- (l) In case of termination or extended absence, work-related e-mail messages may be forwarded to the most appropriate employee.
- (m) The unauthorized viewing and/or retrieval of another person's e-mail, and other forms of electronic snooping, are prohibited.
- (n) Any conduct which violates this policy may result in disciplinary action up to and including dismissal.
- (o) The District reserves the right to change this policy at any time, with such prior notice, if any, as may be reasonable under the circumstances.
- (p) No one shall receive authorized access to the e-mail system until he or she has received, reviewed, and agreed, in writing, to comply with this policy. Such documentation shall be retained in the employee's personnel file.

#### **8.100. Protection Policy for Children and Vulnerable Adults**

- (a) Purpose. The District is committed to the wellbeing of those it serves. This policy is intended to establish goals and procedures in an effort to prevent abuse and to provide guidance on how to respond to allegations of abuse. All District employees and volunteers must comply with applicable laws and with these procedural guidelines.
- (b) Definitions. Throughout this section of the policy the following definitions apply:
  1. Allegation: A statement or accusation of abuse
  2. Abuse: Sexual abuse, neglect, or other physical, mental or emotional harm caused to a child or vulnerable adult, either intentionally or through gross negligence.
  3. Child: A person less than 18 years of age.
  4. Vulnerable Adult: A person 18 years of age or older whose ability to perform normal activities of daily living or to provide for his/her own care or protection is

impaired due to mental, emotional, physical, or developmental disability or dysfunction, brain damage, or the infirmities of aging.

- (c) **Policy Statement.** The District directs that its employees and volunteers will be alert for any evidence of abuse. District employees and volunteers are responsible for reporting all suspected cases of abuse to their supervisor, including any conditions or information that may be reasonably related to abuse. Supervisors are required to report alleged abuse to the Bountiful City Police Department. District employees and volunteers need not verify that a child or vulnerable adult has in fact been abused.
- (d) **Background Checks.** The District maintains the right to review the background of its employees and volunteers who work with children or vulnerable adults.
- (e) **Code of Conduct.** District employees and volunteers should follow these protocols:
  - 1. Where possible, and practical, the “two-adult” rule, wherein two or more adults supervise all activities where children are involved and are present at all times, should be followed. District employees and volunteers are encouraged to be accompanied by parent, legal guardians, and/or coaches on visits with children.
  - 2. Inappropriate behavior towards children or vulnerable adults, including failure to follow the District’s behavior protocols, policy, and standards is grounds for discipline, up to and including criminal investigation and dismissal from employment.
- (f) **Training.** District employees and volunteers who work with children or vulnerable adults are to be trained in specific policies and procedures regarding definitions of abuse, preventive measures, and after the fact reporting, documenting, responding.
- (g) **Reporting, Investigation and Disclosure.** District employees and volunteers should report every instance of suspected abuse. When a supervisor is informed of suspected abuse, they will notify the Bountiful City Police Department as soon as possible.
- (h) **Confidentiality and Records Retention.** An allegation of abuse of a child or vulnerable adult is a serious issue. In following the District’s Policy on Child and Vulnerable Adult Protection, it is essential that all parties maintain confidentiality. Sharing information which could identify a victim or an alleged perpetrator should be shared on a “need to know” basis and with guidance from the District Attorney’s office. Unless abuse has actually been proven, it must always be referred to as “alleged abuse”.

#### **8.110. Travel Policy.**

The District will reimburse an employee for authorized use of the employee's private vehicle pursuant to this Section. It is anticipated that an employee will use either a District vehicle or personal vehicle for in-

state District business. For out-of-state travel, a work issued credit card should be used to make purchases for airfare. If the travel is within driving distance, use of a District vehicle is preferred if one is available. If the employee desires to drive their own personal vehicle he/she will be reimbursed for mileage as discussed in section 4.90 of this manual. Employees will be paid a per diem amount for travel requiring an overnight stay. The District considers a "day" as beginning on the day and hour of departure and thereafter including each successive 24-hour period spent at the travel destination to the day and hour of return. The travel per diem shall be established by the Board and may be amended from time to time. Arrangements for overnight accommodations will be made by the District and paid for by the District. If the employee selects alternate accommodations, the employee will be reimbursed up to, but not to exceed, the amount designated by the District for the lodging. Registration fees for approved seminars and conferences will be paid by the District. Each employee requesting any travel reimbursement from the District is required to submit a written Request for Travel Reimbursement Form as set forth in Appendix "A" attached hereto.

#### **8.120. Certification and Licensing.**

Where certification or licensing is essential to the performance of one's job, employees are required to provide evidence of such certification or licensing (or re-certification or re-licensing) as a continuing condition of employment.

### **CHAPTER 9: SAFETY**

#### **9.10. Employee Duties.**

Employees shall implement safety precautions at all times and must be cognizant of conditions that may be hazardous. Any unsafe conditions should be reported immediately to a supervisor or the Executive Director and reasonable measures should be taken to remedy the hazardous condition. Each employee shall maintain his or her work area in a clean and safe condition and shall adhere to all requirements of the District's rules and regulations. Failure to comply with rules and regulations of the District may result in disciplinary action, up to and including termination.

#### **9.20. Report of Accident or Injury.**

All accidents or injuries, regardless of how slight, should be reported immediately to a supervisor or the Executive Director. Failure to report an accident or injury may result in denial of a Worker's Compensation claim. The Executive Director shall be notified of any accident or injury and shall fill out an Accident Report (set forth in Appendix •A"), within two (2) days of the occurrence of the accident, including a description of the date, time, place, witnesses, circumstances and extent of injury.

### **CHAPTER 10: EVALUATION AND DEVELOPMENT**

#### **10.10. Performance Appraisal System.**

Employees shall be evaluated in accordance with the "Performance Appraisal System" adopted by the



District. The purpose of the employee Performance Appraisal System is to promote maximum efficiency in the work force, to ensure fair treatment of employees, to provide the means to reward competent, hard-working employees and separate incompetent or non-productive employees; and to improve employee job satisfaction through mutual understanding between supervisors and employees.

#### **10.20. Evaluations.**

~~Employees shall be evaluated by the~~ Performance Appraisal System at specifically designated times including the end of the employee's Probationary Period and annually thereafter by the Executive Director or his or her designee. Part-Time Employees should also be evaluated under the Performance Appraisal System. All full-time evaluations shall be discussed personally with the employee and a written record and summary of the evaluation should be reviewed by the Executive Director and included in the employee's Personnel File. All evaluation forms shall remain confidential and should not be shown to any person other than the employee, the Executive Director and the Board, in accordance with the Government Records Access and Management Act.

#### **10.30. Training.**

It may be desirable and appropriate for District employees to participate in certain lectures, meetings, training programs, conferences, seminars, or conventions as needed to assure high-quality performance of his or her position with the District. Participation in such activities may be initiated at the employee's request or required by the District. Any employee desiring to participate in such an activity shall submit a written request at least seven (7) business days prior to the Executive Director stating the date, hours, location, cost, estimated expenses, nature and purpose of the activity and justification for the employee's attendance. The Executive Director shall review all requests and may approve or deny the same at his or her discretion. If the District requires an employee's attendance at an activity described herein, the District will pay for the registration fees and a travel per diem pursuant to the District's Travel Policy set forth in Section 8.110 herein. This policy is not applicable to an employee's voluntary attendance in a course of formal education instruction that takes place after hours, unless such instruction is requested or required by the District.

#### **10.40. Resignation.**

Any employee who desires to terminate his or her employment with the District, shall give a minimum of two (2) week's written notice to the Executive Director of such intent.

### **CHAPTER 11: GRIEVANCES**

#### **11.10. Grievances.**

Employees may appeal a decision or disciplinary action by the District which affects his or her employment pursuant to the provisions set forth herein. These guidelines should not be construed as preventing, limiting or delaying the District from taking disciplinary action, including immediate termination, in circumstances where the District deems such action appropriate. Except as required by

State or federal law, the grievance procedures provided herein shall be exhausted prior to seeking alternative remedies.

#### **11.20. Informal Grievance Procedures.**

An employee with a grievance may first attempt to settle the matter through discussion with his or her supervisor or the Executive Director if the grievance involves the supervisor. The supervisor, or the Executive Director if applicable, shall make every effort to find an acceptable solution to the grievance. If the employee does not believe the problem has been satisfactorily resolved within ten (10) days after the circumstances are first discussed with the supervisor, or ~~anytime~~any time prior thereto, the employee may pursue formal grievance procedures.

#### **11.30. Formal Grievance Procedures.**

- (a) Complaint. Any aggrieved employee may file a formal written Grievance with the Executive Director within ten (10) days of the event causing the grievance in substantially the same form as that set forth in Appendix "A" The time for filing a formal written grievance shall be tolled during the time for which informal grievance procedures are pursued, and may be extended by the Executive Director upon a showing of good cause. If the grievance involves the Executive Director, the Grievance may be filed with the Board, in which case all references herein to "Executive Director" shall refer to "Board."
- (b) Investigation. Upon receipt of a Grievance, the Executive Director shall promptly conduct an investigation of the Grievance, including but not limited to interviewing the employee and affording all interested persons and their representatives, if any, the opportunity to submit oral or documentary evidence relevant to the Grievance.
- (c) Findings and Conclusions. The Executive Director shall, within thirty (30) days from receipt ~~of the~~ ~~Grievance,~~ ~~prepare~~ ~~and~~ ~~distribute~~ ~~his~~ ~~or~~ ~~her~~ ~~findings~~ ~~and~~ ~~conclusions~~ ~~from~~ ~~the~~ investigation, including a description of the resolution of the Grievance and notice of the employee's right to appeal.

#### **11.40. Retaliations.**

Employees are entitled to bring good faith grievances hereunder without fear of reprisal, intimidation, coercion or retaliation. No person shall discriminate against another because that individual made a grievance complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein. No person shall coerce, intimidate, threaten, harass or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein. Employees are further protected under the provisions of the Utah Protection of Public Employees Act, more commonly known as the "Whistle Blower's Act".

#### **11.50. Appeal.**

Any person aggrieved by a decision of the Executive Director regarding a formal grievance filed hereunder may appeal such decision by filing with the Board a written appeal within ten (10) days from the date of the decision. The Board shall conduct an investigation of the matter and thereafter prepare and distribute its written findings and conclusions within thirty (30) days from receipt of the appeal.

#### **11.60. Records.**

The ~~Executive~~ Director ~~shall cause to be maintained all records pertaining to employee grievances~~ filed hereunder and all records pertaining to an appeal of such grievances in accordance with the Government Records Access and Management Act.

### **CHAPTER 12: DISCIPLINE**

#### **12.10. General Conduct.**

It is the responsibility of all employees of the District to conduct themselves in accordance with the District's policies, rules and regulations for the proper operation of District functions and to perform their work in a satisfactory manner. Employees are expected to conduct themselves in a professional and competent manner and to be courteous and cooperative at all times with fellow employees, supervisors and the public. Any employee's action not in accordance with this policy or in violation of any District rules or regulations shall subject the employee to disciplinary action up to and including termination.

#### **12.20. Responsibility for Discipline.**

The basic responsibility for employee discipline lies with the employee's supervisor under the direction of ~~the Executive Director~~, provided, ~~however, discipline involving suspension, probation, demotion or termination shall be conducted by the Executive Director~~. In the event of an emergency, a supervisor may temporarily place an employee on leave with pay until further appropriate investigative action may be taken. Such temporary relief from duty with pay is not a suspension and does not preclude subsequent disciplinary action.

#### **12.30. Levels of Discipline.**

When there are grounds for discipline, an employee shall be subject to appropriate disciplinary action based upon the particular facts and circumstances of each case. Disciplinary action may include one or more of the following: verbal warning, written reprimand, probation, suspension with or without pay, demotion and dismissal.

#### **12.40. Verbal Warning.**

If the supervisor determines that more severe action is not required, the supervisor may verbally communicate to the employee the observed deficiency. Written documentation of the warning will be placed in the employee's personnel file setting forth the date, time, circumstances and grounds for the discipline, and the date, time and circumstances of the verbal notice. Failure to remedy the deficiency described in a verbal warning may result in additional disciplinary action being taken.

#### **12.50. Written Reprimand.**

The supervisor or Executive Director may reprimand an employee in writing. Such reprimand is to be addressed to the employee in writing and a signed copy is to be provided to the Executive Director for inclusion in the employee's personnel file.

#### **12.60. Warnings and Reprimands.**

If an employee receives two (2) written reprimands and/or verbal warnings for the same or different offenses within a period of twelve (12) months or less, the employee may be dismissed at the time of issuance of the second warning or written reprimand subject to District pre-disciplinary procedures set forth herein. Employee actions which may result in verbal warnings and/or written reprimands include, but are not limited to, the following grounds:

- (a) excessive absenteeism and/or tardiness;
- (b) horseplay and related kinds of activities which create safety hazards;
- (c) violation of safety rule or practice, including use of safety equipment;
- (d) failure to report to work without notifying management;
- (e) inattentiveness to work, failing to start work at the designated time, quitting work early, or leaving the District's work premises without authorization from the supervisor or management; and
- (f) any other conduct that is detrimental to the District.

Depending upon the severity of the circumstances, a stricter form of discipline than a written reprimand may be imposed for the grounds listed above.

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#### **12.70. Probation.**

Depending upon the severity of the incident, an employee may be placed on probation by the Executive Director for a period not to exceed twelve (12) months. The purpose of probation is to provide a period during which the probationary employee's performance is carefully monitored and evaluated, and to determine if more serious action, such as suspension or termination, should be taken against the employee. Any probationary period may be extended by the Executive Director.

#### **12.80. Suspension.**

The Executive Director may suspend without pay an employee for up to but not to exceed sixty (60) calendar days as a disciplinary measure. On or before the effective date of the suspension, the Executive Director will furnish the employee with a written statement setting forth the reasons for the suspension and the length thereof. The Executive Director may suspend an employee with pay for a

period of time appropriate to the facts and circumstances of the particular incident. Any employee suspended with pay must be available to work during all regular business hours.

**12.90. Demotion.**

Any employee of the District may be demoted for cause at any time by the Executive Director in accordance with the provisions set forth herein. Compensation of an employee may be reduced in the event of a demotion. Any proposed demotion of an employee shall be subject to the hearing and procedures set forth in Section 12.110. An employee who is demoted by the Executive Director shall be entitled to appeal such decision to the Board as set forth in Section 12.120.

**12.100. Dismissal.**

Any employee of the District may be dismissed from employment by the Executive Director in accordance with the procedures set forth herein. An employee may be dismissed from employment for violation of District policies and rules or for unsatisfactory performance. Any District employee may be dismissed for cause at any time. The following may constitute grounds for immediate dismissal:

- (a) Insubordination.
- (b) Conviction of a misdemeanor or a felony while an employee of the District.
- (c) Indulging in offensive conduct or using offensive language towards the public or toward any District officer or employee which adversely affects or tends to bring discredit upon the District.
- (d) Deliberate ~~-or -negligent -conduct -endangering -the -safety -of -the -employee -or -other~~ employees or any citizen.
- (e) Inducing or attempting to induce any employee to commit any act in violation of law, District regulations, and policies, or orders of a supervisor.
- (f) Using, threatening, or attempting to use personal or political influence in an effort to secure special considerations as a District employee.
- (g) Incompetence or inefficiency in the performance of job duties and/or unsatisfactory ratings on performance evaluations.
- (h) Carelessness or negligence with District money, property or equipment
- (i) Dishonesty in word or in conduct
- (j) Theft or intentional destruction of District property.
- (k) Unauthorized and/or improper use of District vehicles and/or property.

- (l) Intentional falsification of personnel records, applications, time reports, or other District records and unauthorized use of the District time clock.
- (m) Being under the influence of alcohol, intoxicants and/or drugs while at work or in District vehicles.
- (n) Sleeping on duty.
- (o) Failure to obtain and maintain any necessary licenses to perform duties required for assigned job positions.
- (p) Conduct which renders the employee uninsurable or increases District's insurance costs, or restricts employee's ability to perform assigned duties.
- (q) Acts of discrimination or sexual harassment.
- (r) Violation of the District's substance abuse policy.
- (s) Where driving is necessary to the performance of duty, revocation or suspension of a driver's license, or a poor driving record.
- (t) Neglect or refusal to perform duties or assigned responsibilities.
- (u) Unexplained absence or habitual tardiness.
- (v) Other actions or conduct which violate any District rule, regulation or policy, or which is adverse to the ~~best~~ interest of the District and its ~~citizens~~patrons.

#### **12.110. Hearing.**

In a case where involuntary termination, demotion or suspension could result, reasonable notice and an opportunity ~~to be heard is to be given~~ to the affected ~~employee before~~ the termination, demotion or suspension is made final. The following procedure shall be followed.

- (a) A pre-disciplinary hearing shall be held in accordance with the following procedures. The hearing shall be confidential and shall be conducted by the Executive Director unless the Executive Director has a conflict of interest in which case another person shall be designated as the hearing officer.
- (b) The Executive Director will schedule a pre-disciplinary hearing and give notice to the affected employee of:
  - (1) Possibility of imminent dismissal or other specified disciplinary action.

- (2) Grounds for possible dismissal or other disciplinary action.
- (3) Date, time and place of the pre-disciplinary hearing.
- (c) At the hearing, both the person(s) recommending dismissal, demotion or suspension and the affected employee may speak.
- (d) Within a reasonable time after conclusion of the hearing, the Executive Director or hearing officer, as the case may be, will decide:
  - (1) Whether ~~the~~ ~~employee~~ ~~is~~ ~~dismissed~~ ~~demoted~~ ~~or~~ suspended, ~~or~~ ~~otherwise~~ disciplined.
  - (2) What, ~~if any,~~ ~~disclosure~~ ~~regarding~~ ~~dismissal~~ ~~or~~ discipline ~~and~~ ~~the~~ ~~grounds~~ therefore may be made by the District to any other person.
- (e) The Executive Director or hearing officer will issue a written ruling which sets forth findings and reasons for any decision relating to the discipline or termination of the employee. A copy of the written ruling shall be served upon the employee personally or by certified mail, postage prepaid, return receipt requested to the employee's last known home address as set forth in the records of the District. If served personally, service shall be deemed completed on the date of service. If served by mail, service shall be deemed complete upon deposit with the U.S. Postal Service.
- (f) After conclusion of the hearing, if the employee is dismissed or disciplined, a written record of the hearing will be kept and maintained as part of the District's confidential files and in the employee's personnel file.
- (g) After conclusion of the hearing, if the employee is neither disciplined nor dismissed, no further action will be taken, and all record of the same will be removed from the employee's personnel file.
- (h) After conclusion of the hearing, if the employee is dismissed, demoted or suspended without pay, the dismissal, demotion or suspension without pay shall be stayed pending the appeal process as outlined in Section ~~11~~12.120 herein, unless the discipline results in dismissal of the employee pursuant to Subsections ~~11~~12.100 (a) through (v), in which case the dismissal shall be immediate.

#### **12.120. Appeal.**

Any employee subject to dismissal, demotion or suspension under this Chapter who disagrees with the decision of the Executive Director may appeal the decision of the Board within fifteen (15) of the decision by filing a written notice with the Chair of the Board specifying the grounds for appeal. Only those grounds specified in the written notice shall be considered by the Board. The Board shall thereafter schedule a hearing to hear the appeal. Notice of the hearing shall be given to the employee and the Executive Director or a hearing officer appointed by the Board at least five (5) days prior to the appeal

hearing. At the appeal hearing, both the Executive Director, or hearing officer, and the affected employee shall be entitled to appear in person, be represented by counsel, and present evidence to be considered by the Board. In addition, the affected employee shall be entitled to confront witnesses against him or her and to present and examine the evidence to be considered by the Board. Following the appeal hearing, the Board may affirm, reverse or modify the decision appealed from and make such determinations as ought to be made with regard to the appealed decision. A copy of the Board's ruling shall be served upon the employee personally or by certified mail, postage prepaid, return receipt requested to the employee's last known home address as set forth in the records of the District. If served personally, service shall be deemed completed on the date of service. If served by mail, service shall be deemed complete upon deposit with the U.S. Postal Service.

Any employee subject to dismissal, demotion or suspension under this Chapter who disagrees with the ruling of the Board may appeal the ruling of the Board to the Second Judicial District Court in and for Davis County, Utah, or such other tribunal as may be required by law. Unless otherwise required by law, any appeal to the Court shall be filed within thirty (30) days after service of the Board's written ruling upon the employee's appeal to the Board.



## **APPENDIX "A" FORMS**

**SOUTH DAVIS RECREATION DISTRICT**  
**Operating and Capital Budget (Calendar Year 2021)**

As of:

<u>Account Number</u>	<u>Account Description</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Eight Month Actual</u>	<u>2020 Four Month Estimate</u>	<u>2020 Budget Estimate</u>	<u>2020 Adopted Budget</u>	<u>2021 Proposed Budget</u>
<b>REVENUES</b>								
<b>SWIMMING POOL REVENUE</b>								
563000	347225	2,750	6,287	7,677	3,000	10,677	30,000	25,000
564100	347210	591,686	610,441	261,292	107,400	368,692	620,000	515,000
564100	347215	712,764	760,560	332,538	167,500	500,038	760,000	620,000
564100	347217	639,471	600,439	239,273	120,000	359,273	640,000	550,000
564100	347218	17,215	17,552	7,178	3,500	10,678	20,000	20,000
564100	347220	9,000	9,263	29	3,000	3,029	10,000	8,000
564100	347221	94,755	99,889	34,027	35,000	69,027	110,000	90,000
564100	347250	974	2,475	-	500	500	2,500	2,500
564100	347260	253,901	257,476	103,264	20,000	123,264	265,000	225,000
564100	347262	27,569	31,103	15,967	4,000	19,967	32,500	30,000
564100	347265	89,900	81,923	36,801	20,000	56,801	95,000	75,000
564100	347280	124,639	140,473	69,575	45,000	114,575	150,000	150,000
564100	347281	61,039	53,913	19,411	2,500	21,911	60,000	45,000
564100	347282	36,321	35,505	3,697	15,000	18,697	45,000	35,000
564100	347290	17,610	18,824	5,084	2,500	7,584	20,000	15,000
564200	347271	82,497	93,995	24,604	16,000	40,604	65,000	50,000
564200	347275	18,333	23,524	(1,676)	3,000	1,324	27,500	20,000
564200	347276	21,082	22,520	3,668	4,000	7,668	24,000	18,000
564300	347240	16,561	14,656	3,149	-	3,149	21,000	15,000
564300	347241	10,212	8,167	3,397	1,000	4,397	12,000	8,000
<b>Sub-Total Pools</b>		<b>2,828,277</b>	<b>2,888,986</b>	<b>1,168,955</b>	<b>572,900</b>	<b>1,741,855</b>	<b>3,009,500</b>	<b>2,516,500</b>
<b>RECREATION REVENUE</b>								
563000	347425	15,000	15,000	-	5,000	5,000	20,000	15,000
564100	347460	19,462	21,894	12,394	-	12,394	23,000	20,000
564100	347480	180,289	189,249	42,563	11,000	53,563	195,000	175,000
564100	347481	160,205	174,963	112,091	48,000	160,091	180,000	165,000
564200	347470	19,988	14,428	3,830	2,000	5,830	20,000	15,000
564300	347440	826	1,022	371	-	371	1,500	1,000
564300	347450	2,333	1,795	1,333	600	1,933	2,500	2,000
<b>Sub-Total Recreation</b>		<b>398,102</b>	<b>418,350</b>	<b>172,582</b>	<b>66,600</b>	<b>239,182</b>	<b>442,000</b>	<b>393,000</b>
<b>ICE RINK REVENUE</b>								
563000	347825	-	-	-	-	-	5,000	5,000
564100	347810	89,666	80,069	32,733	25,000	57,733	80,000	70,000
564100	347811	-	-	-	40,000	-	75,000	75,000
564100	347815	125,787	134,216	58,683	30,000	88,683	135,000	110,000
564100	347817	112,851	106,019	42,225	24,000	66,225	110,000	90,000
564100	347820	1,395	1,497	-	500	500	1,500	1,500
564100	347830	7,239	8,045	4,508	1,500	6,008	8,000	7,500
564100	347860	39,995	54,343	13,715	12,000	25,715	50,000	40,000
564200	347871	125,828	136,615	32,575	70,000	102,575	130,000	120,000
564200	347872	27,305	34,782	19,492	8,000	27,492	38,000	30,000
564200	347874	53,387	52,568	22,882	15,000	37,882	50,000	45,000
564200	347875	1,676	2,813	1,820	500	2,320	3,000	3,000

**SOUTH DAVIS RECREATION DISTRICT**  
**Operating and Capital Budget (Calendar Year 2021)**

								As of:
<u>Account Number</u>	<u>Account Description</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Eight Month Actual</u>	<u>2020 Four Month Estimate</u>	<u>2020 Budget Estimate</u>	<u>2020 Adopted Budget</u>	<u>2021 Proposed Budget</u>
564200 347876	Facility Rental-Party Room	6,964	5,898	2,666	1,500	4,166	7,000	5,500
564200 347877	Rental-Ice Skates-Ice Ribbon	-	-	-	15,000	15,000	30,000	30,000
564300 347840	Snack Bar Sales - Main Snack Bar	91,685	93,410	33,367	28,000	61,367	105,000	90,000
564300 347841	Merchandise Sales - Rink	2,048	836	232	500	732	4,500	3,000
	Sub-Total Ice Rink	<b>685,824</b>	<b>711,111</b>	<b>264,897</b>	<b>271,500</b>	<b>496,397</b>	<b>832,000</b>	<b>725,500</b>
<b>TOTAL OPERATING REVENUE</b>		<b>3,912,203</b>	<b>4,018,447</b>	<b>1,606,434</b>	<b>911,000</b>	<b>2,477,434</b>	<b>4,283,500</b>	<b>3,635,000</b>
<b>OTHER REVENUES</b>								
561000 311000	General Property Taxes	893,744	850,213	111,264	740,629	851,893	850,000	850,000
561000 311010	Genl Prop Taxes-Debt Srv	1,403,835	1,318,914	169,645	1,000,008	1,169,653	1,296,000	1,230,254
561000 311020	Property Tax Increment - RDA	105,306	121,758	-	110,000	110,000	110,000	110,000
561000 312000	Prior Yrs'Taxes-Delinquent	50,014	45,617	52,387	10,000	62,387	75,000	60,000
561000 315000	Fees-In-Lieu Of Prop Tax	136,417	130,725	67,935	37,000	104,935	135,000	120,000
562000 369000	Sundry Revenues	14,511	16,088	16,968	800	17,768	-	13,000
562100 361000	Interest Earnings	205,270	241,801	77,529	13,600	91,129	175,000	80,000
562100 361010	Interest Earnings - Note Receivable	6,774	12,665	3,564	520	4,084	-	1,560
562200 364000	Gain on Fixed Asset Sales	4,790	6,500	-	3,500	3,500	-	-
	<b>TOTAL NON-OPERATING REVENUE</b>	<b>2,820,660</b>	<b>2,744,282</b>	<b>499,292</b>	<b>1,916,057</b>	<b>2,415,349</b>	<b>2,641,000</b>	<b>2,464,814</b>
<b>TOTAL REVENUES .....</b>		<b>6,732,864</b>	<b>6,762,728</b>	<b>2,105,726</b>	<b>2,827,057</b>	<b>4,892,783</b>	<b>6,924,500</b>	<b>6,099,814</b>

**EXPENSES**

**SWIMMING POOLS**

<b>PERSONNEL SERVICES:</b>								
565610 411000	Salaries - Perm Employees	228,077	292,688	213,836	128,000	341,836	331,000	356,000
565610 412000	Salaries - Temporary & Part-time	165	657	-	-	-	-	-
565610 412010	Lifeguards/Swim Instrtcr	556,483	573,953	336,847	190,000	526,847	660,000	620,000
565610 412020	Program Directors	59,820	71,935	36,122	21,370	57,492	50,000	50,000
565610 412030	Aerobics/Wt Trainers	149,208	164,584	85,720	75,000	160,720	165,000	170,000
565610 412040	Cashiers-Snack Bar-Poolsd	-	-	-	-	-	-	-
565610 412050	Cashier-Front Desk	147,742	168,608	84,097	65,000	149,097	190,000	185,000
565610 412080	Swim Team Coaches	71,155	56,645	25,083	25,000	50,083	60,000	60,000
565610 412090	Daycare Staff	39,360	39,785	13,741	10,000	23,741	46,000	40,000
565610 412100	Persnl Trainer Shared Rev	63,365	56,983	22,219	16,000	38,219	65,000	60,000
565610 412110	Priv Swim Lsn Instructor	14,966	17,902	7,016	6,000	13,016	18,000	20,000
565610 413010	Fica Taxes	101,104	109,609	63,755	40,000	103,755	121,500	119,000
565610 413020	Employee Medical Ins	30,215	47,736	51,042	31,000	82,042	100,000	105,000
565610 413030	Employee Life Ins	1,297	1,700	1,302	800	2,102	2,200	2,250
565610 413040	State Retirement & 401(a)	33,072	49,836	38,726	20,000	58,726	67,000	70,000
565610 413060	Unemployment Reimb	-	-	5,432	2,000	7,432	-	1,000
565610 413100	Workers Comp Insurance	10,278	17,907	10,108	5,000	15,108	28,500	28,000
565610 425300	Vehicle Allowance	1,805	2,147	1,575	1,000	2,575	5,400	1,800
565610 462180	Accrued Comp Time Exp	(1,115)	2,782	-	500	500	500	1,000
565610 462190	Accrued Sick Leave Exp	10,780	(53)	-	2,000	2,000	2,000	1,000
565610 462200	Accrued Vacation Expense	6,021	(336)	-	2,000	2,000	2,000	2,000

**SOUTH DAVIS RECREATION DISTRICT**  
**Operating and Capital Budget (Calendar Year 2021)**

Operating and Capital Budget (Calendar Year 2021)			As of:					
Account Number	Account Description	2018 Actual	2019 Actual	2020 Eight Month Actual	2020 Four Month Estimate	2020 Budget Estimate	2020 Adopted Budget	2021 Proposed Budget
TOTAL PERSONNEL SERVICES		1,523,798	1,675,068	996,620	640,670	1,637,290	1,914,100	1,892,050
OPERATIONS AND MAINTENANCE:								
565610	421000	Books Subscriptions & Membrshp	17,531	20,380	8,815	6,500	15,315	25,000
565610	422000	Public Notices	16,801	19,248	7,182	6,000	13,182	20,000
565610	423000	Travel & Training	2,532	10,601	4,299	1,000	5,299	6,000
565610	424000	Office Supplies	9,510	7,992	6,096	5,000	11,096	10,000
565610	425000	Equip Supplies & Maint	19,749	22,324	6,172	16,500	22,672	25,000
565610	426000	Bldg & Grnd Suppl & Maint	216,473	125,554	51,295	35,000	86,295	115,000
565610	426500	GrndsMaint/Mowing/SnowRmv	4,963	429	429	-	429	0
565610	427000	Utilities	294,238	-	-	-	-	0
565610	428000	Telephone Expense	1,834	3,381	1,850	1,500	3,350	4,000
565610	431000	Professional and Technical Services	-	25,080	15,576	5,000	20,576	0
565610	431040	Bank Account Fees (70%)	5,741	5,482	3,366	2,500	5,866	6,000
565610	431050	Credit Card Merchant Fees	54,855	51,143	22,399	19,000	41,399	55,000
565610	431100	Legal And Auditing Fees	18,685	12,479	11,942	5,000	16,942	15,000
565610	431500	Acctg & Payroll Services	64,801	53,912	46,728	9,000	55,728	56,075
565610	434000	Janitorial Services	77,070	-	-	-	-	0
565610	445200	Lifeguard Uniforms	4,157	4,510	5,317	4,000	9,317	8,000
565610	448000	Operating Supplies	38,190	30,933	12,884	30,000	42,884	45,000
565610	448200	Water Polo Program Expenses	45,624	45,173	12,608	5,000	17,608	45,000
565610	448210	Swim Team Program Expenses	26,115	35,702	4,081	15,000	19,081	40,000
565610	448240	Items Purchasd for Resale	6,162	4,260	695	3,000	3,695	7,500
565610	448250	Snack Bar Supplies	11,641	10,777	3,497	250	3,747	11,000
565610	448300	Party Room Supplies	5,463	5,093	1,037	1,300	2,337	5,000
565610	448400	Day Care Supplies	1,051	1,986	445	1,500	1,945	2,000
565610	448700	Special Events Supplies	71,339	78,933	22,147	40,000	62,147	70,000
565610	451100	Insurance & Surety Bonds	53,076	56,254	57,803	57,803	58,000	60,000
565610	452300	Uncollectible Accounts	-	20	-	-	-	-
565610	453600	Loss on Deletion of Fixed Assets	-	-	-	-	-	-
565610	461000	Miscellaneous Expense	2,116	5,317	20,724	20,724	6,000	5,500
565610	463000	Cash Over Or Short	(141)	(65)	(62)	(62)	-	-
565610	492300	Contr To Repair Reserve	-	-	-	-	-	-
TOTAL OPERATIONS AND MAINTENANCE		1,069,574	636,899	327,326	212,050	539,376	681,775	636,075
TOTAL SWIMMING POOLS		2,593,372	2,311,967	1,323,945	852,720	2,176,665	2,595,875	2,528,125
RECREATION								
PERSONNEL SERVICES:								
565630	411000	Salaries - Perm Employees	127,320	141,853	93,847	60,000	153,847	159,000
565630	412000	Salaries-Temp & Part-Time	121,070	179,884	92,220	55,000	147,220	180,000
565630	413010	Fica Taxes	18,844	24,300	14,098	7,500	21,598	26,000
565630	413020	Employee Medical Ins	28,564	52,176	28,170	16,000	44,170	46,215
565630	413030	Employee Life Ins	739	858	575	500	1,075	1,100
565630	413040	State Retirement & 401(a)	18,454	24,316	17,129	9,000	26,129	31,500
565630	413060	Unemployment Reimb	-	-	509	509	500	500
565630	413100	Workers Comp Insurance	1,967	3,761	2,211	1,000	3,211	6,200
565630	425300	Vehicle Allowance	1,083	1,398	902	450	1,352	1,080

**SOUTH DAVIS RECREATION DISTRICT**  
**Operating and Capital Budget (Calendar Year 2021)**

As of:

<u>Account Number</u>	<u>Account Description</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Eight Month Actual</u>	<u>2020 Four Month Estimate</u>	<u>2020 Budget Estimate</u>	<u>2020 Adopted Budget</u>	<u>2021 Proposed Budget</u>
565630 462180	Accrued Comp Time Exp	715	(821)	-	500	500	500	300
565630 462190	Accrued Sick Leave Exp	6,509	795	-	2,000	2,000	2,000	1,000
565630 462200	Accrued Vacation Expense	1,015	3,422	-	2,000	2,000	2,000	2,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>326,279</b>	<b>431,942</b>	<b>249,661</b>	<b>153,950</b>	<b>403,611</b>	<b>452,800</b>	<b>454,895</b>
<b>OPERATIONS AND MAINTENANCE:</b>								
565630 421000	Books, Subscr & Mmbrshp	514	825	662	250	912	1,500	1,000
565630 422000	Public Notices	3,221	4,077	1,454	1,000	2,454	4,000	4,000
565630 423000	Travel & Training	910	2,219	2,923	-	2,923	2,500	1,000
565630 424000	Office Supplies	2,405	2,369	1,095	300	1,395	1,800	2,000
565630 425000	Equip Supplies & Maint	166	2,680	1,258	2,300	3,558	3,500	2,500
565630 426050	Field Prep & Util-By City	3,375	3,184	1,000	1,500	2,500	3,000	3,000
565630 427000	Utilities	48,275	-	-	-	-	-	-
565630 428000	Telephone Expense	737	1,628	786	550	1,336	1,000	1,500
565630 431000	Profess & Tech Services	49,858	9,539	3,021	2,600	5,621	10,000	5,000
565630 431040	Bank Account Fees (10%)	820	765	481	300	781	900	900
565630 431050	Credit Card Merchant Fees	7,836	7,306	3,200	2,500	5,700	8,000	8,000
565630 431500	Acctg & Payroll Services	21,600	26,946	23,364	4,700	28,064	28,035	28,035
565630 434000	Janitorial Services	12,844	-	-	-	-	-	-
565630 448000	Operating Supplies	67,078	63,681	40,574	6,000	46,574	65,000	65,000
565630 448100	Jr. Jazz Program Expenses	48,597	48,666	-	46,000	46,000	52,000	50,000
565630 448250	Snack Bar Supply-Zesiger	267	738	336	-	336	750	750
565630 461000	Miscellaneous Expense	526	5,114	2,626	1,500	4,126	4,500	4,500
<b>TOTAL OPERATIONS AND MAINTENANCE</b>		<b>269,031</b>	<b>179,736</b>	<b>82,779</b>	<b>69,500</b>	<b>152,279</b>	<b>186,485</b>	<b>177,185</b>
<b>TOTAL RECREATION</b>		<b>595,309</b>	<b>611,677</b>	<b>332,441</b>	<b>223,450</b>	<b>555,891</b>	<b>639,285</b>	<b>632,080</b>
<b>ICE RINK</b>								
<b>PERSONNEL SERVICES:</b>								
565650 411000	Salaries - Perm Employees	197,319	174,768	111,238	74,000	185,238	180,000	178,500
565650 412000	Salaries-Temp & Part-Time	204,094	229,148	107,990	75,000	182,990	225,000	215,000
565650 412120	Salaries-Temp & Part-Time-Ice Ribbon	-	-	-	20,000	20,000	35,000	35,000
565650 412200	Board Member Compensation	2,800	10,440	9,020	3,000	12,020	12,000	12,000
565650 413010	Fica Taxes	30,943	31,668	17,640	12,000	29,640	34,500	31,000
565650 413020	Employee Medical Ins	47,292	53,252	34,347	15,000	49,347	54,000	33,100
565650 413030	Employee Life Ins	985	1,011	677	500	1,177	1,200	1,200
565650 413040	State Retirement & 401(a)	23,501	27,988	19,331	10,000	29,331	36,000	35,100
565650 413060	Unemployment Reimb	-	-	1,492	1,000	2,492	500	500
565650 413100	Workers Comp Insurance	3,209	4,553	2,866	2,000	4,866	8,000	7,300
565650 425300	Vehicle Allowance	6,208	5,535	3,458	2,000	5,458	6,000	5,520
565650 462180	Accrued Comp Time Exp	537	164	-	500	500	500	300
565650 462190	Accrued Sick Leave Exp	(3,412)	3,089	-	2,000	2,000	2,000	2,000
565650 462200	Accrued Vacation Expense	(16,411)	4,765	-	2,000	2,000	2,000	2,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>497,065</b>	<b>546,381</b>	<b>308,058</b>	<b>219,000</b>	<b>527,058</b>	<b>596,700</b>	<b>558,520</b>
<b>OPERATIONS AND MAINTENANCE:</b>								
565650 421000	Books, Subscr & Mmbrshp	2,541	2,478	2,700	-	2,700	4,000	4,000
565650 422000	Public Notices	7,960	6,176	2,248	3,000	5,248	10,000	10,000

**SOUTH DAVIS RECREATION DISTRICT**  
**Operating and Capital Budget (Calendar Year 2021)**

As of:

			2018	2019	2020	2020	2020	2020	2021
			Actual	Actual	Eight Month	Four Month	Budget	Adopted	Proposed
Account Number	Account Description				Actual	Estimate	Estimate	Budget	Budget
565650 423000	Travel & Training		240	888	2,482	-	2,482	2,000	2,000
565650 424000	Office Supplies		3,850	3,856	2,092	2,000	4,092	4,000	3,200
565650 425000	Equip Supplies & Maint		12,165	5,098	1,268	4,000	5,268	10,000	10,000
565650 425010	Equip Supplies & Maint-Ice Ribbon		-	-	420	1,500	1,920	2,000	3,000
565650 426000	Bldg Supplies & Maint		63,044	11,396	12,335	4,000	16,335	13,000	13,000
565650 426010	Bldg Supplies & Maint-Ice Ribbon		-	427	-	2,000	2,000	2,000	2,000
565650 426500	GrndsMaint/Mowing/SnowRmv		4,962	429	429	-	429	-	-
565650 427000	Utilities		145,048	-	-	-	-	-	-
565650 427010	Utilities-Ice Ribbon		-	-	-	7,000	7,000	12,000	12,000
565650 428000	Telephone Expense		740	1,720	861	400	1,261	1,200	2,000
565650 431000	Professional and Technical Services		-	12,540	7,788	2,000	9,788	15,000	-
565650 431040	Bank Account Fees (20%)		1,640	1,531	962	800	1,762	1,800	1,800
565650 431050	Credit Card Merchant Fees		15,673	14,612	6,400	5,000	11,400	16,000	16,000
565650 431100	Legal And Auditing Fees		16,042	12,479	11,943	2,000	13,943	12,000	13,000
565650 431500	Acctg & Payroll Services		43,201	53,929	-	56,075	56,075	56,075	56,075
565650 434000	Janitorial Services		38,534	-	-	-	-	-	-
565650 448000	Operating Supplies		17,836	13,195	8,540	5,000	13,540	15,000	15,000
565650 448010	Operating Supplies-Ice Ribbon		-	17,537	1,459	8,500	9,959	10,000	5,000
565650 448240	Resale Items		996	760	-	500	500	4,000	2,000
565650 448250	Snack Bar Supplies		68,987	71,927	28,021	20,000	48,021	70,000	60,000
565650 448300	Party Room Supplies		1,870	1,668	654	200	854	2,000	1,500
565650 448700	Special Events Supplies		1,532	1,284	54	500	554	1,000	1,000
565650 451100	Insurance & Surety Bonds		53,076	56,254	57,764	-	57,764	58,000	60,000
565650 452300	Uncollectible Accounts		-	-	-	-	-	-	-
565650 461000	Miscellaneous Expense		35	1,963	3,411	1,000	4,411	3,500	4,000
565650 492300	Contr To Repair/Rplc Rsrv		-	-	-	-	-	-	-
<b>TOTAL OPERATIONS AND MAINTENANCE</b>			<b>499,972</b>	<b>292,146</b>	<b>151,830</b>	<b>125,475</b>	<b>277,305</b>	<b>324,575</b>	<b>296,575</b>
<b>TOTAL ICE RINK</b>			<b>997,037</b>	<b>838,526</b>	<b>459,887</b>	<b>344,475</b>	<b>804,362</b>	<b>921,275</b>	<b>855,095</b>
<b>MAINTENANCE DEPT &amp; DEBT SERVICE</b>									
<b>PERSONNEL SERVICES:</b>									
565670 411000	Salaries - Perm Employees		167,944	178,287	121,938	61,000	182,938	178,500	174,000
565670 412000	Salaries-Temp & Part-Time		3,642	4,754	2,346	2,000	4,346	20,000	10,000
565670 413010	Fica Taxes		12,805	13,754	9,374		9,374	16,000	14,000
565670 413020	Employee Medical Ins		36,009	38,477	24,885		24,885	38,900	41,000
565670 413030	Employee Life Ins		966	1,029	692		692	1,200	1,100
565670 413040	State Retirement & 401(a)		25,683	32,073	22,421		22,421	36,000	34,100
565670 413100	Workers Comp Insurance		1,337	1,852	1,495		1,495	4,000	3,400
565670 462180	Accrued Comp Time Exp		1,174	1,651	-	500	500	500	500
565670 462190	Accrued Sick Leave Exp		7,153	1,852	-	2,000	2,000	2,000	2,000
565670 462200	Accrued Vacation Expense		(3,424)	1,047	-	2,000	2,000	2,000	2,000
<b>TOTAL PERSONNEL SERVICES</b>			<b>253,289</b>	<b>274,776</b>	<b>183,151</b>	<b>67,500</b>	<b>250,651</b>	<b>299,100</b>	<b>282,100</b>
<b>OPERATIONS AND MAINTENANCE:</b>									
565670 421000	Books, Subscr & Mmbrshp		-	-	48	200	248	500	500
565670 423000	Travel & Training		190	365	-	-	-	2,000	2,000
565670 424000	Office Supplies		63	14	-	250	250	250	250

**SOUTH DAVIS RECREATION DISTRICT**  
**Operating and Capital Budget (Calendar Year 2021)**

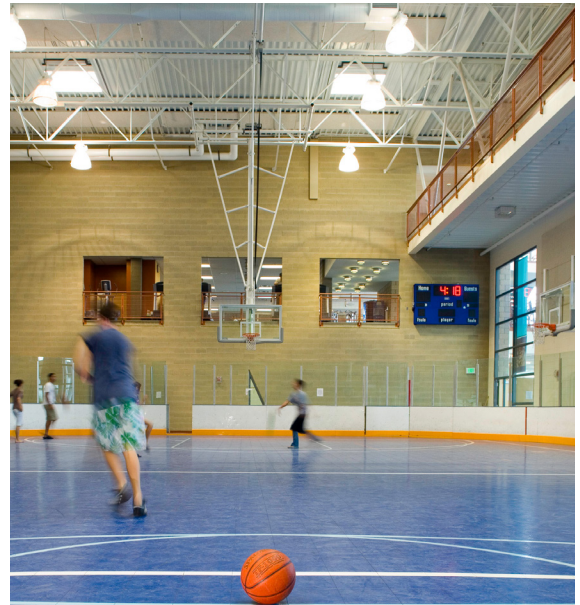
As of:

<u>Account Number</u>	<u>Account Description</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Eight Month Actual</u>	<u>2020 Four Month Estimate</u>	<u>2020 Budget Estimate</u>	<u>2020 Adopted Budget</u>	<u>2021 Proposed Budget</u>
565670 425000	Equip Supplies & Maint	1,954	2,195	510	2,500	3,010	3,000	3,000
565670 426000	Bldg & Grnd Suppl & Maint	-	110,340	71,592	40,000	111,592	125,000	110,000
565670 426500	GrndsMaint/Mowing/SnowRmv	-	9,442	4,292	6,000	10,292	10,500	10,500
565670 427000	Utilities	-	484,655	239,931	175,000	414,931	425,000	425,000
565670 428000	Telephone Expense	1,414	2,636	1,406	700	2,106	1,500	3,200
565670 434000	Janitorial Services	-	128,484	85,357	34,800	120,157	131,000	105,000
565670 448000	Operating Supplies	2,366	814	1,627	2,000	3,627	4,000	3,000
565670 461000	Miscellaneous Expense	-	223	166	150	316	500	500
565670 453600	Loss-Deleted Fixed Assets	392	-	-	-	-	-	-
565670 454800	Depreciation Expense	829,909	820,544	-	825,000	825,000	-	-
565670 462110	Prop Tax Increment Pmt-RDA Ops	105,306	121,758	-	110,000	110,000	110,000	110,000
<b>TOTAL OPERATIONS AND MAINTENANCE</b>		<b>941,593</b>	<b>1,681,470</b>	<b>404,929</b>	<b>1,196,600</b>	<b>1,601,529</b>	<b>813,250</b>	<b>772,950</b>
<b>TOTAL MAINTENANCE DEPT</b>		<b>1,194,882</b>	<b>1,956,247</b>	<b>588,080</b>	<b>1,264,100</b>	<b>1,852,180</b>	<b>1,112,350</b>	<b>1,055,050</b>
<b>DEBT SERVICE:</b>								
565670 481000	Principal On Bonds	-	-	-	-	-	940,000	1,040,000
565670 482000	Interest on Bonds	383,150	336,150	143,450	143,450	286,900	311,525	245,300
565670 482040	Int Exp-Dfrd Bond Rfnd Cost	87,093	87,093	43,547	43,547	87,094	87,093	87,093
565670 482060	Int Exp-Bond Premium	(137,677)	(137,677)	(68,838)	(68,838)	(137,676)	(137,677)	(137,677)
565670 483000	Amort of Debt Acquis Cost	-	-	-	-	-	-	-
565670 484000	Paying Agent/Trustee Fees	-	925	425	-	425	-	425
<b>TOTAL DEBT SERVICE</b>		<b>332,567</b>	<b>286,492</b>	<b>118,583</b>	<b>118,159</b>	<b>236,742</b>	<b>1,200,941</b>	<b>1,235,141</b>
<b>TOTAL MAINTENANCE DEPT &amp; DEBT SERVICE</b>		<b>1,527,449</b>	<b>2,242,738</b>	<b>706,664</b>	<b>1,382,259</b>	<b>2,088,923</b>	<b>2,313,291</b>	<b>2,290,191</b>
<b>TOTAL OPER EXPENSES - ALL DEPTS &amp; DEBT SRVC...</b>		<b>5,713,167</b>	<b>6,004,908</b>	<b>2,822,937</b>	<b>2,802,904</b>	<b>5,625,841</b>	<b>6,469,726</b>	<b>6,305,491</b>
<b>NET INCOME (LOSS) BEFORE CAPITAL EXPENSES</b>		<b>1,019,697</b>	<b>757,820</b>	<b>(717,211)</b>	<b>24,153</b>	<b>(733,058)</b>	<b>454,774</b>	<b>(205,677)</b>
<b>CAPITAL EXPENSES</b>								
565690 472100	Buildings	159,503	34,979	48,619	100,000	148,619	1,596,000	509,750
565690 473100	Improv Other Than Bldgs	-	-	-	-	-	440,000	455,000
565690 474100	Office Furniture & Equipment	-	19,759	13,610	-	13,610	25,000	-
565690 474500	Machinery & Equipment	-	3,943	3,250	-	3,250	1,105,000	1,100,000
565690 474550	Recreation Equipment	102,848	143,384	2,943	5,000	7,943	225,000	200,000
565690 474600	Automobiles	-	-	-	-	-	20,000	-
565690 474800	Asset Addition - Contra Exp	(34,551)	(117,453)	-	-	-	-	-
<b>TOTAL CAPITAL EXPENSES</b>		<b>227,799</b>	<b>84,612</b>	<b>68,422</b>	<b>105,000</b>	<b>173,422</b>	<b>3,411,000</b>	<b>2,264,750</b>
<b>BUDGET SUMMARY</b>								
56 5610	Swimming Pools	2,593,372	2,311,967	1,323,945	852,720	2,176,665	2,595,875	2,528,125
56 5630	Recreation	595,309	611,677	332,441	223,450	555,891	639,285	632,080
56 5650	Ice Rink	997,037	838,526	459,887	344,475	804,362	921,275	855,095
56 5670	Maintenance and Debt Service	1,527,449	2,242,738	706,664	1,382,259	2,088,923	2,313,291	2,290,191
56 5600	Capital Expenses	227,799	84,612	68,422	105,000	173,422	3,411,000	2,264,750
<b>TOTAL OPERATING EXPENSES &amp; CAPITAL .....</b>		<b>5,940,966</b>	<b>6,089,521</b>	<b>2,891,359</b>	<b>2,907,904</b>	<b>5,799,263</b>	<b>9,880,726</b>	<b>8,570,241</b>

**SOUTH DAVIS RECREATION DISTRICT**  
**Operating and Capital Budget (Calendar Year 2021)**

		As of:						
<u>Account Number</u>	<u>Account Description</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 Eight Month <u>Actual</u>	2020 Four Month <u>Estimate</u>	2020 Budget <u>Estimate</u>	2020 Adopted <u>Budget</u>	2021 Proposed <u>Budget</u>
	NET INCOME (LOSS) AFTER CAPITAL .....	791,897	673,208	(785,633)	(80,847)	(906,480)	(2,956,226)	(2,470,427)





*Existing fitness facilities and courts within the South Davis Recreation Center*

## What is a Master Plan?

A master plan is a long-term planning document that provides direction for future improvements and growth.

## Why Does South Davis Recreation District Need a Master Plan?

The existing South Davis Recreation Center has been well used, and well loved by the local community for the last thirteen years. In this time:

- The recreation center has been well used and loved by the community, in some cases, resulting in excessive wear and tear.
- The Recreation District has grown by more than 12,000 new residents.
- A cultural shift toward the physical and mental health benefits of exercise and activity has increase the popularity and use of recreation facilities.

Additionally, growth within the Recreation District is anticipated continue with more than 30,000 new residents anticipated in the next 30 years.

The proposed master plan ensures the South Davis Recreation District can continue to effectively serve the sports and recreation needs of the area for the 20 year future.

**SOUTH DAVIS RECREATION CENTER, IS AT CAPACITY, AND WILL NOT BE ABLE TO ACCOMMODATE THE ANTICIPATED POPULATION GROWTH WITHIN THE CURRENT FACILITY.**

## Existing Programs

Recreation amenities currently include:

- Olympic size ice rink
- Multi-purpose court
- Group fitness studios
- Open cardio and weight facilities
- Racquetball courts
- Bouldering cave
- Suspended walking / jogging track
- Indoor leisure pool
- 25 yard lap lanes within a 40-yard competition pool
- Outdoor splash pad and zero entry pool
- Community meeting and party rooms
- Child watch and Concession areas

In addition to offering a broad range of aquatic and fitness classes, the South Davis Recreation District also offers both youth and adult programs, such as basketball, flag football, volleyball, soccer, track and field club, sports and fitness camps, tennis, and pickleball programs. Currently, the Jr. Jazz program and many of the field sports are hosted at partnering community and school district facilities. Additional indoor court and outdoor field space would be beneficial to serve the current programs and allow for program expansion.



*Existing outdoor zero entry pool and splash pad, ice rink, indoor competition pool and aerobics studio shown above.*

**AQUATIC PROGRAMS, FITNESS CLASSES  
AND GYMNASIUM PROGRAMS ARE  
LIMITED BY THE FACILITY AVAILABILITY,  
BALANCE OF NEEDS WITH OPEN USE, AND  
OVERALL FACILITY SIZE**



## Recreation Trends

Over the last decade, most all sport and recreation categories have seen an increase in participation. This is due to heightened awareness of the value of fitness to our overall health and wellbeing. With this in mind, key activities have seen the most growth.

### Cardio-Based and Class-Based Exercises

Organized fitness classes such as high impact training, interval training, barre and yoga classes have increased nearly 4% over the last five years.

### Team Sports and Activities

Engagement in team sports and activities has also seen increased engagement. The following have seen the highest increase.

- Baseball
- Basketball
- Cheerleading
- Football
- Lacrosse
- Roller Hockey
- Rugby
- Indoor Soccer



### Outdoor Activities

Trail running, cross-country skiing, stand-up paddle boarding and hiking have all increased in use, with an average increase of 7% over the last five years.

### Outdoor Fitness Facilities

By providing accessible fitness equipment, courses and opportunities outdoors, recreation centers can accommodate those that want to take advantage of fair weather, benefits of being outdoors, and enable broader access for the community.

### Technology Integration

Integration of fitness apps, virtual training programs are a growing trend. Flexible fitness space with ample access to power and data to support the virtual fitness experience are needed.

### All Abilities Fitness and Recreation Areas

A broad trend in community recreation and fitness facilities is to provide play and fitness areas that are accessible to youth and adults of all abilities. This includes physical access, visual access and tactile improvements.

Based on existing program engagement as well as trends in recreation, the following improvements have been identified to increase recreation opportunities and add value to the South Davis Recreation District:

- Provide additional outdoor leisure pool access through the construction of an outdoor pool at a satellite location.
- Provide additional pool access through the construction of a 50-meter pool at the existing Recreation Center.
- Provide additional group fitness studio space within the existing recreation center, and at a satellite facility.
- Expand open cardio and weight areas to accommodate additional equipment at the existing recreation center and provide open fitness equipment at a satellite facility location.
- Provide additional indoor court space, to expand existing service offerings such as Junior Jazz, and expand opportunities for basketball, pickleball, indoor tennis and other court sports within a satellite facility.
- Expand programming to include introduction to outdoor sport and fitness programs and skills.



*Community feedback aligns with the program analysis findings and validates the vision for growth*

## Community Feedback

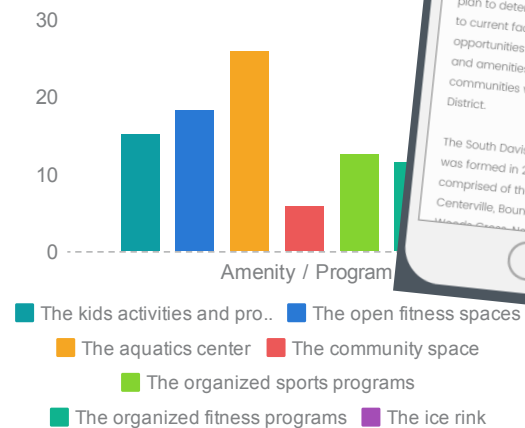
Community engagement has been a key part of the planning process. This began with an on-line survey to understand the community perspective on the existing Recreation District facilities.

Following the on-line survey, VCBO Architecture had a booth at the 12th Anniversary Open House at the South Davis Recreation Center to solicit feedback from recreation center users on what they loved about the recreation center, what could be improved, and what amenities they would like to see that do not currently exist.

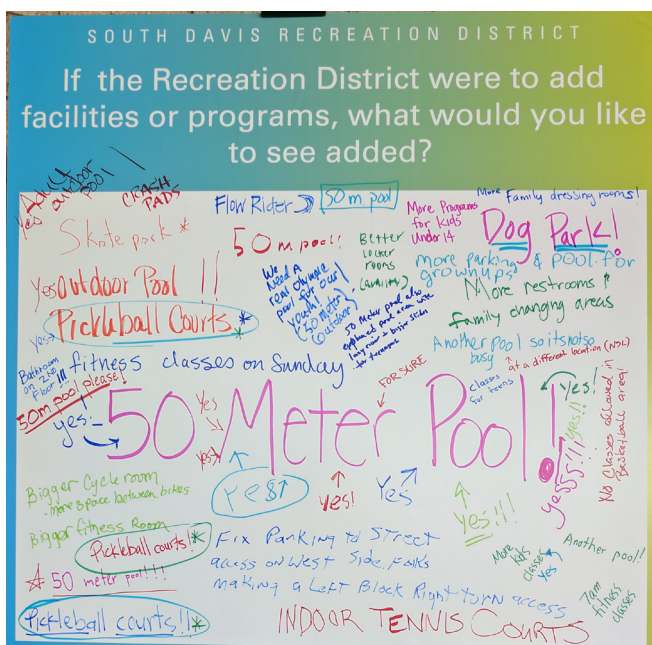
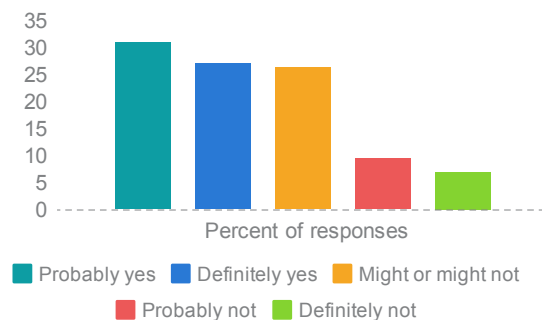
The third outreach event was an open house held at the South Davis Recreation Center. This open house presented the findings from the previous two outreach efforts as well as proposed improvements to the existing facility and an activity to understand the community's attitude toward a satellite facility on the west side of I-15.

Finally, a more detailed survey was conducted by Y2 Analytics to provide a broader community perspective on the value and opportunities associated with the South Davis Recreation District and Center.

### Most Valued Amenities



Would you support a property tax increase to fund future recreation improvements within the South Davis Recreation District?



- 1 Residents recognize the overall value to the community that District amenities provide beyond their household utility. 92% of residents report that the recreation center is a valuable asset to the community. Each amenity and program offered by the District is rated as more valuable to the community than to individual households.
- 2 Residents' overall experiences with the recreation center are very positive. At least two-thirds of residents rated every facility and program as "Excellent" or "Good."
- 3 Indoor pools are the most popular amenity. Among those who have been to the recreation center in the last year, 46% have visited the leisure pool. 85% also give an above "Average" rating for their overall experience with the leisure pool.
- 4 Youth sports matter a great deal to the community. 47% of residents report that youth sports programs are "Extremely important" to the community as a whole.
- 5 Willingness to pay increased taxes to fund new or existing recreation centers is shaky. There are a handful of potential additions or new amenities for which voters would be at least somewhat willing to pay, but support is soft at this point without an official proposal or associated costs.

## Existing Facility Improvements

The existing South Davis Recreation Center has been well used, and well loved by the local community for the last twelve years. Over this time period, the facility has experienced excessive wear and tear from the large volume of users as well as degradation from being located in a humid environment associated with a pool and recreation facility. A number of improvements are required to ensure the existing facility will continue to serve the South Davis Recreation District. These include, but are not limited to:

- Mechanical system, roof and finish repairs within the leisure pool area.
- Repair small leaks / material degradation within the leisure and competition pool areas.
- Update finishes and repair partitions and fixtures within the locker room and restroom areas.
- Replace aging equipment and repair finishes within the fitness areas.
- Improve air flow within the lobby, leisure pool, and racquetball court areas.
- Improve facility user flow, access control and update finishes at entryways and the lobby area.

Beyond the repairs noted, a variety of renovations have been identified to expand program offerings and improve the experience within the Recreation Center. These include, but are not limited to:

- Add 2 restrooms at the level 2 fitness room
- Construct childcare addition and construct an outdoor childcare play yard with play feature
- Renovate existing childcare into fitness studio
- Fully renovate locker rooms to be family-oriented and gender neutral for improved accessibility
- Add new entry vestibule, reception desk and turn-style and west end of lobby for members and ADA access and add new gate and turnstile at ice arena entrance
- Add a fitness mezzanine and ground level fitness rooms
- Add an additional 50M pool to the south of the facility
- Additional flow rider or teen-oriented outdoor water feature

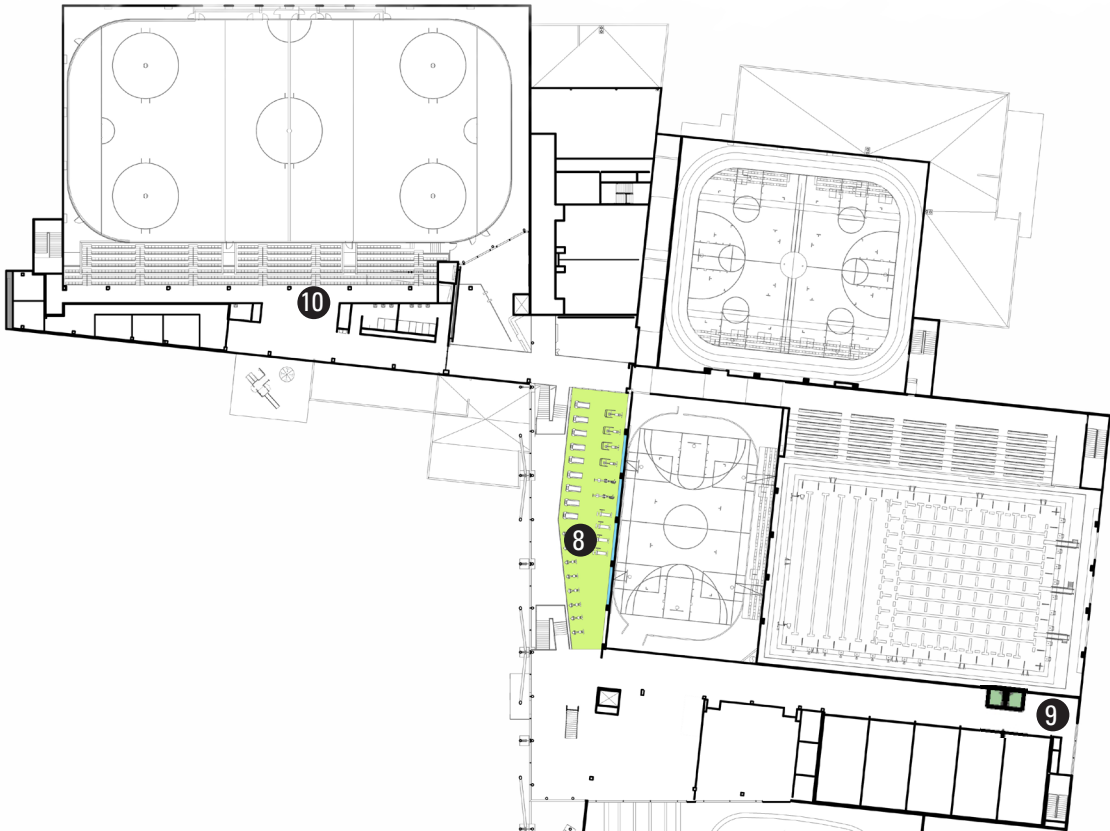
## Existing Facility Improvement Costs

It is anticipated to cost **\$3,150,625 to implement the repairs and upgrades** needed within the existing facility.

An additional **\$15,937,500 has been budgeted to accommodate the renovations and additions** at the existing South Davis Recreation Center.



Proposed Improvements - Level 2



- 1 Improved Building Entry
- 2 Improved Welcome Desk
- 3 Improved Child Watch Facilities with Outdoor Play Area
- 4 New Group Fitness Room
- 5 New Youth / Teen Fitness Area(s)
- 6 New Member's Only Entry
- 7 New Family Change Rooms
- 8 New Open Fitness Space
- 9 New Toilet Rooms
- 10 Additional Ice Rink Seating Opportunity

Proposed Improvements - Level 1



## Satellite Facility Recommendations

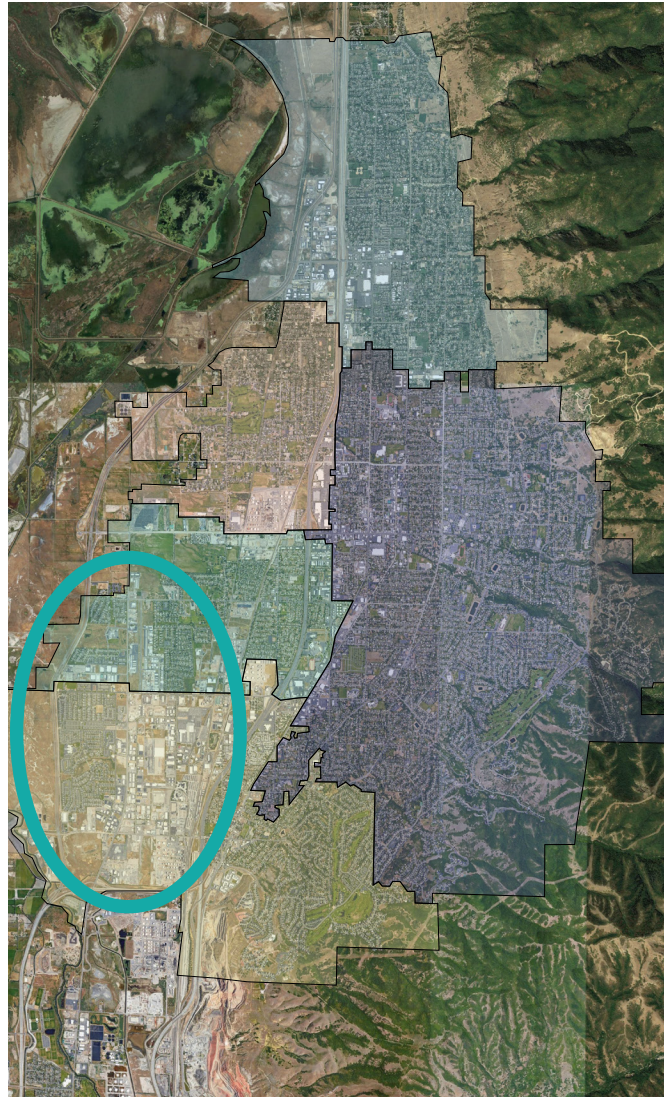
The South Davis Recreation District has grown by more than 10,000 residents over the last eight years, and is projected to grow by upwards of 40,000 people over the next 40 years. The existing recreation center is used to the current capacity of the available spaces. While the improvements identified in this study will enhance capacity, the community will be best served by an additional satellite recreation center.

Based on demographic distribution, growth patterns and available land, it is currently anticipated that this satellite facility will likely be located on the west side of I-15, in the southern portion of the Recreation District. The satellite facility is anticipated to include an outdoor seasonal pool, a gymnasium and multi-sport court as well as an open cardio and weight area to ease the pressure on the existing facility, and enhance service to the greater community.

A 10-acre parcel is recommended to accommodate the satellite facility and associated site amenities.

### Satellite Facility Costs

It is anticipated to cost **\$23,800,000 to purchase the property and construct the proposed facility.** Additionally, the proposed facility is anticipated to operate at a 79% recovery rate, and require just shy of **\$250,000 of operational support per year.**



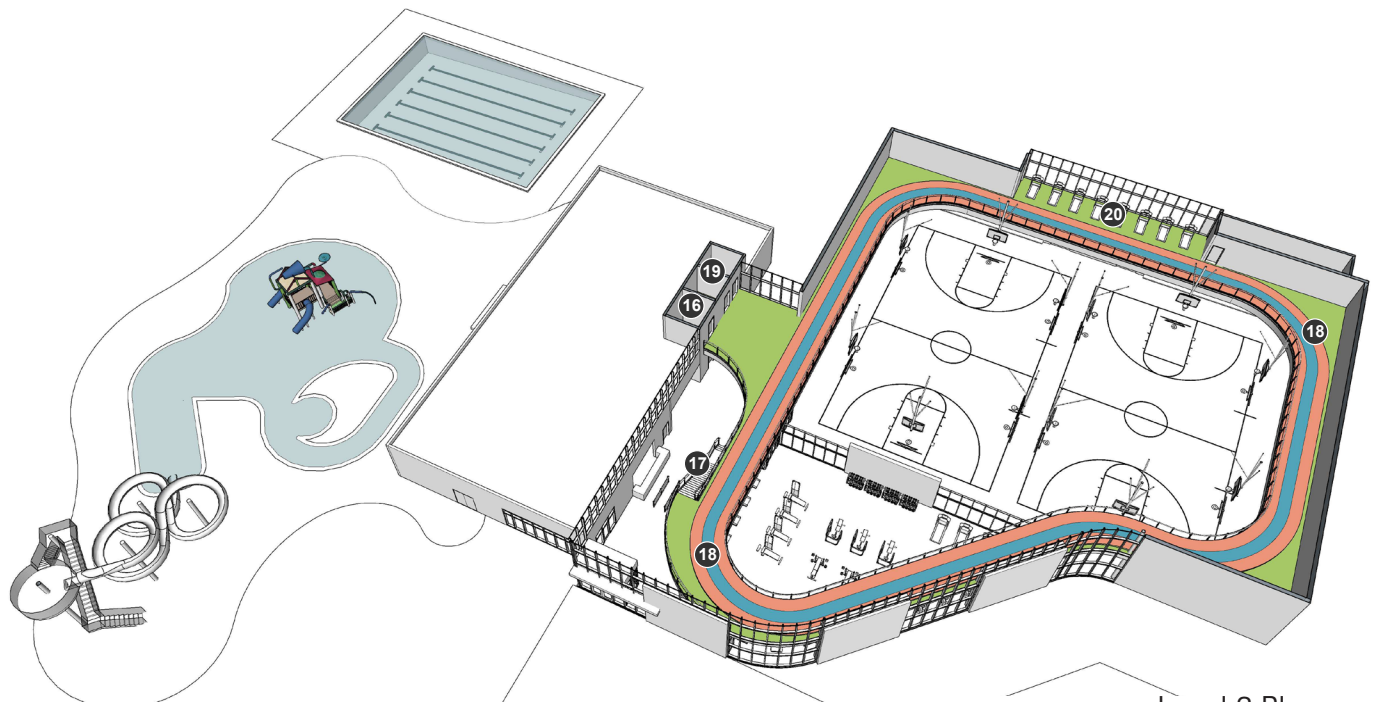
*Davis County is both growing and filling out. This means that large tracts of land suitable for a recreation center are becoming more costly and difficult to find.*

**PER NATIONAL PARKS AND RECREATION STATISTICS, A COMMUNITY OF 100,000 TO 250,000 HAS AN AVERAGE OF 1 RECREATION CENTER PER 49,999 RESIDENTS. SOUTH DAVIS SHOULD HAVE A MINIMUM OF TWO PUBLIC RECREATION CENTERS TO BEST SERVE THE COMMUNITY.**

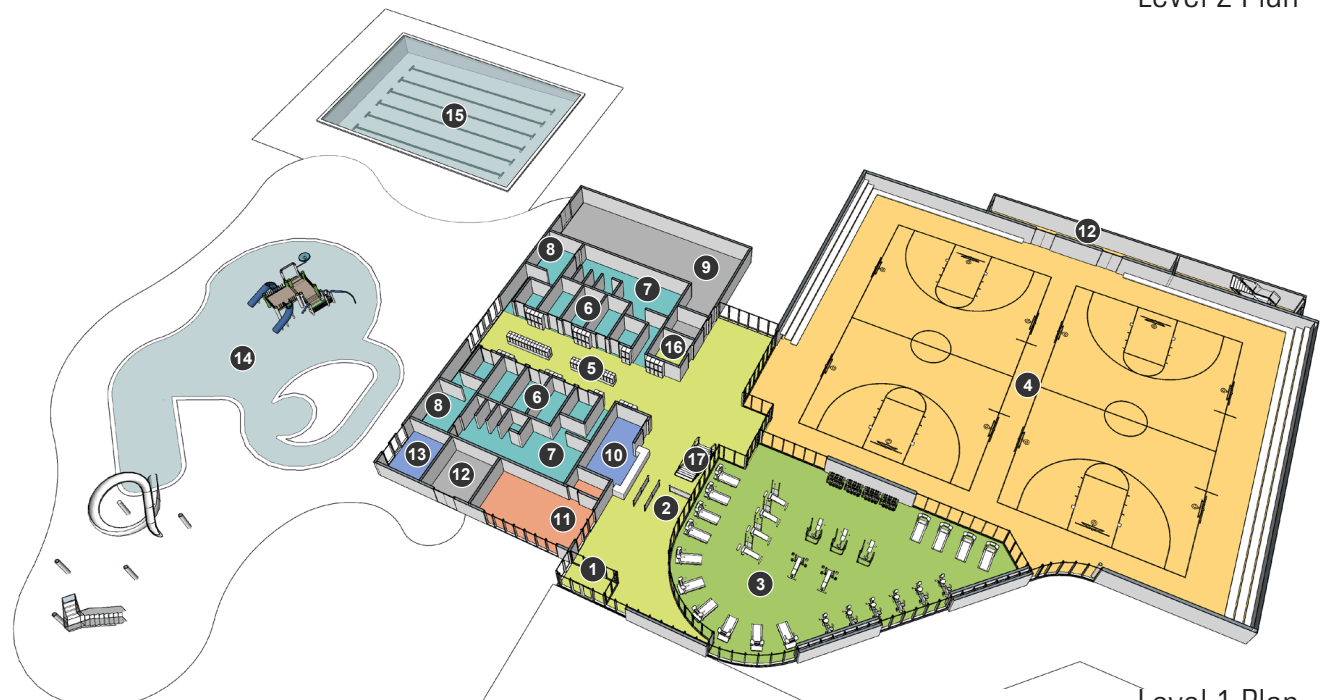


# Proposed Satellite Facility Amenities & Configuration

- |                            |                                    |                              |
|----------------------------|------------------------------------|------------------------------|
| 1 Building Entry           | 8 Restrooms                        | 15 Six Lane Lap Pool         |
| 2 Welcome Desk             | 9 Pool Machine Room                | 16 Elevator                  |
| 3 Fitness Area             | 10 Staff Work Area                 | 17 Stairs to Mezzanine       |
| 4 Gymnasium                | 11 Children Area                   | 18 Three Lane Running Track  |
| 5 Family Locker Lounge     | 12 Storage Room                    | 19 Track Level Restrooms     |
| 6 Family Change Rooms      | 13 Life Guard Room                 | 20 Track Cardio Fitness Area |
| 7 Traditional Locker Rooms | 14 Leisure Pool With Play Features |                              |



Level 2 Plan



Level 1 Plan

# Household Impacts



# SOUTH DAVIS RECREATION DISTRICT

## FEEDBACK

DO YOU HAVE ANY FEEDBACK YOU'D LIKE THE RECREATION DISTRICT BOARD TO CONSIDER AS THEY MOVE TOWARD IMPLEMENTATION OF THE MASTER PLAN?

DO YOU SUPPORT THE PROPOSED IMPROVEMENTS TO THE EXISTING RECREATION CENTER?

DO YOU SUPPORT THE PROPOSED SATELLITE FACILITY CONCEPT TO ACCOMMODATE FUTURE RECREATION NEEDS WITHIN THE DISTRICT?



State of Utah

GARY R HERBERT  
Governor

SPENCER J. COX  
Lieutenant Governor

Utah Department of Health  
Executive Director's Office

Richard G. Saunders  
Executive Director

Joseph K. Miner, M.D., M.S.P.H., F.A.C.P.M.  
Deputy Director

Heather R. Borski, M.P.H., M.C.H.E.S.  
Deputy Director

## State Public Health Order

### 2020-18

#### *Adopting COVID-19 Transmission Area Restrictions*

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) has been characterized by the World Health Organization as a worldwide pandemic caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2), a virus that spreads easily from person to person and can cause serious illness or death;

**WHEREAS**, COVID-19 has and continues to spread and cause serious illness and death to Utah residents, threatening public health and wellness throughout the state;

**WHEREAS**, Utah Code §§ 26-1-30(3) requires and authorize the Utah Department of Health (the "Department") to promote and protect the health and wellness of the people within the state;

**WHEREAS**, Utah Code §§ 26-1-30-(5) and 26-6-3 require and authorize the Department to investigate and control the causes of epidemic, infectious, communicable and other disease to control the causes of epidemic, infectious, communicable, and other diseases affecting the public health;

**WHEREAS**, Utah Code §§ 26-1-30(6) and 26-6-3 require and authorize the Department to prevent and control communicable infectious, acute, chronic, or any other disease or health hazard that the Department considers to be dangerous, important, or likely to affect the public health;

**WHEREAS**, Utah Code § 26-1-10 authorizes the executive director of the Department to issue public health orders to enforce state laws, including Utah Code §§ 26-1-30 and 26-6-3;

**WHEREAS**, to prevent and control the causes of COVID-19 throughout the state, the Department has established minimum standards to address the unique circumstances in different locations in Utah;

**WHEREAS**, the Department previously released and updated the Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation (“Phased Guidelines”), providing a color-coded health guidance system , to guide economic engagement while still protecting public health;

**WHEREAS**, the number of COVID-19 cases in Utah has sharply increased;

**WHEREAS**, Utah is experiencing a significant increase in the use of medical resources;

**WHEREAS**, new minimum standards are needed to prevent and control the rapidly changing consequences of COVID-19 throughout the state;

**WHEREAS**, the Department has created the Utah COVID-19 Transmission Index, to replace the Phased Guidelines, to more effectively prevent and control the causes of COVID-19 and protect public health and wellness and guide economic engagement;

**WHEREAS**, the Centers for Disease Control (CDC) has called on Americans to wear face coverings, with the CDC director stating that “[c]loth face coverings are one of the most powerful weapons we have to slow and stop the spread of the virus—particularly when used universally within a community setting,” and that “[a]ll Americans have a responsibility to protect themselves, their families, and their communities”;

**WHEREAS**, analysis by Brigham Young University researchers reviewing more than 115 studies on the effectiveness of masks in controlling COVID-19 found that “[t]here is clear evidence that face coverings reduce the spray of droplets produced during speaking, coughing, and sneezing” and that “masks could be one of the most powerful and cost-effective tools to stop COVID-19 and accelerate the economic recovery”;

**WHEREAS**, published scientific research has shown that the probability of transmission during exposure between a person infected with COVID-19 to an uninfected person is 17.4 percent if face coverings are not worn, and 3.1 percent if face coverings are worn.

Based on the foregoing, in accordance with the authority vested in me as the Interim Executive Director of the Utah Department of Health by Utah Code §§ 26-1-10, 26-1-30, and 26-6-3, and being fully advised and finding the factual basis and legal requirements have been established;

**NOW, THEREFORE**, I, Richard Saunders, Interim Executive Director of the Utah Department of Health, hereby order the following:

**1. Definitions.** As used in this Order:

- a. “Casual social gathering” means a gathering of individuals from separate households at the same time and in the same place that does not involve formal oversight from a sponsoring person. “Casual social gathering” does not include a gathering for a primarily commercial, educational, political, religious, or similar purpose.
- b. “Covered event” means a concert, convention, dance, driver’s education training, fair, organized athletic or sporting event, or parade that takes place in a public setting.
- c. “Covered venue” means an amusement or water park, arena, aquarium, aviary, botanical garden, comedy club, concert venue, convention center, dance hall, event or party venue, fairground, museum, stadium, theater, zoo, or similar venue.
- d. “Department” means the Department of Health created in Utah Code § 26-1-8.
- e. “Event host” means a person that organizes, hosts, or facilitates a public gathering.
- f. “Face mask” means a mask that completely covers the nose and mouth, is made of synthetic or natural fabrics, and fits snugly against the nose and sides of the face and under the chin. “Face mask” does not include a mask with an exhalation valve, vent, or other hole or opening, or a mask that is crocheted or made of lace, mesh, or similar open weblike construction or material.
- g. “Face shield” means a shield that covers the entire face—including the eyes, nostrils, and mouth of the wearer—is made of clear plastic or similar nonpermeable transparent material, and can be used in conjunction with a face mask for enhanced protection.
- h. “Person” means the same as that term is defined in Utah Code § 68-3-12.5(18).
- i. “Public gathering” means a gathering of individuals from separate households at a covered event or covered venue. “Public gathering” does not include a religious service.
- j. “Public setting” means any area, whether inside or outside a building or other enclosure, that is not a private residence or vehicle, and is open for simultaneous use by two or more individuals not of the same household for business, education, recreation, transportation, or similar purposes, including a “place of public accommodation” as defined in Utah Code § 13-7-2(3) and 42 U.S.C. § 12181.

**2. Transmission area determination.** The Department shall announce each county’s transmission area designation on a weekly basis as provided in this Section (2) and provide notice of transmission area designations on the Department’s website. The Department may not lower a county’s transmission area designation until 14 days after the date of the county’s last transmission area designation.

- a. *Low Transmission Area.* A county is a Low Transmission Area if at least two of the following conditions are met:
  - i. The county's seven-day average positivity rate for COVID-19 tests is less than 6 percent.
  - ii. The county's 14-day case rate is less than 101 per 100,000 people.
  - iii. The statewide intensive care unit bed utilization is less than 69 percent and the statewide COVID-19 ICU utilization rate is less than 6 percent.
- b. *Moderate Transmission Area.* A county is a Moderate Transmission Area if at least two of the following conditions are met:
  - i. The county's seven-day average positivity rate for COVID-19 tests is at least 6 percent and is less than 13 percent.
  - ii. The county's 14-day case rate is at least 101 per 100,000 people and is less than 325 per 100,000 people.
  - iii. The statewide intensive care unit bed utilization is at least 69 percent and is less than 72 percent and the statewide COVID-19 ICU utilization rate is at least 6 percent and is less than 15 percent.
- c. *High Transmission Area.* A county is a High Transmission Area if at least two of the following conditions are met:
  - i. The county's seven-day average positivity rate for COVID-19 tests equals or exceeds 13 percent.
  - ii. The county's 14-day case rate equals or exceeds 325 per 100,000 people.
  - iii. The statewide intensive care unit bed utilization is or exceeds 72 percent and the statewide ICU utilization rate equals or exceeds 15 percent.

### **3. Transmission area restrictions.**

- a. *Low Transmission Area restrictions.* The following restrictions apply in a county designated as a Low Transmission Area:
  - i. An individual may not attend a casual social gathering of more than 50 individuals unless each individual attending the casual social gathering wears a face mask.
  - ii. An event host shall:
    - A. require each individual attending the public gathering to wear a face mask; and
    - B. complete the Event Management Template provided by the Department.
  - iii. A business, including a bar or restaurant, shall conspicuously post signage at each entrance to the business that lists COVID-19 symptoms, asks employees and customers experiencing COVID-19 symptoms to stay home, and provides notice of physical distancing requirements.

- iv. A business other than a bar or restaurant shall require each household group to maintain six feet physical distance from any other household group unless each member of each household group wears a face mask.
- b. *Moderate Transmission Area restrictions.* The following restrictions apply in a county designated as a Moderate Transmission Area:
  - i. An individual may not attend a casual social gathering of more than 10 individuals.
  - ii. An event host shall:
    - A. require each individual attending the public gathering to wear a face mask;
    - B. complete the Event Management Template provided by the Department; and
    - C. require six feet of physical distance between individuals from separate households who attend the public gathering unless the event host receives a waiver of this requirement from the local health officer.
  - iii. A business, including a bar or restaurant, shall conspicuously post signage at each entrance to the business that lists COVID-19 symptoms, asks employees and customers experiencing COVID-19 symptoms to stay home, and provides notice of physical distancing requirements.
  - iv. A business other than a bar or restaurant shall require each household group to maintain six feet physical distance from any other household group unless each member of each household group wears a face mask.
  - v. A bar shall limit occupancy to 75 percent of legal capacity.
- c. *High Transmission Area restrictions.* The following restrictions apply in a county designated as a High Transmission Area:
  - i. An individual in a public setting and within six feet of any individual from a separate household shall wear a face covering.
  - ii. An individual may not attend a casual social gathering of more than 10 individuals.
  - iii. An event host shall:
    - A. require each individual attending the public gathering to wear a face mask;
    - B. complete the Event Management Template provided by the Department; and
    - C. require six feet of physical distance between individuals from separate households who attend the public gathering unless the event host receives a waiver of this requirement from the local health officer.



- iv. A business, including a bar or restaurant, shall conspicuously post signage at each entrance to the business that lists COVID-19 symptoms, asks employees and customers experiencing COVID-19 symptoms to stay home, and provides notice of physical distancing requirements.
- v. A business other than a bar or restaurant shall require each household group to maintain six feet physical distance from any other household group unless each member of each household group wears a face mask.
- vi. A bar or restaurant shall require six feet of physical distance between each party, including in waiting and seating areas.

**4. Face mask exceptions.**

- a. Notwithstanding any other provision of this Order, an individual who is otherwise required by this Order to wear a face mask may remove the face mask in the following situations:
  - i. while actively eating or drinking;
  - ii. when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means and the speaker wears a face shield or uses alternative protection such as a plexiglass barrier;
  - iii. while obtaining or providing a service that requires the temporary removal of the face covering, such as dental services or speech therapy services;
  - iv. while sleeping;
  - v. while exercising;
  - vi. while swimming or on duty as a lifeguard;
  - vii. while performing as an athlete at an organized athletic event;
  - viii. while giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation or performance for an audience;
  - ix. when engaging in work where wearing a face mask would create a risk to the individual, as determined by government safety guidelines;
  - x. when necessary to confirm the individual's identity, including when entering a bank, credit union, or other financial institution; and
  - xi. when federal or state law or regulations prohibit wearing a face covering.
- b. The following individuals are exempt from the face mask requirements in Section (3):
  - i. a child who is younger than three years old;
  - ii. an individual who is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance; and
  - iii. an individual with a medical condition, mental health condition, or intellectual or developmental disability, that prevents the individual from wearing a face mask; and

- iv. an individual who is incarcerated.
- 5. **Local Education Agencies.** A local education agency shall comply with the requirements of the “Planning Requirements and Recommendations for K-12 School Reopening,” created by the Utah State Board of Education.
- 6. **Religious Services.** This Order does not apply to an individual attending or participating in a religious service. Faith-based organizations are encouraged to implement protocols to mitigate the spread of COVID-19.
- 7. **Effect on other laws.**
  - a. To the extent that any provision of this Order conflicts with a provision of State Public Health Order 2020-11 or State Public Health Order 2020-12, the provisions of State Public Health Order 2020-11 or State Public Health Order 2020-12 shall control.
  - b. This Order supersedes State Public Health Order 2020-16.

This Order is effective October 15, 2020 at 12:01 a.m. for individuals and is effective October 18, 2020 at 5:00 p.m. for businesses and shall remain in effect through October 29, 2020, unless otherwise modified, amended, rescinded, or superseded.

Made at 5:00 p.m. the 14th day of October, 2020.



Richard G. Saunders  
Interim Executive Director  
Utah Department of Health