

**Cottonwood Heights**  
**Parks and Recreation**  
**Service Area**

**Board of Trustees  
Board Meeting**

*December 21, 2022*  
**3:15 pm Work Session**  
**4:00 pm Board Meeting**

**Cottonwood Heights Parks and Recreation Service Area  
Board of Trustees  
December 21, 2022**

**Work Session  
3:15 pm  
General Business Meeting  
4:00 pm**

**AGENDA**

**WORK SESSION 3:15 pm (no action will be taken)**

- A. Discussion regarding the Public Hearing that was held December 14, 2022
- B. Discussion of Any Items Listed on the General Board Meeting Agenda
- C. Quarterly Safety Report – Kevin Suchey and Lyse' Durrant

**GENERAL BOARD MEETING**

**4:00 pm**

**GENERAL BUSINESS**

- A. Welcome and Pledge of Allegiance
- B. Verification of Compliance – Open Meeting Law – Dan Morzelewski
- C. Review and Approval of the Board Minutes for November 16, 2022 – Dan Morzelewski
- D. Review and Approval of the Financial Statement for November 2022 – Ben Hill
- E. Review and Approval of Accounts Payable Selected Entries for November 2022 – Lyse' Durrant

**INFORMATION/DISCUSSION ITEMS**

- A. Citizen/Customer Comments
- B. Board District Representation Reports – Trustees
- C. Executive Director's Report – Ben Hill
- D. Discussion and Information regarding Policy XIII: Employee Use of the Service Area Facilities and Equipment– Ben Hill

**SPECIAL BUSINESS**

- A. Consideration and Recommendation to Approve the Tax Increase in the amount of \$635,000- Resolution 2022-18
- B. Consideration and Recommendation to Approve the 2023 CHPRSA Board of Trustee Meeting Dates – Resolution 2022-19
- C. Consideration and Recommendation to Approve the 2023 Board of Trustee Positions – Resolution 2022-20
- D. Consideration and Recommendation to Approve the Amended 2022 Budget – Resolution 2022- 21
- E. Consideration and Recommendation to Approve the 2023 Budget and Fee Schedule for the Cottonwood Heights Parks and Recreation Service Area – Resolution 2022-22

**ADJOURN**

**CLOSED MEETING** will be held at the end of the General Board Meeting to discuss the character, professional competence, or health of an individual. Closed Meetings must be voted affirmatively by a majority of the Board members present.

The above items will be discussed at the Board meeting on December 21, 2022 at 4:00 p.m. with a work session held at 3:15 pm. This meeting will be held at the Cottonwood Heights Recreation Center, 7500 S. 2700 E. CWH, UT 84121. If you would like to submit written comment, please email all comments to [lysed@cottonwoodheights.com](mailto:lysed@cottonwoodheights.com). All comments received by 2:00 pm on December 21, 2022 will be summarized for the public record (Full name and address must be submitted as well). Comments made after that time will be forwarded to the Board of Trustees but will not be on the record. Posted on the PNW, CHPRSA website and lobby.

**Minutes for the  
General Board Meeting for the  
Cottonwood Heights Parks and Recreation Service Area  
Held at 7500 South 2700 East, Cottonwood Heights, Utah  
On the 16th day of November 2022**

**Pursuant of Notice**

**\*\*all minutes pending until approved at the following Board Meeting\*\***

**Board of Trustees Present:**

Dan Morzelewski

Patti Hansen

Bart Hopkin

**Staff Present:**

Ben Hill

Lyse' Durrant

Ali Phillips

Kevin Suchey

Andy Davis

Allie Brown

Audrey Durfee

Bonnie Harris

A Work Session was held on November 16th @ 3:15pm where there was a review of the Budget and, a discussion on any items listed on the General Board Meeting Agenda.

**General Board Meeting**

4:00pm

**General Business**

**A. Pledge of Allegiance**

- Mr. Hopkin led the Pledge of Allegiance.

**B. Verification of Compliance – Open Meeting Law – Dan Morzelewski**

**C. Review and Approval of October 2022 Board Minutes – Dan Morzelewski**

- After review, Mr. Hopkin made a motion to approve the October 19<sup>th</sup> 2022 Board Minutes. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”
- After review, Ms. Hansen made a motion to approve the October 20<sup>th</sup> 2022 Board Work Session Minutes. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”

**D. Approval of the Financial Statement – October 2022 – Ben Hill**

- Mr. Hill presented the Financial Statement for October 2022 to the Board.
- After review, Mr. Hopkin made a motion to approve the Financial Statement for October 2022. Ms. Hansen seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”

**E. Approval of Accounts Payable Selected Entries – Lyse' Durrant**

- Ms. Durrant presented the Accounts Payable Selected Entries for October 2022 to the Board.
- After review, Ms. Hansen made a motion to approve The Accounts Payable for October 2022. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”

**INFORMATION/DISCUSSION ITEMS**

**A. Citizen/Customer Comments**

- None

**B. Board District Reports**

- Mr. Hansen expressed her thanks to Ms. Harris on the work she put in to ensure the Monster Mash was a success. Ms. Hansen also presented an idea on how the Cottonwood Heights Recreation Center can be more involved in the event in the future.

## C. Executive Directors Report

### **INFORMATION & UPDATES:**

- 2023 TRCC Board Contribution Recommendations:
  - Includes funding for our Cottonwood Heights Community Playgrounds (3) at \$429,981
- Antczak Park Tennis Court Construction Project:
  - Landscaping repairs and tennis court lighting upgrades
- Report on Tuesday, November 7, 2022 Meeting with Tom Sherwood (BHS Principle)
  - BHS Tennis Courts and Restrooms - 2023
- Staff Retirement:
  - Kathy Lockington – Custodial Supervisor – December 15, 2022
  - New Hire – Scott Simpson – Custodial Supervisor - Starts November 14, 2022
- New Recreation Program Coordinator:
  - 2<sup>nd</sup> Round Interviews – Wednesday, November 16, 2022
- Recruitment for the vacant, Park Supervisor Position is still open, until filled
- CH2:
  - Report on Tuesday, November 8, 2022 Meeting:
    - Thanksgiving 5K: Thursday, November 24<sup>th</sup>, 2022 (9AM)
    - Light the Heights: Monday, November 28, 2022 (5:30 – 7:30PM)
    - Skate with Santa: Friday, December 9, 2022 (2-4PM)
    - 2023 Exhibit (Inter-local Agreement) – Emailed to City
    - 2022/2023 Funding for Lights at the MJP Pickleball Courts (\$60,000)
    - Foundation Reimbursement – Brighton Little League Football – Invoiced
  - Next CH2 Meeting is Tuesday, January 10, 2023 at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
  - Report on Wednesday, October 26, 2022 Meeting:
    - Toured Ferguson Park
    - Review PTOS Priority Projects
      - TRCC Matching Funds (\$61425.90), Condition of the Mountview Park Sport Fields, Golden Hills (non-park areas), Crestwood Park, etc.
  - Next Meeting is November 16, 2022 (6-8PM)
- Upcoming Board Meeting:
  - 2023 Public Hearing is on Wednesday, December 14, 2022 (6PM)
  - The next General Board Meeting is on Wednesday, December 21, 2022 (4PM)
- UASD Conference Recap:

- NSDC Parks and Recreation Policy Advisory Group Appointment and Meetings
- Other:
  - Holiday Appreciation Lunch for Benefitted Employees on Thursday, December 8, 2002
  - Holiday Appreciation Ice Skating Event for PT Staff on Thursday, December 22, 2022

**D. Information and Discussion of the Tentative 2023 Budget and Fee Schedule. –Ben Hill**

- Mr. Hill presented information regarding the Tentative 2023 Budget and Fee Schedule.
- To be brought back in Special Business.

**E. Information and Discussion of the Appointment of 2023 Board of Trustee Positons – Dan Morzelewski**

- Mr. Morzelewski presented information regarding the Appointment of 2023 Board of Trustee Positions.
- To be brought back in Special Business during the December 2022 Board Meeting.

**F. Information and Discussion of the 2023 Board of Trustee Meeting Dates – Dan Morzelewski**

- Mr. Morzelewski presented information regarding the 2023 Board of Trustee Meeting Dates.
- To be brought back in Special Business during the December 2022 Board Meeting.

**G. Information and Discussion regarding the Fraud Risk Assessment – Lyse' Durrant**

- Ms. Durrant presented information regarding the Fraud Risk Assessment to the Board.

**SPECIAL BUSINESS**

**A. Consideration and Recommendation to Approve the 2023 Tentative Budget and Fee Schedule – Resolution 2022-17**

- Ms. Hansen made a motion to approve MOU with SLCO – Resolution 2022 – 13. Mr. Hopkin seconded the motion. Motion carried unanimously with Mr. Morzelewski, Ms. Hansen, and Mr. Hopkin voting “Aye.”

Meeting Adjourned @ 4:52pm

2023 Public Hearing will be held on Wednesday, December 14, 2022 (6pm)

The next General Board Meeting will be held on Wednesday, December 21, 2022 (4pm)

**Cottonwood Heights Parks and Recreation**  
**Monthly Consolidated Board Financials**  
November 2022

Ordinary Income/Expense	Nov 22	Budget	% of Budget	Jan - Nov 22	YTD Budget	% of Budget	Annual Budget
<b>Income</b>							
4000 - MEMBERSHIPS	58,927.17	55,000.00	107.14%	716,607.01	695,000.00	103.11%	755,000.00
4010 - SILVER SNEAKERS	6,825.50	5,500.00	124.1%	75,473.84	59,500.00	126.85%	65,000.00
4100 - ARENA ADMISSIONS	15,760.64	17,000.00	92.71%	82,019.26	82,000.00	100.02%	98,000.00
4120 - LTS GROUP SKATE LESSONS	50.00	1,500.00	3.33%	44,749.70	43,500.00	102.87%	45,000.00
4130 - BMS SKATE LESSONS	0.00	0.00	0.0%	5,850.00	6,000.00	97.5%	6,000.00
4140 - FREESTYLE	7,422.35	6,000.00	123.71%	76,692.94	56,000.00	136.95%	62,000.00
4150 - PRIVATE ARENA RENTAL	24,904.37	18,000.00	138.36%	172,133.53	182,000.00	94.58%	209,000.00
4160 - PRIVATE SKATE LESSONS	1,189.58	900.00	132.18%	10,951.02	10,100.00	108.43%	11,000.00
4200 - POOL ADMISSIONS	3,096.05	2,500.00	123.84%	289,116.47	291,500.00	99.18%	298,000.00
4210 - PUBLIC SWIM LESSONS	3,766.00	3,500.00	107.6%	99,728.65	87,500.00	113.98%	90,000.00
4220 - PRIVATE SWIM LESSONS	211.00	150.00	140.67%	3,572.00	4,650.00	76.82%	4,800.00
4230 - AQUACISE	131.00	200.00	65.5%	4,106.00	4,900.00	83.8%	5,200.00
4240 - SPECIALTY CLASSES	255.00	300.00	85.0%	4,228.97	8,250.00	51.26%	8,650.00
4250 - TEAM DUES	254.50	400.00	63.63%	4,567.50	10,000.00	45.68%	11,000.00
4255 - TEAM UNIFY INCOME	5,762.23	4,000.00	144.06%	214,418.71	170,000.00	126.13%	205,000.00
4260 - TEAM MEET FEES	1,466.00	500.00	293.2%	11,264.35	15,000.00	75.1%	15,500.00
4275 - INVITATIONAL	0.00	0.00	0.0%	29,464.22	22,000.00	133.93%	22,000.00
4280 - PRE-COMP	3,208.00	1,500.00	213.87%	37,968.46	24,500.00	154.97%	26,500.00
4290 - WATER POLO	142.00	500.00	28.4%	24,870.75	36,550.00	68.05%	36,750.00
4300 - TRACK ADMISSIONS	217.38	120.00	181.15%	883.10	880.00	100.35%	1,000.00
4310 - GYM ADMISSIONS	1,489.14	1,250.00	119.13%	11,403.09	9,250.00	123.28%	10,500.00
4320 - GYM RENTAL	3,060.00	1,500.00	204.0%	16,695.00	14,250.00	117.16%	15,500.00
4330 - PICKLEBALL	0.00			2.50			
4400 - RB COURT FEES	2,283.49	1,500.00	152.23%	23,911.15	13,000.00	183.93%	14,000.00
4500 - LOCKERS	755.00	500.00	151.0%	6,343.88	6,000.00	105.73%	6,500.00
4600 - AEROBICS/CYCLE	1,705.00	2,500.00	68.2%	19,738.00	27,000.00	73.1%	29,500.00
4605 - Aerobic Camps	0.00	0.00	0.0%	0.00	3,000.00	0.0%	3,000.00
4610 - ROOM RENTAL	-607.00	2,500.00	-24.28%	26,374.45	26,000.00	101.44%	28,500.00
4615 - MISC INCOME	25.00			40.00			
4630 - PERSONAL TRAINERS	195.00	500.00	39.0%	3,625.25	4,500.00	80.56%	5,000.00
4640 - WEIGHT ROOM	4,244.76	2,000.00	212.24%	40,126.58	23,500.00	170.75%	25,500.00
4660 - ADVERTISING	0.00	0.00	0.0%	1,550.00	500.00	310.0%	500.00
4700 - NURSERY	258.00	1,000.00	25.8%	5,530.52	11,000.00	50.28%	12,000.00
4710 - SNACK BAR	0.00	0.00	0.0%	11,636.20	9,750.00	119.35%	9,750.00
4720 - VENDING	628.38	300.00	209.46%	15,398.83	13,550.00	113.65%	13,750.00

**Cottonwood Heights Parks and Recreation**  
**Monthly Consolidated Board Financials**  
**November 2022**

	Nov 22	Budget	% of Budget	Jan - Nov 22	YTD Budget	% of Budget	Annual Budget
4730 · PRO SHOP	824.54	300.00	274.85%	4,990.35	7,300.00	68.36%	7,500.00
4735 · POSTAGE/COPIES	0.00	5.00	0.0%	4.46	40.00	11.15%	50.00
4740 · CANYON'S SCHOOL DISTRICT	0.00	0.00	0.0%	179,018.93	174,842.00	102.39%	174,842.00
4760 · Rebates	0.00	0.00	0.0%	2,709.42	3,500.00	77.41%	3,500.00
4800 · PAVILION	75.00	0.00	100.0%	20,114.82	17,250.00	116.61%	17,250.00
4810 · FIELD FEES	6,690.00	3,500.00	191.14%	34,125.10	27,500.00	124.09%	40,500.00
4820 · TENNIS	200.00	75.00	26.67%	20,604.25	16,250.00	126.8%	17,000.00
4821 · PICKLEBALL TOURNAMENT ENTRY	0.00	0.00	0.0%	7,458.00	6,000.00	124.3%	6,000.00
4823 · OUTDOOR COURT RESERVATIONS	47.50	20.00	23.75%	9,267.00	4,800.00	193.06%	5,000.00
4830 · ADMIN FEES	1,025.00	2,500.00	41.0%	1,025.00	2,500.00	41.0%	2,500.00
4910 · FOUNDATION / DONATIONS	0.00			404.54			
4916 · 5-K RACE INCOME	32,766.60	15,000.00	218.44%	41,323.50	32,000.00	129.14%	42,000.00
4918 · COTTONWOOD HEIGHTS CITY HOSTING	0.00	0.00	0.0%	10,000.00	10,000.00	100.0%	10,000.00
4920 · PROPERTY TAX REVENUE	1,743,596.18	1,348,450.00	129.3%	2,029,057.36	1,515,000.00	133.93%	2,265,000.00
4921 · FEE IN LIEU, ETC.	10,034.14	17,000.00	59.02%	168,833.15	157,185.00	107.41%	180,000.00
4930 · INTEREST INCOME	1,998.98	40.00	499.75%	13,142.65	8,150.00	161.26%	9,000.00
4965 · CWH CITY MINTNC CONTRACT	36,053.27	15,939.00	226.2%	301,230.26	175,329.00	171.81%	191,262.00
4972 · KIDS SPORTS CAMP INCOME	720.00	750.00	96.0%	91,130.28	32,500.00	280.4%	35,000.00
4973 · FLAG FOOTBALL INCOME	0.00	0.00	0.0%	41,355.50	26,000.00	159.06%	26,000.00
4974 · JR. JAZZ	447.99	9,000.00	4.98%	44,840.99	30,000.00	149.47%	30,000.00
4975 · CWH Youth Soccer	0.00			31,448.50			
<b>Total Income</b>	<b>1,982,104.74</b>	<b>1,544,914.00</b>	<b>128.3%</b>	<b>5,143,125.99</b>	<b>4,217,276.00</b>	<b>121.95%</b>	<b>5,202,804.00</b>
<b>Gross Profit</b>	<b>1,982,104.74</b>	<b>1,544,914.00</b>	<b>128.3%</b>	<b>5,143,125.99</b>	<b>4,217,276.00</b>	<b>121.95%</b>	<b>5,202,804.00</b>
<b>Expense</b>							
5000 · ADMIN/BENEFITED EMPLOYEES	33,645.26	33,727.00	99.76%	393,115.83	385,773.00	101.9%	428,719.00
5001 · ADMIN FICA,WC,S,V	2,847.34	3,879.00	73.4%	33,228.18	44,367.00	74.89%	49,303.00
5010 · WAGES/SHIFT MANAGER	5,338.67	4,090.00	130.53%	50,629.47	46,653.00	108.52%	52,668.00
5020 · WAGES/NURSERY	481.29	3,990.00	12.06%	21,757.78	45,895.00	47.41%	51,879.00
5040 · WAGES/CSR	10,387.78	11,000.00	94.43%	120,754.33	135,250.00	89.28%	152,712.00
5041 · ADMIN WAGES/FICA,WRKCOMP	1,230.00	2,194.00	56.06%	17,006.41	26,197.00	64.92%	29,585.00
5100 · SALARIES/AQUATICS	16,025.60	16,167.00	99.13%	186,316.48	184,010.00	101.25%	206,715.00
5101 · AQUATICS, SALARY,FICA,WRKCOMP	1,510.19	1,859.00	81.24%	17,583.52	21,161.00	83.09%	23,772.00
5110 · WAGES/SWIM INSTRUCTORS	3,149.66	2,711.00	116.18%	47,171.60	53,977.00	87.39%	57,537.00
5120 · WAGES/SPECIALTY CLASSES	0.00	0.00	0.0%	3,363.52	2,730.00	123.21%	2,730.00
5130 · WAGES/LIFEGUARDS	11,231.47	19,858.00	56.56%	274,331.54	347,370.00	78.97%	373,620.00
5140 · WAGES/AQUACISE INSTRUCTORS	1,731.00	1,840.00	94.08%	20,480.27	20,960.00	97.71%	23,000.00
5141 · WAGES/AQUATICS/FICA,WRKCOMP	1,774.02	2,807.00	63.2%	32,540.62	48,879.00	66.57%	52,573.00

**Cottonwood Heights Parks and Recreation**  
**Monthly Consolidated Board Financials**  
**November 2022**

		Nov 22	Budget	% of Budget	Jan - Nov 22	YTD Budget	% of Budget	Annual Budget
<b>5160 - WAGES/SWIM TEAM</b>		3,468.76	3,879.00	89.42%	36,042.94	55,381.00	65.08%	62,000.00
<b>5161 - SWIM TEAM WAGES/FICA,WRKCOMP</b>		336.74	446.00	75.5%	3,592.46	6,369.00	56.41%	7,130.00
<b>5200 - SALARIES/PROGRAMS</b>		8,770.78	11,400.00	76.94%	123,030.29	129,979.00	94.65%	146,551.00
<b>5201 - SALARIES/PROGRAMS,FICA,WC,S,V</b>		886.12	1,311.00	67.59%	11,892.89	14,948.00	79.56%	16,853.00
<b>5210 - WAGES/AEROBICS</b>		6,671.55	5,500.00	121.3%	74,942.06	59,000.00	127.02%	68,000.00
<b>5240 - WAGES/SKATE GUARDS</b>		4,267.36	5,000.00	88.35%	55,563.76	47,250.00	117.6%	57,000.00
<b>5250 - WAGES/TS INSTRUCTORS</b>		1,845.91	2,500.00	73.84%	21,301.01	28,500.00	74.74%	31,500.00
<b>5260 - WAGES/SUPER SPORT</b>		1,324.59	650.00	203.78%	58,057.82	25,750.00	225.47%	27,000.00
<b>5261 - WAGES/YOUTH SPORTS</b>		0.00	1,000.00	0.0%	5,961.70	9,500.00	62.76%	10,750.00
<b>5264 - WAGES/YOUTH SOCCER</b>		21.00			1,231.01			
<b>5266 - WAGES/FLAG FOOTBALL</b>		157.95			1,166.44			
<b>5268 - WAGES/JUNIOR JAZZ</b>		0.00			1,489.50			
<b>5270 - WAGES/TEENNIS INSTRUCTORS</b>		0.00	0.0%	0.0%	6,212.05	4,500.00	138.05%	4,500.00
<b>5271 - WAGES/ARENA,FICA,WC,S,V</b>		1,234.46	1,685.00	73.26%	18,688.19	20,150.00	92.75%	22,856.00
<b>5300 - SALARIES/OPERATIONS</b>		16,652.51	16,167.00	103.0%	184,433.33	183,127.00	100.71%	204,421.00
<b>5301 - SALARIES/OPER,FICA,WC,S,V</b>		1,815.02	1,859.00	97.63%	20,469.26	21,059.00	97.2%	23,508.00
<b>5310 - WAGES/OPERATIONS</b>		2,032.77	2,250.00	90.35%	24,863.23	25,880.00	96.07%	28,870.00
<b>5311 - WAGES/OPER,FICA,WC,S,V</b>		264.52	259.00	102.13%	3,183.69	2,978.00	106.91%	3,320.00
<b>5400 - SALARIES/GROUNDS</b>		14,109.44	16,949.00	83.25%	177,948.51	194,019.00	91.72%	230,917.00
<b>5401 - SALARY/GROUNDS,FICA,WC,S,V</b>		1,622.03	1,949.00	83.22%	19,975.18	22,312.00	89.53%	26,555.00
<b>5410 - WAGES/GROUNDS</b>		4,132.08	2,992.00	138.1%	40,913.07	65,192.00	62.76%	65,192.00
<b>5411 - WAGES/GROUNDS,FICA,WC,S,V</b>		497.34	344.00	144.58%	5,259.56	7,497.00	70.16%	7,497.00
<b>5500 - SALARIES/VISUAL MAINTENANCE</b>		9,265.78	10,100.00	91.74%	137,217.89	115,720.00	118.58%	130,780.00
<b>5501 - SALARIES/VM,FICA,WC,S,V</b>		923.69	1,162.00	79.49%	13,004.88	13,309.00	97.72%	15,040.00
<b>5510 - WAGES,VISUAL MNNTNC</b>		1,643.42	3,272.00	50.23%	25,171.22	40,292.00	62.47%	44,750.00
<b>5511 - WAGES,VISUAL MNNTNC,FICA,WC,S,V</b>		271.71	376.00	72.26%	3,640.03	4,633.00	78.57%	5,146.00
<b>5700 - PAYROLL,TAXES/FICA,SS,MED</b>		0.00			106.82			
<b>5960 - PAYROLL GENERAL/UNEMPLOYMENT</b>		1,869.00			6,516.00			
<b>6000 - UT STATE RETIREMENT</b>		26,539.41	19,500.00	136.1%	225,771.69	226,500.00	99.66%	250,000.00
<b>6010 - HEALTH INS,DISABILITY</b>		18,310.57	30,000.00	61.04%	240,855.55	325,000.00	74.11%	346,698.00
<b>6030 - BOARD FEES</b>		2,610.97	1,500.00	174.07%	21,197.16	21,000.00	100.94%	22,500.00
<b>6040 - TRAVEL</b>		0.00	150.00	0.0%	12,933.04	13,900.00	93.04%	13,900.00
<b>6050 - TRAINING/WORKSHOPS</b>		90.00	50.00	180.0%	6,110.97	15,550.00	39.3%	15,550.00
<b>6560 - PAYROLL EXPENSES</b>		0.00			-1,049.82			
<b>66900 - Reconciliation Discrepancies</b>		0.00			22.44			
<b>7001 - MARKETING</b>		818.28	1,000.00	81.83%	9,043.76	10,500.00	86.13%	11,000.00
<b>7010 - AUDITING</b>		0.00	0.0%	20,261.32	15,500.00	130.72%	15,500.00	

**Cottonwood Heights Parks and Recreation**  
**Monthly Consolidated Board Financials**  
**November 2022**

		Nov 22	Budget	% of Budget	Jan - Nov 22	YTD Budget	% of Budget	Annual Budget
7020 - CONSULTING		2,288.00	2,200.00	104.0%	28,286.50	42,600.00	66.4%	43,000.00
7040 - DUES & SUBSCRIPTIONS		11,742.36	8,500.00	138.15%	66,211.23	87,725.00	75.48%	96,300.00
7050 - PROPERTY INSURANCE		0.00	0.00	0.0%	112,526.10	102,500.00	109.78%	102,500.00
7060 - LEGAL/CONSULTING/ADVERTISING		0.00	0.00	0.0%	6,574.60	5,000.00	131.49%	5,000.00
7065 - CWH CITY CONTRACT EXP		2,439.18	3,000.00	81.31%	60,083.60	35,273.00	170.34%	37,273.00
7090 - RETIRED EMPLOYEE BENEFITS		0.00	0.00	0.0%	0.00	25,000.00	0.0%	25,000.00
7130 - BANK/CREDIT CARD SRVC CHARGES		3,629.53	3,000.00	120.98%	60,506.10	52,000.00	116.36%	56,000.00
7140 - OVER/SHORT		-11.01			-12.28			
7200 - SWIM TEAM REIMBURSABLES		6,786.21	3,520.00	192.79%	55,048.64	49,929.00	110.25%	56,240.00
7215 - INVITATIONAL EXP		0.00	0.00	0.0%	15,836.19	10,000.00	158.36%	10,000.00
7220 - SWIM TEAM EXPENSE		711.62	740.00	96.17%	16,151.46	20,000.00	80.76%	24,500.00
7221 - TEAM UNIFY EXPENSES		0.00	200.00	0.0%	4,315.80	4,000.00	107.9%	4,200.00
7230 - WATER POLO EXP		72.00	1,500.00	4.8%	20,823.13	20,000.00	104.12%	20,000.00
7540 - TELEPHONE EXP		1,903.52	1,200.00	158.63%	21,605.38	15,000.00	144.04%	15,000.00
7550 - UTILITIES/GAS		19,270.81	14,000.00	137.65%	218,307.21	128,000.00	170.55%	140,000.00
7551 - UTILITIES/ELECTRICITY		19,368.92	17,000.00	113.94%	220,889.25	224,000.00	98.61%	241,000.00
7552 - UTILITIES/SEWER		0.00	0.00	0.0%	12,240.00	12,750.00	96.0%	17,000.00
7553 - UTILITIES/WATER		6.11	15,952.00	0.04%	6,279.61	19,994.00	31.41%	20,000.00
7561 - UTILITIES/GROUNDS/SELECT		410.67	583.00	70.44%	4,798.23	6,417.00	74.77%	7,000.00
7562 - UTILITIES/GROUNDS,WATER		54,197.72	41,000.00	132.19%	58,820.94	55,000.00	106.95%	55,000.00
7563 - UTILITIES/GROUNDS,SEWER,GARBAGE		0.00	2,250.00	0.0%	27,398.10	24,000.00	114.16%	26,000.00
7700 - AUTO EXP		1,231.68	774.00	159.13%	11,236.81	11,276.00	99.65%	11,950.00
8000 - REP & MNTNC ADMIN		2,736.95	1,000.00	273.7%	13,828.82	13,500.00	102.44%	13,500.00
8010 - REP & MNTNC/POOLS		3,405.00	1,000.00	340.5%	29,630.80	24,000.00	123.46%	25,000.00
8020 - REP & MNTNC/ARENA		4,734.55	1,000.00	473.46%	18,616.80	21,000.00	88.65%	22,000.00
8030 - REP & MNTNC/GYM,WT RMS		934.00	1,000.00	93.4%	17,205.37	11,000.00	156.41%	12,000.00
8036 - REP & MNTNC/TENNIS		0.00	75.00	0.0%	26.34	1,000.00	2.63%	1,000.00
8040 - REP & MNTNC/SNACK BAR		0.00	150.00	0.0%	483.08	2,500.00	19.32%	2,500.00
8050 - REP & MNTC OP,PARKS,YM		13,547.48	8,000.00	169.34%	113,785.12	108,000.00	105.36%	114,000.00
8100 - PRO SHOP/COST OF GOODS		0.00	200.00	0.0%	3,360.89	5,000.00	67.22%	5,000.00
8130 - UNIFORMS EXPENSE		5,775.00	300.00	1,925.0%	11,608.97	9,000.00	128.99%	9,000.00
8140 - UNIFORMS AQUATICS		0.00	0.00	0.0%	5,562.42	9,300.00	59.81%	9,300.00
8500 - SUNDRIES		658.83	1,050.00	62.75%	8,943.37	12,445.00	71.86%	13,770.00
9000 - SUPPLIES/ADMIN		4,571.99	2,500.00	182.88%	26,423.70	32,500.00	81.3%	35,000.00
9010 - SUPPLIES/OFFICE POSTAGE		906.78	500.00	181.36%	3,103.01	4,250.00	73.01%	4,500.00
9020 - SUPPLIES/COMPUTER		458.18	2,500.00	18.33%	17,810.89	30,000.00	59.37%	32,000.00
9040 - SUPPLIES/NURSERY		70.31	100.00	70.31%	1,014.56	1,350.00	75.15%	1,500.00

**Cottonwood Heights Parks and Recreation**  
**Monthly Consolidated Board Financials**  
**November 2022**

		Nov 22	Budget	% of Budget	Jan - Nov 22	YTD Budget	% of Budget	Annual Budget
9050 · SUPPLIES/POOL		1,171.99	250.00	468.8%	14,697.33	13,250.00	110.92%	13,500.00
9055 · SUPPLIES/POOL(OPERATING)		2,705.49	3,000.00	90.18%	91,242.14	117,000.00	77.98%	120,000.00
9060 · SUPPLIES/AQUACISE		65.82	250.00	26.33%	1,622.92	1,500.00	108.2%	1,500.00
9070 · SUPPLIES/SPECIALTY CLASSES		245.00	500.00	49.0%	9,596.00	6,850.00	140.09%	7,350.00
9080 · SUPPLIES/PROGRAMS		4,927.68	0.00	100.0%	7,125.38	3,000.00	237.51%	3,000.00
9081 · SUPPLIES/TS		0.00	100.00	0.0%	318.75	1,100.00	28.98%	1,200.00
9085 · SUPPLIES/ARENA		200.00	50.00	400.0%	4,793.20	6,950.00	68.97%	7,000.00
9090 · SUPPLIES/AEROBICS		714.40	150.00	476.27%	4,951.22	4,900.00	101.05%	5,000.00
9091 · SUPPLIES/SILVER SNEAKERS		0.00	0.00	0.0%	0.00	400.00	0.0%	400.00
9092 · Supplies Aerobic Camp		0.00	0.00	0.0%	0.00	500.00	0.0%	500.00
9110 · SUPPLIES/WEIGHT ROOM		612.85	150.00	408.57%	2,607.79	4,900.00	53.22%	5,000.00
9115 · SUPPLIES/GYM		700.15	100.00	700.15%	1,533.70	1,400.00	109.55%	1,500.00
9116 · SUPPLIES/TENNIS		0.00	0.00	0.0%	1,977.02	2,500.00	79.08%	2,500.00
9120 · SUPPLIES/OPERATIONS		2,703.62	300.00	901.21%	3,629.54	4,200.00	86.42%	4,500.00
9130 · SUPPLIES/GROUNDS		300.45	1,000.00	30.05%	7,321.98	12,000.00	61.02%	12,500.00
9131 · FIELD COSTS		318.00	350.00	90.86%	4,351.02	5,000.00	87.02%	5,000.00
9140 · SUPPLIES/VM,CLEANING		281.79	1,700.00	16.58%	14,195.67	18,800.00	75.51%	20,500.00
9150 · SUPPLIES/VM PAPER		1,159.78	1,200.00	96.65%	11,014.15	13,750.00	80.1%	15,000.00
9200 · SMALL EQUIP		0.00	2,500.00	0.0%	19,071.09	19,500.00	97.8%	20,500.00
9210 · THANKSGIVING 5K RACE EXPENSE		29,652.37	7,500.00	395.37%	31,955.04	13,500.00	236.7%	24,500.00
9212 · BUTLerville DAYS 5K EXPENSE		0.00	0.00	0.0%	4,351.09	3,900.00	111.57%	3,900.00
9222 · KIDS SPORTS CAMP EXPENSE		0.00	50.00	0.0%	5,271.48	1,500.00	351.43%	1,500.00
9224 · FLAG FOOTBALL EXPENSE		0.00	0.00	0.0%	22,415.21	15,000.00	149.44%	15,000.00
9225 · JR. JAZZ EXPENSE		488.64	0.00	100.0%	23,315.53	17,000.00	137.15%	17,000.00
9226 · CW/H Youth Soccer expense		0.00			26,421.33			
Total Expense		429,900.47	401,316.00	107.12%	4,448,409.77	4,612,226.00	96.45%	5,041,480.00
<b>Net Ordinary Income</b>		<b>1,552,204.27</b>	<b>1,143,598.00</b>	<b>135.73%</b>	<b>694,716.22</b>	<b>-394,950.00</b>	<b>-175.9%</b>	<b>161,324.00</b>
Other Income/Expense								
9300 · CAPITAL EQUIPMENT/IMPROVEMENTS		4,335.55	0.00	100.0%	942,142.34	978,257.00	96.31%	978,257.00
9301 · CAPITAL & OPERATING LEASES		9,556.83	11,225.00	85.14%	140,496.92	149,828.00	93.77%	161,053.00
Total Other Expense		13,892.38	11,225.00	123.76%	1,082,639.26	1,128,085.00	95.97%	1,139,310.00
Net Other Income		<b>-13,892.38</b>	<b>-11,225.00</b>	<b>123.76%</b>	<b>-1,082,639.26</b>	<b>-1,128,085.00</b>	<b>95.97%</b>	<b>-1,139,310.00</b>
Net Income		<b>1,538,311.89</b>	<b>1,132,373.00</b>	<b>135.85%</b>	<b>-387,923.04</b>	<b>-1,523,035.00</b>	<b>25.47%</b>	<b>-977,986.00</b>

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12/19/22

Accrual Basis

## Cottonwood Heights Parks and Recreation

## Bill Payment Register

As of November 30, 2022

Type	Date	Num	Name	Memo	Amount
<b>1016 - GENERAL CHECKING</b>					
Bill Pmt -Check	11/03/2022	ACH	PUBLIC EMPLOYEES H...	Oct, Flex payment	-604.62
Bill Pmt -Check	11/03/2022	62850	AMERICAN CHILLER ME...	Daycare unit	-545.00
Bill Pmt -Check	11/03/2022	62851	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	11/03/2022	62852	AMERICAN RED CROSS		-512.00
Bill Pmt -Check	11/03/2022	62853	BLOMQUIST HALE CON...		-385.00
Bill Pmt -Check	11/03/2022	62854	C&C CONTRACTORS INC.	FINISH ANT CZAK TENNIS COUR...	-65,280.00
Bill Pmt -Check	11/03/2022	62855	COMCAST		-763.75
Bill Pmt -Check	11/03/2022	62856	Cottonwood Heights City (1)	newsletter	-214.00
Bill Pmt -Check	11/03/2022	62857	CUMMINGS, LAURA	REFUND SPLASHBALL	-44.00
Bill Pmt -Check	11/03/2022	62858	GRAINGER		-100.44
Bill Pmt -Check	11/03/2022	62859	INTERMOUNTAIN SOFT ...		-55.00
Bill Pmt -Check	11/03/2022	62860	MATUS, PETER .	10/22 PICKLEBALL CLINIC	-280.00
Bill Pmt -Check	11/03/2022	62861	MOUNTAINLAND SUPPLY		-147.41
Bill Pmt -Check	11/03/2022	62862	ORIGINAL WATERMEN, ...	UNIFORMS	-4,382.06
Bill Pmt -Check	11/03/2022	62863	PACIFIC WATER INC.	2173	-793.84
Bill Pmt -Check	11/03/2022	62864	RIGHTWAY SANITARY ...		-1,435.09
Bill Pmt -Check	11/03/2022	62865	ROCKY MOUNTAIN PO...		-21,164.26
Bill Pmt -Check	11/03/2022	62866	SAFELITE FULFILLMEN...	truck repairs	-398.90
Bill Pmt -Check	11/03/2022	62867	SALT CITY YOUTH SPO...	10/22 REGISTRATIONS	-2,896.00
Bill Pmt -Check	11/03/2022	62868	SALT LAKE COUNTY TR...	TAX MAILINGS	-1,044.07
Bill Pmt -Check	11/03/2022	62869	SUPERIOR LOCKSMITH	LOCK UPGRADES AND UPDATES	-3,079.75
Bill Pmt -Check	11/03/2022	62870	UTAH ICE SKATING	public skates	-24,151.00
Bill Pmt -Check	11/03/2022	62871	VALBURG, KATHY	SKATING MONTH KIT	-45.00
Bill Pmt -Check	11/03/2022	62872	WASTE MANAGEMENT		-2,263.83
Bill Pmt -Check	11/03/2022	62873	WIGHTMAN, LAURA	REFUND SWIM LESSON	-44.00
Bill Pmt -Check	11/03/2022	ACH	UTAH LOCAL GOVERN...		-3,556.59
Bill Pmt -Check	11/04/2022	62874	CASTLETON, SHELBY	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/10/2022	ACH	Harland Clarke	deposit books	-167.44
Bill Pmt -Check	11/10/2022	62875	AMERIGAS SALT LAKE ...		-656.63
Bill Pmt -Check	11/10/2022	62876	BIG COTTONWOOD DR...	Uniforms	-5,001.00
Bill Pmt -Check	11/10/2022	62877	BUY, SUKI	REFUND SWIM LESSONS	-44.00
Bill Pmt -Check	11/10/2022	62878	CEM AQUATICS		-3,042.37
Bill Pmt -Check	11/10/2022	62879	CENTURYLINK		-46.94
Bill Pmt -Check	11/10/2022	62880	Cottonwood Heights City (1)	POLICE 5K	-1,950.00
Bill Pmt -Check	11/10/2022	62881	COTTONWOOD IMPRO...		-60.00
Bill Pmt -Check	11/10/2022	62882	CUSTOM WATER TECH...		-455.00
Bill Pmt -Check	11/10/2022	62883	DOMINION ENERGY		-3,170.15
Bill Pmt -Check	11/10/2022	62884	ECONO.PEST		-79.00
Bill Pmt -Check	11/10/2022	62885	FUEL NETWORK		-914.81
Bill Pmt -Check	11/10/2022	62886	HILLCREST GLASS AND...	ZAMBONI DOOR GLASS	-1,322.30
Bill Pmt -Check	11/10/2022	62887	JENSON REFRIGERATI...	meter/panel Antczak Park	-6,974.49
Bill Pmt -Check	11/10/2022	62888	JOE'S TRIPLE A		-149.00
Bill Pmt -Check	11/10/2022	62889	LANDMARK COMPANIE...	SPLASH ZONE RETILE	-112,479.69
Bill Pmt -Check	11/10/2022	62890	MASON, LAURA	REFUND SWIM LESSON	-44.00
Bill Pmt -Check	11/10/2022	62891	MOUNT OLYMPUS		-163.34
Bill Pmt -Check	11/10/2022	62893	NORCO		-1,263.68
Bill Pmt -Check	11/10/2022	62894	PACIFIC WATER INC.	2173	-50.00
Bill Pmt -Check	11/10/2022	62895	PEAK SOFTWARE SYST...	Sportsman renewal	-4,910.14
Bill Pmt -Check	11/10/2022	62896	PHILLIPS, ALI	MILEAGE REIMBURSEMENT	-53.13
Bill Pmt -Check	11/10/2022	62897	POCO LOCO SWIM SHOP	CHAT TEAM SUITS	-3,208.80
Bill Pmt -Check	11/10/2022	62898	RICHARDS LABORATO...		-120.00
Bill Pmt -Check	11/10/2022	62899	SALT LAKE COUNTY HE...		-140.00
Bill Pmt -Check	11/10/2022	62900	STERICYCLE, INC.		-152.98
Bill Pmt -Check	11/10/2022	62901	STOTZ EQUIPMENT	Tractor repair	-1,212.20
Bill Pmt -Check	11/10/2022	62902	SUMMIT ENERGY		-16,100.66
Bill Pmt -Check	11/10/2022	62903	TRAILER SOURCE	PROGRAMS TRAILER	-4,790.00
Bill Pmt -Check	11/10/2022	62904	MOUNTAINLAND SUPPLY		-37,670.57
Bill Pmt -Check	11/17/2022	62905	BIG COTTONWOOD DR...	SAFETY COATS	-774.00
Bill Pmt -Check	11/17/2022	62906	CEM AQUATICS		-1,083.71
Bill Pmt -Check	11/17/2022	62907	Cottonwood Heights City (1)		-203.64
Bill Pmt -Check	11/17/2022	62908	ENGLAND, BRIANNE	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/17/2022	62909	HILLTOP AQUATIC TEA...	2022 FALL BASH	-3,300.00
Bill Pmt -Check	11/17/2022	62910	JENKINS PLUMBING CO.		-680.00
Bill Pmt -Check	11/17/2022	62911	JENSON REFRIGERATI...	Antczak lights	-7,780.78
Bill Pmt -Check	11/17/2022	62912	KNUDSEN, CAYCE	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/17/2022	62913	LABOR COMMISSION		-120.00
Bill Pmt -Check	11/17/2022	62914	MEIDELL, LAURI	REFUND JR. JAZZ	-75.00

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12/19/22

Accrual Basis

## Cottonwood Heights Parks and Recreation

## Bill Payment Register

As of November 30, 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/17/2022	62915	OLSEN, OLIVIA	REFUND JR. JAZZ	-150.00
Bill Pmt -Check	11/17/2022	62916	PITNEY BOWES	postage	-520.99
Bill Pmt -Check	11/17/2022	62917	RASMUSSEN, KATHERI...	REFUND MEMBERSHIP	-46.92
Bill Pmt -Check	11/17/2022	62918	STOCK, COLTON	REFUND MEMBERSHIP	-226.68
Bill Pmt -Check	11/17/2022	62919	SUPERIOR LOCKSMITH		-305.00
Bill Pmt -Check	11/17/2022	62920	TRUGREEN-CHEMLAWN		-823.20
Bill Pmt -Check	11/17/2022	62921	UASD	2023 DUES	-2,133.00
Bill Pmt -Check	11/17/2022	62922	USA RACING	5K SHIRTS/MEADALS/BIBS/RIB...	-15,158.25
Bill Pmt -Check	11/17/2022	62924	VAN WAGONER, CHARL...	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/17/2022	62925	ZIONS BANK		-6,525.00
Bill Pmt -Check	11/23/2022	ACH	UTAH DEPT. of WORKF...		-1,869.00
Bill Pmt -Check	11/23/2022	ACH	Citi Cards		-18,157.20
Bill Pmt -Check	11/23/2022	62926	AIRGAS	Miller 211 w/rack	-2,593.62
Bill Pmt -Check	11/23/2022	62927	BIG COTTONWOOD DR...	SWIM TEAM CLOTHING	-2,561.50
Bill Pmt -Check	11/23/2022	62928	CENTURYLINK		-63.84
Bill Pmt -Check	11/23/2022	62929	COMMERCIAL LIGHTIN...	BALLAST BYPASS	-424.80
Bill Pmt -Check	11/23/2022	62930	HUNTINGTON NATIONA...		-1,181.22
Bill Pmt -Check	11/23/2022	62931	JENSON REFRIGERATI...	lights @ Antczak	-5,748.59
Bill Pmt -Check	11/23/2022	62932	OPEN AIR ENTERTAINM...	5K DJ	-800.00
Bill Pmt -Check	11/23/2022	62933	RIGHTWAY SANITARY ...		-1,163.35
Bill Pmt -Check	11/23/2022	62934	ROMNEY, CAMILLE	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/23/2022	62935	SUPERIOR LOCKSMITH		-105.95
Bill Pmt -Check	11/23/2022	62936	URPA	DUES	-485.00
Bill Pmt -Check	11/23/2022	62937	UTAH SWIMMING	SPLASH FEES	-621.25
Bill Pmt -Check	11/23/2022	62938	WAXIE SANITARY SUPP...		-230.43
Bill Pmt -Check	11/23/2022	62939	ZIONS BANK		-1,850.61
Bill Pmt -Check	11/24/2022	ACH	Utah State Tax Commissi...		-4,887.94
Bill Pmt -Check	11/28/2022	62940	COMCAST		-773.31
Bill Pmt -Check	11/28/2022	62941	COOK, CRISTINA	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/28/2022	62942	CUSTOM WATER TECH...		-350.00
Bill Pmt -Check	11/28/2022	62943	DURRANT, LYSE	MILEAGE REIMBURSEMENT	-263.75
Bill Pmt -Check	11/28/2022	62944	FRITZE, GABRIELLE	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/28/2022	62945	PUBLIC EMPLOY DISAB...		-479.80
Bill Pmt -Check	11/28/2022	62946	PUBLIC EMPLOYEES H...		-24,582.53
Bill Pmt -Check	11/28/2022	62947	REID, MADISON	REFUND JR. JAZZ	-75.00
Bill Pmt -Check	11/28/2022	62948	RICHARDS LABORATO...		-150.00
Bill Pmt -Check	11/28/2022	62949	RIGHTWAY SANITARY ...		-156.25
Bill Pmt -Check	11/28/2022	62950	ROCKY MOUNTAIN PO...		-19,779.59
Bill Pmt -Check	11/28/2022	62951	SALT LAKE CITY CORP...		-62.59
Bill Pmt -Check	11/28/2022	62952	SUPERIOR LOCKSMITH	Zamboni Doors	-2,326.00
Total 1016 · GENERAL CHECKING					-472,801.34
<b>TOTAL</b>					<b>-472,801.34</b>

# EXECUTIVE DIRECTOR'S REPORT

December 2022

## INFORMATION & UPDATES:

- 2023 TRCC / 3 Playground Capital Projects:
  - Big T Recreation – Digital Presentations to Inform the Public
- 2022 Thanksgiving 5K
  - Bonnie's Report
  - CH Parks & Recreation Foundation Donation
- New Recreation Program Coordinator:
  - Preston Jones (December 12, 2022)
- Current FT Recruitments – Open Until Filled:
  - HR Manager
  - Park Supervisor
- CH2:
  - ~~Report on Tuesday, December 13, 2022 Meeting:~~ - Canceled
  - Next CH2 Meeting is Tuesday, January 10, 2023 at 10AM (Patti)
- CH Parks, Trails and Open Space Committee:
  - Report on Wednesday, November 16, 2022 Meeting:
    - CDRA: Town Center at 2300 East Ft. Union
      - Dover Hills Homes/Park – New Proposed Concept
    - Next Meeting is Wednesday, January 25, 2023 (6-8PM)
- Upcoming Board Meetings:
  - The next General Board Meeting is on Wednesday, January 25, 2023 (4PM):
    - Work Session at 3:15PM
- Holiday Appreciation Ice Skating Event for PT Staff on Thursday, December 22, 2022:
  - 1:45 – 3:45PM
- 2023 Employee Planning Retreat:
  - Wednesday, February 8, 2023
  - City Hall: 10AM – 2PM
- Other:
  -

## **SECTION XIII: EMPLOYEE USE OF THE SERVICE AREA FACILITIES AND EQUIPMENT**

### **I. BENEFITED EMPLOYEE MEMBERSHIPS**

1. As of the hire date, benefitted employees are entitled to an ultimate single, couple or family membership, for usage of the Service Area.
  - 1.1 Family members listed on the membership must be in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area.
    - 1.1.1 A family consists of one or two adults and children who share the same household and are related and claimed as dependents as per IRS tax guidelines
  - 1.2 The employee membership expires upon termination of employment.
  - 1.3 An employee who terminates employment or gives notice of intent to resign employment may not purchase a membership, services, or activities at employee discounted rates.

### **II. BENEFITTED EMPLOYEE USAGE OF THE SERVICE AREA FACILITIES**

1. Employees must adhere to the membership policies and procedures in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area. Special usage of the facilities, during or after regular hours must be pre-approved by the Director or designated representative. Use of the indoor pools and ice arena require special staffing, which must be arranged by the Service Area Administration. The outdoor pools are not available for special use.
2. Service Area equipment is not available for personal use unless authorized by the Director or designee.
3. Lessons/Programs: Employees and their dependents are eligible for a 50% discount off member rates for center offered group lessons, (i.e. swim lessons, skate lessons, tennis lessons, etc.) and center offered programs, (i.e. flag football, Jr. Jazz, summer camps, swim team, water polo, etc.). Lesson and Program discounts are for the employee, spouse, and dependent children.
4. Child Care Usage: The fees for all employees while working are \$1.00 per hour per child for children ages three to eight and \$1.50 per hour for children age two and under. Hours of usage are not pro-rated. All employees are required to follow the procedures for reservations and guidelines as established in the Child Care. Children related to an employee but not a dependent must abide by the guidelines and

## **SECTION XIII**

procedures as established in the Nursery. (i.e. Two-hour time limit, regular hourly fees, etc.)

5. Resale Merchandise: An employee purchasing items from the resale department is entitled to a 20% discount on the retail cost of merchandise. (some items may be excluded)
6. Misuse of these privileges may result in disciplinary action.

### III. NON-BENEFITTED EMPLOYEE MEMBERSHIPS

1. As of the hire date, non-benefitted employees are entitled to an individual premium membership for usage of the Service Area.
  - 1.1 Employee Family Membership: An employee's immediate household is eligible for a free family premium membership. There will be a onetime membership processing fee when signing up for this membership. The processing fee will be established and set by Administration and the Board of Trustees.
    - 2.1.1 Employee Family Memberships consist of one or 2 adults and children, who share the same household, are related and claimed as dependents, as per IRS tax guidelines.
  - 1.2 All employee membership privileges expire upon termination of employment.
  - 1.3 An employee who terminates employment or gives notice of intent to resign employment may not purchase any type of membership, services, or activities at employee discounted rates.

### IV. NON- BENEFITTED EMPLOYEE USEAGE OF THE SERVICE AREA FACILITY

1. Employees must adhere to the membership policies and procedures in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area.
2. Service Area equipment is not available for personal use unless authorized by the Executive Director or designee.
3. Lessons: Employees and their dependents are eligible for a 50% 25% discount off member rates for center offered group lessons, (i.e. swim lessons, skate lessons, tennis lessons, etc.). Lesson discounts are for the employee, employee's spouse, and dependent children.

## SECTION XIII

4. Fitness Classes: Employees will receive a 50% discount off member rates for center offered fitness classes. There are no additional discounts on passes or ultimate memberships.
  - 4.1 Fitness instructor (land and/or water) employees may participate in fitness classes, **in their specific program**, at no charge, if space is available at the time of **registration and they must check in and obtain a wristband at the desk before participating the class. Substitute Instructors are not eligible for this benefit. However, if a fitness instructor employee would like to pre register and reserve a spot for a class, they will receive 50% off the member rate for that class.**
5. Child Care Usage: The fees for all employees while working are \$1.00 per hour per child for children ages three to eight and \$1.50 per hour for children age two and under. Hours of usage are not pro-rated. Childcare employees may have up to two children in the Child Care, while working, at no charge. If a nursery employee has more than 2 children in the Child Care while working, regular Child Care fees will apply per child. All employees are required to follow the procedures for reservations and guidelines, as established in the Child Care. Children related to an employee but not a dependent must abide by the guidelines and procedures as established in the Child Care. (i.e. Two-hour time limit, regular hourly fees, etc.)
6. Resale Merchandise: An employee purchasing items from the resale department is entitled to a 20% discount on the retail cost of merchandise. (some items may be excluded)
7. Misuse of these privileges may result in disciplinary action.
8. Employee member rates apply for all other activities and services at Cottonwood Heights Parks and Recreation as established by Administration and the Board of Trustees.

V. INDEPENDENT CONTRACTOR/LICENSEE: Not eligible for a membership or employee discounts. The Child Care is available at regular rates and must follow all Child Care guidelines and procedures.

## SECTION XIII

APPROVED AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA

By: \_\_\_\_\_

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: \_\_\_\_\_

**Patti Hansen**, Chairperson

**RESOLUTION NO. 2022-18**

**A RESOLUTION APPROVING THE PROPERTY TAX INCREASE EFFECTIVE BEGINNING YEAR 2023 ACCORDING TO THE TRUTH IN TAXATION PROCESS SET FORTH BY THE STATE OF UTAH**

**WHEREAS**, on November 16, 2022, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area tentatively adopted a 2023 budget which incorporated an increase to the certified property tax rate;

**WHEREAS**, the Cottonwood Heights Parks and Recreation Service Area has, in accordance with law, has followed all truth in taxation requirements, including holding a truth in taxation hearing on December 14, 2022;

**WHEREAS**, The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area desires now to approve a property tax increase effective year 2023;

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

- 1. Adoption.** PROPERTY TAX INCREASE; The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area does hereby approve a property tax increase of up to \$635,000 in property tax revenue, which is estimated to be approximately a 28.14% increase, which tax increase will be reflected in the final 2023 budget adopted by the Board of Trustees.
- 2. Delivered.** A copy of this Resolution shall be delivered to the Salt Lake County Auditor and the Utah State Tax Commission.
- 3. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
- 4. Effective Date.** This Resolution shall become effective immediately upon its passage

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 21<sup>st</sup> DAY OF DECEMBER, 2022.**

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Dan Morzelewski, Chair

**COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

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Patii Hansen

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Bart Hopkin

Attest:

Lyse' Durrant

Utah State Tax Commission - Property Tax Division  
Resolution Adopting Final Tax Rates and Budgets

Form PT-800  
Rev. 02/15

County: SALT LAKE

Tax Year: 2023

It is hereby resolved that the governing body of:

**COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

approves the following property tax rate(s) and revenue(s) for the year:

2023

1. Fund/Budget Type	2. Revenue	3. Tax Rate
20 Interest and Sinking Fund/Bond		
190 Discharge of Judgement		
570 County Service Area		

This resolution is adopted after proper notice and hearing in accordance with UCA 59-2-919 and shall be forwarded to the County Auditor and the Tax Commission in accordance with UCA 59-2-913 and 29-2-920.

**Signature of Governing Chair**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## RESOLUTION NO. 2022-19

### A RESOLUTION ADOPTING THE BOARD OF TRUSTEE 2023 MEETING DATES FOR THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA.

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area and Board of Trustees, in accordance with law, desires to set Meeting Dates for 2023;

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

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area (the “Service Area”) hereby adopts Board of Trustees Board 2023 Meeting Dates for the Cottonwood Heights Parks and Recreation Service Area as set forth in Attachment A.
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 21<sup>st</sup> DAY OF DECEMBER 2022.**

**COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

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Dan Morzelewski, Chair

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Patti Hansen

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Bart Hopkin

ATTEST: \_\_\_\_\_  
Lyse' Durrant

**Cottonwood Heights Parks and Recreation Service Area  
Board of Trustees  
Tentative 2023 Meeting Dates**

**The following proposed dates and times have been established by the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area for their General Meetings and Public Hearing in 2023.**

**Although these dates and times have been established, they are subject to change and will be advertised if such changes are made. All meetings are open to the public and they are encouraged to attend. For more information regarding these meetings, please call 943-3190x102. Posted at the Cottonwood Heights Recreation Center and on the Utah Public Notice Website on December 21, 2022.**

## RESOLUTION NO. 2022-20

### A RESOLUTION ADOPTING THE BOARD OF TRUSTEES 2023 BOARD APPOINTMENTS FOR THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA.

**WHEREAS**, the Cottonwood Heights Parks and Recreation Service Area and Board of Trustees, in accordance with law, desires to set Board Appointments for 2023;

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

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area (the “Service Area”) hereby adopts Board of Trustees Board Appointments for the Cottonwood Heights Parks and Recreation Service Area as set forth in Attachment B.
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 21<sup>st</sup> DAY OF DECEMBER 2022.**

**COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

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Dan Morzelewski, Chair

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Patti Hansen

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Bart Hopkin

ATTEST: \_\_\_\_\_  
Lyse' Durrant

# **COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

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## **2023 BOARD OF TRUSTEE APPOINTMENTS**

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**CHAIR-*Patti Hansen***

**TREASURER- *Bart Hopkin***

**CLERK-*Dan Morzelewski***

## RESOLUTION NO. 2022-21

### A RESOLUTION ADOPTING THE 2022 BUDGET AMENDMENTS FOR THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA.

**WHEREAS**, the Cottonwood Heights Parks and Recreation Service Area and Board of Trustees has considered the 2022 Budget Amendments;

**WHEREAS**, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area, desires to adopt the proposed 2022 Budget Amendments;

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

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area (the "Service Area") hereby adopts the 2022 Budget Amendments outlined in Exhibit A.
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 21<sup>st</sup> DAY OF DECEMBER 2022.**

**COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

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Dan Morzelewski, Chair

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Patti Hansen

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Bart Hopkin

Attest: \_\_\_\_\_  
Lyse' Durrant

## RESOLUTION NO. 2022-22

### A RESOLUTION ADOPTING THE 2023 BUDGET AND FEE SCHEDULE FOR THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA.

**WHEREAS**, the Cottonwood Heights Parks and Recreation Service Area and Board of Trustees has considered the 2023 Budget and Fee Schedule;

**WHEREAS**, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area, in accordance with law, desires to adopt a 2023 Budget and Fee Schedule;

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

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area (the “Service Area”) hereby adopts the 2023 Cottonwood Heights Parks and Recreation Service Area Budget and Fee Schedule-see attachment.
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 21<sup>st</sup> DAY OF DECEMBER 2022.**

**COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

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Dan Morzelewski, Chair

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Patti Hansen

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Bart Hopkin

ATTEST: \_\_\_\_\_  
Lyse' Durrant