



# Cottonwood Heights

## Weekly Update for Nov. 19-25, 2017

### City Manager

#### Dan Metcalf – Public Relations

1. Still finishing up final details for the December newsletter. We (myself and our design team, including Emily, who is only able to use one arm) had to make last-minute changes over the holiday weekend. Submitted a final proof for the council on Sunday, and we will submit to the printer on Monday morning.
2. Gathered video clips for a special holiday project to be seen in during the employee Christmas party. Beginning editing process on Monday. Also gathering other video material for future projects.
3. Promoting the Light the Night event via social media. Getting a good response so far.
4. Website improvement (ongoing).

### Administrative Services

1. Final preparations are being made for the Light the Night event on Nov. 27<sup>th</sup>.
2. We are assisting the new Mayor and Council Members with getting computers, nameplates and other tools for when they take office.

### Community Development

1. We are still taking donations for the Holiday Donation Drive until the end of November. We are taking new pillows, towels, coats, boots, underwear, socks, blankets, diapers, baby bottles and formula to the Road Home shelter in Midvale. Thanks to everyone who has donated so far! (see picture)
2. The Sub for Santa gift requests are on the break room door. If you can help this year, take an ornament or two and bring Peri the items by Friday, Dec. 15, so they can be wrapped and delivered in time for Christmas!

### Safety Message – Just Another Phishing Story

I attended some training where a city in the Salt Lake Valley fell victim to a phishing scam that nearly cost the city \$80,000. The instructor shared another story of a university where many highly educated professional fell victim to a scam and their entire payroll was diverted and stolen. The take-a-way is that these criminals are becoming much more sophisticated and able to dupe people that are routinely on

the lookout for these scams. We recently had a phishing scam and a malware attack right here at city hall so don't assume that our software will catch and stop these types of crimes.

I've asked Matt and Eric to please prepare some information to better arm us against these types of threats so please be on the lookout.

Please watch out for emails requesting information or money, emails with unusual links or addresses, or any other activities that just don't look right. It's better to track down one of our IT staff to look at it and determine if it is safe to open than to be trapped by malicious software.

## PHOTOS –



*Figure 1 - The Sub for Santa donations are rolling in. Thanks to all those that have given so freely*



*Figure 2 - This is why we don't like helium balloons in the community room. When one gets away, Ann has to purchase a balloon with a string attached, add tape, and stick the lost balloon to the round-up balloon. It may look like fun but it is real work!*