



Cottonwood Heights

Weekly Update for
Dec. 17-30, 2017

City Manager

Public Relations

1. I've been working on a rather extended video in honor of Mayor Cullimore, to be shown during the open house on Jan. 4. It's been a major undertaking that I've been pursuing for more than a month now. Almost done, and need to shoot one more clip by the end of next week to get it completed. I have also been coordinating with Ann on the program and publicity for the event. She's doing a great job.
2. I've been going over some of the changes that are necessary for the transition of the new mayor and council members, relevant to the website and other public materials. This is an ongoing project, and I'm asking for a lot of help to make sure we have everything covered.
3. Finished the January newsletter, and sent it off to the printer. Taking a break from all newsletter activities until the new year.
4. Met with the communications committee to discuss the direction of the website, internal social media policy and other ways that address the needs and expectations of our community, as guided by the recent survey. We have a great team of talented folks to make this work, and I'm thrilled with the possibilities.

Administrative Services

1. Preparations for Oath of Office party and Mayor Cullimore and Councilman Tyler Appreciation Event on Jan. 2nd and 4th respectively.
2. New contract signed for Workers Comp Insurance that will save the city approx. \$50,000 annually.

Community and Economic Development

1. Our department wrapped and delivered secret Santa gifts this week. Thank you to everyone who participated!

PHOTOS –

Figure 1- Thanks to the Community and Economic Development Department for sponsoring the Secret Santa



