

# Cottonwood Heights

## Weekly Update for April 29-May 5, 2018

### Public Relations

1. Delivered final May newsletter to homes and businesses. Spent 2 days posting May content to the website. Already gathering content for the June newsletter, and we're probably getting more than we can handle. We may need to edit out a few or push them to a later date.
2. Website crashed right before midnight on Tuesday, May 1. Spent several hours on the phone trying to get answers. Site was down for more than 14 hours, as CivicLive experienced a system-wide server failure. We did not receive any information or explanation until Friday, May 4. CivicLive acknowledged that besides their technical failures, they also need to work on their communications process.
3. Working with Ann Eatchel to write an events registration form. Spent a lot of time getting the language right. Also spent several hours updating the city website for Butlerville Days information as it comes in, while preparing the BVDays printed program that appears as a middle insert in the July newsletter.
4. Promoted several events, including the Resurrection Arts exhibit (which drew local TV news attention) on the website and social media. Also promoted the Cottonwood Connect event for the CHBA, the upcoming town hall meeting for Council District 3, and the upcoming auditions for the summer musical.
5. Participated in the CHPD Citizens Academy graduation event on Wednesday night, taking photos for the newsletter and other promotional purposes.
6. It's been a tough week with a lot of rumors floating around concerning the city budget. We're trying to keep our heads up, while also fielding social media comments and local media attention.

### Fire

Chief Petersen and I met with Mayor Peterson and Councilmember Mike Shelton on May 3<sup>rd</sup>.

- We discussed staff-reduction options and what that means to the fire portion of the budget. In round numbers, reducing staffing by one position at station 116 would result in a \$160,000 increase to Cottonwood Heights' budget. Reducing staffing by one position at both stations would result in a \$170,000 decrease to Cottonwood Heights' budget.
- We looked at several different map scenarios, with different "central" station locations vs. the 4-minute drive time polygons.

A memo will be sent out to all of our employees so they have the facts and know what options are being considered. Mayor Peterson, Councilmember Shelton and City Manager John Park reviewed the memo prior to it being distributed. The goal is to prevent rumors and help our employees understand the situation.

I will meet with both crews on each platoon again. The goal is the same as the goal with distributing the memo, with the added thought that the crews who will be affected if staffing gets reduced probably deserve some one-on-one face time, as we continue to discuss options. If staffing gets reduced by one position at station 116, that is a reduction of 3.6 people to our overall staffing. If

staffing gets reduced by one position at both stations, that is a reduction of 7.2 people to our overall staffing. Relative to the staffing levels in Cottonwood Heights, that would be a 25% decrease in full-time positions.

Battalion Chief Pilgrim with coordinate with Al Soucie (Forest Service, retired) to get the meeting set up to evaluate the cemetery property. Wet weather has delayed that meeting by a couple weeks. I will make sure John Park knows when the meeting is going to take place.

As always, contact me at your convenience if you have any questions or concerns.

## **Public Works**

### ***Gilson Engineering***

1. We prepared and sent certification letters to UDOT for the right of way acquisition and utility relocation for the upcoming Highland Drive improvement projects. We also officially notified all the applicable utility companies who will be required to relocate their utilities during the course of project.
2. We prepared contract documents for the 2700 East Pavement Project. We have been in contact with Staker to coordinate the specifics of the project that is scheduled to begin after school ends in June.
3. We have been coordinating with Holladay City regarding the shared pavement project coming up in the next year. Both cities plan to overlay 3000 East between the 6200 South intersection to the Cottonwood Parkway intersection.

## **Administrative Services**

### ***Bryce Haderlie, Assistant City Manager***

1. Staff met to discuss the grant purchase for a computer system that will allow us to track volunteers during an emergency event or other situation where volunteers are needed. The system will include an input system and ability to keep records for FEMA or other government reimbursement. The system can also be used for events and other gatherings where it is helpful to keep records on the event. Deputy Chief Paul Brennehan was given authorization to proceed with the knowledge that the city matching funds are in the emergency management budget.

### ***IT Dept.-***

1. The IT team discovered that the main server storage was not setup with a long term plan so they developed a plan using a temporary storage device at no cost to the city. Following current standards, they began migrating data to the new device with little to no down time and no impact to the staff.  
During the migration, problems were discovered with the exchange email server and storage design and a consultant help develop precautions for the migration. In spite of these efforts, the email crashed during an update. A total down time of 12.5 hours (2.5 during business hours) resulted on May 2<sup>nd</sup> and 3<sup>rd</sup>, and a smaller outage on Fri. May 4 were quickly rectified. Further evaluation showed that the initial storage setup had prevented updates from happening correctly which lead to the crash. Other inconsistencies were discovered and rectified. Migrating our email server to the cloud with Office 365 is one step that could reduce the likelihood of this reoccurring.
2. We finished the role out of our new Anti-Virus and have tested it's visibility on our systems. This includes improved protection from "ransomware" style virus'.
3. We finished the consolidation of server resources and made 20% of previously unusable space available.

4. We setup our server controllers in true High Availability. Should one go down, we will no longer drop all servers on that system, instead it will automatically fail over to the other system at work at approximately a 10-20 % decrease in speed.
5. Our internet and phone systems in city hall are now consolidated to a single company, allowing for discounts on internet. Billing consolidating to follow.
6. We have added a basic failover to our previously non resilient switch that runs our servers. This gives us a basic failover until we can reconfigure that switch setup.
7. We have reconfigured our backup system to make it use less space, and run more streamlined.

## Recorder/HR Manager

May 15-2018

### WORK SESSION

#### Public Relations Report - Dan Metcalf

*(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)*

#### Staff Reports

*(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day-to-day activities of the City. This report is available on the internet at [www.ch.utah.gov](http://www.ch.utah.gov). This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date of any changes since the report was made.)*

- a. Police Department – Chief Robby Russo
- b. Unified Fire Authority – Assistant Chief Mike Watson
- c. Community and Economic Development – Mike Johnson, Senior Planner
- d. Public Works – Matt Shipp, Director
- e. Finance – Dean Lundell, Director
- f. Administrative Services – Bryce Haderlie, Assistant City Manager
- g. City Recorder/ Human Resources – Paula Melgar, Recorder/Manager
- h. Manager’s Report – John Park, City Manager

#### City Council Reports (10:00)

a.

#### 6:00 pm Special Reports

- a. **Bill Baranowski, Traffic Engineer – Talk about Ped safety with round-a-bout design.**
- b. **Canyons School District (20:00)**  
*(Monthly Presentation by Ms. Amber Shill with Canyons School District.)*

#### Review of Calendars and Upcoming Events

#### Closed Meeting

For those that may not have seen this earlier:

May 7, 2018

FOR IMMEDIATE RELEASE

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The city of Cottonwood Heights is currently working to complete an operational budget for the 2018-19 Fiscal Year. Recent reports in the news media and social media have speculated that specific cuts to personnel, including city staff, police officers and contracted employees of Unified Fire Authority are part of the preliminary budget guidelines that will be proposed to the city council on Tuesday, May 8. This is one of the first steps in funding city operations and is subject to various changes as the process moves forward. A final budget will not be adopted for several weeks. In the meantime, several adjustments are forthcoming, along with opportunities for citizens to share their thoughts.

The mayor and council understand some of the frustration and concern surrounding such rumors and recognize that while there may be some tough decisions ahead, they also caution that such rumors are purely speculative at this point in the budget process.

“We take our stewardship over Cottonwood Heights very seriously. As such, we will constantly ensure that the city’s funds are properly allocated, while continuing to maintain and strengthen the services and quality of life our citizens need and deserve,” said Mayor Mike Peterson. “We ask for patience as the council goes through this process. Every employee, including public safety officers, are a essential part of our plans going forward.”

Citizens are invited to attend council meetings as the budget process moves forward.